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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MAY 2, 2023

8 **9:00 AM** Review Meeting Minutes April 24, 25, 2023
9 **9:15 AM** Public Comment Period
10 **9:30 AM** Discussion- Code Revisions- Esther Milner
11 **11:00 AM** Update Public Works- Engineer Josh Thomson
12 ~~**11:15 AM** Bid Opening CRP No. 9114-06 Twisp River Rd, Bridge Deck Repair- Shasta Stidman~~
13 **1:00 PM** Commissioners to set Wednesday's Agenda by 1:30 PM
14 **1:30 PM** Discussion- Oroville Housing Authority Project- Ashley Range, ORFH Colin Thompson
15 **2:00 PM** Update- Human Resources/ Risk Management- Shelley Keitzman
16 **2:30 PM** Approve Commissioner Proceedings April 24 – 25
17 **To Follow** Tentative Discussion- Opioid Abatement Funds Budget
18 **2:45 PM** Consent Agenda

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on May 2, 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 Meeting Minutes April 24, 25, 2023

Commissioners reviewed their meeting minutes and offered clarifications.

Public Comment Period

Members of the public on Zoom Ruth Hall, Andrea had no comment.

James Brannon, Cheryl Curtis, Bob Eubanks, Pete Palmer, Esther Milner, Larry Gilman

James Brannon commented that the public should be better informed when the county discusses zoning changes. He asked that there be better public notice to catch the attention of the voters more.

Commissioner Hover stated the board has not gone out with a public process yet. Right now the BOCC is gathering previous comments and putting together a draft the planning commission will use when they go through a public process which hasn't even started yet. The draft won't be in stone until after the public process happens. The planning commission will likely go through a lot of discussion. Look at the planning website for the planning commission meetings. Mr. Brannon stated he doesn't have a computer and not to expect that to be the only means for participation in the process. No legal notice has gone out about this.

Pete Palmer stated an article was published in the all the newspapers inviting the public to participate in the changes. The links to the website were included. Commissioner Neal said the discussion is a public process but there is no public hearings yet to gather public comment specifically.

Mr. Eubanks asked if the zoning changed. Yes, zoning has changed in the area he was concerned about. Commissioner Branch explained the moratorium in the Tunk Basin. He wants to give

53 opportunity for those affected to be able to comment. The BOCC is aware of the issues. Some
54 discussions are not published by the newspaper or have news releases, but he would like to do
55 more of those announcements. The radio also has open line the commissioners may address the
56 public on the information in order to reach broader audience. It is the public choice to not use a
57 computer.

58
59 Cheryl Curtis explained the city of Okanogan sent a notice by mail when they discussed the sewer
60 and things that affect their residents. She asked why the county could not do something like that.
61 Commissioner Branch stated the county has a broader notice requirement. Some notices will go
62 directly to those property owners within a certain proximity of a change.

63
64 Larry Gilman informed the commissioners that he received his new office vehicle. The 2006 Ford
65 Explorer was not declared surplus at this time. Commissioner Hover asked that it be brought up
66 the VG parking lot with the keys and it will be decided what to do with it and whether or not to
67 transfer to another department.

68
69 **Discussion- Code Revisions- Esther Milner**
70 Ms. Milner explained that county office hours are to be set by BOCC resolution. She stated
71 revisions are needed to set the time of all county office hours in order to eliminate issues she
72 foresees with the current system. Some courthouse offices close early in order to provide time for
73 staff to complete work. Some courthouse offices open later in the morning so staff has time to
74 prepare work before the public doors open. These hours did not appear to be set by the BOCC.
75 Ms. Milner asked for direction and received it from the board on amending the code and setting
76 office hours by resolution. Most public isn't going to the county code to learn when offices are
77 open or closed, there is likely a better way to notify the public.

78
79 Commissioner Branch said the code could provide the framework for establishing the policy which
80 then states office hours are set by policy resolution.

81
82 Ms. Milner and the Board reviewed OCC Chapter 3 regarding Revenue and Finance and provided
83 Ms. Milner guidance on the changes to be made. Commissioner Branch suggested the code
84 generally discuss how the county would set policy items policy resolution. Commissioner Hover
85 discussed other areas within OCC Chapter 3.20 regarding county depositories that should also
86 be addressed. Commissioner Branch explained the code would explain how the county sets out
87 the provisions that would be set by resolution. Upon review of Chapter 3 it appears the chapter
88 does need extensive research and revisions.

