

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, May 18, 2021**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, May 18, 2021	Chairman David M. Sauter called the meeting to order at 10:00 AM. Commissioners present: David M. Sauter, Jacob L. Anderson, and Dan Christopher.
	Workshop Session Agenda
Public Works/Road Department Update	<p>10:00 AM – Public Works Department Update</p> <p>Attendance: Public Works Deputy Director Jeff Hunter, Public Works Design Engineer Seth Scarola in the Chambers, various county employees and residents via zoom.</p> <p>Public Works Deputy Director Jeff Hunter reported on the consent agenda items; the pay estimates on this afternoon’s agenda; the Old Mountain Road open house reconstruction, followed by an update on the grant-funded projects, noting they will be starting now that they have all their materials.</p> <p>Public Works Design Engineer Seth Scarola reported on the Courtney Road Safety Project.</p> <p>Deputy Director Hunter reported on the east and west end crew’s projects, followed by an update on the Klickitat County Services Building construction, followed by a brief discussion on the movement of the Juvenile Department into the Public Works Building and furniture for the offices.</p> <p>Deputy Director Hunter stated the concrete is being poured for the east Courthouse Entrance and the concrete was poured on the north entrance for the indoor arena.</p> <p>A brief update was given on the radio sites and Klickitat Fire Hall.</p> <p>Deputy Director Hunter stated the Oregon Road Rally is scheduled for May 22nd, followed by a brief update on the Super Load Haul that came in on Friday night/Saturday morning and leaves today.</p> <p>A discussion was held regarding the Dallesport Community Center Building Use Agreement, the keyless entry devices, and prices, and if the internet can be provided in the building.</p> <p>Deputy Director Hunter requested and received verbal approval to proceed with the advertisement process for a Maintenance Technician in the Bickleton area.</p> <p>A report was given on the Bingen/White Salmon Community Cleanup dates, followed by a request and permission to supply heavy equipment and operators for the community event.</p>

	<p>A discussion was held about the best area for the Goldendale Jaycees to use for the annual Community Days event. The Board expressed they would like to keep the festivities on the lawn as they have been in the past.</p> <p>Chairman will award Public Works with the Certificate of Good Practice from the County Road Administration Board for 2020.</p> <p>A discussion was held about the Highway 14 Lyle area stormwater drains.</p>
<p>Human Resource Department update</p>	<p>10:45 AM - Department Update/Report</p> <p>Human Resources/Administrative Services Director Robb Van Cleave, Human Resource Manager KC Sheridan, Department of Emergency Management Director Jeff King, Fiscal Manager Jenn Bartley in the Chambers, Information Technology Manager Jeff Roe, various county employees and residents via telephone.</p> <p>Human Resource Manager KC Sheridan requested and received verbal approval to re-post the Casual Temporary Nurse position in the Public Health Department as well as extended the contract through the end of the year, a resolution will follow next week; followed by a request and approval to re-hire the Temporary summer Weed Technician applicant from last year, noting she has all the certifications required; HR Manager Sheridan requested verbal approval to withdraw advertising the Clerk's Office Legal Administrative Assistant I or II position and advertise for the vacant Chief Deputy Clerk position; the Board was in support.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave requested and received verbal approval to advertise the Department of Emergency Management Chief of Operations/ 9-1-1 Coordinator position internally.</p> <p>HR Sheridan requested to continue the Employee Assistant Program currently provided to the employees for financial guidance, emotional support, counseling for family and marriage. HR Sheridan reported on the Washington Long Term Care Act that was recently signed and will be implemented on January 1, 2022.</p> <p>HR Manager Sheridan reported on the Job Classification Committee member list and will be updating the list, followed by an update on NeoGov, noting this will benefit the Onboarding of new employees and performance evaluations.</p> <p>HR Manager Sheridan requested and received verbal approval to proceed with the advertisement process for the Summer Internship program, noting how it greatly benefits the kids in the community. A discussion was held regarding the pay scale, the Board is in support of paying the interns Grade 33, Step 1; twelve (12) intern positions will be available. Department of Emergency Management Director Jeff King reported on his experience with the internship program.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave reported on the Sr. Planner position in the Planning Department and will follow up next week on the agenda for approval, followed by a discussion of the County's Rural Insurance Program.</p>

