

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MAY 1, 2023

The Board of County Commissioners met in regular session at the Douglas County Public Service Building East Wenatchee, Washington. Commissioners Sutton, Straub, the Clerk of the Board Kala Lince and Deputy Clerk of the Board Erika Guerrero were present. Commissioner Steinburg was excused. County Administrators 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. County Administrator was in contact with Pacific Security supervisor. The supervisor relayed the security guard has received the required training but will be receiving additional training. Security guard will only be hands on if there is a physical threat. Pacific Security will follow local procedures but requested procedures from Douglas County. County Administrator discussed the installation of a kiosk system to allow the security guard to monitor areas. Commissioner Sutton would like additional cameras installed throughout the hallways. Installation of cameras will need to be run by the union to see if it is feasible. Cell phone reception is also a concern as 911 was unable to contact staff once they received a call from the security guard. County Administrator will discuss with MIS Director for cost of cell phone boosters.
- B. Discussion was held regarding a proposed rule by L&I lowering the threshold temperatures from 89 degrees to 80 degrees for heat stress considerations. The proposed rule will require 15 minute breaks every hour for staff.
- C. County Administrator will look into Personnel Policy regarding allowance of prescription medication and drug and alcohol signs.
- D. Software installation on May 8<sup>th</sup> for public records request. Emails from GovQA, will eliminate the recreations of records and create files within a portal. Software will also eliminate some staffing issues within the Sheriff's office.
- E. Update on record requests. Record and Risk Manager Tiana Rowland has done a great job narrowing search requests for all public records.
- F. Asbestos assessments will be done this week on the trailer at the 19<sup>th</sup> Street property. Once scope is complete work will begin on demolition permits.

**MAY 1, 2023 CONTINUED**

**At 8:43 AM Sheriff Kevin Morris joined the Board**

Discussion was held regarding the recent signing on possession of illegal drugs. Sheriff Morris encourages Board of Commissioners to discuss with local agencies and proceed as one. Sheriff will be meeting with the WASPC board for discussion on this new law and stated municipality should be prepared for July 1<sup>st</sup>. The Board would like to meet again on Monday, May 8<sup>th</sup> for further discussion on Drug Procession Law.

**2. Personnel**

**Administrator**

**Jordyn Giulio, Administrator:**

- A. The Board approved in moving forward with posting the Clerk of the Board position.
- B. Update on the Principal Planner position, there is an applicant.

**IV. 09:00 AM The Board Held a Work Session.**

**Transportation - Aaron Simmons, County Engineer:**

- A. Discussion was held regarding two Douglas County related easements with Douglas County PUD No. 1, within industrial facilities. These two easements will closeout with the acceptance of franchise.

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

- A. Discussion was held regarding SB 5290. Bill exempts building permits from all discussion for project and provides a list of requirements. Counties have a timeline of completeness. As well as provides a list of items on how to proceed. Creates a grant program to support and provide a statewide permitting software to process virtual inspections. Look into our application requirements and timeline for our permit process.
- B. Brief update regarding Berk analysis provided to commerce versus Douglas County. There are no concerns regarding local demographics.
- C. Discussion was held regarding letter and signatures of support received from Sara Biles the Capital Elite All Stars, LLC cheer facility owner. Signatures received are not supportive information to allow for operation in current zone.

**V. 09:30 AM The Board Met with Area 1 Supervisor Brad Long**

In attendance: Road Superintendent Scott Reiman and Assistant County Engineer Jennifer Lange

- A. Plaque was presented to Ken Love for 27 years of service to the County.

**VI. 10:00 AM The Board Met with Solid Waste Director Becci Piepel**

In attendance: Christina Gapan

- A. Review of preliminary budget for startup of facility. \$275,000. Becci Piepel has spoken with grant officer for the use of funds to start up. Cost may potentially drop by half with current host fee and anticipated revenue.

## MAY 1, 2023 CONTINUED

- B. Site map was presented with potential location of buildings. Perry Huston joined the discussion regarding site location. Site is currently under conditional use permit and recommends amendments to the Conditional Use Permit as soon as possible.
- C. New building will allow for employee office space and the use during extreme weather. Recommendations were made to hire a new employee for new location.
- D. Exclusion from environmental for Risk Pool coverage.
- E. Becci asked if there are additional fee for rental cost to the Solid Waste Department.
- F. Risk of spills are minimal as chemicals will be removed from vehicles and directly placed in lockers.
- G. Program is grant funded and opened to Douglas County cities and towns.
- H. Approval was given by the Board to move forward with the Household Hazardous Facility project, unless it becomes cost prohibited. The Board would like to begin with site inspection for gravel and begin with program funds of \$275,000. County Administrator will look into other funding for additional costs.
- I. Request for Project Proposal should be sent to Commissioners Office.

