

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, May 5, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, May 5, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:00 AM. Commissioners present: Jim Sizemore, (David M. Sauter and Rex F. Johnston via telephone).
	Miscellaneous Reports/Comments
Columbia River Gorge National Scenic Area Manager Lynn Burditt: Scenic Area public lands update	<p>Attendance: Columbia River Gorge National Scenic Area Manager Lynn Burditt, Washington State Parks Area Manager Jill Sprance-Carr, Washington DNR Natural Areas Program Manager Keyna Bugner, John Day United States Army Corp. of Engineers (USACE) Natural Resource Manager Tim Darland, The Dalles Lock and Dam USACE Natural Resource Manager Dave Ladouceur via telephone, Natural Resource/Economic Development Director Dave McClure in the Chambers, various county employees and residents via telephone.</p> <p>Columbia River Gorge National Scenic Area Manager Lynn Burditt reviewed Washington Governor’s Inslee’s proclamation to allow opening some State Parks for daily recreation, Washington State Parks Area Manager Jill Sprance-Carr noted that the Gorge Parks will be remaining closed.</p> <p>John Day (USACE) Natural Resource Manager Tim Darland and The Dalles USACE Natural Resource Manager Dave Ladouceur reported on recreational fishing and boat launch sites that are open for daily use; followed an update from Washington DNR Natural Areas Program Manager Keyna Bugner stating Department of Natural Resources public land is currently closed for use.</p> <p>Manager Burditt stated preparations have begun to address the upcoming fire season, followed by addressing the importance of aligning the opening of the Gorge’s Washington and Oregon parks to control traffic volumes.</p>
Care Package Project report and funding request.	<p>Attendance: Care Package Project Member Aimee Waddell via telephone, Natural Resource/Economic Development Director Dave McClure, Human Resource Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Care Package Project Member Aimee Waddell reported The Care Package Project has been delivering food for over seven (7) weeks and the volume has risen from 35 packages to 1117, she stated the goal is servicing small communities that don't have access to fresh produce.</p> <p>Ms. Wadell stated the project is currently being run on donations, followed by a report on the volume of food being distributed.</p> <p>The Board requested Natural Resource/Economic Development Director Dave McClure follow up with Ms. Wadell regarding Economic Development Authority funding resources.</p>

	Workshop Session Agenda
Economic Development/Natural Resource Department Update	<p>9:45 AM - Klickitat County Business and Economic Development Update</p> <p>Attendance: Economic Development/Natural Resource Director Dave McClure, Human Resource Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Economic Development/Natural Resource Director Dave McClure reported the Klickitat County Public Utility District is offering small businesses with 1-10 employees a discount for power, followed by an update on the Economic Development Authority's projects and on the availability of migrant workers housing in Roosevelt, Washington.</p> <p>Director McClure reported that a Federal economic impact loan program has opened for agriculture loans and described the State process for awarding the small business economic impact grants.</p>
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 in the Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reviewed consent agenda items and the Six-Year Transportation public hearing on this afternoon's agenda.</p> <p>Director Kelsey provided a staff report noting that the department continues to work within Governor Inslee's proclamation regarding construction standards, a discussion followed about permit authorization issued prior to the Washington State Construction Shut Down Order.</p> <p>A discussion followed regarding Klickitat County's participation in the evaluation process for rebuilding the I-35 Hood River/White Salmon Bridge.</p>
Sheriff's Department Update	<p>10:30 AM - Elected Official Report/Update</p> <p>Attendance: Sheriff Bob Songer, Chief Jail Deputy Carmen Knopes, Chief Civil Deputy Karen Elings in the Chambers, various county employees and residents via telephone.</p> <p>Sheriff Bob Songer reported on calls for service from January 1st to current and civil papers served.</p> <p>Sheriff Songer reviewed Governor Inslee's Proclamation pertaining to public gatherings or businesses operating in violation of his orders; Sheriff Songer stated he will uphold Klickitat County citizens Constitutional Rights and Liberties.</p> <p>A report was provided regarding an arrest made in connection with two male subjects trying to steal items off of heavy equipment in the Trout Lake area.</p>

