

BOARD OF COUNTY COMMISSIONERS PROCEEDINGS

JANUARY 30, 2023

The Board of County Commissioners met in regular session at the Douglas County Public Service Building in East Wenatchee, Washington. Commissioners Sutton and Straub, and the Clerk of the Board Kala Lince were present. County Administrators Jordyn Giulio and Jim Barker, and Civil Prosecuting Attorney James Mitchell were in attendance. Commissioner Steinburg was excused.

I. 08:30 AM Pledge of Allegiance and Call to Order.

II. 08:31 AM Public Comments.

A. No public was present, and no written comment was received.

III. 08:31 AM The Board Met with County Administrator Jordyn Giulio.

1. Staff Report

Administrator

Jordyn Giulio, Administrator:

- A. A walkthrough was completed at 150 19th Street and no damages were reported. Normal paint, cleaning, carpet stretching, etc. will be needed, as well as the dishwasher and fridge replaced prior to the next tenant. The Board plans to use this property for new, administrative level, employees in cases where relocation is necessary and until permanent housing is acquired.
- B. The Board inquired about any progress made in contacting Mr. Prothman regarding contracting with his recruiting firm. Dayna Prewitt has reached out but has not heard back yet.
- C. An update was given on the snowblower: Jordyn confirmed that it has been ordered but the current lead time is March 1.
- D. An update was given on the cherry tent camp. Facilities is clearing it and has inventoried what they can; however, they have found most to be unusable and rodents to be an issue. Staff will continue to clear the pole building to see how it can be used in the future.
- E. Regarding loop trucks hauling on Sprawler Road, discussion was held on reiterating with them the haul agreement in place that outlines when the road can and cannot be used due to the ground thawing. Transportation is working closely with them to ensure compliance and communicating that the roads are being monitored.
- F. An issue surrounding sewer billing was brought to attention. Due to a prior water leak at the shop, our sewage bill has increased significantly for 2023 as it is based off of a water usage report that the Water District provides. The leak has since been repaired and we will be working with the Water District to provide a corrective usage statement so that sewer billing amounts can be corrected.
- G. GIS (Geographical Information System) mapping is beginning to migrate software locations and update services. The full process will take a few years to complete but users

will start seeing increases in speed towards the beginning of the process. Jordyn will provide updates as needed.

- H. An update on the proposed interlocal agreement with the Fire Department was given. The Fire Department has changes that they plan to present at their next meeting for approval. The Board expressed their desire to maintain a positive relationship.
- I. More discussion was held regarding the proposed Unified Tax Levy; specifically, how The Port Authority budgets for collected taxes. The Board would like to have further discussion with Jim Ruud and Jim Kuntz.
- J. Jordyn confirmed with Ramon and Carolyn about using an outside contractor to continue the NCW Fair project and using a phased approach to complete it.

2. Personnel

Administrator

Jordyn Giulio, Administrator:

- A. Discussion was held surrounding the current applicant pool and what can be done to increase it. Ideas to assist in this have been to offer additional nonmonetary benefits.
- B. Dayna Prewitt wants to research what options are available for union employees.
- C. Inquiry was made about participating in the FUSE Career Fair in Spokane. This fair reaches Washington State University, Gonzaga University, Whitworth University and Eastern Washington University. The cost to attend would be about \$500 - \$1,500, some of which includes reusable products such as banners that we would keep for future use. Initial thoughts are to send Tanner Ackley and Justin Roozen as Planning and Transportation positions have been difficult to recruit for. The Board agrees that this could be a great exposure for the County to meet some potential applicants.

IV. 09:13 AM The Board Met with Chief Financial Officer Karen Goodwin.

- A. Review of December expenses.
- B. Noted that sales tax income is starting to trend down.
- C. The Board approved the 4th quarter transfer of excess sales tax.
- D. Discussion surrounding the exit meeting with the State Auditor; currently scheduled for February 6th. Karen expects the final report to come out a week after the exit meeting.

