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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

NOVEMBER 27, 2023

9:00 AM Review Commissioners Agenda and Consent Agenda
9:15 AM Public Comment Period
9:30 AM Public Hearing-Budget Supplemental Appropriation-District Court
9:35 AM Public Hearing-Budget Supplemental Appropriation-Mental Health Fund 104
9:40 AM Commissioners Staff Meeting
10:30 AM Budget Work Session-Public Works-Engineer Josh Thomson
To Follow Briefing Among Commissioners-Discuss Individual Weekly Meetings &
Schedule
1:30 PM Budget Work Session-Sheriff Special Funds-Sheriff Budrow
2:30 PM Continued Budget Work Session-Commissioners Special

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on November 27, 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

Commissioners reviewed their agenda and adjusted.

Public Comment Period

Tim Meadows provided two quotes for the Jail Kitchen remodel. Attached.

Bargreens Ellison provided a very detailed quote of the project and provided design and materials for what we need. \$92,412.50. KaTom Restaurant Supply Inc provided a quote of \$79,112.88 but adequately respond to the equipment specs and needs of the county. Mr. Meadows feels he did due diligence in requesting additional information from the vendor but the vendor has been unresponsive. He felt all web-based quotes were not the best way to go. He said staff can install the equipment. Commissioner Hover asked that Mr. Meadows keep track of the vendors correspondence regarding quotes for each piece of equipment and the materials for the project.

Motion Approve Bargreens Ellison

Commissioner Hover moved to concur with the formal recommendation of Tim Meadows to purchase the Jail Kitchen equipment from the higher quote of Bargreens Ellison in the amount of \$92,412.50 as the vendor provided the best responsive quote for the needed equipment. The other quote did not provide the detailed specifications needed. Motion was seconded, all were in favor, motion carried.

Chuck Ford and commissioners discussed the Fairgrounds being awarded a Dept of Ag grant for the water system. Commissioner Hover discussed needed answers to the five question details to continue the authorizing documentation.

51 Mr. Ford explained his intention is to use up all the grant funds for the purpose. This is a formal
52 bid process project. Mr. Ford will work with the Clerk of the Board on the county purchasing policy
53 requirements to be followed. The grant does have an in-kind or cash match element.
54 Commissioner Branch asked about the design of the system. Commissioner Hover stated the on-
55 call engineer would cover all engineering needs of the county. Commissioner Branch would like
56 to know what a design build would cost versus design then build. Typically, the county approaches
57 projects based on what needs to be done and he is concerned about that. Engineer would design
58 subject to the as-builts existing main lines to determine sizing for extending the system. The cross-
59 connection assessment would need to be satisfied in the design. Commissioner Branch would
60 like to discuss this further with Maurice Goodall.

61
62 Mr. Ford stated the idea would be to drill a strictly domestic potable water well then use the current
63 wells strictly for irrigation of the grounds in order to bring us up to code. Quotes for brand new
64 well, then design irrigation system and tie new well into potable water lines. Commissioner Branch
65 stated we need to meet the Department of Health requirements and rules. Department Health
66 region is Spokane and they have well standards to be followed. Commissioner Branch would like
67 documentation of the discussion with the professional. He said there are grant funds available but
68 we need to follow the requirements.

69
70 The current irrigation system is not sufficient to water the entire grounds well enough to keep it all
71 green.

72
73 Mr. Ford explained some fairgrounds highlighted concerns and priorities that he will present to
74 the BOCC in the near future.

75
76 Mr. Ford provided his timeline to the BOCC for the water system.

77
78 Pete Palmer explained the Senior Planner position is recommended to be converted to a
79 Compliance Position and the resolution will be presented

80
81 The compliance code section will give us the ability to work with people. Time to look at the
82 redlined draft is scheduled on December 6 to go over draft. Planning Commission will go over it
83 at a workshop before the public hearing after the holidays either December 26 or January 2.
84 Commissioner Branch asked if it is our intent is to get what we have today out for public review
85 and comment then amend it further at a later time. Home occupations is on her list to be changed
86 non-conforming uses can be added. Commissioner Hover stated Home Occupations in the draft
87 is a conditional use permits but those home occupations already have requirements in other
88 sections of the code. Currently home occupations are not a conditional use permit. Commissioner
89 Branch said it isn't about making rules that hinder people. The code would provide definitions of
90 what a home occupation is and provide the intent of the conditional use permit which provides
91 neighbors an opportunity to comment on the use. Commissioner Branch explained specific things
92 to be addressed and what could be addressed later such as home occupations and non-
93 conforming uses. Ms. Palmer will tighten up the schedule and move things forward. The Planning
94 Commission meeting is canceled due to having no draft for them to go over.

