

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, April 14, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, April 14, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:30 AM. Commissioners present: Jim Sizemore, (David M. Sauter and Rex F. Johnston via telephone).
	Workshop Session Agenda
Economic Development/Natural Resource Department Update	<p>9:30 AM - Klickitat County Business and Economic Development Update</p> <p>Attendance: Economic Development/Natural Resource Director Dave McClure, Economic Specialist Richard Foster, Natural Resource Coordinator Jacob Anderson in Chambers, various county employees and residents via telephone.</p> <p>Economic Development/Natural Resource Director Dave McClure reported on State Grants available for local businesses, noting they have received over thirty applications and will begin the review process before submitting them to the State. Director McClure requested a Commissioner be part of the review committee along with one City Mayor; Commissioner Sauter stated he will be on the review committee.</p> <p>Natural Resource Coordinator Jacob Anderson followed up on Interim-Chairman Sizemore’s question last week regarding the impact in consumption of local products and dairy producers in the area, stating they have not seen a change in consumption.</p> <p>A brief discussion was held regarding transient lodging in the area.</p>
Public Works/Road Department Update	<p>10:00 AM – Public Works Department Update</p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Treasurer Greg Gallagher in Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reviewed consent agenda items; construction projects; the Courtney Road Safety Project, followed by a brief discussion of the 2020 Chip Seal Oil prices.</p> <p>Director Kelsey stated the contractor for the new County Services Building has mobilized and construction activities started this week; Public Works is continuing to work with the PUD to remove their streetlights and power lines from Court Street and the replacement lights being installed will match the street lights on the Courthouse grounds.</p> <p>Public Works Deputy Director Jeff Hunter provided a brief update on the radio project, followed by Director Kelsey requesting and receiving approval to proceed with sending a check to the escrow company for the purchase of a building for the Search and Rescue Division.</p>


	<p>Director Kelsey stated construction on the 197 Bridge will begin in 2021 and will not be closed for the duration of the project, Closures will take place either nightly (Sunday through Thursday) or for extended weekends (Thursday night through very early Monday morning.) Planning Director Mo-chi Lindblad reviewed variances permits that would be required to house the construction staging area in Dallesport.</p> <p>Treasurer Greg Gallagher provided options for contingency funds that will be needed during the construction of the new County Services Building; the Board was in support of increasing the loan amount to cover unexpected costs.</p>
<p>Human Resources Department update</p>	<p>10:30 AM - Department Update/Comment</p> <p>Attendance: Human Resource Director Robb Van Cleave, Human Resource Specialist KC Sheridan were in Chamber, various county employees and residents via telephone.</p> <p>Human Resource Director Robb Van Cleave requested and received verbal approval to proceed with a County Policy to replace the Board’s current directive to stay home; the policy will outline paid leave options.</p> <p>Department of Emergency Management Director Jeff King requested and received verbal approval to proceed with hiring ten (10) emergency hires for the Emergency Operations Center; the cost will be shared among the city’s and county.</p> <p>Director Van Cleave provided an update on the consolidation of the Information Technology & Budget Department and the Human Resource Department.</p> <p>Director King proposed a new position that would have a shared funding cost between the Public Health Department and the Department of Emergency Management; the position would assist in duties to both directors, the Board indicated they were not interested in creating new job positions at this time.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:20 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, April 14, 2020</p>	<p>Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. Commissioners present: Jim Sizemore, (David M. Sauter and Rex F. Johnston via telephone)</p>
	<p>Agenda:</p>
<p>Business Agenda</p>	<p>Approved (M/Sauter, 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/Sauter. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for March 24, 2020, and March 31, 2020, as presented.</p>
	<p>Citizen Comment:</p>
<p>Comments will be limited to seven (7)</p>	<p>Associate Planner Lori Anderson thanked the Commissioners for their support and ensuring the safety and well-being of all County Employees.</p>

