

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51

**RECORD OF THE PROCEEDINGS**

**OKANOGAN COUNTY**

**JULY 11, 2023**

---

8     **9:00 AM**     Review Commissioners Meeting Minutes July 3<sup>rd</sup>, 2023  
9     **9:15 AM**     Public Comment Period  
10    **9:30 AM**     Discussion-Oroville/Tonasket Irrigation Treasurer Options-Treasurer Johnson  
11    **10:00 AM**    Update-Human Resources/Risk Management-Shelley Keitzman  
12    **10:30 AM**    Update-County Auditor-Cari Hall  
13    **11:00 AM**    Public Hearing-2024 6 Year Transportation Plan-Jo Ann Stansbury  
14    **11:10 AM**    Update-Public Works-Engineer Josh Thomson  
15    **1:30 PM**     Meeting-Board of Health-1234 S. 2<sup>nd</sup> Ave, Okanogan  
16    **3:30 PM**     Commissioners to set Wednesday's Agenda by 3:30 PM  
17    **3:45 PM**     Approve Commissioners Proceedings July 3<sup>rd</sup>, 2023  
18    **3:50 PM**     Approve Consent Agenda

---

The Okanogan County Board of Commissioners met for a regular meeting at 123 5<sup>th</sup> Avenue North, Okanogan, Washington on July 11, 2023 with Chairman, Commissioner Chris Branch; 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.

**Review Commissioners Meeting Minutes July 3<sup>rd</sup>, 2023**

Commissioners discussed the Public Health appointment requests. There were three interested in appointment Denise Varner, Lisa Bauer and Kelly Hook. Commissioner Branch expressed the importance of attending meetings in person.

**Motion Letter of Appointment Denise Varner**

Commissioner Hover moved to direct the Clerk of the Board to draft an appointment letter to appoint Denise Varner to position #7 elected position on the Board of Health. Motion was seconded, all were in favor, motion carried.

The Clerk of the Board asked about the request of Charlayne Knapp to be appointed to the Planning Commission vacancy.

**Motion Letter of Appointment Charlayne Knapp**

Commissioner Hover moved to direct the Clerk of the Board to draft an appointment letter to appoint Charlayne Knapp to represent Commissioner District #1 on the Planning Commission. Motion was seconded, all were in favor, motion carried.

The Clerk of the Board stated Department of Enterprise Services would like to know if the Board was willing to begin the lease renewal negotiations for Fish & Wildlife lease of the Justice Building as DES said it is a two-year process. Commissioners discussed the request to negotiate a lease renewal with DES for Fish and Wildlife space in the Justice Building. Commissioners wanted to discuss this with MJ Neal first. The Clerk of the Board explained MJ Neal planned to meet with the board after the discussions with the departments on the Justice Building design proposal.

52 Commissioner Hover discussed a conversation he had with Auditor Hall about the Lower Goat  
53 Creek Bridge funding coming either from Contingency Reserve or ARPA funds which will be  
54 discussed further at the scheduled public hearing.

55  
56 **Public Comment Period**  
57 Ruth Hall, member of the public, asked where the platted road in Monse was located because  
58 she could not find where it was. Commissioner Hover thought the road may not have been built  
59 yet since it was a platted road.

60  
61 **Discussion-Oroville/Tonasket Irrigation Treasurer Options-Treasurer Pam Johnson**  
62 Treasurer Johnson said the district's manager Derek Mendoza asked the county to be their  
63 treasurer. Treasurer Johnson provided the requirements that must be met in order for Oroville-  
64 Tonasket Irrigation for the county to be the district's ex-officio for billing and collecting  
65 assessments. (attachment) They wish to contract with the county to do their billing and collecting.  
66 They have been their own treasurer forever. Their secretary plans to retire and wanted to know  
67 what their options are. The District would have to follow all the requirements of the county  
68 Treasurer and County Auditor just like the other irrigation districts.

69  
70 Commissioner Hover explained there is a lot of work involved with these types of services and  
71 wondered if the county is collecting enough to cover the costs? The \$2.00 that would be charged  
72 only covers the bare minimum costs such as postage, paper, and printing but not staff time.  
73 Legislation would need change in order to be able to charge more to offset the county costs.

74  
75 Treasurer Johnson said if the district can and wants to meet the requirements then she will work  
76 with Esther Milner to draft the appropriate agreement to do so.

