

Okanogan County Board of County Commissioners meeting Monday, October 30, 2023, AM session

CB – Chris Branch, BOCC Chair, District 1
JN- Jon Neal, BOCC member, District 3
PP – Pete Palmer, Planning Director
SK – Shelley Keitzman, Human Resources Risk Manager
CF – Chuck Ford, new Fairgrounds Facilities Manager
LJ – Lanie Johns, Clerk of the Board
CWHBA – Central WA Home Builders Assn (listened in but no comments)

These notes were taken by an Okanogan County Watch volunteer. Every attempt is made to be accurate. Notes are verbatim when possible, and otherwise summarized or paraphrased. Note takers comments or clarifications are in italics. These notes are published at <https://www.countywatch.org/bocc-boh-notes> and are not the official county record of the meeting. For officially approved minutes, which are normally published at a later time, click [here](#).

Summary of Significant Discussion:

- *Discussion about procedure for forming a new Lake Management District for the purpose of treating lake Osoyoos for milfoil.*
- *Introduction of new Fairgrounds Facilities Manager, including discussion of salary and responsibilities, and relationship with Fair Advisory Committee (FAC)*

The time stamps refer to the video that is published on the county's AV Capture site. To watch the video for this meeting, click [here](#).

00:01 – pledge of allegiance.

CB and JN have short discussion about attending an event.

LJ – says next week is going to be very very very busy. She will be busy this week preparing for it. Budget supplementals.

CB says he attended conference (infrastructure for public health). There are some requirements for a certified water system that is needed for certain funding. The new guy would be one to train. *(Note-taker discovered later in the meeting that they are referring to the fairgrounds and the new Fairgrounds manager.)*

CB – OCCAC is having a board retreat. Worried about whether BOCC could attend and then remembered a new law that was passed allowing us to meet anywhere in the county 4 times per year. We could attend this retreat if we advertise it appropriately.

Casual talk about missed flights this past weekend and other airline anecdotes.

16:00– Public comment period - no public comments.

17:00 – review documents.

24:00 – representative from Solid Waste department arrives. Casual discussion about preparing for retirement (financially and mentally). He presents BOCC with a request to purchase a piece of equipment.

27:00 – staff reports begin. JN makes motion to approve solid waste purchase of a horizontal grinder for \$655K. BOCC votes to approve. CB asks about a grant. Casual conversation for a few minutes.

30:35 – report on work on area between admin and juvenile building. Railings, painting, etc. Might not be able to paint until Spring due to cold weather.

LJ says someone wants to schedule a meeting about the secure renovation of the courthouse building, and also about painting in the Spring. Also to discuss the final design for the new Superior Court building.

39:20 – PP – I sent a response to Angela Johnson from DOE about questions she had. We should re convene that group and bump that meeting back up to the top. We should keep up on these things. I came in at the tail end.

I was only able to comment on the Antoine Ranch acquisition, and the Johnson Creek culvert replacement. There were about 12 projects on the list.

CB – discusses relationship between agencies.

43:05 PP – I have an addendum for copy machine contract. Will need a signature. JN – moves to approve new contract and authorize Chair to sign. BOCC votes to approve.

45:10 – PP I have the lake management district \$40,879 voucher to pay weed board for services. BOCC votes and approves.

PP – Discusses the formation of a new LMD. Has records of ads, resolutions, etc. She presents the resolution to create a LMD #1 for the purpose of controlling milfoil in Lake Osoyoos. Outlines the schedule for all the required hearings and ballots. Asks BOCC to consider having Planning dept send out ballots rather than Auditors office. JN – says that if you go through the Auditors office they are limited to certain times for sending out ballots. PP says that they will go ahead and send them. She needs BOCC to approve the resolution that states intent today. LJ – says she needs to number it. Discussion about calculating cost of treatment. Will need an executive session to go over details. LJ schedules it for a couple of weeks out.

Discussion about scheduling public hearing in Oroville regarding the formation of the LMD. Decided that it will be Dec 4th at 5:30 pm in Oroville at the city hall.

1:04:15 – SK introduces the new Fairgrounds Facilities Manger, Chuck Ford. We will be discussing your counter-offer. \$5500 per month, waiving medical and dental. Asked for 10 hours per month annual leave. Position is exempt in 2024 and will be reconsidered in 2025. BOCC has accepted offer. CF had indicated there are some scheduling conflicts early next year from previous commitments that can't be cancelled. He is hoping this can be resolved. SK – you might be able to use LWOP. CF – I might be out of my realm on a few things. We didn't talk about how many people I would be supervising in this position. SK - 1 admin asst (FT), Maint coordinator (FT) and Maint tech (FT). We hire maint tech full time from Spring through Fall. CF – asks if the budget is done at this time. LJ – hasn't scheduled Fairgrounds budget yet, but the Fair budget is with the Fair board. CF – what is the role between the Fairground mgr and the Fair Board? Am I more just facilitating the FAC? CB – you would be working out expectations about the fair, and coordinating the services that the county provides. You need to work out the budget details. I compare it to work I've don't with the planning commission. Helping them

understand the processes, security with the Fair, etc. they are not your boss. You should look through the policies to make sure they are working.

JN – also prioritizing needs vs money available.

