

**Klickitat County
Board of Commissioners
Minutes – Meeting of Tuesday, December 13, 2022**

Morning Workshop Session

Chairman Jacob Anderson called the meeting to order at 10:00 AM. Commissioners Anderson, Christopher, and Sauter were present.

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

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

Director Kelsey provided an update on the Construction Program, Road Design, Maintenance Projects and Upcoming Facilities Work/Events.

Deputy Director Hunter reported on the bid status for the Satus Pass radio site.

Director Kelsey commented on the FEMA flood Map update. He provided an update on Grant funds received in 2022, Assisting the City of Bingen and White Salmon in obtaining TIB funds, discussed the proposed location for the County Animal Shelter and the fueling station.

Public Health Director Erinn Quinn discussed the need for a Public Health Officer and requested and received authorization to increase the hourly rate and advertise for a Public Health Officer.

10:30 AM – Department Update/Report:

Human Resource and Administrative Services Director Robb Van Cleave provided an update on the Insurance provider and fleet vehicles.

IT Manager Randy Christiansen provided an update on the Fleet software, RSA migration, projected 2023 PC replacements, dormant PC's and infrastructure redesign for Cyber security.

Director Van Cleave discussed the Cyber Security Audit funding, developing staff, cross training and recruiting.

Fiscal Manager Jenn Bartley discussed the budget process, budget workshops and strategic planning for the 2024 budget. Manager Bartley provided an update on the National Opioid Settlement account.

Director Van Cleave discussed the SWMLSWFA (Solid Waste Management Local Solid Waste Financial Assistance Agreement) and commented on the Community Engagement position.

Director Quinn informed the board on the different uses of the Enforcement Grant.

At 11:30 AM Chairman Anderson announced the Board would be convening into Executive Session with Human Resource and Administrative Services Director Robb Van Cleave to discuss collective bargaining proposals/negotiations, grievance, mediation, and/or arbitration proceedings all associated with collective bargaining in accordance with RCW 42.30.140(4) for Fifteen (15) minutes. The Board convened back into Regular Session at 11:45 PM and recessed the meeting until 1:00 PM. No action was taken.

Commissioner's Business Meeting

Chairman Anderson reconvened the Regular Meeting for Tuesday, December 13, 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 as presented.

Approval of Commissioner Meeting Minutes

Approved (M/Christopher, S/Sauter. Passed unanimously): the Klickitat County Board of Commissioners Meeting Minutes for November 22, 2022 and November 29, 2022 as presented.

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

Greg Wagner commented on Board of Equalization training and outside council attending “executive session” meetings.

Sheri Bousquet commented on the Board of Equalization, Board of County Commissioners role with the BOE and inquired about renewable energy presubmission meetings.

Gabriel Gilbert commented on daycare and the importance of public comment.

Dave Sauter responded to Mr. Wagner and Ms. Bousquet clarifying what the Board of Equalization does and also provided clarification on the outside council that was in “executive session”. Commissioner Sauter responded to Ms. Gilbert thanking her for keeping the daycare topic alive and agreed on the importance of public comment.

Chairman Anderson responded to Mr. Wagner and Ms. Bousquet providing clarification on the Board of Equalization and presubmission meetings. Chairman Anderson responded to Ms. Gilbert agreeing to the importance of public comment and thanked her for bringing up child care.

Commissioner Christopher provided clarification to Ms. Bousquet in regards to renewable energy presubmission meetings.

Unfinished Business: Public Hearings/Continued/Closed to further public comment

Public Hearing: Adoption of the 2023 Budget, Tax levies and 2023-2028 CIP.

Chairman Anderson opened the public hearing to consider the adoption of the 2023 budget, tax levies and 2023-2028 Capital Improvement Plan.

Fiscal Manager Jenn Bartley provided a review of the 2023 budget, tax levies and 2023-2028 CIP.

