

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MARCH 4, 2019

The Board of County Commissioners met in regular session at the Douglas County Transportation Land Services East Wenatchee, Washington. Commissioners Steinburg, Sutton and Straub were present. Clerk of the Board was present.

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

II. 08:31 AM The Board Met with County Engineer Aaron Simmons and Engineering Project Manager Mike Near.

A. Discussion held on access to parcels via Catalina Dr. Options presented to the Board on access through Mr. Schrempp's driveway, dedication of right of way and termination at cul-de-sac.

III. 08:39 AM The Board Met with County Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

A. Discussion held on Clear Risk Solutions for insurance coverage, Board is in agreement to move forward on second phase of insurance coverage review for quote.

B. Board approved Law and Justice Center building color of spicy hue and red brick.

C. Sound insulation for Judge's Bench platform, Board would like to move forward on installing the additional insulation in to the flooring platform \$5,800 is the anticipated cost.

D. Board approved the wet sprinkler system and thermal barrier for the Law and Justice Center MIS server room.

E. Update to the Board on Rock Island Grade, snow and plowing.

F. Maintenance Union concern, regarding cameras installed and update on change in work environment, process requirement by PERC. Cameras will be installed in the Road shop areas.

IV. 09:00 AM The Board Met with Constituent Mr. Schauer.

A. Request for additional warning and safety at Grant Road corner near the Pangborn airport roundabout. Previous accidents have caused damage to mailboxes and neighboring property. One accident occurred in November last year, recent accident occurred in the late January or early February. Request for rumble strip along the fog lines, to alert drivers. County Engineer suggested addition of delineators/signs to alert drivers, as well as look in to future safety grant funds for sidewalk development.

MARCH 4, 2019 CONTINUED

V. 09:26 AM The Board Met with County Engineer Aaron Simmons

- A. Road closure update of 8th and Nile, Parr Lane is also closing for two months for construction.
- B. Dept. of Commerce searching for representatives for the Affordable Housing Board.
- C. Water District, installation occurring along Rock Island Road. There is currently jersey barriers at the edge of the Roadway. TLS plans to move the barriers for the Water Districts access for construction and waterline repair. The Barriers are sagging, it is cost effective for the County to move the barrier and require the water district to repair the entire section of roadway and return barriers after construction finishes. Board would like to see additional language in the interlocal agreement

VI. 09:33 AM The Board Met with Constituents Mrs. Laura Mounter, Mr. Schrempp, Lou & Rose Butkovic.

- A. Catalina Drive, request for private access within County Right of way. Request for parallel access along side of right of way.

Mike Near:

Presented options: 1) Easement along Schrempp driveway. 2) Vacation of right of way and cul-de-sac termination, dedication would need to be granted across parcels for connectivity of Catalina Drive and Catalina Ave. 3) Half street improvements at the end of Catalina drive.

VII. 10:18 AM The Board Met with Land Services Director Mark Kulaas and Principal Planner Curtis Lillquist.

- A. Draft Code amendment update regarding Clustering: Amendments to DCC 18.16.044.
 - a. Amendments include 5 year and legal lots of record.
- B. Draft Code amendment update regrading nonconforming lots: Amendments to DCC 18.82.040.

Return to County Engineer Report:

- D. Response has been given to Mr. Dezellum regarding the Dezellum hill roadway.

VIII. 10:45 AM The Board Met with the Clerk of the Board.

- A. Update to the Board on asset inventory process, utilization of online asset inventory and surplus forms captured via laserfiche.

MARCH 4, 2019 CONTINUED

IX. 10:50 AM The Board of Commissioners Met Amongst Themselves.

A. Commissioner Straub would like to review the Hearing Examiner contract and appointment. Current County Code requires an attorney to be appointed as the Hearing Examiner.

B. Update on the Fair donations. Columbia Distributing sponsorship of the Beer garden.

With no further business, the Board of County Commissioners will meet again on Tuesday, March 5, 2019 at the Douglas County Courthouse, Waterville, Washington.

MARCH 5, 2019

The Board of County Commissioners met in regular session at the Douglas County Courthouse. Commissioners Steinburg, Sutton, and Straub were present. Clerk of the Board was present.

