

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JUNE 13, 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. 08:29 AM Public Comments – No comment was received.

III. 08:29 AM The Board Met with Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

- A. Update to the Board on a recent constituent concern, the constituent was experiencing a mental health crisis within the Public Services Building, the Sheriff's office was able to assist with the issue and staff were debriefed. Overview of support provided to staff and potential request for the installation of panic buttons.
- B. Mr. Jerry Workman provided staff with the complaint regarding sediment washout from the recent rainstorm, his home is below grade and located within city limits. The Constituent experienced flooding, the County policy is not to provide mitigation support for clean up outside of the County Right of Way, due to liability. Selland Construction was able to provide assistance as much of the washout was from the development located above Mr. Workman's home.
- C. The Sheriff, Under Sheriff, Administrators, and NCW Fair staff met regarding the development of a preliminary evacuation plan, it was identified during the meeting handheld radios are needed in order to allow for communication from Fair staff and the Sheriff's department. The current supplier of radios for the event do not allow for radio frequency communication with the Sheriff's Office, the new radio system would, the estimate for the radios is \$14,300, the funds utilized will be ARPA. Initial Board approval provided for the purchase of the radios; a formal request will be made through the ARPA committee.
- D. The City of Rock Island followed up with the county of their desire to participate in the WeCarePaint program, for paint recycling. The notice requesting to participate was not received from by the County as the network email server crashed when the email request was sent by the City. Solid Waste will be reaching out to the WeCarePaint recycling company to expand the agreement to incorporate the City of Rock Island.
- E. Review of the updated project list and expenditures for the NCW Fair.

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IV. 09:00 AM The Board Met with Development Review Engineer Mike Near.

- A. Update to the Board on the request by the Douglas County PUD regarding the desire to micro-trench across roadways within Douglas County and City of East Wenatchee UGA area. The Sun Cove Area micro-trenching area has not been developed yet. The Board would like to maintain the initial requirement of micro-trenching occurring within the Sun Cove area, following evaluation, the Board may consider allowing the micro-trenching project within the city urban growth area.

V. 09:05 AM The Board Met with Fire Chief Brian Brett.

- A. Appreciation of the meetings with the Board to discuss the issue with the consolidation of the Fire Districts, mailers will be provided to the constituents regarding the merger. The mailer will overview the level of service and request for support in increasing the levy lid. If the merger does not pass by a vote of the people, Douglas County Fire District 2 will still need to request a levy lid increase. The level of service provided will be increasing with the merger in comparison to the cost increase, however if the merge does not occur there will be limited level of service and still the need for budgetary increases via a levy lid lift.

9:12 AM Return to Administrator's Report:

- F. Update to the Board on the communication with Douglas County staff and Chelan County staff for the development of the SmartGov program.
- G. Discussion held on the interim land services director time frame for service with the county and status update for the recruitment of applicants.
- H. Review of the current mask supply of Masks for the County, and potential increase in supplies needed due to the L&I requirement for masking as a means to mitigate poor air quality. This was a recent passage by the state legislature. The Board is in agreement to move forward with the purchase of the cheapest mask and increase inventory levels to 6,000.
- I. Update provided the waste hauling company Tenelco has paid the invoice in full for damages caused by their haul route.

V. 09:27 AM The Board Held a Work Session on the Following Items.

Dayna Prewitt, Human Resource Manager:

- A. Overview with the Board the L&I requirements for employee heat mitigation efforts and training regrading heat exhaustion and air quality mitigation for smoke.
- B. Update to the Board on the Office of Public Defense deputy attorney. A letter of offer pending the successful background check.
- C. Overview with the Board on the new personnel policy regarding the travel and moving expenses requirement for Board approval for expenses exceeding \$5,000. Further discussion regarding the threshold for qualification of relocation expenses would be covered.
- D. Discussion held on the Juneteenth holiday and the courts, the holiday was not included in the bargaining for this year, and courts will be closed to the public and will hold an internal administration day.

