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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MAY 7, 2018

8 9:00 AM Review Commissioners Agenda, Consent Agenda
9 9:30 AM Briefing Among Commissioners – Discuss Individual Meetings & Schedules
10 10:00 AM Discussion – Fairground Bathroom Construction – Steve Varrell
11 11:00 AM Review – County Annual Report – Finance Committee
12 1:30 PM Update Planning – Perry Huston
13 *Planning Dept. Study Session*
14 a. SMP Map Review
15 b. Comprehensive Plan Map Review
16 *Administrative Officer Study Session*
17 a. Tonasket EMS
18 4:00 PM Discussion – Use of Fairgrounds for Roller Hockey – Keith Kistler & John Arterburn
19 4:30 PM Review Meeting Minutes

21 The Okanogan County Board of Commissioners met in regular session on May 7, 2018,
22 with, Chairman Commissioner Jim DeTro, Commissioner Chris Branch, Commissioner
23 Andy Hover, and Laleña Johns, Clerk of the Board, present.

24
25 The Board convened at 9:00 am.

26
27 **Review Commissioners Agenda, Consent Agenda**

28 Engineer Josh Thomson, Emergency Manager Maurice Goodall, Kayla Higbee

29
30 Engineer Thomson updated the board on flood issues and dike reinforcements along
31 the Okanogan River. Over the past 72 hours the river has been under the careful watch
32 of the Army Corp of Engineers and they decided due to the water levels that the
33 Elmway Dike needed some work to prevent damages to residents along the river. Mr.
34 Goodall provided photos of the rising flood levels along the dike. He explained where
35 the dike begins and ends and where water is likely to rise above the banks into the
36 streets and residences. We have not seen this high of water since 1972. It is unknown
37 how high the river will react.

38
39 Commissioners discussed protocol for emergency declarations.

40
41 Engineer Thomson also explained he will be out of the office on Friday due to personal
42 reasons.

44 Maurice Goodall stated concerned citizens may call the commissioners about the levee
45 work by the Army Corp. Sand bag deployment and sand pile locations were discussed
46 and a location determined for the landing.

47
48 Mr. Goodall stated there is a flood meeting on May 10 from 1:30 till 3:00 in the
49 commissioners hearing room that all interested persons can attend regarding conditions
50 and expectations during this time.

51
52 **Motion Declaration of Countywide Emergency-Flood**
53 Commissioner Hover moved to declare a state of emergency and directed staff to
54 create a resolution to memorialize the situation. Motion was seconded, all were in favor,
55 motion carried.

56
57 **Motion Letter of Condolences Haub Family**
58 Commissioner Branch moved to approve the letter of condolences to the Haub Family.
59 Motion was seconded, all were in favor, motion carried.

60
61 **Discussion – Fairground Bathroom Construction – Steve Varrelman**
62 David Gecas, Joe Poulin, Contractor Steve Varrelman, Architect/Engineer Tom Bassett
63
64 Since the fairgrounds bathroom project had items on the final punch list that had not
65 been completed as expected, and the county was calling those items out, the contractor
66 felt it was necessary to discuss remedial solutions with the board. Joe Poulin began by
67 saying he has been working with the contractor on the incomplete items up until now.
68 He stated there were no change orders presented by the contractor to the board or
69 anyone else for approval of those items that deviated from the scope of work and bid
70 specifications that were agreed upon. He asked why those things were changed without
71 any county approval. The contractor felt there was some latitude in the contract that
72 allowed him to make changes without approval. Commissioner Hover asked how these
73 items were missed in the punch list. Mr. Bassett stated he had a punch list, but
74 Commissioner Hover stated there actually was no punch list. He would like to see one
75 drafted up for consideration.

76
77 The group discussed each item to be rectified and what the commissioners expectation
78 was for addressing those items now that the project has been paid for. The
79 commissioners discussed changing out the bathroom door hinges to the ADA stalls as
80 the doors need to swing out. The piano hinges were chosen before by the contractor
81 and were not part of the scope and were not ADA compliant. The group discussed how
82 to address the non ADA compliant issues and did not think removable doors would be

83 the answer. As a solution, the commissioners want to see the ADA stall doors open
84 outward.

