

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, March 23, 2021**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, March 23, 2021	Chairman David M. Sauter called the meeting to order at 9:30 AM. Commissioners present: David M. Sauter, Jacob L. Anderson, and Dan Christopher.
	Workshop Session Agenda
Legislative update	<p>9:30 AM - Legislative Update</p> <p>Attendance: Legislative Lobbyists Zak Kennedy (via teleconference), various county employees, and residents via telephone.</p> <p>Legislative Lobbyists Zak Kennedy discussed the recent bills regarding Public Safety; Substitute Senate Bill 5361, Concerning the resentencing of persons convicted of drug offenses; Civil Rights & Judiciary, Engrossed Senate Bill 5135, concerning unlawfully summoning a police officer and Engrossed Substitute Senate Bill 5263, concerning defenses in personal injury and wrongful death actions where the person injured or killed was committing a felony. Lobbyist Kennedy stated due to the defunding of the police there is a rise in crime; the effects are being seen in New York City very heavily right now which is enlightening to the individuals who are in favor of defunding the police.</p> <p>Lobbyist Kennedy reported on the local Board of Health changes; relief that is being provided from the Federal Government for the COVID-19 Pandemic, noting there are various delegations and mandates of how grants can be spent.</p> <p>Lobbyist Kennedy reported on the gas tax changes and the ways the Federal Government is regulating the drilling in the US, followed by an update on proposed bills that are not agreed upon and the procedure they will return for discussion in the next legislative year.</p> <p>Lobbyist Kennedy stated he has heard from Legislators that there has been a greater involvement in the rural communities from Commissioner's and the legislators greatly appreciate it, noting this is the first time comments can be given from home.</p>
Public Works/Road Department Update	<p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Public Health Director Erinn Quinn, Emergency Management Department Director Jeff King in the Chambers, various county employees, and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reported on the steps of reopening the County facilities, providing guideline signs, and plans for each department and office space. Director Kelsey stated there will be a self-screening for the public and masks will be available for those who need them.</p> <p>Director Kelsey requested direction on the contact tracing sheets and where they will be located, and how the implementation of the sign-in sheet will be done. Public Health Director Erinn Quinn stated the sign-in sheets should be located in the waiting rooms where most citizens' presence will be greater than 15 minutes, under 15 minutes your exposure is minimal.</p>

A brief discussion was held regarding the capacity of the Courthouse, followed by a discussion about Governor Inslee's Phase III plan. The Board agreed that the Courthouse and all annexes will open tomorrow at 8 AM, noting it is up to each Elected Official whether they would like to have their office open to the public; Director Kelsey stated he will meet with each Elected Official and Department Head to discuss capacity.

Director Kelsey reported on the consent agenda items on this afternoon's agenda, noting the Contract Retainage Bond for Mission Glass is unusual but is allowed in RCW.

Director Kelsey reported on the Courtney Road Safety Project, stating the grade exceeds standards and a deviation has been requested from The Washington State Department of Transportation; Director Kelsey stated they are making their way around tribal historical sites and well as structures currently in the area. A brief discussion followed regarding right-of-way acquisition.

A report was given on the Old Mountain Road reconstruction process; the east and west end crew's projects, noting now that winter is over they have begun winter cleanup.

Director Kelsey reported on the status of the new County Services Building, stating they are halfway through the expenditures, \$8,000,000 has been spent on the project in 2020-2021, noting the cost is related to everything from moving annexes, the removal of hazardous materials from the grey house the county purchased west of the Courthouse, to the new building construction,

Director Kelsey provided furniture and layout options for the offices in the new County Services Building.

Director Kelsey requested and received verbal approval to fill a Foreman position, as well as four (4) flaggers and two (2) Summer Labor Engineers positions.

Director Kelsey advised the Coombs Short Plat peer review is complete and doesn't show that the configuration of the stormwater pond meets the Department of Ecology Stormwater standards and the report has been sent to the applicant as well as the engineer.

Clerk of the Board Lee Snell inquired about a citizen's request to park a vehicle in the Pioneer Center parking lot due to having gas stolen from his pick-up. Chairman Sauter stated he or Commissioner Anderson will follow up with a phone call.

Emergency Management Department Update

10:30 AM - Department Update/Comment:

Attendance: Department of Emergency Management Director Jeff King in the Chambers, various county employees, and residents via telephone.

