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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**MAY 4, 2021**

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**9:00 AM Commissioners Staff Meeting**  
**10:00 AM Discussion-Fairgrounds Track-Naomie Peasley**  
**10:30 AM Discussion-Vehicle Purchase Recommendation-Building Dan Higbee**  
**11:00 AM Updated Public Works- Josh Thomson**  
**1:30 PM Public Comment Period**  
**2:00 PM Update Human Resources Risk Management-Tanya Craig**  
**2:30 PM Public Hearing Budget Supplemental Appropriation CJTA, Sheriff**  
**2:10 PM Public Hearing Budget Supplemental Appropriation-Fund 160, 119, and 117**  
**2:15 PM Approve Commissioners Proceedings April 19 & 20 April 26 & 27, 2021**  
**2:20 PM Approve Consent Agenda**

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The Okanogan County Board of Commissioners met in Regular session at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on May 4, 2021, with; Chairman, Commissioner Chris Branch; Vice-Chairman, Commissioner Andy Hover; Member, and the Clerk of the Board, Laleña Johns, present.

AV Capture provided audio and video of the meetings held today, while ZOOM provided best audio accessibility and public interaction.

Commissioner Jim DeTro was absent today due to personal reasons. Commissioner Hover attended a Ruckelshaus meeting and was absent from 10 to 12 today.

Commissioner Hover noted that the discussion with Building Official to 9:00 a.m. because a decision is needed.

**Commissioners Staff Meeting**

Naomie Peasley, Joe Poulin

**Discussion-Fairgrounds Track-Naomie Peasley**

Potential revenue resource for the fairgrounds presentation.

Fair posters and premium book are prepared and published. Dione Asmussen updated the board on the Washington Fair Association certified training facility for thoroughbreds who will be presented nationally. Osoyoos fills up during the wintertime and are the closest certified training facility. It doesn't cost anything as the Horse Racing Commission is willing to come and do their part. Commissioner Hover was alright with that. Ms. Asumussen stated our track is similar to other tracks being used and certified. Measure the track and certify that and then people can come in and clock their horses. Commissioner Branch asked that there be an understanding about insurance expectation. It is posted on the grounds and they would need to sign a waiver for use of the track facility. Commissioner Hover said he is meeting with the Colville Tribe about the track. He is concerned about needing additional employees just to take care of the horse use rentals. Until we get to the break even point in the revenue stream to where someone can be hired. Ms. Peasley said the future improvement plan, once complete, will help generate the revenue. Ms.

52 Asumussen said other tracks require a credit card to be on file and a deposit is charged for  
53 cleaning costs. Commissioners indicated they were alright with the process to certify the race  
54 track.

55  
56 The track was worked on Friday last week. Commissioner Hover asked that a date be chosen  
57 and it be done consistently on those days.

58  
59 Wheelchair assessible door is getting finished funded by Farm Credit Services. Does the Building  
60 Official review the project to ensure we are meeting building codes. Taylor Son Enterprises is the  
61 contractor.

62  
63 Dan Higbee building official explained his wish to purchase an additional vehicle. Quotes were  
64 received and submitted for a super cab 4x4. The lowest quote was from Sunrise for a Chevy but  
65 the building official and Commissioner Hover preferred the Ford Truck. The difference is about  
66 \$600. Commissioner Hover thought Ford has a higher resale number and asked for ER&R review  
67 to identify the best 10-year value. He will provide the information later this afternoon.

68  
69 Sunrise \$35,320.98

70  
71 Jess Auto \$35,900.12

72  
73 Barry Automotive \$39,173

74  
75 Joe Poulin updated the board on maintenance projects. Mr. Poulin will start spraying the weeds  
76 on fairgrounds this week. He could use a PTO sprayer. Public Works and Maintenance trade  
77 services. Commissioners would like to see if Public Works can spray or we use their sprayer.

78  
79 The main Domestic waterline broke that serves the courthouse and repairs were made. Pipes are  
80 rusty though. Discussed replacement of the air conditioner serving the Central Services server  
81 room because it is a water fed cooler. We need something more efficient and an updated estimate  
82 should be obtained because it is critical to our system. Commissioner Branch asked that a light  
83 sensor, motion and sound, switch in the restroom be installed. Joe and Naomie and  
84 Commissioner Hover will meet every other Tuesday regarding the fairgrounds.

85  
86 Pete Palmer said she has the agenda bill for repealing the county code 2.66. A public hearing is  
87 completely up to the commissioners and opportunity for appeal exists as the chief civil deputy did  
88 not find language requiring.

89  
90 Shoreline fourth round of review and funding was offered. We may not have to apply for the  
91 funding for the periodic review. Gearing up to get those funds. Commissioner Hover would like a  
92 schedule put together so the board knows when SEPA review is happening so upfront they know  
93 and Ecology knows what our review schedule is going to be like.