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

II. 08:31 AM The Board met with County Administrator Jim Barker.

1. Staff Report Administrator

Jim Barker, Administrator:

A. Update to the Board on the hearing examiner contract, the agreement expires in 2020.

B. Approved construction change orders: CCD #09 \$5,870.04 **B 139 P 339**

C. Law and Justice Center construction update. Structural Observation Report: Pacific Engineering-Roof damage. **B 137 P 340**

D. Update to the Board on constituents from the Canyon Hills and Fancher Heights area with concerns regarding the new subdivision pre application.

III. 08:45 AM The Board Met with Civil Prosecuting Attorney Jim Mitchell.

A. Update to the Board on Water Reclamation District access via the Collins property, estimated cost is about \$20,000 to reestablish utility access. WRD suite is on the basis of easement access was terminated when the reconstruction of Baker St. due to stormwater and road improvements. The Board would like to remain in their position in not moving forward as the easement and access is still available to inspect, repair, and maintain the ditch.

1) Interlocal Agreement: Town of Waterville Non-potable Well Water Use.

Motion:

Commissioner Straub moved to approve the interlocal agreement with the Town of Waterville, Commissioner Sutton seconded the motion to approve, and Commissioner Steinburg concurred.

B 137 P 341

Minute Notation:

- A. Approval of additional Access Security Control Doors to the Law and Justice Center. Doors will have key card access.
- B. Approval of the Stucco and color of the Law and Justice Center.
- C. Board approved amendments to the fire suppression system in the MIS IT Server room.
- D. Board approved additional insulation for the flooring in the Law and Justice Center for the Judge's bench, Witness stand, and Jury bench.
- E. Staff Direction provided to Land Services Director Marc Kulaas regarding amendments to the code related to Clustering and Non-conforming lots.
- F. Approval granted for construction Road closure of 8th and Nile.
- G. Board approved amendments to Asset tagging and tracking via Laserfiche.
- H. Review of Hearing Examiner contract and code requirements. Board provided directive for staff to move forward with amendments to the Code related to the Hearing Examiner qualifications requirement.

IV. 09:06 AM The Board Met with Real Estate Agent Jeff Hallman with Agent 509 and Civil Prosecutor Jim Mitchell.

- A. Overview of offer presented from Mr. Ryan Vickery.
- B. Update to the Board on court proceedings regarding the property transfer, PA will be scheduling a hearing date.
- C. Appraisal offer for comparable properties.
- D. Commissioner Steinburg noted he is a personal friend with Mr. Vickery, all actions have been made in the best interests of the County and have been mutually agreed upon by the entirety of the Board of County Commissioners. Jim Mitchell spoke to the fair market value and appraisal of the property exchange.

Motion:

Commissioner Sutton moved to approve the offer contingent on the Judge Hotchkiss' approval, Commissioner Straub seconded the motion of approve, and Commissioner Steinburg concurred.

MARCH 5, 2019 CONTINUED

V. 09:15 AM The Board Met with the Clerk of the Board.

1) Call for Re-Bid Rabbit and Poultry Barn

CE 19-14B

Motion:

Commissioner Straub moved to approve the call for re-bid for the rabbit and poultry barn at the NCW Fair sealed bids will be due on Tuesday, March 26th, 2019 at 10:00 AM; Commissioner Sutton seconded the motion to approve and Commissioner Steinburg concurred.

B 137 P 342

2) Call for Re-Bid Freestanding Livestock Show Cover

CE 19-15B

Motion:

Commissioner Straub moved to approve the call for re-bid for the livestock show cover arena at the NCW Fair sealed bids will be due on Tuesday, March 26th, 2019 at 10:00 AM; Commissioner Sutton seconded the motion to approve and Commissioner Steinburg concurred.

B 137 P 343

VI. 09:21 AM The Board Met with County Engineer Aaron Simmons.

1) Notice of Hearing

TLS 19-15A

Motion:

Commissioner Sutton moved to approve the notice of hearing for resolution TLS 19-15A petition to vacate a portion of County Road 135 (RD 4 NW) set to March 19th, 2019 at 9:00 AM. Commissioner Straub seconded the motion to approve, and Commissioner Steinburg concurred.