Department of Emergency Management Director Jeff King reported on the performance and functionality of the radio system; the upcoming maintenance, noting the funding sustainability recommendations project is ongoing, followed by a brief update on the Stacker and Klickitat Radio site upgrades.

Director King reported on the 9-1-1 call volume for February 2021, followed by a staff update; training, and the National Public Safety Telecommunicators Week proclamation on this afternoon's consent agenda.

	<p>Director King stated the Klickitat County Emergency Operations Center remains at level II, partial activation. Director King stated he continues to process resource requests and distribute Personal Protective Equipment as well as medical supplies for local stakeholders. Director King stated the counterfeit 3M N95 masks and being returned for a refund.</p> <p>Director King reported a \$5,000 grant was received representing “Williams contribution for Hood River/ White Salmon Assistance” related to the Bingen, White Salmon, and surrounding areas natural gas service outage on December 20-25, 2020.</p> <p>Director King advised he is preparing to coordinate with the Klickitat County Fire Chiefs regarding start dates for this year’s County Outdoor Burn Ban in all three zones. Director King requested and received verbal approval to proceed with the update on County Code 8.24 regarding regulating outdoor burning.</p> <p>Director King reported on the participation for future training and exercises virtually as well as in-person activities following the COVID-19 Public Health precautions for in-person activities.</p> <p>A brief update was provided regarding the Emergency Management Program Grants and the new Emergency Management Program Coordinator Position.</p>
Lunch Recess	The Board recessed for lunch at 11:11 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, March 23, 2021	Chairman Sauter reconvened the meeting at 1:00 PM; Opening with the Pledge of Allegiance. Commissioners present: David M. Sauter, Jacob L. Anderson, and Dan Christopher.
	Agenda:
Business Agenda	Approved (M/Christopher, S/Anderson. Passed unanimously): the Business Agenda as presented.
	Approval of Commissioner Meeting Minutes:
Approval of Meeting Minutes	* Approved (M/Christopher, S/Anderson. Passed unanimously): The Klickitat County Board of Commissioners Meeting Minutes for March 9, 2021.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>Russ Hanson thanked the Commissioners for enacting the moratorium and thanked the commissioners for their hard work on the ordinances and permits surrounding the Knight Road Project.</p> <p>Dave Barta thanked the Commissioners for their work and for allowing a pause and has been researching the ordinances and looks forward to the Public Hearing process. Mr. Barta stated he has been looking into the state regulations</p> <p>Greg Wagner thanked the Commissioners for implementing the moratorium and followed with questions about the moratorium process and inquired how the citizens will be notified about the public hearings. Mr. Wagner inquired how to find the full Conditional Use Permit process; Commissioner Anderson stated an email was sent this afternoon with information on the CUP process.</p> <p>Elaine Harvey stated Mark Jobe is on the Planning Commission Board and has been very vocal on Facebook in favor of the solar projects and Ms. Harvey stated her concerns with favoritism, Chairman Sauter reviewed the ex parte process and recusal of members of</p>

the board all concerns can be brought before the Board and there can be adjustments made.

Rociel Demmick stated in 2004 the Planning Commission made recommendations about the projects that have come before the Board and there could be ex parte contact. Ms. Demmick inquired about the Energy Overlay Zone (EOZ) and the Conditional Use Permit (CUP) Process; Commissioner Anderson inquired if Ms. Demmick received the email from the Board and the Planning Department with all the answers to her emailed and verbal questions regarding the EOZ and CUP process. Ms. Demmick stated she has received the email and will review it.

Chairman Sauter reviewed the email process to the Commissioner's, stating the emails that are sent to each Commissioner and then forwarded on can be taken as inadvertently conducting a Public Meeting and is a violation of the Open Public Meeting Act. Chairman Sauter advised he will not respond to an email if a commissioner has previously responded.

Sheri Bousquet inquired about the CUP process and the Public Hearing process. Ms. Bousquet stated she does not agree with projects that are being built in the locations they are being built. Ms. Bousquet stated she disagrees with the appeal process and would like to see changes.

Commissioner Anderson stated there have been two (2) requests today for information on the CUP process and inquired if the Planning Department would be willing to create a CUP flowchart process. Chairman Sauter stated many of the processes are statutorily regulated in the land use planning process and cannot be changed at the County level.