89
90 Commissioners reviewed OCC Chapter 5 and 8. There are unique challenges involved.

91
92 **Update Public Works- Engineer Josh Thomson**
93 Engineer Thomson provided his agenda and discussed the items listed there.

94
95 *Maintenance and road conditions*
96 Owhi Lake Rd. There continues to be an issue. The Tribe cleaned out the channel and the
97 dam gates closed. Public Works was able to observe the 48-inch opening going into the
98 culvert and 28 inch going out. The culvert is rusted out and is in bad shape. We won't be able
99 to address the issue until August, but hoping the Tribe will help out before that.

100
101

102 Cecile Creek Rd -There are some flooding issues on this road. We are trying to get a drivable
103 forge but we will need to see how the issue is addressed in the future. A bridge may be
104 needed. There is a way out on another road.

105
106 Wolf Creek Rd-The road is closed where it blew out last year. Wolf Creek is really flowing
107 right now. The top of the bridge footings is visible. Engineer Thomson has the bridge on his
108 list to observe once water goes down.

109
110 Bonaparte Creek Rd -Engineer Thomson reported on this road.

111
112 Engineer Thomson reported that another road across from Lost River Road on east side of
113 HWY 20 has water backing up along the hwy. The water is coming off the burn area. He has
114 a meeting with those involved. He is watching the water levels on the several rivers in
115 Okanogan County.

116
117 *Barnholt Loop Rd speed limit reduction petition* -received a petition to reduce speed to 35
118 mph on this road. Traffic counters will be set for analysis and hearing date set.

119
120 *Construction projects* – going to start tomorrow in the Gavin pit. There is some room in the
121 timeline to give instructions on where chip seals are to start where the gravel is needed.
122 Public works building windows are being replaced.

123
124 *Hunter Mtn WDFW acquisition* – May 15th closing proposed

125
126 *6-year Transportation Improvement Program draft* – Engineer reported on the draft.
127 (attached) Usually the program is approved in late July. It can be amended every month if we
128 need to add or take off projects from the list. These are Federally funded or regionally
129 significant projects. The annual construction program must include everything.

130
131 *Consent agenda*

132 Engineer Thomson reported on the items to be considered below.

- 133 o Old 97, Verestar to Plata, construction contract signing
- 134 o WSU Extension office lease renewal
- 135 o CRAB contract amendment – Loomis-Oroville Rd drainage project
- 136 o CRAB contract – Old 97 Plata to Ophir 3R project
- 137 o CRAB contract – Chesaw Rd drainage project
- 138 o Cattleguard renewals

139
140 Engineer Thomson said the State plans for the North Cascades route to be open by Mother's
141 Day. The commissioners thanked Engineer Thomson for his report.

142
143 The Clerk of the Board went over some items for the Board's consideration: Water Conservancy
144 appointment letters, Affordable Housing Agreement Amendment Ok. Community Homeless
145 Shelters, and Capitalized Asset Certifications.

146
147 **Motion Executive Session RCW 42.30.110 (1)(g)**

148 Commissioner Neal moved to go into executive session at 11:37 a.m. until 11:50 a.m. to discuss
149 under RCW 42.30.110 (1)(g) to review the performance of a public employee. Motion was
150 seconded, all were in favor, motion carried.

151
152 Commissioners returned from executive session at 11:50 a.m. and recessed for lunch until 1:30
153 p.m.

154
155 **Commissioners to set Wednesday's Agenda by 1:30 PM**
156 No meetings.

157
158 **Discussion- Oroville Housing Authority Project- Ashley Range**
159 **Office of Rural Farmworkers Housing in Yakima (ORFH) Colin Thompson on Zoom**
160

161 Introductions were made. Mr. Thompson explained the work ORFH is involved in to help housing
162 authorities with housing projects. Ms. Range explained she is the executive director of the Oroville
163 Housing Authority. The authority and ORFH has partnered together for the Affordable Housing
164 project. She is here to discuss the authority's project as it gets off the ground and give an update
165 on the project and to humbly ask the county for funds to fill a gap in their own funding. It is
166 affordable housing and a Department of Commerce grant is funding the project, but there is not
167 enough funding to fulfill the whole project.

