

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

AUGUST 22, 2022

The Board of County Commissioners met in regular session at the Douglas County Public Services Building in East Wenatchee, Washington. Commissioners Straub, Sutton, and 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. Commissioner Steinburg was excused.

**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 8.15.2022.

B. Commissioner Sutton provided an update on the County Leadership Advisory Group meeting, following the meeting, the recreational planning group TREAD reached out to schedule a presentation with the Board on a recreational planning grant opportunity.

C. Commissioner Straub provided an update regarding the Mayor of Rock Island's outreach to the community pertaining to the city's proposed annexation, a letter to the affected property owners and two public hearings have been held. There has been no opposition to the proposed annexation by the public. The Mayor is asking the County to reconsider the annexation through Interlocal Agreement.

D. Staffing update provided regarding the road crews.

E. Update to the Board on the interior and exterior camera installation project, the County has reached out to Localtel to obtain quotes for the work, however, communication from the company has been limited.

F. Proposal provided from Pacific Security for armed guard services the hourly rate is \$34.00 per hour. The Board would like to see the contract to commence for one year and have the option to reevaluate the agreement within 6 months and one year if necessary.

G. Update to the Board on the review of the Architectural Services RFQ for Current Expense by resolution CE 22-33A, overview of the evaluation process, recommendation for the Board to consider the top 3 applicants. Order of recommendation is DOH and Associates, Design West, Meier Architects and Engineering.

**AUGUST 23, 2022 CONTINUED**

**IV. 09:00 AM The Board Met with Sheriff Kevin Morris.**

A. Review of the departmental budget, overtime, and expenses.

B. Staffing update, the department is fully staffed with zero vacancies at this time. The department will have a new deputy graduating from the academy this week their assignment will be for the North end of the County.

C. Update to the Board on the fleet vehicle purchase, the base price for the Vehicle has increased by \$10,000, anticipated of cost for outfitting of materials within the vehicles will increase by 20%.

D. Deputies from the Sheriff's Office will be at the NCW Fair this week to provide patrol support.

**V. 09:22 AM The Board Met with Chief Financial Officer Karen Goodwin by Zoom Teleconference.**

A. Review of expenditures in comparison to the budget.

B. Discussion held on the 2023 budget preparation and departments elaborating on the expenses for the following categories travel and miscellaneous. The Board would like to have a narrative of expenditure items for each category.

**VI. 09:12 AM Call for Executive Session RCW42.30.110(1)(g)**

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

Attendees: Commissioners Straub, Sutton, County Administrators Jim Barker and Jordyn Giulio, Civil Prosecuting Attorney James Mitchell, and Human Resource Officer Dayna Prewitt. At 9:30 AM Commissioner Straub called for an executive session pertaining to personnel until 9:45 AM or 15 minutes, at 9:45 AM Chairman Straub called to end executive session with no action take.

**VII. 09:52 AM The Board Met with Civil Prosecuting Attorney James Mitchel**

A. Discussion held on Jeff Wilkinson's, developer with the Wilkinson project, request if the County has a tax exemption program. At this time, the County does not for multifamily unit developments.

**VIII. 9:54 AM The Board Met with Transportation and Land Services Staff.**

**Aaron Simmons, County Engineer:**

A. Discussion held on the action items for consideration tomorrow. Further discussion held on the proposed RFQ for LIDAR software for the drone system and the operational efficiencies the program will bring.

B. Discussion held on the continuity of roadway system for the S Nile section from 4<sup>th</sup> to 7<sup>th</sup> street SE. There are several applications for development in concurrency, overview of the project road system.

C. Staffing update provided.

**AUGUST 23, 2022 CONTINUED**

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

- A. The draft Ordinances for interim controls is set for signature tomorrow.
- B. Discussion held on the SEPA review and the establishment of the lead agency, despite no agreement being established, it has been determined that Douglas County will be the lead review agency for the fiber optic expansion project by Microsoft. The transmission lines will be from Crescent bar through Rock Island and within the County and cross over into Chelan County near the Malaga area. Baylink Consulting, representatives from Microsoft, has contacted all of agencies for comments, now Douglas County needs to incorporate the comments and review of the SEPA process for determination of either none significance or conditional mitigation. Additional information will be forthcoming by staff.

