

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, September 1, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, September 1, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:15 AM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone).
	Annual Performance Evaluation:
Executive Session: Annual performance evaluation of a public employee	At 9:15 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 fifteen (15) minutes. The Board convened back into Regular Session at 9:30 AM.
	Workshop Session Agenda
Economic Development/Natural Resource Department Update	9:30 AM - Klickitat County Business and Economic Development Update Attendance: Economic Development/Natural Resource Director Dave McClure, Economic Specialist Richard Foster in the Chambers, various county employees and residents via telephone. Economic Development/Natural Resource Director Dave McClure reported on the various small business grants, noting the additional CARES Act Grant funding has an extremely short turnaround time; some clarification has been provided on requesting reimbursable funds for the administration of the grant. Director McClure stated they continue to work with social distancing regulations to hire two (2) temporary administrative assistants to help with the small business grant submissions. An update was provided on the Lund Hill Solar Project, followed by an update on the Goldendale Pump Storage Project. Director McClure reported on a conference call with the Department of Emergency Management, the Public Health Department, and himself regarding the changes in COVID-19 testing and isolation for local agriculture workers, followed by a discussion on the Governor’s pause on Counties advancing out of their current phase.
Public Works/Road Department Update	10:00 AM – Public Works Department Update Attendance: Public Works Director Gordon Kelsey and Public Works Deputy Director Jeff Hunter in the Chambers, various county employees and residents via telephone. Public Works Director Gordon Kelsey reported on the Consent Agenda items on this afternoon’s agenda, followed by a construction and road design update. Director Kelsey stated the east and west end road crews are clearing ditches; patching roads; hauling winter sand; finish work on the Fairgrounds paving project and repairing the guardrail on Klickitat Appleton Road.

	<p>Director Kelsey reported on the new County Services Building; wall fabrication on the Superior Courtroom; the concrete Courthouse Entry Steps Replacement Project; the carpentry work being done on the Sheriff's Training Facility Building, followed by a radio site update from Public Works Deputy Director Jeff Hunter.</p> <p>A discussion was held regarding the Lund Hill Solar Project and Mercer Crush Facility in Alderdale, followed by a discussion regarding the Lyle Sand Bar and the need for safe access to the recreation area. The Board requested Public Works research if there are areas of public ownership outside of the Burlington Northern Sante Fe Railroad right-of-way.</p>
Human Resource Department Update	<p>10:30 AM – Department Update/Report</p> <p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave, HR Manager KC Sheridan, Public Works Director Gordon Kelsey, Information Technology Manager Jeff Roe, WSU Extension Director Hannah Brause in the Chambers, various county employees and residents via telephone.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave reported on Fiscal Services, stating the Cayenta 9.0 upgrade is scheduled to go live October 12, followed by an update on the Supplemental Budget.</p> <p>Information Technology Manager Jeff Roe reported the number of employees working from home requires an increase in Virtual Private Network Licenses, Manager Roe stated he will research the cost of a perpetual license versus a subscription. The Board was in support.</p> <p>Manager Roe reported an Information Technology Manager has been hired and his team continues to meet with departments to assess their technology needs.</p> <p>HR Manager KC Sheridan requested direction regarding employees who are not able to use vacation accruals due to the Pandemic, the Board would like to have further discussion on a reasonable solution, noting it is important for the employee to use their vacation. Manager Sheridan reported on the State guidelines to be followed for employees with school-age children, followed by the current job postings.</p> <p>Director Van Cleave reviewed the impact of the Labor and Industries raising exempt and non-exempt threshold, the recent Radio Terra Broadcasting advertisements for Klickitat County employment opportunities and update on the Child Care Grant Committee meetings, noting it is in the best interest of the County, Hospitals, Public Utility District and schools to have a child care center.</p> <p>Director Van Cleave reported he will be scheduling Union Negotiations for the Sheriff's Office and Public Works Department, followed by a request and approval for HR Manager Sheridan to proceed with the advertising process for a .6 FTE, Legal Administrative Assistant I or II in the Clerk's Office, followed by a request and approval for Director Van Cleave to proceed with the request from Building and Code Compliance Director Lynn Ward and Code Compliance Officer Frank Hewey to lay off Code Compliance Officer Hewey due to the inability to continue Code Compliance</p>

