

**SKAMANIA COUNTY BOARD OF COMMISSIONERS**  
**240 NW Vancouver Ave.**  
**Stevenson, WA 98648**  
**Agenda for December 6<sup>th</sup>, 2022**

**Commissioner meetings are open to public attendance with limited available seating. If you would like to attend remotely, you may do so by 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**

**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: [sackos@co.skamania.wa.us](mailto:sackos@co.skamania.wa.us) When a holiday falls on Monday, the regular meeting is held on Wednesday of that week.**

**Tuesday, December 6<sup>th</sup>, 2022**

9:30 AM            Call to Order  
                       Pledge of Allegiance  
                       Public Comment (3 minutes)

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 meeting November 22<sup>nd</sup>, 2022.
2. Minutes for meeting November 29<sup>th</sup> – 30<sup>th</sup>, 2022.
3. Contract renewal with First American Data Co. & Subsidiaries.
4. Authorize Public Works to formally select PBS Engineering and Environmental, Inc. for consultant services.

Voucher Approval

Payroll Approval

Open Sealed Bids for sale of County-owned real property declared surplus to County needs.

Adjourn

**BOARD OF SKAMANIA COUNTY COMMISSIONERS**  
**Skamania County Courthouse**  
**240 NW Vancouver Ave. Lower Level, Room 18**  
**Stevenson, WA 98648**  
**Minutes for Meeting of November 22<sup>nd</sup>, 2022**

The Board met for a staff meeting at 9:01 a.m. in the Commissioners' Meeting Room on November 22<sup>nd</sup>, 2022. Commissioners Robert Hamlin and Richard Mahar, Chair were present. Commissioner T.W. Lannen was absent. Reports were presented from Sophie Miller, Senior Services Program Manager, Chris Wood, Probation Officer, Sara Slack, Human Resource Specialist, Heidi Penner, Financial Management Administrator, and Debbie Slack and Lisa Sackos, Clerks of the Board.

The meeting recessed at 9:19 a.m.

The Commissioners' business meeting was called to order at 9:30 a.m. on Tuesday, November 22<sup>nd</sup>, 2022, at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, WA with Commissioners Robert Hamlin, and Commissioner Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Pledge of the Allegiance was led by Lisa Sackos, Clerk of the Board.

Mary Repar, a resident of Stevenson, provided public comment regarding the salary of Elected Prosecutor, Adam Kick.

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

1. Minutes for meetings August 23<sup>rd</sup>, 2022, and August 30<sup>th</sup>, 2022.
2. Minutes for meetings September 6<sup>th</sup>-7<sup>th</sup>, September 13<sup>th</sup>, September 20<sup>th</sup>, and September 26<sup>th</sup>-29<sup>th</sup>, 2022.
3. Minutes for meeting October 4<sup>th</sup>, 2022.
4. Minutes for meeting November 1<sup>st</sup>-3<sup>rd</sup>, 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 16<sup>th</sup>-30<sup>th</sup>, 2022 to receive a one-time retention incentive.
12. Contract renewal of Indigent Representation Contract for District Court.

Commissioner Hamlin moved, seconded by Commissioner Mahar and the motion carried unanimously to approve vouchers for the period dated November 22<sup>nd</sup>, 2022, in the total amount of \$173,412.73 with \$50,387.42 being Current Expense, covering warrant numbers 189739 through 189837.

Commissioner Hamlin moved, seconded by Commissioner Mahar, and the motion carried unanimously to approve payroll for the period of November 1<sup>st</sup> through November 15<sup>th</sup>, 2022, in the total amount of \$653,259.02 with \$402,555.60 being Current Expense, covering warrant numbers 43906 through 43926.

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

Commissioner Hamlin moved, seconded by Commissioner Mahar and the motion carried unanimously to deny the request for payroll increase for the newly hired District Court Administrator to backdate to October 1<sup>st</sup>, 2022, instead of January 1<sup>st</sup>, 2023.

The Board reported on various meetings they attended.

The meeting recessed at 9:57 a.m. and reconvened the same day at 10:02 a.m. with Commissioners Robert Hamlin and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board met for Department Head reports.

- Tamara Cissell, Community Health Director reported on COVID-19, Influenza A, Respiratory Syncytial Virus, and the E. Coli outbreak investigation.
- Alan Peters, Community Development Director was absent.
- Tim Elsea, Public Works Director was absent.

The meeting recessed at 10:11 a.m. and reconvened the same day at 11:00 a.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with the Financial Management Group, Elected Officials, Department Heads and Managers to discuss County Finances.

The meeting recessed at 11:16 a.m. and reconvened the same day at 11:30 a.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with Community Health regarding Salary Surveys.

The meeting recessed at 12:08 p.m. and reconvened the same day. Due to technical difficulties, the session was delayed for 4 minutes, and started at 1:37 p.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with Tim Lechner, Regional Sales Manager for JAVS, for demonstration and overview of the upgraded JAVS system for the Commissioner's Meeting Room.

