

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

OCTOBER 10, 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 Administrator James Barker was present and 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 10.03.2022. The County has returned \$217,000 of Rural County Sales and Use Tax funds for the Empire and Cascade design project, as there was a federally funded grant that was awarded to the County.

B. Discussion was held on the Interlocal Agreement with Douglas County Fire District No.2 for Fire Marshal services, the new building inspector/fire marshal will meet with the DCFD No.2 to discuss services needed and determine the conditions for the new Interlocal Agreement.

C. The Board discussed the City of Rock Island's desire to annex, the Board would like to see the support of the constituents through polling and petition by signature support. Once this is demonstrated, the Board would be willing to move forward with the annexation while addressing the boundary line issues.

D. County Engineer Aaron Simmons joined session, overview of action items for this week. Empire Ave. Bids will be opened during session today at 10:00 AM, the Franchise agreement for Tuesday is ready to move forward as the homeowner's association has formed. Contract for professional Services with PACE is set for this week. Pear Lane will be designated as a road of special significance, a resolution will be drafted for adoption next week. Further discussion held on the Rural County Sales and Use tax grant applications submitted by the County.

**2. Personnel**

**Administrator**

**Jim Barker, Administrator:**

A. Safety Manager position description is prepared for review by the Board. The Board is in agreement to move forward with the Union's review of the position for exclusion out of the bargaining union.

OCTOBER 10, 2022 CONTINUED

**IV. 09:00 AM Facilities Maintenance Budget Work Session.**

Present: Todd Boughton Facilities Maintenance Coordinator, Karen Goodwin Chief Financial Officer, Leah Hurd Deputy Chief Accountant.

A. Overview of the Facilities Maintenance budget for 2023, there is a request to replace the lawn mower, as well as an additional employee, additional \$10,000 request for supplies as additional in house projects are being completed. Request to attend the national conference for facilities maintenance.

**V. 09:35 AM Auditor's Budget Work Session.**

Present: Auditor Thad Duvall, Karen Goodwin Chief Financial Officer, Leah Hurd Deputy Chief Accountant

A. Overview of the Auditor's election budget for 2023, elections training has increased. Overview of the Licensing budget for 2023, \$5,000 for overtime expenses due to the auditing and monitoring of the sub agencies. Request for \$2,000 increase for supplies as well as training for the departments.

**VI. 10:00 AM Bid Opening: TLS 22-49A**

**NW Empire**

<b>Strider Construction</b>	<b>\$2,263,192.00</b>
<b>Rotschy Inc.</b>	<b>\$2,673,035.10</b>
<b>Pipkin Construction</b>	<b>\$2,195,395.00</b>
<b>JR Massie</b>	<b>\$3,131,378.84</b>
<b>Selland Construction</b>	<b>\$1,783,623.50</b>
<b>J&amp;K Earth Works</b>	<b>\$2,876,035.00</b>
<b>JRCI</b>	<b>\$2,274,536.00</b>
<b>Hurst Construction</b>	<b>\$1,970,519.45</b>

*\*Apparent low bidder is Selland Construction, bids will be reviewed by the County Engineer and a recommendation will be provided to the Board. Engineers estimate in May \$1,253,892.76 updated this month at \$1,893,662.28.*

**VII. 10:16 AM The Board Held an Administrative Work Session.**

A. The Board discussed the issue of payment by Mr. Doug Pauley with Northern Fruit for the Cascade US 2/97 Interchange improvements. Mr. Pauley has followed up with staff questioning the invoice received by the County for roadway improvements. The County will be providing a written notice from the Civil Prosecuting Attorney to adhere to the conditions of the promissory note.

B. Update to the Board on the appraisal received for the Badger Mountain parcel located above whispering hills. The appraisal provided two estimates one to include no remediation for soil mitigation and one for no remediation needed. The parcel will need to be divided by short plat and determined surplus by the county prior to being sold.

## OCTOBER 10, 2022 CONTINUED

C. Discussion held on the Office of Public Defense need for additional office space, the Board would like to have the former courtroom area used for office space by partitions.

D. Review of the Town of Waterville's response to the RV parking space expansion at the NCW Fair. There is an option for a pressurized water system with 27 additional units and 3-4 tanks. Additional discussion on the potential purchase of 20 acres near the rodeo for additional parking and horse trailer use during the rodeo.

E. The Board held discussion on the use of the economic development rural county sales and use tax as well as current expense funding and county road funds. County Engineer, Assistant Engineer, and Chief Financial Officer joined session. Discussion held on the use of ARPA funds for the bridge canal crossing replacement. The Board would like to see a list of projects for repair and maintenance for County Road improvements to be used by ARPA funds.

At 12:15 PM the Board recessed until 1:30 PM, to meet again as the Regional Council at the Douglas County Public Services Building, in East Wenatchee Washington. Following the conclusion of the Regional Council meeting the Board of Commissioners will resume session again on Tuesday, October 11, 2022 at the Douglas County Courthouse Commissioners Chamber, Waterville, Washington.

## OCTOBER 11, 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 Administrator James Barker, 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 Superior Court Budget Work Session.**

Present: Judge Brian Huber, Court Administrator Jo Jackson, Karen Goodwin Chief Financial Officer, Leah Hurd Deputy Chief Accountant.

A. Overview of the Superior Court budget for 2023, discussion held as to where the expert witness expenses would come from either the Office of Public Defense or Superior Court Budget. The Board will review and make a decision as to which budget will account for the expenses. Update provided on the adult felony cases were previously 200 and the number is now down to 140.

