

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **SEPTEMBER 19, 2023**

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7

8	9:00 AM	Review Meeting Minutes September 11th, September 12th 2023
9	9:15 AM	Public Comment Period
10	10:00 AM	Meeting-Finance Committee-Treasurer Pam Johnson
11	11:00 AM	Update-Public Works Engineer-Josh Thomson
12	1:30 PM	Public Hearing-Budget Supplemental Appropriation \$21,600-Lake Management District
13	1:35 PM	Update-Human Resources/Risk Management-Shelley Keitzman
14	2:05 PM	Public Hearing-Budget Supplemental Appropriation-Fund 161
15	2:15 PM	Public Hearing-Budget Supplemental Appropriation Current Expense-CJTA Pass Through
16	2:30 PM	Continued Public Hearing-System of Rates and Charges-OCD
17	3:00 PM	Executive Session RCW 42.30.110(1)(i)-Planning Stephanie Palmer
18	3:30 PM	Approve Commissioners Proceedings September 11th, September 12th, 2023
19	3:35 PM	Approve Consent Agenda

20
21 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue
22 North, Okanogan, Washington on September 19, 2023 with Chairman, Commissioner Chris
23 Branch; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jon Neal; and
24 the Clerk of the Board, Laleña Johns, present.

25
26 AV Capture and Zoom provided audio and video accessibility for public interaction.

27
28 **Review Meeting Minutes September 11th, September 12th 2023**

29 Commissioners reviewed their meeting minutes and made some edits and corrections.
30 Commissioner Hover discussed application to the Department of Agriculture for the Fair
31 Safety grant in the amount of \$250,000. The Commercial and the steel structure on the
32 Justice Building Site are almost the same size. The commercial building is 77x111. The
33 building to be moved is 60x120. Funding from the \$250,000 grant and \$150,000 from county
34 could pay for the horse barn repairs, commercial building, and water system improvements.
35 Commissioner Hover said it is a two-year grant so there is time to design the irrigation system.

36
37 Commissioner Hover requested to schedule a 2024 budget work session sooner rather than
38 later for Infrastructure Fund. Repair of the mainline water system would be a good place to
39 start, said Commissioner Branch. Commissioners discussed Fairgrounds water system to
40 decide if a new well is needed or a redo of the system. Commissioner Hover was more in
41 favor of locating with gps and providing new main line pipes that branches off the road to
42 north RV and across the track then come out with laterals.

43
44 Commissioner Branch said he will get the quotes needed for the irrigation system for the grant
45 application. He suggested the county consult with Cortner Architecture to ask some questions
46 about the utility.

47
48 **Public Comment Period**

49 Ruth Hall, Kyle Pomrankey DNR NE Region via Zoom had no comment.

50
51 **Meeting-Finance Committee-Treasurer Pam Johnson**

52 Auditor Cari Hall

53

54 Treasurer Johnson provide the agenda and corresponding documentation to be discussed.
55 The group reviewed the information provided. (attached)

56

57 The group discussed the revised Policies and Procedures for Inventory Control and the
58 appearance when county employees are allowed to purchase items surplus to the needs of
59 the county. When surplus does not sell during a surplus sale when can county employees be
60 allowed to obtain the items and will it be allowed. The resolution usually states left over items
61 can be disposed of in the most economical way. Auditor Hall stated keeping the record of the
62 effort to provide equal opportunity to all employees would be important. If allowed the section
63 of the policy would need to outline when county employees can purchase surplus. Further
64 revisions to the draft sections 5.2 and 5.3 and definitions including “worthless” will be
65 reviewed for incorporation. Auditor Hall stated she will be out of state next week but will
66 review and incorporate these changes prior to next round table.

67

68 The group discussed Fairgrounds current Expense 001.028 and Fair 112 budgets. Will
69 discuss fund 112 at the next round table discussion. The Budget in 001.028 was discussed
70 to see what is needed there for remaining 2023. She discovered she is still getting a lot of
71 bills to pay from that budget. The budget overages were discussed. The fairgrounds brand
72 new tractor was discussed because the driveline broke. Commissioner Hover wanted to find
73 out if it was mechanical or operator. If operator involved error or misuse he suggested staff
74 receive better training for the operation of fairgrounds equipment. Auditor Hall will continue to
75 process the Fairgrounds invoices and make commissioners aware of the bills she is paying
76 for review and any larger ones that stand out prior to the BOCC approval.

77

78 **Update-Public Works Engineer-Josh Thomson**

79 Engineer Thomson provided his agenda and discussed the items listed there. (attached)

80

81 *Maintenance & Road Conditions*

82 Sealing Tonasket Bridge Deck across the river. It is a fairly new bridge. The City does not
83 want the bridge to maintain. The bridge lights do generate a light bill each month.
84 Commissioner Branch asked if any utilities on the bridge were the county’s responsibility. No,
85 those are not our responsibility.

