

## BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JULY 25, 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 was present. County Administrators James Barker and Jordyn Giulio were present.

- 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. Update to the Board on the NCW Fair tractor purchase. The tractor has been delivered and will have substantial longevity for the Fair operations. The funds utilized for the purchase will be lost revenue as provided through ARPA.

B. The Sheriff's Office has placed a speed alert sign at Eastmont extension, they will also be adding a sign with radar detection at Fancher Field Rd. This effort is to assist in mitigating the recent speeding occurring on these roadways.

C. Update to the Board on the Veteran Service Office relocation to the second street complex, there was a suggestion of a 3x3 or 4x4 window installation per the Veteran Service Officer's request however the window is now 4x8 with sliding openings.

D. Superior Court has received a grant in the amount of \$54,000 from Association of Washington Courts for AV equipment upgrades. The funds will be used for equipment upgrades within the Waterville Courtroom and Hearing Room. The MIS Director has reached out to the vendors to assist in facilitating the upgrade process.

E. Discussion held on sign alert warning replacement at McNeil Canyon, Badger Mtn., and Pearl Hill Road for the communication tower alerting divers of emergency notifications. Proposed use of ARPA funds for the replacement expense. Further discussion held on racehorse stalls/barn and dual use for housing the emergency response trailer, however it was identified the housing of the trailer within the Waterville TLS shop by expanding the parking bays may be a better location for security purposes.

F. Facility maintenance has received facility upgrades or maintenance requests for individual departments, however these requests have not been vetted through the Administrator's Department. The Board would like to have all requests made through the Administrator's Department for evaluation and correspondence with the Department Head or Elected Official.

G. Discussion held on Rock Island Road improvements. The Board would like to see general maintenance and repairs at this time.

H. Review of the notice to proceed for on-call planning and land use services with BERK and Associates, the Board Authorized the County Administrator to move forward with signing the notice to proceed as presented.

## JULY 25, 2022 CONTINUED

### **IV. 09:00 AM The Board Met with Undersheriff Tyler Callie.**

- A. Discussion held on emergency response and radio control system with Bendix King.
- B. Overview of the Budget in comparison to the expenses.
- C. Update to the Board on Staffing, the deputy attending the academy will complete training in the upcoming months.
- D. National Night Out at Eastmont Park this year will be on Wednesday, August 3<sup>rd</sup> from 6-8 pm.
- E. Update to the Board on the state bid process for the purchase of vehicles, once the ordering window opens the purchase will be made. The Board authorized the purchase of 2023 fleet vehicles with 2022 funds on June 27, 2022.
- F. The technology packages have been purchased for the emergency response trailer, the packages will come in fall of this year. Further discussion held on the storage facility for the trailer.

### **V. 09:12 AM Call for Executive Session RCW42.30.110(1)(i)**

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

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrators Jim Barker and Jordyn Giulio, Clerk of the Board Tiana Rowland. At 9:12 AM Commissioner Straub called for an executive session pertaining to potential litigation until 9:30 AM, at 9:30 AM Chairman Straub called to end executive session with no action take.

### **VI. 09:30 AM The Board Met with County Auditor Thad Duvall and Chief Financial Officer Karen Goodwin.**

- A. Review of the budget in comparison to expenses. June's sales tax will be sent to the Board via email as the state has not finalized the calculation.
- B. Request to transfer \$1,229,400 in sales tax revenue to the local government assistance fund, the Board approved the request.
- C. Update to the Board on the REET and local government assistance balance.
- D. Further discussion held on the Risk Pool premium increase of 40% for next year. The Board would like to increase the costing for all departments rather than using reserves.

### **VII. 10:07 AM The Board Met with Juvenile Court Administrator Jack Murphy.**

- A. Discussion held on the Martin Hall contract and options for dissolving or amending the contract terms. Spokane County looked into options in 2012 however were unable to find an exit following the development of their own facility. Spokane County is still paying the fees as negotiated by Martin Hall, the only option to leave is to find another agency to take over the remaining term of the contract in addition to paying the required 5 bed rate minimum.

### **VIII. 10:40 AM The Board Held a Personnel Discussion.**

Human Resource Manager, Dayna Prewitt and Interim Land Services Director Perry Huston joined session.

