

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, April 13, 2021**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, April 13, 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 stated a topic of special concern is the transportation budget and the differences between the House and Senate Budgets, noting a concern is the revenue package in the Senate. According to many experienced budget analysts, Senator Hobbs' revenue package has many concerns and is likely unworkable, with poor revenue sources and the House Transportation Budget has more reasonable revenue sources.</p> <p>Lobbyists Kennedy reported Washington State has roughly three percent more money than they have ever had before, noting this doesn't include the possible federal stimulus money, noting in theory, the State should have no budget shortfalls but the possibility of tax increases are still likely.</p> <p>Lobbyists Kennedy reported on House Bill 1054 did pass and that it prohibits police tactics like chokeholds and tear gas as well as prohibits the use of 'military equipment, Lobbyist Kennedy stated there is an uptick in crime right now.</p> <p>Chairman Sauter inquired about Senate Bill 5899 concerning sales and use tax for public facilities in rural or border counties, Lobbyist Kennedy stated it is still in negotiations.</p>
Public Works/Road Department Update	<p>9:45 AM – Public Works Department Update</p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Manager KC Sheridan, Fiscal Manager Jenn Bartley, Chief Deputy Auditor Heather Jobe in the Chambers, various county employees, and residents via telephone.</p> <p>Public Works Director Kelsey reviewed the Development Standards, noting the upcoming committee meeting to review the standards.</p> <p>Public Works Deputy Director Jeff Hunter reported on the Title 12 Road Standards, noting they were largely impacted by the changes made by the fire departments to provide public safety. Deputy Director Hunter advised the Department of Ecology has required County's to protect state waters and has imposed quite a few strict standards. Deputy Director Hunter reviewed the committee members that will be reviewing the Development Standards.</p>

	<p>Commissioner Christopher stated he would like to attend the meeting; Deputy Director Hunter stated the first meeting will be held virtually and venues are being looked into to hold an in-person meeting allowing for social distancing.</p> <p>Director Kelsey reviewed items on the consent agenda this afternoon, noting the annual striping is on hold right now until paint is available, followed by an update on the Old Mountain Road reconstruction and the Roosevelt drainage contract.</p> <p>A discussion was held about the Courtney Road Safety Project and the timeline of when to advertise the project.</p> <p>Director Kelsey reviewed the 2021, paving project; grant-funded safety projects; the east and west end maintenance crews projects, followed by an update on the new County Service Building. Director Kelsey asked if the Board would be interested in a tour this afternoon, the Board agreed they will do a walk-through this afternoon before lunch.</p> <p>A brief discussion followed regarding the office layout and furniture options. Director Kelsey stated some of the furniture options are not as nice as something that the in-house crews can build, the Board was in support of having them building some of the furniture.</p> <p>Deputy Director Hunter reported on the Radio Projects sites, followed by a report from Director Kelsey about improvements being done at the Fairgrounds. Director Kelsey advised some repairs are needed on the hydrant, stating it has reached its life expectancy.</p> <p>Deputy Director Hunter reported on the Firearms Training Facility, noting the bridge updates and closures will affect some of the volunteer workers' commute.</p> <p>A brief discussion was held about adding signage to some of the local parking areas and shoulders of the roads for trailheads; involving the State in some of the safety signage to prevent accidents.</p> <p>Director Kelsey advised of recent requests for speed studies in Trout Lake and Centerville.</p>
Human Resource and Administrative Services Department	<p>10:30 AM - Department Update/Comment</p> <p>Attendance: Human Resource & Administrative Services Director Robb Van Cleave, Human Resource Manager KC Sheridan, Fiscal Manager Jenn Bartley, Chief Deputy Auditor Heather Jobe, Information Technology Manager Jeffery Roe in the Chambers, various county employees and residents via telephone.</p> <p>Human Resource and Administrative Services Director Robb Van Cleave advised of the need for succession planning throughout the County, noting the importance of retaining the knowledge of employees at all levels. Director Van Cleave stated cross-training and knowledge retention are critical for the betterment of the Office/Department as well as service provided to the citizens.</p> <p>Director Van Cleave advised of positive results of the Information Technology's software that assigns tasks and retains information for the Information Technology Department; Director Van Cleave requested to expand the software to the Human</p>