94  
95 Talked about the public notice of the critical areas SEPA closed on April 28 draft critical areas  
96 ordinance and only put in that way because no public hearing date was set. Now that it is set the  
97 announcement will let people know the draft critical areas ordinance comment period is extended  
98 until the public hearing. Please use consistent language in the notices. The notice will be posted  
99 on the Planning website. Threshold determination was explained and what triggers mitigation.  
100 Commissioner Branch explained the process for SEPA used by the cities and other entities and  
101 pointed out differences. Postings were discussed for the public hearing on May 24. Over 100  
102 comments were received at the Planning Commission hearing so the public hearing was

103 continued to a special meeting for review of them. Commissioner Hover would like the Planning  
104 Commission to receive the comments ahead of the hearing. You cannot have written comments  
105 coming in up to the minute of the hearing because you need time to review them before the  
106 hearing. Commissioner Hover relayed that public notices and public information of departments  
107 are to be provided to Maurice Goodall for Everbridge announcement push and departments may  
108 be discretionary.

109  
110 Open Space Open Space site analysis is required on all parcels from the Assessor. There are  
111 other things that are taking precedence in the planning department.

112  
113 Only one applicant applied to the Senior Planner position. A request to broaden the notice will be  
114 made to HR. Regional PA and AWC job net was suggested by Commissioner Branch.  
115 Commissioner Hover said the WEBEX links for Planning Commission must be submitted to the  
116 Clerk of the Board for the commissioners' agenda posting.

117  
118 Commissioner Branch adjourned at 10:00 a.m. until public comment period due to no quorum.

119  
120 **Discussion-Vehicle Purchase Recommendation-Building Dan Higbee**

121 Moved to an earlier time slot.

122  
123 **Updated Public Works- Josh Thomson**

124  
125 *Maintenance & Road Conditions*

126 Stabilizer is in progress. Chiliwist road was requested to go further up the road. It is a combination  
127 of factors that come into play that determines how much maintenance. Commissioner Branch  
128 said Old 97 has many deer hit on the road. It might be applicable to reduce the speed due to this  
129 issue. High kill zone signs used by the state require data to support the use of the signs.

130  
131 Miller pit crush, access road. Will finish tonight and out by Thursday. Monday clean up on the  
132 road and stabilize the surface of the access road. Looking at some low-cost products to keep the  
133 dust down. Hydro seeding will also happen in October.

134  
135 Discussed a warning system project with flashing lights that DOT is doing in July on the  
136 intersection railroad cross south of Oroville eastside road.

137  
138 Drainage improvements to Hwy 153 is planned in 2022.

139  
140 The needed repairs to the SR153 bridge project has not found funding. Hwy 155 spur project is  
141 slated for construction in 2024 but could be moved to 2025 due to lack of funding. A full  
142 replacement is desired.

143  
144 Sa-Teekw-Wa park tree was discussed. The tree is healthy and isn't undermined, but we should  
145 keep our eye on it.

146  
147 **Areas 3 & 5 Shops**

148 The architect is moving forward with design. He worked with the auditor to put together a budget  
149 supplemental appropriation.

150  
151 Looking into whether or not the shops need a sprinkler system. A dry system is also being priced.

152  
153 *RAP Project Funding*

154 CRAB approved our projects as expected with \$15,000 left so the Loomis Oroville drainage  
155 project can move ahead.

156

157 *Old 97 Construction Project*

158 Getting serious about the project which is scheduled to be complete in June.

159

160 Commissioner Branch explained notices are to be provided to Maurice Goodall for the Everbridge  
161 push to the public. Engineer Thomson said he provides all the notices and public announcements  
162 to Mr. Goodall and at his discretion he decides what to announce.

163

164 Lead Weed Shop employee is retiring. Requesting to post and hire the position by June 1. Board  
165 approval is needed for the arrangement. Commissioner Branch would like auditor Hall to consider  
166 whether or not the decision can be in a motion or a resolution.

167

168 Engineer Thomson will be absent from June 8-11 as he is attending the association and will  
169 become president.

170

171 *Consent Agenda*

172 Engineer Thomson explained the items listed on the consent agenda. The Forklift and UTV is for  
173 Solid Waste and included in the budget. The UTV is a smaller Kubota all-terrain type vehicle like  
174 a gator.

175

176 Commissioners discussed drafting a letter to the Governor's office urging him not to veto any part  
177 of the funding for water banking. Commissioner Branch suggested he write and authorize the  
178 letter. Commissioner Hover would like to read the letter prior to authorizing Commissioner Branch  
179 to sign and send it.

180

181 Commissioner Hover asked if the Chairman would like to have the draft budget completed by the  
182 first budget hearing. He would like people to be able to access the document in order to provide  
183 comments. Commissioner Branch doesn't want to continue the hearing and would like the hearing  
184 open during the development of the budget and isn't beneficial to the public to participate. By  
185 December's public hearing we should have a 99% completed budget so that the public can  
186 comment on a budget that is very close to adoptable.

187

188 **Public Comment Period**

189 No public wished to provide comment.

190

191 **Update Human Resources Risk Management-Tanya Craig**

192 Ms. Craig said Josh Thomson spoke to her about the position whose worker is retiring and would  
193 like to hire to fill the position prior to the position being vacated. Authorizing an additional position  
194 temporarily.

