

SKAMANIA COUNTY BOARD OF COMMISSIONERS
240 NW Vancouver Ave.
Stevenson, WA 98648
Agenda for November 22nd, 2022

Commissioner Meetings are open to public attendance with limited available seating to ensure physical distancing. Meeting attendees must wear a proper face covering regardless of vaccination status and maintain 6 feet of physical distance between other persons. Seating will be on a first come, first serve basis. If there is more attendance than seating, you will be asked to leave the Courthouse and phone in using ZOOM with the following numbers:

1 346 248 7799 US 1 312 626 6799 US
1 646 558 8656 US 1 669 900 9128 US
1 301 715 8592 US

Meeting ID: 889 0632 1210 – New Meeting ID as of 06/01/2021

Join Zoom Meeting

- Audio only from your computer <https://us02web.zoom.us/j/88906321210>

WRITTEN PUBLIC COMMENTS ACCEPTED AND ENCOURAGED BY MONDAY PRECEDING THE MEETING AT NOON. If you wish written comments to be listed on the agenda, they need to be submitted to the Clerk of the Board by noon on Thursday preceding the Tuesday/Wednesday meeting, otherwise they will be held for the following Tuesday/Wednesday. Email comments to: slack@co.skamania.wa.us When a holiday falls on Monday, the regular meeting is held on Wednesday of that week.

Tuesday, November 22nd, 2022

9:00 AM Staff Meeting

9:30 AM Call to Order
Pledge of Allegiance
Public Comment (3 minutes)
Presentation of 25-year plaque to Officer Ben Sizemore.

Consent Agenda Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.

1. Minutes for meetings August 23rd, 2022, and August 30th, 2022.
2. Minutes for meetings September 6th-7th, September 13th, September 20th, and September 26th-29th, 2022.
3. Minutes for meeting October 4th, 2022.
4. Minutes for meeting November 1st-3rd, 2022.
5. Resolution 2022-53, Amending Resolution 2021-18 – American Rescue Plan Act (1900.000).
6. Resolution 2022-54, Updating the Skamania County Community Action Plan.
7. Resolution 2022-55, Amending Resolution 2019-20, Skamania County Debit/Credit Card Policy to add the issuance of a District Court card.
8. Liquor license application in lieu of current privilege for Backwoods Brewing Company.
9. Joint Resolution of the Clark County Council and the Klickitat and Skamania Boards of County Commissioners regarding the appointment of trustees to the Fort Vancouver Regional Library.
10. Approval of the budget recommendations of the Lodging Tax Committee.
11. Authorization for Skamania County Guild employees, employed by the County November 16th-30th, 2022 to receive a one-time retention incentive.
12. Contract renewal of Indigent Representation Contract for District Court.

Voucher Approval
Payroll Approval

Note: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting, and may add and act on any item not included in the above agenda. Minutes are available at www.skamaniacounty.org on the Commissioners web page. If necessary, the Board may hold executive sessions on scheduled meeting days. \Board of Commissioner meetings are recorded, and audio may be heard at www.skamaniacounty.org

WSU Extension Report

Payroll increase for newly hired District Court Administrator to back date to October 1st, 2022, instead of January 1st, 2023.

Meeting Updates

- 10:00 AM Department Head Reports
- 11:00 AM Workshop with Financial Management Office, Elected Officials, Department Heads and Managers to discuss County finances.
- 11:30 PM Workshop with Community Health to discuss salary surveys.
- Lunch
- 1:30 PM Workshop with Tim Lechner for demonstration and overview of upgraded JAVS system for the Commissioners' Meeting Room.
- 2:30 PM Workshop with Community Development to discuss fee schedules.
- Adjourn

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of August 23, 2022

The Board met for a staff meeting at 9:00 a.m. in the Commissioners' Meeting Room on August 23, 2022. Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar, Chair were present. Reports were presented from Alex Hays, Manager of Community Events and Recreation, Chris Wood, Probation Officer, Heidi Penner, Financial Management Administrator, Debi VanCamp, Human Resources Administrator, Sara Slack, Human Resources Coordinator and Debbie Slack, Clerk of the Board/Financial Management Coordinator.

The meeting recessed at 9:25 a.m.

The Commissioners' business meeting was called to order at 9:30 a.m. on Tuesday, August 23, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, WA with Commissioners Robert Hamlin, T.W. Lannen and Commissioner Richard Mahar, Chair present.

The Pledge of the Allegiance was led by Debbie Slack, Clerk of the Board/Financial Management Coordinator.

There was no public comment.

Commissioner Hamlin moved to approve, seconded by Commissioner Lannen, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Commissioner Meeting Minutes from August 16, 2022
2. Marijuana license renewal for Bacon's Cannabis Inc
3. Liquor license renewal for Whiskey Tree Distilling LLC and Riverside Grocery and Café Inc
4. Resolution 2022-34 to Assign CRP Numbers to Projects on the Six-Year TIP
5. Resolution 2022-35 Adopting Accident Prevention Program and Policy for Employees
6. Grant application with CRAB for the rehabilitation of Washougal River Road
7. Contract for the 2022-2023 Uniform Guardian Act with AOC
8. Contract renewal for 2022-2023 CASA/GAL
9. MOU with One Washington concerning opioid settlement
10. Subdivision Settlement Participation form concerning opioid settlement
11. Allocation Agreement concerning opioid settlement

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to approve vouchers for the period dated August 23, 2022, in the total amount of \$334,068.80 with \$67,049.45 being Current Expense, covering warrant numbers 188380 through 188444.

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to approve payroll for the period dated August 1-15, 2022, in the amount of \$657,436.92 with \$403,637.12 being Current Expense, covering payroll warrant numbers 43783 through 43801, and direct deposit numbers 74594 through 74782.

Hannah Brause, Washington State Extension Director updated the Board on 4-H, Forest Youth Success, and Administration.

The Board reported on various meetings they attended.

The meeting recessed at 9:57 a.m. and reconvened at 10:00 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for Department Head reports.

- Tamara Cissell, Community Health Director reported on Behavioral Health, Public Health, Developmental Disabilities and Housing.
- Alan Peters, Community Development Director reported on Planning, Building and Environmental Health.

The meeting recessed at 10:24 a.m. and reconvened at 10:33 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for Safety Committee Reports with Debi VanCamp, Human Resources Administrator.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion carried unanimously to approve Report 2022-01 as a preventable accident.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion carried unanimously to approve Report 2022-E-04 as a preventable accident.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to approve Report 2022-E-05 as a preventable accident.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion carried unanimously to approve Report 2022-E-06 as an unpreventable accident.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion carried unanimously to approve Report 2022-E-07 as an unpreventable accident.

The meeting recessed at 10:51 a.m. and reconvened the same day at 1:03 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met with Donna Mickley, Columbia Gorge National Scenic Area Forest Supervisor, Krystyna Wolniakowski, Columbia River Gorge National Scenic Area Executive Director, and Tammy Kaufman, Columbia River Gorge Commissioner for updates.

The meeting adjourned at 1:54 p.m.

ATTEST:

BOARD OF COMMISSIONERS

SKAMANIA COUNTY, WASHINGTON

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of August 30, 2022

The Commissioners' business meeting was called to order at 9:30 a.m. on Tuesday, August 30, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Vice-Chair present.

The Pledge of the Allegiance was led by Sara Slack, Human Resources Coordinator.

Mary Repar, Stevenson commented on public records request procedure and the Rural Suicide and Prevention Awareness Grange Resiliency Series at 4:30 p.m. on September 13, 2022.

Sheska McLain submitted written public comment.

Commissioner Lannen moved, seconded by Commissioner Hamlin, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Authorization to purchase OneScreen Smart Board with ARPA funding (previously approved for Public Works)
2. Homeless Housing funding request from Mid-Columbia Housing for up to \$10,000
3. Contract Amendment #1 with Mack Garage Doors to change the completion date
4. Set public hearing for Supplemental Budget #3 for 2022

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve vouchers for the period dated August 30, 2022, in the total amount of \$198,855.63 with \$78,952.50 being Current Expense, covering warrant numbers 188537 through 188596.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to ratify signing a letter of support for Camp Wa-Ri-Ki to include with grant submission to the Washington State Recreation and Conservation Office (RCO).

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion passed unanimously to approve the revised job description for Chief Clerk of the Board and set the salary range.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve the revised job description for the Administrative Office Assistant and to set the salary range.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve the revised job description for the Financial Management Administrator, to include shifting 0.09 and Title III.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion passed unanimously for the Chair to sign the final plat mylar for the Amanda Short Plat.

The Board reported on various meetings they attended.

The Board met for Department Head reports.

- Alan Peters, Community Development Director reported on Planning, Building and Environmental Health.
- Tim Elsea, Public Works Director reported on Engineering, County Road, ER & R, Solid Waste, Buildings and Grounds, Information Technology and Wind River Business Park.
- Tamara Cissell, Community Health Director reported on Behavioral Health, Public Health, Developmental Disabilities, Mental Health, and Housing.

The meeting recessed at 10:20 a.m. and reconvened at 11:03 a.m. with Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar, Chair present.

The Board met for a workshop with Tim Elsea, Public Works Director/Engineer to discuss placing the Courthouse on the National Register of Historic Places.

The meeting recessed at 11:32 a.m. and reconvened at 1:30 p.m. with Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar, Chair present.

The Board participated in a workshop to discuss rescinding Resolution 2020-19 Declaration of Emergency related to COVID-19.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion passed unanimously to rescind Resolution 2020-19.

The meeting recessed at 1:40 p.m. and reconvened the same day at 2:15 p.m. with Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar, Chair present.

The Board met in a workshop with the Financial Management Office, Elected Officials, Department Heads and Managers to discuss County finances.

The meeting recessed at 2:27 p.m. and reconvened at 2:45 p.m. with Commissioner Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met in a workshop with Community Health Director, Tamara Cissell to discuss strategic planning. Commissioner Mahar had to leave at 3:00 p.m.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the passed unanimously to go forward using the Public Works contract and County policy for 2 exempt Community Health employees, one union and one non-union to use the Skamania County current standby pay for Crisis on-call/standby work.

The meeting adjourned at 3:40 p.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

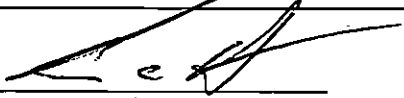
Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Community Events	
	Department	Signature
<u>AGENDA DATE</u>	11/22/22	
<u>SUBJECT</u>	2023 Lodging Tax Budget	
<u>ACTION REQUESTED</u>	Motion to approve L-Tax Committee's recommendations.	

SUMMARY/BACKGROUND

The Lodging Tax Committee met on November 3rd, 2022 to vote on all the applications presented for 2023. The following are the applicants, requested amount, and recommendations from the Lodging Tax Committee to Skamania County Commissioners to be awarded.

The committee reviewed eight (13) proposals and recommends to the Board of Commissioners approving each of the following projects below

Applicant: Columbia Gorge Interpretive Center

Funding Requested: \$29,500

Funding Award Proposed: \$29,500 for marketing

Applicant: Community Events and Recreation: Bench Replacement

Funding Requested: \$10,000

Funding Award Proposed: \$10,000

Note: This would replace the old wooden benches with durable metal benches

Applicant: Community Events and Recreation: New Stage, and Old Stage Repair

Funding Requested: \$25,000

Funding Award Proposed \$25,000

Note: 4 new stage pieces to add to existing stage, replacement of top, addition of trusses.

