



## **BOARD OF KLICKITAT COUNTY COMMISSIONERS**

**Meeting Minutes of:  
Tuesday, December 19, 2023**

### **Morning Workshop Session**

The Board of Klickitat County Commissioners met in regular session on December 19, 2023 beginning at 9:00 AM in the Board of County Commissioners Chambers at the Klickitat County Services Building, 115 W Court St. Goldendale, Washington 98620. Chairman Dan Christopher, Commissioner Lori Zoller and Commissioner Jacob Anderson were present, opening with the Pledge of Allegiance.

#### **9:00 AM Approval of Agenda**

- **Approved (M/Anderson, S/Zoller. Passed unanimously):** The Business Agenda was approved and amended as follows: *two (2) add-ons, 11:30 AM discussion of December 5, 2023 meeting minutes and memorandum of early holiday closure under New Business.*

#### **Approval of Commissioner Meeting Minutes**

- **Approved (M/Anderson, S/Zoller. Passed unanimously):** the Klickitat County Board of Commissioners Meeting Minutes for November 28, 2023 as presented.

#### **Public Comments**

Attendance: Adult Probation Director Courtney Cooke, Treasurer Greg Gallagher, Auditor Heather Jobe, Emergency Management Director Jeff King, Goldendale resident Dave West and various County elected officials, employees, and members of the public present in person and via Zoom.

- Sheri Bousquet, Solar production, Corporations
- Delmer Eldred, Commissioner comments

#### **Committee Update**

Attendance: Adult Probation Director Courtney Cooke, Treasurer Greg Gallagher, Auditor Heather Jobe, Emergency Management Director Jeff King, Interim Planning Director Lori Anderson, Fiscal Manager Jenn Neil, HR and Administrative Services Director Robb Vann Cleave,

and various County elected officials, employees, and members of the public present in person and via Zoom.

Klickitat County Treasurer Greg Gallagher gave a Finance Committee meeting update

### **9:37 AM Consent Agenda**

- **Approved (M/Anderson, S/Zoller. Passed unanimously):** Consent Agenda with twelve (12) items.

#### **Auditor**

1. 2024 Contract (**C23723**) with Teresa D. Johnson CPA, Inc. (TDJ) and the Klickitat County Auditor's office for the purpose of assisting the Auditor with the preparation of the annual report. Due to the complexity of the process of accrual to cash conversion and the additional responsibilities staff has with the testing and implementation of the upgraded financial system it is prudent to utilize these services.

#### **Adult Probation**

2. Contract (**C23823**) between Klickitat County Adult Probation and Alcohol Monitoring Systems for the purposes of rental/leasing of electronic home monitoring that includes alcohol monitoring and continuous alcohol monitoring devices for an initial contract term of 36 months to be in effect the date of execution.

#### **Behavioral Health**

3. Professional Services Agreement (**C23923**) between Klickitat County Behavioral Health and the following individuals, Jeff Albin, Lacey Villamar, Leslie Moorhead, Chris Barker, and CJ Burns, whom are qualified to provide designated crisis responder services to Klickitat County residents for the FFY23-FFY24 year.

#### **Commissioners**

4. Acceptance of invitation and **Resolution No. 13423** in the matter of appointing Darold E. Ward to the Senior Services Advisory Board. Appointment shall be an unexpired three (3) year term representing District 3.
5. Letter of Support from Klickitat County for the District Boundary Modification of Gilliam County for the Mid-Columbia Economic Development District (MCEDD).

#### **Economic Development**

6. Authorization to publish a Public Notice for the purpose of accepting proposals for tourism promotion services to be provided during the calendar year of 2024 and funded by revenue from the County's lodging taxes. Selected proposals will be based on their emphasis and ability to create events and activities that will result in positive user impacts on lodging, restaurant, recreation, and retail markets in Klickitat County.

#### **Emergency Management**

7. Motorola Solutions Inc. Purchase Addendum (**C24032**) to Klickitat County Emergency Management Contract (C088230) for Dell hardware support and renewals for the performance period of one (1) year.
8. Renewal of Interlocal Agreement (**C24123**) for Radio System use and 9-1-1/ Dispatch Services between Klickitat County Emergency Management and the City of

Goldendale for a renewal term of three (3) years beginning January 1, 2024 through December 31, 2026.

#### **Human Resources**

9. Personnel Authorization to begin the advertising process to fill a vacant position of the Public Works Senior Engineering Technician in Goldendale, Grade Union, Step 1 \$29.72 per hour, 40 hours a week.
10. **Resolution No. 13523** in the matter of revising the Senior Services Departmental Org Chart to reflect adding a Clerical Admin Assistant II position and authorizing a pay grade adjustment for Van Drivers and Transportation Coordinator positions.

