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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**FEBRUARY 21, 2023**

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8 9:00 AM Review Meeting Minutes February 13 & 14, 2023  
9 9:05 AM Commissioners to set Wednesday's Agenda  
10 9:15 AM Public Comment Period  
11 9:30 AM Update – Central Services – Karen Beatty  
12 10:00 AM Finance Committee Meeting – Update-Treasurer – Pam Johnson  
13 11:00 AM Bid Opening – 2023 Soil Stabilizer – Public Works  
14 11:10 AM Bid Opening – 2023 Liquid Asphalt – Public Works  
15 To Follow Update – Public Works – Josh Thomson  
16 1:30 PM Bid Award Justice Building Utilities & Reno Projects  
17 1:45 PM Public Hearing – Budget Supplemental Appropriation – Title III Fund 137  
18 1:50 PM Public Hearing – Budget Supplemental Appropriation – LTAC Fund 126  
19 2:00 PM Update – Human Resources/Risk Management – Shelley Keitzman  
20 2:30 PM Discussion – Fairgrounds – Naomie Peasley  
21 3:00 PM Discussion – Opioid Funds Status – Esther Milner  
22 3:30 PM Executive Session RCW 42.30.110 (1)(i) – Esther Milner, Pete Palmer  
23 4:00 PM Approve Commissioner Proceedings February 13 & 14, 2023  
24 4:05 PM Approve Consent

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26 The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue  
27 North, Okanogan, Washington on February 21, 2023 with; Vice-Chairman, Commissioner Andy  
28 Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

29  
30 AV Capture and Zoom provided audio and video accessibility for public interaction.

31  
32 Chairman, Commissioner Chris Branch attended via zoom.

33  
34 **Review Meeting Minutes February 13 & 14, 2023**

35 Commissioners recited the pledge of allegiance. Commissioners reviewed their meeting minutes.

36  
37 Commissioner Hover said an advertisement for Fair Advisory Committee should be published to  
38 solicit to fill the positions that recently resigned. He said another RFP for the Fair livestock  
39 auctioneer service should also be advertised. The Clerk of the Board was asked to prepare and  
40 submit the solicitations.

41  
42 Commissioner Hover discussed Superior Court Administrator having previously submitted  
43 support for legislature appropriations for rural counties.

44  
45 Commissioner Neal said he met with City of Oroville and Life Line last week regarding the Oroville  
46 EMS services. Information previously requested by the county will be put together by Life Line.

47  
48 Commissioner Neal explained that he spoke to Brent Timm who said there was \$60,000 left over  
49 in the Fair Livestock fund after the last sale they handled. Commissioner Neal said he wanted to  
50 make the commissioners aware those funds existed. Commissioner Branch replied this was one  
51 reason why the county went through the process of securing RFP's for the auctioneer services  
52 last year was because the group wasn't disclosing charges and incomes for the service.

53 Commissioner Hover said it shouldn't matter now. He wants to move forward and advertise the  
54 RFP and let respondents tell us what they will do. Commissioner Branch replied that the county  
55 requires records to be kept. Who does the money belong to that is associated with the livestock  
56 auction? Commissioner Branch thought it was a good question to explore. Commissioner Hover  
57 said the county is contracting for the service. It is a service that the county is not paying for, and  
58 all money is kept internal. The perceived lack of transparency was created because people were  
59 not asking the right questions.

60  
61 Commissioner Neal said Fair Livestock, Brent Timm, has no problem showing the county its  
62 books. Commissioner Branch discussed transparency. Commissioner Hover read a related email  
63 from the Chronicle and what his response was.

64  
65 **Commissioners to set Wednesday's Agenda**

66 Commissioners discussed their agenda and the items listed on their consent agenda.

67  
68 **Public Comment Period**

69 Note taker and member of the public, Ruth Hall, had no comment to make.

70  
71 **Update – Central Services – Karen Beatty**

72 Central Services Director Beatty provided her Central Services update. She explained some  
73 components for the various projects have arrived or were delayed. The phone system upgrade  
74 was discussed and switches ordered and those will arrive in a couple weeks.

75  
76 Director Beatty explained the recent Security Committee meeting where security issues were  
77 discussed. The Virginia Grainger building is not served by a generator right now. If the power  
78 goes off in the VG building it could affect other areas of the complex. Commissioner Branch said  
79 investing in a generator would be good. Commissioner Hover considered the 20-year Master Plan  
80 that may have identified relocation of offices to places the generator power would need to be  
81 sized for. The details can come later, we need a generator right away.

