

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JUNE 26, 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 were present and Civil Prosecuting Attorney James Mitchell was 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. 08:32 AM The Board Met with Administrator Jordyn Giulio.

1. Staff Report

Administrator

A. Discussion was held regarding the Chelan-Douglas Regional Port Authority Board meeting. The Board would like to send a delegate to represent Douglas County. Commissioner Steinburg will be in attendance.

B. The Board discussed potentially hiring a part time employee to bring help to the NCW Fair. Commissioners would like to create a special project manager position and have them report to the Board of Commissioners as well as the County Administrator. County Administrator will create a draft of the job description to present to the Board.

C. County Administrator presented a draft of County branded clothing policy. This policy includes a code of conduct when wearing County branded clothing that is similar to the computer and vehicle use policy. The Board would like to move forward with this

D. Discussion was held regarding a decant facility. Construction of this facility will cost about \$600K. Cost will increase as utilities are put in. There will also be as disposal costs as Waste Management will not take materials unless they are dry. The Board has no interest in a decant facility at the moment unless there are available grants.

E. Update from Road Superintendent, Scott Reiman, demolition for the home located on the 19th Street property is scheduled for July 10th. Staff is currently working on ideas for construction of a new building.

F. Update was given to the Board regarding the Grant Public Information Officer position. There are several experienced applicants. Interviews will be scheduled soon.

G. Commissioner Straub has requested an update on the maintenance schedule for the Waterville Courthouse. County Administrator will provide the Board with an update.

H. County Administrator provided the Board with an update on the major headliner for the NCW Fair. There has been little success finding a performer but will be reaching out to Colby Caillat. Other options would be a cover band.

J. Constituent Aaron Schmidt has reached out and requested to meet with the Board during regular session. Mr. Schmidt would like to discuss shoreline violations. At this time the Board has declined the opportunity to meet with him; unless there is a legislative matter.

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IV. 09:00 AM The Board Met with Sheriff Kevin Morris and Undersheriff Tyler Caille.

A. The Board held an Executive Session RCW (42.30.110)(1)(d) Negotiations

Executive Session RCW (42.30.110)(1)(d):

Attendees: Commissioner Sutton, Steinburg, Straub, Deputy Clerk of the Board Erika Guerrero, County Administrator Jordyn Giulio, Human Resource Officer Dayna Prewitt, Sheriff Kevin Morris, Undersheriff Tyler Caille, Chief Financial Officer Karen Goodwin, Administrative Assistant Tiffany Augustson. At 9:02 AM Commissioner Sutton called for an executive session pertaining to negotiations until 9:18 AM for 20 minutes. At 9:18 AM Commissioner Sutton called to end executive session with no action taken outside of session.

B. Sheriff Kevin Morris provided a monthly report to the Board.

C. No update regarding the search of the missing young man. The search team and volunteers have done a great job in working together.

V. 09:37 AM The Board Met with Auditor Thad Duvall, Chief Financial Officer Karen Goodwin and Deputy Chief Accountant Leah Hurd.

A. Review of statement of expenditures compared to budget.

B. Financial audit should be complete by the end of the week.

C. Discussion regarding the Chelan Douglas Regional Port Authority meeting scheduled for tomorrow regarding the port district unified tax levy. Auditor Thad Duvall would like to recuse himself from attending tomorrow's meeting.

VI. 10:00 AM The Board Held a Work Session on the Following Items.

Aaron Simmons, County Engineer and Mike Neer, Development Service Manager, Scott Reiman, Road Superintendent:

A. Discussion for cost estimates on road improvements done by the Chelan Douglas Regional Port Authority and Microsoft.

B. Review of the Safeschools Interlocal Agreement for safe roads plan study.

C. A request has been made by Ben Carter from the PUD to do micro trenching in the East Wenatchee urban growth area; Lindwood, 31st St. NE, Stull Ct. and S. Van Well. The Board approved the PUD to proceed with micro trenching.

D. Discussion regarding the proposed easement with Microsoft and Intermountain. This franchise agreement will create a 3 foot wide easement for placement of utilities as needed. Prosecuting Attorney will review the franchise agreement prior to execution.

E. No current update on the encroachment by Mr. Davy. The Board has directed the County Engineer to let Mr. Davy know utilities placed in Douglas County property need to be moved.

F. Concrete debris was swept headed up the hill. Road closure of 19th Street for cleanup. An invoice must be sent for services.

JUNE 26, 2023 CONTINUED

G. Fair parking lot looks great. One application of high float oil will be placed July 5th. Second application will happen in late July. Chip sealing of the parking lot hold 15-20 years. The Board would like to proceed and make the expense with the two applications. Each application is about \$50,000. Curing time must wait until after the event.

