

## BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

AUGUST 8, 2022

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

**I. 08:29 AM Pledge of Allegiance and Call to Order.**

**II. 08:30 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. Discussion held on the recruitment efforts and recommendation for employment of the Building Inspector and Fire Marshal position within the Land Services department. The Board provided the directive to staff to evaluate the position description, and evaluate comparative salary ranges.

B. Commissioner Straub provided an update regarding the Douglas County PUD Fiber Internet Micro-trenching project at Sun Cove.

C. The Board held discussion on the Coroner's light bar installation for the response vehicle, the need has been communicated and the Board is in agreement to allow the expenditure. Concerns were raised on the cost for installation, alternate cost saving options will be explored for the installation.

D. Review and approval of the Administrator's Decisions and Directives from 8.1.22.

E. Update to the Board on preliminary contact with Pacific Security to develop a contract for armed guard services at the Courthouse.

**IV. 09:06 AM The Board Held a Work Session on the Following Items.**

**Aaron Simmons, County Engineer:**

A. Review of Douglas County's anticipated revenue allocation from the County Road Administration Board, as provided from the estimated 2023 Motor Vehicle Fuel Tax, MVA transportation, and Multimodal taxing sources.

B. Discussion and overview of the Parking and RV spaces located at the NCW Fair, the Board is looking to develop additional RV spaces and parking for the Fairgrounds. The Fair Manager will submit an application for funding consideration to the Regional Council for use of the Rural County Sales and Use Tax funds to complete the project.

## AUGUST 8, 2022 CONTINUED

### **Perry Huston, Interim Director of Land Services:**

A. Overview of Douglas County Code Chapter 14.10.030, specific to the SEPA review process and comment period for land use developments, the current code language is not aligned with the RCW's and WAC's and will need to be amended.

B. Overview of Douglas County Code Chapter 19.18 the critical review areas for habitat, and the habitat boundary survey. There have been changes within the classification and evaluation of protected wildlife by the Department of Fish and Wildlife. The suggestion was presented to amend the code to allow for assessment of the areas and waive setback requirements for development where mitigation has occurred or where habitat is no longer active, currently the mapping of areas is far reaching beyond the used habitat areas.

### **V. 10:13 AM Return to Administrator's Report:**

F. The estimate for oil spill clean up on road 9.5 outside of Mansfield is \$40,000, the property owner adjacent to the road stated the oil was cause by cars leaking on the Roadway. However the extent of the leak is substantial and self-admission of dumping oil on personal property was provided to the Department of Ecology during contact with the property owner.

G. Discussion held on the County's Declaration of Emergency for COVID-19. The Board would like to move forward with rescinding the emergency declaration following the confirmation of Federal requirements for the potential allocation of additional ARPA funding.

H. Discussion held on the Department of Commerce grant for electronic vehicle charging stations.

I. Discussion held on the payment of refreshments at county meetings, the Board is in agreement to require Department Heads and Elected Officials to abide by RCW 42.24.090 when making purchases.

### **Minute Notation:**

The Board is in agreement to allow for the vouchering of expenses for refreshments at the County Engineering staff meeting, and have directed the Clerk of the Board incorporate this policy in to the Personnel Policy for Employee Appreciation, DCPD Chapter 4.10.300 to allow for expenditures.

### **1) Amended Declaration of Canvassing Authority-Commissioner Straub**

#### **Motion:**

Commissioner Steinburg moved to approve the amended declaration of canvassing board authority to Commissioner Straub for the August 2, 2022 Primary Election; Commissioner Straub seconded the motion and concurred.

### **2) Approved Payroll Change Notices**

Assistant County Engineer, Jennifer Lange; County Engineer, Aaron Simmons.

With no further business, the Board Chairman called to recess the meeting at 10:50 AM, and will resume again on Tuesday, August 9, 2022 at the Douglas County Courthouse, Waterville, Washington.

**AUGUST 9, 2022**

The Board of County Commissioners met in regular session at the Douglas County Courthouse in Waterville, Washington. Commissioners Straub, Steinburg, and the Clerk of the Board Tiana Rowland were present. County Administrators James Barker and Jordyn Giulio were present, Civil Prosecuting Attorney James Mitchell in attendance. Commissioner Sutton was excused.

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

**II. 08:30 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. Discussion held on the grader owned by Current Expense, the grader is for fire support services and secondary use has been for Road Maintenance. Fire District 5 has requested to take over the maintenance and operation of the grader, and are willing to allow the county to use the grader when needed. However the Board would like to surplus the grader, as the operation of the machine is not the same as the new digital equipment, and there are concerns regarding the maintenance fees.

B. The Coroner has requested to leave the response vehicle at his home as there is only one parking stall at the Simon street office location within the City of East Wenatchee Police Station. The Board is in agreement to allow for the parking of the response vehicle at the Coroner's residence.

C. Update provided on the estimated delivery date of October for the bullet resistant glass, a bid will be provided for the Board's consideration in the upcoming weeks.

D. Further explanation of the road 9.5 oil spill mitigation clean up. The estimate provided yesterday is high due to the expansive removal of the soil, hauling, and testing. Mr. Dan Mattheisen provided the Department of Ecology notice he placed the oil on his property. The Department of Ecology estimated 20-30 gallons of oil was spilled. The Department of Ecology has provided notice they will be providing testing at their expense.

