

## BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MARCH 23, 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:**

Risk Manager Jordyn Giulio joined the meeting.

A. When installing the roof Halme placed additional nail holes in the L&J center, there were patched installed on the membrane, then the roof was set. It's been determined that the manufacturer will not guarantee a warranty for the roof it will need to be replaced. Halme assured the County Administrator the patch work would be sufficient and the manufacturer would guarantee the warranty.

Risk Pools opinion that this is not within our coverage, options going forward: insurance could investigate however there would be no coverage. Can file 3<sup>rd</sup> party claim on Halme's bond for contracted sub agency installing the roof. Board would like to have a letter sent to Halme explaining correction needs to be made or the County will seek use of retainage or claim against bond.

B. Update to the Board on Transportation staggered hours in response to COVID-19

C. Historic Grant Application, Board would like the NCW Fair to move forward on their application. County administrator will get a quote for wood working replacement of the banister and rails.

D. Update to the Board on NCW Rodeo grounds lights, recommendation to replace with LEDs.

E. Update to the Board on District Court probation and juvenile position. Discussion ensued regarding economic impact from the COVID-19 virus.

F. Update provided on the MIS Director position, interviews will be occurring in the upcoming months.

**III. 09:08 AM The Board Met with Douglas County Sheriff Kevin Morris.**

A. Update provided on personnel coverage due to the COVID-19 virus outbreak.

B. The academy released all trainees, current trainee will be assigned to Emergency Management Rich Poppie.

C. Discussion ensued regarding the Emergency Management protocols being developed and implemented.

D. Request for approval to move forward on interviewing and hiring for patrol deputy, Board approved.

**MARCH 23, 2020 CONTINUED**

**IV. 09:30 AM The Board Met with Chief Financial Officer Karen Goodwin.**

- A. District Court 30,000 and Super Court 20,000 down in revenue, this was anticipated and budgeted for accordingly.
- B. Review of revenue in comparison to expenses.  
**B P**
- C. Case by case basis for hiring freeze, request for department heads and elected officials to determine if the position is critical to departmental support.
- D. Request of Executive Session due to potential outside agency fraud with the County.

**Executive Session:**

**Commissioner Sutton Called for Executive Session at 9:46 AM for 5 minutes. At 9:50 AM Executive session ended with the Directive given to the Civil Prosecuting Attorney to issue a letter to Office Depot.**

**V. 10:04 AM The Board Met with District Court Judge Eric Biggar.**

- A. Previously budgeted position fill for Probation Clerk, position has been interviewed and offer extended and accepted. Position is essential personnel, and needed as additional supervised probation is occurring. Board is in agreement to allow for the position to be filled.
- B. Discussion ensued regarding if economic impacts require budget restrictions and potential impacts to hiring and layoffs.

**VI. 10:36 AM The Board held a Conference Call with Chelan County Commissioners.**

- A. Recommendation to combine the Emergency Management efforts with Chelan County related to COVID-19 response. Board is in agreement with Sheriff Morris to incorporate combined efforts regional EOC. Public Information and press releases will be collaborated with Chelan County for press release with Department of health.
- B. Regional EOC will provide daily SITs and press release efforts. Communication should be streamlined to Incident Command Center team. Magnusson will be the PIO for Chelan County.

**VII. 11:00 AM The Board Met with Human Resource Officer Dayna Prewitt.**

- A. Review of proposed telecommuting personnel policy, based off essential services and tasks provided by department heads.
- B. Discussion ensued regarding review of shared leave options for employees.

**VIII. 11:26 AM The Board Met with County Engineer Aaron Simmons.**

- A. Update to the Board on Transportation Improvement Board, discussion on funding and potential for bids to be higher than anticipated. Transportation Improvement Board federal funding was reduced in the wake of the COVID-19 virus.
- B. Discussion ensued regarding revising the scope of the project if bids are too high, scope of the project may be reduced to just 4<sup>th</sup> street and hold on Clovis point sidewalk improvements.
- C. Discussion ensued regarding Transportation's staff contingency protocols if shelter in place order was issued by the Governor or Federal Offices.

