

## Okanogan County Board of County Commissioners meeting Monday, May 22, 2023, PM session

AH – Andy Hover, BOCC vice-chair, District 2  
CB – Chris Branch, BOCC Chair, District 1  
JN- Jon Neal, BOCC member, District 3  
CH – Cari Hall, Auditor  
LG – Larry Gilman, Assessor  
SK – Shelley Keitzman, Human Resources Risk Manager  
LJ – Lanie Johns, Clerk of the Board

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:

- *Courthouse Security – discussion of installation of weapons detector and single entry point for public*
- *Review of weapons detector quotes and discussion about which is the preferred vendor*
- *Discussion about funds for homeless/affordable housing and who should administer them*
- *Discussion about creating a standard policy on procedure for how BOCC appoints members to boards and committees*
- *Discussion about appointment of members to the Okanogan Communication District*
- *Discussion about repairs needed on Oroville and Tonasket EMS buildings*
- *Discussion about increasing the compensation for the Clerk of the Board*

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](#).

**2:44:45** – Cari Hall, shelly Kitzman and Larry Gilman address courthouse security. Specifically the concept of single point of entry. Now that we are under GR36 and have security personnel we need to see if we are compliant.

CB – asks if they want to have a single point of entry. LG says yes they do. SK agrees. Says that they are down to the final things on the list – mainly weapons screening and emergency broadcast. Suggesting Singly entry on 4<sup>th</sup> Ave. CH says that she was asked to be here because the Auditors office is exposed with lots of public visits and being open on election nights. She requires ADA access. CH has a grant that will pay for the weapons detector. It will only detect guns, not knives, etc. SK – Once we move to single entry we will need to eventually get a full screening with bag screening.

CB asks other BOCC members for comments.

AH – last time we looked at this it was about \$1M, and would probably be more now. We should take the proposal to our architect to look at design estimates.

CH – reiterates that it can be done in stages. The machine that my grant pays for is a good first step.

LG – remarks that Douglas county has done something similar. Once we have one point of entry, how do we handle employees? There have been mixed feelings on it. Do we have key cards? Do we have employees line up to be searched before reporting to work?

SK – If we do key card access, we would need to have it functioning both ways in and out.

CH – If we do an employee only entrance it could be near my office and would work fine.

[Ord 2007-7](#) – maybe the BOCC wants to look at it.

SK – we were hoping to structure this to allow for subcommittees, etc. We talked to Esther about taking a look at it (the ordinance).

AH – who do you want to have contact the architect? To come up with an estimate for design work?

CB – suggests that he could do it. He thinks that the architect will provide a description of the work. Each project will require this. And we will have to have a cost. I think this is an urgent matter and has been for a while.

LG – says that the fact that he has been asked by EM to look into GR36 shows that they are making progress.

CB – says that they have done the low hanging fruit and now it is time to get to the hard stuff.

LG says that it will cause a big bottleneck with traffic. Other counties are going with one-way streets to help alleviate this. Talks about how to do this around the courthouse.

CH- states that it is not just about employee security, but for the public as well.

CB – brings up parking. Parking has been an issue and will continue to evolve over time.

LG – agrees and says the biggest parking issues have been when there are trials. When the trials move to the new building the parking issue will get better.

LG – asks if they could have 2 employee entrances. That would help with parking situation. Discussion about where they could be.

AH – mentions that he has talked to a glass company and they will have a bill soon. (*not sure what this is about*)

**3:08:00** – LG says new statements will be in the mail soon.

**3:10:00** – CH gives report on metal detection system. One grant is preferable for weapons detection system. I had said that I would go out for 3 quotes. There are only 3, and we reached out to all. One was unresponsive. I was able to get 2 quotes. CEIA USA, Point Security. There is about \$3000 difference between the quotes. I talked with Tim. CEIA specializes in custom setups. Tim liked CEIA because they were responsive. These are weapons detection – small handguns, but no knives or other small objects. They have batteries, and are mobile, with a hard plug-in. This system will not accommodate wheelchairs. This is being paid for by a grant that is for election security. We can put it in the courthouse building because that is where we process elections. This system is about \$3000 more than our grant but I think I can find the

extra \$\$\$. These machines take up some space, so they can't go at the ADA door because it would block the door switch.

