

## BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JUNE 6, 2022

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

**I. 08:29 AM Pledge of Allegiance and Call to Order.**

**II. 08:30 AM Public Comments – No comment was received.**

**III. 08:30 AM The Board Met with Code Compliance Officer Lance Merz.**

- A. Update to the Board on recent Code Compliance multiagency site review at the A&G Brothers construction office located at 12914 US 2 there have been several onsite buildings that were not permitted, L&I will be doing a historical review of development/buildings onsite since the property purchase in 2016. L&I will be issuing a fine per building that was illegally constructed. The Department of Ecology was notified as there were several diesel oil drums that were leaking, Ecology will be testing the soil and may issue fines. The Health District was onsite to review the non-permitted septic tanks, the Chelan PUD was also onsite as Mr. Lopez has continued to encroach on the PUD's abutting property. The notice of violation will be sent today, and filed with the court. Through this process a number of codes have been identified that may need to be amended, the code enforcement officer will review and provide a proposal for the Board to review. The Board raised the question of if the parcel can be condemned, unfortunately the burden of proof for condemning a property is immediate life, health, or safety concerns for the public, this site does not rise to this level of concern.

**IV. 08:50 AM The Board Met with County Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

- A. Update to the Board on stolen property within the county, two gas cans were taken from the second street shop, a sani-can was stolen off the Al's town pit job site, the porta potty is connected with a generator, handwashing station, and affixed to a trailer. The local area septic companies have been notified to contact the Douglas County Sheriff's Department if the trailer is brought in for service.
- B. The Emergency response trailer has been delivered to the Douglas County Sheriff's Office, the trailer is to be used in response to the COVID-19 pandemic and emergency response needs.
- C. The Board is in agreement to continue with the policy that County Staff is not to enter private property to assist with stormwater clean-up and are only allowed to assist with removal of debris within the County rights of way due to liability for the county. The request was made for assistance located off Lyle Street. Commissioner Steinburg will be

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following up with Selland Construction for assistance with cleanup mitigation as the run off was partially due to the construction site up the slope. Commissioner Steinburg provided an update Selland Construction has been out to assist in cleaning the washout area.

D. Review and approval of the Administrator's Decisions and Directives from 5.30.2022.

**V. 09:01 AM The Board Held a Work Session on the Following Items.**

**Karen Goodwin, Chief Accountant:**

A. Discussion held regarding the Rivercom Interlocal Agreement, the agreement needs to be amended due to their financial system access. The licensing cost and payroll module as well as multifactor authentication. The Startup cost would be \$52,500 for the first year and \$32,000 for yearly fees following. Request for stepped inflation factor related to CPI is recommended. The Board is in agreement to these amendments an agreement will be drafted and presented to the Board of approval in the coming weeks.

B. The Board reviewed the project list for the NCW Fair and discussion held on the funding sources for the projects. The paving of the midway will be occurring, however the date for the project has not been set yet. The Building fronts will be done this week. The Interior remodel of the exhibits is currently underway. The painting of the concessions is occurring in July. The Lion's Den has been delayed due to other work being performed in the Lion's Den. The concession paint and structural repairs were not budgeted for in 2022 and the funding sources need to be identified. The Board is in agreement to utilize the REET fund for the structural repairs, and the concession paint to sure the building maintenance repair fund. The Board is also in agreement the budget needs to be delineated in detail for the NCW Fair for next year's budget preparation.

**VI. 09:40 AM The Board Met with Chelan Douglas Developmental Disability Director Tamara Burns.**

A. Ms. Burns was unable to present due to illness.

**VII. 9:42 AM The Board Held an Administrative Session.**

A. Discussion held on the operational services provided by the Chelan Douglas Health District following COVID-19.

B. General discussion held on the Fire District consolidation.

C. The City of Bridgeport was provided the current expense grader for rental to assist with the washout from the recent rain storm that occurred this weekend.

D. Update to the Board on the Scrivener's error for the Board of Equalization Value report the year reads 2019 for 2020 values however it should read 2020 for 2021.

D. Overview of the appointments and meetings scheduled for the next few weeks.

**VIII. 10:05 AM The Board Met with County Engineer Aaron Simmons.**

A. Update to the Board on the signage on McNeil Canyon Road. The directive was provided to the sign shop manager to develop the signage for implementation within the next month. The current signage, and proposed signage plan is above and beyond the MCT manual requirements.