**MARCH 23, 2020 CONTINUED**

- D. Crane Orchard Road project update, work is attempting to be done before cherry harvest, this deadline may be missed due to work load, early June is anticipated timeline.
- E. Update to the Board on development review, meeting is planned to review the process and opportunities for improvement in partnership with staff, and the development community. Review and recommendations for improvement will then be presented to the Board.

**IX. 12:00 PM The Board Met with Curtis Lillquist.**

- A. Update to the Board on Shoreline Master Plan update, resolution for notice of hearing will be provided to the Board tomorrow, hearing date set for April 7<sup>th</sup>, 2020.
- B. Discussion on hearing examiner staggering of the hearings to ensure social distancing.

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

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

At 12:13 AM Chairman Sutton called for an executive session pertaining to personnel for 10 minutes an additional 10 minutes was called at 12:20 AM. Executive session ended at 12:35 AM with no action taken.

**Officer of the Governor Proclamation: Stay Home- Stay Healthy 20-25 (REF 20-05)**

**B P**

**Officer of the Governor Proclamation: Open Public Meetings & Records Act 20-28**

**B P**

With no further business, the Board of County Commissioners will meet again on Tuesday, March 24, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

**MARCH 24, 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. 08:35 AM The Board Met with Human Resource Officer Dayna Prewitt**

**1) Emergency Amendments to Personnel Policy: Teleworking CE 20-17**

**Motion:**

Commissioner Straub moved to approve resolution CE 20-17 Telecommuting personnel policy, Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**B P**

2) Essential Critical Infrastructure Policy

CE 20-20

**Motion:**

Commissioner Straub moved to approve resolution CE 20-20 Essential Critical Infrastructure policy per Governor Inslee's Emergency Order, Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**B P**

**III. 08:38 AM The Board Met with Administrator Jim Barker.**

**1. Staff Report**

**Administrator**

**Jim Barker, Administrator:**

- A. Request made to the Civil Prosecuting Attorney for an agreement with Aging and Adult Care or 2<sup>nd</sup> street storage facility.
- B. Request for Veteran Services application for VetCore part time employee, the cost share of the program is 3,000 from the county. The additional person would allow for veteran services to be open 2 additional days for services during the week.
- C. Civil Prosecuting Attorney provided an update on the HEMP regulations there is a 1 mile radius for production and grow from residential areas, suggested on use the established code in place for marijuana and adopt code that mirrors for hemp.
- D. The focus of the HDR feasibility study, Board would like the primary focus to be for the establishment of a decant facility and winter truck storage facility.

**IV. 08:48 AM The Board Met with Risk Manager Jordyn Giulio**

- A. Update to the Board on the Regional EOC with Chelan County, there will be unified communication approved from the Chelan Douglas and health district city of Wenatchee contracts with Chelan co for services and City of East Wenatchee will be potentially joining the group. PPE ordering and logistical measures for the joint EOC. Single press release from unified command and social media outlets, communications will be provided in both English and Spanish. Rich Magnusson is the PIO for the EOC.

**V. 08:57 AM Return to Human Resource Officer Dayna Prewitt.**

- A. Provided the Governor's stay at home proclamation, the county needs to determine operations and employees leave.
- B Commissioner Straub suggested determining mission critical operations, and make decisions on teleworking for each department.
- C. If buildings are closing to staff will we be paying staff for that time. Commissioner Sutton's response if the employee is not working they will not get paid, if they have work from home they will be paid.
- D. Admin leave granted for employees that have been exposed and are required to quarantine for two weeks, employees will be sent home with work to complete. If an employee's family member is awaiting testing for COVID-19 they will need to take leave until the results are returned, negative test results the employee will be able to return to work.

**MARCH 24, 2020 CONTINUED**

E. Suggestion for sick/vacation leave bank of up to 400 hours prior to donation of sick leave from other employees to obtain donated sick leave. Leave would be donated to a COVID-19 pool of sick leave bank and redistributed back to donators after illness has passed.

