

**BOARD OF SKAMANIA COUNTY COMMISSIONERS**  
**Skamania County Courthouse**  
**240 NW Vancouver Ave. Lower Level, Room 18**  
**Stevenson, WA 98648**

**Minutes for Meeting of October 27, 2020**

The Commissioners met in their meeting room, at 240 NW Vancouver Ave. in Stevenson, at 9:00 a.m. on October 27, 2020 for a staff meeting with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present. Due to technical difficulties the audio was not working. Sophie Miller, Senior Services Project Manager reported on energy assistance, WSDOT grants, and updated the Board on the theft of equipment from one of the Senior vehicles. Heidi Penner, Financial Management Administrator reported on CARES funding, State Auditor's Office Exit Conference, and a Financial Management Group meeting to be held that day at 11:00 a.m. Alex Hays, Community Events and Recreation Manager reported on a conversation with Department of Commerce regarding use of Commissioners' salaries for reimbursement from CARES funding. He also reported he worked to clear out the Law Library and reported on a potential grant for heaters and turf in the Stock Barn at the Fairgrounds. He also reported on Lodging Tax applications. Debbie Slack, Clerk of the Board reported on applications for the Office Assistant position in the Commissioners Office, and the upcoming Supplemental Budget. Toni Farris, Probation Officer reported on statistics for DUII and assault during COVID-19 and panic buttons needed for Probation with the new system.

The meeting recess at 9:20 a.m.

The Commissioners' business meeting was called to order at 9:30 a.m. on October 27, 2020 at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Pledge of the Allegiance was led by Sophie Miller, Senior Services Program Manager.

There was no public comment.

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

1. Letter of support to Washington State Department of Transportation for the continuation of Dial-A-Ride, Transit program and Capital Vehicle replacement
2. Bid Award and Contract Approval with Secure Tech Systems, Inc. for installation of Duress System in County buildings
3. Agreement with Seniors for grant matching funds
4. Authorization to purchase metal Conex box for PPE storage
5. Interlocal Agreement #5 with Lower Columbia Fish Recovery Board for change in duration
6. Contract Amendment with Konica Minolta Business Solutions USA, Inc. to Onbase software to add e-filing
7. Contract renewal with Truth Verification Services, LLC to provide polygraph services
8. Contract amendment with Tyler Technologies, Inc. for jury management services
9. Contract renewal with JAVS for upkeep/maintenance of Courtroom audio/visual equipment
10. Contract with Area Agency on Aging and Disabilities of Southwest Washington for Senior transportation
11. Contract with Area Agency on Aging and Disabilities of Southwest Washington for Disease Prevention and Health Promotion services

12. Contract with Area Agency on Aging and Disabilities of Southwest Washington for Nutrition and Aging and Disabled Resource Network program

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to amend the effective date of the COVID 19 Coordinator position from March 1, 2020 to June 1, 2020.

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to approve vouchers for the period dated October 27, 2020 in the total amount of \$453,568.46 with \$348,164.47 being Current Expense, covering warrants numbers 178850 through 178932.

The Board received the monthly WSU Extension report from Hannah Brause, County Director. She reported on 4-H, including new enrollments, virtual training, National 4-H Week, 4-H Kids virtual programming, 4-H grab & Go project kit, state team, and part time Program Coordinator for National 4-H Mentoring program. She also reported on the Forest Youth Success Program, and Agriculture. She also reported she was the recipient of the 2020 National Association of Agriculture Agents National Achievement Award.

The Board reported on various meetings they attended. Commissioner Mahar reported on the weekly Governor Inslee media call. He also reported on a call with Representative Gina Mosbrucker, a call with WSAC, and a meeting with businesses regarding the Washington State constitution. Commissioner Hamlin reported on a Homeless Housing meeting regarding a warming shelter and energy assistance. He also reported on a Washington Gorge Action Program meeting, and a meeting with the MCEDD Director, Jessica Metta, Executive Director. Commissioner Lannen reported meetings including Wind River Business Park, Jon Paul Anderson of WKO, Inc. Financial Management Group, union, and a call with Representative Mosbrucker. He also reported on Encumbered Lands funding, and a call with Clark County regarding CARES Funds related to funding non-profits.

