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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MARCH 21, 2023

8 **9:00 AM** Review Meeting Minutes March 13, 14, & 15, 2023
9 **9:05 AM** Commissioners to set Wednesday’s Agenda
10 **9:15 AM** Public Comment Period
11 **9:30 AM** Update Human Resources/Risk Management -Shelley Keitzman
12 **10:00 AM** Finance Committee Meeting-Treasurer & Auditor
13 **11:00 AM** Bid Opening-Twisp Transfer Station Leachate Gutter-Re-Construction-Shasta Stidman
14 **1:30 PM** Discussion-County Infrastructure Fund 117-Roni Holder-Diefenbach & Others
15 **2:30 PM** Update-OBHC Quarterly-David McClay, Dennis Ravidou
16 **3:00 PM** Discussion Selection of Architect Firm for Superior Court Renovation-Commissioners
17 **4:00 PM** Bid Opening-County Legal Newspaper of Record-Commissioners
18 **4:15 PM** Approve Commissioner Proceedings March 13, 14, & 15, 2023
19 **4:15 PM** Consent Agenda

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

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

26
27 Chairman, Commissioner Chris Branch attended via zoom.

28
29 **Review Meeting Minutes March 13, 14, & 15, 2023**

30 Commissioners reviewed their meeting minutes and offered minor correction.

31
32 **Commissioners to set Wednesday’s Agenda**

33 Commissioner Hover will be in Olympia on Wednesday.

34
35 Commissioner Hover provided to Commissioner Branch the link to the web portal for signing up
36 the county to receive its portion of the Opioid Abatement allocations.

37
38 Commissioner Neal explained an added discussion with Marcus Alden was added to the agenda
39 regarding an opportunity for Latino-Owned Small Business Grants at 11:30 a.m. today.

40
41 **Public Comment Period**

42 Ruth Hall, member of the public had no comments.

43
44 **Update Human Resources/Risk Management -Shelley Keitzman**

45 Ms. Keitzman explained that without the acronym add-on software the ADA compliance software
46 doesn’t recognize Acronyms on the website. Since there are so many it would take staff a long
47 time to make all the changes. The software add on is only \$333.20.

48
49 **Motion ADA Compliance Software Add-On**

50 Commissioner Hover moved to authorize the Risk Manager to purchase the software for \$333.20
51 per year for ADA compliance software for the county website. Motion was seconded, all were in
52 favor, motion carried.

53
54 Ms. Keitzman said Tyler Fit Factory is offering a 10% discount on gym membership to county
55 employees. She said North Cascades never showed up to a meeting that was set up to discuss
56 a discount. Commissioners thought an agreement or MOA would be appropriate to outline the
57 arrangement since it is a payroll deduction for the membership.

58
59 Ms. Keitzman gave a brief update on the recent Courthouse security meeting and discussed the
60 high points. She discussed the security officers and minor adjustments for courthouse coverage
61 in courtrooms and other busy offices.

62
63 Spoke to Public Health, Ms. Jones about talking to the Department Heads about Narcan being on
64 hand. Commissioner Hover asked her to check with the Union about what the county intends to
65 do. Ms. Keitzman said these meetings will identify who actually has a vote according to the
66 resolution that established the committee, a process for drills is planned, as well as other tools.

67
68 Courthouse interior doors are being fitted so employees can lock their door with a push of a button.
69 Several offices are getting retro fitted with security windows, Commissioner Hover is working
70 directly with those offices. Maintenance staff will install them.

71
72 Ms. Keitzman reminded the board that she will be absent Wednesday through Friday next week
73 to attend the Risk Pool Conference with Esther Milner. Commissioner

74
75 **Finance Committee Meeting-Treasurer & Auditor**
76 Pam Johnson, Cari Hall, Lisa Schreckengost

77
78 Treasurer Johnson provided the Finance Committee agenda and discussed the items listed there.
79 She reiterated, with bank closures, that our bank, Washington Federal, and they are more than
80 100% collateralized.

