

## BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JANUARY 23, 2023

The Board of County Commissioners met in regular session at the Douglas County Public Service Building in East Wenatchee, Washington. Commissioners Sutton, Steinburg, Straub and the Clerk of the Board Kala Lince were present. County Administrator Jordyn Giulio was present and Civil Prosecuting Attorney James Mitchell in attendance. Exiting County Administrator Jim Barker and Risk and Records Management Manager Tiana Rowland were also in attendance.

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

**II. 08:31 AM Public Comments.**

A. No public present and no written comment was received.

**III. 08:31 AM The Board Met with Administrator Jordyn Giulio and Development Service Manager Mike Neer.**

**1. Staff Report**

**Administrator**

**Mike Neer, Development Service Manager:**

A. Mike presented a sidewalk proposal in East Wenatchee on Soden Street, between Kentucky and Lee along a two lot short plat. There is already sidewalk in place along half of the street, the request is for the remainder of the street along two lot short plat that belongs to the Baptist Church. This is a common walking route for students and creates a problem in the winter. Concern regarding the loss of parking for the church was discussed as well the effect of the sidewalk on any future plans the church as for the property. The area is considered an urban local area and would not be a potential project site for the county. Because of the route's proximity to the school The Board would like to see the sidewalk put in. Mike plans to present The Boards approval of the sidewalk to the church and will potentially create a resolution.

**Jordyn Giulio, Administrator:**

- A. Todd Boughton has plans in place to cover any time schedule gaps in terms of facility maintenance after the loss of a long time employee last week.
- B. Update was given on an event that occurred last week at the second street facility and sign shop which also houses the Office of Public Defense and Veterans Services. Staff reported that a constitutionalist entered the building wanting to videotape public space. Multiple staff called in to law enforcement to ensure safe protocols were met as not all areas are open to the public. It was reported that the constitutionalist was not targeting anyone and not confrontational. All department heads were notified of the event so that they knew how to respond in similar situation.
- C. The Board discussed reviewing safety protocols to create a more secure environment when an employee is working by themselves. These protocols may include locking all exterior doors and visitors being required to buzz in.
- D. The Board discussed making a parking stall that is close to the access of the Veteran Services building either ADA accessible or Veteran parking.

- E. An update was given on the Fire Authority billing as a concern was expressed about other counties having already received it and Douglas not. Heather Mauseth reached out to the Fire Authority to gain clarification and confirmed that Douglas County is up to date on all payments and that different entities have varying terms of payment in place that may differ from neighboring entities.
- F. An update was given on the landfill air monitoring. The county pays \$700.00 year in fees for this process. After extensive research we learned that there is no legislative process to close this and that the county is tied to this property and perpetuity, and are required to continue monitoring the air over the landfills.
- G. Transportation requested Board direction in regards to the horse barn project. The NCW Fair's timeline for this project is in the middle of road preservation time for transportation. They are requesting to go out for bid to continue on the horse barn project as it would take Transportation away from road preservation for two weeks. The Board approved the request as it would take too much time away from the needed road preservation projects.
- H. The County received formal notice of lawsuit regarding a car accident that happened with Chief Groseclose in Spring of 2022. Administrator Giulio will be working with Risk and Records and the Civil Attorney on how to proceed.
- I. The County received a phone call voicing concern about a decline in maintenance to the grounds around Porters Ponds due to things such as day camping and dogs off leash. The Board recognized the issue; however, Porters Pond falls inside city limits and therefore is up to the City to address.
- J. The Board held discussion on decreasing the counties sales tax by a tenth of a percent. Further research will need done to see how it would affect the counties budget.
- K. Todd Boughton received estimate for three HVAC replacement projects that will be presented soon. The estimate came in significantly over the engineers estimate and will be reviewed by the Board the following week.

## 2. Personnel

**Administrator**

### **Jordyn Giulio, Administrator:**

- A. The Board held discussion with Jim Mitchell to assess the need for an additional employee within the prosecuting attorney's department. Jim relayed that he doesn't feel it is necessary at this time.
- B. Dayna Prewitt provided a summary of exempt/excluded salary changes from the prior week and summarized the effect of the proposed changes. The Board agreed with moving forward on the proposed changes.

## **IV. 09:01 AM The Board Met with Hydro Licensing Manager Janel Ulrich and Licensing and social Science Project Manager Matt Shales.**

- A. Janel provided an update in regards to FERC relicensing in Rock Island. It is one of the fastest growing small towns in the state and they are looking to provide clean energy. The license doesn't expire for another five years but because of the complexity of relicensing process, studies and wildlife inventories need to start now. The Board expressed concerns on disease vector from ticks that live around the ponds. Maintenance around the edge of

those ponds would be a positive impact to the city as well as a positive reflection on Chelan County. Host removal of ticks in place of chemical treatment was requested.

