

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, March 10, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, March 10, 2020	Chairman Rex F. Johnston called the meeting to order at 9:30 AM. Commissioners present: David M. Sauter, Jim Sizemore and Rex F. Johnston.
Legislative Lobbyists Jim Potts and Zak Kennedy: Legislative Update	<p>9:30 AM - Legislative Update</p> <p>The Board convened into a legislative update with Lobbyists Zak Kennedy (via teleconference), Natural Resource & Economic Development Director Dave McClure, Auditor Brenda Sorensen, Treasurer Greg Gallagher and county resident Dan Christopher.</p> <p>Lobbyist Kennedy provided an update of the legislative session, noting that anything controversial has been pulled back to allow movement on agreed-upon items. Mr. Kennedy advised Senate Bill 5395 requiring the public schools to provide sex education has brought lawsuits and campaigns against it.</p> <p>An update on the County Road Administration Board funding was provided and funds were reinstated for projects scheduled in 2020.</p>
	Workshop Session Agenda
Public Works/Road Department Update	<p>10:00 AM – Public Works Department Update:</p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Human Resource (HR) Director Robb Van Cleave, HR Analyst KC Sheridan, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Department of Emergency Management (DEM) Jeff King, DEM Chief of Operations / 9-1-1 Coordinator Julie Buck, Prosecuting Attorney David Quesnel and resident Dan Christopher.</p> <p>Public Works Director Gordon Kelsey reviewed bid openings on this afternoon’s agenda; the consent agenda items, payment approvals and 2019, construction projects in closeout.</p> <p>A discussion was held about the Courtney Road Safety Project and the continued design and permitting issues, Director Kelsey noted they will move forward with the right-of-way acquisition process, followed by a brief discussion about the Klickitat County’s Land Use Planner, Bryce Guske’s contract.</p> <p>Director Kelsey stated they are proceeding with State Parks on the Klickitat Path and continue to utilize the County’s Path and Trails funds.</p> <p>An update was provided on the new County Services Building; Senior Services office move, the Jail’s new HVAC system and the Bickleton shop fuel tank upgrade.</p> <p>Director Kelsey received clarification from the Board to proceed with the construction at the Dallesport Airport in preparation for the fuel tanks.</p> <p>Director Kelsey requested and received permission to begin the advertising process to form a committee that will review and propose updates to the current Title 12 Road Standards.</p>

	<p>Director Kelsey requested and received verbal approval to hire Rick Milliren as a Design Engineer II position and grade 71, step 7, the Board was in support.</p>
Human Resource Department update	<p>10:45 AM - Department Update/Comment</p> <p>Attendance: Human Resource (HR) Director Robb Van Cleave, HR Specialist KC Sheridan, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Department of Emergency Management (DEM) Jeff King, DEM Chief of Operations / 9-1-1 Coordinator Julie Buck, Prosecuting Attorney David Quesnel and resident Dan Christopher.</p> <p>A discussion was held regarding the re-alignment of the Human Resources, Information Technology and Fiscal Services Departments; HR Director Van Cleave stated the Fiscal Manager will provide strategic recommendations and counsel to the BOCC while working closely with the County Auditor, County Treasurer and all elected officials and appointed department directors. The HR Manager will ensure the HR department continues to provide the services needed while overseeing the functions and assigned staff.</p> <p>A discussion was held regarding the Public Records Coordinator position qualifications; a budget discussion, followed by a request and approval to advertise the Fiscal Manager position with Prothman recruitment services.</p> <p>HR Director reported on his Labor/Management meeting with the Department of Emergency Management, stating he will schedule a follow-up meeting as time allows.</p> <p>HR Specialist KC Sheridan reported on Klickitat County's Summer Internship Program; the Washington State Family Medical Leave Act and the impact the Novel Coronavirus will have on employee's sick time; quarantine procedures were discussed followed by a brief discussion of the importance of maintaining service to the public.</p> <p>HR Director Van Cleave provided a report on open positions throughout the County, noting the upcoming second interviews for the Public Health Director position.</p>
Lunch Recess	The Board recessed for lunch at 11:38 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, March 10, 2020	Chairman Johnston reconvened the meeting at 1:00 PM. Commissioners present: David M. Sauter, Jim Sizemore and Rex F. Johnston.
	Agenda:
Business Agenda	Approved (M/Sizemore, S/Sauter. Passed unanimously): the Business Agenda with one (1) add-on under New Business.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	Approved (M/Sauter, S/Sizemore. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for February 18, 2020, as presented.

