

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, February 5, 2019**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, February 5, 2019	Chairman David M. Sauter called the meeting to order at 10:00 AM. Commissioners present: Jim Sizemore, David M. Sauter and Rex F. Johnston.
Public Works/Road Department Update	<p>10:00 AM – Public Works Department Update</p> <p>Attendance: Public Works Director Gordon Kelsey, Assistant County Engineer Jeff Hunter, Treasurer Greg Gallagher, Deputy Auditor Heather Jobe and Prosecuting Attorney David Quesnel.</p> <p>Director Kelsey reviewed Consent Agenda items and provided a road project and road maintenance update. Director Kelsey noted that design engineers are preparing the Old Highway 8 Guardrail repair bid package for advertisement.</p> <p>Assistant County Engineer Hunter reported that project engineers are working through the design process for reconstruction of a portion of Courtney Road, noting that the County will be submitting documents to the Gorge Commission this week.</p> <p>Director Kelsey stated he is working with Radcomp Technologies on the final steps to allow emergency responders to view jail surveillance cameras, adding that he has been impressed by the contractor’s excellent customer service.</p> <p>A review and discussion followed concerning the new County Services Building. Director Kelsey stated that he will be meeting with department heads this month to discuss each department’s office space needs.</p> <p>Mr. Hunter provided a radio project update, advising that, as weather permits, survey crews and the archeologist will be on site to begin the process to plan the access road.</p> <p>The Board had a discussion regarding the need for a Wastewater Management Plan update and sewer rate study for the Dallesport Wastewater Treatment facility.</p> <p>Chairman Sauter requested an updated map of Lyle, noting that he received a request for the map from a member of the Lyle Community Council.</p> <p>The Board had a discussion on the transfer of the Airport Business Park well to the Dallesport Water District and Mr. Hunter provided an update regarding the scheduled public hearing to establish the business park roads as County roads.</p>
	Treasurer Greg Gallagher joined the meeting and provided an overview of payments in lieu of taxes the County receives. Further discussion followed regarding proposed legislation (HB1662) amending language regarding payments in lieu of real property taxes related to “game lands”.

Human Resource
Department update

10:30 AM - Department Update/Comment

Attendance: Human Resource (HR) Director Randi Post, HR Specialist KC Sheridan, Treasurer Greg Gallagher, Deputy Auditor Heather Jobe and Prosecuting Attorney David Quesnel.

HR Director Post stated the State Department of Labor and Industries has been quiet on their proposal to raise the exempt salary threshold, noting that she is watching this legislation closely and will keep the Board updated.

Director Post provided an update on the status of the employee survey. Director Post indicated she would like to increase participation and asked to extend the survey deadline to February 8th. The Board agreed.

An update on the After-School Work Program followed. Director Post reported that the Goldendale High School career counselor has asked if the county would be willing to provide work experience for students to receive school credits for participating, at no cost to the County. Director Post advised that the Public Works director and supervisors are supportive and she hopes to start the interviewing process next week.

Director Post reported that while setting up the employee longevity program into the financial system software there have been a few issues that she hopes will be resolved by her next department update.

Director Post advised that HR has a role in using the financial system and wants to know how HR will be affected in the future, and strongly encouraged that HR has a seat at the table during the research and vetting of a new financial system.

An update on the Court Appointed Special Advocate (CASA) grant and a proposal to promote the current CASA Volunteer Coordinator to the CASA Program Manager followed. Director Post advised that the required grant match will be satisfied by in-kind volunteer hours, noting that the Juvenile Department Reorganization will be on next week's Consent Agenda for consideration.

Director Post requested and received verbal approval for a Personnel Authorization to begin the advertising process to fill the new CASA Volunteer Coordinator position.

Director Post advised that before the Litter Crew Supervisor position job description can be completed she needs to know what kind of workforce to expect and she will be seeking information on how many juveniles and adult inmates have worked on the litter crew, and the number of individuals wearing Court ordered electronic ankle monitors.

Director Post requested and received two (2) names from the Job Classification Committee to participate in the reclassification process for the Computer Help Desk position and for a Public Health Clinical Division Nursing Manager position.

