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RECORD OF THE PROCEEDINGS

OKANOGAN COUNTY

MAY 9, 2023

8 **9:00 AM** Review Meeting Minutes May 1-2, 2023
9 **9:15 AM** Public Comment Period
10 **9:30 AM** Discussion Addressing Processing-Commissioners
11 **10:00 AM** Update- Treasurer- Pam Johnson
12 **10:30 AM** Update County Auditor- Cari Hall
13 **11:00 AM** Public Hearing- Cattleguard Franchise- OC Cattle Co.
14 **11:15 AM** Bid Opening CRP No. 9114-06 Twisp River Road, Bridge Deck Repair- Ms. Stidman
15 Canceled Update- ~~Public Works- Engineer Josh Thomson~~
16 **1:30 PM** Board of Health-1234 S 2nd Ave, Okanogan
17 **3:30 PM** Discussion- Contracts Superior Court Renovation/ On-Call Architect- MJ Neal
18 **4:00 PM** Approve Commissioner Proceedings May 1 – 2
19 **4:05 PM** Commissioners to set Wednesdays Agenda
20 **4:30 PM** Consent Agenda

The Okanogan County Board of Commissioners met for a regular meeting at 123 5th Avenue North, Okanogan, Washington on May 9, 2023 with Chairman, Commissioner Chris Branch; 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.

Vice-Chairman, Commissioner Andy Hover was absent attending the Interagency Grizzly Bear Subcommittee meeting in North Bend.

The Clerk of the Board explained Denise Varner City Council member City of Okanogan was interested in the vacant elected representative position on the Board of Health. She said the position was vacated by Patricia Stanton. Commissioners discussed their decision to run the open position through the OCOG representatives to see which elected council member they recommend. Commissioner Neal thought there was two or three elected officials interested.

Review Meeting Minutes May 1-2, 2023

Commissioners reviewed their meeting minutes.

Public Comment Period

Planning Director Pete Palmer

Member of the public, Ruth Hall asked about the process and purpose of the Cattleguard franchise renewals.

Peter Goldmark, member of the public, explained his many years involved in public service for the state and county. He explained his home and family ranch was burned completely over in the fire and he lost everything. The home was located on the tribal reservation, the tribe is aware of the loss and they waived all their permitting fees. The home had to be relocated due to safety reasons and so the official county address needed to be changed. He requested the county waive the re-addressing fee. Commissioner Branch stated the county

52 has waived county landfill dumping fees for fire victims, and the county Assessor reduced
53 property values on properties impacted by fire. Mr. Goldmark was unaware the county
54 assessor reduced values on fire property.

55
56 Commissioner Branch said, if the waiver is in the county commissioners' purview to make,
57 then it will be considered. He agreed there should not be a fee if the home is in the same
58 place. Mr. Goldmark said he was initially told there would be no fee, but then the planning
59 staff changed their mind. He would like the county to recognize his situation. Commissioner
60 Neal stated he just wanted to make sure the county can waive the cost legally. The board
61 would like to look at the process for waiving this type of fee. Mr. Goldmark stated he has
62 completed the readdressing paperwork and will submit to the planning office today. He is a
63 fire victim and had tremendous loss. He knows of other residences that had to move their
64 home also, but he is not sure they had to change their address like he did. Mr. Goldmark
65 thanked the board for their consideration.

66
67 **Discussion Addressing Processing-Commissioners**
68 Commissioners Branch and Neal and the Planning Director Pete Palmer discussed another
69 addressing issue of Mr. Gardner's. Director Palmer explained the addressing issue and the
70 options available to Mr. Gardner were discussed. Ms. Palmer said Mr. Gardner has 60 days
71 to get all authorizations completed with the application in place; however, when he was told
72 there was a \$190 fee, he was offended. Ms. Palmer read from the county code regarding
73 roads serving more than three residences. The address will help first responders respond to
74 the correct residence in emergencies. Property easements were reviewed by county attorney
75 and those looked to be all good.

76
77 Ms. Palmer received a complaint from Ms. Cartwright about the status of her land use
78 application and she was not happy. The application was submitted three weeks ago but staff
79 will need to pull it from the file to see where it is at in the process. There is a 27-day process
80 these usually have and it is day 20 right now for the site analysis for installation of a mobile
81 home. Ms. Palmer explained how overwhelmed she and her staff are right now with
82 everything else going on and how difficult it is to tell people what they can and cannot do with
83 their land. Staff attitudes towards others reflect on how people perceive the department and
84 we need to choose our attitude that reflects well. Ms. Palmer will follow up with the caller and
85 the complaint.

