Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, December 07, 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 twenty (20) minutes. At 9:50 AM it was announced the executive session would be extended ten (10) minutes.

The Board convened back into Regular Session at 10:00 AM. No decisions were made.

Workshop Session Agenda

10:00 AM – Public Works Department Update

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

Public Works Director Gordon Kelsey reported on the public hearings on this afternoon's agenda; Commissioner Anderson passes along a thank you from citizens on the work done on Oak Ridge Road.

Director Kelsey stated the grant-funded signs and guideposts have started being installed, the road signs are now available but the Washington State Department of Transportation let their sign inspectors go and have delayed material approval.

A report was given on the Klickitat County Services Building, noting the elevator is out of service from the 1st floor to the 2nd floor right now, followed by an update on the Departments that are moving in this week. Director Kelsey stated city staff is preparing the County's request to vacate a portion of south Grant Street for the City Council's consideration and vote.

Director Kelsey stated the east and west end road crew are repairing roads, brushing, and preparing equipment for winter.

Public Works Deputy Director Jeff Hunter reported on the radio sites, noting an agreement is in negotiations.

A brief discussion was held regarding a recent road waiver request, noting an application process will be required.

Director Kelsey reported a request has been received to lower the speed limit on Garrison Road and change the stock restriction in the area, the Board stated they would like to have a further discussion with the petitioners.

Director Kelsey requested and received verbal approval to proceed with the advertising process for two (2) positions due to upcoming retirements.

10:00 AM - Auditor - Elected Official Report/Update:

Attendance: Auditor Brenda Sorensen in the Chambers, various county employees, and residents via Zoom.

Auditor Brenda Sorensen stated the General Election has been certified with a 47.71% voter turn-out, noting there will be a February 8th election for the Centerville and Klickitat school districts. Auditor Sorensen reported she has been researching the County's Census Redistricting, stating it appears that no change in the County Commissioner Districts will be necessary, noting all citizens throughout the County vote for all three (3) Commissioner's; a discussion followed about how late the State sent the Census information to the County and the deadline is at the end of the month to make changes. A decision was made that the Auditor will take the lead on the Public Hearing to be heard in the coming weeks. Auditor Sorensen reported on Elections, recording, and the Veteran Officer, followed by a brief update on the Veteran Officer's workload.
A discussion was held about the landfill revenue and the road fund distributions, followed by a brief discussion regarding Public Works Department's paying for their office space. Clerk of the Board Lee Snell reported on the request from Clerk Renae Campbell about purchasing E-Filing Software for the Clerk's Office. The Board requested to continue the conversation with Clerk Campbell, about the funding and the filing process. Commissioner Anderson reported on his recent attendance at South West Washington Advisory Regional Health Care Advisory Committee Meeting, noting the discussion that was held was to construct a mental health facility for the region. Chairman Sauter stated he attended the Senior Service Advisory Board Meeting last week and reported on the smooth transition of citizens that were utilizing the Klickitat County In-Home Aides to now have private care. A discussion was held about the Mid-Columbia Economic Development District meetings and the loans that the committee reviews and approves.
Approved (M/Anderson, S/Christopher. Passed unanimously): The Board recessed for lunch at 11:19 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 with an add-on under New Business
Approval of Commissioner Meeting Minutes
Motion (M/Christopher, S/Anderson. Passed unanimously): to approve meeting minutes for November 23, 2021, as presented.
Citizen Comment: Comments limited to three (3) minutes
Sheri Bousquet stated C.E.A.S.E and herself are going against projects in Klickitat County such as Solar Projects and the UnderCanvass Project. Ms. Bousquet inquired if the Commissioner's know anything about the projects requiring a Conditional Use Permit in the Knight Road area, specifically the Caringer Project. Lori Anderson reported on the local food drive taking place in the area, noting there are boxes located in the Courthouse, the Klickitat County Services Building, and the Road Shops.

Ken McKune from Goldendale thanked Commissioner Christopher for participating in the Goldendale City Council Meeting last night and continuing the discussion about the surplus of Annex I, inquiring about further conversations that can take place and restore the building.

Lyle resident Oren Johnson reported he is pursuing funds from the State for a proposal to get funds to restore the Highway through Lyle, adding sidewalks, bike paths, and designing a stormwater runoff system. Mr. Johnson requested the Commissioner's support in the project.

Greg Wagner with C.E.A.S.E inquired if the Commissioners have reviewed ordinance for department's charging for large projects and voter ordinance; Mr. Wagner stated the Board should consider not cutting each department's budget by 3% as he was told by the Fiscal Manager in a meeting last week, but instead ask the employees to pay more of their health insurance and not cut the employees pay by 3%, Commissioner Christopher provided clarification that employees pay is not receiving 3% reduction as Mr. Wagner testified, but rather they will be receiving a 4% Cost of Living Allowance increase, followed by advisement on how to remove annex I. Mr. Wagner inquired if the articles had been reviewed that he sent regarding the Avingrid Corporation.

