

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, November 30, 2021**

Agenda Item - Comment/Disposition

Call to Order/Roll Call

Chairman David M. Sauter called the meeting to order at 9:30 AM. Commissioners present: David M. Sauter, Jacob L. Anderson, and Dan Christopher.

Executive Session: Annual Performance Evaluation

At 9:30 AM Chairman David Sauter 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. Chairman Sauter noted that the session would last fifteen (15) minutes.

The Board convened back into Regular Session at 9:45 AM.

Workshop Session Agenda

9:45 AM – Code Compliance Department Update:

Attendance: Code Compliance Officer Lem Pratt in the Chambers, various county employees, and residents via Zoom.

Code Compliance Officer Lem Pratt reported on the code cases received, closed, and resolved, followed by a report on the difference in code compliance case types.

Code Compliance Officer Pratt inquired about an opinion request regarding Title 24, followed by a clarification from Clerk of the Board Lee Snell regarding the public process for Title 15. Auditor Brenda Sorensen stated she is currently working with the Prosecuting Attorney regarding the approval of the Title.

The Board requested the Clerk's of the Board follow up and post the Title on the County Commissioner's webpage.

Code Compliance Officer Pratt reported on his recent investigation into living in recreational vehicles (RV), a discussion followed about allowing occupation in the RV and the potential for raw sewage from RVs without septic.

10:15 AM - Department Update/Report:

Attendance: Public Works Director Gordon Kelsey, Public Works Deputy Director Jeff Hunter in the Chambers, various county employees, and residents via Zoom.

Public Works Director Gordon Kelsey reported the grant fee waiver of \$150 for the Dallesport Annual Christmas Bazaar in exchange for in-kind service.

A report was provided on the construction projects, road designs, maintenance projects, noting the crews are spot patching in Bickleton, cleaning ditches in the Goldendale area, and grading the middle road. The solar farm on Middle Road will continue maintenance beyond the Public Works Crew road maintenance provided this month.

A discussion was held about the glass and blind installation in the new Services Building, followed by an inquiry and discussion about the installation of the panic buttons in the Commissioner's Chambers.

Director Kelsey reported on the parking lot construction around the Courthouse and the Courthouse entry project.

Public Works Deputy Director Jeff Hunter reported on the radio site projects, followed by a discussion of the easement and lease price of the property for the Satus Pass Radio Tower.

Director Kelsey requested and received approval to proceed with the advertising process for a Clerical Administrative Assistant I, II, or III.

A brief discussion was held about the adoption of 2022, budget.

Former Commissioner Joan Frey requested the Board remain the owners of Atwood Road and Major Creek Road and continue to work with the Forest Service allowing the citizens to use it for recreation as well as emergency access roads. The Board was in support.

A discussion was held about Atwood and the easements the County has.

10:45 AM - Sheriff Bob Songer's Elected Report/Comment:

Attendance: Sheriff Bob Songer, Under-Sheriff Tim Neher, Chief Civil Deputy Karen Elings, Chief Jail Deputy Carmen Knopes, in the Chambers, various county employees, and residents via Zoom.

Sheriff Bob Songer reported on the calls for service and civil papers served between January 1, 2021, to November 29, 2021, followed by an update on the Sheriff's Office and Possee Member's attendance in local events.

Sheriff Songer provided a staff report, followed by a brief update on upcoming Christmas events in the area and the local food drive.

Chief Jail Deputy Carmen Knopes reported on the jail staff, the training, court trials, recent transportations, and the upcoming Christmas accommodations for the inmates in the jail.

Chief Civil Deputy Karen Elings reported on the body camera delays the Sheriff's Office is experiencing due to grant changes, a discussion followed about the use of recording devices for Deputies to facilitate interviews.

A discussion followed about the type of service calls that the Deputies are responding to in connection with suicides.

Sheriff Songer reported on his joint efforts with the City to open an animal shelter.

Approved (M/Christopher, S/Anderson. Passed unanimously): The Board recessed for lunch at 11:13 AM.