- B. There are concerns surrounding the level of brush maintenance being done and the elected officials doing everything they should do in the area where no licensing is present. We are a large community, and looking to clean it up and remove host plants will only have a positive influence. Review of the current amount and frequency of maintenance being done should be a priority. Board specifically requested that the Chelan County PUD determine if Hawthorne in particular is present.
- C. Update was requested on the Malaga Project. They have reached out to stakeholders to see if anyone was interested in early actions but no plausible ideas were received.

**V. 09:26 AM The Board Met with Sheriff Kevin Morris and Under Sheriff Tyler Caille.**

- A. Commissioner Straub asked about the possibility of gaining access to iSpy so that in case of major events happening in law jurisdiction the Commissioners can be more aware. Sheriff Morris thinks this should be possible and is going to look into it. Further, Sheriff Morris expressed how impressed he was with the crew that joined their team over the weekend during the incident on Badger Mountain over the weekend and how well everyone worked together.
- B. Sheriff Morris provided a review of 2022 expenses, they ended the year under budget.
- C. Sheriff Morris talked through his recommended personnel changes with The Board. They are looking to hire internally for an open detective position and have given a conditional job offer. They also have two other positions, one open now and one due to a retirement in the fall of 2023. They have two good candidates and are hoping to move forward with both of them now as backgrounds are still needed and academy hasn't started. Morris would like to do a campaign for certified and lateral positions, looking to be able to offer different schedules. An example would be every other weekend off.
- D. Discussion was held on updating the current Collective Bargaining Agreement as it refers to service credit; it contains outdated language and is difficult to interpret. It was brought to attention that pay scales for employees who have service credits may not be reflecting correctly due to inconsistency in following the policy. Sheriff Morris is working with the Guild to find the best way to go about fixing it and getting pay scales corrected. He is confident that they can refresh the language so that it is specific on what is and is not allowable as service credit so that the policy is being followed consistently.

**VI. 09:46 AM The Board Met with Roy Wakeman.**

- A. Discussion was held regarding winter trail maintenance on the Apple Capital Loop Trail. Mr. Wakeman brought concerns of the lack of plowing in the winter making it difficult to traverse and people having to travel on the shoulder of Sunset Highway when that is the case. The Board expressed concerns on the man-hours it would take as the crews are already engaged fulltime on snow removal throughout the county. Concern was also voiced on where the liability would fall in the event someone gets hurt if the County was to take responsibility for maintaining it. Another factor is the wildlife habitation along the trail. During the winter there are also portions of the trail that are closed due to migrating bird patterns and nesting areas. The Board inquired about the possibility of a service club

or volunteers being legally able to take on the trail, notwithstanding the trail needing to be closed due to migratory nesting. They also advised putting in a request with the Transportation Council for a grant to be able to purchase a vehicle to plow with.

**VII. 10:06 AM Opening of Bids for 2023 Countywide Crushing Project TLS 23-02A.**

- A. DeAtley Crushing \$843,590.00
- B. 4-R Equipment \$717,350.00 – perceived lowest bid. Will go to engineers to review.

**VIII. 10:35 AM The Board Met with Developmental Disabilities Director Tamara Burns.**

- A. Discussion was held regarding the two-month extensions on the provisional contracts. Tamara would like to minimize some of the language and put stronger guidelines around what is required of non-profit organizations during audits.
- B. Budget concerns have arisen due to an increase in costs and the desire to hire another employee. The workload is extreme for Tamara and she is currently accepting applications for an additional employee.
- C. Discussion surrounding significant leadership issues was held and concern for polices not being upheld. Mandatory reporting is not happening and criminal penalties could happen. Formal corrective action has been given to the supervisor.
- D. The State is curious if there is any interest to assist in Okanogan County. The Board expressed a desire to make sure our region is taken care of before taking on more areas.

**IX. 10:55 AM The Board Held Executive Session RCW(42.30.110)(1)(G)Personnel.**

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

Attendees: Commissioners Sutton, Straub, County Administrators Jordyn Giulio and Jim Barker, Civil Prosecuting Attorney James Mitchell and Human Resources Officer Dayna Prewitt. At 10:55 AM Commissioner Sutton called for an executive session pertaining to personnel until 11:16 AM or 21 minutes. At 11:16 AM Commissioner Sutton called to end executive session with no action taken.