86
87 **Update- Treasurer- Pam Johnson**
88 Treasurer Johnson updated the board on tax collections. The office is getting through the
89 many trays of mail received and will be about 50% collected once those receipts are entered.

90
91 Treasurer Johnson stated 400 foreclosure warning letters have gone out with June 8, 2023
92 being the final date for those affected to reconcile their most late account. We still have one
93 person within the Lake Management District who the treasurer is reaching out to pay their
94 oldest dues. The property owner will go into foreclosure if required payment is not received.
95 Treasurer Johnson wants to show the county has done its due diligence to ensure the
96 landowner is fully aware of the situation and county requirements.

97
98 Treasurer Johnson was notified that interest rates will be raised to 4.5%. There is anticipation
99 of a recession with rates holding this year and possibly going down next year, but we don't
100 know by how much. An RCW says we can only bank with banks that are 100% collateralized.

101 When the two banks went down our bank Washington Federal contacted us about their bank
102 being in good standing. Washington state law does protect counties from investing in risky
103 investments.

104
105 **Update County Auditor- Cari Hall**

106 Auditor Hall discussed grants and how these are dealt with by exempt employees and how
107 hours worked can be tracked by personnel and charged to the grant. Her office can provide
108 hourly costs for those working on grants that can charge actual administration costs. She
109 wants to make sure that if specific grants have certain requirements those be followed.
110 Granting sources need to be alright with the application. The administration costs of certain
111 grants exceed the amount allowed for by the granting agency for administration in the grant.
112 Many grants allow only a certain amount of the grant for administration. The question should
113 be asked is it cost affective for the county to receive and manage. Commissioner Branch
114 explained grant management and the costs involved with managing grants.

115
116 Auditor Hall provided an overall update on her office. Staffing decisions are forthcoming to fill
117 a huge hole in the office. The licensing office is starting to pick up with standing room only
118 between 11am -2pm with three windows open. Recording of land documents was very brisk
119 in 2020 and 2022. We are starting to see a more average flow now. No election in April, and
120 so they were able to get things implemented using the grant money. We will have to have
121 the budget call letter in July and so a lot of work to do ahead of time for that.

122
123 Auditor Hall received an email from the State Auditor's office and it said Okanogan County is
124 on deck for federal finance and our two-year accountability audit and would like to start early.
125 They assigned a new lead to us her name is Cayanna Dickson. With the accountability audit
126 they reach out to departments. Commissioner Branch was curious about how the ARPA funds
127 audit will be conducted. It is unclear. They look at what we've billed, meets the standards of
128 the grant and the uniform standards for auditing that grant. They want us to tell them how we
129 met the guidelines. There are final guidelines out unlike in the past regarding the funds. Audit
130 reports are being published and Auditor Hall really keeps up on those. She looks at findings,
131 debarment, not enough resources to financial statement reporting, and are the two big ones
132 she is seeing right now. She is also seeing them on system transitions.

133
134 Auditor Hall discussed our system transition from Eden to Munis. WE gave a 24-month time
135 frame for the company to build our system for financial system and human capital system and
136 Ms. Hall was clear from the beginning we were not doing a staged go live and not until 2024.
137 We had specifically arranged for extra time. Our project manager assigned to us, informed
138 us on April 27 of a whole bunch of items that needed to be complete by May in order to go
139 live in three months. We do not have the time or resources and we cannot do that.
140 Commissioner Branch relies on the auditor to explain her needs and the board supports that.
141 She would like to postpone until January 1, 2025 so everyone receives the proper training in
142 a meaningful time frame.

143
144 **Public Hearing- Cattleguard Franchise- OC Cattle Co.**

145 Commissioner Branch opened up the public hearing to staff. Anna Randal read from her staff
146 report on the franchise application. She went over the process for Cattleguard franchise
147 renewals which have to be renewed every five years. She explained the process and
148 requirements. There are over 300 franchised cattleguards. She explained the process for

149 relinquishment process, transfer process requirements, county standard requirements, and
150 responsibility of maintenance of the cattleguards.

151

152 **Motion Cattleguard Franchise No. 01-23 OC Ranch LLC**

153 Commissioner Neal moved to approve cattleguard franchise renewal No. 01-23 granted to
154 OC Ranch LLC. Motion was seconded, all were in favor, motion carried.