82  
83 The Prosecutor/Juvenile Admin building is not served by a generator either. If the power goes out  
84 there, the phones and computers and switches would also go down.

85  
86 Director Beatty explained several webinars she attended regarding public records management.

87  
88 Director Beatty said she is developing a "how to" landing page on the website for staff. She is also  
89 creating a ticket process for departments to submit when they need tech assistance.  
90 Commissioner Hover asked about using Facility Dude because it's a program we already have  
91 that creates tickets and everyone knows about it and uses it. Ms. Beatty said she would explore.

92  
93 **Finance Committee Meeting – Update-Treasurer – Pam Johnson**

94 Cari Hall, Lisa Schreckengost

95  
96 Treasurer Johnson provided an agenda and discussed the items listed there. She provided the  
97 letter listing the area banks in accordance with RCW 36.48.010.

98  
99 Treasurer Johnson completed the cash transfer of \$10,000 from current expense to Water  
100 Conservancy fund 139 in accordance with the approved budget.

101

102 The money market/public funds investment rate for February 2023 is 4%. Treasurer Johnson  
103 explained how she reached out to Lee Marchisio with Foster Garvey PC regarding the yield limit  
104 for investing and he will get back to her on the questions she asked.

105  
106 Revenue and expenditure reports were briefly reviewed, but it is early.  
107

108 Auditor Hall discussed the reports included in the packet that her office provides. Does the group  
109 still need the reports because each one is manually put together? Munis will allow a lot of reports  
110 from the program that can be viewed on a laptop versus putting it together manually and providing  
111 that. Commissioner Hover suggested having the reports quarterly instead of monthly. Auditor  
112 Hall suggested quarterly until September because that is when cash flow can get tight for certain  
113 funds. Commissioner Hover stated the info is most needed in September when the BOCC gets  
114 the preliminary budgets.

115  
116 Working on policies and procedures regarding credit card uses. There were other issues identified  
117 in doing this because not all policies were in one place. There needs to be internal controls for  
118 cash handling and receipting policy that would be an overarching policy for county departments.  
119 It would not be a step by step instruction but rather it outlines minimum expectations. The group  
120 was 100% in favor of creating such guidance. She said there is no county policy that deals with  
121 cash handling or credit card handling of things we deal with all of the time.  
122

123 The Opioid Abatement funds were discussed. Commissioner Hover missed a date, and last  
124 session he sent it all to Commissioner Branch to try to get the settlement going. Will the funds be  
125 direct, or going to an agency selected to administer? Commissioner Branch explained it is a  
126 complex role. There is more than one settlement and it complicates things. An email inviting the  
127 five counties, proposes and agreement to have an organization (ASO) for our counties (Beacon)  
128 we don't have to use them we can use ACH, but there is a request to discuss with all players and  
129 their chief civil deputies. Whichever we use, they would be paid an administrative fee and then  
130 distribute funds accordingly. Kevin Overby is heading that up.

131  
132 Working with WPTA on our debt policy.  
133

134 Commissioner Hover asked if the portal was open for the Tribal funds.  
135

136 Auditor Hall explained annual report is starting to be prepared. Chart of accounts. The goal is to  
137 meet with Finance Committee to go over the annual report for submitting at the end of May.  
138

139 Treasurer Johnson apologized for missing the update last week. Commissioner Hover said the  
140 time is set by the departments to update with the commissioners. The group exited.  
141

142 The Clerk of the Board used this time to ask if the ARPA agreement between Okanogan County  
143 and Public Health District was ready for signature. Commissioner Hover said Public Health  
144 wanted to set the spend date from 10/31/2024 to 10/31/2026. Public Health will provide an  
145 updated Exhibit A.  
146

147 The Clerk of the Board discussed a request from OCCAC requesting the \$50,000 warehouse rent  
148 to be paid up front. Commissioner Hover suggested a short resolution outlining the ARPA typically  
149 a reimbursable fund but in this instance a discount is available and grantee doesn't have the  
150 money to pay upfront for this afternoon's consideration.  
151

152 Commissioner Branch discussed property. Commissioner Hover replied that TRANGO discussed  
153 purchase of some property and what funds can be used for remediation. Commissioner Branch  
154 discussed a document from a company historical research. The company does historical research  
155 on insurance policies on property and don't charge unless insurance policy is found that covers it  
156 and still plays into the property. Use the property as an experimental property to run the contact  
157 through the civil deputy and institute the study.

158  
159 Commissioner Neal attended the Auditor's office Canvas Board at 10:52 a.m.  
160

161 Commissioner Hover discussed posting some information on the county website but he needs to  
162 ask the company it's from, if it's alright first.