Call to Order/Roll Call:

Chairman Sauter reconvened the meeting at 1:00 PM. Opening with the Pledge of Allegiance. All three (3) Commissioners were present.

Agenda:

Approved (M/Christopher, S/Anderson. Passed unanimously): The Business Agenda as presented.

Approval of Commissioner Meeting Minutes

There are no minutes requiring approval.

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

Greg Wagner with C.E.A.S.E stated projects are to pay the County fees. Mr. Wagner inquired if legal counsel was

consulted regarding the fees.

Lynn Mason advised the sound quality of the meetings in the new County Services Building in the Chambers is not as good as it was in the past. Ms. Mason stated she feels living on the westside activities are often forgotten, Ms. Mason noted the Sheriff reported activities on the eastside and reported on the upcoming tree lighting ceremony in White Salmon.

Kathy Moco from Goldendale advised she has known Commissioner Anderson and Chairman Sauter for quite some time and not Commissioner Christopher as much but stated she feels bad for the Board as citizens are shedding a negative light on the Board. Ms. Moco stated this county is very well run and one of the less expensive counties to live in, in the State of Washington.

Chairman Sauter stated he encourages citizens to attend meetings and to do their research as there is a lot of false information and turmoil right now.

Solid Waste Director Ruby Irving inquired if there is a time that each Commissioner can advise what is going on in their district, noting that beyond what is happening right here where the departments are located.

Goldendale resident Susan Kelsey stated some groups in the area related to the bigger projects are saying the same things over and over and what should be the proper avenue they take to investigate the legality of their claims.

Elaine Harvey of Goldendale stated there is evidence in the Environmental Impact Study for the past solar farm that was approved and it was information from a wind farm, not a solar farm. Ms. Harvey stated the information was not generated but believes it was a copy and paste.

White Salmon resident Gabrielle Gilbert congratulated the Commissioners on the new building and inquired about daycare in the county and would like to have childcare added to the 10-year Strategic Plan Update.

Chairman Sauter stated it is the people's building and it is a beautiful building.

Sheri Bousquet is inquiring on how much money the departments will be requesting for their supplemental budget. Fiscal Manager Jenn Bartley advised that all budget information is posted on the County Website.

Goldendale Ken McKune stated his opposition to decommissioning of the old downtown Public Utility District Building that the Public Health, Planning, Informational Technology, and Building Department were in. Mr. McKune would like the building to be returned to the private sector.

Chairman Sauter reported the County Service Building went through extensive public hearings and a very involved public process, the city requirements are to provide parking and the county is complying with the plans that were approved.

Public Meetings/Public Hearings/Bid Openings:

Boundary Line Adjustment BLA2021-05, in the Goldendale area; Applicant: 101 Bar Ranch, LLC.

Attendance: Assistant Planner Denise Lee, Human Resources/Administrative Services Director Robb Van Cleave, Treasurer Greg Gallagher, Fiscal Manager Jenn Bartley, one (1) citizen in the Chambers, various county employees, and residents via Zoom.

Assistant Planner Denice Lee stated Short Plat No. BLA2021-05 is a proposal to adjust the common property line between parcels 03-18-1251-0001 /00 and 03-18-1200-0001 /00. The proposed boundary line adjustment is located within the Goldendale vicinity.

Assistant Planner Lee stated an 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.

Approved (M/Anderson, S/Christopher. Passed unanimously): Final approval of Boundary Line Adjustment BLA2021-05, Parcel No. 03-18-1251-0001/00 and 03-13-1200-0001/00 in the Goldendale area; Applicant: 101 Bar Ranch, LLC.

Public Hearing: To consider Adoption of the Klickitat County Capital Improvement Plan from 2022-2027

Attendance: Fiscal Manager Jenn Bartley, Human Resources/Administrative Services Director Robb Van Cleave, Treasurer Greg Gallagher, one (1) citizen in the Chambers, various county employees, and residents via Zoom.

