

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, October 06, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, October 06, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 10:00 AM. Commissioners present: Jim Sizemore, (David M. Sauter and Rex F. Johnston via telephone).
	Workshop Session Agenda
Public Works/Road Department Update	<p>10:00 AM – Department Report/Update:</p> <p>Attendance: Public Works Director Gordon Kelsey and Deputy Director Jeff Hunter.</p> <p>Director Kelsey provided a review of Consent Agenda items on the afternoon agenda. Discussion followed regarding the West Darland Bridge Rehabilitation Project and options to control water runoff from a spring.</p> <p>Director Kelsey reported on two (2) pay estimates and updated the Board on construction projects underway and in the design phase. Further updates followed on road crew activities and the new County Services Building. Director Kelsey noted that due to wildfire smoke delaying work, the County Services Building contractor has updated the completion date to mid-October 2021.</p> <p>Director Kelsey reported on facility upgrades, which was followed by a report on the status of the Klickitat and Satus radio sites from Mr. Hunter.</p> <p>Director Kelsey advised the Board regarding a complaint on Facebook that was brought to his attention related to the grant-funded hanger project at the Airport Business park. Director Kelsey indicated that after reading comments about the project the community is supportive.</p> <p>Mr. Hunter clarified that Darland will not be left as gravel in spots, an overlay will be applied to the repaired areas and it will be chip sealed next year.</p> <p>Commissioner Sauter advised Director Kelsey regarding the U.S. Forest Services' briefing this afternoon about planned controlled burns that may affect the Courtney Road Project.</p>
Human Resource and Administrative Services Director Robb Van Cleave: Department Update	<p>10:30 AM - Department Report/Update:</p> <p>Attendance: Human Resource and Administrative Services Director Robb Van Cleave, Human Resource (HR) Manager KC Sheridan, IT Manager Jeff Roe and Financial Consultant Glen Chipman via Zoom.</p> <p>Director Van Cleave requested and received consensus from the Board to repost the Financial Manager position with Prothman.</p>

	<p>An update regarding scheduled budget workshops and the budget hearing process followed. Director Van Cleave provided an update on the Cayenta upgrade, which is scheduled to go live on October 12th. Director Van Cleave noted that he would be reintroducing a discussion regarding accounting software options with the Financial Committee. Due to the length of time, it takes to research and vet software options discussion needs to get started.</p> <p>Discussion followed regarding the Public Health Department. Director Van Cleave advised that Public Health received another CARES Act grant for \$700,000. Financial Consultant Chipman advised that the Health Department does not have the cash flow to cover expenditures and recommended doing a loan to Fund 137 until grant dollars are distributed, indicating that the grant is specific to public health-related Covid-19 activities. The Board expressed their support for the recommendation.</p> <p>Mr. Chipman suggested that an emergency resolution be prepared to address the funding to be used for COVID-19 activities related to services provided by Public Health.</p> <p>IT Manager Roe provided an update on an audit suggestion for the county to develop a disaster recovery plan. Mr. Roe indicated that IT plans to issue a “Request for Proposals” next year to find a contractor to develop a disaster recovery plan. Mr. Roe reported that he will also be working on an RFP for connectivity.</p> <p>Director Van Cleave provided a brief update on union negotiations and indicated that he plans to update the Board regarding union contracts next week in Closed Session. A brief update on the Childcare Committee followed.</p> <p>HR Manager Sheridan reported on open position job postings. The Public Health Department had a part-time nurse resign and plans to repost the opening for a full-time nurse, which is on the department’s organization chart. Updates followed regarding scheduled increases to the minimum wage and exempt thresholds.</p> <p>Ms. Sheridan reported that Open Enrollment for health insurance will be November 1st through November 30th, and there will be a new plan option offered to employees called the UMP Select Plan, which offers a lower premium for family coverage with a higher deductible.</p> <p>The Board had a discussion regarding the Building Department Director’s request to add a career path option for the Permit Technician by adding a Permit Specialist position. The Board indicated that they were supportive of adding the position to the Organization chart, but budget and funding would be another discussion. HR Manager Sheridan noted that the position is not new and it would not be necessary to go through the Job Classification process.</p> <p>Chairman Sizemore thanked Director Van Cleave and the staff for the great job they are doing.</p>
Lunch Recess	The Board recessed for lunch at 11:08 AM.

