

# BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

APRIL 27, 2020

The Board of County Commissioners met in regular session at the Douglas County Public Services Building, East Wenatchee, 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. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

A. Review of memo to elected officials and department heads regarding spending / hiring freeze and potential temporary layoff plans. Board would like the memo to come from the County Administrator.

B. Update to the Board on Douglas County Solid Waste program work for illegal dump and homeless encampment cleanup sites, cleanup occurred last week. An additional illegal dumpsite near Rock Island has been identified, access for cleanup is too challenging as it is off a rock cliff.

C. Discussion on Airport Road in Mansfield RCW 36.75.205 to allow for .09 sales and use tax and training for road maintenance funds to be used for repairs. Administrator's concern is CRAB would pull county road tax if road maintenance, if funding use was challenged, Jim Mitchell, civil prosecutor believes it may be able to move forward.

**III. 08:58 AM The Board Met with Douglas County Sheriff Kevin Morris and Undersheriff Tyler Caille.**

A. Review of budget compared to expenses and overtime, tracking slightly below budget.

B. Update to the Board on critical incident protocol for officer involved shooting.

**09:07 AM Return to Admin Report:**

D. Update to the Board on the expense increase for the Coulee City and Mansfield chip seal contract projects, cost of materials and expenses will be provided to the cities prior to work being completed. Discussion ensued regarding day labor limits for the county and project allocation for the year.

**IV. 09:28 AM The Board Met with Auditor Thad Duvall and Chief Financial Officer Karen Goodwin.**

A. Review of revenue in comparison to expenses.

**B P**

**APRIL 27, 2020 CONTINUED**

- B. Update on Department of Revenue allowing businesses to defer payment of sales tax due to COVID-19.
- C. Potential 2 million dollar revenue shortfall for the county, due to impact of COVID-19 on sales tax.
- D. Discussion ensued on adopting county policy on surplus and sale of property.
- E. Cares Act funds for elections, minimum amount is given to each county, then allocation of remaining funds based on number of registered voters with in the county. \$140,000 in funds anticipated in first round. No County funds will be expended and there is no payback of funds. County Auditor is seeking approval to enter in to the CARES ACT grant contract with the Washington Office of the Secretary of State.

**B P**

**Minute Notation:**

Board is in agreement to allow for the County Auditor to move forward with the contract with the State of Washington Office of the Secretary of State.

**V. 10:00 AM The Board Held a Work Session on the Following Items:**

**Code Enforcement Position:**

A. Code Enforcement will now be managed by the Sheriff's Department, in partnership with Chelan County to develop a working group to from a mutual job description and scope of work. Douglas County will have one designated deputy for code enforcement services. Payment of vehicle, deputy time and Land Services department research is still needed, Administrator's concern for cost effectiveness compared to 'renting services' for a deputy. Administrator provided an alternative to incorporate regulation of codes for traffic safety monitoring of weight and measures as part of the deputy enforcement responsibilities, this would allow for cost sharing amongst Land Services and Transportation. Sheriff's perspective is this is a separate issue/traffic position and not enough time for the deputy to manage both. The County working group will consist of the Sheriff, Land Services Director, Prosecuting Attorney's office, pervious code enforcement officer to review of Grant county's administration/model of this position, Board would like to have a plan outlined by August/September.

**Industrial Hemp Regulations:**

A. Moved to next Monday.

**Traffic on South Nile & SR 28:**

A. Comment period and hearing has been completed by WSDOT last year.

**4<sup>th</sup> St. Project:**

A. Review of project scope compared to funding.

## APRIL 27, 2020 CONTINUED

### **VI. 11:00 AM The Board Held a Elected Officials and Department Heads Meeting.**

**Attendees:** Jim Barker, Jim Mitchell, Dayna Prewitt, Mark Botello, Aaron Simmons, Jack Murphy, Eric Biggar, Jim Rudd, Thad Duvall, Juan Sanchez, Kevin Morris, Karen Goodwin, Carolyn Morley, Becci Piepel, Tristen Worthen, Gordon Edgar, Natalie Marx, Brian Huber, Tamara Cardwell.

- A. Review of Administrator's memo regarding spending / hiring freeze and potential temporary layoff Plans.
- B. Plan for each department head and elected official to budget for a potential 10% reduction, this may include a temporary lay off plan if needed. Anticipated budget impact may be 30% in revenue to the County, this plan may never need to be enacted however it is imperative the county plan ahead rather than be reactionary.
- C. Clarification on \$3,000 CE and \$7,000 on TLS expenses, this is intended for new purchases not fleet maintenance. The Board will review expenditures above and beyond the designated amount and provide an approval from for accounts payable.
- D. Request from the Board to have the elected and department heads and/or their associations to draft a letter to the Governor pertaining to the COVID-19 closure impact to their department.
- E. The Board has requested the discretion of the department heads and elected as to not cause panic amongst staff when disseminating this information.
- F. Approval of vouchers will go before the Board for approval prior to purchases over \$3,000.
- G. Rational of position layoff is needed if a department will need to cut a position in order to meet the 10% budget cut. Departments will need to balance of services with a reduction in staffing if necessary.

### **VII. 11:35 AM Return to County Engineer:**

- A. The force account work for daily labor use is not counted against limit on contracted work like chip seal projects.
- B. Commissioner Steinburg updated the Board on Douglas Creek Road site visit.
- C. Discussion ensued regarding .09 funds for empire, Board will ask the regional counsel for an extension of funding.

