

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

OCTOBER 28, 2019

The Board of County Commissioners met in regular session at the Douglas County Public Services Building, East Wenatchee, Washington. Commissioners Steinburg, Sutton, and Straub were present, and 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 Representatives from the Spirit of Wenatchee.**

A. Greg Brizendine and Jake Lodato, provided a historic overview of the Miss Veedol and the Spirit of Wenatchee. Funding request of \$5,000 from Douglas County for the Spirit of Wenatchee. Currently the City of Wenatchee and City of East Wenatchee provides \$3,000.

**B 137 P 827**

**III. 08:52 AM The Board Met with Sheriff Kevin Morris, and Undersheriff Tyler Caille.**

A. Review of budget expenditures.

B. Discussion ensued regarding the closure and powder substance found with in election ballots mailed to the Douglas Courthouse Auditor's Office. There is a current investigation with the Sheriff's Office, and State Patrol for a federal investigation. Washington State Patrol determined the powder was of insignificance, testing of the powder is occurring this week with the Washington State Crime Lab.

C. Discussion ensued regarding the cost of the Law and Justice Center, the CCD's are still in negotiation. Final cost will be determined after the close out of the construction, County Administrator believes the cost will be at or below the budget.

**IV. 09:50 AM The Board Met with Administrator Jim Barker.**

**1. Personnel**

**Administrator**

**Jim Barker, Administrator:**

A. Discussion and review of the Community & Economic Development Director position with the Land Services Department. Request for hire form will be routed for Board approval tomorrow.

**2. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Review of budgetary updates for the Transportation Land Services Department.

**OCTOBER 28, 2019 CONTINUED**

**V. 09:55 AM The Board Held a Presentation on the North End Wenatchi Landing Project.**

***Attendees: Douglas County Sewer District, Douglas County Irrigation District, and Douglas County Port District.***

A. Presentation on the Wenatchi Landing Zoning District Area. Suggestion for construction index for taxation of the overlay area.

B. Mike Noyd provided comments as to the development application with the County for a mini storage area. The county's position is to utilize the outlined overlay area to be utilized for it's highest and best use in development. Attracting businesses and mixed use commercial and multi-residential housing.

C. Ron Carlbaugh provided perspective from discussions with property owners, most property owners are interested in selling parcels for future property development. Discussions are occurring with investors and potential developers for the site.

**VI. 10:52 AM The Board held a TLS Budget Work Session.**

A. Review of TLS budget cuts from initial review of the preliminary budget. Mansfield preservation has been reduced. Capital purchases have been reduced, as well as additional labor.

**VII. 11:40 AM The Board Met Amongst Themselves.**

A. The Board held discussion on the letter of safety concern from the Douglas County Clerk, pertaining to the management and notification of the election ballot unidentified substance, causing the subsequent closure of the Courthouse.

B. The Board held discussion on Chelan County drug task force, the Board would like additional information on the budget impact as well as buy back fees. Personnel impact would be an upper level deputy to fill the position, the Board is concerned coverage and yearly budget impact.

C. Further discussion held on proposed Annexation of the City of East Wenatchee as well as the expansion of the UGA for the City of Rock Island.

**VII. 11:40 AM The Board met as the Board of Equalization.**

A. Review of Board of Equalization hearings examiner and Assessor's reports.

***Records maintained with the Board of Equalization Clerk.***

With no further business, the Board of County Commissioners will meet again on Tuesday, October 29, 2019 at the Douglas County Courthouse, Waterville, Washington.

**OCTOBER 29, 2019**

The Board of County Commissioners met in regular session at the Douglas County Courthouse, Waterville, Washington. Commissioners Sutton, Straub, and Steinburg were present, and 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 Administrator Jim Barker.**

**1. Personnel**

**Administrator**

**Jim Barker, Administrator:**

A. Review of Salary proposal for the elected officials, proposed increase based off percentage or set rate. Board proposed keeping the \$6,000 increase every 4 years for the Board of Commissioners and review increasing the elected officials. Board is in agreement to move forward with allowing for 3% increase for the elected officials similar to that of the exempt excluded. Future increases for the Elected Officials would be co-agreed with the exempt excluded salary increase and follow the renewal year of the current union bargaining agreement contracts.

B. Approval of the Community & Economic Development Director position description, Board provided the approval to move forward with listing and advertising the position.

**2. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Approved CCD's #02 AV cabinet relocation and additional A/V ports in the amount of \$9,392.00.

