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**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**FEBRUARY 7, 2023**

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**9:00 AM Review Meeting Minutes January 30 & 31, 2023**  
**9:05 AM Commissioners to set Wednesday’s Agenda**  
**9:15 AM Public Comment Period**  
**9:30 AM Review RFQ’s for Architect/Engineering Services – Justice Building Renovation**  
**10:00 AM Review RFQ’s for Engineering Services – Justice Building Site Utilities**  
**10:30 AM Update – Communications/Dispatch – Mike Worden**  
**11:00 AM Update – Public Works – Josh Thomson**  
**1:30 PM Update – Human Resources/Risk Management – Shelley Keitzman**  
**2:00 PM Discussion – Sidley Lake Access – WDFW Justin Haug**  
**3:00 PM Approve Commissioner Proceedings January 30 & 31, 2023**  
**3:05 PM Approve Consent Agenda**

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The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on February 7, 2023 with; Vice-Chairman, Commissioner Andy Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

AV Capture and Zoom provided audio and video accessibility for public interaction. There were some technical difficulties with zoom due to no sound.

Chairman, Commissioner Chris Branch was absent, but did pop into Zoom a few times.

**Review Meeting Minutes January 30 & 31, 2023**

Commissioners reviewed their meeting minutes.

**Commissioners to set Wednesday’s Agenda**

Commissioners did not have business on Wednesday to schedule.

**Public Comment Period**

No public comments were given by Ruth Hall nor Isabelle Spohn.

**Review RFQ’s for Architect/Engineering Services Superior Court Renovation Project**

Statements of Qualifications were received from: Budinger & Associates, Design West Architects, PA, MJ Neal Associates Architects, PLLC, The DOH Associates, PS, and Cortner Architectural

**Review RFQ’s for Engineering Services – Justice Building Site Utilities**

Statements of Qualifications were received from: Cortner Architectural

The Clerk of the Board scheduled time next week to discuss and score the Statements of Qualifications.

The Clerk of the Board asked for direction on drafting a score sheets for next week’s scheduled discussion. Commissioner Hover asked her to draft accordingly.

**Update – Communications/Dispatch – Mike Worden**

Special Operations Chief Deputy Mike Worden

54 Mr. Worden provided his update of the Dispatch Center. He said staffing is the biggest challenge  
55 with only 9 positions filled. Several new staff are still in training.

56  
57 The positions are being advertised outside of Okanogan County, but the cost is significant.  
58 Results have generated some interviews. Re examining the grade 4 trainers and would like to  
59 discuss. Commissioner Hover noted their contract is up this year. The board would prefer a full  
60 board to discuss direction.

61  
62 The next step on the radio project is the early adopter agreement. On the Pitcher Mt. site, DOT,  
63 State Patrol and the county has equipment on site that needs electrical services. There have been  
64 good cooperative efforts to invest in the system and provide the needed upgrades.

65  
66 Commissioner Hover asked about if the plan included space for Fire, EMS, and Communications  
67 meeting center? Mr. Worden explained that financing is based on what we can afford.  
68 Commissioner Hover asked for an estimate of what it would cost to outfit the Fire Districts with  
69 radios they need. District #10 challenge is not all volunteers have radios, they cannot afford  
70 additional radios to outfit everyone. He can give soft numbers for a radio count and who “needs”  
71 radios. Commissioner Hover stated ARPA funds have not entirely been allocated. He feels the  
72 fire districts have the most trouble affording equipment. Mr. Worden stated there are a fair number  
73 of funding opportunities the Districts could apply for that are as easy as anything he has seen.  
74 Some Districts are not aware of the funding, and some found managing the grants challenging.

75  
76 Commissioner Hover explained a conversation he had with Economic Alliance Director Roni  
77 Holder Diefenbach about managing grants. He said if the Clerk of the Board was assigned  
78 anymore grants she would be overwhelmed.

79  
80 Chief Worden explained impacts of his previous Legislative funding request. He said Omak PD,  
81 Brewster PD, and Okanogan Sheriff are pressing/lobbying for this funding in Olympia right now.  
82 Mr. Worden explained the impacts of the support change and how it could affect the cooperative  
83 efforts of these agencies.

84  
85 Tunk Radio Site project is still in motion.

86  
87 Mr. Worden explained the counties participating in the consortium arrangement, how the remote  
88 connections to the two hosts (Okanogan County and Skagit County) work and which counties are  
89 involved and impacted. The brains in the system is in Okanogan County and Skagit County. He  
90 explained how the back up system would work during a massive breakdown and which other  
91 counties may become part of the consortium.

92  
93 Fund 161 revenue was discussed.

94  
95 Chief Worden said the new Generator odors were getting into the Courthouse, but with Facility  
96 Maintenance the odor issue is resolved. Commissioner Hover asked what was allowing the odor  
97 in? The attic above the Annex has a vented door where the duct was sucking in fresh air rather  
98 than recirculating warm building air. There was a control that wasn't work for mixing outside air  
99 that's supposed to shut off when the generator comes on. Mr. Worden said no complaints have  
100 been received after the fix.

