

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

APRIL 18, 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. 08:28 AM Pledge of Allegiance and Call to Order.

II. 08:37 AM The Board Met with Elected Officials and Department Heads.

1. Superior Court

A. Update provided there are 120 cases currently, there are currently 3 trial calendars in May and June in order to address the current case load.

2. District Court

A. Maintaining case load there is limited to no back log, appreciative of the transition from Okanogan county jail to the Chelan County jail. The warrants and other action items are being addressed.

3. Auditors Office

A. Elections-Public Information Requests update, there is currently a statewide records request occurring related to the elections process.

B. Recording-Beginning to look for new Recording Software

C. Licensing-Update on the new fees to be assessed.

4. Assessor's Office

A. The values are being addressed for this year, and new construction will be evaluated soon. Overview of the anticipated tax value petition by the data server farms.

B. Overview of the Chelan Douglas fire district proposed consolidation and tax formation. The Auditor provided an update as to their board make up of 2 commissioners from Douglas County and 2 from Chelan County and one at large member that could come from either county.

C. Update provided on the pictometry.

D. The senior tax exemption requests have been increased. The qualification requirements have updated by the state legislature making it cumbersome for constituents to complete the application process. Additional staff support has been dedicated to assisting with the application process.

5. Treasurer's Office

A. Property taxes are due within the next two weeks. The first half of the taxes are due within two weeks, there has been positive feedback and no pushback on tax assessments for this year.

APRIL 18, 2022 CONTINUED

6. Sheriff's Office

A. Update to the Board on projects the Sheriff's Office is completing. Additional thanking of the departments for their cooperative work, noting other jurisdictions are not a lucky to have a collaborative team as we do in Douglas County.

B. May 3rd the Sheriff's Office will award the employee of the year to Manny Ramirez for his exemplary work with the Sheriff's Office and the MIS department.

7. Prosecutor's Office

A. Provided thanks for the Board's support in addressing any issues that have come up, the

B. Overview with the auditor filing fees and response from the Attorney General's Office, the Prosecutor's office was able to provide a unified response in the filing fees need to remain in place.

8. Commissioner's Office

A. The Board of Commissioners introduced the new County Administrator and Office of Public Defense Administrator.

B. Discussion was held regarding the Legislative Changes for Open Public Meeting Act, the Clerk provided an over view of the legislative changes and will email these out to the departments.

9. Clerk's Office

A. Staffing is back to full staff, the trials will be reoccurring back in the Courthouse. The response rate for jury summons has been half of the current extended invitation.

B. The Clerk's office is working towards developing a new online filing system.

10. Department Updates

A. Human Resource Manager, there are 8 new employees that started this month, contracts have been settled. Personnel policy updates will be occurring soon.

B. MIS Technology Updates on the email outage, the volume for the transition to office 365 project the date was larger than anticipated. Update on additional storage capacity and speed. Multifactor authentication will be deployed soon.

C. WSU Extension update provided in the following areas agriculture, master gardener update, strengthening families programs

D. Interim Planning Director, update on the City of East Wenatchee annexation, the comprehensive plan annual update process will be coming up, the periodic review is required in 2026.

III. 9:41 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 3.28.22, as well as the Public Records Request. The Board would like to move forward for Mansfield Airport Road Civil Court filing.
- B. Civil Attorney provided an update that the Bond company is not developing a defense related to the Treasurer's Bond and will be providing payment. A default order will be submitted to the court in the upcoming weeks. Additional update on the process for removal of Steven's County Commissioners and the grounds for removal was not just.
- C. Discussion held on the City of Rock Island Annexation proposal.
- D. The Prothman Group has provided a contract for planning and economic development director position, the proposed \$9,000-10,000 for services.

IV. 10:13 AM Call for Executive Session RCW42.30.110(1)(i)

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

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrator Jim Barker and Jordyn Giulio, Civil Prosecuting Attorney Jim Mitchell, Clerk of the Board Tiana Rowland. At 10:13 AM Commissioner Straub called for an executive session pertaining to potential litigation until 10:30 AM, executive session ended at 10:28 AM with no action taken.

V. 10:30 AM Board Administrative Session.

A. Clerk of the Board provided an update on the recent visit to the Ellensburg State Archives for the inaugural transfer of Board of County Commissioner Records. The Clerk will be developing a State Archives grant application for digital imaging of Commissioner records between the April 25, 1988-August 21, 1996 time frame as these records are in microfiche format.

VI. 08:30 AM Public Comments.

A. Constituent comments and questions raised regarding the Planning Commission meeting and the Wilkinson development process. Director Perry Huston explained the quasi-judicial nature with the constituent group.