163  
164 Commissioner Branch asked Commissioner Hover to open the bids.  
165

166 **Bid Opening – 2023 Soil Stabilizer – Public Works**

167 Commissioner Hover stated the time for receiving the bids is here. He said two bids were received  
168 in time they were:

169  
170 GMCO Corp Spokane, WA  
171 Bid Bond  
172 Bid proposal  
173 Non-Conclusion Declaration  
174 No certification of wage compliance, must be given opportunity to provide signed within 24 hours  
175 Total Bid including 8.4% sales tax \$203,995.55  
176

177 Envirotech Greeley CO  
178 Bid Bond  
179 Bid proposal  
180 Non-Conclusion Declaration  
181 Wage compliance  
182 Total Bid including 8.4% sales tax \$252,910.20  
183

184 Engineer Estimate was \$202, 816.27  
185

186 **Bid Opening – 2023 Liquid Asphalt – Public Works**

187 Commissioner Hover stated the time for receiving the bids is here. He said two bids were received  
188 in time they were:

189  
190 Ergon Asphalt & Emulsion Spokane Valley, WA  
191 Bid proposal  
192 Bid Bond  
193 Non-Collusion Declaration  
194 Cert of Wage Compliance  
195 Total including 8.4% sales tax \$1,444,883.11  
196

197 Idaho Asphalt Supply, Houser, ID  
198 Bid Bond  
199 Bid Proposal  
200 Non-Collusion Declaration  
201 Cert of Wage compliance  
202 Total including 8.4% sales tax \$1,395,837.50

203 Engineer Estimate was \$1,339,014

204

205 **Update – Public Works – Josh Thomson**

206 Kent Kovalenko

207

208 *Solid Waste*

209 Mr. Kovalenko provided his Solid Waste update. He explained a requested arrangement with the  
210 City of Omak for them to allow their provider to haul waste from Omak jurisdiction to an outside  
211 provider instead of hauling to the Okanogan landfill.

212

213 *Omak Solid Waste Agreement*

214 The agreement with the city of Omak would because of the comp plan and a legal document that  
215 he thought the attorney could write up. Commissioner Branch said the contract between  
216 Okanogan and Omak says they will participate in the solid waste plan and take their waste to use.  
217 The county would charge a surcharge to keep the county whole.

218

219 *Twisp Transfer Station/Town of Twisp Easement Request*

220 Twisp Transfer station/Town of Twisp easement request was discussed. (attached) The town  
221 would extend the fire hydrant and we would deal with the fence and other issues, but Engineer  
222 Thomson didn't know if that cost was awash. A meeting is set for the March 9 to discuss further.  
223 Commissioner Branch stated it would be a hazard to arrange as requested and that arrangement  
224 puts people too close to our facility. Mr. Kovalenko isn't comfortable with the arrangement, its an  
225 accident waiting to happen.

226

227 Commissioner Branch said he is interested in supporting the trail, but hazards and risks are  
228 evident. Commissioners discussed how to make it happen.

229

230 *Maintenance & Road Conditions*

231 *Road Restrictions*

232

233 Member of the public, Ruth Hall present.

234

235 **Bid Award Justice Building Utilities & Reno Projects**

236 One proposal from Cortner Architecture for Site Utilities was received and awarded to Cortner.

237

238 Commissioner Hover went through his and Commissioner Neal's scores for the courthouse  
239 renovation project Architect.

240

241 Commissioner Neal thought of giving more weight to Cortner's proposal. DOH has already done  
242 work on the building to be renovated. The previous owner or the head start program hired DOH  
243 to do an engineering analysis on the walls and ceiling for HVAC systems, but project was too  
244 much money. DOH has a huge track record working on courthouse type buildings.

245

246 Cortner knew what we needed them to do. They had some experience doing those things and  
247 they were awarded the site utilities project. They have also done a lot of work on courthouse  
248 buildings. Commissioner Branch thought he would have combined the two projects.  
249 Commissioner Hover stated the site utilities need to be completed before anything else.  
250 Commissioner Hover stated that DOH has designed and renovated other government buildings.

251

252 Commissioners decided to interview the agencies with the top three scores.

253

254 **Motion**  
255 Commissioner Hover moved to interview DOH, Cortner Architectural, and MJ Neal for the  
256 Renovations project. Motion was seconded, all were in favor, motion carried.

257  
258 Commissioners directed the Clerk of the Board to connect with those three, let Cortner know he  
259 was selected to negotiate on the site utilities and set a date for the interviews what ever their  
260 schedule allows. A walk through is needed as well and a discussion.