### **VII. 10:30 AM The Board Met with MIS Director Brad Hudson**

- A. Discussion regarding Sole Source for AV System for TLS Conference Room, Superior Courtroom, District Courtroom and FM hearing aid system. Funds have already been allocated through ARPA funds for AV Systems. Board gave approval to move forward with Sole Source.
- B. The Board would like to have an infrared system in the Commissioners Chamber.
- C. Update was given on staffing and cross training.

### **VIII. 11:00 AM The Board Held an Administrative Session.**

- A. The Board has approved to move forward with the Proclamation of Provider Appreciation Day as a continued proclamation.

With no further business, the Board Chairman called to recess the meeting at 11:05 AM and will resume again on Tuesday, May 2, 2023 at the Douglas County Courthouse, Waterville, Washington.

## MAY 2, 2023

The Board of County Commissioners met in regular session at the Douglas County Courthouse in Waterville, Washington. Commissioners Sutton, Steinburg, Straub, the Clerk of the Board Kala Lince and Deputy Clerk of the Board Erika Guerrero 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.**

**MAY 2, 2023 CONTINUED**

**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. The Board would like a progress update on the Douglas County and Law Enforcement recruitment video; and requested to keep the video generic and posted on the County website when complete.
- B. Carpet and fingerprint rooms have been completed at the Law Enforcement office.
- C. An email went out to 19<sup>th</sup> Street staff regarding vaping in employee bathrooms. Email was sent due to staff reports of odor. There was discussion of progressive discipline for employees.
- D. There has been staff turnover in the road department during grading season. Turnover has been a combination of retirements and DOT vaccination requirements lifted. There are also concerns of safety and communication with employees. Staff is researching how we can provide more training opportunities. Possibilities of recruiting retirees to return and provide training for new hires.
- E. Reclassification of the Economic Development Director is almost complete. Human Resource Office will post with reclassification updates to AWC and WSAC.
- F. Review and approval of Administrator's Decisions and Directives from 04.24.2023.

**1) Call for Bids: NCW Fair 2023 Parking Lot Upgrade**

**Resolution CE 23-16A**

**Motion:**

Commissioner Straub moved to approve Resolution CE 23-16A Call for Bids: North Central Washington Fairgrounds Parking Lot Upgrade; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**2) Adoption of Amendment to the Personnel Policy**

**Resolution CE 23-18 & TLS 23-31**

**Motion:**

Commissioner Steinburg moved to approve the Adoption of Amendment to the Personnel Policy; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

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

**Resolution TLS 23-29A**

*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

**Public:** Jesse Redell from Erlandsen, Dan Beardslee  
**Staff Present:** James Mitchell, Jordyn Giulio, Justin Roozen, Aaron Simmons, Jim Rudd, Perry Huston, John Keefer, Tim Larsen

**Staff Report, Interim Land Services Director Perry Huston:**

Overview of Resolution TLS 23-29A for Ordinance TLS 23-05-29A to Consider Adoption of an Amendment to Douglas County Code 17.04.020 Exempt Segregation – Applicability.

**Public Comment:**

Comments were provided by Dan Beardslee.

No comments from Jesse Redell; he is in favor of the resolution as proposed.

Commissioner Sutton closed the public comment portion of public hearing.

**Motion:**

Commissioner Steinburg made a motion to approve Ordinance TLS 23-05-29A to Consider Adoption of an Amendment to Douglas County Code 17.04.020 Exempt Segregation-Applicability with the acknowledge notice of scrivener's error be corrected and repeal Ordinance TLS 22-07-44A for final approval; Commissioner Straub seconded and Commissioner Sutton concurred.

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

**Aaron Simmons, County Engineer:**

- A. Empire Project is wrapping up.
- B. Zacker Pit update. Permitting process should not be an issue. Materials can be removed easily as area has been previously blasted. Location and placement of hazardous waste building area material is not viable for crushing materials. Estimate cost of material and excavation will be presented to the Board.
- C. Discussion was held regarding options for STBG Grant funds and the application for Grant Road and Lyle. A list of top projects was presented to the Board. Grant Road and S. VanWell improvement has a higher cost due to larger traffic area. Phase is carried over from previous years and grant funding dollars depend on road project. County Engineer asked for clarification from the Board on how to proceed and move forward with grant applications. The Board will discuss and directed the County Engineer to move forward with what we need pending Board decision.

