

**Klickitat County  
Board of Commissioners  
Minutes – Meeting of Tuesday, March 31, 2020**

<b>Topic</b>	<b>Agenda Item - Comment/Disposition</b>
	<b>Call to Order/Roll Call</b>
Morning Workshop Session – Tuesday, March 31, 2020	Chairman Jim Sizemore called the meeting to order at 10:00 AM. Commissioners present: Jim Sizemore, and David M. Sauter and Rex F. Johnston via telephone.
	<b>Workshop Session Agenda</b>
Public Works/Road Department Update	<p><b>10:00 AM – Public Works Department Update:</b></p> <p>Attendance: Public Works Director Gordon Kelsey, Assistant County Engineer Jeff Hunter, Auditor Brenda Sorensen and Chief Deputy Auditor Heather Jobe were present in the chambers. Treasurer Greg Gallagher, Emergency Management Director Jeff King and county resident Dan Christopher were present via telephone conference.</p> <p>Director Kelsey provided a brief review of Public Works items on the Consent Agenda, an update on the contract for the 2020 Striping project and the asbestos abatement of the Courthouse and Annex 2 (Senior Services Department).</p> <p>Discussion followed regarding acquisition of right-of-way for the Courtney Road project. Director Kelsey indicated Public Works is working through a permitting issue with the Gorge Commission Planner and will be proceeding with acquiring right-of-way pursuant to State law. The Board agreed and expressed support.</p> <p>Director Kelsey reported that work on the Klickitat Path trail is continuing and the Trout Lake Highway repair plans are 90% complete. A road maintenance report followed.</p> <p>Director Kelsey provided a brief update on work related to the new County Services Building and Courthouse upgrades and repairs.</p> <p>Deputy Director Jeff Hunter provided a radio project update, noting that ADCOMM Engineering has been sold and he will be meeting with the new owners to review punch list items needed at the various radio sites, and plans and engineering for the two (2) remaining radio sites.</p>
Sheriff Bob Songer: Department Update	<p><b>10:30 AM - Elected Officials Report/Update:</b></p> <p>Attendance: Sheriff Bob Songer, Treasurer Greg Gallagher, Emergency Management Director Jeff King and county resident Dan Christopher were present via telephone conference. Undersheriff Mike Kallio, Chief Civil/Jail Carman Knopes, Auditor Brenda Sorensen and Chief Deputy Auditor Heather Jobe were present in the chambers.</p> <p>Sheriff Bob Songer provided an overview of service calls and civil papers served from January 1, 2020 to March 30, 2020.</p> <p>Sheriff Songer reported that he testified on behalf of the Washington Cattlemen's Association in regards to Klickitat County's Dangerous Wildlife program dealing with cougar and bear problems at the Washington Department of Fish and Wildlife Commission public hearing on March 13, 2020, which he was happy to do.</p>

Sheriff Songer shared letters from legislators to Governor Inslee calling for the Governor to amend his March 23, 2020, "Stay Home, Stay Healthy" order to include firearm-related businesses and shooting ranges in the list of businesses and industries in the "Essential Workforce Critical Workers" list. Sheriff Songer noted that it was interesting to him that Governor Inslee supports marijuana shops being an essential business and firearm businesses are not essential.

Sheriff Songer advised that the Sheriff's Office is cooperating with the Klickitat County Department of Emergency Management, Emergency Operations Center, Public Health Department, Klickitat Valley Health and Skyline Hospital in regards to the COVID-19 outbreak. He noted that he made a video press release requesting the public's help in fighting the spread of COVID-19 and asking citizens to stay in their home for the next few weeks and only travel outside of the home for doctor appointments, to obtain food items from the grocery store, or pick up medications from the pharmacy.

Sheriff Songer advised that he has been working from home for about a week and plans to continue for the next few weeks to do his part to prevent the spread of COVID-19.

Sheriff Songer reported that he has requested deputies to make contact with any groups of people in violation of the Governor's Proclamation and to instruct them to leave in order to prevent the spread of the COVID-19.

Chief Civil/Jail Deputy Carman Knopes provided a jail update, which included an overview of precautions put into place to prevent the spread of COVID-19 with the goal of providing a safe and healthy environment for both staff and inmates.

Chief Knopes reported that with the onset of the pandemic the Jail immediately started making changes in daily operations, working with the Sheriff and Undersheriff to establish new procedures for both the jail and patrol.

Booking restrictions were implemented and an email was sent out to all agencies who utilize the jail facility. The Prosecutor's Office, Judges and attorneys were also notified. In addition to booking restrictions, transports were also limited for the jail as well as at the state and multi-state level.