	<p>Fiscal Manager Jenn Bartley reported on the State and Federal Grants available to the County, followed by an internet availability throughout the County through the America Rescue Plan.</p> <p>Fiscal Manager Bartley reported on the Landfill allocations as requested by a constituent in a previous meeting.</p> <p>HR & Administrative Director Robb Van Cleave requested and received approval to proceed with a daycare survey of the Klickitat County Employees, followed by a discussion of the audio and visual system for the chambers in the Klickitat County Services Building.</p> <p>HR & Administrative Director Robb Van Cleave reviewed bills that are processed by the County for services that can be simplified and will follow up at a future meeting.</p> <p>HR & Administrative Director Robb Van Cleave advised DEM Director King has requested a part-time Information and Technology employee to assist with IT needs in his department, followed by a discussion regarding the Klickitat County website. Commissioner Anderson requested if these IT needs can be outsourced to a company that would oversee the County's needs.</p> <p>Chairman Sauter inquired about the face-covering guidance; Public Health Director Erinn Quinn stated Labor and Industries governs the regulations, Prosecuting Attorney David Quesnel stated Labor and Industries has not provided updated guidance and the County regulations are still status quo.</p>
Lunch Recess	The Board recessed for lunch at 11:58 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, May 18, 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 with one (1) add-on under new business.
	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 April 27, 2021, as presented.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>Debbie Waggner from Goldendale stated concerns with proposed solar projects in the area.</p> <p>Rociel Demmick inquired about the minutes and zoom meeting recordings that can be posted online, Ms. Demmick stated she would like to see an all-county email used to alert the citizens about larger projects in the county.</p> <p>Sheri Bousquet inquired about the Conditional Use Permit Process and the State Environmental Policy Act Review with proposed projects in the area.</p>

	<p>Dave Barta from Goldendale inquired about the original resolution regarding the Conditional Use Permit Process for solar farms in the area.</p> <p>Goldendale resident Greg Wagner stated he is not in favor of the Conditional Use Permit and does not believe it has enough guidelines.</p> <p>Sheri Bousquet inquired whether she can obtain the Conditional Use Permit Process and does it automatically require a State Environmental Policy Act.</p> <p>Commissioner Anderson advised it is the SEPA Officials' determination of the project's impacts if mitigation is required or not.</p>
	<p>Public Meetings/Public Hearings/Bid Openings:</p> <p>Approved (M/Anderson, S/Christopher. Passed unanimously): granting final approval of Short Plat SPL 2020-20; which is a plat alteration of parcel No. 03-10-2447-0004/00; in the White Salmon vicinity. Applicant: Claire Howe.</p> <p>Attendance: Assistant Planner Denice Lee, Planning Director Mo-chi Lindblad, Economic Development/Natural Resource Director Dave McClure, citizens Dave Barta and Delmer Eldridge in the Chambers, various county employees, and residents via telephone.</p> <p>Short Plat Alteration No. SPL 2020-20 is a proposal to remove the 60-foot easement for future access from Lot 4, SP 91-18, on parcel 03-10-2447-0004/00. The proposed short plat is located within the White Salmon vicinity.</p> <p>Assistant Planner Lee stated that assurances from the County Health Officer, County Engineer, and the Planning Department have been received and have obtained signatures attesting to this.</p>
<p>Public Meeting: To consider approval of Short Plat No. SPL 2020-20, which is a plat alteration, located in the White Salmon vicinity; Applicant: Claire Howe.</p>	<p>Unfinished Business:</p> <p>Attendance: Planning Director Mo-chi Lindblad, Economic Development/ Natural Resource Director Dave McClure, residence Dave Barta and Delmar Eldridge in the Chambers, various county employees, and residents via telephone.</p> <p>Chairman Sauter stated he is in favor of a guidance document regarding commercial/industrial solar projects subject to a conditional use permit process, followed by a brief discussion regarding Prosecuting Attorney David Quesnel's guidance and legality of such a document.</p> <p>Chairman Sauter stated trials have restarted and the Prosecuting Attorney's Office is very busy and requested another week to allow the Prosecutor to advice of the Board's previous request about the legality of adopting a guidance document.</p> <p>Commissioner Anderson inquired about the wattage output and cumulative impact on projects from 2008 to 2011.</p> <p>Economic Development/ Natural Resource Director Dave McClure advised of the wind cumulative impact study, noting that wind has a much different impact and there will be a different impact with solar than there was with the wind. Commissioner Anderson</p>
<p>Public Hearing Continued/Closed to further public comment</p>	

inquired about the cost of an independent impact study, a follow-up will be provided next week during the Economic Development/Natural Resource Department update

A discussion about the cost of an environmental study followed. Commissioner Sauter stated it was roughly 1.2 million, fifteen years ago. A solar ordinance addendum to the EOZ would be upwards of a million.