Tiana Rowland, Clerk of the Board:

- A. Overview with the Board the Employee Appreciation program, the Board provided feedback for gratis levels for years of service. The Board would like the following funding allocated for gratis levels \$25, \$50, \$100, \$150, \$200, \$250, \$300. Human Resources provided an overview of the policy for employee recognition.

VI. 10:11 AM The Board Met with North Central Washington Libraries Director Barbara Walters

- A. Overview with the Board on the NCW Library, update on the new librarian hired by the City of East Wenatchee library. Following the pandemic and opening up of programs there has been an increase in circulation and foot traffic.
- B. Update to the Board on the constituent request for the City of Rock Island requirement for book deposit prior to checking out of books. During the formation of the NCW Libraries, the City of Rock Island was not an incorporated city, they would need to annex in to the NCW Libraries and have the initiative added to the ballot. The City has not had a desire to incorporate in to the library at this time.
- C. Overview of the mobile book for the library, they service the rural district areas. Further discussion held on the library size and the need for additional library space for the City of East Wenatchee. The City of Waterville has purchased a building the Library is working with the city to redevelop the space. The Bridgeport library will be receiving some additional renovations in the upcoming year.
- D. Overview of the Summer Library Program.

VII. 10:55 AM The Board Met with the City of Rock Island Mayor Agnew, City Clerk/Treasurer Jim Zumini, City of East Wenatchee Mayor Crawford, City Attorney Charles D. Zimmerman, and Kait Schilling Interim Land Services Director Perry Huston.

- A. Mayor Agnew provided an overview of the City of Rock Island's request for Annexation by Interlocal Agreement pursuant RCW 35A.14.296. Review of the memorandum outlining the propose boundary areas and criteria for the Interlocal Agreement.
- B. Commissioner Straub requested the background for the desire to move forward with the annexation process vs. the petition process. The response by the Mayor was need for 10% property owner petition has proven challenging followed by the 60% approval by vote is costly for the city.
- C. Commissioner Steinburg raised concern for capacity for municipal services in the City vs. County. Commissioner Steinburg provided his perspective he is not in support of Annexation by Interlocal Agreement, and would like this issue to taken to the vote of the people. He would not be opposed to 60% petition of landowner support for the annexation support method.
- D. The Board would like to ensure the public is in support of the annexation, allowing for public input early on and address any concerns by the City.

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- E. Further discussion held on the City of Rock Island's desire not to join the NCW Library District, the library provided the petition a eight-nine years prior hoping to have 25% of interested constituents within the City to join the NCW library. The constituents did not support this initiative, the City determined the cost to purchase a library card at \$125 would be cheaper than the incorporation in to the NCW Library District.

With no further business, the Board Chairman called to recess the meeting at 11:47 AM, and will resume on Tuesday, June 14, 2022 at the Douglas County Courthouse, Waterville, Washington.

JUNE 14, 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 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 – No comment was received.
- III. 08:32 AM The Board Met with Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

- A. Update to the Board on the Bids for Hot Mix, the bids were still higher than anticipated. Further review of the projected projects for TLS this year, one of which was the paving for the NCW Fair. The total for the project would be \$109,538 for the following projects at the Fair: Entrance Area, Lion's Den Area, Race Horse Barn.
- B. Review of the bid received for the NCW front entry, there has been only one responsive bid despite multiple requests, Graybeal Signs has provided a bid of \$52,213.08. As there have been inadequate competition of bid, this exception will be used if the project moves forward.
- C. Review and approval of the Administrator's decisions and directives.
- D. Update provided on the Bauer's Landing/Suncove and Desert Aire claims for damages were denied and follow up was made by the claims adjuster.

2. Personnel

Administrator

Jim Barker, Administrator:

- A. The Board approved the following payroll change notices: Valerie Flores, Paralegal.
- B. The Board approve the following Request for Hire: Permit Tech, Land Services.

1) Lease Agreement for RICOH Copier

Administration Office

Motion:

Commissioner Sutton moved to approve the lease agreement with Pacific Office Automation for a Ricoh IM C4500 copier in the Administration Office, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

2) Contract for Radio and Licensing Fees

ARPA Request

Motion:

Commissioner Steinburg moved to approve the agreement with Ramcom for the hand held radio Commissioner Sutton seconded the motion; and Commissioner Straub concurred.

