BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JANUARY 30, 2017

The Board of County Commissioners met in regular session at the Douglas County Courthouse, Waterville, Washington. Commissioners Sutton and Steinburg were present. Clerk of the Board was present. Commissioner Jenkins was excused.

I. 08:30 AM The Board met with Administrator Jim Barker, Prosecuting Attorney Steve Clem, County Engineer Doug Bramlette, Land Services Director Mark Kulaas, and Assistant County Engineer Jennifer Lange.

1. Work Session Transportation & Land Services

The Board held a work session on Baker Flats Zone change; and Montoya Short Plat. There was public comment from Dan Beardslee relating to the Montoya Short Plat. No action was taken the session was informational.

II. 10:15 AM Executive Session RCW 42.30.110(1)I - Possible Litigation


Commissioner Steinburg moved, Commissioner Sutton second and concurred the motion to called for an Executive Session in accordance to RCW 42.30.110(1)I - Possible Litigation for 20 minutes. Extended the session for an additional 10 minutes. Extended the session for an additional 10 minutes. Recessed at 11:06 AM. No action was taken at this time.

III. 11:15 AM The Board met with the following members from the Veterans Advisory Board and VFW: Membership & DCVAB Larry Severin; Service Officer Harold Peart; Secretary of DCVAB Sarabeth Simonson; Service Officer Larry Strozyk; and member Joshua Simonson.

1. Discussion Held Veterans Advisory Board and Service Officer

The Board along with member from the Douglas County Veteran Advisory Board discussed the current property tax that is collected for Veteran Relief, and what it is used for. It is the desire of the Veteran Advisory Board to continue to receive an ancillary amount for operations, and then use the remaining funds for a service officer. The Board agreed with the direction to look at contracting for a service officer. If the contract is directly with Douglas County the position would be part time, but If it was contract with the state they would be able to provide training, benefits, and salary for a full time person. Contract discussions are being presented to prosecutor. It was agreed to meet again in a month.
JANUARY 30, 2017 CONTINUED

IV. 11:40 AM The Board met with Mark Miller from Town Toyota Center

1. Discussion Held

Received an annual update on the Public Facility District and Town Toyota Events Center. Mark gave a summary on budget; events, and services. He encouraged any feedback or recommendation the Board could provide. There was no action taken by the Board the meeting was informational.

V. 12:15 PM The Board met with Administrator Jim Barker

1. Discussion Held

Discussed current personal and proposed plan of action. At the time no action was taken it was agreed to not make final decision until all three commissioner have had opportunity to discuss.

VI. Consent Agenda:

Commissioner Steinburg moved, Commissioner Sutton second and concurred the motion to approve the following Consent Agenda Items:

1. RES CE 17-04 Appoint

Resolution CE 17-04 Appointment to the NCW District Fair Board: Leon Grant, Becky Matthiesen; Julia Goodman; and Jamey Jo Steele. Along with Fair Board Officers.

   B 136 P 020

2. Contract Executed

Contract between the NCW District Fair and Tucker Cool Best Bid Auctions for services.

   B 136 P 021

3. Contract Executed

Contract with District Court for Electronic Records Access Subscription Agreement with Ryan Gunn, and Brandt Law Firm

   B 136 P 022

   B 136 P 023

There being no further business the Board of County Commissioners recessed to meet again on Tuesday, January 31, 2017 at the Douglas County Courthouse, Waterville, Washington.

JANUARY 31, 2017

The Board of County Commissioners met in regular session at the Douglas Country Courthouse, Waterville, Washington. Commissioners Jenkins, Sutton, and Steinburg were present. Clerk of the Board was present.
I. 08:30 AM  The Board met with Administrator Jim Barker.

1. Staff Report

   **Jim Barker, Administrator:**
   A. Reviewed Baker Flats development and road requirements. Allocate ground to county and bond for improvements.

   2. Motion Approved

      **Payment to Roads from CE**

      Board approved having Current Expense pay the outstanding debt owed from Bridgeport Irrigation District to County Roads, due to Road Funds not being able to use road money for projects that are not road related. Board has sent letter to Irrigation District requesting them to meet and continued working on collecting the debt now to be paid to Current Expense.

   **Return to Administrator Report:**

   **Jim Barker, Administrator:**
   B. Reviewed hearing examiner contract and requirements. No action.
   C. Gave update on projects.
   D. Human Resource has not received direction regarding the Fair Manager position.
   E. Gave updated on L&I issue.
   F. Board approved transferring 6 chairs from Hearing room at 19th St to Sheriff’s training room.
   G. Jim gave the Board an updated on Port District grant for clean up of Phase 1 and Phase 3 of property in Rock Island.