Greg Wagner inquired about the CUP process and inquired if there are more regulations than the two (2) page CUP flyer that was provided in an email from Commissioner Anderson.

Public Meetings/Public Hearings/Bid Openings:

Public Meeting: To consider approval of Boundary Line Adjustment BLA 2020-12, in the Murdock vicinity; Applicants: Bill Osborne, Cheryl Graham, and Mike Rockwell.

Approved (M/Anderson, S/Christopher. Passed unanimously): approval of Boundary Line Adjustment BLA 2020-12, Parcel Nos. 02-13-1762-0010/00 and 02-13-1762-0011/00 in the Murdock vicinity and granting final approval, Applicants: Bill Osborne, Cheryl Graham, and Mike Rockwell.

Attendance: Assistant Planner Denice Lee, Planning Director Mo-chi Lindblad, Human Resource (HR) & Administrative Services Director Robb Van Cleave in the chambers, various county employees, and residents via telephone.

Chairman Sauter opened the public meeting to consider approval of Boundary Line Adjustment BLA 2020-12, Parcel Nos. 02-13-1762-0010/00 and 02-13-1762-0011/00 and he requested a staff review.

Assistant Planner Denice Lee stated Boundary Line Adjustment No. BLA2020-12 is a proposal to adjust the common property line between parcels 02-13-1762-0010/00 and 02-13-1762-0011/00. The proposed boundary line adjustment is located in the Murdock vicinity.

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.

Consent Agenda:

- * **Approved (M/Christopher, S/Anderson. Passed unanimously):** the Consent Agenda with twenty-one (21) items; amending No. 11. Prior to the motion the Human Resource (HR) & Administrative Services Director Robb Van Cleave requested to amend the end date of the Request for Proposals for an Audio Visual System for Consent Agenda item #11.
- * 1) **Resolution No. 03021** in the matter of considering and approving a petition requesting annexation of certain properties into the boundaries of Klickitat County Fire Protection District No. 3. The properties proposed for annexation have all boundaries of the property wholly within the external boundary of Fire Protection District No. 3 and are not presently being assessed a local fire district levy, which has been verified by the Klickitat County Assessor. The petition includes eight (8) parcels to be annexed.
- * 2) Letter and Interlocal Funding Assistance Agreement (**C05621**) between Klickitat County and White Salmon Valley District to provide funding assistance for \$4,000 to develop and/or enhance their At-Risk Youth Programs, effective January 1, 2021, terminating December 31, 2021.
- * 3) Letter and **Resolution No. 03121** in the matter of appointing Russell Hanson of Goldendale, Washington to serve on the Klickitat County Civil Service Commission representing Commissioner District No. 2. The appointment shall be to an unexpired six (6) year term, expiring December 31, 2023.
- * 4) **Resolution No. 03221** in the matter of adopting the Klickitat County Civil Service Rules as amended; the amendments have been distributed to all departments within the Klickitat County Sheriff's Office and the amendments are in the best interest of the Civil Service Employees. House Bill 1750 expands the submission of candidates forwarded to the Sheriff's Office for consideration from three (3) to five (5) applicants; The Sheriff and Jail Superintendent have requested the age limit be lowered from 21 to 18 for Correction Officer Applicants.
- * 5) A purchase request from the Juvenile Department for a Livescan machine, software, computer, printer, and accessories in the amount of \$15,897.23 including sales tax. The amount is covered by a Washington State Patrol Grant.
- * 6) Letter and **resolution No. 03321** appointing Sasha Bentley to the Klickitat County Planning Commission, position No. 1, representing Commissioner District No. 1, to a four (4) year term, expiring January 1, 2025.
- * 7) Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, March 30, 2021, at 1:30 PM, to consider approval of a Boundary Line Adjustment, BLA2020-10, parcel numbers 02-15-1852-0018/00 and 02-15-1852-0019/00, in the Wishram vicinity. Applicant: John Trosper.
- * 8) Letter and **resolution No. 03421** appointing Mark Jobe to the Klickitat County Planning Commission, position No. 1, representing Commissioner District No. 3, to a four (4) year term, expiring January 1, 2025; and letter and certificate of appreciation to Craig Schuster for his years on service on the Planning Commission.
- * 9) Letter and **resolution No. 03521** appointing Nissa Huber to the Klickitat County Board of Adjustment, representing Commissioner District No. 2, to an unexpired six (6) year term, expiring January 1, 2027.
- * 10) Letter and **resolution No. 03621** appointing Matthew Chiles to the Klickitat County Board of Adjustment, representing Commissioner District No. 3, replacing Tannis Bauers, to an unexpired six (6) year term, expiring January 1, 2023; and letter and certificate of appreciation to Tannis Bauers for her years on service on the Board of Adjustment.