101  
102 **Update – Public Works – Engineer Josh Thomson**  
103 *Maintenance and road conditions Road restrictions*  
104 Engineer Thomson provided a brief maintenance update.

105 *Tonasket bridge*  
106 Engineer Thomson provided that a bridge with Veterans of Foreign Wars (VFW) flags vibrating in  
107 the wind appear to be breaking the bulbs. If they would like to manage the light bulbs it will be  
108 alright to have the flags on the light pole. It is difficult to maintain because the lights hang over the  
109 river and need a bucket to change. Can anything be added to the bridge to hang the flags on.  
110 Yes, it might take drilling into the cement, but possible. Commissioner Hover would prefer that  
111 option over the challenges of frequently changing the bulbs.

112  
113 *Old shop property*  
114 Transfer the interest of the Old Public Work's Shop property from Public Works to Sheriff property  
115 will need to be cleared up. Does the Board want to transfer all four parcels? Discuss with the  
116 Sheriff, said Commissioner Hover. A resolution outlining the exchange will be put together by  
117 Engineer Thomson.

118  
119 *OCOG insurance update*  
120 One estimate for \$3500 annually was received and is moving ahead.

121  
122 Would the OCOG position be able to administer grants. Engineer Thomson said yes.  
123 Commissioner Hover explained administration of the grants falls on the Clerk of the Board, but  
124 grants for trails and recreation could be managed by Public Works. The OCOG position will be  
125 overseen by Public Works. Commissioner Hover suggested Planning if Public Works cannot do  
126 it.

127  
128 *Newby Creek Rd*  
129 Commissioner Hover explained the many parcels along Newby Creek road Twisp River Sky  
130 Ranch development. The access road maintenance estimates to the development was discussed.  
131 There isn't really enough room for a turn around.

132  
133 Commissioner Hover and Engineer Thomson met with Forest Service last week and they want  
134 the county to take over the road. The only way is if they brought it up to a point it doesn't need  
135 ongoing maintenance, fix the low spot with drainage issues, and the HOA has sent emails to  
136 Commissioner Hover. One issue is the classification of the road and must be a cat 4 road is paved  
137 and 28 feet wide and that road is only paved to the bridge. The portion serving the most isn't  
138 paved. If the county takes over the road it needs to meet cat 4 and Forest Service doesn't have  
139 the capability secure right of way acquisition. They do have the capability to put money in through  
140 their own contracting or the pay the county to bring it up to snuff. Commissioner Hover sees a  
141 benefit for the county to take the road over. It is about one mile of road to Sky Ranch. The BOCC  
142 will discuss further when the full board is present.

143  
144 *Shops and windows – budgets*  
145 Commissioner Hover discussed tracking of the expenses being processed from 172 fund.  
146 Engineer Thomson will work with Auditor Cari Hall on which BARS codes are to be used. Budget  
147 supplementals will be requested for consideration.

148  
149 A new requirement for the ER&R rates to be approved by the BOCC and submit to CRAB.  
150 Engineer Thomson will draft.

151  
152 *Hunter Mtn WDFW*  
153 Esther Milner reviewing the documents.

154  
155

156 *Upcoming projects*  
157 Engineer Thomson presented various project timelines for several projects scheduled in 2023  
158 such as gravel crushing, shops, guardrail safety project, several road projects Old 97 Verestar,  
159 Cameron, Twisp River, Tawlks-Foster Bridge repair etc..... Commissioners asked questions as  
160 the projects were reviewed.

161  
162 Engineer Thomson suggested a public meeting to inform the public about the Twisp River Road  
163 project.

164  
165 Status of the federal STP funds is still unknown, but we are counting on it hoping it goes through.  
166 If it doesn't it will be really hard to spend the money in time. It does sound like it will go through  
167 though. The goal was discussed

168  
169 The Bridgeport station needs a valley gutter designed and installed to drain away water and there  
170 are similar plans for the Twisp station. Commissioner Hover suggested roof snow load specs be  
171 increased beyond what the code requires.

172  
173 *Consent agenda o Authorization to bid Twisp Transfer Station Valley Gutter Project*

174 Engineer Thomson explained the items listed on the consent agenda.

175  
176 Commissioner Hover recessed until 1:30 p.m.

177  
178 **Update – Human Resources/Risk Management – Shelley Keitzman**

179 Ms. Keitzman provided a job description for the proposed Public Records position for total cost  
180 compensation \$64,323 annually and the position supervised by her. She said there is a lot of risk  
181 involved so it would be appropriate for her to supervise. It is dependent on whether the county  
182 purchases Next Request. This person would ensure five-day responses are going out. She's  
183 identified office space in the Juvenile building.

184  
185 Commissioners reviewed a draft resolution that would adopt the public records position.

186  
187 Ms. Keitzman said a demo from Next Request yesterday and some counties are using it. The  
188 price is dependent on how many admins. Meeting with GovQA later today for a second quote.

189  
190 Commissioner Hover asked that three quotes be obtained.

191  
192 Pacific Security will be here tomorrow at 3:00 for q&A regarding their services inviting several  
193 courthouse offices including a Commissioner. Two other companies were contacted Moon  
194 Security and Phoenix and Moon sold to Phoenix. Phoenix is trying to figure out if they can provide  
195 the service here.