<p>minutes per individual</p>	<p>Interim-Chairman Sizemore requested the Building Inspection/Code Compliance Director Lynn Ward follow up on a written request to abate two properties in the area.</p> <p>Solid Waste Director Irving provided an update on Republic Services, noting there is a reduction in the labor force and a change in the amount of material being transported by train.</p> <p>Commissioner Sauter requested and received information regarding the essential services being performed in the Building Inspection/Code Compliance Department.</p>
<p>Unfinished Business:</p>	
<p>Elected Officials and Department Heads: Discussion regarding County operations during COVID-19</p>	<p>Attendance: Various Elected Officials and Department Heads were present in Chambers and via telephone, county employees and residents were present via telephone.</p> <p>A report was given by each Elected Official and Department Head advising of their office staff level, office procedures and the various ways they are making themselves available to the public.</p> <p>All reported to have staff working from home and calls are being forwarded to designated employees cell phones; there are drop boxes out in front of the Courthouse allowing departments to continue processing transactions.</p> <p>Solid Waste Director Irving reported on the importance of construction waste being brought to the landfill and requested a letter of support to the Governor to lift the ban on construction projects. A discussion followed regarding the transition back to unmodified schedules.</p> <p>Interim – Chairman Sizemore stated the County will be extending the Courthouse closure to follow Governor Inslee’s “Stay Home, Stay Healthy” extended closure timeline of May 4, 2020.</p> <p>Human Resource Director Robb Van Cleave reported on The Families First Coronavirus Response Act, an Act of Congress meant to respond to the economic impacts of the ongoing 2019–20 Coronavirus pandemic, included in the act is a 14-day paid leave for American workers affected by the pandemic. Director Van Cleave stated he will provide more information next week along with the proposed Klickitat County Families First Coronavirus Response Act (FFCRA) policy.</p>
<p>Consent Agenda:</p>	
	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Consent Agenda with sixteen (16) items.</p> <p>* 1) Resolution No. 05820 in the matter of considering and approving petitions requesting annexation of certain property into the boundaries of Klickitat County Fire Protection District No. 3.</p> <p>* 2) The County Auditor has issued a “Determination of Sufficiency” that the petition meets the requirements of RCW 52.04.011. Letter and Resolution No. 05920 in the matter of awarding the bid for designation of the county legal newspaper.</p>

- * 3) **Resolution No. 06020** 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.
- * 4) Notice of Public Hearing from the Public Works Department scheduling a public hearing to be held on Tuesday, May 5, 2020, at 1:30 PM, to consider amending the Six-Year Transportation Program for the years 2020-2025 to increase the Trout Lake overlay project Phase 1 from \$60,000 to \$1,167,000.
- * 5) Local Agency Standard Consultant Agreement (**C05220**) between Klickitat County (Public Works Department) and Archaeological Services, LLC. to perform archaeological and historical cultural resource surveys and testing for compliance-related projects undertaken by the Klickitat County Public Works Department.
- * 6) Concurrence to Award Bid and Small Works Contract (**C05320**) between Mission Construction, Inc. and Klickitat County (Public Works Department) for the installation of a concrete containment slab, tank supports, electrical work and catch basin all as provided for in the contract plans and the Standard Specification.
- * 7) Request to purchase equipment for the fairgrounds network upgrade to support the Emergency Operations Center for \$2,347.69.
- * 8) Approval of change order No. 1 for the Asbestos Abatement Small Works Contract (**C05420**) Project KN9-2-N20006 to provide an additional 600-foot L.F. asbestos abatement in the Courthouse Basement and other work all in accordance with the contract plans and provisions.
- * 9) Agreement (**C05520**) between Klickitat County and The Columbia River Gorge Commission to acknowledge that Agreement (C01120) is no longer needed and the Commission will reimburse the County for 158.5 hours in the amount of \$7, 051.67. Washington State Legislature awarded funding as of January 1, 2020, for the Klickitat County Land Use Planner position.
- * 10) Authorization to purchase M4-EX02 M-Lok Liberty Fighting Trigger Rifles from the Sheriff's Office to be used by the deputies; at a cost of \$28, 947.60 for twenty-two (22) rifles.
- * 11) **Resolution No. 06120** in the matter of approving a stipend for three (3) Public Health Department Nurses; RN Missy Hunziker, RN Laurel Pritchard and RN Jennifer Yost. The nurses are working an additional sixteen (16) hours per pay period to complete tasks related to COVID-19; \$595.01 per pay period will be added per nurse; effective March 16, 2020.
- * 12) Agreement (**C05620**) between Peter DuBois and Klickitat County (Solid Waste Department) to present a three (3) series workshop on composting in the spring; the cost for the 2020 three (3) spring series is \$4,882.45.
- * 13) Memorandums from the Planning Department scheduling a public meeting to be held Tuesday, April 21, 2020, at 1:30 pm as follows:
 - Public Meeting: To consider approval of the third extension for final approval of a four (4) lot short plat, SPL 2016-21; Sonova Place, Applicant: Mercer Canyons.
 - Public Meeting: To consider approval of the third extension for final approval of a four (4) lot short plat, SPL 2016-23; Mercer Canyon, Applicant: Mercer Canyons.
- * 14) Memorandum from the Planning Department setting a public hearing to be held on the 21st day of April 2020, at 1:30 PM to consider approval to waive the requirement of a Road Easement Width Waiver request.

