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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MAY 6, 2024

9:00 AM Review Commissioners Agenda and Consent Agenda

9:15 AM Public Comment Period

9:30 AM Commissioners' Staff Meeting

10:30 AM Update-Superior Court Clerk-Susan Speiker

11:00 AM Discussion-Annual Report-Auditor & Treasurer

12:00 PM Briefing Among Commissioners-Discuss Individual Weekly Meetings

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on May 6, 2024 with Chairman, Commissioner Jon Neal; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Chris Branch; and the Clerk of the Board, Laleña Johns, present.

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

Commissioner Andy Hover arrived at 9:49 a.m.

Review Commissioners Agenda and Consent Agenda

Commissioners reviewed their consent agenda.

Public Comment Period

No public wished to comment.

Commissioners' Staff Meeting

Emergency Manager Maurice Goodall; Fairgrounds Manager Nick Bates, and Secretary Larissa Goodall, Planning Director Pete Palmer

Emergency Manager Maurice Goodall provided his staff report. He discussed the Burn Restriction timeline June 15 through June 15 for the burn restriction a resolution will be prepared to establish. Most agencies have a more restrictive policy than the county. DOT is starting road improvement projects so there will be delays.

Mr. Bates provided his update of projects at the Fairgrounds. Ms. Goodall asked about current waiver & Release of all Claims for 2024 was reviewed by Risk Manager and Prosecutor's office. Additional language was provided for the form. (attached) Liability waiver was discussed for use of county equipment, but Mr. Bates explained he eliminated that due to equipment being damaged by users. Commissioner Branch asked that a footnote be added to note the date of adoption. Commissioner Hover would like the waiver to site the RCW.

Resolution 49-2024 was discussed and clarification requested on who receives the \$75 rate. The Conservation District signed a rental agreement in July 2023 for use of the Agriplex for a celebration and the prior Fairgrounds manager allowed the \$75 rental fee. The contract is not signed by the county at this time.

50 Animal Clinic was at full capacity for the spay neuter clinic by 6:00 a.m. that will be there all
51 week. Some camped over the weekend to ensure their spot in line.

52

53 Mr. Bates stated the annex gas oven won't stay on, it goes off after 5-10 minutes.

54

55 Mr. Bates stated a scheduled quince over the weekend had over 400 people in attendance,
56 more than was permitted. It was packed. Security kept calling him. The permit was only good
57 for 300 people. They were given 30 minutes to reduce their numbers and they did bring it
58 down. Three security by the county and three others were secured. The contractor cleaned
59 up the next day.

60

61 The contract language is being reviewed and Clearer rules incorporated. A bilingual contract
62 is needed due to a lot of Spanish speaking renters.

63

64 Mr. Bates asked about the High School Rodeo and whether the commissioners wanted to
65 reduce their rental cost. Commissioners discussed which events that benefit youth and
66 furthers the county's objectives to identify which events could be waived.

67

68 Commissioner Hover discussed the rodeo being associated with high school and kids must
69 get good grades to participate. He was opposed to giving the fee reduction. If the event is
70 associated with the school, FFA, etc... should they by default get a reduced fee? They do not
71 profit from the event; all funds go to the state association and are used for student
72 scholarships for college or trade schools. The county already subsidizes the fairgrounds.
73 Policy would state that fee reduction for associated school functions be allowed.
74 Commissioner Branch relayed that functions that serve the county, such as conservation
75 district functions, be justified and a standardized test be applied to allow a reduction. The
76 conservation district does provide a service to the county. Commissioner Neal said these
77 functions promote and support alternative activities. Commissioner Branch stated the Support
78 Center also supports people in the county.

79

80 **Motion Fee Waiver High School Rodeo**

81 Commissioner Hover moved to approve a 50% fee waiver for the High School Rodeo event
82 next weekend. Motion was seconded, all were in favor, motion carried.

83

84 **Motion Clerk of the Board to Revise Fee Schedule**

85 Commissioner Hover moved to direct the Clerk of the Board to revise the fairgrounds fee
86 schedule to allow additional waiver clarifications for school youth events for approval on
87 Tuesday, May 7, 2024. Commissioner Branch asked fairgrounds staff to provide other county
88 fairground policies to look at what those fairgrounds have in terms of waivers and then email
89 those to the Clerk of the Board. Motion was seconded, all were in favor, motion carried.

90

91 Planning Director Palmer explained staff is trying to get rule changes incorporated for the
92 Planning Commission's next review. There were six suggested changes incorporated and the
93 Planning Commission will review those at their next meeting. Commissioner Hover said they
94 could consider other changes besides the public's recommended changes and could take
95 each zone at a time.

96

97 Commissioner Hover asked where we are at with the update of critical areas and shoreline.
98 Director Palmer said we just did the periodic review of the shorelines. Critical areas is slated

99 to address the repairing and grading after review of the zone code. Critical areas update is
100 one item in the future schedule.

101
102 Commissioners discussed the process the Planning Commission is taking in updating the
103 zone code. The BOCC suggested how they would like the document updates to be
104 considered. They thought it would be best if a commissioner relayed how the process is
105 expected to be accomplished. Director Palmer will schedule a special meeting of the Planning
106 Commission Board in order for the BOCC to relay how the zone code revisions are to be
107 incorporated. have this conversation.

