

1 **RECORD OF THE PROCEEDINGS**

2 **OKANOGAN COUNTY**

3 **APRIL 4, 2023**

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8	9:00 AM	Review Meeting Minutes March 27, 28, 2023
9	9:15 AM	Public Comment Period
10	9:30 AM	Discussion Clerk Office Vehicle-Clerk Susan Speiker
11	10:00 AM	Discussion-Blake Refund Allocation of Money-Clerk Susan Speiker
12	10:30 AM	Update Communications/Dispatch-Chief Worden
13	11:00 AM	Bid Opening CRP No. 9155-20 Old 97, Verestar to Plata-PW Engineer Thomson
14	11:05 AM	Update Public Works-Engineer Josh Thomson
15	1:30 PM	Approve Commissioner Proceedings March 27, 28, 2023
16	1:40 PM	Consent Agenda
17	2:00 PM	Update HR Risk Management-Shelley Keitzman

18

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

20 North, Okanogan, Washington on April 4, 2023 with; Vice-Chairman, Commissioner Andy Hover;

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

22

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

24

25 Chairman, Commissioner Chris Branch attended via zoom.

26

27 **Review Meeting Minutes March 27, 28, 2023**

28 Commissioners reviewed their meeting minutes and offered some minor corrections.

29

30 Commissioners discussed the LATCF reporting was due March 31, 2023 the county had all zeros

31 entered due to no expenditures in 2022. The report for ARPA and portal is open until the end of

32 the month. Commissioner Branch has not yet applied for the next \$6 million but the portal hasn't

33 opened just yet. Commissioner Hover confirmed all Opioid Settlement data was completed.

34 Commissioner Branch stated as far as he knows it is complete. Commissioners

35

36 The Clerk of the Board will provide the Expenditure detail report of the ARPA fund for 2022 to

37 discuss April 10 at 2:30 p.m.

38

39 Two discussion topics Commissioner Branch added were, Animal Shelter Humane Society and

40 the County Highland Blight Property. The Okanogan County Community Action staff was

41 interested in the property for affordable housing.

42

43 Commissioner Branch discussed concerns about NACo;'s request for 1% (\$120,000) of the

44 Timber counties LATCF funds. Chelan County is also concerned about that share as well. The

45 counties already pay for the NACo lobbyist. Commissioner Hover is totally opposed to contributing

46 without know exactly what we would receive for that 1%. Our lobbyist is Robert Weidner lobby's

47 for timber counties. Commissioner Branch isn't sure he supports the contribution either.

48 Commissioner Neal does not support it. Okanogan County is unanimously opposed especially

49 without a clear reason. Commissioners would like to discuss this with WSAC Director Eric

50 Johnson and Chelan County if they want to participate.

51

52 **Public Comment Period**

53 Members of the public Andrea Hochleutner and Ruth Hall did not have comment today.

54 **Discussion Clerk Office Vehicle-Clerk Susan Speiker**

55 Shelley Keitzman

56

57 Clerk Speiker explained her office's need for a vehicle with a trunk to use for going back and forth
58 from the courthouse to the new Justice Building. She isn't sure how it works and would like some
59 guidance as it is not appropriate to use their personal vehicle. May need to utilize a Deputy but
60 she feels every situation would require. The Clerk is responsible for all exhibits and the exhibits
61 can include class A felonies that may include hazardous materials and she is very mindful of the
62 safety of her staff and use of personal vehicles. She explained the frequency of the need for
63 transportation, but it varies.

64

65 Commissioner Branch asked if the Clerk spoke to Dennis Rabidou as the Juvenile Department
66 has vehicles that do not appear to be used all the time. Commissioner Hover suggested some
67 kind of lock box for transport in a county vehicle. He discussed ER&R and a budget line to pay
68 for the rental. First two weeks of the month and possible the third depending on that week's
69 calendar and it really depends. Commissioner Branch suggested use of a Sheriff's vehicle that
70 isn't being used. Clerk Speiker will work with the Sheriff on which vehicle would work best.
71 Commissioner Hover stated he did not think county staff should have to use their personal
72 vehicles to do county business. Ms. Keitzman stated the Risk Pool suggested use of county
73 vehicle for this purpose as well.

74

75 Commissioner Branch explained to the public what the Local Assistance and Tribal Consistency
76 Funds and Secure Rural Schools acronyms.

