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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**NOVEMBER 13, 2023**

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- 9:00 AM Review Commissioners Agenda and Consent Agenda**  
**9:05 AM Review Meeting Minutes November 6<sup>th</sup>, 7<sup>th</sup>, 2023**  
**9:15 AM Public Comment Period**  
**9:30 AM Commissioners Staff Meeting**  
**10:00 AM Budget Work Session-Sheriff, Communications, Jail, SAR 013, 017, 106, 109, 132, 143, 145, 160, 161...**  
**To Follow Briefing Among Commissioners–Discuss Individual Weekly Meetings and Schedule**  
**1:30 PM Budget Work Session-Maintenance**  
**2:30 PM Budget Work Session-Noxious Weed**  
**3:00 PM Budget Work Session-Planning**  
**4:30 PM Approve Meeting Minutes November 6<sup>th</sup>, 7<sup>th</sup>, 2023**  
**4:35 PM Approve Consent Agenda**
- 

The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on November 13, 2023 with Chairman, Commissioner Chris Branch; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

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

**Review Commissioners Agenda and Consent Agenda**

Methow Trails replaced Lower Goat Creek Bridge and the county agreed to pay for the materials as part of the major improvement. However, the invoices were more than what the county budgeted. Commissioner Hover will discuss with James De Salvo the additional costs of the invoices.

Commissioner Branch has obligations this afternoon that he may be absent for. British Columbia Water Association Katherine Lee Johnson, Border Control International Joint Commissioner contacted the commissioners about Lake Osoyoos.

**Review Meeting Minutes November 6<sup>th</sup>, 7<sup>th</sup>, 2023**

Commissioners reviewed their meeting minutes did not have sufficient time to finish.

**Public Comment Period**

No public comments were given.

**Commissioners Staff Meeting**

Fairgrounds Manager Chuck Ford asked the commissioners about a waiver for the Booster Club to use the Agriplex and the fee has been waived before in prior years. Schools do not need the waiver due to the reduction being on the fairgrounds fee schedule to reduce their fee by 50% since the schools are accredited and serves a school function. Commissioner Hover discussed the scope of work for the horse barns roof that needs to describe better the specific work to repair the roof for the insurance quote claim.

Commissioner Hover discussed LED lighting for the arena area. Mr. Ford stated he met with the fairgrounds maintenance and has a list that was created for the fairgrounds he will provide the list to the BOCC. Commissioner Hover reminded the board about picking projects based on safety issues

54 prioritized in accordingly and then budgeted one at a time. Mr. Ford is meeting with Roni Holder-  
55 Diefenbach on projects.

56  
57 Director of Planning, Pete Palmer, discussed rescheduling the discussion for code revisions.  
58

59 Commissioner Branch was absent this afternoon due to a Discussion with Chuck Ford about the  
60 infrastructure presentations tomorrow.

61  
62 **Budget Work Session-Sheriff, Communications, Jail, SAR 013, 017, 106, 109, 132, 143, 145, 160, 161...**  
63 Sheriff Budrow, Undersheriff Dave Yarnell, Auditor Cari Hall, Treasurer Pam Johnson, Finance  
64 Manager Lisa Schreckengost, Shelley Keitzman, Chief Communications Mike Worden, Chief  
65 Corrections Stephan Wolak

66  
67 Sheriff Budrow noted there were no family benefits available to non-bargaining employees.  
68

69 Commissioner Hover presented the Sheriff's budget spreadsheet. Sheriff Budrow provided the idea  
70 that no benefits for non-bargaining staff. It is difficult to hire without that, resolution that states those  
71 administrative staff parody, but does not include benefits for family wife and two kids. It decreases  
72 those staff pay who have to pay \$1400 for their family health insurance and therefore makes less.  
73 Commissioner Hover stated that is a union discussed benefit. Sheriff Budrow asked why and if those  
74 folks were unionized they could have decreased family benefits. Commissioner Hover stated he would  
75 never have approved that.

