

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, July 28, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, July 28, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:30 AM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone).
	Workshop Session Agenda
Discussion regarding defendant restraints in the courtroom.	<p>9:30 AM - Elected Official Report/Update</p> <p>Attendance: Superior Court Administrator Mary Jo Hanson, Clerk Renea Campbell, Sheriff Bob Songer, Undersheriff Mike Kallio, Chief Jail Deputy Carmen Knopes in the Chambers, Superior Court Judge Randall Krog, East District Court Judge Rick Hansen, West District Court Judge Jeff Baker, Prosecuting Attorney David Quesnel, various county employees and residents via telephone.</p> <p>Superior Court Judge Randall Krog reported a Supreme Court decision was made requiring the Court to conduct an individualized inquiry prior to each court hearing before a defendant may be restrained while attending court in person, a discussion followed regarding the modifications that could be made to the courtroom to ensure employee and citizen safety.</p> <p>A discussion was held about the use of technology to adhere to the attorney-client privilege, preserving the confidentiality of communications between attorneys and their clients, while also providing the safest environment.</p> <p>Clerk Renea Campbell stated waivers may be obtained, followed by a discussion of installing the necessary technology and safety equipment allowed in the Courthouse Preservation Grant Program guidelines.</p> <p>Judge Krog reviewed a proposed policy to use for in-custody hearings or criminal cases in Klickitat and Skamania County Superior Courts until further direction from the court; the Board was in support.</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, Human Resources/Administrative Services Director Robb Van Cleave, HR Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reviewed the bid opening on this afternoon's agenda to rebuild a 2008 Cat C13 Engine, followed by a report on the Trout Lake Highway Construction Project.</p> <p>Director Kelsey stated the consultant is filling out the Joint Aquatic Resources Permit Application, followed by a virtual meeting with the Army Corp. of Engineers regarding the Courtney Road Safety Project permit.</p>

	<p>Director Kelsey reviewed the design work being conducted on Old Mountain Road; the Darland Bridge Rail Replacement Upgrade Project, noting the older bridge and rails need to be updated to new standards.</p> <p>A maintenance project update was provided for the east and west end crews, followed by an update on the new County Services Building; the jails new HVAC System; the fabrication and installation of temporary walls for inmates in the Superior Court Room, followed by a discussion of the Historic County Courthouse Rehabilitation Grant program guidelines.</p> <p>Public Works Deputy Director Jeff Hunter reported on the Radio Sites, followed by Director Kelsey’s report on the upcoming Flood Insurance Rate Map meeting in Trout Lake with the Federal Emergency Management Agency in regards to updating the Flood Maps, Commissioner Johnston will be participating.</p>
<p>Human Resource & Administrative Services Department update</p> <p>Recess into a “Closed Session”</p>	<p>10:30 AM - Department Update/Report</p> <p>Attendance: 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 requested and received verbal approval to proceed re-posting the Fiscal Manager position mid-August, followed by an update on the Information Technology Help Desk position interviews.</p> <p>Director Van Cleave reported on the Cayenta Financial System Upgrade, followed by HR Manager KC Sheridan reporting on the Service Desk Software Update, noting it is a much more hands-on system for the employees and will require some guidance.</p> <p>Director Van Cleave provided a Budget & Technical Services budget update, followed by a discussion of what fund the County will accept the Federal CARES Act funds into.</p> <p>A discussion was held regarding the Gorge Country Media Radio Ads, noting the subscription is ending at the end of the month, followed by an HR budget update.</p> <p>Chairman Sizemore announced that the Board would be recessing the regular meeting at 11:10 AM into a “closed session” to discuss collective bargaining proposals/negotiations, grievance, mediation, and/or arbitration proceedings all associated with collective bargaining in accordance with RCW 42.30.140(4) for fifteen (15) minutes. At 11:25 AM it was announced the closed session was being extended ten (10) minutes.</p> <p>The Board convened back to Regular Session at 11:35 AM. No action was taken.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:39 AM.</p>

