

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, July 7, 2020**

Topic	Agenda Item - Comment/Disposition
	Call to Order/Roll Call
Morning Workshop Session – Tuesday, July 7, 2020	Interim - Chairman Jim Sizemore called the meeting to order at 9:30 AM. Commissioners present: Jim Sizemore, David M. Sauter, (Rex F. Johnston via telephone).
	Annual Performance Evaluation:
Executive Session: Annual performance evaluation of a public employee	At 9:30 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 9:45 AM.
Recess	The Board recessed at 9:45 AM.
	The Board convened back into Regular Session at 10:00 AM.
	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 Resources/Administrative Services Director Robb Van Cleave, Chief Jail Deputy Carmen Knopes, Department of Emergency Management Director Jeff King in the Chambers, various county employees and residents via telephone.</p> <p>Public Works Director Gordon Kelsey reported on the consent agenda items; construction projects, noting the contractor is clearing and grinding the pavement on the Trout Lake Highway for base repair, followed by an update on the Courtney Road Safety Project, stating construction is scheduled for 2021.</p> <p>Director Kelsey reported the east end road crew is grading, patching and working on paving the Fairgrounds parking lot; the west end crew is placing thin overlays on Polos Verdes and Snowden Road as well as sections of Centerville Highway near Struck road and mowing.</p> <p>Director Kelsey reported on the construction of the new County Services Building, stating the contractor removed forms from the stem wall pour last week and the slab pour is scheduled for the last week in July; the building package is scheduled to arrive shortly after and the wall construction will begin.</p> <p>A Courthouse facilities report was provided, followed by Public Works Deputy Director Jeff Hunter's update on the Radio Project.</p> <p>A discussion was held regarding Lake Road in Trout Lake and Ladiges Road in Glenwood, followed by a discussion to provide facial masks to individuals requiring Adult Probation services, the Board was in support.</p>

<p>Emergency Management Department Update</p>	<p>10:30 AM - Department Update/Report</p> <p>Attendance: Department of Emergency Management (DEM) Director Jeff King, Human Resources/Administrative Services Director Robb Van Cleave, Chief Jail Deputy Carmen Knopes in the Chambers, various county employees and residents via telephone.</p> <p>DEM Director Jeff King reviewed the performance and functionality of the radio system, followed by an update of the Radio Project. Director King requested and received direction to cease negotiations of two radio tower sites. The Board indicated Public Works had provided a Radio Tower update that morning.</p> <p>Director King provided a staff and training update; recent phone and power outages, followed by a report on FEMA's list of requested revisions to the Hazzard Mitigation Plan.</p> <p>A discussion was held about the Emergency Operation Center activation in response to COVID-19, Director King stated Personnel Protective Equipment (PPE) has been supplied by the State but not commercially available yet. Director King reviewed a long term PPE preparedness plan which included a request to purchase a storage container, the Board was in support.</p> <p>Director King advised an above-average temperature average for July and a discussion followed about the fire season.</p> <p>Director King requested to work with Human Resource Director Robb Van Cleave to develop an Emergency Management Program Coordinator Position job description; The Board requested Director King relinquish some duties he has self-imposed and allow the Board to re-allocate them, allowing Director King to resume his full-time Emergency Management Director position.</p> <p>A discussion followed regarding the city's and county's cost-share percentages for Emergency Services and involving Public Health Director Erinn Quinn in the discussion regarding an Emergency Management Program Coordinator Position.</p>
	<p>Chief Jail Deputy Carmen Knopes reported the jail has received three (3), under 21-year-old applications for Correction Officer positions.</p>
<p>Lunch Recess</p>	<p>The Board recessed for lunch at 12:08 AM.</p>
	<p>Call to Order/Roll Call:</p>
<p>Regular Meeting for Tuesday, July 7, 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>Agenda:</p>
<p>Business Agenda</p>	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Business Agenda with one (1) add-on under New Business.</p>

