

**Klickitat County
Board of Commissioners
Minutes – Meeting of Monday, March 16, 2020**

Topic	Agenda Item - Comment/Disposition
<p>Special Emergency Meeting: Monday, March 16, 2020</p>	<p>Call to Order/Roll Call</p> <p>Chairman Rex F. Johnston called a special emergency meeting (via telephone conference) with the Emergency Operations Command (EOC)/Covid-19 policy group which included; Commissioners David Sauter and Jim Sizemore, Incident Commander/Emergency Management Director Jeff King, Interim Public Health Director David Kavanagh, Prosecuting Attorney David Quesnel, Human Resources Director Robb Van Cleave, Bingen Mayor Betty Barns, Goldendale Mayor Mike Canon, White Salmon Mayor Marla Keethler, Incident Commander Assistant Nicole Vincent, Plans/Operations Section Chief Marc Crain and Intel and Situation Report Section Chief Chuck Pullen.</p> <p>Chairman Johnston advised that on the recommendation of the Interim Public Health Director and the Director of Emergency Management he declared an emergency on Saturday, March 14, 2020 in response to public health threats due to the Covid-19 Outbreak.</p> <p>Discussion followed regarding the most important things everyone can do to prevent the spread of the Covid-19 virus and how to maintain essential public services and the operations of the county and cities.</p> <p>Chairman Johnston noted that the Board of Health met earlier in the day with the Klickitat County Health Officer and Incident Commander King, which resulted in recommendations to close all county and city offices and facilities to the public, allow employees to work from home, communicate by phone and email and maintain social distancing for essential employees coming to work. The Board also discussed and designated Commissioner Sizemore as the Interim Chairman (due to his location close to the courthouse) and authorizing him to sign all approved documents on behalf of the Board of Commissioners, who will be attending their regular meetings by telephone conferencing during this crisis.</p> <p>Following further discussion, Incident Commander King advised that he would prepare a memorandum for county and city employees regarding the closures. The Board noted they wanted to pay employees even if they had to stay home to care for themselves or family members. The Mayors agreed. HR Director Van Cleave indicated he would discuss payroll procedures with the Auditor.</p> <p>The Board indicated they would like to utilize technology as much as possible to allow for transparency and public access during Board meetings. Prosecutor Quesnel advised of Open Public Meetings Act requirements, indicating that due to the current situation allowing the public to call-in on specific issues would demonstrate good faith.</p>

	<p>Further discussion followed regarding limiting staff in the room to ten (10) occupants at a time while practicing social distancing. Public hearings, public meetings or issues of significance to the public will be postponed. The Board of Commissioners will continue to hold their meetings to conduct the necessary business of the county. Klickitat County residents are encouraged to call or email the commissioner’s office if they have concerns.</p>
<p>Adjournment (2:43 PM)</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): There being no further business before the Board, the meeting was adjourned.</p>
	<p>Call to Order/Roll Call</p>
<p>Morning Workshop Session – Tuesday, March 17, 2020</p>	<p>Interim Chairman Jim Sizemore called the meeting to order at 10:00 AM. All Commissioners were present: David M. Sauter and Rex Johnston by telephone.</p>
	<p>Workshop Session Agenda</p>
<p>Public Works/Road Department Update</p>	<p>10:00 AM- Department Update/Comment</p> <p>Attendance: Public Works Director Gordon Kelsey, Deputy Director Jeff Hunter, Treasurer Greg Gallagher and HR Director Robb Van Cleave.</p> <p>Director Kelsey provided a department update, which included a review of Consent Agenda items and discussion regarding pulling Public Works items #14 & #17 due to the Covid-19 situation. Brief updates on construction projects and road maintenance also were provided. Director Kelsey advised that road crews are being split up and will be working 12-hour shifts in an effort to keep social distancing of employees.</p> <p>The Board agreed with recommendations from Public Works to close the fairgrounds, firearms range and restroom facilities.</p> <p>Director Kelsey noted that Buildings & Grounds has been studying the CDC’s website and will be modifying solutions and procedures for cleaning, disinfecting and sanitizing.</p> <p>The Board discussed a replacement aviation fuel tank system at the airport, which the County owns jointly with the City of The Dalles.</p>
<p>Natural Resources/Economic Development Department Update</p>	<p>10:30 AM - Department Update/Comment</p> <p>Attendance: Natural Resources/Economic Development Director Dave McClure, Economic Specialist Richard Foster and Natural Resource Specialist Jacob Anderson.</p> <p>The Board held a discussion regarding the potential effects of the Covid-19 outbreak on the Country's economy and that sales tax receipts and landfill revenues will probably see a slowdown.</p>