81
82 We can earn as much interest as we want because we are over the \$2.9. We can refund after we
83 are done with our three years. There is more and Treasurer Johnson explained the rebate and
84 what we will need to pay back. Because there are certain things that add to it or take away from
85 it and those that go with a consultant have better return. She has a list of Arbitrage Provider
86 names from Lee Marchisio with Foster Garvey PC. Commissioners want to move forward with
87 securing a consultant for personal services.

88
89 Commissioner Hover discussed fund 172 because there is no policy set for use of the funds. This
90 fund is being tracked as other federal money is tracked. BARS codes are created as expenditures
91 come in. Interest was budgeted as revenue to the fund, but that doesn't work unless the treasurer
92 knows to put it there. Otherwise the revenue is handled like other residual funds are handled.
93 Commissioner Hover asked if the Board wanted to see interest money moved from interest
94 revenue back into that fund because the verbal policy was we want to use interest money for
95 some of the projects. How much interest from receipt of the money until now was received that
96 can be transferred/correction to the fund. Auditor Hall stated consistency is important and
97 recommended going back to 2022. She said her office will work together with the treasurer to
98 make sure the numbers are right and provide consistency.

99
100
101
102
103

104 **Motion**

105 Commissioner Hover moved to relocate the appropriate interest earned revenue from Current
106 Expense to fund 172, the Local Assistance fund. Motion was seconded, all were in favor, motion
107 carried.

108
109 There were recent changes to the state reporting guidance in how we report federal dollars and
110 local assistance funds. The SEFA report must match what is being reported in the portal.
111 Commissioner Branch stated we have not spent funds from the fund at this point. Auditor Hall
112 stated expenditures are being reported for the year the expenditures happened. The SEFA is very
113 clear it has to do with federal dollars. Commissioner Branch said he would give Auditor Hall
114 access to the reporting so she has access to the reports. It would be a conflict for her to enter the
115 numbers since she also handles the annual report submitted. He recommended a backup person
116 have additional access.

117
118 Commissioner Hover said because these funds are in a separate fund it is easier to report and
119 track expenditures.

120
121 Auditor Hall brought up that in 2022 the juror jury account had fraud that was caught but the
122 investigation expanded and now there is a multiple state investigation. We never lost funds,
123 however the issue can happen with paper checks because those are vulnerable to fraud and is
124 the most common fraud there is. She would like to reach out to other counties to find out how they
125 handle these funds. She discussed the idea of pre-loaded cards and other options that may be
126 suggested. Either way it is an opportunity to refine how the payments are issued.

127
128 Payee positive pay verification was explained to verify checks. The info includes the date, dollar
129 amount, who it is paid, and check number to verify. She said the exceptions are staff reviewed.

130
131 Commissioner Hover asked when the BOCC will know the amount of interest earned on the Local
132 Assistance Fund. Treasurer Johnson said she will start work on it when she returns to her office.

133
134 Commissioners discussed a general policy that addresses how the county will use its interest in
135 fund 172funds.

136
137 Treasurer Johnson stated she is working on foreclosure notices and said a person in the Lake
138 Management District will be getting a notice due to non-payment of the assessments.

139
140 **Bid Opening-Twisp Transfer Station Leachate Gutter-Re-Construction-Shasta Stidman**
141 Commissioner Hover stated the time for receiving bids is here. The following bids were received
142 on time and opened and read into the record. Engineer Estimate was \$80,000

143
144 Rains Contracting, Malott, WA
145 Bid proposal, Bid bond, non-collusion declaration, certification of wage compliance.
146 Total bid \$108,523.91 including sales tax

147
148 Smith Excavating, Cashmere, WA
149 Bid proposal, Bid bond, declaration, certification of wage compliance.
150 \$214,465.10 including sales tax

151
152 Rudnich and Sons, E. Wenatchee, WA
153 Bid proposal, Bid bond, declaration, certification of wage compliance.
154 Total bid \$97,614.77 including sales tax

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Discussion Opportunity for Latino-Owned Small Business Grants-Marcus Alden

Mr. Alden explained the Highlands Community Support Coalition (HCSC) has contracted with the nationwide nonprofit Latino Community fund (Seattle Branch) to canvass and enroll Eastern WA Latino Owned Small Businesses. The application deadline is April 7, 2023. The program may stretch into the region. The group applied for money that goes to Latino Businesses. It was supposed to be awarded in January but now we need to register as many Latino Businesses on as possible. Application process was explained and allows 80 businesses to apply with 2/3 from Eastern Washington. The first group meeting is being held Monday, March 27 at WorkSource next week. WorkSource will be getting the word out and Business Chambers are being notified as well.