85

86 There was no drinking fountain constructed. Mr. Varrelman stated he never saw the
87 drinking fountain in the final scope and thought it was stricken out. Mr. Bassett
88 explained there was an addendum regarding the fountain, but it was not signed off by
89 the county and apparently the fountain was taken out prior to the bids being finalized.
90 Commissioner Hover stated it got bid with an addendum and whether anyone signed off
91 is actually irrelevant because Mr. Varrelman bid on a project where the items had been
92 removed and he doesn't believe that is the fault of the contractor. Mr. Varrelman said he
93 could look at the difference between the costs of the gutter, hot water tank and see if
94 those cost would pay for the drinking fountain. He just wants to make sure and check if
95 there is a difference.

96

97 Mr. Bassett explained the county received a legally operational system even though the
98 scope of work was not followed. There is also the fact the scope called for inline
99 tankless water heaters but the plumber thought it would be better without those and
100 installed a regular tank water heater instead. Commissioner Hover knows the difference
101 in costs between inline tankless water heaters and a hot water tank, if someone is
102 bidding in line tankless water heaters the cost will be much higher. The county paid for
103 inline tankless hot water heaters and received something else. Mr. Bassett replied, with
104 the design bid the contractor apparently had the latitude to decide on certain design
105 features that were conducive to the project but still provided a legal operational system.
106 The commissioners explained they were okay with the tank water heater because
107 electric tankless ones are not very well built and do not work consistently well.
108 Commissioner Branch said if that would have come through as a change order the
109 board would have likely approved.

110

111 The commissioners also expected some staff training on how to winterize the building
112 as they were told it was complicated to figure out. The hose bib was put in as a drain for
113 the air compressor when the system is blown out, but the hose bib is over an outlet and
114 will need to be changed. Pipe insulation was also required in the scope but the
115 contractor chose not to install because the bathrooms were seasonal. The board
116 suggested the insulation be installed as it would help with pipe perspiration. The
117 contractor discussed the soffit materials that were used that allow the LP to be screened
118 to keep bees out and it was \$.32 more than what was in the scope. The contractor used
119 all composite siding and the commissioners did not have a problem with that.

120

121 The floors were discussed as they did not appear to be painted and sealed as required.
122 The contractor explained the paint and sealer cannot be seen on the floor. He said he
123 applied sealer primer and two coats of paint. Mr. Poulin said it did not look sealed.
124

125 Backflow preventers on the bathroom sinks were discussed as a necessary item to be
126 addressed. Commissioner Hover stated those should have been on the scope, and he
127 knows the cost is very inexpensive. Commissioner Branch asked if the contractor had
128 met plumbing code for the project. Mr. Varrelman replied, yes. He said, Chad had called
129 the building department on that.
130

131 Gutters were noted in the scope of work to be installed on the steel roof, but were not,
132 even though the county paid for those. The contractor noted that winter snow may pull
133 them off in future years if they do get installed. The commissioners believe gutters on a
134 steel roof would not be a good use of funds, but they would like to see the bid and a
135 refund. Mr. Varrelman said he feels it was awash due to how long it took to get paid.
136

137 The scope included hot air hand dryers rather than paper towel dispensers. The board
138 discussed those were on the spec sheets and bid out. No one knew of the decision to
139 change scope from the electric blowers to paper towel dispensers. The conduit was put
140 into the walls so wire can be pulled through if the county wants to put them in later. A
141 reimbursement can be done for the difference.
142

143 Mr. Varrelman explained he did not receive any direction on the project. Mr. Bassett
144 replied he missed items during his walk through, but did not have someone there to
145 contact. He said he did contact Perry Huston for some things; but he never did meet
146 Josh Freel. Mr. Varrelman said he has no problem reimbursing the county for the wrong
147 items.
148

149 The commissioners discussed that if the items discussed today are fixed and there is
150 consideration of installing the drinking fountain then that would be sufficient. The board
151 does want all the changes listed out and what was done instead, so the board can make
152 a final decision. Commissioner DeTro wants to ensure everything is clear for a final
153 resolve later on.
154

155 The contractor replied he would put together the list of changes and submit those for
156 consideration.
157

158 **Briefing Among Commissioners – Discuss Individual Meetings & Schedules**

159 Commissioner DeTro explained he would not be attending meetings later today due to a
160 personal appointment.

161 **Review – County Annual Report – Finance Committee**
162 Laurie Thomas, Pam Johnson, Cari Hall, Leah McCormack

163
164 The group was scheduled to go over the annual report together before it is submitted.
165 Ms. Hall provided some background information on the BARS portion of the report. She
166 explained there are always differences from year to year that must be looked at
167 carefully. She discussed what was different this year compared to last and how she will
168 address those differences. She takes extra time to do the report in order to avoid
169 reporting errors. She double checks each line item. The biggest change in the reporting
170 is in regard to the Jr. Taxing districts. She explained how she will handle those changes
171 for the depositing and receipting of funds for Jr. Taxing districts. The BARS codes that
172 are used by the districts are not to be questioned by county staff.

