

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, April 21, 2020**

Topic	Agenda Item - Comment/Disposition
Morning Workshop Session – Tuesday, April 21, 2020	<p>Call to Order/Roll Call</p> <p>Interim Chairman Jim Sizemore called the meeting to order at 10:00 AM. Commissioners present: Jim Sizemore, and David M. Sauter and Rex F. Johnston were present via telephone.</p>
Economic Development/Natural Resource Department Update	<p>Workshop Session Agenda</p> <p>10:00 AM – Public Works Department Update:</p> <p>Attendance: Economic Development/Natural Resource Director Dave McClure, Economic Development Specialist Richard Foster, Solid Waste Director Ruby Irving, Building and Code Compliance Director Lynn Ward and Planning Director Mo-chi Lindblad. In addition, present via telephone were Interim Public Health Director David Kavanagh, Prosecutor David Quesnel, Technology Information & Budget Director Glen Chipman, Emergency Management Director/Emergency Operations Commander (EOC) Jeff King, County resident Dan Christopher and various County employees and citizens.</p> <p>Director McClure provided an update on Small Business Administration loan/grant programs and other COVID-19 economic relief resources. Director McClure shared updated information on his department’s business survey related to the economic impact on Klickitat County business due to the COVID-19 shut down.</p> <p>Director McClure advised that notification from the Department of Revenue was received regarding the Affordable and Supportive Housing State Shared Tax (SHB 1406), noting that the cap is \$54,212.91, which is based on last year’s sales tax. Director McClure indicated that details still need to be worked out.</p> <p>Director McClure provided a brief Natural Resources update, noting that the Lead Entity process is still moving forward. Director McClure mentioned the increased email traffic regarding requests to the Governor to restart construction.</p> <p>The Board discussed options on how to restart “local building” construction projects within the guidelines of the Governor’s order.</p> <p>Chairman Sizemore provided an overview of a conference call he and the Mayors participated in with the Governor’s staff. Chairman Sizemore stated that they discussed how and when to let local construction start. The Governor is working with the State Building Association and the State Department of Health to develop guidelines. He asked the Governor’s staff to also include guidelines for building inspectors.</p>

Discussion followed regarding guidelines for hospitals. Chairman Sizemore stated that he spoke with Klickitat Valley Health (KVH) CEO Leslie Hiebert, who indicated KVH has not been overwhelmed and they would like to be allowed to do elective surgeries, and have Medicare and Medicaid patients resume wellness appointments.

There was a brief discussion about whether the Governor's Order directed hospitals to stop elective procedures or not. EOC Jeff King advised that there were concerns there would not be sufficient PPE available. Chairman Sizemore noted that our hospitals have not been overwhelmed and it would be reasonable to allow hospitals to do elective procedures and if COVID-19 cases increase, cancel unnecessary procedures. EOC King provided an update on PPE supplies and the order and delivery system that is being used.

Director McClure advised that the cherry harvest starts mid-June and there will be an influx of labor coming into the County. Chairman Sizemore reported that some of our local growers have labor forces that live in County year round, the fruit packing industry is different.

EOC King reported he received a Labor & Industry fact sheet that provides a list of work safety requirements for agricultural workers. Interim Director David Kavanagh stated that regulating entities will be providing rules but there is no one to enforce them.

Commissioner Sauter asked if Economic Development had a report showing what federal programs County businesses are applying for and what has been awarded. Commissioner Sauter indicated he would like to know how successful businesses have been in getting economic relief. Director McClure noted that he was not aware of a report and he will look into it. Director McClure reported that banks are inundated and are only processing loans for their existing customers.

A brief discussion followed regarding Klickitat PUD working with the County Economic Development Department to assist businesses that do not qualify for federal relief programs. Chairman Sizemore stated that Klickitat PUD has decided to waive any rate increases this year and asked if the County was considering waiving rate increases. The Board agreed waiving rate increases makes sense and indicated they would discuss this matter with Public Works. Building Department Director Lynn Ward advised that she will be proposing to skip the annual 2% increase in building fees this year.

The Board continued the discussion regarding getting back to work. Commissioner Sauter stated there are many groups interacting with the Governor's Office on the issue of restarting work and when the Order expires or is lifted there should be direction. Commissioner Sauter advised the County needs to comply with the Governor's Order and be ready to implement reopening when the announcement comes out. Further discussion followed.