196  
197 Signed up for continuing education for certification. The Risk Pool conference is coming up in  
198 March and Esther Milner and Shelley Keitzman will attend.

199  
200 **Approve Commissioner Proceedings January 30 & 31, 2023**

201 Commissioner Neal moved to approve the meeting minutes of January 30 and 31, 2023 as  
202 corrected. Motion was seconded, all were in favor, motion carried.

203  
204 **Approve Consent Agenda**

205 Commissioner Neal moved to approve the consent agenda items 1-8. Motion was seconded all  
206 were in favor, motion carried.

- 207 1. Authorize – Call for Bids – Twisp Transfer Station Valley Gutter  
208 2. Cattleguard Renewals (11) – Albert Wilson CGF# 1-92; Michael Marcellay CGF# 13-13; Whitley Farms  
209 CGF# 83-73;  
210 Spear Family CGF# 2-91; O.C. Cattle Co CGF# 1-18; Jim Hutton CGF# N-196; Beverly Spaulding  
211 CGF# 1-88 & 2-88;  
212 Craig Boesel CGF# 11-13; Brian Nelson CGF# 42-98; Paul Knapp CGF# 11-76  
213 3. Acknowledge Re-Appointment – George Schneider & Lorah Super – Methow Watershed Council  
214 4. Re-Appointment Letter – Mike Egerton – Fair Advisory Committee  
215 5. Support Letter – Funding Request – Court Security Matching Grant Program  
216 6. Ratify – Certification of Title III – Secure Rural Schools  
217 7. Resolution 17-2023 Transfer of Assessor Vehicle to Fairgrounds  
218 8. Resolution 18-2023 Transfer of Building Vehicle to Fairgrounds  
219

### 220 **Discussion – Sidley Lake Access – WDFW Justin Haug**

221 Commissioner Hover discussed Patterson Lake because the county sets the speed limits and  
222 rules on the lake. He doesn't want to change the speed limit on the lake because he's been fishing  
223 the lake since he was a kid. It needs work if its going to stand up to the paddle board and other  
224 uses. He hopes there wasn't so many negative comments that the project isn't going to happen  
225 now. Mr. Haug explained who he met with on this matter and explained to them the intention isn't  
226 to change the low speed use of the lake. When he met with Methow Citizens Council and others  
227 about what they are trying to do and it went well. For funding projects, the presentation needs to  
228 include all the bells and whistles.  
229

230 Mr. Haug provided an overview of what they intend on Sidley Lake location near Molson. In  
231 2006/2007 a project was funded for a planned improvement near the location and where the  
232 majority of people access the lake. The project would include a formal parking area with a vault  
233 toilet and ADA parking and a planked boat launch and float. Boating Facilities Program BFP  
234 intended for motorized access to lakes and same for Patterson and Spectacle lakes. A 20-30-  
235 year project agreement adjustment is needed and the reason why Mr. Haug is here today.  
236

237 Commissioner Hover stated the agreement would need to change if anything is being done below  
238 the highwater mark.  
239

### 240 **Discussion Clerk's Records-Susan Speiker**

241 Clerk Susan Speiker explained the courthouse roof leaked on the fourth floor due to an ice dam  
242 during the big snow storm. About 20-boxes 482 files were discovered to have gotten wet. Clerk  
243 Speiker explained they began to work on saving the files, but staff started getting ill after beginning  
244 to work on the boxes. Staff stopped and the boxes were returned to the attic. The files still need  
245 to be scanned into the system and quotes were given. She would like to go with the company the  
246 Auditor uses. The quote was from and includes preparation of the damaged files and provides  
247 the best solution for the emergency.  
248

249 Another project regarding the huge index books that have about 640 pages in them and they go  
250 back to 1890's. They are indexed books. One goal is to ensure EVERYTHING is put into an  
251 electronic file, but there are so many files. The index books have wear and tear and pages are  
252 coming out. She would rather handle all the scanning in house, but because these files are coming  
253 apart she would like a vendor to handle scanning those.  
254

### 255 **Motion Emergency Scanning**

256 Commissioner Neal moved to approve the quote provided by Modus technician for the emergency  
257 scanning of the Clerk's 19 file boxes that got wet due to roof leak in the amount of \$6,251.95 with

258 costs processed from the Archival Preservation fund in Non-Departmental. Motion was seconded,  
259 all were in favor, motion carried.

260

261 A different quote to scan the Clerk's Index books was provided, but scanning those isn't an  
262 emergency. Commissioner Hover would like to discuss a possible budget transfer with the auditor.

263

264 **Motion Resolution 19-2023 Authorizing a Public Records Coordinator**

265 Commissioner Neal moved to approve resolution 19-2023 authorizing a Public Records  
266 Coordinator position at grade 22. Motion was seconded, all were in favor, motion carried.

267

268 The Clerk of the Board discussed a call she received regarding someone wanting to give 37 acres  
269 of land locked property to the county. Commissioners asked her to email WDFW and DNR since  
270 those agencies border the property on all four sides.

271

272 The board adjourned at 2:52 p.m.

273