

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, June 18, 2019**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, June 18, 2019	Chairman David M. Sauter called the meeting to order at 10:00 AM. Commissioners present: David M. Sauter and Rex F. Johnston. Jim Sizemore was absent.
	Workshop Session Agenda
Public Works/Road Department Update	<p>10:00 AM – Public Works Department Update</p> <p>Attendance: Public Works Director Gordon Kelsey and Public Works Deputy Director Jeff Hunter.</p> <p>Public Works Director Gordon Kelsey reviewed items on the Consent Agenda noting the resolution to adopt the Standard Operating Procedures to operate the Klickitat County Firearms Training Facility; which opens this Friday and will be open every weekend. A discussion followed regarding scheduling an open house and inviting State Representatives.</p> <p>Director Kelsey stated the Wahkiacus Bridge closure went into effect Monday and the contractor will start to drill the first shaft this week.</p> <p>A discussion was held regarding the permitting process on Courtney Road; agency standards and thresholds with permitting.</p> <p>Director Kelsey reviewed maintenance projects such as the Fairgrounds safe drop off entrance; grading; repairing the Cedar Valley Road cattle guard and the completion of the Harris Road turn-around.</p> <p>Public Works Deputy Director Jeff Hunter reported on the radio tower project, noting he will be meeting with Emergency Management Director Jeff King and the landowners this month. Followed by a discussion of easements and the right-of-way in the Glenwood area.</p>
Auditor Department Update	<p>10:30 AM - Elected Official Report/Update</p> <p>Attendance: Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe and Solid Waste Director Ruby Irving.</p> <p>Auditor Brenda Sorensen provided an update on elections; the annual financial report and licensing, noting that effective July 1st licensing fees will increase by \$1.50 or \$3.00 depending on the transaction.</p> <p>Auditor Sorensen stated recording fees will also increase July 1st by \$2.50 and then again on July 28th an addition \$2.00 for certain documents; new legislation for Veteran's include issuance of Gold Star or Purple Heart license plates without payment of vehicle license fees/excise tax and Senate House Bill 1448 allows for Washington Department of Veterans Affairs funding for counties to establish Veterans Service Officers.</p>

<p>Solid Waste Department Update.</p>	<p>10:45 AM - Department Update/Report</p> <p>Attendance: Solid Waste Director Ruby Irving.</p> <p>Solid Waste Director Ruby Irving reviewed meetings and training she has attended; the summer intern new hires and upcoming interviews for the Litter Crew Supervisor Position.</p> <p>Director Irving reviewed landfill operations stating they have received their new compactors and tonnage was up in May and April.</p> <p>A brief discussion was held regarding the Horsethief Landfill.</p>
	<p>Chairman Sauter shared with his seatmates his scheduled meeting for tomorrow with the Gorge Commission reviewing the Klickitat County's Land Use Planner's contract noting the planning position is the Gorge Commission's employee but the contract and budget are provided by Klickitat County.</p> <p>A discussion was held regarding the future direction of the Dallesport Airport Industrial land.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:11 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, June 18, 2019</p>	<p>Chairman David M. Sauter reconvened the meeting at 1:00 PM. Commissioners present: Rex F. Johnston and David M. Sauter. Jim Sizemore was absent.</p>
	<p>Agenda:</p>
<p>Business Agenda</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Business Agenda with one (1) add-on under New Business.</p>
	<p>Approval of Commissioner Meeting Minutes</p>
<p>Approval of Meeting Minutes</p>	<p>* Approved (M/Johnston, S/Sauter. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for June 4, 2019, as presented.</p>
	<p>Citizen Comment:</p>
<p>Comments will be limited to Seven (7) minutes per individual</p>	<p>Attendance: Goldendale Mayor Mike Canon, Ty Ross and three (3) members of the public.</p> <p>Ty Ross requested County Public Works Department construction services to move debris material at the Goldendale Airport. Mr. Ross stated the City of Goldendale has received a grant in the amount of \$500,000 dollars and is purposing a new runway alignment and resurfacing; a brief discussion was held regarding airport expansion to allow emergency services. Chairman Sauter stated he will follow up with Public Works.</p> <p>A brief discussion was held regarding Pacific Gas and Electric Company's proposed utility shut-offs and the potential public safety issues.</p>