**1) 15 Feet Easement \*AFN # 3261970**

**Douglas County PUD No. 1**

**Motion:**

Commissioner Straub moved to approve the Douglas County PUD No. 1 -15 Feet Easement for Parcel 22210920007; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

2) 5 Feet Easement \*AFN # 3261969

Douglas County PUD No. 1

**Motion:**

Commissioner Steinburg moved to approve the Douglas County PUD No. 1 -5 Feet Easement for Parcel 22210920007; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

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

- A. Direction was given to Perry Huston and staff for clean-up language in industrial area code for clarity.
- B. Follow up on SB 5290 permit process; Tanner Ackley informed the Board the applications have not been updated in some time.
- C. Attorney for PUD Hydrogen plant has reached out to arrange a meeting with Jim Mitchell. The Board will stand behind Perry Huston, Interim Land Services Director, and Heather Mauseth, Fire Marshall, recommendations. Firewalls can be put in place for separation to build threshold.
- D. Decision on Shull appeal should be presented soon.

**VI. 10:00 AM The Board Met with Owner of Capital Elite All Stars Sara Biles and**

- A. Discussion was held regarding the operation of a cheer facility in the Baker Flats industrial area. Language in code allows for limited qualifications as this area is zoned industrial. The letters of intent presented are not sufficient as they are not specific to the value the facility brings to local businesses. The Board directed the Biles to obtain commitments from businesses and the value this business will bring to their company and employees. The Board would like to meet again when letters are complete.

**VII. 10:30 AM The Board Held an Administrative Session.**

- A. Discussion was held regarding a constituent call to Commissioner Straub and the required geo hazard study reports as a building requirement for their plat. Plats are specifically binding and specific requirements must be followed.

**1). Grant Road and Lyle Funding Project**

**Motion:**

Commissioner Steinburg moved to approve Transportation staff to move forward with the Grant Road and Lyle CDTC Grant funds application for the intersection project and to proceed and formalize any direction when relating information to staff related to Transportation and Land Services; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

2) Stormwater Code

**Motion**

Commissioner Steinberg moved to approve staff to advance the Stormwater Code to the Planning Commission; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

**VIII. 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) Cares Act Interlocal Agreement

**Chelan-Douglas Health District**

\* Item held over for next week, for clarification on which funds account will be used CARES Fund or ARPA Fund.

2) Provider Appreciation Day Proclamation

**Motion:**

Commissioner Straub moved to approve the Provider Appreciation Day Proclamation; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

3) Notice of Intent to Sole Source

**Resolution CE 23-15A**

**Motion:**

Commissioner Straub moved to approve Resolution CE 23-15A Notice of Intent to Sole Source for AV Improvements for District Courtroom, District Court Hearing Room, TLS Conference Room and Superior Court ADA Compliant Hard at Hearing System Upgrade; Commissioner x seconded the motion and Commissioner Sutton concurred.

4) NCW Fair Contracts

- |   |                        |
|---|------------------------|
| a. Color Street, Linda Killham Independent Stylist      | Vendor Agreement       |
| b. Chris & Beck's/ Eat-A-Pita                           | Concession Agreement   |
| c. Livin' Lux for Five Box, Shawna Silver               | Vendor Agreement       |
| d. Antojitos Yanyo, Bryana Martinez                     | Concession Agreement   |
| e. Noteworthy Productions, Incorporated (Rhianna Kruse) | Entertainment Contract |
| f. The High End Food Truck, Adam & Kelani Vallieres     | Concession Agreement   |

5) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00366416-00366499	\$192,391.56
2.	ACH	NO ACH	\$0

With no further business, the Board of County Commissioners recessed at 11:17 AM to meet again on Wednesday, May 3, 2023 at the Douglas County Courthouse, Waterville, Washington.


MAY 3, 2023

There were no appointments scheduled, no session was held. There being no further business, the Deputy Clerk of the Board in accordance with RCW 42.30.90 adjourned for the Board of County Commissioners to meet again on Monday, May 8, 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

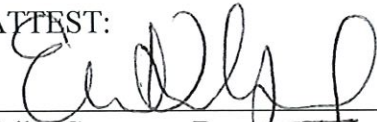
  
\_\_\_\_\_  
Dan Sutton Chair

**EXCUSED**

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

  
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Marc S. Straub Member

ATTEST:

  
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Erika Guerrero, Deputy Clerk of the Board