Purchase of portable stage.

Applicant: Community Events and Recreation: Exhibit Hall Floor

Funding Requested: \$30,000

Funding Award Proposed: \$30,000

Note: Repair of the Exhibit Hall floor with a new top layer installed

Applicant: Chamber of Commerce

Funding Requested: \$110,000

Funding Award Proposed: \$110,000

Note: Operations and Advertising and new equipment related to tourism

Applicant: Chamber of Commerce and WRBA: The Logtober fest

Funding Request: \$8,500

Funding Award Proposed: \$8,500

Note: This is the same amount requested last year. For the marketing and operation.

Applicant: Wind River Business Park

Funding Request: \$2,785.00

Funding Award Proposed: \$2,785.00

Note: To purchase signs to be displayed along the Wind River Hwy

Applicant: Columbia Area Transit (CAT)

Funding Request: \$10,000

Funding Award Proposed: \$10,000

Note: This is for the Dog Mountain shuttle

Applicant: Skamania County Public Works

Funding Requested: \$50,000

Funding Award Proposed: \$50,000

Note: Public Works is looking to replace the existing docks. This would be a match to the grant that they are applying for.

Applicant: Wind River Trust

Funding Requested: \$17,800.00

Funding Award Proposed: \$17,800.00

Note: This request is for a visitor center remodel up at the Wind River Business Park.

Applicant: Skamania County Fair Board

Funding Requested: \$10,000

Funding Award Proposed: \$10,000

Note: To help pay for bands during the Columbia Gorge Bluegrass Festival

Applicant: One Prevention Alliance

Funding Requested: \$950

Funding Award Proposed: \$0

Note: The request was for supplies/games for the Logtober Fests as a vendor. L-TAC committee did not think it qualified for L-Tax

Applicant: Columbia River Poultry Exhibitor

Funding Requested: \$3,500

Funding Award Proposed: \$3,500

Note: For the poultry show and the fairground rental

FISCAL IMPACT

Total contract expense is \$308,035.00 payable from 1030.000 Hotel/Motel Fund.

The current balance is \$504,615.47. With current revenue projections this will not significantly impact the balance.

RECOMMENDATION

The Skamania County Board of Commissioners furthers the process by approving the recommendations of the Lodging Tax Advisory Committee. Once the budget is approved, we will begin working on contracts for each awardee.

LIST ATTACHMENTS

Dated this ___ day of _____ 2022.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Debbie Slack, Clerk of the Board


Robert Hamlin, Commissioner

Approved as to form only:

Adam Kick,
Skamania County Prosecuting Attorney

Aye ____
Nay ____
Abstain ____
Absent ____

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Human Resources Department	 Signature
<u>AGENDA DATE</u>	November 22nd, 2022	
<u>SUBJECT</u>	Retention Incentive payment for Guild members	
<u>ACTION REQUESTED</u> Authorize Skamania County Guild employees, employed by the County November 16-30th, 2022 to receive a one-time retention incentive.		

SUMMARY/BACKGROUND

Pursuant to the Agreement between Skamania County and Skamania County Law Enforcement Guild
Article 16- Rates of Pay-
For the payroll period of November 16-30,2022 each employee employed by the County during the first pay period of the month will receive a one-time payment of two thousand dollars (\$2,000) as part of regular payroll subject to applicable withholdings. This payment is intended as a form of retention incentive for continued employment with the County..(Contract note: the pay period is for the period of hours worked, not when the employee is actually paid)

FISCAL IMPACT

Budgeted in the current ARPA funding, no Current Expense funds will be used.

RECOMMENDATION

Sign agreement

LIST ATTACHMENTS

List of active Guild employees
Article 16-Rates of Pay from the Agreement between Skamania County and Skamania County Law Enforcement Guild

Dated this ___ day of _____ 2022.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Debbie Slack, Clerk of the Board

Robert Hamlin, Commissioner

Approved as to form only:

Adam Kick,
Skamania County Prosecuting Attorney

Aye _____
Nay _____
Abstain _____
Absent _____

000227	HELTON, CHRISTOPHER R	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
000235	LYLE, CHRISTIAN	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
000239	BARKER, GEORGE N	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
000679	SCHEYER, SUMMER NICOLE	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
000959	BERKEMEYER, TANA I	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001002	CLIFFORD, GARIQUE W	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001155	SCHULTZ, JEREMY M	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001459	TAYLOR, RYAN E	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001509	HELTON, WILLIAM MICHAEL	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001511	OBIAS, ONDINE ST-MARTIN	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001531	BEACOCK, NICHOLAS	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001554	EVANS, JOSHUA ROSS	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001558	ALLEN, NANCY LEE	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001560	VEJAR, JENNIFER LYNN	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001585	DAVIS, CHRISTA J	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001590	VAN PELT, BRANDON T	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001617	VIRGEN, PEDRO	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001632	SLONIKER, STEPHEN M R	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
001664	COLTRANE, TREVOR	FULL TIME EMPLOYEES	SHERIFF	\$2,000.00
000242	WOOD, GAROLD C	PART TIME REGULAR EMPLOYEES	JAIL	\$2,000.00
000247	PURKEYPYLE, JENNIFER L	FULL TIME EMPLOYEES	JAIL	\$2,000.00
000250	SIZEMORE, BENJAMIN L	FULL TIME EMPLOYEES	JAIL	\$2,000.00
000251	ITZEN, ROBERT H	FULL TIME EMPLOYEES	JAIL	\$2,000.00
000299	MINNIS, STEVEN J	FULL TIME EMPLOYEES	JAIL	\$2,000.00
000842	VIGIL, JOSEPH A	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001050	BARNETT, MELVIN J	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001309	CROSS, SHAYNE G	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001498	FREDRICKSON, SPENCER D	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001512	CHILDS, JOHN BENJAMIN	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001589	AGUIAR, JESSE RR	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001604	AGUIAR, CRISTOBAL	FULL TIME EMPLOYEES	JAIL	\$2,000.00
001652	VAN PELT, KENIA	FULL TIME EMPLOYEES	JAIL	\$2,000.00
1685	KIOROGLO, BORIS	FULL TIME EMPLOYEES	Sheriff	\$2,000.00

Total	\$55,000.00
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This is an estimator The retention incentive is not DRS eligible

COUNTY FACE SHEET FOR CONTRACTS/LEASES/AGREEMENTS

1. Contract Number: _____.
2. Contract Stats: (check appropriate box): Original Renewal Amendment
3. Contractor Information:

Contractor: Gregory S. Cheney, PLLC
 Contact Person: Gregory S. Cheney
 Title:
 Address: 406 West 12th St. Vancouver, WA 98660
 Phone: (360) 356-7555

4. Brief description of purposes of contact and County's contracted duties:

- Indigent Defense/Public Defender Attorney for District Court
- Extension of Contract for 2023- \$45,600.00 year or \$3,800.00 a month.

5. Term of Contract

- From January 01, 2023 to December 31, 2023

- 6.

Amount Budgeted in Current Year:	\$45,600	
Amount Not Budget in Current Year:	\$45,600	Source:
Total Non-County Funds Committed:		Source:
Total County Funds Committed:	\$45,600 (1 year contract)	
Total Funds Committed:	\$45,600	

7. County Contact Person:

Ronald Reynier
 Title: Skamania County District Court Judge

8. Department Approval


 Department Head or Elected Official Signature

9. Special Comments:

COMMISSIONER'S AGENDA ITEM COMMENTARY

SUBMITTED BY: DITRICT COURT

SIGNATURE:  _____

AGENDA DATE: 11/22/2022

SUBJECT: PUBLIC DEFENDER CONTRACT -1 YEAR PERIOD

ACTION REQUESTED: APPROVE CONTRACT

SUMMARY/BACKGROUND

Extension/Renewal of Indigent Representation Contract for Skamania County District Court.

FISCAL IMPACT:

\$45,600 PER YEAR OR \$3,800 per month.

RECOMMENDATION:

Approve Contract

List Attachments:

- Contract Face Sheet
- Agenda Commentary
- Agreement Renewal for Legal Representation of Indigent persons in the Skamania County District Court at Public Expense

**AGREEMENT RENEWAL FOR LEGAL REPRESENTATION OF INDIGENT
PERSONS IN THE SKAMANIA COUNTY DISTRICT COURT AT PUBLIC EXPENSE**

WHEREAS, the Court has set standards and costs to represent indigent persons accused of crimes in Skamania County District Court and

WHEREAS, the Court believes that a contract on the terms and conditions proposed would be in the best interest of justice, and financially advantageous to Skamania County, now therefore,

THE COURT herein grants to Greg Cheney the Public Defender contract for a period of 12 months, beginning January 1, 2023 and ending December 31, 2023. Total compensation \$45,600.00, payable in equal installments by the 15th of each month. Greg Cheney shall represent all indigent person entitled to such representation In Skamania County District Court of the State of Washington. In multi-defendant and/or multi-party cases or where conflicts of interest violate the Rules of Professional Conduct, separate counsel shall be appointed and paid for by the Court.


Because Skamania County and the Court are on an annual budget from January 1, of each year, this agreement is deemed to run from January 1, 2023 through December 31, 2023.

PROVIDED, cases assigned in 2023 and concluded by March 31, 2024, are considered compensated by contract payments made in 2023. In the event a case assigned in 2023 remains pending after March 31, 2023 for good cause, counsel will be relieved of responsibility or an additional fee arrangement will be negotiated. Greg Cheney's duties include preliminary appearance/arraignment/plea and trial dockets on Mondays, Wednesdays and Thursdays, as well as those duties set forth in the courts historical request for proposals.

The attorneys providing service under this agreement shall be fully qualified to perform such services per CrRLJ 3.1 and the Washington Standards for Indigent Defense. Individual itemized billings for each client are not required to be submitted to the Court. If the defense caseload increases during 2023 by more than fifteen percent of the prior five -year caseload average, additional compensation may be allocated on a per incident basis. The Court reserves the right to assess attorney's fees to indigent defendants in the Court's discretion.

Due to constitutional and case law interpretation of the right to counsel, the Court reserves the right to terminate this agreement upon a lack of diligence or other cause which would be found to be a failure to provide effective representation.

Dated this _____ day of _____, 2022.



Greg Cheney



Skamania County District Court Judge

SKAMANIA COUNTY
BOARD OF COMMISSIONERS

Chairman

Commissioner

Date

Commissioner

APPROVED AS TO FORM ONLY:

ATTEST:

Prosecuting Attorney

Clerk of the Board

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of September 6-7, 2022

The Commissioners' business meeting was called to order at 10:36 a.m. on Tuesday, September 6, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, WA with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board heard updates from Karen Douglass, Community Prevention Project Coordinator for One Prevention Alliance.

The meeting recessed at 11:02 a.m. and reconvened the next day at 9:30 a.m. on Wednesday, September 7, 2022, with Commissioner Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Pledge of the Allegiance was led by Debbie Slack, Clerk of the Board/Financial Management Coordinator.

A letter to the Editor on page 4 of the Skamania County Pioneer, from Jean Foster was entered into record.

Staci Patton commented on the Garvison case.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve the proclamation for E911 Day in Skamania County, for September 11, 2022.

