

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MARCH 7, 2022

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

I. 08:29 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. Review of the City of East Wenatchee lease agreement for the Coroner’s Office.
- C. Discussion held on purchasing the property to the north of the Public Services Building.
- D. Discussion held on the establishment of gates at Blue Grade Road and or potential vacation of the roadway.
- E. Review of the final acceptance documentation and release of retainage for the Law and Justice Center.

Minute Notation:

- 1) Final Acceptance of the Law and Justice Center Approved**
- 2) Representation Agreement for Real Estate Agent Approved**

III. 08:58 AM The Board Met with Joel Kohlstedt and Tyler MacKay with Waste Management.

- A. Presentation to the Board on the Revenue Sharing Plan Option with Waste Management.
- B. The focus is on promoting education on contamination within recycling.

III. 09:49 AM The Board Met with MIS Director Brad Hudson and Risk Manager Jordyn Giulio.

- A. Request for executive session per RCW (42.30.110)(1)(a)(ii).

Executive Session RCW (42.30.110)(1)(a)(ii):

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Clerk of the Board Tiana Rowland, MIS Director Brad Hudson, Risk Manager Jordyn Giulio. At 9:49 AM Commissioner Straub called for an executive session pertaining to cyber system security for 30 minutes. At 10:15 AM executive session ended with no action taken.

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IV. 10:17 AM Executive Session RCW(42.30.110)(1)(G) Personnel.

1. County Administrator Interview

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrator Jim Barker. At 10:17 AM Commissioner Straub called for an executive session pertaining to personnel for 60 minutes. At 11:30 AM executive session ended with no action taken.

V. 11:35 AM Executive Session RCW(42.30.110)(1)(G) Personnel.

1. County Administrator Interview

Attendees: Commissioners Straub, Sutton, and Steinburg, County Administrator Jim Barker. At 11:35 AM Commissioner Straub called for an executive session pertaining to personnel for 60 minutes. At 12:35 AM executive session ended with no action taken.

VI. 12:38 AM The Board Met with Human Resource Officer.

A. Discussion held on market adjustment vs. evaluation of the step ranges.

VII. 1:08 PM The Board Met with Douglas County Fair Manager Carolyn Morley and Facilities Manager Ramon Ramirez.

A. Review of the proposed Fair Events and Sponsorship Coordinator position, and funding sources of off season events. The Board is in agreement to move forward with the position, they will be responsible for assisting with the fair staff office during the preparation of the Fair.

B. The anticipated cost for the 4th of July event is \$40,000 this will include a monster truck event and fireworks show. The comedy show event cost is \$5,500 and the anticipated ticket revenue is \$10,000.

C. Further discussion on the Crab feed fundraising event and the cost ratio.

D. There is an increased need for volunteer organizations or temporary employees to provide cleaning, stage hands, and gate staffing support during the fair.

E. Discussion held on the funding source for the Saffire website for the Fairgrounds rental facility site. The Board is in agreement to fund the expense out of the Fair budget, and will provide the budget amendment if necessary.

F. The Board will be working to develop a business model for the fair and events.

VIII. 2:42 PM Return to County Administrator's Report.

A. Discussion held on the legislature school district consolidation and funding via the .09 sales and use tax funds.

B. Update to the Board on the mediation process.

C. Review of Matthew Michelsen's claim for damages following a collision with a Sheriff Deputy in pursuit on Eastmont Ave.

With no further business, the Board of County Commissioners adjourned at 3:25 PM to meet again on Tuesday, March 8, 2022 at the Douglas County Courthouse, Waterville, Washington.