**OCTOBER 11, 2022 CONTINUED**

**IV. 08:53 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

- A. Discussion held on the security cameras at the Waterville Courthouse. The project will be paid through ARPA funds and election reserve, the Board deferred to the MIS Director's decision on the equipment type for integration in to the existing software control system. The estimates received included the camera equipment, and software integration, the apparent low bid received would be limited on the capacity for camera expansion as it only has a limited ability to host camera feeds within it's network. If the County were to expand the cameras within the building, the apparent low bid's system would not have the capacity for accommodate the expansion this would cause the County to expend additional funds. The second bid is slightly higher however it allows for the expansion of additional cameras to meet the needs of the County in the future with out the need for a software system upgrade.
- B. Discussion held on the Administrator's transition and training, Jordyn Giulio will transition to the Administrator position January 1, and Jim Barker will remain on with the county until March for special projects and training overlap.
- C. Update to the Board on the water tank for the area shop and fairgrounds for use of dust control. The funding request will be made through ARPA for the purchase of the tank.
- D. Commissioner Straub provided an update on the Rocky Pond Estates project developed by Mr. Dufenhorst and the CUP application, the project event venue space was expanded requiring additional traffic review, there was also a request made by the adjacent property owners during the planning commission public hearing that an additional traffic study to be conducted. Mr. Dufenhorst chose to have an additional traffic study completed, the Washington State Department of Transportation will need to review the additional study despite traffic numbers decreasing during the second study. There will be a hearing examiner meeting scheduled for October 17, 2022.

**2. Personnel**

**Administrator**

**Jim Barker, Administrator:**

- A. The Board approve the following Request for Hire: Temporary Election Worker -Kaionni Deshazer, Kendra Rosiles, Karen Keebler, Roxanne Roy, Joannie Tincher.
- B. The board approved the following Payroll Change Notices: Ylse Engler, Personal Property/Real Property Assessor; Manuel Ramirez, System Administrator.

**V. 09:30 AM Treasurer's Budget Work Session.**

Present: Treasurer Felisha Rosales, Chief Deputy Treasurer Sarah Goodwin, Karen Goodwin Chief Financial Officer, Leah Hurd Deputy Chief Accountant.

- A. Overview of the Treasurer's budget for 2023, request for additional funds for a new safe, the old one has been serviced yearly however there is concern it may not reopen.

OCTOBER 11, 2022 CONTINUED

**VI. 9:51 AM Prosecutor's Budget Work Session.**  
**Present: Prosecuting Attorney Gordon Edgar, Deputy Coroner Tanner Bateman, Office Manager Jenny Schlaman.**

A. Overview of the Prosecutor's budget for 2023, there is anticipated to be a budget amendment for the department to accommodate the Coroner's office relocation. The budget currently incorporates the Coroner's budget in the Prosecuting Attorney's budget, however in 2023 the Coroner's office will be its own standing elected official. There is an increase in training and travel for next year as the Deputy Prosecuting Attorneys will need to attend continuing education credits. There is an increase in licensing fees for Karpel and lexis+ legal research. Personal service charges for subpoenas have increased due to the backlog of felony cases. Discussion held on the potential need for Deputy Coroner, the State has moved to a medical examiner model for the services provided by the Coroner. Additional accreditation and county morgue is needed.

**VII. 10:44 AM The Board Met with Development Review Engineer Mike Neer.**

A. Discussion held on the Rocky Pond event center and resort development created by Mr. Dufenhorst, the development staff is requesting the intersection at Edgewater Drive. There will be a meeting on Thursday morning to address the intersection issue the CUP permit approval is not being withheld as a condition of the transportation.

**VIII. 11:00 AM Public Hearing Resolution TLS 22-47B**

*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, Mike Neer, James Mitchell, Jim Barker**

**Staff Report, County Engineer Aaron Simmons:**

Overview of the proposed franchise agreement for irrigation distribution system at South Nile Ave as applied by the Nile Homeowner's Association. Recommendation for approval

**Public Comment:**

No public present, and no comment was given.

Commissioner Straub closed the public comment portion of the public hearing.

**Motion:**

Commissioner Steinburg made a motion to approve the application of Franchise Agreement by Resolution TLS 22-47B, Commissioner Sutton seconded the motion of approval and Commissioner Straub concurred.

OCTOBER 11, 2022 CONTINUED

**IX. 11:30 AM The Board Met with Fair Manager Carolyn Morley.**

A. Update to the Board on a personnel issue.

**VIII. 12:00 PM The Board Met with Transportation Land Services.**

**Aaron Simmons, County Engineer:**

A. Staff report provided.

**1) Contract for On-Call Surveying Services**

**PACE Engineering, Inc.**

**Motion:**

Commissioner Steinburg moved to approve the Contract for On-Call Surveying Services with PACE Engineering, Inc.; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**Land Services:**

A. No report.

**VI. 12:15 PM 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) WSU Extension Request for Credit Limit Increase**

**Item Held Over for Review**

**2) Declaration of Canvassing Board**

**Commissioner Straub**

**3) Liberty Mutual Insurance Amendment**

**Choice Program**

**4) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00360844-00360974</b>	<b>\$ 435,267.41</b>
<b>2.</b>	<b>ACH</b>	<b>80007839-80007843</b>	<b>\$3,911.96</b>

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

OCTOBER 12, 2022

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, October 10, 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 Chair

  
Dan Sutton Vice-Chair

  
Kyle Steinburg Member

ATTEST

  
Tiana Rowland, Clerk of the Board