Commissioner Hamlin moved, seconded by Commissioner Lannen, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Federal Aid Project Prospectus
2. Resolution 2022-37, Addressing Open Carry Firearms or Weapons in County Buildings
3. Contract Amendment #16 with Beacon Health Options, Inc. to add verbiage and funding for services provided in Klickitat County

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion passed unanimously to approve vouchers for the period dated September 7, 2022, in the total amount of \$111,658.25 with \$90,458.79 being Current Expense, covering warrant numbers 188598 through 188644.

Commissioner Lannen moved, seconded by Commissioner Hamlin, and the motion passed unanimously to approve payroll for the period August 16, 2022, through August 31, 2022, in the total amount of \$668,806.28 with \$405,709.97 being Current Expense, covering payroll warrant numbers 43802 through 43820, and direct deposit numbers 74783 through 74973.

The Board reported on various meetings they attended.

Commissioner Lannen mentioned that the Board will participate in an executive session at 10:30 a.m. for the performance of a public employee.

The meeting recessed at 9:56 a.m. and reconvened at 10:31 a.m. with Commissioner Robert Hamlin, T. W. Lannen and Richard Mahar, Chair present.

The Board met for an executive session pursuant to RCW 43.30.110(i)(g) performance of a public employee for 15 minutes. They came out of executive session at 10:38 a.m.

The meeting adjourned at 10:38 a.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of September 13, 2022

The Board of County Commissioners met for staff meeting at 9:00 a.m. on Tuesday, September 13, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue, Stevenson, WA with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar Chair, present. In attendance to give staff report were Alex Hays, Manager of Community Events and Recreation, Debi VanCamp, Human Resources Administrator, Sara Slack, Human Resources Specialist, Sophie Miller, Senior Services Manager, Heidi Penner, Financial Management Administrator and Debbie Slack, Clerk of the Board/Financial Management Coordinator.

The meeting recessed at 9:18 a.m.

The Commissioners' business meeting was called to order at 9:30 a.m. on Tuesday, September 13, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, WA with Commissioner Robert Hamlin, T.W. Lannen and Richard Mahar Chair, present.

The Pledge of the Allegiance was led by Chris Brong, former County Commissioner.

Dan Lesieur, west end resident commented on a short plat.

Chris Brong, west end resident commented on the proposed Storedahl Quarry.

Cindy Soliz, west end resident commented on the proposed Storedahl Quarry.

Staci Patton commented on property rights and road issues.

Commissioner Hamlin moved, seconded by Commissioner Lannen, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Minutes for meeting of March 15, 2022
2. Minutes for meeting of March 22, 2022
3. Resolution 2022-38 Providing Easement to the City of Stevenson for sewer line
4. Resolution 2022-39 Repay Interfund Loans
5. Resolution 2022-40 Create Interfund Loans
6. Notice from Washington State Liquor Control Board of discontinuance of liquor license for Columbia River View Vineyards
7. Set advertisement dates seeking applicants for the County's representative on the Columbia Gorge Housing Authority Board
8. Interlocal Agreement with the City of Stevenson for providing GIS Services
9. Agreement with Olson Environmental to conduct a habitat assessment, determine the 200' high water mark and provide a report of the results
10. Letter to Ken Bajema for reappointment to Position 1-A on the Planning Commission for a four-year term
11. Letter to Mat Joy for reappointment to Position 2-A on the Planning Commission for a four-year term
12. Ratify the Chair's signature on Change Order #1 with Emtech for restoring Rock Creek Picnic Shelter after damage due to fire

13. Contract with Beacon Health Option, Inc. to provide long-term bridge housing subsidies for eligible populations under the Department of Commerce Community Behavioral Health Rental Assistance Program grant
14. Contract renewal with Christopher R. Lanz, Attorney at Law for attorney services for the Volunteer Guardian Ad Litem program

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion passed unanimously to approve vouchers for the period dated September 13, in the total amount of \$237,943.27 with \$60,099.79 being Current Expense, covering warrant numbers 188701 through 188770.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to authorize Human Resources to move forward with advertising for the Deputy Clerk position in the District Court Office.

The Board reported on various meetings they attended.

The Board met for Department Head reports. Commissioner Lannen had to leave at 10:10 a.m.

- Alan Peters, Community Development Director reported on Planning, Building and Environmental Health.
- Tim Elsea, Public Works Director reported on Engineering, County Road, ER & R, Solid Waste, Buildings and Grounds, Information Technology and Wind River Business Park.
- Tamara Cissell, Community Health Director reported on Behavioral Health, Public Health, Developmental Disabilities and Housing.

The meeting recessed at 10:20 a.m. and reconvened at 2:30 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board held a workshop with Community Development to discuss Short-Term Vacation Rentals and Permit Fees.

The meeting recessed at 3:33 p.m. and reconvened at 3:36 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board held a workshop with Community Health to discuss Strategic Planning.

The meeting adjourned at 4:34 p.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Commissioner

Clerk of the Board

Aye _____
Nay _____
Abstain _____
Absent _____

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of September 20, 2022

The Commissioners' business meeting was called to order at 9:30 a.m. on Tuesday, September 20, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Richard Mahar, Chair present in the meeting room, and T.W. Lannen present via zoom. Commissioner Hamlin was in Washington D.C.

The Pledge of the Allegiance was led by Debbie Slack, Clerk of the Board/Financial Management Coordinator.

Mary Repar, Stevenson resident commented on the Solid Waste Committee (Advisory Board).

Commissioner Lannen moved, seconded by Commissioner Mahar, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Interagency Agreement with Washington State Department of Agriculture to control garlic mustard and shiny geranium in Skamania County
2. Authorize Chair to sign Title VI annual report for 2020-2021
3. Resolution 2022-41, Amending Resolution 2022-35 and Revising the Accident Prevention Program and Policy for Employees
4. Cooperative Agreement with State of Arizona Procurement Office for ability to purchase vehicles through their state contracts

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion passed unanimously to approve vouchers for the period dated September 20, 2022, in the total amount of \$115,488.81 with \$89,827.00 being Current Expense, covering warrant numbers 188771 through 188379.

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion passed unanimously to approve vouchers for the period September 1, 2022, through September 15, 2022, in the total amount of \$640,561.39 with \$389,722.80 being Current Expense, covering payroll warrant numbers 43821 through 43839 and direct deposit numbers 74974 through 75157.

The authorization for Public Works to hire an Office Manager at Range 21 has been tabled until all three Commissioners are present.

The meeting recessed at 9:38 a.m. and reconvened at 9:30 a.m. on Thursday, September 22, 2022, with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board attended a presentation from the Washington Rural Counties Insurance Program.

The meeting adjourned at 10:12 a.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of September 26 - 29, 2022

The Board of County Commissioners met at the Commissioner's Meeting Room, 240 NW Vancouver Avenue, Stevenson, WA for a Special Meeting at 10:30 a.m. on Monday, September 26, 2022, with Commissioners T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Grace Cross, County Clerk.

The meeting recessed at 10:56 a.m. and reconvened at 11:04 a.m. with Commissioners T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Adam Kick, County Prosecutor.

Commissioner Robert Hamlin joined the workshop at 11:17 a.m.

The meeting recessed at 11:40 a.m. and reconvened at 11:45 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a workshop with Adam Kick, County Prosecutor and Debi VanCamp, Human Resources Administrator for a workshop to discuss the Washington Rural Counties Insurance Program.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to send a letter to our current provider and Washington Rural Counties Insurance Program to notify them that Skamania County would like to move forward with comparing insurance programs.

The meeting recessed at 12:01 p.m. and reconvened at 2:30 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Tim Elsea, Public Works Director/Engineer.

The Board met for a preliminary budget workshop with Debi VanCamp, Human Resources Administrator.

The meeting recessed at 3:57 p.m.

The Board met for a staff meeting at 9:00 a.m. on Tuesday, September 27, 2022, with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present. Reports were presented from Alex Hays, Community Events and Recreation Manager, Chris Wood, Probation Officer, Sophie Miller, Senior Services Manager, Debi VanCamp, Human Resources Administrator, Heidi Penner, Financial Management Administrator, and Debbie Slack, Clerk of the Board/Financial Management Coordinator.

The meeting recessed at 9:27 a.m. and reconvened at 9:33 a.m.

The Commissioners' business meeting was called to order at 9:33 a.m. on Tuesday, September 27, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Pledge of the Allegiance was led by Debbie Slack, Clerk of the Board/Financial Management Coordinator.

Mary Repar, Stevenson resident commented on public records requests.

Commissioner Hamlin moved, seconded by Commissioner Lannen, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Resolution 2022-42 Establishing a Fee Schedule for Short-term Vacation Rental Licenses
2. Resolution 2022-43, Adopting the 2022 Parks and Recreation Master Plan
3. Resolution 2022-44, Joint Resolution of the Clark County Council, and Klickitat and Skamania County Commissioners relating to the appointment of trustees to the Fort Vancouver Regional Library
4. Acknowledge liquor license approval for Regal GA, LLC at Carson Hot Springs Resort, for sale of Spirits, Beer and Wine at restaurant and lounge and sale of wine for off-premises consumption
5. Contract Amendment #8 with Washington Department of Veterans Affairs for Vet Van operations in 2022 and 2023
6. Grant Agreement with the State of Washington, Office of the Secretary of State, Archives and Records Management Division for award of \$10,400.56 to assist the Community Development Department organization of building permit files and storage room files
7. Capital Agreement with Washington State Department of Commerce for installation of a well at the fairgrounds
8. Authorization for a volunteer driver to operate a Senior Services vehicle to provide shuttle service for the Wind River Trust Open House at the Wind River Business Park on October 1, 2022

The Board approved item #1 as presented on the consent agenda listed above but would like to revisit again next quarter.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion passed unanimously to approve vouchers for the period dated September 27, 2022, in the total amount of \$164,338.13 with \$58,80997 being Current Expense, covering warrant numbers 188943 through 189010.

The Board met with Hannah Brause, WSU Extension Director for updates.

Commission Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve the request from Public Works to fill a vacant Administrative Assistant position with an Office Manager, using the same job description as the previous Office Manager position.

The Board reported on various meetings they attended.

The Board met for Department Head reports.

- Tim Elsea, Public Works Director reported on Engineering, County Road, ER & R, Solid Waste, Buildings and Grounds, Information Technology and Wind River Business Park.
- Tamara Cissell, Community Health Director reported on Behavioral Health, Public Health, Developmental Disabilities, Mental Health, and Housing.
- Alan Peters, Community Development Director reported on Planning, Building and Environmental Health.

The meeting recessed at 10:34 a.m. and reconvened at 10:44 a.m. with Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar, Chair present.

The Board continued with their report of various meetings they attended.

The Board met for a workshop with the Financial Management Office, Elected Officials, Department Heads and Managers to discuss County finances.

The meeting recessed at 11:15 a.m. and reconvened at 11:30 a.m. with Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar, Chair present.

The Board met with Brian Poehlein and Erik Wish for Department of Natural Resources updates.

The meeting recessed at 11:51 a.m. and reconvened at 1:33 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Sophie Miller, Senior Services Manager.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve a letter to Washington Counties Risk Pool and to look at the Washington Rural Counties Risk Pool.

The meeting recessed at 1:53 p.m. and reconvened at 3:30 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met with Tamara Kaufman, Columbia River Gorge Commissioner for updates.