<p>Executive Session: Discuss discipline of public employee(s)</p>	<p>A brief update on the Archiving Committee followed with Director Post advising that she will be scheduling two (2) days of mandatory training for employees. Director Post then requested to go into Executive Session to discuss disciplining public employees.</p> <p>At 11:04 AM Chairman Sauter announced that the Board would be convening into Executive Session with HR Director Post, HR Specialist KC Sheridan and Prosecuting Attorney David Quesnel in accordance with RCW 42.30.110(1)(g) to discuss disciplining public employees. Chairman Sauter noted that the session would last for fifteen (15) minutes. At 11:19 AM it was announced the executive session would be extended fifteen (15) minutes. At 11:34 AM it was announced the executive session would be extended five (5) minutes.</p> <p>The Board convened back to Regular Session at 11:39 AM No action was taken.</p> <p>Director Post reported Troy Grumbles will be interim Public Works Facilities Maintenance Supervisor until the position has been advertised and filled.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:44 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, February 5, 2019</p>	<p>Chairman David M. Sauter reconvened the meeting at 1:00 PM. Commissioners present: Jim Sizemore, Rex F. Johnston and David M. Sauter.</p>
	<p>Agenda:</p>
<p>Business Agenda</p>	<p>Approved (M/Sizemore, S/Johnston. Passed unanimously): the Business Agenda as presented.</p>
	<p>Approval of Commissioner Meeting Minutes</p>
<p>Approval of Meeting Minutes</p>	<p>* Approved (M/Johnston, S/Sizemore. Passed unanimously): the Klickitat County Board of Commissioners Meeting minutes for January 22, 2019 as presented.</p>
	<p>Citizen Comment:</p>
<p>Comments will be limited to Seven (7) minutes per individual</p>	<p>No one from the public was present to offer citizen comment.</p> <p>Planning Director Mo-chi Lindblad provided an update on two (2) proposed solar projects to be developed on property leased from the Department of Natural Resources.</p> <p>Director Lindblad advised that State Parks is going through the first phase of a phased environmental review for improvements along portions of the Klickitat State Park Trail right-of-way corridor in Klickitat County.</p> <p>Director Lindblad asked if the Board felt that a follow up letter to reinforce the County's position was necessary. Director Lindblad stated that the project includes the Pitt Trailhead, Warwick Trailhead and Swale Canyon.</p>

	<p>Director Lindblad advised that property owners along the trail corridor have expressed concerns over State Park's plan to redesign the entrance/access at Fish On Road, which is an easement for the property owners to access their properties, and construct a parking lot and bathrooms. The property owners feel State Parks should renegotiate and get their consent before being allowed to proceed.</p> <p>Chairman Sauter advised that the County position has not changed.</p> <p>Following further discussion, Director Lindblad advised that she will process the permit application as submitted according to the County permitting process.</p> <p>Director Lindblad provided a brief update on the proposed housing development in the Dallesport area.</p>
	<p>Unfinished Business:</p>
<p>Central Klickitat Conservation District</p>	<p>Attendance: Central Klickitat Conservation District (CKCD) Supervisors Dave Guenther and Steve Cunningham, Central/Eastern Klickitat Conservation Districts (C/EKCD) Manager Loren Meagher, Natural Resource/Economic Development Director Dave McClure and Prosecuting Attorney David Quesnel.</p> <p>CKCD Supervisor Dave Guenther provided an update on discussions with State legislators regarding the Glenwood Valley and conservation budget considerations.</p> <p>A brief discussion followed about services conservation districts provide to farmers, ranchers and other property owners. C/EKCD Manager Loren Meagher provided an overview of how USDA's Natural Resources Conservation Service and Farm Service Agency provides funding to conservation districts.</p> <p>CKCD Supervisor Steve Cunningham reported he also met with legislators whom were very receptive to the idea of the Simcoe Mountains Unit partnership between E/CKCD and the Washington Department of Fish and Wildlife (WDFW). Supervisor Cunningham noted that Senator King expressed disappointment with WDFW's land acquisition practices and feels that properties should be kept as working lands in local control. Chairman Sauter stated that the County also has concerns about WDFW's acquisition of lands without adequate funding to support their purchases.</p> <p>Manager Meagher asked if the Board received a response from their October 23, 2018 letter to the Washington State Recreation and Conservation Office regarding WDFW's grant application. Chairman Sauter noted that no reply has been received. Manager Meagher indicated that he would follow-up and request a response and if needed would ask for the County's help.</p> <p>Manager Meagher stated that E/CKCD wants the co-ownership with WDFW to be successful but WDFW staff appear to have their own agenda and are only putting up with the conservation district.</p>