Tracy Wixman inquired if the agenda and minutes can be posted and available for citizens online, Clerk of the Board Lee Snell reported the agenda is posted online as well as outside the Chamber's Room door and the minutes are posted once approved by the Commissioners. Ms. Wixman stated she has been the primary scheduler and campaigner for the Red Cross for Co2 monitors, inquiring if there are funds available she can request to facilitate the purchase of those. Chairman Sauter advised the funds are given through the Klickitat County Public Economic Development Authority upon the request from an appropriate entity within Klickitat County.

Candy Magnuson reported the banner that has been purchased and shows a picture of land covered by solar panels and would like Klickitat County to remain solar panel free.

Delmar Eldridge inquired if the commissioners can research the companies that are proposing projects in the County, inquiring what process the Carringer solar project is in. Chairman Sauter stated he would be willing to meet with Mr. Eldridge and hold a discussion regarding these projects, Mr. Eldridge requested a town hall meeting.

Commissioner Anderson advised citizen comment is meant for the citizens to comment and there is no other county that allows back and forth discussion. Commissioner Anderson stated he will be Chairman next year and he will not allow the back and forth comments. He will meet for coffee or be available by phone and he will facilitate any professional from the County to meet and provide answers to questions. Commissioner Anderson clarified that Mr. Wagner was not told by the Fiscal Manager that the employees would be taking a 3% cut, it was not in the budget and it was not stated in any meeting. departments were to reduce their budgets of non-employee expenses by 3% and that has been discussed since the summer.

Commissioner Christopher provided clarification regarding project construction in the area and the process in which it goes through.

Public Meetings Boundary Line Adjustment BLA 2021-10

Attendance: Assistant Planner Denice Lee, Human Resources/Administrative Services Director Robb Van Cleave, Fiscal Manager Jenn Bartley, five (5) citizens in the Chambers, various county employees, and residents via Zoom.

Assistant Planner Denice Lee stated Boundary Line Adjustment No. BLA2021-10 is a proposal to adjust the common property line between parcels 04-15-2550-0002/00 and 04-15-2500-0008/00. The proposed boundary line adjustment is located within the Goldendale vicinity.

Assistant Planner Lee advised that an administrative review of the short plat has been completed and signatures have been obtained from the Road, Health, and Planning Departments, and the Treasurer's Office. Ms. Lee noted that all conditions attached to the preliminary approval have been met.

Approved (M/Christopher, S/Anderson. Passed unanimously): approval of Boundary Line Adjustment BLA 2021-10; and granting final approval. Applicants: Paul Gregg and Darrel Smith.

Supplemental budget and amendments for 2021, in the sum of $4,391,513.00.

Attendance: Fiscal Manager Jenn Bartley, Human Resources/Administrative Services Director Robb Van Cleave, Clerk Renea Campbell, Treasurer Greg Gallagher, Auditor Brenda Sorensen, Citizens Oren Johnson, and Tracy Wixman in the Chambers, various county employees and residents via Zoom.

Chairman Sauter opened the Public Hearing and requested a staff report.

Fiscal Manager Jenn Bartley provided an overview of the supplemental and amendments for the 2021 Budget.

Chairman Sauter asked if there was anyone who would like to comment on the supplemental budget.

Oren Johnson requested information on the boat ramp in Lyle, the Board advised that this hearing is just for the Supplemental Budget , other questions should be asked at another time.

Sheri Bousquet thanked Fiscal Manager Jenn Bartley for meeting with her and two (2) other citizens last week, inquiring if she is understanding correctly that the County is moving 2 million dollars from reserves to the General Fund.

Ken McKune inquired about having a budget line item for a fire truck for the city of Goldendale. Mr. McKune was advised this is a supplemental hearing and there is no budget item for a fire truck in the county's budget.

Commissioner Christopher inquired about the budgeted time attendance software, followed by a discussion about the software program proposed.

Commissioner Anderson stated he feels the software is necessary and has reviewed the technical side but he is in support of pulling the software from the supplemental at this time.

Auditor Brenda Sorensen stated she is available to answer questions regarding the software.

Citizen Delmar Eldridge inquired if the county has enough money this year and will this budget supplemental provide for extra funds to be carried over into 2022. The Board advised there will be no additional funds carried into 2022, from this supplemental

Chairman Sauter stated the funding for the time attendance software will be removed, which was followed by the motion.