77

78 Commissioners reviewed the Market Stock Fund Statement of Qualifications received in response
79 to the county's RFQ for the Okanogan County Fair Livestock Auction.

80

81 **Motion Market Stock Fund**

82 Commissioner Hover moved to choose the Market Stock Fund as the qualified entity for the
83 Okanogan County Auction Services and begin negotiations between the entity for services, FAC
84 and BOCC on the services to be provided. Motion was seconded, Commissioner Branch
85 undecided, Commissioner Hover and Commissioner Neal were in favor, motion carried.
86 Commissioner Hover stated the FAC would provide a recommendation on the negotiations.
87 Commissioner Branch discussed procedurally how the FAC would participate as they do play a
88 role in the

89

90 **Discussion-Blake Refund Allocation of Money-Clerk Susan Speiker**

91 District Court Admin Darla Schreckengast, Teagan Levine

92

93 Clerk Speiker discussed where she is at in the project documentation, discussions with judges
94 and walked through the document that is broken down by case. Commissioner Hover asked how
95 the Superior Court judges and Prosecutor fits in. The hourly rate is fully loaded and includes all
96 benefits and being reimbursed the portion Okanogan County paid for because those wages are
97 subsidized by the state. Clerk Speiker explained the numbers and which portion is which. The
98 funds include Superior and District Court costs. The AOC wants to reallocate some of Okanogan
99 County's Blake funds to other counties and Clerk Speiker said she could not see a reason to say
100 no based-on Okanogan County's current need.

101

102 Ms. Schreckengast stated her agreement that Okanogan County District Court cost calculation
103 for reimbursement was not close to the number of hours and would not be affected by the
104 reallocation.

105

106 **Motion AOC Reallocation of Blake Funds**

107 Commissioner Hover moved to allow the reduction of Okanogan County's Blake funds held by
108 AOC by \$130,000 for extra ordinary expenses that was allocated to Okanogan County. Motion
109 was seconded, all were in favor, motion carried. Commissioner Branch will get ahold of AOC to
110 relay the county's decision.

111

112 Commissioner Hover discussed a process for allocating LTAC funds outside of the current cycle.
113 RCW 67.28.1817 allows the County Commissioners to consider a change in the use of revenue
114 received under this chapter that is outside the county's current LTAC funding cycle. There is a
115 45-day comment period in which the LTAC provides comment and an analysis on how the
116 allocation would benefit tourism. Commissioner Hover did not believe a drawn-out process was
117 needed in the policy. Commissioner Neal said potentially the process would take two months to
118 complete.

119

120 **Update Communications/Dispatch-Chief Worden**

121 Chief Worden provided an update of Dispatch Communications. He said Coulee Dam police has
122 transitioned to using MAC communications due to a contract change. After this current budget
123 year he expects a notice from them. Expenses would be absorbed by the county that they would
124 normally reimburse us. Their fire department has not transition, but have very low call volume.

125

126 One issue explained is that 100% costs are paid then billed out and reimbursed later by the
127 agencies. He would like to split the difference between the agencies and would like to adjust.
128 Chief Worden explained the benefit.

129

130 Commissioner Branch said the previous purpose for the purchase of the Highland Drive property
131 is no longer.

132

133 Interviews are scheduled for the 11th position in the Communications Dept. Others are in training
134 currently. The staff experience longevity was at 10 years and now it is 4 years, so level of service
135 has been reduced until experience levels are built back up. The mobile command unit should be
136 ready by Stampede time.

137

138

139 **Bid Opening CRP No. 9155-20 Old 97, Verestar to Plata-PW Engineer Thomson**

140 Commissioner Hover stated the time for receiving bids for the above project has come. Three
141 bids were received on time and opened and read in to the record from the following companies.
142 The engineer's estimate was \$1,535,839

143

144 Granite Construction Company, Yakima

145 Bid proposal, Bid Bond, Non-Collusion Declaration, wage certification, and acknowledgment of
146 addendum #1

147 Base bid amount was \$1,703,774

148

149 Selland Construction Inc

150 Bid proposal, Bid Bond, Non-Collusion Declaration, wage certification, and acknowledgment of
151 addendum #1

152 Base Bid \$1,392,039

153
154
155
156 Hurst Construction Inc
157 Bid proposal, Bid Bond, Non-Collusion Declaration, wage certification, and acknowledgment of
158 addendum #1
159 Base Bid \$1,308,353.82

160
161 Apparent low bidder was Hurst Construction, Inc.

