

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, August 25, 2020**


Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, August 25, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:30 AM. Commissioners present: Jim Sizemore and David M. Sauter. Rex Johnston was absent.
	Annual Performance Evaluation
Executive Session: Annual performance evaluation of a public employee	At 9:30 AM Interim - Chairman Jim Sizemore announced that the Board would be convening into 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 twenty (20) minutes. The Board convened back into Regular Session at 9:50 AM.
	Annual Performance Evaluation
Executive Session: Annual performance evaluation of a public employee	At 9:50 AM Interim - Chairman Jim Sizemore announced that the Board would be convening into 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 twenty (20) minutes. The Board convened back into Regular Session at 10:10 AM.
	Workshop Session Agenda
Public Works/Road Department Update	10:10 AM – Public Works Department Update Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Human Resources/Administrative Services Director Robb Van Cleave, Auditor Brenda Sorensen in the Chambers, various county employees and residents via telephone. Public Works Director Gordon Kelsey reported on the bid opening and consent agenda items on this afternoon’s agenda, followed by a construction update, noting a virtual meeting is scheduled tomorrow with the Army Corp. of engineers to review Klickitat County’s permit before submittal. An update was provided on the east and west end crews maintenance projects and a report on the construction of the new County Services Building. Director Kelsey stated the CLT package for the first floor was delayed until next week due to the high winds at the end of last week. Director Kelsey stated they are working with the Director of Emergency Management, Jeff Kin on the location of the Emergency Operation Center’s COVID-19 supply storage container location, followed by a report from Public Works Deputy Director Jeff Hunter’s on the Courthouse Entry Way Replacement and Radio Tower projects. Director Kelsey requested and received verbal approval to start the advertisement process for a Casual Carpenter to assist in the completion of projects.

	<p>Director Kelsey stated Public Works has removed various non-County signs from the side of Oak Ridge Road, followed by a discussion of the location of a water line in the Lyle area; the location of the emergency Operations Center storage container and removing excess gravel from the Glenwood Highway ditches.</p>
<p>Auditor Department Update</p>	<p>10:30 AM -Elected Official Report/Update</p> <p>Attendance: Auditor Brenda Sorensen, Solid Waste Director Ruby Irving in the Chambers, various county employees and residents via telephone.</p> <p>Auditor Brenda Sorensen reviewed elections, stating the Primary was certified last week with a 54.34 percent turnout, followed by a Finance Department report, noting that the State Auditor’s Office is near the end of their 2019 financial and accountability audit.</p> <p>Auditor Sorensen reported the licensing and recording departments continue to be very busy and staff is serving the public remotely; Auditor Sorensen stated the Veterans Service Officer is servicing clients remotely from the White Salmon and Goldendale Office.</p> <p>A discussion was held regarding voter registration and voter turnout, The Board encouraged citizens to vote early, a brief discussion followed regarding the small business CARES Act Grant Funding and the auditing guidelines, Auditor Sorensen stated she will connect with other counties about their Small Business Grant auditing procedures. The expressed frustration with the lack of guidance from the State regarding the auditing guidelines to follow.</p>
<p>Solid Waste Department Update</p>	<p>10:45 AM - Department Update/Report</p> <p>Attendance: Solid Waste Director Ruby Irving in the Chambers, various county employees and residents via telephone.</p> <p>Solid Waste Director Ruby Irving reported this week she will be doing recycling checks from the Dallesport and Goldendale Transfer Station, followed by an update on the Roosevelt Transfer Station, stating Republic Services is about finished with a new cell and they broke ground on a new leachate.</p> <p>Director Irving provided an update on Republic Services driver coverage and equipment failure that have caused some service interruptions, Director Irving stated an additional two (2) recycling cans will be added in White Salmon.</p> <p>Director Irving reported the on-line Master Composter series is this Thursday and the next one will be held in September, followed by an update on the Litter Crew, crew members can now sign up and schedule their hours on-line and can do their required health screening before arrival. The Board requested a report of the accumulated weight of trash by each district that has been picked up by the litter crew.</p> <p>A tonnage report was provided, noting there is an increase for August.</p>

	The Board held a discussion regarding the construction of the new County Services Building and the building permits for new hangars at the Columbia Gorge Regional Airport.
Lunch Recess	The Board recessed for lunch at 11:16 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, August 25, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. Commissioners present: Jim Sizemore and David M. Sauter. Rex Johnston was absent.
	Agenda:
Business Agenda	Approved (M/Sauter, S/Sizemore. Passed unanimously): the Business Agenda as presented.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	* Approved (M/Sauter, S/Sizemore. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for August 11, 2020, as presented.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	Human Resource and Administrative Services Director Robb Van Cleave reported the union negotiations with the Public Works Department is going well, followed by a discussion of Broadband internet connections that can be planned into future County infrastructure plans. The Board stated distance learning for students is a challenge with the current internet speeds.
	Public Hearings/Public Meetings/Bid Openings:
Bid Opening: For the West Darland Bridge Rehabilitation project.	<p>Bids forwarded (M/Sauter, S/Sizemore. Passed unanimously): For the West Darland Bridge Rehabilitation project. This contract provides for the improvement of the West Darland Bridge and West Darland Road, by the removal of existing bridge rail, modifications to the existing concrete curb, installation of new bridge rail, installation of guardrail, installation of guardrail terminals and other work, all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications. The Engineer's Estimate is between \$100,000 and \$160,000.</p> <ul style="list-style-type: none"> ● Frank Gurney, Inc. Spokane, WA \$126,486.00 ● Petersen Brothers, Inc. Sumner, WA \$87,488.89 ● Dirt & Aggregate Interchange, Inc. Fairview, OR \$155,272.00 ● Combined Construction, Inc. Mukilteo, WA \$214,441.00
	Consent Agenda:
	<p>Approved (M/Sauter, S/Sizemore. Passed unanimously): the Consent Agenda with eleven (11) items.</p> <p>* 1) Letter appointing Jan Brending, City Clerk-Treasurer for the City of White Salmon to serve on the Mid-Columbia Economic Development District Board representing the three (3) incorporated cities. Reappointment will be to a two (2) year term, expiring August 31, 2022.</p>

