

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, May 26, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, May 26, 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 Development Specialist Richard Foster, Solid Waste Director Ruby Irving in the Chambers, various county employees and residents via telephone.</p> <p>Economic Development/Natural Resource Director Dave McClure stated 36 out of the 47 small business grant applications were approved, most had requested under \$5,000, noting one application that had a discrepancy will be reimbursed off actual expenditures totaling \$4,000.</p> <p>A discussion was held regarding the CARES Act Federal Funds and the ability to use those funds to provide business with additional funds. A discussion followed about how to get the funds to the businesses quickly.</p> <p>Economic Development Specialist Richard Foster reported on the Economic Development Authority Grant to help construct a building at the Dallesport Airport, noting the City of The Dalles will potentially provide their grant match in 2021.</p> <p>Director McClure requested and received approval to work with HR/Administrative Services Director Robb Van Cleave on an office re-organization.</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 in the Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reviewed items on the consent agenda, noting item number ten (10) should be pulled until it has been approved by the Prosecuting Attorney and will be re-submitted next week.</p> <p>An update was provided on the 2020 striping project; the airport fuel tank pad; Courtney Road Safety Project and the on-going maintenance projects being done by the east and west end crews.</p> <p>Director Kelsey reported on the Courthouse electrical upgrades; the jails new HVAC system; the Fair Grounds Exhibit Hall Wi-Fi upgrade and the Bickleton Fuel Tank project.</p> <p>A discussion was held regarding the installation of the Plexiglas sneeze guards that have been installed, Director Kelsey stated the fresh air intakes in the Pioneer Center and the Courthouse have been increased; an evaluation is being done to install higher efficiency air filters in the HVAC system.</p>

<p>Human Resource/ Administrative Services Department Update</p>	<p>10:45 AM - Department Update/Report</p> <p>Human Resources/Administrative Services Director Robb Van Cleave, HR Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave provided a Public Health staff update.</p> <p>Director Van Cleave requested and received verbal approval to proceed with the advertising process for a Payroll Analyst position in the Auditor’s Office.</p> <p>Director Van Cleave advised employees who have taken on additional duties during the COVID-19 Pandemic and their interest in additional compensation, followed by a discussion of the payroll Code 52 being used by employees that are not able to work.</p> <p>Director Van Cleave stated employee work stations are ready for employees to return, but some offices need additional work to open to the public. A discussion followed about Governor Inslee’s proclamation that prohibits some activities such as public transportation.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:07 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, May 26, 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/Johnston, S/Sauter. Passed unanimously): the Business Agenda with two add-ons under New Business.</p>
	<p>Approval of Commissioner Meeting Minutes</p>
<p>Approval of Meeting Minutes</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for May 12, 2020, and May 19, 2020, as presented.</p>
	<p>Citizen Comment:</p>
<p>Comments will be limited to seven (7) minutes per individual</p>	<p>A discussion was held regarding the County’s Sales Tax report for April, followed by HR/ Administrative Services Director Robb Van Cleave continuing a discussion about Klickitat County’s Families First Coronavirus Response Act and the employee salary earnings Code 52.</p>
	<p>Public Meetings/Public Hearings/Bid Openings:</p>
<p>Public Hearing: To consider approval of a request to waive the Road Easement Width requirements to reduce the 60’ minimum requirement to 46’, for a private road within a</p>	<p>* Approved (M/Johnston, S/Sauter. Passed unanimously): Resolution No. 08120 in the matter of approving the request to waive the Road Easement Width requirements; reducing the 60-foot minimum requirement to 46 feet, for a private road within a proposed short plat located in the NW Cherry Blossom Lane, White Salmon vicinity; Applicant: Don Struck.</p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter in the Chambers, Assistant Planner Denise Lee, Applicant</p>

