

1 **RECORD OF THE PROCEEDINGS**

2 **OKANOGAN COUNTY**

3 **SEPTEMBER 5, 2023**

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- 8 **9:00 AM Review Meeting Minutes August 28th, August 29th, 2023**
- 9 **9:15 AM Public Comment Period**
- 10 **9:30 AM Round Table Finance Discussion-Cari Hall, Pam Johnson, Lisa Schreckengost,**
- 11 **Becky Abrahamson**
- 12 **10:30 AM Update-Human Resources/Risk Management-Shelley Keitzman**
- 13 **11:00 AM Update-Public Works-Engineer Josh Thomson**
- 14 **1:30 PM Approve Commissioners Proceedings August 28th, August 29th, 2023**
- 15 **2:00 PM Approve Consent Agenda**
- 16 **2:30 PM Discussion-Superior Court Budget Update-Dennis Rabidou**
- 17 **3:00 PM Quarterly Update-Tonasket Forest Ranger District-District Ranger Matt Marsh**
- 18 **4:00 PM Commissioners to Set Wednesday Agenda if Needed**
- 19

20 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th

21 Avenue North, Okanogan, Washington on September 5, 2023 with Chairman,

22 Commissioner Chris Branch; Vice-Chairman, Commissioner Andy Hover; Member,

23 Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

24

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

26

27 The pledge of allegiance was recited.

28

29 Commissioner Hover arrived at 9:27 a.m.

30

31 **Review Meeting Minutes August 28th, August 29th, 2023**

32 Commissioners reviewed their meeting minutes.

33

34 **Public Comment Period**

35 Isabelle Spohn member of the public via zoom asked about what the Emergency Council

36 discussed. Commissioner Neal provided a list of items for the record.

37

38 Mike Maltais and Ruth Hall via zoom had no comment other than it was Fair week.

39 Commissioner Neal mentioned how many trailers have already arrived to the grounds.

40

41 Commissioner Branch stated the budget supplemental for the Fairgrounds is needed

42 ASAP.

43

44 **Round Table Finance Discussion-Cari Hall, Pam Johnson, Lisa Schreckengost**

45 Auditor Cari Hall submitted the 2024 Preliminary Budget was submitted to the

46 commissioners.

47

48 Auditor Hall stated the county's Asset Policy draft really needed to be adopted soon. The

49 commissioners discussed adoption of it at the next Finance Committee meeting on

50 September 19. The commissioners previously discussed whether or not employees be
51 allowed to bid on county surplus or not. The main change is that both Small and Attractive
52 and Capitalized Asset lists be submitted at the same time. It also clarifies the difference
53 between small and attractive and capitalized items are. Auditor Hall will send out the draft
54 again.

55
56 Auditor Hall discussed the Fairgrounds budget and the need for a budget supplemental
57 once fair is completed. She will report on the financial status of the fairgrounds at the
58 Finance Committee meeting once all fair invoices are in.

59
60 An unusual item is resolution 116-2023 regarding the buyout option for the catering. It is
61 half the amount noted in their contract. Auditor Hall explained the process for paying the
62 cash at "load-in" for Easton Corbin concert.

63
64 **Motion Resolution 116-2023 Easton Corbin Food**
65 Commissioner Hover moved to approve resolution 116-2023 regarding the cash out for
66 Easton Corbin crew food catering services per contract in the amount of \$675. Motion
67 was seconded, all were in favor, motion carried.

68
69 Auditor Hall stated she thinks the Fairgrounds budget may need at least \$40,000 budget
70 supplemental. Commissioner Hover stated there is the \$15,000 for the dividers and
71 expected \$30,000 check from the Team Penners for the race horse barns. Commissioner
72 Hover explained the revenue from the Dept of Ag grant for \$250,000 was budgeted in
73 Capital Improvement fund 134 but the expenditure budget for the expense was not.

74
75 Auditor Hall discussed the Preliminary Budget submitted today and pointed out some
76 items for commissioners' awareness. The Board would like to consider adoption of their
77 2024 budget using the alternative date in December. The Clerk of the Board will publish
78 the notice in next week's newspaper.

79
80 Auditor Hall explained how the fairgrounds and fair vouchers will be processed and how
81 those needed to be handled for payouts.

82
83 Treasurer Johnson explained she would be handling and administering the financials at
84 the fairgrounds during fair.

