

SKAMANIA COUNTY BOARD OF COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Agenda for August 4, 2020

Commissioner Meetings are open to public attendance with limited available seating, exercising social distancing. 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 using the following numbers.

1 346 248 7799 US 1 312 626 6799 US
1 646 558 8656 US 1 669 900 9128 US
1 253 215 8782 US
1 301 715 8592 US

Meeting ID: 813 4248 1018

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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 meeting, otherwise they will be held for the following Tuesday. slack@co.skamania.wa.us

Tuesday, August 4, 2020

9:30 AM Call to Order,
 Pledge of Allegiance

Public Comments - (3 minutes) – See message above regarding seating in the Commissioner’s Meeting Room

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 of June 23, 2020
2. Minutes for meeting of June 30, 2020
3. Minutes for meeting of July 7, 2020
4. Liquor license renewals for Home Valley General, LLC and Crooked Acres Vineyard LLC
5. Re-appointment of Leana Kinley as the representative for Cities of Skamania County on the Mid-Columbia Economic Development District Board of Directors
6. Re-appointment of Matthew Knudsen as the City of Stevenson’s representative on the Skamania County Homeless Housing Council
7. Re-appointment of Toni Farris, Probation Officer representing Criminal/Law Enforcement on the Skamania County Homeless Housing Council
8. Interlocal Agreement with the Port of Skamania County for an amount up to \$16,667 from the .09 fund to complete a market and feasibility study to direct future development of the 42 acre industrial/business park in North Bonneville
9. Agreement with Skamania County Public Works in the amount of \$15,000 from the .09 fund to contribute to roof replacement at the Exhibit Hall

Voucher Approval
Payroll Approval

10:00 AM Columbia River Gorge updates with Lynn Burditt, National Scenic Area Manager, and Krystyna Wolniakowski, Gorge Commission Executive Director

Adjourn

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 recess into executive session on scheduled meeting days.

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

Minutes for Meeting of June 23, 2020

The Commissioners business meeting was called to order at 9:30 a.m. on June 23, 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 Susan Krug, Stevenson resident.

The Board acknowledged receipt of a written comment from Mitch Patton entitled "letter about Mr. and Mrs. X".

There was no public comment.

Commissioner Lannen moved, seconded by Commissioner Mahar to approve the Consent Agenda as follows:

1. Liquor license renewal for Melchemy LLP
2. Cannabis license renewal for Kim Sue Grass Works and Custom Cultivators
3. Contract with Lueders Pyrotechnics, LLC for 4th of July Fireworks display at the Fairgrounds
4. Memorandum of Understanding partnering with the Skamania County Chamber of Commerce for 4th of July Firework celebration
5. Grant Agreement amendment with Washington State Department of Transportation 2019-2021 to add additional funding due to COVID-19
6. Contract with Washington Military Department for reimbursement for E911 Coordinator, professional development and operational expenses for the Skamania County 911 system
7. Set Public Hearing to consider approval of Ordinance 2020-05, An Ordinance Amending Skamania County Code Title 3 – Revenue and Finance, to include new Chapter 3.30 – Sales and Use Tax – Affordable and Supportive Housing

Discussion of the consent agenda included insurance coverage for the fireworks vendor and the public viewing the fireworks from their cars.

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve vouchers for the period dated June 23, 2020, in the amount of \$127,146.60 with \$23,832.17 being Current Expense, covering warrants numbers 177208 through 177274.

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to approve payroll for the period dated June 25, 2020 in the amount of \$600,954.18 with \$378,535.49 being Current Expense, covering payroll warrant numbers 42747 through 42767 and direct deposit numbers 65306 through 65479.