		Call to Order/Roll Call:
Regular Meeting for Tuesday, July 28, 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	*	Approved (M/Sauter, S/Johnston. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for July 7, 2020, and July 14, 2020, as presented.
		Citizen Comment:
Comments will be limited to seven (7) minutes per individual		<p>County resident William Larson asked if the Board had moved forward on a trucked water program in Klickitat County; the Board stated discussions are being held with the Health, Planning, Building and Public Works Department.</p> <p>Commissioner Sauter reported on his zoom meeting with Forest Service Area Manager, Lynn Burditt for a Bi-State Recreation Insights Conversation regarding local recreation sites, Commissioner Sauter stated an overwhelming problem is the amount of trash being dumped at sites and the strategies to keep the areas clean.</p> <p>Solid Waste Director Ruby Irving reported there is an out of county fee increase at the transfer stations; the first increase will be August 3, 2020, followed by another on January 1, 2021. A discussion followed regarding the fees at surrounding area transfer stations and the low fees for county residents.</p>
		Public Meetings/Public Hearings/Bid Openings:
Bid Opening: For the removal and rebuilding of a 2008 Cat C13 Engine from a 2008 Kenworth 10 yard Dump Truck		<p>Bids forwarded (M/Sauter, S/Johnston. Passed unanimously): to the Public Works Department for review and recommendation of two (2) bids received for the removal and rebuilding of a 2008 Cat C13 Engine from a 2008 Kenworth 10 yard Dump Truck. Parts needed are long block, all coolers, turbos, fuel injectors, water pump, thermostat, oil pump, drive pump, ARD head, pressure plate, clutch disks, throw out bearing, pilot bearing and all gaskets, seals, hoses and fluid and other parts as needed. The rebuilt engine shall come with a four (4) year warranty. Engineer's estimate: \$55,000.</p> <ul style="list-style-type: none"> • Peterson Cat The Dalles, OR \$72,477.82 • Pape Kenworth Portland, OR \$54,673.71
		State Auditor's Entrance Conference:
State Auditor's Entrance Conference.		Attendance: Auditor Brenda Sorensen, Clerk Renea Campbell, Public Works Director Gordie Kelsey, Public Works Deputy Director Jeff Hunter, Natural Resource/Economic Development Director Dave McClure, East District Court Administrator Jane Edmonds, Chief Civil Deputy Karen Elings, Building & Code

	<p>Compliance Office Manager Cindy McHargue in the Chambers, State Auditors Lindsay Osborne, Nicholas Hoeft, Suzie Moon, various county employees and residents via telephone.</p> <p>Audit Lead Suzie Moon provided an overview and timeline for the planned audit scope which includes a cash receipting audit, Procurement, Sheriff Department evidence room seizure and forfeiture reporting, surplus equipment, accounts payable, payroll, compliance with leases, compliance with public works projects for prevailing wages and retainage requirements, IT Security Policies, procedures, practices and controls protecting financial systems backup and recovery for the fiscal year 2019.</p> <p>Mr. Young provided clarification on the Federal Grant compliance audit for January 1, 2019, through December 31, 2019; stating the audit is required by federal law when a local government spends \$750,000 or more annually in federal financial assistance and will test the Highway Planning and Construction Cluster, 20.205.</p> <p>Discussion, questions and clarification regarding the audit followed.</p>
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</p> <p>Accounts Payable: (#299851 - 299931) \$278,200.20; DOR Electronic Transfer (898) \$2,140.79.</p> <p>Combined Payroll: (#210914 – 211185, County Benefit Warrants #299843 - 299850, Electronic Transfer #897) \$1,043,175.80.</p> <p>For a combined total of \$1,323,516.79 for the date ending July 27, 2020.</p>
	<p>Consent Agenda:</p>
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with six (6) items.</p> <ul style="list-style-type: none"> * 1) Resolution No. 10820 in the matter of revising the Senior Service Department’s Organizational Chart to include adding two (2) full-time, Clerical Administrative Assistant I, grade 34 positions and removing one full-time Operations Manager. Effective July 28, 2020. * 2) Personnel Authorization to begin the advertising process to fill a Clerical Administrative Assistant I, Grade 34, step 1-3, (\$16.15 to 17.15 per hour), within the Senior Services Department. * 3) Personnel Authorization to begin the advertising process to fill a Temporary Clerical Administrative Assistant I; Grade 34, step 1, (\$16.15 per hour), within the Public Health Department. * 4) Maintenance Service Agreement (#07.20-1) (C19320) annual renewal between GeoComm Inc. and Klickitat County (Department of Emergency Management) to ensure ongoing synchronization with Klickitat County map data and ALI database. This Agreement is for \$4,837.50.