173
174 There is also a new optional schedule 06 for the treasurer's office which is a summary
175 of bank reconciliations, registered warrants and outstanding warrants which are
176 combined to balance the bank statements, investments, and cash on hand. It should
177 make it easier for the State Auditor to audit. The schedule is supposed to tie into other
178 schedules, but right now it is unclear how, as no clear instructions were provided on
179 how it all ties together. This year the report was optional, but the treasurer completed it
180 anyhow so the State Auditor can look at it and address any errors with the treasurer,
181 before it is mandatory next year. Ms. Hall assured the commissioners we would not get
182 a finding if the report was not done right. There is also some other training provided in
183 June and staff will attend.

184
185 Ms. Hall explained the notes at the end of the annual report offer a good narrative and
186 really is the meat of the report. There are still impacts due to the 2014/2015 fires being
187 noted. Besides schedule 06, the group is comfortable with everything it is reporting on
188 and feels the annual report can be submitted well ahead of time which gives her extra
189 time to correct anything that might need to be corrected.

190
191 Commissioner Hover would like to see the revenue report too that shows the status of
192 funds by percentages. The report will be submitted once completed. Ms. Hall replied
193 that once everything balances she will provide the report to the board soon thereafter.
194 The commissioners thanked the group for going over the report with them.
195 A transfer will be needed from Criminal Justice to Current Expense to reimburse for
196 costs footed until funds began to be realized from the tax.

197
198 Commissioner Hover asked about the use of the state bid when purchasing vehicles. Is
199 it possible to make payments on vehicles? Laurie Thomas stated to her knowledge it
200 has never been done. Commissioner Hover mentioned the need to purchase a tractor

201 for use on the Fairgrounds but that it would be more economical for the fairgrounds to
202 make monthly payments rather than making a lump sum payment for equipment. Is
203 there a rule against purchasing on contract like that? Treasurer McCormack said she
204 would check out low interest loans from the Treasurer's office and whether there are
205 certain terms or rules. Commissioner Hover said the county is part of the US
206 Communities purchasing cooperative program. It was thought that because the county
207 is self-insured that it may not be able to purchase equipment in this manner.

208

209 Gina McCoy, member of the public joined the meeting at 1:20 p.m. and took notes on
210 her computer. Lorah Super, member of the public, joined the meeting and took hand
211 written notes. Connie Iten, DOE, joined the meeting and took hand written notes.

212

213 **Motion Resolution 43-2018 Declaration of Emergency Due to Flood**

214 Commissioner Hover moved to approve resolution 43-2018 declaring a state of
215 emergency due to flooding within Okanogan County. Motion was seconded, all were in
216 favor, motion carried.

217

218 **Update Planning – Perry Huston**

219 Director Huston was absent today.

220

221 *Planning Dept. Study Session*

222 Char Schumacher, Angie Hubbard

223

224 Ms. Schumacher asked the board if they had reviewed the letter Director Huston drafted
225 regarding the Grizzly Bear. The commissioners had reviewed it and offered some
226 changes.

227

228 Commissioners Branch and Hover further discussed their position on the proposed
229 Grizzly Bear reintroduction. Commissioner Hover thought it would cost more to mitigate
230 the impacts of the Grizzly Bear. Our Comprehensive Plan has requirements for
231 coordination with state agencies and would like to find some language to better tie those
232 two together. Commissioner Branch would like to use within the letter the language in
233 the Comp Plan regarding coordination.

234

235 Gina McCoy stated she is videotaping the meeting and asked commissioners to speak
236 up.

237

238 *SMP Map Review*

239 **Motion List of Riverine Creeks & Rivers**

240 Commissioner Hover moved to include all rivers and creeks listed on the Riverine listing
241 rural and only portions previously identified as Riverine and amended maps and will

242 now be conservancy and directed that to be sent to Dept. of Ecology. Motion was
243 seconded, all were in favor, motion carried.

244

245 *Comprehensive Plan Map Review*

246 Ms. Hubbard explained the next items to be discussed are the state and grazing
247 allotment layers. She showed the map via projector. She went through the key which
248 showed the different land covers i.e. barren, shrub step etc.....Commissioner Hover
249 asked whether crop land was in the layer. Ms. Hubbard replied that the layer showed
250 the different types of soils classified in the NRCS Farmlands map. She showed grazing
251 allotments. She explained the federal lands were broken up between Forest Service,
252 BLM, and US and State Forest Service.