85
86 **Motion – FAIR SPECIAL Voucher Approval - Commissioners**
87 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and
88 those expense reimbursement claims certified as required by RCW 42.24.090 have been
89 recorded on a list, and made available to the Board. As of this date, the Board did vote,
90 by unanimous vote, to approve the FAIR SPECIAL vouchers in the amount of
91 \$139,592.41. Warrant numbers as cited on the attached blanket voucher list. Motion
92 seconded and carried.

93
94
95

96 **Update-Human Resources/Risk Management-Shelley Keitzman**

97 Ms. Keitzman provided her HR/Risk Management update.

98
99 PEBB medical insurance increase is going to be 2.75% which is \$24.28 per individual.
100 She stated she would follow up on the required minimum wage increase as it is unknown
101 at this point.

102
103 Commissioner Branch left at 10:30 a.m. for personal time. He will return to the county
104 Sunday, September 10.

105
106 **Update-Public Works-Engineer Josh Thomson**

107 Kent Kovalenko

108
109 • *Solid Waste @ the fair*

110 Setting up the booth at the fair this year. Will be talking trash to the public.

111
112 Talked with Amy Chloe about Apple Maggot quarantine. They received a petition. Rule
113 making process will begin in a couple weeks and we can comment at that time.

114
115 Commissioner Hover received an email regarding hours of operation and asked Mr.
116 Kovalenko how the hours are determined. It is based on needs and service. He also looks
117 at total tonnage coming. Twisp had the lowest amount of tonnage coming in. It may not
118 pencil out expense wise to be open more. He is looking at summer hours at the central
119 landfill due to lack of customers. He doesn't think there is enough business to justify
120 extending hours during certain times of the year.

121
122 Roll-off bin policy was discussed and what can be put into those. It is an extra cost and
123 expense for staff to deal with it.

124
125 Engineer Thomson provided his agenda and discussed the items listed there.

126
127 • *Secure load campaign*

128 Additional signage has been purchased to help with secure load information to the public.
129 This will be about a five-month campaign. In October another notice will be published,
130 then come the first of the year customers without secured loads will automatically be hit
131 with a \$5 fine.

132
133 • *Air quality grant*

134 Air quality grant has been submitted. Waiting for whether or not it gets awarded.

135
136 • *Maintenance and road conditions*

137 Doing crack sealing in Methow right now.

138
139 • *Urban area adjustment*

140 Urban area adjustment was discussed. They have to have MPO concurrence. If the new
141 urban area borders a county road it can be either rural or urban. The only place we have

142 that is a short section of Rodeo Trail south of the fairgrounds. It would end up being urban.
143 Shumway is also another one, but due to current development it may be urban. The
144 middle of Shumway isn't to urban standard, but the way it is being built out it should be.
145 More information will be presented.

146
147 • *Construction projects*
148 Green Acres project, Johnson Creek, is going well.

149
150 Commissioners discussed several solid waste topics such as issues with vehicle fire.

151
152 The board recessed for lunch at 11:21 a.m.

153
154 **Approve Commissioners Proceedings August 28th, August 29th, 2023**

155 Commissioner Neal moved to approve the commissioners' proceedings of August 28 and
156 August 29, 2023. Motion was seconded, all were in favor, motion carried.

157
158 **Approve Consent Agenda**

159 Commissioner Neal moved to approve the consent agenda items 1-3, as presented.
160 Motion was seconded, all were in favor, motion carried.

- 161 **1. Appointment Letter-Solid Waste Advisory Committee-Holly Bange**
162 **2. Small Public Works Agreement-Building of Race Horse Barns-D. Hall Services**
163 **3. Revised Special Occasion Liquor License-Classroom In Bloom-Kimberly**
164 **Romain-Bondi**

165
166 **Motion - Voucher Approval - Commissioners**

167 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and
168 those expense reimbursement claims certified as required by RCW 42.24.090 have been
169 recorded on a list, and made available to the Board. As of this date, the Board did vote,
170 by unanimous vote, to approve the regular vouchers in the amount of \$274,348.87 and
171 Payroll vouchers in the amount of \$1,225,067.57. Warrant numbers as cited on the
172 attached blanket voucher list. Motion seconded and carried.

173
174 **Motion Resolution 117-2023 .09 Infrastructure Process Policy**

175 Commissioner Neal moved to approve resolution 117-2023 regarding the .09
176 Infrastructure funding policy. Motion was seconded, all were in favor, motion carried.

177
178 **Motion Resolution 118-2023 Superior Court Interpreter**

179 Commissioner Neal moved to approve resolution 118-2023 allowing two employees to be
180 paid from the same BARS code. Motion was seconded, all were in favor, motion carried.

181
182 Commissioner Hover recessed until 2:30 p.m.