A discussion was held regarding the timeframe to implement a solar ordinance by amending the EOZ as well as an independent solar ordinance throughout the whole county.

Chairman Sauter stated you cannot write ordinances to accomplish personal goals, processes are not set up like that, whether you like or dislike a project you cannot change the process. Commissioner Anderson stated you cannot tell citizens what to do with their property, setbacks for wind were set for safety, and going through the process citizens will be able to state their concerns with solar setbacks for safety.

Prosecuting Attorney David Quesnel advised even if you have a guidance document, enforceable regulations can only be established through a public process. Prosecuting Attorney Quesnel advised that to have specific guidelines you need to open up the EOZ and set guidelines on what citizens can and can't do on their property.

A discussion followed regarding an Environmental Impact Study going through the process and the cost of the appeal fees and the fees to the applicant.

The Board was in favor of postponing the discussion to next week.

Consent Agenda:

- * **Approved (M/Anderson, S/Christopher. Passed unanimously):** the Consent Agenda with ten (10) items.
- * 1) Approve Memorandum granting Brandie and Anthony Marzillo a waiver of the 3-year limit for tax refunds, pursuant to RCW 84.69.030(3) a county legislative authority may authorize a refund to be processed more than three years after the due date of the payment to be refunded if the refund arises from taxes paid as a result of a manifest error in a description of the property.
- * 2) **Resolution No. 05721** in the matter of awarding 2021 Historic Preservation Grant Program funding in the amount of \$7,400.
- * 3) Purchase Agreement (**C08821**) between Klickitat County (Senior Services Department) and North West Bus Sales for purchasing one (1) 2021, Metro Link Ford E450 12+2, from the State Master Contract at the cost of \$68,248.00 after receiving \$54,598.40 from the Washington State Department of Transportation; Klickitat County is responsible for the 20%, \$13,649.60.
- * 4) Contract Amendment No. 1 (**C08921**) between Klickitat County (Senior Services Department) and Area Agency on Aging & Disabilities of Southwest Washington (AAADSW) to increase the allocation by \$37,427.00; for a total of \$142,227.00; all other aspects of the Agreement to which this is an amendment shall remain in full force and effect.
- * 5) **Resolution No. 05821** in the matter of awarding the Lodging Tax Revenues according to the Lodging Tax Advisory Committee to award the Goldendale Chamber of Commerce \$66,500; the Mt. Adams Chamber of Commerce \$62, 016;.

	<p>Klickitat County Fair Board \$10,000; Alder Creek Pioneer Association \$3,000, Glenwood Rodeo Association \$15,850 and Klickitat County Economic Development Department \$10,340. The Economic Development Department staff will commence the process of negotiating contracts with the above-named entities</p> <ul style="list-style-type: none"> * 6) Resolution No. 05921 in the matter of setting a public hearing to be held June 1, 2021, at 1:30 PM to discuss the final project performance review for the Washington Gorge Action Programs funded by the Community Development Block Grant (CDBG). * 7) Resolution No. 06021 in the matter of declaring one (1) 2005, Jeep Liberty; VIN No. 1JGL48K35W617216, License Plate No. 65163C as surplus to be removed from the Health Department’s inventory and be disposed of through public sale or auction by the Klickitat County Treasurer. * 8) Small Works Contract (C09021) between Southern Folger Contracting Inc. and Klickitat County (Public Works Department) for the Rolling Door Operator Replacement for the Klickitat County Jail 2021, in the amount of \$36,195.00; including tax and authorize the Public Works Director to execute any change orders for this projects due to unforeseen conditions (not for changes in scope) up to 10% of the contract (\$3,619.53) for an aggregate of \$39,814.78. * 9) Resolution No. 06121 in the matter of revising the Public Works Organizational Chart and Noxious Weed Department Organizational Chart to add a Weed Control/Road Maintenance Technician position, effective May 1, 2021. * 10) Personnel Authorization to begin the advertising process to hire a Weed Control/Road Maintenance Technician, at Union Grade, Step 1, within the Public Works and Noxious Weed Department.
	Payment Approvals:
Payment Estimate	<ul style="list-style-type: none"> * Approved (M/Anderson, S/Christopher. Passed unanimously): Pay estimate No. 13 to Kirby Nagelhout Construction Company in the amount of \$2,447,491.98; excluding retainage in the amount of \$122,374.60 and including 7.5% sales tax in the amount of \$183,561.90, for a payment amount of \$2,508,679.28, for the County Services Building Project, Contract No. C03120.
Payment Estimate	<p>Approved (M/Christopher, S/Anderson. Passed unanimously): Pay estimate No. 1 to Lee Contractors LLC in the amount of \$31,700.00; excluding retainage in the amount of \$1,585.00 and including 7.5% sales tax in the amount of \$2,377.50, for a payment amount of \$32,492.50, for the Klickitat County Courthouse Entrance Improvement Project, Contract No. C06821.</p>
Voucher Certification and Approval	<ul style="list-style-type: none"> * Approved Warrants (M/Christopher, S/Anderson. Passed unanimously): Accounts Payable: (#305721– 3058474) \$3,009,228.87 for the date ending May 17, 2021. <p>There were no Payroll warrants requiring approval.</p>
	New Business:
Proclamation declaring May 16- 22, 2021, NATIONAL Emergency Medical Services Week in Klickitat County	<p>Approved (M/Anderson, S/Christopher. Passed unanimously): Proclamation declaring May 16- 22, 2021, as NATIONAL Emergency Medical Services Week throughout Klickitat County and encourage all of our citizens to recognize our EMS practitioners for the significant impact they have made and continue to make in safeguarding the health, safety, and well-being of Klickitat County citizens.</p>

