

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JANUARY 3, 2022

The Board of County Commissioners met in regular session at the Douglas County Public Services Building, East Wenatchee, Washington. Commissioners Straub, Steinburg, and Sutton were present, the Clerk of the Board Tiana Rowland was present. Administrator James Barker and Civil Prosecuting Attorney James Mitchell in attendance.

**I. 08:28 AM Pledge of Allegiance and Call to Order.**

**II. 08:30 AM Call for Executive Session RCW42.30.110(1)(G)**

**Executive Session RCW(42.30.110)(1)(g) Personnel:**

Attendees: Commissioners Straub, Steinburg, and Sutton, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Clerk of the Board Tiana Rowland.

At 8:30 AM Commissioner Straub called for an executive session pertaining to personnel for 15 minutes. At 8:58 AM executive session ended with no action taken.

**III. 09:00 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Update to the Board on the Mansfield School District disabled school bus due to snow conditions, the county crews were able to assist and provide support.

B. The Chelan Douglas Health District would like to extend the rental agreement with the second street former law and justice center for COVID testing and vaccination site through February 2022.

C. Update to the Board on the accident within the county courthouse. The Board would like to have notice from the electeds on when county offices will be closed and notice on the website for the public on reduced services.

D. Update to the Board on the staffing and need to hire for an interpreter/bailiff with the Superior Court.

E. Approved change order for the law and justice center for sub-contractor damage to part of the original roofing in the amount of \$57,296.62, to be processed through the insurance claim.

**2. Personnel**

**Administrator**

**Jim Barker, Administrator:**

A. Approved payroll change notices: Lesley Allan, Jacquelyn Williams, Seth Super.

**III. 09:34 AM The Board Met with Prosecuting Attorney Edgar Gordon and Deputy Coroner Tanner Bateman.**

A. With the updated statute the Coroner's office is required to have additional office, equipment, tissue/blood sampling, secured evidence storage and staging area for autopsies. The Sheriff's office was requested for space options unfortunately there is limited space available for storage. The City of East Wenatchee Police department has offered a 10 year lease at \$750 per month. Further discussion held on shared office space with the Veteran Services the deputy coroner will contact VSO and discuss the possibilities.

B. Further discussion held on Franklin County development of an Office of Public Defense for the county, their model is one full time employee who is an attorney that carries a case load for superior and district court cases, they are responsible for assigning and overseeing the individual contracts with attorneys whom handle indigent defense in superior court and district court.

**IV. 10:12 AM The Board Met with City of East Wenatchee Mayor Crawford.**

A. Introduction of Josh Delay the finance director with the City of East Wenatchee, the City is agreeable to the annexation agreement and would like to move forward with entering in to the agreement with the county.

**V. 10:20 AM The Board Held a Work Session on the Following Items.**

**Land Services Director Mark Botello:**

A. Update to the Board on the action items for the Board's consideration. Further discussion held on the EFSEC alternative energy review process.

B. Resignation provided to the Board as of January 21<sup>st</sup> 2022 for final day with the County.

**VI. 11:00 AM The Board Met Held an Administrative Work Session.**

A. Chief Financial Officer Karen Goodwin presented the December sales tax for October receipts.

B. The Board would like to move forward with an informal step one interview of the internal candidates for the county administrator position.

C. Due to inclement weather the Board of Commissioners will hold session again in East Wenatchee and the Public Services Office.

**1) Certificate of Appointment: Felisha Rosales**

**Douglas County Treasurer**

**Motion:**

Commissioner Sutton moved to approve the certificate of appointment, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**2) Arbitration Settlement Agreement: Teamsters Local No. 760 and Grievants**

**Motion:**

Commissioner Sutton moved to approve the settlement agreement, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**3) Maintenance Employees Labor Agreement**

**Teamsters Local Union No. 760**

**Motion:**

Commissioner Steinburg moved to approve the labor agreement, Commissioner Sutton seconded the motion and Commissioner Straub concurred.

**4) Non-Uniformed Personnel Labor Agreement**

**Sheriff's Guild**

**Motion:**

Commissioner Steinburg moved to approve the labor agreement for the Non-Uniformed Personnel, Commissioner Sutton seconded the motion and Commissioner Straub concurred.

**5) Uniformed Personnel Labor Agreement**

**Sheriff's Guild**

**Motion:**

Commissioner Steinburg moved to approve the labor agreement for the Uniformed Personnel, Commissioner Sutton seconded the motion and Commissioner Straub concurred.

**6) Review of Shirley Leslie's Public Comment**

**Wilkinson Development**

**7) Notice of Contract Termination: Professional Services**

**Nona Haberman**

A. As Ms. Rosales has been selected as the interim County Treasurer, Ms. Haberman's services will terminate the end of January 2022.

With no further business, the Board of County Commissioners adjourned at 11:30 AM to meet again on Tuesday, January 4, 2022 at the Douglas County Public Services Building, East Wenatchee, Washington.

**JANUARY 4, 2022**

The Board of County Commissioners met in regular session at the Douglas County Public Services Building, East Wenatchee, Washington. Commissioners Straub, Steinburg, and Sutton were present, the Clerk of the Board Tiana Rowland was present. Administrator James Barker and Civil Prosecuting Attorney James Mitchell in attendance.

**I. 08:30 AM Pledge of Allegiance and Call to Order**

**II. 08:33 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. The Board would like to have staff reports provided in person once the Board returns to session in the Courthouse in Waterville.

B. Additional discussion on the budget format, the Board would like to see amendments that include department positions, year to year comparisons for budgetary expenses, revenue within a depicted graphic.

