

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JUNE 1, 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. 08:31 AM Pledge of Allegiance and Call to Order.

II. 08:32 AM The Board Met with Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

A. Discussion ensued regarding the NCW Fair occurring for 2020, the Board is concerned for imposed constraints by the state and local health district because of COVID-19.

1) Approved Departmental Purchases:

- a. Sheriff's Department, EVOC pickup truck replacement, CEERP Funds used \$80,050.15
- b. Transportation Land Services, traffic paint, previously budgeted item, \$45,421.02
- c. Transportation Land Services, Hot mix asphalt, previously budgeted item, \$70,102.63

III. 08:41 AM Call for Executive Session Litigation.

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

Attendees: Civil Prosecuting Attorney Jim Mitchell, Board of Commissioners, County Administrator, and Clerk of the Board.

Vice Chairman Straub called for executive session at 8:41 AM for 30 minutes. Executive session ended at 8:51 AM with action taken.

IV. 08:54 AM The Board Met with Douglas County Sheriff Kevin Morris and Undersheriff Tyler Caille.

- A. Review of departmental expenses and budget.
- B. Discussion ensued regarding local protest and graffiti within the County.
- C. Staffing update for the department.
- D. Update on City of East Wenatchee new Police Chief.

Return to Administrator's Report:

2) Motion Approval

WiFi Hot Spots

Commissioner Straub moved to approve the purchase of routers for improve WiFi access in the county for public use, Commissioner Steinburg seconded the motion, and Commissioner Sutton concurred.

- B. Update to the Board on flag parcel purchased from Timber Creek, abutting property owner has built on county property, the county needs right of way access. Potential trade of right of way in exchange for county property. County will complete the survey, boundary line adjustment, and exchange.
- C. Review of Regional Port District funding of COVID-19 CARES Act relief fund allocation by the County for small business grants. Discussion on the criteria for businesses, priority array given to businesses that have not received alternate funding first, as well as smaller rural county businesses. The Board is in agreement to allocate grants up to \$10,000. The Board would like to have the Port present the top applicants to the Board weekly. Grant applications will be reimbursable basis.

V. 09:24 AM The Board Met with Auditor Thad Duvall and Chief Financial Officer Karen Goodwin.

- A. Review of budget compared to expenses.

B P

- B. Carolyn will be coordinating supply purchases and route communication for action 50% of her salary will come out of COVID funds, with additional work on this project with up to 100% of her salary being allocated from the cares relief funds for work completed as the COVID Coordinator.

VI. 10:00 AM The Board Met with Juvenile Court Administrator Jack Murphy.

- A. Update to the Board on Probation officer resignation, the staffing needs for the department is 5 employees for operational functions. The position will be changed to an administrative assistant position rather than maintaining the probation officer salary. This position change is in an effort to accommodate the budget reductions for the department. The Board is in agreement to allow for this change and salary reallocation.

Executive Session RCW(42.30.110)(1)(g) Personnel:

Attendees: Civil Prosecuting Attorney Jim Mitchell, Board of Commissioners, County Administrator, Juvenile Court Administrator, and Clerk of the Board.

Chairman Sutton called for executive session 10:14 AM for 25 minutes. Executive session ended at 10:30 AM with no action taken.

VII. 10:31 AM The Board Met with Jim Kuntz and Ron Cridlebaugh of the Regional Port Authority.

- A. Application form has been developed for the Douglas County Cares Act Relief funds for small businesses. The Port will not be collecting an administrative fee for the management of this application process.

JUNE 1, 2020 CONTINUED

- B. The Grants will be reimbursable bases, grants allocation priority to smaller cities. Current on property taxes as a requirement of the application process. Inclusion of PPE plan for reopening.
- C. The Board is in agreement to allocate 1 Million to the Port Authority.

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VIII. 10:58 AM The Board Met with Risk Manager and Public Information Officer Jordyn Giulio.

- A. Review of media statement regarding the county budget and budget cuts. The County has budgeted conservatively and is in a better position potentially to weather the reduction in revenue sustained from the COVID-19 pandemic and closure of Washington State.