**X. 11:16 AM The Board Met with Chelan Douglas Regional Port Authority Chief Executive Officer Jim Kuntz.**

- A. Discussion was held regarding the proposed Chelan-Douglas County Unified Tax Levy. The goal of this proposal would be a long-term equalization of tax amounts. Currently, Chelan County has a rate of .175 cents per thousand while Douglas County has a rate of .135 cents per thousand. Both port districts have been conservative on their tax amounts as they can levy up to .45 cents per thousand. The Port is proposing a Bill with a one-time adjustment for the counties to equalize their tax amounts and then a yearly resolution to equalize again after new assessed value is known. If Douglas County does not agree to the equalization, the Port projects that the disparity will get greater within Douglas while Chelan will stay the same. Commissioner Sutton discussed that Chelan County is larger and has more realized opportunities at this time; that the counties should not be taxed the

same because they are not the same. The Board speaks about Douglas County working hard to keep the taxes lower. Chelan County speaks to wanting to raise taxes to Douglas taxes to equalize the valley.

- B. The Board inquired on what Mr. Kunz expects the outcome to be if it is decided that this is not the right time to move forward with the bill. He thinks disparity will happen rapidly and recommends doing it now while the distance between the two of them is small. Disparity changes yearly based on the new construction coming in creating a new assessed value. The Port expressed concern of Chelan County constituents growing disgruntled about them putting money into Douglas County (Pangborn).
- C. Commission Steinburg asked for an update regarding Horizon Airlines wanting to be subsidized due to the financial risk of providing service at Pangborn. The airline currently only provides one flight daily and the Port is hoping to have more pilot availability this summer to potentially increase the flights. The Port informed that they are still trying to find an additional airline to take on another flight schedule at Pangborn. Commissioner Steinburg voiced his concern about only having one flight out of Wenatchee and not being very beneficial. Discussion was had about the importance of Pangborn in the community and the need to have a reliant airline to provide a more consistent service to meet the need for it. Still searching for a second flight to come in.

With no further business, the Board Chairman called to recess the meeting at 12:29 PM, and will resume again on Tuesday, January 24, 2023, at the Douglas County Commissioners Chamber in Waterville, Washington

## JANUARY 24, 2023

The Board of County Commissioners met in regular session at the Douglas County Commissioners Chamber in Waterville, Washington. Commissioners Sutton, Steinburg, Straub and the Clerk of the Board Kala Lince were present. County Administrator Jordyn Giulio was present as well as Civil Prosecuting Attorney James Mitchell in attendance.

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

**II. 08:31 AM Public Comments.**

A. No public present and no written comment was received.

**III. 08:31 AM The Board Met with Administrator Jordyn Giulio.**

**1. Staff Report**

**Administrator**

**Jordyn Giulio, Administrator:**

- A. Notice of official vacation of the rental property was given. The next step will be to do a walk through to check the status it is being left in. The Board expressed interest in going to view the property as well before maintenance is called to prepare for new tenants.
- B. An update was given on the Badger Mountain project to ensure it still falls within the Environmental Impact Statement. Jordyn estimates that the project is still a year out from completion.
- C. Question on the rate change – fair took off a line that makes it so that the County does not have to pay or provide insurance on using hall because it is an internal relation. The Board understands the removal of it but does not recall the situation surrounding the removal of that line. Research needs to happen on if we need to put that line back in and put a zero cost or if we can leave it alone.
- D. Justin Roozen is applying for a grant that would pay for covered parking over for 19<sup>th</sup> street parking lot. Tree droppings and debris on cars windshields is proving to be a problem.
- E. Phil is waiting on numbers for vehicle maintenance. He is hoping to have a 4-year comparison to get a good idea of how much prices have been increasing.
- F. Lance provided an update on an ongoing code enforcement issue with Mr. Wright regarding property off of Grant and N Mary. Mr. Wright put in a request for continuance that was denied so trial remains set for February. In the meantime, Lance has a meeting with the new owner of the property.
- G. An update was given regarding Jacks Resort. We answered the received complaint saying that we would move forward with sanctions but have not heard anything back. Jim Mitchell is going to draft a letter to them requesting that we be removed from the lawsuit.
- H. An update was given on the Michelsen auto accident as his claim to Risk Pool was denied. The Prosecuting Attorney does not feel that Mr. Michaelson will have much ground to stand on with a lawsuit as he admits that he saw people pulled over but did not yield.

