

1 **RECORD OF THE PROCEEDINGS**

2
3 **OKANOGAN COUNTY**

4
5 **AUGUST 8, 2023**

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7
8 **9:00 AM Review Meeting Minutes July 31st, August 1st, 2023**
9 **9:15 AM Public Comment Period**
10 **9:30 AM Discussion-Tunk Mountain Communications Site-Chief Worden**
11 **10:00 AM Update-Treasurer-Pam Johnson**
12 **10:30 AM Update-Human Resources/Risk Management-Shelley Keitzman**
13 **11:00 AM Set Wednesdays Agenda if Needed**
14 **11:00 AM CANCELLED Update-Public Works-Engineer Josh Thomson**
15 **11:05 AM Approve Commissioners Proceedings July 31st, August 1st, 2023**
16 **11:15 AM Approve Consent Agenda**
17 **1:30 PM Board of Health-1234 S. 2nd Ave, Okanogan**
18

19 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue
20 North, Okanogan, Washington on August 8, 2023 with Chairman, Commissioner Chris Branch;
21 Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jon Neal; and the Clerk of
22 the Board, Laleña Johns, present.

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

25
26 An emergency evacuation of the County Courthouse happened at 4:00 p.m. on Wednesday,
27 August 2, 2023. Okanogan County Commissioner Branch and Commissioner Neal in coordination
28 with Emergency Management closed and evacuated the Okanogan County Courthouse due to
29 an unidentified substance found in the Auditor office. A department head meeting was held on
30 Friday, August The Courthouse was subsequently locked down until Monday, August 7, 2023 in
31 order to perform the necessary tests to determine if the substance was a toxin or Bio Terrorism
32 agent. The Everbridge notification information that was issued is attached.
33

34 **Review Meeting Minutes July 31st, August 1st, 2023**

35 Commissioners reviewed the minutes and made corrections.

36
37 Commissioners discussed the fairground's water wells as Commissioner Branch contacted
38 O'Connell and they will provide an assessment of the wells. Irrigation and domestic water are tied
39 together. More information will be provided once that is completed. Commissioner Hover stated
40 he spoke to the farmer of neighboring parcels who water their alfalfa fields from wells and they
41 have not experienced decreased water levels. Commissioner Hover stated if we drill another well
42 he suggested the two current wells be dedicated to domestic purposes only and the new well be
43 dedicated to irrigation only and we consider the needed power source. Commissioners discussed
44 the issue of the travel trailer on the fairgrounds and it was removed. The needed electrical for the
45 additional vendor spaces was discussed.

46
47 **Public Comment Period**

48 Ruth Hall, member of the public, via zoom, asked about the water issues on the fairgrounds.
49 Commissioner Hover said the Pine Creek water he previously mentioned would have to run under
50 the railroad right of way and so that would not work. We have irrigation rights for the grounds

51 anyway and that is a ground water withdrawal. The water table is fine. Our water system just
52 needs work.

53
54 Commissioners discussed the fairgrounds manager list of “emergencies” handed in right before
55 the fair and wondered why these issues were not brought up sooner. Some safety issues are
56 understandable and those will need to be addressed. Commissioner Hover stated project
57 management is challenging due to having no one in place to manage the projects and administer
58 them. Instead it falls on one of the BOCC to be the POC, manager, public relations etc....
59 Commissioner Branch stated the board can do that kind of planning without anybody. We have
60 to get it out of the idea phase and into the strategic planning phase. The fairgrounds manager has
61 a list for the BOCC to consider and decide their priority for this fall’s safety grant. Commissioner
62 Branch discussed the fair vendor selection process and asked if the BOCC is comfortable with
63 the process where the FAC decides the vendors based on a list of potential vendors collected by
64 the FAC vendor subcommittee lead. Commissioner Hover said that FAC member would then
65 recuse themselves from the FAC decision when vendors are selected for the fair. The vendors
66 selected should be different and not sell the same things so as not to dilute the vendor profits.

67
68 **Discussion-Tunk Mountain Communications Site-Chief Worden**
69 Chief Worden presented bids for building foundation and systems for the building. Four vendors
70 were invited and we received bids from two. The proposed size was 18x30 foot building.

71
72 Global Power \$340,310 with tax

73
74 Legacy Power Systems \$413,126.05 with tax

75
76 He asked for an estimate from one of the vendors late in 2020 through scoping the project and at
77 that time the estimate was \$187,000 with tax.

