

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

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, July 21, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 10:00 AM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone).
	Workshop Session Agenda
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, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey provided an overview of the consent agenda item and pay estimates on this afternoon’s agenda, followed by a construction update.</p> <p>Director Kelsey stated the road crews are hot mix patching in the Centerville area and Horseshoe Bend Road; completing their chip seal work on the Snowden Road, spot grading, cleaning ditches, repairing a culvert on the Glenwood Highway and mowing in the Centerville area.</p> <p>A brief update was provided on the new County Services Building, noting that Public Works is currently processing the vacant lot and anticipates the property with the house will be processed shortly. Director Kelsey stated these properties are needed for parking lots due to the loss of spaces where the new building is being constructed.</p> <p>A follow up was provided regarding citizen’s calls and emails about the chip seal bleeding yesterday afternoon on Snowden Road, Director Kelsey stated due to the extreme and sudden rise in temperature sand had to be added to the surface and the cooler temperature overnight allowed the oil to set-up.</p> <p>Director Kelsey stated a request has been made from rafting companies in the Husum area to construct a loading zone pull through on Husum Street; the Board discussed safety concerns for the rafting companies that currently walk their rafts across Highway 141 and also keeping the roadways clear for the nearby fire station; the Board stated further discussions will need to be held.</p> <p>A brief discussion was held regarding an accounts payable warrant for a new window in the annex 1 building.</p>
Auditor Department Update	<p>10:30 AM - Elected Official Report/Update</p> <p>Attendance: Solid Waste Director Ruby Irving in the Chambers, Auditor Brenda Sorensen, various county employees and residents via telephone.</p>

	<p>Auditor Brenda Sorensen provided an update on the Elections Department; the Finance Office, briefly stating Nichole Barnes has joined her department as the new Payroll Analyst; followed by a report on the dates and audit scope the State Auditor's team will be doing their Accountability audit for January 1, 2019, to December 31, 2019.</p> <p>Auditor Sorensen stated licensing and recording are all being done electronically, followed by an update on the Veterans' Service Officer's work schedule.</p>
<p>Solid Waste Department Update</p>	<p>10:45 AM - Department Update/Report</p> <p>Attendance: Solid Waste Director Ruby Irving, Human Resources/Administrative Services Director Robb Van Cleave, Human Resource Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Solid Waste Director Ruby Irving reported on the Litter Crew operation and the Recycling Coordinator's latest efforts to reach citizens through social media and the County's webpage, noting July is "Plastics Free" month.</p> <p>Director Irving stated she is currently working on a Contaminate Reduction Plan for recyclables, followed by an update on the transfer stations.</p> <p>A discussion was held regarding the excessive tonnage of trash from out of County residents, Director Irving stated Republic Services is going to raise their out of County fees August 3, 2020, to a \$30.00 minimum charge with a \$20 fee per cubic yard; rates will see another increase January 1, 2021, to \$35.00 with a \$25.00 fee per cubic yard.</p>
<p>Human Resource and Administrative Services Director Department update</p>	<p>11:00 AM - Department Update/Report</p> <p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Human Resource Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Human Resource Manager KC Sheridan requested and received approval to proceed with the reorganization of the Senior Services Department by removing one (1) full-time Operations Manager positions and adding two (2) full-time Clerical Administrative Assistant I positions, Manager Sheridan stated the budget is a wash, and two Clerical Administrative Positions have been part of the department in the past.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave requested and received verbal approval to proceed with contract negotiations with retired Information Technology & Budget Director Glen Chipman; Director Van Cleave stated the importance of Mr. Chipman's institutional knowledge.</p>