86

87 Engineer Thomson discussed the Public Works accounting system CAMS that is really aged
88 and cumbersome. Most counties still use it and is not integrated to our new MUNIS
89 accounting system. Commissioner Hover asked if we could have MUNIS build CAMS into the
90 system, but Engineer Thomson said MUNIS couldn’t do that. Build AP batch in CAMS then
91 export into EDEN/MUNIS.

92

93 *Construction Projects*

94 Engineer Thomson discussed status of construction projects.

95

96 *Consent Agenda Items*

97 Two items were briefly discussed.

98

99 Commissioner Neal discussed putting together a fairgrounds facility committee of county
100 staff. He invited Engineer Thomson to join and the engineer accepted. The committee would

101 like to meet next Thursday. Commissioner Branch discussed an inspection component of
102 county buildings to ensure proper permitting is place. We would then have records to ensure
103 protection on these matters.

104
105 **Public Hearing-Budget Supplemental Appropriation \$21,600-Lake Management**
106 **District**

107 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Lake
108 Management District #1. Motion was seconded, all were in favor, motion carried.

109
110 Commissioner Branch read the resolution and purpose for the budget supplemental. He
111 opened up the hearing to public testimony, seeing no one he closed public testimony and
112 opened up to the district commissioners.

113
114 **Motion Resolution 2-2023 Budget Supplemental Appropriation**

115 Commissioner Hover moved to approve resolution 2-2023 a budget supplemental
116 appropriation in the amount of \$21,600. Motion was seconded, all were in favor, motion
117 carried.

118
119 Commissioner Hover moved to adjourn as the Lake Management District #1 and reconvene
120 as the BOCC. Motion was seconded, all were in favor, motion carried.

121
122 **Update-Human Resources/Risk Management-Shelley Keitzman**

123 Risk Manager, HR Director Shelley Keitzman provided her staff update.

124
125 Ms. Keitzman discussed the contract administrator Anna Burica is asking for an amendment
126 to the Public Defenders contract so it is under Burica Law. There are some conflicts right now
127 due to the current arrangement.

128
129 Identified AED placements in the courthouse. District Court Administrator asked her to do a
130 salary survey and it showed her at 79% of those surveyed. \$6400 would bring her to 94% of
131 comps. There are requirements for continuing education and certifications. Commissioner
132 Hover stated Ms. Schreckengost was part of the original group of Chief Deputies with the
133 Elected deputies and over time the group dissolved and Ms. Schreckengost position was not
134 addressed with the others that were in the group.

135
136 Ms. Keitzman explained the cost for security be updated in the Fairgrounds fee schedule and
137 contract. She explained the level of security needed for events with alcohol. She will redo the
138 contract to include the language for security costs.

139
140 **Motion Emergency Management FMAG F22-404 Cedar Creek Fire**

141 Commissioner Hover moved to authorize the FMAG agreement and authorized the chairman
142 to sign the F22-404 Cedar Creek Fire documents. Motion was seconded, all were in favor,
143 motion carried.

144
145 **Motion Letter Designation of Signing Authority for FMAG F22-404 Cedar Creek Fire**

146 Commissioner Hover moved to approve the FMAG F22-404 Cedar Creek Fire authorization
147 form. Motion was seconded, all were in favor, motion carried.

148
149 **Motion Resolution 124-2023 ARPA Allocation Town of Nespelem Water Tower Project**

150 Commissioner Hover moved to approve resolution 124-2023 ARPA funds allocation to the
151 Town of Nespelem water tower project. Motion was seconded, all were in favor, motion
152 carried.

153

154 **Motion Small Works Agreement ZAGA Roofing LLC**

155 Commissioner Hover moved to approve the Small Works Agreement between Okanogan
156 County and ZAGA Roofing LLC for reroof of the Courthouse Annex and Courthouse Elevator
157 roof. Motion was seconded, all were in favor, motion carried.

158

159 **Motion Scope of Work amendment City of Okanogan ARPA Funds**

160 Commissioner Hover moved to approved the Scope of Work Amendment regarding the
161 County ARPA Funding Contract between Okanogan County and the City of Okanogan in the
162 amount of \$425,000. Motion was seconded all were in favor, motion carried.

163

164 **Motion ARPA Request #6 Equipment**

165 Commissioner Hover moved to approve Community Action Council ARPA funds request #6
166 in the amount of \$158,000 for Equipment and authorized the chairman to sign. Motion was
167 seconded, all were in favor, motion carried.

168

169 **Motion - Voucher Approval - Commissioners**

170 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and
171 those expense reimbursement claims certified as required by RCW 42.24.090 have been
172 recorded on a list, and made available to the Board. As of this date, the Board did vote, by
173 unanimous vote, to approve the regular vouchers in the amount of \$338,962.43 and Payroll
174 vouchers in the amount of \$1,136,650.96. Warrant numbers as cited on the attached blanket
175 voucher list. Motion seconded and carried.

176

177 **Motion Resolution 126-2023 District Court Administrator Salary Increase**

178 Commissioner Neal moved to approve resolution 126-2023 increasing the salary of the
179 District Court Administrator to \$6400 per month. Motion was seconded all were in favor,
180 motion carried.

