


**Klickitat County  
Board of Commissioners  
Minutes – Meeting of Tuesday, August 4, 2020**

<b>Topic</b>	<b>Agenda Item - Comment/Disposition</b>
	<b>Call to Order/Roll Call</b>
Morning Workshop Session – Tuesday, August 4, 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).
	<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 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 Deputy Director Jeff Hunter reported on this afternoon’s consent agenda items; the Trout Lake Highway paving project; the Courtney Road Safety Project, stating Public Works will be setting up a virtual meeting with the Army Corp. of Engineers and construction is scheduled for late spring/early summer of 2021.</p> <p>Deputy Director Hunter reported the new County Service Building contractor has completed the slab pour and the columns are scheduled to be delivered tomorrow and stood up Thursday and Friday, followed by an update on the right-of-way.</p> <p>A discussion was held about the fabrication and installation of temporary walls in the Superior Court Room, followed by an update on the Pioneer Center HVAC unit installation; the upgrade to the Courthouse entryway concrete steps; the jail control board request for proposals and a radio site work status report.</p> <p>Deputy Director Hunter reported the Fire Arms Training Facility is open and operating according to COVID-19 Social Distance requirements.</p>
Natural Resources/Economic Development Department Update	<p><b>11:00 AM - Department Update/Report</b></p> <p>Attendance: Natural Resources/Economic Development Director Dave McClure, Economic Development Specialist Richard Foster, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Natural Resources/Economic Development Director Dave McClure reported on the status of the Working Washington Small Business Grants and the Klickitat County Small Business Emergency Grant Agreements, followed by a discussion of detail and review required before submission to the Auditor for payment.</p> <p>A discussion was held regarding the Klickitat Public Utility Districts COVID-19 Small Business Customer Assistance Program, followed by an Unemployment Compensation update.</p>

	<p>Economic Development Specialist Richard Foster reported on the Childcare Planning Grant as well as the Gorge Regional Airport Federal Economic Development Administration grant.</p> <p>A discussion followed regarding the Washington State Broadband Survey and the importance of county residents participating; Commissioner Sauter stated he will discuss this further at the Trout Lake Community Council Meeting tomorrow night and follow up with Natural Resource Coordinator Jacob Anderson.</p> <p>Resident Fred Heany expressed frustration with the lack of Broadband service in the White Salmon area and discussed the underground installation of three (3) phase power and high-speed internet to the top of Burdoin Mountain while the Courtney Road Safety Project is underway.</p>
<b>Lunch Recess</b>	<b>The Board recessed for lunch at 10:46 AM.</b>
	<b>Call to Order/Roll Call:</b>
Regular Meeting for Tuesday, August 4, 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)
	<b>Agenda:</b>
Business Agenda	<b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> the Business Agenda as presented.
	<b>Approval of Commissioner Meeting Minutes</b>
Approval of Meeting Minutes	* <b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> the Klickitat County Board of Commissioners Meeting Minutes for July 21, 2020, as presented.
	<b>Citizen Comment:</b>
Comments will be limited to seven (7) minutes per individual	<p>A discussion was held about letters from the Building Inspection and Code Compliance Department on behalf of Klickitat County, addressing Code Violations; Building and Code Compliance Director Lynn Ward reviewed the permit process for an unpermitted gun range currently in operation, followed by a Building Activity Report discussion.</p> <p>Planning Director Mo-chi Lindblad provided a follow-up regarding a land division inquiry from resident Mike Cahill, followed by a discussion of the Solar Farm application process.</p> <p>Commissioner Sauter illustrated the amount of paperwork and detail that is involved in processing the small business grant reimbursements and the documentation necessary to receive a complete audit.</p>
	<b>Department Update/Report:</b>
Human Resource and Administrative Services Director Department update	Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Human Resource Manager KC Sheridan, Natural Resource & Economic Development Director Dave McClure, Treasurer Greg Gallagher, Building & Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.

