

## BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JUNE 5, 2023

The Board of County Commissioners met in regular session at the Douglas County Public Services Building in East Wenatchee, Washington. Commissioners Sutton, Steinburg, Straub and the Deputy Clerk of the Board Erika Guerrero were present. County Administrator Jordyn Giulio 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. 08:32 AM The Board Met with Administrator Jordyn Giulio.**

**1. Staff Report**

**Administrator**

**Jordyn Giulio, Administrator:**

A. Discussion was held regarding font desk coverage and public service. There are holes in the capacity to conduct business on Friday's. Departments must maintain functionality during vacation leave and be available at all times to provide customer service. All services provided on Friday's must be the same during the week. The Board would like to maintain the level of service to constituents.

B. There have been inquiries on the outbuildings located at 19<sup>th</sup> Street. Red barn and wood storage are possibly intended for surplus.

C. Road Superintendent has been receiving calls from Bauer's Landing regarding dust control. Roads are currently compacted with a thin layer of dust; application of mag chloride in that area causes the road to become slimy. At this time the Board would not like to apply mag chloride for dust control.

D. Additional calls have been received from Rim Rock Meadows requesting to create a gated community.

E. Discussion of transitioning the Code Enforcement position out of Transportation and Land Services Department. Creating an additional position in Land Services that is a floating position and be a part time building inspector and fire inspector. This person would be devoted to virtual call inspections; electronic and in person assistance. The Board would like to move forward with the transition.

F. Guild contract opens next month. Initial review of contract and financial.

G. A letter was received from Mr. Martin Davy regarding encroachment in Douglas County right-of-way.

H. The Board discussed inspection deficiencies found by the Building Inspector and how they can be uploaded to SmartGov for public service assistance.

**JUNE 5, 2023 CONTINUED**

**IV. 09:00 AM The Board Met with Auditor Thad Duvall and Chief Financial Officer Karen Goodwin and Deputy Chief Accountant Leah Hurd.**

- A. Review of statement of expenditures compared to budget report. Superior Court is still over budget.
- B. LGIP analyzes cash flow at the moment; software has not evolved to real time.
- C. Discussion regarding business hours. Auditor's office is currently closed during lunch for an hour but the Annex Building remains open.
- D. The Board requested balance on the Open Space Deferred fund. There was discussion regarding expense for the loop trail parking; will the code allow for placement of a building if the funds used were for the trail.
- E. Audit is still ongoing with no current update.

**V. 09:37 AM The Board Met with Chelan Douglas Developmental Disabilities Director Tamara Cardwell.**

- A. Review of contracts for millage.
- B. City of Wenatchee Parks and Recreation increase to \$8500. The city has not billed and have had issues with submitting receipts for refunds. There was no funding for Special Olympics.
- C. Upper Valley Connections increase to \$15,000.
- D. Brave Warrior Project-respite services for children that don't meet ADA criteria, maximum amount allowed \$15,000.
- E. Janis Fowler contract increase by \$2,500 for the end of year students and adults.
- F. A two month contract extension for job foundations and school to work. Counties have upfront funding through millage.
- G. Tierra will have another audit.
- H. Mission Vista Executive Director Position still needs to be posted. Financial audit will happen this Friday.
- I. Project Search graduation will take place tomorrow 10 am to noon.

**VI. 10:05 AM The Board Met with City of Rock Island Mayor Randy Agnew. Attendance: Senior Planner; Tanner Ackley; Associate Planner, Grace Scott; Assistant County Engineer; Jennifer Lange.**

- A. Mayor Agnew presented the Board with charts of growth in Rock Island. He presented growth charts for the last 10 years for each city and calculated their growth; there was a 5 and 10 year average of city growth percent related to county.
- B. City of Rock Island would like a 10.24 medium percentage. Based on the medium that is roughly 80 acres to allow for urban growth expansion. He's requesting larger portion as he would like to keep ahead of developers for future growth.
- C. Currently the acreage not within the urban growth area is unknown. The lower land up to Rock Island Road and Batterman to the plateau areas will continue to be serviced by Douglas County.
- D. Sewer line has been extended up to Batterman Road.
- E. Mayor Agnew has reached out to City of East Wenatchee to discuss urban growth area population growth but has not been successful. The Board recommended he continue reaching out.

## JUNE 5, 2023 CONTINUED

### VII. 10:45 AM The Board Held a Work Session.

#### Transportation – Jennifer Lange, Assistant County Engineer; Scott Reiman, Road Superintendent:

- A. Discussion regarding potential road vacation in Sun Cove. Gated fence to reduce traffic. And choose the level of service.
- B. Chevy opened up state contract for pickup orders. Last year it was opened for 2 days. Pickup cost of \$52,000 compared to last year. Order must be placed and Chevy will notify us which truck we will receive. Transportation would like to purchase 2, and will keep them under budget. Budget as a whole; with two new graders they will receive at a discounted price it will put them at \$50,000 unanticipated cost making them \$34,000 over budget. The Board approved as they would like to meet needs and replace facilities truck.
- C. A water truck system still needs to be purchased.
- D. The Board discussed bid items and the expectation of delivery. Operate according and bid being non responsive with ability to not conform.