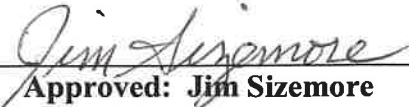
	<p>violations while following Governor Inslee’s Proclamation for Local County Governments.</p> <p>Director Van Cleave requested and received verbal approval to proceed with the re-organization of the Building and Code Compliance Department to allow the Permit Technician I position a promotional opportunity to a Permit Technician II upon certification, the Board stated they support promotional opportunities allowing the growth of an employee, The Board requested Department’s bring their proposals before the Board at the Budget hearings.</p> <p>WSU Extension Director Hannah Brause requested and received verbal approval to proceed with the advertisement of a .6 FTE Office Manager, before the verbal approval a discussion was held regarding department staff levels remaining at the status quo for 2021.</p> <p>A brief discussion was held about the Public Employees Benefits Board’s slight premium rate increase and the Public Health Department’s malpractice insurance cost.</p>
Lunch Recess	The Board recessed for lunch at 11:28 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, September 1, 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/Sauter, S/Johnston. Passed unanimously): the Business Agenda as presented.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	* Approved (M/Johnston, S/Sauter. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for August 18, 2020, as presented.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>White Salmon Valley Metropolitan Pool District President Lloyd DeKay reported on the progress of the White Salmon pool, noting they predict the pool to be funded and built in 2022, followed by Mr. Dekay advising of a petition signed by White Salmon residents requesting the County extend the current “Safe Routes To School” walkway to the White Salmon Middle and High School.</p> <p>Auditor Brenda Sorensen and Human Resources/Administrative Services Director Robb Van Cleave advised of President Trump's executive order directing the secretary of the Treasury to defer some payroll tax obligations. The Board stated they would like to have a further discussion and requested Auditor Sorensen to research the availability to opt-out to avoid a payroll system problem.</p> <p>Code Compliance Officer Frank Hewey requested direction regarding an unpermitted gun range in Klickitat County, Mr. Hewey stated the business is operating without a conditional use permit, as well as out of compliance with the Governor’s Safe Start Proclamation for businesses. The Board stated they will hold a further discussion with Prosecutor David Quesnel.</p>

	<p>Clerk of the Board Lee Snell provided an update on the County’s Insurance Renewal Policy, followed by an update from Commissioner Sauter about his new County Services Building tour this morning.</p>
	<p>Public Meetings/Public Hearings/Bid Openings:</p>
<p>Public Meeting: to consider approval of Boundary Line Adjustment, BLA2020-04; in the Goldendale vicinity. Applicant: Neal and Martha Slater.</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): granting final 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.</p> <p>Attendance: Associate Planner Denise Lee in the Chambers, various county employees and residents via telephone.</p> <p>Associate Planner Denise Lee stated Boundary Line Adjustment No. BLA2020-04 is a proposal to adjust the common property line between parcels 04-17-1551-0001/00 and 04-17-1552-0001/00. The proposed boundary line adjustment is located in the Goldendale vicinity.</p> <p>Associate Planner Lee reported an administrative review of this boundary line adjustment 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>
	<p>Department Update/Report:</p>
<p>Adult Probation/Juvenile Court Department update</p>	<p>Attendance: Adult/Juvenile Probation Director Larry Barker in the Chambers, various county employees and residents via telephone.</p> <p>Adult/Juvenile Probation Director Larry Barker reported on the Adult and Juvenile Department’s caseload and budget, noting the staff will need cell phones and he is researching cell phone plans to save money.</p> <p>A brief discussion of the COVID-19 case numbers was held.</p>
	<p>Consent Agenda:</p>
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with ten (10) items.</p> <ul style="list-style-type: none"> * 1) Proclamation proclaiming the day of September 11, 2020, as 9-1-1 Day in Klickitat County, in honor of the men and women whose diligence and professionalism keep our County and its citizens safe. * 2) Intergovernmental agreement (C21520) between The City of The Dalles and Klickitat County (Natural Resource/Economic Development Department) for the purpose of establishing roles and responsibilities to pursue a grant from the Federal Economic Development Administration for development at the Columbia Gorge Regional Airport. * 3) Resolution No. 11520 in the matter of establishing a representative authorized to sign a joint agreement between Klickitat County and the city of The Dalles. * 4) Resolution No. 11620 in the matter of setting a public hearing to be held on September 15, 2020, at 1:30 PM to consider submitting an application for a Coronavirus (CDBG-CV1) Community Development Block Grant in partnership with Columbia Cascade Housing Corporation.

	<ul style="list-style-type: none"> * 5) Personnel Authorization to begin the advertising process to fill a Temporary Clerical Administrative Assistant I or II, Grade 34 or 35, step 1-3, depending on qualifications, within the Natural Resource/Economic Development Department. * 6) Personnel Authorization to begin the advertising process to fill a Temporary Carpenter Apprentice, Grade 33, step 1, within the Public Works Department. * 7) Request for concurrence to award the bid to Petersen Brothers, Sumner, Washington for the improvement of the West Darland Bridge and West Darland Road, by the removal of the existing bridge rail, modifications to the existing concrete curb, installation of the new bridge rail, installation of guardrail, installation of guard rail terminals and other work, all in accordance with the contract plans, contract provisions and the standard specifications. * 8) Contract Amendment No. 15 (C21620) (CLH18250) between Klickitat County (Public Health Department) and the Department of Health for the purpose of adding statements of work for the following programs: ELC COVID-19 – effective June 1, 2020; OICP – Promotion of Immunization to Improve Vaccination Rates – effective July 1, 2020, and amending statements of work to the following programs: Family Planning – effective December 1, 2019; WIC Nutrition Program – effective January 1, 2018. * 9) Transformation Project Agreement (C21720) between Southwest Washington Regional Health Alliance (SWACH) and Klickitat County (Public Health Department) for the purpose of working with SWACH to house an employee starting in the spring of 2021, to be a Family Health Advocate for the K-Link project. The individual may support any or all of the Trout Lake, Glenwood, Lyle and Klickitat Schools. * 10) Contract Amendment No. 1 (C21820) (1963-63443) Children with Special Needs between Washington State Department of Social & Health Services and Klickitat Count (Public Health Department) for the purpose of increasing the funding for the children with special health care needs by \$1,000.
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/Sauter, S/Johnston. Passed unanimously): <p>Accounts Payable: (#300597 - 300674) for a total of \$284,571.38 for the date ending August 31, 2020.</p> <p>There were no Payroll warrants requiring approval.</p>
	<p>Department Update:</p>
<p>Senior Services Department update</p>	<p>Attendance: Senior Services Director Sharon Carter, various county employees and residents via telephone.</p> <p>Senior Services Director Sharon Carter reported on the Washington State Department of Transportation consolidated grant application, noting the Fixed Routes Shuttle Service that runs between Goldendale and The Dalles and White Salmon/Bingen and Hood River were very good and on the rise before the COVID-19 Pandemic. Director Carter requested and received verbal approval to proceed with the submission of the grant, as well as a 20% match of \$144,000 to be paid over two (2) years.</p>

