

# Board of Okanogan County Commissioners

Monday, Feb.1, 2021

JD—Jim DeTro, BOCC chair, District 3  
AH—Andy Hover, BOCC vice-chair, District 1  
CB—Chris Branch, BOCC, District 2  
LJ—Lalena Johns-clerk to the Commissioners  
PP—Pete Palmer, Director of Planning and Development  
AC—Aaron Culp, Undersheriff  
MG—Maurice Goodall, Emergency Management

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The time stamps refer to the times on the AV Capture archive of the meeting on this date at <https://okanogancounty.org/avcapture.html> . To locate items in real time, the clock on the wall in the AV Capture screen can be helpful.

## **Summary of significant discussions:**

***AH and CB discuss More Completely Planned Areas (MCPA) and sub-areas. CB leaves the room for a few minutes and AH and JD begin to discuss changes in the agenda. Because of a cancelation, they can move the afternoon Planning Department update to the morning and be able to adjourn for the day at noon. When CB returns, the commissioners continue to discuss agenda changes, and CB, not realizing the changes would mean adjourning at noon, agrees to the changes***

***The Sheriff's Department updates the commissioners on their proposed schedule to buy several new vehicles.***

***The commissioners discuss editing the Capital Facilities Plan (CFP) that AH has updated.***

***PP gives the Planning Department update, including the Aspect contract, a schedule for moving forward with the Comprehensive Plan, and dealing with records retention issues.***

***CB, answering a question asked on Zoom Chat, says the commissioners will again meet at 1:30. AH and JD tell him it's been decided to adjourn for the day at noon. CB disagrees with this choice but doesn't oppose it. He says next time this happens they could spend three hours discussing planning and zoning issues that they never get around to and he'd like to converse with people who were involved in the writing of the Methow Plan.***

## **06:10—More Completely Planned Areas (MCPA), Sub Areas.**

AH and CB discuss editing a document. Their discussion is faint and so difficult to hear. They discuss More Completely Planned Areas (MCPA) and sub-areas. They agree that the county is big, and so it has sub-areas. CB uses Chesaw and Barnholt Loop as examples. AH mentions zoning differences in sub-

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areas. Some have lots of 5s and 20s and the rest of the county has lots of 1s. (See *Okanogan County Code, Zoning Title 17A, for details.* [Title 17A ZONING \(codepublishing.com\)](http://codepublishing.com) )

Talk about Mazama Advisory committee - 3 Commissioners present. MCPA. Sub Area plans - provided for in the draft. Would want to make them very informal or formal.

AH - Thinks formal, as you get down the road, then you have to have strict process.

CB—returning to the previous discussion. Zoning comes after the Comp Plan and that needs to be laid out. But if we have special districts, we should have insets on the map. Barnhart Loop is going to take some special attention.

AH—You're right the Comp Plan comes first and the zoning should follow what's in the plan.

**17:20**—CB leaves hearing room briefly to find something "right back here" about the sub area on Barnholt Loop.

**19:00**—LJ tells the commissioners that Cari Hall, County Auditor, will update them on the EDEN Migration tomorrow morning instead of this afternoon. Also LJ will be out of the office today from 9:20 to 11AM.

AH—talks about rearranging the agenda I'm thinking if we move .along discussion about CFP, and the other was Aaron, a short discussion I would ask the chairman I we could move those 2 up and that way, actually it would be nice realistically, if Pete could come in prior to...just move everything up.so that we are done at noon ?

**20:00**—CB is back. Focuses on reading from his computer.

AH—to LJ—That would be 11:00 AM for her, and if you could just get that plan (Draft CPF)...

AH—to CB—I was going to ask if we more Pete to 11 and maybe move Aaron up to right now, and we could talk about the CFP. All I'm looking for is to know this is the right format, etc.

CB—I just glanced through it, but there's a description of the sewer system that's not quite right.

CB—I got kind of sidetracked on the....?....and of course zoning comes after the Comp Plan. And with zoning, if we have special districts, we should have insets with that. It looks like there's an industrial district located there.

AH—In Barnholt Loop?

LJ—Aaron called. He can come now.

AH—To CB—If that's OK?

CB—It's fine. That's (Barnholt) is going to take some special attention. I was looking at all the zoning districts we have and ....

AH—I think we need to look at ...

CB—I don't think we want to mix and match it to the Comp Plan while we're in the Comp Plan stage.

LJ—So, I can share the CFP on Zoom.

LJ—Begins to show her sub how to project the CFP.

