

**Klickitat County**  
**Board of Commissioners**  
**Minutes – Meeting of Tuesday, August 30, 2022**

**Morning Workshop Session**

Chairman Jacob Anderson called the meeting to order at 9:45 AM. Commissioners Anderson, Christopher, and Sauter were present.

**Executive Session: Annual Performance Evaluation:**

At 9:45 AM Chairman Anderson 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. It was noted the session would last fifteen (15) minutes.

The Board convened back into Regular Session at 10:00 AM. No action was taken.

**10:00 AM – Public Works/Road Department Update:**

Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter, various County elected officials, employees, and members of the public present in person and via Zoom.

Public Works Director Gordon Kelsey reported on items on the Consent Agenda followed by an update on construction projects, road crew maintenance assignments, and facilities repairs and upgrades.

Public Works Deputy Director Jeff Hunter reported on the status of the Courtney Road safety project as well as the Satus Pass radio site, noting that construction is underway.

Director Kelsey reported on the road haul agreement for Middle Road and the challenges with the structure of the road; a discussion followed regarding updating the current road haul agreement and proposed changes to future agreements.

The Board was in support of Director Kelsey pursuing a speed limit change pursuant to an RCW provided by the Prosecuting Attorney.

The Board recessed at 10:25 AM for two (2) minutes.

**10:30 AM - Human Resource (HR) and Administrative Services Department Update:**

Attendance: HR & Administrative Services Director Robb Van Cleave, Auditor Brenda Sorensen, HR Manager KC Sheridan, Fiscal Manager Jenn Neil, various County elected officials, employees, and members of the public present in person and via Zoom.

HR & Administrative Services Director Robb Van Cleave reported on consent agenda items, followed by a brief discussion regarding exempt employees' hours worked.

HR Manager KC Sheridan reported on the Department of Retirement Services and Public Employee Benefit Boards Insurance contribution rates.

HR Manager Sheridan reported on open job positions within the County, followed by a County insurance update from Director Van Cleave.

Director Van Cleave reported on the Information and Technology Department, noting the new IT Manager has started, followed by stating the Senior Services Department and Sheriff's Office would like to increase the vehicle monitoring software on their fleet. A discussion continued regarding the importance of the fleet management software and utilizing a shared vehicle for Offices or Departments to use without designating a specific vehicle.

The Board agreed to allow the Offices and Departments to move forward with installing the software on their vehicle if they request the software; a follow up conversation will be held during an upcoming workshop.

Director Van Cleave reported on the Solid Waste Department, noting he has been in contact with the Department of Ecology regarding the post closure of the Horse Thief Lake landfill.

Director Van Cleave advised of a composting plan that will need to be implemented in the coming year, he will continue to provide updates as needed.

**Motion (M/Sauter, S/Christopher. Passed unanimously).** To recess for lunch at 11:24 AM.

**Commissioner's Business Meeting**

Chairman Anderson reconvened the Regular Meeting for Tuesday, August 23, 2022, at 1:00 PM, opening with the Pledge of Allegiance. All three (3) Commissioners were present.

**Agenda:**

**\*Approved (M/Christopher, S/Sauter. Passed unanimously).** Business Agenda with an Add-on under New Business: RAP (Rural Arterial Program) Grant applications (Final Prospectus) for replacement of the Schrantz Road Bridge and for the Sunnyside Road Resurfacing Project.

**Approval of Commissioner Meeting Minutes**

**\*Approved (M/Sauter, S/Christopher. Passed unanimously):** the Klickitat County Board of Commissioners Meeting Minutes for August 23, 2022, as presented.

**Citizen Comment: Comments will be limited to three (3) minutes per individual.**

Dave Barta reported on his meeting with the Yakima County Commissioners yesterday regarding industrial solar project ordinances created in their county.

Gabrielle Gilbert inquired about a childcare facility and the lack of childcare in the area. Ms. Gilbert requested the commissioners meet with leaders in the city of White Salmon.

Delmar Eldridge inquired about damage industrial solar will create as well as stating the comment period time limit should be extended.

Ruby Irving stated views of the commissioners as seen by herself; and requested nothing be said about her no longer being employed by the county.

Greg Wagner reported on past moratoriums the county has implemented and the reasons surrounding the moratorium requests from citizens. Mr. Wagner reviewed the plans in the county that need to be updated.

Pat Arnold inquired if Commissioner Sauter will work in the Planning Department as a Long-Range Planner, Commissioner Sauter stated he does not plan to be employed by the Planning Department. Ms. Arnold inquired if the commissioners have any updates regarding filling the Long-Range Planner position.

Commissioner Sauter stated the Planning Department Director has requested to change her organizational chart, to fill the open positions.

Chairman Anderson thanked Mr. Barta and stated he intends to meet with the neighboring commissioners as suggested, followed by an update on the child care situation in Klickitat County.

Chairman Anderson responded to Mr. Eldridge stating the elected officials are very hardworking personnel, followed by apologizing to Ms. Irving about any rumors that have been spread about her assuring he has never personally been a part of such an act.