168
169 Ms. Range stated when she met previously with the board she did not know at that time what the
170 gap would entail. The project was rebid from the fall to recently last week. The Authority project
171 was awarded to and they wish to break ground soon. This will Spring board a partnership with
172 Housing Authority in Okanogan. Their Pit counts were 600-/+ so to have this type of project is
173 huge.

174
175 Mr. Thompson showed the site plan for 16 units: 10 one Bedroom 6 two bedroom which will sit
176 on the previous site of the Harvest Shelter at 18 Sawtells Road. The property is already hooked
177 up to sewer and water. Ms. Range explained how the project will benefit the rural communities
178 and bridge the housing need. Oroville is in such need right now. JR Construction is local and the
179 project was awarded the construction contract for \$3,900,000. There is \$730,751 funding gap.
180 The grant award was \$5,289,195. Mr. Thompson explained the construction budget was
181 \$3,500,000 and the bid did come in higher than what they had funding for to cover playground
182 addition, Alts, and sales tax. Dep of Commerce funding was 5,289,195. He went over the budget
183 for hard costs of the project. The funds requested would go directly towards the new building, not
184 any soft costs.

185
186 The JR Construction bid is good for one month but an extension can be requested. They hope to
187 issue Notice to proceed June 13. They have every reason to believe the cost will stay the same.
188 They have not identified any other options. A bank loan may be one option but paying it off would
189 be tricky as the project may not accumulate any additional hard debt. There is also the Capital
190 Magnet Fund capital development funds but would possibly cover \$300,000 stretching about 40
191 years. The Housing Authority is also willing to strip down the project and take away some of the
192 build. Commissioner Branch noted a significant difference in the bid amount of the project.

193
194 Commissioners discussed county funds that may be used.

195
196 **Update- Human Resources/ Risk Management- Shelley Keitzman**
197 Ms. Keitzman followed up the CPR and AED use classes and Life Line was the best rate and
198 offer up to 40 people in the class. Aero Methow had no onsite class and the cost per person was
199 higher. She explained the costs involved to provide courthouse complex each an AED. Partnering
200 with the Rotary is no longer an option, but we do have access to refurbished certified units.
201 Commissioners believe it would be best to purchase them and train staff to use them.

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Motion

Commissioner Hover moved to direct the HR Director to move forward with the preparation of the training contract with Life Line for commissioners’ future consideration. Motion was seconded, all were in favor, motion carried.

Commissioner Hover asked why the company was recommended. It was the lowest cost company and a lot of research was done to make sure.

Public Records Coordinator update was given and what she is working on to get Next Request up and running. Working on how payment processes will work with our current system. Commissioner Hover asked about policy that addresses how we are dealing with public records requests.

Starting onboarding the HR part onto Munis this week.

Discussion- Opioid Abatement Funds Budget

The group wished to discuss how the commissioner wanted to handle payments received for the Opioid Abatement funds. Treasurer Johnson explained notice of the receipt was for \$98,449.41. Auditor Hall said the State Auditor issued a BARS alert that the funds be restricted but they do not say how we can use the funds. The state auditor said we need to tract the expenditures and any unspent funds are restricted. It is up to the commissioners if they want it separate from other funds.

Auditor Hall suggested a resolution be drafted that outlines what the fund uses will be. A budget supplemental will be needed to fund expenditure lines from the revenue received. Fund number suggested was #173. Commissioner Hover stated he will draft the resolution.

Auditor Hall explained an invoice she received from Public Health that will need to be paid \$32,000. Commissioners discussed past current expense funds budgeted for Public Health and where the invoice should be paid. Commissioners said the \$1,000,000 of ARPA budgeted to Public Health was separate.

The invoice is to cover a match requirement from county current expense to cover a public health grant and cannot be paid from ARPA. Auditor Hall will create the budget supplemental in Non-Departmental budget that is within current expense.

Executive Session RCW 42.30.110 (1)(i)

Commissioner Hover moved to go into executive session at 3:02 until 3:11 p.m. inviting Chief Civil Deputy Esther Milner to discuss potential litigation under RCW 42.30.110 (1)(i). Motion was seconded, all were in favor, motion carried.

Approve Commissioner Proceedings April 24 – 25

Commissioner Hover moved to approve the meeting minutes of April 24 and 25, 2023. Motion was seconded, all were in favor, motion carried.

Commissioner Hover would like to ask for more documentation if the rest of the board feels it is needed. The Special Occasion liquor license, item #3, is sponsored by Evergreen Mountain Bike Alliance and Commissioner Hover was going ask for clarification of the contact person. Commissioner Hover discussed removal of item #4 and item #5 and asked if the county should

252 require receipts from OCCAC for the food being purchased by the municipalities the funds are
253 going to.