	<p>Resource Department and soon to the Financial Services Department. Director Van Cleave advised retaining the knowledge of employees can be the most productive succession plan.</p> <p>Human Resource Manager KC Sheridan inquired about filling a vacant position on the Job Classification Committee and updating the list; noting she will submit a resolution with updated members in the future.</p> <p>Director Van Cleave requested and received verbal approval to proceed with the advertising process for the Senior Accounting Position in the Auditor's Office with Prothman; noting the job has been vacant for a year.</p> <p>Director Van Cleave extended a thank you to the HR Manager for her compassion, grace, and knowledge she continues to portray with employees.</p> <p>Director Van Cleave advised of the process for the Request for Proposals for an Audio Visual system in the new County Services Building.</p> <p>A discussion of electronic signatures was held, a follow-up conversation will follow in regards to how to incorporate the process into the County.</p> <p>Information Technology Manager reported on the IT Department's activities.</p> <p>Fiscal Manager Jenn Bartley reported on the County's first-quarter budget, followed by an update on President Joe Biden's COVID-19 Financial Plans.</p>
Lunch Recess	The Board recessed for lunch at 11:41 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, April 13, 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): with one add-on under Public Hearings/Public Meetings/Bid Openings.
	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 06, 2021, as presented. Chairman Sauter sustained, he was absent.
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>Goldendale resident Greg Wagner inquired about the May 4, 2021, Solar Moratorium Public Hearing. Chairman Sauter advised the public hearing will be</p> <p>Rocil Demmick would like to invite the Commissioners to come to C.E.A.S.E's informational meeting about the solar projects tomorrow at the grange hall. Commissioner Anderson inquired if the meeting will be recorded; Ms. Demmick was unsure.</p> <p>Sheri Bousquet thanked the citizens who are organizing the event for citizens to learn more about the solar projects that are interested in Klickitat County. Ms. Bousquet</p>

	<p>stated she would like to learn more about the Conditional Use Process, and recently has contacted the Department of Ecology to learn more about the environmental process.</p> <p>Commissioner Christopher inquired into the Hearings Examiner Process, followed by a discussion about each examiner sets their process and it will be communicated to both sides and the citizens.</p> <p>Fair Board member Erik Beasley inquired if there was any update that could be given into whether there could be a County Fair this year. Public Health Director Erinn Quinn stated there is a lot of planning that needs to be done, noting a meeting has been scheduled this afternoon with the Fairboard. Director Quinn advised that the metrics could change or Governor Inslee can change the Phase of the County.</p> <p>Greg Wagner inquired about the process for corporation applicants versus citizen applicants, Chairman Sauter stated the process is the same for everyone.</p>
Public Hearings/Public Meetings/Bid Openings:	
<p>Public Meeting: To consider final approval of Short Plat SPL 2021-03; in the Goldendale vicinity, Applicant: Mike Cahill.</p>	<p>Granted (M/Christopher, S/Anderson. Passed unanimously): final approval of Short Plat SPL 2021-03, which proposes to create 3 lots from Parcel No. 04-17-1000-0006/00, granting final approval. Applicant: Mike Cahill.</p> <p>Attendance: Assistant Planner Denice Lee in the chambers, Associate Planner Lori Anderson in the Chambers, various county employees, and residents via telephone.</p> <p>Chairman Sauter opened the public meeting to consider approval of Short Plat SPL 2021-03; which proposes to create 3 lots from Parcel No. 04-17-1000-0006/00; the project is located in the vicinity of Woodland Road and the Bickleton Hwy. The Applicant is Mike Cahill and he requested a staff review.</p> <p>Assistant Planner Denice Lee stated Short Plat SPL 2021-03, which proposes to create 3 lots from Parcel No. 04-17-1000-0006/00. The proposed short plat is located in the Goldendale vicinity.</p>
<p>Public Meeting: To consider the Planning Commission's recommendation of approval of Rezone 2020-01; in the Trout Lake vicinity; Applicant: Dean Enterprises LLC.</p>	<p>(M/Christopher, S/Anderson. Passed unanimously): to table the discussion regarding approval of the Planning Commission's recommendation of Rezone 2020-01; a rezoning of 80 acres from Forest Resource to General Rural in the Trout Lake vicinity; Applicant: Dean Enterprises LLC.</p> <p>Attendance: Associate Planner Lori Anderson in the Chambers, various county employees, and residents via telephone.</p> <p>Chairman Sauter opened the public meeting to consider approval of the Planning Commission's recommendation of approval of Rezone 2020-01; A rezone of 80 acres from Forest Resource (FR) to General Rural (GR) in the Trout Lake vicinity; Applicant: Dean Enterprises LLC.</p> <p>Associate Planner Lori Anderson stated this matter came before the Klickitat County Planning Commission as a request for a Zone Change. A public hearing was conducted on March 15, 2021. The Planning Commission found the proposal to rezone approximately 80 acres from Forest Resource {FR} to General Rural (GR) as allowable.</p>