		Call to Order/Roll Call:
Regular Meeting for Tuesday, October 06, 2020		Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. Commissioners present: Jim Sizemore, (David M. Sauter and 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		There were no Commissioner Meeting Minutes ready for approval at this time.
		Citizen Comment:
Comments will be limited to seven (7) minutes per individual		<p>The Board had a brief discussion regarding a large number of Working Washington 2.0 Small Business Emergency Grants on the Consent Agenda this afternoon.</p> <p>Chairman Sizemore stated that he did not realize voters were not aware that all districts vote for Commissioner positions in the General Election, not just in their districts. Commissioner Sauter agreed, people think they can only vote for the Commissioner from their district. In the General Election voters vote for all Commissioners.</p> <p>Goldendale resident Darlene Williams questioned why Klickitat County is still closed to the public when all other counties except for Klickitat County and one other are open. Ms. Williams noted that people need to be able to take care of business.</p> <p>Chairman Sauter advised other counties are not open to the public, and he noted two (2) that he just pulled up online.</p> <p>Following further discussion Chairman Sizemore stated that he would check into the matter further.</p>
		Public Meetings/Public Hearings/Bid Openings:
Public Meeting: To consider approval of Boundary Line Adjustment BLA 2019-16, Applicant: Dan Hathaway	*	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Boundary Line Adjustment BLA2019-16, which alters a parcel between Lots 2 & 3 of SP 79-89 and grant final approval; Applicant: Dan Hathaway.</p> <p>Associate Planner Denise Lee reported that Boundary Line Adjustment BLA2019-16 is a proposal to segregate two (2) tax lots from a single parcel (between Lots 2 & 3 of SP 79-89), located in the Glenwood vicinity.</p> <p>Ms. Lee advised that an administrative review of the Boundary Line Adjustment has been completed and all conditions attached to the preliminary approval have been met.</p>

