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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MARCH 28, 2023

8 8:15 AM Update Superior Court-Dennis Rabidou
9 9:00 AM Review Meeting Minutes March 20, 21, 2023
10 9:05 AM Commissioners to set Wednesday's Agenda
11 9:15 AM Public Comment Period
12 9:30 AM Discussion/Review Cortner Proposals-JB Site Utilities-Commissioners
13 10:00 AM Discussion-Damaged Search & Rescue Trailer-Rick Balam, Shelley Keitzman
14 10:30 AM Bid Award County Legal Newspaper of Record-Commissioners
15 11:00 AM Update Public Works-Engineer Josh Thomson
16 ~~1:30 PM Executive Session-RCW 42.30.110 (1)(i)-Esther Milner~~
17 2:00 PM Department Head Meeting
18 3:00 PM Contract Negotiations Superior Court Renovation-MJ Neal Architects-Commissioners
19 4:00 PM Discussion Review Statements of Qualifications On-Call Engineering -Commissioners
20 4:15 PM Approve Commissioner Proceedings March 20, 21, 2023
21 4:30 PM Consent Agenda

23 The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue
24 North, Okanogan, Washington on March 28, 2023 with; Vice-Chairman, Commissioner Andy
25 Hover; Member, Commissioner Jon Neal; and the Clerk of the Board, Laleña Johns, present.

26
27 AV Capture and Zoom provided audio and video accessibility for public interaction.

28
29 Chairman, Commissioner Chris Branch attended via zoom.

30
31 **Update Superior Court-Dennis Rabidou, Judge Henry Rawson**

32
33 Mr. Rabidou thanked the commissioners for providing security officers for the courthouse.
34 Commissioner Hover asked about the court's priorities for the grant funds. It is for the courts and
35 the architect study that should be used for the pre-design of the courts now that we have an on-
36 call architect selected. Judge Rawson agreed that a single point entry to the courthouse does
37 need to be done right a way to include gun lockers, detector and security. He looked at the Blake
38 decision and said the prosecutor and clerk's offices also use the funds. Superior Court will pass
39 on using.

40
41 Mr. Rabidou explained the difficulties in filling the Interpreter and Facilitator positions before staff
42 retire. He will discuss this challenge at a future meeting with the board. July is the current
43 interpreter's timeline so there is little time to hire and train someone. The positions have been
44 advertised.

45
46 **Review Meeting Minutes March 20, 21, 2023**

47 Commissioners reviewed their meeting minutes and discussed various items of interest.

48
49 Commissioner Hover asked if the other commissioners were going to attend the work group
50 meeting this Thursday because he would like to attend. Chelan County Commissioner Overby
51 asked him to participate at a meeting regarding Wenatchee Forest Service. Commissioner Branch
52 said he attends the Upper Wenatchee pilot project and would not be attending Thursday's

53 meeting. Commissioners received notice that prescribed burns would be happening this year in
54 the Mazama area.

55
56 Commissioner Hover stated once the on-call architect and on-call engineering firms are in place
57 they should sit down to discuss county projects. He wants to avoid using the Capital Improvement
58 funds due to the fund already paying the bond.

59
60 Commissioners reviewed the Beaman Architecture's pre-design report of the Sheriff's Equipment
61 and Coroner's storage facility.

62
63 **Commissioners to set Wednesday's Agenda**

64 Commissioner Hover said he will be meeting with the County Treasurer and Auditor to discuss
65 the Fairgrounds finances.

66
67 **Public Comment Period**

68 Via Zoom, Ruth Hall, member of the public, had no comment other than AV Capture was glitchy.

69
70 **Motion Executive Session RCW 42.30.110 (1)(i)**

71 Commissioner Hover moved to go into executive session at 9:22 a.m. under RCW 42.30.110 (1)(i)
72 for 15 minutes until 9:37 a.m. to discuss on-going litigation inviting Chief Civil Deputy Esther Milner
73 and land use Planner Rocky Robbins. Motion was seconded all were in favor, motion carried.

74
75 Executive session ended at 9:36 a.m. no decisions were made. Commissioners waited until 9:37
76 a.m. before continuing their discussion.

77
78 **Discussion/Review Cortner Proposals-JB Site Utilities-Commissioners**

79 The commissioners went over Cortner Architectural Company's fee proposal for the Site Utility
80 work for the Justice Building. (attached) Commissioners discussed the estimate of \$211,169 and
81 a Notice to Proceed letter. The board agreed it was appropriate.