Chief Knopes advised that all programs involving volunteers were suspended, as well as inmate visiting. All staff training has been canceled at this time and the staff continue to monitor inmate medical needs and have kept the jail medical provider updated with procedural changes. Chief Knopes indicated that Comprehensive Mental Health has been in touch on a weekly basis and has a plan in place in the event of a crisis within the jail.

Jail staff have reassured inmates that every preventative measure to limit their exposure has been taken. CDC guidelines in regards to symptoms and ways to prevent the spread were also posted for inmates.

Chief Knopes indicated that with the lack of programs operating, courts and transports the workload for the staff has been significantly reduced, which has allowed them time to tackle projects including extra cleaning that always is placed on the back burner for lack of time.

Auditor Brenda  
Sorensen:  
Department Update

**11:00 AM - Elected Officials Report/Update:**

Attendance: Budget & Information Technology Director Glen Chipman, Human Resources and Administrative Services Director Robb Van Cleave, Emergency Management Director Jeff King and county resident Dan Christopher were present via telephone conference. Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Economic Development/Natural Resources Director Dave McClure and Economic Specialist Richard Foster were present in the chambers.

Auditor Brenda Sorensen advised that her office is having difficulties in providing services to customers with the closure, and staff is working on licensing, recording and other services as best as they can.

Discussion followed regarding coding for employee hours spent working at the Emergency Operation Center (EOC) and for those not working due to the closure. Director Chipman provided clarification regarding which funding sources the codes are assigned. Director Chipman noted that grant funds from the Washington State COVID-19 Outbreak Emergency Housing Grant would be directed to the Cumulative Reserve fund to offset expenditures.

Director Chipman provided an overview of available emergency funding which is approximately \$6.5 million, noting that all available funds are eligible for emergencies. Director Chipman indicated that BARs numbers have been set up for tracking purposes, which will be used for expenditures related to the COVID-19 emergency.

Chairman Sizemore suggested using funds from the Public Corporation for small business relief, noting that the funds are to be used for economic development purposes.

Director McClure explained the process for state and federal grants/loans for businesses related to COVID-19. The Economic Development Department has set up a Facebook page and website to assist businesses, Director McClure indicated that the department has received numerous responses.

Chairman Sizemore reported that he spoke with PUD Commissioner Gunkel who shares his concerns about small businesses. PUD is looking at developing a utility bill forgiveness program for businesses during this crisis.

A discussion followed regarding agricultural labor and concerns whether businesses like Underwood Fruit and Mt. Adams Orchards will have an adequate workforce during harvest.

Director McClure provided a brief overview of the state's loan program which provides \$5 million from the Department of Commerce. Director McClure suggested that loan applications go through the Public Economic Development Authority Executive Committee to screen the applications to ensure the applicants qualify and then select the applications that get forwarded to Commerce for funding.

Economic Development Specialist Foster provided an update on the grant funded flex space project being built at the airport.

		<p>Director Chipman proposed to suspend exempt tracking on employee timesheets until after the COVID-19 situation, noting that it will create issues for departments that use job cost and grant reporting.</p> <p>Chief Deputy Auditor Jobe offered a solution that would allow the data to be collected but would not affect job cost or grant reporting. The Board agreed with Ms. Jobe's solution.</p>
Lunch Recess		The Board recessed for lunch at 11:42 AM.
		<b>Call to Order/Roll Call:</b>
Regular Meeting for Tuesday, March 31, 2020		Chairman Sizemore reconvened the meeting at 1:00 PM. All Commissioners were present: Jim Sizemore in chambers, and David M. Sauter and Rex F. Johnston via telephone conference.
		<b>Agenda:</b>
Business Agenda		<b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> with one (1) Add-on under New Business: Letter and Resolution appointing Paul Moyer to the Klickitat County Board of Health, And Certificate of Appreciation to Erinn Quinn for her service as a member of the Board of Health.
		<b>Approval of Commissioner Meeting Minutes:</b>
Approval of Meeting Minutes	*	<b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> The Klickitat County Board of Commissioners Meeting Minutes for March 3, 2020 as presented.
		<b>Citizen Comment:</b>
		<p>County resident Dan Christopher (via telephone conference) thanked the Board for their open public meetings during the COVID-19 situation and closure of County buildings and facilities.</p> <p>Commissioner Sauter provided an overview of Governor Islee's Monday afternoon press conference, noting that some businesses and members of the public are not complying with the stay at home order. The Governor has set up a process for reporting complaints and indicated those who are noncompliant could face criminal charges.</p> <p>Discussion followed regarding a draft letter to the Governor from the Commissioners and the Mayors regarding hikers from out of the area crowding Klickitat County trails. The Board felt that with all State Parks and US Forest Service lands closed the situation had improved and it was not necessary to send a letter at this time.</p> <p>Mr. Christopher asked if the Emergency Operation Center meetings were open to the public. Commissioner Sauter advised that they were not, adding that they are briefings between the County Commissioner's Chairman, Mayors of Bingen, Goldendale and White Salmon and Emergency Operations Command. Commissioner Sauter stated that he and Commissioner Johnston listen in but under advisement of legal counsel that can not participate in any discussion.</p> <p>Chairman Sizemore asked Mr. Christopher about the Sheriff's Posse activities during this crisis. Mr. Christopher noted that Posse members are delivering food and supplies to high risk citizens in their homes and posting notices throughout the county.</p>