183
184 **Discussion-Superior Court Budget Update-Dennis Rabidou**

185 Mr. Rabidou provided the commissioners with a draft resolution regarding a stipend
186 request for Juvenile Services Administrator. He further explained the extra work this grant
187 funding is associated with that the employee has been doing. The grant funding is about

188 \$127,000 with \$26,000 meant for salaries through 2025. Mr. Rabidou explained the
189 funding is flexible in its uses. Commissioner Hover asked for an overview of the program
190 what the individual is doing for the grant and how we are accomplishing what the grant
191 requires. He also asked for a description of the additional scope of work outside of the
192 person's regular duties to spell it out in the resolution that supports the requested stipend.
193

194 Mr. Rabidou said the Juvenile Services Administrator, Ms. Descoteaux, has been doing
195 the work "as other duties as assigned" since 2020. She will be doing more of the data pull
196 now as well as the basic grant requirements.
197

198 **Quarterly Update-Tonasket Forest Ranger District-District Ranger Matt Marsh**

199 New Forest Supervisor, Joshua White, was introduced. Previous Supervisor, Rodey
200 Smolden, retired at the end of June this year. Supervisor White provided some of his
201 back-ground information. He is from Colville and excited to continue the work in managing
202 the forest. He would like to check in in person about one a year, but said he is always
203 available. He looks forward to settling out on the leadership group on the forest. He
204 intends to be here a long time.
205

206 Ranger Marsh discussed his regular quarterly items. He gave the status of the Crater
207 Creek fire that came south from Canada and made it to US border. He discussed how
208 they worked the fire and used some old lines near Snowy Mountain over the last 12-days.
209 A local DNR and Forest Service team is now on the fire.
210

211 Ranger Marsh explained services provided by the local businesses. Catering services is
212 another issue and he if businesses could reach out to be placed on the list when these
213 fires happen. Commissioner Hover stated Roni Holder-Diefenbach should be able to let
214 businesses know to get on the list. Mr. White stated some workshops to lay out need
215 requirements would be helpful to the community and worthwhile. Ranger Marsh explained
216 stewardship credits work and how trades are made for example wood for work for
217 example. Commissioner Neal asked about marking roads that are dead ends and number
218 marks for Forest Service roads. There are no FS roads with dead end signs currently,
219 replied Ranger Marsh. Several 100 roads that do dead end. Supervisor White explained
220 the road numbering systems that indicate length of road. Ranger Marsh said if there are
221 dead end roads of concern they are definitely interested in putting up a sign that would
222 help the public know. Mainline roads that no longer are through roads might be good to
223 sign.
224

225 A portion of the Conconully Salmon Meadows road is getting ground up. Right now, it is
226 getting ground up shaped and they will look at it in the future to see how it holds up. \$1.7
227 million has been put into the area. Pickens won the bid, but they did try to get locals. They
228 will keep using the local list for projects.
229

230 Ranger Marsh explained the responses when roads blow out and people get trapped. He
231 needs flexibility within reason to make it common sense. To always go through a
232 contractor is time consuming. Can the contractors be on a small works contractor list.
233 Yes, that is the BPA contract list and they do work with it. An agreement with the county

234 is in the works for cooperative assistance. He is working with Engineer Josh Thomson on
235 it that. He is looking to put more money into it in the future.

236
237 Attending the fair and has a booth. Active sales on the north end, starting fuels work and
238 piling, they intend to burn this fall.

239
240 A map to visualize FS roads that are through big tracks of timber ground that now go
241 through many landowner properties. He understands the county isn't going to take on a
242 road that isn't county standards then pointed out the number of landowners there paying
243 county taxes. To better serve the public and private landowners to relinquish forest
244 service roads to county roads. He wants to keep the discussion going and has discussed
245 with the county Engineer.

246
247 Quad County representatives meet every other month. He is trying to gage where
248 Okanogan County wants to be in terms of engaging with the group. He feels like an
249 outsider because right now Okanogan doesn't participate. Supervisor White thought at
250 least one commissioner from each county would be great. Commissioner Neal stated he
251 would like to sit in on these.

252
253 Considering hiring for many positions within the Forest, not only temp but permanent to
254 on a 13 on 13 off type schedule. Tonasket office has a lot of hiring authorities and can
255 hire without the waiting process. Less temps and more permanent but at lower levels.
256 Supervisor White said they can target those right out of high school who do not know
257 what they want to do or do not feel like going to college.

258
259 **Commissioners to Set Wednesday Agenda if Needed**

260 No meeting is necessary.

261

262 The board adjourned at 3:45 p.m.