	<p>Chief Jail Deputy Carmen Knopes provided a staff update; jail guidelines that will be used for the public once the Courthouse is open for the public to have visitations, Correction Officer training and the inmate's Court appearances.</p> <p>Deputy Knopes stated the first full week of May is National Corrections Officer week and would like to recognize the dedication and contribution the officers put in, noting a celebration will be held at a later date.</p>
<p>Human Resource and Administrative Services Department Update</p> <p>Executive Session: Discuss the performance of a public employee</p>	<p>Department Update/Report</p> <p>Human Resources/Administrative Services Director Robb Van Cleave, Human Resource Manager KC Sheridan in the Chambers, various county employees and residents via telephone.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave stated he is working with Elected Officials and Department Heads regarding the new County Policy for 2020 Families First Coronavirus Response Act.</p> <p>HR Manager KC Sheridan reported on the Employee Assistance Program, followed by Director Van Cleave's staff update.</p> <p>At 11:07 AM Interim - Chairman Sizemore announced that the Board would be convening into Executive Session with HR Director Van Cleave, HR Manager KC Sheridan and Prosecuting Attorney David Quesnel in accordance with RCW 42.30.110(1)(g) to discuss the performance of a public employee. Interim - Chairman Sizemore noted that the session would last for five (5) minutes. At 11:12 AM it was announced the Executive Session would be extended ten (10) minutes. At 11:22 AM it was announced the Executive Session would be extended five (5) minutes.</p> <p>The Board convened back to Regular Session at 11:27 AM No action was taken.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 11:28 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, May 5, 2020</p>	<p>Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. Commissioners present: Jim Sizemore, (David M. Sauter and Rex F. Johnston via telephone)</p>
	<p>Agenda:</p>
<p>Business Agenda</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Business Agenda as presented.</p>
	<p>Approval of Commissioner Meeting Minutes</p>
<p>Approval of Meeting Minutes</p>	<p>* There were no meeting minutes presented for approval.</p>

<p>Comments will be limited to seven (7) minutes per individual</p>	<p>Citizen Comment:</p> <p>Resident and member of the Care Package Distribution Group Dan Christopher thanked the Board for their support.</p> <p>A discussion was held regarding the Eastern Washington Counties joint letter addressed to Governor Inslee regarding concerns about the Stay Home, Stay Healthy proclamation, the Board declined to sign the letter at this time.</p> <p>Building Inspection/Code Compliance Director Lynn Ward reported on building projects that are in process and the projects on hold waiting for permits to be issued; the Board stated permits should be expedited to not further delay construction once new construction is allowed.</p> <p>A discussion was held about the County’s requirements to comply with the four phases to reopen businesses.</p>
<p>Public Hearing: To consider a supplemental budget and amendments for the 2020 budget for various funds and departments in the sum of \$3,493,400.</p>	<p>Public Meetings/Public Hearings/Bid Openings:</p> <p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 07220 in the matter of a public hearing on the supplemental budget and amendments for the 2020 budget for various funds and departments in the sum of \$3,293,400 and directing that the County financial records shall reflect these changes.</p> <p>Attendance: Information Technology & Budget Director Glen Chipman via telephone, Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Building Inspection/Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.</p> <p>Prior to the adoption of the resolution, the public hearing proceeded as follows; with Interim - Chairman Sizemore opening the hearing and asking for a staff report.</p> <p>Information Technology & Budget Director Glen Chipman provided an overview of supplemental budget requests and amendments to the 2020 budget. Director Chipman summarized the General Fund requests by department, noting there is a reduction of \$200,000 from the requested amount in setting the public hearing; General Fund #001: Buildings and Grounds \$70,000; Commissioners \$40,000; Historic Preservation \$2,000; Non-Departmental \$10,000; and Sheriff \$154,400; Fund #101 Road \$1,090,000; Fund #125 Cumulative Reserve \$1,227,000; Fund #144 Fair Improvements \$20,000; Fund #303 Capital Improvements \$347,000; Fund #305 Capital Improvements-Communities \$125,000 and Fund #307 Capital Improvements Major Projects \$428,000.</p> <p>Interim - Chairman Sizemore opened the public hearing to receive public comments in favor of or opposed to the proposed budget supplemental and amendments, noting there were no comments made, he requested a motion be made.</p>