	<p>Director Van Cleave stated Emergency Operations Finance Chief Jennifer Bartley will continue her position without a stipend, followed by a discussion of the de-escalation of the Emergency Operations Center.</p>
	<p>Interim – Chairman Sizemore reported on his participation at the Finance Committee Meeting, noting the bond interest rate for the new County Service Building is lower than anticipated and will be a significant saving. Interim – Chairman Sizemore stated the Finance Committee will meet every second and fourth Friday, each month at 10 AM.</p> <p>Commissioner Sauter provided an update on the Columbia Gorge Regional Airport meeting, followed by a discussion of the county’s sales tax rate.</p> <p>A brief discussion was held regarding the Goldendale Pump Storage Project.</p>
Lunch Recess	The Board recessed for lunch at 11:16 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, July 21, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone)
	Agenda:
Business Agenda	Approved (M/Johnston, S/Sauter. Passed unanimously): the Business Agenda as presented.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	* No minutes requiring approval.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>Building and Code Compliance Director Lynn Ward requested and received guidance regarding Resolution No. 08920, suspending the abatement of nuisance complaint cases through the end of 2020, due to the COVID-19 Pandemic; a discussion followed regarding an unpermitted shooting range business in Klickitat County and the proper required permitting process to ensure citizen safety.</p> <p>Director Ward presented a thank you card from County employees for their leadership and support during the COVID-19 Pandemic.</p> <p>A discussion was held regarding the unsafe parking along the sides of Old Highway 8; Forest Service Area Manager, Lynn Burditt, reported on her discussions with Washington State Parks regarding the Lyle Sandbar recreation seekers parking at the Klickitat Trail Head parking lot and suggested a follow up with the Washington State Department of Transportation.</p>


Public Meetings/Public Hearings/Bid Openings:	
<p>Public Hearing: In the matter of the intent to vacate a portion of County right-of-way on Sonova Road</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 10420 in the matter of vacating a portion of County right-of-way on Sonova Road.</p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Design Engineer Assistant Nathen Erickson, Planning Director Mo-chi Lindblad, Assessor Crista Schroder, Treasurer Greg Gallagher in the Chambers, various county employees and residents via telephone.</p> <p>Interim - Chairman Sizemore declared the public hearing open and asked if Board members wished to disclose ex-parte contact or conflict of interest, hearing none he requested a staff review.</p> <p>Public Works Director Gordon Kelsey stated during a platting process it was discovered that the County had a 100 foot wide right of way through a portion of Sonova Road which is adjacent to the short plat. The normal right of way width for most public roads is 60 ft. wide. The Public Works department researched this section of the roadway but did not find a need for a wide right of way at this location.</p> <p>Interim - Chairman Sizemore opened the public hearing to receive public testimony, noting for the record, no comments were made the public hearing was closed, followed by a motion.</p>
<p>Public Meeting: To consider approval of a Short Plat No. SPL 2020-02; Applicant: Keith Robison</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): Plat Alteration No. SPL2020-02, which remove Note 3 of SPL 2008-31 and add 3 reference notes affecting parcels 04-10-1108-3101 /00 & 04-10-1108-3102/00, and grant final approval; Applicant: Keith Robison.</p> <p>Attendance: Planning Director Mo-chi Lindblad, Assessor Crista Schroder, Treasurer Greg Gallagher in the Chambers, Associate Planner Lori Anderson, various county employees and residents via telephone.</p> <p>Interim - Chairman Sizemore opened the public meeting and asked for a staff review</p> <p>Associate Planner Lori Anderson stated that Plat Alteration No. SPL 2020-02 is a proposal to remove Note 3 of SPL 2008-31 and add 3 reference notes affecting parcels 04-10-1108-3101 /00 & 04-10-1108-3102/00, in the BZ Corner vicinity.</p> <p>Ms. Anderson advised that an administrative review of the short plat has been completed, signatures have been obtained from the Road, Health, and Planning Departments, and the Treasurer's Office. All conditions attached to the preliminary approval have been met.</p>
Unfinished Business:	
<p>Discussion regarding the depreciation of values for alternative</p>	<p>Attendance: Assessor Crista Schroder, Treasurer Greg Gallagher, Planning Director Mo-chi Lindblad, Natural Resource/Economic Development Director Dave McClure in the Chambers, various county employees and residents via telephone.</p>