76  
77 Why was the traffic fund taken away? Commissioner Hover stated public works can pay for a portion  
78 of the traffic officer, but prior administration did away with it. If we put more money into public works  
79 for sheriff traffic then road funds get reduced, what is the balance of ticketing for speeding versus filling  
80 potholes. Sheriff Budrow is asking for two deputies for this, we do not do crash reconstruction anymore  
81 and there is only one deputy and himself that can do it anyway. The idea was that it would reduce  
82 potential law suits to the county because we would have deputies covering those traffic accidents and  
83 doing the recon if accidents happen on county roads. Deputies don't do road investigations or traffic  
84 control or speeding emphasis anymore and we just don't have deputies to cover. He proposed taking  
85 a look at it again. Commissioner Hover stated the BOCC has to balance the budget and consider  
86 traffic safety and road safety.

87  
88 Sheriff Budrow stated his office was authorized 32 deputies over the last 20-years and he asked why  
89 more deputy positions were not authorized when the Tonasket contract came into effect.  
90 Commissioner Hover stated there were two extra deputy positions funded and put into place and both  
91 went to academy to specifically provide coverage in Tonasket.

92  
93 The group discussed Communications Fund 120, and went over the 2024 revenue and expense  
94 budget and adjustments made.

95  
96 The group discussed the Jail fund 001.013 and adjusted the 2024 revenue and expense budget. The  
97 Criminal Justice booking and boarding fees were discussed. Ms. Keitzman bills the cities for these  
98 costs. The Ford vehicle has intercooler leak and oil leaks the same as the solid waste. Commissioner  
99 Hover stated the vehicle should be surplussed and replaced.

100  
101 Commissioner Hover asked if we are still using the Electronic Home monitoring program. Mr. Wolak  
102 stated how these programs get utilized is up to the judge who orders it. Friendship diversion is ordered  
103 by the judge as well. At the state level there is a push to the least restrictive option and Jail standards  
104 act is pushing that too. Jail restrictions bounces off and on and these depend on the judge and courts  
105 taking advantage of the programs.  
106

107 Mr. Wolak stated the MOUD Jail RN costs have gone up and more than 20 hours are being used even  
108 though the commissioners' resolution restricts the hours to 20. Ms. Keitzman will address this.

109 Mr. Wolak stated we have four brand new sergeants who will utilize the travel and training budget and  
110 the training isn't local. The DOE funding for collections went away due to not enough eligible inmates  
111 to provide the collections.  
112

113 The Jail overtime budget increased request from \$275,000 to \$450,000. Commissioner Hover asked  
114 if we put the normal amount of overtime in for a normal staffing, or do we put it in the overtime due to  
115 not having all seven open positions filled. Undersheriff Yarnell said it is unnerving to not be able to  
116 track such as overtime payouts. It is problematic to pay double time and overtime and do we have  
117 enough money to pay for training. Commissioner Hover stated he looks at the other big-ticket items  
118 such as cars. If positions were hired tomorrow, it will be at least 18 months before they can even start  
119 and count towards staffing to affect the overtime costs getting pulled down. Sheriff Budrow stated  
120 there are correction deputies that want to move to patrol deputy positions but because of they receive  
121 a lot of overtime pay right now they don't want to move.  
122

123 Commissioners briefly discussed Methow Valley EMS 2024 Levy Certification correction.  
124

125 Commissary fees were discussed. Sheriff Budrow stated the ATM takes a certain percentage  
126 whenever an inmate uses it. Commissioner Branch asked if someone from the outside provides funds  
127 for a particular inmate how does that work. Mr. Wolak explained certain circumstances when funds  
128 are used to pay for destroyed mattresses and what portion the inmate ends up with. Commissioner  
129 Branch stated those providing funds should know what their funds are going towards. Commissioner  
130 Hover asked that the ATM fees not be excessive.  
131

132 Mr. Wolak discussed two additional RN/LPN level positions (\$90,000 each) in the jail so jailers do not  
133 have to deal with administering medications. Commissioner Hover stated he would like to discuss with  
134 public health about what we need. Within public health there could be a way to utilize their staffing for  
135 this. Instead of reinventing the wheel is there a way for their RN's to do stuff in the jail and then the  
136 county pays that part of the position.  
137