	<ul style="list-style-type: none"> * 11) Request for Proposals for an Audio Visual System in the Board of County Commissioners Meeting Room in the new County Services Building. Qualified firms need to submit an additional cost proposal for the installation of two (2) Polycom Studio X30 Systems and two (2) Polycom Studio X50 systems. To be considered proposals shall be received no later than 2:00 PM, April 5, 2021, to the Klickitat County Human Resource and Administrative Services Department. * 12) Request from the Klickitat County Human Resource and Administrative Services Department to purchase a social media archiving service from Pagefreezer to implement an archival solution for all county social media accounts to comply with state record retention policies; at the cost of \$6,589.75, and an annual cost of \$5,880.00. The agreement commences on the date of signature and continues until all service subscriptions granted in accordance with this Agreement have expired or been terminated. * 13) Intergovernmental Agreement (C05721) between Washington State Parks and Recreation Commission and Klickitat County (Sheriff's Department) to establish a cooperative framework between State Parks to enhance the performance of boating safety and education services in the State per RCW 88.02650 and WAC 352-65.101. The term of the agreement is one (1) year from the date of the State Park's signature. * 14) Personnel Authorization to begin the advertising process to hire a Casual Communications Officer at Union Grade, Step 1 (\$18.58 per hour) within the Department of Emergency Management. * 15) Personnel Authorization to begin the advertising process to hire a Litter Crew Supervisor at Grade 35, Step 1 to 3 (\$17.47 - \$18.52 per hour) within the Solid Waste Department. * 16) Proclamation from the Department of Emergency Management proclaiming * April 11-17, 2021, National Public Safety Telecommunicators Week by the Governor of Washington, the Association of Public Safety Communications Officials, and the National Emergency Number Association. * 17) Cooperative Agreement (C05821) between Washington State University (WSU) and Klickitat County (Department of Economic Development) for the purpose of WSU's Small Business Development Center (SBDC) establishing an office in Klickitat County to provide small business advising and technical assistance to small businesses; a companion agreement is in place between WSU and Skamania County Economic Development Council (Skamania EDC) for an SBDC Office in Skamania County. * 18) Contract (C05921) Retainage Bond for Kirby Nagelhout Construction Company per RCW 60.28.011 (6); the subcontractor, Mission Glass has chosen to submit a retainage bond as provided for in RCW 60.28.011 (6) in place of the County withholding 5% monetary retainage. * 19) Final Acceptance and Release of Contract Bond, certifying all contract requirements have been met by Central Washington Asphalt for the Trout Lake Highway Overlay, CRP 347. * 20) Final Acceptance and Release of Retainage, certifying all contract requirements have been met by Lee Contractors, LLC. for the Klickitat County Bickleton Shop Fuel Tank Replacement, for \$6,738.83. * 21) Authorization of Chair signature for the Digital Submittal Certification for the County Road Administration Board (CRAB) for 2021, Road Levy Certification.
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/Anderson, S/Christopher. Passed unanimously): Accounts Payable: (#304608 - #304699), and DOR Electronic Transfer # 921 for a total of \$168,883.16.

