

**Klickitat County  
Board of Commissioners  
Minutes – Meeting of Tuesday, June 4, 2019**

<b>Topic</b>	<b>Agenda Item - Comment/Disposition</b>
	<b>Call to Order/Roll Call</b>
Morning Workshop Session – Tuesday, June 4, 2019	Chairman David M. Sauter called the meeting to order at 10:00 AM. Commissioners present: Jim Sizemore and David M. Sauter. Rex F. Johnston was absent.
	<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, Public Works Deputy Director Jeff Hunter, Department of Emergency Management Director Jeff King, Economic Development Specialist Denny Newell and Centerville resident Dan Christopher.</p> <p>Public Works Director Gordon Kelsey reported the Public Works crew is installing an overhead door on the south side of the Joan Frey Arena; followed by a discussion regarding the maintenance and future use of the Fairgrounds. The Board agreed to a long-range plan that will increase the usage after the new County Services Building is constructed.</p> <p>Director Kelsey reported on construction and road projects followed by an update on the temporary moves during the construction of the County Services Building. Director Kelsey stated an open house has been scheduled for June 27<sup>th</sup> in the Commissioner’s Chambers for the public.</p> <p>Public Works Deputy Director Jeff Hunter provided an update on the radio projects as well as the Fire Arms Training Facility; stating the Standard Operating Procedures and an operating resolution will be on next week’s consent agenda. A brief discussion was held about unauthorized ranges in the area being shut down.</p> <p>A follow-up discussion was held regarding the request made by a County citizen to waive all rental fees for the Goldendale Rodeo Bible Camp; Commissioner Sizemore stated he would like to continue offering in-kind services as reduced payment to ensure all renters are provided the same opportunities. Director Kelsey stated he will follow up with the camp director.</p> <p>Economic Development Specialist Denny Newell thanked the Public Works Department for their assistance with the Community Development Block Grant for the new County Services Building.</p>
Emergency Management Department Update	<p><b>10:30 AM - Department Update/Report</b></p> <p>Attendance: Department of Emergency Management (DEM) Director Jeff King, DEM Chief of Operations Julie Buck, Accounting/Clerical Administrative Assistant Randi Heinzen, Summer Intern Harley Clever and Centerville resident Dan Christopher.</p>

	<p>DEM Director Jeff King reviewed the performance and functionality of the radio system and maintenance noting he has been reviewing the LAW channel outage that occurred in May with technicians.</p> <p>DEM Chief of Operations Julie Buck provided a staffing update; upcoming training as well as presentation she will present called "Leading in a Crisis" during the State Summer Forum. Ms. Buck stated Communication Officer Pam Schilling will be presented with a Lifesaver award for her dedication to speaking with a caller for over five (5) hours.</p> <p>Ms. Buck gave a call volume report for April and May as well as an update on the Spillman Server replacement.</p> <p>Director King reported on the Pioneer Center full-scale active threat training exercise. Followed by a discussion regarding Emergency Medical Services mutual response and dispatch procedure and payments, noting that dispatch needs a written updated plan from District 9.</p> <p>Further discussion continued regarding companies on the east end of the County having a trained emergency responder on shift.</p>
Lunch Recess	The Board recessed for lunch at 11:44 AM.
	<b>Call to Order/Roll Call:</b>
Regular Meeting for Tuesday, June 4, 2019	Chairman David M. Sauter reconvened the meeting at 1:00 PM. Commissioners present: Jim Sizemore and David M. Sauter. Rex F. Johnston was absent.
	<b>Agenda:</b>
Business Agenda	<b>Approved (M/Sizemore, S/Sauter. Passed unanimously):</b> the Business Agenda with one (1) add-on under Unfinished Business and one (1) add-on under New Business.
	<b>Approval of Commissioner Meeting Minutes</b>
Approval of Meeting Minutes	* <b>Approved (M/Sizemore, S/Sauter. Passed unanimously):</b> the Klickitat County Board of Commissioners Meeting Minutes for May 21, 2019, as presented.
	<b>Citizen Comment:</b>
Comments will be limited to Seven (7) minutes per individual	<p>County resident John Miller thanked the Board for their support to the upcoming World War II memorial.</p> <p>Mr. Miller requested the Board pass an ordinance or resolution, provide for a ballot proposition to form a cemetery district similar to the school district boundaries; discussion followed regarding the Mountain View Cemetery and district formations. The Board stated they will take it under advisement.</p>
	<b>Consent Agenda:</b>
	<b>Approved (M/Sizemore, S/Sauter. Passed unanimously):</b> the Consent Agenda with nine (9) items.