Chairman Anderson closed the Public Hearing and called for Board discussion, which was followed by motions:

Approved (M/Sauter, S/Christopher. Passed unanimously): Resolution No. 12722 in the matter of Adoption of the 2023 tax levy for the General Fund, Election Reserve Fund and the Veterans Relief Fund.

Approved (M/Sauter, S/Christopher. Passed unanimously): Resolution No. 12822 in the matter of establishing the 2023 Road Levy.

Approved (M/Sauter, S/Christopher. Passed unanimously): Resolution No. 12922 in the matter of adopting the 2023-2028 Capital Improvement Plan and incorporates therein by reference the already adopted Six-Year Road Program and any amendments made thereto during 2023.

Approved (M/Sauter, S/Christopher. Passed unanimously): Resolution No. 13022 in the matter of adoption of the Budget for the year 2023 for Klickitat County Government in the total amount of \$49,484,698.00.

Findings, conclusions, terms and conditions in support of approving the adoption of the Klickitat County Ordinance relating to energy development and provision of a “Model” Decommission Plan for wind and solar energy projects.

Planning Director Mo-chi Lindblad provided a brief review of the changes made to the “Model Decommission Plan” Ordinance.

Passed (M/Sauter, S/Christopher, passed unanimously). Ordinance No. O121322 of Klickitat County, Washington relating to energy development and provisions of a “Model” Decommission Plan for wind and solar energy projects.

Motion (M/Christopher, S/Anderson, passed unanimously). to recess for five (5) minutes at 1:45 PM

Consent Agenda:

***Approved (M/Christopher, S/Sauter. Passed unanimously):** Consent Agenda with #2 pulled for further consideration, for a total of nine (9) items.

- 1) *Request from the Klickitat County Board of Equalization for county legislative authority to process and hear timely filed appeals for the current assessment year (2022) beyond the 28-day regularly convened meeting. RCW 84.48.010 and WAC 458-14-046 require the County Board of Equalization to request county legislative authority approval to convene at any time when petitions filed exceed twenty-five, or ten percent of the number of appeals filed in the preceding year, whichever is greater.
- 2) **(Pulled)** 2023 Superior Court Public Defender Contract between Lori Hctor and Christopher Lanz and Klickitat County to provide representation for various cases filed in the Klickitat County Superior Court during 2023.
- 3) ***Resolution No. 13222** in the matter of updating the Emergency Management organizational chart to reflect all Casual Communications Officer in-training and Casual Communications Officer positions.
- 4) *Personnel Authorization to begin advertising process to fill a vacant Clerical Administrative Assistant III position in White Salmon at Grade 36, Step 1-3, within the Public Health Department.
- 5) *Amendment **(C21222)** 1 to Capital Grant Agreement #PTD0342_WSDOT between WASDOT and Klickitat County Senior Services for the Bingen Point Bus Shelter Project. Prices on the shelter increased and WSDOT was able to provide additional funding.
- 6) *Concurrence **(C21322)** to RFP Contract between i3-Imagesoft-Truefiling and Klickitat County (Superior court Clerk’s Office) to utilize their web-based computer system in order to establish e-filing for Klickitat County Superior Court.
- 7) ***Resolution No. 13322** in the matter of revising the Public Health Department’s organizational Chart to reflect increasing the part time Clerical Administrative Assistant III to a full time Clerical Administrative Assistant III.
- 8) *Request from the Public Works Department to allow employees to carry over vacation hours over the cap of 160 hours into 2023, to be used by June 30, 2023.
- 9) *Request from Emergency Management to allow employees to carry over vacation hours over the cap of 160 hours into 2023, to be used by June 30, 2023.
- 10) *Contract **(C21422)** between Nationwide Life Insurance Company and Klickitat County to offer employees an additional 457(b) fund to be able to contribute to at no cost to the county.