	<p>A discussion was held about the distribution of Home Delivered Meals, Director Carter stated there was an increase from 538 meals in January to 1,761 meals in July. Director Carter stated she is using Mt. Adams Transportation Drivers to deliver meals as well as do grocery and pharmacy pickup and delivery. Director Carter noted Senior Services has received support from Washington Gorge Action Programs as well as local produce growers in obtaining fresh fruit, vegetables, eggs, milk, cheese and meat.</p> <p>Director Carter reported there is a shortage of qualified home care workers in our county as well as statewide and is currently working with the Klickitat Valley Health Hospital and the Columbia Gorge Community College regarding a local Certified Nursing Assistant or Healthcare Assistants training program.</p> <p>Director Carter reported Medicaid Transportation revenue is down as many doctor's offices were closed in April and May, Director Carter stated she has applied for CARES funds from the Washington State Department of Transportation to offset the increased expense to sanitize the vehicles and lost revenue, The Board requested Director Carter advise the CARES Act Grant Committee of expenses beyond normal incurred due to COVID-19 Pandemic.</p> <p>A brief discussion was held regarding the Goldendale Senior Services location remaining closed to the public due to the social distancing requirements. The Board was in support and advised it is up to Elected Officials and Department Heads to do what is in the best interest of the department and the employees.</p>
Elected Official Report/Update:	
<p>Treasurer's Office update and revenue report.</p>	<p>Attendance: Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave, Prosecuting Attorney David Quesnel, Deputy Prosecuting Attorney Rebecca Cranston in the Chambers, various county employees and residents via telephone.</p> <p>Treasurer Greg Gallagher reported on the Finance Committee meeting last Friday, noting a test reimbursement process is being conducted for the CARES Act and Federal Emergency Management Agency funding.</p> <p>Treasurer Gallagher stated Washington State Association of Counties has requested counties to submit an overview of their CARES Act funding requests, followed by a discussion of the deposit and reimbursement process for the respected departments.</p> <p>Treasurer Gallagher reported on the 2019 property tax payments, stating some parcels are currently on payment plans and the Treasurer's Office is moving forward with the 2017 delinquent tax foreclosures.</p> <p>A brief discussion was held about the E-Check payment system available to citizens.</p>
<p>Prosecuting Attorney's Update</p>	<p>Attendance: Prosecuting Attorney David Quesnel, Deputy Prosecuting Attorney Rebecca Cranston, Human Resources/Administrative Services Director Robb Van Cleave, Treasurer Greg Gallagher in the Chambers, various county employees and residents via telephone.</p>

<p>Executive Session: Discuss pending and potential litigation</p>	<p>Prosecuting Attorney David Quesnel provided a staff and budget update, noting that he will be adding cell phone for all the Prosecuting Attorney's staff and is working with the Information and Technology Department to obtain laptops as needed.</p> <p>At 3:07 PM Interim - Chairman Sizemore announced that the Board would be convening into Executive Session with Prosecutor Quesnel and Deputy Prosecutor Rebecca Cranston in accordance with RCW 42.30.110(1)(i) for a pending and potential litigation update. Interim - Chairman Sizemore noted that the Executive Session would be for fifteen (15) minutes. At 3:22 PM it was announced the closed session was being extended ten (10) minutes.</p> <p>The Board reconvened back to Regular Session at 3:32 PM. No action was taken.</p> <p>A brief discussion was held regarding Local Government statutes outlined for emergencies, Foster Garvey's legal invoices and the status of Steven's County governing body at the county level.</p>
	<p>Board Pending:</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>A brief discussion was held about the Legislative Steering Committee Members & Interested Parties representing Klickitat County, followed by a report from Commissioner Sauter from his tour this afternoon inside the construction site for the County Services Building.</p> <p>Commissioner Johnston left the meeting at 3:49 PM.</p> <p>A discussion continued regarding the New County Services Building structure.</p>
<p>Adjournment</p>	<p>There being no further business before the Board, the meeting was adjourned at 3:54 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 9-01-20.</p>


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



9/22/2020
 Date