Hannah Brause attended by ZOOM to give the WSU Extension report. She reported that the WSU and Microsoft public access Wi-Fi is installed and working at Hegewald Center. She reported that Some

Meade, 4-H Coordinator worked with 4-H Coordinators in Klickitat and Clark Counties to develop a 6-week series called YA 4-H. Funding for this program comes from a statewide grant. She also reported on Somer's participation with One Prevention Alliance by joining the grant committee and helping write an application for a 5-year DFC grant to get additional funding for the coalition to build capacity. Other 4-H items Hannah reported on were Somer participating in statewide conversations and trainings regarding virtual events for 4-H'ers, training to bring Emergency Preparedness program for kids and families to our area in the future, as well as working with staff at Stevenson Elementary as part of a Leadership Team. Hannah also reported on Forest Youth Success, including plans for Fall, support from partners for the program, secured funding, increased interest in the program, and the potential to make Forest Youth Success a year-round project. Agriculture items Hannah reported on were an increase in Extension inquires including being more self-reliant. Hannah has joined the Mid-Columbia Economic Resiliency Team that is made up of 5 Gorge Counties and has worked with a MCEDD Special task force around COVID-19 and Agriculture issues. Hannah has been working with a coalition on Migrant Workers, vital to harvesting in the Gorge, and extra resources needed to help ensure they stay healthy and safe while performing this service. Other items Hannah reported being involved in are connecting resources and partnering agencies locally and across the state on food supply chain issues, with working groups around Meat/livestock, food pantries, and feeding programs for children. She has also been working to connect small businesses as well as farmers and ranchers with grants, loans, webinars and other resources, including CARES Loans for Farmers. She also reported on the WSU Food Systems team, and an uptick in unprecedented numbers of people purchasing chickens for both egg and meat production and wiener pigs from the mid-west. She will be providing statewide leadership on a pod cast beginning to record in July.

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

The Board met for Department Head reports.

- Tim Elsea, Public Works Director/County Engineer reported on COVID-19 signs, personal protective equipment, L & I guidance. He also reported that the Home Valley Restrooms project should be completed, and restrooms opened by July 4th. He reported that the RFQ for the panic system is out and he reported on a presentation he saw on the Courthouse Plaza Project with the Stevenson Downtown Association. He reported that he and IT will be working on costs of VPN for a meeting with Commissioner Lannen. He reported on work by Buildings and Grounds regarding COVID Plans that included acrylic for sneeze guards, intercoms, video monitor for Probation, door lock push button for Probation and counters and half-walls for the Auditor's office. He also reported both campgrounds are open with hosts at both and that "No Fireworks" signs have been put up.
- Kirby Richards, Community Health Director reported on contracts that will be on the June 30th agenda for Klickitat Developmental Disabilities. She reported Justine Norris has been hired as the full time Developmental Disabilities Coordinator. Kirby also reported on testing for COVID 19, and contract tracing. She reported Dr. Krager is on vacation with Dr. Melnick filling in. She also reported the number of current cases as of June 22, 2020.

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

The Board met in a workshop with the Financial Management Office, Elected Officials, and Department Heads to discuss county finances, including CARES and FEMA funding. They discussed the Revenue and Expenditure reports for May 2020, noting no decline in Sales and Use Tax at this time. It was also

noted that building permits haven't dropped off and there hasn't been a drop off of people using the transfer sites because of COVID 19. A list of FEMA reimbursements and clarifications were discussed. Also, IT purchases were discussed including laptops and VPN. The State Auditor's will not be on site for the audit this year, and it was mentioned that Drop Box will be used or the possibility of meeting up to drop documents off with the SAO. County wide guidelines and policies for opening offices up were discussed. A request for CARES funds was made by PUD Commissioner Dave McKenzie. No action was taken.

The Board meet for a ZOOM call with Eric Veach, new Forest Supervisor for the Gifford Pinchot National Forest and Erin Black, Mt. Adam's District Ranger. Mr. Veach introduced himself and gave his background. Discussion included timber production, Good Neighbor Policy, Monument Visitation, South Gifford Pinchot Collaborative Group, Secure Rural Schools funding, and the hopes for a good relationship between Skamania County and the Forest Service.

Commissioner Lannen moved, seconded by Commissioner Mahar and motioned carried unanimously to ratify a letter of support to Congresswoman Jaime Herrera Beutler supporting a bike path at the Bridge of the Gods.

The meeting recessed at 12:05 p.m. and reconvened the same day at 1:34 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met with Gage Spencer, Assessor for an update on the Brownfield grant. Gabe reported on site assessments for levels 1 and 2. He also reported that there will be a draw down on the grant of 151,000 by the end of 2020. The term of the grant is October 2021 at which time an extension can be applied for. He reported they are still hoping to find more sites for assessment.