**1) Approved ARPA Funding Requests**

**Coroner, Fair, Sheriff's Office**

**Motion:**

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

**IV. 09:05 AM The Board Met with Transportation Land Services.**

**Aaron Simmons, County Engineer:**

A. There is one responsive bidder for the on call survey services statement of qualifications. A recommendation will be provided next week.

B. Update to the Board on the road radar delineators for the warning signs at McNeil Canyon.

## AUGUST 9, 2022 CONTINUED

C. Discussion held on a two lot short plat off of Rock Island Road, and the requirement for frontage improvements. However, there are the following concerns raised, there is and will be no continuation of development within this area. The frontage improvements may not be necessary. The County Engineer raised the concern for cost and payment for the corridor improvements, the county through taxpayer funds would be responsible for the improvements that can be off set through private development. Further discussion held on the continuity of the roadway improvements, development in future years and what would trigger the requirement for the development of frontage improvements for the Roadway. The Board will need to update the countywide planning and comprehensive policies. Specific to Rock Island Road as density increases or public-concern driven, the creation of a Road Improvement District would need to be developed.

### **1) Consultant Agreement**

**Tierra Right of Way Services, Ltd.**

#### **Motion:**

Commissioner Steinburg moved to approve the Local Agency Real Estate Professional Services Negotiated Hourly Rate Consultant Agreement with Tierra Right of Way Services for CRP 1004 Grant Rd/Nile Intersection. Commissioner Straub seconded the motion and concurred.

#### **Perry Huston, Interim Land Services Director:**

A. Update to the board on BERK and Associates' response regarding additional on-call services support; they are unable to provide additional support in amending and reviewing the comprehensive plan for 2023. Request for support in locating another consultant to assist with these amendments.

### **V. 11:11 AM The Board Held an Administrative Work Session.**

A. Update to the Board on the Washington County Risk Pool coverage of the NCW Fair Rodeo, it is not covered under our current MLC. Additional insurance has been secured, the cost is \$750 per event, request to cover the cost through the county's insurance premium budget. The Board is in agreement to cover the expense through the insurance premium budget.

B. Discussion held on the L&I requirement of covering for employee wages as well as the rental benefit from the 146 19<sup>th</sup> street house if a time loss incident were to occur. The county could be liable for coverage if an incident were to occur on the grounds or within the house.

C. Further discussion on the house improvements at 146 19<sup>th</sup> street, the discussion of limiting improvements to safety and painting update, or to also include improvements to the HVAC, windows, lighting, interior doors. The Board would like to keep updates minimal as the plan for the property is to expand Douglas County campus.

#### **Directive:**

The Board of Commissioners provided the directive to move forward with surplus the home, demolishing the home, expanding the driveway entry to the campus offices and graveling the lot for additional parking access to the loop trail until the lot is developed for campus expansion.

D. Discussion held on Senator Brad Hawkins' request for County support and representation at the September 15<sup>th</sup> meeting to discuss the development of a Regional Aquatics Facility at the Wenatchi Landing Area in East Wenatchee. The Board is in support of economic development activities for the area, however are not in favor of the creation of a Public Facilities District and having Sales tax as the financial support for the project.

**AUGUST 9, 2022 CONTINUED**

**VI. 10:00 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) Approved Enrollment Agreement-Professional Development Academy NACO**

**2) Approved Fair Contracts:**

- |   |   |
|---|---|
| a. Capi Security, David Capi              | Professional Services Agreement         |
| b. Ace's Wild Pro Rodeo                   | Rodeo Show Stock, Personnel & Equipment |
| c. Mireya Perez                           | Facilities Agreement                    |
| d. La Nortanita, Maria Garcia             | Fair Vendor Agreement                   |
| e. Hector Luis Maciel Rojas               | Entertainment Contract                  |
| f. Columbia Grove Church, Andrew Thompson | Entertainment Contract                  |
| g. Mariachi Central                       | Entertainment Contract                  |
| h. Andrew Thompson Duo                    | Entertainment Contract                  |

**3) Authorization for Vehicle Purchase with 2023 Funds Juvenile Dept.**

The Douglas County Juvenile Probation Department requested on August 3<sup>rd</sup> the use of 2023 funds for the purchase of a fleet vehicle in 2022, the request is made due to the state bid vehicle purchasing window is limited. The Department is planning to budget for the vehicle purchase during the 2023 budget session.

**Motion:**

Commissioner Steinburg moved to approve the purchase request, Commissioner Straub seconded the motion and concurred.

**4) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00359194-00359294</b>	<b>\$238,059.17</b>
<b>2.</b>	<b>ACH</b>	<b>80007720-80007724</b>	<b>\$3,418.81</b>

**5) Payroll Approval**

**NET PAYROLL FOR:** *JULY 1 TO JULY 31*  
*2022*

**PAY DATE OF:**

<b>AUGUST 5 2022</b>	<b>Voucher/Warrant Numbers</b>	<b>Total Amount</b>
<b>Check Reconciliation</b>	<b>63589-63604</b>	<b>\$20,680.08</b>
<b>Direct Deposit</b>	<b>ACH</b>	<b>\$801,349.19</b>
		<b>\$822,029.27</b>

ACH Check Numbers: 80007701-80007719 in the amount of \$467,522.95

AP Check Numbers: 00359131-00359193 in the amount of \$692,903.77

**\*Includes all applicable special purpose districts payroll processed by the Auditor's Office.**

With no further business, the Board of County Commissioners recessed at 11:45 AM to meet again on Wednesday, August 10, 2022 at the Douglas County Courthouse, Waterville, Washington.

AUGUST 10, 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, August 15, 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