95
96 **Public Hearing-Budget Supplemental Appropriation-District Court**

97 Commissioner Branch opened up the public hearing at 9:40 a.m. for public comment.
98 Commissioner Hover explained what the budget supplemental was for and where the funds were
99 coming from. Emily Sisson, via zoom, did not have comment.

100
101

102 **Motion Resolution 174-2023**

103 Commissioner Neal moved to approve resolution 174-2023 a budget supplemental appropriation
104 in the amount of \$7,040 for District Court. Motion was seconded, all were in favor, motion carried.

105

106 **Public Hearing-Budget Supplemental Appropriation-Mental Health Fund 104**

107 Commissioner Branch opened up the public hearing. for public comment. Emily Sisson, via zoom,
108 did not have comment. Commissioner Hover explained what the budget supplemental was for
109 and where the funds were coming from.

110

111 **Motion Resolution 175-2023 Budget Supplemental Appropriation Mental Health Fund 104**

112 Commissioner Hover moved to approve resolution 174-2023 a budget supplemental
113 appropriation within fund 104, 105, and 107 in the amount of \$42,000. Motion was seconded, all
114 were in favor, motion carried.

115

116 **Budget Work Session-Public Works-Engineer Josh Thomson**

117 Public Works Engineer Josh Thomson, ER&R Jerry Paul, Auditor Cari Hall, Finance Manager
118 Lisa Schreckengost, Treasurer Pam Johnson, Gary George, Kent Kovalenko, Josh Unser

119

120 The group went through the 2024 proposed revenue and expenditures within ER&R. fund 501
121 The commissioners made needed adjustments to both revenue and expenditure lines. Engineer
122 Thomson relayed plans for equipment purchase. There will be some trucks to be surplussed. The
123 sale of fixed assets is calculated into the preliminary budget.

124

125 The group went through the 2024 proposed revenue and expenditures within Solid Waste
126 Reserve fund 123 and Solid Waste fund 405. The commissioners made needed adjustments to
127 both revenue and expenditure lines. Funds included Cell 5, said Mr. Kovalenko. Costs for Cell 4
128 affected carryover budget.

129

130 The remaining 2024 proposed Public Works budget were reviewed and adjustments made.

131

132 Commissioners adjourned for lunch at 12:06.

133

134 **Briefing Among Commissioners-Discuss Individual Weekly Meetings & Schedule**

135

136 **Budget Work Session-Sheriff Special Funds-Sheriff Budrow**

137 Sheriff Paul Budrow, Undersheriff Dave Yarnell, Rick Balam, and Beth Barker and Auditor Cari
138 Hall, Finance Manager Lisa Schreckengost

139

140 Commissioners reviewed fund Sheriff Special Projects fund 124 and adjusted revenue and
141 expenditures. Commissioner Hover noted that the SAR section expenditures related to Title III
142 still needs to be budgeted for the \$128,000 contract. Commissioner Hover noted that the budget
143 was fragmented and asked that the general section include a training/travel BARS. Auditor Hall
144 stated once the new accounting program becomes live in 2025 a lot of the BARS codes will be
145 rolled up so there are no longer duplicated lines in various sections.