Public Works/Road
Department Update

11:00 AM -- Department Update/Comment

Attendance: Public Works Director Gordon Kelsey, Assistant County Engineer Jeff Hunter, Building and Code Compliance Director Lynn Ward and Auditor Brenda Sorensen in Chambers, and various county employees and residents via telephone.

Director Kelsey provided an update on construction and upgrades to the Courthouse and the County Services Building. A review of Consent Agenda items followed, which includes the bid award for the 2020 Liquid Asphalt Purchase. Director Kelsey noted that Public Works anticipates a 30% - 40% reduction in gas tax revenues and they will be adjusting the program as needed.

Director Kelsey reported that work continues on Courtney Road, Public Works is still waiting to hear from the Gorge Commission on two (2) remaining issues, and acquisition of right-of-way is proceeding.

The Board continued the discussion regarding water and sewer rates. Chairman Sizemore stated that Klickitat PUD has decided to waive any rate increases this year and asked if the County was considering waiving rate increases. Director Kelsey advised that he would check into scheduled Dallesport Waste Water rates, noting that PUD manages the facility and their budget does reflect any rate increases.

The Board had a discussion regarding getting private construction running, and how to do this in a reasonable and safe manner. Chairman Sizemore advised that the Governor's Office is working with the State Builder's Association and County Building Departments to come up with guidelines. Chairman Sizemore asked for a copy of the County Services Building contractor's safety plan to use as an example to develop a County plan to address safety for construction laborers, equipment operators and inspectors.

Commissioner Sauter stated he was asked by road crewmembers to thank Mr. Kelsey and Mr. Hunter for arranging their schedule to have an Easter weekend.

Commissioner Sauter asked if the road right-of-way near the Lyle Café would allow for any parking. Director Kelsey advised that it would not but he would check into it further.

Chairman Sizemore asked about an inquiry from a County resident asking for improvements to a Glenwood-Goldendale Highway viewpoint at milepost 7, noting that he thought this matter had been addressed before. Director Kelsey advised that the viewpoint is located on private property owned by Columbia Land Trust.

Search and Rescue (SAR) Coordinator Jeff King thanked Public Works for their efforts to remodel the SARs building. Mr. King also noted the change in ownership of The Enterprise newspaper.

Lunch Recess	The Board recessed for lunch at 11:39 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, April 21, 2020	Interim Chairman Jim Sizemore called the meeting to order at 1:00 PM. All Commissioners were present (David Sauter and Rex Johnston via telephone).
	Agenda:
Business Agenda	Approved (M/Sauter, S/Johnston. Passed unanimously): the Business Agenda as presented.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	There were no Commissioner Meeting Minutes ready for approval at this time.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>Attendance: County Clerk Renea Campbell, Auditor Brenda Sorensen, Treasurer Greg Gallagher, Human Resources and Administrative Services Director Van Cleave, Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter were present in Chambers and Interim Public Health Director David Kavanagh, Prosecutor David Quesnel, Emergency Management Director/Emergency Operations Commander Jeff King and various county employees and residents were present via telephone.</p> <p>County resident Dan Christopher (via telephone) expressed concerns about the mental health of county residents, an increase in domestic abuse and pain related to the lock down.</p> <p>Chairman Sizemore shared concerns expressed by County resident Dan Gunkel regarding transient camping on Corp of Engineers properties on both sides of the Columbia River. There are no bathroom facilities and no management of the properties. Following further discussion, Commissioner Sauter indicated that he would reach out to Congresswoman Herrera-Beutler's Office to see whether funding could be made available for bathroom facilities or to have the sites gated. The Board agreed.</p> <p>Commissioner Sauter provided an overview of a Washington Association of Counties (WSAC) COVID-19 telephone meeting last Friday, April 17th. Commissioner Sauter indicated that if the additional federal stimulus passes, the National Association of Counties will provide guidance to WSAC regarding FEMA reimbursement for COVID-19 expenses and funding to back fill reduced sales tax and revenues.</p> <p>Chairman Sizemore reported on a phone call with Skagit County Commissioner Ken Dahlstedt regarding getting counties back open for business.</p> <p>Emergency Management Director/Emergency Operations Commander Jeff King advised the Governor would be speaking at 5:00 PM this afternoon about reopening.</p>