	<p>The Board had a discussion regarding hearing of an unverified report of a potential closure of gorge area newspapers, which would include The Dalles Chronicle, the White Salmon Enterprise and the Hood River News.</p>
	<p><b>Public Meetings/Public Hearings/Bid Openings:</b></p>
<p>Public Meeting: To consider preliminary approval of BSP 2020-01; Edgeview Condominiums</p>	<p><b>Approved (M/Johnston, S/Sauter. Passed unanimously): Resolution No. 05220</b> in the matter of preliminary approval of Edge View Condominium Binding Site Plan BSP2020-01, the proposal is a phased development to construct a maximum of 30 units. The project is located within a portion of section 3, T2N, R12E, W.M., Klickitat County, WA. (Lyle vicinity). Applicant: Edgeview Condominiums (Harry Boy, LLC).</p> <p>Associate Planner Denise Lee (via Telephone conference) provided a staff review of Binding Site Plan, BSP 2020-01, which is a proposal for a phased development of 30 condominium units. Each unit will be approximately 900 Sq. Ft in size with 2 bedrooms, 2 bathrooms, laundry, and a patio or deck facing the river. The entire development must be completed within 5 years of the BSP final approval date.</p> <p>Ms. Lee stated that it is unclear who is responsible for maintenance costs of the cross walk on SR 14 to the development. Planner Lori Anderson (via telephone conference) stated that when the Conditional Use Permit was processed this was not addressed. Commissioner Sauter advised that maintenance cost of the cross walk should be the State's responsibility or the cost should be borne by the project.</p> <p>Applicant David Scarborough (via telephone conference) stated that the owners have options, they can contract with the State or another party to do the maintenance.</p> <p>Following further discussion, Chairman Sizemore called for a motion.</p>
<p>Public Meeting: To consider approval of a Short Plat SPL No. 2019-20; Applicants: Davis/Wilcox</p>	<p><b>Granted (M/Sauter, S/ Johnston. Passed unanimously):</b> Approval of Short Plat No. SPL2019-20, which is an alteration of Short Plat No. 2018-21, grant final approval; Applicants Davis/Wilcox.</p> <p>Associate Planner Lee reported that Short Plat No. SPL2019-20 is a proposal to amend Note#13 of SPL-2018-21, Lots 1 and 4 will share access via a 60' wide private road easement (Aerni Road). The proposed short plat alteration is located in the Trout Lake vicinity.</p> <p>Ms. Lee advised that an administrative review of the short plat has been completed and all conditions attached to the preliminary approval have been met.</p>
<p>Public Meeting: To consider approval of a Short Plat No. SPL 2019-17; Applicant: Steve Hoskins</p>	<p><b>Approved (M/Johnston, S/ Sauter. Passed unanimously):</b> Short Plat No. SPL 2019-17, which is a proposal to divide a 30 acre parcel into 4 lots, and grant final approval; Applicant: Stave Hoskins.</p> <p>Associate Planner Lee advised that Short Plat No. SPL2019-17 is a proposal to divide a 30 acre parcel into 4 lots. Parcel No. 02-13-2761-0001/00 is located in the Husum vicinity.</p> <p>Ms. Lee advised that an administrative review of the short plat has been completed and all conditions attached to the preliminary approval have been met.</p>