<p>Public Hearing: to consider amending the Six-Year Transportation Program for the years 2020-2025 to increase the Trout Lake overlay project Phase 1 from \$60,000 to \$1,167,000.</p>	<p>Approved (M/Johnston. S/Sauter. Passed unanimously): Resolution No. 07320 in the matter of amending the Six-Year Transportation Program for the years 2020-2025 to increase the Trout Lake overlay project Phase 1 from \$60,000 to \$1,167,000 and Resolution No. 07420 in the matter of the revision of the 2020 annual road construction program.</p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Building Inspection/Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.</p> <p>Interim-Chairman Sizemore opened the hearing by advising that the purpose of the hearing is to take public testimony with regard to the proposed revisions of the Klickitat County Six-Year Transportation Improvement Program and he requested a staff review.</p> <p>Deputy Director Jeff Hunter advised that Public Works is requesting to make minor revisions to existing projects by adding the Construction Phase of the Trout Lake Highway Project; this project will increase the budget by \$ 1,090,000 and is 90% reimbursable through Rural Arterial Program funding.</p> <p>Interim-Chairman Sizemore opened the public hearing to public comment, noting there was no one from the public who wished to speak, he then closed the hearing to further comment and requested a motion.</p>
	<p>Consent Agenda:</p>
	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Consent Agenda with twelve (12) items.</p> <ul style="list-style-type: none"> * 1) Agreement (C06220) between Klickitat County and <i>The Goldendale Sentinel</i> for publication of all legal notices and delinquent tax lists as well as notices to be published by a newspaper of “general circulation” for the 2020-2021 contract period at a rate of \$7.00 per column inch for each insertion. This agreement is effective July 1, 2020, through June 30, 2021. * 2) First Amendment (C06320) to Ground Lease (C042200) between the City of The Dalles, Klickitat County and the Pacific Coast Cherry Packers. This amendment amends, supplements, and is made part of the Subject Lease. In the event of a conflict between the provisions of this amendment and the subject lease, the provisions of this amendment will control. * 3) Request from Klickitat County Fire Protection District #5 (Centerville) to consider granting a waiver of the building permit fees in the amount of \$3,523.85 which does not include a waiver of the State Code Fee - IBC of \$25.00 for the construction of a 5,100 sq. ft. addition to and remodel of the existing 3,330 sq. ft. fire hall. * 4) Resolution No. 07520 in the matter of waiving the 2020 Dallesport Wastewater Treatment Facility 3% fee increase for 2020; restrictions placed on individuals and businesses on the Federal, State and County levels to reduce the spread of COVID-19 have created unintended financial hardships.

