

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

APRIL 25, 2022

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

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

**II. 08:30 AM Public Comments – No Comment was Received.**

**III. 08:31 AM The Board Met with MIS Director Brad Hudson.**

A. Update to the Board on the Chelan Douglas Developmental Disabilities access to the Washington State Agency platforms. The State has transition to Microsoft 365 secured network for email. The County network filter is preventing some email attachments, this has caused an issue with the service providers providing documentation to the Chelan Douglas Developmental Disabilities Office. Overview of the mitigation steps to address the issues with connection to the Washington State Microsoft Office 365 platform and service provider attachments. CDDD and all county departments will need to provide notice to the MIS Department when email attachments are/will be sent; MIS will then allow the attachments through the network filter following verification. The filter has been established as a means to enhance network security countywide.

B. Further discussion held on the transition of the county email and server operating system.

**IV. 08:52 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Update to the Board regarding the demolition of the Dog barn with Signature Roof Services, the contractor currently completing the reroofing project and barn fronts. The demolition estimate is \$12,500.

B. There has been discussion of the NCW Fair taking over the Crab feed event for the Fair rather than the Friends of the Fair operating the financial portion of the event. The Friends of the Fair Board is opposed to some of the previously approved projects intended to be completed by the revenue generated from the crab feed event.

C. Review of the County Administrator's decisions and directives from 4.18.22.

2. Personnel

Administrator

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

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

At 8:57 AM Commissioner Straub called for executive session pertaining to personnel for the Executive Secretary position 10 minutes or until 9:07 AM. At 9:00 AM the Board ended executive session with no action taken.

**1) Recommendation for Executive Secretary position**

**Motion:**

Commission Sutton moved to approve the recommendation for the Executive Secretary Position, Commissioner Straub seconded and concurred.

**V. 09:02 AM The Board Met with Sheriff Kevin Morris and Under Sheriff Tyler Caille.**

- A. Update to the Board on the recent shooting occurring in Wenatchee, the suspects then fled to East Wenatchee culminating in the arrest of the suspects near the Apple Capital Loop Trail. Agency assistance from Chelan and Douglas counties as well as both cities resulted in the arrest of both suspects.
- B. Review of overtime and budget expenses, update on new hire, they will be attending academy next month.
- C. Due to public confusion for office location inside the Law and Justice Center, the Sheriff's Office will be placing a decal design with the sheriff's badge on the front window of the office vestibule.
- D. Staffing update provided, and overview of the FTO training process.
- E. Update on the Apple Blossom events and increase in patrols for the events.
- F. Discussion held on the increase in the gang related violence within the Valley. Overview of the cooperative efforts from the agencies to assist in reducing these activities.
- G. Discussion held on utilizing the transportation road crew members to assist in the building of the range interior stalls and equipment reloading stations.

**VI. 9:30 AM The Board Met with Auditor Thad Duvall and Chief Financial Officer Karen Goodwin.**

*Office of Public Defense Administrator Jesse Collins joined session for the office budget discussion.*

- A. Overview of the Office of Public Defense budget for 2022. The Office manager position will be the primary focus to be filled according to the Administrator. The Administrator provided an overview of the felony trial attorney progression necessary to allow for trial of Class A felonies.
- B. Review of the statement of expenditures compared to budget. Request for ARPA funding meeting next month, this meeting will be to discuss the allocation of the revenue back fill funds. Additional update the annual reporting is due the end of April.

## APRIL 25, 2022 CONTINUED

C. Further discussion held regarding the imputing of position data in to the Questica budgeting system. Concern raised the Human Resource Manager's time allocation may be overtaken by the entry and calculation of data and this function may be better suited by the accounting department. Chief Financial Officer will discuss with Human Resources and assume responsibility if necessary.

### **VII. 10:00 AM The Board held a Work Session on the Following Items.**

#### **Sand Pit Boundary Line Adjustment:**

A. Development Review Engineer, Mike Neer provided an overview of the proposal for the boundary line adjustment of the sand pit parcel for Martin Davy. Mr. Davy will then be required to obtain an easement with the Gunn's and Western Sunset 2 LLC for access to his parcel. *See supplemental report.*

#### **Minute Notation:**

Commissioner Sutton moved to approve the allowance for the boundary line adjustment and sale for a portion of parcel 22212240001, Commissioner Straub seconded and concurred.

#### **McNeil Canyon Road:**

A. Commissioner Straub provided the County Engineer and update on the desired signage for the Roadway and potential impacts. The County Engineer will provide and update after researching options in a week.

#### **Perry Huston, Interim Land Services Director:**

A. With Nate Pate's departure review of Board initiated code amendments, staff will work through the name change designation for the Pangborn Industrial Area as desired by the Board, but will hold on substantial amendments until a new Principal Planner is hired.

B. Further discussion on the concurrent adoption of the City Code within the County Code, the Board would like to move forward with adoption of specific areas of city code rather than blanket adoption.

