

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

SEPTEMBER 13, 2021

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

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

**II. 08:30 AM The Board Met with Interim Clerk Jenn Biggar.**

A. Funding request for software update as the court document transmission system is outdated and is unresponsive for timely paperwork filing with the courts. Due to COVID-19 the Court has moved to electronic filing and signature capturing. The filing fees are captured with the current software system and should be remitted to the clerk's office on a weekly basis, however this is not occurring in a timely manner. Proposal to use Image Soft with an initial set up cost of \$35,000 and yearly contract fee of \$10,000. The Board is in agreement to move forward with the purchase through ARPA funds.

**III. 08:39 AM The Board Met with Management Information Systems Director Brad Hudson.**

A. Proposal to the Board on change order for the network multifactor authentication system update, the cost in the current project may cover the fee however would like to have the change order in place for cost over runs.

B. Update to the Board on the preparation for the courts to hold session at the NCW Fair community hall the set-up is about 16-25 hours with a 5-member crew.

**1) Approved Change Order**

**CDW Government, LLC.**

**Motion:**

Commissioner Steinburg moved to approve the change order with CDW Government, LLC. for the DUO Deployment project, Commissioner Sutton seconded the motion and Commissioner Straub concurred.

**IV. 08:48 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Discussion held on the Our Valley Our Future budget and funding request of \$20,000 for the County.

B. Update to the Board on the mobile crisis Covid response trailer for the Sheriff's Office, the anticipated expense will be \$150,000 and delivery date is next year.

## SEPTEMBER 13, 2021 CONTINUED

C. Constituent complaint regarding speeding on 29<sup>th</sup> street in East Wenatchee, the street is an offset intersection and a stop sign will not work, the suggested course of action is increased law enforcement patrol in this area. The nature of the intersections will cause an increased hazard with the installation for a stop sign.

### 2. Personnel

Administrator

#### **Jim Barker, Administrator:**

A. Approved travel request form for NCW Fair Manager Carolyn Morley, Washington State Association of Fairs in Spokane, WA.

B. Approved out of state travel form for NCW Fair Manager Carolyn Morley, Denver Colorado & San Antonio Texas.

### V. 09:00 AM The Board Called for Executive Session RCW (42.30.110)(1)(o) Personnel.

**Attendees:** Commissioners Sutton, Steinburg and Straub, County Administrator Barker, Civil Prosecuting Attorney Mitchell, Human Resource Officer Prewitt, Chief Financial Officer Goodwin, and the Clerk of the Board.

At 9:00 AM Commissioner Straub called for an executive session for 20 minutes pertaining to personnel. At 9:18 AM a call to extend the executive session for an additional 30 minutes was made. Executive session ended at 9:40 AM with no action taken.

#### **9:42 AM Return to Administrator's Report**

D. Update to the Board on the Courts request to use the community hall for the month of September, there are events scheduled in October and a trial in November. Concern for the court in addressing the backlog of cases superior court is experiencing.

### VI. 10:01 AM The Board Met with County Engineer Aaron Simmons.

A. 911 call out program error rate 3<sup>rd</sup> party evaluation, Douglas County has the lowest error rate for 911 call out kudos provided to Todd Wilson and Amanda Taub the GIS coordinator and specialist for the county.

B. Discussion held related to project status updates. Update provided grant funding match by the county has been reduced for the Upper Pearl Hill Bridge replacement.

**SEPTEMBER 13, 2021 CONTINUED**

**VII. 10:39 AM The Board Held an Administrative Session.**

A. Discussion ensued regarding addressing the Sun Cove and Bauer’s Landing in developing a Road Improvement District for the area or alternative options.

**1) Notice of Public Hearing: Treasurer’s Bond CE 21-28B**

**Motion:**

Commissioner Sutton moved to approve the notice of hearing for resolution CE 21-28B for the additional bond coverage of the Douglas County Treasurer Natalie Marx; Commissioner Steinburg seconded the motion, and Commissioner Straub concurred.