The Board reported on meetings they attended. Commissioner Lannen reported on meeting with Megan from the pool to discuss the future of the pool. He also reported on a COVID 19 team meeting, a call with Representative Gina Mosbrucker, the letter of support for the Bridge of the Gods pedestrian and bike pathway he wrote to Jaime Hererra Beutler, GP Collaborative, and Gorge Commission interviews. Commissioner Mahar reported on a Worksource meeting, a site visit to an area on the Washougal River Road, a call with Representative Gina Mosbrucker, and a Washington Association of Counties call. Commissioner Hamlin reported on Homeless Housing, MCEDD Full Board, and a call with Representative Gina Mosbrucker. The Board discussed staff meetings and will begin having them beginning the 2nd week in July on the 2nd and 4th Tuesdays.

The meeting recessed at 2:04 p.m. and reconvened the same day at 2:30 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met for Wind River Advisory Board updates. Mandy Hertel reported she will send the Board a list of rentals at WRBP, and two vacation homes are up and running.

The meeting recessed at 2:36 p.m. and reconvened the same day at 4:00 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met for a workshop to discuss County Comments on the Gorge Commission's Draft Update to the Management Plan with Alan Peter, Assistant Planning Director. The 30-day comment period on Urban Area Boundary Revisions is set to end June 30th. Alan reported that Klickitat and Wasco Counties approved a resolution opposing proposed revisions to the management plan policies for urban area boundary revisions.

The meeting recessed at 4:51 p.m. and reconvened the same day at 5:30 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board held a public hearing to receive public comment and for final review and/or approval of 2020/2021 Title III projects for funding. Ann Lueders, Superintendent of the Skamania County EMS District commented on the carryover amount and looking forward to working with the Sheriff and continuing work on Title III projects. The Board deliberated and decided to wait until final reimbursement requests are received for June to award the 2020/2021 funding. The hearing closed with no action taken.

The meeting adjourned at 5:40 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
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Minutes for Meeting of June 30, 2020

The Commissioners business meeting was called to order at 9:30 a.m. on June 30, 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 Debbie Slack, Clerk of the Board.

Judith Morrison, Stevenson resident, commented about the CARES Act grant.

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

1. Minutes of May 27-28, 2020 meeting
2. Letter of re-appointment to Julie DeSmith for the Columbia Gorge Housing Authority as the public representative
3. Letter of re-appointment to Gabe Spencer for the Columbia Gorge Housing Authority
4. Contract Amendment #1 with Area Agency on Aging & Disabilities of Southwest Washington
5. Contract with Fickett Structural Solutions for high cost bridge inspections
6. Contract with Entrust Community Services for Developmental Disabilities program services
7. Contract with Entrust Community Services for Developmental Disabilities program services
8. Contract with WR Business Directions for Developmental Disabilities program services

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve vouchers for the period dated June 30, 2020 in the amount of \$177,453.34 with \$50,261.22 being Current Expense, covering warrants numbers 177338 through 177375.

The Board met for the Safety Committee report with Debi VanCamp, Human Resources Administrator. Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve Safety Committee Report 2020-E-02.

Commissioner Lannen moved, seconded by Commissioner Mahar to approve Safety Committee Report 2020-E-03. Discussion occurred surrounding the accident and speed. Motion carried unanimously. Two additional reports were sent back by the Safety Committee to the Departments for additional information. They will be brought forward to the Board in a future meeting.

The Commissioners reported on meetings they attended. Commissioner Lannen reported on a COVID-19 meeting, a NACO call, a meeting with Kevin Waters of the EDC and a call with Representative Gina Mosbrucker. Commissioner Mahar reported on a meeting with David Kelley of AAADSW, a call with Representative Gina Mosbrucker and a Fair Board walk through. Commissioner Hamlin discussed furloughs down the road vs layoffs vs reduction of hours. Commissioner Lannen also mentioned the need

to get budget provision's updated. Commissioner Hamlin also reported on the Community Action Team meeting and the .09 Committee meeting as well as meetings with WGAP and Gorge Partners.

The Board met for Department Head reports.