JN – asks about a yearly license. \$600.

CH – this is for a feature called Net ID which is optional. It is recommended because it allows for remote troubleshooting and 24/7 coverage. It does not use any of our existing network.

JN – asks about what type of batteries.

CH – Tim says they are about 90 hour batteries with a redundancy built in. The bottom line is that it is the same machine from either vendor, so the customer service will be the difference.

Also, CEIA is Homeland Security approved. BOCC does not need to decide today.

More discussion about funding.

CB – mentions adding a security guard, and that CH should work with SK to make it happen.

CH – asks if BOCC can have an answer on the security system by the end of next week.

CB - asks if CH has a recommendation.

CH – yes- we prefer CEAI because their customer service is better.

CB – says they should put it on the consent agenda for next week.

**3:35:45** – CB asks other BOCC members how they feel about the contract with (unintelligible). Esther is working on it. The BOCC is OK with what she is doing. Asks if the architect has drawn up a description. So far I think all we have is renderings.

AH – mentions that whatever it is has to be disconnected from the courthouse due to the historical nature of the building.

CB asks if other BOCC members are OK with moving the next agenda item up to 2:30. Not sure if Sheriff will show up. All agree.

**3:40:00** – Lanie Johns presents information about several items.

- Budget proviso from Auditor regarding recording funds. LJ had reached out to CAC before, but got no response. Now there is a new CAC director- \$24K for 2024 and 2025 available if the county opts in, for homeless and affordable housing. If that's the case, we would administer the funds. If we opt out, then CAC would administer. That is what CAC prefers. BOCC discusses the options.

AH – prefers that the county opt in so they could distribute to more areas. We could get a bigger project done.

CB – what do you want to do?

JN – gives example of Oroville where they are trying to build some affordable housing but coming up short.

LJ – says that county may have to share some of the funds with the towns.

More discussion about the different funds.

JN – states that if CAC gets the funds, it's simpler. But also it's lazy.

CB – says that he would like to hear why CAC prefers to have the funds go directly to them.

AH – lists several organizations in the county that deal with affordable housing.

CB – says that a request is on the table from the Housing Authority but we haven't answered them yet because we don't know where the money will come from.

AH – would like to share the county proposal with CAC and see what they think.

CB – says that CAC serves the entire county.

JN – we need to figure this out and we have 9 days.

BOCC discusses how they can get feedback from CAC. Reviews the history of these funds and how they were offered in the past. BOCC leans towards opting in and then having a round table discussion with all groups that have an interest to see where the funds could be put to best use.

CB- says that he would like AH to be familiar with what the CAC does.

AH – moves to opt in for the County to receive the funds. JN seconds, and motion passes.

CB abstains.

LJ – second item is regarding boards and district appointments policy resolution. Discussion about how the BOCC appoints peoples.

AH – refers to the Fair Advisory Committee (FAC) policy. They have a two week period to submit a letter of application to be re-appointed. If they don't, then the board puts out notice of an opening. AH suggests that it should be two weeks from the date the board member was notified that their term is about to end. Discussion about whose responsibility it is to keep track of all the boards that are appointed by BOCC and when the members' terms expire. CB – wants a policy that serves future BOCC members. AH – brings up term limits for boards. Discussion about pros and cons of having people sit on boards for long periods of time. AH – suggests that every once in a while they put out a solicitation for people to sign up to be on boards and could be called upon when there is a vacancy. CB – talks about alternates. They could participate on a non-voting level and be ready to move up when an opening occurs.

LJ – suggests that having a standard policy for all board and commission appointments would make her job easier.

LJ – TV district – received a letter of interest from Justin Delfino.

CB – says that for some of these boards it is hard to get anyone interested.

LJ – says that George Thornton (former TV district board member) endorses Justin Delfino. George has expressed interest in being re-appointed.

AH – asks how many vacancies are on the board – answer is two.

BOCC asks LJ to write up an appointment letter for their approval.

