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# RECORD OF THE PROCEEDINGS

## OKANOGAN COUNTY

OCTOBER 31, 2022

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9:00 AM Review Commissioners Agenda & Consent Agenda  
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 Budget Work Session – Assessor – Larry Gilman  
11:00 AM Budget Work Session – Auditor, MARC – Cari Hall  
1:30 PM Public Hearing Budget Supplemental Appropriation - Various - Bond, Prosecutor, Vehicle & Munis  
1:40 PM Public Hearing Budget Supplemental Appropriation – Road Fund 102 – PW  
1:50 PM Approve Commissioner Proceedings October 24 & 25, 2022  
1:55 PM Approve Consent Agenda  
4:30 PM Executive Session RCW 42.30.110(1)(i)

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The Okanogan County Board of Commissioners met for a Public Meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on October 31, 2022 with Vice-Chairman, Commissioner Chris Branch; Member, Commissioner Jim DeTro; and the Clerk of the Board, Laleña Johns, present.

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

Chairman, Commissioner Andy Hover was absent attending to personal business.

### Review Commissioners Agenda & Consent Agenda

Commissioners reviewed their agenda and consent agenda.

### Public Comment Period

Emily Sisson, member of the public, made no public comment.

### Commissioners Staff Meeting

Emergency Manager Maurice Goodall updated the board on a couple fires that happened. The strong winds were not allowing good control. Burn restrictions were lifted across the county on Friday October 28.

Planning Director Pete Palmer, provided a draft hearing examiner job description and request for qualifications for discussion. On average the salary in the draft is about \$38.06 per hour, but right now we pay \$150 per hour. Almost all the research of other counties show they require a law degree to perform hearing examiner services. Commissioner Branch said their decisions are reviewable by the courts so it makes sense.

Commissioner DeTro gave accolades to Director Palmer for the way she ran a meeting he and his colleagues attended.

### Approve Consent Agenda

Commissioner DeTro moved to approve the consent agenda items 1-5, as presented. Motion was seconded, all were in favor, motion carried.

#### 1. Subrecipient Agreement – CDBG Public Services No. 22-62210-011 – OCCAC

- 54       **2. ARPA A-19 Authorization Tunk Mtn Fire Hardening**  
55       **3. Resolution 157-2022 – Annexing Lands within Ok. County Rural Fire Protection Dist. #1**  
56       **4. Resolution 158-2022 – 2023 Annual Road Construction Program**  
57       **5. Resolution 159-2022 Public Infrastructure Prioritization**  
58

59       **Approve Commissioner Proceedings October 24 & 25, 2022**

60       Commissioner DeTro moved to approve the commissioners’ proceedings of October 24 and October  
61       25, 2022, as presented. Motion was seconded, all were in favor, motion carried.  
62

63       **Motion – Special Payroll Voucher Approval - Commissioners**

64       Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
65       expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list,  
66       and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve  
67       the regular vouchers in the amount of \$152,456.61 and Payroll vouchers in the amount of \$15,135.34.  
68       Warrant numbers as cited on the attached blanket voucher list. Motion seconded and carried.  
69

70       **Motion - Voucher Approval - Commissioners**

71       Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
72       expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a list,  
73       and made available to the Board. As of this date, the Board did vote, by unanimous vote, to approve  
74       the regular vouchers in the amount of \$223,650.86 and Payroll vouchers in the amount of  
75       \$1,148,346.19. Warrant numbers as cited on the attached blanket voucher list. Motion was seconded  
76       all were in favor, motion carried.  
77

78       **Motion Public Health Voucher**

79       Commissioner DeTro moved to approve the Public Health Vouchers including payroll vouchers in the  
80       amount of \$56,062.68. Warrant numbers as cited on the attached blanket voucher list. Motion was  
81       seconded, all were in favor, motion carried.  
82

83       **Briefing Among Commissioners – Discuss Individual Weekly Meetings & Schedule**

84       Commissioners discussed their weekly meetings and schedule.  
85

86       **Budget Work Session – Assessor – Larry Gilman**

87       Assessor Larry Gilman, Deputy Jan Million, Auditor Cari Hall, Finance Manager Lisa Schreckengost  
88

89       The group reviewed the Assessor’s 2023 revenue and expenditure budget. Budget for a new  
90       anticipated FTE Appraiser III step 1 position was discussed. There are assigned vehicles to the four  
91       current appraisers and the fifth position will share and rotate. The department does not need an  
92       additional vehicle. Assessor Gilman will work with HR on the resolution to authorize the new position.  
93

94       Departments are budgeting for anticipated increase in costs for things like office supplies, fuel, and  
95       repairs.  
96

97       **Budget Work Session – Auditor, MARC – Cari Hall**

98       The group reviewed the Auditor’s 2023 preliminary revenue and expenditures budgets. Auditor Hall  
99       discussed the changes with the board and increased costs for supplies.

100       **Public Hearing Budget Supplemental Appropriation - Various - Bond, Prosecutor, Vehicle &**  
101       **Munis**

102       Larry Gilman, Josh Thomson, Prosecutor Albert Lin  
103

104       Commissioner Branch opened up the hearing. He read what the purpose of the hearing was for. He  
105       asked for staff input.  
106

107 **Motion Resolution 160-2022 Budget Supplemental Appropriation**  
108 Commissioner DeTro moved to approve resolution 160-2022 a budget supplemental within current  
109 expense Assessor and Vehicle Reserve funds in the amount of \$5,600 and current expense Capital  
110 Expenditure for MUNIS accounting software in the amount of \$250,000. Motion was seconded, all  
111 were in favor, motion carried.

112  
113 **Motion Resolution 161-2022 Budget Supplemental**  
114 Commissioner DeTro moved to approve resolution 161-2022 a budget supplemental appropriation  
115 within fund 171 in the amount of \$9,996,247. Motion was seconded, all were in favor, motion carried.

116  
117 **Motion Resolution 162-2022 Budget Supplemental**  
118 Commissioner DeTro moved to approve resolution 162-2022 a budget supplemental appropriation  
119 within current expense prosecutor fund in the amount of \$305,065. Motion was seconded, all were in  
120 favor, motion carried.

121  
122 **Public Hearing Budget Supplemental Appropriation – Road Fund 102 – Public Works**  
123 **Josh Thomson**  
124 Commissioner Branch opened up the hearing. He read what the purpose of the hearing was for. He  
125 asked for staff input.

126  
127 Engineer Thomson stated the Public Works 2022 budget only got budgeted about half of what was  
128 needed for all vacation and leave costs, so this budget supplemental will correct.

129  
130 **Motion Resolution 162-2022 Budget Supplemental Appropriation Road Fund 102**  
131 Commissioner DeTro moved to approve resolution 162-2022 a budget supplemental appropriation  
132 within the road fund in the amount of \$595,000. Motion was seconded, all were in favor, motion carried.

133  
134 **Executive Session RCW 42.30.110(1)(i)**  
135 Commissioner DeTro moved to go into executive session at 1:50 p.m. inviting Chief Civil Deputy  
136 Esther Milner and HR Director Shelley Keitzman to discuss legal matter to which the county may be  
137 or become a party. Motion was seconded, all were in favor, motion carried.

138  
139 The board adjourned at 2:05 p.m.

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