

**Klickitat County  
Board of Commissioners  
Minutes – Meeting of Tuesday, April 7, 2020**


| Topic   | Agenda Item - Comment/Disposition  |
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|   | <b>Call to Order/Roll Call</b>   |
| Morning Workshop Session – Tuesday, April 7, 2020       | Interim Chairman Jim Sizemore called the meeting to order at 9:30 AM. All Commissioners were present: David M. Sauter and Rex Johnston by telephone.   |
|   | <b>Workshop Session Agenda</b>   |
| Economic Development/Natural Resource Department Update | <p><b>9:30 AM - Klickitat County Business and Economic Development Update</b></p> <p>Attendance: Natural Resource/Economic Development Director Dave McClure, Economic Specialist Richard Foster, Natural Resource Coordinator Jacob Anderson in Chambers and resident Dan Christopher via telephone.</p> <p>Natural Resource/Economic Development Director Dave McClure provided an update on Federal and State Grants for businesses affected by the COVID-19 pandemic; discussions were held regarding the size of business in the County and the eligibility screening process that will streamline grant applications.</p> <p>Natural Resource Coordinator Jacob Anderson reported on conversations he held with internet providers in the area, noting there is a bandwidth shortage across the County due to the recent increase in use.</p> <p>Coordinator Anderson provided a small business update and percentage of business in the area that are 100% shut down.</p> <p>Economic Specialist Richard Foster provided an update on the Dallesport Airport.</p> <p>Interim-Chairman Sizemore requested information regarding the demands for local fruit and dairy producers in the area.</p> |
| Public Works/Road Department Update                     | <p><b>10:00 AM – Public Works Department Update</b></p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter in Chambers, along with various County Employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reviewed consent agenda items on this afternoon’s agenda; the add-on contract for the HVAC installation project in the large exhibit room at the Fairgrounds; the 2020 striping contract and the asbestos abatement, noting the contractor started work yesterday.</p> <p>Director Kelsey provided an update on the Courtney Road Safety Project stating there are only two remaining issues they will work through.</p> <p>Director Kelsey requested and received approval to alternate the road crew employee’s schedule around the upcoming Easter weekend to allow them to be off work.</p>  |

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|   | <p>A brief discussion was held about the Centerville Grange, followed by Director Kelsey noting that the reduction in travel will reduce the amount of gas sales taxes the County receives for road repairs.</p>   |
| <p>Solid Waste Department Update.</p>                               | <p><b>10:30 AM - Department Update/Report:</b></p> <p>Attendance: Solid Waste Director Ruby Irving in Chambers, along with various County Employees and residents via telephone.</p> <p>Solid Waste Director Ruby Irving reported on the cancellations in outreach activities such as Bingen Community Days and all school curriculum opportunities; the suspension of all litter crew activities, noting that the Solid Waste staff is working for the Emergency Operations Center as needed.</p> <p>Director Irving reviewed current grants; changes in programs and services across the state.</p> <p>Director Irving stated there have been no changes in Solid Waste services in Klickitat County; changes in curbside trash pickup have been implemented as well as Transfer Station to limit employees' interactions with the public.</p> |
| <p>Lunch Recess</p>   | <p>The Board recessed for lunch at 10:56 AM.</p>   |
|   | <p><b>Call to Order/Roll Call:</b></p>   |
| <p>Regular Meeting for Tuesday, April 7, 2020</p>                   | <p>Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. All Commissioners were present: David M. Sauter and Rex Johnston by telephone.</p>  |
|   | <p><b>Agenda:</b></p>  |
| <p>Business Agenda</p>  | <p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> the Business Agenda as presented.</p>   |
|   | <p><b>Approval of Commissioner Meeting Minutes</b></p>   |
| <p>Approval of Meeting Minutes</p>                                  | <p>* <b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> the Klickitat County Board of Commissioners Meeting Minutes for March 10, 2020, and March 16, 2020, as presented.</p>   |
|   | <p><b>Citizen Comment:</b></p>   |
| <p>Comments will be limited to seven (7) minutes per individual</p> | <p>Resident Dan Christopher asked for information regarding the potential County budget changes due to the COVID-19 pandemic. The Board reviewed the County's emergency reserve budget and the Federal Emergency Management Agency funding that will help offset expenses incurred from the pandemic.</p> <p>A discussion continued regarding the effects on the local economy; projects like the Goldendale Pump Storage Project and the new County Service Building.</p>   |
|   | <p><b>Public Meetings/Public Hearings/Bid Openings:</b></p>  |
| <p>Bid Opening: Designation of the official County</p>              | <p><b>Bids Forwarded (M/Sauter, S/Johnston. Passed unanimously):</b> to the Clerk of the Board for review and recommendation of one (1) bid received for designation of the official county newspaper for advertising of all legal notices and delinquent tax lists as</p>   |