	<p>Approval of Commissioner Meeting Minutes</p>
<p>Approval of Meeting Minutes</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for June 16, 2020, as presented.</p>
	<p>Citizen Comment:</p>
<p>Comments will be limited to seven (7) minutes per individual</p>	<p>Clerk of the Board Lee Snell advised there had been five (5) emails received regarding the Sheriff's Office Purchase Requests on this afternoon's Consent Agenda.</p> <p>Chief Deputy Auditor Heather Jobe stated she appreciates the Board using the Zoom platform for the Commissioner Meetings, and encourage the Board to continue even after a normal schedule resumes.</p> <p>County resident William Larson requested the Board grant a variance to the Health Departments Requirement ensuring potable water is available before a building permit can be given.</p> <p>A discussion followed regarding a cistern or trucked water program; Environmental Health Manager David Kavanagh stated the County currently does not have requirements to address alternative water sources available, a discussion continued about State Building Code RCW 19.27.</p> <p>The Board stated they would like to have a discussion with the Health, Planning and Building Department, noting the Board is not able to grant a variance without a public hearing allowing the public to comment on amending County Codes.</p>
	<p>Public Meetings/Public Hearings/Bid Openings:</p>
<p>Public Hearing: For a Public Services Community Development Block Grant for Washington Gorge Action Programs.</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Resolution No. 10120 in the matter of Authorization for the submission of a Community Development Block Grant application in the amount of \$70,845 by Washington Gorge Action Programs.</p> <p>Attendance: Washington Gorge Action Program (WGAP) Executive Director Leslie Naramore, Public Health Director Erinn Quinn, Clerk Renea Campbell, Human Resources/Administrative Services Director Robb Van Cleave in the Chambers, various county employees and residents via telephone.</p> <p>Interim - Chairman Sizemore opened the public hearing requesting a staff report.</p> <p>WGAP Executive Director Leslie Naramore provided an age statistics review of citizens funded by Community Development Block Grant dollars, which included the Skamania and Klickitat County residents for rental assistance, housing projects, food preparation in the Community Youth Center and additional food programs.</p> <p>Upon completion of the staff review, Interim - Chairman Sizemore opened the meeting to receive public comment and asked if there was anyone else who wished to comment. Hearing no response, he closed the hearing to further comment and called for Board discussion.</p> <p>* Note: Copies of the Community Development Block Grant application were.</p>

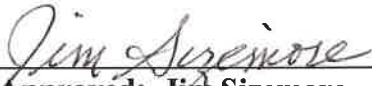
	<p>provided and are available to the public</p>
<p>Public Meeting: To consider approval of Short Plat, SPL 2020-04; parcel number 03-13-1100-0025/00; in the Lyle vicinity. Applicant: Virgil Harper.</p>	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): To consider approval of Short Plat No. SPL 2020-04; parcel number 03-13-1100-0025/00; grant final approval, Applicant: Virgil Harper.</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 stated Short Plat No. SPL 2020-04 is a proposal to create 3 lots from parcel 03-13-1100-0025/00. The proposed short plat is located in the Lyle vicinity.</p> <p>Ms. Lee advised the administrative review of this short plat 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>Department Update/Report:</p>
<p>Human Resource and Administrative Services Department update follow-up.</p>	<p>Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Clerk Renea Campbell, Public Health Director Erinn Quinn, Chief Jail Deputy Carmen Knopes, Chief Deputy Auditor Heather Jobe, Payroll Analyst Nicole Barnes in the Chambers, various county employees and residents via telephone.</p> <p>Human Resources/Administrative Services Director Robb Van Cleave reported on support staff in the Emergency Operations Center and the Public Health Department, noting the HR Department is continuing to negotiate stipend salaries where necessary.</p> <p>Director Van Cleave provided an update on a purchase request on this afternoon's consent agenda to purchase a PolyComm Video Conference System software, stating the system will be installed in the East District Court Office first.</p> <p>Director Van Cleave stated the American Federation of State, County and Municipal Employees Staff Representative, Eddie Allan, Department of Emergency Management Director Jeff King and the Human Resources/Administrative Services Department are in agreement and support of a third party review assessment of the Emergency Management Department to identify potential areas of improvement.</p> <p>Director Van Cleave requested and received permission to proceed with researching information regarding the costs, timelines and potential vendors to conduct the assessment.</p>
	<p>Payment Approvals:</p>
<p>Voucher Certification and Approval</p>	<p>* Approved Warrants (M/Sauter, S/Johnston. Passed unanimously): Accounts Payable: (#299416 – 299491), (299520 – 299520) \$80,199.40.</p>