<p>Comments will be limited to seven (7) minutes per individual</p>	<p>Citizen Comment:</p> <p>Goldendale resident Delmer Eldridge requested information on the cost to build the new County Services Building and where the funds are coming from for the Goldendale Pump Storage Project.</p> <p>The Board stated the Goldendale Pump Storage Project is funded by private investors and public funds cannot be used.</p>
<p>Bid Opening: Purchase of Liquid Asphalt for the 2020, paving season.</p>	<p>Public Meetings/Public Hearings/Bid Openings:</p> <p>* Bids Forwarded (M/Sauter, S/Sizemore. Passed unanimously): to the Public Works Department for review and recommendation of three (3) bids received for Purchase of Liquid Asphalt for the 2020, Paving Season. Engineer's Estimate: \$700,000.00</p> <ul style="list-style-type: none"> ● Albina Fuel Vancouver, WA \$635,233.32 ● Idaho Asphalt Houser, ID \$574,124.25 ● Western States Asphalt Pasco, WA \$572,771.00
<p>Bid Opening for the 2020 Annual Striping Program, RN 642-20.</p>	<p>Bids forwarded (M/Sauter, S/Sizemore. Passed unanimously): to the Public Works Department for review and recommendation of three (3) bids received for the 2020 Annual Striping Program RN642-20. Engineer's Estimate: \$425,431.00.</p> <ul style="list-style-type: none"> ● Specialized Pavement Marking, Inc. Tualatin, OR \$502,385 ● Apply-A-Line, Inc. Pacific, WA \$326,803 ● Stripe Rite, Inc. Kennewick, WA \$384,152
<p>Public Meeting: To consider preliminary approval of Subdivision SUB2019-02; Parcel No. 04-10-0217-0304/00; Applicant: Matt Graves.</p>	<p>Approved (M/Sizemore, S/Sauter. Passed unanimously): Resolution No. 04220 in the matter of preliminary plat approval for Matt Graves's subdivision (SUB 2019-02). The proposal is to divide 9.56 acres into 4 residential lots, in the BZ Corner vicinity and granting final approval; owner Matt Graves.</p> <p>Attendance: Assistant Planner Denise Lee, Public Works Director Gordon Kelsey, Natural Resource & Economic Development Dave McClure, Natural Resource Project Coordinator Jacob Anderson, Prosecuting Attorney David Quesnel and six (6) members of the public.</p> <p>Associate Planner Denise Lee reported Matt Graves Subdivision, is a subdivision of Lot 4 of SPL 2017- 03, also known as tax parcel 04-10-0217-0304/00, into 4 lots. Each lot meets the RR2 minimum lot size of 2 acres or more and is located in the BZ Corner area.</p> <p>Associate Planner Lee stated at the February 18, 2020, Planning Commission meeting, The Planning Commission reviewed the file and established findings of fact. Furthermore, the Planning Commission recommended approval of the preliminary plat with conditions of approval as outlined in the resolution, followed by a motion.</p>
<p>Public Meeting: To consider approval of Boundary Line Adjustment BLA</p>	<p>Approved (M/Sauter, S/Sizemore. Passed unanimously): granting final approval of Boundary Line Adjustment BLA 2020-02 and Short Plat SPL 2019-16; which is an adjustment the common property lines between parcels 03-10-1461-0001/00 & 03-10-</p>