	<p>Approved (M/Anderson, S/Christopher. Passed unanimously): Pay Estimate No. 4 to Justice Systems Corp. in the amount of \$24,479.66, which includes sales tax at 7.5% (\$1,835.97) and excludes retainage in the amount of \$1,223.98, for a total payment amount of \$25,091.65 for the Klickitat County Jail Control System Upgrade 2020, C28420.</p>
	<p>Elected Official Report/Update:</p>
<p>Prosecuting Attorney David Quesnel</p>	<p>Attendance: Prosecuting Attorney David Quesnel, Planning Director Mo-chi Lindblad in the Chambers, various county employees, and residents via telephone.</p> <p>Prosecuting Attorney David Quesnel advised his office has been very busy processing appeals for projects in Klickitat County.</p> <p>The Board requested Planning Director Mo-chi Lindblad to track her time for the Appeals on the State Environmental Policy Act as well as for the Conditional Use Permit Process because that is a separate process it will give an actual dollar amount as well as the amount of time that goes into these appeals.</p> <p>Commissioner Anderson inquired about the Dog Ordinance Opinion Request that was submitted for review; Prosecuting Attorney Quesnel advised it will be by the end of the week.</p>
	<p>Board Pending:</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>Commissioner Anderson reported on the States new Working Washington IV Grant and the issues with the Working Washington III Grant and the list that was sent; the State used a third party to review the list and the third party did not look at the list closely and some of the hardest-hit businesses weren't funded. Commissioner Anderson inquired whether the Board would like to single out businesses that did not receive funding and set aside a portion of funds to provide to those businesses. Chairman Sauter stated he is in favor of front-loading the businesses now even though there will still be business impacted next year.</p>
	<p>Unfinished Business:</p>
<p>Human Resource & Administrative Services Director Rob Van Cleave</p>	<p>Attendance: Human Resource & Administrative Services Director Rob Van Cleave, Planning Director Mo-chi Lindblad, Solid Waste Director Ruby Irving, Natural Resource/Economic Development Director Dave McClure in the Chambers, various county employees, and residents via telephone.</p> <p>Planning Director Mo-chi Lindblad thanked the Board for adding more staff to the Planning Department, Director Lindblad provided a list of priorities that need to be done in the Planning Department. Director Lindblad requested direction on which items the Commissioners would like to address first.</p> <p>Commissioner Anderson advised of the timelines for the projects proposed, followed by a discussion of the projects that are currently being worked on.</p> <p>A discussion was held regarding whether to hire an in house employee versus a contractor employee, Director Lindblad advised she does not have anyone in her office that she can give these projects to because they have a full workload, Director Lindblad advised an option would be to have an employee work under her and as a succession plan be the future Planning Director.</p>

	<p>Chairman Sauter stated he is in favor of local land use planning and would like to have consultants on board, followed by the priorities the Board would like to be addressed first.</p> <p>A discussion was held regarding staff training in-house as well as the training provided by the State that employees have access to.</p> <p>A discussion was held regarding the fee schedules and the citizens that have buy-in on certain projects. Chairman Sauter reviewed the fee schedule waiver that is available from a request to the Board.</p> <p>The Board stated the level of importance would be the moratorium process and not to project what will happen next, let the process dictate the next step.</p> <p>Attendance: Human Resource & Administrative Services Director Rob Van Cleave, Solid Waste Director Ruby Irving, Natural Resource/Economic Development Director Dave McClure in the Chambers, various county employees, and residents via telephone.</p> <p>Natural Resource/Economic Development Director Dave McClure reviewed the workload of the current Office Manager in the Natural Resource/Economic Development and Solid Waste Departments.</p> <p>Human Resource & Administrative Services Director Rob Van Cleave requested and received verbal authorization that the Natural Resource/Economic Development Department be able to reorganize their org chart and add the Office Manager I, II, or III and a Clerical Administrative Assistant position as a temporary position for nine (9) months; Solid Waste Director Ruby Irving advised that the Solid Waste Department pays 25% of the Office Manager position.</p> <p>A discussion was held regarding the Klickitat County Public Economic Development Authority funding and the Economic Development Act Grants, followed by a discussion of the pay scale for the Manager position.</p> <p>A discussion was held with Auditor Brenda Sorensen regarding opening tomorrow; Auditor Sorensen stated she will be following the 6-foot distancing rule and not the occupancy guidelines. There will be masks and hand sanitizer available in the hallway for people, noting there may be a need for a numbering machine.</p> <p>Auditor Sorensen requested guidance about the citizens who are not willing to participate in the rules outlined by the Office; the Board was in favor of allowing Auditor Sorensen to address issues as necessary.</p>
Adjournment (3:13 PM)	Approved (M/Anderson, S/Christopher. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 3:13 PM. No workshops scheduled.
	* 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 3-23-21.

S/Jacob Anderson
Approved: Jacob Anderson
Vice-Chairman of the Board



04/06/2021
Date