	<p>Human Resource Manager KC Sheridan requested and received approval to proceed with the advertisement of one (1) Temporary Clerical Administrative Assistant I or II positions in the Natural Resource/Economic Development Department, one (1) Legal Administrative Assistant I, II, or III/Support Enforcement Coordinator position in the Prosecuting Attorney’s Office and one (1) Clerical Administrative Assistant III in the Public Health Department.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave sought direction regarding separating the shared Office Manager position in the Noxious Weed/WSU Office; the Board stated they would like to maintain the part-time status in each department, noting that with the current COVID-19 Pandemic they will support filling the position but not an increase from a part-time employee to a newly hired full-time employee.</p> <p>A discussion was held about the current radio ads being run to advertise employment opportunities at Klickitat County, Director Van Cleave stated he would like to reach out to Radio Tierra regarding a Spanish Language advertisement, the Board was in support.</p>
	<p><b>Elected Official Report/Update:</b></p>
<p>Treasurer Greg Gallagher: Office update and revenue report.</p>	<p>Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Treasurer Greg Gallagher reported on Klickitat County’s cash flow, noting that he will be sending the cash flow report to all the departments.</p> <p>Treasurer Gallagher stated there are payment options available for the second quarter property tax payments, followed by an update on the on-line auction process for foreclosed properties in the area, stating no new foreclosures or delinquent payment properties being auctioned off, properties on the list have been delinquent since 2016.</p> <p>A brief discussion was held regarding the 2019 State Audit that is currently underway.</p>
	<p><b>Payment Approvals:</b></p>
<p>Voucher Certification and Approval</p>	<p>* <b>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</b></p> <p>Accounts Payable: (#300004 – 300106).</p> <p>\$204,298.44 for the date ending August 5, 2020.</p> <p>There were no Payroll warrants requiring approval.</p>
	<p><b>Consent Agenda:</b></p>
	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> the Consent Agenda with six (6) items.</p> <p>* 1) Personnel Authorization to begin the advertising process to fill a Legal Administrative Assistant I, II, or III. Grade 35, 36 or 37, steps 1-5, depending on qualifications; within the Prosecuting Attorney’s Office.</p>

	<ul style="list-style-type: none"> <li>* 2) Reimbursement Agreement (<b>C19420</b>) between Under Canvas, Inc. and Klickitat County (Planning Department) for the proposed Under Canvas Columbia River Gorge seasonal camping facility. Klickitat County code (KCC 20.04.020) states that for any project estimated to exceed one million dollars in value, the applicant will be billed for a land-use application for actual costs of processing such as costs of consultants employed by the county for purpose of evaluating the application and advising the county. A net deposit of \$10,000 will be received from the project proponent.</li> <li>* 3) Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, August 11, 2020, at 1:30 PM to consider approval of Short Plat 2016-23; Parcel No. 05-23-2716-1301/00, in the Alderdale vicinity/ Applicant: Mercer Ranches, Inc.</li> <li>* 4) Intergovernmental Grant Agreement (<b>C19520</b>) between the State of Washington Office of the Secretary of State and Klickitat County (Auditor's Office) for the purpose of receiving State and Federal funds for the Help America Vote Act of 2002, in the amount of \$88,044.53, Federal and \$25,155.59, State funding.</li> <li>* 5) Notice to contractors and scheduling a bid opening to be held on August 25, 2020, at 1:30 PM for the West Darland Bridge Rehabilitation, CRP 360. This contract provides the improvement of the West Darland Bridge and West Darland Road, by the removal of existing bridge rail, modification to the existing concrete curb, and installation of new bridge rail, installation of guardrail, installation of guardrail terminals and other work and in accordance with the Contract Plans, Contract Provisions and the Standard Specifications.</li> <li>* 6) Request for concurrence to award the bid to Pape Kenworth Portland, Portland, Oregon for the removal and rebuilding of a 2008 Cat C13 Engine from a 2008 Kenworth 10 yard Dump Truck. The parts needed are the long block, all coolers, turbos, fuel injectors, water pump, thermostat, oil pump, drive pump, ARD head, pressure plate, clutch disk, 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. The total bid price is \$54,673.71.</li> </ul>
	<p><b>Board Pending:</b></p>
<p>Issues as determined by the Board of Commissioners</p>	<p>Commissioner Sauter noted he will meet with the Economic Development Specialist Richard Foster, Health Department Director Erinn Quinn and Mid-Columbia Housing Authority/Columbia Cascade Housing Corporation Executive Director Joel Madsen regarding the Community Development Block Grant-CV1 with Skamania County,</p>
<p>Adjournment</p>	<p>There being no further business before the Board, the meeting was adjourned at 2:08 PM.</p>
	<ul style="list-style-type: none"> <li>* Reference Document on File</li> </ul> <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 8-04-20.</p>

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



8/18/2020  
Date