Chairman Anderson responded to Mr. Wagner stating he prefers to spend time working with the citizens rather than respond to accusations, followed by addressing the open Long-Range Planner position in the Planning Department.

Commissioner Christopher thanked Mr. Barta for the communication and the presentation he has given, Commissioner Christopher hopes to have a qualified applicant for the Long-Range Planner position soon.

#### **Public Meetings/Public Hearings/Bid Openings:**

**Public Meeting to consider approval of Boundary Line Adjustment BLA2022-09; Applicants: Edward Tyson Cross, Jaime Pulido, and Christine Douglas.**

Assistant Planner Alisa Grumbles reported that Boundary Line Adjustment BLA2022-09 is a proposal to adjust the common property line between Parcels 04-11-3120-1301/00 and 04-11-3108-012/00 off of Arrow Line in the Husum vicinity.

Assistant Planner Grumbles advised that an administrative review of the boundary line adjustment has been completed and all conditions attached to the preliminary approval have been met.

**Approved (M/Sauter, S/Christopher. Passed unanimously).** Motion granting preliminary approval to Boundary Line Adjustment BLA2022-09, which adjusts the common property line between Parcels 04-11-3120-1301/00 and 04-11-3108-012/00 off of Arrow Line in the Husum vicinity; Applicants: Edward Tyson Cross, Jaime Pubido and Christine Douglas.

#### **Consent Agenda:**

**\*Approved (M/Christopher, S/Sauter. Passed unanimously):** Consent Agenda with five (5) items.

- 1) **\*Washington State Opioid Settlement Agreement (C15922) Participation Form, Allocation Agreement (C15922-A), and Washington Memorandum of Understanding (C15922-B)** between Washington Municipalities for the purpose of signing on and participating in the Washington State Opioid Settlement Agreement.
- 2) **\*Scheduling public meetings to be held Tuesday, September 6, 2022, at 1:30 PM as follows:**
  - To consider approval of Boundary Line Adjustment BLA2022-07, Parcel #s 05-15-2716-1604/00 and 05-15-2715-1503/00, in the Goldendale vicinity; Applicants: Lawton Creek LLC.
  - To consider approval of Subdivision, SUB 2019-02; Parcel No. 04-10-0219-1504/00 in the BZ Corner vicinity; Applicant: Matt Graves.
- 3) **\*Resolution No. 07422** in the matter of rescinding Resolution No. 17719 requiring exempt employees to record actual hours worked, effective September 1, 2022, Exempt employees will return to reporting exception hours only (e.g. sick leave, vacation leave, military leave, administrative leave) on monthly time sheets as was the practice prior to January 1, 2020.
- 4) **\*Reimbursement Agreement (C16022)** between Klickitat County (Public Works Department) and the Klickitat County Fire District No. 1 to reimburse the County for the cost of the work performed.
- 5) **\*Credit Card Service Agreement (C16122)** between the Klickitat County (Auditor's Office) and Automated Merchant Systems for the purpose of allowing online access and payment for recording services.

#### **Voucher Certification and Approval**

**\*Approved (M/Christopher, S/Sauter. Passed unanimously).** Pay Estimate No. 4 to James Dean Construction, Inc. in the amount of \$574,764.48 for the Courtney Road Project, CRP 342 & CRP 353.

**\*Approved (M/Sauter, S/Christopher. Passed unanimously).** Pay estimate No. 27 to Kirby Nagelhout Construction Company in the amount of \$57,608.47 which excludes retainage in the amount of \$2,880.42 and includes sales tax in the amount of \$4,320.64, for a total payment amount of \$59,048.68, for the County Services Building Project, Contract No. C03120.

**\*Approved Warrants (M/Sauter, S/Christopher. Passed unanimously).** Accounts Payable: (#316224 - 316336) and Direct Deposit #974, \$794,885.18. Payroll Warrants: (#231921 – 232180), Co. Benefit Warrants: (316136 – 316144), Electronic Transfer (#973), in the amount of \$1,055,376.09, for a combined total of \$1,850,261.27 for the date ending August 29, 2022.

**New Business:**

**Approved (M/Sauter, S/Christopher. Passed unanimously):** Rural Arterial Program (RAP) Grant applications and Final Prospectus for replacement of the Schrantz Road Bridge and the Sunnyside Road Resurfacing Project.

**Elected Official Report/Update: Treasurer's Office Update:**

Treasurer Greg Gallagher provided an update on the August 26<sup>th</sup> Finance Committee meeting, followed by an update on the payments made on the new building.

Treasurer Gallagher reported on budget discussions regarding the Dallesport Waste Water Treatment Plant.

**Board Pending:**

Chairman Anderson provided an update on the Landfill Gas Improvement Committee meeting to review funding applications for water and wastewater infrastructure improvements/upgrades for Glenwood, Ponderosa Park, Goldendale, Lyle and Dallesport.

