

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MAY 15, 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 Deputy Clerk of the Board Erika Guerrero were present. County Administrators Jordyn Giulio and Civil Prosecuting Attorney James Mitchell were 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. PUD informed County Administrator they will be lowering the Wells Reservoir beginning today through May 20th. Level will be lowered 8 feet from normal operation for maintenance of sediment accumulations.
- B. One car fatality on Coulee Meadows Road, TLS responded for traffic control with no total station service at mile post 2. Road closure for 2 hours, no other information available.
- C. May 17th-18th Risk Pool will be doing appraisals on both 19th Street locations, Waterville Courthouse, 2nd Street facility, and the NCW Fairgrounds.
- D. Anticipation of floor project in Evidence Storage Building; cost is higher than expected due to unanticipated cement depths of floor.
- E. Cider Works building is installing above ground diesel and gas tanks, we may receive constituent calls with concerns as not all were notified. The Health District did not receive notification and we are working on universal notification for local agencies.
- F. Renewal interest for portions of Sun Cove to vacate side streets as requested by their engineer.
- G. There are issues with concert performer for NCW Fair. 95% of locations that have booked performer have dropped him. NCW Fair Manager is working with the agent for recommendations on how to proceed.
- H. Submitting annual report for accountability audit.
- I. Auditor who had applied for previous Clerk of the Board position is now working with State Auditor's office for the accountability audit.
- J. Grant Road and Lyle grant has been submitted as of Thursday.
- K. New bollards near the Waterville Courthouse will be replaced this week.
- L. Safety Manager Lance Merz has been in contact with DOT for operator safety training as well as the PUD and Health District for best practices with those agencies. He is also working on a primary and backup for department's safety representatives.

2. Personnel

Administrator

Jordyn Giulio, Administrator:

- A. PIO/grant writer job description.
- B. Principal Planner applicant will meet with staff this week.
- C. Clerk of the Board interviews will be scheduled for Tuesday, May 22nd
- D. No session will be held the week of May 28th; the Board would like to take the week of Memorial Day off.

IV. 09:00 AM The Board Met with Sheriff Kevin Morris.

- A. Discussion held regarding Blake decision. Sheriff recommendations to make it a gross misdemeanor and add “knowing” into language and keep it simple. If anything is passed, preemption will stay and we cannot do anything. Governor Inslee has scheduled a special meeting. If decision is not made, we will move forward and change language.
- B. Media request for fatality accident at mile post 2 at Coulee Meadows. Single occupancy, single vehicle fatality. Cause of accident is under investigation.
- C. Records Tech, Sandy Townsend is gone and her position has been open. Current software is slow, and vacant position needs to be filled soon as we are affecting other agencies. GovQA will assist but not relieve work. Some services have been put on hold due to workload. There are three candidates that are highly qualified. Sheriff would like to hire 2 positions, which are within the budget. The Board has approved Sheriff to proceed with hiring to fill both vacant positions.

V. 09:30 AM The Board Met with Capital Elite All Stars, LLC Owner Robert and Sara Biles.

- A. Discussion was held regarding the letters of intent provided to the Board. The board had requested no form letter, but rather individual letters written by businesses to include how Capital Elite All Stars, LLC would impact and benefit their business and employees’ wellness. Letters provided to the Board are form letters. The Board made recommendations to the Biles to continue discussion with local businesses for support and use of facilities that will benefit and create a healthy wellbeing for their employees. Services must provide direct businesses for zoning to be allowed. Hard copies of individual business letters have been requested by the Board and must provide value to industrial area and businesses.

VI. 09:45 AM The Board Held a Work Session.

Transportation - Aaron Simmons, County Engineer:

- A. No Discussion items.

Land Services - Perry Huston, Interim Director:

- A. No Discussion items.

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VII. 09:47 AM The Board Held an Administrative Session.

- A. Mansfield Road court hearing is scheduled for June 7th.
- B. Russell Wright has sold his property, new owner will be responsible for seizure of property and abatement cleanup.
- C. Staff is currently working on demolition permit for property located on 19th Street.

With no further business, the Board Chairman called to recess the meeting at 9:59 AM and will resume again on Tuesday, May 16, 2023 at the Douglas County Courthouse, Waterville, Washington.

MAY 16, 2023

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

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. Security change requests by Auditor, Treasurer and Assessor.
- B. Chip sealing training for new employees will be held the week of May 30th in Area 2.
- C. Discussion was held regarding some new hires beginning at a different step placement than others previously hired at step 1. Human Resource Officer will provide information regarding agreements. Any changes will have to be run by Union for negotiations.
- D. The Board would like to research the possibility of hiring a mechanic for Area 1 to meet equipment and employee needs.
- E. Public Information Officer (PIO) job description was presented to the Board, pending review by the personnel committee to determine salary. The board approved job description.
- F. Videographer for recruiting video will be out in two weeks. Commissioner Sutton will participate in video unless he's unavailable. Commissioner Straub will then contribute.
- G. Request from Juan Sanchez at Northern Fruit to allow for seasonal parking on portions of 2nd Street parking lot. The board has approved the use of parking for the next six weeks.

- H. Discussion was held regarding local contractors disadvantaged by newer contractor selection processes. Civil Prosecuting Attorney and staff will look into adding language for local contractor and vendor bid requirements. An advantage to the county and constituents by using local businesses. Parts of Idaho have something similar.
- I. Review and approval of Administrator’s Decisions and Directives from 5.8.2023.

2. Personnel Report

Administrator

Jordyn Giulio, Administrator:

A. The Board approved the following Payroll Change Notices: Ethan Morris, Deputy Prosecutor; Joby Clark, Engineering Programs Specialist; and James Bowen, Network Operations Manager.

