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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**OCTOBER 30, 2023**

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**9:00 AM Review Commissioners Agenda and Consent Agenda**

**9:05 AM Review Meeting Minutes from October 23, 2023**

**9:15 AM Public Comment Period**

**9:30 AM Commissioners Staff Meeting**

**10:30 AM Briefing Among Commissioners – Discuss Individual Weekly Meetings & Schedule**

**10:35 AM Voucher Approval**

**10:40 AM Approve Meeting Minutes October 23, 2023**

**10:45 AM 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 October 30, 2023 with Chairman, Commissioner Chris Branch; Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

Vice-Chairman, Commissioner Andy Hover was absent.

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

**Review Commissioners Agenda and Consent Agenda**

Commissioner Branch arranged for a meeting among the different agencies to attend a meeting with Intercept at OBHC on October 31, 2023. Commissioner Branch will attend the morning session, and Commissioner Neal will attend the afternoon session to avoid a quorum.

Commissioner Branch discussed the Intercept service that would provide services for the several cities and counties in the region.

**Review Meeting Minutes from October 23, 2023**

**Public Comment Period**

Katie, via Zoom, had no public comment.

CWHBA, Andy via zoom, had no comment.

**Commissioners Staff Meeting**

Kent Kovalenko, Solid Waste Manager

Mr. Kovalenko provided an agenda bill.

**Motion Purchase of Horizontal Grinder-Public Works**

Commissioner Neal moved to approve the purchase of a Horizontal Grinder for Public Works Solid Waste department from Vermeer Mountain West in the amount of \$655,820.00. Motion was seconded, all were in favor, motion carried.

Tim Meadows, Maintenance Supervisor, updated the board on facility projects. Railing is being fabricated on stair areas between Juvenile Detention and Admin Building, painting them is still needed.

53 Need to remove branches from Fairgrounds Agriplex building before snow falls. Need awnings  
54 installed over the WIFI repeaters too.

55  
56 Pete Palmer, planning director, discussed her responses to DOE with DOE and she recommended  
57 we bump reformation of the group for these projects. Reported on Antoine Ranch acquisition and  
58 Johnson creek restoration of the dozen on the list. Commissioner Branch said pair down watershed  
59 planning until later, leaner more efficient objective group, since we've learned where the group  
60 represents different organizations but part of the same group which makes objectiveness more difficult.  
61 Director Palmer stated Esther Milner

62  
63 **Motion Kelley Connect Copy Machine-Planning**  
64 Commissioner Neal moved to approve the Non-Appropriation addendum between Kelley Connect and  
65 Okanogan County Planning Department for the office copier printer and authorized the Chairman to  
66 sign. Motion was seconded, all were in favor, motion carried.

67  
68 **Motion Lake Management District.**  
69 Commissioner Neal moved to adjourn as the BOCC and reconvene as the Lake Management District.  
70 Motion was seconded, all were in favor, motion carried.

71  
72 Commissioner Neal moved to approve the voucher certificate for services provided by Noxious Weed  
73 for the Lake Management District in the amount of \$40,879.62. Motion was seconded, all were in favor,  
74 motion carried.

75  
76 Director Palmer presented a draft resolution of the intention to create Lake Management District No.  
77 1. She stated dates for the needed public hearings and adoption. Commissioner Branch suggested  
78 the hearing be scheduled in the city of Oroville.

79  
80 **Motion Resolution 142-2023 Lake Management District Intent**  
81 Commissioner Neal moved to approve resolution 142-2023 a resolution of intent to create Lake  
82 Management District No 1 to serve Lake Osoyoos for control of milfoil and other invasive species,  
83 setting a public hearing for December 4, 2023 at 5:30 p.m. at the City Hall in Oroville. Motion was  
84 seconded, all were in favor, motion carried.

85  
86 **Discussion Fairgrounds Manager Wage Discussion**  
87 Shelley Keitzman, Charles Ford

88  
89 Ms. Keitzman discussed the conditions of the positions for Fairgrounds Manager with the board.  
90 Commissioners accepted the salary rate of \$5500 per month and asked for 10 hours annual leave per  
91 month. Because of the position and salary level it is an exempt position with no overtime.

92  
93 Mr. Ford stated this was a big decision for him, there are two jobs he is unable to cancel with his  
94 current contract that happen in December 1-10, January and February and those are the last  
95 responsibilities he must be able to meet. Commissioner Branch stated he should have time to get  
96 things into order with his other responsibilities, but it would be an authorized leave without pay. Mr.  
97 Ford understands the fairgrounds manager is a weird position and he asked how many employees he  
98 would be supervising. Ms. Keitzman explained the various positions that would fall under his  
99 supervision.

100  
101 Mr. Ford asked what the expected interaction and integration of the FAC he is supposed to have.  
102 Commissioner Branch stated it is necessary to communicate expectations and services that we  
103 provide to the FAC to make sure they understand the budget limitations and what kind of processes  
104 must be followed. These are improvements to be made. They are not his boss, but if there are fair

105 policies that will need to be worked through. Commissioner Neal said the FAC would come to him  
106 about facility requests.