155

156 **Bid Opening CRP No. 9114-06 Twisp River Roade, Bridge Deck Repair- Shasta**
157 **Stidman**

158 Commissioner Branch stated the time for receiving bids is here. Two bids were received,
159 opened and submittals read.

160

161 Razz Construction, Inc. Bellingham, WA

162 Total bid \$897,851.00

163

164 Combined Construction, Inc. Mukilteo, WA

165 Total bid \$940,612.00

166

167 Apparent low bidder was Razz Construction, Inc. Public Works will review the bids.

168

169 Engineer estimate was \$530,458

170

171 Emergency Manager Maurice Goodall stated a couple cabins are about to go into the
172 Methow river due to flooding. He reached out to forest service. All water levels are going
173 down. Conconully reservoir is allowing water through.

174

175 ~~**Canceled Update- Public Works- Engineer Josh Thomson**~~

176

177 **Approve Commissioner Proceedings May 1, 2023**

178 Commissioner Neal moved to approve the meeting minutes of May 1, 2023. Motion was
179 seconded, all were in favor, motion carried.

180

181 **Motion Executive Session RCW 42.30.110 (1)(i)**

182 Commissioner Neal moved to go into executive session at 11:48 a.m. inviting Esther Milner
183 and Pete Palmer to discussed matters under RCW 42.30.110 (1)(i) until 12:00 p.m. Motion
184 was seconded, all were in favor, motion carried.

185

186 Executive session ended at 12:00 p.m.

187

188 Commissioners adjourned until 3:30 p.m.

189

190 **Board of Health-1234 S 2nd Ave, Okanogan**

191 Commissioners attended the Board of Health.

192

193 **Discussion- Contracts Superior Court Renovation/ On-Call Architect- MJ Neal**

194 Mr. Neal explained the agreements to be discussed. The B102 AIA agreement is for the On-
195 Call Architect services. It was sent to the county's attorney Esther Milner previously for review.

196

197 The other is B101 AIA agreement and the corresponding proposal is for the Superior Court
198 Renovation predesign and budgeting. It was sent to the county's attorney Esther Milner for
199 review.

200
201 Mr. Neal summarized the draft B101 AIA agreement scope and the process for analyzation
202 for pre-design and budgeting of the project by breaking the work into phases so the various
203 pieces can be identified. Dollar values have been assigned to some of the phases but this
204 discussion will identify the specific costs for certain aspects of the project. Consultants will
205 be looking at several components at the building today and tomorrow that will inform the rest
206 of the details for the project scope. He is asking to analyses figure out where the costs are
207 and whether the pre-design report are in line with costs today and what we have currently.

208
209 Look at the pre-existing building and determine where to spend the money and that should
210 be studied so they can give good recommendations. Hourly fees are sometimes a good way
211 to address things more efficiently and cost effectively over lump sump and percentages.

212
213 At the end of this initial phase the firm should have identified where to spend the money first
214 on the renovation project.

215
216 The Clerk of the Board asked how the Site Utilities work by another architect is going to be
217 needed for this pre-design work. Yes, MJ Neal and Cortner are in contact with one another
218 on those items needed for pre-design.

219
220 Billings were discussed, those go out on the 25th of the month, but Mr. Neal would like to have
221 a contract in place that will help inform what happens from there.

222
223 How will the arrangement of the building happen and be communicated to those staff whose
224 area is being designed? Who will the architect talk to, to receive deliberate and direct input.
225 Commissioner Branch explained the Board acts as intermediary. Project management has
226 not been delegated but will happen once a point of contact is established with the Public
227 Works Engineer Josh Thomson who is next door to the building and is the county's engineer
228 who is capable engineer already familiar with handling public works projects. be able to
229 manage the public work and so he was hoping he could be delegated that key part.

230
231 Commissioner Branch explained a committee group might be created to establish the needed
232 feedback from the departments for the design portion. Many are elected officials. We do not
233 want to repeat a process that has already been done previously nor go backward, we want
234 to make progress. Having key people in place where they need to be is critical.

235
236 Commissioner Branch stated that by next week the board should have had the time to review,
237 offer changes, and be ready to consider the contract.

238
239 Discussed retaining designs indefinitely, the Clerk of the Board stated she was the keeper of
240 such files when they are provided to her. She keeps the County Commissioners files for
241 archiving.

242
243 The consultants were on site this morning to see what the building entailed. They will then
244 decide from there if they feel like being involved from there. Mr. Neal explained the new

245 building code will need to be adhered to come July 2023 and could influence some of the
246 work to be done to comply.

