

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, September 15, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, September 15, 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).
	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 fifteen (15) minutes. The Board convened back into Regular Session at 9:45 AM.
Recess	The Board recessed at 9:45 AM.
	The Board convened back into Regular Session at 10:00 AM.
	Workshop Session Agenda
Public Works/Road Department Update	10:00 AM – Public Works Department Update Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Department of Emergency Management Director Jeff King in the Chambers, various county employees and residents via telephone. Public Works Director Gordon Kelsey reviewed the Consent Agenda and Pay Estimate Approvals on this afternoon’s agenda, followed by a construction program update and a brief discussion about the Courtney Road Safety Project. Director Kelsey reviewed the Old Mountain Road Project, followed by a report on the new County Service Building progress. Director Kelsey reported on facility maintenance work, stating the Jail’s new HVAC System will be installed in the middle of October and are waiting to hear about grant funding for the installation of the temporary walls in the Superior Court Room for inmates during court. Public Works Deputy Director Jeff Hunter gave a brief update on the Radio Site Project, followed by a report on the completion of work on Middle Road for the Lund Hill Solar Project, noting that Director Kelsey is working with Treasurer Greg Gallagher to finalize their road haul agreement. A brief discussion was held regarding extending the “Safe Routes to School” petition from White Salmon area residence followed by Director Kelsey’s advisement of a potential Supplemental Budget request for the Superior Court work if the grant funding is received.

	<p>A discussion was held regarding land ownership in the Lyle area in regards to creating a safe pathway to the Lyle Sandbar recreation site.</p>
<p>Emergency Management Department Update</p>	<p>10:30 AM - Department Update/Report</p> <p>Attendance: Department of Emergency Management (DEM) Director Jeff King, Human Resources/Administrative Services Director Robb Van Cleave, in the Chambers, various county employees and residents via telephone.</p> <p>Emergency Management Director Jeff King updated the Board on performance functionality and failures of the radio system and upcoming scheduled maintenance, followed by a discussion on the Stacker Butte transmission site.</p> <p>E911 Chief of Operations Julie Buck reported on staffing levels and call volumes for the month as well as the year, Chief of Operations Buck advised the staff has participated in several virtual training opportunities and will continue over the remainder of the year.</p> <p>Chief of Operations Buck advised of CenturyLink outages in Glenwood on August 25 and 26 and in Roosevelt on August 26th, noting phone outage protocols were launched in all outages.</p> <p>Director King reported on the Hazzard Mitigation Plan Project, noting he gave a phone interview to the Columbia Gorge News last week.</p> <p>Director King stated the Klickitat County Emergency Operations Center (EOC) is activated at level 2, followed by an EOC update.</p> <p>Director King stated Zone 1, 2 and 3 Fire Chiefs have recommended extending the Burn Ban, noting the Red Cross has provided Wildfire Evacuation Sheltering Plan and Procedures that align with COVID-19 safety measures.</p> <p>Director King gave an overview of program grants, followed by a brief discussion about the DEM Program Coordinator Position's description and wage comparables. The Board stated they would entertain the idea if the position can be grant-funded.</p>
	<p>Public Works Director Gordon Kelsey and Public Works Deputy Director Jeff Hunter requested and received direction to bury the water pipes preventing them from freezing while in use for the Isolation Camp at the Fairgrounds.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:24 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, September 15, 2020</p>	<p>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)</p>

