

**Klickitat County  
Board of Commissioners  
Minutes – Meeting of Tuesday, June 30, 2020**

Topic	Agenda Item - Comment/Disposition
	<b>Call to Order/Roll Call</b>
Morning Workshop Session – Tuesday, June 30, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:00 AM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone).
	<b>Annual Performance Evaluation:</b>
Executive Session: Annual performance evaluation of a public employee	At 9:00 AM Interim - Chairman Jim Sizemore announced that the Board would be convening into Executive Session in accordance with RCW 42.30.110(1) (g) to conduct an annual performance evaluation of a public employee. Interim - Chairman Sizemore noted that the session would last fifteen (15) minutes.  The Board convened back into Regular Session at 9:15 AM.
Recess	The Board recessed at 9:16 AM.
	Interim - Chairman Jim Sizemore called the meeting to order at 9:30 AM.
	<b>Workshop Session Agenda</b>
Public Works/Road Department Update	<p><b>10:00 AM – Public Works Department Update</b></p> <p>Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reviewed the Consent Agenda items on this afternoon’s agenda; the Pay Estimate Approval for the Annual Striping Program and a construction program update, noting the Gorge Commission has issued a permit with 24 conditions for the Courtney Road Safety Project.</p> <p>Director Kelsey reported the east and west end crews maintenance projects, stating the east crew is patching and prepping for work to be done at the Fairgrounds along with road grading and mowing.</p> <p>Public Works Deputy Director Jeff Hunter reported on the Stacker Butte Radio Project; followed by Director Kelsey requesting and receiving verbal approval to proceed with the advertisement of a temporary Carpenter to complete several facilities projects.</p> <p>* The Board discussed the Klickitat County Safe Start Guidelines Reopening Plan.</p>
Economic Development/Natural Resource Department Update	<p><b>9:30 AM - Klickitat County Business and Economic Development Update</b></p> <p>Attendance: Economic Development/Natural Resource Director Dave McClure, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, Natural Resource Specialist Jacob Anderson, various county employees and residents via telephone.</p> <p>Economic Development/Natural Resource Director Dave McClure reported on the Emergency Grants to Small Business, noting the extensive amount of documentation</p>

	<p>businesses are being asked to provide to remain in compliance with the state and federal grants that are the sources of funding.</p> <p>Economic Specialist Richard Foster reported on the Columbia Gorge Regional Airport Federal Economic Development Administration grant application and an upcoming virtual WorkSource job fair to be conducted in partnership with Skamania County Economic Development Council, followed by an update on the significant childcare challenges in Klickitat County.</p> <p>Director McClure reported on the Buildable Lands Inventory Service Agreement Amendment on this afternoon's Consent Agenda, followed by an update on the Goldendale Pump Storage Project.</p> <p>Natural Resource Coordinator Jacob Anderson reported on Klickitat County's Lead Entity process, a discussion followed regarding the Federal Emergency Management Agency draft flood plain maps.</p> <p>A discussion continued regarding potential reductions in Lead Entity operational grant funding due to state budget cuts.</p> <p>Director McClure provided a brief update on the Dry Butler Creek water flow monitoring project and the Switzler Reservoir Water Storage Project.</p>
	<p>The Board discussed the new County Services Building construction progress, followed by the Human Resources/Administrative Services Director Robb Van Cleave's update on the Childcare Committee and the Washington Gorge Action Program representatives requesting a letter of support for a \$100,000 childcare planning grant.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 10:57 AM.</p>
	<p><b>Call to Order/Roll Call:</b></p>
<p>Regular Meeting for Tuesday, June 30, 2020</p>	<p>Interim - Chairman Jim Sizemore called the meeting to order at 1:00 PM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone)</p>
	<p><b>Agenda:</b></p>
<p>Business Agenda</p>	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> the Business Agenda with two (2) add-ons under New Business.</p>
	<p><b>Approval of Commissioner Meeting Minutes</b></p>
<p>Approval of Meeting Minutes</p>	<p>No minutes requiring approval at this time.</p>
	<p><b>Citizen Comment:</b></p>
<p>Comments will be limited to seven (7) minutes per individual</p>	<p>Building Inspection and Code Compliance Director Lynn Ward reported on State Building Code changes, followed by an update of the volume of building applications and permits issued.</p> <p>Commissioner Sauter provided an update on the Columbia River Gorge Commission's zoom meetings hosted by Forest Service Area Manager Lynn Burditt, Commissioner</p>