261  
262 A Wednesday would be a good day to schedule for the walk throughs and interviews.  
263

264 **Public Hearing – Budget Supplemental Appropriation – Title III Fund 137**

265 Commissioner Branch opened up the hearing to staff, seeing no staff he opened up the hearing  
266 to the public, seeing/hearing no public to comment the hearing was opened up to commissioners.  
267

268 **Public Hearing – Budget Supplemental Appropriation – LTAC Fund 126**

269 Commissioner Branch opened up the hearing to staff, seeing no staff he opened up the hearing  
270 to the public, seeing/hearing no public to comment the hearing was closed to the public and then  
271 opened up to commissioners.  
272

273 **Motion Resolution 25-2023 Budget Supplemental Appropriation Title III Fund 137**

274 Commissioner Neal moved to approve resolution 25-2023 a budget supplemental appropriation  
275 within the Title III fund 137 in the amount of \$39,710. Motion was seconded, all were in favor,  
276 motion carried  
277

278 **Motion Resolution 26-2023 Budget Supplemental Appropriation LTAC Fund 126**

279 Commissioner Neal moved to approve resolution 26-2023 a budget supplemental appropriation  
280 within the Lodging Tax fund 126 in the amount of \$183,179. Motion was seconded, all were in  
281 favor, motion carried.  
282

283 **Update – Human Resources/Risk Management – Shelley Keitzman**

284 Esther Milner, Cari Hall,  
285

286 Next Request annual cost is \$10,788 plus a onetime set up fee allows 10 admin licenses  
287 A 5% increase will be applied in year 2025.  
288

289 Laser Fiche has some features we could make work, but they is not designed as a public records  
290 platform.  
291

292 GovQA was \$22,400 per year with only 4 admin licenses.  
293

294 Ms. Keitzman stated the Sheriff's office received over 900 requests and so they need this.  
295

296 Ms. Keitzman recommended Next Request  
297

298 **Motion Public Records-Next Request**

299 Commissioner Hover moved to go with Next request for the county's public records platform.  
300 Motion was seconded, all were in favor, motion carried.  
301

302 Auditor Hall said the bill can be paid from Non-Departmental and a BARS code can be created  
303 for the annual payment.  
304

305 Ms. Keitzman stated the Red Cross building can work for the Public Records Coordinator. The  
306 space will get organized and the position and space will happen about the same time.

307  
308 Ms. Keitzman explained upcoming training that will be held in the Sheriff's conference room.  
309

### 310 **Motion - Voucher Approval - Commissioners**

311 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those  
312 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a  
313 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to  
314 approve the regular vouchers in the amount of \$232,311.21 and Payroll vouchers in the amount  
315 of \$1,051,115.91. Warrant numbers as cited on the attached blanket voucher list. Motion seconded  
316 and carried.

### 317 318 **Motion Public Health Voucher**

319 Commissioner Neal moved to approve the Public Health Vouchers including regular vouchers in  
320 the amount of \$483.79 and payroll vouchers in the amount of \$32,576.60. Warrant numbers as  
321 cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.  
322

### 323 **Approve Consent**

324 Commissioner Neal moved to approve the consent agenda items 1-6 as presented. Motion was  
325 seconded, all were in favor, motion carried. Commissioner Hover stated he was signing in place  
326 of the chairman since the chairman isn't physically present.

- 327 1. **Authorize Letter of Support – Radio Network Improvement – Senator Murray**
- 328 2. **Agreement – Law Enforcement Services – City of Tonasket**
- 329 3. **Approve – Modification of Funds – Sheriff's Office**
- 330 4. **Approve – Sunbelt Quotes for Heavy Equipment Rental Fee – Jail Heater/Pumps**
- 331 5. **Re-Appointment – Planning Commission – John Crandall**
- 332 6. **Resolution 24-2023 Amend Seasonal Grounds Keeper to PT Position**

### 333 334 **Discussion – Fairgrounds – Naomie Peasley**

335 Ms. Peasley participated via zoom. She discussed needed partitions for Business Week March  
336 6-10. (attached) She requested permission to purchase the partitions. Hamilton Youth Foundation  
337 will write a check for \$15,000 to the county to purchase these. Commissioner Hover suggested  
338 donations be accepted to reimburse the remaining costs. She doesn't have time before the event  
339 to solicit. We have to cover the remaining costs. Commissioner Hover knows she has a short time  
340 frame, but he asked her to be prudent on what funds she spends in 2023 because the barn needs  
341 to be torn down and rebuilt. He knows we have to do it because it's a safety issue and that's a lot  
342 of money. She will also need a budget supplemental later.

