

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, May 12, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, May 12, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:30 AM. Commissioners present: Jim Sizemore, (David M. Sauter and Rex F. Johnston via telephone).
	Workshop Session Agenda
Economic Development/Natural Resource Department Update	<p>9:30 AM - Klickitat County Business and Economic Development Update</p> <p>Attendance: Economic Development/Natural Resource Director Dave McClure, Natural Resource Coordinator Jacob Anderson in the Chambers, various county employees and residents via telephone.</p> <p>Economic Development/Natural Resource Director Dave McClure reported on the Economic Development Authority funding; small business grants and State’s timeline to disperse the money, followed by an update on the Small Project Assistance and paycheck protection programs.</p> <p>Natural Resource Coordinator Jacob Anderson stated he is currently reviewing the County Economic Survey and the unemployment data.</p> <p>A discussion followed about agriculture worker COVID-19 testing, followed by a report from Commissioner Johnston regarding the Skyline Hospital; the Gorge State Park closures; White Salmon river rafting and fishing.</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, Department of Emergency Management Director Jeff King, various county employees and residents via telephone.</p> <p>* Public Works Director Gordon Kelsey provided a handout with updates regarding Consent Agenda items; construction programs; road designs, maintenance projects and the facilities work currently being done for the new County Services Building.</p> <p>A discussion followed regarding a Phase Two requirement from the State that the County provide a sheltering solution for individuals who cannot self-isolate due to COVID-19 away from family or are currently not living in a home. Emergency Management Director Jeff King advised there is State funding for recreational vehicle (RV) trailers; the Board was in agreement and a decision was made to place the RVs at the Fairgrounds versus a third party RV property.</p> <p>Director Kelsey reported on the Labor and Industries requirements to open the Courthouse to the public, followed by the cost to purchase plexiglass for work stations, sanitizing agents and the proper personal protective equipment.</p> <p>Interim-Chairman Sizemore requested Public Works inquire if Local Iron Workers are being used on the construction of the new County Services Building and offer apprenticeships if applicable.</p>

	<p>Director Kelsey requested and received verbal approval to proceed with a Personnel Authorization to begin the advertising process to fill a vacant Senior Accountant I/System Administrator position within the Public Works Department.</p>
Auditor's Department Update	<p>10:30 AM - Elected Official Report/Update</p> <p>Attendance: Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Economic Development & Natural Resource Director Dave McClure in the Chambers, various county employees and residents via telephone.</p> <p>Auditor Brenda Sorensen reviewed past and upcoming elections, noting candidates filing is underway, candidates that wish to file in person can by scheduling an appointment. Auditor Sorensen is working with the State to allow Local County races to file on-line.</p> <p>A Finance Department report was provided and Auditor Sorensen stated her office continues to resolve outstanding items in preparation for the 2019 Annual Report submittal.</p> <p>Auditor Sorensen reported vehicle licensing transactions have increased; recording transactions continue to be processed and the Veterans Service Officer workload is continually increasing, noting his recent success for clients in settling difficult claims.</p> <p>A discussion followed regarding the CARES Act; Information Technology & Budget Director Glen Chipman stated he will provide an update later this afternoon after his informational Federal Funding CARES Act webinar.</p>
Lunch Recess	The Board recessed for lunch at 11:00 AM.
	Call to Order/Roll Call:
Regular Meeting for Tuesday, May 12, 2020	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)
	Agenda:
Business Agenda	Approved (M/Johnston, S/Sauter. Passed unanimously): the Business Agenda as presented.
	Approval of Commissioner Meeting Minutes
Approval of Meeting Minutes	* Approved (M/Sauter, S/Johnston. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for April 28, 2020, as presented
	Citizen Comment:
Comments will be limited to seven (7) minutes per individual	<p>The Board discussed the upcoming Board of Health Meeting; Public Health Interim-Director David Kavanagh reviewed what to be prepared for as the County moves forward to open and the Phase 2 variance application process.</p> <p>A continued discussion followed regarding the RV trailers to be located at the Fairgrounds; Interim-Director Kavanagh noted the importance of the County to provide isolation accommodations to move forward in opening the County.</p>