C. Discussion held on the planning staffing and potential overlap and cross training for future positions as well as the hiring of an additional principal planner.

### **VIII. 10:50 AM The Board Held an Administrative Work Session.**

A. Proclamation Request- Child Care Provider Appreciation Day, the Board is in agreement to provide a proclamation in support.

B. Discussion held on using the 144 & 146 19<sup>th</sup> street properties for the use of temporary employee housing as a recruitment strategy in order to allow for employees to establish residency.

C. Discussion held on the postcard information for the meeting notice for the joint hearing regarding the annexation with the City of East Wenatchee. Post cards will be mailed this week to impacted constituents within the annexation area.

D. Update provided regarding the Court Interpreter, overview of the certified interpreter vs. registered interpreter for Spanish. There is a need for interpreter services in Superior Court. The interpreter services for use of language line is \$50 per hour. Further discussion held on current county employees being able to assist with these services.

## APRIL 25, 2022 CONTINUED

E. Discussion held on the Grant Road Claim for damages from a snow plow damage, the property owner was upset there has been no follow up by the county. The Board would like the county to move forward with replacing the damaged section of the fence. County Administrator will follow up with the property owner for a quote to replace the damages to the fence.

F. Update provided on the waste hauling company Tenelco, the terms of the contract are not being adhered to. The damage to the roadway is the initial issue, road crew staff will be repairing the damage and billing Tenelco, notice will be provided by the Road Superintendent. The second issue is the need to update the hauling agreement and permit, the amendments will detail the damage repair plan for roadways. At South Division and Road 1 SW, 466 acres has been purchased by Tenelco as an anticipated storage site. County Engineer will be providing a letter.

G. Boundary Review Board bylaws and operating procedures were established in 1995, staff and legal will be reviewing for any necessary updates, proposed amendments if found will be provided to the Board of Commissioners.

H. Civil Prosecuting Attorney provided an update as to the civil law suits within the County.

*At 11:40 AM the Board briefly recessed until 1:00 PM.*

### **IX. 1:00 PM The Board Met Jointly with the Chelan County Commissioner's via Zoom Teleconference.**

A. Introductions of attendees.

B. Hope Source LLC. provided an overview presentation on their coordinated point of entry platform services for tracking of Veteran and Homeless services. Service providers and contracted agencies with the Chelan Douglas Homeless Housing program would have the ability to enter in case notes pertaining to points of contact with individuals. The data base would serve as a point of coordinated support for the individual and tracking of services provided. Behavioral health services, Chelan County Regional Jail, shelters, Community Action Council, and other agencies will be able to have a centralized means to create referrals to assist individuals. Hope Source LLC. staffs a 24 hour crisis line for individuals needing immediate services.

C. Hope Source LLC. will be providing a presentation to the Homeless Housing Taskforce for consideration and a recommendation will be given to both Boards of Commission for consideration.

With no further business, the Board of County Commissioners recessed at 2:20 PM to meet again on Tuesday, April 26, 2022 at the Douglas County Courthouse, Waterville, Washington.

**APRIL 26, 2022**

The Board of County Commissioners met in regular session at the Douglas County Courthouse, Commissioners' Chamber in Waterville, Washington. Commissioners Straub, and Sutton were present. The Clerk of the Board Tiana Rowland and Deputy Clerk of the Board Erika Guerrero were present. County Administrator James Barker and Civil Prosecuting Attorney James Mitchell in attendance. Commissioner Steinburg was excused.

- I. 08:30 AM Pledge of Allegiance and Call to Order.**
- II. 08:30 AM Public Comment – No Comment was Received.**
- III. 08:31 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report Administrator**

**Jim Barker, Administrator:**

A. Discussion held on the Grant Road fence replacement claim for damages the repair estimate is \$2,113.08.

**1) Approved Claim for Damages Garcia-32 S. Meadowbrook Ln.**

**Motion:**

Commissioner Sutton moved to approve the claim for damages to Mr. Axel Garcia, Commissioner Straub seconded the motion and concurred.

B. Discussion held on the office remodel for the new Veteran Services Office at the second street campus. The Board would like to continue with the original plan for the creation of an office wall and determine if an additional half wall or window are necessary after utilizing the space.

C. Discussion held on the historic preservation grant for the courthouse, the Board would like to focus the grant application on the roofing and gutters.

D. The Board would like to explore options to create temporary employee housing for county employees at the new 144 & 146 19<sup>th</sup> street properties. Further discussion on removal of the single wide trailer and placement of a double wide modular home.

**2. Personnel Administrator**

A. Approved request for hire: Administration receptionist.

B. Approved payroll change notice: Engineering Coordinator, Carol Hardie; Deputy Clerk, Kristen Bates.

C. The candidate for the Planning Director position has withdrawn their application for the position. Housing concerns were the primary reason for withdrawing.