B 137 P 344

Staff Report:

A. Apple Capital Loop INFRA Grant application has been submitted for federal funding.

B. Discussion held on the Water pipe construction repair on Rock Island Road. County estimated cost if \$30,000 to repair roadway and removal of jersey barriers.

C. Update to the Board on project work plan and scheduling for the Year for Engineering Services.

VII. 09:36 AM The Board Met with Land Services Director Mark Kulaas.

A. Board provided update on need codification of the legal lot of record definition, and amendments to non-conforming lots, and clustering codes.

MARCH 5, 2019 CONTINUED

VIII. 10:00 AM Elected Officials and Department Head Meeting.

Attendees: Jim Barker, Kevin Morris, Tyler Callie, Dayna Prewitt, Karen Goodwin, Becci Piepel, Jordyn Guilio, Carolyn Morley, Jim Mitchell, Judge Hotchkiss, Brycen Greenwood, Edgar Gordon, Jack Murphy, Juan Sanchez, Jim Rudd, Natalie Marx, Felisha Rosales.

Jordyn Guilio: Records request for records provided during the accountability Audit.

Dayna Prewitt: Current Expense Union, non-uniform, and guild Contract, updated and on Intranet. Time Card update through PDS for current expense employees.

Juan Sanchez: Down employee for MIS in Waterville, system administrator update. State and federal agencies are requesting dual factor authorization for employee access to server records. Election system has been updated to dual factor authorization.

Tiana: Asset and inventory management update.

Jim: Law and Justice Center update on construction. Anticipated move in date is the end of June.

Jack: April 1 new Judge and legislative updates.

Hotchkiss: Following retirement announcement. The Governor, Prosecuting Attorney, and Judge have interviewed 6 candidates; update on appointment process anticipated announcement will be the middle of March.

Edgar: Criminal justice reform updates in legislation.

Natalie: Tax and assessment statements have been sent out.

Rudd: Tax assessments have remained the same or reduced slightly, construction assessment have increased compared to previous years.

Karen: Looking at budgeting system update.

Morris: 3 deputy positions open and interviewing, corporal position open.

Becci: Feasibility study update for the Transfer station, HDR Engineering Firm will be conducting the study.

Tamara: Request for proposals for Millage contracts in May. Return of funds for Parkside to state.

Thad: Election system and live registration requirement from the legislature.

MARCH 5, 2019 CONTINUED

IX. 10:45 AM Consent Agenda:

The Douglas County Board of Commissioners made a blanket motion to approve the following consent agenda items.

1) Approved Memorandum: Credit Card Increase

Sheriff's Department

B 137 P 345

2) Transfer of Funds #001 General Fund to #105 NCW Fair

Resolution CE 19-20

Approved transfer of funds in the amount of \$7,000 to NCW Fair M&O.

B 137 P 346

3) Approved Fair Contracts

a) Tucker Cool

Service Provider

B 137 P 347

b) Tillicum Riders

Special Event Concession

B 137 P 348

4) Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00324313-00324414	\$451,970.50
2.	ACH	80004556	\$498.61

5) Payroll Approval

NET PAYROLL

FOR: *February 1 to February 28 2019*

PAY DATE OF:

MARCH 5 2019	Voucher/Warrant Numbers	Total Amount
Check Reconciliation	61674-61676	\$3,972.43
Direct Deposit	ACH	\$632,753.32
		\$636,725.75

There being nothing further, the Board of County Commissioners adjourned to meet again on Wednesday, March 6, 2019 at the Douglas County Courthouse, Waterville, Washington.

MARCH 6, 2019

There were no appointments scheduled, no session was held. There being no further business, the Deputy Clerk of the Board in accordance with RCW 42.30.90 adjourned for the Board of County Commissioners to meet again on Monday, March 11, 2019 at the Douglas County Transportation Land Services Building, East Wenatchee, Washington.

The minutes are hereby read and approved.




BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON




Dan Sutton Chair



Kyle Steinburg Vice-Chair



Marc S. Straub Member

ATTEST: 

Tiana Rowland, Clerk of the Board