77  
78 Commissioner Hover discussed the left-over surplus items stored in the Fairgrounds Goat barn  
79 and whether the county wanted to sell the leftovers at a yard sale, recycle electronics or put in  
80 the dumpster.

81  
82 Commissioners discussed and revised a draft Request for Proposal (RFP) for Water Banking  
83 technical assistance. (attached) Commissioner Branch will discuss with the Chief Civil Deputy to  
84 ensure proper bidding rules for the personal service is followed.

85  
86 **Motion**  
87 Commissioner Hover moved to authorize the Chairman Chris Branch to publish the RFP  
88 contingent on whether or not the Civil Deputy says we can negotiate directly then the RFP will not  
89 be published. Motion was seconded, all were in favor, motion carried.

90  
91 After reviewing the competitive bidding rules on personal services, the board decided the  
92 following.

93  
94 Commissioner Hover moved to reconsider the previous motion and not publish the RFP. Motion  
95 was seconded, all were in favor, motion carried.

96  
97 Commissioner Hover moved to authorize the chairman to negotiate with Aspect Consulting for  
98 water banking technical assistance services contract. Motion was seconded, all were in favor,  
99 motion carried.

100  
101 **Update-Human Resources/Risk Management-Shelley Keitzman**  
102 CANCELLED

103 **Update-County Auditor-Cari Hall**

104 Jamie Groomes

105  
106 Auditor Hall provide the SAO response about special purpose districts using the county's  
107 accounting system and BARS codes for expenditures created by the warrants issued by the  
108 County Auditor. (attached)

109  
110 Auditor Hall explained the needed clarification budget letters to special purpose districts. She  
111 would like to discuss and be aware of the districts submitting their districts budgets in time those  
112 will not be entered. It is the county auditor's recommendation that there be a clarification letter of  
113 the county that says here is the county's rules are and here are the district rules and clears up  
114 what the districts are supposed to do in order for them to use the county for their budgets.  
115 Commissioner Hover asked if a letter could be drafted to the districts to clarify the situation for the  
116 county auditor and county commissioners to authorize together. Commissioner Branch thought  
117 the clarifications be made in the county policy and that be provided to the districts. Auditor Hall  
118 said right now it is really blurred between what the county is required to do and what the district  
119 is required to do and it is a full-time job for the county to do all the work expected by these districts.

120  
121 County Auditor will draft a letter to outline/define that the county is willing to work with the districts  
122 within the requirements and the letter will have a November 1 due date for their budgets. Meetings  
123 with each district representative should happen once the letter is received.

124  
125 Auditor Hall summarized the elections conference attended and what resulted from it. It was  
126 decided amongst the counties to make the changes in December. We have to get all new towers  
127 to meet security etc... the quote from HART Intercivic for the upgrade was for \$58,828.05. It is  
128 not an option for this year's expenditure and cannot be postponed.

129  
130 Auditor Hall updated on a request to state for security grant and the ask for exclusive physical  
131 security in her office. There was 1500 hours requested in the grant, but she isn't what the next  
132 step was for securing the service. It would expand the current service agreement already in place  
133 to provide an exclusive security officer during elections. The grant will pay 100% for the cost. This  
134 service would start for this election.

135  
136 Auditor Hall asked about moving the licensing office down the hall. The Clerk of the Board  
137 explained she had reached out to TD&H our engineering team. She will follow up with the firm.

138  
139 **Public Hearing-2024 6 Year Transportation Plan-Jo Ann Stansbury**

140 Commissioner Branch opened up the public hearing to staff. Ms. Stansbury gave her staff  
141 reporting it contained 16 projects. Additional projects can be added later in the year. (attached)  
142 Engineer Thomson reported on the plan and noted several projects one section shows funding  
143 secured and proposed and he added the secured projects in the budget. We can check a box  
144 included in the plan or add a project later.

145  
146 Commissioner Branch opened up the public testimony portion of the hearing. Ruth Hall, member  
147 of the public via zoom had no public comment. Commissioner Branch opened up to the Board.

148  
149 **Motion Resolution 77-2023 2024 Six-year Transportation Plan**

150 Commissioner Neal moved to approve resolution 77-2023 adopting the 2024 Six-year  
151 Transportation Plan. Motion was seconded, all were in favor, motion carried.