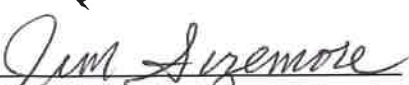
	Agenda:
Business Agenda	* Approved (M/Johnston, S/Sauter. Passed unanimously): the Business Agenda with one add-on under New Business.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	* Approved (M/Sauter, S/Johnston. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for August 25, 2020, as presented.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>White Salmon resident Lloyd Dekay inquired if the “Safe Routes to School” petition had been received and advised he would follow up with a resolution for submission. The Board advised it is being reviewed by the Public Works Department.</p> <p>Commissioner Sauter provided an update on the Hood River-White Salmon Bridge Replacement Project, noting Klickitat County and the Port of Hood River were awarded a \$5 million Federal Build Grant, the project received unanimous support from the congressional delegation of both states. Commissioner Sauter stated Klickitat County appreciates the advocacy of Rep. Herrera-Beutler’s office with the US Dept. of Transportation to make the funding a reality.</p> <p>A discussion was held about the County Department’s remaining in compliance with Governor Inslee’s “Safe Start Opening Plan”, Prosecutor David Quesnel advised there has been no change in the Phase II parameters allowing customer-facing interactions between County Employees and the public at this time, Prosecutor Quesnel noted Phase III allows for the face to face interactions.</p>
	Public Meetings/Public Hearings/Bid Openings:
Public Meeting: To consider approval of Boundary Line Adjustment BLA2020-03, Applicant: Borup	* Approved (M/Sauter, S/Johnston. Passed unanimously): granting final approval of Boundary Line Adjustment BLA2020-03; Parcel No.’(s). 03-12-3458-5703/00 and 03-12-3458-6702/00; in the Lyle vicinity; Applicant: Borup.
	<p>Attendance: Associate Planner Denise Lee, Human Resources/Administrative Services Director Robb Van Cleave, Public Health Director Erinn Quinn and Building and Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.</p> <p>Associate Planner Denise Lee stated Boundary Line Adjustment No. BLA2020-03 is a proposal to adjust the common property line between parcel numbers 03-12-3458-5703/00 and 03-12-3458-6702/00, located in the Lyle vicinity.</p> <p>Ms. Lee stated 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>Public Meeting: To consider approval of Boundary Line Adjustment BLA2019-15, Applicant: Matt Graves</p>	<p>* Approved (M/Johnston, S/Sauter. Passed unanimously): granting final approval of Boundary Line Adjustment BLA2019-15; Parcel No(s). 04-10-0217-0301/00, 04-10-0217-0302/00, 04-10-0217-0303/00, and 04-10-0207-0304/00; located in the Husum vicinity, Applicant: Matt Graves.</p> <p>Attendance: Associate Planner Denise Lee, Human Resources/Administrative Services Director Robb Van Cleave, Public Health Director Erinn Quinn and Building and Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.</p> <p>Associate Planner Denise Lee reported Boundary Line Adjustment No. BLA2019-15 is a proposal adjusting the common property lines between parcel numbers 04-10-0217-0301/00, 04-10-0217-0302/00, 04-10-0217-0303/00, and 04-10-0207-0304/00, located in the Husum vicinity.</p> <p>Ms. Lee stated 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>Public Hearing: Consider a supplemental budget and amendments for the 2020 budget</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 11820 in the matter of a public hearing on the supplemental budget and amendments for the 2020 budget for various funds and departments in the sum of \$2,160,123, which a reduction from the advertised amount and that the County financial records shall reflect these changes.</p> <p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Treasurer Greg Gallagher, Public Health Director Erinn Quinn and Building and Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.</p> <p>Prior to the adoption of the resolution, the public hearing proceeded as follows with Interim - Chairman Sizemore opening the hearing and asking for a staff report.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave provided an overview of supplemental budget requests and amendments to the 2020 budget, noting Senior Services withdrew their request and has done a transfer in funds; since the supplemental budget advertisement, a reduction of \$92,000 is proposed.</p> <p>Interim - Chairman Sizemore opened the public hearing to receive public comments in favor of or opposed to the proposed 2020 budget amendments.</p> <p>Interim - Chairman Sizemore noted for the record that there was no one present wishing to comment and he closed the hearing to any further public comment and called for Board discussion; Commissioner Sauter stated Federal Cares Act Funds will provide reimbursement of COVID-19 expenses that departments have paid out of their current budget, this was followed by a motion.</p>

<p>Public Hearing: To review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant.</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): Public Hearing: To review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower-income persons residing in Klickitat and Skamania counties. Up to \$131,850 may be available to Klickitat and Skamania County to fund CDBG public services and local microenterprise assistance programs; and public health, emergency response, or temporary housing facilities that address COVID-19 impacts.</p> <p>Attendance: Mid-Columbia Housing Authority/Columbia Cascade Housing Corporation Executive Director Joel Madsen, Public Health Director Erinn Quinn, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, Treasurer Greg Gallagher, Building and Code Compliance Director Lynn Ward and Planning Director Mo-chi Lindblad in the Chambers, various county employees and residents via telephone.</p> <p>Interim - Chairman Sizemore opened the public hearing requesting a staff report.</p> <p>Mid-Columbia Housing Authority/Columbia Cascade Housing Corporation Executive Director Joel Madsen stated this grant will be a pass-through grant to Mid-Columbia Housing Authority for a total of \$93,606 for services to Klickitat County residents and \$36,244 for services to Skamania County residents; the CDBG -CV1 grant will fund public services, local microenterprise assistance programs, public health, emergency response for temporary housing facilities that address COVID-19 impacts. Director Madsen noted the grant will benefit low- and moderate-income residents or citizens that meet the CDBG urgent need national objective criteria.</p> <p>Upon completion of the staff review, Interim - Chairman Sizemore opened the meeting to receive public comment and asked if there was anyone else who wished to comment. Hearing no response, he closed the hearing to further comment and called for Board discussion; prior to the motion Commissioner Sauter asked and received clarification regarding how soon the funds will be available; Director Madsen stated he is currently reviewing applications.</p> <p>* Note: Copies of the Community Development Block Grant application were provided and are available to the public</p>
	<p>Unfinished Business:</p>
<p>Building Inspection and Code Compliance Director Lynn Ward: Discussion regarding solar project building permit fees.</p>	<p>Attendance: Building and Code Compliance Director Lynn Ward, Planning Director Mo-chi Lindblad, Clerk Renea Campbell and Treasurer Greg Gallagher in the Chambers, various county employees and residents via telephone.</p> <p>Building and Code Compliance Director Lynn Ward reported on partial and building permit fees, followed by an update on the state building code exception allowing 200-squarefoot structures.</p> <p>A discussion was held about Building-Construction-and-Code-Compliance-Title-15,</p>