	<p>Trout Lake resident Joanna Turner (via telephone) thanked the Board for following the Governor’s COVID-19 order, noting that she is very concerned about small business’, as well as the impact the lock down will have on domestic violence and mental health issues in the County. Ms. Turner asked the Board what they were doing to address these issues.</p> <p>Chairman Sizemore stated that there have been domestic violence shelter proposals over the past few years, which the County has supported but did not develop due to insufficient funding.</p> <p>Commissioner Johnston noted that Washington Gorge Action Programs (WGAP) provides services to help people in domestic violence situations.</p> <p>Chairman Sizemore advised that the meeting needed to move forward on schedule but he would return to the discussion.</p>
Public Meetings/Public Hearings/Bid Openings:	
<p>Public Meeting: To consider approval of a request for an extension of final approval of Short Plats SPL 2016-21; Sonova Place and SPL 2016-23; Mercher Canyon, Applicant: Mercer Canyons</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 06320 in the matter of approving a six (6) month extension for final approval of Short Plats SPL 2016-21, Sonova Place and SPL 2016-23 Mercer Canyon. The extension is based on the date of Preliminary Approval; the new deadline for final approval is October 23, 2020, owner: Mercer Canyons.</p> <p>Associate Planner Denise Lee stated that before the Board today is a request for an additional six (6) month extension to complete all conditions of approval for Short Plats SPL2016-21, Sonova Place and SPL2016-23, Mercer Canyon.</p> <p>Ms. Lee advised that the Klickitat County Subdivision and Short Plat Ordinance allows one year from preliminary approval for the applicant to submit all conditions required and come in for final approval.</p> <p>The applicant requested and was granted a one (1) year extension by the Planning Department on February 19, 2019, which moved both plat expiration dates from April 23, 2019 to April 23, 2020.</p> <p>Ms. Lee stated that the applicant has requested an additional six (6) month extension to compensate for the delay as county offices are not running at full capacity due to the COVID-19 closures, noting that this additional time will allow the applicant to finalize paperwork for the two (2) subdivisions. If the Board feels an extension is warranted, the Board will need to make a motion to grant a six (6) month extension to October 23, 2020 for both subdivisions.</p> <p>Following a brief discussion, Commissioner Sauter noted that due to the current situation an additional extension was reasonable.</p>


<p>Public Hearing: To consider approval to waive the requirement of a Road Easement Width Waiver request to reduce the 60-foot minimum requirement to 40 feet</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 06420 in the matter of granting a waiver of reducing the width of the access easement on Northview Drive from 60 feet to 40 feet to serve both lots of Short Plat SPL2020-03; Applicants: Scott Hohensee and Robyn Sturgis.</p> <p>Chairman Sizemore opened the public hearing and advised the purpose is to consider approval for a waiver request of the Road Easement Width requirement. The applicant is requesting to reduce the 60-foot minimum requirement to 40 feet, for a private road within a proposed short plat in the White Salmon vicinity.</p> <p>Chairman Sizemore asked if there were any ex-parte contact or potential conflicts of interest, which the Board members may have specific to this matter. The Board had none. Chairman Sizemore then requested a staff review.</p> <p>Associate Planner Lee provided an overview of the proposed short plat, noting that the property is zoned Suburban Residential, which requires a 20,000 Sq. Ft. minimum lot size. Neither lot within the short plat can be further divided.</p> <p>Ms. Lee added that two (2) adjacent properties to the west previously received width reduction waivers and cannot be further divided. The Public Works Department has advised that they will support the applicants' request for a waiver to reduce the 60 foot minimum road easement width on Northview Drive to 40 foot.</p> <p>Chairman Sizemore opened the public hearing to public comment. No one wished to comment in favor of or against the proposed waiver request. Applicant Scott Hohensee was present via telephone conference and stated that Ms. Lee had presented the case very well.</p> <p>Deputy Director Hunter spoke in support of the waiver request.</p> <p>Ms. Lee noted that the Board will need to make a determination whether granting the waiver would be in the public's interest, and not detrimental to public health, safety and welfare.</p> <p>Chairman Sizemore closed the public hearing to further public comment and called for a motion.</p>
	<p>The Board continued the discussion regarding the need for a domestic violence shelter. Commissioner Sauter stated that the County committed grant match dollars for Programs for Peaceful Living last year to help fund a domestic violence shelter in Goldendale, however, WGAP is still waiting to hear the outcome of their capital budget funding request.</p> <p>Chairman Sizemore noted that the County provides mental health services to citizens through a contract with Comprehensive Health Services, which they have done for many years.</p>