	<p>Associate Planner Anderson stated once the rezone is completed, the applicants plan to apply for a 4-lot short plat to create three, 5-acre lots and one 65-acre lot; a conservation easement of approximately 14.5 acres will be created to protect Bear Creek during the short plat process, the larger lot may be further divided depending on the market conditions.</p> <p>Commissioner Anderson inquired about the location and size of the parcels.</p> <p>A discussion followed about rezones in Klickitat County; rezoning areas versus just parcel by parcel; followed by a discussion about the short plat process and building the lots out slowly versus a long plat that would allow them to all be constructed at once.</p> <p>Commissioner Anderson stated he is concerned about fire access roads and the traffic circulation in the area.</p> <p>Chairman Sauter inquired whether the community of Trout Lake wants to update their Comprehensive Plan and zoning in the area, Associate Planner Anderson stated the consensus of the community was to update the Comprehensive Plan.</p> <p>The Board expressed it was always the Board's intention to update the Comprehensive Plan throughout the county and apply consistent zoning.</p> <p>Chairman Sauter requested the 2010, Draft Comprehensive Plan and the Clayton / Ominous rezone in the Husum area for further review before deciding on any further rezones, a motion followed.</p>
	<p>Miscellaneous Reports/Comments:</p>
<p>Centerville School District Rural Modernization Grant update.</p>	<p>Attendance: Principal Kristin Cameron in the Chambers, Centerville School District Superintendent Dr. Ann Varkados, various county employees, and residents via telephone.</p> <p>Centerville School District Superintendent Dr. Ann Varkados thanked the Board for all their past support with projects and the recent request the Board has supported for the Centerville School.</p> <p>Principal Kristin Cameron provided a history of her involvement and position in the Centerville Community and Centerville School.</p> <p>Principal Cameron stated there are 88 students in the school this year and a little less than half are out of surrounding areas.</p> <p>Principal Cameron reported on the status of the Building and the Modernization Grant from the State, noting the County provided 20,000 dollars as a match to the grant and the Cannon Partner Group/Windy Flats have also provided matching.</p> <p>Principal Cameron advised there were no valid bids for the Restoration project and stated the County's contribution will be carried over to next year, noting that the Office of Superintendent of Public Instruction stated the funding put aside for this project in 2021, will be carried over into next year and there may be more funding possibilities.</p>

Consent Agenda:

Approved (M/Christopher, S/Anderson. Passed unanimously): the Consent Agenda with ten (10) items. Commissioner Christopher held a brief discussion regarding the Senior Advisory Board Appointments.

- * 1) Letter and **Resolution No. 04421** in the matter of appointing and reappointing members to the Klickitat County Senior Services Advisory Board to three (3) year unexpired terms, effective January 1, 2021, and expiring December 31, 2023.
- * 2) Associate Development Organization Certification/Designation Form (**C06621**) between Klickitat County (Natural Resource/Economic Development Department) and the Washington State Department of Commerce (WSDC) for the purpose of WSDC coordinating the States's Associate Development Organization (ADO) for Klickitat County; the grants are issued every two years, coinciding with the States's biennial budget cycle. To qualify for an ADO Grant, an economic development organization must be designated as a county's ADO by the legislative authority of the county it serves.
- * 3) Memorandums from the Planning Department to schedule a Public Hearing to be held Tuesday, May 4, 2021, at 2 PM and 6 PM in the Commissioner's Chambers in Goldendale; due to the limited capacity, a Zoom meeting is being provided, to receive public testimony regarding the adoption of Ordinance No. O033021, dated March 30, 2021, a Moratorium on Commercial/Industrial Solar Projects subject to a Conditional Use Permit Process.
- * 4) Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, April 20, 2021, at 1:30 PM, to consider approval of Short Plat, SPL 2021-04. Parcel number 04-16-1100-0013/00, in the Goldendale vicinity. Applicant: Tina Dew. And Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, April 20, 2021, at 1:30 PM, to consider approval of Short Plat, SPL 2020-16. Parcel number 03-12-0400-0005/00, in the Appleton vicinity. Applicant: Jason Thompson.
- * 5) Amendment No. 18 to the 2018 – 2021 Consolidated Contract (**C06721**) (CLH18250) between Klickitat County (Public Health Department) and the Washington State Department of Health for the purpose of amending "Statements of Work" for COVID-19 Coordinated Response, effective July 1, 2020; Division of Emergency Preparedness & Response COVID-19, effective January 20, 2020; Office of Drinking Water Group A Program, effective January 1, 2018. The maximum consideration will be increased by \$824,273 for a revised maximum consideration of \$2,879,084.00 Exhibit C-17 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-16. All other terms and conditions of the original contract and any subsequent amendments remain in full force and effect.
- * 6) Personnel Authorization to begin the advertising process to hire an Administrative Assistant I, or, II, at Grade 34 or 35, Step 1-3, within the Human Resources & Administrative Services Department.
- * 7) Personnel Authorization to begin the advertising process to hire a Temporary Buildings and Grounds Assistant in the Goldendale area at Grade 33, Step 1, within the Public Works Department.
- * 8) **Resolution No. 04521** in the matter of revising the Assessor's Office Organizational Chart to reflect adding a Real Property Appraiser/Administrative Analyst I, or II, to allow for promotions. Effective March 16, 2021.
- * 9) Execute the Contract (**C06821**) and Contract Bonds between Klickitat County (Public Works Department) and Lee Contractors, LLC. for the Klickitat County Courthouse Entrance Improvement Project.