**2) Updated Local Agency Agreement CRP 1006 Upper Pearl Hill Bridge Replacement**

**Motion:**

Commissioner Sutton moved for Chairman signature authority for the updated local agency agreement for the County Road Project 1006 with the reduction in grant match requirement; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

With no further business, the Board of County Commissioners adjourned at 11:40 AM to meet again on Tuesday, September 14, 2021 at the Douglas County Public Services Building, East Wenatchee, Washington.

**SEPTEMBER 14, 2021**

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

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

**II. 08:30 AM Administrator Jim Barker.**

**1. Staff Report Administrator**

**Jim Barker, Administrator:**

A. The Board would like to establish a deadline for reporting of the NCW Fair financial report two weeks following the fair. Further discussion on improving a point of sales software system for the Fair that is integrated in to the concert ticket sales.

## SEPTEMBER 14, 2021 CONTINUED

B. Discussion held on the Superior Court facility needs to address the COVID social distancing and backlog. The Board would like a formal letter and list of options provided for the Judge in holding court session as well as Jury selection.

C. Discussion held on the CDHD bid for office space remodel and elevator repairs.

D. Discussion on Mr. Erlanson's request to meet with the Board regarding the desire to establish a natural burial site. Commissioner Straub will be following up as to the request.

E. The Health District has requested to use the second street office space as a storage facility and potential vaccination site.

### **III. 09:00 AM The Board Met with Constituent Mr. Chris. Davis and Ashley Davis, John Torrence and Scott Campbell.**

A. Request to for extended a 12' driveway off Catalina Dive in order to develop a home at parcel 60500001709. The Douglas County Code within the UGA for development requires the half street improvement. Claim there is a significant financial burden for a half street improvement by the Davis'. Staff have been working with the property owners in order to be as accommodating as possible within the confines of the Code as well as reached out to potential developers and property owners, potential option is to have a hammer head terminating at the parcel. The request is to have a private drive within the county right-of-way, eliminate cul de sac and curb gutter and sidewalk just a 24-foot-wide drive with an established rolled wedge. This would need to be approved with the City of East Wenatchee as this is within the Urban Growth Area. Further discussion held on late comers, there will be a requirement for street improvements when the adjacent parcels are developed.

### **IV. 09:30 AM The Board Met with County Engineer Aaron Simmons.**

#### **1) Notice of Hearing: Rights-of-Way Vacation Palisades**

**TLS 21-59A**

#### **Motion:**

Commissioner Steinburg moved to approve the notice of hearing for resolution TLS 21-59A the vacation of numerous Rights-of-Way in the Palisades Coulee *set for Tuesday, October 26<sup>th</sup> at 9:00 AM*; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

A. Staff report provided.

B. Discussion held following the Micro-trenching for fiber optics with the Douglas County PUD, the concern is the material continuity and the esthetics of the patch work. The longitudinal cuts are very concerning for the Board compromising the infrastructure of the roadway and increasing the expose and degradation of the road. Board requested the County Engineer to draft a response to the PUD regarding the specifications the PUD needs to follow in order to meet the standards of the county. The Board is in agreement to allow for adding chip into the materials for sealing

## SEPTEMBER 14, 2021 CONTINUED

as well as sand on top in a few areas in the Sun Cove location allowing for only horizontal cuts or behind sidewalk. The Board would like to see if the addition of chip aggregate and/or sand will assist in the appearance prior to issuance of a utility permit at Sun Cove.

C. Update to the Board on the Baker Flats Cascade Interchange, funding acceptance has been extended a month as additional funds need to be recruited for the \$150,000 funding gap. The City of Wenatchee reiterated their support of the project, and plan to provide some funding toward the project.