The meeting recessed at 3:40 p.m. and reconvened at 4:00 p.m.

The Wind River Advisory Board updates discussion was canceled for lack of a quorum.

The meeting recessed at 4:01 p.m. and reconvened at 9:30 a.m. on Wednesday, September 28, 2022, with Commissioner Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Sheriff Dave Brown.

The meeting recessed at 10:09 a.m. and reconvened at 10:30 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Alan Peters, Community Development Director.

The meeting recessed at 11:00 a.m. and reconvened at 11:15 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Gabe Spencer, Assessor.

The meeting recessed at 11:36 a.m. and reconvened at 2:00 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Heidi Penner, Financial Management Administrator for Commissioner's Office budgets.

The meeting recessed at 3:02 p.m. and reconvened at 3:03 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Tamara Cissell, Community Health Director and Allen Esaacson, Data and Finance Manager.

The meeting recessed at 3:33 p.m. and reconvened at 9:30 a.m. on Thursday, September 29, 2022, with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Robert Waymire, Auditor.

The Board met for a preliminary budget workshop with Vickie Clelland, Treasurer.

The meeting recessed at 10:20 a.m. and reconvened at 11:00 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop the External Services contractors.

The meeting recessed at 11:25 a.m. and reconvened at 11:30 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Emily Stevenson, Noxious Weed Manager.

The meeting recessed at 11:46 a.m. and reconvened at 12:15 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Superior Court Judge Randy Krog, Superior Court Administrator Pam Bell, and Juvenile Court Administrator Angie Hollis.

The meeting recessed at 12:46 p.m. and reconvened at 1:30 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a preliminary budget workshop with Alex Hays, Community Events and Recreation Manager.

The Board met for a preliminary budget workshop with Chris Wood, Probation Officer.

The meeting adjourned at 2:30 p.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Commissioner

Clerk of the Board

Aye _____
Nay _____
Abstain _____
Absent _____

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting October 4, 2022

The Commissioners' business meeting was called to order at 9:30 a.m. on October 4, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Robert Hamlin, T.W. Lannen, and Richard Mahar Chair present.

The Pledge of the Allegiance was led by Heidi Penner, Financial Management Administrator.

Bob Talent, Stevenson resident gave public comment thanking the Commissioner's and staff for watching out for the citizens of Skamania County.

Commissioner Mahar read a proclamation for National 4-H week. Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion passed unanimously to approve the proclamation.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to approve vouchers for the period dated October 4, 2022, in the total amount of \$346,912.91 with \$113,810.12 being Current Expense, covering warrant numbers 189011 through 189064.

Commissioner Hamlin moved, seconded by Commissioner Lannen and the motion carried unanimously to approved payroll dated October 6, 2022, in the total amount of \$677,362.09 with \$385,722.17 being Current Expense, covering payroll warrant numbers 75158 through 75336 and direct deposit numbers 43840 through 43858.

Commissioner Hamlin moved, seconded by Commission Lannen and motion carried unanimously to approve ratification of a letter of support to the Washington State Department of Natural Resources for the White Salmon River Forest 2024 USFS Forest Legacy Program.

Commissioner Lannen moved, seconded by Commissioner Hamlin and motion carried unanimously to approve a cost certification for municipalities.

The Board reported on various meetings they attended.

The meeting recessed at 9:51 a.m. and reconvened at 10:31 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met with Kevin Waters, Executive Director for Skamania County Economic Development updates.

The meeting recessed at 10:56 a.m. and reconvened at 11:01 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met with Angie Waiss, Executive Director for Skamania County Chamber of Commerce updates.

The meeting recessed at 11:13 a.m. and reconvened at 1:33 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met in executive session pursuant to RCW 42.30.110(1)(g) performance of a public employee for 30 minutes. At 12:03 p.m. they asked for another 15 minutes. At 12:17 p.m. they asked for another 5 minutes. The Board came out of executive session at 12:21 p.m.

The meeting recessed at 12:21 p.m. and reconvened at 12:45 p.m. on Wednesday, October 5, 2022, with Commissioners Robert Hamlin and Richard Mahar, Chair present.

The Board participated in a preliminary budget workshop with District Court Judge, Ron Reynier (via zoom), District Court Administrator Donna Wood and Court Services Assistant II Cess Wood.

The meeting adjourned at 1:09 p.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

BOARD OF SKAMANIA COUNTY COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Minutes for Meeting of November 1-3, 2022

The Commissioners' business meeting was called to order at 9:31 a.m. on Tuesday November 1st, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, WA with Commissioners Robert Hamlin, T.W. Lannen and Commissioner Richard Mahar, Chair present.

The Pledge of the Allegiance was led by Debbie Slack, Clerk of the Board.

There was no public comment.

Commissioner Hamlin moved to approve, seconded by Commissioner Lannen, and the motion carried unanimously to approve the Consent Agenda as follows:

1. Approval to keep seasonal workers through the month of November
2. Contract renewal with Columbia Pacific Construction for snow plowing of Forest Service Roads 90 and 25.

Walk-In agenda item – Commissioner Lannen moved, seconded by Commissioner Hamlin, and the motion carried unanimously to approve Resolution 2022-50 for Recreation and Conservation Office (RCO) grant application to replace Wind River Boat Docks.

Commissioner T.W. Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to approve vouchers for the period dated November 1st, 2022, in the total amount of \$218,821.10 with \$33,732.39 being Current Expense, covering warrant numbers 189462 through 189530.

The Board reported on various meetings they attended.

The meeting recessed at 9:48 a.m. Due to technical difficulties, the session was delayed for 30 seconds and started at 10:34 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for the Treasurer.

The meeting recessed at 10:56 a.m. and reconvened the same day at 11:17 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for the Assessor.

The meeting recessed at 11:26 a.m. and reconvened the same day at 11:30 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for Public Works.

The meeting recessed at 12:12 p.m. and reconvened the same day at 1:31 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for Community Development.

The meeting recessed at 1:54 p.m. and reconvened the same day at 2:01 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for the Sheriff's Department.

The meeting recessed at 2:19 p.m. and reconvened the same day at 2:30 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a workshop with Sheriff Brown to discuss sick leave payouts.

Commissioner T.W. Lannen left the meeting at 2:58 p.m.

The meeting recessed at 3:02 p.m. and reconvened the same day at 4:33 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met in an Executive Session pursuant to RCW 42.30.110(1)(g) performance of a public employee with Sara Slack, Human Resource Specialist in attendance for 45 minutes. The session ended at 5:16 p.m.

The meeting recessed at 5:18 p.m. and reconvened the next day, Wednesday, November 2nd, 2022, at 9:00 am with Commissioner Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for District Court.

The meeting recessed at 9:09 a.m. and reconvened the same day at 9:32 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for County Clerk.

Commissioner T.W. Lannen reported on conservation letter regarding Opposing Settlement Agreement and Accompanying Resolution Between Board of Natural Resources and Timber Plaintiffs in Thurston County Superior Court No. 20-2-01653-34 and Skagit County Superior Court No. 19-2-1469-29.

The meeting recessed at 9:43 a.m. and reconvened the same day at 10:02 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for Community Events and Recreation.

The meeting recessed at 10:14 a.m. and reconvened the same day at 11:17 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for Probation.

The meeting recessed at 11:24 a.m. and reconvened the same day at 11:32 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for the Prosecutor's Office.

The meeting recessed at 11:50 a.m. and reconvened the same day at 1:35 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for Senior Services.

The meeting recessed at 1:43 p.m. and reconvened the same day at 2:01 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for Superior Court.

Budget Workshops for 2023 were held for the Juvenile Department.

The meeting recessed at 2:25 p.m. and reconvened the same day at 3:00 p.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

Budget Workshops for 2023 were held for the Commissioners' Budgets.

The meeting recessed at 3:40 p.m. and reconvened the next day, Thursday, November 3rd, 2022, at 9:35 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met for a workshop with Sheriff Brown to discuss sick leave payouts.

Commissioner T.W. Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to deny Sheriff Brown's request to be paid out for sick leave accrued before becoming an Elected Official and to amend existing policy to clarify payouts for future employees seeking Elected Office.

The meeting recessed at 9:52 a.m. and reconvened the same day at 10:00 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The Board met in an Executive Session pursuant to RCW 42.30.110(1)(g) performance of a public employee with Sara Slack, Human Resource Specialist, and County Prosecutor Adam Kick in attendance for 40 minutes. The session ended at 10:40 a.m.

The meeting adjourned at 10:42 a.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____ Abstain _____
Nay _____ Absent _____

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Financial Management Department	<u>Heidi B. Penner</u> Signature
<u>AGENDA DATE</u>	<u>Tuesday, November 22, 2022</u>	
<u>SUBJECT</u>	<u>Resolution 2022-53</u>	
<u>ACTION REQUESTED</u>	<u>Approve Resolution 2022-53</u>	

SUMMARY/BACKGROUND

Resolution 2021-18 established the American Rescue Plan Act Fund (ARPA)(1900.000).

Would like to amend Resolution 2021-18 with Resolution 2022-53 to include wording that the funds to be deposited into 1900.000 are the State and Local Fiscal Recovery Funds (SLFRF) and the Local Assistance and Tribal Consistency Funds (LATCF).

FISCAL IMPACT

RECOMMENDATION

Approve Resolution 2022-53

LIST ATTACHMENTS

Resolution 2022-53

**SKAMANIA COUNTY
RESOLUTION 2022-53**

AMENDING RESOLUTION 2021-18 - AMERICAN RESCUE PLAN ACT (1900.000)

WHEREAS Resolution 2021-18 established the American Rescue Plan Act Fund (1900.000),
and

WHEREAS H.R. 1319 – American Rescue Plan Act of 2021 became law on March 11, 2021,
and

WHEREAS, Title IX, Subtitle M (Sec 9901) of the American Rescue Plan Act (ARPA)
establishes the State and Local Fiscal Recovery Funds program (SLFRF), and

WHEREAS, Title IX, Subtitle M (Sec 9901) of the American Rescue Plan Act (ARPA) along
with Sec 605 of the Social Security Act, established the Local Assistance and Tribal Consistency
Fund (LATCF), and

NOW, THEREFORE, BE IT RESOLVED, that both the State and Local Fiscal Recovery
Funds (SLFRF) and the Local Assistance and Tribal Consistency Funds (LATCF) shall be
deposited in the American Rescue Plan Act Fund (1900.000).

ADOPTED, this ____ day of November _____, 2022.

**BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chair

Robert Hamlin, Vice-Chair

T.W. Lannen, Commissioner

ATTEST:

APPROVED AS TO FORM:

Debbie Slack, Clerk of the Board

Adam Kick, Prosecuting Attorney

RESOLUTION 2022-54

(Updating the Skamania County Community Action Plan)

WHEREAS, RCW 36.01.085 authorizes the Counties to engage in economic development programs; and

WHEREAS, local governmental bodies within the region need to coordinate their community development strategies and efforts in order to maximize local opportunities and to minimize the public cost of development; and

WHEREAS, the Skamania County Community Strategic Plan was developed with public participation and is reviewed quarterly by the Skamania County Community Action Team; and

WHEREAS, Skamania County participated in the Action Plan update as a member of the Community Action Team that solicited public input and participation in community development planning to identify community goals, values, needs and economic development goals; and

WHEREAS, a document called “Skamania County Community Action Team Priority Project List”, updated September 28, 2022 (hereinafter referred to as “the Plan”), a copy of which is attached hereto as Exhibit A, was adopted by the Skamania County Community Action Team; and

NOW THEREFORE, BE IT RESOLVED, that the Skamania County Board of Commissioners accepts and endorses the amended goals and objectives of the Community Strategic Plan and the Action Plan; and

BE IT FURTHER RESOLVED that the plan shall serve as a guideline to be used in future development efforts by Skamania County.