82
83 **Motion Site Utilities**

84 Commissioner Hover moved to direct the Clerk of the Board to draft a Notice to Proceed to Cortner
85 Architect Company for the on-site utility work fees, timeline and contract for Okanogan County's
86 future Superior Court and Juvenile Detention Facility at 1240-2nd Avenue South in Okanogan,
87 Washington, with anticipated amount being \$211,169 for their services based on fees identified
88 by Cortner Architecture for the site utility work for the Superior Court and Juvenile Justice Building.
89 Motion was seconded, all were in favor, motion carried.

90
91 **Discussion-Damaged Search & Rescue (SAR) Trailer-Rick Balam, Shelley Keitzman**

92 Undersheriff Rick Ballam explained the new SAR standard build trailer that was purchased in
93 2022 received significant damage this winter due to accumulation of snow and ice that crushed
94 it. An estimate for the repair was \$4896. Commissioner Neal asked if a new trailer will hold up in
95 the area it is located. Mr. Ballam replied that there are no storage facilities. There are four trailers,
96 plus the river raft, side by side and a truck that are not currently stored.

97
98 Mr. Ballam said the trailers in Winthrop are usually snowed in during the winter. Commissioner
99 Hover suggested purchasing a new trailer from North 40. He suggested the Justice Building
100 Storage building as a place to store the items. Commissioner Hover suggested Mr. Ballam discuss
101 SAR storage needs with Fish and Wildlife; however, the county takes precedence. Commissioner
102 Branch stated they are tenants..

103

104 **Approve Commissioner Proceedings March 20, 21, 2023**
105 Commissioner Hover moved to approve commissioners' proceedings of March 20, 21, 2023 as
106 corrected. Motion was seconded, all were in favor, motion carried.

107
108 **Bid Award County Legal Newspaper of Record-Commissioners**
109 Commissioners reviewed and discussed the bids of Sound Publishing and The Omak Chronicle.
110 The Clerk of the Board provided spec comparisons between the two submitted.

111
112 **Motion Newspaper of Record Bid Award**
113 Commissioner Hover moved to let the contract and award the News Paper of Record to Sound
114 Publishing for 2023/2024 publications based on the review of the proposal comparison. Motion
115 was seconded all were in favor, motion carried. Commissioner Branch commented that land use
116 notices that may need extra public notice in order to inform a broader audience. Commissioner
117 Hover suggested use of the Emergency Broadcasting system for notices or perhaps split up the
118 Everbridge service to broadcast both emergency info and regular info.

119
120 **Update Public Works-Engineer Josh Thomson**
121 Engineer Thomson provided his consent agenda and discussed the items listed there.

122
123 *Maintenance & Road Conditions*
124 Cash Creek Road is mess and may be till June till it is addressed. Graders are out as things thaw.

125
126 *Construction Projects*
127 Engineer Thomson discussed the list of construction projects and status of each project. Many of
128 these projects are starting in a couple weeks. Commissioner Hover asked about the status of our
129 gravel pits. Engineer Thomson discussed some are close to being done and the county is looking
130 for additional pits. The Dry Gulch pit will need to be developed. Green Acres pit was crushed
131 about 4-years ago. Wauconda pit is also close to being done.

132
133 *Hunter Mtn WDFW Acquisition*
134 The documents were approved by their board and project should close by May. One worksheet
135 for the 2020 fire is closed out with about \$60,000 for the deductible on the building. Commissioner
136 Hover asked what the prognosis of the Bonaparte area was after that fire. Engineer Thomson
137 said hopefully it won't rain too much, but he will check and get back to the board.

138
139 Commissioner Branch asked about the Omak Shop facility that is on 30 acres and asked what
140 the intent was for that space. The main parcel is mostly being used now. There is another smaller
141 parcel. Commissioner Branch discussed the Highland Drive parcel by VG building as a potential
142 site for county needs.

143
144 Commissioner Hover asked the other commissioners their thoughts on if the county cannot obtain
145 a permit for the Sheriff's Equipment and Coroner Storage building at the old Public Works Shop
146 parcel, then what? Would the county offer it to the city? Commissioner Hover said if the city
147 doesn't permit the county to do something on the property then at least buy it so we can do our
148 thing elsewhere. Trango needs a new office and place for buses and they are looking for property
149 too, said Commissioner Hover. The commissioners would like to review what other properties
150 are available in the event the permitting doesn't work out.