IV. 09:00 AM The Board Met with Transportation Land Services.

Perry Huston, Interim Land Services Director:

- A. Update to the Board on BERK and Associates estimates for the de-designation study and population allocation for the UGA. Further discussion held on the scope of work for the projects.
- B. Overview of the Office of Financial Management preliminary population estimates.
- C. Review of RCW 19.27.540 the Electronic vehicle infrastructure requirements.

1) Notice of Hearing to Consider Surplus Land

TLS 22-32A

Motion:

Commissioner Sutton moved to approve resolution TLS 22-32A the notice of hearing to consider the surplus of a portion of Douglas County property known as the Sand Pit, Assessor Parcel number 22212240001; set for Tuesday, July 12, 2022 at 9:00 AM. Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

Aaron Simmons, County Engineer:

- A. Update provided to the Board on the McNeil Canyon road sign progress, the cost for the additional signs with labor and lighting will be \$10,000-\$15,000 the anticipated time frame for installation will be the next month or two. Overview of the construction and grading designation of the roadway.

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V. 10:30 AM The Board Held an Administrative Session.

A. Civil Prosecuting Attorney requested signature authorization for the Attorney General's settlement agreement for the Opioid Distribution lawsuit.

1) Formal Settlement-Opioid

Motion:

Commissioner Sutton moved to grant signature authority to the Civil Prosecuting Attorney James Mitchell, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

2) Pacific Security Contract for Services

Motion:

Commissioner Sutton moved to approve the contract with pacific security for the Superior Courtroom in Waterville for criminal court dates and trial; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

B. Discussion held on the pacific security and potential cost sharing option for the Waterville School District, however there are some challenges.

3) Amendments to the Personnel Policies-Relocation Exempt/Excluded CE 22-31& TLS 22-33

Motion:

Commissioner Steinburg moved to approve the personnel policy amendments for Exempt and Exempt Excluded personnel for reimbursement and relocation; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

C. Discussion held on the County approved holidays.

4) Rebid for Hot Mix

Bid Awarded

a. Responsive Bid received- Central Washington Asphalt Inc. \$84.71per ton the aggregate total \$406,598.40 for a total tonnage of 4,800.

Motion:

Commissioner Sutton moved to approve the bid for Hot Mix Asphalt from Central Washington Asphalt Inc.; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

VI. 10:00 AM Bid Opening: New Roller/Packer Attachment

TLS 22-29A

a. Ed-ka Manufacturing, Inc. \$37,594.20

Motion:

Commissioner Steinburg moved to approve the bid from Ed-ka Manufacturing, Inc. for the new roller/packer attachment; Commissioner Sutton seconded the motion and Commissioner Straub concurred.

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VII. 10:20 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) 2022 MRSC Small Works Consultant and Vendor Roster Publication Notice.

2) Approved Fair Contracts:

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| a. Providence ATM-Ron Olin | Professional Services Agreement |
| b. New Life Center Church of God-Richard Hancock | Fair Concession Agreement |
| c. Hot Rodzz Espresso-Patty Scott | Fair Concession Agreement |
| d. Pina Loca Wenatchee-Adriana Pulido | Fair Concession Agreement |
| e. Leland's Balloons | Entertainment Contract |
| f. TannerLee Cook | Entertainment Contract |
| g. They Crystal Chameleon-Tyler Stevens | Vendor Agreement |
| h. Voodoo Signature Sauce-Ken Avery | Vendor Agreement |
| i. New Life Church of God-Richard Hancock | Special Event Concession Agreement |
| j. Jesse's Meats-Michelle Staples | Special Event Concession Agreement |

3) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00357588-00357716	\$464,224.50
2.	ACH	80007546-80007548	\$1,394.57

With no further business, the Board of County Commissioners recessed at 11:30 AM to meet again on Wednesday, June 15, 2022 at the Douglas County Courthouse, Waterville, Washington.

JUNE 15, 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, June 20, 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