PASSED IN REGULAR SESSION this 22nd day of November 2022.

ATTEST:

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Richard Mahar, Chairman

Lisa Sackos, Clerk of the Board

T.W. Lannen, Commissioner

Approved as to form only:

Robert Hamlin, Commissioner

Adam Kick, Skamania County Prosecuting Attorney

Aye _____
Nay _____
Abstain _____
Absent _____



Skamania County

Community Development Department

Building/Fire Marshal • Environmental Health • Planning

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

MEMORANDUM

TO: Board of County Commissioners
FROM: Planning Staff
DATE: November 16, 2022
RE: Proposed Community Development Fee Schedule Amendments

Technology Surcharge Fee

The Community Development Department is looking for a new cloud-based online permitting system to manage building and planning permitting, licensing, and code enforcement and to replace the existing SmartGov system. A new system would allow for increased online permit submittals, an improved customer experience, better collaboration internally and externally, and increased productivity. Based on initial estimates from vendors, a new system would cost anywhere from \$15,000 to \$40,000 more annually than the department is currently paying for its annual SmartGov subscription.

In order to cover the higher costs of a new permitting system and to help implement technology necessary to more efficiently administer development and permit reviews, the department is proposing to establish a 5% technology surcharge fee to be added to all Community Development permitting fees. The fee would apply to the one-time fees charged for building permits, land use permits, and water and septic permits. It would not apply to annual licensing fees.

Based on revenue projections for 2023, a 5% technology surcharge would provide approximately \$21,400 in revenue for the department. The table below shows the projected revenue scenarios for a percentage-based fee of 1%-5%.

Permit Type	Projected Fee Revenue	1% Tech Fee	2% Tech Fee	3% Tech Fee	4% Tech Fee	5% Tech Fee
Building	\$323,000	\$3,230	\$6,460	\$9,690	\$12,920	\$16,150
Planning	\$66,025	\$660	\$1,320	\$1,980	\$2,641	\$3,301
Environmental Health	\$38,990	\$390	\$780	\$1,170	\$1,560	\$1,950
Total	\$428,015	\$4,280	\$8,560	\$12,840	\$17,120	\$21,400

Short-term Vacation Rental License Fees

The Board of County Commissioners approved a preliminary fee schedule for annual short-term vacation rental licenses on September 27, 2022, but requested that the fees be revisited by staff. All communications to operators and on the county's website have indicated that fees may increase after January 2023. The current fees are shown in the chart below.

Tier 1	Owner or operator is <u>present on-site</u> during the course of the rental.	\$200
Tier 2	Owner or operator is <u>not present on-site</u> during the course of the rental.	\$300
Tier 3	Any STVR with an allowable occupancy of 15 or more persons, or three or more unique rentals on an individual property, whether or not the owner or operator is present on-site during the course of the rental.	\$500

Since the county launched its licensing system on November 1st, 18 short-term vacation rentals have been licensed. About 2/3 of the licenses have been issued for Tier 2 rentals and 1/3 have been issued for Tier 1 rentals. Almost all licensees have applied and paid for their licenses online. The county has not received any feedback or complaints regarding the current fee schedule.

The chart below shows some options for a revised fee schedule with increased annual license fees.

Tier	Current Fee	25% Increase	50% Increase	Stepped Increases
Tier 1	\$200	\$250	\$300	\$250 (+\$50)
Tier 2	\$300	\$375	\$450	\$400 (+\$100)
Tier 3	\$500	\$625	\$750	\$650 (+\$150)

If the Board directs, staff will prepare a revised fee schedule for the Board's approval by resolution. The Board will also need to decide when the revised fees should go into effect.



SKAMANIA COUNTY
PO Box 436 - Stevenson, WA 98648 - 509-427-5110

October 27, 2022

Skamania County Commissioners
Skamania County Courthouse
P. O. Box 790
Stevenson, WA 98648

RE: Community Action Plan Resolution

Dear Commissioners,

Please find attached the Community Action Plan that was finalized September 28, 2022. We look forward to the Commissioners adopting the updated plan.

Please feel free to contact me at 509-427-5110 or via email at kwaters@skamania-edc.org if you have any questions.

Sincerely,

Kevin Waters
Executive Director

Enc.

Skamania County Community Action Team
Priority Project List
September 28, 2022

Project	Sponsor
1. <u>Cascades Business Park</u>	Port of Skamania
2. <u>City of North Bonneville Lift Station Replacement</u>	City of North Bonneville
3. <u>Carson Water Treatment</u>	Skamania PUD
4. <u>Underwood Reservoir</u>	Skamania PUD
5. <u>Transient Docks - Boat Launch</u>	Port of Skamania
6. <u>Wind River Boat Launch Docks</u>	Skamania County
7. <u>First Street Overlook</u>	City of Stevenson
8. <u>High Bridge Park</u>	Skamania County
9. <u>Stevenson Fire Station</u>	City of Stevenson
10. <u>Columbia Ave Re-alignment</u>	City of Stevenson
11. <u>Home Valley Park – well and field upgrades</u>	Skamania County
12. <u>Stevenson Broadband Project</u>	City of Stevenson
13. <u>Stevenson Wastewater system- Public Infrastructure</u>	City of Stevenson
14. <u>Stevenson Landing Upgrade and Improvements</u>	Port of Skamania
15. <u>Stevenson – Upper Russell Upgrades</u>	City of Stevenson
16. <u>Courthouse Park Plaza</u>	City of Stevenson

Infrastructure Funding Wish List

PUD:

Seismic Upgrades - Buildings

New Reservoir - Underwood

Emergency Generators – Underwood

City of North Bonneville:

Water line upgrades

City of Stevenson:

Water and Stormwater line upgrades

EDC:

Carson Sewer System – Feasibility Study

Skamania County:

Fair Grounds Upgrade

Eurasian Watermilfoil removal

Port of Skamania County:

Cascades Business Park utility extensions

RESOLUTION 2022-55

(Amending Resolution 2019-20, Skamania County Debit/Credit Card Policy to add the issuance of a District Court card)

WHEREAS, RCW 39.58 and 42.24.115 authorizes the use of Debit/Credit cards for municipalities and political subdivisions; and

WHEREAS, the Board of Commissioners adopted a Debit/Credit card policy by Resolution 2018-23, in regular session on April 24, 2018; and

WHEREAS, the Board of Commissioners approved Resolution 2019-15, Amending Resolution 2018-23 Eliminating the Advanced Travel fund on April 16, 2019; and

WHEREAS, the Board of Commissioners approved Resolution 2019-20, Amending Resolution 2018-23, Skamania County Debit Card Policy; and

WHEREAS, the Board of Commissioners have determined that due to the elimination of the Advanced Travel fund, it is in the best interest of the County to request a card for use by one additional department, District Court; and

WHEREAS, the Board of Commissioners have determined that due to the ability to purchase office and operating supplies online and over the telephone it is in the best interest of the County to request a card for use by one additional department, District Court Office; and

WHEREAS, the District Court Office will be issued a copy of the Debit/Credit card policy adopted by Resolution 2018-23, amended by Resolution 2019-15, and Resolution 2022-55 with the issuance of the debit card; and

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners authorizes Riverview Community Bank to issue one debit card for Skamania County District Court Office.

PASSED IN REGULAR SESSION this 22nd day of November 2022.

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Robert Hamlin, Commissioner

ATTEST:

Lisa Sackos, Clerk of the Board

For _____
Against _____
Abstain _____
Absent _____

APPROVED AS TO FORM ONLY:

Adam Kick, Prosecuting Attorney

NOTICE OF LIQUOR LICENSE APPLICATION

WASHINGTON STATE LIQUOR AND CANNABIS BOARD
 License Division - P.O. Box 43098
 Olympia, WA 98504-3098
 Customer Service: (360) 664-1600
 Fax: (360) 753-2710
 Website: <http://lcb.wa.gov>

TO: SKAMANIA COUNTY COMMISSIONERS

RETURN TO: localauthority@sp.lcb.wa.gov

DATE: 11/09/22

RE: APPLICATION IN LIEU OF CURRENT PRIVILEGE

UBI: 603-291-845-001-0001

APPLICANTS:

License: 409023 - 2S County: 30

Tradename: BACKWOODS BREWING COMPANY

BACKWOODS BREWING COMPANY

Loc Addr: 1162 WIND RIVER RD # B
 CARSON WA 98610-3298

WATERS, JAMES T
 1960-12-14

Mail Addr: PO BOX 161
 CARSON WA 98610-0161

WATERS, DEBRA K
 1965-03-21

WATERS, KEVIN R
 1985-02-06

Phone No.: 503-560-6241 STEVE WATERS

Privileges Upon Approval:

DIRECT SHIPMENT RECEIVER-IN/OUT WA
 SPIRITS/BR/WN REST LOUNGE +
 CATERING

As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI desk at (360) 664-1724.

- | | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Do you approve of applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process) | | |
| 4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. | | |

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE



Washington State
Liquor and Cannabis Board
PO Box 43098,

, Olympia WA 98504-3098, (360) 664-1600

SKAMANIA COUNTY COMMISSIONERS
PO BOX 790
STEVENSON, WA 98648-0790



Washington State
Liquor and Cannabis Board
PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710

November 06, 2022

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at wslcb@liq.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 11/06/2022

LICENSED ESTABLISHMENTS IN UNINCORPORATED AREAS COUNTY OF SKAMANIA
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230228

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. SAVAGE GRACE WINES LLC	SAVAGE GRACE WINES 442 KRAMER RD UNDERWOOD WA 98651 0000	426964	DOMESTIC WINERY < 250,000 LITERS DIRECT SHIPMENT RECEIVER-IN WA ONL BEER/WINE SPECIALTY SHOP

**JOINT RESOLUTION
OF THE CLARK COUNTY COUNCIL AND THE KLICKITAT AND
SKAMANIA BOARDS OF COUNTY COMMISSIONERS**

Clark County Resolution #2022-11-04
Klickitat County Resolution #
Skamania County Resolution #

A joint resolution of the Clark County Council and the Boards of County Commissioners for Klickitat and Skamania counties relating to the appointment of trustees to the Fort Vancouver Regional Library.

WHEREAS, in 1952, Clark County and Skamania County formed an Interrural Rural Library District; and

WHEREAS, in 1973, the Intercounty Rural Library District was expanded to include Klickitat County; and

WHEREAS, in 1981, the City of Vancouver annexed into the Intercounty Rural Library District; and

WHEREAS, pursuant to RCW 27.12.130 and 27.12.190, the County Council and Boards of County Commissioners of the participating counties within the Intercounty Rural Library District are to appoint a board of trustees through joint action; and

WHEREAS, Klickitat, Clark and Skamania counties have entered into an Interlocal Agreement setting forth the process for the appointment of trustees; and

WHEREAS, the term for Position No. 4, which is currently held by Jane Higgins representing Clark County, will expire on December 31, 2022; and

WHEREAS, Jane Higgins has submitted her resignation; and

WHEREAS, Marie Coffey of Vancouver, Washington has expressed a desire and has accepted an invitation for appointment to Position No. 4 representing Clark County for a term that will begin on January 1, 2023 and end December 31, 2030; and

WHEREAS, it is the desire of the Clark County Council and Boards of County Commissioners of Klickitat and Skamania counties to appoint Marie Coffey to Position No. 4, representing the Clark County.

