

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MARCH 21, 2022

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

I. 08:28 AM Pledge of Allegiance and Call to Order.

II. 08:30 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 2.28.22, as well as the Public Records Request.

B. Discussion held on the Boundary review Board appointment, the Clerk will be launching a social media and website update this week.

C. Further discussion held on CDF bedding and compaction for the installation of culverts.

D. Discussion held on code enforcement cases and review of the adjudication process.

E. Need to identify a Title VI coordinator for the County, the Board has appointed the Clerk of the Board for the coordinator position for all Federal Grants.

F. The Board provided the request to the Civil Prosecuting Attorney to move forward with

III. 09:00 AM The Board Met with Washington State Auditors.

Present: Jake Santistevan, Josiah Millner, Shelby Hageman, Commissioners Straub and Steinburg, Treasurer Felisha Rosales, County Administrator Jim Barker, Chief Financial Officer Karen Goodwin, TLS Accountant Phil Young, Civil Prosecuting Attorney James Mitchell.

A. Washington State Auditor Exit Conference: Review of the January 2020- December 2020 Accountability, Financial, and Federal Audit.

B. Commissioner Steinburg noted the findings presented in the report were already discovered by the county and a corrective action plan was established prior to the audit period in 2021.

1) Representation Letter for Federal Audit during January 2020-December 2020

2) Exit Conference Report

MARCH 21, 2022 CONTINUED

IV. 09:36 AM The Board held a Work Session on the Following Items.

Land Services: Perry Huston

A. EFSEC has provided their notice of significance and are moving forward with the SEPA review process, the recommendation is to provide a brief comment and detailing alternative site request. There is a potential of fire danger with the batter system that should be included in the comments, as well as consideration in to the Urban Growth Area Expansion and County growth expansion. Staff will include in the response, the violation of compliance per the current county code.

Transportation: Aaron Simmons

A. Staff report provided and project updates. Update on the Pearl Hill Bridge, anticipated construction in 2024. Currently the engineering staff are in design phase.

Phil Young

A. Discussion held on the difference between the rate change for County ER&R fuel rates due to the significant increase in fuel charges this year, or implementation of a fuel surcharge. The Board would like to move forward with the surcharge to address the fuel charge increase.

V. 10:09 AM The Board Held an Administrative Work Session.

A. The Board held discussion on the code of the west document, the Board would like to see a general overview and review.

B. Discussion held on the Office of Public Defense selection committee, a recommendation will be presented to the Board tomorrow. Further discussion on the compensation package.

C. Tomorrow the Board will review the salary ranges for the Coroner's position.

D. Discussion held on the air quality turnover rate for the HVAC system in the Superior Court Room. There would be a need for HVAC unit update for the Jury room. Further discussion held on the replacement of the HVAC system for the Courthouse.

E. The fire department would need to wait until November for the controlled burn training of the Lion's Den building, the teardown and disposal would be an additional \$30,000 estimate for container disposal.

F. Civil Prosecuting Attorney provided an update on staff subpoena and claim for damages as presented on March 7th.

With no further business, the Board of County Commissioners adjourned at 10:45 AM to meet again on Tuesday, March 22, 2022 at the Douglas County Courthouse, Waterville, Washington.

MARCH 22, 2022

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

I. 08:30 AM Pledge of Allegiance and Call to Order.

II. 08:33 AM The Board Met with Administrator Jim Barker.

1. Staff Report Administrator

Jim Barker, Administrator:

A. The Lion's Den asbestos testing is less than 1% and will require minimal mitigation for removal. Commissioner Steinburg requested the Solid Waste Manager to reach out to Waste Management regarding the dump trailer for the Lion's Den demolition. The teardown will be conducted by the Fair Board volunteers.

B. The Board approved the Douglas County Coroner's salary range to be set at the other elected officials range.

C. Discussion held on the Office of Public Defense Administrator's Salary

2. Personnel Administrator

Jim Barker, Administrator:

A. The Board approved the following Payroll Change notices: Darin Favor, Will McMaster, Aaron Simmons, Eva Isidro, Carolyn Morley, Susan Jacobucci, Ashley Freeman, Thane, Lamar, Tiffany Auguston, Keldon Jardine, Nicolas Faulconer, Tanner Bateman.

B. The Board approve the following Request for Hire: Tara Whaley, Payroll Accounting Tech 1.

1) Approved ProTech Personnel Agreement Teamsters

Motion:

Commissioner Steinburg moved to approve the Teamster ProTech union contract for 2022-2024, Commissioner Straub seconded the motion and concurred.

2) Approved Positive Administrative Leave

Motion:

Commissioner Steinburg moved to grant the positive administrative leave for work above and beyond for the Management Information Systems Director, Commissioner Straub seconded and concurred.

