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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**NOVEMBER 21, 2023**

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**9:00 AM** Rescheduled Board of Health Meeting  
**1:30 PM** Review Meeting Minutes for November 6<sup>th</sup>, 7<sup>th</sup> & 13<sup>th</sup>, 2023  
**1:45 PM** Approve Meeting Minutes for November 6<sup>th</sup>, 7<sup>th</sup>, & 13<sup>th</sup>, 2023  
**2:00 PM** Discussion-Housing Coalition 2-24 Funding Proposals-Rena Shawver  
**3:00 PM** Budget Work Session-Superior Court/Juvenile-Dennis Rabidou  
**4:30 PM** Budget Work Session-Prosecutors Office- Prosecutor Lin  
**4:50 PM** Approve Consent Agenda

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The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on November 21, 2023 with; 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.

Chairman, Commissioner Chris Branch was absent this afternoon.

**Rescheduled Board of Health Meeting**

Commissioners attended the board of health.

Session began at 1:31 p.m.

**Motion Closed Session RCW 42.30.140(4)(b)**

Commissioner Hover moved to go into closed session at 1:32 p.m. until 1:42 p.m. for 10 minutes inviting Shelley Keitzman HR Director/Risk Manager. Motion was seconded, all were in favor, motion carried.

Closed session ended at 1:42 p.m. no decisions were made.

**Discussion Dental Insurance Premium**

Ms. Keitzman discussed savings in the county's Dental Insurance costs. She discussed an option given to pay \$83.46 with a price lock for 24 months at that cost. The current rate is about \$90.65.

**Motion Washington Delta Dental Insurance Premium**

Commissioner Hover moved to pay the \$83.46 premium dental insurance and lock the price in for 24-month period and asked that a resolution be prepared to formalize. Motion was seconded, all were in favor, motion carried.

**Motion**

Commissioner Hover moved to direct the Clerk of the Board to draft an amendment to resolution 62-2023 that would include Thanksgiving Holiday in section #9 regarding Early Closures. Motion was seconded, all were in favor, motion carried.

**Review Meeting Minutes for November 6<sup>th</sup>, 7<sup>th</sup> & 13<sup>th</sup>, 2023**

Commissioners reviewed their meeting minutes.

54 **Approve Meeting Minutes for November 6<sup>th</sup>, 7<sup>th</sup>, & 13<sup>th</sup>, 2023**

55 Commissioners did not approve their meeting minutes as more time was needed to review.

56  
57 **Discussion-Housing Coalition 2024 Funding Proposals-Housing Coalition**

58 Community Action Council CEO Rena Shawver, Housing Authority of Okanogan County Nancy Nash  
59 Mendez, Okanogan Community Homeless Shelters Eric Hein, Support Center Margo Amelong, Room  
60 One Kat Goering, Executive Director, OBHC Carolbelle Branch

61  
62 Ms. Shawver explained two things would be discussed today.

63  
64 5-year Homeless Housing Plan Update-Consultant (attached)

65  
66 2024 Housing Coalition Spending requests. (proposals attached)

67  
68 Ms. Goering presented a PowerPoint presentation of points regarding the homelessness and  
69 affordable housing situation. She relayed the requests for funds and coalition recommendations.

70  
71 Recommended contracting with West East Consulting Firm to help create the 5-year homeless  
72 housing plan due December 2024 for \$170,000.

73  
74 Commissioner Hover discussed a need to see the scope of work lined out that spells out what the  
75 work the stipend would specifically cover for coalition members. Mr. Hein asked if this was more of a  
76 discretionary use fund for whatever the members would be doing. An outline of what work the stipend  
77 would include is needed.

78  
79 The Housing Coalition met consistently through 2023 about twice per month really generated some  
80 transformative work ideas that would accomplish great things if the pot of money was more. FYRE  
81 shared that the proposals are small intentionally, but they are not small dreams. Ms. Shawver said  
82 some took half of their requests in support of bricks and mortar. Long term strategies need funding as  
83 well. Ms. Nash Mendez stated some communities expect the coalition to be the problem solver. How  
84 are we going to move the pendulum and solve the problem of housing and homelessness? She invited  
85 the County Commissioners to collaborate and transform our community so the trail blazers can do the  
86 work.

87  
88 Carolbelle Branch said it is rare to see a group this large to work collaborative to work and move this  
89 forward.