## 2. Personnel

Administrator

### Jordyn Giulio, Administrator:

- A. Discussion was held surrounding the request for hire for Peter Kobzar's position. The request for hire is approved but Jordyn recommended holding off on posting it out of respect for the family and loss; The Board agreed with this.
- B. The Board approved the following Payroll Change notices: Brad Hudson, MIS Director; Karen Goodwin, Chief Financial Officer; Scott Reiman, Road Superintendent; Dell Mires, ERR Fleet Manager; Brad Long, Area 1 Supervisor; John Pease, Area 3 Supervisor; Andy Stibal, Area 2 Supervisor; Jeff Marx, Sign Shop Supervisor.
- C. The Board approved the following Request for Hires: Area 3 Road Maintenance Tech, Custodian.

### **IV. 09:03 AM The Board Met with the Waterville Ambulance District Commissioner Tyler Greenwood.**

- A. Update Katie is working with Steve Smith to obtain permanent lease. Mike will help with draw schedule that will come in for approval once completed. Community largely supported the 10,000 dollar increase in the project. Provided information and outreach at the fair last fall that was well received. Plan to break ground once ground unfreezes. Mike Bevrick is the contractor, based out of Leavenworth. Targeted completion is late fall, 6 months. Tyler and Katie will continue to provide updates. Lease agreement in hand by March 1<sup>st</sup>. Lease for the property as it is owned by the town. To always have access to the right-of-way for this property. Lease will be 100 years with renewability.

### **V. 09:30 AM The Board Met with Transportation Land Services.**

#### Aaron Simmons, County Engineer:

- A. Aaron provided a brief introduction of the 2023 material call for bids for hot mix asphalt, dust control, traffic paint and emulsified asphalt.
- B. Jessie King provided additional information regarding the crushing bid awarded and the prices that were included in the awarded contract.
- C. The Board asked if there has been any comment or concern with the work that was done on State Route 173 from Crane Orchard Road to Bridgeport. Mr. Simmons has not received any and plans to go drive it himself to see how the improvements are performing.
- D. The Board held discussion regarding the request for snow removal from Mr. Paul Jessup. The road in question is on property owned by Douglas County and has no facilities or utilities on it in which they need access to, nor is it one that county vehicles frequent. Mr. Jessup claimed that their access was restricted by the addition of Eastmont Avenue; however, compensation was given at that time. There is an easement on the property that allows the road to be used but no known agreement is in place regarding the maintenance of the road. Constituents have full access to use the road as well as a right to maintain it on their own if desired. More research is going to be done but The Board stands by their decision not to provide snow removal at this time.

- E. Aaron has a meeting this week regarding the Orondo facility diesel tank. The project has dragged on and is on the 11<sup>th</sup> or 12<sup>th</sup> review of the job. Staff will start charging for any additional review time as it has become extensive.
- F. A larger conversation ensued due to a policy that states any more than 2 reviews will be charged for. Staff thinks this is too tight of a constraint and that 2 reviews is very normal to do. The Board is recommending increasing to 4 reviews and charging for the 5<sup>th</sup> and beyond. Commissioner Steinburg spoke to the complexity and size of the project affecting the number of reviews needed. The Board agreed that language surrounding that stipulation would be important.
- G. Record of Survey is complete for Waterville Storage Building. There are currently buildings are going over the property line and more review will be needed in this regard. Aaron plans to talk with Jordyn and Scott to discuss configuration on the property.
- H. Commissioner Straub asked what training or succession we have in place within the department in the case of an employee leaving. Discussion was held around new employees and wanting to make sure learning opportunities are provided to them. The Board wants to ensure that we have employees in a positive position to be knowledgeable or move up if/when leadership positions come up.

**1) Notice of Hearing**

**Resolution TLS 23-06A**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 23-06A Notice of Hearing to Consider Road Vacation for Highland Partnership II RD 713 *set for Tuesday, February 21, 2023 at 9:30 AM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**2) Request for Qualifications/Request for Proposals**

**Resolution TLS 23-07A**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 23-07A Request for Qualifications/Request for Proposals (RFQ/RFP) C. Kummer Ranch Bridge Replacement CRP 1012 *due Wednesday, February 22, 2023 at 4:00 PM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**3) Request for Qualifications/Request for Proposals**

**Resolution TLS 23-08A**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 23-08A Request for Qualifications/Request for Proposals (RFQ/RFP) Whitehall and Alstown Bridge Painting CRP 1013 *due Wednesday, February 22, 2023 at 4:00 PM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**4) Call for Bids: Hot Mix Asphalt**