NOW THEREFORE BE IT ORDERED AND RESOLVED by the Clark County Council and the Boards of County Commissioners for Klickitat and Skamania Counties, State of Washington that Marie Coffey is hereby appointed to serve as trustee of the Fort Vancouver Regional Library as Clark County's designee to Position No. 4. The appointment is effective January 1, 2023 to December 31, 2030.

DATED this 1st day of November, 2022.

COUNTY COUNCIL
CLARK COUNTY, WASHINGTON



Karen Dill Bowerman, Chair

Attest:

Clerk to the Council



in and for the County of Clark,
State of Washington



DATED this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
Klickitat County, Washington

Jacob Anderson, Chair

David M. Sauter, Commissioner

Dan Christopher, Commissioner

ATTEST:
Clerk for the Board

in and for the County of Klickitat,
State of Washington

DATED this _____ day of _____, 2022.

BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Robert Hamlin, Commissioner

ATTEST:
Clerk for the Board

in and for the County of ~~Klickitat~~, Skamania
State of Washington

APPROVED AS TO FORM:

Skamania County Prosecutor

Sept 30, 2022

To the Clark County Commissioners,

This letter is to establish my desire to apply for the at-large position on the Board of Trustees for Fort Vancouver Regional Library District. As a resident of North Clark County as well as having work experience with FVRL, I am an excellent candidate for this position. I realize it would be a conflict of interest to be an employee of FVRL and a board member concurrently, and am willing to take a leave of absence from my position in the substitute pool to serve on the board. Having worked at several branches in the district I can bring valuable insights and hands on knowledge to the board to help set direction, monitor and review library performance, oversee library policy, and provide and maintain quality public services for the citizens of our district as set forth in RCW 27.12.

FVRL is the 5th largest district in Washington with 15 locations. Our district offers many digital options for reading and research materials. In an effort to provide internet access for our patrons, wifi is available at each branch, as well as scanning, faxing capabilities and 3D printing. Maintaining this technical equipment requires that we employ an IT staff that is versed in the ever changing digital world. This staff oversees not only equipment at each branch, but the devices that are now available to check out. Network Hot Spots, for example, are an extremely popular item, holds for these number in the 50s and 60s, and frequently require attention and service upon returning to the branch. Because of the heavy usage, some need more maintenance before returning to circulation. Are these devices a priority in our budget, despite their need for special handling and attention, or is there a better solution to provide our patrons with internet accessibility?

Another example of budget choices are print format periodicals. Many are available on a digital platform, we feature access to a huge data base including newspapers and magazines on our website. Should branches continue to offer print magazines as we do at each branch? Does the time spent processing each issue and employee hours spent maintaining them justify the cost of print subscriptions?

On a bigger financial scale, the Woodland Library building project is currently underfunded, despite the tireless work of their Friends group as well as efforts of Librarian Jennifer Hauan, by 1.5 million. The structural plans have been scaled back to 7,5000 square feet to reduce funds needed. As a junior taxing district, FVRL is not first in line for levy funding distribution from property taxes, and an unexpected shortage due to economic downturn could impact our ability to go forward with this project. Trustees would need to balance Cowlitz County patron needs, realizing they have been waiting years for a new building with maintaining a finically wise and prudent budget within available funds.

FVRL offers our patrons much needed resources that they have come to depend on. I hope you will give me a chance to be a part of the Board of Trustees and an opportunity to serve our communitles. Thank you for considering me.

Sincerely,

Marie K Coffey
35313 NE Schultz Rd
La Center, WA 98629
360-263-2266

MARIE K COFFEY
35313 NE SCHULTZ ROAD
La Center WA 98629
360-263-2266
marie.coffey2@gmail.com

CURRENT EMPLOYMENT Fort Vancouver Regional Library

2009 - present Substitute pool for Public Services Assistant

Working at multiple branch locations requires adaptability and knowledge of specifics unique to each branch as well as policies and procedures. Responsibilities include:

- Greet patrons, assess their needs, provide assistance
- Check out materials, register new patrons
- Assist patrons with facility related concerns
- Manage items returning from circulation
- Computer skills at the front desk.
- Immediate availability on short notice

Subs are regularly rated by supervisors in specific areas of job knowledge, quality and quantity of work, attitude with the public and co workers, judgement, dependability, policies and safety. The following is a typical review of my work: "It was noted that Marie is exceeding expectations with her ability to learn, customer focus and customer service skills, managing change, communications, professionalism and positive attitude. She shows great enthusiasm and wonderful rapport with the rest of the team."

VOLUNTEER/COMMUNITY SERVICE WORK

Member of the LaCenter Friends of the Library auxiliary group, assisting as needed at book sale functions.

English as a Second Language, teacher/coach Martin, Slovakia

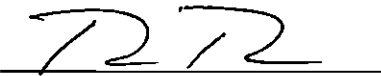
PROFESSIONAL HISTORY US POSTAL SERVICE, LA CENTER, WA - RETIRED

During my career as a window clerk I became adept and proficient at working with the public in a fast paced, multitask, busy environment. I assumed a leadership role when called upon to step in for the Postmaster as needed to oversee the entire operation at our office. In addition to postal transactions at the front counter I was responsible for other areas of the operation, including:

- Train new window clerks
- Reconciliation of all office financial transactions
- Troubleshoot customer inquiries complaints and concerns
- Communicate with team workers
- Conduct safety briefings
- Tabulate payroll for all office employees

EDUCATION Bachelor of Arts, California State University, Fullerton

COMMISSIONER'S MOTION ACTION AGENDA ITEM

<u>SUBMITTED BY</u>	<u>District Court</u> Department	 Signature
<u>AGENDA DATE</u>	Nov. 22, 2022	
<u>SUBJECT</u>	<u>Payroll increase for Princess Wood</u>	
<u>ACTION REQUESTED</u>	<u>Payroll increase for Princess Wood to 26C, starting 10/01/2022</u>	

SUMMARY/BACKGROUND

In preparing the District Court office for Donna's retirement, Princess has been training to take over the duties of the court administrator. She has been the administrative assistant/lead clerk for the past 5 years. Over the past 6 months, Princess had been training a clerk to take over her lead clerk position and taken on more of the court administrator's duties. Currently we have one clerk who has been trained with some of the basic tasks and 2 new clerks at the beginning of their training. Princess has been doing work of a court administrator and should be compensated for her hard work and dedication to the District Court office.

Due to her exceptional knowledge and qualifications, we are asking the Board to allow the change of Princess's pay range to a 26C, back dating this change to at least October 1, 2022, instead of waiting until January 1, 2023.

FISCAL IMPACT

There is money in our 2022 budget to cover the payroll change. The fiscal impact with this payroll change will increase our payroll by \$2,840.00 (October 1, 2022 – December 15, 2022).

RECOMMENDATION

That the Board approve this change and allow District Court to move forward with the promotion and payroll change for Princess Wood. *Effective October 1, 2022.*

LIST ATTACHMENTS

*Job description
SALARY Chart*

HR COMMENTS

The District Court Judge is asking for approval of two items an exceptional qualification to a 26 step C.

Princess is currently a Range 19 step E or (5) at \$4,644 per month. She has been in this position since her hire in August 2017. The current Court Administrator of District Court is retiring 12/31/2022. The position has been advertised in department and Princess Wood applied and was offered the position to replace Donna Wood.

The personnel policy under chapter 6.4 states All employees will be appointed at the minimum step of the range for that position unless an exceptional qualification rate is approved. It states that with budget authority, Elected Officials and Department Heads may hire a person up to Step 3 within the assigned range, provided that two (2) or more of the following criteria are met and approved by Human Resources:

- A. The difficulty level of the recruitment is high; there is a limited source of applicants that meet the requirements of the position,
- B. The applicant was making more money at the previous employment they left to accept the offer of employment with Skamania County; and
- C. The applicant demonstrates exceptional qualifications; the person is in possession of knowledge, skills, and abilities pertaining to the position's job description, which are necessary to the position and have been acquired through substantial specialized training or experience.

When approving appointments above Step 1, Human Resources and the Board of Commissioners will use the guide below when the conditions above have been met.

- Step 2 – At least two (2) years' experience or education beyond the minimum requirements of the job description.
- Step 3 – At least three (3) years' experience or education beyond the minimum requirements of the job description

Minimum Requirements to the job duties:

Associates degree or equivalent post-high school education and five years of progressively responsible experience in the legal field and court room processes including one (1) year, administrative experience and minimum of two years supervisory experience, or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position. Requires a thorough understanding and knowledge of the legal process, legal terminology, and rules and statues as they apply to court functions,

Employees who are promoted, will receive an increase in salary which is equivalent to a step in the new range that provides an increase to the present salary or the minimum step of the new range whichever is greater.

Associates degree is supplemented for 2-years experience and with additional 5 years employee must have 7 years of equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities to perform the essential functions of the job.

Princess would have 5 years working in the District Court office having knowledge of most of the necessary duties required in the office but has only been working with Donna on learning her duties for the past six (6) months. Human Resource would not recommend an exceptional Qualification request on this unless they can show employee has 7 years of experience.

At the end of 6 months of probation for the promoted position the employee will go up 1 step if they pass probation.

SALARY RANGES		Step 1	Step 2	Step 3	Step 4	Step 5
19	Annual	46,735	48,838	51,036	53,333	55,733
	Monthly	3,895	4,070	4,253	4,444	4,644
	Semi Monthly	1,947.50	2,035.00	2,126.50	2,222.00	2,322.00
	Hourly	22.48	23.49	24.54	25.64	26.80
20	Annual	48,812	51,008	53,304	55,702	58,209
	Monthly	4,068	4,251	4,442	4,642	4,851
	Semi Monthly	2,034.00	2,125.50	2,221.00	2,321.00	2,425.50
	Hourly	23.47	24.53	25.63	26.79	27.99
21	Annual	51,001	53,297	55,695	58,201	60,820
	Monthly	4,250	4,441	4,641	4,850	5,068
	Semi Monthly	2,125.00	2,220.50	2,320.50	2,425.00	2,534.00
	Hourly	24.52	25.63	26.78	27.99	29.24
22	Annual	53,254	55,651	58,155	60,772	63,506
	Monthly	4,438	4,638	4,846	5,064	5,292
	Semi Monthly	2,219.00	2,319.00	2,423.00	2,532.00	2,646.00
	Hourly	25.61	26.76	27.96	29.22	30.54
23	Annual	55,672	58,177	60,795	63,530	66,389
	Monthly	4,639	4,848	5,066	5,294	5,532
	Semi Monthly	2,319.50	2,424.00	2,533.00	2,647.00	2,766.00
	Hourly	26.77	27.97	29.23	30.55	31.92
24	Annual	58,157	60,774	63,509	66,367	69,353
	Monthly	4,846	5,064	5,292	5,531	5,779
	Semi Monthly	2,423.00	2,532.00	2,646.00	2,765.50	2,889.50
	Hourly	27.96	29.22	30.54	31.92	33.35
25	Annual	60,738	63,471	66,327	69,312	72,431
	Monthly	5,062	5,289	5,527	5,776	6,036
	Semi Monthly	2,531.00	2,644.50	2,763.50	2,888.00	3,018.00
	Hourly	29.21	30.52	31.89	33.33	34.83
26	Annual	63,516	66,374	69,361	72,482	75,744
	Monthly	5,293	5,531	5,780	6,040	6,312
	Semi Monthly	2,646.50	2,765.50	2,890.00	3,020.00	3,156.00
	Hourly	30.54	31.92	33.35	34.85	36.42

The District Court Judge is also requesting that the employee be placed in the promoted Range 26 effective 10/1/2022 since she is actually learning and accomplishing the necessary knowledge and duties of the position.