**IX. 10:32 AM The Board Held an Administrative Work Session.**

- A. Discussion held regarding a constituent conversation with Commissioner Sutton regarding Pear Lane and the desire to vacate the roadway and the anticipated short plat development. There are necessary roadway improvements needing to be completed prior to development.

With no further business, the Board Chairman called to recess the meeting at 10:40 AM, and will resume on Tuesday, August 23, 2022 at the Douglas County Courthouse, in the Commissioners Chamber, Waterville, Washington.

**AUGUST 23, 2022**

The Board of County Commissioners met in regular session at the Douglas County Commissioners' Chambers in Waterville, 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. 08:32 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

- A. Update to the Board on the staffing absence at the NCW Fair, the office staff member will be out for the Fair this year; however, with Fair Board member assistance they should be able to cover the absence.
- B. Review of the service proposal with Pacific Security for armed guard services at the Courthouse in Waterville, the start date for services will be September 6<sup>th</sup> the contract will be provided to the Board for signature next week.

**AUGUST 23, 2022 CONTINUED**

- C. Discussion held on-site review for building inspections during development.
- D. Discussion held on the HVAC replacement at the Courthouse in Waterville and at the Public Services Building.

**1) Final Building Closeout**

**Law and Justice Center**

**Motion:**

Commissioner Sutton moved to approve and accept the final closeout documentation for the Law and Justice Center, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**2) Recommendation for On Call Architecture & Engineering Services**

**CE 22-33A**

**Motion:**

Commissioner Steinburg moved to approve the recommendation of the top three engineering/architecture firms for on-call services with DOH, Design West, and Meier Architects and Engineering Commissioner Sutton seconded the motion; and Commissioner Straub concurred.

**2. Personnel**

**Administrator**

**Jim Barker, Administrator:**

- A. The Board provided the following payroll change notices: Andrea Jester, Dean Schlaman, Dan Holms, Shannon Edinger, Robert Goodwin.
- B. The Board approve the following Request for Hire for temporary Fair workers: Joe Lesky, Diego Bravo, Tyler Anders, Michael Schneider, Maurice Willis, Tanner Brown.
- C. Review of Personnel Agreement

**1) Personnel Retention Contract**

**Motion:**

Commissioner Sutton moved to approve the personnel retention contract with Mike Near, Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

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

**Justin Roozen, Environmental Manager:**

- A. Update provided to the Board on the Drone flight program, new software use and application within the county.

**1) Call For Bid: LiDAR Drone Software & Equipment Package**

**Resolution TLS 22-42A**

**Motion:**

Commissioner Sutton moved to approve Resolution TLS 22-42A Call for Bid LiDAR Drone Software and Equipment Package *bids due Monday, September 06, 2022 at 10:00 AM*; Commissioner Steinburg seconded the motion, and Commissioner Straub concurred.

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

- A. Review of the proposed code amendments for the Planning Commission, Regional Council, and Board's adoption.

**AUGUST 23, 2022 CONTINUED**

**1) Adoption of Interim County Code Amendments**

**Ordinance TLS 22-08-43A**

**Motion:**

Commissioner Steinburg moved to approve Ordinance TLS 22-08-43A Adoption of Interim County Code Amendments to Chapter 12.50.150 Transportation System and Frontage Improvements Adding a New Section (F); Commissioner Sutton seconded the motion, and Commissioner Straub concurred. *\*Scrivener's error in the Ordinance numbering for the NOH publication.*

**2) Adoption of Interim County Code Amendments**

**Ordinance TLS 22-09-44A**

**Motion:**

Commissioner Steinburg moved to approve Ordinance TLS 22-09-44A Adoption of Interim County Code Amendments to Chapter 17.04.020(B)(3)(c) Applicability-Exempt Segregation; Commissioner Sutton seconded the motion, and Commissioner Straub concurred. *\*Scrivener's error in the Ordinance numbering for the NOH publication.*

