

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

OCTOBER 17, 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.

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 10.10.2022.

B. Update to the Board on the options for storing the Coroner's storage trailer, there are several locations that are fenced and locked either at the 19th street sheriff's office location or Zacker pit location. The Board will discuss the option of housing the trailer at the Law and Justice Center until a long-term storage location can be established.

C. Administrator Giulio provided an update to the Board on the contract for professional services agreement with the Towns and Cities for Law Enforcement services. The contract terms of the agreements need to be updated to include a standard terms of service for all contracts with incremental increases and review of the criminal justice pass through funds.

D. Discussion held on the PRCA requirement for infill sandy lomé for the interior rodeo arena at the NCW Fairgrounds. The Board discussed options for sand and fill dirt, the Fair Manager was asked to follow up on the material requirements for the rodeo arena.

E. Commissioner Straub requested to have the MIS Director review the AV equipment upgrades for the conference room located at the Douglas County Public Services Building. The desire is to allow for remote attendance for meetings with staff and developers or their team members who are unable to attend in person.

IV. 09:03 AM Solid Waste Budget Work Session.

Present: Solid Waste Director Becci Piepel, Chief Accountant Karen Goodwin, Deputy Chief Accountant Leah Hurd.

A. Overview of the Solid Waste budget for 2023, request for ¾ time office administrative assistant to be full time position, request for truck replacement for homeless camp cleanup. There has also been a 2 year delay and budget carry over for flatbed pick up for illegal dump, recycle center, and crane operation. The homeless camp cleanup truck is also used for litter

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crew cleanup in the summer. Request for purchase of a boat to address the clean up along the shoreline. Request for additional funds to create a cover shed to house the recyclables and equipment at Zacker Pit. The homeless camp truck replacement will be delayed for an additional year. Request for \$20,000 fund transfer from the Waste Management Host Fee Community Involvement Fund for departmental revenue to address Homeless Encampment and Right of Way Cleanup. The City of East Wenatchee will be providing an additional \$20,000 in funds for homeless camp cleanup and \$70,000 from the Washington State Department of Transportation for Right of Way cleanup.

- B. The Board held discussion on parking and impounding of RV motorhomes, as well as establishing an ordinance for parking within the County right of way. The Board would like to set a meeting with the Sheriff to discuss the abatement process.
- C. Discussion held on the January 1st, 2023 State Legislation requirement for permitting of green waste composting facilities. The Board would like to have interim control ordinances established to address the issue, the Board would like the Senior Planner, Tri County Pest Director and Solid Waste Director to meet and discuss the issue.

V. 09:50 AM Veterans Service Budget Work Session.

Present: Veterans Service Officer Sarah Simonson, Chief Accountant Karen Goodwin, Deputy Chief Accountant Leah Hurd

A. Overview of the Veterans Service budget for 2023. The Chief Financial Officer provided an update to the Board the operational expenses exceed the tax revenue for this department, the Board will need to provide an operational transfer from Current Expense or identify another revenue source for the program within the next 5 years if operational expenses continue based on the current projections.

VI. 10:00 AM Bid Opening: TLS 22-53A Spot Safety Improvements CRP 1008

A. M2 industrial	\$125,450.00
B. Dirt & Aggregate Interchange	\$119,919.00
C. Coral Construction	\$155,555.00
D. Peterson Brothers	\$116,520.16

**Apparent low bidder is Peterson brothers, bids will be reviewed by the County Engineer and a recommendation will be provided to the Board. Engineers estimate is \$115,775.00.*

VII. 10:24 AM The Board Held an Administrative Work Session.

Human Resources:

A. Review with the Board the Employee Medical Insurance Benefit billing and cost estimate increase for 2023, the contracts allows for limited negotiation for medical only if the proposed rate increase is above 8%. The anticipated rate increase for 2023 is 11.2%. The Board is in agreement with removing RedQuote for the medical billing processing with PEBB; the billing processing service will be provided in-house by payroll.

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10:50 Board Administrative Session:

A. Discussion held on the follow up meeting between staff, Commissioner Straub, and Mr. Dufenhorst regarding the Rock Pond Estates development.