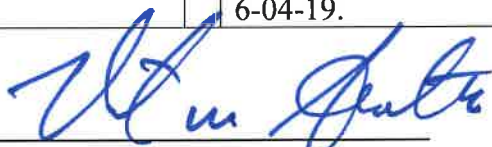
	<ul style="list-style-type: none"> <li>* 1) Letter granting a variance to the County’s burn ban on behalf of Country Café in Lyle, WA to allow the use of a wood-fired brick oven and a barbeque pit at their facility with conditions.</li> <li>* 2) Personnel Authorization to begin the advertising process to fill an Environmental Health Specialist II position at Grade 71, Step 1-3 depending on qualification, within the Public Health Department.</li> <li>* 3) <b>Resolution No. 07519</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. The Board of County Commissioners hereby appoints Lindsey Fuchs, Kimberly Foley, Brandon Schreiner, Peter Beck and Allison Nystrom to the list of County Designated Crisis Responders, effective June 4, 2019.</li> <li>* 4) Appendix A Contract (<b>C08519</b>) and Service Agreement HMR-SA-05-009 between the Mission Support Alliance and the Klickitat County (Sheriff’s Office) for the purpose of gaining access to classrooms and props at the Volpentest HAMMER Federal Training Center/Patrol Training Academy for the dates of June 26 through June 27, 2019 for a cost of \$547.72.</li> <li>* 5) An alternative work schedule for the Information Technology System Administrator position (Ryan Thompson) within the Information Technology &amp; Budget Department allowing a flexible work schedule to work four-10 hour days per week, 7:00 AM to 6:00 PM.</li> <li>* 6) <b>Resolution No. 07619</b> in the matter of reappointing Craig Stephens to the Klickitat County Water Conservancy Board to serve an additional six (6) year term, effective August 1, 2019, and expiring July 31, 2025.</li> <li>* 7) Business Associate Agreement (<b>C08619</b>) between Backupify and Klickitat County (Information Technology &amp; Budget Department) for the purpose of providing tools to backup and retrieve cloud-based data stored in our Google accounts such as emails, contacts, drives, sites, and calendar apps. The term of this agreement shall be twelve (12) months from the signing date; each subscription term will automatically renew for subsequent terms of one (1) year.</li> <li>* 8) Non-Capital Project List Amendment #1 which adds the project of installing an overhead door on the south side of the Joan Frey Arena located at the Klickitat County Fairgrounds.</li> <li>* 9) Supplemental Agreement (<b>C08719</b>) No. 1 between Klickitat County (Public Works Department) and Archaeological Services, LLC. to provide On-Call Archaeological Services as needed. This supplemental agreement extends the project completion date from April 30, 2019, to December 31, 2019.</li> </ul>
	<p><b>Unfinished Business:</b></p>
	<ul style="list-style-type: none"> <li>* <b>Approved (M/Sizemore, S/Sauter. Passed unanimously): Resolution No. 07719</b> in the matter of authorizing the Code Compliance Officer to commence proceedings to cause the abatement of a nuisance on Parcel No. 02-13-3360-0117/00 – Raymond and Donna Cloud.</li> </ul> <p>Attendance: Building &amp; Compliance Director Lynn Ward, Code Compliance Officer Frank Hewey, IT &amp; Budget Director Glen Chipman, Prosecuting Attorney David Quesnel, County residents Kathy Moco, Susan Kelsey, Dana Peck and Dan Christopher.</p>