**3) Notice of Public Hearing**

**Resolution TLS 22-43B**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 22-43B Notice of Public Hearing to Consider Amendments to Douglas County Code Chapter 12.50.150 Transportation System and Frontage Improvements Adding a New Section (F) *Hearing set for Tuesday, September 20, 2022 at 09:00 AM*; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**4) Notice of Public Hearing**

**Resolution TLS 22-44B**

**Motion:**

Commissioner Steinburg moved to approve Resolution TLS 22-44B Notice of Public Hearing to Consider Amendments to Douglas County Code Chapter 17.04.020 (B)(3)(c) Applicability-Exempt Segregation *Hearing set for Tuesday, September 20, 2022 at 09:15 AM*; Commissioner Sutton seconded the motion, and Commissioner Straub concurred.

**V. 09:12 AM Call for Executive Session RCW42.30.110(1)(g)**

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

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrators Jim Barker and Jordyn Giulio, Civil Prosecuting Attorney James Mitchell, and Human Resource Officer Dayna Prewitt. At 9:21 AM Commissioner Straub called for an executive session pertaining to personnel until 9:36 AM or 15 minutes, at 9:36 AM Chairman Straub called to end executive session with no action take.

**VI. 09:36 AM The Board Held an Administrative Work Session.**

A. Commissioner Straub discussed the City of Rock Island's request to reconsider the Interlocal Agreement process for Annexation. The Board would like to see the process remained with the public petition for annexation rather than the Interlocal Agreement.

**AUGUST 23, 2022 CONTINUED**

**VII. 10:00 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) Extending Temporary Loan Repayment**

**Resolution CE 22-18B**

**Motion:**

Commissioner Sutton moved to approve Resolution CE 22-18B Extending Temporary Loan Repayment for NCW Fair; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**2) Rescind Emergency Proclamation**

**Resolution CE 22-39**

**Motion:**

Commissioner Sutton moved to approve Resolution CE 22-39 To Rescind Resolution CE 20-14B Emergency Proclamation; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**3) Notice of Intent to Sole Source**

**Resolution CE 22-39A**

**Motion:**

Commissioner Sutton moved to approve Resolution CE 22-39A Notice of Intent to Sole Source A/V Improvements for the Courtrooms; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**4) Temporary Loan**

**Resolution CE 22-40**

**Motion:**

Commissioner Sutton moved to approve Resolution CE 22-40 Temporary Loan-Startup Cash for NCW Fair; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

**5) Approved Fair Contracts:**

- |   |                                 |
|---|---------------------------------|
| a. Cleverly Constructed, Susan Cleverly   | Entertainment Agreement         |
| b. Brent Rhodes, Whisky Trail             | Entertainment Agreement         |
| c. Isidoro Tellel                         | Fair Facilities Agreement       |
| d. Resendiz Herrera Sale, Luis & Erica    | Fair Vendor Agreement           |
| e. Bella's Collections, Linvil Jane Boter | Fair Vendor Agreement           |
| f. Hailey Rae Photography                 | Professional Services Agreement |
| g. Deano's Mac, Holly Lucas               | Concession Agreement            |

**6) Approved Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00359627-00359729</b>	<b>\$373,255.32</b>
<b>2.</b>	<b>ACH</b>	<b>None</b>	<b>\$0.00</b>

**VIII. 11:00 AM The Board completed a site visit at the NCW Fairgrounds.**

With no further business, the Board of County Commissioners recessed at 11:30 AM to meet again on Wednesday, August 24, 2022 at the Douglas County Courthouse, Waterville, Washington.

AUGUST 24, 2022

I. 9:00 AM Entrance Conference with the Office of Washington State Auditor.

A. Commissioner Straub and the Clerk of the Board accompanied by the Finance and Risk Management team, participated in the Entrance Conference for the 2021 Financial Audit with the State Auditor.

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 29, 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

  
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Dan Sutton Vice-Chair

  
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Kyle Steinburg Member

ATTEST:

  
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Tiana Rowland, Clerk of the Board