- A. Introduction of Chip, the new Office of Public Defense Attorney.

## JULY 25, 2022 CONTINUED

B. Discussion held with Perry Huston on the Associate Planner position and the educational requirements. Previously the requirement of a Bachelor's Degree in planning, however it is being proposed the training can be conducted in house.

C. Discussion held on the exempt excluded salary ranges.

D. Overview of the personnel policy amendments to include security cameras, and relocation compensation. Overview of the leave without pay policy.

With no further business, the Board Chairman called to recess the meeting at 11:56 AM, and will resume again on Tuesday, July 26, 2022 at the Douglas County Courthouse, Waterville, Washington.

## JULY 26, 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 and Deputy Clerk of the Board Erika Guerrero 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. 08:30 AM Public Comments – No comment was received.**

**III. 08:31 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Review of the Administrator's decisions and directives from 7.18.2022.

B. There are 4 benches used in the previous District Court location at the second street complex, discussion on options for surplus or retention for future use. The Board would like to retain the church pews to be used in the Superior Court or hearing room in Waterville.

C. Discussion held on the Local Government Assistance Fund as well as the budgeted projects for the Sheriff's department. The Board would like to dissolve the account and have the remaining fund balance from the Farm Worker Housing Fund distributed to the Local Government Assistance fund.

D. Discussion held on the code enforcement cases and development of a warrant of abatement program.

E. Update on the window for the 2<sup>nd</sup> street Veteran Services Office the window cost was under \$600.

F. Update to the Board on the ARPA request for the front entry at the NCW Fair, request to not exceed the \$189,000 for the project. The Board approved the funding request.

G. Commissioner Steinburg provided and update on the Water District proposed amendments to the Interlocal Agreement for the repayment of the Rural County Sales and Use tax funds, the Water District is looking to expand the service area boundaries as were outline in the original agreement.

**JULY 26, 2022 CONTINUED**

H. Discussion held on the Rivercom request and proposed purchase and sale agreement for the County's Fancher heights 20 acre parcel. The evaluation provided within the agreement is not reflective of the value of the property. The Board would like to have Rivercom to conduct a feasibility study to ensure development can occur within this area as it was previously use is unknown. Civil Prosecuting Attorney requested to follow up with Rivercom's attorney regarding the feasibility study and the evaluation discrepancy. Further discussion on the separation of the parcel and retainage of a portion of the parcel.

**2. Personnel**

**Administrator**

**Jim Barker, Administrator:**

A. The Board approved the following payroll change notices: Gordon Edgar, Prosecuting Attorney; Eric Biggar, District Court Judge; Brian Huber, Superior Court Judge.

B. The Board approved the following temporary NCW Fair employees: Gena Sherwood, Randy Smith, Tabitha Sherwood.

**1) Amendments to Personnel Policies**

**Resolution CE 22-31B & TLS 22-33B**

**Motion:**

Commissioner Steinburg moved to approve resolution CE 22-31B and TLS 22-33B Amendment to Personnel Policies Chapter 4.05.060(1)b Reimbursement and Relocation-Exempt/Excluded Positions, Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**3) Notice of Public Hearing**

**Resolution CE 22-36A & TLS 22-39A**

**Motion:**

Commissioner Steinburg moved to approve resolution CE 22-36A and TLS 22-39A Notice of Public Hearing to Consider Personnel Policy Chapter 4.22 Camera. Hearing *set Tuesday, July 16<sup>th</sup>, 2022 at 9:00 am in the Commissioners Chambers at the Douglas County Courthouse*; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

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

**Resolution TLS 22-30B**

*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, Jim Barker.**

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

Overview of the Ordinance TLS 22-03-30C Adopting Interim Controls Amending DCC 18.12.080-Land Use Districts Designation

**JULY 26, 2022 CONTINUED**

**Public Comment:**

No comment was given.

Commissioner Straub closed the public comment portion of public hearing.

**Motion:**

Commissioner Sutton made a motion to approve Ordinance TLS 22-03-30C Adopting Interim Controls Amending DCC 18.12.080-Use Districts Designation; Commissioner Steinburg seconded and Commissioner Straub concurred.