Commissioner Hover asked if Economic Alliance Director Holder-Diefenbach was involved. Marcus replied that she declined to attend this meeting because she is meeting with the BOCC later today. Commissioner Branch asked about the grant. Mr. Alden explained the grant is in play. He encouraged the county to get the word out to get more interested/eligible parties to apply.

Commissioner Branch adjourned until 1:30 p.m. for lunch break.

Discussion-County Infrastructure Fund 117-Roni Holder-Diefenbach & Others

City representatives present: Todd McDaniel, City of Omak; George Brady, City of Pateros; Misty Ruiz, City of Brewster; Wayne Turner, City of Okanogan; Jeff Sarvis, City of Winthrop

Ms. Holder Diefenbach stated the basis of this meeting was to continue discussing the .09 prioritization process because the Bond will be paid off soon freeing up money for prioritized projects. Right now, a resolution exists that states 40% cities, 40% county and 20% for bird in hand type projects, but the county has not opened up the funds. Many communities have not applied for prioritization of their project because funding hasn't been awarded since 2010.

Ms. Holder Diefenbach explained a workshop is held for those unfamiliar with the process so they may receive help. An infrastructure committee receives, reviews, and ranks the projects for prioritization.

Ability to create a process to identify secured funding that isn't tracked through our system that helped them move the project forward. We need to develop a better way to track and gather that kind of data of how the funds were successfully used.

Commissioner Hover discussed the bond payments coming from the county's Infrastructure fund 117 and when those terminate. He went over the 2023 Infrastructure budget. (attached)

Ms. Holder Diefenbach said she didn't feel there was a problem with our current prioritization process. Ms. Ruiz thought the points could be based on a tool that allows everyone to benefit from the funds at some point so not one agency is getting all the funds every year. Commissioner Hover wants to know the cycle for projects to receive funding. The intent of the funds is to be able to leverage grants or other revenue where the project has been awarded funds but have to come up with 25% match. Money could also be needed for preliminary studies. George Brady provided ideas for funding projects that may suck all the available dollars up leaving non for others. Contingent on other funding being realized will hold the funds until they realize their main funding source.

205 Commissioner Branch asked if the prioritization process works. Mr. McDaniel and Ms. Ruiz said
206 yes it does work. Mr. McDaniel said something to keep in mind is that the matching funds must
207 be spent before the grant funds and would need to be frontloaded.

208
209 Commissioner Branch discussed county infrastructure projects that would require a partnership
210 with the city, like Rodeo Trail Drive. The city has the athletic grounds, businesses on the railroad
211 with big connections, but would need a city component. Nutrien couldn't get product out and they
212 are on the railroad. He is going to advocate for that in the hopper.

213
214 Ms. Holder Diefenbach explained many communities do not have the capacity to apply for and/or
215 manage grants and the county has limited staff to provide that resource to those communities. A
216 grant writer idea was discussed who could help the communities apply. Commissioner Branch
217 said he could not support a county grant writer because that person would get overwhelmed pretty
218 fast. Commissioner Hover stated side boards could be developed to contain who is to be helped
219 and then work only with those approved eligible. Ms. Ruiz suggested more money be provided to
220 Economic Alliance to hire a grant writer. Ms. Holder Diefenbach said she thought her board would
221 be in favor of it. Commissioner Hover stated he thought the agencies really needed someone to
222 manage the grants because the Clerk of the Board gets the workload and too many can
223 overwhelm her. The management component is ongoing until the grant closes. Ms. Holder
224 Diefenbach explained that person would need to know how the county procurement processes
225 work, how things get approved and the timelines involved in order for the county to sponsor
226 projects.

227
228 Districts that would need the legislative authority involved would need to vet their project first with
229 the county commissioners before applying. Questions can be added to the application
230 questionnaire that asks what assistance the community or agency needs.