II. 09:30 AM  Administrator Jim Barker, Land Services Director Mark Kulaas, and County Engineer Doug Bramlette were present. Assistant County Engineer Jennifer Lange was present via video conferencing.

1. Personnel Approved

   **Payroll Change Notice**

   Board approved the following payroll change notices: Nancy Feeney as Licensing Clerk; Edward Johnston as Lead Probation Officer; Margarita Ochoa as District Court Deputy Clerk Bridgeport; Annette Eggers longevity change notice; and Lynn Painter filling in as HR Assistant

   2. Contract Executed

      **Non Uniform Contract**

      Commissioner Sutton moved, Commissioner Steinburg second and Commissioner Jenkins concurred the motion to approve the Non Uniform Contract effective January 1, 2017 to December 31, 2018

      B  136  P  024

   3. Easement Executed

      **Frontier Communications**

      Commissioner Steinburg moved, Commissioner Sutton and Commissioner Jenkins concurred the motion to empower the Chair to sign the Frontier Easement
JANUARY 31, 2017 CONTINUED

4. **Contract Executed**
   Pipkin Construction

   Board approved the contract with Pipkin Construction per bid award for the North Baker Ave - City Limits to 23rd St NE

5. **Motion Approved**
   Bridge Load Rating

   Board approved the RFP submitted by Nichols Engineering for load rating of Douglas County Bridges. Staff will proceed with negotiations. Fee will not exceed scope of work.

6. **Letter Sent**
   Senator King - SB 5049

   Commissioner Steinburg moved, Commissioner Sutton and Commissioner Jenkins concurred the motion to approve letter to Senator Curtis King regarding Senate Bill 5049.

7. **Staff Reports**
   Transportation Land Services

   **Doug Bramlette, County Engineer:**
   A. Gave update on Baker Street project.

   **Mark Kulaas, Land Services Director:**
   A. Excused

   **Jennifer Lange, Assistant County Engineer**
   A. No report

III. 10:30 AM **The Board met with Jeff Moser and Ryan Vickery**

1. **Discussion Held**
   Land

   Constituents asked if the Board would be interested in a possible land swap or selling county owned property. The properties would need to have be appraised; then the Board would need vote to surplus or proceed with a land swap. No action was taken at this time.

**Return to Administrator Report:**

3. **Personnel Approved**
   Request for Hire

   Board approved the Request for Hire of District Court Part Time Deputy Clerk, Bridgeport Branch.

**Return to Administrator Report:**
JANUARY 31, 2017 CONTINUED

Jim Barker, Administrator:
H. Reviewed recommendation for personal in Human Resource. Board agreed with direction, Administrator proceed with reorganization; job description; and notice of hire.

IV. 12:00 PM  The Board met with Clerk of the Board Dayna Prewitt

1. Discussion Held County Surplus & Inventory

The Board reviewed current list of surplus computers. Notice of intent to surplus will be held for 2 weeks to see if any schools would be interested in the computers. Clerk of the Board also reviewed the current inventory of Capital Assets and Small and Attractive Assets. It was agreed to look into have a temporary work study or intern come in and do a physical audit. Staff will work on budget and work plan for Board to approve.

V. Voucher

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VI. Consent Agenda:

Commissioner Steinburg moved, Commissioner Sutton second and Commissioner Jenkins concurred the motion to approve the following consent agenda items:

1. Contract Executed NCW District Fair

Approved the following NCW district Fair Contracts:
   A. Waterville Players, Facilities
      B 136 P 028
   B. Tucker Cool DBA Best Bid Auctions, Services during Rodeo
      B 136 P 029

2. Personnel Approved Memorandum

Board authorized memorandum regarding Douglas County Personnel Policies and Chain of Command to be send out on their behalf.

There being no further business the Board of County Commissioners recessed to meet again on Wednesday, February 1, 2017 at the Douglas County Courthouse, Waterville, Washington.
FEBRUARY 1, 2017

No session was held there were no standing appointments. Commissioner Sutton was on delegation at a Legislative Steering Committee. Clerk of the Board was present. There being nothing further, the Clerk of the Board in accordance with RCW 42.30.90 adjourned for the Board of County Commissioners to meet again on Monday, February 6, 2017 at the Douglas County Courthouse, Waterville, Washington. The minutes are hereby read and approved.

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON

Steven D. Jenkins Chair

Darl Sutton Vice-Chair

Kyle Steinburg Member

ATTEST: Dayna Prewitt, Clerk of the Board