195

196 Notification from Public Safety Testing for Civil Service that rates are going up 3% for the two  
197 tests we use them for.

198

199 Every department is experiencing a lack of applicants for open positions. Work Source program  
200 is helping to fund some positions and worker training. Because of the extra \$300 per week  
201 unemployment people are getting it is affecting our ability to fill open positions. All three positions  
202 are unique. Looking at a singular monthly salary for the group.

203

204 Still working on salary surveys for Clerk of the Board, District Court Administrator and Chief Civil  
205 Deputy in the Sheriff's office. Finding counties that have exactly the same positions doing the  
206 exact tasks is impossible because Okanogan County has different dynamics.

207

208 **Public Hearing Budget Supplemental Appropriation CJTA, Sheriff**

209 Undersheriff Aaron Culp, Kim Herriman, Tanya Craig

210

211 Commissioner Branch opened up the public hearing to staff. Undersheriff Culp explained the the  
212 budget supplemental includes funding from US Marshals service through a grant. The funds will  
213 help purchase upgrades to camera systems and overtime for having additional deputies to help  
214 manage folks. The funds have been received this supplemental provides the expenditure lines.

215

216 Ms. Craig explained the budget supplemental will allow her to send back unused CJTA funds that  
217 we automatically received each month. We get the fund automatically each month from the HCA,  
218 but if it isn't all expended we have to send the remaining unspent funds back. They do not go by  
219 calendar year.

220

221 **Motion Resolution 55-2021 Budget Supplemental Appropriation CJTA, Sheriff**

222 Commissioner Hover moved to approve resolution 55-2021 a budget supplemental in the amount  
223 of \$34,818 regarding CJTA funds and Sheriff budgets. Motion was seconded all were in favor,  
224 motion carried.

225

226 **Public Hearing Budget Supplemental Appropriation-Fund 160, 119, and 117**

227 Commissioner Branch opened up the hearing to staff. The Clerk of the Board explained the  
228 purpose for the budget supplemental. Commissioner Branch Closed the hearing.

229

230 **Motion Resolution 56-2021 Budget Supplemental Appropriation-Fund 160, 119, and 117**

231 Commissioner Hover moved to approve resolution 56-2021 a budget supplemental appropriation  
232 in the amount of \$69,928 regarding funds 160, 119, and 117. Motion was seconded, all were in  
233 favor, motion carried.

234

235 **Approve Commissioners Proceedings April 19 & 20 April 26 & 27, 2021**

236 Commissioner Hover moved to approve the commissioners' proceedings of April 19 & 20 April 26  
237 & 27, 2021. Motion was seconded, all were in favor, motion carried.

238

239 **Approve Consent Agenda**

240 Commissioner Hover moved to approve the consent agenda items 1-9 excluding item #5. Motion  
241 was seconded, all were in favor, motion carried.

242

1. Contract Parametrix -Environmental Engineering-Solid Waste

243

2. Purchase Approval- Traffic Striping Materials from WA ST Contract-Public Works

244

3. Purchase Approval- Forklift-Pape Machinery

245

4. Purchase Approval-UTV-Valley Tractor & Equipment

246

5. ~~Purchase Approval-Traffic Striping Materials Alpine Products Inc.~~

247

6. Cattleguard Franchise Relinquishment- CCT #N-118

248

7. Interlocal Agreement- Building Inspection Services- City of Brewster

249

8. Resolution 53-2021 Out of Class Pay -Kayla Higbee

250

9. Resolution 54-2021 County Road Project Improvements -Rendezvous Rd

251

252 **Motion - Voucher Approval - Commissioners**

253 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
254 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a

255 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
256 approve the regular vouchers in the amount of \$239,886.03. Warrant numbers as cited on the  
257 attached blanket voucher list. Motion seconded and carried.

258  
259 **Motion Public Health Voucher**  
260 Commissioner moved to approve the Public Health Vouchers including regular vouchers in the  
261 amount of \$72,901.52. Warrant numbers as cited on the attached blanket voucher list. Motion was  
262 seconded, all were in favor, motion carried.

263  
264 **Motion Resolution 57-2021 Public Works Leadman Position**  
265 Commissioner Hover moved to approve resolution 57-2021 allowing a temporary additional  
266 Leadman position for the Public Works Vegetation and Sign Shop. Motion was seconded, all were  
267 in favor, motion carried.

268  
269 Commissioners reviewed the new website and would like to do away with the Departments and  
270 Offices heading, place those under that heading under the Government heading and add a  
271 Boards & Committees heading. Commissioners would like to differentiate between real  
272 emergency notifications regarding an emergent situation and the ones that are just informational.

273  
274 **Motion Letter to the Governor**  
275 Commissioner Hover moved to authorize the chairman to draft and sign a letter to the Governor's  
276 office supporting the water banking provisos. Motion was seconded, all were in favor, motion  
277 carried.

278  
279 The board adjourned at 3:10 p.m.  
280