<p>2020-02 and Short Plat SPL 2019-16; in the White Salmon vicinity; Applicant: Sandra Dean.</p>	<p>1468-0006/00; SPL 2019-04 is a proposal to create 2 lots from parcel 03-10-1461-0001/00, in the White Salmon vicinity. Applicant: Sandra Dean.</p> <p>Attendance: Assistant Planner Denise Lee, Public Works Director Gordon Kelsey, Natural Resource & Economic Development Dave McClure, Natural Resource Project Coordinator Jacob Anderson, Prosecuting Attorney David Quesnel and six (6) members of the public.</p> <p>Assistant Planner Denise Lee reported Boundary Line Adjustment No. BLA 2020-02 is a proposal to simultaneously adjust the common property lines between parcels 03-10-1461-0001/00 & 03-10-1468-0006/00; with SPL 2019-04, a proposal to create 2 lots from parcel 03-10-1461-0001/00. The parcel is located in the White Salmon vicinity. The applicant is Sandra Dean.</p> <p>Associate 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 Hearing: To allow any interested taxpayer to appear and be heard for or against the proposed resolution to impose a Sales and Use Tax to Provide for Affordable and Supportive Housing; Creating the Affordable and Supportive Housing Sales Tax Credit Fund; Adding a New Chapter 3.10 to Klickitat County Code.</p>	<p>Approved (M/Sauter, S/Sizemore. Passed unanimously): Resolution No. 04320 in the matter of imposing a Sales and Use Tax to Provide for Affordable and Supportive Housing; Creating the Affordable and Supportive Housing Sales Tax Credit Fund; and Adding a New Chapter 3.10 to Klickitat County Code and that the Clerk of the Board, or designee, shall transmit a copy of this Resolution to the Washington State Department of Revenue.</p> <p>Attendance: City of White Salmon Clerk/Treasurer Jan Brending, Public Works Director Gordon Kelsey, Natural Resource & Economic Development Dave McClure, Natural Resource Project Coordinator Jacob Anderson, Senior Service Director Sharon Carter, Prosecuting Attorney David Quesnel, residents Delmar Eldridge, Ron Kinsella, Matt Chiles, Carolyn Fleming and Dan Christopher.</p> <p>Before the adoption of the resolution, the public hearing proceeded as follows with Chairman Johnston opening the hearing and asking for a staff report.</p> <p>City of White Salmon Clerk/Treasurer Jan Brending stated the Washington State Legislature passed SHB 1406, which authorizes the County Commissioners to impose a local sale and use tax for affordable and supportive housing. Ms. Brending noted the tax is not a new tax levied on the residents of Klickitat County; it allows the County to receive a share of the existing Washington State sales and use tax to be used locally for affordable housing.</p> <p>Ms. Brending stated Bingen, Goldendale and White Salmon have passed resolutions opting out of SHB 1406 and have asked the County to approve a resolution that meets the requirements of Chapter 82.14 RCW to impose the sales and use tax and authorize legislation to receive the maximum collections.</p> <p>Chairman Johnston opened the public hearing to receive public testimony both in favor of and opposed.</p>

	<p>Commissioner’s Clerk Lee Snell noted four (4) comments in favor and four (4) comments opposed have been received in writing prior to the hearing.</p> <p>Questions and answered followed from residents regarding the qualification of low-income housing, the application process and the existing affordable housing programs in place.</p> <p>Chairman Johnston closed the public hearing to further public comment, which was followed by a motion.</p>
	<p>Department Report/Update:</p>
<p>Senior Services Department update</p>	<p>Senior Service Director Sharon Carter, HR Director Robb Van Cleave, HR Specialist KC Sheridan, Planning Director Mo-chi Lindblad, Natural Resource/Economic Development Director Dave McClure, Auditor Brenda Sorensen, Prosecuting Attorney David Quesnel, residents Jackie Dumolt, Helen Rolfe and Dan Christopher.</p> <p>Senior Service Director Sharon Carter requested and received verbal approval to proceed with the advertising process for a Clerical Administrative Assistant position, followed by a report on staff levels and the current Operations Manager job duties.</p> <p>A discussion was held regarding the Coronavirus and the Senior Services events; the meal services Senior Services provides was discussed and the need to safely continue necessary meals and care.</p> <p>A discussion was held about a proposal from the Area Agency on Aging & Disabilities of Southwest Washington (AAADSW) to employ a shared employee that would work in Skamania and Klickitat County; the position would be grant-funded and an outreach advisor to provide information about AAADSW and the services they provide. The Board would like to have further discussion when more information becomes available.</p> <p>HR Director Van Cleave and HR Specialist KC Sheridan provided clarification on the previous request regarding the request to advertise for a Clerical Administrative Assistant, it was noted that an office reorganization will need to be done.</p>
	<p>Fair Board members Jackie Dumolt and Helen Rolfe invited the Board to a fundraiser dinner put on by the Fair Board members.</p>
	<p>New Business:</p>
<p>Annual Meeting of the Klickitat County Public Corporation</p>	<p>At 3:01 PM Chairman Johnston recessed the Board of County Commissioners meeting to conduct a Klickitat County Public Corporation Meeting.</p> <p>Chairman Johnston reconvened the Board of County Commissioners meeting at 3:05 PM.</p>
	<p>Approved (M/Sizemore, S/Sauter. Passed unanimously): Resolution No. 04420 in the matter of waiving the competitive bidding requirements pursuant to RCW 39.04.280 for the acquisition of (2) used 12,000 gallons U/L 142 double wall above ground aviation fuel tanks from Aurora Aviation. The Board finds such a waiver is reasonable and necessary, specifically; the fuel tanks are being acquired as a result of an urgent need of the Airport to prepare for and provide adequate firefighting assets during fire season at a</p>