	<p>Code Compliance Officer Frank Hewey requested direction from the Board regarding prior authorization for abatement at 203 Cypress Street, Dallesport, WA, Parcel# 02-13-2855-0213/00; a brief discussion followed regarding the status of ownership of the parcel and the cost of the abatement. The Board recommended Mr. Hewey identify the property owner and further discussion can be held regarding abatement at that time.</p> <p>Mr. Hewey reviewed code compliance cases related to vacation rentals and the transient lodging tax in Klickitat County; Building &amp; Compliance Director Lynn Ward stated vacation dwelling units definitions are being reviewed across Washington State and currently effects four departments within Klickitat County.</p> <p>The Board directed Director Ward to collaborate with the Departments and further discussion will be held.</p>
	<p>* <b>Approved (M/Sizemore, S/Sauter. Passed unanimously): Resolution No. 07819</b> in the matter of designating a copier equipment provider though Canon under NIPA #FI-R-0251-18 and authorizing the Information Technology &amp; Budget Director to sign procurement documents, and to create and maintain a centralized billing process, and that Resolution No. 07219 be hereby rescinded in its entirety.</p>
	<p><b>Payment Approvals:</b></p>
<p>Voucher Certification and Approval</p>	<p>* <b>Approved Warrants (M/Sizemore, S/Sauter. Passed unanimously):</b>        Accounts Payable: (#290201 - 290347) \$723,805.82.</p> <p>For a combined total of \$723,805.82 for the date ending June 3, 2019.</p> <p>There were no Payroll warrants requiring approval.</p>
	<p><b>Miscellaneous Reports/Comments:</b></p>
<p>Right to Free Speech Essay Competition</p>	<p>Attendance: Republican Women’s members Susan Kelsey and Kathy Moco, Essay writers Kinley Troh, Grace Bland, Zak Cooper, Human Resource’s Department Director Randi Post, Information Technology &amp; Budget Director Glen Chipman, Prosecuting Attorney David Quesnel, County residents Dana Peck and Dan Christopher and eight (8) members of the public.</p> <p>Republican Women’s member Susan Kelsey thanked the Board for judging the Klickitat County Republicans essay competition; Ms. Kelsey reviewed the “Right to Speech” essay topic; outlines; guidelines and stated the prize for the winner in each district is \$500.</p> <p>Chairman Sauter presented Kinley Troh from district 3 and Zak Cooper from district 2 their first place-prize; followed by reading a brief statement from an essay.</p> <p>Commissioner Sizemore presented Grace Bland her first-place prize and read a brief statement from her essay; the Board thanked all participates as well as the sponsor.</p>

<p>Executive Session:          Discuss pending          and potential          litigation</p>	<p>At 2:20 PM Chairman Sauter announced that the Board would be convening into Executive Session with Prosecutor Quesnel, Deputy Prosecuting Attorney Rebecca Sells, Special Counsel Rylan Weythman and Tim Filer in accordance with RCW 42.30.110(1)(i) for a pending and potential litigation update. Chairman Sauter noted that the Executive Session would be for fifteen (15) minutes. At 3:35 PM it was announced the Executive Session would be extended ten (10) minutes.</p> <p>The Board reconvened back to Regular Session at 2:45 PM. No action was taken.</p>
	<p><b>Department Update/Report:</b></p>
<p>Human Resource          Department update</p>	<p>Attendance: Human Resource’s (HR) Department Director Randi Post, Prosecuting Attorney David Quesnel.</p> <p>Human Resource Director Randi Post reviewed the Public Health’s Clinical Division Manager job description with revisions; HR Director Post advised the job description duties have been evaluated and the pay grade remains within the points system on grade 72, the Board concurred.</p> <p>Director Post stated the Sheriff has purposed a re-organization of the Correction Officers; promoting the Chief Criminal Deputy position to the Undersheriff and revised Corrections Sergeant, Chief Jail Deputy and Undersheriff job descriptions; the savings to the department will be \$8,000.</p> <p>Director Post requested and received verbal approval to proceed with a memorandum for a one time tool reimbursement; followed by a discussion regarding the number of cases managed by the Litter Crew Supervisor position and the archiving committee’s plans to host more training and potentially utilize archiving software.</p>
	<p><b>New Business:</b></p>
	<p>* <b>Approved (M/Sizemore, S/Sauter. Passed unanimously):</b> Courthouse Lawn Licensing Agreement (C08819) allowing the American Legion Post 116 to use the Courthouse lawn on Friday, June 14 for a Flag Burning Ceremony, which includes a waiver of the fee.</p>
	<p><b>Elected Official Report/Update:</b></p>
<p>Prosecuting          Attorney’s Update</p> <p>Executive Session:          Discuss pending          and potential          litigation</p>	<p>Prosecuting Attorney David Quesnel noted he had no items of a general nature for discussion in open session.</p> <p>At 3:10 PM Chairman Sauter announced that the Board would be convening into Executive Session with Prosecutor Quesnel in accordance with RCW 42.30.110(1)(i) for a pending and potential litigation update. Chairman Sauter noted that the Executive Session would be for ten (10) minutes. At 3:20 PM it was announced the Executive Session would be extended five (5) minutes.</p> <p>The Board reconvened back to Regular Session at 3:25 PM. No action was taken.</p>
	<p><b>Board Pending:</b></p>
<p>Issues as</p>	<p>The Board discussed various issues which included:</p>