MARCH 22, 2022 CONTINUED

III. 08:46 AM Call for Executive Session RCW42.30.110(1)(G)

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

Attendees: Commissioners Straub, and Steinburg, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Clerk of the Board Tiana Rowland, County Auditor Thad Duvall, and Human Resource Officer Dayna Prewitt. At 8:46 AM Commissioner Straub called for an executive session pertaining to personnel for 25 minutes. At 9:00 AM executive session ended with no action taken.

IV. 09:04 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

A. The Upper Pearl Hill Contract is not ready for signature this week and will be held over. Commissioner Steinburg authorized the Clerk of the Board of use of signature stamps for approval of the contract if necessary.

B. Discussion held on the excavation work on anticipated project site for Badger Mountain Road for fill dirt, concern for road degradation and stormwater management for the excavation work.

Perry Huston, Interim Land Services Director:

A. Overview of the Urban Growth Area expansion process memo.

B. Overview of the Community Development Block Grant General Purpose Grants memo.

C. Discussion held on the City of East Wenatchee annexation, the notice to the annexation impacted property owners and special purpose district have been notified. The Board would like to have a proactive letter sent to the city regarding the timelines for completion of the Annexation.

V. 10:00 AM The Board Held an Administrative Work Session.

A. Review outstanding projects and schedule for following week.

B. Discussion held on the County Organizational Chart and any amendments.

C. Salary range establishment of the County Administrator position at Range 23, step 1.

1) Motion of Acceptance: Recommendation for Office of Public Defense Administrator

Commissioner Steinburg moved to approved the recommendation and set the salary at Step 1 Range 24; Commissioner Straub seconded the motion and concurred.

2) Setting the Elected Coroner's Salary

Resolution CE 22-13

Motion:

Commissioner Steinburg moved to approve resolution CE 22-13, the setting of the Douglas County Coroner's salary effective January 1, 2023; Commissioner Straub seconded and concurred.

3) Notice of Hearing: Redistricting of Precinct Boundaries

Resolution CE 22-16A

Motion:

Commissioner Steinburg moved to approve resolution CE 22-16, the notice of hearing for the redistricting of the Congressional Legislative Precinct Boundaries, the hearing is set for *Tuesday, April 12th, 2022 at 10:00 AM in the Douglas County Courthouse*; Commissioner Straub seconded and concurred.

MARCH 22, 2022 CONTINUED

VI. 10:00 AM Call for Executive Session RCW42.30.110(1)(G)

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

Attendees: Commissioners Straub, and Steinburg, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Clerk of the Board Tiana Rowland. At 10:00 AM Commissioner Straub called for an executive session pertaining to personnel for 15 minutes. At 10:13 AM executive session ended with no action taken.

VII. 10:30 AM Consent Agenda:

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

1) Transfer of Funds CE to Land Use Resolution CE 22-14

Motion:

Commissioner Steinburg moved to approve resolution CE 22-14 the budgeted transfer of \$280,975.00 from Current Expense to Land Use and Building Fund, Commissioner Straub seconded and concurred.

2) Transfer of Funds General Fund to NCW Fair Resolution CE 22-17

Motion:

Commissioner Steinburg moved to approve resolution CE 22-17 the budgeted transfer of \$50,000 from the Current Expense general fund to the NCW Fair, Commissioner Straub seconded the motion and concurred.

3) Temporary Loan-NCW Fair Resolution CE 22-18

Motion:

Commissioner Steinburg moved to approve resolution CE 22-18 the temporary loan for the NCW Fair for capital improvement projects, Commissioner Straub seconded the motion and concurred.

4) Appointment to the Chelan Douglas Advisory Board-Maggie Kaminoff Resolution CE 22-19

5) Appointment to the Chelan Douglas Advisory Board-Shelda Winschell Resolution CE 22-20

6) Appointment to Open Space Committee-Jeff Malone Resolution CE 22-21

7) Appointment to Open Space Committee-Dan Cavadini Resolution CE 22-22

8) Approved Fair Contracts:

- a. Bernardo Maxinez Far Facilities
- b. Jesus Cervantes Fair Facilities
- c. Mariana Martinez Fair Facilities

9) Approved Vouchers

	Check Numbers	Total Amount
1. Vouchers	00355226-00355308	\$194,642.91
2. ACH	80007308	\$3,507.00

With no further business, the Board of County Commissioners adjourned at 11:30 AM to meet again on Wednesday, March 23, 2022 at the Douglas County Courthouse, Waterville, Washington.



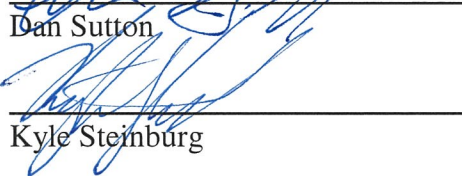
MARCH 23, 2022

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, March 28, 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