

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

SEPTEMBER 19, 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 were present. County Administrator James Barker and Jordyn Giulio were present and Civil Prosecuting Attorney James Mitchell in attendance.

I. 08:03 AM Pledge of Allegiance and Call to Order.

II. 08:03 AM Public Comments.

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

III. 08:04 AM The Board Held an Elected Officials and Department Heads Meeting.

Superior Court

A. Judge Huber provided thanks for the single point of entry access for the Courthouse in Waterville.

B. Update on the number of cases on the docket at peek the case count was 200 and is down to 140 this is helping to alleviate the backlog of felony trial. The Public Defenders and Prosecuting Attorneys are working had to resolve cases.

District Court

A. Update to the group on the staffing turn over and training, looking forward to getting everyone up to full operational levels.

Auditor's Office

A. Update provided for the Auditor's Office, addressing elections and allowance of concealed carry of firearms in the bid tabulation room. The Law library is now located at the 1st floor of the annex and the tabulation room is adjacent the elections office on the second floor of the courthouse at the pervious law library location.

B. There is currently an extensive inquiry in to the elections processing and public records request of the voting process. The voter registration and signature authorization as well as computer programing for the processing of ballots. There is a specific request for the cast vote record data, however there is the ability to encrypt the records and determine individual votes that are casted.

C. Chief Financial Officer went over the rushed check policy and approval process.

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Assessor's Office

- A. Valuations are going up by 25-30% there may be an increase in valuation disputes through the Board of Equalization, the Sabey valuation is being contested, if upheld it may be \$1.2 Million on appeal for the County to repay in taxes if the state awards their contestment from the hearing examiner. Further information provided on the Fred Meyer valuation contestment. The housing market is starting to stabilize in the valley, the pricing for the market is starting to decrease due to the increase in mortgage rates.

Treasurer's Office

- A. The second half of property taxes are due at the end of this month, the department is doing well in responding to the public's needs.
- B. The Commissioners thanked the Treasurer's office for their support in financials during the Fair.

Sheriff's Office

- A. Office update on the hours of service to keep up with the records requests for body camera footage. The investigation staff is falling behind as there are several warrant requests for technology needs in felony cases. Working on addressing the issues internally The warrant request process is cumbersome as the technology use and number of devices has increased. A warrant with specific search criteria for each device involved with the case is required causing the time increase.

Prosecutor's Office

- A. Update on the Coroner's Office that will be established next year with the election. The Department will be lead by Tanner Bateman for the incumbent from the election and the led in the Prosecuting Attorney's Office currently.
- B. Update provided on the Supreme Courts request for justification to address the backlog of cases following the conclusion of COVID. There is concern for the court of appeals to file speedy trial defenses. Consideration may be needed for the Commissioners to consider hiring of a Court Commissioner to assist in addressing the remaining felony cases.
- C. Update provided on the BLAKE cases the office hires a paralegal who is also a rule 6 self instructed attorney and will be a rule 9 intern to serve in the office related to District Court Cases in addition to BLAKE cases.

Clerk's Office:

- A. Update on the electronic records access system.

Commissioner's Office:

- A. Overview of the employee appreciation policy.

Administrator:

- A. Update on the security and camera installation process.
- B. Update on the HVAC system replacement plan.

Department Updates

Human Resources

- A. There are 28 new hires for the county the on-boarding process has increased in efficiency. Update on the upcoming policies, leave, countywide drug policy, supervisor training on identification and disciplinary action. Request for attendees at the safety committee meetings.

MIS Technology

- A. Update on the security, there are less threats, but still level of concern. The end point security for windows updates and ad ware/spy ware. The KnowBe4 training software has been very beneficial for employee knowledge on how to identify threats.
- B. The County will be moving forward to using Microsoft Teams and office 365 soon.

WSU Extension

- A. Update on the 4-H participation in the NCW Fair. As well as the new program of safe serve and the national training for health safety service. Dale Whaley has been providing service to constituents for support of weed management within the County.

Veteran Services

- A. appreciation for the team on support for the office transition.
- B. Update to the group on the PACT Act for Veteran Benefits, there has been 5 veterans reaching out and 2 claims have been filed related to the PACT Act legislation.

Chelan Douglas Developmental Disabilities

- A. Update to the group on the services provided and the development of the National Project Search site at Stemilt.

Juvenile Services

- A. There has been a increase in probation and gang related violence.
- B. Appreciation to the HR department for the speedy posting of the position and on-boarding.

Office of Public Defense

- A. The department is five months in to it's establishment since April and is taking on cases and supporting the clients they serve.

Solid Waste Programs

- A. All of the recycle centers are accepting paint at no charge, tires are being collected at Zacher Pit. The homeless camp cleanup has been working well, the program plan was provided to the state as an example model program for operations within the Solid Waste department.