- Kirby Richards, Community Health Director reported on COVID 19 cases, testing, and contact tracing. She also reported a job description for a full time Medical Assistant for Behavioral Health will be forthcoming. She also discussed the need for a janitorial sign off sheet, and CDC guidelines pertaining to cleaning.
- Tim Elsea, Public Works Director/County Engineer reported on COVID 19. Personal Protective Equipment has been dispersed, signage with CDC guidelines will follow, and masks have been provided to employees requesting them. He reported the restrooms at Home Valley Park will be open on July 4th. He also reported on the RFP for the new panic system, and arch assessment for Courthouse Plaza project and the RFQ for project manager. The Phase 3 checklist will be discussed at the afternoon meeting to discuss Return to Work Guidelines/Policy.

The meeting recessed at 10:22 a.m. and reconvened the same day at 11:02 a.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met for a workshop with the Financial Management Office, Elected Officials and Department Heads to discuss CARES and FEMA funding. Topics discussed were salaries and wages, personal protective equipment purchase, facility upgrades, Community Health expenses, and County match for FEMA funding. Commissioner Hamlin handed out a spreadsheet with potential allocation of funds to departments. Discussion concerning the amount Community Health is asking for took place and that Skamania County is the only county in the state that doesn't receive funding from the Current Expense fund for Public Health. Requests for funding to the EDC for businesses, to the Port and to the PUD were discussed. IT costs for video arraignment program were also discussed.

The meeting recessed at 11:20 a.m. and reconvened the same day at 2:15 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met in Executive Session pursuant to RCW 42.30.110(1)(g), performance of a public employee for 15 minutes. The session ended at 2:31 p.m.

The Board met with Prosecutor Adam Kick in an Executive Session pursuant to RCW 42.30.110(1)(i), potential litigation for 25 minutes. The session ended at 3:00 p.m.

The Board met to discuss and consider approval of Resolution 2020-03, Opposing Proposed Revisions to the Columbia River Gorge Management Plan Policies for Urban Area Boundary Revisions. According to the proposed resolution, The Board opposes the proposed 2020 amendments to the Management Plan that fail to protect and support the economic vitality of The Gorge and the Board feels the proposed revisions to Part IV Administration, Chapter 1 Gorge Commission Role, Revision of Urban Area Boundaries are inconsistent with the Act and preclude future growth opportunities for the Gorge's Urban Areas. Commissioner Mahar moved, seconded by Commissioner Lannen and motion carried unanimously to approve Resolution 2020-23, Opposing Proposed Revisions to the Columbia River Gorge Management Plan Policies for Urban Area Boundary Revisions. Commissioner Lannen moved, seconded by Commissioner Mahar and motion carried unanimously to approve a letter to Robert Liberty, Chair of the Columbia River Gorge Commission regarding Gorge 2020 Draft Management Plan Comments.

The meeting recessed at 3:34 p.m. and reconvened the same day at 4:00 p.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met to discuss and consider approval of Return to Work Guidelines/Policy. It was discussed that Dr. Krager had seen the policy and a pre-screening form. No action was taken, and the discussion and consideration of the document will continue at 10:00 a.m. on Wednesday, July 1, 2020.

The meeting recessed at 5:14 p.m. and reconvened on Wednesday, July 1, 2020 with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met to continue discussion and consideration of approval of Return to Work Guidelines/Policy. Commissioner Mahar moved to approve the COVID -19 Reopening Plans/Return to work guidelines, that includes general guidelines for employees and a self-pre-screening form as submitted and authorize amendments to make minor modifications, correct scribes' errors, or reflect changing guidelines as needed. Commissioner Lannen seconded the motion. Discussion came from Commissioner Mahar, saying for the record that he would like Part D, COVID 19- Close Contacts will be required to quarantine at home for 14 days past the last contact with an infectious individual or as directed by their health care provider or Community Health Department removed. The motion carried unanimously.

Commissioner Lannen discussed with the Board funding issues for IT upgrades for VPN software and back up battery system. The total project projected to take funding from the CR IT fund as well as CARES funding.

The meeting adjourned at 10:28 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 July 7, 2020

The Commissioners business meeting was called to order at 9:30 a.m. on July 7, 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 Debbie Slack, Clerk of the Board.

There was no public comment.

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

1. Minutes of the June 2, 2020 meeting
2. .09 application approved by .09 Project Development Committee, submitted by the Port of Skamania County for a market and feasibility study to direct future development of a 42-acre industrial/business park in North Bonneville
3. .09 application approved by the .09 Project Development Committee, submitted by Skamania County for the Exhibit Hall and Midway Restroom Re-roofing Project
4. Resolution 2020-24, Updating the Skamania County Community Action Plan

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve vouchers for the period dated July 7, 2020 in the amount of \$76,959.38 with \$30,521.27 being Current Expense, covering warrants numbers 177376 through 177430.