Executive Session RCW(42.30.110)(1)(g) Personnel:

Attendees: Civil Prosecuting Attorney Jim Mitchell, Board of Commissioners, County Administrator, and Clerk of the Board.

Chairman Sutton called for executive session 11:10 AM for 25 minutes. Executive session ended at 11:21 AM with no action taken.

IX. 11:22 AM The Board Held a Work Session on the Following Items:

Land Services:

A. Geotechnical Credentials: Project is for a 25 acres off of Eastmont for 14 lots, the project requires, Board could enter a policy statement for Mr. McFarland to conduct work within Douglas County provided his credentials and longevity of work experience. Currently the code requires a engineer's report for geotechnical report.

B. As the Board was under the assumption the issue was taken care of, the Board is in agreement to allow for a exemption policy statement for Mr. McFarland but with the restriction of report directing engineering work assessments are allowable. Based off assessment geotechnical report would be required. Staff will draft a policy letter for Board review. This is in the interim as the Board would like the code to be amended to mirror the State requirements.

B P

Transportation:

A. Status: Spanish Castle Road / BNSF at Grade Crossing, BNSF provided the contract information, staff is coordinating with Mr. Bird for information however there has been no response. The Plat has been finalized for Spanish Castle.

With no further business, the Board of County Commissioners will meet again on Tuesday, June 2, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

JUNE 2, 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. COVID Purchase Approvals.

B. Payment approval for Robert Knowles, management of the landscape of the Law and Justice Center. \$5,240.00 **B P**

C. Board approved the removal of the downed dead tree at the Waterville Courthouse.

D. Review of sales tax for the month of March 2020 from the various sources to include Agriculture, Construction, Manufacturing, Transportation & Utilities, Wholesale, Retail Trade, Services, Information, Public Services.

E. Discussion ensued regarding the NCW Fair, 4H has announced that participation for in-person events will not be occurring unless the county is in phase 4 of the statewide reopen plan. Need confirmation from vendor is a carnival is still able to occur. The concert has been cancelled.

III. 09:00 AM The Board Held an Elected Officials and Department Heads Meeting.

Attendees: Sheriff Kevin Morris, Undersheriff Tyler Caille, WSU Extension Margaret Viebrock, NCW Fair Manager Carolyn Morley, Land Servicer Director Mark Botello, County Engineer Aaron Simmons, Auditor Thad Duvall, Assessor Jim Rudd, Solid Waste Becci Piepel, MIS Director Brad Hudson & Juan Sanchez, Chief Financial Accountant Karen Goodwin, Juvenile Court Administrator Jack Murphy, Human Resource Officer Dayna Prewitt, County Administrator Jim Barker, Developmental Disabilities Director Tamara Burns, Executive Assistant Jenny Fasching, Veteran Service Officer Sarah Simmons, Treasurer Natalie Marx, Prosecuting Attorney Gordon Edgar, Civil Prosecuting Attorney Jim Mitchell, Board of Commissioner, Superior Court Clerk Tristen Worthen, Board of Commissioners Clerk Tiana Rowland.

A. Request was made for the departments to provide a proposed budget amendment of 10%, the Board and Finance team has reviewed and have determined a 5% budget reduction is needed to meet the County's budget needs. The 5% cut is for June 1, 2020 to December 31, 2020.

JUNE 2, 2020 CONTINUED

- B. The Board's goal is to maintain essential services and to avoid cutting salaries or positions as much as possible.
- C. March's revenue was down 51.7%, April and May are anticipated to be down potentially by 90% Retail trade was the most significantly impacted sales tax revenue source. The Board is anticipating sales tax revenue to be down for the next three months following moving to phase 3 of the Washington State safe reopen process.
- D. Each department will receive the funding cuts for the aggregate cuts for current expense and TLS, the cuts will be a collective budget reduction rather than department specific 5% across the board, this is in the spirit of trying to keep positions in place as long as possible.
- E. The Cares Relief funds act has been award to the county in the amount of 2.3 million, 1million will be allocated to the regional port district for small business grants. 1.3 million will be used for the county's COVID-19 expenses. Funds need to be expended by October 31st. COVID expenses will need to be processed through non-departmental funds.
- F. Update from Risk Manager on state requirement for facemasks availability for each employee, every employee will be issued 2 masks they will need to be washed after each use. This requirement will begin on Monday.
- G. Discussion ensued regarding the Chelan-Douglas Health District reapplication for phase 1.5-2 to reopen Douglas County. The County will have to be granted phase 2 status by the Governor before the County will move forward with reopening to the public. There will be established protocols for social distancing and contact with the public.