The Board met in an Executive Session pursuant to RCW 42.30.110(1)(g) performance of a public employee with Debbie Slack, Clerk of the Board in attendance for 10 minutes. The session ended at 2:26 p.m.

The meeting recessed at 2:28 p.m. and reconvened the same day at 2:31 p.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with Community Development to discuss fee schedules.

The meeting recessed at 10:46 a.m. and reconvened the same day at 11:31 a.m. with Commissioners Robert Hamlin, T.W. Lannen and Richard Mahar, Chair present.

The meeting adjourned at 2:55 p.m.

**ATTEST:**

**BOARD OF COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**

\_\_\_\_\_  
**Commissioner Richard Mahar**

\_\_\_\_\_  
**Commissioner T.W. Lannen**

\_\_\_\_\_  
**Clerk of the Board Lisa Sackos**

\_\_\_\_\_  
**Commissioner Robert Hamlin**

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 29<sup>th</sup> – 30<sup>th</sup>, 2022**

The Commissioners' business meeting was called to order at 9:31 a.m. on Tuesday, November 29<sup>th</sup>, 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 Sara Slack, Human Resources Specialist.

Mary Repar, a resident of Stevenson, provided public comment regarding the Veterans Advisory Board.

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

1. Minutes for meeting November 8<sup>th</sup>, 2022.
2. Resolution 2022-56, Rescinding Resolution 2005-26, regarding appointed administrative positions of the Sheriff's Office.
3. Contract renewal of the Revenue Contract with Zillow Group.
4. Contract renewal of the Revenue Contract with Columbia Gorge Title Company.
5. Contract renewal of the Revenue Contract with Clark County Title Company.
6. Contract renewal of the Revenue Contract with Black Knight Data & Analytics.
7. Approval of Letter of Engagement for TDJ CPA Incorporated contract.
8. Liquor license application for change of location for Evoke Winery.
9. Approval of amendment of contract for MIPPA outreach for Area Agency on Aging & Disabilities for SW Washington.
10. Approval of amendment of Expenditure Contract with Skamania Lodge.
11. Approval of agreement to receive payment from CHPW for Behavioral Health Enhancement Funds with Community Health Plan of Washington.
12. Approval of amendment of existing Homeless Housing contract with Washington Gorge Action Program.
13. Approval of renewal of contract for Supplemental Funding for the Forest Service 90 and 25 Road Snow Plowing for fiscal year of 2022-2023 with PacifiCorp Energy.
14. Approval of amendment of the Interlocal Agreement Between Skamania County and Pend Oreille County for Delivery of Onbase Administrator Services.

Commissioner Lannen moved, seconded by Commissioner Hamlin and the motion carried unanimously to approve vouchers for the period dated November 29<sup>th</sup>, 2022, in the total amount of \$64,129.25 with \$31,855.21 being Current Expense, covering warrant numbers 189928 through 189970.

The Board reported on various meetings they attended.

The meeting recessed at 9:49 a.m. and reconvened the same day at 10:01 a.m. with Commissioners Robert Hamlin, T.W. Lannen, and Commissioner Richard Mahar, Chair present.

The Board met for Department Head reports.

- Alan Peters, Community Development Director reported on the possibility of hiring a third-party contractor.
- Tamara Cissell, Community Health Director reported on COVID-19, Influenza A, Respiratory Syncytial Virus, and the possibility of a temporary hire for the unfulfilled Mental Health Therapist position.
- Tim Elsea, Public Works Director was absent.

The meeting recessed at 10:21 a.m. and reconvened the same day at 10:31 a.m. with Commissioners Robert Hamlin, T.W. Lannen, and Commissioner Richard Mahar, Chair present.

The Board met with Erin Black, District Ranger, and Bernadette Barthelenghi, Public Service Staff Officer, for Forest Service Updates.

The meeting recessed at 10:56 a.m. and reconvened the same day at 11:16 a.m. with Commissioners Robert Hamlin, T.W. Lannen, and Commissioner 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 Adam Kick, Prosecutor and Sara Slack, Human Resources Specialist in attendance for 29 minutes. The meeting ended at 11:45 a.m.

The meeting recessed at 11:46 a.m. and reconvened the same day at 1:30 p.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board met with Leslie Naramore, Washington Gorge Action Programs Director, and Curt Gray, Washington Gorge Action Programs Manager for updates.

The meeting recessed at 1:38 p.m. and reconvened the same day at 2:00 p.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board met for a presentation of the Regional Houseless Strategic Plan. No action was taken.

The meeting recessed at 2:32 p.m. and reconvened the same day at 3:00 p.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with District and Superior Courts to discuss Indigent Defense.

