

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

MARCH 30, 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. Update to the Board on the Law and Justice Center roofing issue. The other trades when installing caused holes in the membrane of the weather proofing, the general contractor civil attorney and county administrator will meet later this week to discuss options.

1) Presidential Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease

B P

B. Discussion held regrading the town of Mansfield sidewalk repair and proposed projects bids received by the town. The County Administrator with the County Engineer will review bids and determine a cost estimate for the County's repair portion.

C. Discussion ensued regarding the Department of Fish and Wildlife's proposed purchase of Central Ferry land.

III. 09:01 AM The Board Met with Human Resource Officer Dayna Prewitt.

A. Review of the Emergency leave declaration and extended FMLA for COVID-19.

B. Update on guidelines from the CDC regrading testing, there are currently not enough test kits in supply employees should not return to work until they are 72 hours fever symptom free and suggested 7 day post symptom quarantine period.

C. Request for departments approval of staggered employee shifts all employee would have the expectation of being on standby and available for call in if needed.

1) Amendments to the Leave Policy-COVID-19

CE 20-18

Motion:

Commissioner Straub moved to approve resolution CE 20-18, Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

B P

MARCH 30, 2020 CONTINUED

2) Temporary Amendments to the Personnel Policy- E-signature

CE 20-22

Motion:

Commissioner Straub moved to approve resolution CE 20-22, Commissioner Steinburg seconded the motion and Commissioner Sutton concurred.

B P

A. Staff Reports and employee scheduling updates provided.

With no further business, the Board of County Commissioners will meet again on Tuesday, March 31, 2020 at the Douglas County Public Services Building, East Wenatchee, Washington.

MARCH 31, 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. 08:26 AM Pledge of Allegiance and Call to Order.

II. 08:27 AM The Board Met with Administrator Jim Barker.

1. Staff Report

Administrator

Jim Barker, Administrator:

- A. Tactical Range drawing rendering approval.
- B. Discussion held on Constituent complaint Badger Mountain street sweeping, Road Super Intendant followed up and explained sweeping occurs each year following final snowfall.
- C. Discussion held on Constituent complaint on code enforcement issue for Mr. Wright, Board would like to move forward on notice and filing an injunction to also include Rock Island.
- D. Discussion ensued regarding capital bonding for the Badger Mountain Road realignment project. Board would like to hold work session on bonding and repayment options.

2. Personnel

Administrator

Jim Barker, Administrator:

- A. Update from Jennifer, Aaron, Scott on Road Crew and maintenance scheduling of staff, most agencies and counties are utilizing a rolling shift schedule and telecommuting options. Stand-by option by other agencies are starting to pull away from this due to the prospective need for additional lock down measures. Seasonal work needs to be completed, limiting crews exposure and contact efforts can be made to ensure the continuity of work.

MARCH 31, 2020 CONTINUED

B. Approved Payroll change notice: Casey Daling, Jenny Fasching, Susan Jacobucci, Araceli Valdovinos, Ed Daling, Carlee Murphy, Mark Botello, Kaionni Deshazer, Lysbeth Negrete, Jolene Simonson.

III. 08:52 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

1) Project Prospectus NW Empire Ave. (CRP 989)

Motion:

Commissioner Steinburg moved to approve the project prospectus for county road project 989 NW Empire from 34th to 35th Street; Commissioner Straub seconded the motion, and Commissioner Sutton concurred.

B P

2) Local Agency Agreement NW Empire Ave. (CRP 989)

Motion:

Commissioner Steinburg moved to approve the local agency agreement for county road project 989 NW Empire from 34th to 35th Street; Commissioner Straub seconded the motion, and Commissioner Sutton concurred.

B P

3) Title VI Annual Report Washington State Department of Transportation

Motion:

Commissioner Steinburg moved to approve the Title VI compliance annual report; Commissioner Straub seconded the motion, and Commissioner Sutton concurred.

B P

A. Discussion on Crane Orchard Road project perspective paving in September occurring after cherry and apple harvest, communication has occurred with the orchardist and their recommendation has been to delay to ensure bruising of fruit does not occur.

B. Discussion held on design work for badger mountain roadway alignment reconstruction, Commissioner Steinburg would like to go out for design through a contracted agency to alleviate time for the Engineering department. Project anticipated to begin in April for the water pump expansion.

C. Update to the Board on meeting held with the development review team, feedback staff is committed to assisting to best extent to push development projects forward and collaborate with development community.

D. Commissioner Sutton would like to have communication with the sewer district GWID and PUD to occur to ensure connectivity of utilities occurs during the 4th street road improvement project.

MARCH 31, 2020 CONTINUED

IV. 09:15 AM The Board Met with County Risk Manger Jordyn Giulio.

A. Update to the Board on EM efforts for the COVID-19 outbreak and communication with other agencies.

V. 09:25 AM The Board Met with Human Resource Officer Dayna Prewitt and Risk Manager Jordyn Giulio.

A. Update to the Board on proposed COVID-19 leave for all employees, additional 40 hours of paid administrative leave for employees that have used all of the 80 hours Federal leave whom have been diagnosed with COVID-19.

Minute Notation:

Board is in agreement to allow for an additional 40 hours of administrative leave for employees whom have used the entire 80 hours implemented by the federal COVID-19 relief before personal leave has been used.

B. Request for retroactive pay for employee who was requested to leave for potential COVID-19 exposure. Board declined.

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

Attendees: Commissioners Sutton, Straub Steinburg, County Administrator Jim Barker, Civil Prosecuting Attorney Jim Mitchell, Human Resource Officer Dayna Prewitt, and Risk Manager Jordyn Giulio and Clerk of the Board.

At 9:35 AM Chairman Sutton called for an executive session pertaining to personnel for 30 minutes. Executive session ended at 9:57 AM with no action taken

VI. 10:00 AM The Board Met with Washington State Auditor’s Office. Meeting Rescheduled.

1) Auditor Responsibilities Letter
B P

Chairman Signature

V. 10:14 AM Consent Agenda:

1) Establishing a New Fund #168.001.002

Resolution CE 20-21

Motion:

Commissioner Steinburg moved to approve Resolution CE 20-21: Establishing a new fund for low income housing per House Bill 1406 & 1570; Commissioner Straub seconded the motion, and Commissioner Sutton concurred.

B P

MARCH 31, 2020 CONTINUED

2) Transfer of Funds Trails to County Road

Resolution TLS 20-20

Motion:

Commissioner Steinburg moved to approve Resolution TLS 20-20: The transfer of funds from trails and paths fund #118 to county road fund #119 in the amount of \$39,203.00; Commissioner Straub seconded the motion, and Commissioner Sutton concurred.

B P

3) Approval of Telecommuting Work Agreement

County Administrator

4) Approval of Telecommuting Work Agreement

Clerk of the Board

5) Invoice Approval MJ Neal: \$1,006.51

B P

6) Correspondence to Governor Inslee: Moratorium of Construction

B P

7) 2019 RAP Certification of Diversion and Road Fund Expenditures for Traffic Law Enforcement

B P

8) Vouchers

| | | Check Numbers | Total Amount |
|----|----------|-------------------|--------------|
| 1. | Vouchers | 00336073-00336145 | \$133,127.39 |
| 2. | ACH | 80005393 | \$444.60 |


There being nothing further, the Board of County Commissioners adjourned to meet again on Wednesday, April 1, 2020 at the Douglas County Courthouse, Waterville, Washington.

APRIL 1, 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, April 6, 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


Marc S. Straub Vice-Chair

ABSENT

Kyle Steinburg Member