Personnel policy Chapter 2 definition of working out of class - An employee who assumes the full duties and responsibilities of a position in a higher class for a period of two (2) consecutive weeks or more.

Human Resources has no opposition to this employee being placed at the Range 26 effective 10/1/2022 while they are assuming and learning the duties of the position, they will take over January 1, 2023, providing the Board gives them this Budget authority. This would be no different than hiring an employee 1-3 months early for training purposes and they would be paid the range of the person that they are replacing. This is not a regular occurrence on promotions and is not addressed in the Personnel Policy except for working out of class definition. The Board will have to decide if they want to make an exception.

This will also make the 2023 budget higher by 3 months if the employee passes probation, they will receive their step increase at 3 months into 2023 instead of 6 months into 2023. District Court has stated this will not require a supplemental to their budget.

Approved for Agenda discussion and decision:

Mahar _____

Hamlin PA

Lannen TML

Dated this ___ day of _____, 2022 .

ATTEST:

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Richard Mahar, Chairman

T.W. Lannen, Commissioner

Debbie Slack, Clerk of the Board

Robert Hamlin, Commissioner

Approved as to form only:

Adam Kick,
Skamania County Prosecuting Attorney

Aye _____
Nay _____
Abstain _____
Absent _____

SKAMANIA COUNTY

JOB DESCRIPTION

**TITLE: DISTRICT COURT
ADMINISTRATOR**

FLSA STATUS: Exempt
Approved: 10/97
Appealed: 1/20/99
Revised: 12/06, 1/08, 1/10 9/18
Range: 26

SUMMARY

Under the guidance of the District Court Judge, the Court Administrator is responsible for the overall operation and office management for the District Court, the City of North Bonneville Municipal Court and the City of Stevenson Municipal court through administrative and fiscal duties. Administrative duties include management and supervision of employees, plus courtroom security personnel and bailiffs, criminal and civil docketing, budget planning, all case flow management, contract oversight, courtroom equipment management and security. The position requires constant interaction with the general public, other agencies and facilitation of case processing for litigants.

ESSENTIAL FUNCTIONS

Develops and administrates the state-mandated fiscal policy, office payroll, and oversees accounting and receipt of fines and costs.

Coordinates the dual responsibilities of both the District Court Clerk's office and the Administration of the Court itself.

Oversees and directs all District Court support operations, case flow, facilities and records management, reviews progress, directs changes in priorities and schedules as needed, establishes policies, procedures, work rules and performance standards to assure efficient and effective operations, compliance with county standards, state and local laws. Monitors relevant laws and requirements and makes appropriate changes in procedures.

Oversees the efficient operation of the District Court office. Organizes the workloads for employee, sets schedules and work rules. Maintains personnel records relative to salary, sick leave and annual leave including manages, supervises, trains, evaluates and disciplines employees, security officer and bailiff.

Oversees the fiscal reports and budgets for the District Court Office. Collections and distribution of fines and costs for cases. Monitors cash drawer and all court bank accounts. Prepares vouchers for all accounts payable. Assists with preparation and administration of the District Court budget based on staffing and resource requirements, cost estimates, and objectives and goals. Maintains accurate accounting records of budget expenditures and reviews month end reports.

Exercises independent judgment and makes technical decisions as to legal procedures and policies locally and state-mandated.

Directs the resolution of inquiries and problems. Responds to incoming calls; questions and

inquiries. Provides general information, and refers callers to other agencies and individuals as appropriate. Prepares correspondence to court-related inquiries or requested information. Reviews documents for compliance in accordance with established protocols and procedures, including warrants, summons and commitments.

Prepares District Court Dockets on District Court matters and briefs District Court Judge on the calendars prior to session. Implements effective case flow management programs to assure the efficient and timely scheduling and processing of District Court cases including hearings and trials. Prepares a yearly court calendar and maintains court schedules, trial settings and civil file work within the court. Works closely with the Superior Court Clerk's office regarding scheduling and courtroom availability. Arranges for Judge trades in conflict cases. Oversees certified interpreter program for all non-English speaking defendants or parties.

Provides judicial support for directives and correspondence.

Analyzes and recommends improvements to existing services and operating systems of the court. Oversees the maintenance and updating of computerized systems and records to provide for proper evaluation, control and documentation for court operations; drafts and implements forms and computer programs; generates statistical and summary reports regarding court functions.

Serves as liaison between District Court Judge, Superior Court, attorneys, County Clerk, the general public and other agencies. Provides District Court representation on various committees and meetings. Works closely with state court administrators and state court officials to facilitate efficiency and accuracy.

Manages agency interaction with the District Court including Domestic Violence advocates and the Skamania County Sheriff's office. Provides assistance with forms completion to pro se litigants in domestic abuse cases, reviews all documents to ensure procedural compliance. Proceedings of this type are highly emotional and require tact and sensitivity throughout the process.

Schedules routine maintenance and upgrades for courtroom recording system. Maintains audio records of proceedings. Arranges for transcription of court hearings and provides audio recording/documents for cases pending appeal to the Superior Court.

PERIPHERAL FUNCTIONS

Promotes positive public relations and public confidence in the court system.

Manages risk for the District Court.

Maintains District Court's service and availability to the general public.

Fills clerical position needs for temporary absences and overload situations.

Coordinates District Court and prosecutorial schedules.

Orders and maintains supplies for the office.

Prepares and submits for payment vouchers for travel expenses, office purchases, professional services (interpreters, attorneys) Judge pro tempores and Court Commissioners,

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of all legal and judicial functions, all court procedures, and all laws, including the Revised Code of Washington and the Washington Administrative Code.

Knowledge of the Washington rules of Evidence.

Extensive Knowledge of court administration, statewide legal research, Discis, JIS and related computer networks.

Knowledge of modern supervisory and management practices and procedures

Knowledge of the Budgeting, Accounting and Reporting System (BARS)

Comprehensive knowledge of financial practices and procedures in local government and Washington State budget laws.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining, and resolving problems effectively.

Skill and accuracy in data entry.

Skill in records management and fee collection.

Skill in administration, management, leadership and public relations to effectively represent the District Court Judge and the District Court office.

Skill in communicating with the public in a courteous, respectful, friendly and effective manner.

Ability to interpret and apply new legislation and state and federal case law.

Ability to exercise independent judgment, make decisions, remain neutral. And accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to identify problems, conduct research and communicate results to the general public, Judge, departments, co-workers, clients or refer individuals to appropriate department(s) or agencies.

Ability to analyze, assimilate and evaluate data obtained from reports.

Ability to supervise, train, assign tasks, and evaluate the work of employees.

Ability to discern where discretion and observe strict confidentiality are required.

Ability to prepare, maintain and communicate accurate, clear and concise files, reports and records; both electronic and paper for department programs and to communicate clearly and concisely, orally and in writing.

Ability to provide professional, courteous, respectful and efficient customer service and maintain an effective and professional communication and working relationship the general public, clients, staff members, volunteers, other departments, employees and with a wide range of individuals and/or agencies, under varying circumstances; and, to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt and improve office systems; procedures; and work methods. Handle multiple interruptions and adjustments to priorities.

EDUCATION AND EXPERIENCE

Associates degree or equivalent post-high school education and five years of progressively responsible experience in the legal field and court room processes including one (1) year, administrative experience and minimum of two years supervisory experience, or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position. Requires a thorough understanding and knowledge of the legal process, legal terminology, and rules and statutes as they apply to court functions,

WORKING CONDITIONS

Work is performed in an office environment that is secured with protective measures at certain times. Management of stress associated with competing priorities and strict timelines is a job element. Significant public contact.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak.

The statement contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, religion, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran status, guide dog or service animal and genetic information or any other protected status under federal or state statute.

1.0300

3.00%

Effective January 1, 2022

**SKAMANIA COUNTY, WASHINGTON
PUBLIC WORKS
NON UNION EMPLOYEES
2022 SALARY SCHEDULE**

Longevity		Managers
7-14 years		13.54
15-19 years		27.08
20-24 years		54.16
25 or more years		108.33

