

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

OCTOBER 11, 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. 08:31 AM Superior Court's Budget Work Session.

Present: Superior Court Judge Brian Huber, Administrator Jim Barker, and Chief Financial Officer Karen Goodwin.

A. Overview of the proposed court calendar and scheduled events at the NCW Fairgrounds. The Court is in agreement to move back the conflicting event dates for jury trials.

Request for expense increase in judicial help for assistance in addressing the backlog of cases due to COVID-19, the Board would like to explore the use of ARPA funds as a use for funding option. The Court is also requesting funding increase for Court Administrator position. Further discussion held on courthouse security needs for the county. The Judicial needs assessment is based off case load from AOC, currently the county is position to have 1.6 Judges per caseload. The County may want to consider the implementation of an additional judge in the upcoming years. Proposal for changes to the law library for the installation of work stations rather than printed materials as the majority of documents are online.

III. 09:10 AM Clerk's Budget Work Session.

Present: Interim County Clerk Jenn Biggar, Administrator Jim Barker, and Chief Financial Officer Karen Goodwin.

With the addition of the new position with the clerk's office, there will be an additional \$523 per year licensing. Anticipated \$8,000 in filing revenue due to decrease in court filings. There is an anticipated \$43,000 total decrease in revenue for the clerk's office, there was determination that funds previously collected by the Clerk's office was actually allocated for the Sheriff's Office and Crime Victim services with the Prosecuting Attorney's office.

Further discussion held on the tracking of the Blake funding made available for the county, it is the Board's position for various departments for

OCTOBER 11, 2021 CONTINUED

IV. 09:38 AM Call for Executive Session RCW42.30.110(1)(G)

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

Attendees: Commissioners Straub, Steinburg, and Sutton, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Interim Clerk Jenn Biggar, and Clerk of the Board Tiana Rowland.

At 9:38 AM Commissioner Straub called for an executive session pertaining to personnel for 15 minutes. At 9:51 AM executive session ended with no action taken.

V. 09:58 AM The Board Met with Washington State Department of Fish and Wildlife Region 2 Director Brock Hoenes.

A. Introductions of Brock Hoenes, the new WDFW director for region 2, began working with WDFW in Ephrata. Would like to continue great working relationship with the County and communication with the Board and staff. The Director will be setting a follow up meeting with the Board and the content specialist related to the shrub step to discuss designation and impacts for planning and development within the county.

VI. 10:37 AM Assessor's Budget Work Session.

Present: County Assessor Jim Rudd, Administrator Jim Barker, and Chief Financial Officer Karen Goodwin.

No changes currently for the 2022 budget, however anticipated vehicle purchase will be needed as one vehicle is out in the shop for a new transmission.

VII. 10:51 AM Auditor's Budget Work Session.

Present: County Auditor Thad Duvall, Administrator Jim Barker, and Chief Financial Officer Karen Goodwin.

Additional part-time year long position in the elections department. The Board would like to have the Auditor's department to move forward with the hiring of a payroll and benefits position while incorporation in to the 2022 budget.

VIII. 11:26 AM The Board Met with Administrator Jim Barker.

1. Staff Report Administrator

Jim Barker, Administrator:

- A. Update to the Board on the Superior Court calendar for events.
- B. Review of Administrator's decisions and directives.

OCTOBER 11, 2021 CONTINUED

IX. 12:00 PM The Board Held an Administrative Work Session.

A. Committee Updates.

With no further business, the Board of County Commissioners adjourned at 12:00 PM to meet again on Tuesday, October 12, 2021 at the Douglas County Public Services Building, East Wenatchee, Washington.

OCTOBER 12, 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. 08:30 AM Pledge of Allegiance and Call to Order.

II. 08:30 AM The Board Met with Under Sheriff Tyler Caille.

A. Discussion ensued regarding the mobile COVID-19 response trailer, the anticipated cost is \$152,612.03.

III. 09:03 AM Public Hearing

TLS 21-62A

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

**Meeting held via Zoom teleconference:
Shelby Hageman, State Auditor's Office attended via Zoom**

Staff Report County Engineer Aaron Simmons and Development Review Engineer Mike

Near:

Overview of the proposed amendments from the initial application for franchise agreement with Intermountain Infrastructure Group LLC. Staff's recommendation is to approve the application for franchise agreement.

Public Comment:

No comment was given.

Motion:

Commissioner Sutton moved to approve Resolution TLS 21-62B the Franchise Application with Intermountain Infrastructure Group LLC.; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

OCTOBER 12, 2021 CONTINUED

IV. 09:14 AM The Board Met Washington State Auditor's Office.

A. Accountability entrance conference overview.

V. 09:30 AM Prosecutor's Budget Work Session.

Present: County Prosecutor Gordon Edgar, Deputy Coroner Tanner Bateman, Office Manager Jenny Schlaman, Administrator Jim Barker, and Chief Financial Officer Karen Goodwin.

Overview of budget request is remaining the same for 2022. Further discussion as of 2025 the County will need to be certified and accredited by the Washington State Coroner's Office, this will require the county to establish a morgue or refrigeration building, office space and records retention for 5 years. There has been discussion with Chelan County to develop a regional morgue facility for examinations and investigation.