The meeting recessed at 3:38 p.m. and reconvened the same day at 4:00 p.m. with Commissioners Robert Hamlin, and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with the City of Stevenson and Stevenson Downtown Association to discuss the Plaza Project.

The meeting recessed at 4:38 p.m. and reconvened the next day, Wednesday, November 30<sup>th</sup>, 2022, at 11:01 am with Commissioner Robert Hamlin and Richard Mahar, Chair present. Commissioner T.W. Lannen was absent.

The Board held a workshop with Grace Cross, the County Clerk, to discuss the reappointment of the County Program Manager.

The meeting adjourned at 11:51 a.m.

**ATTEST:**

**BOARD OF COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**

\_\_\_\_\_  
**Commissioner Richard Mahar**

\_\_\_\_\_  
**Commissioner T.W. Lannen**

\_\_\_\_\_  
**Clerk of the Board Lisa Sackos**

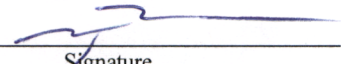
\_\_\_\_\_  
**Commissioner Robert Hamlin**

Aye \_\_\_\_\_  
Nay \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_





**COMMISSIONER'S AGENDA ITEM COMMENTARY**

|                                |   |   |
|--------------------------------|---|---|
| <b><u>SUBMITTED BY</u></b>     | Auditor _____<br>Department _____                 | <br>Signature _____ |
| <b><u>AGENDA DATE</u></b>      | <u>12/06/22</u>                                   |   |
| <b><u>SUBJECT</u></b>          | <u>First American Data Co. &amp; Subsidiaries</u> |   |
| <b><u>ACTION REQUESTED</u></b> | <u>Approve</u>                                    |   |

**SUMMARY/BACKGROUND**

Skamania County Auditors Office contracts with title companies for monthly digitized documents to be sent to them. This agreement is to reimburse the county for those services.

**FISCAL IMPACT**

The Auditors Office receives \$200.00 a month for providing this service to title companies

**RECOMMENDATION**

BOCC Approve the attached renewal

**LIST ATTACHMENTS**

Letter of engagement and county face sheet.



**SKAMANIA COUNTY AUDITOR  
ROBERT J. WAYMIRE**

Skamania County Courthouse  
240 NW Vancouver Ave | PO Box 790  
Stevenson, WA 98648  
[www.skamaniacounty.org/auditor](http://www.skamaniacounty.org/auditor)

(509) 427-3730  
Fax (509) 427-3740

Agreement

This agreement, made and entered into this 1<sup>st</sup> day of January 2023, by and between Skamania County, a municipal corporation hereinafter referred to as the “county” and **First American Data Co. & Subsidiaries**,

**WHEREAS**, the County incurs certain cost in digitizing these records; and **WHEREAS**, the parties here by mutually agree that it is beneficial to both parties to have the County make digitized documents **First American Data Co. & Subsidiaries** at a cost designed to reimburse the county for its reasonable costs of making these documents available.

**NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

- The County will, in the regular course of its operations, provide **First American Data Co. & Subsidiaries** with digital images of documents;
- **First American Data Co. & Subsidiaries** shall pay to the County the sum of \$200.00 per month or you have the option to pay the full year at the cost of \$2400.00 to reimburse the County for the direct, overhead, materials and processing costs and charges involved in providing these digital images;
- Indemnity Agreement: Although the County agrees to use its best efforts to keep **First American Data Co. & Subsidiaries** informed and to supply accurate and complete records, **First American Data Co. & Subsidiaries** agrees to hold the county harmless should the County be held responsible for an error or omission in supplying said information to the Contractor and, as a result thereof, be held to pay damages;
- **First American Data Co. & Subsidiaries** further agrees that it has read and understands RCW 42.56.070 and that it will not use a “list of individuals” for “commercial purposes” and that it will prevent others from using said records for “commercial purposes;”
- Unless otherwise terminated the term of this agreement shall be from January 1<sup>st</sup> 2023 thru December 31<sup>st</sup> 2023





**SKAMANIA COUNTY AUDITOR  
ROBERT J. WAYMIRE**

Skamania County Courthouse  
240 NW Vancouver Ave | PO Box 790  
Stevenson, WA 98648  
www.skamaniacounty.org/auditor

(509) 427-3730  
Fax (509) 427-3740

- Either party may terminate this agreement for any reason by providing the other party thirty days written notice of their intention to terminate.