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve payroll for the period dated July 9, 2020 in the amount of \$660,734.44 with \$384,499.6549 being Current Expense, covering payroll warrant numbers 42768 through 42788 and direct deposit numbers 65480 through 65662.

The Commissioners reported on meetings they attended. Commissioner Mahar reported on a call with Representative Gina Mosbrucker, a WSAC call regarding CARES funding uses, a Fair Board meeting, and reported Motocross was cancelled. Commissioner Lannen reported on a WSAC Timber Counties call, and a WSAC call discussing CARES funding. Commissioner Hamlin reported on a FEMA flood plain meeting. He also reported on a call with WGAP and the Sheriff to discuss housing and food delivery to those in quarantine. He also met with Kevin Vance and Ryan Cook regarding leasing county property for a shooting range. He also reported on the possibility of grants from the Department of Commerce for Play Frontier and their request for a letter of support from the Board to go with their grant applications. The Board agreed to provide the letter of support. The Board also discussed potential fines from L & I if rules related to COVID 19 are followed. The Board discussed the possibility of any fines being taken out of the departmental budget. Also, the Board will review the cost of plaques and retirements clocks at the request of Debi VanCamp, Human Resource Administrator.

The Board met for Department Head reports.

- Tim Elsea, Public Works Director/County Engineer reported on the delivery of masks, physical changes to offices, and courtroom and Auditor’s office changes. He also reported that Home Valley Park restroom will be open for 4th of July, and that revenue from the campground should be up from previous years. He reported on new hosts and a change in pay structure. He also reported on the panic system, bridge inspections, Exhibit Hall Roof completion, and RAP and FLAP projects. He also reported on permits, Solid Waste revenue, IT projects, and Wind River Business Park housing rentals for quarantine subjects.
- Kirby Richards, Community Health Director reported that Public Health is not able to use two local businesses to house COVID 19 clients. She also reported on positive cases, language barriers, testing and quarantine and contact tracing. She also reminded everyone to please wear masks, wash hands, and avoid large groups.

The meeting recessed at 10:31 a.m. and reconvened the same day at 11:00 a.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met for a workshop with the Financial Management Office, Elected Officials and Department Heads to discuss CARES and FEMA funding. Commissioner Hamlin provided a revised list of requested CARES funding from departments and Community Partners. It was discussed that the state normally commits 12.5 % of the match for FEMA funding and hasn’t done so yet. The VPN was discussed and the cost of it being approximately \$511,000 with \$250,000 of it coming from the CARES funding and the rest from a reserve fund.

Commissioner Lannen moved, seconded by Commissioner Mahar and motion carried unanimously to release \$250,000 from the CARES funding for IT’ project for VPN, and \$110,000 for the EDC to disperse to Community Partners.

The meeting adjourned at 11:43 a.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 07/06/2020

LICENSED ESTABLISHMENTS IN UNINCORPORATED AREAS COUNTY OF SKAMANIA
(BY ZIP CODE) FOR EXPIRATION DATE OF 20201031

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1 . HOME VALLEY GENERAL LLC	HOME VALLEY STORE 50151 HWY 14 HOME VALLEY WA 98648 0000	401577	GROCERY STORE - BEER/WINE
2 . CROOKED ACRES VINEYARD LLC	CROOKED ACRES 422 KING ROAD UNDERWOOD WA 98651 0000	428377	DOMESTIC WINERY < 250,000 LITERS



**SKAMANIA COUNTY BOARD
OF COMMISSIONERS**

Skamania County Courthouse
240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509)427-3700
(509) 427-3708 Fax

Richard Mahar
District 1

Tom Lannen
District 2

Bob Hamlin
District 3

August 4, 2020

Leana Kinley, City Administrator
City of Stevenson
P O Box 371
Stevenson, WA 98648

Dear Leana:

On Tuesday, August 4, 2020, the Board of Skamania County Commissioners re-appointed you to serve on the Board of Directors for Mid-Columbia Economic Development District representing both the City of Stevenson and the City of North Bonneville. This is a two-year term that will expire on August 31, 2022.