CB—To revisit these change in the agenda, we've got uhm. ....Right now, 9:30 -

AH—trying to listen to LJ and also CB. Do you want to wait until it happens, or do you want to carry on with this?—pointing to the document on the desk.

CB—What's "This?" You want to move up the Comp plan, and Capital Improvements to 9:30 Well, that's where it is now.

AH—Pete said she could move to 11:00. She (Pete) said she wouldn't have a lot....

CB—But you do. And it has a lot to do with planning, so she should probably be in the room and we should talk about some of these things.

AH—Yes.

***(They appear to agree that Pete will come at 11:00 instead of 1:30, but adjourning for the day at noon is not mentioned.)***

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**32:50**—AH—So, This Capital Facilities Plan (CFP) is the same basic structure that Perry (Huston) put together. He explains changes he made to the document.

AH—In the second paragraph I said the plan is an option element of the Comp Plan. My changes are in red.

CB—Is there something there that talks about the condition of the facilities? An inventory, its condition, what's needed in the future and projected costs?

**36:30**—AC arrives to discuss purchase plans for Sheriff's Department vehicles. The vehicles are already in the budget. AC would like to order two pick-ups and two SUVs so they arrive at the dealership in late March. They'll need to get processed, so we'll receive them in May and we pay for them after that (after the first half of the property tax money is received). That leaves us with three SUVs to order in May or June for delivery after the second half of the property tax money is received.

AH—I move to authorize the purchase plan for all the Sheriff's vehicles as laid out in AC's plan. Motion passes.

AC—We had another vehicle stolen. (Too faint to hear discussion.)

AH—Let's talk to Tanya (Craig) to see if we can get some kind of catastrophic insurance for vehicles stolen or wrecked. Maybe it's worth it. This is the third vehicle wrecked by someone without insurance.

AC—So you're asking for uninsured driver insurance?

AH—Exactly.

**45:40**—Discussion returns to the CFP.

CB—Are insured vehicles included in the CFP?

AH—No. They don't last long enough.

CB—I've done Capital Plans that include vehicles as part of the inventory because it's a spending plan. It sets level of service. Talk about Growth Management Act (GMA). Introduction mentions funding from Public Works Trust Fund. Let's check on that re: GMA.

AH—OK.

AH—Discussion of background. (Yellow indicates what AH added.) I reviewed this for consistency with the Comp Plan.

CB—If we predict a lot of growth, the need for facilities can change. Roads are an example. Budget considerations.

AH—Reads a list of facilities included in the plan.

CB—Some of those have their own plans. Maybe we can incorporate them.

**56:30**—**Organization** of the CFP.

**58:10**—**Law Enforcement.** AH & CB discuss issues associated with deputies per square mile (and whether to include USFS land and the reservation) and deputies per capita.

CB—Do we want to include the fact that the people in the county made it clear they wanted the juvenile facility to stay here in the county.

AH—It says the voters approved a sales tax to fix it, so I said it in other words.

AH—The document is basically organized—

1. What do you have
2. What do you want to spend it on (paragraph of description)
3. The spending plan chart based on the description of need.

AH—I'm going to make sure that every department gets this chart back and looks at the numbers to check them.

**1:19:04**—**Domestic Water Supply**

**1:20:20**—**Sanitary Sewers**—History and current conditions of the sewer systems the county owns.

CB—We should add policies for connecting to a county sewer system so it's in words. I can do that.

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AH—There's no chart of expenses in this section because there are no objective expenditures.

### **1:28:05—Solid Waste**

AH—I'll have Josh (Thomson) go through the whole thing to make sure it's correct.

**1:34:15—Storm Water** AH—I'll ask Josh if he wants to update this.

**1:35:30—Public Buildings** AH—Overview of buildings we own, all with addresses, except for a few.

CB—General deterioration of structure should be noted.

AH—I took the Juvenile Detention Facility out and put it with Law Enforcement.

**1:54:40—Parks and Recreation** AH—All I have is the Fair Grounds and trail heads.

AH—I just want to make sure the format is OK with you guys. It still has to go back those who helped with a section to correct their parts.

**1:58:15—Transportation**—There's no chart because the section is out of date and will have to be re-done anyway.

**2:00:48—Funding Sources** AH—The outdated information is in red. Do we even need it in a detailed discussion about projected tax revenue? Do I take the time to redo the chart of Real Estate Excise Tax (REET), or just take it out?

AH—A lot of this stuff is date specific and needs to be brought up to date.