Chairman Sauter declared the public hearing open advising the purpose of the hearing is to accept public testimony both in favor of and opposed to the proposed 2022-2027 Capital Improvement Plan.

Fiscal Manager Jenn Bartley advised continuing the public hearing to consider the Adoption of the Klickitat County Capital Improvement Plan from 2022-2027.

Chairman Sauter stated he is in favor of continuing the hearing followed by opening the public hearing for the purpose of receiving public testimony both in favor of and opposed to the 2022-2027 Capital Improvement Plan noting that comments regarding the Six-Year Road Plan and Annual Road Program have already been heard during the Road hearings for such and will not be heard today, no one spoke.

Chairman Sauter inquired about the continuation of this budget as well as the Public Works Plans and would like to leave the written comment period open.

Chairman Sauter closed the public hearing to further oral comments.

Commissioner Christopher inquired about the budgets appropriations for this year that will impact next year's budgets, a discussion followed

Approved (M/Anderson, S/Christopher. Passed unanimously): to continue the hearing for the adoption of the Capital Improvement Plan until December 7, 2021; closed to oral comment but open to written comment.

Consent Agenda:

***Approved (M/Anderson, S/Christopher. Passed unanimously):** The Consent Agenda with sixteen (16) items.

- 1) **Resolution No. 11921** in the matter of reappointing members to serve on the Klickitat County Veterans' Advisory Board.
- 2) Letter and **Resolution No. 12021** in the matter of appointing Kelly Regan of White Salmon, Washington to serve on the Klickitat County Board of Equalization representing Commissioner District No. 1.
- 3) Solid Waste Management Community Letter Cleanup Program Agreement (**C21121**) (SWMCLCP-2123-KICoSW-00053) between Klickitat County (Solid Waste Department) and the Washington State Department of Ecology for the purpose of providing funding in the amount of \$72,624 to be used for litter and illegal dump cleanup and education, outreach and litter prevention.

- 4) Letter of Engagement agreement (**C21221**) between TDJ, CPA Inc., and Klickitat County for the purpose of providing professional services to assist with the Lost Revenue calculation required under the ARPA funding.
- 5) Request from the Planning Department to allow employees to carry over vacation hours over the cap of 160 hours into 2022, to be used by June 30, 2022.
- 6) Request from the Emergency Management Department to allow employees to carry over vacation hours over the cap of 160 hours into 2022.
- 7) Request from Larry Barker, Juvenile/Adult Probation Director to carry over vacation hours over the cap of 160 hours into 2022.
- 8) Co-Location Lease Agreement (**C21321**) between the City of Richland, Washington, and Klickitat County (Department of Emergency Management) for the Golgotha Butte Radio Site location.
- 9) Scheduling a public meeting to consider approval of a Boundary Line Adjustment, BLA2021-10, Parcel No's 04-15-2550-0002/00 and 04-15-2500-0008/00 located in the Goldendale vicinity; Applicant: Paul Gregg and Darrel Smith.
- 10) Personnel Authorization to begin the advertising process to fill a vacant Senior Accountant I/System Administrator position at Grade 69, Step 1-3 within the Public Works Department.
- 11) Independent Contractor Agreement (**C21421**) between Gorge Country Media and Klickitat County (Solid Waste Department) to provide radio advertising services as directed.
- 12) Professional Services Agreement (**C21521**) between Anna Coughlin and Klickitat County (Public Health Department) to support the Breastfeeding Program, Perinatal Mental Health Program, Maternal Child Health Block Grant, and the Mid-Columbia Children's Council MOU.
- 13) 2018-2021 Consolidated Contract Amendment No. 23 (**C21621**) (CLH18250) between the Washington State Department of Health and Klickitat County (Public Health Department) for the purpose of amending statements of work for the COVID-19 Coordinated Response, effective July 1, 2020, and the Foundational Public Health Services, effective July 1, 2021. The contract amount will increase by \$575,00 for a revised maximum consideration of \$3,618,280.
- 14) Interagency Grant Agreement (**C21721**) through the Community Development Block Grant Program, Public Services Grant between the Washington State Department of Commerce and Klickitat County (Public Health Department) for the purpose of providing \$72,110 to provide public service through Washington Gorge Action Program to low- and moderate-income persons, effective July 1, 2021. and ending June 30, 2022.
- 15) Letter of Engagement agreement (**C21821**) between TDJ, CPA Inc., and Klickitat County (Public Health Department) for the purpose of providing consulting and accounting services, effective December 1, 2021, and extends to June 30, 2022.
- 16) Request from the Public Works Department to grant a fee waiver of \$150.00 for the Dallesport Annual Christmas Bazaar in exchange for in-kind services.