151
152 The board reviewed the Omak Shop property for a location for the Sheriff's Equipment and
153 Coroner Storage building alternative site. A large lot segregation was discussed by Commissioner
154 Branch.

155
156 Commissioner Branch would like an inventory of county property in order to determine surplus to
157 the needs of the county. He wouldn't want to create a situation with property that cannot be
158 developed, however. Complications with Tax Title properties was discussed.

159
160 Commissioners discussed the Opioid Settlement portal information still to be filled out.

161
162 **Consent Agenda**

163 Commissioners discussed the consent agenda. Commissioner Hover explained the FAC and Fair
164 Queen should first review the reformatted Agreement and approve first. Commissioners
165 discussed the Special Occasion liquor license that had dates noted but did not indicate the activity.
166 Commissioner Hover contacted the Fairgrounds Manager to ask. The dates noted were for
167 Rotary. The Clerk of the Board will draft a letter to the LCB asking that future Special Occasion
168 notices list the event.

169
170 Commissioner Hover moved to approve the consent agenda items excluding item #5. Motion
171 seconded, all were in favor, motion carried. Commissioner Hover signed for the chairman.

- 172
173
- 174 1. **Authorization to Call for Bids-Central Landfill Asphalt Pad**
 - 175 2. **Contract- 2023 Liquid Asphalt-Idaho Asphalt Supply, Inc**
 - 176 3. **Contract-Twisp River RD, Spokane Grade Overlay-Central WA Asphalt**
 - 177 4. **Ratify Portal Account Holder Agreement-Opioid Settlement Funding- Chairman's Signature**
 - 178 5. ~~**Agreement & Guidelines-Okanogan County Fair Queen**~~
 - 179 6. **Special Occasions Liquor License**

180
181 Commissioners recessed at 11:33 a.m. Commissioner Hover reminded the group he would be
182 absent this afternoon due to another meeting he had.

183
184 ~~**Executive Session-RCW 42.30.110 (1)(i)-Esther Milner**~~

185
186 **Motion Resolution 45-2023 Fairgrounds Staffing**

187 Commissioner Neal moved to approve resolution 45-2023 a resolution authorizing the fairgrounds
188 office assistant to work fulltime hours through September 30, 2023. Motion was seconded, all
189 were in favor motion carried.

190
191 **Motion Letter to Proceed Cortner Architecture Company On-Site Utilities**

192 Commissioner Neal moved to approve the Notice to Proceed regarding the site utilities work for
193 the future Superior Court and Juvenile Detention Facility architect project No.23-0105. Motion
194 was seconded, all were in favor, motion carried.

195
196 **Motion - Voucher Approval - Commissioners**

197 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
198 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
199 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
200 approve the regular vouchers in the amount of \$307,336.75. Warrant numbers as cited on the
201 attached blanket voucher list. Motion seconded and carried.

202
203 **Motion – SPECIAL RUN Voucher Approval - Commissioners**

204 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
205 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a

206 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
207 approve the regular vouchers in the amount of \$31,884.15. Warrant numbers as cited on the
208 attached blanket voucher list. Motion seconded and carried.

209

210 **Department Head Meeting**

211 Pam Johnson. Cari Hall, Jamie Groomes, Lauri Jones, Mike Harr, Sheriff Budrow, Dave Yarnell,
212 Beth Barker, Josh Thomson, Albert Lin, Susan Speiker, Judge Short, Shelley Keitzman, Larry
213 Hudson, Kayla Wells-Yoakum, Joe Poulin, Tim Meadows,

214

215 Commissioner Branch explained how the meeting would be conducted since he is over zoom and
216 didn't want to see the back of everyone's head.

217

218 Treasurer Johnson said taxes are starting to come in and staff is prepared. She has 7 positions,
219 but right now one is vacant.

220

221 Public Health Lauri Jones gave an overview of Narcan. It is used when a suspected opioid
222 overdose happens. When in doubt it won't hurt anyone if they are collapsed for something else.
223 Averaging 2 overdoses per week according to dispatch data. There were 14 calls in January that
224 were suspected overdoses. LL said for every response there are at least 5 others that do not call
225 so there is not a true number. Since 2021 there have been 16 deaths due to overdose.

226

227 If any department wants to have 3-4 boxes for their office she has them available. It is like a nasal
228 spray in packs of two and comes with a guide. Sometimes one dose doesn't work so there are
229 two. Clerk Speiker asked what happens if a staff member gets a powder in the mail and it is
230 fentanyl? Ms. Jones said people will drop right away.