	Department Update/Report:
<p>Human Resources Continued discussion regarding the new Families First Coronavirus Response Act policy</p>	<p>Director Van Cleave advised that he is before the Board today seeking verbal approval for the draft Klickitat County Policy regarding the Families First Coronavirus Response Act Policy. Director Van Cleave provided an overview of the draft policy, which provides temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak.</p> <p>The Board had a brief discussion regarding other federal funding sources related to COVID-19. Commissioner Sauter clarified some benefits provided through the Federal Coronavirus Economic Relief Bill (CARES Act) which provides funding to states and counties specific to COVID 19 expenses, noting that he was not sure all benefits apply to the public sector.</p> <p>Director Van Cleave indicated he is recommending the policy take effect May 1st the beginning of the next pay period even though the federal policy took effect April 1st.</p> <p>Commissioner Sauter requested and received further clarification regarding the benefits provided to employees. Director Van Cleave noted that the federal government has enacted this policy but has not provided funding, this is an unfunded mandate.</p> <p>Director Van Cleave advised he has been in discussion with the Unions regarding vacation pay and indicated some employees may accrue vacation pay over the maximum allowed. The Union will bring the County a proposed one-time fix due to the COVID-19 situation. Director Kelsey provided an overview of how Public Works schedules work and addresses vacation hour accruals.</p> <p>Following further discussion the Board granted verbal approval for Director Van Cleave to move forward with submission of the proposed policy.</p>
	Elected Official Report/Update:
	<p>Auditor Sorenson and County Clerk Campbell advised of an incident where one of the Courthouse doors did not close properly and a member of the public entered the building to reach the Treasurer's Office to make a payment. Ms. Campbell stated that they directed the individual to the drop boxes provided outside of the Courthouse.</p>
<p>Treasurer Revenue and office update</p>	<p>Treasurer Greg Gallagher provided an update on the <i>Limited Tax General Obligation Note</i>, noting that the County has received the first \$500,000 draw to provide adequate cash flow during the construction of the new building. Treasurer Gallagher reported he has been working with the state to complete bonding documents and plans to have this on the May 5th agenda for consideration and approval by the Board.</p> <p>Treasurer Gallagher reported that his office is collecting property taxes and he has developed a payment plan for taxpayers during this economic shut down. He will also be updating his website with the payment plan and electronic options to pay property taxes.</p>