	<ul style="list-style-type: none"> * 5) Scope of Work Agreement (C06420) between Klickitat County (Clerk’s Office) and Konica Minolta Business Solution U.S.A., Inc. for the purpose of providing discovery, conversion, document migration and OnBase implementation services to achieve successful conversion to OnBase. Professional Services will be billed monthly, as they are incurred. Implementation Services estimated 20-30 hours at a cost of \$195.00 an hour including travel-related expenses. * 6) Amendment No. 13 (C06520) to the 2018-2020 Consolidated Contract between the Washington State Department of Health and Klickitat County (Public Health Department) for the purpose of adding statements of work for the following program: Division of Emergency Preparedness & Response-COVID-19, the increase in allocation is \$150,000. * 7) Independent Contractors Agreement (C06620) Amendment No. 1 between Klickitat County (Economic Development Department) and Mt. Adams Chamber of Commerce. Expanding the scope of work to specifically include COVID-19 disaster response support and increase the not to exceed the budget of from fifteen thousand \$15,000 to twenty-five thousand (\$25,000). The period of performance is in the calendar year 2020. * 8) Independent Contractors Agreement (C06720) Amendment No. 1 between Klickitat County (Economic Development Department) and the Greater Goldendale Area Chamber of Commerce. Expanding the scope of work to specifically include COVID-19 disaster response support and increase the not to exceed the budget of from fifteen thousand \$15,000 to twenty-five thousand (\$25,000). The period of performance is in the calendar year 2020. * 9) Contract (C06820) between Geo-Comm, Inc. and Klickitat County (Department of Emergency Management) for the purpose of Geo-Comm, Inc developing an Address Point Layer for the Department of Emergency’s mapping system as required by the State Military 9-1-1 Grant to be completed by FY22; at the cost of \$5,302.98 which is reimbursable under the State Military 9-1-1 Grant. * 10) Resolution No. 07620 in the matter of establishing the County ban on outdoor burning within the unincorporated areas of Klickitat County as requested by Klickitat County Fire District #4, #5, #6, #7, #11, #12, #14 and #15. The requested County Burn Ban would be from May 15, 2020, through October 1, 2020, for Klickitat County Burn Ban Zone Two * 11) Change Order No. 2 (C06920) between Lee Contractors, LLC. and Klickitat County (Public Works Department) for the Bickleton Shop Fuel Tank Replacement Project, WP55-9, this order provides for replacing the fuel pumps at the Bickleton County Shop. The current pumps are twenty (20) years old and will not allow all the fuel to be dispersed from the new larger fuel tanks installed; at the cost of \$27,251.24. * 12) LOCAL Real Estate Documents Summary; Form of Authorization Resolution No. 07020 in the matter of authorizing the acquisition of real property and execution of a financing contract, site lease (C07020) and related documents related to the acquisition of said REAL PROPERTY.
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<ul style="list-style-type: none"> * Approved Warrants (M/Sauter, S/Johnston. Passed unanimously): Accounts Payable: (#298256 - 298319) \$165,828.28 for the date ending May 4, 2020. There were no Payroll Warrants requiring approval.

Pay Estimate	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): pay estimate No. 1 to All Seasons Heating and Air Conditioning in the amount of \$43,190.91 which includes retainage in the amount of \$2,117.20 and tax in the amount of \$2,964.08, for the Large Exhibit Room HVAC System.</p>
Senior Services Department update.	<p>Department Update/Report:</p> <p>Attendance: Senior Services Director Sharon Carter, Human Resource Specialist KC Sheridan were in the Chambers, various county employees and residents via telephone.</p> <p>Senior Services Director Sharon Carter reported on active client caseloads; a staff report, noting advertising and hiring was delayed due to COVID-19 but can now resume.</p> <p>Director Carter stated the Dial-a-Ride services continue to provide essential medical trips but the fixed-route shuttles are currently suspended, followed by an update on the meal delivery services. Director Carter stated the Goldendale and White Salmon are currently delivering about 500 meals each week with new people signing up each week.</p> <p>Director Carter reported on Federal and State funding reimbursements for current Senior Service contracts, noting amendments will be on next week's consent agenda.</p> <p>Director Carter requested and received approval to proceed with the purchase of mini I-Pads for the Senior Service Aides to comply with State Electronic Location Verification requirements.</p>
Klickitat County Fair Board President Jay Jauken	<p>New Business</p> <p>Attendance: Klickitat County Fair Board President Jay Jauken, Fair Board Member Ron Ihrig, Klickitat County Stock Sale Superintendent Helen Rolfe, various county employees and residents via telephone.</p> <p>Fair Board Member Ron Ihrig reported on recent Fair Board meeting discussions regarding different options for hosting the Klickitat County Fair.</p> <p>A discussion followed regarding county fair funding allocated from the state and the Market Stock Sale.</p> <p>The Board stated they are in support of the Fair proceeding while following the State requirements.</p>
Elected and Department Heads: Begin discussion regarding reopening county offices.	<p>Unfinished Business:</p> <p>Attendance: Building Inspection/Code Compliance Director Lynn Ward, Natural Resource/Economic Development Director Dave McClure, Human Resource Manager KC Sheridan, East District Court Judge Rick Hansen, East District Court Administrator Jane Edmonds, Clerk Renea Campbell, Juvenile/Adult Probation Director Larry Barker, Planning Director Mo-chi Lindblad, Treasurer Greg Gallagher,</p>