78
79 Bids were expected to be under \$300,000 threshold so a different bid process was used. He will
80 review the rules since the two recent bids are over \$300,000. He originally expected the bids to
81 be under the threshold. Bid rules were confirmed by Public Works. (attached)

82
83 Chief Worden said these are the type of responses we are now getting. He suggested Global
84 Power vendor as the low bid and project completed this fall. Bids were extended to August 4.

85
86 \$275,000 of project costs were originally approved to come from ARPA but Chief Worden said
87 whatever is not covered by ARPA come out of fund 161. He asked for an additional \$260,000
88 from ARPA. Commissioner Hover asked if the project costs were originally coming from Fund
89 161. Chief Worden said yes Tunk Mt improvements were discussed pre-ARPA. The decision is
90 needed ASAP. Chief Worden explained this is a specialized work type and the potential vendors
91 able to do the work. Commissioner Hover stated it’s a financial decision that would chew up
92 remaining ARPA funds. Commissioner Branch discussed first come first served. The issue of the
93 tax paying for a part of something that costs more than what the funds collected can handle.

94
95 Commissioners considered the requested amount. Chief Worden is trying to preserve the fund
96 161 for future.

97
98 **Motion Bid Award Global Power Services Inc-Tunk Fire Hardening Project**

99 Commissioner Hover moved to authorize Mike Worden to award the bid to Global Power services
100 Inc in the amount of \$340,310 pending confirmation on our purchasing requirements have been
101 followed. Motion was seconded, all were in favor, motion carried.

102 **Update-Treasurer-Pam Johnson**

103 Treasurer Johnson provided a copy of a blank real estate excise tax affidavit form.
104 She requested that on Sept 21 a non-emergent closure of her office be approved for training on
105 the form. Everyone in her office needs to be trained. Dept of Revenue has been provided funds
106 to come to each county to provide the training. She has five employees plus her. She spoke to
107 the county assessor and some of his staff will join the training for the process of transfer of
108 property, she will also invite the two title companies to attend the training. She will post her office,
109 website, and

110
111 **Motion Sept. 21 Treasurer's office Closure**

112 Commissioner Hover moved to authorize the treasurer to close her office on September 21 for
113 the excise tax affidavit training provided by the Department of Revenue. Motion was seconded,
114 all were in favor, motion carried.

115
116 Treasurer Johnson requested an increase in the amount of the office cash box.

117
118 **Motion Resolution 107-2023 Increase Treasurer's Cash Box**

119 Commissioner Hover moved to approve resolution 107-2023 authorizing an increase in the
120 Treasurers cash box by \$400. Motion was seconded, all were in favor, motion carried.

121
122 Commissioner Branch discussed shared access with DOT regarding the idea of donating county
123 property for the Animal Shelter building proposed by Team Okanogan. Commissioner Neal asked
124 what the process would be. Commissioner Branch will look into it.

125
126 The Clerk of the Board requested vacation time from Wednesday, September 13 through Monday,
127 September 18. She updated the board on several projects such as the courthouse exterior
128 renovation, DAHP grant, and Justice Building Site utilities work.

129
130 The Clerk of the Board provided a list of vendors the Fairgrounds manager collected for
131 fairgrounds office AC unit. A recommendation was not provided.

132
133 **Update-Human Resources/Risk Management-Shelley Keitzman**

134
135 **Motion Executive Session RCW 42.30.110 (1)(i)**

136 Commissioner Neal moved to go into executive session at 10:33 a.m. until 10:48 am inviting
137 attorney Esther Milner and Risk Manager Shelley Keitzman to discuss matters relating to RCW
138 42.30.110(1)(i). Motion was seconded, all were in favor, motion carried.

139
140 Executive session ended at 10:48 a.m., no decisions were made.

141
142 **Set Wednesdays Agenda if Needed**

143
144 **~~CANCELLED Update-Public Works-Engineer Josh Thomson~~**

145
146 **Approve Commissioners Proceedings July 31st, August 1st, 2023**

147 Commissioner Hover moved to approve the commissioners' proceedings of July 31, 2023 and
148 August 1, 2023, as corrected. Motion was seconded, all were in favor, motion carried.