IV. 09:00 AM Public Hearing

Resolution TLS 23-30A

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: Aaron Simmons, Perry Huston, James Mitchell, Jordyn Giulio.

Staff Report, County Engineer Aaron Simmons:

Overview of Resolution TLS 23-30B 2023-2028 Six Year Transportation Improvement Project Amendment Adoption.

Public Comment:

No comment was given.

Commissioner Steinburg closed the public comment portion of public hearing.

Motion:

Commissioner Straub made a motion to approve resolution TLS 23-30B 2023-2028 Six Year Transportation Improvement Project; Commissioner Steinburg seconded and concurred.

V. 09:10 AM The Board Met with Treasurer Felisha Rosales.

A. Discussion was held regarding an application for cancellation of delinquent property taxes. Treasurer presents an annual report but has not been done since 2012. Mobile home was abandoned and land owner of property transfer mobile home title to their name. Mobile homes cannot be foreclosed as they have no value. Future landowner taxes will be reevaluated.

Motion:

Commissioner Straub motioned to approve the Application for Cancellation of Personal Property Tax; Commissioner Steinburg seconded and concurred.

VI. 09:17 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

A. Department of Transportation Local Agency Agreement was presented to the Board. To begin expending funds for the Cascade/97 Roundabout project and receive reimbursement.

B. Greater Wenatchee Irrigation District line has been moved for the intersection of Grant Rd & Nile Avenue.

C. County Engineer had a discussion with Dan Beardslee regarding the Riveritta Ranch LLC development on Van Winkle and Barber Road. Land owner is digging into the County right-of-way. Road needs to be maintainable for any future road improvements. Allowing for 28 feet wide. County Engineer will discuss requirements with developer.

D. A memorandum was presented to the Board regarding the use of DV'd grant funds. Commissioner Sutton will present memorandum to WSAC to open up discussion.

1) Greater Wenatchee Irrigation District Application Grant Rd & Nile Ave

Motion:

Commissioner Straub made a motion to approve the Greater Wenatchee Irrigation District Application for the Grant Road and Nile Avenue Project; Commissioner Steinburg seconded and concurred.

2) DOT Local Agency Agreement US 2/97 & Cascade Ave

Motion:

Commissioner Steinburg made a motion to approve Department of Transportation Local Agency Agreement for US 2/97 and Cascade Avenue; Commissioner Straub seconded and concurred.

9:58 AM The Board Held an Executive Session RCW 42.30.110(1)(i)

Executive Session RCW 42.30.110(1)(i)

Attendees: Commissioner Steinburg, Straub, Deputy Clerk of the Board Erika Guerrero, County Administrator Jordyn Giulio, Land Services Interim Director Perry Huston, Civil Prosecuting Attorney James Mitchell. At 9:58 AM Commissioner Steinburg called for an executive session pertaining to potential litigation until 10:15 AM for 17 minutes. At 10:15 AM Commissioner Steinburg called to end executive session with no action taken outside of session.

10:15 am Perry Huston, Land Services Interim Director:

City of Rock Island Mayor Randy Agnew in attendance.

A. Discussion was held regarding RCW 36.70A.067 and RCW 36.70A.290(2) the Planning Commission UGA Expansion and de-designation areas. Wait time is now 60 days for all amendments through the Planning Commission.

B. 2022 Comprehensive Plan amendments. Planning Commission passed the Rocky Pond and recommend approval. Comprehensive plan amendments enabling documents will not be provided during public hearing until final action.

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C. County code amendment workshops will be held in June and hearings in July. Reworks will go to the Planning Commission first then the Board of Commissioners.

D. There are only two proposed amendments for the 2023 UGA expansion. Rock Island urban growth expansion and mineral overlay at Pipkin. Proposed time schedule will be presented to the Board with scope of work.

E. Mayor Agnew discussed the OFM urban growth area and unincorporated area. Report created by Berk was to show deficiency in growth area.

F. Things are going well for new Planners. Interim Director anticipates the Planning and Economic Development Director position should be filled soon, as well as an interview for Principal Planner.

VII. Consent Agenda:

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

1) Notice of Liquor License Application

Circle 5 Estates, LLC

Motion:

Commissioner Straub moved to approve the Notice of Liquor License Application for Circle 5 Estates, LLC; Commissioner Steinburg seconded the motion and concurred.

2) Amendment to Vehicle Policy

Resolution CE 23-20 & TLS 23-33

Motion:

Commissioner Straub moved to approve Resolution CE 23-20 & TLS 23-33 Amendment to Vehicle Policy for County Commissioners; Commissioner Steinburg seconded the motion and concurred.

3) Contract Addendum No. 3

Granicus - GovQA

Motion:

Commissioner Straub moved to approve the Contract Addendum No. 3 Granicus-GovQA Interagency Module & Redaction License; Commissioner Steinburg seconded the motion and concurred.

4) Credit Card Request Increase

NCW Fair

Motion:

Commissioner Straub moved to approve the Credit Card Request Increase for Ramon Ramirez to \$5000 for maintenance and capital improvement project purchases; Commissioner Steinburg seconded the motion and concurred.

5) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00366895-00367061	\$1,300,744.99
2.	ACH	80008050-80008051	\$13,416.31

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With no further business, the Board of County Commissioners recessed at 11:19 AM to meet again on Wednesday, May 17, 2023 at the Douglas County Courthouse, Waterville, Washington.

MAY 17, 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 22, 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



Marc S. Straub Member

ATTEST:



Erika Guerrero, Deputy Clerk of the Board