152  
153

154 **Update-Public Works-Engineer Josh Thomson**

155 Kent Kovalenko

156

157 Engineer Thomson provided his agenda and items were discussed.

158

159 *Solid Waste Update*

160 *Litter Grant*-Mr. Kovalenko updated the board on Solid Waste Litter Grant. Temporary part time  
161 employees were converted to two full time positions that are half funded by the grant to clean up  
162 litter for six months and then recycling for six months.

163

164 *Interlocal Agreements-*

165

166 *Landfill Fire*-Saturday a fire started at the landfill due to some kind of chemical or battery that was  
167 disposed of by a customer. Another fire started yesterday due to some kind of chemical. Mr.  
168 Kovalenko will reestablish and reinforce a different place for these types of items to separate  
169 potential fire causing waste from the landfill. Pool and hot tub chemicals, linseed oil rags and  
170 others cause fires.

171

172 *Maintenance and Construction*

173 Engineer Thomson said Lightning Creek blew out again even worse after recent rain, so work will  
174 happen on that road. There are signs that will be relocated on the ends of the roads and on either  
175 side of Lightning creek.

176

177 *Olde 97, Verestar to Plata*-Engineer Thomson reported this is about complete and drives well,  
178 some seeding will happen in October.

179

180 *Twisp River-Spokane Grade Overlay*-this project is also completed and went well

181 *Twisp River Bridge Rehabilitation*-Started yesterday, scaffolding on bridge is getting painted about  
182 three weeks.

183

184 *Tonasket & Twisp Shops*-doing the floor soon on Tonasket Shop and have poured stem walls in  
185 Twisp shop.

186

187 *Tawlks-Foster Bridge Repair*-submitted SEPA has not been published yet. There is an internal  
188 plan to get done but waiting on paperwork.

189

190 *Gravel Crush*-finished Gavin pit and moved to Wauconda pit but running into sand not enough  
191 gravel for what we need so will move to the pit by landfill.

192

193 *Johnson Creek Culvert @ Greenacres Rd (TU Project)*-starts later this month and requires closure  
194 of the road for about two months. Preconstruction meeting next week.

195

196 *Cameron Lake Rd Reconstruction (2024)*-We have final approval to work on the right of way  
197 acquisition and will know in the next month what happens with the project. There have been  
198 preliminary discussions with landowners about the need for right of ways. There is a lot of silt  
199 where the work is to happen so it will be a later July start to avoid rain. RAP and federal funding  
200 was discussed.

201

202 *Twisp River Rd Reconstruction (2024)*-Federally funded but running into issues due to impervious  
203 areas due to new rules to include discussions with national fisheries which adds a year and half  
204 to the project timeline. The project cannot move forward with federal funding so recommends a

205 funding swap. We would have to borrow ahead for those funds. The budget rules say we can  
206 exchange up to \$25 million, so there is room. He will try and work on pushing the exchange for  
207 this project to work. He wants a few counties to use the program to show it is a success so  
208 legislature will reauthorize for future use. He has a draft letter to the legislature he will work on. If  
209 we cannot get the federal funds exchange it is a part of us meeting our target for next year and  
210 we risk losing funds next year.

211  
212 *Loomis-Oroville Rd Drainage (2024?)*-Looking at construction next year for the three crossings  
213 on Whitestone creek. It will likely go over budget due to required larger culverts.

214  
215 Anything RAP funded they are increasing 100% and will cover the shortage on that. Chesaw  
216 culvert also needs to be replaced. He would like to advertise the work in 2024 to keep those  
217 projects moving forward.

218  
219 *Old 97-Ophir to Plata (2025?)*-

220  
221 OCOG Planner position is contingent on Union. A resolution will be drafted to add position to org  
222 chart and a second to add the position to fund 125 Parks and Rec. The Lower Goat Creek bridge  
223 expenses may come from ARPA or Contingency Reserve said Commissioner Hover.

224  
225 Public Work procurement rules are getting changed around the small works roster to add a check  
226 the box regarding a small business preference, adding language for thresholds and adding  
227 \$150,000 thresholds to allow selection of one small business. MRSC is creating an electronic  
228 bidding system and an electronic way to submit bids. He isn't sure if there will be a charge for  
229 that. It could be part of the membership charges.

230  
231 WDFW is going through a rule making process and changes will likely result. Engineer Thomson  
232 explained some rules for drainages and ordinary high-water marks being included in design of  
233 oversized structures. There is a tool that helps predict locations that will show predicted increase  
234 or decrease of high-water marks.