107  
108 Mr. Ford asked what the top two commissioner priorities are for the next six months. Commissioner  
109 Branch stated his were improvements to the water system is one and we may need to develop a water  
110 plan to be able to apply for grants, improvements to the RV park restrooms is the second for him.  
111 Commissioner Neal stated his priorities were development of protocols and improvements to lack of  
112 oversight for security at events.

113  
114 Ms. Keitzman explained the current security issues during events at the fairgrounds stating that  
115 security must improve to prevent damages. Commissioner Branch stated certain events will require  
116 the Fairground's manager to attend to verify and ensure grounds are treated appropriately by renters.

117  
118 Commissioner Neal stated public safety is very important. Mr. Ford asked which commissioner would  
119 be the lead if there is a disagreement between him and something of the board. Commissioner Branch  
120 explained the BOCC is subject to change, and that is why HR Risk Manager is involved. Big decisions  
121 must be addressed by the board and it is best to come to the board with certain potential legal  
122 concerns.

123  
124 Vicki Poole explained Firefly will be used for the RV reservation software. The only thing is we must  
125 have an integrated payment software. Pushing towards Bridge pay but we are already using STRIPE  
126 and that will interface with it. It is set up through the Treasurer's office. She recommended it. We have  
127 been using Point and Pay for other credit card processes, but it would be better if we used STRIPE  
128 for everything. As it is now, we have to do cash and check receipting, point and pay for fair, and  
129 STRIPE for the smash pass for ticketing. She would like to consolidate to Stripe, we need to purchase  
130 a STRIPE terminal for the front counter that is portable. This needs to be resolved in order to implement  
131 the RV Firefly software before we can start taking reservations. We can do all rentals including building  
132 rentals could go through this Stripe program. Commissioner Neal explained fees really add up. Ms.  
133 Keitzman stated all fees would be passed on to the renter. Discuss with Auditor Hall how lodging taxes,  
134 B&O taxes can be incorporated for reporting ease. We can make changes to rental contracts once a  
135 decision is made on this.

136  
137 **Motion Purchase Approval-STRIFE Terminal Fairgrounds Office**  
138 Commissioner Neal moved to approve the purchase of the STRIFE credit card terminal for the  
139 Fairgrounds Office in the amount of \$250. Motion was seconded, all were in favor, motion carried.

140  
141 **Motion - Voucher Approval - Commissioners**  
142 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
143 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list,  
144 and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve  
145 the regular vouchers in the amount of \$2,025,399.25 and Payroll vouchers in the amount of  
146 \$1,224,695.43. Warrant numbers as cited on the attached blanket voucher list. Motion seconded and  
147 carried.

148  
149 **Briefing Among Commissioners – Discuss Individual Weekly Meetings & Schedule**  
150 Commissioner Branch discussed a call he received about Tonasket's senior center costs for sewer  
151 replacement. They were having trouble coming up with the money and the facility officials were taking  
152 collections to help cover the costs.

153  
154 **Approve Meeting Minutes October 23, 2023**  
155 Commissioner Neal moved to approve proceedings of October 23, 2023. Motion was seconded, all  
156 were in favor, motion carried.

157

158 **Approve Consent Agenda**

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

161

162 **1. Cattleguard Renewals-M.P. 0.123 OCR# 4485, Washburn Lake Rd. CGF#28-98-BLM**

163 **a. M.P. 2.508 OCR# 4485, Washburn Lake Rd., CGF#29-98**

164 **b. M.P..608 OCR# 3945, Talkire Lk. Rd. CGF# 76-73**

165 **c. M.P. 17.2 OCR#9455, Aeneas Valley Rd., CGF #17-81**

166 **d. M.P. 16.598 OCR#9455, Aeneas Valley Rd., CGF# 16-81**

167 **2. Platted Road Vacation-Plat of Monse, Monse Ave, Second Street, Unnamed 20' Alley-**  
168 **PW**

169

170 Commissioner Branch and Commissioner Neal plan on attending the Grizzly Bear meeting  
171 tonight, but will not be together nor will they discuss county business together.

172

173 The Clerk of the Board presented two proposals for Courthouse Rehabilitation Hazardous  
174 Building Materials Inspection. One from Asbestos Central LLC, in Wenatchee for \$3750, and one  
175 from A1 Asbestos Environmental Services for \$1,800. The Commissioners considered both  
176 proposals noting that Asbestos Central LLC provided a much more detailed and comprehensive  
177 proposal that detailed inclusions, assumptions and exclusions of the work to be provided.

178

179 **Motion Courthouse Rehabilitation Hazardous Building Materials Inspections**

180 Commissioner Neal moved to accept the proposal of Central Asbestos, LLC for the Courthouse  
181 Rehabilitation Hazardous Building Materials Inspections work in the amount of \$3750 and  
182 authorized the chairman to sign. Motion was seconded, all were in favor, motion carried.

183

184

185 The board adjourned at 12:28 p.m.