Approved This Day \_\_\_\_ day of \_\_\_\_\_ 20\_\_

BOARD OF COUNTY COMMISSIONERS SKAMANIA COUNTY,  
WASHINGTON

Chairman: \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board

 First American Data Co., & Subsidiaries

\_\_\_\_\_  
Name

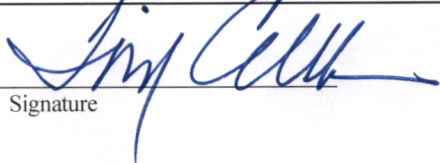
\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Skamania County Prosecutor



**COMMISSIONER'S AGENDA ITEM COMMENTARY**

|                                |  |   |
|--------------------------------|--|---|
| <b><u>SUBMITTED BY</u></b>     | Public Works   |  |
| <b><u>AGENDA DATE</u></b>      | Department   | Signature   |
|                                | 12/06/2022   |   |
| <b><u>SUBJECT</u></b>          | <u>Consultant Selection – Speed Limit and Regulatory Signage</u>   |   |
| <b><u>ACTION REQUESTED</u></b> | <u>Authorize staff to negotiate for with PBS Engineering &amp; Environmental Inc. for consultant services.</u> |   |

**SUMMARY/BACKGROUND**

On October 19, 2022, Public Works put out a Request for Qualifications (RFQ) on Skamania County's Speed Limit and Regulatory Signage project. We advertised in the local paper, the DJC of Portland, the county website, and emailed firms listed within the county's MRSC. We received interest from five firms who requested a copy of the RFQ or asked questions. Only two firms submitted Statement of Qualification (SOQ) of whom we interviewed. The consultant that scored highest on the evaluation and interview process was PBS Engineering & Environmental with 188 out of 200 points. We further contacted the remaining 3 interested firms, who did not provide a SOQ, for feedback on our RFQ advertisement.

**FISCAL IMPACT**

None

**RECOMMENDATION**

That Public Works be authorized to formally select PBS Engineering and Environmental Inc and begin negotiation on the terms of a contract to be adopted by the Board of Commissioners.

**LIST ATTACHMENTS**

Consultant Selection Scores  
Justification Letter

Dated this 6th day of December 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 \_\_\_\_\_

**CONSULTANT SELECTION SCORE**

First Selection  
Group Selection

| Project:<br>2021 Speed Limit & Regulatory Signage Project | FIRMS: |        |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | MAX.<br>POINTS       |
|---|--------|--------|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------------------|
|   | A      | B      | C    | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |                      |
| 1. Qualification of Proposed Project Manager              | 21.60  | 24.40  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 25                   |
| 2. Qualifications / Expertise of Firm                     | 15.60  | 18.00  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 20                   |
| 3. Ability to meet schedule                               | 11.00  | 14.20  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 15                   |
| 4. Approach to project                                    | 13.60  | 13.60  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 15                   |
| 5. Familiarity with WSDOT / FHWA Standards                | 12.60  | 14.20  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 15                   |
| 6. Past Performance / References                          | 9.20   | 9.00   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 10                   |
| 7. EEO and MBE or MWBE                                    | 0.00   | 0.00   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 0                    |
| 8. Consultants Interview                                  | 88.00  | 95     |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 100                  |
|   | 171.60 | 188.40 | 0.00 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | MAX.<br>SCORE<br>200 |

**FIRM IDENTIFICATION**

- |   |          |
|---|----------|
| A. Bell Design Company _____                    | K. _____ |
| B. PBS Engineering and Environmental Inc. _____ | L. _____ |
| C. _____  | M. _____ |
| D. _____  | N. _____ |
| E. _____  | O. _____ |
| F. _____  | P. _____ |
| G. _____  | Q. _____ |
| H. _____  | R. _____ |
| I. _____  | S. _____ |
| J. _____  | T. _____ |

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



**Skamania County**  
**Department of Public Works**

Post Office Box 790  
Stevenson, Washington 98648  
Office (509) 427-3910 FAX: (866) 267-1318

November 29, 2022

RE: 2021 Speed Limit & Regulatory Signage Project – Consulting Services

To Whom it May Concern:

On October 19, 2022, Skamania County Public Works put out a Request for Qualifications (RFQ) for a consultant to prepare engineering design, contract, and the necessary documentation that allows for Skamania County to obligate the construction funds for the project. We advertised in the local paper, in the DJC of Portland, on the Skamania County website and sent email notices to the county's consultant roster on MRSC. Of the submittals, we selected **PBS Engineering and Environmental Inc.** for our project based on the following:

Our criteria for selection included the average score out of a possible 100 from evaluation of the statement of qualifications (SOQ) totaled with the average score from a live interview out of a possible 100.

The SOQ was evaluated based on the following criteria:

1. Qualification of Proposed Project Manager
2. Qualifications / Expertise of Firm
3. Ability to meet schedule
4. Approach to project
5. Familiarity with WSDOT / FHWA standards
6. Past Performance / References

The interview, held on 11/28/2022, featured a selection of questions assembled by our engineering team. The applicants were not given these questions in advance of the interviews.

Based on our criteria, **PBS Engineering and Environmental Inc.** scored favorably with a total of 188.4 out of a possible 200 points.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Elsea", is written over a white background.

Tim Elsea, PE  
County Engineer