	<p>reasonable cost, which is significantly below the market value for similar equipment. It is further necessary to acquire the aviation fuel tanks at this time in order to properly provide and continue public use airport services to our region. Through this resolution, the Board of Commissioners intends to waive the competitive bidding requirements in recognition of the above facts and circumstances.</p>
	<p>Consent Agenda:</p>
	<p>* Approved (M/Sauter, S/Sizemore. Passed unanimously): the Consent Agenda with eight (8) items.</p> <p>* 1) Resolution No. 04520 in the matter of considering and approving a petition requesting annexation of certain properties into the boundaries of Klickitat County Fire Protection District No. 13. The property to be proposed for annexation is presently outside the boundary line of the fire district but contiguous to the present district boundary as required.</p> <p>* 2) Acceptance of Proposal and Authorization to Proceed with a contract to retain The Watershed Company to serve as the Planning Consultant for the Klickitat County Planning Department.</p> <p>* 3) Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, March 17, 2020, at 1:30 pm to consider approval of a short plat, SPL 2019-26; parcel number 04-11-3114-0204/00, in the Husum vicinity. Applicant: Robert Nuckoles.</p> <p>* 4) Personnel Authorization to begin the advertising process to fill a Senior Accountant I or II or a Chief Accountant; Grades 70, 72 or 74, step 1-5, Depending on Qualifications within the Auditor’s Office.</p> <p>* 5) Personnel Authorization to begin the advertising process to fill a Building & Grounds Summer Labor Engineer; Grade 33; step 1, within the Public Works Department.</p> <p>* 6) Personnel Authorization to begin the advertising process to fill two (2) Engineering Department Summer Labor Engineers; Grades 33; step, within the Public Works Department.</p> <p>* 7) Request from the Department of Emergency Management to authorize a one-time credit card limit increase from \$2,000 to \$4,500 to allow for expenses related to attending 9-1-1 grant approved training and conferences in Bremerton, WA, Moses Lake, WA, Spokane, WA and Ogden, UT.</p> <p>* 8) Contract (C03120) and contract bond between Kirby Nagelhout Construction Company and Klickitat County (Public Works Department) for the new County Services Building in the amount of \$16,194,121.43 and authorize the Public Works Director to execute any change orders for this project due to unforeseen conditions, (not for changes in scope), up to 10% of the contract (\$1,619,412.14), for an aggregate of \$17,813,533.57.</p>
<p>Pay Estimate</p>	<p>* Approved (M/Sauter, S/Sizemore. Passed unanimously): Pay estimate No. 1 to All Service Heating & Air Conditioning, Inc. in the amount of \$97,951.75; which includes sales tax of \$7,167.20 and retainage of \$4,778.13 for the Klickitat County Jail HVAC System.</p>
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/, S/. Passed unanimously): Accounts Payable: (#297138 - 297224) \$203,002.39 for the date ending March 9, 2020.</p> <p>There were no Payroll warrants requiring approval.</p>