**JUNE 6, 2022 CONTINUED**

B. Brown's Canyon was closed due to the storm, the road was closed on Friday due to washout. Further discussion on stormwater management retention ponds.

C. Discussion on the Franchise Agreement with the Port District, the agreement's language is standard language for all agreements. The issue of concern for aerial mitigation is resolved through right of way permit application and review the Engineering Development. The Board would like to stay consistent language within the Franchise Agreement and will adopt the agreement tomorrow.

With no further business, the Board Chairman called to recess the meeting at 11:00 AM, and will resume again on Tuesday, June 7, 2022 at the Douglas County Courthouse, Waterville, Washington.

**JUNE 7, 2022**

The Board of County Commissioners met in regular session at the Douglas County Commissioners Chamber Waterville, Washington. Commissioners Straub, Sutton and Steinburg, the Clerk of the Board Tiana Rowland were present. County Administrators James Barker, and Jordyn Giulio, as well as Civil Prosecuting Attorney James Mitchell in attendance.

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

**II. 08:31 AM Public Comments – No comment was received.**

**III. 08:32 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Discussion held on IRS mistakes that were made impacting four of the special purpose districts. The IRS applied 4<sup>th</sup> quarter payment to the 3<sup>rd</sup> quarter rather than the correct 4<sup>th</sup> quarter; a reimbursement was provide to the county despite the request for application to the correct quarterly payment. Deputy Prosecuting Attorney James Mitchell will be spearheading the communication with the IRS and will seek assistance from the Auditor's Office in an effort to ensure the County receives no penalties for mistakes made by the IRS.

B. The Building Inspection team has requested to go to working 4 ten hour shifts with staggered shifts for coverage on a trial basis and mirror the maintenance crew seasonal schedule for the winter months.

C. Update regarding the Health District IT support transitioning to cloud based support and updates to computer operation onsite. Commissioner Straub provided perspective the Health District will be moving forward with integrating smartgov, however the vendor will be taking additional time than expected to develop the platform necessary to communicate with both Chelan and Douglas county's development

D. Update provided on the second ARPA funding remission.

2. Personnel

Administrator

**Jim Barker, Administrator:**

A. Approved request for hire: Charles Rogalinski, Deputy Public Defender; Temporary Fair Employees; Deputy Clerk, Clerk’s Office.

B. Approved Payroll change notice: Charity Duffy, Senior Planner.

C. Request and approval for salary range outside of set 4 request for step 8 for the Office of Public Defense attorney currently residing in Kentucky. The Board is in agreement due to the level of experience the attorney has with extensive Superior Court trial time. Discussion held on the amount of funds for moving expenses for Mr. Rogalinski.

**Motion:**

Commissioner Sutton moved to approve the moving expenses in the amount of \$4,000 for the hiring of Mr. Rogalinski for the Office of Public Defense position; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**1) Final Close Out Documents**

**MJ Neal Law and Justice Roof Repair**

**Motion:**

Commissioner Steinburg moved to approve the final close out for the law and justice roof repair retainage in the amount of \$8,865.88, Commissioner Sutton seconded the motion and Commissioner Straub concurred. It was further agreed the roof repair warranty was sufficient as presented and did not have to go back to the original date of completion.

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

**TLS 22-24A**

*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**

**Lori Barnett City of East Wenatchee Development Director**  
**Staff Present: Perry Huston, James Mitchell, Jordyn Giulio, Jim Barker**

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

Overview of Ordinance TLS 22-06-24B to amend Douglas County Code 14.98.277, 18.16.355 for Alternative Energy.

**Public Comment:**

No comment was provided.

**Motion:**

Commissioner Sutton moved to approve Ordinance TLS 22-06-24B amendments of Douglas County Code 18.16.355 for Alternative Energy. Commissioner Steinburg seconded and Commissioner Straub concurred.

**V. 09:15 AM Public Hearing** **TLS 22-25A**

*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**

**Lori Barnett City of East Wenatchee Development Director**  
**Staff Present: Perry Huston, James Mitchell, Jordyn Giulio, Jim Barker**

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

Overview of Ordinance TLS 22-07-25B to amend Douglas County Code 18.16.080 for Yards and Setbacks.

**Public Comment:**

No comment was given.