**V. 09:16 AM Public Hearing**

**Resolution TLS 22-31B**

*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, Jim Barker.**

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

Overview of the Ordinance TLS 22-04-31C Adopting Interim Controls Amending DCC 14.32.070-Development Regulation

**Public Comment:**

No comment was given.

Commissioner Straub closed the public comment portion of public hearing.

**Motion:**

Commissioner Sutton made a motion to approve Ordinance TLS 22-04-31C Adopting Interim Controls Amending DCC 14.32.070-Development Regulation; Commissioner Steinburg seconded and Commissioner Straub concurred.

**VI. 9:30 AM The Board Met with Transportation Land Services.**

**Aaron Simmons, County Engineer:**

A. Review of the Transportation Department Equipment budget for 2022, the department would like to move toward a lidar system as there are several capital projects in the queue for the next few years, this software and equipment will assist in the areal images for the projects. Request for additional \$35,000 coupled with the budgeted \$30,000 for drone upgrades to purchase the new system. Overview of the lidar system integration for the topography and mapping, the benefit will be better data for analysis for slopes and grading. Further discussion on the surveying needs and if this system would assist in completing this work, this will assist and reduce costs for the department. The Board is in agreement to move forward with the purchase of the equipment.

**JULY 26, 2022 CONTINUED**

B. Overview of the NCW Fair parking lot grading project, it is estimated to be 10,000 yards of materials that will need to be moved, the project can be completed, but will be time and labor intensive.

D. Update to the Board on the request for primitive road access off Badger Mountain Road, staff is working toward a resolution for development with Johnathan Corning.

E. Update to the Board on Hinkle and McCoy contractor conducting the directional boring project and roadwork on Nevada St. They are currently using cold mix asphalt, it is soft as temporary patches, however there is concern for the patches not being solidified with hot mix asphalt following the work completion. County Engineer will follow up and continue to monitor the project to ensure continuity of the roadway.

F. The Board held discussion with the County Engineer and Development Review Engineer on the proposed development within Orondo, and the Road service level study for the area. The level of service for the comp plan requires shoulders, driving lanes at 28 foot wide, staff is allowing for 24 feet to service 26 lots as well as half road frontage improvements. The Board is in agreement with Staff's recommendation for the development.

**1) Notice of Public Hearing**

**Resolution TLS 22-38A**

*\*Action held over as the application is looking to develop an irrigation service district.*

**2) RH2 Local Agency Consultant Agreement**

**NW Empire Ave**

**Motion:**

Commissioner Steinburg moved to approve the RH2 Local Agency A&E Professional Services Lump Sum Consultant Agreement for NW Empire Ave; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**3) Local Agency Agreement**

**NW Empire Ave**

**Motion:**

Commissioner Steinburg moved to approve the Local Agency Agreement Supplement 2 for NW Empire Ave; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**4) Local Agency Federal Aid Project Prospectus**

**NW Empire Ave**

**Motion:**

Commissioner Steinburg moved to approve the Local Agency Federal Aid Project Prospectus for NW Empire Ave; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**JULY 26, 2022 CONTINUED**

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

A. Code amendments review will occur in the following weeks.

**1) Notice of Public Hearing**

**Resolution TLS 22-37A**

**Motion:**

Commissioner Steinburg moved to approve resolution TLS 22-37A Notice of Public Hearing to Consider the Adoption of a New Section to DCC 18-Zoning Titled Pangborn Industrial Service Area set for Tuesday, August 23<sup>rd</sup>, 2022 at 9:00 AM in the Commissioners Chambers at the Douglas County Courthouse; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**VII. 10:00 AM Bid Opening**

**Resolution CE 22-33A**

Request for Qualifications (RFQ) 2022 Architecture/Engineering Consulting Services  
Following Responsive Statements of Qualification:

RSS Architecture  
Design West Architects  
Meier Architecture Engineering  
The DOH Associates Architectures & Planners  
Cortner Architectural  
Complete Designs, Inc.