149
150 **Approve Consent Agenda**

151 Commissioner Hover moved to approve the consent agenda items 1-9, excluding item 3 since it
152 was approved the day before, motion was seconded, all were in favor motion carried.

- 153 1. **Contract Amendment #2-Okanogan County Sheriff's Office Contract#K5886-Okanogan County Jail**
154 2. **Agreement-Additional Funding for Public Defense Services-Burica/Hass, PLLC**
155 ~~3. **Resolution 100-2023 Allowing Administrative Leave during Emergency Courthouse Closure**~~
156 4. **Resolution 101-2023 Allocation of ARPA Funds for Courthouse Security Cameras**
157 5. **Resolution 102-2023 Allocation of ARPA Funds for Justice Building Purchase/Refurbish**
158 6. **Resolution 103-2023 Allocation of ARPA Funds for Sheriffs Equipment & Coroner Storage Building**
159 7. **Resolution 104-2023 Allocation of ARPA Funds for Public Works Chip Seal on Local Access Roads**
160 8. **Resolution 105-2023 Allocation of ARPA Funds for Fairgrounds Public Safety Supplies**
161 9. **Resolution 106-2023 Allocation of ARPA Funds for Lower Goat Creek Bridge**

162

163 **Motion Methow Valley EMS District**

164 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Methow Valley EMS
165 District. Motion was seconded all were in favor, motion carried.

166

167 Commissioner Hover moved to approve the Voucher certification and authorize the Methow Valley
168 EMS District vouchers to be paid in the amount of \$63,499.66. Motion was seconded, all were in
169 favor, motion carried.

170

171 **Motion Oroville Rural EMS District**

172 Commissioner Hover moved to adjourn as the Methow Valley EMS and reconvene as the Oroville
173 Rural EMS District. Motion was seconded all were in favor, motion carried.

174

175 Commissioner Hover moved to approve the Voucher certification and authorize the Oroville Rural
176 EMS District vouchers to be paid in the amount of \$9,680. Motion was seconded, all were in favor,
177 motion carried.

178

179 Commissioner Hover moved to adjourn as the Oroville Rural EMS District and Reconvene as the
180 Tonasket EMS District. Motion was seconded all were in favor, motion carried.

181

182 **Motion Tonasket EMS District**

183 Commissioner Hover moved to approve the Voucher certification and authorize the Tonasket EMS
184 District vouchers to be paid in the amount of \$16,200 to Life Line for July Services. Motion was
185 seconded, all were in favor, motion carried.

186

187 Commissioner Hover moved to adjourn as the Tonasket EMS District and Reconvene as the
188 BOCC. Motion was seconded all were in favor, motion carried.

189

190 **Motion - Voucher Approval - Commissioners**

191 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
192 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
193 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
194 approve the regular vouchers in the amount of \$2,871,081.41 and Payroll vouchers in the amount
195 of \$1,274,349.12. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
196 and carried.

197

198 **Discussion NCW Interlocal Agreement for Opioid**

199 Esther Milner, Dennis Rabidou

200

201 The group discussed who to designate as representative and alternate to represent Okanogan
202 County at meetings regarding the NCW Interlocal Agreement on Opioid. The group discussed
203 Dennis Rabidou as representative for the county with current chairman of the board as the

204 alternate. Ms. Milner will respond to the ILA group email and let the board know what the next
205 step is to officially appoint.

206
207 Commissioners discussed the fires and challenges involved with DOT's Highway 20 closure.
208

209 Bids for Fairgrounds office AC were from:

210
211 Divco \$13,063 not including tax 1-year warranty
212 Abrahamson Air Services \$7,975.76 not including tax 1-year warranty
213 Don Kruse Electric \$8,037.86 including tax no warranty listed on quote
214 Cascade Mechanical \$10,238.22 including tax 10-year warranty
215

216 **Motion Bid Award Fairgrounds AC Replacement**

217 Commissioner Neal moved to approve Cascade Mechanical to perform the work of replacing the
218 air conditioner at the Fairgrounds Office in the amount of \$10,238.22 including tax and 10-year
219 warranty. It is not the cheapest bid but it is a complete bid and has a 10-year warranty on the
220 system due to added value in that. It included permitting costs. Motion was seconded, all were in
221 favor motion carried.

222

223 **Board of Health-1234 S. 2nd Ave, Okanogan**

224 Commissioners attended the Board of Health meeting.

225

226 The board adjourned at 12:05 p.m.