162
163 **Update Public Works-Engineer Josh Thomson**
164 Pete Palmer, Kent Kovalenko

165
166 Engineer Thomson explained the Assistant Engineer's job description has language for the
167 planning and public works related work. Commissioner Hover stated budget would reside in both
168 the Public Works and the Planning Department budgets for each portion of the work costs.

169
170
171 Paid from the road fund and reimbursed by planning for that portion of the hours. Commissioner
172 Branch wondered about the planning budget item when that person is not located in the planning
173 department. He didn't want to cause an inefficiency. Engineer Thomson explained how it should
174 be a reimbursable because Pubic Works doesn't have current expense. Commissioner Branch
175 questioned why Planning needed budget to pay their portion. In order for Public Works to pay for
176 the position another fund would have to be created, said Engineer Thomson. Commissioner
177 Hover replied that there is many trail related work involved. Ms. Palmer explained what Ted
178 Murray did related to trails, but the only planning function was the creation of the recreation plan
179 and the trail part was going to move under public works. Engineer Thomson explained what the
180 Parks and Rec funds is used for and the Paths and Trails fund. Commissioner Hover asked what
181 the purpose upon creation of the funds was initially. Commissioner Hover asked if funds could be
182 transferred to the Parks and Rec fund under Public Works for this specific work? It will be looked
183 into. Commissioner Branch would like to correct the name to clear up the actual use. Ms. Palmer
184 would prefer that the Planning Dept not handle administration of the work for trails as was done
185 in the past. She would be willing to participate in grant writing or updates to the Recreation Plan.
186 The plan was required for funding project purposes.

187
188 There are many tasks this position could do in relation to trails and recreation. Documentation of
189 the portions of the trail system the county actually owns. Methow Trails still holds the easements
190 for the private portions of the trail. The Clerk of the Board has some trail easement documents
191 that were transferred to the county by John Hayes several years ago. The county doesn't have
192 the capacity to be that involved with the many recreational partnerships out there.

193
194 *Solid Waste Update*
195 *Central Cell 4A & 4B*

196 Mr. Kovalenko explained some public outreach and signs to let folks know of the Twisp
197 construction closure.

198
199 We were warded the litter grant funding, but depends on fund availability.

200
201 *Maintenance and Conditions*

202 Bonaparte Creek area not seeing runoff issues, but snow run off has been gentle.
203 City of Okanogan approached to put up a weather station type antenna up on the old landfill site.

204
205 Barnholt loop road is preparing a petition for speed limit reduction on that road. The road is
206 currently 35mph.

207
208 Construction projects were discussed. Public Works replacement windows are being installed.
209

210 Engineer Thomson explained that the Area 1 & 2 shop has extra space for the Sheriffs equipment
211 and Coroner storage building. Commissioner Hover suggested selling the old PW shop property
212 to the city.

213
214 Chelan County invited Okanogan County to a discussion with Commissioner Overby Robert
215 Weidner today and invited Commissioner Branch. He will skip the discussion with Ms. Milner and
216 attend that meeting.

217
218 **Discussion DRAFT Contract On-Call Engineering-Esther Milner**

219 Ms. Milner discussed the draft on-call engineering contract provided by TD&H and the language
220 she would like incorporated that addresses risk. She discussed her concern. The contract is task
221 driven. A general termination clause is typical but because it is task driven she didn't see anything
222 preventing the county from going with another firm. Termination clause was recommended.
223 Commissioner Hover discussed additions to the billing section to allow monthly billings or lump
224 sum that he would like to see in the contract.

225
226 Commissioners discussed reschedule of the meeting with TD&H to negotiate the on call
227 engineering contract in order to give more time for contract language changes.

228
229 **Update HR Risk Management-Shelley Keitzman**

230 Ms. Keitzman provided her Risk Management and HR update. Risk Pool rates are being affected
231 by retentions and jury decisions so increased rates are expected in the future.

232
233 The Public Records Coordinator Catherine Tedrick started today and is spending some time with
234 key records departments. She will be learning NextRequest as the rest of us learn it.