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IV. 09:39 AM The Board Met with Officer of Public Defense Administrator Jesse Collins

- A. Discussion held on the development of an investigator/support staff for the office. Cathy Loyd was hired and is able to provide the support for 3 attorneys and manage the office needs, the needs is for an investigator and interview support. Typically these services are outsources however this is not financially feasible for the county and the number of cases. The investigator will review the case and sit in on interviews for cases.
- B. The County Administrator provided an update as to the administration of case assignment for the District Court Public Defender Contract and bringing in the administration of the case assignments to the OPD Office. The OPD Administrator will provide a letter to the Contract Attorney's with District Court as to the overview of the contract terms will now be managed by their office.

V. 10:07 AM The Board Held Executive Session RCW(42.30.110)(1)(G) Personnel

- A. Interview held for the Economic Development Director Position. At 10:14AM executive session ended with no action taken.

VI. 10:15 AM Call for Executive Session RCW42.30.110(1)(g)

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

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrators Jim Barker and Jordyn Giulio, and Civil Prosecuting Attorney James Mitchell. At 10:15 AM Commissioner Straub called for an executive session pertaining to personnel until 10:30 AM for 15 minutes, at 10:30 AM Chairman Straub called to end executive session with no action take.

VII. 10:31 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 9.6.2022 & 9.13.2022.

VIII. 10:33 AM The Board Held an Executive Session RCW(42.30.110)(1)(G) Personnel

- A. Interview for Planning Director, at 11:16 AM executive session ended with no action taken.

IX. 11:17 AM The Board Held a Work Session on the Following Items.

Aaron Simmons, County Engineer:

- A. The additional signs have been placed for McNeil Canyon Road.
- B. Discussion held on the Nile Street roundabout and right of way acquisition, the County Engineer will follow up.

SEPTEMBER 19, 2022 CONTINUED

X. 11:32 AM The Board Met with City of Rock Island Attorney Charles Zimmerman, and Mayor Agnew.

A. The City following the June 13th meeting, reached out to the constituents impacted in the proposed annexation areas and held two public meetings to gather public comments. The response received was will the annexation affect the zoning changes, it was explained no, as they are already located within the UGA. The city is looking to negotiate the terms of the agreement for the municipalities to adopt, rather than expending additional funds through petition and voting.

B. Mayor Agnew stated the city has applied for a grant to expand the water system capacity and the city has enough sewer system capacity to serve the impacted constituents located with the annexation area.

C. The Board would be willing to hold a joint public hearing with the City of Rock Island to discuss the adoption of the annexation interlocal agreement or the petition to be filed by the city for annexation.

D. Further discussion held on the Chelan County PUD cleanup of the banks around the ponds in the city. The ponds are owned by the PUD and the city believes they should be maintained and repaired by the PUD as part of their FERC update.

XI. 12:00 PM The Board Held Administrative Session.

A. Administrator Giulio provided an update on the Fire Mitigation grant, the Douglas County Fire District has provided notice they will be applying for the funds as well and have requested to take lead on completing the application as a joint effort with County support. The Board is in agreement to allow Douglas County Fire District No.2 to take lead on the application.

B. The Board would like to extend the regional council call for projects deadline by an additional week. The Clerk of the Board will follow up with the agencies of the deadline extension.

With no further business, the Board Chairman called to recess the meeting at 12:20 PM, to resume on Tuesday, September 20, 2022 at the Douglas County Courthouse, in Waterville, Washington.

SEPTEMBER 20, 2022

The Board of County Commissioners met in regular session at the Douglas County Commissioners' Chambers in 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.

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

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

1. Staff Report

Administrator

Jim Barker, Administrator:

A. Review and approval of the Administrator's Decisions and Directives from 9.5.22 & 9.12.22.

B. The Board held discussion on the purchase of a vehicle for the Office of Public Defense. The funds for the purchase would come from the Office of Public Defense state grant. The funds are intended to be used for the formation and establishment of the Office, part of the formation is the purchase of a vehicle to transport the attorneys from their office located in East Wenatchee to Superior Court in Waterville.

C. Review of the letter of termination for the Interlocal Agreement with Douglas County Fire District No.2, the Board is in agreement to sign the letter and move forward with scheduling a meeting to negotiate new terms of service.

D. Discussion held on the billing for the establishment of the Coroner's Office, there was no budget established for the expenses, but a budget amendment with the Prosecuting Attorney's Office will be necessary as the position currently reports to the Prosecutor.

E. Commissioner Sutton provided an overview of the meeting held with Senator Hawkins, regarding the development of a regional aquatic center.

F. Discussion held on the Out of State travel process and the budget, the Board would like to allow the elected officials to have the autonomy to authorize out of state travel for their employees as long as it is within their budget. A resolution amending the policy will be presented in the coming weeks.

2. Personnel

Administrator

Jim Barker, Administrator:

A. Approved Personnel Revision Request for the Investigator position with the Office of Public Defense.

1) Approved Out of State Travel

Douglas County Sheriff's Office

Motion:

Commissioner Sutton moved to approve the out of state travel request for Deputy English; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

IV. 09:00 AM Public Hearing

TLS 22-43A

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, Jim Barker Jordyn, Aaron. Tanner Tiffany

Staff Report, Interim Land Services Director, Perry Huston:

An overview of interim control Ordinance TLS 22-08-43A to Consider Amendments to Douglas County Code Chapter 12.50.150 Transportation System and Frontage Improvements Adding a New Section (F). Overview of the Planning commission public hearing comments from the September 14th meeting. Staff's recommendation would be to uphold the interim controls.