	<p>* 5) Proclamation proclaiming the week of August 9th through the 15th, 2020 to be American Wind Week in Klickitat County; Washington State is home to 20 wind projects and 10 wind-related manufacturing facilities, providing more than 3,000 jobs for Washingtonians and driving \$6.5 billion in total capital investments to date and providing \$20 million in annual lease payments to rural landowners in 2019 alone.</p> <p>* 6) Resolution No. 10920 in the matter of designating an applicant agent and alternate authorized representatives for disaster 4481-DR-WA (COVID-19) for Klickitat County to obtain Federal and /or State Emergency or Major Disaster Assistance Funds. HR and Administrative Services Director, Robb Van Cleave as an authorized representative and Department of Emergency Management Director, Jeff King as an alternate representative.</p>
Business, Economic Development and Department Update:	
<p>Economic Development/Natural Resource Business and Department Update.</p>	<p>Attendance: Natural Resource/Economic Development Department Director Dave McClure and Economic Specialist Richard Foster in the Chambers, various county employees and residents via telephone.</p> <p>Natural Resource/Economic Development Department Director Dave McClure reported on the Working Washington Small Business Grants, noting fifteen (15) business received the full \$5,000 and six (6) received a partial payment; Klickitat County Small Business Emergency Grant Agreements were awarded to thirty-seven (37) businesses from the competitive round plus eleven (11) businesses that were alternates from the Working Washington Small Business. Between the two grant programs, a total eighty-four (84) businesses are receiving grants.</p> <p>Director McClure stated business are struggling to find qualified reimbursable costs due to the reimbursement restrictions and the short timeframe allowed, a discussion followed about the implementation of grants for the local businesses and the required documentation.</p> <p>Director McClure reported on the Public Utility District's small business support program, followed by Economic Development Specialist Richard Foster's report on the Washington State Department of Commerce Childcare Partnership Planning Grant Application and the Dallesport Regional Airport Federal Aviation Administration Grant Application.</p> <p>* A discussion was held regarding the unemployment rates throughout the state and the COVID-19 Pandemic.</p>
New Business:	
<p>Consider using Community Development Block Grant-CV1 funds as a consortium with Skamania County</p>	<p>Attendance: Natural Resource/Economic Development Department Director Dave McClure and Economic Specialist Richard Foster in the Chambers, various county employees and residents via telephone.</p> <p>Economic Specialist Richard Foster reported Skamania County is interested in a consortium using a Community Development Block Grant-CV1 with Klickitat County</p>

	to administer funds primarily for rent and utility assistance; Washington Gorge Action Programs will facilitate the program. The Board was in support and would like to follow up with the Health Department Director Erinn Quinn and Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation Executive Director Joel Madsen.
	Unfinished Business:
Findings, Conclusion and Decision in support of Board decision, to approve Application #OS-FCL-2020-02	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Motion to adopt the Findings, Conclusion and Decision in support of Board decision of Tuesday, July 14, 2020, to approve Application #OS-FCL-2020-02 for classification to the Open Space Open Farm and Agricultural Conservation Land for Current Use Classification under Chapter 84.34 RCW involving two (2) Parcel(s) 03-11-0454-0001/00 & 03-11-0454-0002/00 consisting of a total of 21.03 acres: Applicant: Mel & Dixie Walker and Tyler & Kimberlee Barnes.</p> <p>Prior to the motion, Interim - Chairman Sizemore provided an overview of the conditions and requirements that are included in the approval of the Open Space Open Farm and Agricultural Conservation Land.</p>
	Board Pending:
	* Board correspondence noted for the Record: Letter to Washington State Department of Fish and Wildlife (WDFW) Director, Kelly Susewind regarding WDFW's application for 2020 Washington Wildlife and Recreation Habitat Funds Program for Acquisition in Klickitat County and the Joint Management Agreement between Central and Eastern Klickitat Conservation Districts.
Adjournment	Approved (M/Johnston, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 3:05 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 7-28-20.</p>

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



8/11/2020
 Date