181

182 **Public Hearing-Budget Supplemental Appropriation-Fund 161**

183 Commissioner Branch opened up the hearing to staff. Chief Communications Deputy Worden
184 reported the funds are part of the early adopter funding to start working on the challenges of
185 updating the system. The request is \$360,000 for the work to be done this fall. Commissioner
186 Hover asked about the pilot project radios and testing involved. If the multi band radios are
187 approved they will phase out the others. The costs are associated with the mountaintop
188 improvements and office improvements. Commissioner Branch opened up the hearing to the
189 public. Karen Harris, via zoom, commented that this is great to move forward.

190

191 **Motion Resolution 122-2023 Budget Supplemental Appropriation Communications
192 Fund 161**

193 Commissioner Hover moved to approve resolution 122-2023 a budget supplemental
194 appropriation within communications fund 161 in the amount of \$360,000. Motion was
195 seconded, all were in favor, motion carried.

196

197 **Public Hearing-Budget Supplemental Appropriation Current Expense-CJTA Pass
198 Through**

199 Commissioner Branch read from the resolution to be considered. He opened up the hearing
200 to staff, the Clerk of the Board reminded the board the funds would be passed through the
201 county to OBHC for substance abuse treatment services. He closed the hearing staff and
202 opened up to the public. Karren Harris asked if the hearing had to do with the District Court
203 Administrator position, and it did not.

204
205 **Motion Resolution 123-2023 Budget Supplemental Appropriation CJTA Funds**

206 Commissioner Neal moved to approve to approve resolution 123-2023 a budget
207 supplemental appropriation within Current Expense for Criminal Justice Treatment Account
208 (CJTA) funds pass through in the amount of \$60,340. Motion was seconded, all were in favor,
209 motion carried.

210
211
212

213 **Continued Public Hearing-System of Rates and Charges-Okanogan Conservation**
214 **District**

215 Commissioner Branch opened up the continued hearing. Conservation District Executive
216 Craig Nelson testified. Becky Drenner provided additional documents in support of the
217 District's new system of rates and charges. He stated the prior resolution language was
218 questioned by the board and was modified to address the BOCC concern. Assessor Larry
219 Gilman helped with the redraft of the resolution that is before the board today. The communal
220 areas for fuel reduction projects are at the top of the list. He continued to relay the changes
221 made to the resolution draft that are more in line with commissioners. Assessor Gilman
222 explained the change from \$4.95 to \$4.94 that will help with the math he does on his end.

223
224 Member of the public via zoom, Karen Harris had no comment. Kyle Pomrankey DNR, via
225 zoom, commented on the raised rates and use breakdown. With the rates going up that
226 increase must be passed to the lessee. It is difficult for producers to find grazing, costs are
227 going up and rates do get passed on to the lessee. Commissioner Hover commented on this
228 and commended the conservation district for helping to address range for cattle.

229
230 **Motion Resolution 119-2023 OCD System of Rates and Charges**

231 Commissioner Hover moved to approve resolution 119-2023 adopting a system of rates and
232 charges for Okanogan County Conservation District. Motion was seconded, all were in favor,
233 motion carried.

234
235 Commissioners thanked the district for their good work. Commissioner Hover asked if the
236 district is allowed to use funds to help manage State and Federal lands. Yes, most cost shares
237 can be used on state and federal lands, said Mr. Nelson.

238
239 **Approve Commissioners Proceedings September 11th and September 12, 2023**

240 Commissioner Neal moved to approve the September 11 and September 12, 2023 meeting
241 minutes as corrected. Motion was seconded, all were in favor, motion carried.

242
243 **Approve Consent Agenda**

244 Commissioner Neal moved to approve the consent agenda items 1-2, excluding item #3.
245 Motion was seconded, motion was carried, motion carried.

246
247 **1. Title IV Assurances for July 1, 2022 thru June 30, 2023 Report-Public Works**

248 **2. Award Purchase of Snow Plow Blades for Public Works-Rebuilding & Hardfacing**
249 **Inc.**

250 ~~**3. Resolution 113-2023 Adopting County's Revised Policies and Procedures for**~~
251 ~~**Inventory Control**~~

252
253 **Executive Session RCW 42.30.110(1)(i)-Planning Director Palmer**

254 Commissioner Hover moved to go into executive session at 2:57 p.m. until 3:15 p.m. inviting
255 Esther Milner and Pete Palmer to discuss RCW 42.30.110 (1)(i). Motion was seconded, all
256 were

257
258 Commissioners extended executive session at 3:15 p.m. for another 10 minutes. Executive
259 session ended at 3:25 p.m.

260
261 Commissioner Hover discussed the disputed Mark's Plumbing invoice for the "emergency
262 work" on the fairgrounds. The remedy is that the county reconsider hiring them for work again.

263
264 **Motion**

265 Commissioner Hover moved to direct the Clerk of the Board to pay the disputed invoice of
266 Mark's Plumbing in the amount of \$5,590.74. Motion was seconded, all were in favor, motion
267 carried.

268
269 The board adjourned at 3:30 p.m.