108
109 Commissioner Branch said the Planning Commission is reviewing the document subject to
110 public concern, the Planning Commission is revising the document that will be brought
111 forward to the BOCC. They could not go page by page to develop it because the changes
112 were already made. Trying to get them into going through the document through the different
113 process. Commissioner Hover discussed having a bullet point comment on each item
114 showing the Planning Commissions thoughts. Director Palmer said that is what has been
115 done. Two big things was to add multifamily housing into the R20 as a multi-use and to
116 remove all changes made to temporary use section. Commissioner Branch said it was a
117 document that went before hearing and people commented on it, so he would rather not have
118 a document as an alternative document. Any document has a revision based on the hearing
119 itself. They may have recommendation on what to do about it but it should be presented in a
120 format that doesn't change anything but rather suggests them. She is making the changes
121 into the document and bringing them back to the Planning Commission for deliberation and
122 then make additional changes based on their deliberations. Commissioner Hover said no and
123 explained why. How do we convey stuff to the planning commission on how the BOCC would
124 like the process to go on the proposed changes? Commissioner Branch said one
125 commissioner would need to attend to convey the process. He dwells on the verbiage on
126 planning department assists the commission. He sees some things that would not be a big
127 deal if we knew what was applicable to the map. It is like here are the comments on the
128 document. Commissioner Hover volunteered to attend the planning commission meeting to
129 relay item by item and the rational about those changes.

130
131 **Update-Superior Court Clerk-Susan Speiker**

132 Superior Court Clerk Susan Speiker provided the Fee by Fee Schedule Reports that showed
133 what the program brought in last year and what has already been collected this year.

134
135 She explained the Passport photos can now be taken in house instead of sending folks to
136 Walmart for them to take the photo. Costs have already been recovered.

137
138 She discussed the Odyssey portal was implemented in 2016. She provided a report showing
139 the funds taken in so far. She is looking at a potential change in portal fees. Fees have not
140 been changed since 2018. She wants to ensure consistency with other counties on our fees
141 changes Odyssey fees are going up. A proposed fee chart was provided.

142
143 Clerk Speiker explained laptop upgrades for her and her Deputy that were not budgeted. She
144 explained Okanogan County's portion of the LFO Grant. There could be a larger amount
145 received if approved for 2025.

146

147 The Risk Pool helped (50%) pay for Clerk staff to attend conference. The conference was
148 interesting and related to the times we are in with regards to Mental Health. Staff were not
149 comfortable answering some of the questions.

150
151 Free training will be provided that will train staff on best practices on dealing with victims.

152
153 The Clerk's office will be closed at 3:00 p.m. on the three holiday eves with the support of the
154 Superior Court judges and will be the first year the Clerks office will enjoy this time off like
155 other offices.

156
157 The Clerk's office will be holding another field day for the high schoolers to tour and learn
158 how the criminal justice system works. (attached)

159
160 Looking at leaving Odyssey and going to Enterprise Justice this year. There are a number of
161 show stoppers. The training will be minimum but overtime is expected which may need a
162 budget supplemental later. She

163
164 A huge problem occurred but the speech to text program resolved the issue. Some of the
165 mics will need to be adjusted. The accuracy is about 92% with some words that are not
166 correct. She explained how the program works. It is a 15-20-minute delay between voice and
167 text, but the delay works for the courts. It is only in Superior Court, but it is a tool that could
168 be added to the other court. She explained a better method for access and uploading
169 evidence that could be shown in digital format. The Clerks in the state would benefit if the
170 login technology for evidence is implemented.

171 172 **Discussion-Annual Report-Auditor & Treasurer**

173 Auditor Cari Hall, Treasurer Pam Johnson, Finance Manager Lisa Schreckengost

174
175 Auditor Hall provided the board with the draft 2023 Annual Report to go over before it is
176 submitted to the State Auditor's office. She went over the reporting requirements and
177 explained what has changed and how those are reported and how justified. She worked with
178 department heads that have signed leases and software agreements. Schedule 20 had
179 changes and required more info on the sales and use tax on jobs created and now we include
180 accumulative totals. It is also now tied to the county's comprehensive plan. She also reports
181 on the value of insurance provided to employees including LEOFF I as well as report all the
182 department retirement values.

183
184 Schedule of Federal Awards take a lot of time to report. All numbers are double checked and
185 supported by the documentation. We are cash based, but the report is an expenditure-based
186 report. Federal Dollars make up a big part of our budget, well over \$750,000. She said
187 reporting is based on BARS code with 334 being state and 333 being federal all are required
188 to be reported.

189
190 Treasurer Johnson explained her portion of the report what it includes to report our full
191 liabilities. She also reports on Schedule 6 and she explained what that report includes.
192 Schedule 6 is fairly new. Half of the state auditors cannot figure it out. It was difficult to balance
193 how they want it because we are cash-based reporting under GAAP.

194

195 The group felt the beginning and ending balances are very close and difference is somewhere
196 in the taxing districts because we are their treasurer too.

197
198 Commissioner Branch asked how the State Auditor will be looking at the ARPA reports that
199 are reported to the feds. He said how we report has changed over time. He thought there
200 would be some items missing from the previous report for obligated funds versus spent funds.
201 There is a process to provide updated reports but it isn't simple. This year we are late
202 because the system its self is rejecting the data and not saving the data inputted. The system
203 is not functioning properly and there has been no response until it was too late, no one to talk
204 to on the phone, it is all through email. Auditor Hall explained they will audit for expenditures
205 within the performance period, then if other reportable requirements they will ask for copies
206 to ensure we are complying with the program. There was the issue with debarred vendors
207 and each vendor check should happen before the contract is signed and date checked on the
208 saved check. Procurement policy to reflect these. This year most counties in the state were
209 dinged for not checking for debarred vendors prior to signing contracts.

210
211 Once we have a final audit the report is published on the auditor's website.

212
213 **Briefing Among Commissioners-Discuss Individual Weekly Meetings**

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215
216 The board adjourned at 12:08 p.m.

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