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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MAY 22, 2023

8 **9:00 AM** Review Commissioners Agenda and Consent Agenda
9 **9:05 AM** Briefing Among CRMS-Discuss Individual Weekly Meetings and Schedules
10 **9:15 AM** Public Comment Period
11 **9:30 AM** Commissioners' Staff Meeting
12 **10:30 AM** Discussion/Review Annual Report-Auditor Cari Hall
13 **1:30 PM** Discussion-Single Point Entry-Auditor Cari Hall, & Shelly Keitzman, Larry Gilman
14 **2:15 PM** Discussion-Quote Metal Detection Systems-Election Grant-Auditor Cari Hall
15 **2:45 PM** Discussion-Clerk of the Board Duties & Administration Wages-Lanie Johns, Sheriff
16 **3:45 PM** Executive Session RCW 42.30.110 (1)(i)- Esther Miner

18 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue
19 North, Okanogan, Washington on May 22, 2023 with Chairman, Commissioner Chris Branch;
20 Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jon Neal; and the Deputy
21 Clerk of the Board, Crystal Hawley, present.

22
23 AV Capture and Zoom provided audio and video accessibility for public interaction.

24
25 The pledge of allegiance was recited.

26
27 **Review Commissioners Agenda and Consent Agenda**

28 The commissioners reviewed their agenda and consent agenda.

29
30 **Briefing Among Commissioners-Discuss Individual Weekly Meetings and Schedules**

31 The commissioners briefed among themselves, discussing their weekly schedules and meetings.

32
33 **Public Comment Period**

34 A member from the public, Emily Sisson and Isabelle Spohn was present.

35
36 Commissioner Branch opened the meeting up to public comment. Ms. Spohn had concerns about
37 potential wildfire over in the Methow Valley. Forest Service has more money than ever and she
38 wanted to know the progress in discussing alternate escape routes. There are only three routes
39 out of the Methow.

40
41 **Commissioners' Staff Meeting**

42 Emergency Management, Maurice Goodall, Planning Director, Pete Palmer, Fairgrounds
43 Manager, Naomie Peasley were present for staff.

44
45 Planning Department

46 Planning Director, Pete Palmer, updated the commissioners on her department. Commissioner
47 Branch explained that the Tribal Police Chief was making some progress on the mobile park. Ms.
48 Palmer was working on the contamination, but the new stuff was not up-to-date on county code,
49 so it is taking time. Commissioner Branch was curious to see if there was any relocation
50 assistance on mobile home parks and thought about reaching out to Community Action.

52 Ms. Palmer asked the commissioners about waiving Mr. Goldmark addressing fees since he had
53 to move his driveway down the road due to damage from mother nature.

54
55 Commissioner Neal would like Ms. Palmer to get a hold of Cari Hall in the Auditor's Office to see
56 if it was legal or not. The commissioners will also need a resolution made explaining why the
57 county is waving the fee.

58
59 Emergency Management

60 Emergency Management, Maurice Goodall, explained that temperatures are raising causing the
61 river to get higher, but it is still at a good level. Bonaparte Lake Road is still closed and impassable
62 at milepost 1, due to more water over the roadway. Cecile Creek Road is now opened.

63
64 There was a Fire Chief meeting in the Commissioners' Hearing Room, last week. Commissioner
65 Neal also joined the meeting. The group discussed dates for fire restrictions.

66
67 Mr. Goodall will be out of the office this Wednesday for a post fire recovery meeting in Wenatchee.

68
69 Commissioners and Mr. Goodall discussed the GIS System.

70
71 Fairgrounds

72 Fairgrounds Manager, Naomie Peasley, updated the commissioners with her department
73 updates. The fairgrounds will be having an event every day this week, so her department
74 overwhelmed. The Tribe has agreed to pay 50k and labor to help rebuild the race track.

75
76 **Discussion/Review Annual Report-Auditor Cari Hall**

77 Auditor, Cari Hall, Finance Manager, Lisa Schreckengost, Treasurer, Pam Johnson was present.

78
79 Ms. Hall is working on the county's annual review and provided the commissioners the accounting
80 policy and numbers. Okanogan County reports financial activity in accordance with the Cash
81 Basis Budgeting and Reporting Systems Manual prescribed by the State Auditor Office under
82 Washington State law, Chapter 43.09 RCW.