	chapter 15.38 Nuisance Abatement.
	New Business:
	* Approved (M/Sauter, S/Johnston. Passed unanimously): Master Agreement (C22720) and Systems Maintenance Agreement (C22820) between ImageSoft and Klickitat County (Clerk’s Office) for the purpose of ImageSoft being the Clerks OnBase vendor at a yearly cost of \$8,849.66. The term of the agreement is August 1, 2020, until July 31, 2021.
	Elected Official Report/Update:
Treasurer Financial update and office report.	<p>Attendance: Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave, Planning Director Mo-chi Lindblad, Deputy Prosecuting Attorney Rebecca Cranston and Prosecuting Attorney David Quesnel in the Chambers, various county employees and residents via telephone.</p> <p>Treasurer Greg Gallagher reported on the Finance Committee and the Grant Sub-Committee followed by an outline of what the Federal CARES Act and Federal Emergency Management Agency Grants will reimburse for COVID-19 expenses.</p> <p>Treasurer Gallagher reported he will be bringing an electronic signature contract before the Board for approval, the Board was in support.</p> <p>An update was provided on the Treasurer’s Office staff.</p>
Prosecuting Attorney’s Update	<p>Attendance: Prosecuting Attorney David Quesnel, Deputy Prosecuting Attorney Rebecca Cranston, Planning Director Mo-chi Lindblad and Treasurer Greg Gallagher in the Chambers, various county employees and residents via telephone.</p> <p>Planning Director Mo-chi Lindblad requested and received direction regarding appointing a plans examiner to hear an Administrative State Environmental Policy Act (SEPA) appeal or appeals can be heard by the legislative authority of the acting local governmental agency, the Board stated they will hear the appeal.</p> <p>Prosecuting Attorney David Quesnel reported the Ninth Circuit Court of Appeals has scheduled a hearing for the Tract D hearing, followed by a discussion about Governor Inslee’s “Safe Start” Re-Opening Plan for local government offices, noting the Phase II guidelines do not allow the face to face interactions. The Board shared frustrations about the lack of communication and instructions from the state.</p>
	Consent Agenda:
	* Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with three (3) items.
	* 1) Request for authorization to publish a formal “Request for Proposals,” together with statements of qualifications, from attorneys to represent, advise, defend in court and otherwise provide legal assistance to indigents before the Superior Court of Klickitat County, Washington for the period of January 1, 2021, through December 31, 2022.

	<ul style="list-style-type: none"> * 2) Washington Rural Counties Insurance Program 2020-2021 Renewal Application. * 3) Klickitat County Small Business Emergency Grant Agreement (C22920) between Klickitat County (Economic Development Department) and Past Land Productions, to provide Coronavirus Aid, Relief, and Economic Security Act funding assistance through the Washington State Department of Commerce.
	Payment Approvals:
Voucher Certification and Approval	<ul style="list-style-type: none"> * Approved Warrants (M/Sauter, S/Johnston. Passed unanimously): Accounts Payable: (#300855 - 300954) \$974,229.47. Combined Payroll: (#212264 – 212536, County Benefit Warrants #300846 - 300854, Electronic Transfer #902) \$750,968.80. For a combined total of \$1,725,198.27 for the date ending September 14, 2020.
Pay Estimate	<ul style="list-style-type: none"> * Approved (M/Sauter, S/Johnston. Passed unanimously): Pay estimate No. 2 to Central Washington Asphalt, Inc. in the amount of \$653,216.96, for the Trout Lake Highway Overlay Project, CRP 347.
	Board Pending:
Issues as determined by the Board of Commissioners	Board Correspondence noted for the record: Letter to the Washington State Association of Counties Director of Government Relations & General Counsel, Mellani McAlleenan, advising of the County's intent to provide relief of costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 during the period of March 1, 2020, thru October 31, 2020, with the allocated CARES Act Funding through the Coronavirus Relief Fund for local governments.
Adjournment	Approved (M/Sauter, S/Johnston. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:48 PM.
	<ul style="list-style-type: none"> * Reference Document on File 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 9-15-20.


 Approved: Jim Sizemore
 Interim - Chairman of the Board



10/13/2020

 Date