LJ – Lifeline has a quote for repairs to Tonasket fire hall building. Asks BOCC if they want to approve these repairs.

AH – asks for Wayne (from Lifeline) to come in and talk about the EMS contract and how the repairs will be addressed.

LJ gives history of the building and how the current contract came to be.

AH – discusses definition of minor repairs.

LJ – a question that comes to mind is the scope and quality of the project and will it be required to get multiple bids. As the Tonasket EMS board, the commissioners need to find out.

AH – asks if EMS district has their own purchasing policy or do they fall under the county policy? Suggests that they use contractors who are on the small works roster.

LJ – asks if they should schedule Wayne to come in a talk to BOCC.

CB – yes.

LJ – talks about how the building is up against the hillside and the leaks started a long time ago.

CB – There is a reason why the Fire district sold that building and built a new fire hall.

AH – would like to know what the cause of the ice dam is, and what is the actual fix. Is it just a gutter, or something bigger?

LJ – the city of Oroville building also needs some repairs.

JN – the city looked at it last week. There was some flashing that came loose. It was fixed, and they are watching to see if it stopped the leak. There is also some talk about installing LED lighting.

LJ – does the BOCC want to make a budget supplemental?

BOCC convenes as the Oroville EMS district.

AH – moves to approve \$3000 budget supplemental to the maintenance fund of the Oroville EMS district. Approved.

BOCC re-convenes as BOCC.

LJ – jail heat pump. Reached out to our on-call engineers. They have talked with the company that has looked at the system. Explains complicated arrangement to facilitate having the system fixed.

LJ – next item is auction for sheriff's vehicles. Sheriff is approving those and we are still waiting so that items can go live.

LJ – Justice building lease with WDFW. Wants to remind BOCC that this is still pending.

LJ – Jim Courtner – site utilities architect for Justice building. Needs some information on sprinkler system. Suggests that he be referred to MJ Neal who is the main contractor.

AH – asks what information he needs.

LJ – this conclude my staff report. The next discussion is information about the Clerk of the Board duties. I've put together a list of things that I do that are outside the job description. CB asks if her request for \$2000 per month includes all of these items.

LJ – the current job description runs to about 3 pages without all of these extra items. The other employees already have a full work load. Discussion of what Crystal is doing.

AH – looking at the list of duties, the salary is right at the top of the range.

LJ – I put together some survey results from other counties. Most of them have less experience and perform less duties, and have higher salaries. I have also included recommended salaries from the State.

CB – notes that there is one county that pays substantially lower.

LJ – notes that she has been in her job for a significantly longer time than many other Clerks.

CB – Curious if they base their salaries on the duties of the position, or on longevity. Gives an example of Skamania County.

LJ – notes that they are not a Certified Municipal Clerk. Many of them simply manage the facilities. They don't manage contracts, EMS districts, grant admin, etc.

CB – asks if these counties have a county administrator.

AH – notes that in some counties, the Clerk of the Board makes almost as much as the commissioners.

Discussion among BOCC.

AH – says that this is a big decision that will affect several other positions as well.

CB – says we have an option to do a stipend, that is not technically a raise.

LJ – says she is asking the board for a separate consideration, not a raise in the salary.

AH – says that when LJ leaves the job, we can't expect them to do everything she does now, and shouldn't be paid the same. A stipend for Lanie would not apply to future employees in this position. I think that LJ deserves more, but I want to go about it carefully.

LJ – I want to point out that the BOCC amended a contract with a different employee to include an increase of \$10K.

AH – we should be prepared to answer all questions if we go forward with this.

CB – we're looking at this from all different angles. It's my perception that if you have an administrative employee who manages things like the .09 fund that's an extra duty. Where does the money come from? In the Sheriff's department they have some grant admin duties. Some organizations hire people with grant money, and then tell them that if they want to keep working they have to find more grants. Points out that Lanie does a lot.

AH – states that LJ asked for \$2000 – is that what we want to give her? I want to look through what she gave us and make a decision next Tuesday.

3:45 – BOCC goes into Exec session regarding potential litigation and does not reconvene.