None Responsive Statement of Qualification:

GeoProfessional Innovation

**Motion:**

Commissioner Steinburg moved to approve the responsive statements of qualifications for review by Administrator Giulio to provide a recommendation, Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**VIII. 10:39 AM The Board Met with Auditor Thad Duvall, and Treasurer Felisha Rosales. Assessor Rudd attended by zoom teleconference.**

A. The Board wanted to revisit the conversation regarding single point of entry for the Courthouse, the entry to the annex will be the single point, there will be an armed security guard with medal detection at the entry point to the Courthouse area. An additional measure would be to add a common workstation area at the entry point to the annex.

B. The Auditor and Treasurer provided an overview of the workflow for the offices. In-person services take longer than online services, concern for reduction in customer service. The Auditor, Treasure, and Assessor are requesting to have bullet resistant glass for the service area counters.

C. The Auditor will review funding sources for the project and potentially use the election reserve funds to support the project. September 1 will be the implementation timeline for the security guard and medal detection. Panic buttons will be installed at the employees' workspace as well. The Board would like to have an estimate for phase 2 of the project for bullet resistant glass installation.

**JULY 26, 2022 CONTINUED**

**IX. 11:13 AM The Board Met with the Waterville Hospital District**

A. The Board went over the concerns regarding the ARPA funding request, but want to ensure there is community by in for the project and lack of contingency for the building. The allowable levy increase is \$80,000 however the Board recommended increasing to the full amount allowed of \$90,000. The Hospital District provided an overview of the community support and fund raising efforts.

B. The Board discussed the payment structure for the project, and availability for the Waterville Hospital District for cash flowing the project and reimbursement by the county. The Hospital District believes they will be able to for materials with prompt reimbursement. The Administrator recommended looking in to a construction loan with the underwriting of the loan being completed by the County.

**X. 11:30 AM The Board Held an Administrative Work Session.**

A. Review of the Aging and Adult Care's recommendation for the Designated Crisis Responder Nomination of Mr. Benjamin Shuts.

**Minute Notation:**

**Commissioner Sutton moved to approve the nomination of Mr. Benjamin Shuts, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.**

B. Review and approval of the Hold Harmless Agreement with Chapacka LLC for staging on county property.

C. Review of the K Best claim for damages hold harmless agreement and payment for damage.

D. Review of the Regional Port Districts Supplemental budget.

**XI. 11:50 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.

**1) Appointments to the North Central Washington Fair Board Resolution CE 22-34**

**Motion:**

Commissioner Sutton moved to approve resolution CE 22-34 the Appointments of Lori Beidler and Heidi Hedges to the North Central Washington Fair Board; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**2) Regional Council Project Extension Resolution CE 22-35**

*\*Action held over until the following week.*

**Motion:**

Commissioner Sutton moved to approve resolution CE 22-35 the Regional Council Project Extensions; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**3) Declaration of Canvas Board Authority Commissioner Steinburg**

**Motion:**

Commissioner Sutton moved to approve the Declaration of Canvas Board Authority for Commissioner Steinburg; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.



**JULY 26, 2022 CONTINUED**

**4) Approved Fair Contracts:**

- |   |                                 |
|---|---------------------------------|
| a. Jacob Barth, Chuck Yarbo Actioners, Inc. | Professional Services Agreement |
| b. Tillicum Riders, Cynthia Fowler          | Concession Agreement            |
| c. Lucia Bautista                           | Fair Facilities Agreement       |
| d. Sael Guzman                              | Fair Facilities Agreement       |
| e. Valley Cakes & Bakes, Stephanie Coleman  | Vendor Agreement                |
| f. Morgan Enterprises, Wes Morgan           | Vendor Agreement                |

**5) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00358821-00358930</b>	<b>\$474,260.69</b>
<b>2.</b>	<b>ACH</b>	<b>80007657</b>	<b>\$58.93</b>

With no further business, the Board of County Commissioners recessed at 12:30 PM to meet again on Wednesday, July 27, 2022 at the Douglas County Courthouse, Waterville, Washington.

**JULY 27, 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, August 1, 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



*Marc S. Straub*  
\_\_\_\_\_  
Marc S. Straub Chair

**EXCUSED**

Dan Sutton Vice-Chair

*Kyle Steinburg*  
\_\_\_\_\_  
Kyle Steinburg Member

ATTEST:

*Tiana Rowland*

\_\_\_\_\_  
Tiana Rowland, Clerk of the Board