(1:45): Payment Approvals/Pay Estimates/Change Orders:

***Approved (M/Christopher, S/Sauter. Passed unanimously):**

Pay Estimate No. 28 to Kirby Nagelhout Construction Company for the Final payment for the “Klickitat County Services Building Project”, Contract No. C03120 in the amount of \$26,103.17.

Voucher Certification and Approval

***Approved Warrants (M/Sauter, S/Christopher. Passed unanimously).** Accounts Payable: (#318398 - 318490) for a total of \$309,256.75, Payroll Warrants: (#234007 – 234268), Co. Benefit Warrants: (318345 – 318354), Electronic Transfer (#984), in the amount of \$795,744.39, for a combined total of \$1,105,001.14 for the date ending December 12, 2022.

Commissioner Sauter provided an update on the Timber Range Deputy meeting that he attended in Glenwood. A discussion followed.

(2:00) Finance System Steering Committee Update/Report.

Treasurer, Greg Gallagher, Public Works Director Gordon Kelsey, Auditor Brenda Sorenson and Commissioner Sauter discussed new system needs and made recommendations to the Board in regards to the Finance System Steering Committee.

Passed (M/Sauter, S/Christopher, passed unanimously). Resolution No. 13122 in the matter of the Finance Steering Committee & ERP implementation.

2:20 Commissioner Christopher excused himself from the meeting.

Water Conservancy Board Update:

Attendance: Water Conservation Board Commissioner Craig Stephens, Economic Development and Natural Resources Director David McClure.

Mr. Stephens and Director McClure provided an update on the Water Conservancy Board, thanked the Board for the 2022 Grants and requested \$10,800 to fund Water Conservancy Board activities in 2023.

Board Pending:

Commissioner Sauter inquired about the committee positions that would be taken over by the new Commissioner. It was agreed that the Finance Steering Committee may be difficult for someone new.

Chairman Anderson commented on the meeting in Washington DC he attended.

(2:45 PM) (M/Sauter, S/Anderson. Passed unanimously). There being no further business before the Board, the meeting was adjourned until 9:00 AM, Thursday, December 15, 2022, for scheduled workshops.

Thursday, December 15, 2022 - Regular Meeting Extension: Workshop Extension.

Chairman Anderson called the workshop to Order at 9:00 AM. All three (3) Commissioners were present. Others in Attendance: Public Health Director Erinn Quinn, Environmental Health Director David Kavanagh, and Environmental Health Specialists Avery Morgan and Lee Ann Burgin, Treasurer Greg Gallagher, East District Court Administrator Jane Edmonds, Human Resources & Administration Services Director Robb Van Cleave, and Fiscal Manager Jenn Neil, Code Compliance Officer Jorge Sendejas, Commissioner Elect Lori Zoller and Dave Barta.

Discussion regarding the Public Health Officer position and mental health funding streams.

Public Health Director Erinn Quinn reported she has been working with the State Department of Health to determine a competitive wage to recruit a new Public Health Officer. Director Quinn advised that the Clark County Public Health Officer has offered to work as the Health Officer for Klickitat County for a three (3) month period while the County searches for a qualified candidate.

Discussion followed regarding dollars designated for mental health treatment services. Director Quinn clarified that the state funding is for community services focused around mental health, half is designated for developmental disability and half for mental health. Following further discussion, the Board agreed they would support a 50/50 split, half going to the County and half going to another agency that provides mental health services.

Director Quinn provided an update on food inspection services that Klickitat County has been providing to Skamania County, advising that she would like to end the program to focus on Klickitat County needs. The Board discussed Director Quinn's request and indicated that the transition needed to be smooth and that they would like to give Skamania County plenty of notice.

Chairman Anderson asked Director Quinn to prepare bullet points and he would discuss the matter with Skamania County.

Noncompliance issues related to on-site failing sewer systems and permitting.