### **V. 09:57 AM The Board Met with Land Services Director Mark Botello.**

A. Seeking direction on the Douglas County Fire Districts letter in protest of payment for the impact fees for the new fire station development as the Fire District is protesting they do not fall under the impact fee as they were able to complete their own SEPA plan (in order to reduce the side yard setback to allow for an additional fire bay) and this development is not a 'planned action'. An option would be to request code development support with Julie Norton for development of planned action development code addressing impact fees specifically within the Wenatchi Landing Overlay.

B. Review of the proposed amendment #2 o the Allocation of rural county sales and use tax for the Pangborn Industrial Area service area for the sewer line extension, this would allow for sewer extension with parcel number 22212120011 this amendment would allow for small lot connection and reduce amendments to the interlocal agreement with each utility service area connection. There would be a need to written request and approval from Service District Manager, Chief Executive Office of the Port and the Chair of the Board of Commissioners.

C. Update to the Board on the recent planning commission meeting regarding the alternative energy site development. The audience attendance Mr. Kirk Bromley and Mr. Scott Kane discussed the justifiable setbacks from the Urban Growth Boundary.

D. Introduction of Charity Duffy the new Associate Planner

### **VI. 10:20 AM The Board Met with Veteran Service Officer Sarah Simonson.**

A. Request to use the second street building for Veteran Services office, there is a concern as Veterans have expressed issue related not being VFW member and previous commander public exposure follow the legal charges. Discussion held on finding an alternate location as the Board would like to surplus and sell the second street location.

### **10:33 AM Return to the Administrator's Report.**

F. Discussion held on Pictromitry software update may be added in the Sheriff's budget as the Assessor has

**SEPTEMBER 14, 2021 CONTINUED**

G. Staff will be providing a campaign to reduce speeding on 29<sup>th</sup> street, speed limit trailers will be added, notice to the Sheriff's Office, and outreach education. As dates, speeds, and times have been excessive on this street.

H. Request for investment of County Impact Fees in to the County Road fund.

**Minute Notation:**

The Board is in agreement for the County Road accountant to invest the impact fees for the County as necessary.

I. Review of the Veteran Services Program revenue and expense for 2018 and 2019. Discussion on minimal tax assessment

**VII. 11:01 AM The Board Met with Civil Prosecuting Attorney Jim Mitchell.**

A. Request of the Board to hire as a special prosecutor for the RLI Treasurer's Bond issue to defend the action of the county. Mr. George Ahrend has been retained by the Washington State Risk Pool for assessment. Discussion on hiring a forensic accountant for review.

**Minute Notation:**

The Board is in agreement to hire Mr. Ahrend as a special prosecutor following the Risk Pool assessment.

**VIII. 11:34 AM Consent Agenda.**

**1) Approved NCW Fair Contracts:**

a. US Forest Service-Okanogan-Wenatchee National Forest Fair Entertainment Agreement

**2) Correspondence:**

a. Chelan Douglas Regional Port Authority request for \$150,000 for 20 years of .09 Sales and Use Tax funds for the Trades District project. Board requested response letter with application process by the Clerk of the Board.

**3) Vouchers.**

|           |                 | <b>Check Numbers</b>     | <b>Total Amount</b> |
|-----------|-----------------|--------------------------|---------------------|
| <b>1.</b> | <b>Vouchers</b> | <b>00349856-00349986</b> | <b>\$346,080.07</b> |
| <b>2.</b> | <b>ACH</b>      | <b>80006758-80006764</b> | <b>\$39,723.83</b>  |

With no further business, the Board of County Commissioners adjourned at 11:45 AM to meet again on Wednesday, September 15, 2021 at the Douglas County Public Services Building, East Wenatchee, Washington.

SEPTEMBER 14, 2021 CONTINUED

SEPTEMBER 15, 2021

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, September 20, 2021 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 Chair

  
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Kyle Steinburg Vice-Chair

  
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Dan Sutton Member

ATTEST:

  
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Tiana Rowland, Clerk of the Board