IV. 09:00 AM The Board Met with Transportation and Land Services.

County Engineer, Aaron Simmons:

A. Previously there was a request at the intersection of Lyle and 6<sup>th</sup> Street for the installation for a street lamp to assist with visibility to reduce traffic accidents. Following installation of the street lamp the adjacent property owner to the light, has provided a complaint to the county as the light is too bright. Transportation staff will be looking in to a directional lighting and/or shading options.

B. Discussion held on McNeil Canyon.

Directive:

The Board provided the County Engineer the directive to amend the speed limit on McNeil Canyon for trucks to 25 mph within the week, unless a legal implication of this is not allowed. The Board is in agreement the alternative is to close the roadway to truck traffic.

**1) Request for Statement of Qualifications**

**Resolution TLS 22-17A**

Motion:

Commissioner Sutton moved to approve the request for qualifications for right of way review and acquisitions for Grand Road and Nile Ave intersection improvements *proposals due Monday, May 23<sup>rd</sup>, 2022 at 4:00 PM*; Commissioner Straub seconded the motion and concurred.

**2) Notice of Hearing**

**Resolution TLS 22-18A**

Motion:

Commissioner Sutton moved to approve the notice of hearing for the application of Franchise Agreement with the City of Bridgeport, *set for Tuesday, May 17, 2022 at 9:00 AM*; Commissioner Straub seconded the motion and concurred.

**3) Notice of Hearing**

**Resolution TLS 22-19A**

Motion:

Commissioner Sutton moved to approve the notice of hearing for the application of Franchise Agreement with Intermountain Infrastructure Group, *set for Tuesday, May 17, 2022 at 9:00 AM*; Commissioner Straub seconded the motion and concurred.

**Interim Land Services Director Perry Huston:**

A. Discussion held on the process to amend the concurrent adoption and the development of an interim ordinance.

**1) Notice of Hearing**

**Resolution TLS 22-20A**

**Motion:**

Commissioner Sutton moved to approve the notice of hearing for the closed record public meeting to consider the Planning Commission recommendation for the PRD-2021-01, Wilkinson Planned Unit Development *set for Tuesday May 24, 2022* at the Douglas County Public Services Building 140 19<sup>th</sup> Street in East Wenatchee; Commissioner Straub seconded the motion and concurred.

**V. 09:31 AM The Board Met with County Assessor Jim Rudd.**

A. Overview provided of the Senior Exemption program. There has been a significant increase in requests, the application process has changed and is rather extensive. Minimum qualification for the program is based off the contributing income of all residents in the home, the homeowner must live in the home for 6 months, as well as age specifications must be met.

B. Further discussion held on the evaluation and tax based budgeting.

C. Tax appeal with VMWare, as they submitted personal that was not taxable, the county is anticipating a \$34,000 credit for the appeal.

**VI. 9:50 AM Executive Session RCW(42.30.110)(1)(g) Personnel:**

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

At 9:50 AM Commissioner Straub called for executive session pertaining to personnel for Employee Evaluation discussion for 15 minutes or until 10:05 AM. At 9:57 AM Chairman Straub called to end executive session with no action taken.

**VII. 09:58 AM The Board held an Administrative Work Session.**

A. Discussion held on the Planning Commission recommendation for code amendments and changes to the stormwater plan. And exempting all two plat short plats from frontage improvements.

**APRIL 26, 2022 CONTINUED**

**VIII. 10:20 AM Consent Agenda.**

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

**1) Modification of Closing Date-May 5th** **144&146 19<sup>th</sup> Street**

*Chairman authorization to sign.*

**2) Addendum to Purchase and Sale Agreement –Closing Costs** **144&146 19<sup>th</sup> Street**

*Chairman authorization to sign.*

**3) Letter of Support Chelan Douglas Land Trust** **Kane Ranch Easement**

**4) Issuance of County Credit Card** **Office of Public Defense Administrator**

**5) Notice of Compliance Parcel-41100002404** **Letter from Kathleen Collins**

**6) Approved American Rescue Act Funding Requests**

a. Fire District 5-Emergency Vehicle Chassis Remount \$101, 224.20

b. Fire District 5 Stryker Medical Packs \$48,109.86

**7) Software Licensing Agreement** **Justice Works LLC.**

**8) Confidentiality Agreement** **Justice Works LLC.**

**9) Approved Fair Agreements**

- a. Pampered Chef, Misty Calkins Vendor Agreement
- b. Hinderer Concessions, Chip Hinderer Concession Agreement
- c. Hinderer Concessions, Chip Hinderer Concession Agreement-Special Event

**10) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00356259-00356366</b>	<b>\$349,746.07</b>
<b>2.</b>	<b>ACH</b>	<b>No ACH</b>	<b>\$0.00</b>

With no further business, the Board of County Commissioners recessed at 10:30 AM to meet again on Wednesday, April 27, 2022 at the Douglas County Courthouse, Waterville, Washington.



APRIL 27, 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, May 2, 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