235  
236 CRAB is starting a RAP steering committee to discuss changes that Engineer Thomson may be  
237 selected for. This RAP region was changed about six years ago to allow drainage projects to be  
238 added for funding.

239  
240 **Meeting-Board of Health-1234 S. 2<sup>nd</sup> Ave, Okanogan**

241 Commissioners attended the Board of Health meeting.

242  
243 **Commissioners to set Wednesday's Agenda by 3:30 PM**

244 No meeting was set.

245  
246 **Approve Commissioners Proceedings July 3<sup>rd</sup>, 2023**

247 Commissioner Hover moved to approve the July 3<sup>rd</sup> meeting minutes. Motion was seconded, all  
248 were in favor, motion carried.

249  
250 **Approve Consent Agenda**

251 Commissioner Hover moved to approved the consent agenda items 1-8 as presented. Motion  
252 was seconded, all were in favor, motion carried.

- 253  
254 **1. A19 ARPA Request-#6 Economic Alliance-\$17,464.98**  
255 **2. Memorandum of Understanding- Okanogan County & OK County Search & Rescue**

- 256 3. **Contract-#23-020 Capital Improvements Lodging Tax Revenues 2023, \$9,500-TVBC**
- 257 4. **Contract-#23-021 Capital Improvements Lodging Tax Revenues 2023, \$6,600-TVBC**
- 258 5. **Contract Authorization-#E23-241 Stonegarden 22-OPSG-OK County Sheriff's Office**
- 259 6. **Resolution 74-2023-Reallocate Funds for Fulltime Noxious Weed Field Technician**
- 260 7. **Resolution 76-2023-Increase County Clerks Change box by \$100**
- 261 8. **Resolution 78-2023-Budget Amendment Board of Equalization \$2,500**

262

263 **Motion Methow Valley EMS District**

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

266

267 Commissioner Hover moved to approve the Voucher certification and authorize the Methow Valley  
268 EMS District vouchers to be paid in the amount of \$63,499.66 to Aero Methow for July services.  
269 Motion was seconded, all were in favor, motion carried.

270

271 Commissioner Hover moved to adjourn as the Methow Valley EMS District and Reconvene as the  
272 Tonasket EMS District. Motion was seconded all were in favor, motion carried.

273

274 **Motion Tonasket EMS District**

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

278

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

281

282 **Motion Oroville Rural EMS District**

283 Commissioner Hover moved to approve the Voucher certification and authorize the Oroville Rural  
284 EMS District vouchers to be paid in the amount of \$9,680 to Life Line for June services. Motion  
285 was seconded, all were in favor, motion carried.

286

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

289

290 **Motion Contracted Services Agreement Amendment #1 FYRE**

291 Commissioner Hover moved to approve the Contracted Services Agreement Amendment #1  
292 between Okanogan County and the Foundation for Youth Resiliency and Engagement for  
293 additional Homeless Housing funds in the amount of \$10,000 and approve a change in the scope  
294 of work to move \$5,000 from previously approved purpose for use as earnest money for  
295 Independent Living & Learning Village. Motion was seconded all were in favor, motion carried.

296

297 **Motion Contracted Services Agreement Amendment #1 Okanogan County Housing Authority**

298 Commissioner Neal moved to approve the Contracted Services Agreement Amendment #1  
299 between Okanogan County and Okanogan County Housing Authority for additional Homeless  
300 Housing funds in the amount of \$20,000 for Meth Remediation and unit rehabilitation of a Caribou  
301 Trails Apartment. Motion was seconded all were in favor, motion carried.

302

303 **Motion Resolution 81-2023 Authorizing Additional Prosecuting Attorney**

304 Commissioner Neal moved to approve resolution 81-2023 authorizing an additional Deputy  
305 Prosecutor I-III position within the Prosecutor's office at a grade 57. Motion was seconded all were  
306 in favor, motion carried.

307  
308 **Motion Resolution 82-2023 Secure Rural Schools Election Allocation**  
309 Commissioner Hover moved to approve resolution 82-2023 an election of the Board to receive  
310 Secure Rural Schools and Community Self Determination funding and allocation of Title II and Title  
311 III funds. Motion was seconded all were in favor, motion carried.  
312  
313 The board adjourned at 11:58 a.m.