	<p>For the date ending July 6, 2020.</p> <p>There were no Payroll warrants requiring approval.</p>
	<p>New Business:</p>
	<p>Approved (M/Sauter, S/Johnston. Passed unanimously): Contract (C14120) Amendment to (C21318) between Klickitat County (Public Works Department) and ADCOMM Engineering for the purpose of amending the Scope of Work to include defining the equipment required for purchase; services associated with installation, configuration, and testing of the radio system equipment at the Stacker Butte radio site and Goldendale 9-1-1 prime site; coverage drive testing of adding Stacker Butte to the simulcast system; and associated equipment staging and simulcast optimization of equipment in the field. The estimated total cost of this amended work is anticipated to not exceed \$136,000, an increase of \$37,000 over the original not-to-exceed contract, with the remaining value of \$99,000 as of April 20, 2020. (see contract for specifics)</p>
	<p>Sheriff Bob Songer, Undersheriff Mike Kallio, Chief Jail Deputy Carmen Knopes, Deputy Pat Kaley, Chief Civil Deputy Karen Elings, Clerk Renea Campbell, Adult/Juvenile Probation Director Larry Barker in the Chambers, various county employees and residents via telephone.</p> <p>Interim-Chairman Sizemore stated Washington State Association of Counties has requested Commissioner attendance to a Zoom meeting regarding the Washington Association of Sheriffs and Police Chiefs recommendations for law enforcement reform, Commissioner Sauter stated he would be participating.</p> <p>A discussion was held regarding five (5) emails received that stated opposition of allowing the Sheriff's Office to purchase an annual subscription to Grammarly for twenty-two (22) users and a Pix4D mapper for drone investigation mapping.</p> <p>Sheriff Songer stated his concerns with the frequency in which future Sheriff Department requests are going to be met with opposition, followed by Chief Jail Deputy Carmen Knopes's report on the need for an annual subscription to Grammarly; Deputy Knopes reported the amount of overtime spent writing reports and the importance of accuracy, Deputy Knopes noted reports that get seen as high as the Federal level are more likely to be heavily scrutinized.</p> <p>Deputy Pat Kaley reported on the Pix4D mapper for drone investigation mapping, stating the County has been conducting their crash investigations; Washington State Patrol has had involvement in this process in the past but due to response times and employee staff levels Deputy Kaley will be responding on the County's behalf.</p> <p>The Board thanked Sheriff Songer and staff for providing an overview of the purchases and their continued professionalism, the Board stated the County has an exceptional presence of law enforcement.</p>

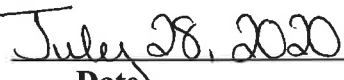
	Consent Agenda:
	<p>Approved (M/Johnston, S/Sauter. Passed unanimously): the Consent Agenda with eight (16) items.</p> <ul style="list-style-type: none"> * 1) A purchase request from the Public Works Department for five (5) Adobe Acrobat Pro DC Software License and one (1) Microsoft Project Standard. The software cost is \$2,765.28 including sales tax. * 2) A purchase request from the East District Court for a Poly Studio Video Conference System. The total purchase price is \$4,414.06 including sales tax. * 3) A purchase request from the East District Court for a Poly One Touch Dial Cloud Service Subscription. The total purchase price is \$941.70 including sales tax. * 4) A purchase request from the Sheriff's Department for an annual subscription to Grammarly for twenty-two (22) users. The total purchase price is \$3,429.25 including sales tax. * 5) A purchase request from the Sheriff's Department for a Pix4D mapper for drone investigation mapping. The total purchase price is \$5,524.43 including sales tax. * 6) A purchase request from the Human Resources/Administrative Services for a Domain Hosting Licenses; Pexip Cloud Google Hangouts Meet Interoperability; Trusted Trunk and Pro Support from AVI Systems. The total purchase price is \$5,474.98 including sales tax. * 7) Memorandum from the Planning Department setting a public meeting to be held on the 14th day of July 2020, at 1:30 PM to consider approval of Short Plat, BL 2019-13; parcel number 03-10-2331-0001/00 and 03-10-2342-0005/00; in the White Salmon vicinity. Applicants: Rowlen/Swick/Catron. * 8) Grant Agreement (C14220) between the Washington State Department of Commerce, Community Services and Housing Division, Office of Crime Victims Advocacy and Klickitat County (Juvenile Department) to provide grant funding in the amount of \$71,033.00 to support transportation, lodging and fees for training, effective July 1, 2020, through June 30, 2021. 9) Interlocal Agreement (C14320) between Skamania County and Klickitat County (Juvenile Department) to allow Klickitat County's Court Appointed Special Advocate (CASA) program to provide assistance to Skamania County Superior Court; Skamania County will pay \$12,000 in four (4) quarterly payments, commencing on September 30, 2020. The agreement shall be effective July 1, 2020; it will remain in effect for one (1) year and can be renewed annually. 10) Award and execute the Small Works Contract (C14420) between DIVCO Inc. and Klickitat County (Public Works Department) for a two (2) year Service Contract for the maintenance of the Klickitat County Facilities HVAC Systems, in the amount of \$49,342.50. 11) Award and execute the Small Works Contract (C14520) between Pacific Power Group, LLC. and Klickitat County (Public Works Department) for a two (2) year Service Contract for the maintenance services and repairs for generators located in Goldendale and White Salmon, WA., in the amount of \$11,343.11. 12) Supplemental Agreement No. 1 (C14620) between Klickitat County (Public Works Department) and Traho Architects, P.S. for the purpose of providing on-call Architectural Services, Courthouse Historical Grant for the Exterior Stair Improvement, Superior Court Remodel Design and General Architectural Services.