**1) Notice of Hearing: Shoreline Maser Program Limited Amendments** **TLS 20-19A**

**Motion:**

Commissioner Straub moved to approve the notice of hearing set for Tuesday, April 7<sup>th</sup> at 9:00 AM, Commissioner Steinburg seconded the motion to approve, and Commissioner Sutton concurred.

**B P**

**VI. 09:44 AM The Board Met with Transportation Land Services**

**1) Emulsified Asphalts Bid Award:** **Idaho Asphalt**

**Motion:**

Commissioner Steinburg moved to approve, Commissioner Straub seconded and Commissioner Sutton concurred. *Documents located in 3.16.20 folder.*

**2) Greater Wenatchee Irrigation District** **Interlocal Agreement**

**Motion:**

Commissioner Steinburg moved to approve the interlocal agreement with the Greater Wenatchee Irrigation District for the 4<sup>th</sup> Street Improvements, Commissioner Straub seconded the motion to approve, and Commissioner Sutton concurred.

**B P Auditor's AFN: 3229082**

**VII. 10:00 AM The Board Met with Fair Manager Carolyn.**

**1) Call for Bids: Open Horse Barn & Baking Building** **CE 20-19A**

**Motion:**

Commissioner Straub moved to approve the call for bids, Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

**B P**

**2) Waterville Ambulance** **COVID-19 Clinic**

The Board is in agreement to allow the Waterville Ambulance Service to utilize the NCW Fairgrounds as a temporary clinic if needed in the exposure of the COVID-19 outbreak.

**B P**

**VIII. 10:20 AM The Board Met Amongst Themselves.**

A. Discussion with the Civil Prosecuting Attorney regarding dissemination of workload for contracts and directives from the Board.

B. Discussion ensued regarding design and transportations management of projects.

**MARCH 24, 2020 CONTINUED**

C. Request for rotating schedule for Elected Officials Clerk’s Office with paid Administrative leave granted for the alternating weeks for employees. Board approved.

**At 11:30 AM the Board of Commissioner Recessed.**

**IX. 02:05 AM Multiagency Meeting**

**Attendees: Garn Christenson, Bernita Landers, Trina, Gary Ivory,**

- A. Update to the entities regarding the Regional EOC for Chelan and Douglas counties
- B. Request for public information sent out regarding requesting citizens to not flush any non-flushable wipes, socks, and or other materials.
- C. Meal services being provided update. Update on efforts for medical personnel childcare services at grant elementary school. Update provided on distance learning efforts for students issuance of chrome books after disinfecting, internet connection to families who need serviced, and graduation efforts.
- D. PUD has closed public access to offices, efforts to separate work crews. Orders are being filled as quickly as possible for internet access as more people work remotely. No concerns at this time regarding sustaining the power grid. Focus efforts to keep everyone healthy.

**X. 02:30 AM The Board Met with County Administrator**

- A. COVID-19 Recognition letter from the Teamsters Union. Request for 80 hours of additional sick leave bank, \$50.00 per day bonus pay through the duration of the pandemic.
- B. Update on staffing for Administrative departments.
- C. Commissioner Steinburg held discussion on Badger Mountain development project, for ear marking new construction funds for potential bond repayment for the Badger Mountain development project.

**1) Approval of Rotating Schedule Superior Court & District Court Clerk’s Office**

**Motion**

Commissioner Steinburg moved to approve, Commissioner Straub seconded and Commissioner Sutton concurred.

**B P**

**B P**

**2) Letter of Support Real Action Recreational and Environmental project Rock Island**

**3) Vouchers.**

		<b>Check Numbers</b>	<b>Total Amount</b>
<b>1.</b>	<b>Vouchers</b>	<b>00335870-00336018</b>	<b>\$697,508.36</b>
<b>2.</b>	<b>ACH</b>	<b>80005380-80005381</b>	<b>\$4,367.95</b>

There being nothing further, the Board of County Commissioners adjourned to meet again on Wednesday, March 25, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

**MARCH 25, 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, March 30, 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

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

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

**ABSENT**

\_\_\_\_\_  
Kyle Steinburg Member

ATTEST:   
\_\_\_\_\_  
Tiana Rowland, Clerk of the Board