	<p>* 10) Resolution No. 04621 in the matter of setting a public hearing to be held Tuesday, May 4, 2021, at 1:30 PM to consider a supplemental budget and amendments for the 2021 budget for various funds and departments in the sum of \$17,595,942.</p>
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/Anderson, S/Christopher. Passed unanimously):</p> <p>Accounts Payable Warrants: (#304921 - 305033) \$181,406.28</p> <p>Combined Payroll: (#218591 – 218858, County Benefit Warrants #304912 – 304920, Electronic Transfer #923) \$826,017.92.</p> <p>For a combined total of \$1,007,424.20, for the date ending April 12, 2021.</p>
	<p>Elected Official Report/Update:</p>
<p>Treasurer Finance Committee and Office Update</p>	<p>Attendance: Fiscal Manager Jenn Bartley was present in Chambers, Treasurer Greg Gallagher, county employees, and residents were present via telephone.</p> <p>Treasurer Greg Gallagher reported there was no Finance Committee Meeting.</p> <p>Treasurer Gallagher requested and received verbal approval to proceed with listing the Sheriff Department’s property that was seized during a drug investigation, noting the proceeds of the sale will be deposited into the Investigation Fund.</p> <p>The Board was in agreeance to lower the minimum bid on parcel #02-12-0358-1301 /00 (430 Glenwood Ave, Lyle, WA) to allow competitive bidding to gain the highest value.</p> <p>Treasurer Gallagher stated he will follow up with a resolution and the Public Auction will be on May 12, 2021, if possible.</p>
<p>Prosecuting Attorney Update</p>	<p>Attendance: Prosecuting Attorney David Quesnel, various county employees, and residents via telephone.</p> <p>Prosecuting Attorney David Quesnell stated they have been approved by the City of Goldendale to go in on a purchase of a drug infirmiry machine. The total cost is 45,000 dollars, the Board was in support.</p> <p>Prosecuting Attorney Quesnel advised there will be a State Environmental Policy Act Appeal Hearing where there will be no public comment.</p> <p>The Conditional Use Permit Hearing will be in June, and there will be a public comment period of three (3) minutes. The applicants and appellants are aware of the dates.</p>
	<p>Board Pending:</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>Commissioner Christopher reported on the ChildCare Committee Meeting.</p> <p>Commissioner Anderson reported on the Airport Board Meeting, followed by the Various Committee and Board meeting throughout the week.</p> <p>Commissioner Anderson reported on the differences in the way Oregon tax the green</p>