253

254 Commissioner Hover asked Commissioner Branch why he felt all lands should be
255 designated. If people think we are putting a label on land, they may think we will
256 regulate it, but he understands the point of confusion. Ms. Hubbard explained we have
257 designated range lands and soils of crop land with long term significance, the board
258 would need to be involved to approve those. What Commissioner Branch suggested is
259 to identify in the coordination section the county's dependency on the lands for
260 economic reasons and then make the point without being so involved. If someone
261 comes to him and says we have been designating the lands, and if we fall under the
262 GMA, then the thought is that we will now regulate people in whichever designation they
263 are under. He feels the county should anticipate falling under GMA, he wants to keep
264 the coordination in its own section so we can identify what the issues are and discuss
265 those, plus our economy depends on the designations. We should state that out right,
266 why we feel entities should coordinate with us. Commissioner Hover disagreed because
267 the state and feds can purchase lands and as they purchase more and more
268 conservation easements and if we do not designate those farmlands, all that property
269 would have been taken out of private agriculture use and put under the state. Then
270 when we look at what we need for expansion the amount of developable lands is greatly
271 reduced. If we are regulated under GMA and the state and federal governments are
272 allowed to keep purchasing property for conservation easements that we would
273 otherwise use to grow products that benefit our economy. Commissioner Branch replied
274 many entities are expanding lands regardless of the land designations. He doesn't
275 believe that we are going to do the designation and make the case we are serving the
276 needs of the industry and he said it is nebulous. Commissioner Branch explained one
277 reason for designating the lands would be because at some point we will be regulated
278 according to GMA and he would rather make more direct statements within that section.
279 It turns into a predictive thing what will happen as a result of our actions and with the
280 designations of the forest lands to keep those lands in place with longer term
281 significance. He discussed development on the Westside and the high cost to serve

282 those areas. The viability of agriculture is hampered by many things such as
283 technology. To him the better thing is to protect it rather than find ways to sell it off.

284
285 Commissioner Hover boiled it down to they have a choice to make either designate
286 everything in the county or designate only private lands and include a section regarding
287 coordination. The designation material references are located under the GMA, stated
288 Ms. Hubbard. Commissioner Branch discussed language that meets the intent of the
289 law or Act. Commissioner Hover read from 36.70A.030 to help guide the classification of
290 lands.

291
292 *Administrative Officer Study Session*
293 Rocky King, Administrative Secretary

294
295 *Tonasket EMS*

296 **Motion Tonasket EMS**

297 Commissioner Hover moved to adjourn as the BOCC and reconvene as the Tonasket
298 EMS District. Motion was seconded, all were in favor, motion carried.

299
300 Commissioner Hover moved to approve the Tonasket EMS Voucher for April in the
301 amount of \$21,700. Motion was seconded, all were in favor, motion carried.

302
303 Rocky King explained the annual report for the district being completed and will be
304 submitted for the District. She said she worked with Cari Hall for some of the
305 information. Where she could she used some of last year's report information for this
306 year's report. Ms. King went through the report with the commissioners via projector.
307 The commissioners were satisfied with the report and with Ms. King submitting it.

308
309 Commissioner Hover moved to adjourn as the Tonasket EMS district and reconvene as
310 BOCC. Motion was seconded, all were in favor, motion carried.

311
312 Commissioner Branch discussed the county's need for amended organizational chart.
313 He said Ms. Craig had made one up that the commissioners looked at previously. He
314 suggested the board review the chart again in case any changes need to be budgeted
315 for. Commissioner Branch further discussed the lack of the Public Works transportation
316 element as there designated staff that deals with the transportation side of things,
317 besides Engineer Thomson. He said the planning element is actually under public works
318 department. He further discussed determining the validity of roads versus going after
319 dollars to address planning objectives. Most are connected with forest road systems.
320 The staff person could chase down grants that could be used for those. Commissioner
321 Hover felt an addition senior planner for the Planning and Development office would be
322 more helpful because county is working on more land use issues right now and not
323 transportation issues. Commissioner Branch agreed but noted that a Transportation

324 Planner would depend on roads income and there may be additional work (e.g.,
325 permitting) that they could do. Planning is dependent on current expense income.