138 Sheriff Budrow stated we have a mental health crisis, OBHC says they are trying to get staff in the jail,  
139 but we haven't seen that happen yet. Can we add it to our budget? Commissioner Hover stated the  
140 county gets money for Mental Health, Developmental Disabilities, and Alcohol and Drug Abuse which  
141 goes to OBHC. He went over what the county receives and pays to OBHC. He said the funds could  
142 be redirected to pay for someone in the jail. They are the contractor for the community, but this one  
143 issue is the worst. The contract with OBHC is up in 2025, but why not amend it? DCR services in the  
144 jail.  
145

146 Public Works Engineer Josh Thomson was asked to join the discussion about the two deputy positions  
147 the Sheriff is asking for.

148 Sheriff Budrow requested two additional deputy positions for traffic patrols to be authorized and funded  
149 and they would collect and provide accident data to public works. Commissioner Hover stated it would  
150 cost about \$250,000 to fund the two positions which would have to be taken directly from the Public  
151 Works budget. Engineer Thomson explained how those funds would be covered. Two main sources  
152 of funds for administration and road functions property tax and fuel taxes equate to around \$850,000.  
153 If we took the \$250,000 for Sheriff, the impact would eliminate overtime for snow plowing no plowing  
154 on weekends or after hours, or it would cut overtime for other workers or cut out the amount of chip  
155 seal we could do and we are already pushing it out farther than we should. There are only two  
156 sergeants able to do major traffic reconstruction, himself and Sergeant Tony Hawley, and not  
157 something everyone else is trained to do or has the ability to do.  
158

159 Because two officers are leaving, the Sheriff needs to fill five positions and that would impact public  
160 safety. Engineer Thomson reminded the BOCC that costs for equipment have doubled, and what we  
161 take now will really hurt our 2025 budget. L&I has mandated the amount paid to exempt employees.  
162 In 2027 pay goes up to around \$97,000 for those in the exempt category. Undersheriff Yarnell said  
163 the goal for traffic deputies writing good collision reports would the county road agree to contribute  
164 \$40,000 for training. Commissioner Hover responded that the labor costs are outstripping the revenue.  
165 The county used to make over a million on interest alone. He is not opposed to looking at where  
166 training funds can come from. Engineer Thomson mentioned that the paperwork in order to pay for  
167 someone from public works funds is very cumbersome, if the county knew the amount then a road  
168 levy shift would make funding much easier.

169  
170 Undersheriff Yarnell explained how beneficial an animal control officer was to the sheriff's office and  
171 the public. He explained ideas for funding the animal control functions that include contracts with cities  
172 so the position would cover the whole county. They would like to see one umbrella code that covers  
173 all of them and that would help the officer to deal with one municipal code. The position could be a  
174 special commission or a commissioned officer depending on the needs. There is a vehicle that could  
175 be used at the start of the program. It would be a significant step forward to show the public we are  
176 taking this seriously again in order to generate help with equipment donations. A facility is a pie in the  
177 sky dream, but partners would like to see at least a position for animal control specifically.

178  
179 Would like an authorized flex SAR position. Some activities not on Forest Service lands may need  
180 funds. With the SAR possibly being awarded the full amount of the available Title III funds,  
181 Commissioner Hover said he thought those funds could cover some of the costs.

182  
183 Now that the additional Field position discuss went well. Undersheriff Yarnell discussed additional  
184 patrol positions. Although the position is valuable it needs more regulated and duties compensated at  
185 the level needed. Changes to the Sergeant position to a Lieutenant position was discussed at 4-5%  
186 more. Sergeants do not want the added duties of the Admin Sergeant. The Lieutenant positions would  
187 give them a position to aspire to.

188  
189 Undersheriff Yarnell stated he thought he could fill the current open positions by January, but will  
190 continue to push recruitment very hard in order to get as many entry levels on the list. This is the end  
191 of the double time era and that would need to be reauthorized.

192  
193 The total Sheriff's request is for 10 more people across the board.  
194 1-Animal control  
195 1-Lieutenant position budget neutral  
196 1-SAR coordinator ½ time  
197 6-Patrol officers

198  
199 The uniforms for patrol have not been purchased in about 10-years. Full on black on black jumpsuits  
200 are the basic uniforms for everyone until this year. Decided to go with working deputy uniforms to get  
201 them looking professional and outfitted. The jumpsuits are over \$400 each, but department is  
202 purchasing the new uniforms tan over green a few at a time.