83
84 Ms. Hall explained that Beginning and Ending Cash and Investments are reported as restricted
85 or committed when it is subject to restrictions on use imposed by external parties or due to internal
86 commitments established by the Board of County Commissioners. When expenditures that meet
87 restrictions are incurred, the county intends to use the most restricted resources first.

88
89 She further explained that Okanogan County adopts annual appropriated budgets for all funds.
90 These budgets are appropriated fund level except the general fund, where budget is adopted at
91 the department level. The budget constitutes the legal authority for expenditures at that level.
92 Annual appropriated for these funds lapse at the fiscal year end. Annual appropriated budgets
93 are adopted on the same basis of accounting as used financial reporting.

94
95 Ms. Johnson went over the deposits and investments that are reported at the original cost.

96
97 Ms. Hall went over the interfund loan activities during the year 2022. Okanogan County has a
98 postemployment benefit plan offered to the LEOFF1 retirees called LEOFF Health and Welfare
99 Trust. There are currently 5 participants on this plan. The amount that Okanogan County has
100 contributed to the plan in the fiscal year 2022 was \$34,627.42.

101

102 Ms. Hall explained that leases are new this year. During the year ended December 31, 2022,
103 Okanogan County adopted guidance for the presentation and disclosure of leases, as required
104 by the BARS Manual. This requirement resulted in the addition of a lease liability reported on the
105 Schedule of Liabilities.

106
107 The County Treasurer acts as an agent to collect property tax levied in the county for all taxing
108 authorities. Collections are distributed at the end of each month.

109
110
111 **Motion**
112 Commissioner Hover moved to allow the retro payment from DRS Retirement Funds back pay in
113 the amount of \$11,473.22 to Larry Fingar that worked in the Solid Waste Department. Motion was
114 seconded. All were in favor. Motion carried.

115
116 **Discussion-Single Point Entry-Auditor Cari Hall, Sheriff Budrow, Clerk Speiker, & Shelley**
117 **Keitzman**

118 Auditor, Cari Hall, Chief Deputy Auditor, Jamie Grooms, HR Director, Shelley Keitzman,
119 Assessor, Larry Gilman was present

120
121 Mr. Gilman discussed options for a one-point entry way for the County Courthouse. He explained
122 that the county had done a lot of the requirements for a GR36 Trial Court Security. GR36 is a safe
123 courthouse environment is fundamental to the administration of justice. Employees, case
124 participants, and members of the public should expect safe and secure courthouses. This rule is
125 intended to encourage incident reporting and well-coordinated efforts to provide basic security
126 and safety measures in Washington courts.

127
128 Ms. Keitzman explained every court shall endeavor to meet or exceed the following minimum
129 standards. Should the court fail to meet the minimum court security standards, the court should
130 state in the Court Security Plan why the minimum standards were not met.

- 131
132
- 133 • *Policy and Procedure Guide for all Court and Clerk Personnel.*
 - 134 • *Weapons Screening by Uniformed Security Personnel at all Public Entrances.*
 - 135 • *Security Audits Every Three Years.*
 - 136 • *Security Cameras Recording with Loops of at Least Seven days, with Signage That*
137 *Recording Is Taking Place.*
 - 138 • *Duress Alarms at Multiple Strategic Locations, Such as Clerk's Office, Administration,*
139 *and Courtrooms, with Broadcasting to the Nearest Law Enforcement Agency with*
140 *Jurisdiction over the Court Site.*
 - 141 • *Emergency Notification Broadcast System in Place, with Standardized Color Coding,*
142 *and All Personnel Trained on the System.*
 - 143 • *Active Shooter Training for All Court and Clerk Personnel.*
- 144
145

146 Mr. Gilman asked the commissioners if there was a one-point entry, would it mean that employees
147 had to entry it or if they could use a key card through a different door?