	<ul style="list-style-type: none"> * 2) Resolution No. 11220 in the matter of setting a public hearing to be held Tuesday, September 15, 2020, at 1:30 PM to consider a supplemental budget and amendments for the 2020 budget for various funds and departments in the sum of \$2,252,123. * 3) Small Works Contract (C21020) between Mission Construction Inc. and Klickitat County (Public Works Department) for the Oak Street Widening Project (CRP351) – Curb and Gutter. In the amount of \$11,969.77 and authorize the Public Works Director to execute any change orders for this project due to unforeseen conditions up to 10% of the contract (\$1,196.98) for an aggregate of \$13,166.75, including tax. * 4) Resolution No. 11320 in the matter of purchasing two (2) 2020 Chevrolet Silverado 1500 4WD Crew Cab Pickup Trucks for the Public Works Department in the amount of \$73,888.63 plus sales tax. * 5) Subgrantee/Subcontractor Agreement (C21120) between Klickitat County (Natural Resource & Economic Development Department) and Klickitat County Public Economic Development Authority for the purpose of accepting a \$176,814.00 grant from the Washington Department of Commerce for administration and economic support to small businesses and economic development non-profit organization for the cost incurred due to the Coronavirus Disease. Of this amount \$50,000 is for administrative costs and \$126,814 is for grants to small business and economic development non-profit organizations. * 6) Personnel Authorization to begin the advertising process to fill a Communication Officer position; Union Grade U0591, step 1-4, (\$17.87-\$21.91 per hour), depending on qualifications, within the Emergency Management Department. * 7) Memorandum of Understanding (C21220) between Klickitat County (Public Health Department) and Washington On-site Sewage Association (WOSSA) for the purpose of WOSSA conducting test management for Klickitat County Public Health. The agreement is effective on the signature date and will remain in effect unless a review is requested by either party in writing. * 8) Resolution No. 11420 in the matter of revising the Human Resource & Administrative Services Department’s Organizational Chart to include adding one (1) full-time, full-time Budget Analyst, grade 39 position. Effective August 25, 2020. * 9) Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, September 1, 2020, at 1:30 PM to consider approval of Boundary Line Adjustment, BLA2020-04; Parcel No.’s 04-17-1551-0001/00 and 04-17-1552-0001/00, in the Goldendale vicinity. Applicant: Neal and Martha Slater. * 10) Interlocal Agreement (C21320) between Klickitat County (Emergency Management Department) and Klickitat County Fire District 3 for Emergency Operations Center staff positions related to Klickitat County’s response to the COVID-19 Pandemic. Services commenced on March 14, 2020, and will cease at which time both parties deem professional services are no longer needed. * 11) Emergency Management Performance Grant (C21420) COVID-19 Supplemental – 20 EMPG-S (Agreement #E20-254) between Klickitat County (Emergency Management Department) and Washington State Military Department. The performance period is January 27, 2020, to December 31, 2021.
	<p>Payment Approvals:</p>
<p>Road Department Payments</p>	<ul style="list-style-type: none"> * Approved (M/Sauter, S/Sizemore. Passed unanimously): Pay estimate No. 4 to Kirby Nagelhout Construction Company in the amount of \$581,948.79 which includes \$42,581.62 for tax, for the County Services Building Project, Contract No. C03120.

<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/Sauter, S/Sizemore. Passed unanimously):</p> <p>Accounts Payable: (#300390 - 300607), DOR Electronic Trans (#900) for a net of \$289,983.13.</p> <p>Approved Warrants (M/Sauter, S/Sizemore. Passed unanimously):</p> <p>Combined Payroll: (#211994 – 212263, County Benefit Warrants #300589 - 300596, Electronic Transfer #901) \$980,139.32.</p> <p>For a combined total of \$1,270,122.45 for the date ending August 24, 2020.</p>
<p>Board Pending:</p>	
<p>Issues as determined by the Board of Commissioners</p>	<p>The Board held a brief discussion about the Washington Small Business Development Center program; Space X's Starlink Internet development of a low latency, broadband internet system that will meet the needs of consumers across the globe; the Working Washington II Grant Agreements and the White Salmon Assistant Living Committee seeking grant funding.</p> <p>The Board held a brief discussion about Stevens County, followed by the policies required to obtain the Community Development Block Grant-CV1 in partnership with the Mid-Columbia Housing Authority/Columbia Cascade Housing Corporation and Skamania County.</p>
<p>Adjournment</p>	<p>There being no further business before the Board, the meeting was adjourned at 2:20 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 8-25-20.</p>


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



9/15/2020
 Date