	<p>Sauter stated the Gorge area parks and trails are opening in phases and more information is available.</p>
	<p><b>Public Meetings/Public Hearings/Bid Openings:</b></p>
<p>Public Meeting: To consider approval of a boundary line adjustment, BLA 2020-05; parcel numbers 03-11-1852-0001/00 and 03-11-1833-0010/00; in the White Salmon vicinity; Applicant: Gayle Smith (Krenz).</p>	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> To consider approval of a boundary line adjustment, BLA 2020-05; parcel numbers 03-11-1852-0001/00 and 03-11-1833-0010/00; grant final approval, Applicant: Gayle Smith (Krenz).</p> <p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, Associate Planner Denise Lee, various county employees and residents via telephone.</p> <p>Associate Planner Denise Lee provided a staff review of Boundary Line Adjustment No. BLA 2020-05 is a proposal to adjust the common lot lines for parcels 03-11-1852-0001 /00 and 03-11-1833-0010/00, located in the White Salmon vicinity.</p> <p>Ms. Lee advised the administrative review of this boundary line adjustment 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 have been met.</p>
<p>Public Meeting: To consider approval of a short plat SPL 2019-29; parcel number 04-11-3500-0002/00; in the White Salmon vicinity; Applicant: Judy Lexa.</p>	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> To consider approval of a short plat SPL 2019-29; parcel number 04-11-3500-0002/00; grant final approval, Applicant: Judy Lexa.</p> <p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, Associate Planner Denise Lee, various county employees and residents via telephone.</p> <p>Associate Planner Lee reported Short Plat No. SPL 2019-29 is a proposal to create 4 lots from parcel 04-11-3500-0002/00 located in the White Salmon vicinity.</p> <p>Ms. Lee advised that an administrative review of the short plat has been completed and all conditions attached to the preliminary approval have been met.</p>
	<p><b>Payment Approvals:</b></p>
<p>Pay Estimate</p> <p>Voucher Certification and Approval</p>	<p><b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> Pay Estimate No. 2 to Apply-A-Line, LLC in the amount of \$123,452.40 for 2020 Annual Striping Program, RN 642-2020.</p> <p>* <b>Approved Warrants (M/Sauter, S/Johnston. Passed unanimously):</b></p> <p>Accounts Payable Warrants: (#299305 – #299383) \$237,892.28 and (#895) \$2,086.65.</p> <p>Combined Payroll Warrants (#209831 – #210101), Co. Benefit Warrants (#299297 – 299304) and Co. Benefit Electronic Transfer (#894) \$1,023,477.56. For a combined total of \$1, 263,456.49, for the date ending June 29, 2020.</p>

	<b>Consent Agenda:</b>
Pulled	<p>* <b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> the Consent Agenda with eleven (11) items, item #6 was pulled for submission at a later date.</p> <p>* 1) Letters and Interlocal Funding Assistance Agreements between Klickitat County and the school district's listed below for the purpose of providing funding assistance to develop and/or enhance their At-Risk Youth Programs, effective January 1, 2020, terminating December 31, 2020.</p> <ul style="list-style-type: none"> <li>• (C13520) Bickleton School District #203      \$2,000</li> <li>• (C13620) Wishram School District #94      \$2,000</li> </ul> <p>* 2) Service Agreement (C13720) Amendment No. 1 between Klickitat County (Natural Resource/Economic Development Department) and the Financial Consulting Solutions Group to extend the contract end date to December 31, 2020.</p> <p>* 3) An alternative work schedule for the Informational Technology System Administrator, (Joe Messenger) within the Human Resources/Administrative Services Department for a flexible work schedule; four - 10 hour days per week, 7:00 AM to 6:00 PM, Monday through Thursday.</p> <p>* 4) Personnel Authorization to begin the advertising process to fill an Accounting Administrative Assistant I; Grade 35, steps 1 - 5. Within the Treasurer's Office.</p> <p>* 5) A Contract (C13820) between the City of The Dalles, Oregon, Klickitat County, Washington and Crestline Construction Company, LLC for the North Apron Rehabilitation and Taxiway Improvements Project as bid in the amount of \$1,699,293.75.</p> <p>* 6) A Purchase request from the Public Works Department for Adobe Acrobat Pro DC Software License and five renewal licenses for Microsoft Project Standard. The software cost is \$2,337.63 including sales tax.</p> <p>* 7) Contract Retainage Bond between Klickitat County (Public Works Department) and Central Washington Asphalt, Inc. for the Trout Lake Highway Overlay Project; CRP 347, as bid in the amount of \$1,183,000.00.</p> <p>* 8) Memorandum from the Public Works Department requesting to carry over vacation hours for Jeff Hunter, Susan Gregson and Alex McClain; to be used by September 30, 2020.</p> <p>* 9) E911 County Basic Service Operating Contract (C13920) SFY2021 (Agreement #E21-025) between Klickitat County (Emergency Management Department) and Washington State Military Department, Emergency Management Division for the purpose of providing a maximum of \$460,044 in State Enhanced 911 funds for reimbursement of eligible, approved and incurred Coordinator Professional Development and Operational expenses.</p> <p>* 10) A Contract (C14020) between Klickitat County (Emergency Management Department) and Legacy Power Systems for the purpose of providing annual radio site maintenance on seven (7) of the radio sites.</p> <p>* 11) <b>Resolution No. 09720</b> in the matter of approving additional compensation for the Public Health Registered Nurse to provide weekend coverage for the COVID-19 reporting and testing. Nurse Practitioner Lisa Tedford will receive extra compensation of \$453.60 per pay period beginning June 1, 2020.</p> <p>* 12) Memorandum from the Planning Department setting a public hearing to be held on the 7th day of July 2020, at 1:30 PM to consider approval of Short Plat, SPL 2020-04; parcel number 03-13-1100-0025/00; in the Lyle vicinity. Applicant: Virgil Harper.</p>