<p>Public Meeting: To consider approval of a Short Plat No. SPL 2019-25; Applicants: Trujillo</p>	<p><b>Approved (M/Sauter, S/ Johnston. Passed unanimously):</b> Short Plat No. SL) 2019-25, which is a short plat of a 2.42 acre parcel into 2 lots and grants final approval; Applicants: William &amp; Genevieve Trujillo.</p> <p>Associate Planner Lee reported that Short Plat No. SPL2019-25 is a proposal to short plat a 2.42 acre parcel into 2 lots. Ms. Lee advised that an administrative review of the short plat has been completed and all conditions attached to the preliminary approval have been met.</p>
<p><b>Elected Official Report/Update:</b></p>	
<p>Treasurer Greg Gallagher: Office Update</p>	<p>The Board continued a previous discussion regarding finance options for the new County Services Building. Treasurer Greg Gallagher stated that he has been working with the State to set up an anticipation bond, to use until bond funding is in place. Treasurer Gallagher noted that he has also been investigating a revolving line of credit should the Board decide that is an option for interim funding.</p> <p>The Board indicated they were not interested in a line of credit and would rather use reserves. Chairman Sizemore noted that he had asked the Treasurer to research options should county reserves be needed during the COVID-19 outbreak.</p> <p>Further discussion regarding possible expenses during the COVID-19 situation followed. The Board agreed the County needed financial coverage to get to June when bond funding would be available.</p> <p>Treasurer Gallagher stated that he would be able to finalize the bond resolution for next Tuesday’s Board meeting and inclusion on the Consent Agenda.</p> <p>The Board discussed the federal stimulus and questioned what provisions it contains to assist rural public hospitals.</p> <p>Treasurer Gallagher advised that the first half of property taxes are due April 30, 2020, adding that there has been a push by some counties to extend the date to June 1st, which he does not support. Treasurer Gallagher stated that the Public Hospital Districts, Emergency Medical Services District, School Districts and the other special districts need help, noting that they have debts that need to be paid. Treasurer Gallagher stated that he is looking at developing a hardship payment plan to assist taxpayers during this crisis.</p> <p>Treasurer Gallagher provided a brief update on the Treasurer’s Office procedures and functions and thanked the Information and Technology Department for their help in setting up a remote office at the fairgrounds to separate staff.</p>
<p><b>Miscellaneous Reports/Comments:</b></p>	
<p>Review of the 2020 Historic Preservation Grant Proposals</p>	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> Motion to award Historical Preservation grant funds as discussed and direct staff to prepare a resolution to award grant funds for next week’s Consent Agenda.</p> <p>Prior to the motion the Board reviewed four (4) proposals that were received from non-profit entities in response to a “Request for Proposals”as follows:</p> <ul style="list-style-type: none"> <li>● Alder Creek Pioneer Association/Carousel Museum \$2,500</li> <li>● West Klickitat County Historical Society/Gorge Heritage Museum \$1,000</li> <li>● Twin Bridges Historical Museum/Lyle Historical Society \$1,000</li> <li>● Maryhill Museum of Art Museum \$5,000</li> </ul>

Requests to use Historic Preservation funds totaled \$9,500, noting the 2020 budget is \$5,000. Deputy Clerk Ibbey Coyne advised that there was a balance of \$2,000 not used in 2019. The Board considered and decided to add the 2019 balance to available funds for 2020 due to the special event planned for the 100-year anniversary of WWII to be held at Stonehenge. Maryhill Museum's funding request was for needed repairs and upgrades to the Stonehenge WWII Memorial to provide easier access for older citizens and veterans.

It was determined that the proposals met the program requirements and that it was in the best interest of the citizens of Klickitat County to award funds between the entities with the following amounts: Alder Creek Pioneer Association (Carousel Museum) \$1,000, West Klickitat County Historical Society (Gorge Heritage) \$1,000, Twin Bridges Historical Museum \$1,000, and Maryhill Museum of Art Museum (Stonehenge Memorial Veterans' Memorial) \$4,000 for total of \$7,000. It was noted that a supplemental budget would be required to increase expenditures for 2020.