148
149 The commissioners agreed that employees would have a key card to enter the courthouse.
150

151 Mr. Gilman would like to see if the commissioners could relook at Ordinance 2007-7. Ms.
152 Keitzman said she could have Esther look at the Ordinance to help updated to the current issues.

153

154 **Discussion-Quote Metal Detection Systems-Election Grant-Auditor Cari Hall**

155 Auditor, Cari Hall and Chief Deputy Auditor, Jamie Groomes were present.

156

157 Ms. Hall provided a quote form Point Security for a weapons security unit and explained that when
158 she had searched for vendors for the open gate system, only three were listed. Point Security,
159 CEIA USA, and isotecsecurity.com. All three have been verified too not be federal.

160

161 She had received a quote from Point Security and CEIA USA only. Isotecsecurity.com never
162 responded after several attempts, they never provided a quote.

163

164 Ms. Hall explained that Tim Meadows from the maintenance department thought CEIA USA would
165 be a great company to use. The commissioners suggested Mr. Meadows contact Point Security
166 as well and discuss the weapons detection system as he did for CEIA.

167

168 **Discussion-Clerk of the Board Duties & Administration Wages-Lanie Johns**

169 Clerk of the Board, Lanie Johns provided the commissioners her update. Community Action
170 currently has a homeless housing grant through Commerce. If the county opts in, Commerce
171 would send the funds to the county or if the county opted out, the funds would go directly to
172 Community Action in the amount of \$24,661 for fiscal year 2024 or 2025.

173

174 **Motion**

175 Commissioner Hover moved to opt-in to the homeless house grant funding from Commerce.
176 Motion was seconded. Commissioner Branch abstained, Commissioner Hover and
177 Commissioner Neal was in favor. Motion carried.

178

179 Ms. Johns asked for clarification on who follows up with committee information. Commissioner
180 Hover said that since the Commissioners sign the appointment letters, it should be the
181 commissioners' office staff that should be the ones to keep update to date information on the
182 committee members.

183

184 Ms. Johns asked if the Boards and District Policy Resolution could be updated.

185

186 Commissioner Hover thought there should be a term limit on committees, so others could be
187 involved.

188

189 Ms. Johns asked the commissioners if they have thought anymore on the repairs for the Tonasket
190 and Oroville EMS District buildings. The Tonasket contract with Life Line states Life Line is
191 responsible for repairs and maintenance of the building, but it is unclear whether the needed
192 repairs of the sewer line would be the districts or the Life Line responsibility. The Oroville Rural
193 EMS building also has roof damage, which is shared 1/3 City of Oroville and 2/3 Oroville Rural
194 EMS District. There is a 161k in reserves for the EMS District. If the commissioners wanted to
195 move forward, a budget supplemental will be needed.

196

197 Commissioners would like to have Wayne from EMS and talk about these repairs.

198

199 **Motion Oroville EMS**

200 Commissioner Hover moved to adjourn as county commissioners and reconvene as Oroville EMS
201 District. Motion was seconded. All were in favor. Motion carried.

202
203 After discussion, the board directed the Clerk of the Board to create an EMS budget supplemental
204 in the amount a \$3,000.

205
206 **Motion**

207 Commissioner Hover moved to adjourn as the Oroville EMS and reconvene as the county
208 commissioners. Motion was seconded. All were in favor. Motion carried.

209
210 Ms. Johns provided a list of duties the Clerk of the Board does outside her normal job duties and
211 requested \$2,000 stipend.

212
213 After discussion, the commissioners explained to Ms. Johns they would have a decision next
214 Tuesday.

215
216 **Executive Session RCW 42.30.110 (1)(i)**

217 Esther Milner, Pete Palmer, Prosecutor, Albert Lin

218
219 Commissioner Hover moved to go into executive session under RCW 42.30.110(1)(i) at 3:45 for
220 15 minutes inviting Chief Civil Deputy, Esther Miner, Prosecutor, Albert Lin, Planning Director, Pete
221 Palmer. Motion was seconded. All were in favor. Motion Carried.

222
223 Executive Session ended at 4:00 with no decisions made.

224
225
226 The board adjourned at 4:05 p.m.

227
228 Laleña Johns, CMC Clerk of the Board Jon Neal, Member