<p>Public Health          Department update</p>	<p><b>Department Report/Update:</b></p> <p>Attendance: Public Health Director Erinn Quinn, Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>A discussion was held about the Phase III application process and the L&amp;I regulation changes that will occur within the Courthouse for employees, followed by a discussion of the number of active and recovered COVID-19 cases.</p> <p>Public Health Director Erinn Quinn reported the isolation trailers have been used for citizens to self-quarantine and the County will keep the necessary amount here for the citizens to utilize as needed.</p> <p>The Board discussed the additional funding request from the Emergency Operations Department (EOC), a further discussion will follow next week at the Policy Group Meeting regarding the reduction of the EOC demands. Interim – Chairman Sizemore stated Emergency Management Director Jeff King will be needed with the upcoming fire season and EOC employees will resume their previous full-time positions.</p>
	<p><b>New Business:</b></p> <p><b>Approved (M/Johnston, S/Sauter. Passed unanimously): Resolution No. 09820</b> in the matter of providing additional emergency funding to be used for Emergency Operations Center expenses during the COVID-19 situation through September 2020.</p> <p><b>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 09920</b> In the matter of approving the Board of Health’s recommendation to move from Phase II to Phase III of the Governor’s “Safe Start” Phased Re-Opening Plan.</p>
<p>Treasurer Office          update and revenue          report.</p>	<p><b>Elected Official Report/Update:</b></p> <p>Attendance: Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Treasurer Greg Gallagher provided a comparison of 2019 to 2020 sales tax report; property tax payment plans, followed by a discussion on the new County Service Building Finance plan.</p> <p>Treasurer Gallagher reported on the Finance Committee Meeting and Grant Committee appointments.</p> <p>A staff report was provided as well as the appointment procedure options available to citizens to meet with the Treasurer’s Office Staff and virtual payment options provided for tax payments.</p> <p>Treasurer Greg Gallagher stated he is looking into virtual options for a tax title sale for foreclosure properties.</p>
<p>Prosecuting          Attorney’s Update</p>	<p>Treasurer Greg Gallagher, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, Prosecuting Attorney David Quesnel, various county employees and residents via telephone.</p>

	<p>Prosecuting Attorney David Quesnel provided an update on the Glenwood area boundary line adjustment litigation timelines and jurisdiction changes.</p>
	<p><b>Department Update:</b></p>
<p>Human Resource and Administrative Services Department update</p> <p>Executive Session: Discuss the performance of a public employee</p>	<p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Chief Deputy Auditor Heather Jobe, Economic Development/Natural Resource Director Dave McClure in the Chambers, various county employees and residents via telephone.</p> <p>At 2:53 PM Interim - Chairman Sizemore announced that the Board would be convening into Executive Session with Human Resources/Administrative Services Director Robb Van Cleave 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 fifteen (15) minutes.</p> <p>The Board convened back to Regular Session at 3:08 PM. No action was taken.</p> <p>Economic Development/Natural Resource Director Dave McClure requested and received clarification to reduce his department's Economic Development update from every week, to every other week.</p> <p>Auditor Brenda Sorensen requested clarification regarding the payroll funds to be deducted from the respected department's budgets for the COVID-19 Pandemic payroll code 52.</p> <p><b>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 10020</b> In the matter of having code 52 funds be deducted from the respected department's budgets.</p> <p>Director Van Cleave stated he will be scheduling a meeting with Elected Officials and Department Heads to inquire about their needs and concerns about re-opening the Courthouse, noting re-opening is contingent on the State's acceptance of Klickitat County's Phase III application request.</p>
	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> Request from the Public Health Department for a purchase authorization for one (1) Dell Latitude 7300 laptop PC and one (1) Thunderbolt (WD19TB) Dock, for a total cost of \$2,607.32.</p> <p><b>Approved (M/Johnston, S/Sauter. Passed unanimously):</b> Request from the IT Department for a purchase authorization for the Solar Winds Service Desk software from Solarwinds at a total cost of \$3,612.00.</p>
<p>Adjournment</p>	<p><b>Approved (M/Sauter, S/Johnston. Passed unanimously):</b> There being no further business before the Board, the meeting was adjourned at 3:26 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 6-30-20.</p>

*Jim Sizemore*  
Approved: **Jim Sizemore**

**Interim - Chairman of the Board**



**7/14/2020**  
Date