203  
204 Not sure if Forest Patrol will be fully funded, it depends on Forest Service.

205  
206 Increase Training Budget for patrol officer promotions due to losing two Sergeant positions and  
207 whoever is promoted will need training. We try to host trainings whenever we can. It pays for two of  
208 our spots.

209  
210 WASPC Sex Offender Program needs training/travel funds for their monthly meetings and the grant  
211 funding is about \$86,000. There is not a position covered in this section of the budget, but the money

212 comes in and pays for program costs. When Lieutenant position is authorized we should be able to  
213 see the expenditures from the grant.

214  
215 Mr. Balam discussed the Stone Garden Grant as we are using FY21 \$100,000 and FY22 \$100,000  
216 funds.

217  
218 Budget for cars was discussed. Special projects 124, 106 Drug Control, 143 Therapeutic, 145 Boating  
219 Safety, and Jail Commissary fund.

220  
221 Twisp City contract was discussed. Winthrop is talking about taking on the detachment. A number is  
222 being discussed to help figure out pay rates for the contract. Twisp would basically need two positions,  
223 even though they want more level of service than what two can do. The contract price would need to  
224 reflect the cost of providing more level of service. Once the numbers are known, then contract  
225 negotiations will proceed. Work with Ms. Keitzman on the numbers for submittal to the city.

226  
227 Other cities we contract with for \$3000-5,000 are low such as the city of Riverside, City of Conconully,  
228 Nespelem, Elmer City etc... there was no policing activities.

229  
230 Found a vehicle for Tonasket was authorized by the board previously but the state contract was  
231 secured by purchase order because they cannot provide the vehicle by the end of the year. There is  
232 only \$9,000 left in the 197 due to paying last years cars out of this years budget. A comparable Ford  
233 SUV is being scoured for purchase and likely won't be realized until 2024. Twisp has vehicles and we  
234 would assume those in our contract. Looking for vehicles outside the state contract, said Sheriff  
235 Budrow. Commissioner Hover said if there is one at the local deal, g

236  
237 **Budget Work Session-Noxious Weed**  
238 Larry Hudson discussed the Noxious Weed Fund 2024 revenue and expense budget.

239  
240 **Budget Work Session-Planning**  
241 Discussion about enforcement position was brief as Commissioner Branch was not present.  
242 Commissioner Hover asked that a tab be added to the budget worksheet showing all requested  
243 positions for all departments.

244  
245 Go over the Capital Expense Bond 171 sometime in December.

246  
247 **Budget Work Session-Maintenance**  
248 Tim Meadows and the Clerk of the Board went over the Facility Maintenance 2024 budget. The  
249 expected expenditures were reviewed and adjustments made.

250  
251 Commissioner Hover asked that a worksheet of projects and the BARS code they will be paid from be  
252 created and saved.

253  
254 Carpets, courthouse

255  
256 HVAC Units for Juvenile Admin Building coming from 160.

257  
258 **Discussion Human Resources Update**  
259 Ms. Keitzman provided resolutions for commissioners' consideration.

260  
261 **Motion Resolution 162-2023**  
262 Commissioner Neal moved to approve resolution 162-2023 to increase the Sheriff's Administration  
263 staff Insurance Cap from \$843.00 per month to \$868.00 to cover the employee only portion of  
264 premiums. Motion was seconded, all were in favor, motion carried.

265 **Motion Resolution 163-2023**  
266 Commissioner Neal moved to approve resolution 163-2023 Longevity Schedule for certain non-  
267 bargaining employees. Motion was seconded, all were in favor, motion carried.

268  
269 **Motion Resolution 164-2023**  
270 Commissioner Neal moved to approve resolution 164-2023 amending the annual leave schedule.  
271 Motion was seconded, all were in favor, motion carried.

272  
273 **Motion Resolution 165-2023**  
274 Commissioner Neal moved to approve resolution 165-2023 increasing the non-bargaining insurance  
275 cap from \$884.00 per month to \$908.00 to cover the employee only portion of premiums. Motion  
276 was seconded, all were in favor, motion carried.