	<p>Manager Meagher noted that legislators are listening and want to know what the Commissioners think. Commissioner Sizemore commented that a lot of time has been invested in this project, noting that he would not support WDFW's land acquisitions if the project fails.</p> <p>The Board expressed their support for the project. Chairman Sauter noted that he feels it is a worthwhile project and something that has never been done before, the first model of WDFW and conservation districts working collaboratively.</p> <p>Supervisor Guenther suggested the Board consider meeting with legislators, WDFW and E/CKCD on site to discuss the project. The Board indicated they agreed that was a good idea and would support a meeting on site.</p> <p>Manager Meagher reviewed key elements of the project that need to be completed which are the Resource Management Plan Partnership Agreement and the Memorandum of Understanding between E/CKCD and WDFW.</p>
	<p>Consent Agenda:</p>
	<ul style="list-style-type: none"> * Approved (M/Johnston, S/Sizemore. Passed unanimously): the Consent Agenda with eleven (11) items, with item number 3 being pulled for further consideration. * 1) Resolution No. 01619 in the matter of calling for bid proposals and scheduling a bid opening to be held at 1:30 PM on Tuesday, April 2, 2019 to designate the official County Newspaper for advertising of all legal notices and delinquent tax lists as well as all notices to be published by newspapers of general circulation in Klickitat County per the RCW. * 2) Notice to Consultants and Scheduling a Bid Opening for 1:30 PM on Tuesday, March 12, 2019 to serve as a consultant for an update to the Klickitat County Comprehensive Solid Waste Management Plan. * 3) (Pulled) Addendum No. 5 between Klickitat County and Republic Services, Inc. for the purpose of approving the quarterly reduction of solid waste fees for waste coming from Snohomish, effective May 15, 2018. * 4) Personnel Authorization to begin the advertising process to fill a full time, vacant Real Property Appraiser I or II position at Grade 37-38, Steps 1-3, depending on qualifications, within the Assessor's Office. * 5) Professional Services Contract (C01719) between Klickitat County (Senior Services Department) and Area Agency on Aging & Disabilities of Southwest Washington for the purpose of providing Medicare Improvement for Patients and Providers Act for Beneficiary Outreach and Assistance to increase enrollment in Medicare Part D, Medicare Low Income Subsidy and/or Medicare Savings Programs; and to encourage Medicare Beneficiaries to access Medicare disease prevention and wellness benefits, effective January 1, 2019. * 6) Waste 2 Resource Community Litter Cleanup Program Agreement (C01819) Amendment No. 1 to W2RCLCP-1719-K1CoSW-0027 between the State of Washington Department of Ecology and Klickitat County (Solid Waste Department) for the purpose of providing a total eligible cost funding increase in the amount of \$25,000 for a total of \$118,300.