	<p>Solid Waste Director Ruby Irving, Senior Services Director Sharon Carter, Auditor Brenda Sorensen in the Chambers, Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Human Resources/Administrative Services Director Robb Van Cleave, DEM Chief of Operations / 9-1-1 Coordinator Julie Buck, Public Health Interim – Director David Kavanagh, Information Technology & Budget Director Glen Chipman, Assessor Crista Schroder, various county employees and residents via telephone.</p> <p>Elected Officials and Department Heads provided staff reports; office schedules; compliance with social distance regulations; office rearrangements, plexiglass installation and employee personal protective equipment.</p> <p>Auditor Sorensen stated this is candidate filing week; filing can be done on-line by mail or by appointment only.</p> <p>A discussion followed regarding the protocol for employees who need to self-isolate.</p>
	<p>Department Update:</p>
<p>2020 Budget update and financial forecast</p>	<p>Attendance: Information Technology & Budget Director Glen Chipman, Treasurer Greg Gallagher, Planning Director Mo-chi Lindblad, Auditor Brenda Sorensen, Building Inspection/Code Compliance Director Lynn Ward in the Chambers, various county employees and residents via telephone.</p> <p>Information Technology & Budget Director Glen Chipman reviewed budget expenses and revenues for 2020, noting sales tax data for March and April will not be posted till May and June.</p> <p>Director Chipman reported on the first quarter landfill revenue, noting the reduction in special waste due to the construction shut-downs, followed by a report in sales tax and property tax revenue.</p>
	<p>Elected Official Report/Update:</p>
<p>Treasurer’s Department update and revenue report</p>	<p>Attendance: Treasurer Greg Gallagher in the Chambers, various county employees and residents via telephone.</p> <p>Treasurer Greg Gallagher reported on the new County Service Building bond funding, followed by a report on the April and May cash and investment balances.</p>
	<p>Board Pending:</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>A discussion was held regarding Governor Inslee’s four phases and the different requirements in each phase; followed by the steps required to move Klickitat County to phase two.</p> <p>The Board requested a Board of Health meeting be scheduled for this month to discuss the phases of reopening with Klickitat County’s Health Officer, Dr. Person.</p>

	<p>* For the record: The 4.28.2020 Consent Agenda, Item #2 has been corrected. It was incorrectly listed as an Agreement between Klickitat County and the Mountain View Grange Hall #98. The Agreement is between Klickitat County and Community Enrichment for Klickitat County, a non-profit organization, as follows:</p> <p>The Agreement is between Klickitat County (Economic Development Department) and Community Enrichment for Klickitat County, a non-profit organization, for the purpose of providing Klickitat County Public Economic Development Authority (EDA) funding not to exceed \$5,000 to be used for conducting tasks, or purchasing materials as it relates to exterior painting and basic facility maintenance for the Mountain View Grange Hall #98 facility, located at 1085 Main Street, White Salmon, WA.</p>
Adjournment	<p>Approved (M/Sauter, S/Sizemore. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 4:29 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 5-05-20.</p>


Approved: Jim Sizemore
Interim - Chairman of the Board



May 19, 2020
Date