

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

APRIL 17, 2023

The Board of County Commissioners met in regular session at the Douglas County Public Service Building East Wenatchee, Washington. Commissioners Sutton, Steinburg, Straub and the Clerk of the Board Kala Lince were present. County Administrator Jordyn Giulio and Civil Prosecuting Attorney James Mitchell were present.

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

II. 08:31 AM Public Comments.

- a) No public was present, and no written comments were received.

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

1. Staff Report

Administrator

Jordyn Giulio, Administrator:

- a) Following the constitutionalist incident at the Douglas County Courthouse, additional security signage has been posted and employee training through the Risk Pool is being researched.
- b) Evergreen Mountain Bike Alliance and Eastmont Parks and Recreation are interested in partnering to place benches and tables at the Eastmont Park pump track.
- c) Updates were given on multiple projects at the NCW Fair, including a partnership with Douglas County PUD to put fiber in at the fairgrounds.
- d) TLS Accountant provided the final snow plow report for the month warns that a budget adjustment may be needed for next year due to increased costs.
- e) Sheriff Morris is finalizing the contract with Bridgeport.
- f) After further review, Mountain Highway is not confident that they will be able to accommodate what the County needs regarding the holding time for RVs. More discussion is needed before contracting.

2. Personnel

Administrator

Jordyn Giulio, Administrator:

- a) An offer was accepted for the 3rd receptionist position at the Public Services Building. This will make them fully staffed up front.

APRIL 17, 2023 CONTINUED

IV. 09:00 AM The Board Held Executive Session RCW (42.30.110)(1)(G) Personnel

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

Attendees: Commissioners Sutton, Steinburg, Straub, Clerk of the Board Kala Lince, County Administrator Jordyn Giulio, Record and Risk Manager Tiana Rowland, Human Resources Director Dayna Prewitt, Civil Prosecuting Attorney James Mitchell, Interim Land Services Director Perry Huston and interview candidate. At 9:00 AM Commissioner Sutton called for an executive session pertaining to personnel until 10:00 AM for 60 minutes. At 10:00 AM Commissioner Sutton called to end executive session with the following action taken outside of session.

**V. 10:00 AM Resolution CE 23-12A Request for Qualification 2023
Construction/Project Management Services Due**

- a) MJ Neal Associates
- b) Rock Project Management Services LLC

VI. 10:03 AM The Board Held a Work Session.

**Land Services - Interim Director Perry Huston, Principal Planner Tanner Ackley,
Engineer Jennifer Lange, Engineer Aaron Simmons, Planner Grace Scott, Planner Tiffany
Prazer, Transportation Mike Neer, Building Official/Fire Marshall Heather Mauseth.**

- a) A group discussion was held to identify the requirements for single family residential developments site plans. The Board hopes to provide clarification on what is required so that inspections can be grouped together where possible.
- b) The Board would like a memorandum drafted to the Planning Commission setting an expectation for them to make recommendations within a reasonable timeframe.
- c) We have received a draft of the UGA Land Capacity Analysis from Berk.

~~**VII. 11:00 AM The Board Met with IBEW 191 Political Director Andrew Vander
Stoep Meeting Cancelled**~~

**VIII. 12:03 PM The Board Held an Administrative Session.
Met with Jim Barker.
Review of projects left undone when retired.**

With no further business, the Board Chairman called to recess the meeting at 12:28 PM and will resume again on Tuesday, April 18, 2023 at the Douglas County Courthouse, Waterville, Washington.

APRIL 18, 2023

APRIL 18, 2023

The Board of County Commissioners met in regular session at the Douglas County Courthouse in Waterville, 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.

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

II. 08:31 AM Public Comments.

- a) No public was present, and no written comments were received.

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

1. Staff Report

Administrator

Jordyn Giulio, Administrator:

- a) Review and approval of Administrator's Decisions and Directives from 04.10.2023.

2. Personnel

Administrator

Jordyn Giulio, Administrator:

- a) Review of salary for Planning and Economic Development Director. The Board approves placing the position at range 22 to repost.
- b) Review of draft job description for Project Coordinator. The Board would like to see additional information to ensure the position would qualify for full time status. Position on hold at this time.
- c) The Board approved the following Payroll Change Notices: Tanner Ackley, Principal Planner; Cecelia Pacheco, Receptionist; Jessie King, Capital Programs Manager; Mike Neer, Development Services Manager; Ashley Freeman, Secretary; Adam Brower, Maintenance Tech; Bryson Cornehl, Maintenance Tech – A3; William McMaster, Maintenance Tech Area 1; Cameron Boesch, Survey Party Chief; Ty Howard, Construction Inspector; Jacob Poole, Maintenance Tech Area 3; Tara Whaley, Payroll/Accounting Tech; Carlee Murphy, Receptionist/Office Assistant; Rebecca Rinke, Warrant Deputy; Rene Martinez, Probation Officer.

IV. 09:00 AM Public Hearing

Resolution TLS 23-26A

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

No Public Present

Staff Present: James Mitchell, Jordyn Giulio, Mike Neer, Tiana Rowland, Perry Huston.

Staff Report, County Engineer Aaron Simmons:

Overview of Resolution TLS 23-26B Application for Franchise: Stephen Baldock.

Public Comment:

No comment was given.

Commissioner Sutton closed the public comment portion of public hearing.

Motion:

Commissioner Straub made a motion to approve Resolution TLS 23-26B; Commissioner Steinburg seconded and Commissioner Sutton concurred.