90  
91 The Support Center abstained from submitting a 2024 request. Mr. Amelong explained they decided  
92 to leave the money for others that need it due to a grant that could be used instead.

93  
94 Commissioner Hover asked about how management apartment complexes are managed and if a  
95 company is hired to do this work. He wanted to understand how those units are managed. Ms. Mendez  
96 said it depends on requirements of funding sources. Many are Managed internally, but some are  
97 contracted with the experts to manage the property when the funding source dictates that. Looking at  
98 potential risks of managing property internally. They have been the management industry for Pioneer  
99 Apartments but not good stewards so they just signed a contract with United Marketing to manage the  
100 property. The Housing Authority has oversight and the board of directors have final say over contracts.

101  
102 There is a site manager for each property of the Housing Authority of Okanogan County.  
103 Commissioner Branch stated sometime people come to the commissioners about issues they are  
104 having with the Housing Authority even though the county commissioners are not overseeing these  
105 sites.

107 Nancy Nash Mendez stated there were sewer system issues at an apartment and she explained what  
108 happened and what they thought was the issue. It happened during the Apple Pie Jamboree and  
109 provided sufficient number of honey buckets, but more people were using them. Sufficient water was  
110 brought in for those affected. Peach tree remediation for Meth units and was happening at the same  
111 time as the sewer issues. The authority could not put everyone up in a hotel. Two of the tenants feel  
112 they should have been put into a hotel. She said the authority did exactly what they were supposed to  
113 do. Commissioner Branch spent a couple days with OCCAC on this issue of bricks and mortar and  
114 making the housing plan in line with that.

115  
116 Ms. Shawver explained OCCAC is using over \$650,000 to house people.

117  
118 Commissioner Hover discussed budget for Homeless Housing Fund 142 \$373,500 for professional  
119 services and \$20,000 for coalition stipends. A budget supplemental may be needed later once the  
120 details are provided by the coalition

121  
122 Affordable Housing Fund 141 \$128,000 for Housing Services

123  
124 **Budget Work Session-Superior Court/Juvenile-Dennis Rabidou**

125 Judge Grim, Auditor Hall, Treasurer Johnson, Finance Manager Schreckengost and Kathleen  
126 Descoteaux

127  
128 The group went over the Superior Court revenue and expenditure budgets and adjustments made.

129  
130 The group discussed changes to specific line items for additional revenues and costs.

131  
132 **Motion Resolution 161-2023 General Wage Increase Non-Bargaining Employees**

133 Commissioner Hover moved to authorize resolution 161-2023 a general wage increase of 5% to the  
134 non-bargaining employees wage scale for 2024. Motion was seconded, all were in favor, motion  
135 carried.

136  
137 Mr. Rabidou stated even though the video interpreter software was budgeted for in fund 195 the  
138 software has not been purchased, so the current expense budget still needs funds budgeted for  
139 professional interpreter services.

140  
141 Auditor Hall asked Mr. Rabidou to share available grant information in order to work together on what  
142 the program would work for and collaborate on the requirements of the funds. Mr. Rabidou said he  
143 would look at the National Center grants.

144  
145 Commissioner Hover said he will attend the STOC meetings from now on. Commissioner DeTro was  
146 involved previously.

147  
148 **Budget Work Session-Prosecutors Office- Prosecutor Lin**

149 Prosecutor Lin, Civil Attorney Esther Milner, Teagan Levine

150  
151 Prosecutor Lin stated the State increased the elected prosecutor's salary contribution commiserate to  
152 superior court judge went up July 2023, but he proposed Okanogan County 2024 contribution be  
153 increased by only 5%. He doesn't think it is right to match what the state does. Commissioner Hover  
154 looked over what other county elected prosecutor salaries are currently without the additional  
155 contribution as allowed by state. Commissioner Hover calculated the proposed additional contribution  
156 would be around \$3,300 per year.

157  
158 Ms. Levine explained a position in the prosecutor's office should either be reclassified or promoted.  
159 Commissioner Hover stated that discussion should be at a different time.