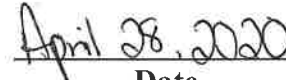
	<p>Trout Lake resident Joanna Turner (via telephone) asked for an update on a previous discussion about putting out a press release regarding short-term vacation rentals. It was noted that the Public Health Department reached out to the business and they stopped taking bookings from outside the county and have invited their resident neighbors to stay at the resort to give them a change of scenery from their homes.</p>
	<p>Unfinished Business:</p>
<p>*</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Task Order No. 13 (C05820) to the Professional Services Agreement between Precision Approach Engineering, City of The Dalles and Klickitat County for the purpose of providing consultant and engineering design services during the construction of the North Apron Rehabilitation Phase II Project AIP No. 3-41-0059-015-2019 in the amount not to exceed \$229,850.</p>
<p>*</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 06520 in the matter of extending the closure of all Klickitat County offices and facilities to the public and the designation of Commissioner Jim Sizemore as Chairman, and authorization to sign all Board of Commissioner approved documents on behalf of the Board of Commissioners during the COVID-19 situation through May 4, 2020 or until Governor Jay Inslee removes the Washington State Stay Home, Stay Healthy emergency order.</p>
	<p>Consent Agenda:</p>
<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Consent Agenda with six (6) items.</p> <p>1) Setting a public meeting to be held April 28, 2020, at 1:30 PM to consider approval of a Shoreline Substantial Development permit application to remove all unpermitted fill material that was brought in, 2015, and to restore the dike to the original footprint; parcel No's. 06-10-1500-0017/00, 06-10-1508-3504/00 and 06-10-1518-2104/00 in the Trout Lake vicinity. Applicant: Ron Davis.</p> <p>2) Letters and Resolution No. 06620 in the matter of appointing Joe Turkiewicz to the Klickitat County Solid Waste Advisory Committee, representing the City of White Salmon, Joseph O'Sullivan representing the city of Bingen and Averie Morgan representing the Klickitat County Health Department. Appointments are to unexpired three (3) year terms, expiring December 31, 2022</p> <p>3) Resolution No. 06720 in the matter of establishing the County ban on outdoor burning within the unincorporated areas of Klickitat County as requested by Klickitat County Fire District #2, #9 and #10, effective May 1, 2020, through September 30, 2020, for Klickitat County Burn Ban Zone One.</p> <p>4) Request for concurrence to award the bid to Western States Asphalt LLC of Spokane, Washington for the 2020 Liquid Asphalt Purchase, as bid in the total amount of \$572,771.00.</p> <p>5) Concurrence to award Small Works Contract (C05920) between Coburn Electric, Inc. and Klickitat County (Public Works Department) for the Courthouse Electrical Service Upgrade Project, KN9-2-N20002; in the amount of \$24,621.64.</p>

	<p>* 6) Service Level Agreement (C06020) between Washington Technology Solutions and Klickitat County (Public Works Department) to provide access to the web-based imagery service of the latest aerial photography from 2019 for displaying on the Internet Mapping Program and a hard copy of applicable Klickitat County specific imagery; at the cost of \$6,000 per year for two (2) years.</p>
Payment Approvals:	
<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/Sauter, S/Johnston. Passed unanimously): Accounts Payable: (#297958 – 298023) and (#298116 – 298138) for a total of \$578,326.52 for the date ending April 20, 2020.</p> <p>There were no Payroll warrants requiring approval.</p>
<p>Road Department Payments</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): pay estimate No. 1 to Summit Environmental, Inc. in the amount of \$14,571.63 which does not contain retainage for the Klickitat County Asbestos Removal in the Courthouse basement and Annex 2.</p>
Elected Official Report/Update:	
<p>Prosecuting Attorney's Update</p>	<p>Prosecuting Attorney David Quesnel (via telephone conference) provided a brief update, noting that Superior Court cases have been moved to June 17th, with a fact-finding hearing for a juvenile case scheduled for June 11th.</p> <p>Prosecutor Quesnel provided brief updates on a transient lodging issue and the WGAP capital budget-funding request, and the County's funding commitment of \$40,000 over a three (3) year period for the domestic violence shelter, which he supports. Prosecutor Quesnel added that his office works with the Columbia Gorge Children's Advocacy Center in Hood River on cases involving domestic violence and child abuse.</p>
Board Pending:	
<p>Issues as determined by the Board of Commissioners</p>	<p>Director Van Cleave advised that the CARES Act provides for reimbursement to the private sector through tax credits, indicating there is no reimbursement for the public sector at this time.</p> <p>The Board discussed proposed 2021 budget development dates with Director Chipman (via telephone) and Auditor Sorensen. The Auditor will call for budget estimates on or before September 8th with departments to submit their complete budget estimate packets to the Auditor and Fiscal Manager on or before September 25th, and the Auditor shall file the budget with the Board of County Commissioners on or before October 6, 2020.</p> <p>Director Chipman provided a review of supplemental budget figures for the first supplemental budget public hearing scheduled May 5th.</p>

	<p>Discussion followed regarding the CARES act relief. Director Chipman advised that there would be another phase of federal funding that will address the loss of revenues, noting he is tracking revenue losses.</p> <p>Director Chipman and Treasurer Gallagher asked Emergency Operations to include them in the distribution of the EOC financial reports. Director King acknowledged that he would have them added to the list.</p>
Adjournment	Approved (M/Johnston, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:50 PM.
	<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 4-21-20.</p>


Approved: Jim Sizemore
Interim-Chairman of the Board




Date