254

255 Commissioner Branch had asked that consent items be removed one at a time.

256

257 **Motion ARPA Request**

258 Commissioner Hover moved to remove consent agenda #5 the ARPA- A19 Food Crisis Request
259 #4- OCCAC from the consent agenda until more receipts are provided for the food purchases.
260 Motion was seconded, Commissioner Branch abstained, motion carried.

261

262 **Consent Agenda**

263 Commissioner Hover moved to approve the consent agenda items 1-16 removing items #3 and
264 #4 from the consent agenda. Motion was seconded, all were in favor, motion carried.

- 265 1. **Contract Signing for CRP No. 9155-20 Old 97, Verestar to Plata**
- 266 2. **Appointment-Letter Lodging Tax Advisory Committee-Jennifer Farmer**
- 267 3. ~~Special Occasion Liquor License- June 16-17, 2023- Loup Loup Ski Bowl-Tara Moser~~
- 268 4. ~~Voucher Approval~~
- 269 5. ~~ARPA- A19 Food Crisis Req #4- OCCAC~~
- 270 6. **ARPA- A19 Equipment Req #2- OCCAC**
- 271 7. **Award Recommendation- Portable HVAC Heat Pumps-Jail- Sunbelt Rentals**
- 272 8. **Contract- Lodging Tax LTAC 23-003- Grand Coulee Damn Area Chamber**
- 273 9. **Lease Renewal-WSU Extension Office, Office Space- Public Works**
- 274 10. **Contract-Amendment #1 Loomis Oroville Rd Drainage- CRAB**
- 275 11. **Contract-Chesaw Rd Drainage- CRAB**
- 276 12. **Contract Old 97 Plata to Phir 3R- CRAB**
- 277 13. **Cattleguard Renewals- #02-07 Crowfoot Lane/ #01-07**
- 278 14. **Cattleguard Renewal-#1-07 Crowfoot Lane OCR #2870 Rob Parkin**
- 279 15. **Letter-Dispatch Advisory Board Authorization- Commissioner Jon Neal**
- 280 16. **Resolution 54-2023- Building & Grounds Maintenance Technician-Fairgrounds**

281

282 **Motion - Voucher Approval - Commissioners**

283 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and those
284 expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a
285 list, and made available to the Board. As of this date, the Board did vote, by unanimous vote, to
286 approve the regular vouchers in the amount of \$239,951.39 and Payroll vouchers in the amount
287 of \$1,241,889.82. Warrant numbers as cited on the attached blanket voucher list. Motion seconded
288 and carried.

289

290 **Motion Resolution 55-2-23 Bilingual Stipend AFSCME Union**

291 Commissioner Hover moved to approve resolution 55-2023 regarding bilingual stipend for
292 AFSCME Local Union employees that are qualified. Motion was seconded, all were in favor,
293 motion carried.

294

295 **Motion Amendment #1 Okanogan Community Homeless Shelters-Affordable Housing**

296 Commissioner Hover moved to approve the Affordable Housing Agreement Amendment #1 with
297 the Okanogan Community Homeless Shelter based on purchase orders submitted. Motion was
298 seconded, all were in favor, motion carried.

299

300 **Motion Memorandum of Agreement AFSCME**

301 Commissioner Hover moved to approve the MOA between AFSCME Local 846-B regarding \$125
302 per month Bi lingual stipend for AFSCME eligible employees. Motion was seconded, all

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Motion Water Conservancy Board Appointment Letter Virginia O’Kelly

Commissioner Hover moved to approve the appointment letter of Virginia O’Kelly to the Water Conservancy Board position #1. Motion was seconded, all were in favor, motion carried.

Commissioners discussed interviewing Katherine Jourdan because her permanent address was Wenatchee and it was unclear where she lived most of the time. Commissioners were concerned that if she lived in Wenatchee and was dealing with Okanogan County water transfers how that situation might appear if water was being transferred south out of Okanogan County. The Clerk of the Board will set a date for an interview.

Motion 2022 Capitalized Asset List

Commissioner Hover moved to authorize the 2022 Capitalized Asset List of Okanogan County as provided by Department Heads. Motion was seconded all were in favor, motion carried.

The board adjourned at 2:05 p.m.