231
232 Commissioner Neal asked what happens when the grant administrator leaves who takes over the
233 role? We need to come up with a process where county projects can be submitted for the process
234 since it has various infrastructure needs that benefit all. An equal opportunity for unincorporated
235 communities to be able to apply. Commissioner Branch stated incomplete grant applications are
236 usually not accepted by state or federal agencies.

237
238 Ms. Holder Diefenbach clarified the process completed by end of November so agencies
239 advocating for funding next year have the prioritization list in hand, which lines up with the county
240 budget. Are we saying funding would be available in 2024 or 2025? Commissioner Hover asked
241 where we are at with the city jail fees? In order for us to change the way we compile the jail fees,
242 we need to change the process. All the cities need to come together to come up with a way to bill
243 that everyone accepts. More conversations should be had about it, said Ms. Ruiz. The county
244 would need to consider how much the jail is going to cost over a year then bill accordingly. Mr.
245 McDaniel said Omak definitely wants a voice in it and be part of any future ideas. Commissioner
246 Hover said all the cities involved should come to the table. Ms. Ruiz said a contract was drafted
247 and presented at OCOG that the cities agreed with that the county was to discuss. Commissioner
248 Neal has the draft he will share with the other commissioners.

249
250 Another meeting will be scheduled.

251
252 **Update-OBHC Quarterly-David McClay, Dennis Rabidou**
253 This meeting is OBHC's quarterly update. He provided graphs showing services provided by city.
254 (attached)

255

256 Mr. McClay explained the state suspended income verification on Medicaid during COVID, but
257 the state is going to look at income verifications again. There will be many who fall off due to
258 income levels.

259
260 Re-procurement was discussed. Healthcare authority will be identifying providers in the county
261 and putting some guidelines in place due to HB1560. It isn't going to be one size fits all it will have
262 variations. People are pushing for fewer NCO's due to how hard it is to administer and will
263 hopefully decrease administrative services and increase providers. Locally down six therapists
264 and no opportunity to get ahead of that. What the internship program does is it brings therapists
265 to the county increasing capacity. It is hard to get people in to be seen. Waiting list numbers are
266 challenging at about 100 adults and 100 juveniles waiting.

267
268 Mr. McClay said OBHC wants to be part of how the community addresses community concerns
269 about businesses impacted by homeless downtown.

270
271 Mr. McClay asked if the county needs any help with the Opioid Abatement funds. The money will
272 be directly received by the county less 10% for administration of the grant then distributed to
273 eligible agencies. A plan for use that meets the criteria would be helpful.

274
275 Mr. Rabidou stated new members of the OBHC board are being sworn in soon. Mr. McClay
276 thanked the commissioners for their time.

277
278 **Discussion Selection of Architect Firm for Superior Court Renovation-Commissioners**
279 Commissioners discussed the firms interviewed and what they liked and what they didn't like
280 about each firm.

281
282 Commissioner Neal explained his thoughts about the firms interviewed. He said Cortner
283 presented very well, but he thought MJ Neal was best prepared and seemed to have thought
284 through things best. They had the capability to do as built renderings. Cortner was selected to do
285 the site utilities.

286
287 Commissioner Branch explained which firm he liked best. He liked Cortner and MJ Neal both
288 equally. He could flip a coin.

289
290 Commissioner Hover stated he agreed with the board on the top two. He said MJ Neal was the
291 winning architect firm form on-call services for Okanogan County. In the end, he liked both firms.

292
293 **Motion Superior Court Renovation Architect Services**
294 Commissioner Hover moved to select MJ Neal as the Architect firm for the Superior Court
295 Renovation Project. Motion was seconded, all were in favor, motion carried.

296
297 Commissioner Hover asked how negotiations would be done, by one commissioner or by the
298 board?

299
300 Commissioner Hover said there is a rendering for single point entry that the county would like to
301 start getting preliminary numbers for, to get that going.