PROFICIENCY LEVEL

SALARY RANGES		Step 1	Step 2	Step 3	Step 4	Step 5	SALARY RANGES
8 Under 16	Annual	25,617	26,770	27,975	29,233	30,549	8
	Monthly	2,135	2,231	2,331	2,436	2,546	
	Semi Monthly	1,067.50	1,115.50	1,165.50	1,218.00	1,273.00	
	Hourly	12.33	12.87	13.45	14.06	14.69	
9 Minimum Wage	Annual	30,138	31,494	32,911	34,392	35,940	9
	Monthly	2,511	2,625	2,743	2,866	2,995	
	Semi Monthly	1,255.50	1,312.50	1,371.50	1,433.00	1,497.50	
	Hourly	14.49	15.15	15.83	16.54	17.28	
10	Annual	31,787	33,217	34,712	36,274	37,906	10
	Monthly	2,649	2,768	2,893	3,023	3,159	
	Semi Monthly	1,324.50	1,384.00	1,446.50	1,511.50	1,579.50	
	Hourly	15.29	15.97	16.69	17.44	18.23	
11	Annual	33,160	34,652	36,211	37,841	39,544	11
	Monthly	2,763	2,888	3,018	3,153	3,295	
	Semi Monthly	1,381.50	1,444.00	1,509.00	1,576.50	1,647.50	
	Hourly	15.94	16.66	17.41	18.19	19.01	
12	Annual	34,549	36,104	37,729	39,426	41,201	12
	Monthly	2,879	3,009	3,144	3,286	3,433	
	Semi Monthly	1,439.50	1,504.50	1,572.00	1,643.00	1,716.50	
	Hourly	16.61	17.36	18.14	18.96	19.81	
13	Annual	36,102	37,726	39,424	41,198	43,052	13
	Monthly	3,008	3,144	3,285	3,433	3,588	
	Semi Monthly	1,504.00	1,572.00	1,642.50	1,716.50	1,794.00	
	Hourly	17.36	18.14	18.96	19.81	20.70	
14	Annual	37,668	39,363	41,135	42,986	44,920	14
	Monthly	3,139	3,280	3,428	3,582	3,743	
	Semi Monthly	1,569.50	1,640.00	1,714.00	1,791.00	1,871.50	
	Hourly	18.11	18.93	19.78	20.67	21.60	
15	Annual	39,336	41,106	42,956	44,889	46,909	15
	Monthly	3,278	3,425	3,580	3,741	3,909	
	Semi Monthly	1,639.00	1,712.50	1,790.00	1,870.50	1,954.50	
	Hourly	18.92	19.76	20.66	21.59	22.56	
16	Annual	41,069	42,917	44,849	46,867	48,976	16
	Monthly	3,422	3,576	3,737	3,906	4,081	
	Semi Monthly	1,711.00	1,788.00	1,868.50	1,953.00	2,040.50	
	Hourly	19.75	20.63	21.56	22.54	23.55	
17	Annual	42,863	44,792	46,808	48,914	51,115	17
	Monthly	3,572	3,733	3,901	4,076	4,260	
	Semi Monthly	1,786.00	1,866.50	1,950.50	2,038.00	2,130.00	
	Hourly	20.61	21.54	22.51	23.52	24.58	
18	Annual	44,761	46,775	48,880	51,079	53,378	18
	Monthly	3,730	3,898	4,073	4,257	4,448	
	Semi Monthly	1,865.00	1,949.00	2,036.50	2,128.50	2,224.00	
	Hourly	21.52	22.49	23.50	24.56	25.67	
19	Annual	46,735	48,838	51,036	53,333	55,733	19
	Monthly	3,895	4,070	4,253	4,444	4,644	
	Semi Monthly	1,947.50	2,035.00	2,126.50	2,222.00	2,322.00	
	Hourly	22.48	23.49	24.54	25.64	26.80	
20	Annual	48,812	51,008	53,304	55,702	58,209	20
	Monthly	4,068	4,251	4,442	4,642	4,851	
	Semi Monthly	2,034.00	2,125.50	2,221.00	2,321.00	2,425.50	
	Hourly	23.47	24.53	25.63	26.79	27.99	
21	Annual	51,001	53,297	55,695	58,201	60,820	21
	Monthly	4,250	4,441	4,641	4,850	5,068	
	Semi Monthly	2,125.00	2,220.50	2,320.50	2,425.00	2,534.00	
	Hourly	24.52	25.63	26.78	27.99	29.24	
22	Annual	53,254	55,651	58,155	60,772	63,506	22
	Monthly	4,438	4,638	4,846	5,064	5,292	
	Semi Monthly	2,219.00	2,319.00	2,423.00	2,532.00	2,646.00	
	Hourly	25.61	26.76	27.96	29.22	30.54	
23	Annual	55,672	58,177	60,795	63,530	66,389	23
	Monthly	4,639	4,848	5,066	5,294	5,532	
	Semi Monthly	2,319.50	2,424.00	2,533.00	2,647.00	2,766.00	
	Hourly	26.77	27.97	29.23	30.55	31.92	

SALARY RANGES	2022 PROFICIENCY LEVEL					SALARY RANGES	
	Step 1	Step 2	Step 3	Step 4	Step 5		
24	Annual	58,157	60,774	63,509	66,367	69,353	24
	Monthly	4,846	5,064	5,292	5,531	5,779	
	Semi Monthly	2,423.00	2,532.00	2,646.00	2,765.50	2,889.50	
	Hourly	27.96	29.22	30.54	31.92	33.35	
25	Annual	60,738	63,471	66,327	69,312	72,431	25
	Monthly	5,062	5,289	5,527	5,776	6,036	
	Semi Monthly	2,531.00	2,644.50	2,763.50	2,888.00	3,018.00	
	Hourly	29.21	30.52	31.89	33.33	34.83	
26	Annual	63,516	66,374	69,361	72,482	75,744	26
	Monthly	5,293	5,531	5,780	6,040	6,312	
	Semi Monthly	2,646.50	2,765.50	2,890.00	3,020.00	3,156.00	
	Hourly	30.54	31.92	33.35	34.85	36.42	
27	Annual	66,358	69,344	72,464	75,725	79,133	27
	Monthly	5,530	5,779	6,039	6,310	6,594	
	Semi Monthly	2,765.00	2,889.50	3,019.50	3,155.00	3,297.00	
	Hourly	\$31.91	\$33.35	\$34.85	\$36.41	\$38.05	
28	Annual	69,363	72,485	75,746	79,155	82,717	28
	Monthly	5,780	6,040	6,312	6,596	6,893	
	Semi Monthly	2,890.00	3,020.00	3,156.00	3,298.00	3,446.50	
	Hourly	33.35	34.85	36.42	38.06	39.77	
29	Annual	72,483	75,745	79,153	82,715	86,438	29
	Monthly	6,040	6,312	6,596	6,893	7,203	
	Semi Monthly	3,020.00	3,156.00	3,298.00	3,446.50	3,601.50	
	Hourly	34.85	36.42	38.06	39.77	41.56	
30	Annual	75,783	79,194	82,757	86,481	90,373	30
	Monthly	6,315	6,599	6,896	7,207	7,531	
	Semi Monthly	3,157.50	3,299.50	3,448.00	3,603.50	3,765.50	
	Hourly	36.44	38.08	39.79	41.59	43.46	
31	Annual	79,182	82,745	86,469	90,360	94,426	31
	Monthly	6,599	6,895	7,206	7,530	7,869	
	Semi Monthly	3,299.50	3,447.50	3,603.00	3,765.00	3,934.50	
	Hourly	38.08	39.79	41.58	43.45	45.41	
32	Annual	82,809	86,535	90,429	94,499	98,751	32
	Monthly	6,901	7,211	7,536	7,875	8,229	
	Semi Monthly	3,450.50	3,605.50	3,768.00	3,937.50	4,114.50	
	Hourly	39.82	41.61	43.49	45.44	47.48	
33	Annual	86,551	90,446	94,516	98,769	103,214	33
	Monthly	7,213	7,537	7,876	8,231	8,601	
	Semi Monthly	4,068.00	3,768.50	3,938.00	4,115.50	4,300.50	
	Hourly	41.62	43.49	45.45	47.50	49.63	
34	Annual	90,503	94,576	98,832	103,279	107,927	34
	Monthly	7,542	7,881	8,236	8,607	8,994	
	Semi Monthly	3,771.00	3,940.50	4,118.00	4,303.50	4,497.00	
	Hourly	43.52	45.48	47.52	49.67	51.90	
35	Annual	94,576	98,832	103,279	107,927	112,783	35
	Monthly	7,881	8,236	8,607	8,994	9,399	
	Semi Monthly	3,940.50	4,118.00	4,303.50	4,497.00	4,699.50	
	Hourly	45.48	47.52	49.67	51.90	54.24	
36	Annual	98,832	103,279	107,927	112,783	117,859	36
	Monthly	8,236	8,607	8,994	9,399	9,822	
	Semi Monthly	4,118.00	4,303.50	4,497.00	4,699.50	4,911.00	
	Hourly	47.52	49.67	51.90	54.24	56.68	
37	Annual	103,279	107,927	112,783	117,859	123,162	37
	Monthly	8,607	8,994	9,399	9,822	10,264	
	Semi Monthly	4,303.50	4,497.00	4,699.50	4,911.00	5,132.00	
	Hourly	49.67	51.90	54.24	56.68	59.23	
38	Annual	107,926	112,783	117,858	123,162	128,704	38
	Monthly	8,994	9,399	9,822	10,264	10,725	
	Semi Monthly	4,497.00	4,699.50	4,911.00	5,132.00	5,362.50	
	Hourly	51.90	54.24	56.68	59.23	61.89	
39	Annual	112,286	117,339	122,620	128,138	133,904	39
	Monthly	9,357	9,778	10,218	10,678	11,159	
	Semi Monthly	4,678.50	4,889.00	5,109.00	5,339.00	5,579.50	
	Hourly	53.99	56.42	58.96	61.62	64.39	
40	Annual	117,858	123,161	128,704	134,495	140,548	40
	Monthly	9,821	10,263	10,725	11,208	11,712	
	Semi Monthly	4,910.50	5,131.50	5,362.50	5,604.00	5,856.00	
	Hourly	56.67	59.22	61.89	64.67	67.58	
41	Annual	123,162	128,705	134,496	140,549	146,873	41
	Monthly	10,264	10,725	11,208	11,712	12,239	
	Semi Monthly	5,132.00	5,362.50	5,604.00	5,856.00	6,119.50	
	Hourly	59.23	61.89	64.67	67.58	70.62	



Skamania County

Community Development Department

Building/Fire Marshal • Environmental Health • Planning

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

MEMORANDUM

TO: Board of County Commissioners
FROM: Planning Staff
DATE: November 16, 2022
RE: Proposed Community Development Fee Schedule Amendments

Technology Surcharge Fee

The Community Development Department is looking for a new cloud-based online permitting system to manage building and planning permitting, licensing, and code enforcement and to replace the existing SmartGov system. A new system would allow for increased online permit submittals, an improved customer experience, better collaboration internally and externally, and increased productivity. Based on initial estimates from vendors, a new system would cost anywhere from \$15,000 to \$40,000 more annually than the department is currently paying for its annual SmartGov subscription.

In order to cover the higher costs of a new permitting system and to help implement technology necessary to more efficiently administer development and permit reviews, the department is proposing to establish a 5% technology surcharge fee to be added to all Community Development permitting fees. The fee would apply to the one-time fees charged for building permits, land use permits, and water and septic permits. It would not apply to annual licensing fees.

Based on revenue projections for 2023, a 5% technology surcharge would provide approximately \$21,400 in revenue for the department. The table below shows the projected revenue scenarios for a percentage-based fee of 1%-5%.

Permit Type	Projected Fee Revenue	1% Tech Fee	2% Tech Fee	3% Tech Fee	4% Tech Fee	5% Tech Fee
Building	\$323,000	\$3,230	\$6,460	\$9,690	\$12,920	\$16,150
Planning	\$66,025	\$660	\$1,320	\$1,980	\$2,641	\$3,301
Environmental Health	\$38,990	\$390	\$780	\$1,170	\$1,560	\$1,950
Total	\$428,015	\$4,280	\$8,560	\$12,840	\$17,120	\$21,400

Short-term Vacation Rental License Fees

The Board of County Commissioners approved a preliminary fee schedule for annual short-term vacation rental licenses on September 27, 2022, but requested that the fees be revisited by staff. All communications to operators and on the county’s website have indicated that fees may increase after January 2023. The current fees are shown in the chart below.

Tier 1	Owner or operator is <u>present on-site</u> during the course of the rental.	\$200
Tier 2	Owner or operator is <u>not present on-site</u> during the course of the rental.	\$300
Tier 3	Any STVR with an allowable occupancy of 15 or more persons, or three or more unique rentals on an individual property, whether or not the owner or operator is present on-site during the course of the rental.	\$500

Since the county launched its licensing system on November 1st, 18 short-term vacation rentals have been licensed. About 2/3 of the licenses have been issued for Tier 2 rentals and 1/3 have been issued for Tier 1 rentals. Almost all licensees have applied and paid for their licenses online. The county has not received any feedback or complaints regarding the current fee schedule.

The chart below shows some options for a revised fee schedule with increased annual license fees.

Tier	Current Fee	25% Increase	50% Increase	Stepped Increases
Tier 1	\$200	\$250	\$300	\$250 (+\$50)
Tier 2	\$300	\$375	\$450	\$400 (+\$100)
Tier 3	\$500	\$625	\$750	\$650 (+\$150)

If the Board directs, staff will prepare a revised fee schedule for the Board’s approval by resolution. The Board will also need to decide when the revised fees should go into effect.