**1) Notice of Contract Extension**

**Chelan Douglas Health District**

**Motion:**

Commissioner Sutton moved to approve the extension of the lease agreement for the second street facility, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

C. Discussion held on the RCW 2.28.100 on Holiday Observances and the adoption of the State holiday requires the closure of local courts, the county has not adopted the state observed Juneteenth holiday. Further discussion on court closure to the public and administrative work day for staff.

D. Review of the Administrator's Decisions and Directives.

**IV. 09:00 AM Public Hearing**

**TLS 22-02B**

*Following is a summary of the public hearing; and action taken by the Board of Commissioners. The summary is not intended to be a verbatim transcript. A recording of the hearing is available by contacting the Clerk of the Board.*

**Present**

**Meeting held via Zoom teleconference:  
No public present.**

**Staff Report County Engineer Aaron Simmons:**

Overview of the department of fish and wildlife's application for cattle guard, recommendation to approve.

**Public Comment:**

No public comment.

**Motion:**

Commissioner Sutton moved to approve resolution TLS 22-01B the application for franchise agreement with the Washington State Department of Fish and Wildlife, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**V. 09:03 AM The Board Met with Transportation Land Services.**

**County Engineer Aaron Simmons:**

A. Update to the Board on Staff meetings and monthly reporting.

**Land Services Director Mark Botello:**

A. Update to the Board on the Shull short plat, the appeal period was set for 14 days, the appeal period had passed, the attorney provided the appeal after 5:05 PM yesterday. The appeal was not accepted, and Shull must adhere to the conditions set forth.

B. Overview of the various zoning acres that the City of East Wenatchee has and will gain with the annexation.

**Executive Session RCW(42.30.110)(1)(b) Acquisition of Real Estate:**

Attendees: Commissioners Straub, Steinburg, and Sutton, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, County Engineer Aaron Simmons, Land Services Director Mark Botello, and Clerk of the Board Tiana Rowland.

At 9:12 AM Commissioner Steinburg called for executive session pertaining to RCW 42.30.110(1)(b) Real Estate Acquisition for 5 minutes. At 9:15 AM executive session ended with no action taken.

**1) Notice of Hearing: Alternative Energy**

**TLS 22-02A**

**Motion:**

Commissioner Sutton moved to approve the notice of hearing for resolution TLS 22-02A *set for Tuesday, January 18, 2022 at 9:00 AM*; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**2) Recommendation for Award: On-Call Planning Services**

TLS 21-72A

A. After staff review, recommendation for award the contract for on-call professional services with Berk Consulting Inc.

**Motion:**

Commissioner Steinburg moved to approve the recommendation, Commissioner Sutton seconded the motion and Commissioner Straub Concurred.

*\*The agreement will be prepared and presented for Board approval within 2 weeks.*

**Road Super Intendent Scott Reiman:**

A. Update to the Board on the current plowing and snow removal with the recent storms in the County.

**VI. 09:27 AM Return to Administrator’s Report:**

E. Update to the Board on the proactive request for the Deputy Coroner to look in to the salary and budgets of county’s with Coroner’s offices. As well as anticipate budget for the potential development of the office of public defense.

F. Further discussion on potential campus expansion for the county at the 19<sup>th</sup> Street location as well as remodeling of the second street facility for departmental office space.

G. Discussion held on the Health District Board changes for 2022 and the Washington State Association of Counties meeting held yesterday.

**XI. 10:00 AM Consent Agenda:**

Commissioner Steinburg made a blanket motion to approve the following consent agenda items, Commissioner Sutton seconded the motion and Commissioner Straub concurred.

**1) Payroll Approval**

**NET PAYROLL FOR: DECEMBER 1 - DECEMBER 31 2021**

PAY DATE OF:

JANUARY 5 2022	Voucher/Warrant Numbers	Total Amount
Check Reconciliation	63258-63263	\$ 9,267.88
Direct Deposit	ACH	\$ 700,151.84
		\$ 709,419.72

ACH Check Numbers: 80007048-80007068 in the amount of \$421,430.03

AP Check Numbers: 00353050-00353111 in the amount of \$642,415.62

**\*Includes all applicable special purpose districts payroll processed by the Auditor’s Office.**

JANUARY 4, 2021 CONTINUED

2) Approved Vouchers 12.22.21

		Check Numbers	Total Amount
1.	Vouchers	00352884-00352965	\$369,981.53
2.	ACH	80007036-80007037	\$9,605.25

3) Approved Vouchers 1.4.22

		Check Numbers	Total Amount
1.	Vouchers	00353127-00353280	\$224,329.98
2.	ACH	None	\$0.00

With no further business, the Board of County Commissioners adjourned at 11:53 AM to meet again on Wednesday, January 5, 2022 at the Douglas County Public Services Building, East Wenatchee, Washington.


JANUARY 5, 2022

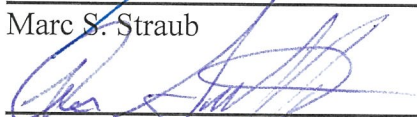
There were no appointments scheduled, no session was held. There being no further business, the Clerk of the Board in accordance with RCW 42.30.90 adjourned for the Board of County Commissioners to meet again on Monday, January 10, 2022 at the Douglas County Public Services Building, East Wenatchee, Washington.

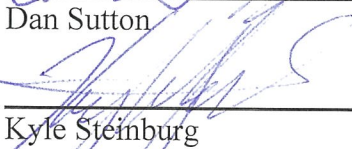
The minutes are hereby read and approved.



BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, WASHINGTON

  
\_\_\_\_\_  
Marc S. Straub Chair

  
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Dan Sutton Vice-Chair

  
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Kyle Steinburg Member

ATTEST:



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Tiana Rowland, Clerk of the Board