247

248 **Commissioners to set Wednesdays Agenda**

249 Commissioners decided no meetings.

250

251 **Motion Meeting Minutes May 2, 2023**

252 Commissioner Neal moved to approve the commissioners meeting minutes of May 2, 2023
253 as edited. Motion was seconded, all were in favor, motion carried.

254

255 **Consent Agenda**

256 Commissioner Neal moved to approve the consent agenda items 1-13 removing item #11
257 as it had already been signed May 2. Motion was seconded, all were in favor, motion
258 carried.

259

- 260 1. **Proposal for Site Utilities- Okanogan Superior Court & Juvenile Building -Cortner**
- 261 **Architectural Group**
- 262 2. **Special Occasion Liquor License- June 9-10-Twisp River Fun Ranch-688 Twisp River Rd,**
- 263 **Twisp**
- 264 3. **Cattleguard Renewal-CGF#01-03, Lyman Lk-Moses Mdws Rd-OCR#3785- B.I.A**
- 265 4. **Cattleguard Renewal-CGF#31-74, Greenaway Rd-OCR#3222- B.I.A**
- 266 5. **Cattleguard Renewal-CGF#32-74, Greenaway Rd-OCR#3222- B.I.A**
- 267 6. **Cattleguard Renewal-CGF#12-98, Omak Mountain Rd-OCR#3743- B.I.A**
- 268 7. **Cattleguard Renewal-CGF#30-74, Cameron Lk Rd-OCR#9309- B.I.A**
- 269 8. **Cattleguard Renewal-CGF#41-98, Cameron Lk Rd-OCR#9309- B.I.A**
- 270 9. **Cattleguard Renewal-CGF#12-13, Warden Cutoff Rd-OCR#3267- B.I.A**
- 271 10. **Cattleguard Renewal-CGF#6-13, Lyman Lk-Moses Mdws Rd-OCR#3785- CCT**
- 272 ~~11. **Contract Signing- CRP No. 9155-20, Old 97, Verestar to Plata-Hurst Construction**~~
- 273 12. **Contract Signing- Central Landfill Asphalt Pad- Central Washington Asphalt, Inc**
- 274 13. **Resolution 56-2023- Authorizing Budget Amendment- Current Expense Reserve Fund &**
- 275 **Public Health Fund**

276

277 **Reviewed and Consider Law Enforcement Services Town of Twisp**

278 Commissioners reviewed the agreement for Law Enforcement Services between Town of
279 Twisp and Okanogan County. Both Commissioner Neal and Commissioner Branch discussed
280 their concerns. Commissioner Neal discussed the contract with the City of Tonasket as it is
281 very different.

282

283 **Motion Methow Valley EMS District**

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

286

287 Commissioner Neal moved to approve the Voucher certification and authorize the Methow
288 Valley EMS District vouchers to be paid in the amount of \$63,499.66 for May services. Motion
289 was seconded, all were in favor, motion carried.

290

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

293

294

295

296 **Motion Tonasket EMS District**
297 Commissioner Neal moved to approve the Voucher certification and authorize the Tonasket
298 EMS District vouchers to be paid in the amount of \$16,200 to Life Line for May Services.
299 Motion was seconded, all were in favor, motion carried.

300
301 Commissioner Neal moved to adjourn as the Tonasket EMS District and Reconvene as the
302 Oroville Rural EMS District. Motion was seconded all were in favor, motion carried.

303
304 **Motion Oroville Rural EMS District**
305 Commissioner Neal moved to approve the Voucher certification and authorize the Oroville
306 Rural EMS District vouchers to be paid in the amount of \$9,680 to Life Line for May services.
307 Motion was seconded, all were in favor, motion carried.

308
309 Commissioner Neal moved to adjourn as the Oroville Rural EMS District and Reconvene as
310 the BOCC. Motion was seconded all were in favor, motion carried.

311
312 **Motion - Voucher Approval - Commissioners**
313 Vouchers certified and audited by the Auditing Officer as required by RCW 42.24.080 and
314 those expense reimbursement claims certified as required by RCW 42.24.090 have been
315 recorded on a list, and made available to the Board. As of this date, the Board did vote, by
316 unanimous vote, to approve the regular vouchers in the amount of \$1,256,989.18. Warrant
317 numbers as cited on the attached blanket voucher list. Motion seconded and carried.

318
319 The board adjourned at 5:06 p.m.
320