**Resolution TLS 23-09A**

**Motion:**



Commissioner Steinburg moved to approve Resolution TLS 23-09A Call for Bids Hot Mix Asphalt *due Monday, February 13, 2023 at 10:00 AM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**5) Call for Bids: Traffic Paint**

**Resolution TLS 23-10A**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 23-10A Call for Bids Traffic Paint *due Monday, February 13, 2023 at 10:00 AM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**6) Call for Bids: Dust Control**

**Resolution TLS 23-11A**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 23-11A Call for Dust Control Asphalt *due Monday, February 13, 2023 at 10:00 AM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**7) Call for Bids: Emulsified Asphalt**

**Resolution TLS 23-12A**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 23-12A Call for Bids Emulsified Asphalt *due Monday, February 13, 2023 at 10:00 AM*; Commissioner Straub seconded the motion and Commission Sutton concurred.

**VI. 9:56 AM Perry Huston, Interim Land Services Director:**

- A. Perry has not reviewed the final survey but has seen the population allocation draft; any discussion of allocation would be out of context until we have the final projection results. One inquiry will be on growth rates for Rock Island, as Rock Island (increased) and Rock Island UGA (decreased).
- B. The County hired BERK to conduct the population allocation survey but the knowledge that unknown factors come in to play than could not have been predicted or accounted for.
- C. Perry has a meeting scheduled on Jan 30<sup>th</sup> with BERK to discuss the survey results. The Board authorizes Perry to execute a deadline and push to move in the upper level of planning. Perry explain that there is no downside to preparing on the higher level as we would just be prepared for more growth than we received. We would have to put into record our reasoning behind which planning approach was decided on.

**VII. 10:42 AM Jim Ruud – County Assessor:**

- A. The Board asked for clarification in the calculations surrounding the Unified Tax Levy. Questions surrounding the equalization of the rates, vs our rates going down and causing disparity to grow. As total assessed value goes up, it pushes the levy rate down. Create a line item in the budget for expected overage for “rainy day” fund.

**VIII. 11:30 AM Consent Agenda:**

Commissioner Steinburg made a blanket motion to approve the consent agenda items as presented; Commissioner Straub seconded the motion and Commission Sutton concurred.

**1) Contract Extension**

**Chelan-Douglas Developmental Disabilities**

**Motion:**

Commissioner Steinburg moved to approve the Chelan-Douglas Developmental Disabilities contract extensions as listed below; Commissioner Straub seconded the motion and Commission Sutton concurred.

- a) Elmview
- b) Goodwill
- c) Mission Vista
- d) North West Center
- e) Tierra

**2) Notice of Cannabis License Application**

**Sweetgrass LLC**

**Motion:**

Commissioner Steinburg moved to approve the Notice of Cannabis License Application for Sweetgrass LLC; Commissioner Straub seconded the motion and Commission Sutton concurred.

**3) Appointment of Designated Crisis Responders**

**Motion:**

Commissioner Steinburg moved to approve the Appointments of Virginia Baccellia-Ziegler and Victoria Rivera as the Designated Crisis Responders; Commissioner Straub seconded the motion and Commission Sutton concurred.

**4) Contract Extension Notice**

**Contract**

**Motion:**

Commissioner Steinburg moved to approve the Contract Extension Notice-2023 Fuel Bid with Coleman Oil; Commissioner Straub seconded the motion and Commission Sutton concurred.

**5) Reappointment of Veterans Advisory Board Position**

**Resolution CE 23-04**

**Motion:**

Commissioner Steinburg moved to approve Resolution CE 23-04 Reappointment of Veterans Advisory Board Position; Commissioner Straub seconded the motion and Commission Sutton concurred.

**6) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00363904-00363972</b>	<b>\$147,897.25</b>
<b>2.</b>	<b>ACH</b>		<b>\$0</b>

With no further business, the Board of County Commissioners recessed at 11:14 AM to meet again on Wednesday, January 25, 2023 at the Douglas County Courthouse, Waterville, Washington.


JANUARY 25, 2023

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 30, 2023, at the Douglas County Public Services Building, East Wenatchee, Washington.

The minutes are hereby read and approved.



BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, WASHINGTON

  
\_\_\_\_\_  
Dan Sutton Chair

  
\_\_\_\_\_  
Kyle Steinburg Vice-Chair

  
\_\_\_\_\_  
Marc S. Straub Member

ATTEST:

  
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Kala Lince, Clerk of the Board