V. 09:30 AM The Board Held a Work Session.

Aaron Simmons and Jessie King:

Transportation:

- A. Aaron presented an update on the Nile and Grant Road intersection project. He reported that currently the project is on track to be 100% funded by a Safety Grant through the state. Funds must be obligated by a specific date to maintain full funding status.
- B. Currently the project is 70% through design and they hope to finalize around June this year. It is 30% into the right of way and expects 13 parcels to be affected.
- C. The Board requests a dollar number of the Deferred Improvement Agreements and would like to have further discussion surrounding development timelines and how to relieve future financial burden from developers and constituents.

- D. Discussion was held surrounding personnel in the Transportation and Land Services departments.

VI. 10:42 AM The Board Held Executive Session RCW (42.30.110)(1)(G) Personnel.

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

Attendees: Commissioners Sutton, Straub, Clerk of the Board Kala Lince, County Administrators Jordyn Giulio and Jim Barker, Civil Prosecuting Attorney James Mitchell and Human Resources Officer Dayna Prewitt. At 10:42 AM Commissioner Sutton called for an executive session pertaining to personnel until 10:59 AM or 17 minutes. At 10:59 AM Commissioner Sutton called to end executive session with no action taken.

VII. 10:59 AM The Board Held an Administrative Session

- A. Discussion was held about opting back into PILT; we currently receive fines/fees and it does not amount to much.
- B. The Board would like to bring in Brock Hoenes with the Department of Fish and Wildlife to discuss land acquisition and grazing rights with attention to the Ehlers and Rice properties.
- C. An update was given on the three HVAC projects as the estimate came in around \$3.4-\$3.5 million dollars. The Board recommended having Jim Barker oversee the projects as he has experience in the area and could provide teaching opportunities to other employees. Discussion around the financing of the project ensued with ARPA and Maintenance funds being potential options. Jim will bring preliminary questions to ask The Board at the next public meeting.
- D. An update was requested on the drain work needing done as a result of work completed by M J Neal.
- E. Jim Mitchell informed The Board of a Coroner's Inquest that was received. Tanner is reviewing the case to see if he will move forward with the inquest.

With no further business, the Board Chairman called to recess the meeting at 11:51 AM and will resume again on Tuesday, January 31, 2023, at the Douglas County Courthouse, Waterville, Washington.

JANUARY 31, 2023

The Board of County Commissioners met in regular session at the Douglas County Commissioners' Chambers in Waterville, Washington. Commissioners Sutton and Straub and the Clerk of the Board Kala Lince were present. County Administrator Jordyn Giulio, as well as Civil Prosecuting Attorney James Mitchell were in attendance. Commissioner Steinburg was excused.

I. 08:30 AM Pledge of Allegiance and Call to Order.

II. 08:31 AM Public Comments.

A. No public was present, and no written comments were received.

III. 08:31 AM The Board Met with Administrator Jordyn Giulio.

1. Staff Report

Administrator

Jordyn Giulio, Administrator:

- A. Update from Carolyn and Ramon regarding the bids for the NCW Fair horse stall project. Bids came in higher than expected and additional funding may be needed. They do have a plan in place for phasing the projects in order to address the main priorities and dust control first, with larger camping area to come later. The Board inquired about temporary solutions for handicap parking until something permanent can be put in place.
- B. Update on potential property acquisition next to fairgrounds for additional parking; landowner is not ready to sell at this time, but it may become an option in a few years.
- C. Carolyn wants to make sure The Board is still in support of her speaking to the town council regarding restricted camping. She has been looking into the policies that surrounding have Counties put into place to create something similar.
- D. Update on the Fire Department interlocal agreement; we should see a contract proposal by February 8th, after their next board meeting. They will no longer be providing any services until we have an interlocal agreement in place. Jim Mitchell will investigate the legal aspect of them withholding those services.
- E. Regarding the covered parking at the Transportation and Land Services building on 19th Street; Justin had been pursuing a grant to cover the cost but the funds it was targeted at are already allocated. He received a bid for \$65,000. The Board discussed other potential funding options, as finding a solution for the covered parking is a significant need.
- F. Jordyn received an email from Wenatchee Valley Museum regarding a \$30 million dollar expansion. They are requesting money from the state and wondering if The Board would be willing to put together a letter of support to go with the request. They are not requesting any monetary support at this time. The Board would like to meet with them to get more information.
- G. Review and approval of Administrator's Decisions and Directives from 01.23.2023.