Commissioner Anderson left the meeting at 1:45 PM.

Payment Approvals:

Approved Warrants (M/Christopher, S/Sauter. Passed unanimously): Accounts Payable: (#310175-310312), Direct Deposit:(#946) \$337,642.58.

Payroll Warrants: (#225262 – 225539, County Benefit Warrants #310136 – 310144, Co. Benefit -Electronic Transfer #945) \$1,082,491.11, for a combined total of \$1,420,133.69 for the date ending November 29, 2021.

Miscellaneous Reports/Comments: Superior Court Judge Randall Krog Juvenile Department discussion

Attendance: Superior Court Judge Randall Krog, Juvenile Office Manager Department Debilynne Stover, Human Resources/Administrative Services Director Robb Van Cleave, HR Manager KC Sheridan, Fiscal Manager Jenn Bartley, one (1) citizen in the Chambers, various county employees and residents via Zoom.

Superior Court Judge Randall Krog inquired about the recent budget cuts, noting Juvenile Court Administrator Larry Barker is retiring this year, followed by a brief salary description of the employees in the Juvenile Department and ways to make the requested budget cuts requested by the Board.

Superior Court Judge Krog proposed reorganization of the Adult and Juvenile Departments, stating he has appointed Court Administrators in Skamania County and has had success, he plans to do the same in Klickitat County.

Chairman Sauter advised the cuts are due to the robust size of the Juvenile Department and the services they were able to provide, if the County can afford to provide them, with the budget cuts the department is being requested to adhere to the budget restraints. The department was reviewed alongside the other Juvenile Departments in the state and the Board has requested the department decrease their budgets by \$200,000.

Commissioner Christopher stated the reduction is a dollar amount, we are not picking what staff to reduce to hit that number.

The Board stated they are not able to put the departments together as much as to just provide the budget, followed by a brief discussion about how to staff both the Adult and Juvenile Departments.

Department Update/Report:

Attendance: Public Health Director Erinn Quinn, Human Resources/Administrative Services Director Robb Van Cleave, Prosecuting Attorney David Quesnel in the Chambers, various county employees, and residents via Zoom.

Public Health Director Erinn Quinn reported on the COVID-19 Vaccine outreach, followed by a brief discussion about the shot clinic schedule and allowing specific parking in the County Parking Lot.

Director Quinn reported on the COVID-19 case counts and the new Omicron Variant.

Director Quinn stated she will continue to provide mobile shot clinics and the upcoming clinic will be in Glenwood, followed by an update on the number of Flu Vaccines given, noting you can receive the COVID-19 and FLU Vaccine in the same visit.

Director Quinn reported on staff and Family Planning Funding.

Director Quinn advised the City of White Salmon's Grant Funded Safe Routes to School Project was completed, followed by advising LeeAnn Burgin has been hired as the Environmental Health Technician and will be completing the training requirements to provide food service inspections.

Director Quinn stated a renewal contract was on this afternoon's Consent Agenda for the current Certified CPA; Director stated she is still working with the Human Resource Department to draft a job description for an accountant in the Public Health Department.

Director Quinn reported on grant-funded positions and the shared positions between Klickitat County and Skamania County, followed by a discussion on the staffing levels between the County Services Building and the Pioneer Center.