### VIII. 11:33 AM The Board Held an Administrative Session.

- A. The Board discussed creating a Non-Disclosure Agreement with department heads. As a precaution concerning county strategies and open discussions with staff. This could be a condition of employment. No action taken.
- B. Updates on the Regional Port Authority meeting. There was discussion regarding trades district, the executive hanger development, and the continuation of airport way. New construction on port property in Douglas County.
- C. Principal Planner applicant asked to rescind their application; other opportunities to pursue.
- D. Community involvement fund \$144,000; to support fair items such as: benches, canopies, picnic tables and other items to brand.
- E. Discussion to possibly purchase a trailer to place in the concession area. Creating a competitive process to allow different vendors and menu variation. This could allow for another beer garden. Trailer purchase will have to go out for bid.
- F. Pump track out of open space for parks.

With no further business, the Board Chairman called to recess the meeting at 12:05 PM, and will resume again on Tuesday, June 6, 2023, at the Douglas County Courthouse, Waterville, Washington.

## JUNE 6, 2023

The Board of County Commissioners met in regular session at the Douglas County Commissioners Chamber Waterville, Washington. Commissioners Sutton, 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.

**JUNE 6, 2023 CONTINUED**

**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. Community involvement funds that had been allocated for the moderate waste facility. The Board would like to use some of these funds for upgrades to the NCW Fair. Reserve funds may be used Moderate waste facility to cover cost and use of county finance to cover remaining costs.

B. Personnel committee meets today for Public Information Officer Salary recommendation. It will then be presented to the Board.

C. Discussion was held regarding Douglas County binding to the well ownership for the Marlow's. The Board would like to research and find a solution.

D. DOH reached back and should have preliminary documentation in the next two weeks for HVAC system.

E. All state building code implementation has been delayed until December.

F. Dell Mires and Scott Reiman will have someone looking at the fuel system. System is about 20 years old, and will need an upgrade or repairs.

G. Civil Legal Assistant position has had great response, six applicants as of last week.

H. Facilities Coordinator, is working on correcting some of the signage at the 2<sup>nd</sup> street location for direction of building access.

I. Additional exempt segregation off Blue Grade, some lots are not able to be permitted as roads are not acceptable. Inquiries from constituents.

J. Review and approval of Administrator's Decisions and Directives from 5.22.2023.

**2. Personnel**

**Administrator**

**Jordyn Giulio, Administrator:**

A. No payroll changes.

**IV. 09:02 AM The Board Met with Transportation Land Services.**

**Aaron Simmons, County Engineer:**

A. Paving and preservation will begin next week. The National Guard and Chelan Douglas Regional Port have had discussion on funding for improvements they would like to see. Tax increment financing mechanism, some tax dollars will be taken from Douglas County. ROI will not be seen for a decade and it is a large commitment for the county and its constituents.

B. Discussion of road connections and roundabout at Pangborn, This project would be funded under the tax increment program. The board is supportive of the project but not funding.

C. Ditch on Lyle will be moved over and cleaned up.

D. A call was received regarding dust on pit, it will be watered down.

## JUNE 6, 2023 CONTINUED

- E. Lignin has been placed down in the past on Bauer for dust control. Road is stabilized and dust control is not done. The Board would like to leave road as is. And made recommendations to potentially vacate the road up to Weimeer Road where the bus stop ends.
- F. Discussion on TIF, ordinance effective date. Project analysis must be very detailed. Once project has been documented it must be furthered and specified. Funds have been dedicated to the scoped project.

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

- A. Suggestion to hear code amendments individually. East Wenatchee zone code walkover and updating citations to keep consistent with current practice.
- B. Urban growth area elements depend on acreage and area wanting to expand. Percentages play a factor. Land use designation controls capacity and income levels. Sewer, water and transportation grid also play a role when expanding the urban growth area.
- C. 2023 comprehensive plan amendments. Two have been filed and a scheduled workshop will be held in August with Planning Commission.
- D. Interim Director discussed a work schedule adjustment to fit in tentative scheduled items and oversee.
- E. A site visit was done on Bustillo's property; case has been resolved and in compliance. Notice of violation will be pulled.

### **V. 9:36 AM The Board Met with Fair Manager Carolyn Morley.**

- A. Waste Management funds are available for community improvements.
- B. Current L&I requirements for food trucks make it more difficult to obtain. Concession management is a lot of work with a small staff. Food near animals is also a concern and harder to manage.
- C. Improvements on seating area. Octagon shaped picnic tables, some have been purchased with covid funding. New trash cans will eliminate old metal ones.
- D. Bleachers for show ring. Easier to carry and have back. Concession covering estimate of \$10K.
- E. If there are additional funds there are other items in need.
- F. Waste Management is the premier sponsor of the NCW Fair.
- G. Trash can wraps add additional cost and inconvenience.
- H. Update on fair performer, letter has been sent to the agent. There are other performer options being looked at.

