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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**OCTOBER 16, 2023**

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**9:00 AM Discussion-Life Flight Training Exercise on Fairgrounds-Commissioners  
To Follow Review Commissioners Agenda and Consent Agenda**  
**9:15 AM Public Comment Period**  
**To Follow Briefing Among Commissioners-Discuss Weekly Meetings & Schedule**  
**9:30 AM Commissioners Staff Meeting**  
**10:30 AM Discussion/Update-North Central Library District-Barbara Walters**  
**11:00 AM Discussion-Broadband OK Co. PUD#1 & Separate Emerging Opportunity  
Request-Brewster-Roni Holder-Diefenbach**  
**1:30 PM Budget Work Session-Central Services**  
**2:30 PM Budget Work Session-Sheriff, Jail, & Miscellaneous Funds**

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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 October 16, 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.

**Discussion-Life Flight Training Exercise on Fairgrounds-Commissioners**  
Shelley Keitzman asked for executive session before this conversation.

Life Flight and Okanogan County PUD would like to hold a training exercise on the fairgrounds. Ms. Keitzman recommended a hold harmless waiver be signed. The training will be held within the center field of the fairgrounds on October 31. The fairgrounds will be shut off to the public. She will collect their certificate of insurance. There is no fee associated with the exercise

Fairgrounds damage deposit for use of the fairground facilities is now \$500 and will be the standard now. The website says the damage fee is either 30% of the rental fee or \$500 whichever is higher.

Progressive Insurance has gotten back to Ms. Keitzman on the payout of the fairgrounds wrecked red Chevy Silverado. They will payout \$10,276 totaled or if we want retain it \$8,276. Commissioners do not want the truck, they prefer the full insurance payout. The truck needs to be surplussed again if there is a resolution that transferred the truck from the Building Dept. to the Fairgrounds

**Motion Start the Surplus Process for Wrecked Red Chevy Silverado-Fairgrounds**

Commissioner Hover moved to have the Clerk of the Board create the needed documentation to surplus the wrecked red Chevy Silverado. Motion was seconded, all were in favor, motion carried.

50 There is no plan to replace the truck at this time. The fairgrounds plow truck needs a water  
51 pump and is being fixed at the shop right now. Is the fairgrounds going to need another truck?  
52 Discuss any upcoming surplus Public Works trucks first.

53  
54 Ms. Keitzman stated a 50% partial fee waiver for church to use Agriplex and Kitchen in  
55 January. They are paying full price in April for a full month. Outreach team to plan on how  
56 better to serve the community for the bigger events that serve the poor and infirm through  
57 free dental events. They still have to pay the damage deposit

58  
59

#### 60 **Motion Fee Waiver Agriplex and Kitchen-**

61 Commissioner Hover moved to approve the 7<sup>th</sup> day Adventist Church 50% fee reduction for  
62 their worship and planning session on January 6, 2024. Commissioners discussed the reason  
63 being is that the church provides free dental care events to the community and a free clothing  
64 bank. Motion was seconded, all were in favor, motion carried. (attached)

65  
66 The county's insurance provider contacted Ms. Keitzman on the fairgrounds snow damaged  
67 horse barn to ask if bids have been created or quotes received for the scope of the work  
68 previously sent to the Board. No, nothing has been gathered. Commissioners reviewed the  
69 scope of work. An estimate of \$80,000-\$90,000 was given. Commissioners discussed who  
70 would solicit the quotes Commissioner Hover stated the fairgrounds does not have anyone  
71 assigned to do this. It was decided that Commissioner Hover will in the interim. It is important  
72 anyone doing this have the proper training.

73  
74 Ms. Keitzman stated Kathleen Manseau contract that was sent to Risk Pool who wanted  
75 higher insurance coverages was clarified by Ms. Manseau as it does not involve additional  
76 health care being provided in the jail. Ms. Keitzman recommended the Board approve the  
77 contract without the additional insurance recommended by the Risk Pool due to the serve  
78 being clarified.

79

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

81 Commissioner Hover moved to go into closed session 9:33 a.m. for 10 minutes until 9:43 am  
82 to discuss union strategies inviting Shelley Keitzman. Motion was seconded, all were in favor,  
83 motion carried.

84

#### 85 **Review Commissioners Agenda and Consent Agenda**

86 Commissioners reviewed their agenda. The Sheriff cancelled his departmental budget work  
87 session this afternoon.

88

#### 89 **Public Comment Period**

90 Emily Sisson, member of the public via zoom, had no comments.

91

#### 92 **Briefing Among Commissioners-Discuss Weekly Meetings & Schedule**

93

#### 94 **Commissioners Staff Meeting**

95 Emergency Manager Maurice Goodall provided an update. The Burn Restrictions are lifted  
96 as of Sunday morning. Commissioner Hover stated someone discussed a concern with him  
97 over Forest Service burning prescribed burns before the county's burn restriction is lifted.  
98 Those entities have authority over their lands and they have a very controlled situation with

99 firefighting equipment in place and kept emergency management apprised in a cooperative  
100 manner. Mr. Goodall explained some of the agency date differences, but the overall  
101 committee decided to keep the county's burn restriction June 15 through October 15, 2023.