<p>Public Meeting: To consider approval of Boundary Line Adjustment BLA2020-01: Applicant: Farm Dog, LLC</p>	<p>*</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): Boundary Line Adjustment BLA2020-01, which alters the common property line between Parcel Nos. 04-10-1158-0004/00 & 04-10-1156-0001/00 and grant final approval; Applicant: Farm Dog, LLC (Gary Calloway).</p> <p>Associate Planner Denise Lee reported that Boundary Line Adjustment BLA2020-01 is a proposal to adjust the common property line between Parcel Nos. 04-10-1158-0004/00 & 04-10-1156-0001/00, located in the BZ Corner vicinity.</p> <p>Ms. Lee advised that an administrative review of the Boundary Line Adjustment has been completed and signatures have been obtained from the Road, Health, and Planning Departments, and the Treasurer’s Office attesting that all conditions attached to the preliminary approval have been met.</p>																																																								
		<p>Consent Agenda:</p>																																																								
	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with twelve (12) items.</p> <p>1) Amendment No. 1 (C24520) to Interlocal Funding Assistance Agreement (C02020) between Klickitat County and Goldendale School District #404 for the purpose of amending the “Scope of Work” due to the COVID-19 pandemic to better serve the needs of their At-Risk Youth.</p> <p>2) COVID-19 Funding Assistance Agreements between Klickitat County (Economic Development Department) and various businesses to provide Working Washington 2.0 Small Business Emergency Grant funds to be used to provide emergency funding to small businesses facing imminent failure due to the COVID-19 situation and associated economic emergency.</p> <table border="0"> <tr> <td>(C24650) Bluebird Inn</td> <td>\$10,000</td> <td>(C26020) Chips Bar and Grill</td> <td>\$6,550</td> </tr> <tr> <td>(C24720) Pete’s Pizza</td> <td>\$10,000</td> <td>(C26120) Stormy’s</td> <td>\$7,066</td> </tr> <tr> <td>(C24820) Dwinell</td> <td>\$5,000</td> <td>(C26220) Goldendale Veterinary</td> <td>\$5,000</td> </tr> <tr> <td>(C24920) Dong Xi Lyle Merc</td> <td>\$5,000</td> <td>(C26320) Gorge Ink</td> <td>\$5,000</td> </tr> <tr> <td>(C25020) Sole to Soul</td> <td>\$5,596</td> <td>(C26420) Henni’s</td> <td>\$5,000</td> </tr> <tr> <td>(C25120) Sand Bar & Grill</td> <td>\$5,000</td> <td>(C26520) Mountain Vista Dental</td> <td>\$5,000</td> </tr> <tr> <td>(C25220) Mt. Adams Chamber</td> <td>\$10,000</td> <td>(C26620) Perez Collision Repair</td> <td>\$5,000</td> </tr> <tr> <td>(C25320) Curious Gorge Kiddos</td> <td>\$2,500</td> <td>(C26720) Carissa’s Studio</td> <td>\$1,000</td> </tr> <tr> <td>(C25420) Beneventis</td> <td>\$5,000</td> <td>(C26820) ME Jewelry</td> <td>\$3,500</td> </tr> <tr> <td>(C25520) Ponderosa Motel</td> <td>\$5,000</td> <td>(C26920) Mugs Coffee</td> <td>\$3,500</td> </tr> <tr> <td>(C25620) Antiquities & Oddities</td> <td>\$5,000</td> <td>(C27020) Le Double Trouble</td> <td>\$3,500</td> </tr> <tr> <td>(C25720) Goldendale Chamber</td> <td>\$10,000</td> <td>(C27120) White Salmon Baking</td> <td>\$3,500</td> </tr> <tr> <td>(C25820) Townhouse Cafe</td> <td>\$5,000</td> <td>(C27220) The Huck Truck</td> <td>\$3,500</td> </tr> <tr> <td>(C25920) Golden Six Inc.</td> <td>\$5,000</td> <td></td> <td></td> </tr> </table> <p>3) Personnel Authorization to begin the advertising process to fill a Public Health Nurse, Grade 70, step 1, within the Public Health Department.</p> <p>4) Personnel Authorization to begin the advertising process to fill three (3) Temporary Snow Plow Operators, set rate, within the Public Works Department.</p>	(C24650) Bluebird Inn	\$10,000	(C26020) Chips Bar and Grill	\$6,550	(C24720) Pete’s Pizza	\$10,000	(C26120) Stormy’s	\$7,066	(C24820) Dwinell	\$5,000	(C26220) Goldendale Veterinary	\$5,000	(C24920) Dong Xi Lyle Merc	\$5,000	(C26320) Gorge Ink	\$5,000	(C25020) Sole to Soul	\$5,596	(C26420) Henni’s	\$5,000	(C25120) Sand Bar & Grill	\$5,000	(C26520) Mountain Vista Dental	\$5,000	(C25220) Mt. Adams Chamber	\$10,000	(C26620) Perez Collision Repair	\$5,000	(C25320) Curious Gorge Kiddos	\$2,500	(C26720) Carissa’s Studio	\$1,000	(C25420) Beneventis	\$5,000	(C26820) ME Jewelry	\$3,500	(C25520) Ponderosa Motel	\$5,000	(C26920) Mugs Coffee	\$3,500	(C25620) Antiquities & Oddities	\$5,000	(C27020) Le Double Trouble	\$3,500	(C25720) Goldendale Chamber	\$10,000	(C27120) White Salmon Baking	\$3,500	(C25820) Townhouse Cafe	\$5,000	(C27220) The Huck Truck	\$3,500	(C25920) Golden Six Inc.	\$5,000		
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	<ul style="list-style-type: none"> * 5) Personnel Authorization to begin the advertising process to fill a Clerical Administrative Assistant II, Grade 35, steps 1 to 3, depending on qualifications, within the Auditor’s Office. * 6) Equitable Sharing Agreement (C27320) and Certification between the Department of Justice and the Department of Treasurer Equitable Sharing Program and Klickitat County (Sheriff’s Office) for the purpose of gaining eligibility for funds seized while jointly working cases of specific natures including but not limited to narcotics and money laundering cases. * 7) Resolution No. 12620 in the matter of transferring one (1) 2009 Ford Explorer Utility VIN# 1FMEU73E39UA27821 from the Sheriff’s Office to the Klickitat County Search & Rescue Inventory. * 8) Authorization to Purchase request from the Sheriff’s Office to purchase one (1) Medlite Transport Deluxe MTD-103 for use by the Search and Rescue Division at a total cost of \$4,509.63. * 9) Concurrence to Award Bid and Small Works Contract (C27420) between Maher Roofing and Klickitat County (Public Works Department) for the Klickitat County Pioneer Center Roof Replacement Project as bid in the amount of \$17,522.50. * 10) Contract (C27520) and Contract Bond between Klickitat County (Public Works Department) and Peterson Brothers, Inc. for the West Darland Bridge Rehabilitation Project, CRP 360 as bid in the amount of \$87,488.89. * 11) Administrative Offer Summaries for the Old Mountain Road Project, CRP 350, to begin the right-of-way acquisition negotiations with various landowners. * 12) Authorization to Purchase requests from the Auditor’s Office to purchase computers with keyboards, mice, external CD drives and associated licenses through the Elections HAVA 3 Grant No. IG-6892 at a total cost of \$17,135.77.
	<p>Miscellaneous Reports:</p>
<p>Scenic Area update and discussion regarding a planned controlled burn</p>	<p>Attendance: Via Zoom: Lynn Burditt, Columbia River Gorge National Scenic Area, Forest Supervisor/Area Manager, US Forest Service Fire and Fuels Program Manager Roland Rose, and Deputy Area Manager Miki Kujikawa.</p> <p>Scenic Area Forest Supervisor/Area Manager Lynn Burditt provided an update on activities and seasonal staffing changes.</p> <p>Fire and Fuels Program Manager Roland Rose and Deputy Area Manager Miki Kujikawa provided an overview of scheduled prescribed burns in the scenic area.</p> <p>Fire and Fuels Manager Rose provided a slide presentation showing examples of previous controlled burns in the area and the proposed burn areas at Major Creek, Courtney Road and Tracy Hill. Mr. Rose noted that the burns are designed to make the areas more defensible by firefighters and protect critical habitat such as White Oak trees.</p> <p>Further discussion followed with questions, clarification and answers to various questions from the Commissioners.</p>