LJ—I have a lot of the data that Nan used to create the charts back in 2012 and I can recreate them with newer data. Both the REET and the public facilities tax revenue.

AH—I'll have Josh do the Motor Vehicle Fuel Tax (MVFT) chart.

AH—So, in general, is everybody OK with this? If so, I'll start sending sections to the departments.

### **2:14:05—Planning Department update.**

PP—The change in the Aspect contract is just about ready. It's being reviewed by Dave Gecas right now. It went over by \$2,390 because of additional technical work the DOE had asked for in WRIA 49. The money is in the budget but it needs to get moved around. There's still about \$68,000 in the budget. On Thursday morning, staff will be meeting with Aspect to go over the well tracking software. We'll get a demo and you guys sit in, if you'd like.

AH—on Zoom?

PP—Yes.

AH—Can you send the Zoom meeting number?

PP—We got the official letter last Wednesday that the plan was accepted by the DOE.

LJ—If more than one commissioner attends the meeting, then it needs to be a special BOCC meeting.

JD—Or Andy could attend and report back.

CB—I'll have to look at my schedule.

### **PP—Moving forward with the Comp Plan.**

AH—I'll read the schedule that you gave us.

Feb 4—Publish notice in the Omak Chronicle and Methow Valley News

Feb 8—Special Planning Commission meeting to go over DEIS Addendum document, final draft Comprehensive Plan, and discuss alternatives moving forward

Mar 8—Public Hearing and closing of comment period for both DEIS Addendum and Comprehensive Plan (30 days on both documents)

PP—We discovered the records weren't kept properly in 2014, so we have to pull out the comments about scoping that were already made. Then we'll send the commenters a postcard about the meeting.

PP—New subdivision rules. We're getting lots of phone calls about it. Sometimes four calls for the same property—from the seller's agent, the buyer's agent, the seller and the buyer. We don't know how to

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keep track of this information so we only have to look it up once. Trying to get the four parties to talk to each other.

AH—What about that tracking system we talked about?

PP—But we're not doing the full blown site analysis, so the info they're looking for isn't in that tracking system. They mostly want to know if the property has been subdivided since 2002.

CB—Just basic questions?

PP—Yes. If it's more than basic, we're making them get the full site analysis.

PP—Staff is to be commended on getting this done and meeting several deadlines with all the stuff that was going on. (*Note taker assumes this refers to the cyber-attack.*)

**PP—Update on records retention.** When I returned to work today, there was a card on my desk from Modus Technology. I'll talk with some people who've dealt with records retention companies and I'm trying to access information from several companies about costs and how we'd access records once we've given them to the company.

CB—Maurice might be a good person to talk to, too, because he deals with it.

PP—I'm worried about tight quarters storing our own boxes and having to move them around to get documents out. But I'll look forward to talking to him.

CB—It's important to know the cost if you store the records off-site.

AH—Lots of bad things can happen to your records. I think it's easier for Planning than for other offices, but we'll need to get them digitized and organized.

PP—We've found some boxes mislabeled.

LJ—One of the most important things is how are you going to index, so that every file has a consistent stamp to show where it's indexed.

CB—There are nuanced things with property subdivision and what was done to the property.

PP—Sometimes the parcel number has changed and we have to pull from several boxes.

AH—And I don't expect that you can give an immediate response to people when they call. But if you tell them you'll get back in three business days, then I expect that you will. If they balk at that, it's too bad.

PP—And we get into 911 address appeals and public information requests. We have to talk to lots of people and it takes a lot of time.

LJ—And Laserfiche is super easy to search. Via parcel number. If you scan all your files, it'll find every page with that number on it. But it has to be scanned first. And it has mini-backup.

PP—What's the resolution, I wonder? Does it have the capacity to support all our files? Could we have someone come and scan all our files for our server?

LJ—Our stuff goes to our Laserfiche server database. The Sheriff's Office has one, and the courts have one, too. Plus I have a little hard drive that is a backup for their server.

CB—Is there a designated agent on each project? So if I hire a surveyor to do my subdivision, the client assumes the surveyor is doing the work. Is there a place on the subdivision application for the name of the agent?

PP—You mean the Agent Consent Form? That's usually in the file.

CB—Can you keep a record so the office knows whose questions have already been answered? A log or a database, so you wouldn't have to research the same question more than once.

AH—I'd get a shared log started, database format where parcel numbers could be sorted.

CB—Way back, when I'd go to the Assessor's Office to get info, the field sheet was most useful. It had all the stuff that had ever happened to the parcel.

AH—Larry (Gilman, County Assessor) was going to send us that.