277  
278 Commissioner Hover stated he would like to hold off considering the COLA for non-bargaining  
279 employees at this time. He wanted to know what the overall cost would be.

280  
281 **Motion Methow Valley EMS**  
282 Commissioner moved to adjourn as the BOCC and readjourn as the Methow Valley EMS. Motion was  
283 seconded, all were in favor, motion carried.

284  
285 **Motion 2024 Levy Certification Correction**  
286 Commissioner moved to approve the corrected 2024 Methow Emergency Services District 2024 Levy  
287 Certification. Motion was seconded, all were in favor, motion carried.

288  
289 **Briefing Among Commissioners–Discuss Individual Weekly Meetings and Schedule**  
290 Commissioners discussed this week’s Leaders Conference attendance.

291  
292 **Approve Meeting Minutes November 6<sup>th</sup>, 7<sup>th</sup>, 2023**  
293 Commissioners needed additional time to review their meeting minutes.

294  
295 **Approve Consent Agenda**  
296 Commissioner Neal moved to approve the consent agenda items 1-7 as presented. to approve  
297 resolution 161-2023 increasing the Sheriff’s Office Insurance Cap. Motion was seconded, all were in  
298 favor, motion carried. As Vice Chairman of the Board, Commissioner Hover signed items for the  
299 Chairman of the Board.

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306 I am res  
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309
1. Award Roll off Truck Purchase-Bruckner’s Truck & Equipment-Public Works-\$281,790.90
  2. Cattleguard Franchise Relinquishment-M.P. 0.10 OCR#3833 CGF#14-98 – Public Works
  3. Agreement-Loom-Oroville Road Survey Services-Erlandsen & Associates, INC.-\$8,254.00
  4. Resolution 157-2023-Annual Road Construction Program 2024-Public Works
  5. Resolution 158-2023-Provide Signing Authority to Deputy Clerk of the Board-CMRS Office,
  6. Resolution 159-2023-Provide Signing Authority to Maintenance Supervisor-CMRS Office
  7. Resolution 160-2023-Provide Signing Authority to Fairgrounds Facility Manager-FG

310 **Motion - Voucher Approval - Commissioners**  
311 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
312 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a  
313 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
314 approve the regular vouchers in the amount of \$753,649.54. Warrant numbers as cited on the  
315 attached blanket voucher list. Motion seconded and carried.

316  
317

318  
319 **Motion Methow Valley EMS District**  
320 Commissioner Neal moved to adjourn as the BOCC and reconvene as the Methow Valley EMS  
321 District. Motion was seconded all were in favor, motion carried.  
322  
323 Commissioner Hover stated a levy certification was approved in error because it is a new levy.  
324  
325 Commissioner Neal moved to sign the corrected 2024 Levy Certification. Motion was seconded all  
326 were in favor, motion carried.  
327  
328 Commissioner Hover moved to adjourn as the Methow Valley EMS District and Reconvene as the  
329 Tonasket EMS District. Motion was seconded all were in favor, motion carried.  
330  
331 **Motion Tonasket EMS District**  
332 Commissioner Neal moved to approve the Voucher certification and authorize the Tonasket EMS  
333 District vouchers to be paid in the amount of \$3,000 for clerk administration costs and services.  
334 Motion was seconded, all were in favor, motion carried.  
335  
336 Commissioner Hover moved to adjourn as the Tonasket EMS District and Reconvene as the  
337 Oroville Rural EMS District. Motion was seconded all were in favor, motion carried.  
338  
339 **Motion Oroville Rural EMS District**  
340 Commissioner Neal moved to approve the Voucher certification and authorize the Oroville Rural  
341 EMS District vouchers to be paid in the amount of \$3,000 for clerk administration costs and  
342 services. Motion was seconded, all were in favor, motion carried.  
343  
344 Commissioner Hover moved to adjourn as the Oroville Rural EMS District and Reconvene as the  
345 BOCC. Motion was seconded all were in favor, motion carried.  
346  
347 The board adjourned at 4:00 p.m.