#### **Public Works**

11. **Resolution No. 13623** in the matter of declaring certain vehicle inventory of the ER&R Fund as surplus, as it has been determined that certain equipment and/or inventory is no longer functional and/or does not meet current departmental needs.
12. Settlement Agreement (**C24323**) between Klickitat County Public Works and Horrigan Real Estate, LLC for the right of way along Sundale Road for the purpose of reconstructing Sundale Road from MP 0.00 to 3.54 and Old Hwy 8 from MP 5.80 to MP 6.39.

#### **Payroll Warrant Certification and Payment Approvals**

- **Approved Warrants (M/Zoller, S/Anderson. Passed unanimously):**  
Accounts Payable warrants in the amount of \$180,544.35 and Payroll/Benefit Warrants in the amount of \$0.00 for the date ending December 18, 2024.

#### **Department Update/Planning Department**

Interim Planning Director Lori Anderson provided a staff update on:

- Planning Commission meeting, Planning Commission members expiring terms, Request for Proposals, James Dean Aggregate Overlay Zone, and pending projects.

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

Attendance: Public Works Director Jeff Hunter, County Engineer Seth Scarola, Emergency Management Director Jeff King, Emergency Management Chief of Operations Filiberto Ontiveros, Emergency Management Administrative Assistant Debilynne Stover, Auditor Heather Jobe, Treasurer Greg Gallagher and various County elected officials, employees, and members of the public present in person and via Zoom.

Public Works Director Jeff Hunter and County Engineer Seth Scarola provided a Staff update on:

- Consent Agenda items, Construction Program and Road Design, West and East end maintenance projects, upcoming facilities work, events, other issues and follow ups, Little Buck Creek Road and the GIS Map Technician retirement

### **10:20 AM Department Presentation/Emergency Management**

Attendance: Auditor Heather Jobe, Treasurer Greg Gallagher, Emergency Management Administrative Assistant Debilynne Stover, Chief of Operations Filiberto Ontiveros and various County elected officials, employees, and members of the public present in person and via Zoom

Director King and Chief of Operations Filiberto Ontiveros gave a staff update on:

- Radio performance, power management purchases, generator issues, radio site leases, 9-1-1 dispatch basic training, operations and cross training, flooding throughout Klickitat County, program grants, and the re-location of the Simcoe Mt. Amateur Radio Emergency Management Repeater.

Commissioner Zoller made a motion to notify the Finance Committee to combine all REET Funds into the 303 Fund. **Motion (M/Zoller, S/Anderson. Passed unanimously).** All REET funds will be transferred to the 303 Fund.

### **11:00 AM Add-on**

Discussion of the December 5, 2023 meeting minutes. The Board came to a consensus to modify the meeting minutes as follows: Chairman Christopher announced that he would be stepping down and would not be taking part of the discussion.

Commissioner Anderson updated the Board on the Klickitat County Economic Development Authority Board (KCPEDA).

### **11:24 AM Adjournment for Lunch**

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

The Board of Klickitat County Commissioners Business Meeting reconvened at 1:00 PM, all three Commissioners were present.

### **1:00 PM New Business**

- Washington Gorge Action Programs (WGAP) Leslie Naramore updated the Board on the Homeless Housing Funds and how they are used.

### **ADD-ON:**

The Board discussed the Memorandum authorizing all Department Heads and all Elected Officials to close their offices at 12:00 Noon on Friday, December 22nd and at 3:00 PM on Friday, December 29<sup>th</sup>, 2023. Thereby allowing employees to go home early for the Christmas and New Year's Holidays.

- The Board reached a consensus that they will not close Klickitat County Departments early on December 22, 2023 but will close on December 29<sup>th</sup>, 2023 at 3:00 PM allowing employees to go home early for the New Year's Holiday.

**2:00 PM Unfinished Business:**

- Discussion on the Draft Board Policies and Procedures
- Discussion on pending items the Commissioners would like to address
- Discussion on the new year Klickitat County Boards and Committees appointments

**3:22 PM Meeting Adjourned**

- **Approved (M/Anderson, S/Zoller. Passed unanimously):** There being no further business before the Board. The Commissioners will be participating in interviews on KLCK radio on Thursday, December 21, 2023 at 8:05 AM. There are no scheduled workshops on Thursday, December 21, 2023.

*\*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 12-19-2023 BoCC Zoom meeting. Please Note: All Commissioner meetings and workshops are open to the public to attend. Meetings are recorded, Workshops are NOT recorded.*



Approved: Lori Zoller

Chairman of the Board



01.09.2024

Date