<p>proposed short plat located in the NW Cherry Blossom Lane, White Salmon vicinity; Applicant: Don Struck.</p>	<p>Don Struck, neighbors Steve Schmidt, Elizabeth Spurgeon, Barbara Sully, various county employees and residents via telephone.</p> <p>Prior to the adoption of the resolution, the public hearing proceeded as follows; with Interim - Chairman Sizemore opening the hearing and asking for a staff report. Assistant Planner Denise Lee reported the applicant submitted a short plat application on June 7, 2019, to divide 5.35 acres into 3 lots and the parcel has not been developed. The existing easement on the north 100 feet of SW Cherry Blossom Ln is 46 feet wide. The remainder of the applicant's parcel along NW Cherry Blossom Ln has an existing 60-foot wide easement. The property is zoned Suburban Residential, which requires a 20,000 square foot lot size minimum. Lot 1 within the short plat can be further divided, Lots 2 and 3 cannot without the road waiver.</p> <p>Ms. Lee stated properties surrounding the property are either zoned Suburban Residential or are within the White Salmon city limits. Adjacent properties on SW Cherry Blossom Ln have previously been developed and most of them can be further divided. Ms. Lee noted the Public Works Department supports the applicants' request for a waiver reducing the minimum road easement width.</p> <p>Interim - Chairman Sizemore opened the public hearing to receive public comments in favor of or opposed to the proposed waiver requests.</p> <p>Applicant Don Struck stated this is a family-owned property and he is assisting the family to divide the two lots for residential use, followed by a discussion of Eyrie Road.</p> <p>Neighbors Steve Schmidt, Elizabeth Spurgeon and Barbara Sully shared concerns about the increase of additional homes in a small area and the small turn around for delivery drivers that currently exists in the area.</p> <p>The Board reviewed the existing roads in the area; the short plat and subdivision process and the need for housing in the west end of the county, followed by a motion.</p>
	<p>Consent Agenda:</p> <p>Approved (M/Johnson, S/Sauter. Passed unanimously): the Consent Agenda with eleven (11) items; #10 was pulled for submission at a later date.</p> <ul style="list-style-type: none"> * 1) Resolution No. 08220 in the matter of scheduling a public hearing to be held on Tuesday, July 2020, beginning at 2:15 PM to consider an application for classification or reclassification of property as Open Space Farm and Agricultural Conservation Land for Current Use Classification program. * 2) Resolution No. 08320 in the matter of declaring one (1) 2008 Ford Escape, VIN #1FMCU93168KA20873 as surplus to be removed from the Building Department's inventory to be disposed of through public sale or auction by the Klickitat County Treasurer. * 3) Agreement (C08320) between Klickitat County and Klickitat County Public Economic Development Authority to implement the Working Washington, Small Business Emergency Grant Program, effective February 29, 2020, and ending July 31, 2020.