VII. 11:00 AM The Board Met with Land Services Staff.

- A. Commissioner Steinburg provided reiteration of the quasi-judicial process for the Planning Commission's transmittal and recommendation packet for the Wilkinson's development. The Board will receive a brief update from staff today as to the decision of the Planning Commission accompanying the transmittal packet of the record from the hearing. The Board will hold a closed public meeting within the upcoming weeks to review the Planning Commission.
- B. Perry Huston, provided the Planning Commission PRD- 2021-01 proceeding will be provided a transmittal packet to the Board of County Commission by the end of the week. A closed record public meeting will be set by the Board to review the record and decision from the Planning Commission meeting.

APRIL 18, 2022 CONTINUED

VIII. 11:15 AM Return to the Board Administrative Session

- A. Discussion was held regarding the Two(Toe) Steppe Land Acquisition Grant Proposal with the Department of Natural Resources.

With no further business the Board Chairman called to recess the meeting at 11:20 AM, and will resume again on Tuesday, April 19, 2022 at the Douglas County Courthouse, Waterville, Washington.

APRIL 19, 2022

The Board of County Commissioners met in regular session at the Douglas County Courthouse 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 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. 08:30 AM Public Comments – No comment was received.

III. 08:31 AM The Board Met with Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

A. The Board is in agreement to allow for the property owner at Grant Road and North Perry Street to grow pumpkin as a cover crop in order to mitigate dust and weeds.

B. The State provided notice they will be allowing the county to resubmit for a County Road Administration Board Grant for the realignment of McNeil Canyon.

C. Discussion held on the City of Rock Island annexation, the city has indicated with in the agreement they will pay for the fees associated with the annexation, review of additional concerns pertaining to the agreement.

IV. 09:10 AM The Board Met with Human Resources Dayna Prewitt via Zoom.

1) Review of the Personnel Committee recommendations

Motion:

Commissioner Sutton moved to approve the recommendations of the personnel committee, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

2) Contract for Professional HR Services

Prothman

Motion:

Commissioner Steinburg moved to approve the agreement with Prothman for Human Resource Services in talent acquisition for the Planning and Economic development Director position; Commissioner Sutton seconded the motion; and Commissioner Straub concurred.

A. The Board provided the verbal approval for NCW Fair events coordinator position the payment will be \$20 per hour plus benefits.

B. The Board approve the following Request for Hire: Event Coordinator and Principal Planner.

APRIL 19, 2022 CONTINUED

V. 09:49 AM The Board Met with Transportation Land Services.

Jennifer Lange, Assistant County Engineer:

A. Request for release of the Escrow account for Spanish Castle, the Board in agreement to, with legal concurrence, release half of the escrow holdings. The remainder of the escrow will be provided once final acceptance has been granted to the County by BSNF.

Aaron Simmons, County Engineer:

A. Moses Coulee flood damage has been taken care of and repaired.

B. Staffing Update.

C. Road Administration Program contacted the County to award funding for McNeil Canyon realignment 2,650,300 is the awarded funding for the county. The County Engineer will be contacting CRAB to discuss the additional cost due to inflation for the project.

Perry Huston, Interim Land Services Director:

A. The audio from the planning commission meeting is available on the county website.

B. Review of the memorandum of the concurrent adoption of the city code.

VI. 10:30 AM The Board Held an Administrative Work Session.

A. Review outstanding projects and schedule for following week.

1) Adoption of State Legislative and Congressional Districts

Resolution CE 22-16B

Motion:

Commissioner Steinburg moved to approve resolution CE 22-16B the adoption of the Washington State Legislative and Congressional Districts; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

2) Letter of Support Chelan Douglas Land Trust Easement

Kane Ranch

Action Item Held over for further discussion.

B. Civil Prosecuting Attorney have provided an update on the Civil Suit with the Judge for a probate case.

C. County Administrator provided an exert from the Regional Bicycle Plan RBAC and meeting minutes, to request 1Million from every 5 Million in funds specific for Bicycle budgeted projects.

VII. 11:00 AM 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) Allocation of 2022 Public Utility District Privilege Tax Funds

CE 22-25

Motion:

Commissioner Sutton moved to approve the 2022 Public Utility Privilege Tax allocation, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

APRIL 19, 2022 CONTINUED

2) Approved Fair Contracts:

- a. Noise News Media, LLC Services Provider Contract
- b. Big Bend Jr. Rodeo Bible Camp Fair Facilities
- c. J.Refugio Ortega Fair Facilities
- d. American Red Cross, PNW Blood Services Fair Facilities
- e. Aaron Crawford Entertainment Contract
- f. Joel Gibson Jr. Entertainment Contract
- g. Kellie Karl Entertainment Contract
- h. Pina Loca Concession Agreement
- i. Geno’s Kettle Korn, Rick Noffsinger Concession Agreement
- j. Marsalee’s Thai Food, Lee Marion Concession Agreement

3) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00356089-00356163	\$298,992.46
2.	ACH	80007394-80007396	\$10,345.25

With no further business, the Board of County Commissioners recessed at 11:30 AM to meet again on Wednesday, April 20, 2022 at the Douglas County Courthouse, Waterville, Washington.

APRIL 20, 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, April 25, 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