MARCH 8, 2022

The Board of County Commissioners met in regular session at the Douglas County Courthouse, Waterville, Washington. Commissioners Straub, Sutton, and Steinburg, were present, the Clerk of the Board Tiana Rowland was present. County Administrator James Barker in attendance, Civil Prosecuting Attorney James Mitchell 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. Review of the lease agreement with the City of East Wenatchee for use of 50 Simon Street the intended office space for the Coroner's Office.
- B. Update to the Board on Grader training that will be occurring this spring/summer.
- C. Update to the Board on the Fair vehicle purchase, there was not a 3500 pickup available for purchase last year it is anticipate to be available early summer.
- D. Discussion held on the Fair, the Board would like to meet to discuss next week and identify what projects are approved and the funding sources.
- E. Discussion held on recent concern related to stormwater retention system and the code language. Staff has addressed the issue in further explaining the code language.
- F. Commissioner Straub provided an update regarding the water reservoir development in the 10th street, badger mountain, fancher heights area.
- G. Discussion held on the purchase of the property north of the Public Services building and current parking lot, further discussion on use of funds from the local government assistance fund.

III. 09:03 AM The Board Met with Treasurer Felisha Rosales.

- A. Staffing and office update, tax statements have been mailed out last Monday.
- B. Update to the Board on the IRS payment and credit, after reaching out to the Umpqua bank the payment was submitted and applied correctly. Payroll staff has reached out to the IRS to apply the credits to the correct quarter.
- C. Discussion held on the county investment funds and broker with Time Value Investments, the county utilized the government investment pool, money market accounts and funds outside of the investment pool.

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IV. 09:20 AM The Board Met with Transportation Land Services.

County Engineer Aaron Simmons:

- A. Overview of the project updates.
- B. Discussion on signal delineators for Fancher Field Road.
- C. Update to the Board on the status update with SCJ Alliance for the Badger Mountain Re-alignment project.
- D. Overview provided to the Board on trenching and use of control density fill concrete for the installation for stormwater culverts.
- E. Discussion held on the ownership of Mansfield road and the use of .09 sales and use tax funds for the road repair.

1) WSDOT Local Agency Agreement

CRP 1008

Motion:

Commissioner Sutton moved to approve the Washington State Department of Transportation local agency agreement for CRP 1008, Commissioner Steinburg seconded the motion, and Commissioner Straub concurred.

2) WSDOT Project Prospectus

CRP 1008

Motion:

Commissioner Sutton moved to approve the Washington State Department of Transportation project prospectus for CRP 1008, Commissioner Steinburg seconded the motion, and Commissioner Straub concurred.

Interim Land Services Director Perry Huston:

- A. Discussion held on Department of Fish and Wildlife's permitting and mitigation requirements.

IV. 10:00 AM Board Administrative Session.

- A. Risk Manager Jordyn Giulio joined session via zoom teleconference. Review of the communication to employees regarding the Governor's intent to no longer mandate the wearing of face coverings and masks due to COVID-19 in public common areas.

1) Adoption of Chelan-Douglas Health District Bylaw Amendments

CE 22-11

Motion:

Commissioner Sutton moved to approve resolution CE 22-11 the adoption of the amended bylaws for the Chelan Douglas Health District; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

2) Additional Cash Drawers: Auditor's Office

CE 22-12

Motion:

Commissioner Sutton moved to approve resolution CE 22-12 the approval of three additional cash drawers for the Auditor's recording and licensing department; Commissioner Steinburg seconded the motion and Commissioner Straub concurred.

3) Approved 2021 Pension Participation Certification Form

DCSO

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4) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00354620-00354689	\$105,181.38
2.	ACH	None	\$0.00

5) Approved Payroll

NET PAYROLL FOR: *FEBRUARY 1 TO FEBRUARY 28 2022*

PAY DATE OF:

MARCH 4 2022	Voucher/Warrant Numbers	Total Amount
Check Reconciliation	63377-63379	\$ 4,952.32
Direct Deposit	ACH	\$ 729,248.82
		\$ 734,201.14

ACH Check Numbers: 80007270-80007289 in the amount of \$432,521.60

AP Check Numbers: 00354704-00354764 in the amount of \$658,157.99

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

With no further business, the Board of County Commissioners adjourned at 11:21 AM to meet again on Wednesday, March 9, 2022 at the Douglas County Courthouse, Waterville, Washington.

MARCH 9, 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 14, 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