<p>energy projects.</p>	<p>Assessor Schroder reported assessments done by the Assessor's office have depreciation tables except land; Real Property is required by Washington State law to be assessed at 100% of market value, market value is reached by using a market factor adjustment to the tables.</p> <p>Assessor Schroder stated Solar Farms will be assessed similar to Wind Farms, the land would no longer qualify for the current use program as the property use is changed due to the amount of land coverage, followed by a discussion about the three types of assessment approaches: Cost to Construct, Sales, and Income.</p>
<p>Miscellaneous Reports/Comments:</p>	
<p>Washington Department of Fish & Wildlife (WDFW), Southwest Washington Wildlife Program Manager Sandra Jonker: Recreation and Conservation Office - Local Jurisdiction Review for WDFW.</p>	<p>Attendance: Natural Resource/Economic Development Director Dave McClure, Planning Director Mo-chi Lindblad in the Chambers, Washington Department of Fish & Wildlife (WDFW) Southwest Washington Wildlife Program Manager Sandra Jonker, WDFW's Southwest Region Regional Director Kessina Lee, Central Klickitat Conservation District/East Klickitat Conservation District Manager Loren Meagher, Central Klickitat Conservation District Chairman Terry Nickels, various county employees and residents via telephone.</p> <p>Washington Department of Fish & Wildlife (WDFW) Southwest Washington Wildlife Program Manager Sandra Jonker requested a letter of support from the Board for acquisition of property in the Simcoe Mountains, Manager Jonker stated they are in phase six (6) of the requested acquisition.</p> <p>A discussion followed regarding concerns the Board has with the current joint management between WDFW and the Conservation District, noting there is still not a signed agreement. The Board stated they would like to see movement before they can support more land acquisitions.</p> <p>WDFW's Southwest Region Regional Director Kessina Lee stated she has been reviewing documents; reviewed the differences in the way WDFW and the Conservation District, stating the focus will be on the content, not just the process.</p> <p>Central Klickitat Conservation District/East Klickitat Conservation District Manager Loren Meagher reported on challenges and the project pause because of changes in the partnership process.</p> <p>The Board encouraged the parties to divide the projects for completion and follow up with a meeting.</p>
<p>Republic Services Quarterly Update</p>	<p>Attendance: Natural Resource/Economic Development Director Dave McClure in the Chambers, Solid Waste Director Ruby Irving, Republic Services Area Director of Operations Don Tibbets, Republic Services Municipal Relationship Manager, Steve Gilmore, various county employees and residents via telephone.</p> <p>Republic Services Area Director of Operations Don Tibbets reported the second-quarter financial report. Director Tibbets stated April and May saw significant drops</p>

	<p>in tonnage, but June and July have seen an increase.</p> <p>Mr. Tibbets reported Republic’s Landfill operations; workforce; State guidelines for employees, followed by an update on contract renewals.</p> <p>Republic Services Municipal Relationship Manager, Steve Gilmore reported on an upcoming Release for Proposal.</p>
	<p>Attendance: Sheriff Bob Songer, Chief Civil Deputy Karen Elings, Chief Jail Deputy Carmen Knopes, Treasurer Greg Gallagher in the Chambers various county employees and residents via telephone.</p> <p>* A discussion was held regarding the current practice for Klickitat County Law Enforcement for mental illness standby at Klickitat Valley Health; Chief Civil Deputy Karen Ellings provided data for the number of hours of overtime, and associated cost as well as the number of Deputies/Officers involved in standby cases.</p> <p>The Board would like to have a future discussion about adding a Psychiatric Doctor to help with treatment evaluations.</p> <p>Chief Jail Deputy Carmen Knopes reported two new Corrections Officers have been hired in the Jail and they will be fully staffed in August.</p> <p>Followed by a report on a local burglary that involved a car being stolen.</p>
	<p>Consent Agenda:</p>
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with nine (9) items.</p> <p>* 1) Klickitat County Small Business Emergency Grant Agreements (C18620-C18920) between Klickitat County (Economic Development Department) and local businesses, to provide Coronavirus Aid, Relief, and Economic Security Act funding assistance through the Washington State Department of Commerce.</p> <p>* 2) A purchase request from the Department of Emergency Management for a yearly subscription service that is web-based for the PowerDMS software for use in document management and training within the department. The cost is \$3,872.07 including tax.</p> <p>* 3) Amendment No. 2 to Project Agreement (C19020) #19-1656P Lead Entity Operating Grant between Klickitat County (Natural Resource Department) and the Washington State Recreation and Conservation Office for the purpose of increasing the funding level increase from \$50,959.00 to \$110,959.00. All other aspects of the Agreement to which this is an amendment shall remain in full force and effect.</p> <p>* 4) Resolution No. 10520 in the matter of revising the Public Health Department’s Organizational Chart to include a Temporary Casual Public Health Nurse and a Temporary Casual Clerical Administrative Assistant I position to assist in COVID-19 response efforts. Temporary Casual Public Health Nurse, grade 70; Temporary Casual Clerical Administrative Assistant I, grade 34, effective January 15, 2020.</p>