### **VIII. 12:01 PM The Board Met with Human Resource Officer Dayna Prewitt.**

- A. Paid Family Medical Leave Act, state has finalized when medical coverage is covered, it is required throughout FMLA. Policy recommendation to use FMLA and Paid FMLA concurrently. Current county policy requires use of county sick leave and or comp time prior use of FMLA or Paid FMLA.

With no further business, the Board of County Commissioners will meet again on Tuesday, April 28, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

**APRIL 28, 2020**

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

**I. 08:33 AM Pledge of Allegiance and Call to Order.**

**II. 08:34 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report Administrator**

**Jim Barker, Administrator:**

- A. Discussion ensued regarding a new location to host the NCW Fair crab feed for 2021 as the 2020 crab feed fundraiser was cancelled due to COVID-19.
- B. Civil Prosecuting Attorney will be reviewing the statutes regarding the DD application for a water district within the County.
- C. Tactical facility range for the DCSO: REET funds are being used for the project, question on if the Board would like to move forward on the project at this point or waiting until the fall for grading. The Board would like to wait until the fall, as they hope the County and businesses will be re-opened in the fall from COVID-19.
- D. Board approved the purchase approval form for Current Expense and Transportation Land Services.

**2. Personnel Administrator**

**Jim Barker, Administrator:**

- A. Approved Payroll change notices: Ian Poole, Fausto Gomez.

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

**Transportation:**

**1) Transportation Improvement Board Updated Cost Estimate**

**Motion:**

Commissioner Straub moved to approve the Transportation Improvement Board cost estimate for the 4<sup>th</sup> street project based off the bid from Selland Construction, Commissioner Steinburg seconded the motion to approve, and Commissioner Sutton concurred.

**B P**

**Minute Notation:**

**Authorization granted to the Clerk of the Board for use of signature stamps for Bid approval of the 4<sup>th</sup> St. Project.**

**2) Stormwater Utility**

**Reimbursement**

**Motion:**

Commissioner Steinburg moved to approve the reimbursement to Mr. Ken Knappert in the amount of \$450.00 for an error in stormwater assessment, Commissioner Straub seconded the motion, and Commissioner Sutton concurred.

**B P**

**Land Services:**

- A. Review of industrial hemp production and processing proposed code language.
- B. Monday planned work session to review 2020 long range planning.

**IV. 10:00 AM Bid Opening NCW Fair Horticulture and Fabric Buildings.**

A. Bid Tabulation:

<u>Bishop Contracting:</u>	<u>Stan's Contracting:</u>
\$127,054.50	\$75,810.00 total bid price with addendum

Gant amount \$71,875 with \$3,000 in advertising for call for bids, REET funding will be used for the project.

**V. 10:25 AM The Board Held an Administrative Work Session**

**1) Resolution to Rescind Housing Construction Proclamation CE 20-32 & TLS 20-28**

**Motion:**

Commissioner Steinburg moved to approve rescinding resolution CE 20-30 & TLS 20-27 allowing for housing construction during the COVID-19 outbreak, Commissioner Straub seconded the motion and Commissioner Sutton concurred.

**B P**

A. Review of Solid Waste fund allocation per Waste Management host free agreement, solid waste allocation would be \$0.56 planning services for code compliance would be \$0.16. Agreement is with Waste Management for approval.

**2) Extension of Emergency Proclamation CE 20-14C**  
**No Action Necessary, original resolution meets the need.**

**3) Extension of Temporary Limiting Building Access CE 20-16B**  
**No Action Necessary, original resolution meets the need.**

**4) Hazard Mitigation Plan CE 20-31**

**Motion:**

Commissioner Straub moved to approve the amendments to the Douglas County Hazard Mitigation Plan as written and presented to the Board, Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**B P**

**APRIL 28, 2020 CONTINUED**

**VI. 12:00 PM Consent Agenda:**

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

**1) Bishop Contracting LLC.**

**NCW Fair Horse & Baking Buildings**

**Motion:**

Commissioner Steinburg moved to approve the contract with Bishop Contracting LLC.,  
Commissioner Straub seconded the motion and Commissioner Sutton concurred.

**B P**

**2) Approved Fair Contracts**

a)Geno's Kettle Korn Fair Concession 3<sup>rd</sup> of July Celebration

**B P**

**3) Approved Liquor License Application**

**Flying B6**

**B P**

**4) Declaration of Canvassing Board Authority**

**Commissioner Sutton**

**B P**

**5) Vouchers**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00336841-00336908</b>	<b>\$89,856.53</b>
<b>2.</b>	<b>ACH</b>	<b>80005469-80005471</b>	<b>\$431.00</b>

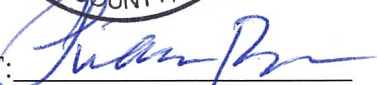
With no further business, the Board of County Commissioners will meet again on Wednesday, April 29, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

APRIL 29, 2020

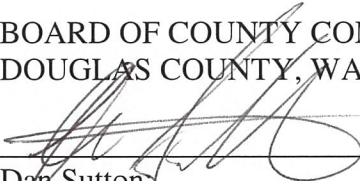
There were no appointments scheduled, no session was held. There being no further business, the Clerk of the Board in accordance with RCW 42.30.90 adjourned for the Board of County Commissioners to meet again on Monday, May 4, 2020 at the Douglas County Transportation Land Services Building, East Wenatchee, Washington.

The minutes are hereby read and approved.



ATTEST:   
Tiana Rowland, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, WASHINGTON

  
\_\_\_\_\_  
Dan Sutton Chair

*excused*  
\_\_\_\_\_  
Marc S. Straub Vice-Chair

  
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Kyle Steinburg Member