The meeting recessed at 10:09 a.m. and reconvened the same day at 10:17 a.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met for Department Head reports.

- Tamara Cissel, Community Health Deputy Director reported on a Task Force meeting to be held on November 25<sup>th</sup> regarding Jail partnership. She also reported on a WSAC virtual call regarding COVID vaccination plan. Tamara also reported a contract with be sent for the November 10<sup>th</sup> Board of Health agenda for Molecular Testing Labs for lab testing of COVID tests. Kirby Richards, Community Health Administrative Director reported on a Bi-State Recreation Insights meeting with personnel from the Forest Service, State, land use managers to discuss the recreation side of things regarding COVID with 40-50 people attending. Kirby also gave the latest positive case number at 73.
- Tim Elsea, Public Works Director/County Engineer reported on the Duress Alarm System will be installed on December 1<sup>st</sup> and 2<sup>nd</sup>. He also reported on the Bridge Inspection report that will need to be approved before the 2021 Road budget. He also reported on highway safety improvements, County Road, Information Technology, Buildings and Grounds, and Wind River Business Park. He reported the Home Valley Park is closed and the Big Cedars Campground will be closed by the end of November. He also discussed a supplemental budget request for wood for picnic tables from increased revenue for camping fees.

The meeting recessed at 10:35 a.m. and reconvened at 11:00 a.m. the same day with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met with the Financial Management Office, Elected Officials and Department Heads to discuss County finances. Heidi Penner, Financial Management Administrator reported on September 2020 revenues and expenditures, the cash projection as of 10/21/2020 and Department of Natural Resources funds to be received by December 15<sup>th</sup>. Scenarios to balance the 2021 Budget were discussed. Departments are asked to submit info on where their budgets will end up for 2020, and a possible 5% reduction of budgets for all departments. CARES reimbursement for Elected Officials salaries was discussed and one supplemental request for all CARES funding will be submitted.

The meeting recessed at 11:43 a.m. and reconvened at 2:15 p.m. the same day with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met with Columbia River Gorge Commissioner Executive Director, Krystyna Wolniakowski and Lynn Burditt, Columbia River Gorge Scenic Area Manager for Gorge updates. Krystyna reported the 2020 Management Plan Revision was approved. She reported on the expansion of stream buffers, and next steps in the process as well as the chapter on climate change, and urban area boundaries. Lynn reported on, prescribed burns in Klickitat County, a closure of Herman Creek Campground and Trailhead due to safety reasons. She reported on trails and the Bi-State Recreation Group. She also reported on Lands including the Great American Outdoor Act, Mt. Glade property, FLAP grant funding, and the western pond turtle habitat area.

The meeting recessed at 2:52 p.m. and reconvened at 5:30 p.m. the same day with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board held a public hearing to take public comment and consider approval of Resolution 2020-31, Supplemental Budget #4 to the 2020 Budget. Debbie Slack, Clerk of the Board gave a staff reported. Chief Deputy David Waymire answered questions from the Board regarding a request for the Jail budget regarding a Jail control system upgrade. There was no public comment, and the Board had no further questions or deliberations. Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to approve Resolution 2020-31, Supplemental Budget # 4 to the 2020 Budget.

The meeting recessed at 5:40 p.m. and reconvened on Thursday, October 29, 2020 with Commissioners Richard Mahar and Robert Hamlin, Chair present.

The Board met for an Exit Conference with the State Auditor's Office for fiscal years 2018 and 2019. Greg Wynn, Assistant Audit Manager, Cole Page, Audit Lead and Lindsay Osborne, Program Manager all from the State Auditor's Office attended by ZOOM. The Financial Statements and Federal Single Audit and the Accountability Audit were discussed. There we no findings to report. A management letter with recommendations for cash receipting and ER & R billing rates was discussed. The State Auditor's Office will publish the entire report the following week.

The meeting adjourned at 11:45 a.m.

**ATTEST:**

**BOARD OF COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**



Debbie Shaw  
Clerk of the Board

[Signature]  
Commissioner

J. W. Lamm  
Commissioner

[Signature]  
Commissioner

Aye [Signature]  
Nay [Signature]  
Abstain [Signature]  
Absent [Signature]