	<ul style="list-style-type: none"> * 5) Resolution No. 10620 in the matter of hiring the retired Budget/Information Technology Director Glen Chipman as a Casual Fiscal Manager employee to assist the Human Resources/Administrative Services Director Robb Van Cleave with budget-related tasks and projects. Effective July 21, 2020, at the rate of \$51.95 per hour. * 6) Resolution No. 10720 in the matter of revising the Public Works Department Organizational Chart to include a Casual Temporary Carpenter position to assist in completing small projects. Effective July 7, 2020, at the rate of \$35 per hour. * 7) Settlement Agreement (C19120) between Marcott Trust and Klickitat County (Public Works Department) for right-of-way along Courtney Road; Settlement Agreement (C19220) between John and Nancy E. Nicholas and Klickitat County (Public Works Department) for right-of-way along Courtney Road. * 8) Personnel Authorization to begin the advertising process to fill a Casual Public Health Nurse; Grade 70, step 1, within the Public Health Department. * 9) Personnel Authorization to begin the advertising process to fill a Carpenter position, within the Public Works Department.
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/, S/. Passed unanimously): Accounts Payable: (#299680 – 299766) \$689,588.32, (299834 – 299842) \$2,092.30, for a combined total of \$691,680.62 for the date ending July 20, 2020. <p>There were no Payroll warrants requiring approval.</p>
<p>Pay Estimate</p>	<ul style="list-style-type: none"> * Approved (M/Sauter, S/Johnston. Passed unanimously): Pay estimate No. 1 & Final to Cole Industries in the total amount of \$11,825.00 for the Boiler Repair Small Works Contract Project KN9-2-N20017.
<p>Pay Estimate</p>	<ul style="list-style-type: none"> * Approved (M/Sauter, S/Johnston. Passed unanimously): Pay estimate No. 3 to Kirby Nagelhout Construction Company in the amount of \$362,006.01 which includes \$26,488.24 for tax, for the County Services Building Project, Contract No. C03120.
<p>Pay Estimate</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Pay estimate No. 2 to Summit Environmental in the amount of \$11,498.81 which includes \$802.24 of sales tax, for the Asbestos Abatement Small Works Contract Project KN9-2-N20006.</p>
<p>Pay Estimate</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): No. 3 to Lee Contractors in the amount of \$28,766.62 which includes \$1,974.18 of sales tax, and excludes \$1,410.13 for retainage, for the Klickitat County Bickleton Shop Fuel Tank Replacement, WP55-9.</p>
<p>Pay Estimate</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Pay estimate No. 1 / Final to Mission Construction in the amount of \$98,367.99 which includes \$6,750.74 of sales tax, and excludes \$4,821.96 for retainage, for the SWC Klickitat County Airport Fuel Tank Upgrades Project.</p>

Elected Official Report/Update:	
Prosecuting Attorney's Update	<p>Attendance: Prosecuting Attorney David Quesnel, Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Prosecuting Attorney David Quesnel requested and received verbal approval to proceed with the advertising process to fill a Legal Administrative Assistant I, II, or III & Victim Witness Coordinator.</p> <p>Prosecutor Quesnel stated a recent Supreme Court ruling has been made regarding In-Custody Criminal Hearings and Use of Restraints and he would like to discuss safety concerns for the two (2) Klickitat County District and Superior Courts.</p> <p>Interim Chairman Sizemore requested guidance about a citizen's inquiry regarding the County's Short Plat process and Grandfather Clauses for subdivisions; a follow up will be held with Planning Director Mo-chi Lindblad.</p>
	Treasurer Greg Gallagher provided a Grant Committee update, followed by a property tax report and Landfill revenues.
Board Pending:	
Issues as determined by the Board of Commissioners	The Board discussed the Klickitat County Small Business Emergency Grant Agreements and the importance of small businesses in the community.
Adjournment	There being no further business before the Board, the meeting was adjourned at 4:12 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 7-21-20.</p>


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



August 4, 2020
 Date