	Public Meetings/Public Hearings/Bid Openings:
<p>Public Meeting: To consider approval of a 4-lot short plat (SPL 2018-21), in the Trout Lake vicinity; Applicant: Ron & Diane Davis.</p>	<p>* Granted (M/Johnston, S/Sauter. Passed unanimously): Final approval of a 4-lot short plat (SPL 2018-21), in the Trout Lake vicinity; Applicant: Ron & Diane Davis.</p> <p>Attendance: Senior Planner Denise Lee, Assistant Planner Lori Anderson and Pioneer Engineering representative Dustin Conroy.</p> <p>Chairman Sauter opened the public meeting and requested a staff review.</p> <p>Assistant Planner Lori Anderson reported that SPL2018-21; parcel numbers 06-10-1508-3501/00 and 06-10-1510-0101/00 is a proposal to divide 55.67 acres into a 4-lot short plat; the property is located in the Trout Lake vicinity.</p> <p>Ms. Anderson noted that an administrative review of the short plat has been completed and 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: Consideration of the final approval of Binding Site Plan BSP2018-03. The proposal is to develop a non-traditional mobile home park to accommodate the placement of 40 "tiny cabin RVs" on the unimproved portion at the existing Mount Adams Lodge at Flying L Ranch; Applicant: Getaway WA, LLC.</p>	<p>* Granted (M/Johnston, S/Sauter. Passed unanimously): Final approval of Binding Site Plan BSP2018-03; a development of a non-traditional 40 unit mobile home park to accommodating the placement of 40 "tiny cabin RVs" on the unimproved portion of the 80 acre property at the existing Mount Adams Lodge at Flying L Ranch in the Glenwood vicinity; Applicant: Getaway WA, LLC.</p> <p>Attendance: Senior Planner Denise Lee, Assistant Planner Lori Anderson and Pioneer Engineering representative Dustin Conroy.</p> <p>Chairman Sauter declared the public meeting open and asked for a staff review.</p> <p>Assistant Planner Lori Anderson stated Binding Site Plan No. BSP2018-03 is a proposal to develop a non-traditional mobile home park (MHP2018-01) to accommodate the placement of 40 "tiny cabin RVs"; The proposed project is located on tax parcels: 06121100000400 and 06121100001000; in the Glenwood vicinity.</p> <p>Ms. Anderson stated an administrative review of this binding site plan 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 of the mobile home park have been met.</p> <p>Chairman Sauter closed the public meeting which was followed by a motion.</p>
	Consent Agenda:
	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Consent Agenda with seven (7) items.</p> <p>* 1) A purchase request from the Public Works Department for one (1) Dell Latitude 5500 Laptop for \$2,300.67 plus the licensing software for \$500. The laptop will be used at the Firearms Training Facility for the Range Officer in charge.</p>

	<ul style="list-style-type: none"> * 2) Resolution No. 08419 in the matter of establishing a change fund for the Firearms Training Facility for the purpose of having a cash drawer at the Firearms Facility for providing change to customers paying the fee to use the facility. * 3) Memorandum from the Planning Department to schedule a public meeting on Tuesday, June 25, 2019, at 1:30 PM to consider approval of Binding Site Plan BSP2019-01. Applicant: Klickitat County Port District #1. * 4) Personnel Authorization to begin the advertising process to fill a Chief Civil Clerk position at Grade 67, Step 1-5 depending on qualification, within the Sheriff's Office. * 5) Resolution No. 08519 in the matter of revising the Public Health Department's Organizational Chart to reflect the revision of the Clinical Division Nurse Manager and Environmental Health Specialist II position descriptions, effective June 16, 2019. * 6) Personnel Authorization to begin the advertising process to fill a Clinical Division Manager position at Grade 72, Step 1-3 depending on qualification, within the Sheriff's Office. * 7) Resolution No. 08619 in the matter of adopting the Standard Operating Procedures to operate the Klickitat County Firearms Training Facility.
	<p>Department Update:</p>
<p>Human Resource Department update</p> <p>Executive Session: Performance of a public employee</p>	<p>Attendance: Human Resource (HR) Director Randi Post, Auditor Brenda Sorensen and Chief Deputy Auditor Heather Jobe.</p> <p>Human Resource Director Randi Post requested and received verbal approval to proceed with the advertising process to fill a vacant Transportation Coordinator position within the Senior Services Department.</p> <p>At 1:41 PM Chairman Sauter announced that the Board would be convening into Executive Session with HR Director Post in accordance with RCW 42.30.110(1)(g) to discuss the Performance of a public employee. Chairman Sauter noted that the session would last for five (5) minutes.</p> <p>The Board convened back to Regular Session at 1:46 PM. No action was taken.</p>
	<p>New Business:</p>
	<ul style="list-style-type: none"> * Approved (M/Johnston, S/Sauter. Passed unanimously): Small works contract (C09119) between Klickitat County (Public Works Department) and Schuepbach Custom Builders for the Klickitat County Fairgrounds entrance project and authorize the Public Works Director to execute any change orders for this project due to unforeseen conditions up to 10% of the contract for an aggregate of \$45,614.80.
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/Johnston, S/Sauter. Passed unanimously): <p>Accounts Payable: (#290550 – 290644) \$180,104.61 for the date ending June 17, 2019.</p> <p>There were no Payroll warrants requiring approval.</p>

<p>Discussion and consideration of a contract for the upgrade of the Cayenta accounting software system.</p>	<p>New Business:</p> <p>Approved (M/Johnston, S/Sauter. Passed unanimously): Contract (C09219) for the upgrade of the Cayenta accounting software system.</p> <p>Attendance: Human Resource Director Randi Post, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Senior Accountant Shelby Smith, Treasurer Greg Gallagher, Natural Resource/Economic Development Office Manager Kirsten Schilling, Public Works Deputy Director of Finance & Administration Susan Gregson and Public Works Senior Accountant Pam Beierle.</p> <p>A discussion was held regarding the Cayenta Support Team's recommendation to move forward with a minimum upgrade to the County financial system from version 7.9 to 9.0.</p> <p>Concerns were stated regarding the stability of the current financial system and if instability's will continue even with an upgrade.</p> <p>The Board stated a new more versatile financial system that includes more user's needs is the intention within the next three or four years and recommended doing the upgrade this year.</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>Board Pending:</p> <ul style="list-style-type: none"> • Discussion of Fire District # 3's inquiry in regard to the process of requesting a building permit fee waiver to update two buildings.
<p>Adjournment</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:29 PM.</p>
<p></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 6-18-19.</p>


 Approved: **David M. Sauter**
 Chairman of the Board




 Date