Unfinished Business:

Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Fiscal Manager Jenn Bartley, Prosecuting Attorney David Quesnel, Treasurer Greg Gallagher in the Chambers, various county employees and

residents via Zoom.

Fiscal Manager Jenn Bartley advised that on November 9th a Public Hearing was held to adopt the Resolution in establishing the 2022 Tax Levy for the General Fund, Elections Reserve Fund, and Veterans Relief Fund. 2022 Washington State Department of Revenue Tax Levy Certification form for the County General Levy. Resolution establishing the 2022 Tax Levy for the County Road Fund. 2022 Washington State Department of Revenue Tax Levy Certification form for the County Road Levy.

Human Resources/Administrative Services Director Robb Van Cleave stated as discussed last year the County will continue to move towards adopting the budget prior to the end of October.

Approved (M/Christopher, S/Sauter. Passed unanimously): Resolution No. 12121 establishing the 2022 Tax Levy for the General Fund, Elections Reserve Fund, and Veterans Relief Fund.

Approved (M/Christopher, S/Sauter. Passed unanimously): 2022 Washington State Department of Revenue Tax Levy Certification form for the County General Levy.

Approved (M/Christopher, S/Sauter. Passed unanimously): Resolution No. 12221 establishing the 2022 Tax Levy for the County Road Fund.

Approved (M/Christopher, S/Sauter. Passed unanimously): 2022 Washington State Department of Revenue Tax Levy Certification form for the County Road Levy.

Commissioner Anderson re-joined the meeting at 3:09 PM.

Treasurer Greg Gallagher reported on the process that the Board will need to adopt for the sales tax second half-cent, stating during the budget process the need for additional revenues was discussed to balance the budget. The "optional" sales tax second half-cent would generate roughly \$1.6 million. The rising costs of goods, services, and wages are difficult to accommodate with the slight increase in annual property taxes and other revenue sources.

Board Pending:

Commissioner Christopher provided a draft resolution to declare Klickitat County a Constitutional County, no discussion followed.

Chairman Sauter inquired about how to allocate resources to aid the departments that are being affected by multiple requests for information as it is an overwhelming task for staff to assist in completing.

Clerk of the Board Lee Snell advised the Board of Equalization had started their three (3) day mandatory meeting with the Assessor.

Human Resources/Administrative Services Director Robb Van Cleave reported he is working with the contractor to better the sound system in the Chambers and microphones have been ordered.

Elected Official Report/Update:

Attendance: Prosecuting Attorney David Quesnel, Fiscal Manager Jenn Bartley, Treasurer Greg Gallagher in the Chambers, various county employees and residents via Zoom.

Prosecuting Attorney David Quesnel advised of a new staff member starting tomorrow, noting the support staff is fully staffed but has not had success filling the Deputy Attorney position due to the lack of housing and daycare as well as a low salary.

Prosecuting Attorney Quesnel advised with the recent retirements in law enforcement will cause quite an expense with requiring them to return to testify in cases.

Prosecuting Attorney Quesnel requested an increase in the Safe Space Grant, from \$12,000 to \$24,000 for the year 2022, with the understanding there will be no obligation for that amount in 2023, a further discussion will be held in 2022.

At 3:37 PM Chairman Sauter announced that the Board would be convening into Executive Session in accordance with RCW 42.30.110(1)(i) to discuss pending litigation with Prosecutor David Quesnel. It was noted the session would last fifteen (15) minutes.

The Board convened back into Regular Session at 3:52 PM. No action was taken.

Human Resources/Administrative Services Director Robb Van Cleave requested and received verbal approval to proceed with the advertisement for a Court Appointed Juvenile Administrator on behalf of Judge Randall Krog.

Approved (M/Christopher, S/Anderson. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 4:00 PM.

*Reference Document on File. Please Note: The Board of Commissioners' minutes are action minutes. A recording is on file as part of the official record and available online named 11.30.2021 Board of County Commissioner's Meeting.


Approved: Jacob Anderson
Chairman of the Board



1.04.2022

Date