<p>Issues as determined by the Board of Commissioners</p>	<p>Board Pending:</p> <p>Commissioner Sauter provided an update on his National Association of Counties Legislative Conference he attended in Washington D.C. last week; including his discussion with Congresswoman Herrera Beutler about tribal housing in Klickitat County; the Avery Boat Ramp and his meeting with Senator Maria Cantwell regarding Tract D.</p> <p>A discussion was held about the depreciation schedule of the wind turbines in Klickitat County and appreciation acknowledgment for Public Health’s Interim Director David Kavanagh, followed by a brief update by the Commissioner’s Clerk Lee Snell about the County’s funding commitment to the Domestic Violence Shelter.</p>
<p>Adjournment (3:27 PM)</p>	<p>Approved (M/Sizemore, S/Sauter. Passed unanimously): There being no further business before the Board, the meeting was adjourned to 11:00 AM on Thursday, March 12, 2020, in the Commissioners meeting room for a scheduled workshop and to conduct follow-up interviews for the Public Health Director position.</p>
	<p>Call to Order/Roll Call</p>
<p>Regular Meeting Extension: for Thursday, March 12, 2020</p>	<p>Chairman Johnston convened the meeting at 11:00 AM. Commissioners present: Jim Sizemore, Rex F. Johnston and David M. Sauter (via telephone conference). Also present, Treasurer Greg Gallagher, Public Works Director Gordon Kelsey, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe and Human Resource Director Robb Van Cleave.</p>
<p>11:00/12:00</p>	<p>Continued discussion regarding finance options for the new County Services Building.</p> <p>Treasurer Gallagher briefed the Board on finance options for the new County Services Building, recommending to go through the State Treasurer’s Office. He will be preparing an application to the State Treasurer, adding that they are eager to add the project to their portfolio. Treasurer Gallagher advised that he would also recommend using the same bond counsel that the State Treasurer’s Office uses.</p> <p>Further discussion and questions followed regarding fees, interest, and timelines. The Board indicated they were interested in establishing a line of credit or an interim funding source to use until the bond is in place.</p> <p>Further discussion followed regarding construction timelines. Treasurer Gallagher indicated he should be able to wrap up paperwork by the end of the month. Treasurer Gallagher advised he has a contingency plan in place for COVID-19 if needed.</p>
<p>12:10/12:38</p>	<p>Lunch</p>
	<p>Chairman Rex Johnston reconvened the meeting at 12:38 AM. Commissioners present: Jim Sizemore, Rex F. Johnston and David M. Sauter (via telephone conference). Also present: Interview panel composed of Interim Public Health Director David Kavanagh, and Human Resource Director Robb Van Cleave.</p>

<p>Executive Session: To evaluate the qualification of an applicant for public employment</p>	<p>Follow-up interviews for the Public Health Director position.</p> <p>Chairman Johnston reconvened the meeting at 12:38 PM and announced that the Board would be convening into Executive Session in accordance with RCW 42.30.110(1)(g) with Interim Public Health Director David Kavanagh and Human Resource Director Robb Van Cleave to discuss the qualifications of the three (3) final applicants being considered for the Public Health Director position. Chairman Johnston noted the session would last three (3) minutes.</p> <p>The board convened back to Regular Session at 12:41 PM.</p>
	<p>Following the Executive Session, Interim Public Health Director Kavanagh recommended canceling the follow-up interviews due to State and Federal advisories related to COVID-19.</p>
	<p>Following further discussion, Commissioner Sizemore suggested moving forward with a decision based on the judgment of the interview panel members that were present for all of the interview sessions. The Commissioners and panel members agreed.</p>
	<p>Approved (M/Sizemore, S/Sauter. Passed unanimously): motion to cancel the follow-up interviews for the Public Health Director position and to exclude interview panel members Jim Sizemore and Annie Stone from the selection process due to not being present for all of the interviews.</p> <p>The interview panel shared their views regarding applicants 1, 2 & 3. Director Van Cleave shared panel member Pennington’s comments on her choice for the position. The panel reached consensus and direction was given to Director Van Cleave to move forward with an employment offer to applicant #1 pending salary discussion and background check. Director Van Cleave will report to the Board at next week’s Commissioner’s meeting.</p>
	<p>Interim Director Kavanagh provided an update on COVID-19 protocols, procedures and recommendations to help stop the spread of the virus, which was followed by discussion.</p>
	<p>Commissioner Sauter (via telephone conference) excused himself from the meeting at 1:00 PM.</p>
	<p>Director Kavanagh advised of COVID-19 recommendations that would be coming before the Board. Director Kavanagh noted that he would be asking the Senior Services Director to stop all senior gathers at this time. The Board indicated they were supportive of allowing employees to work from home if that was a possibility. The Board asked the staff to check into conducting their regular meetings by phone.</p>

Adjournment	There being no further business before the Board, the meeting was adjourned at 1:28 PM.
	* 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 3-10-20.

Jim Sizemore

**Approved: Jim Sizemore
Interim Chairman of the Board**



4/07/2020

Date