	<p>Building Inspection/Code Compliance Director Lynn Ward stated she is issuing modified building permits to allow residents to move forward with their financial loans, noting the building is for financial use only until building can resume upon Governor Inslee's Proclamation.</p>
	<p>Consent Agenda:</p>
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): the Consent Agenda with fourteen (14) items.</p> <ul style="list-style-type: none"> * 1) Cumulative Reserve Fund #125 project list change which is required in order to reflect approval of Agreement (C06120) with Community Enrichment for Klickitat County 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. * 2) Klickitat County Historic Preservation Grant Agreement(s) granting funds for historic preservation projects. Alder Creek Pioneer Association (Carousel Museum) (C07120), West Klickitat County Historical Society (C07220), Twin Bridges Historical Museum (C07320), Maryhill Museum of Art (C07420). * 3) Resolution No. 07720 in the matter of adding up to ten (10) temporary Emergency Operation Center (EOC) Specialist positions to help assist during the Declaration of Emergency for COVID-19. The Emergency Management Director has determined that the role of the EOC Specialist is to support, manage, and problem solve issues during EOC activations related to emergency/disaster events. * 4) An alternative work schedule for the Plans Examiner/Substitute Inspector (Amelia Brown) within the Building Inspection & Compliance Department for a flexible work schedule; four-10 hour days per week, 7:00 AM to 6:00 PM, Monday through Thursday. * 5) An alternative work schedule for the Building Inspector (Gene Klejeski) within the Building Inspection & Compliance Department for a flexible work schedule; four-10 hour days per week, 7:00 AM to 6:00 PM, Tuesday through Friday. * 6) Memorandums from the Planning Department scheduling a public meeting to be held Tuesday, May 19, 2020, at 1:30 pm * 7) Intergovernmental Grant Agreement (C07520) between the State of Washington Office of the Secretary of State and Klickitat County (Auditor's Office) to provide Federal & State matching share of funds as authorized under Section 101 of the Help America Vote Act of 2002 and provide for in the CARES Act 2020 for the purpose of preventing, preparing for, and responding to the Coronavirus, domestically or internationally for the 2020 Federal elections cycle. * 8) Agreement (C07620) for Language Translation and Interpretation Services between Luz Elena Guevara and Klickitat County (Solid Waste Department) for the purpose of providing language translation and/or interpretation services on an as-needed basis at times mutually agreed upon by the parties. The rate will be .10 cents per word unless otherwise agreed to in writing at the time of a request for project translation; compensation shall be at a minimum of \$25.00 per page. * 9) Agreement (C07720) for Language Translation and Interpretation Services between Elizabeth Babler and Klickitat County (Solid Waste Department) for the purpose of providing language translation and/or interpretation services on an as-needed basis at times mutually agreed upon by the parties. The rate will be .10 cents per word unless otherwise agreed to in writing at the time of a request for project translation; compensation shall be at a minimum of \$25.00 per page.

	<ul style="list-style-type: none"> * 10) Small Works Contract Bond between Mission Construction, Inc. and Klickitat County (Public Works Department) for the Klickitat County Airport Fuel Tank Upgrade Project, as bid in the amount of \$99,420.22. The Small Works Contract (C05320) was executed on April 14, 2020. * 11) Administrative Offer Summaries for County Right of Way along parcels 03-11-2800-0009/00, Kreps Ranch; 03-11-2852-0002/00, Marcott, for the purpose of purchasing right-of-way to improve Courtney Road Project, CRP 342. * 12) Authorization to purchase a laptop computer docking station for the Senior Accountant II/ Cayenta System Administrator in the Public Works Department; at a cost of \$3,047.25. * 13) Administrative Offer Summary for full acquisition of approximately 0.95 acres of Lot 16 of Block 19 of Golden 2nd addition to Goldendale. * 14) Contract Retainage Bond between Klickitat County (Public Works Department) and Apply-A-Line, for the 2020 Annual Striping Program, RN 642-20 as bid in the amount of \$326,803.00.
	Payment Approvals:
Voucher Certification and Approval	<ul style="list-style-type: none"> * Approved Warrants (M/Johnston, S/Sauter. Passed unanimously): Accounts Payable: (#298369 – #298440) \$161,199.46. Combined Payroll Warrants (#207933 – #208201), Co. Benefit Warrants (#298361 – #298368), and Co. Benefit Electronic Transfer (#890) \$733,925.17, for a combined total of \$895,124.63, for the date ending May 11, 2020. .
	Commissioner Sauter amended the Business Agenda motion to include one add-on under New Business.
	New Business:
	<ul style="list-style-type: none"> * Approved (M/Sauter, S/Johnston. Passed unanimously): RV Rentals Seattle Inc. Agreement (C07820) to supply recreational trailers as requested to be placed at the Fairgrounds to house people in isolation or quarantine who do not have a home or wish to isolate or quarantine themselves outside of their home as well as approving the invoicing and payment to RV Rentals Seattle Inc.
	Elected Official Report/Update:
	<p>Attendance: Treasurer Greg Gallagher in the Chambers, various county employees and residents via telephone.</p> <p>Treasurer Greg Gallagher reported the property tax collection rate, followed by an update on the local bond for the new County Services Building.</p>
	Board Pending:
	<p>A discussion was held regarding a revised joint letter addressed to Governor Inslee regarding the Stay Home, Stay Healthy proclamation from the Eastern Washington Counties, the Board stated they will sign the letter and support the Counties that can open.</p> <p>Trout Lake resident Joanna Turner requested and received an update on the funding for the Klickitat County Domestic Women’s Shelter.</p>

	Information Technology & Budget Director Glen Chipman provided an update on the CARES Act Federal Funding; the Board requested Director Chipman to create a committee to oversee the grant resources.
Adjournment	Approved (M/Sauter, S/Johnston. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:15 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 5-12-20.


Approved: Jim Sizemore

Interim - Chairman of the Board



May 26, 2020

Date