343  
344 Commissioner Hover authorized the purchase of the partitions for the fairgrounds not to exceed  
345 \$25,500. Motion was seconded, all were in favor, motion carried.

346  
347 Commissioner Branch asked Commissioner Hover to help the fairgrounds keep to its budgeted  
348 bottom line.

349  
350 Ms. Peasley reminded the board about a grant she forwarded to them that could help pay for  
351 damages to the barn that have occurred over the winter. Commissioner Hover stated the grant  
352 was for a Statewide Small Disaster Relief Grant. Fairgrounds is no longer a business anymore.  
353 Need to get ahold of the BERG trust fund to find out a way to apply for the money. Need contact  
354 info.

355

356 **Approve Commissioner Proceedings February 13 & 14, 2023**

357 Commissioner Hover moved to approve the commissioners proceeding of February 13 and 14,  
358 2023. Motion was seconded, all were in favor, motion carried.

359

360 Commissioner Hover read the draft resolution.

361

362 **Motion Resolution 27-2023 ARPA Funds OCCAC Warehouse Rent**

363 Commissioner Hover moved to approve resolution 27-2023 allowing OCCAC to submit an invoice  
364 for advance payment of the warehouse rent in the amount of \$50,000. Motion was seconded, all  
365 were in favor, motion carried.

366

367 **Motion ARPA Reimbursement Request #2 Warehouse Rent**

368 Commissioner Hover moved to approve the A19 request #2 in the amount of \$50,000 from  
369 Okanogan County community Council. Motion was seconded, all were in favor, motion carried.

370

371 Commissioner Hover discussed the changes to the ARPA agreement that were made.

372

373 \$4.4 M that needs to last four more years. Restrict the amount of funds that are obligated.

374

375 **Motion**

376 Commissioner Hover moved to approve the ARPA grant agreement between Okanogan County  
377 and Okanogan County Public Health District in the amount of up to \$1,000,000. Motion was  
378 seconded, all were in favor, motion carried.

379

380 Commissioner Hover asked the Clerk of the Board to reconcile the ARPA funds by June, 2023.  
381 The Clerk stated she has all the info needed to reconcile except for any invoices processed by  
382 other departments like Communications, Superior Court etc...

383

384 **Discussion – Opioid Funds Status – Esther Milner**

385 Treasurer Pam Johnson

386

387 Ms. Milner is trying to get something together for the region. There was discussion among the  
388 attorneys and we are finally getting all commissioners in the room to discuss. She said Grant  
389 County is leaning towards putting together a seven-member board with county and cities involved.  
390 She isn't sure everyone is on the same page, so the meeting is important on finding out what will  
391 work. There are three cities (Wenatchee, E. Wenatchee, and Moses Lake) and four counties  
392 (Chelan, Okanogan, Douglas, and Grant) that will receive Opioid funds in the region. Additional  
393 discussion will weigh out which agency will work best if not Beacon. Commissioners and Ms.  
394 Milner discussed how the process would be handled and which organization the dollars would  
395 process through. Commissioner Hover stated the committee would simply ask for the reports from  
396 the administrative office. The current ASO is Beacon for Okanogan County, said Commissioner  
397 Branch. He was proposed to be the county commissioner representing the Accountable  
398 Communities in Health.

399

400 **Executive Session RCW 42.30.110 (1)(i) – Esther Milner, Pete Palmer**

401 Commissioner Branch moved to go into executive session at 3:30 p.m. to discuss agency litigation  
402 until 3:45 p.m. inviting Planning Director Pete Palmer, Chief Civil Attorney Esther Milner and  
403 Jenna Mendez-Rice. Motion was seconded, all were in favor, motion carried.

404

405 Executive session was extended at 3:45 p.m. for another 10 minutes.

406



407  
408 **Discussion Authorization of Permit Across the River-Pete Palmer**  
409 Director Palmer discussed a draft resolution that authorizes Commissioner Chris Branch to sign  
410 all pertinent documents and permits for the Sheriff's Equipment & Coroner's Storage Building site.  
411 The resolution also designates Mike Worden as the project manager of the project.  
412

413 **Motion Resolution 28-2023 Signing Authorization**  
414 Commissioner Neal moved to approve resolution 28-2023 authorizing Commissioner Branch to  
415 sign all pertinent documents and permits associated with the Sheriff's Equipment & Coroner's  
416 Storage Building. Motion was seconded, all were in favor, motion carried.  
417

418 The board adjourned at 4:05 p.m.  
419