CB – also managing the RV park. I want to leave it to you to observe and take some time to see if any changes are needed.

CF – I just wanted to make sure the lines are clear.

CB – suggested looking at minutes of meetings.

CF – I want to get your top two priorities for Fairgrounds. I know it will take some time for me to get settled in.

CB- Mine is the water system. May want apply for some grants. The water system affects everything. A second one is the restrooms in the RV park. We have people (such as DNR) who lease that space and pay a lot. They should have good restrooms.

JN – says oversight for security. People are in and out all the time and there are no rules as to who is allowed and when.

CF – said he had thought about that, especially with the track.

CB – agrees that security is an issue. The facility is very porous.

SK – has records of all grants that have been applied for. Infrastructure, grading, electrical upgrades. Mostly safety issues. We have made a few strides.

CB – we have a resource, our maintenance director, who is a wealth of information. His name is Tim. He knows a lot. We may have to have a water plan for the facility, even though it's a transient system. State Dept of Health requires it if you want to get grants. There is some training for how to manage such a system. We may want you to go to that training.

CF – With grants, I'm assuming that the county has a grant writing expert? I have a degree in natural resources and biology and haven't done grants since college. I want to make sure that there is a resource in the county that could help with that.

CB – Lanie has a lot of experience with grants. Expert? I'm careful with that word. We have knowledgeable people

CF – nights and weekends? How many nights and weekends are expected? What about the renaissance fair?

SK – generally office is open 8-5 M-F. Night-times would be once a month (FAC meeting). 1st Thursday 6-8 at the BOCC room. You are not required to be there for all events. Things are set up by maintenance and the renters have access. It would be good for you to check in once in a while. Example – we had an event that said 200-300 people and there were over 1000. We have had some damage. We work with a security firm, and they need someone to call. Suggest additional \$\$ for damage deposit. Lots of folks just pay the \$500 and don't clean. We will be increasing the penalty.

CB – we will be looking at those goals. Nothing is written in stone. When it comes to when you have to be there, that will be up to you to manage your time. You're in charge of the fairgrounds and just need to work with us on policies.

JN – you may have fresh eyes to see things that we have just passed over.

CB – SK is also the risk manager, and knows what the concerns are so you can work with her.

My position is to get the right people in place and get out of their way.

SK – we will be available to help with personnel management if needed.

CF – I can manage my own time, especially since there is no OT this first year. I just want to make sure that I have flexibility.

CB – You have employees to help you fill in where needed.

CF – are there any big liabilities now? Lawsuits?

CB – no, and that’s what we are trying to avoid.

JN – public safety is high priority.

CF – if conflict arises between me and the FAC members, who is going to handle it? Does it get swept under the table or does someone come in and take charge?

JN – we are the ultimate authority, but we try to work with people.

CB – SK is here to help with that. We want to set up a system that is durable. That’s why we have HR involved. If it’s big decisions, we can go into Exec session and resolve it. It’s best for you to come to us. We can also get our Civil atty involved. If things get to the point where there is a critical decision we can do that. If it’s something that involves employee performance, then we can do that too.

CF – says he plans on doing employee reviews in the first 6 months. I’ve just reached out to the community to learn what happened in the past. I feel like micromanaging was a problem, and I don’t like to do that.

JN – just understanding the policies and following them is key.

LJ – we have a staff meeting every Monday at 9:30, if there are changes I send out notice. If you want to schedule a separate time to get on the BOCC agenda just let me know.

Introductions of Lanie and Chuck Ford.

1:39:00 – Temp fair mgr - We will be using new software at the Fairgrounds. We need to get a payroll process that will integrate with the new software. We are already using Stripe, which will work. I’m thinking we stick with Stripe since it’s all set up. It would make sense to use the same system for everything (RV park, Fair admission, etc). We would need to purchase a Stripe terminal. We would only need one.

LJ – asks about lodging tax fees and if they can be incorporated in the B & O.

TFM – You can set it up with that level of detail.

JN – suggests talking to both Auditor and Treasurer to make sure it works for everyone.

CB – asks CF if he has any input.

CF – suggests working on the back end to hide the fees on the customer receipt. When people see all the extra fees that can be a deterrent.

TFM – asks if they should go ahead and get the \$250 credit card machine. BOCC votes to approve purchase.

1:51:00 – Staff meeting concludes. BOCC discuss individual meetings and events coming up. CB will be attending a SIM mapping workshop. JN – brings up a survey related to youth. Discussion about whether the kids answer it truthfully. CB – mentions that he went to the ACH (Accountable Communities of Health) session where they talked about ACEs. (Adverse Childhood Experience).

2:08:00 – BOCC approve vouchers and payroll.

2:16:00– CB talks about a meeting he went to where there was a discussion about how installing sewer system in a town would change things. CB and JN engage in discussion about local examples.

2:26:00 – LJ received an email from someone who had reached out to the planning dept regarding an easement in the Methow Valley. County engineer JT responded. I have forwarded it to you. It's about wanting an easement that goes through county property in order to avoid disturbing a lot of dirt. BOCC looks at map of parcel. Looks like it is small and undeveloped. CB – if this person wants to do this they should make an application so we can take a good look at it. The devil is in the details.

2:30:00 – BOCC reviews documents and engages in casual conversation until 12:30 pm when they adjourn for the day.