Approved (M/Anderson, S/Christopher. Passed unanimously): Resolution No. 12321 in the matter of a Public Hearing to consider a supplemental budget and amendments for 2021, budget for various funds in the sum of $4,391,513.00, and directs that the County financial records shall be changed to reflect said changes.

New Business:

Attendance: Human Resources/Administrative Services Director Robb Van Cleave, Citizens Oren Johnson and Tracy Wixman, four (4) members of the Clear Risk Solutions Team in the Chambers, Judge Jeff Baker various county employees and residents via Zoom.

Judge Jeff Baker reported his plan for his courtroom for jury trials, stating he will be able to pick up rapid Self-Test Covid-19 tests and test staff in the mornings before a jury trial to ensure the jury feels confident they can attend safely.

Commissioner Anderson inquired what the separation is between the staff and the jurors, Judge Jeff Baker advised that the citizens coming into his courtroom are not voluntary and they are summoned and stated he feels an obligation to protect the citizens.

Chairman Sauter requested follow-up as Judge Baker receives it.

Approved (M/Anderson, S/Christopher . Passed unanimously): Resolution No. 12421 in the matter of scheduling a public meeting to be held Tuesday, December 21, 2021, at 1:30 PM to consider revisions to the Klickitat County Redistricting Plan and whether changes to commissioner district boundaries are warranted; And Resolution in the matter of scheduling a public hearing to be held Tuesday, December 28, 2021, at 1:30 PM to consider adoption of the proposed Klickitat County Redistricting Plan.

Miscellaneous Reports/Comments:

Attendance: Mc-Coy Holliston Insurance Owner, Principal Johnathan Blake, Clear Risk Solutions Executive Vice-President Frank Andrus, Clear Risk Solutions Program Administrator Wes Crago, Clear Risk Solutions Senior Risk Manager Mark Sherwood, Clear Risk Solutions Marketing Representative Byron Richie, Clear Risk Solutions Executive Vice-President Frank Andrus, Planning Department Director Mo-chi Lindblad Insurance in the Chambers, various county employees and residents via Zoom.

Mc-Coy Holliston Insurance Johnathan Blake reported on his past insurance involvement and services with the County.

Clear Risk Solutions Program Administrator Wes Crago reviewed the duties of the Clear Risk Solutions Pool.

Senior Risk Manager Mark Sherwood reported on the liability inspections that are available through their services, as well as American Disability Act training and Human Resource Training.

Marketing Representative Byron Richie stated there is a litigation team available to the County and followed with information available to the County for training purposes.

Clear Risk Solutions Executive Vice-President Frank Andrus reviewed the procedures the litigation team follows.

Chairman Sauter inquired about the level of exposure and the increase in litigation across the country, followed by a discussion of the additional online training available.

Department Update/Report:
Attendance: Planning Department Director Mo-chi Lindblad in the Chambers, various county employees, and residents via Zoom. Planning Department Director Mo-chi Lindblad reported on grant funding available through the Department of Ecology to update the Channel Migration map along the White Salmon River to further update the Shoreline Master Plan and Comprehensive Master Plan. Director Lindblad requested and received verbal approval to proceed with a meeting with the City of White Salmon before renewing the Interlocal Agreement between the City and the County. Director Lindblad reported on short-term rentals in Klickitat County and in the Gorge Scenic Area, followed by a discussion of the pre-submittal requirement for the short-term rental process. A discussion was held regarding the short-term rental process in Skamania County, and lodging tax received in Klickitat County. The Board recessed for five (5) minutes at 2:54

Unfinished Business:
Chairman Sauter declared the public hearing open advising the public hearing is closed to further comment. **Approved (M/Anderson, S/Christopher. Passed unanimously): Resolution No. 12521** Adoption of the Klickitat County Six Year Road Transportation Improvement Program for the years 2022-2027.
Public Works Deputy Director Jeff Hunter stated the Six-Year document is not a budget document but the Annual Road Construction Program is a budget document. **Approved (M/Anderson, S/Christopher. Passed unanimously): Resolution No. 12621** Adoption of the 2022 Annual Road Construction Program.
Written comments were received from Tracy Wixman. The Chairman responded and advised Ms. Wixman he will meet and discuss with her the budget questions after the meeting if she was available. **Approved (M/Anderson, S/Christopher. Passed unanimously): Resolution No. 12721** in the matter of Adoption of the Klickitat County Capital Improvement Plan from 2022-2027.
Chairman Sauter thanked Fiscal Manager Jenn Bartley, Human Resources/Administrative Services Director Robb Van Cleave, Treasurer Greg Gallagher, and Auditor Brenda Sorensen. Attendance: Fiscal Manager Jenn Bartley, Human Resources/Administrative Services Director Robb Van Cleave, Treasurer Greg Gallagher, Auditor Brenda Sorensen Citizens Oren Johnson and Tracy Wixman. Fiscal Manager Jenn Bartley advised there were written comments received and in one of the comments there were numbers listed that were inaccurate, in any event, they were reviewed and changed accordingly. **Approved (M/Christopher, S/Anderson. Passed unanimously): Resolution No. 12821** in the matter of establishing the 2022 Klickitat County Budget in the amount of $56,402,073.00.