231

232 Joe Poulin said he and his staff are in contact with people often and we need to be aware and
233 take the proper precautions if someone throws a powder at them. Sheriff Budrow explained where
234 he keeps his Narcan.

235

236 Sheriff Budrow gave his brief update.

237

238 Tom Even gave the veterans department info for armed forces legacy building in Tonasket.

239

240 Josh Thomson gave his public works update.

241

242 Albert Lin gave the prosecutors office update. March 25 he was appointed and now its been a
243 year since his returned, fully staffed office, with Esther Milner as chief civil deputy answering
244 requests of the BOCC and department heads. He gave an overview of staff attorneys.

245

246 Larry Hudson gave an update of the Noxious Weed office. Working on updating applicator vendor
247 list and have found additional business to add.

248

249 Shelley Keitzman gave an update about a safety committee with two or three reps from each
250 building to meeting in April along with the courthouse security team. Public Records Coordinator
251 will start April 4 and will be located in the old Red Cross building. Next Request trainings are start
252 in April so she will be involved with that from the beginning.

253

254 Judge Charles Short provided an update of District Court. He talked about the Blake issue and
255 county's lack of reimbursements. He had a conversation with AOC about extraordinary expenses
256 that can be reimbursed. Ms. Schreckengast has been running numbers for District Court to

257 determine how the Blake affects those for potential vacations and reimbursement. One-point AOC
258 made is there is potential reimbursement for defense costs. District Court has been concerned
259 about courthouse security. Pushing for rural jurisdictions to receive funding for this. Senate has
260 passed their budget but still waiting for the house to adopt their budget.

261
262 Susan Speiker gave an update of the Clerks office. Rearranged the Clerk's counter and area to
263 help the office manage people at the window. People have to take a number now.

264
265 Commissioner Hover provided an update stating the county is securing an on-call architect firm
266 for the various projects happening.

267
268 Cari Hall provide an update of the Auditor's office. She explained how busy her office is due to
269 reporting changes.

270
271 Lauri Jones thanked everyone for their support through these tough times. She said she hoped
272 Michael Harr will fill the Environmental Health Position as he plays well with others in the sand
273 box. Commissioner Branch said he looks forward to working together with the health board.

274
275 Kayla Wells-Yoakum gave a WSU Extension update on programs. Starting to send out the
276 surveys for the countywide plan and it needs as much input as possible so please share. She
277 gave a Master Gardeners program update as the base program is growing. Gave an update on
278 the 4-H program.

279
280 Tim Meadows gave the facility maintenance update.

281
282 **Contract Negotiations Superior Court Renovation-MJ Neal Architects-Commissioners**
283 Mark Neal and Justin Borst

284
285 Commissioner Branch asked Commissioner Hover to begin the negotiations. He was willing.

286
287 Commissioners reviewed the On-call architecture services and felt the fees and AIA looked fine.
288 The county attorney is currently reviewing the agreement.

289
290 Commissioners and the firm negotiated the terms for the Superior Court Renovation project. Mr.
291 Neal said it could be a lump sum or hourly rate either is alright with Mark, but he would like some
292 sort of budget that is mutually understood. Commissioner Hover stated the county's budget is
293 about \$2m but depending on property suitability and permitting for Sheriff's Equipment and
294 Coroner Storage there could \$7-\$10m if the county has to purchase property for that project.
295 Commissioner Hover discussed all the little things that must be considered. We know we do not
296 have the \$15-20 million to do the whole thing.

297
298 Identify steps and incremental steps to the final product, prioritize which should be done in order
299 but also consider current needs first.

300
301 Project timeline was discussed. Commissioner Hover stated we have about 2 years to complete
302 the design. Need list of contact people the firm should be talking to of county departments.

303
304 Mark will provide the contract for Superior Court Renovations for review.

305
306 A list of needed architectural services will be created to give Mark and idea of our on-call
307 architectural design needs.

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Discussion Review Statements of Qualifications On-Call Engineering -Commissioners

Commissioners reviewed the On-Call Engineering Services statements of qualifications. Commissioner Hover read from the notice. Two responses TD&H Spokane, and Aspect who provide more of a Geotech service, but it doesn't look like they meet the qualifications.

Motion TDH On Call Engineering Services

Commissioner Hover moved to select TD&H for the county's On-call engineering services subject to contract negotiations. Motion was seconded, all were in favor, Motion carried. Commissioners asked the Clerk of the Board to schedule a meeting with TD&H for contract negotiations.

The board adjourned at 4:00 p.m.