302
303 Commissioner Branch discussed his interest in results of the site permitting process for the
304 Sheriff's Equipment shed and Coroner's storage building site across the river. Are there grant
305 funds available for cleaning up real property sites? Commissioner Branch discussed a process
306 where a company provides research, takes a percentage of clean up costs. The calculation of the

307 fee would be important. He will get ahold of him if the others want him to. It could be that the
308 property is rendered unusable. There is all kinds of history associated with the site.

309

310 **Approve Commissioner Proceedings March 13, 14, & 15, 2023**

311 Commissioner Hover moved to approve commissioners' proceedings of March 13, 14, and 15,
312 2023. Motion was seconded, all were in favor, motion carried.

313

314 **Consent Agenda**

315 Commissioner Hover moved to approve the consent agenda items 1-7, as presented. Motion was
316 seconded, all were in favor, motion carried. Commissioner Hover signed for the chairman.

317

318 1. Use Lease Agreement Tunk Mt Concrete Shelter Communications-US Forest Service

319 2. A19 ARPA Request #3 FOOD CRISIS

320 3. Employment Agreement Addendum #2-Shelley Keitzman

321 4. Associate Development Organization Designation-Economic Alliance

322 5. MOA Okanogan County Juvenile Unit-Teamsters Local Union 760

323 6. Resolution 41-2023 Retention Incentive Program-Juvenile Corrections

324 7. Resolution 42-2023 Hiring Incentive Program-Juvenile Corrections

325

326 Maurice Goodall discussed a USDA Community Wildfire Defense Grant (CWDG) he applied for
327 through DNR for the Forest Service and he was notified no funds were awarded. The funds were
328 to help pay for the update of the Community Wildfire Protection Plan, which expires every five
329 years. The plan is used to go after funding. We recently received our plan which is online that can
330 help Okanogan County agencies qualify for CWPP Funding. It is interesting how the funds get
331 distributed. No eastern counties were awarded funds.

332

333 Mr. Goodall said he took drone videos of the Old County Shop property. Commissioner Hover
334 said the property needs to be cleaned up especially if we are telling people to clean their property
335 up. All of the old concrete sections need to be taken out and the mess taken away. The city has
336 a well adjacent to the property.

337

338 Commissioner Branch stated the Planning department went through their process for notices with
339 him to make sure the information was available.

340

341 **Motion Letter to WSLCB**

342 Commissioner Hover moved to approve the letter to WSLCB regarding the county's approval of
343 three cannabis operation licenses. LnL Productions, LLC 431893-7T, Green Rose Gardens, LLC
344 415699-7T, and Tiny Dancers Organics, LLC 429129-7S. Motion was seconded, Commissioner
345 Neal was in favor with reservation, all were in favor, motion carried.

346

347 **Motion - Voucher Approval - Commissioners**

348 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
349 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
350 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
351 approve the regular vouchers in the amount of \$136,819.91 and Payroll vouchers in the amount
352 of \$1,038,910.04. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
353 and carried.

354

355 **Motion Public Health Voucher**

356 Commissioner Hover moved to approve the Public Health Vouchers including regular vouchers in
357 the amount of \$3,629.33 and payroll vouchers in the amount of \$63,380.41. Warrant numbers as
358 cited on the attached blanket voucher list. Motion was seconded, all were in favor, motion carried.

359
360 Commissioner Hover would like the fair queen contract to be signed before the next FAC meeting.
361 He also would like to get commenting and most affected agencies together about submitting joint
362 Grizzly Bear comment letter to them for signature. The commissioners discussed the queen
363 sponsorships and Commissioner Hover explained he believes they should raise money for their
364 project.

365
366 **Bid Opening-County Legal Newspaper of Record-Commissioners**

367 Two bids were received on time. The bids were from The Chronicle and the Daily Herald/Sound
368 Publishing.

369
370 The bids were opened and read into the record.

371
372 The Chronicle

373 At first review \$5.50 per column inch format (1.701")

374 Ad #1 \$78.65 Invitation to Bid

375 Ad #2 \$32.45 Public Hearing

376 Parcels \$35 per insertion

377

378 The Herald

379 At first review \$4.50 per column inch format (10.343")

380

381 Commissioners discussed circulation of the two papers. Bid award is March 28 at 10:30 a.m.

382

383 The board adjourned at 4:17 p.m.

384