	<p>Director McClure advised that the Incident Commander has asked him to serve as a business liaison for the EOC and he will be posting available business resources from the Department of Commerce and the Governor's Office on County websites. The Economic Development Department will also be using social media to reach County businesses.</p> <p>Director McClure noted that the Governor's Office contacted him and asked for economic damage reports, which are part of the Small Business Administration's process for requesting disaster assistance loans for small businesses impacted by Covid-19.</p> <p>Due to Incident Command protocol, all public health and economic disaster information will be through the Incident Command Center.</p> <p>Director McClure requested and received clarification regarding the Dallesport Water District's (DWD) approved Landfill Gas Improvement project. Director McClure indicated DWD would like to change the scope of work for the project and he was advised that it would require a new application, which would be reviewed by the Landfill Gas Improvement Committee. Further discussion followed regarding the importance of water and the economic environment of the Dallesport peninsula and options for available water sources.</p> <p>Director McClure thanked the Board for providing no loss of wages or benefits to County employees during the Covid-19 situation.</p>
	<p>Director Van Cleave provided an update on the process of hiring the selected applicant for the Public Health Director position and received verbal approval from the Board to move forward with a letter of employment.</p>
	<p>Solid Waste Director Irving provided a brief update on the landfill, noting that Republic Services does have an emergency contingency plan during the Covid-19 outbreak.</p>
Call to Order of the Regular meeting/Roll Call:	
<p>Regular Meeting for Tuesday, March 17, 2020</p>	<p>Chairman Johnston reconvened the meeting at 1:00 PM. Commissioners present: David M. Sauter and Rex Johnston (via telephone) and Jim Sizemore.</p>
Agenda:	
<p>Business Agenda</p>	<p>Approved (M/Sauter S/Johnston. Passed unanimously): the agenda with four (4) Add-ons under New Business. Resolutions in the matter of an emergency declaration due to the Covid-19 Outbreak; Closing all county facilities to the public beginning March 17, 2020 through April 24, 2020; and Designating Commissioner Jim Sizemore as Interim Chairman and authorizing him to sign all approved documents on behalf of the Board of Commissioners during the Covid-19 situation; And A Request from the Public Health Department for authorization to purchase one (1) Dell 14" Laptop and Thunderbolt Dock.</p>

	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	There are no Commissioner meeting minutes requiring approval at this time.
	Citizen Comment:
	There was no one present from the public at this meeting, noting that access was provided.
	New Business:
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 04620 in the matter of an emergency declaration for the purpose of response to Public Health threats due to the Covid-19 Outbreak. (Chairman Rex Johnston verbally declared an Emergency at 3:45 p.m. on Saturday, March 14, 2020).</p> <p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 04720 in the matter of closing all county facilities to the public beginning March 17, 2020, through April 24, 2020, due to the Covid-19 outbreak.</p> <p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 04820 in the matter of designating Commissioner Jim Sizemore as Interim Chairman and authorizing him to sign all Board of Commissioner approved documents on behalf of the Board of Commissioners during the Covid-19 situation, effective March 17, 2020, through April 24, 2020.</p> <p>Approved (M/Sauter, S/Johnston. Passed unanimously): A Request from the Public Health Department for authorization to purchase one (1) Dell 14" Laptop and Thunderbolt Dock at a cost of \$2,363.59 plus applicable sales tax of 7.50% (\$177.27) for a total purchase price of \$2,540.86.</p>
	Consent Agenda:
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with fifteen (15) items, noting that items #3, #14 & #17 were pulled for further clarification.</p> <ul style="list-style-type: none"> * 1. Letter and Interlocal Funding Assistance Agreement (C03220) between Klickitat County and Klickitat School District #402 to provide funding assistance to develop and/or enhance their At-Risk Youth Programs. * 2. Intergovernmental Agreement (C03320) between Washington State Parks and Recreation Commission and Klickitat County (Sheriff's Department) to establish a cooperative framework between State Parks to enhance the performance of boating safety and education services in the State. 3. (Pulled) Independent Contractors Agreement between Klickitat County (Economic Development Department) and Mt. Adams Chamber of Commerce. * 4. Independent Contractors Agreement (C03420) between Klickitat County (Economic Development Department) and Goldendale Chamber of Commerce. This is a cost-reimbursement, time and materials type contract with a not to exceed a budget of \$35,000, in the calendar year 2020.