VI. 10:00 AM Public Hearing

CE 21-29A & TLS 21-60A

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

**Meeting held via Zoom teleconference:
No Public Present**

Staff Report Clerk of the Board Tiana Rowland:

Overview of the county inventory no longer necessary for county operational functions and prepared for surplus, to be sold or disposed of.

Public Comment:

No comment was given.

Motion:

Commissioner Steinburg moved to approve Resolution CE 21-29B & TLS 21-60B the Order of Surplus County Inventory; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

OCTOBER 12, 2021 CONTINUED

VII. 10:30 AM The Board Met with Transportation Land Services.

County Engineer, Aaron Simmons:

1) Assignment of CRP Number 1009-Road 10 NW - Road J NW to Road I NW TLS 21-64

Motion:

Commissioner Steinburg moved to approve the assignment of county road project numbers via Resolution TLS 21-64; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

2) Letter of Support Funding Applications for Stormwater Improvement Project at 19th Street/Cascade Avenue

3) Lease Agreement for Mining Crushing Stockpiling Rock-Norman D & Verlee I Cavadini

Motion:

Commissioner Sutton moved to approve the lease agreement with Norman & Verlee Cavadini; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**Auditor's AFN: 3248957*

A. Review of the Six Year Transportation Improvement Plan.

B. Staff report provided.

Land Services Director, Mark Botello:

1) Notice of Hearing: Interim Controls Fence Heights TLS 21-65A

Motion:

Commissioner Sutton moved to approve the notice of hearing for Resolution TLS 21-65A; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

A. Staff report provided.

VIII. 11:16 AM The Board Met with Mark Miller Town Toyota Center Director via Zoom teleconference.

A. Let the Board know the Town Toyota Center will be withdrawing their ARPA funding request as an event center grant application has been secured.

IX. 11:22 AM The Board Met with Nona Haberman and Chief Financial Officer Karen Goodwin.

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

Attendees: Commissioners Straub, Steinburg, and Sutton, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Acting Treasurer Nona Haberman, Chief Financial Officer Karen Goodwin, and Clerk of the Board Tiana Rowland.

OCTOBER 12, 2021 CONTINUED

At 11:22 AM Commissioner Straub called for an executive session pertaining to personnel for 60 minutes. At 11:43 AM executive session ended with no action taken.

Minute Notation:

Commissioner Steinburg motioned to extend the contract for professional services with Nona Haberman as acting county Treasurer until December 31st, 2021 or as determined needed by the Board of Commissioners. Commissioner Sutton seconded the motion and Commissioner Straub concurred.

X. 11:50 AM The Board Met with Administrator Jim Barker.

1. Staff Report Administrator

Jim Barker, Administrator:

A. Discussion held on the scheduling of events for the NCW Fair in 2022, the Board is in agreement to allow for the Monster Truck racing events and the Crab feed.

2. Personnel Administrator

Jim Barker, Administrator:

A. Approved payroll change notices: James Horan, Maintenance Tech Area 2; Steven VanLith, Maintenance Tech Area 2.

XI. 12:00 PM Consent Agenda.

The Douglas County Board of Commissioners made a blanket motion to approve the following consent agenda items.

1) Interlocal Agreement: Chelan County Regional Jail Temporary Holding

Motion:

Commissioner Steinburg moved to approve the interlocal agreement with Chelan County for temporary holding of arrestees, Commissioner Sutton seconded the motion and Commissioner Straub concurred.

2) Transfer of Funds-Law Library Resolution CE 21-32

Motion:

Commissioner Steinburg moved to approve Resolution CE 21-32 the transfer of \$8,940.00 from the Law Library fund #104 to the Superior Court Fund #001.001.029; Commissioner Sutton seconded the motion and Commissioner Straub concurred

3) Letter of Support-Foster Creek Conservation District

OCTOBER 12, 2021 CONTINUED

4) Vouchers.

		Check Numbers	Total Amount
1.	Vouchers	00350692-00350792	\$308,018.79
2.	ACH	80006842	\$153.07

XII. 5:08 PM The Board met via Conference Call with the Clerk of the Board.

A. Update provided to the Board, Douglas County Treasurer Natalie Marx has not provided the necessary documentation of the additional bond coverage as determined necessary from the Board of Commissioner's public hearing on September 28th, 2021 and adopted Resolution CE 21-28C.

Motion:

Commissioner Steinburg moved to approve Resolution CE 21-28D the Order Vacating the Douglas County Treasurer's Office held by Ms. Natalie Marx; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

**Signature Authority granted to the Clerk of the Board for use of signature stamps for this action.*

With no further business, the Board of County Commissioners adjourned to meet again on Wednesday, October 13, 2021 at the Douglas County Public Services Building, East Wenatchee, Washington.

OCTOBER 12, 2021 CONTINUED

OCTOBER 13, 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, October 18, 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



MS

Marc S. Straub Chair

[Signature]

Kyle Steinburg Vice-Chair

Excused

Dan Sutton Member

ATTEST:

[Signature]

Tiana Rowland, Clerk of the Board