<p>determined by the Board of Commissioners</p>	<ul style="list-style-type: none"> <li>• An approach to meet with Legislators from neighboring counties regarding joint issues in our regions.</li> <li>• Joint goals of good forest management with Skamania County.</li> <li>• Continued discussion regarding the Klickitat County grant funded Columbia River Gorge Commission Land Use Planner position.</li> </ul>
<p>Adjournment (4:05 PM)</p>	<p><b>Approved (M/Sizemore, S/Sauter. Passed unanimously):</b> There being no further business before the Board, the meeting was adjourned until 1:15 PM on Thursday, June 6, 2019.</p>
	<p><b>Call to Order/Roll Call</b></p>
<p>Regular Meeting Extension:        Workshop Session for Thursday, June 6, 2019</p>	<p>Chairman Sauter reconvened the meeting at 1:15 PM. Commissioners present: Jim Sizemore and David M. Sauter. Rex F. Johnston was absent.</p>
	<p><b>Workshop Session Agenda:</b></p>
<p>2020 Budget discussion regarding initial goals and objectives</p>	<p>Attendance: Information Technology &amp; Budget Director Glen Chipman, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe and county resident Dan Christopher.</p> <p>Director Glen Chipman provided a review of revenues, cash flow reserves and ending fund balances for 2018 and a forecast for 2019. Discussion followed concerning budget policy #10 concerning designated cash flow reserves. Director Chipman suggested a revision that requires departments that fall short of their designated cash flow reserve to report to the Board of Commissioners on how the reserve fell short for the past year, how it will be restored and how it will be maintained in the current fiscal year.</p> <p>Commissioner Sizemore recognized Senior Accountant Shelby Smith's work with the Health Department funds in helping to correct accruals, cash flow reserves and fund balances.</p> <p>Director Chipman provided a brief update on sales tax exemptions for renewable energy producers, noting that the tax exemption depends on the amount of energy generated which he is not sure how to track.</p> <p>The Board discussed ideas and goals for the 2020 budget, preparation for the replacement of the Hood River-White Salmon Bridge, and returning surplus county-owned properties to the tax rolls.</p> <p>Further discussion followed regarding staffing levels and tracking grant-funded positions. The Board agreed with Director Chipman's recommendation that staffing levels regain status quo.</p> <p>The Board had a brief discussion regarding Pueblo Del Rio's cash flow issues. Chairman Sauter stated that he does not see a solution without a legislative change to increase income limits for renters.</p> <p>Board discussion continued regarding the 2020 budget process and timelines.</p>

<p>Discussion concerning the new County Services Building</p>	<p>Attendance: Treasurer Greg Gallagher, PFM Financial Advisors Senior Managing Consultant Duncan Brown, Public Works Director Gordon Kelsey, Public Works Finance Director Susan Gregson, Information Technology &amp; Budget Director Glen Chipman, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Economic Development Specialist Denny Newell and county resident Dan Christopher.</p> <p>Treasurer Greg Gallagher introduced PFM Financial Advisors Senior Managing Consultant Duncan Brown. Mr. Brown provided an overview of the county's outstanding debt and present three (3) possible financing options for the new county services building.</p> <p>Discussion followed regarding which option would be the best use of county resources. No conclusions or decisions resulted from the workshop.</p> <p>Chairman Sauter noted that the workshop would take a brief recess beginning at 3:20 PM and reconvene at 3:45 PM.</p>
<p>Central/Eastern Klickitat Conservation District Project update</p>	<p>Attendance: Central/Eastern Klickitat Conservation District (C/EKCD) Manager Loren Meagher and Board Supervisors Dave Guenther, Steve Cunningham, Jason Blain and county resident Dan Christopher.</p> <p>Conservation District Manager Meagher reported the Districts received final notification for the repurposing/re-appropriation of funds to acquire active working lands within the Rock Creek watershed. The District will be working with the property owner to complete the purchase. Manager Meagher noted that he hopes to use the purchase as a successful working lands model to others across the state.</p> <p>Manager Meagher stated that C/EKCD will continue to partner with and co-manage the Washington Department of Fish and Wildlife owned Simcoe Mountain working lands property.</p> <p>Manager Meagher advised that C/EKCD is closing out their fiscal year and gearing up for new projects which include salmon recovery, fire-wise fuel reduction and an irrigation efficiency project.</p>
<p>Adjournment</p>	<p><b>Approved (M/Sizemore, S/Sauter. Passed unanimously):</b> There being no further business before the Board, the meeting was adjourned at 4:03 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 6-04-19.</p>

  
 Approved: **David M. Sauter**  
 Chairman of the Board



6-18-19  
 Date