H. Demolition of the house will happen the week of July 10th.

I. County Engineer will be gone this week for training at Washington Association of County Engineers.

Heather Mauseth, Fire Marshal and Tanner Ackley, Principal Planner.

A. Park models, RV's, and tiny homes are being dropped off in different locations but need to have a placement permit. These units are permitted through L&I but they are considered dwellings and should be permitted. L&I approves plans and forward to Douglas County. Current code lacks clarification on these model placements and distinction between an RV and park models. The Board has directed both Fire Marshal and Principal Planner to continue observing the situation.

B. Discussion was held regarding building inspections with photo. Either a live or virtual inspection; some of these inspections may be difficult but Fire Marshal is working on setting up a program.

C. There have been constituent complaints from neighbors regarding the Kinzel property. Complaints of raw sewage being dumped into the canal.

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

A. Discussion was held regarding the draft conservation policy being proposed by Fish and Wildlife Commission.

With no further business, the Board Chairman called to recess the meeting at 10:45 AM, and will resume again on Tuesday, June 27, 2023 at the Douglas County Courthouse, Waterville, Washington.

JUNE 27, 2023

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

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

II. 08:29 AM Public Comments.

A. No public was present, and no written comments were received.

III. 08:30 AM The Board Met with Administrator Jordyn Giulio.

1. Staff Report

Administrator

Jordyn Giulio, Administrator:

- A. A draft of the Project Oversight and Management Specialist job description was presented to the Board. The Board approved with the updates to the reporting supervisors of Board of Commissioners and County Administrator.
- B. Follow up information regarding change of color of the courthouse. Paint colors are historical and cannot be changed. The Board asked for continued red around the building.
- C. Douglas County currently does not participate in L&I Retro but would like to move in that direction within the next four years.
- D. Safety Manager is working hard on updating the safety manual.
- E. Suncove is having their annual 4th of July parade.
- F. Chipbox upgrade was built out of last year's budget. Accounting Manager, Phil Young looked into budget and there is about \$80,000 budget increase if needed for cost increase in pickups.
- G. Clothing catalog was dropped off; the Board will review items for approval.
- H. No update on the Mansfield Road court hearing.
- I. Review and approval of the Administrator's Decisions and Directives from 6.19.2023.

8:38 AM The Board Held Executive Session RCW (42.30.110)(1)(G) Personnel.

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

Attendees: Commissioner Sutton and Straub, Interim Director Perry Huston, Civil Prosecuting Attorney James Mitchell. At 8:38 AM Commissioner Sutton called for an executive session pertaining to personnel until 8:43 AM or 5 minutes. At 8:43 AM Commissioner Sutton called to end executive session with no action taken.

2. Personnel

Administrator

Jordyn Giulio, Administrator:

A. The Board approve the following Payroll Changes: Manuel Ramirez, System Administrator; Jose Garcia Avila, District Court Deputy Clerk; Lars Peterson, Senior Plans Examiner; Shari Tincher, Permit Center Coordinator; Amber Peterson, Recording Lead; Elections Assistant; Andrea Jester, Deputy Clerk; James Mitchell, Civil Prosecuting Attorney; Kathleen Dirks, Chief Personal Property Auditor; Rene Aviles, Appraiser; Tiffany Prazer, Associate Planner; Samantha Thomsen, Deputy Clerk; Tracy Walton, Legal Assistant; Lisa Martin, Deputy Clerk; Heather Frederickson, Deputy Clerk; Shannon Edinger, Administrative Assistant.

IV. 09:00 AM Public Hearing

CE 23-22A & TLS 23-35A

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: Perry Huston, James Mitchell, Jordyn Giulio

Staff Report, Deputy Clerk of the Board, Erika Guerrero:

Overview of Resolution CE 23-22B & TLS 23-35B Order Authorizing Sale of County Equipment and Personal Property Surplus to the County's Needs.

Public Comment:

No comment was given.

Commissioner Sutton closed the public comment portion of public hearing.

Motion:

Commissioner Straub made a motion to approve Resolution CE 23-22B & TLS 23-35B Order Authorizing Sale of County Equipment and Personal Property Surplus to the County's Needs. Commissioner Sutton seconded and concurred.

V. 09:30 AM The Board Met with Foster Creek Conservation District Manager Becca Hebron

- A. A budget line item has been given to Foster Creek Conservation District.
- B. Discussion on how the VSP program works. There have been 4 grants written within the last few months. Funds to monitor data as well as \$37K line item for monitoring. There are four producers' cows wearing shock collars for wire fencing; used for overgrazing and monitoring.
- C. South Conservation Districts and Foster Creek are maintaining a great relationship and communication.
- D. Restoration program, fish above irrigation dam which have never been there. Over 1,800 plants have been planted in a section of the riparian. Working with CAFÉ in Bridgeport community. Wildlife surveys are happening across the plateau and are seeing pronghorn. Wildlife Wednesday posting on social media.