	<p>13) Resolution No. 10220 in the matter of updating the policy and procedures for handling service requests and complaints involving County Roads, pursuant to WAC 136-50-053. The County Road Administration Board requires counties to have a Complaint Handling Policy on file meeting the criteria of WAC 136-50-053.</p> <p>14) Resolution No. 10320 in the matter of creating a policy and procedures regarding approval of work for other public agencies and county departments, pursuant to WAC 136-50-054. The County Road Administration Board requires counties to have a Work for Other Policy on file meeting the criteria of WAC 136-50-054.</p> <p>15) Services/Independent Contractor Agreement (C14720) between Klickitat County (Department of Emergency Management) and Scott Koehler for the purpose of compensating his position as a Plans Section Chief, Incident Commander for the COVID-19 Pandemic Emergency Operations Center through Federal Funding sources.</p> <p>16) Klickitat County Small Business Emergency Grant Agreements (C14820-C16920) between Klickitat County (Economic Development Department) and local business' to provide Coronavirus Aid, Relief, and Economic Security Act funding assistance through the Washington State Department of Commerce to ensure the public health and promote public welfare, including ameliorating the economic hardship caused by business closures associated with the COVID-19 pandemic. The intended outcome of this agreement is to support a business in Klickitat County impacted by the COVID-19 emergency in order to prevent the closure of the business.</p>
	<p>The Board continued a discussion of the County budget process and encouraged citizens to be involved, stating Klickitat County provides a very reasonable budget for all the departments and funds many extra services. There won't be departments or areas defunded to fund other areas, the Board has made a priority to invest additional funds into low-income-affordable housing, the Veterans' Services, Senior Services and many low-income programs.</p> <p>The Board stated there are a lot of programs the County has chosen to fund, many counties cannot provided the same services.</p>
	<p>Approval of Commissioner Meeting Minutes</p>
<p>Approval of Meeting Minutes</p>	<p>* Approved (M/Sauter, S/Johnston. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for June 23, 2020, as presented.</p>
	<p>Board Pending:</p>
<p>Issues as determined by the Board of Commissioners</p>	<p>* Board correspondence noted for record: A letter of support to the Washington State Department of Commerce, Community Engagement and Outreach Program Coordinator, Mary Baldwin, to express the Klickitat County Board of Commissioner's strong support for Washington Gorge Action Programs Childcare Partnership Grant Application.</p>

	The Board requested staff to prepare a formal request to Prosecutor David Quesnel with respect to the county's liability concerning a variance to the Building Permit Requirements from the Health Departments' role in the building permit process ensuring an adequate water supply.
Adjournment	Approved (M/Sauter, S/Johnston. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 2:32 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 7-07-20.


Approved: Jim Sizemore
Interim - Chairman of the Board




Date