	<p>energy projects versus the way Washington does</p> <p>Chairman Sauter reported on the Area Agency Disability of Southwest Washington meeting and encouraged the committee to fund projects that are currently underfunded with the budget they have.</p> <p>Chairman Sauter reported the Mid–Columbia Economic Development District meetings and the Scenic Area funding that Klickitat County will be eligible for this year for business in the area, followed by more of the various boards' progress.</p> <p>Commissioner Anderson reported on the Hood River / White Salmon Bridge Committee meeting.</p> <p>Chairman Sauter requested follow-up on the Glenwood Fire Department's request for help with their first payment for their new fire truck until their levy passes. The Board agreed and will route the request through the Klickitat County Public Economic Authority Board.</p>
Adjournment (2:59 PM)	<p>Approved (M/Anderson, S/Christopher. Passed unanimously): There being no further business before the Board, the meeting was adjourned to Thursday, April 15, 2021, at 8:35 AM, for the Board of County Commissioners regular scheduled workshops and at 10:00 AM the Board will be attending a Board of Health Meeting.</p>
	<p>Call to Order/Roll Call</p>
Regular Meeting Extension: for Thursday, April 15, 2021	<p>Chairman David Sauter convened the meeting at 8:35 AM. All Commissioners were present. Also in attendance were Treasurer Greg Gallagher, HR and Administrative Services Director Robb Van Cleave, Fiscal Manager Jenn Bartley, and Chief Deputy Auditor Heather Jobe.</p>
8.35/10:00 AM	<p>Finance Committee and Commissioners Budget training session and discussion regarding funds, revenues, and expenditures.</p> <p>The Board held a brief discussion regarding submitting a request for funding under the House Transportation and Infrastructure Committee Member Designated Projects Program for the Hood River-White Salmon Interstate Bridge Replacement project. Commissioner Anderson noted that the Port of Hood River has made a similar request. The Board unanimously supported the idea.</p> <p>Treasurer Gallagher provided a review of Treasurer's reports and explained how County and special taxing district funds are handled. Fiscal Manager Bartley assisted in the review providing descriptions/notes from the State Auditor's Office, minimum balances allowed, restrictions, how funds are/were established by either resolution, RCW, or WAC, and a brief history of the management of each fund.</p> <p>Treasurer Gallagher reported that he invests funds as directed by elected officials, department heads and special taxing districts.</p> <p>Further discussion followed with the Commissioners asking questions and the Treasurer and Fiscal Manager providing clarification and details about how the financial software, reporting, fund balances and the budget interact.</p>

	<p>Treasurer Gallagher advised that just because a department has budget does not mean they have fund balance or cash flow. Discussion continued concerning several funds that have decreasing fund balances. Manager Bartley explained how grant reimbursements and the pandemic can and have affected some fund balances.</p>
Recess	<p>Chairman Sauter recessed the Board of Commissioner's workshop at 10:00 AM for a Board of Health meeting.</p>
11:30/1:00 PM	<p>Lunch</p>
1:00/3:00 PM	<p>Federal pandemic response funding discussion:</p> <p>Chairman Sauter reconvened the workshop in the exhibit hall building at the Klickitat County fairgrounds.</p> <p>All elected officials and department heads except for three were able to attend the workshop. Also present was Rural 7 Fire Chief Tony Browning.</p> <p>Public Works Director Gordon Kelsey provided an overview of parking development and road reconstruction related to the new County Services Building. Employees were asked to park in certain areas to allow the public to have access to closer parking when visiting the Courthouse.</p> <p>Deputy Director Jeff Hunter reported on the Courthouse Entryway Project, which will begin April 26th. Entry into the Courthouse will be rerouted and handicapped access will be provided through the basement.</p> <p>The Board held a discussion concerning developing priorities and a plan on how to spend anticipated federal pandemic response funding with Elected Officials, Department Heads and staff.</p> <p>The discussion centered on how the way business is done is changing and how the county can do a better and more efficient job. The Board raised concern about increasing costs and flat revenues and the need to find ways to do our jobs better and where investments can be made that will benefit employees and the public. Chairman Sauter noted that some of the pandemic funding should be reserved for outside the county. Fiscal Manager Bartley provided clarification on timelines and how the funding can be spent.</p> <p>Further discussion included State mandates requiring e filing of court documents, records management and storage, grant management and accounting software needs, website management, social media, public records requests, and the lack of childcare. Treasurer Gallagher commented that many changes have come about and the public is looking for different ways of doing business with the County.</p> <p>The group expressed feeling disconnected from other departments and a lack of communication. The Board indicated that quarterly workshops with departments and elected officials could be beneficial for coming together to discuss issues.</p> <p>Further discussion followed regarding scheduling a social gathering for employees after physical distancing requirements have been lifted.</p>

	<p>Rural 7 Fire Chief Tony Browning offered his overview of the discussion and presented a funding request from Rural 7 for a new tender truck.</p> <p>Director Van Cleave provided a brief overview on the work of the childcare committee.</p> <p>Note: The workshop was set up for zoom and recording, unfortunately the Wi-Fi access stopped working at 2:38 PM and the recording failed. The morning workshop session was held in the Commissioner's Chambers and a zoom video is available on the County website.</p>
Adjournment (2:50 PM)	There being no further business Chairman Sauter adjourned the workshop.
	* 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 4-13-21.



Approved: David Sauter
Chairman of the Board



04/27/2021
Date