326
327 Commissioner Hover discussed drafting a letter to Forest Service Mike Williams and
328 Jim Peña to request a well-balanced ranger that is in favor of multi-use. It was thought
329 that Methow Ranger Mike Liu did an excellent job and they would like someone like that
330 with broad views of topics conducive to our ranger district, who can support the
331 outfitters, biking, hiking, and skiing uses that happen on Forest Service lands. The Trails
332 Collaborative is also writing a letter and will share it with Commissioner Hover once it is
333 drafted.

334
335 **Discussion – Use of Fairgrounds for Roller Hockey – Keith Kistler & John**
336 **Arterburn**

337
338 A power point presentation was given by John Arterburn. He discussed the points.

339
340 Mr. Arterburn explained he is part of a local community hockey team that needs a
341 summertime roller hockey space to practice on. He requested the commissioners
342 consider their use of the Fairgrounds Arts & Crafts building for the roller hockey rink.
343 The local group plays co-ed ice hockey in the wintertime and has played in several
344 tournaments in the state and has even won a couple times. They do not have anywhere
345 to play when the ice goes away and would like a facility close by. The reason the board
346 should consider allowing the use of the grounds for this is because it is the fourth
347 highest sport played. He explained when the group first started they were allowed to
348 play in the school gym. However, the school no longer allows the hockey team to play
349 there. The group is willing to do some work themselves in addition to some monetary
350 charge. The group said originally they made presentation before the Fair Advisory
351 Committee who then recommended the group meet with the commissioners.

352
353 The group needs an enclosed facility that is open to them once per week for a couple
354 hours. They do not have a ton of money to pay, however, and asked the board to
355 consider a waiver. There are two buildings that could work such as the Arts and Crafts
356 Building which is the best and the Agriplex building as second best. The Arts and Crafts
357 building would provide the necessary space, it is rarely used by others, it has good
358 floors, few windows, and has fairly high ceilings. The fair committee suggested items
359 usually stored in that building be removed to prevent damages. Mr. Arterburn explained
360 the cons which is kitchen area, lattice wing walls, and cinder blocks along the wall edge.

361
362 Mr. Arterburn further explained the Agriplex was actually too large and they would need
363 to build boards to contain ball, it has too many windows, and use of it could conflict with

364 other users. The group would invest in the purchase of the boards, which could become
365 the property of the county.

366
367 The group is looking at this as a phase approach to initially provide a place for exercise,
368 cultivate a local hockey culture, and set up and maintain a safe place to play weekly
369 with the main focus on adults even though everyone is welcome. They would like to
370 eventually expand to youth activities, improve facilities, and hold exhibitions for
371 interested groups. The phase III would include an outdoor arena with long term goal to
372 get a facility like this at Eastside Park.

373
374 Commissioner Hover asked what "little cost" means. The group is open to the idea of
375 paying some fees to use the facility. They are willing to put some sweat equity into it as
376 well to keep the fee down. They haven't really talked about what they could afford.
377 Commissioner Hover stated being a public entity the county has a set fee schedule for
378 use of the individual buildings on a daily rate, but an hourly use rate has not been
379 established. The board is interested in getting the facility back to what it once was but
380 the county can no longer let the facilities be used without charging a sufficient fee. The
381 current fee schedule was provided to the group. The commissioners explained their
382 constraints about gifting of public funds. If the event meets our fee schedule waiver, and
383 the event serves county wide important then the board would consider that request.
384 Everyone is always coming to them about reducing the fee yet costs to maintain the
385 facility go up. The group understands the position of the commissioners.

386
387 The commissioners will consider adding an hourly rate to the fairground facility fee
388 schedule.

389
390 Liability insurance was also discussed and it was suggested that the group speak to Ms.
391 Craig about the requirements.

392
393 Commissioner discussed the need to incorporate these types of uses into the fee
394 schedule and allow uses that contribute to the community and youth. Commissioner
395 Hover discussed the Berg Trust fund and that it is reserved for a building that serves the
396 community. Mr. Kistler explained the group did try to create an ice hockey rink at
397 Eastside Park and was told the city insurance that covers the park uses would also
398 cover the group. Mr. Arterburn explained there is already a lot of interest in an ice rink

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404 and the activities it would involve. The group offered to help with the plans and
405 identification of grants through RCO or other agencies. The commissioner thanked the
406 group for their request and stated the board would consider adding an hourly rate to the
407 fee schedule.

408

409 **Review Meeting Minutes**

410

411 The board adjourned at 4:50 pm.

412