The Board took a 10 minutes recess at 2:32 PM **(M/Sauter, S/Christopher. Passed unanimously).**

Commissioner Christopher reported on discussions he had regarding the current public defender services contract and the advertising necessary to attract qualified public defender attorneys for the next contract period. The Board discussed options for advertising for public defender services.

The burn-ban ordinance was discussed, Commissioner Christopher noted the BBQ and pizza ovens should not have to request a variance. The Board will have further discussions regarding amending the current ordinance.

Chairman Anderson provided an update on the transfer of the Airport water right, noting the Federal Aviation Administration should make the final decision whether the Airport received an adequate value for the water right.

**(3:20 PM) (M/Sauter, S/Christopher. Passed unanimously).** There being no further business before the Board, the meeting was adjourned until 9:30 AM on Thursday, September 1, 2022, for scheduled 2023 Budget workshops.

**Thursday, September 1, 2022 - Regular Meeting Extension: 2023 Budget Workshops.**

Chairman Anderson called the workshop to order at 10:30 AM. All three (3) Commissioners were present.

Attendance: Treasurer Greg Gallagher, Auditor Brenda Sorensen, Chief Deputy Auditor Heather Jobe, Human Resources & Administration Services Director Robb Van Cleave, Fiscal Manager Jenn Bartley and members of the public were present throughout the budget workshops.

Fiscal Manager Jenn Bartley provided an overview of budget amendments submitted for the 2022-2 Supplemental Budget hearing.

Review and discussion regarding fund balance for the General Fund at the end of 2020, 2021 and an estimated ending balance for 2022 followed. The Board also had a discussion concerning anticipated insurance renewal costs.

Emergency Management Director Jeff King advised of another Communications Officers resignation.

**10:30 AM - WSU Extension**

WSU Extension Director Hannah Brause presented the 2023 proposed budget for the WSU Extension Office, advising that the 4-H Program Coordinator position is still open. Ms. Brause requested Board consideration for making the WSU Office Manager position a full time position.

**11:00 AM - Adult Probation**

Chief Adult Probation Officer Courtney Cooke presented her 2023 budget and advised that she is proposing to fill her former position due to high caseloads, which have made it difficult for her to manage administrative duties. The Board discussed the possibility of using Opioid Settlement funds and funding from the True Blood decision to fund a Crisis Case Manager position in the Adult Probation Department, there was also discussion about seeking funding from the cities for adult probation services they receive.

**11:30 AM - Assessor's Office**

Attendance: Assessor Crista Schroder, Chief Appraiser Billi Bare and Chief Deputy Assessor Jessica Byers.

Assessor Schroder reviewed the Assessor's Office 2023 proposed budget, which included wages & benefits, an increase in education/training, and estimated insurance costs. Assessor Schroder advised that she has a ninth position within the Assessor's Office organization chart that has been left unfilled, due to increased workloads she will be filling the position for 2023.

Discussion followed regarding assessment methods for commercial solar projects. Assessor Schroder advised that commercial solar is assessed as a facilities on leased land, assessments are consistent, fair and equitable, to change the assessment method would require legislative action.

**(M/Sauter, S/Christopher. Passed unanimously):** Motion to recess for lunch at 12:04 PM until 1:00 PM

**1:30 PM - Natural Resources/Economic Development Department**

Natural Resources/Economic Development Director Dave McClure reviewed proposed 2023 budgets for the Natural Resources and Economic Development. Director McClure stated that he is proposing to add an additional Economic Development FTE to be funded with .09 Distressed Counties funding. Discussion and review of 2023 budgets for Salmon Recovery, and Affordable Housing followed.

**1:45 PM - Public Works Department**

Attendance: Public Works Director Gordon Kelsey, Deputy Director Jeff Hunter and Deputy Finance Director Pam Bierele.

Director Kelsey presented the Buildings & Grounds 2023 proposed budget, which included a comparison of actual expenditures from 2018 to 2021. Discussions followed concerning insurance costs, advertising costs to fill vacant positions, contract janitors, operational cost of the county services building, and the cost to operate the county fair.

Mr. Hunter provided overviews of the 2023-2028 Non Capital and Capital Improvement Plans proposed remodels/upgrades for the Courthouse, Jail/Sheriff, Dispatch, Pioneer Center and Fairgrounds. Discussion continued regarding REET funded projects at the airport and radio sites. Treasurer Gallagher explained how REET funds are used and managed.

Auditor Sorensen advised of an IRS fine due to a payment transaction being a day late. Auditor Sorensen noted that she will pay the fine and start the appeal process to recover a portion of the fine.

The Board discussed options to account for additional 2023 budget requests.

**(M/Sauter, S/Christopher. Passed unanimously):** The workshop was adjourned at 3:30 PM.

\* Reference Document on File. The Board of Commissioners' minutes is action minutes. A digital recording is on file as part of the official record and available on file 8.30.2022 Board of County Commissioner's Meeting. Please Note: All Commissioner meetings and workshops are open to the public to attend. Meetings are recorded, Workshops are NOT recorded.

  
Approved: **Jacob Anderson**  
Chairman of the Board



9-13-22  
Date