**B 137 P 828**

**III. 08:55 AM The Board Met with County Engineer Aaron Simmons:**

A. Update to the Board regarding vegetation and clear view triangle code 12.28.040, there have been citizen complaints on vegetation concerns on Russel road. Commissioner's concerns enforcement resources on vegetation issues compared to concerns related to health and safety

B. Discussion ensued regarding the utility poles located within the County right of way at NW Cascade. Frontier Communication has not been responsive in relocating utility poles. Commissioner Steinburg's concerns relate to moving the existing, there would be no requirement in current code language to relocated except for new utilities for development.

OCTOBER 29, 2019 CONTINUED

IV. 09:00 AM Public Hearing

TLS 19-46B STIP

*Following is a summary of the public hearing; and action taken by the Board of Commissioners. The summary is not intended to be a verbatim transcript. A recording of the hearing is available by contacting the Clerk of the Board*

**Present**

No public present

**Staff Report County Engineer Aaron Simmons:**

Presentation of the proposed Douglas County six year transportation improvement program for 2020-2025, recommendation for approval.

**Public Comment:**

No Public Comment.

**Motion:**

Commissioner Sutton moved to approve resolution TLS 19-46B the Douglas County six year transportation improvement program for 2020-2025 as presented, Commissioner Straub seconded the motion, and Commissioner Steinburg concurred.

**B 137 P 829**

V. 09:15 AM Public Hearing

TLS 19-47B

*Following is a summary of the public hearing; and action taken by the Board of Commissioners. The summary is not intended to be a verbatim transcript. A recording of the hearing is available by contacting the Clerk of the Board*

**Present**

Dan Beardslee

**Staff Report Principal Planner Curtis Lillquist:**

Review of code amendments pertaining to Title 15.48 Planning Commission unanimously approved the recommendation for approval.

**Public Comment:**

No Public Comment.

**Motion:**

Commissioner Straub moved to approve Ordinance TLS 19-17-47B the amendments to Douglas County Code Title 15.48 Flood Damage Prevention as presented, Commissioner Sutton seconded the motion, and Commissioner Steinburg concurred.

**B 137 P 830**

## OCTOBER 29, 2019 CONTINUED

### **VI. 09:23 AM The Board Met with the Land Services Department.**

#### **Mark Kulaas:**

A. Discussion ensued regarding the Wenatchi Landing Overlay expansion, the Board has request additional collaboration with the transportation department. The Board would like a better understanding of the mitigation fees for the overlay expansion. Mitigation fees are restricted to the overlay district for the transportation and utility development cost needed for the area. The impact fees is based on the percentage assest to developers and or property owner with partnership of governmental agency improvement funds. Trip generation manual evaluated of the use intensity for the developed area and assessed mitigation fee.

B. Future conversation pertaining to utility development requirements underground. Staff will collaborate with transportation to review and update code requirements for underground utility requirement.

### **VII. 09:53 AM The Board held a Phone Call with Douglas County Sheriff Kevin Morris.**

#### **Executive Session RCW(42.30.110)(1)(i) Litigation :**

Commissioner Steinburg called for Executive Session at 9:54 AM for 20 minutes. In accordance to RCW (42.30.110)(i) for Litigation and investigation update pertaining to the Courthouse closure due to an unidentified powder substance submitted in a election ballot. The Chair called to end Executive Session ended at 10:10 AM with no action taken.

Commissioner Steinburg, Sutton, Straub, Sheriff Kevin Morris, Under Sheriff Tyler Callie, County Administrator, Civil PA Jim Mitchel, Clerk of the Board were present.

### **VIII. 10:00 AM The Board met with County Clerk Tristen Worthen and Judge Brian Huber.**

A. Discussion ensued regarding letter provided by the Clerk to the Board of Commissioners, pertaining to the safety concerns alleged to courthouse ballot exposure of a white powder substance found in the Auditor's election ballot.

B. The Board of Commissioners takes the health and safety concerns of all Douglas County employees. Debriefing and managing the incident will be occurring with the first responder team, as well as internal staff communication debriefing.

C. The Board is in agreement to provide additional training for hazmat and incident response management training for the staff and elected officials.

D. Judge Huber would like to establish a trial courthouse security committee per the recommendation provided by the Supreme Court GR36.

OCTOBER 29, 2019 CONTINUED

**IX. 10:45 AM The Board Met with Human Resource Director Dayna Prewitt.**

A. Discussion ensued regarding the Community and Economic Development, Board would like the position to report to the Board of Commissioners or their designee.