	Elected Official Report/Update:
Treasurer/Finance Committee update and Treasurers Report.	<p>Attendance: Treasurer Greg Gallagher, Auditor Brenda Sorensen, Fiscal Manager Jenn Bartley, Citizen Dave Barta in the Chambers, various county employees, and residents via telephone.</p> <p>Treasurer Gallagher reported on the Finance Committee Meeting this last Friday, followed by an update on the COVID-19 grant funding, the landfill revenue, and the American Rescue Plan funds.</p> <p>Treasurer Gallagher reported on the building payments and a resolution will follow next week to amend the loan for Fund 307 Capital Major projects cash flow during construction for the administration building from Fund 125 Cumulative Reserve by increasing the loan amount to \$3,000,000.</p> <p>Treasurer Gallagher stated tomorrow is the Sheriff's Office surplus sale for the property in Lyle and there have been quite a few views and registered bids, followed by a brief update on the few tax title properties the county still owns.</p> <p>Treasurer Gallagher stated he is continuing to work on the annual report, followed by an update on when the next County surplus auction will be held, noting they will be doing the public auction online.</p>
Prosecuting Attorney update	<p>Attendance: Prosecuting Attorney David Quesnel, Treasurer Greg Gallagher, Auditor Brenda Sorensen, Fiscal Manager Jenn Bartley, Human Resources/Administrative Services Director Robb Van Cleave, Citizen Dave Barta in the Chambers, various county employees and residents via telephone.</p> <p>Prosecuting Attorney David Quesnel reported on the current trials being held and the upcoming ones.</p> <p>Prosecuting Attorney Quesnel stated there is an increased number of Public Records Requests and inquired if a Public Records Officer would be brought on board or if there are other options that are available and the placement of the employee. Advising that someone should be in place next year, noting next year is an office filing year and there are numerous rises in public records requests.</p> <p>Prosecutor Quesnel stated he would be willing to oversee the employee and house the employee in his office.</p> <p>Prosecutor Quesnel thanked the Commissioners for continuing to fund \$12,000 through his office for the Children's Safe Space Forensic Interviews. Prosecutor Quesnel advised the State has inquired into why there isn't a Children's Advocacy Center Clinic in Klickitat County, stating the Programs for Peaceful Living staff are working in conjunction with the Children's Safe Space facility and have been doing an adequate job but there is a greater need and would like to proceed with a Children's Advocacy Forensic Interviewer, Prosecutor Quesnel stated \$70,000 would fund a full-time employee, stating he will follow-up during the budget request for 2022.</p>