		Payment Approvals:
Voucher Certification and Approval	*	Approved Warrants (M/Sauter, S/Johnston. Passed unanimously): Accounts Payable: (#301285 - 301355) for a total of \$120,524.01 for the date ending October 5, 2020. There were no payroll warrants requiring approval at this time.
Pay Estimate	*	Approved (M/Sauter, S/Johnston. Passed unanimously): First & Final Pay estimate to Mission Construction, LLC. In the amount of \$11,914.10, for the SWC Oak St. Widening Curb & Gutter.
Pay Estimate	*	Approved (M/Sauter, S/Johnston. Passed unanimously): Final Pay estimate to Central Washington Asphalt, Inc. in the amount of \$11,706.00, for the Trout Lake Highway Overlay Project, CRP 347.
		Unfinished Business:
		Economic Development/Natural Resource Director Dave McClure reported that there are two (2) CARES Act Small Business grant recipients that are not able to produce reimbursable expenses and their contracts need to be terminated. He would like to move down the list and select the next eligible businesses and pursue grant contracts. Director McClure provided an update on Spotted Owl litigation, noting that he is preparing comments. Director McClure advised the Board as to Klickitat County's portion of the costs for analysis and a biologist, noting that he has the adequate budget to cover the cost. The expenses will require a contract amendment. Approved (M/Sauter, S/Johnston. Passed unanimously): Motion to terminate two (2) Small Business Covid related grant contracts with business' that were not able to find reimbursable expenses and to move forward to pursue two (2) eligible small business' to contract with for Small Business Covid related grant contracts.
		Elected Official Report/Update:
Prosecuting Attorney's Update		Prosecuting Attorney David Quesnel noted he had no items of a general nature for discussion and requested to go into Executive Session.
Executive Session: To discuss pending litigation		At 2:24 PM Chairman Sizemore announced that the Board would be convening into Executive Session with Prosecuting Attorney David Quesnel in accordance with RCW 42.30.110(1)(i) to discuss pending litigation. Chairman Sizemore noted that the session would last for five (5) minutes. At 2:29 PM it was announced the Executive Session would be extended five (5) minutes. The Board convened back into Regular Session at 2:34 PM.
		Approved (M/ Johnston, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:35 PM. No scheduled workshops.

	<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 10-06-20.</p>
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Jim Sizemore

Approved: Jim Sizemore
Interim - Chairman of the Board



10/20/2020

Date