102  
103 Mr. Goodall stated the Agriplex roof was damaged due to someone chipping the ice off the  
104 edge. Some trees near the Agriplex is also causing leaking problems and needs to be  
105 removed.

106  
107 Commissioner Hover asked that the fairgrounds toilets be winterized. Mr. Goodall explained  
108 the process to protect the valves and how RV fluid used to prevent freezing.

109  
110 The smaller well needs some work.

111  
112 Commissioner Branch discussed Housing Authority of Okanogan County and mitigations due  
113 to water being shut off to the apartments. The county does provide some homeless and  
114 affordable housing funds for these units. The County is not the regulator of the Housing  
115 Authority. The board thought a discussion with the Housing Authority would help clarify things.  
116 A meeting will be scheduled.

117  
118 **Discussion/Update-North Central Library District-Barbara Walters**

119 Ms. Walters Executive Director of North Central Library District introduced herself. Ms.  
120 Walters provided the commissioners with a district update. She went over some of the district  
121 challenges and opportunities. Primarily funded by property taxes as a junior taxing district.  
122 She discussed challenges due to expenses exceeding revenue collected due to price of  
123 goods and services.

124  
125 Discussed goals noted in their strategic plan. She discussed how critical access to materials  
126 through the mail order delivery program works for rural residents. Commissioner Neal  
127 explained there should be hours the WiFi service should be limited to since it attracts some  
128 groups that use it at night. The libraries do work with the community on these issues.

129  
130 **Discussion-Broadband OK Co. PUD#1 & Separate Emerging Opportunity Request-**  
131 **Brewster-Roni Holder-Diefenbach** Ok PUD John McDonald, Ron Gaterburg

132  
133 Ms. Holder-Diefenbach explained the Okanogan PUD #1 is here to discuss the PUD's project  
134 for county ARPA Funding. They would like to get the process started to secure the funding.

135  
136 Mr. McDonald stated one project that could be constructed quickly is the Conconully fiber to  
137 370 homes and the fiber middle mile between Conconully and Okanogan 3.6 million for both  
138 projects. They would like to fund that but use county ARPA to offset the costs to the PUD.  
139 Mr. Gaterburg explained the B funding and timing of these dollars. The way everything is  
140 going is so slow the timeline is a bit of a concern. They are engaged with NoaNet to refine  
141 the costs if they receive the \$500,000 from the county. This area was part of the original study  
142 since communications in the area was very limited. It has been very high on the BAT's list of  
143 areas to serve. Conconully has been included in four PUD grant applications. If the county  
144 wrote a check, when would the PUD be able to approve their budget? The broad band  
145 program is not usually subsidized by rate payers. It is separate dollars, but their board is  
146 willing to take this on now. They should know by February 2024. Commissioner Hover is  
147 willing to say yes, but this money was set aside specifically for Broad band, if the PUD board

148 says no, he doesn't want the PUD to look for other things to spend the money on since the  
149 county has projects itself. The lines were upgraded several years ago.

150  
151 Motion ARPA Funding OKPUD Conconully Broad Band Project

152  
153 Commissioner Hover moved to use ARPA funding for the PUD Conconully Broad band  
154 project but county must know by February or as soon as possible and the dollars are  
155 reimbursable. Motion was seconded, all were in favor, motion carried.

156  
157 The Clerk of the Board stated the BOCC approves a resolution and then she generates the  
158 contract for agency review. It does have a lot of federal requirements that must be met.

159  
160 There is a lot of tourism in Conconully.

161  
162 Ms. Holder-Diefenbach explained the City of Brewster's Emerging Opportunity application  
163 request for funds. (attached)

164  
165 This funding is being requested to pay half of the 10% local match on the FAA AIP/BIL grants.  
166 The City applied for a WSDOT State Aviation grant with the intent of using it to pay for half of  
167 the match; however, the project did not receive a grant. The City was notified they did not  
168 receive a state aviation grant after construction had begun, therefore the funds are needed  
169 immediately.

170  
171 The Infrastructure Committee and Economic Alliance approved. The application request is  
172 for \$62,062.39. A budget supplemental is going to be needed this year, if the Brewster request  
173 is approved. If they do not spend and submit for reimbursement in 2023 than it could be  
174 budgeted for in 2024.

175  
176 Discussed Infrastructure funding schedule/cycle. The 2024 budget will need to include the  
177 \$50,000 for the Economic Alliance study work. Ms. Holder-Diefenbach said the \$50,000 for  
178 the study would be budgeted for every four years. Commissioner Hover would like the  
179 committee to decide how the money is split up amongst the .09 project applicants for the  
180 funding year. The policy also identifies the spending timeline, so by the end we can revisit the  
181 pot of money and determine carryover to the next funding cycle.