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| <p>newspaper for advertising of all legal notices and delinquent tax lists</p> | <p>* well as all notices to be published by a newspaper of general circulation in Klickitat County per the RCW.</p> <p>Goldendale Sentinel                      Goldendale, WA                      \$7.00 per column inch and \$7.00 per column inch for subsequent weeks.</p>  |
|  | <p><b>Consent Agenda:</b></p>  |
|  | <p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> the Consent Agenda with ten (10) items.</p> <ol style="list-style-type: none"> <li>1) Service Agreement (<b>C04720</b>) between Klickitat County (Economic Development Department) and the Columbia Gorge Housing Authority to provide funding not to exceed ten thousand dollars (\$10,000) for services as outlined in the Scope of Work from the U.S. Department of Housing and Urban Development to fund the Shelter Plus Care program for rental assistance payments made on behalf of Klickitat County participants, effective April 1, 2019, to March 2020.</li> <li>2) <b>Resolution No. 05420</b> in the matter of Designation of County Crisis Responders to perform mental health investigations, initial detentions, and other duties and responsibilities in accordance with RCW 71.05 and other applicable RCW's and WAC's as they now exist or are modified in the future.</li> <li>3) <b>Resolution No. 05520</b> in the matter of awarding 2020 Historic Preservation Grant Program funding in the amount of \$7,000.</li> <li>4) Right-of-Way Easement for the purpose of granting an easement to Public Utility District No. 1 of Klickitat County and its successors and assigns, a perpetual easement over, under and across the property located at the Columbia Gorge Regional/The Dalles Municipal Airport for the purpose of extending power into individual lots.</li> <li>5) <b>Resolution No. 05620</b> in the matter of authorizing the issuance of a note in the principal amount not to exceed \$10,000,000 fixing the terms and covenants of the note and approving the sale and providing for the delivery of the note to Cashmere Valley Bank. The resolution will allow the County to process payments until the completion of the LOCAL Program, funds are available in June 2020.</li> <li>6) Gorge Commuter Annual Pass Fare Program Contract (<b>C04820</b>) between Mid-Columbia Economic Development District (MCEDD) and Klickitat County (Mt. Adams Transportation Service (MATS)) for the purpose of providing the employee pass to ride MATS fixed-route service. The contract will provide \$15,050 in revenue; the contract shall be in effect from January 1, 2020, to December 31, 2020.</li> <li>7) Contract (<b>C04920</b>) and Contract Bond between Klickitat County (Public Works Department) and Apply-A-Line, LLC. for the 2020 Annual Striping Program, RN 642-20 as bid in the amount of \$326,803.00 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 (\$32,680.30).</li> <li>8) Small Works Contract (<b>C05020</b>) between Cole Industrial, Inc. and Klickitat County (Public Works Department) for the Klickitat County Courthouse Boiler Repair Project, as bid in the amount of \$11,825.00; and authorize the Public Works Director to execute any change orders for this project due to unforeseen conditions up to 10% of the contract (\$1,182.20 plus tax) for an aggregate of \$13,007.50.</li> <li>9) Administrative Offer Summaries purchasing right-of-way to improve Courtney Road.</li> </ol> |