VIII. 10:53 AM Transportation & Land Services Budget Work Session

Present: Accounting Manager Phil Young, Deputy Chief Accountant Leah Hurd, Assistant County Engineer Jennifer Lange.

- A. Review of the Land Use & Building Services Budget.
- B. Review of the Stormwater Utility Budget.

IX. 11:00 AM The Board Met with Waste Management.-Meeting Rescheduled.

At 12:00 PM The Board of Commissioners recessed for lunch to meet again at 1:30 PM for Transportation & Land Services Budget Work Session.

X. 1:30 PM Transportation & Land Services Budget Work Session

Present: Accounting Manager Phil Young, Deputy Chief Accountant Leah Hurd, Fleet Manager Dell Mires, County Road Super Intendent Scott Reiman.

- A. Overview of the Transportation ER&R Budget for 2023.

With no further business, the Board Chairman called to recess the meeting at 2:30 PM, to meet again at the LINK Transit Commission Special Meeting to discuss the structure of the Transit Commission Board pursuant RCW 36.57A.055. All materials pertaining to the meeting to include but not limited to: meeting minutes, agenda packet, audio recording of the meeting.

The Board of Commissioners will meet again in Special meeting location for their regular scheduled meeting session on Tuesday, October 18th, 2022 at the Douglas County Public Services Building in East Wenatchee, Washington

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OCTOBER 18, 2022

The Board of County Commissioners met in regular session at the Special Meeting Location at the Douglas County Public Services Building in East Wenatchee, 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. 08:31 AM The Board Met with Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

A. Update to the Board on ideas to address the second street multiunit apartment complex, and having the development review process related to frontage improvements through an administrative review hearing with the Land Use Hearing Examiner. Another option is the County will contract with a third party Land Use Attorney for review of the code and case law, pending the Prosecuting Attorney's approval. The Civil Prosecuting Attorney will follow up with Prosecutor Edgar Gordon to request a third party hiring of a Land Use attorney outside of the Wenatchee Valley to review the development project and arguments made to defer the frontage improvements.

B. Update to the Board on the Town of Waterville's rejection in signing the Interlocal Agreement for housing the Town's fire truck at the Fairground for exchange for use of the Town's boom truck. Chairman Straub will follow up with Mayor Thompson regarding the agreement. The agreement was initiated following the State Auditor's review and recommendation.

2. Personnel

Administrator

Jim Barker, Administrator:

A. The Board approved the following Payroll Change Notices: Clint Wall, Leadman during Supervisor's vacation.

IV. 08:58 AM NCW Fair Budget Work Session

Present: Fair Manager Carolyn Morley, Fairgrounds Facilities Coordinator Ramon Ramirez, Chief Financial Officer Karen Goodwin, Deputy Chief Accountant Leah Hurd.

A. Update to the Board on the request to the Town of Waterville's denial of the Interlocal Agreement for storage of the Town's Fire truck, the Town stated the use of the 'bucket truck' would cause an unlimited access to Town Employee's time. However there appears to be a

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miscommunication, the Board Chairman will be the point of contact for all communication between the Town of Waterville and the NCW Fair or County agreements.

B. Review of the NCW Fair's Business Plan.

C. Clarification provided to the Board on the Credit Card fees for the fair, the fees are then passed to the collection fee company along with the rental rate for the iPads and iPhone used.

D. Overview of the NCW Fair Business plan, Capital improvement plan, budget request, and marketing plan.

E. The Fair is planning to have an additional event during May for a dueling piano, High Octane jumps and tricks for motocross the cost is \$20,000 planned for September, the weekend of the 4th of July the continuation of the Monster show event.

F. Update to the Board on the Fair Board and Staff's attendance at the State Fair Convention.

V. 09:55 AM The Board met with Chief Financial Officer Karen Goodwin.

A. Discussion held on the Chief Accountant reporting role and financial management services.

Return to Administrator's Report:

C. Update to the Board on the Video Surveillance system for the Judges' chambers, recommendations for use of Local Tel communicates for Video Surveillance.