V. 09:05 AM Public Hearing

Resolution TLS 23-27A

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

No Public Present

Staff Present: James Mitchell, Jordyn Giulio, Mike Neer, Tiana Rowland, Perry Huston.

Staff Report, County Engineer, Aaron Simmons:

Overview of Resolution TLS 23-27B Application for Franchise: Jennifer Newton Luxmanan.

Public Comment:

No comment was given.

Commissioner Sutton closed the public comment portion of public hearing.

Motion:

Commissioner Steinburg made a motion to approve Resolution TLS 23-27B; Commissioner Straub seconded and Commissioner Sutton concurred.

VI. 09:10 AM Continued Public Hearing

Resolution TLS 23-28A

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

No Public Present

Staff Present: James Mitchell, Jordyn Giulio, Mike Neer, Tiana Rowland, Perry Huston.

Staff Report:

Overview of Resolution TLS 23-28B Application for Franchise: Chris Sander, Microsoft Corporation

Public Comment:

No comment was given.

Commissioner Sutton closed the public comment portion of public hearing.

Motion:

Commissioner Straub made a motion to approve Resolution TLS 23-28B; Commissioner Steinburg seconded and Commissioner Sutton concurred.

VII. 09:15 AM The Board Met with Auditor Thad Duvall, Assessor Jim Ruud and Treasurer Felisha Rosales.

- a) Safety Manager Lance Merz, Records and Risk Manager Tiana Rowland, Undersheriff Caille and Sheriff Morris joined the conversation.
- b) Presentation and discussion of security requests in the annex building as well as potential funding and grants available.
- c) Review of a meeting held with Homeland Security. It appears that some security measures are already in the works to be done.
- d) County Administrator Jordyn Giulio will help coordinate a committee to begin deeper conversation.

VIII. 10:10 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

- a) Empire Avenue project will be paving on Thursday.
- b) Crushing at turtle rock is ongoing.
- c) Three applicants have accepted offers to fill positions within the department.
- d) A call was received from David Finch regarding Bauer's landing. The storm system is discharging material to the shoreline. Staff is going to do a site visit to investigate the issue.

1) Bid Award Recommendations

Resolution TLS 23-22A

Motion:

Commissioner Steinburg moved to approve bid award for Resolution TLS 23-22A 12,000 Gallon Portable Water Tower to Papé Machinery; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

IX. 10:24 AM The Board Met with Clerk Jenn Biggar.

- a) The Board approved the following Request for Hire: Jury Coordinator/Office Assistant III.

10: 27 AM Perry Huston, Land Services Interim Director:

- a) Review of pre application process and requirements as stated by Douglas County Code 14.08.030.
- b) Letter was received from DAHP and the Planning Department seeks an appropriate response to them.
- c) Prepare interim control and a memorandum of policy directive, as well as communicate with staff for discussion next week.
- d) Review and discussion of draft received from Berk.

X. 11:15 AM The Board Held an Administrative Session.

- a) Discussion with County Engineer regarding the TIP and transportation project priorities.

XI. Consent Agenda:

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

1) Local Financial Assistance Grant

Solid Waste

Motion:

Commissioner Steinburg moved to approve the Local Financial Assistance Grant; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

2) Memorandum

Voluntary Stewardship Program

Motion:

Commissioner Steinburg moved to approve the Memorandum to Appoint Lakin Thomsen to the Douglas County Voluntary Stewardship Program Working Group; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

3) Fair Contracts

- a) Isidoro Tellez **Facilities Use Agreement**
- b) Sulber Sanchez Bello & Fidelina Blanco Alvarez **Facilities Use Agreement**
- c) Verona Zaragoza **Facilities Use Agreement**
- d) Aloha Dreams Mobile Espresso and Treats **Fair Concession Agreement**
- e) DOCO Pomona Grange **Fair Concession Agreement**

APRIL 18, 2023 CONTINUED

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| f) El Charro Birrieria, Santos Vidrio | Fair Concession Agreement |
| g) Marsalee's Thair Food, LLC | Fair Concession Agreement |
| h) New Life Center Church of God | Fair Concession Agreement |
| i) Taqueria El Tapatio | Fair Concession Agreement |
| j) Ylse Engler, Knotty Delights | Fair Concession Agreement |
| k) Douglas County PUD | Fair Vendor Agreement |
| l) Let's Color Art Studio | Fair Vendor Agreement |
| m) Our Little Lavendar Company | Fair Vendor Agreement |
| n) Ruseler Custom Creations | Fair Vendor Agreement |
| o) Rustic Rose Leatherworks, Diana Johnson | Fair Vendor Agreement |
| p) Tastefully Simple by Shirley | Fair Vendor Agreement |
| q) El Charro Birrieria, Santos Vidrio | Special Event Concession Agreement |
| r) Ylse Engler, Knotty Delights | Special Event Concession Agreement |
| s) Let's Color Art, Kathy Hirshel | Special Event Vendor Agreement |

4) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00365990-00366099	\$1,114,291.20
2.	ACH	80008020-80008021	\$10,313.42

With no further business, the Board of County Commissioners recessed at 11:57 AM to meet again on Wednesday, April 19, 2023 at the Douglas County Courthouse, Waterville, Washington.

APRIL 19, 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, March 6, 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

EXCUSED

Dan Sutton Chair

Kyle Steinburg Vice-Chair

Marc S. Straub Member

ATTEST:

Erika Guerrero, Deputy Clerk of the Board

For Kala Lince, Clerk of the Board