The Board met with Environmental Health and Code Compliance staff to discuss and review a case regarding a failing on-site sewer system. Environmental Health Director Kavanagh provided a brief overview of the Health Departments involvement in the case. Code Compliance Officer Sendejas provided an overview of his involvement as well. Currently there are renters living in the house with a failed sewer system. The renters receive rental assistance through Washington Gorge Action Programs. The Board pointed out that rentals in the WAGAP rental assistance program must be properly maintained to qualify to be in the program.

Following discussion, the Board instructed staff to work together and use the tools and rules in place to remove the rental house from the WAGAP program until a new sewer system is in place.

Discussion concerning the transition of the Public Works Director position.

Director Kelsey reviewed requirements and the County Road Administration Board process for notification when a County loses their Public Works Director/County Engineer. A proposal to reorganize the Public Works Department after Director Kelsey retires was discussed. Director Kelsey and Mr. Hunter reviewed the changes in staff assignments and duties, which would result in a savings of \$79,100 in 2023 wages.

Following Board discussion, Commissioner Christopher stated that he would like to post the Director's position and see if any qualified candidates apply. Chairman Anderson stated that he would like to have two (2) licensed engineers on staff. Commissioner Christopher agreed.

2022 Fiscal Update.

Fiscal Manager Jenn Neil provided an overview of 2022 revenues, noting that posted revenues through November 2022 have come in well above budget. Further discussion and review of various expenditure funds followed.

Chairman Anderson recessed the workshop at 11:01 AM until 1:00 PM.

Chairman Anderson reconvened the workshop at 1:00 PM. All three (3) Commissioners were present.

Chairman Anderson updated the Board on the Bridge Replacement Bi-State Working Group's efforts to work with both Washington and Oregon State Legislators and Federal Legislators to raise funding to replace the Hood River -White Salmon Bridge in the future.

Discussion regarding Commissioner meeting procedures and rules of conduct.

The Board discussed meeting procedures for Commissioner meetings in 2023. Commissioner Christopher advised that he would like to enforce Roberts Rules of Order to help improve civil behavior and keep meetings orderly.

Following further discussion Commissioner Elect Lori Zoller stated that the Board should not respond to accusing and/or false comments from the public

Discussion regarding management and oversight of Superior and District Court public defender attorneys.

The Commissioner's staff provided a brief overview of changes in the oversight and management of public defender attorneys pursuant to State rule changes. The Clerk and Deputy Clerk met with the Superior Court Administrator to review changes, duties and requirements. The Commissioner's Office will maintain and provide a list of qualified public defender attorneys for the District Courts and Superior Court. The Commissioner's Office will also process invoices for payment of services from the Superior Court Public Defender Attorneys. Staff advised that a contract amendment will be necessary after the first of the year to address grant questions related to the Office of Public Defense grant.

Board Pending:

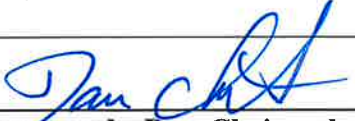
Commissioner Christopher advised that no Commissioners were ever officially appointed to the Childcare Committee. Commissioner Elect Zoller stated that she would attend the Childcare Committee meetings.

Director Van Cleave provided a brief update on a union matter. Discussion followed regarding the Fiscal Manager position salary survey and a comparison to 22 other Counties. Director Van Cleave recommended moving the position up one grade. The Board agreed. The Board also discussed management of budgets for the Civil Service Commission, Code Compliance and Solid Waste.

Chairman Anderson advised that he would be absent from next week's meeting and designated Commissioner Sauter to act as Chairman since it will be his last Commissioner's meeting.

(M/Sauter, S/Christopher. Passed unanimously): The workshop was adjourned at 2:48 PM.

* Reference Document on File. The Board of Commissioners' minutes are action minutes. A digital recording is on file as part of the official record and available on file 12.13.2022 Board of County Commissioners Meeting. Please Note: All Commissioner meetings and workshops are open to the public to attend. Meetings are recorded, Workshops are NOT recorded.


Approved: **Dan Christopher**
Chairman of the Board



1/4/2023
Date