1) Surveillance Camera System Courthouse Superior Court

LocalTel

Motion:

Commissioner Steinburg moved to accept the quote from Local Tel as the apparent low bid, Commissioner Sutton Seconded the motion and Commissioner Straub concurred.

B. Overview of the DOH Architect HVAC scope of work and contract for professional services.

2) DOH Associates

HVAC Improvements Contract

Motion:

Commissioner Steinburg moved to approve the contract for professional services with DOH Associates for the architectural review of the HVAC System at the Douglas County Courthouse, Public Services Building and Area Shops for replacement and development of the associated Bid packets. Commissioner Sutton seconded the motion and Commissioner Straub concurred.

VI. 10:24 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

A. Update to the Board on the Lidar Drone equipment and training occurring with the vendor.

B. Overview with the Board of the proposed roadway connection from the Wenatchi Landing area to cascade. The Washington State Department of Transportation intends to surplus a portion of right of way located within the red portion of the map provided. Discussion held on providing notice to WSDOT on the County's interest in purchasing the proposed surplus area.

1) Recommendations to Award Bid: TLS 22-49A

NW Empire

Motion:

Commissioner Sutton moved to approve the recommendation to Award the Bid to Selland Construction for Resolution TLS 22-49A regarding the NW Empire project; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**2) Recommendations to Award Bid: TLS 22-53A
Item Held Over**

CRP 1008-

VII. 11:00 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) Amended Interlocal Agreement: Special Investigations Unit

Sheriff's Office

Motion:

Commissioner Sutton made the motion to remove Okanogan County from the Special Investigations Unit as presented in the amended interlocal agreement; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

2) Allocation of Rural County Sales and Use Tax Funds & Low Income Housing Assistance Funds

Resolution CE 22-46

Motion:

Commissioner Steinburg moved to approve the recommendation from the Regional Council for the allocation of the Public Facilities Rural County Sales and Use Tax and Low Income Housing Assistance Funds; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

3) Appointment of Brandon Littrell to Planning Commission

Resolution TLS 22-55

Motion:

Commissioner Steinburg made the motion to appoint Brandon Littrell to the Douglas County Planning Commission to serve until October 30, 2026; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

4) Modus Digital Imaging Consultant Agreement

**Digitization of the
Commissioner's Records**

5) Approved ARPA Funding Request

a. Sunbelt Inflatable Tents-Decontamination Unit Sheriff's Office Emergency Response Trailer.

6) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00361019-00361113	\$180,095.36
2.	ACH	80007844-80007846	\$9,128.71

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7) Approved Payroll

NET PAYROLL FOR: *SEPTEMBER 1 TO SEPTEMBER 30 2022*

PAY DATE OF:

October 5, 2022	Voucher/Warrant Numbers	Total Amount
Check Reconciliation	63677-63710	\$ 34,958.71
Direct Deposit	ACH	\$ 1,071,575.09
		\$ 1,106,533.80

At 10:44 AM The Board of Commissioners recessed for lunch to meet again at 1:00 PM for WSU Extension Budget Work Session.

VIII. 1:00 PM WSU Extension Budget Work Session

Present: Margaret Vibrock WSU Extension Director, Chief Accountant Karen Goodwin, Deputy Chief Accountant Leah Hurd

A. Overview of the WSU Extension budget for 2023, request for reclassification for Administrative Support Position in Waterville, as well as increase the salary range for the urban horticulturist for the management of arborist services the request if for \$5,000 in salary increase from Douglas County.

IX. 1:30 PM Transportation & Land Services Budget Work Session

Present: County Engineer Aaron Simmons, Assistant County Engineer Jennifer Lange, Scott Reiman Road Super Intendent, Accounting Manager Phil Young, Deputy Chief Accountant Leah Hurd.

A. Overview of the Transportation & Land Services budget for 2023, review of the County Road Fund and road preservation.

With no further business, the Board of County Commissioners recessed at 2:30 PM to meet again on Wednesday, October 19, 2022 at the Douglas County Public Service Building, East Wenatchee, Washington.


OCTOBER 19, 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, October 24, 2022 at the Douglas County Public Service 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