182  
183 Commissioner Branch doesn't want entities to wait on their projects in order to get emerging  
184 opportunity funds. Roni will find out if Brewster is spending in 2023 or 2024.

185  
186 Roni stated when entities are awarded county funds they will be required to submit photos of  
187 their projects and what the county funds leveraged and the legislature wants us to tell the  
188 story of the use.

189  
190 **Motion City of Brewster Emerging Opportunity \$62,062.39**

191 Commissioner Hover moved to approve the City of Brewster's emerging opportunity request  
192 and funding in the amount of \$62,062 their Anderson Field project match. Motion was  
193 seconded, all were in favor, motion carried.

194  
195 Brewster plans to spend the agency money in 2023 and submit for reimbursement in 2024.

196

197 Commissioners adjourned until 1:30 p.m.

198

199 **Budget Work Session-Central Services**

200 Auditor Hall, Treasurer Johnson, Finance Manager Lisa Schreckengost and Central Services

201 Director Karen Beatty

202

203 The group discussed fund 001.026 and went through expenditures.

204

205 The group went through the Equipment Reserve fund revenue and expenditure lines. She  
206 would like to work on multi factor authentication since some departments are required to next  
207 year with everyone thereafter. A security grant for the hardware can be applied for. She will  
208 find out first of June if grant is awarded. She plans to upgrade many computers with hard  
209 drives etc... \$39,000 was budgeted for unanticipated expenses so we do not have to go  
210 through a supplemental? The department would meet with the board before use.

211

212 EFB Deputy MDT and EFB Sentinal-One budgets have funds being transferred into them  
213 each year.

214

215 Director Beatty stated department heads are requesting laptop computers in addition to their  
216 desk computers. Commissioner Hover asked why not have departments doc a laptop at their  
217 desk. Departments should pay the vendor themselves for these special requests, but Central  
218 Services can place the order for things not budgeted for in Fund 196.

219

220 The commissioners would also like LED and additional AV Capture camera for hearing room  
221 zoom attendees. The APCs would be purchased by departments and central services  
222 provides the batteries.

223

224 Director Beatty stated Laserfiche licensing model upgrades will allow more than 20 users at  
225 once. She explained how the licensed users would work. It includes a retention piece that  
226 could help identify retention period to help remind us to keep the system cleaner. To renew it  
227 would cost \$12,049, but if we move to the new model it would cost \$14,186 to switch. If we  
228 pay now for next year, the cost would cost less than if we waited and paid later.

229

230 The phone system has been costly, more what we thought.

231

232 Tim Meadows provided the BOCC with an update on the Fairgrounds Agriplex and Annex  
233 Roof issues that Zaga Commercial Roofing assessed this morning. The tree contributes to  
234 most of the leaking. Almost all screws on the roof need washers. He suggested it be re-  
235 screwed with the proper number of washers and larger screws. There are 22 panels on the  
236 Annex that were destroyed with holes from picking ice. A patch to keep water out was  
237 suggested. Gorilla tape? The stack pipe out of the boiler room was sealed and has a metal  
238 boot but not positioned properly in an unsupported area. It could be deleted. The biggest thing  
239 are the loose screws, the big roof has two panels in a row 22 and 6 feet long. The roof  
240 plumbing vent over the bathrooms need to be changed out. A quote will be provided to repair  
241 the roof where the tree issue is.

242

243 Courthouse Annex roof and Elevator Roof will be completed in the next couple weeks. The  
244 elevator roof will be completed first.

245

246 **Motion Resolution 141-2023 Emerging Opportunity City of Brewster**  
247 Commissioner Hover moved to approve resolution 141-2023 Emerging Opportunity funding  
248 City of Brewster in the amount of \$62,063. Motion was seconded, all were in favor, motion  
249 carried.

250  
251 **Motion Consultant Agreement Altra Borealis, PLLC Peer Navigation Services**  
252 Commissioner Hover moved to authorize the chairman to sign the consultant agreement  
253 extension between Okanogan County and Altra Borealis, PLLC for the purpose of Peer  
254 Navigation Services. Motion was seconded all were in favor, motion carried.

255  
256 **Motion Commissioners Proceedings August 9, 2023**  
257 Commissioner Hover moved to approve the August 9, 2023 meeting minutes. Motion was  
258 seconded, all were in favor, motion carried.

259  
260 **Cancelled Budget Work Session-Sheriff, Jail, & Miscellaneous Funds**

261  
262  
263 The board adjourned at 4:00 p.m.

264  
265 Dated at Okanogan, Washington this \_\_\_\_ day of \_\_\_\_\_ 2023.

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267  
268 **BOARD OF COUNTY COMMISSIONERS**  
269 **OKANOGAN, WASHINGTON**

270  
271  
272 \_\_\_\_\_  
273 Chris Branch, Chairman

274  
275 \_\_\_\_\_  
276 Andy Hover, Member

277 **ATTEST:**

278 \_\_\_\_\_  
279 Laleña Johns, CMC Clerk of the Board

\_\_\_\_\_

Jon Neal, Member