	<ul style="list-style-type: none"> * 4) Resolution No. 08420 in the matter providing emergency funding and committing up to \$154,553 of Working Washington Small Business Emergency Grant funds, and \$233,000 in Federal CARES Act dollars for a total of \$387,533 to be used to provide emergency funding to small businesses facing the threat of failure due to the COVID-19 situation and associated economic emergency, with the activities to be budgeted and tracked through the Cumulative Reserve Fund 125. * 5) Resolution No. 08520 in the matter of waiving the 2020 Annual Fee Increase as specified in the Building Department’s Current Fee Schedule. Ordinance #O100218 and #O100218-1 for Title 15 and 16, approved an annual 2% increase to fees effective October 1st; the Board of Commissioners declared an Emergency due to COVID-19 Pandemic and restrictions were placed on individuals and businesses on the Federal, State and County level to reduce the spread of the virus and have created unintended financial hardships. * 6) Termination of an Inter-Local Agreement between Klickitat County (Public Health Department) and Parent to Parent Coordinator Services for Individuals with Developmental Disabilities within Klickitat County. * 7) Request for concurrence to award the bid to Central Washington Asphalt, Inc. Moses Lake, Washington for the Trout Lake Highway Overlay, CRP 347, as bid in the amount of \$1,183,000.00, the contractor chose to use County supplied rock, the County’s value for the rock will be deducted from the total bid and the award amount will become \$1,160,049.91. * 8) Resolution No. 08620 in the matter of designation of certain County Roads as primitive roads; because of changed conditions, a portion of Fairgrounds Road is no longer eligible for Primitive Road classification. Fairgrounds Road needs to be reclassified as a Local Road, Federal Functional Classification. * 9) Notice of public hearing to be held on Tuesday, June 23, 2020, at 1:30 PM to amend Klickitat County Code 10.24 to allow the operation of wheeled all-terrain vehicles as described in RCW 46.09, in the areas of Dallesport and Bickleton area on County maintained roads with posted speed limits of 35 miles per hour or less. 10) PULLED Title VI Non-Discrimination Agreement between Klickitat County (Public Works Department) and the Washington State Department of Transportation (WSDOT) for the purpose of filing a Non-Discrimination Agreement Plan to be on file with WSDOT for the County to be eligible for federal funds. * 11) Personnel Authorization to begin the advertising process to fill an Assistant Engineering Technician or Engineer Technician; Union Grade, step 1. Depending on Qualifications within the Public Works Department. * 12) Notice from the Public Works Department to schedule a public hearing on Tuesday, June 23, 2020, at 1:30 PM to consider the establishment of maximum speed limits on certain county roads.
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/Johnston, S/Sauter. Passed unanimously): Accounts Payable Warrants: (#298618 – #298705); Electronic Transfer (#892), for a net of \$515,691.93. Combined Payroll Warrants (#208202 – #208475), Co. Benefit Warrants (#298610 – #298617), and Co. Benefit Electronic Transfer (#891) \$1,013,037.09. For a combined total of \$1,528,729.02, for the date ending May 25, 2020.

	<p>New Business:</p> <p>Public Health Interim – Director David Kavanagh presented the Board of Health’s recommendation to accept the Klickitat County Public Health Officer Dr. Amy Person’s recommendation to apply for a variance to move Klickitat County from Phase 1 to Phase 2 of the “Stay Home – Stay Healthy” orders as referenced in the Board of Health Resolution 2020-1; approved May 21, 2020.</p> <p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 08020 in the matter of approving the Board of Health’s Resolution to apply for a variance of the Governor’s “Stay Home-Stay Healthy” Proclamation, from Phase 1 to all elements of Phase 2.</p> <p>A motion on the record by the Board to tentatively end the use of Code 52 for all regular employee payroll hours on June 16, 2020.</p>
	<p>Annual Performance Evaluation:</p>
<p>Executive Session: Annual performance evaluation of a public employee</p>	<p>At 2:29 PM Interim - Chairman Sizemore announced that the Board would be convening into the Executive Session in accordance with RCW 42.30.110(1) (g) to conduct an annual performance evaluation of a public employee. Interim - Chairman Sizemore noted that the session would last ten (10) minutes. At 2:39 PM it was announced the executive session was being extended five (5) minutes.</p> <p>The Board convened back into Regular Session at 2:44 PM. No action was taken.</p>
	<p>Board Pending:</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>Clerk of the Board Lee Snell provided an update on the CARES Act Federal Grant Fund Application, followed by Information & Technology Director Glen Chipman about the Grant Fund Management Committee.</p>
	<p>Public Health Interim - Director David Kavanagh requested a County Credit Card for the purchase of small items needed in the RV Self Isolation Camp at the County Fairgrounds. The Board approved the request.</p> <p>Board correspondence noted for the record:</p> <ul style="list-style-type: none"> * ● Letter to the Department of Ecology’s Director Laura Watson regarding changes that will be made in the regulations relating to stationary air sources. The new proposed rules Ecology has entrusted to rewrite could negatively affect the role of landfills striving for carbon neutrality. * ● Letter to the Recreation Conservation Office Grants Manager Jesse Sims expressing support for the White Salmon Valley Metropolitan Park District Community Pool.
<p>Adjournment</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 3:03 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 5-26-20.</p>

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



June 2, 2020
Date