Public Comment:

No comment was given.

Commissioner Straub closed the public comment portion of public hearing.

Motion:

Commissioner Sutton made a motion to uphold the interim controls enacted by Ordinance TLS 22-08-43A to amend Douglas County Code Chapter 12.50.150 Transportation System and Frontage Improvements Adding a New Section (F); Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

A Resolution for final action will be presented to the Board next week on September 27th, 2022.

SEPTEMBER 20, 2022 CONTINUED

V. 09:15 AM Public Hearing

TLS 22-44A

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, Jim Barker, Jordyn, Aaron, Tanner, Tiffany

Staff Report, Interim Land Services Director, Perry Huston:

An overview of interim control Ordinance TLS 22-09-44A to Consider Amendments to Douglas County Code Chapter 17.04.020 (B)(3)(c) Applicability-Exempt Segregations.

Public Comment:

No comment was given.

Commissioner Straub closed the public comment portion of public hearing.

Motion:

Commissioner Steinburg made a motion to uphold the interim control enacted by Ordinance TLS 22-09-44A with the addition of recording number of the easement and the underlining zoning at the time of segregation, Amendments to Douglas County Code Chapter 17.04.020 (B)(3)(c) Applicability-Exempt Segregations Commissioner x seconded the motion and Commissioner Straub and concurred.

A Resolution for final action will be presented to the Board next week on September 27th, 2022.

VI. 09:30 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

A. Commissioner Straub directed the County Engineer to review the options to vacation of a portion of County Road Q off Road 28 NW, the impacted property owners are interested in privately maintaining the roadway. Staff will follow up and review as well as connect with the property owners on the process for developing a petition for Road vacation.

VII. 9:40 AM Board held an Administrative Work Session.

- A. Discussion held on the establishment of cameras for the entry points at the Courthouse.
- B. The Board discussed the Records and Risk Manager position.
- C. Discussion held on the use of the American Rescue Plan Act funding. The Board discussed large project spending and smaller scale projects within the County.
- D. The Board discussed the special check run process and payment, the Board will discuss the policy with the Chief Financial Officer on Monday next week.
- E. Commissioner Straub discussed the glass pulverizing recycling opportunity for Douglas County, Chelan has a model for capturing the glass and sell of the pulverized glass.

SEPTEMBER 20, 2022 CONTINUED

VIII. 10:00 AM The Board Met with NCW Fair Manager Carolyn Morley and Facilities Manager Ramon Ramirez.

- A. Overview of the 2022 Fair attendance and exhibitor numbers in comparison to the historic participation since 2017.
- B. Overview of the events from the Friday night concert as well as the concerts. The carnival was able to make \$45,000.
- C. The rodeo this year is making funds this year, however the stock contract is anticipated to increase, and recommendation to increase the prize awards for the events.
- D. There is a need to a PA announcement system for the midway and concession stand area. For general announcements and safety notification.
- E. Commissioner Straub provided the following suggestions for next year for the addition of sunshades for the grass and show arena. The addition of mobility shuttle service for participants to get to and from the parking lot area, as well as additional paving for handicap spots. Commissioner Steinburg suggested the installation of a water tower for TLS and the Fair to use, to assist with the dust mitigation and held fill the water trucks.

IX. 11:40 AM Consent Agenda:

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

1) Grant Agreement WA State Archives Records Management Commissioner's Records Project

2) Approved ARPA Funding Requests:

- a. Pine to Sage Electric-NCW Fair, power to the ticket booths.
- b. Ripley & Sons Excavating Inc., excavation for new entry sign.

3) Correspondence

4) Approved Fair Contracts:

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|--|---------------------------------|
| a. South Douglas Conservation District | Facilities Agreement |
| b. South Douglas Conservation District | Facilities Agreement |
| c. South Douglas Conservation District | Facilities Agreement |
| d. Cleverly Constructed, Susan Cleverly | Entertainment Agreement |
| e. Brent Rhodes, Whisky Trail | Entertainment Agreement |
| f. Mariachi Central Yajayra A Ramirez | Entertainment Agreement |
| g. Lets Color: Katherine Hirschel | Vendor Agreement |
| h. Bella's Collections, Linvil Jane Boter | Vendor Agreement |
| i. Waterville Cheer Team, Kaionni DeShazer | Professional Services Agreement |

5) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00360275-00360370	\$293,478.87
2.	ACH	80007810	\$9,366.00

With no further business, the Board of County Commissioners recessed at 12:00 PM to meet again on Wednesday, September 21, 2022 at the Douglas County Courthouse, Waterville, Washington.

SEPTEMBER 21, 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, September 26, 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

3582
Mare S. Straub Chair

[Signature]
Dan Sutton Vice-Chair

[Signature]
Kyle Steinburg Member

ATTEST:

[Signature]
Tiana Rowland, Clerk of the Board