**Motion:**

Commissioner Sutton moved to approve Resolution TLS 22-25A for Garage Setbacks. Commissioner Steinburg seconded and Commissioner Straub concurred.

**VI. 09:24 AM The Board Met with Transportation Land Services.**

**Mike Near, Development Review Engineer:**

A. Resolution TLS 22-21B-Franchise Agreement Chelan Douglas Regional Port Authority held over from 5.31.22.

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 22-21B the Franchise Agreement with the Chelan Douglas Regional Port Authority with no amendments

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

A. Review with the Board the Boundary line adjustment application and surplus sale of a portion of Douglas County property for assessor parcel 22212240001 for .08 acre, a notice of hearing will be set next week.

B. Updates on future projects.

**VII. 10:00 AM Public Hearing** **CE 22-29A & TLS 22-27A**

*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, Jim Barker**

**Staff Report, Clerk of the Board Tiana Rowland:**

Overview of the proposed surplus property via Resolution CE 22-29B & TLS 22-27B the Final Order for Douglas County Surplus Inventory.

**Public Comment:**

No comment was given.

**Motion:**

Commissioner Steinburg moved to extend the public hearing until Tuesday, June 14, 2022 following confirmation on items presented by the Douglas County Sheriff's Office; Commissioner Sutton seconded and Commissioner Straub concurred.

10:22 AM Undersheriff Was able to join session and provided clarification the listed items are all within storage and the asset tags or serial number was unable to be located.

**Motion:**

Following the update that was provided by the Sheriff's Office, Commissioner Sutton amended the motion to approve resolution CE 22-29B & TLS 22-27B; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**VIII. 11:00 AM Consent Agenda:**

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

A. The Board approved the Health District to use the Douglas County Public Services Building's Hearing Room, as well as Northern Fruit Company's use of the second street facility parking lot for overflow parking as needed.

**1) Appointment: Gary McLeod Douglas County Civil Service**

**CE 22-30**

**2) Chelan Douglas Developmental Disabilities Agreement**

**Able Opportunities, Inc.**

**3) Approved Fair Contracts:**

a. Salvador Godina	Facilities Use Agreement
b. Jose Barragan	Facilities Use Agreement
c. Ana Laura Martinez	Facilities Use Agreement
d. Monica Perez	Facilities Use Agreement
e. Juanita Vargas	Facilities Use Agreement
f. Jose S. Sausedo	Facilities Use Agreement
g. Edith Maxinez	Facilities Use Agreement
h. Chapter Z P.E.O.	Professional Services Agreement
i. Taqueria El Tapatio, Angel Cruz	Concession Agreement
j. Starlight Enterprises, NW, Mark Iversen	Concession Agreement
k. Foster Creek Conservation District	Vendor Agreement
l. Bling & Things, Dronda Fischer	Vendor Agreement
m. Rustic Rose Leatherworks, Diana Johnson	Vendor Agreement

**JUNE 7, 2022 CONTINUED**

n. Douglas County Pomona Grange  
o. Waterville Lion's Club

Concession Agreement  
Concession Agreement

**4) Interagency Reimbursement Amendment 1**

**WA State Admin Office of the Courts**

**3) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00357401-00357477</b>	<b>\$363,975.36</b>
<b>2.</b>	<b>ACH</b>	<b>80007545</b>	<b>\$2,000.00</b>

<b>NET PAYROLL FOR:</b>	<i>MAY - MAY 31 2022</i>	
<b>PAY DATE OF:</b>	JUNE 3 2022	
	<b>Voucher/Warrant Numbers</b>	<b>Total Amount</b>
<b>Check Reconciliation</b>	63488-63494	\$ 13,600.12
<b>Direct Deposit</b>	ACH	\$ 785,986.16
		<b>\$ 799,586.28</b>

ACH Check Numbers: 80007525-80007543 in the amount of \$457,524.02

AP Check Numbers: 00357340-00357400 in the amount of \$680,468.13

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

With no further business, the Board of County Commissioners recessed at 11:05 AM to meet again on Wednesday, June 8, 2022 at the Douglas County Courthouse, Waterville, Washington.

**June 8, 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, June 13, 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



ATTEST:

Tiana Rowland, Clerk of the Board

  
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Marc S. Straub Chair

  
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Dan Sutton Vice-Chair

  
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Kyle Steinburg Member