146

147 Mr. Balam noted there would be no STOP grant in 2024.

148

149 Commissioners discussed the Sheriff's request for more Full Time Employees and the need to
150 get the open positions filled before considering additional positions. He explained taking money
151 from the Road fund with a levy shift affects the Public Works Department's ability to purchase
152 machinery they need to maintain the roads. Commissioner Hover explained Title III funds are not

153 always consistent for the same purposes. If we justify and figure out the calls and response time
154 associated with safety and Search and Rescue on Forest Service lands then we could use the
155 funds for employees. Mr. Balam stated SAR cannot get training right now. It is not available.
156 Another vehicle is needed for SAR. Commissioner Hover stated all the Title III award would be
157 allocated to Capital Expenditures but would be drawn down from there instead of from the
158 individual lines since the specific line budget amounts were not known. Mr. Balam stated over
159 90% of their calls are on National Forest Service Lands. The Clerk of the Board read from Title III
160 FAQs PL 115-141, section 302(a)(2) of what SAR can be reimbursed for

161
162 The proposed budget for County Drug Control fund 106 was reviewed. Any confiscated property
163 to be sold at auction would need to be surplussed by the commissioners. If Task Force purchases
164 equipment from their fund then they own it. Anything purchased from Fund 106 is the county's.

165
166 The proposed Drug Task Force fund 132 budget was reviewed. Undersheriff Yarnell stated the
167 Drug Task Force is bypassing the Sheriff's office and approving their own expenditures. The
168 county contributes \$12,600. Jody and Josh have signing authority to sign off on the Drug Task
169 Forces expenditures, therefore they do not need the Sheriff to sign those.

170
171 Undersheriff Yarnell discussed the Sex Offender program that is offsetting the salary of the
172 Lieutenant should we account for the \$88,000 revenue and show those in the wages and salary
173 lines versus it going into current expense revenue. Undersheriff Yarnell would like to see the
174 difference between the two wage costs between Sgts and Lieutenant and note it there.

175
176 There are multiple STOP grants. Violence against Women is being administered by Omak this
177 year. WASPC is a Sex Offender Grant.

178
179 Undersheriff Yarnell discussed animal control budget requests. Discussed was the need for a
180 vehicle and use of an older Sheriff vehicle. Commissioner Hover discussed budgeting for vehicle
181 and personnel at \$175,000. Commissioner Neal discussed training for the individual. Sheriff
182 Budrow stated he would solicit cities to contribute for animal control services and some cities have
183 already asked for this. There are contract issues to be worked out. It was suggested that one
184 county ordinance cover the whole county.

185
186 Sheriff Budrow explained the need for patrol officers. Both the town of Nespelem and Elmer City
187 have reached out for law enforcement services. The laws are changing on de-escalations and we
188 are putting more liability on the county when we cannot deal with that. Commissioner Hover stated
189 we have to come up with the priorities we can actually focus on because other offices are also
190 asking. Two more deputies and an agreement to entertain all and any animal control requests
191 from cities so we can put something together on how it will work. It should not solely be the
192 county's responsibility rather if a city wants animal control they have to pay. Once an agreement
193 is in place then decide what the position looks like. Commissioners are willing to discuss this idea
194 with the cities. Undersheriff Yarnell said he knows the situation of the cities, but coming up with
195 the agreements is difficult. Making people aware of their responsibilities and educating them about
196 proper care of their animal so the animal can go back to them. Commissioner Hover asked about
197 animal control facilities. Make it known that the county is willing to spearhead this movement with
198 the understanding communities be willing to help pay for it. The North end of the county is where
199 Yarnell spent most of his time during the seven years he was county animal control. Yarnell said
200 Omak has a vehicle and the deputy is a code enforcement officer and needs to be trained in the
201 area of animal control duties.

202

203 Two deputies and a part time SAR is the Sheriff's priority. The Sheriff has a stack of applications
204 to look at and eight interviews scheduled to begin in December. The Sheriff's Recruitment Videos
205 have helped get the word out. If allowed he would like preferential points for being a correctional
206 deputy that would help them move into a field position. The Sheriff and staff thanked the Board
207 for their budget considerations.
208

209 Auditor Hall discussed open positions in the Planning office that she was unsure about budgeting
210 for. (attached)
211

212 **Continued Budget Work Session-Commissioners Special**

213 The group discussed the various miscellaneous funds including current expense revenue and
214 non-departmental budgets. Commissioners discussed investment interest income and bumped it
215 up.
216

217 The board adjourned at 5:03 p.m.