	<ul style="list-style-type: none"> * 7) Resolution No. 01719 in the matter of setting a Public Hearing to be held on February 26, 2019 at 1:30 PM to consider establishing Jim Riley Loop Road, Wheeler Road and Airport Way Road as part of the County Road System. * 8) Request to Award and Execute the On Call Electrical Services Contract (C01919) between Klickitat County (Public Works Department) and Coburn Electric Inc. for the purpose of providing On-Call Electrical Services, effective February 1, 2019 and ending January 31, 2020. * 9) Notice scheduling a public hearing to be held on Tuesday, February 19, 2019 at 1:30 to consider a Franchise Agreement between Klickitat County (Public Works Department) and Lightspeed Networks, Inc. * 10) Contract and Contract Bond (C02019) between Klickitat County (Public Works Department) and Cascade Bridge, LLC for the Wahkiacus Bridge Repair, CRP 272, Contract No. TA-3335, Fed. Aid No. BROS 2020(039), as bid in the amount of \$904,153.26 and authorization for the Public Works Director to execute any change orders for this project due to unforeseen conditions up to 10% of the contract (\$90,415.33). * 11) Notice to Vendors and Scheduling a Bid Opening for 1:30 PM on Tuesday, February 26, 2019 for Liquid Asphalt. * 12) Klickitat Onsite Employee Agreement (C02119) between Jamie Trospen and Klickitat County (Public Works Department) for the purpose of allowing a County Employee to live in the Fairgrounds mobile home to provide security and work as a Grounds Facilities Technician.
	<p>Commissioner Sizemore questioned an invoice from the Department of Ecology for registration dues related to post-closure activities at Horsethief landfill, noting that the invoice is being paid two (2) months early.</p>
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/Johnston, S/Sizemore. Passed unanimously): Accounts Payable: (#287220 - 287289) for a total of \$50,758.93. <p>There were no Payroll warrants requiring approval.</p>
	<p>Elected Official Report/Update:</p>
<p>Prosecuting Attorney's Update</p> <p>Executive Session: To review and discuss pending and potential litigation</p>	<p>Prosecuting Attorney David Quesnel noted he had no items of a general nature for discussion in open session.</p> <p>At 2:20 PM Chairman Sauter announced that the Board would be convening into Executive Session with Prosecutor Quesnel in accordance with RCW 42.30.110(1)(i) for a pending and potential litigation update. Chairman Sauter noted that the Executive Session would be for five (5) minutes. At 2:25 PM it was announced the Executive Session would be extended five (5) minutes.</p> <p>The Board reconvened back to Regular Session at 2:30 PM. No action was taken.</p>

<p>Issues as determined by the Board of Commissioners</p>	<p>Board Pending:</p> <p>The Board discussed various pending issues which included:</p> <ul style="list-style-type: none"> • The Dallesport Wastewater Treatment facility sewer rate study and fee update. • Chairman Sauter updated the Board on Mid-Columbia Housing Authority’s affordable housing project Pueblo Del Rio. • Commissioner Sizemore provided an update on the Southwest Washington Accountable Community of Health. • Washington State Association of Counties legislative priorities. • Reactivation of the Klickitat County Law and Justice Council. • The White Salmon Valley Pool Metropolitan Park District and possible locations for the new swimming pool. <p>* Board Correspondence noted for the record: Letter to Senator Curtis King and Representatives Gina Mosbrucker and Chris Corry in support of House Bill 1448 which creates the Veterans Service Officer Program in the Department of Veterans Affairs and provides funding to underserved eligible Counties to establish a Veterans Service Officer within the County.</p>
<p>Adjournment (3:12 PM)</p>	<p>Approved (M/Johnston, S/Sizemore. Passed unanimously): There being no further business before the Board, the meeting was adjourned until 10:30 AM on Thursday, February 7, 2019.</p>
	<p>Call to Order/Roll Call</p>
<p>Workshop Session for Thursday, February 7, 2019</p>	<p>Chairman Sauter convened the meeting at 10:30 AM. Commissioners present: Jim Sizemore, Rex F. Johnston and David M. Sauter.</p>
	<p>Workshop Session Agenda:</p>
<p>10:30/12:00 PM</p>	<p>Discussion and review of draft Veterans Advisory Board bylaws:</p> <p>Attendance: Veterans Advisory Board (VAB) members: Jerry Smith, Bill Caldwell, Keith Johnson, Brian Thimmig and Auditor Brenda Sorensen.</p>
	<p>The Board reviewed the draft Veterans Advisory Board bylaws. VAB members provided comments, clarification, and asked questions regarding several edits. Discussion followed regarding rotation of elected positions and terms. The Board of Commissioners and the VAB agreed the wording for Section 3.1 – Officers, should be revised to include a rotation of the elected positions.</p> <p>A discussion followed regarding State House Bill HB 1448, Commissioner Sizemore suggested VAB members encourage their counterparts in other counties to talk to their legislators. Discussion continued concerning moving the Veterans levy outside the General Fund. Chairman Sauter advised that if the VAB is interested he would be willing to go to voters to ask for an increase in the levy amount.</p> <p>Chairman Sauter provided an overview of a discussion the Board had with Klickitat PUD Commissioners regarding establishing an assistance program to help veterans and their families with electric/heating bills.</p>