160 A Public records specialist position was requested and that request will need to be discussed at a later  
161 time.

162 Commissioners added \$50,000 to the Professional Services civil line as those costs are driven by the  
163 BOCC.

164

165 Ms. Levine explained why more travel funds for training was needed.

166

167 Ms. Levine asked for a research assistant/legal secretary position be approved.

168

169 Ms. Levine asked if there was another department they could use a car from. Commissioner Hover  
170 stated the Juvenile Department has many cars they do not use, and asked for some kind of mileage  
171 agreement be put into place due to fund 160 purchasing the vehicles. Ms. Levine asked when a vehicle  
172 might become available that could be used just by the prosecutor's office and not shared. This will be  
173 considered at a later date.

174

175 Prosecutor Lin asked that the Administrative Assistant salary be placed more in line with comparable  
176 counties. This will be considered at a later date.

177

178 Commissioners asked the department to work with HR to draft the job descriptions for requested  
179 positions.

180

#### 181 **Motion Fee Reduction Okanogan Athletic Booster Club**

182 Commissioner Hover moved to approve a 50% fee reduction to Okanogan Athletic booster Club on  
183 March 9, 2024 for use of the fairgrounds and authorized the chairman to sign the waiver. Motion was  
184 seconded, all were in favor motion carried.

185

#### 186 **Motion Resolution 169-2023**

187 Commissioner Hover move to approve resolution 169-2023 a resolution cancelling outstanding  
188 Treasurer's checks in accordance with RCW 39.56.040. Motion was seconded all were in favor,  
189 motion carried.

190

#### 191 **Motion Resolution 173-2023**

192 Commissioner Hover move to approve the resolution 173-2023 decreasing the Delta Dental insurance  
193 premium coverage from \$91.09 per month to \$83.46 to cover the monthly premiums. Motion was  
194 seconded all were in favor, motion carried.

195

#### 196 **Motion Homeland Security Grant SHSP E24-138 Contract**

197 Commissioner Hover move to approve Homeland Security Grant SHSP E24-138 Contract and  
198 authorization form in the amount of \$25,811 and authorize Commissioner Hover and  
199 Commissioner Branch to sign. Motion was seconded all were in favor, motion carried.

200

#### 201 **Motion - Voucher Approval - Commissioners**

202 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
203 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a  
204 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
205 approve the regular vouchers in the amount of \$269,968.75 and Payroll vouchers in the amount  
206 of \$1,111,970.49. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
207 and carried.

208

#### 209 **Motion Methow Valley EMS District**

210 Commissioner Hover move to adjourn as the BOCC and reconvene as the Methow Valley EMS  
211 District. Motion was seconded all were in favor, motion carried.

212 Commissioner Hover discussed the changes made to the Methow EMS District agreement that  
213 increases the reserve amount to \$300,000. Their insurance is higher than county recommended.  
214 Commissioner Branch was happy with the draft.

215  
216 Commissioner Hover moved to approve the Agreement between Methow Valley Emergency  
217 Medical Services District and Methow Valley Home Health Agency doing business as Aero Methow  
218 Rescue Service for Emergency Medical Services provided within the Methow Valley school district  
219 No. 350. Motion was seconded all were in favor, motion carried.

220  
221 Commissioner Hover to adjourn as the Methow Valley EMS District and Reconvene as the BOCC.  
222 Motion was seconded all were in favor, motion carried.

223  
224 Commissioners discussed Methow Trails Lower Goat Creek Bridge major repairs and the  
225 arrangement made with Methow Trails to provide the deconstruction and construction work. An  
226 invoice from Methow Trails for the work on the bridge in the amount of \$41,647.33 will be paid  
227 from Parks and Rec fund 125 after a budget supplemental is processed. Payment to Methow Trails  
228 will have check date of December 27, 2023. Methow Trails will also submit an LTAC funds  
229 reimbursement request for Lower Goat Creek Bridge award to be paid January 2024.  
230 Commissioner Hover would like to discuss the Franchise Agreement with Methow Trails to ensure  
231 the agreement includes all the purchasing needs of the trail and county and then amend it if  
232 needed.

233  
234 Commissioners discussed consideration of a proclamation of emergency due to the Fentanyl and  
235 Opioid crisis. Other counties are approving resolutions declaring an emergency.

236  
237 **Approve Consent Agenda**

238 Commissioner Hover moved to approve the consent agenda items 1-2 as presented. Motion was  
239 seconded all were in favor, motion carried.

- 240 1. Memorandum of Understanding Okanogan County & Okanogan County Search & Rescue
- 241 2. Approving Maintenance Supervisor Position at a Step 5

242  
243 The board adjourned at 4:00 p.m.