- * 5. Amendment No. 12 to the 2018–2020 Consolidated Contract **(C03520)** between Klickitat County (Public Health Department) and the Washington State Department of Health for the purpose of adding “Statements of Work” for Office of Drinking Water Group A Program, effective January 1, 2018, and increasing funding for a revised maximum consideration of \$906,641.
- * 6. Agreement **(C03620)** between Columbia Gorge Children’s Advocacy Center and Klickitat County (Prosecuting Attorney’s Office) for CGCAC to provide medical assessments and forensic interviews of alleged child abuse victims in the Columbia Gorge region, effective January 1, 2020, to December 31, 2020.
- * 7. Termination of Contracts (C15719) between Entrust Community Services and Klickitat County (Public Health Department) and C15819 between Educational Services District #112 and Klickitat County (Public Health Department) for the Developmental Disabilities Services within Klickitat County.
- * 8. Personnel Authorization to begin the advertising process to fill a Temporary Design Engineer Assistant position; Grade 67, step 1-3, Depending on Qualifications within the Public Works Department.
- * 9. Personnel Authorization to begin the advertising process to fill a Clerical Administrative Assistant I, II or III position; Grades 34, 35 or 36, step 1-3, Depending on Qualifications within the Public Works Department.
- * 10. Personnel Authorization to begin the advertising process to fill a Temporary Flagger position; Grade 32, step 1-3, Depending on Qualifications within the Public Works Department.
- * 11. Professional Service Contract **(C03720)** between Klickitat County (Human Resources Department) and Prothman to assist in providing outreach services for the recruitment of a Klickitat County Human Resource Fiscal Manager position; at the cost of \$5000.
- * 12. **Resolution No. 04920** in the matter of combining the Information Technology and Budget Department and Human Resources Department and renaming it to the Human Resources and Administrative Services Department; which reflects adding a Fiscal Manager, Human Resources Manager and a Public Records Coordinator position and renaming the Human Resources Director to Human Resources and Administrative Services Director, effective March 16, 2020.
- * 13. Request for concurrence to award bid to Apply-A-Line LLC of Pacific, Washington for the 2020 Annual Striping Program, RN 642-20 as bid in the amount of \$326,803.00.
14. **(Pulled)** Notice of scheduling a public hearing to be held on the 7th day of April 2020, at 1:30 PM to amend Klickitat County Code 10.24 to allow the operation of wheeled all-terrain vehicles on County maintained roads with posted speed limits of 35 miles per hour or less in Dallesport and Bickleton.
- * 15. Small Works Contract **(C03820)** between Mountindale Maintenance and Klickitat County (Public Works Department) for the Contracted Janitorial Services for Klickitat County Annex Buildings 1, 2, 4, 5, the Goldendale Shop and the WSU room at the Fairgrounds as bid in the amount of \$5,241.20 per month.

	<p>* 16. Concurrence to Award Bid and Small Works Contract (C03920) between Summit Environmental, Inc. and Klickitat County (Public Works Department) for the Klickitat County Asbestos Abatement of Annex 2, Senior Services Building and pipe lagging in the Courthouse basement all in accordance with the contract provisions as bid Total bid price of \$19,813.33 includes all applicable permit and/or license fees.</p> <p>17. (Pulled) Request for concurrence to award the bid to Western States Asphalt LLC. of Pasco, Washington for the 2020 Liquid Asphalt Purchase, as bid in the amount of \$572,771.00 including sales tax and delivery.</p> <p>* 18. Work for hire agreement (C04020) between Dean J. Cameron and Klickitat County (Assessor's Office) for the purpose of providing training and consulting services to improve the quality of annual assessments; services shall not exceed \$6000.00; the term of this contract is January 2, 2020, to December 31, 2020; And Work for hire agreement (C04120) between David Loomer and Klickitat County (Assessor's Office) for the purpose of providing training and consulting services to improve the quality of annual assessments; services shall not exceed \$6000.00.</p>
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/, S/. Passed unanimously): Accounts Payable: (#297266 - 297385) for a total of \$132,532.97 for the date ending March 16, 2020.</p> <p>There were no payroll warrants requiring approval at this time.</p>
	<p>Miscellaneous Report/Update:</p>
<p>Discussion regarding essential services & continuity of operation during the closing due to the Covid-19 Outbreak</p>	<p>The Board met with various elected officials and department heads via telephone conference with several individuals in attendance. Note: All personnel in the room complied with social distancing recommendations.</p> <p>Interim Chairman Sizemore advised that the Board acted on the recommendation of the Board of Health and Public Health Officer to close all County offices and facilities to the public and to allow all non-essential employees to stay home.</p> <p>Discussion followed regarding in-home health care and transportation services and how to protect employees while serving the most vulnerable County residents.</p> <p>Necessary Court proceedings were also discussed. Prosecutor Quesnel advised that he would follow up with the Judges and identified various emergency filings that will need to be dealt with, noting that Judges can suspend deadlines and slow down trials during the outbreak.</p> <p>HR Director Van Cleave advised that the unions are on board and appreciate the Boards actions for employees. Director Van Cleave noted that he would be following up with the Auditor to work out the details regarding sick leave and Covid-19 leave.</p>

	<p>Board Pending:</p> <p>Board correspondence noted for the Record:</p> <ul style="list-style-type: none"> * Letter to the Resident Engineer - Consultant Projects, Oregon Department of Transportation, Region 4 regarding the US 197 Columbia River Bridge nighttime closures. * Letter of employment to Erinn Quinn for the Klickitat County Public Health Director position.
<p>Adjournment (12:52 PM)</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned. No workshops scheduled.</p>
	<p>* Reference Document on File 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 3-17-20.</p>

Jim Sizemore
 Approved: **Jim Sizemore**
 Interim Chairman



4/7/20
 Date