**Consent Agenda:**

- \* **Approved (M/Johnston, S/Sauter. Passed unanimously):** the Consent Agenda with eight (8) items.
- \* 1) Amendment No. 1 (C04420) to Interlocal Funding Assistance Agreement (00720) between Klickitat County and Washington Gorge Action Programs for the purpose of extending the end date from December 31, 2020, to December 31, 2021, due to the response to public health threats related to the COVID-19 outbreak.
- \* 2) Independent Contractors Agreement (C04520) between Klickitat County (Economic Development Department) and Mt. Adams Chamber of Commerce for providing visitor information center services and conducting other tourism promotion activities as specified in the Scope of Work. This is a cost-reimbursement, time and materials type contract with a not to exceed the budget of \$61,745.
- \* 3) Purchase request from the Department of Emergency Management for authorization to purchase one (1) 2020 Ford Expedition SSV 4WD from state bid/contract at a cost of \$41,915.00 plus applicable sales tax of 8.4% (\$3,520.86) for a total purchase price of \$45,435.86. This request also includes the purchase/installation of necessary equipment at a cost of \$9,660.93; for a combined total of \$55,096.79.
- \* 4) Authorization to Purchase FARO 3D/2D drawing software for collision and crime scene investigations to be used by the deputies; at a cost of \$1,836.35, this includes a single user hard lock and tax.
- \* 5) Authorization to Purchase a computer and monitor with sufficient power and memory to accommodate the FARP 3D/2D drawing software for collision and crime scene investigations at a cost of \$3,092.78, including tax.
- \* 6) Authorization to Purchase Crossmatch software upgrade and maintenance GSA contract: GS-35F0199R for three (3) stations; the cost per station is \$906.75, tax in the amount of \$204.02, for a total cost of \$2,924.27
- \* 7) Jail Health Service Agreement (C04620) between Brian Bea and Klickitat County (Sheriff Office) to provide medical care to the inmates of the Klickitat County Jail, effective January 1, 2020, and shall remain in effect until December 31, 2023.
- \* 8) Authorization of Chair signature for the Digital Submittal Certification for the County Road Administration Board for 2019 Road Levy Certification.

		<b>Payment Approvals:</b>
Voucher Certification and Approval	*	<b>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</b> Accounts Payable: (#297656 - 297721) for a total of \$140,798.28 for the date ending March 30, 2020.
		<b>New Business:</b>
	*	<b>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 05320</b> and Letter in the matter of appointing Paul Moyer to serve on the Klickitat County Board of Health. Appointment shall be to an unexpired two (2) year term expiring December 31, 2020; And Certificate of Appreciation to Erinn Quinn for her service as a member of the Board of Health.
Executive Session: To discuss the qualifications and performance of a public employee		<p>Human Resources and Administrative Services Director Robb Van Cleave requested an Executive Session to discuss the qualifications and performance of a public employee.</p> <p>At 2:42 PM Chairman Sizemore announced that the Board would be convening into Executive Session with Director Van Cleave, Human Resources Manager KC Sheridan and Prosecutor David Quesnel (via telephone conference) in accordance with RCW 42.30.110(1)(g) to discuss the qualifications and performance of a public employee. Chairman Sizemore noted that the session would last for fifteen (15) minutes.</p> <p>The Board convened back into Regular Session at 2:57 PM. No action was taken.</p> <p>Discussion followed regarding the increased workload of Public Health nurses due to the COVID-19 outbreak.</p> <p>Director Van Cleave advised that other counties are narrowing down employee pay options during COVID-19 closures, noting that the County Emergency Declaration which is set to be reviewed April 24th did not reflect the employee pay memorandum that stated employees would not lose any pay or benefits through April 24th.</p> <p>Director Van Cleave advised that at some point the County might be in a position where it may be necessary to refine COVID-19 related employee pay options for various positions. Chairman Sizemore indicated he was looking through June, before the Board would have to have that discussion.</p> <p>Commissioner Sauter indicated that he would like to get a better idea of the big picture, adding that hospital districts have already asked the Treasurer for funding assistance and, due to potentially lower sales tax revenues, special taxing districts may also need assistance. Commissioner Sauter stated that he would like to gather more data. The Board asked Director Van Cleave to run the numbers regarding wages and benefits.</p> <p>Discussion continued regarding the number of Emergency Operation Center (EOC) staff needed during the COVID-19 situation. Director Van Cleave indicated he would gather information regarding regular employee and EOC staffing costs for further discussion next week.</p>
		<b>Elected Official Report/Update:</b>
Prosecutor's Update		Prosecutor David Quesnel advised he had nothing to discuss in open session and requested an Executive Session to discuss potential and pending litigation.



<p>Executive Session: To discuss potential and pending litigation</p>	<p>At 3:33 PM Chairman Sizemore announced that the Board would be convening into Executive Session with Prosecutor David Quesnel (via telephone conference) in accordance with RCW 42.30.110(1)(i) to discuss potential and pending litigation. Chairman Sizemore noted that the session would last for five (5) minutes.</p> <p>The Board convened back into Regular Session at 3:38 PM. No action was taken.</p>
<p>Adjournment</p>	<p><b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> There being no further business before the Board, the meeting was adjourned at 3:38 PM. No workshops scheduled.</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 3-31-20.</p>

*Jim Sizemore*  
 Approved: Jim Sizemore  
 Interim - Chairman of the Board



*4/14/20*  
 Date