PP—Larry sends us information, but the lists aren't complete and we've got to get into our boxes anyway.

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AH—So a database that everyone can access.

CB—Some use GPS location instead of parcel numbers.

PP—I've learned that a lot of counties in the state are going to interactive zoning maps. I'd really encourage it here. It'd save a lot of time answering these questions. There's so much for info than what you're getting off the Assessor's site.

PP—Esri, the program we use, has the capability of doing trail maps.

AH—Can you look into it? PP—Sure.

### **Advisory Committees/Sub Areas/Planning commission**

AH—I got a call from someone in the Mazama subarea asking about advisory committee process. There's only provision for one Planning Commission, but with subareas, you've got advisory committees. If you create a new subarea, you need to have an advisory committee.

CB—I looked at the one was created for North Valley and it was never staffed. So they're on their own.

AH—The Planning Commission is the formal group, but there are advisory groups for them.

CB—We need to rescind that ordinance for the Oroville Planning Commission. There's so much expectation. I don't know how the planning groups got started.

PP—My experience with WRIA 49 was we scheduled their meetings, took the minutes, sort of did all the administration for the whole advisory committee. It takes a lot of staff time, but we need to keep them involved so they don't go off and start doing their own planning.

CB—Maybe there should be a representative from that group on the Planning Commission.

PP—I think it's logical to have one of those people to come sit on the Planning Commission.

PP—WRIA 48 was formed sort of outside the county.

AH—No. I attend those meetings. They were formed under RCW 90.82 (*Watershed Planning*). It takes a load off of us to try to come up with ideas.

PP—It helps us, from the regulator's point of view, to know what their vision is for the next 15-20 years.

CB—I think if you explore the subarea planning units and look at RCW 36.70.060 and 050 & 070 (*Regional Planning*), and you look at the one they created in the North county. They call it a regional planning commission. If you've given them the authority to make recommendations, you have a serious responsibility for management.

CB—The message I heard from comprehensive planning effort was "Leave the Methow alone." When the Comp Plan first kicked off a long time ago.

AH—I think they didn't want the MCPAs kicked out.

LJ—Dave Gecas and I talked about codifying some of the ordinances approved that didn't require a lot of the planning staff. But Code Publishing said they couldn't do that unless they had the whole sequence. So I pushed out a lot of them. Ordinance 2018-15 and -16 up to the present. Some were temporary. I'm going to leave it up to you to work with them to decide which should be codified.

**3:06:19**—MG—Discusses a budget issue. He's signed a contract with Everbridge for \$21,179. It's changed from the last couple of years. (*Everbridge provides communications services for notifications of emergencies.*)

### **Agenda change/Adjourning at lunch**

**3:10:35**—CB (*pointing to Zoom being projected on the screen and in reply to Isabelle's Spohn's chat question*): "Yes, we are meeting this afternoon."

(Voices overlapping with each other) Are we meeting this afternoon?

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AH & JD—No, we're not.

AH—No, we're done.

CB—We're not going to meet this afternoon?

AH—We moved everything up.

CB—That was your intent?

LJ—There's nothing left.

CB—(*Incredulous*) There's nothing left? Well, I disagree, but..... I missed that part. I didn't know we eliminated the whole afternoon.

AH—Well, because Cari, Cari - uh -

CB—Oh, I didn't know that was the intent. I missed that part. We moved around quite a bit, but I didn't know we were eliminating the whole afternoon I'm sorry, I didn't quite follow that. I didn't know that eliminating the afternoon was the result of all that. But if that's what you voted to do, that's what you voted to do.

AH—NO, I asked **you** to do all that because we got everything.

CB—Next time, talk in squares. Next time, say directly, we'd like to cut off the agenda because we are..... We had a lot going on here.....

AH—OK, that's what I will do. Next time, when I see that you are engaged in a train of thought, I will repeat myself.

CB—(*That's quite often, etc.! Laughter*)

AH—We were talking and I noticed Cari canceled. And I said Oh, the only thing left that we have is Planning, after 1:30. Then I was thinking, gosh, we know how much time, and we could compress all that into....

CB—OK, the next time we have that much time, we could take three hours and talk about our Planning. OK, good let's try to do that, because there is a part of all that we never get to. I invite those guys to talk to us, about the history of the Methow Addendum, because there's some answers that are not really available. I'd like to hear from them about that.

AH— I'd like to hear from people that were in that, because ....(fades out.)

CB—OK, well, I guess we are adjourned for the day! (Gavel.)