2. Personnel

Administrator

Jordyn Giulio, Administrator:

- A. The Board approved the following payroll change notices: Sandra Townsend, Records Tech; Jacquelyn Williams, Deputy 2; Seantel Foster, Temp Help; Marlow Dickerson, Lead Facility Janitorial; Linda Foster, Temp Help.

IV. 09:00 AM Public Hearing

TLS 23-01A

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

Public Present: Juan Sanchez

Staff Present: James Mitchell, Jordyn Giulio, Aaron Simmons, Todd Wilson

Staff Report:

Overview of Resolution TLS 23-01A To Consider Road Vacation of McNeal Road, No. 2114.

Motion:

Commissioner Straub made a motion to approve Resolution TLS 23-01B to Consider Road Vacation of McNeal Road, No. 2114; Commissioner Sutton seconded and concurred.

Public Comment:

No comment was given.

Commissioner Sutton closed the public comment portion of public hearing.

V. 09:15 AM The Board Met with Transportation Land Services.

Aaron Simmons, County Engineer:

1) Request for Statement of Qualifications

Resolution TLS 23-13A

Motion:

Commissioner Straub moved to approve Resolution TLS 23-13A Request for Statement of Qualifications Materials Sampling and Testing Services: NW Empire Ave 34th St NW- 45th St NW Project *due Tuesday, February 21, 2023, at 4:00 PM*; Commissioner Sutton seconded the motion and concurred.

VII. 09:17 AM Consent Agenda:

Commissioner Straub made a blanket motion to approve the consent agenda items as presented; Commissioner Sutton seconded the motion and concurred.

1) Juvenile Services Agreement

Kelly Connect

Motion:

Commissioner Straub moved to approve the Kelly Connect Addendum to Master Agreement and Douglas County Juvenile Services Agreement. Commissioner Sutton seconded the motion and concurred.

2) 2022 Annual and Sick Leave Buyout

Motion:

Commissioner Straub moved to approve the 2022 Annual and Sick Leave Buyout, paid January 27th, 2023; Commissioner Sutton seconded the motion and concurred.

NET PAYROLL FOR: *January 27, 2023 - Buyout Payroll*

PAY DATE OF:

January 27, 2023	Voucher/Warrant Numbers	Total Amount
Check Reconciliation	63820 - 63865	\$ 134,207.11
Direct Deposit	ACH	\$ -
		\$ 134,207.11

ACH Check Numbers : 80007929 – 80007929 in the amount of \$38,919.18.

AP Check Numbers: 00364037 – 00364039 in the amount of \$21,393.93.

***Includes all applicable special purpose districts payroll processed by the Auditor’s Office.**

3) NCW Fair Contract

a) Friends of the NCW District Fair, 501C3

b) South Douglas Conservation District

4) Approved Vouchers

		Check Numbers	Total Amount
1.	Vouchers	00364040-00364134	\$ 472,078.33
2.	ACH	80007930-80007931	\$9,588.13

With no further business, the Board of County Commissioners recessed at 09:55 AM to meet again on Wednesday, February 1, 2023, at the Douglas County Courthouse, Waterville, Washington.


FEBRUARY 1, 2023

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, February 6, 2023, 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



Kyle Steinburg Vice-Chair



Marc S. Straub Member

ATTEST:


Kala Lince, Clerk of the Board