Consent Agenda:

Approved (M/Christopher, S/Anderson. Passed unanimously): The Consent Agenda with six (6) items.

1) **Resolution No. 12921** in the matter a reappointing Norma Benson, Position No. 2, representing Commissioner District No. 1, Kelly Johnson, Position No. 1 representing Commissioner District No. 2 and Tony Riley, Position No. 3, representing Commissioner District No. 3 to the Klickitat County Planning Commission to serve unexpired four (4) year terms, expiring January 1, 2026, And appointing Jay McLaughlin to the Klickitat County Planning Commission filling Position No. 2, representing Commissioner District No. 2. The appointment is for an unexpired four (4) year term, expiring January 1, 2026.
2) Personnel Authorization to begin the advertising process to fill a Juvenile Court Administrator position at Grade 74, Step 1-3, depending on qualifications, within the Juvenile Department.
3) Memorandum from the Planning Department scheduling a public meeting to be held Tuesday, December 07, 2021, at 1:30 PM to consider approval of Boundary Line Adjustment 2021-07; and Short Plat, SPL 2021-15; Parcel Nos. 04-11-1713-0304/00, 04-11-2000-0009/00, and 04-11-2016-0902/00 in the Husum vicinity. Applicant: Don and Heidi Struck.
4) Request from Larry Barker, Juvenile/Adult Probation Director for Juvenile Department's Office Manager Debilynne Stover to carry over 40 vacation hours over to be used by June 30, 2022.
5) Purchase request from the Department of Emergency Management of 2,000 Mylar Emergency Blankets, 270 Wool Emergency Blankets, and 125 Disposable Emergency Blankets. Due to the 2020 gas outage, The Williams Company Inc. has provided a $5,000 grant to make a positive impact in the community.
6) Contract **(C21921)** between Klickitat County (Juvenile Department) and Phelps Polygraph Services on an as-needed basis. Phelps Polygraph Service shall bill monthly for an initial "Disclosure" Polygraph Examination at the cost of $350.00, and "Maintenance" at the cost of $175.00.

Payment Approvals:

Approved Warrants (M/Anderson, S/Christopher. Passed unanimously): Change order to Avidex in the amount of $7,113.00 including sales tax for the installation, commissioning, and microphones which will be stationed at the Commissioner's seats and presentation table.

Approved Warrants (M/Anderson, S/Christopher. Passed unanimously):

Accounts Payable: (#310323 - 310424) for a total of $90,304.03 for the date ending December 6, 2021.

There were no Payroll warrants requiring approval.

Board Pending:

Clerk Renea Campbell requested to purchase E-Filing Software for the Clerk's Office, followed by a discussion regarding the amount of time it takes to scan documents.

Clerk Campbell reviewed the process for Superior Court Judges and the forms available to the citizens, followed by a discussion of the cost of form packets.

The Board held a discussion regarding paperless efficiencies and the potential of the County going paperless.

Clerk Campbell reported on the potential of an OnBase Consultant, noting it is not as streamlined.

The Board would like to discuss with the Prosecuting Attorney regarding the request for proposal threshold cost for software purchases or the potential of surrounding counties that have done a request for proposal on the OnBase Software Program.

Elected Official Report/Update:

Prosecuting Attorney David Quesnel stated he would like to provide a follow-up on his interactions with the Insurance Risk Pool.

Prosecuting Attorney Quesnel reported on the upcoming trials, followed by a discussion of the E-Filing Software and the request for proposals threshold for purchasing software in the Clerk and the Auditors Office.

Treasurer Greg Gallagher reported on the County Surplus Auction that was held last week

Treasurer Gallagher reported on how to improve the future surplus auctions, noting there was a bid on every item that was being sold.

Clerk of the Board Lee Snell reported on the vehicles being purchased in 2021, budget.

Approved (M/Christopher, S/Anderson. Passed unanimously): There being no further business before the Board, the meeting was adjourned at 4:08 PM.

Reference Document on File

*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. 12.07.2021 Board of County Commissioner's Meeting.

Approved: Jacob Anderson
Chairman of the Board

1.18.2022
Date