IV. 09:53 AM The Board Met with Human Resource Officer Dayna Prewitt.

- A. Per the Governor's order, face masks will be required to be worn on Monday June 8, 2020. Required by L&I, enforcement will be a verbal reminder initially and supervisor follow up as needed.

V. 10:04 AM The Board Met with Transportation Land Services.

Transportation:

- A. 4th street project update, Zippy fiber has relocated their wiring and are working toward installation of the retaining wall.
- B. SOQ request on the small works roster/vendor list for badger mountain road realignment occurred last week.
- C. Dan Beardslee called the County Engineer regarding lucky badger road, client is no longer interested in pursuing the project.

Land Services:

- A. Review of Spanish Castle plat approval for 9 lots, limitation due to water rights. The plat approval was not linked to the railroad crossing.
- B. Review of response letter to Mr. Doug McFarland.

Executive Session RCW(42.30.110)(1)(g) Personnel:

Attendees: Civil Prosecuting Attorney Jim Mitchell, Board of Commissioners, County Administrator, Human Resource Officer, and Clerk of the Board.

JUNE 2, 2020 CONTINUED

Chairman Sutton called for executive session 10:15 AM for 15 minutes. Executive session ended at 10:22 AM with no action taken.

VI. 10:27 AM Return to Administrator’s Report:

2. Personnel Administrator

- F. Approved request for hire: Leadman Area 2, Administrative Assistant, Temporary Election Workers.
- G. Discussion ensued regarding Mrs. Ballard’s concern regarding the trees planted abutting her property for the Law and Justice Center. Her concern is the trees will become too large as the tree can not be trimmed and will block her view. The City’s code requires landscaping surrounding the perimeter of the law and justice center, to meet this requirement there would need to be a foliage replacement. The Board is in agreement to remove the trees and replace with another approved plant. County Administrator will be following up with the landscaper to either buyback and replace the trees or relocate to other county property. Commissioner Steinburg will follow up with Mrs. Ballard.
- H. Board is in agreement to allow for the drone footage of the Eastmont High School football stadium, the 2020 graduating seniors names have been etched into the grass. The School District plans to post the photo on their webpage and other media sites for the seniors.
- I. Review of COVID-19 purchases. Board would like to wait on purchasing until the contract is returned.
- J. The Board would like civil prosecuting attorney to review liability of LINK Transit personnel concern is for the County.

VII. 10:50 AM Consent Agenda:

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

1) Interagency Agreement: CARES Act Relief Funds WA State Department of Commerce

Motion:

Commissioner Straub moved to approve the interagency agreement with the Washington State Department of Commerce for the Coronavirus Relief Fund for Local Governments, Commissioner Steinburg seconded the motion, and Commissioner Sutton concurred.

B P

2) Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00337622-00337675	\$94,613.96
2.	ACH	80005541	\$2,668.75

There being nothing further, the Board of County Commissioners adjourned to meet again on Friday, June 5, 2020 in a special meeting held via Zoom teleconference.

June 5, 2020

Special Meeting

The Board of County Commissioners met in a special meeting via Zoom teleconference. Commissioners Sutton, Straub and Steinburg were present, and Clerk of the Board was present.

I. 04:00 PM Opening Call to Order.

II. 04:01 PM Review of the Chelan Douglas Health District Variance Application.

1) Approval of Variance Application Moving County to Phase II

CE 20-33

Motion:

Commissioner Straub moved to approve the application, Commissioner Steinburg seconded the motion and Commissioner Sutton Concurred.

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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, June 8, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

The minutes are hereby read and approved.

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON



[Signature]

Dan Sutton Chair

[Signature]

Marc S. Straub Vice-Chair

[Signature]

Kyle Steinburg Member

ATTEST: *[Signature]*
Tiana Rowland, Clerk of the Board