<p>Issues as determined by the Board of Commissioners</p>	<p>Board Pending:</p> <p>A discussion was regarding the Commissioner’s staff attending the joint meeting with Skamania on June 24th in Skamania County.</p> <p>Commissioner Anderson reported on his meeting with the White Salmon Mayor regarding the Spring Street Reservoir in White Salmon. The Board was in support and will sign a letter of support for the City to seek grant funding for the project.</p> <p>Chairman Sauter stated he is also in support of the Assisted Living Facility in White Salmon and the Board will sign the letter of support.</p> <p>Chairman Sauter reported on his recent meetings.</p> <p>* Board correspondence noted for the record: Letters to U. S. Senator Patty Murray:</p> <ul style="list-style-type: none"> ● In support of Columbia Cascade Housing Corporation’s Assisted Living Facility project and funding request to leverage USDA RD’s Community Facilities Grant funding. ● In support of the City of White Salmon’s proposal to seek grant funding for the Spring Street Reservoir and infrastructure replacement project.
<p>Adjournment (3:29 PM)</p>	<p>Approved (M/Christopher, S/Anderson. Passed unanimously): There being no further business before the Board, the meeting to 8:35 AM for scheduled workshops.</p>
	<p>Call to Order/Roll Call</p>
<p>Regular Meeting Extension: for Thursday, May 20, 2021</p>	<p>Chairman David Sauter (via Zoom) convened the meeting at 8:35 AM. All Commissioners were present.</p> <p>Also in attendance were Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, HR, and Administrative Services Director Robb Van Cleave, Fiscal Manager Jenn Bartley, Assessor Crista Schroder, and Chief Appraiser Billi Bare. Treasurer Greg Gallagher and Prosecutor David Quesnel were present via zoom.</p>
<p>8.35/10:00 AM</p>	<p>Finance Committee and Financial Services: Continued training and Discussion regarding yearend report, expenditures, revenues, and budget process.</p> <p>Auditor Sorensen shared information on the process for an unincorporated community to become an incorporated city in Washington State.</p> <p>Auditor Sorensen and Chief Deputy Auditor Jobe provided copies of the A/P and payroll calendars, and an overview of deadlines, the process of issuing warrants, and how it all affects the Budget.</p> <p>The Board discussed electronic time and attendance and accounting software systems.</p> <p>Auditor Sorensen reported that she and Administrative Services have been working to develop a new version of Budget 101 training for County departments, and offices.</p> <p>Auditor Sorensen explained accrual verse cash accounting, noting that the County Budgets using accrual and the yearend report is done by cash accounting.</p>

	<p>Discussion followed regarding the process for the annual State audit. Auditor Sorensen provided clarification regarding the types of audits the State Auditors do each year and explained the difference between receiving a management letter and a finding.</p> <p>At 10:00 AM, Chairman Sauter adjourned the workshop to conduct a Board of Health Meeting.</p>
<p>10:00/11:00 AM</p>	<p>Board of Health meeting</p>
	<p>At 10:36 AM, Chairman Sauter briefly reconvened the workshop, advising that the Assessor would be down shortly to provide her presentation.</p>
<p>10:54 AM</p>	<p>Assessor Crista Schroder: Review and discussion regarding the assessment levy process for energy facilities.</p> <p>Assessor Schroder introduced Chief Appraiser Billi Bare to the Board and provided a brief history of her background with the County.</p> <p>Assessor Schroder stated that there is no such thing as an industrial assessment rate, explaining that there is a milling rate or a levy rate and she provided further clarification.</p> <p>Assessor Schroder advised that currently there is only 1 permitted solar farm (Lund Hill) in the County and the original property owner still owns the property. Assessor Schroder stated that the solar improvements are assessed as personal property. Discussion followed regarding how assessments are done by either a cost approach or depreciation on the life span of the equipment/improvements. Assessor Schroder stated that whether an energy facility is assessed locally or by the state depends on ownership.</p> <p>Further discussion followed with the Assessor providing a brief history of how windfarms were assessed when they first went online in the County. Commissioner Anderson noted that depreciation of the energy facilities is a long-term concern for taxpayers, as projects depreciate the difference is shifted to other taxpayers.</p> <p>Assessor Schroder advised that to do a cost approach assessment is very complicated and she would have to hire additional staff or ask for a Department of Revenue courtesy assessment. Discussion continued regarding how to maintain reoccurring tax revenue without a cost shift to other taxpayers.</p> <p>Commissioner Anderson asked if the Assessor could put together a table showing levy rates over time since wind facilities come. Assistor Schroder advised that she has tried to do this, unfortunately, there are too many moving parts per state guidelines and rules.</p>
	<p>(M/Anderson, S/Christopher) Passed. The workshop adjourned at 12:29 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 5-18-21.</p>



Approved: David M. Sauter
Chairman of the Board



06/08/2021

Date