	* *	<p>15) Service Agreement (C05720) between Klickitat County (Planning Department) and The Watershed Company to provide additional assistance for long-range planning activities; not to exceed the budget of \$30,000.</p> <p>16) Resolution No. 06220 in the matter of setting a public hearing to be held Tuesday, May 5, 2020, at 1:30 PM to consider a supplemental budget and amendments for the 2020 budget for various funds and departments in the sum of \$3,493,400.</p>
Payment Approvals:		
Voucher Certification and Approval	*	<p>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</p> <p>Accounts Payable Warrants: (#297802 - 297908) and (#297917) for a net of \$300,143.22 and Combined Payroll: (#206853 – 207124, County Benefit Warrants #297909 – 297916, Electronic Transfer #887) \$773,236.53) for a combined total of \$1,073,379.75 for the date ending April 13, 2020.</p> <p>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</p> <p>Accounts Payable Warrants: (#297957 – 297957)\$1,000.00</p>
New Business:		
Public Hearing: Consider application #OS-OS-2020-01		<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Motion to grant approval of application #OS-OS-2020-01; as filed by the applicant Alder Creek Pioneer Association; for classification or reclassification to the Open Space Open Space Land for Current Use Classification and directs staff to prepare findings, facts and conclusions in support of Board’s discussion for consideration on April 28, 2020.</p> <p>Attendance: Alder Creek Pioneer Association Secretary Susan Powers, various county employees and residents via telephone.</p> <p>Upon Interim-Chairman Sizemore opening the Public Hearing, the Board disclosed there were no ex-parte contacts for this hearing.</p> <p>Clerk of the Board Lee Snell provided a staff overview of the application; Assessor’s Open Space Program Coordinator Mike Bellamy stated the Assessor’s Office recommends approval of the application.</p> <p>Upon completion of the staff review, Interim - Chairman Sizemore asked for public comment, resident Dan Christopher stated he supports this application; followed by Interim - Chairman Sizemore closing the public hearing to further comment and called for Board discussion.</p> <p>The Board stated their appreciation for what the Alder Creek Pioneer Association does and appreciates that the land remains so accessible to the public, which was followed by a motion.</p>
Elected Official Report/Update:		
Treasurer Office Update	*	Attendance: Treasurer Greg Gallagher was present in Chambers, county employees and residents were present via telephone.

	<p>Treasurer Greg Gallagher reported on the current cash flow; current expenses; the cumulative reserve fund, noting he will do a weekly report on fund levels.</p> <p>Treasurer Gallagher reviewed different payment options available for the taxpayer while the Courthouse is closed to the public, followed by a brief discussion on the local hospitals.</p>
	Board Pending:
<p>Issues as determined by the Board of Commissioners</p>	<p>A discussion was held regarding local transient housing in the area and the influx of people that can affect local resources, Interim Public Health Director David Kavanagh stated he will work with Health Officer Dr. Persons to follow up on the issue.</p> <p>Department of Emergency Management provided an update on drought conditions and implementing the burn ban earlier this year than in the past, followed by a discussion regarding issuing a recommendation to citizens to refrain from unnecessary burning due to the respiratory irritation, and the similarity in COVID-19 symptoms.</p>
<p>Executive Session: Annual performance evaluation of a public employee</p>	<p>At 3:32 PM Interim - Chairman Jim Sizemore announced that the Board would be convening into Executive Session in accordance with RCW 42.30.110(1) (g) to conduct an annual performance evaluation of a public employee. Interim - Chairman Jim Sizemore noted that the session would last fifteen (15) minutes.</p> <p>The Board convened back into Regular Session at 3:47 PM.</p>
	<p>A brief discussion was held regarding the open Accounting position in the Auditor's Office and the Fiscal Manager Position in the Human Resource/Administrative Services Department.</p>
<p>Adjournment</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 3:54 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 4-14-20.</p>


 Approved: Jim Sizemore
 Interim - Chairman of the Board



April 20, 2020

 Date