1) 2023-25 Biennium Contract No K2411 between Washington State Conservation Commission and Douglas County VSP Program Implementation.

**Item held over for Civil Prosecuting Attorney review.*

VI. 10:00 AM Bid Opening Resolution CE 23-24A NCW Fair Modular Horse Barn

Present: Ramon Ramirez, Facility Operations Manager

**No Bids were received.*

- A. Brief update on the Fair projects. Concrete needs to be poured on posts, waiting on contract response for pouring.

JUNE 27, 2023 CONTINUED

B. Parking lot looks great, chip seal will happen after the 4th of July event. Water tower has been installed.

C. Big Bend Rodeo Camp is currently taking place.

VII. 10:10 AM The Board Met with Transportation Land Services.

Jennifer Lange, Assistant County Engineer:

A. Department of Ecology permit reissuance and designated forms have to be updated.

1) City of East Wenatchee Interlocal Agreement *AFN #3263131 Safe Streets

Motion:

Commissioner Straub made a motion to approve the City of East Wenatchee Interlocal Agreement for Coordination on a Safe Street for all Action Plan; Commissioner Sutton seconded and concurred.

2) ESFA Updates for Stormwater Permit Reissuance Department of Ecology

Motion:

Commissioner Straub made a motion to approve the Electronic Signature Form Agreement Updates for Stormwater Permit Reissuance; Commissioner Sutton seconded and concurred.

Land Services:

A. Regulation of activity in critical areas.

B. Planning Commission meeting schedule for code amendments are as scheduled.

C. Perry held a discussion with Twin W regarding the development agreement. Residential lots, density is too great and lots too small.

D. Discussion regarding Perteet contract.

E. Memo for 2026 comp plan review should be complete soon. Creating a critical path as guidance for the Board.

F. GMA public participation plan in place needs to be reviewed and adjusted as appropriate.

VIII. 10:40 AM The Board Held an Administrative Session.

IX. Consent Agenda:

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

1) RiverCom SECO Coordinator Professional Development (CPD) Contract SFY2024

**Item held over for Civil Prosecuting Attorney review.*

2) Re-appointment of Al Schuster

Resolution CE 23-25

Motion:

Commissioner Straub moved to approve Resolution CE 23-25 In the Matter of the Re-appointment to the Wenatchee Housing Authority Board: Al Schuster; Commissioner Sutton seconded the motion and concurred.

3) Perteet Contract Supplement 1 Change for Scope Modifications

Motion:

Commissioner Straub moved to approve the Perteet Contract Supplement 1 Change for Scope Modifications; Commissioner Sutton seconded the motion and concurred.

4) Appointment of Tabitha Hernandez

Department of Agriculture

Motion:

Commissioner Straub moved to uphold the appointment of Tabitha Hernandez, Fruit and Vegetable NW Regional Manager with the Washington State Department of Agriculture, to the Tri-County Horticulture Pest and Disease Board that Serves Chelan, Douglas, and Okanogan Counties; Commissioner Sutton seconded the motion and concurred.

5) Approved Fair Contracts:

- a. Charlotte’s Handcrafted, Nina Allan Entertainment Contract
- b. Rustic Refresh Designs, Kathy McQuade Entertainment Contract
- c. Bounce Lake Chelan, Austin & Hailey Key Special Event Vendor Agreement
- d. Suzie’s Toys, Suzie Smith Vendor Agreement
- e. USPS, Sarah Hevly Vendor Agreement

6) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00368036-00368166	\$435,384.84
2.	ACH	80008081-80008084	\$8,510.98

With no further business, the Board of County Commissioners recessed at 11:20 AM to meet again on Wednesday, June 28, 2022 at the Douglas County Courthouse, Waterville, Washington.

JUNE 28, 2023

I. Signature Authority granted to the Deputy Clerk of the Board for Special Run Voucher Approval.

1) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00368199-00368204	\$9,280.57

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, July 10, 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

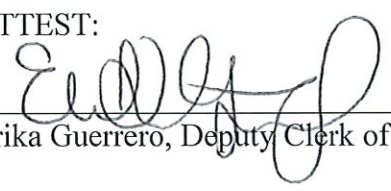


Kyle Steinburg Vice-Chair



Marc S. Straub Member

ATTEST:



Erika Guerrero, Deputy Clerk of the Board