235
236 CPR and AED training was discussed. Life Line submitted a bid at \$50 per person. If we did 200
237 employees it will cost about \$10,000 and Public Health said they would contribute \$5,000 towards
238 the cost. County employees have expressed interest in this. Commissioner Branch supported
239 and would like to verify at public Health since the expenditure would need to be approved by the
240 PH board. It is a good thing to have. Commissioner Hover suggested additional bids be requested
241 in compliance with the Purchasing and Contracting policy for personal services.

242
243 **Executive Session RCW 42.30.110 (1)(i)**

244 Commissioner Hover moved to go into executive session at 2:25 pm until 2:50 pm for 20 minutes
245 inviting Chief Civil Attorney Esther Milner and Planning Director Pete Palmer to discuss potential
246 litigation. Motion was seconded, all were in favor, motion carried.

247
248 The executive session was extended at 2:50 for another 10 minutes. Executive Session was
249 extended an additional 10 minutes at 3:00 p.m. Executive session was extended at 3:10 p.m. for
250 another 10 minutes. Executive session was extended at 3:20 p.m. for another 10 minutes.
251 Executive Session ended at 3:30 p.m.

252
253 Commissioner Branch updated the Board on WSAC's request for 1% of the counties LACTF
254 funds. There were others also opposed including Robert Weidner our NACo lobbyist to the

255 contribution. It will be good to look at the additional piece of information that is expected. Does
256 the board wish to send a letter or wait to hear about it?
257

258
259 **Approve Commissioner Proceedings March 27, 28, 2023**

260 Commissioner Hover moved to approve the commissioners' proceedings of March 27 and March
261 28, 2023. Motion was seconded, all were in favor, motion carried.
262

263 **Consent Agenda**

264 Commissioner Hover moved to approve the commissioners consent agenda items 1-5 as
265 presented. Motion was seconded, all were in favor, motion carried.
266

- 267 1. **Contract-Legal Newspaper 2023/2024-Gazette Tribune/Methow Valley News**
268 2. **Bid Award Twisp Transfer Station Leachate Gutter Reconstruction-Rudnick & Sons, LLC**
269 3. **Bid Award Hydraulic Hammer-Tech Hydraulics**
270 4. **Appointment Letter LEOFF Board Fire Fighter Position-Jeremy Patrick**
271 5. **Agreement Addendum Solid Waste Flexibility Commercial Customers-City of Omak**
272

273 **Motion Tax License Confidentiality Agreement Dept. of Revenue**

274 Commissioner Hover moved to approve the Clerk of the Board authorization for access to the
275 Department of Revenue tax information and authorized the vice chairman to sign. Motion was
276 seconded all were in favor, motion carried.
277

278 **Motion Appointment Letter Planning Commission George Thornton**

279 Commissioner Hover moved to approve the reappointment letter of George Thornton to the
280 Planning Commission for another four years. Motion was seconded, Commissioner Branch asked
281 if George Thornton was moving or not. He was willing to serve another 4-years. All were in favor,
282 motion carried.
283

284 **Motion Resolution 46-2023 Fairgrounds Administrative Assistant**

285 Commissioner Hover moved to approve resolution 46-2023 moving the fairgrounds assistant to
286 full time and rescinding resolution 110-2022A and Resolution 45-2023 in their entirety. Motion
287 was seconded, Commissioner Hover discussed a meeting with Treasurer, Auditor and Fair
288 manager on coordination of the fair money and they discussed the need to have a full-time staff
289 over there. Commissioner Branch wanted to ensure adequate staff to handle all the efforts going
290 into there. All were in favor, motion carried.
291

292 **Motion Memorandum of Agreement Tyler's Fit Factory, LLC**

293 Commissioner moved to approve the MOA with Tyler's Fit Factory, LLC that provides a 10% gym
294 discount to county employees through a payroll deduction. Motion was seconded, all were in
295 favor, motion carried.
296

297 **Motion - Voucher Approval - Commissioners**

298 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
299 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
300 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
301 approve the regular vouchers in the amount of \$296,376.48 and Payroll vouchers in the amount
302 of \$1,225,482.57. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
303 and carried.
304

305 **Motion Public Health Voucher**

306 Commissioner Hover moved to approve the Public Health Vouchers that are payroll vouchers in
307 the amount of \$65,699. Warrant numbers as cited on the attached blanket voucher list. Motion was
308 seconded, all were in favor, motion carried.

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313 The board adjourned at 3:49 p.m.