	<p>Further discussion followed concerning setting up a process to accept private donations to the Veteran’s Relief Fund. Auditor Sorensen confirmed that donations can be accepted through her office and deposited with the Treasurer.</p> <p>VAB member Keith Johnson stated he would like to see services such as job training, mental health treatment and emergency shelter available to County veterans. Commissioner Sizemore provided a brief update on a federal grant recently awarded to Klickitat Valley Health to provide opioid treatment.</p> <p>Discussion followed regarding the Veteran’s Assistance program and guidelines. VAB member Jerry Smith noted that he requested and received an opinion from the Prosecutor’s Office regarding the twelve consecutive month rule. Auditor Sorensen advised that the Legions can provide funding assistance above the \$500 maximum but the County can only reimburse up to \$500 per veteran within a twelve month period.</p> <p>VAB member Bill Caldwell questioned the need for original receipts when the Legion submits invoices for reimbursement through the Veterans Relief Fund. Auditor Sorensen provided clarification, noting that the State Auditor’s Office requires original receipts be provided.</p> <p>The discussion regarding HB1448 and other proposed legislation regarding veterans issues continued. Chairman Sauter provided a brief history of Lobbyist Jim Potts and his work for Klickitat County during legislative sessions in Olympia.</p>
12:00 PM	The Board recessed for lunch at 11:50 AM.
1:15/2:45 PM	Discuss options to strengthen County Code and enforcement related to recreational vehicles (campers and motorhomes) without the benefit of a permit.
	<p>Attendance: Building Inspection and Code Compliance Director Lynn Ward, Code Compliance Officer Frank Hewey, Planning Director Mo-chi Lindblad and Prosecuting Attorney David Quesnel.</p> <p>Compliance Officer Hewey provided pictures of several cases involving unpermitted RVs, advising that some property owners are just unaware of the codes and take action to correct the matter, while others have limited resources and are not able to find affordable housing elsewhere, and others absolutely refuse to comply.</p> <p>Compliance Officer Hewey provided a review of the code violation compliant process, noting that it is a three (3) step process with fines totaling \$450.00 and finally, when property owners will not comply a certificate of noncompliance is placed on the title of the property.</p> <p>Compliance Officer Hewey stated that complainants are impatient and annoyed when complaints are not resolved quickly.</p>

	<p>Prosecutor Quesnel asked if the Compliance Officer has exhausted the steps of the code violation process. Officer Hewey stated that cases are in various stages of the process.</p> <p>Following discussion, the Board indicated that they would not wish to cause anyone to become homeless. Commissioner Sizemore commented that he has no desire to do any more than what the current code allows.</p> <p>Following further discussion the Board instructed Compliance Officer Hewey to exhaust provisions allowable according to County code and state law.</p>
	<p>Compliance Officer Hewey reported that the revised nuisance abatement agreement has been finalized by the Prosecutor's Office and will be used next time the bid process is required to clean up a nuisance property.</p>
	<p>The Board had a discussion regarding nuisance complaints filed against parcels located on Lyle point. The Board asked Director Ward to draft a letter to the Tribal Council to advise them of the problem and that Code Compliance would be contacting the property owner of the parcels in the near future. Director Ward noted that she would provide a draft letter to the Commissioner's Office for review.</p>
	<p>Compliance Officer Hewey provided a brief update on the nuisance case located at 203 Cypress Street in Dallesport, advising that US Bank would be abating the property within two (2) weeks, depending on weather.</p>
	<p>Board Clerk Snell advised that White Salmon Valley Metropolitan Park District Commissioner Karen Skiles called to report that the White Salmon City Council voted to fund operation of the swimming pool up to an amount not to exceed \$60,000 for 2019, and to forgive the debt to help support the Metropolitan Park District.</p>
<p>Adjournment</p>	<p>Approved (M/Johnston, S/Sizemore. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:41 PM.</p>
	<p>* Reference Document on File.</p> <p>Please Note: The Board of Commissioners' minutes are action minutes. A digital recording is on file as part of the official record and available on file BOCC-Meeting 2-05-19.</p>



Approved: **David M. Sauter**
 Chairman of the Board



2-26-19

Date