B. Discussion ensued regarding the appointment of the ADO, the position would be working in collaboration with the ADO or port district personnel. Focus would be to provide economic development of Douglas County, BCC would have the overall determination of the economic development new position would assist in providing information and recommendation for director. Preferred Building inspector certified, as well as AICB.

C. Board approved the request for hire for the Land Services Community & Economic Director.

**X. 11:04 AM The Board met as the Board of Equalization.**

**1) Approval for the Board of Equalization Minutes and Procedures**

**2) Approval to Hear Property Tax Appeals for the Board of Equalization**

**3) Approval of the Assessor's Certificate of Assessment Rolls 2019 Assessment year**

**Motion:**

Commissioner Straub made a blanket motion to approve the minutes and proceedings, rolls and assessment, Commissioner Sutton seconded, and Commissioner Steinburg Concurred.

*Records maintained with the Board of Equalization Clerk.*

**XI. 11:11 AM Adoption of Ordinance per House Bill 1406**

**ORD CE 19-01-47B**

**Motion:**

Commissioner Sutton moved to approve Ordinance CE 19-01-47B Douglas County adoption of legislation authorizing the imposition of a sales and use tax for affordable and supportive housing in accordance with substitute house bill 1406 chapter 338, RCW 82.14.540, Commissioner Straub seconded the motion of approval and Commissioner Steinburg concurred.

**B 137 P 831**

A. Lori Barnett from the City of East Wenatchee invited the Board of Commissioners to attend the City council meeting to present the county's proposal for the house bill 1406 funds. The Commissioners would like to work collaboratively with the City of East Wenatchee for the highest and best use of the funds and allocation. Funds can be spend for affordable housing and no excluded to low-income or homeless housing.

**OCTOBER 29, 2019 CONTINUED**

**XII. 11:32 AM The Board held a Budget Work Session.**

A. Review of departmental budget requests.

B. Auditor: The Board is in agreement to hire a lower level employee to assist with the payroll and accounts payable back up position. An additional position may be hired for Karen and Phil back up. Request for server purchase and computer equipment, approved.

C. Discussion ensued regarding Election Reserve loan for property purchase with 2 year repayment for the transfer station land purchase. 1/3 of the purchase would be used for 2019 budget. Another option would be to use the solid waste reserve fund with a repayment balance.

D. Board is in agreement to removed 'anticipated repairs and maintenance' to a general fund revenue expense for all departments to utilize.

E. Board approved additional position for deputy clerk for the adult probation department.

F. Board would like to have additional information regarding the additional position in the drug taskforce.

G. PA, request for reclassification for deputy pa salary increase, coroner assistance, and salary increase based off state increase , request for additional deputy pa position. Board would like to review of county pa percentages and set the salary resolution based off comparable salaries of PA. The Board is in agreement to allow for an additional position, and deny the salary increases.

**XIII. 12:45 PM Consent Agenda:**

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

A. Boar approves awarding the Miss Veedol organization \$10,000 for 2020, \$5,000 given for start up campaigning with a match of \$5,000 after campaigning success.

**1) Approval of Letter of Agency for ESInet**

**Rivercom 911**

**B 137 P 832**

**2) Signature Authorization Forms with WA Military Dept.**

**Sheriff Office**

**B 137 P 833 Grant application E20-086**

**B 137 P 834 Grant application E20-144**

**3) Amendments to Veteran's Relief Program**

**CE 19-49**

**B 137 P 835**

OCTOBER 29, 2019 CONTINUED

4) Appointment to the Planning Commission: Dan Beardslee TLS 19-49

B 137 P 836

5) Approved Fair Contract

a. Maria Rosales Fair Facilities

B 137 P 837

6) Approved Contract with Wage Works Payroll

B 137 P 838

7) Approved Contract with Questica Auditor

B 137 P 839

8) Approved Statutory Warranty Deed to Mr. Georg Filion: Surplus Parcel 25212520001

B 137 P 840 Auditor's AFN: 3225042 (Deer Creek)

9) Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00331298-00331370	\$454,947.13
2.	ACH	80005046	\$366.91

There being nothing further, the Board of County Commissioners adjourned to meet again on Wednesday, October 30, 2019 at the Douglas County Courthouse, Waterville, Washington.



OCTOBER 30, 2019

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, November 4, 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

  
\_\_\_\_\_  
Kyle Steinburg Chair

  
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Dan Sutton Vice-Chair

  
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Marc S. Straub Member

ATTEST:   
Tiana Rowland, Clerk of the Board