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|                                    | 10) <b>Resolution No. 05720</b> in the matter of waiving the competitive bidding requirements to improve the exhibit building to function as a temporary Emergency Operations Center. The exhibit building will provide heat, cooling and adequate space for social distancing during the COVID-19 State of Emergency.  |
|                                    | <b>Unfinished Business:</b>   |
|                                    | <b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> Concurrence to Award Bid to Crestline Construction for the North Apron Rehabilitation Project (AIP No. 3-41-0059-015-2019) in an amount not to exceed \$1,699,293.75 (base bid portion only) and authorization for the Columbia Gorge Regional Airport to enter into a contract (C05120) with Crestline Construction for the North Apron Rehabilitation Project.  |
|                                    | <b>New Business:</b>  |
|                                    | <b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> Concurrence to award bid and Small Works Contract between All Seasons Heating & Air Conditioning, Inc. and Klickitat County (Public Works Department) to supply and complete the emergency equipment installation of two (2) gas heating units and two electric cooling units, ducting, gas piping, ceiling registers, thermostats, and economizers per code that will service the Fairgrounds large Exhibit Room as bid in the total amount of \$44,715.30.  |
|                                    | <b>Payment Approvals:</b>   |
| Voucher Certification and Approval | * <b>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</b><br><br>Accounts Payable: (#297731 – 297757) for a net of \$96, 427.38 For the date ending April 06, 2020.<br><br>There were no Payroll warrants requiring approval.  |
| Pay estimate                       | <b>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</b> for pay estimate No. 2 to Lee Contractors for the Klickitat County Bickleton Shop Fuel Tank Replacement, WP55-9; in the amount of \$76,626.58; the amount reflects \$3,756.20 of retainage and includes taxes of \$5,258.69 for a total payment of \$76,626.58.  |
|                                    | <b>Department Update/Report:</b>  |
| Human Resource Department Update   | Attendance: Human Resource Director Robb Van Cleave, Human Resource Specialist KC Sheridan in Chambers, along with various County Employees and residents via telephone.<br><br>Human Resource Director Robb Van Cleave requested guidance on the Summer Internship Program, a discussion followed regarding the current Spring Internship Program and the Board stated they are in support of having a Fall Internship program versus proceeding with the Spring due to the closure of all County Facilities right now.<br><br>Director Van Cleave reviewed the discussion and decision regarding the Public Health Nurse’s stipend for work performed during the COVID-19 pandemic, followed by a decision to continue the Interim-Public Health Director’s stipend until the Public Health Director returns to full-time duty. |

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|  | <p>A decision was made to extend the closure of County Facilities to match Governor Inslee’s Proclamation, followed by a brief discussion regarding the COVID-19 budget code used for qualifying employees’ salaries, Director Van Cleave stated he would like to have a further discussion after he talks with the Union Representatives.</p> <p>Human Resource Specialist KC Sheridan reviewed the County’s Policy on Military leave.</p> <p>A decision was made to halt hiring for select postings within the County Departments, noting that the Fiscal Manager in the Human Resource Department will remain open until filled.</p>  |
| <b>Elected Official Report/Update:</b> |  |
| <p>Treasurer’s Office Update.</p>      | <p>Attendance: Treasurer Greg Gallagher, Human Resource Director Robb Van Cleave, Public Works Deputy Director Jeff Hunter in Chambers, along with various County Employees and residents via telephone.</p> <p>Treasurer Greg Gallagher reported the property tax deadline will remain April 30, 2020, and the importance of the tax revenue to local districts, followed by a discussion of different payment options his office will now accept to make it easier for the taxpayer during the Courthouse closure.</p> <p>Treasurer Gallagher reviewed the new County Services building finance options, followed by a discussion of the local hospital budgets and emergency funding during the COVID-19 pandemic.</p> <p>A brief discussion was held regarding the County employees’ salaries.</p> |
|  | <p>Public Works Deputy Director Jeff Hunter requested and received permission to proceed with the bid from Mission Construction, Inc. for the installation of a concrete containment slab, tank supports, electrical work and catch basin at the Dallesport Airport for a new fuel tank.</p>   |
| <p>Prosecuting Attorney’s Update</p>   | <p>Prosecuting Attorney David Quesnel reported on court cases; trial timelines, followed by an update on his office staff schedule.</p>  |
| <p>Adjournment ( 2:53 PM)</p>          | <p><b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> There being no further business before the Board, the meeting was adjourned at 2:53 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 4-07-20.</p>  |

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



April 28, 2020  
 Date