### **10:39 AM The Board Held Executive Session RCW (42.30.110)(1)(G) Personnel.**

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

Attendees: Commissioner Sutton, Steinburg, Straub, County Administrator Jordyn Giulio, and Civil Prosecuting Attorney James Mitchell. At 10:39 AM Commissioner Sutton called for an executive session pertaining to personnel until 10:54 AM or 15 minutes. At 10:54 AM Commissioner Sutton called to end executive session with no action taken.

**JUNE 6, 2023 CONTINUED**

**10:58 AM The Board Held an Administrative Session.**

County Assessor, Jim Ruud joined the Board for discussion.

A. Discussion with County Assessor on tax increment financing. A fund to help facilitate a development where property tax portion increases. The tax increment financing must have a purpose. Port can do one and build an infrastructure independently. They would receive all funds to pay off tax.

B. The Board discussed the \$80K NCW Fair list of items to be purchased. They would like to move forward with replacing all 25 picnic tables, benches and sun shades for \$43K. Purchase of the trailer will be postponed pending discussion.

**VI. Consent Agenda:**

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

**1) Oregon Beverage Services Liability Memorandum**

**NCW Fair**

**Motion:**

Commissioner Steinburg moved to approve the Oregon Beverage Service Liability Memorandum; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

**2) PEBB Employer Group Interlocal Agreement**

**Motion:**

Commissioner Straub moved to approve the Washington State Health Care Authority PEBB Employer Group Interlocal Agreement; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**3) Notice of Hearing**

**Resolution CE 23-22A & TLS 23-35A**

**Motion:**

Commissioner Straub moved to approve Resolution CE 23-22A & TLS 23-35A Notice of Hearing: County Surplus Inventory *set for Tuesday, June 27, 2023 at 9:00 AM*; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**4) Pacific Office Automotive Image Management Contract**

**Solid Waste**

**Motion:**

Commissioner Steinburg moved to approve the Pacific Office Automotive Image Management Contract; Commissioner Straub seconded the motion and Commissioner Sutton concurred.

**5) Chelan Douglas Developmental Disabilities Contract Amendments**

- a. City of Wenatchee Parks and Recreation 2023-1
- b. Brave Warrior Project Contract 2023-2
- c. Upper Valley Connections 2023-3
- d. Planning Dreams 2022-13

**JUNE 6, 2023 CONTINUED**

**6) Pipkin Construction Parking Lot Contract**

**NCW Fair**

**Motion:**

Commissioner Straub moved to approve the Pipkin Construction NCW Fair Parking Lot Contract; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**7) Request for Qualification**

**Resolution CE 23-23A**

**Motion:**

Commissioner Straub moved to approve Resolution CE 23-23A Request for Qualification On-Call Towing and Impound/Holding Services *due Monday, July 3, 2023 at 4:00 PM*; Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**8) Approved Fair Contracts:**

- |   |                                 |
|---|---------------------------------|
| a. Swim World Chelan, Jordan Clark              | Vendor Agreement                |
| b. Pedro Antonio Oropeza                        | Facilities Use Agreement        |
| c. Nona Haberman                                | Facilities Use Agreement        |
| d. Highline Grain Growers                       | Facilities Use Agreement        |
| e. Eastmont Kiwanis                             | Professional Services Agreement |
| f. Rhea Lana, Whitney Graham                    | Vendor Agreement                |
| g. Apple Valley Kiwanis                         | Professional Services Agreement |
| h. Douglas County Democrats                     | Vendor Agreement                |
| i. Ace's Ice Cream (AGHEELERS), Cody Preugschat | Concession Agreement            |

**9) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00367437-0037544</b>	<b>\$114,594.01</b>
<b>2.</b>	<b>ACH</b>	<b>80008076</b>	<b>\$2,875.00</b>

**10) Approved Payroll**

**NET PAYROLL FOR:   MAY 1 to MAY 31, 2023**

**PAY DATE OF:**

<b>June 5, 2023</b>	<b>Voucher/Warrant Numbers</b>	<b>Total Amount</b>
<b>Check Reconciliation</b>	<b>64051 - 64056</b>	<b>\$ 14,066.88</b>
<b>Direct Deposit</b>	<b>ACH</b>	<b>\$ 903,003.43</b>
		<b>\$ 917,070.31</b>

ACH Check Numbers: 80008057-80008074 in the amount of \$506,101.78

AP Check Numbers: 00367375-00367436 in the amount of \$775,276.11

**\*Includes all applicable special purpose districts payroll processed by the Auditor's Office.**

**JUNE 6, 2023 CONTINUED**

With no further business, the Board of County Commissioners recessed at 12:12 PM to meet again on Wednesday, June 7, 2023 at the Douglas County Courthouse, Waterville, Washington.


**JUNE 7, 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, June 12, 2023 at the Douglas County Public Services Building, East Wenatchee, Washington.

The minutes are hereby read and approved.



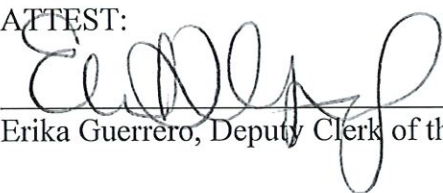
BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, WASHINGTON

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

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

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

ATTEST:

  
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Erika Guerrero, Deputy Clerk of the Board