Thank you for your continued interest in serving on this board.

Sincerely,

Robert Hamlin,
Chair

cc: Mid-Columbia Economic Development District
City of North Bonneville



MID COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

Authority

RCW 35.82

MCEDD By-Laws Article II, Section B

MCEDD Agreement 12/16/1969

Resolution 1975-10

Resolution 1975-31

Requirements

The elected governing body of each member county shall designate one of its members to represent it and serve at the pleasure of the county governing body as a voting member of the Board of Directors.

The governing body of each member county shall also appoint one voting representative to the Board of Directors from any city (who is a member of the District) within the county, and shall appoint that representative selected by the city upon receiving a written request designating the individual to be appointed. If more than one city within a county has become a member of MCEDD, the governing body of that county may rotate the appointment of the voting representative between such cities within the county. Representatives from the Washington counties shall serve two year terms that expire on even numbered years.

Appointee

2 Year Terms-Expiration

Bob Hamlin, Skamania County Commissioner

Leana Kinley, Cities of Skamania County

08/31/2022



**SKAMANIA COUNTY BOARD
OF COMMISSIONERS**

Skamania County Courthouse
240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509)427-3700
(509) 427-3708 Fax

Richard Mahar
District 1

Tom Lannen
District 2

Bob Hamlin
District 3

August 4, 2020

City of Stevenson
Attn: Matthew Knudsen, City Councilmember
P.O. Box 371
Stevenson, WA 98648

Re: Re-appointment to Homeless Housing Council

Dear Matthew:

I am pleased to inform you that the Skamania County Board of Commissioners re-appointed you as a governmental representative to the Skamania County Homeless Housing Council, today, August 4, 2020. The Council was established by Resolution 2007-13 on March 20th, 2007.

This is a two-year unexpired term, that will expire August 21, 2022.

Thank you for your continued interest in serving on this council.

Sincerely,

Robert Hamlin,
Chair

cc: Tamara Cissell, Community Health,
Leslie Naramore, WGAP
Kirby Richards, Community Health



Date: 7/14/2020

Board of Commissioners
PO Box 790
Stevenson, WA 98648

Dear Commissioners:

I would like to serve on the Skamania County Homeless Housing Council because:

I have been selected to be the City of Stevenson's representative on this council. My continued legislative focus on homeless housing with the city, as well as being one of the few consistent attendees at these meetings makes me suited for continued participation.

For this reason, I request that my term be extended for another (2) two years.

For this reason, I would like to be appointed to serve on the Homeless Housing Council.

While serving in this position, I am representing City of Stevenson
(Mental Health, Substance Abuse, Government Agency, etc), which enables me to contribute to crucial discussions regarding how housing issues are addressed in Skamania County. I feel that my opinions are/will be considered and that the time I spend with the board is valued.

Thank you for the opportunity to make a difference. Please consider my membership with the Skamania County Homeless Housing Council.

Sincerely,

Name: Matthew Knudsen

Address: PO Box 371, Stevenson, WA 98648

Phone: 503.730.3827

Email: matthew.knudsen@ci.stevenson.wa.us

HOMELESS HOUSING

Updated 8/4/2020

Washington State Homeless Housing and Assistance Act of 2005
Resolution 2007-13

Requirements

The Council shall consist of at least seven (7) and not more than fifteen (15) members, appointed for two-year terms by the Skamania County Board of Commissioners, except that the initial appointments may be for shorter terms to stagger the expiration dates of the terms. The membership should include representation from those affected by the Plan and various business, government and non-profit agencies that provide services to homeless persons. Suggested representation includes a financial institution, real estate, other local businesses, Mental Health and Substance Abuse services, WA Department of Social and Health Services, Domestic Violence and Sexual Assault services, Ministerial Association, Sheriff's Department, and schools.

Appointee

2 Year Terms-Expiration

Criminal	Toni Farris	09/08/2022 (expired 9/8/2016 & new term)
DomVio/Sexual Assault	Lisa Alexander	04/14/2021
DSHS #1	Tammy Manner	04/14/2021
Government	Bob Hamlin	04/14/2021
Government	Debi VanCamp	08/08/2021
Government	Matthew Knudsen	08/21/2022
Mental Health/Sub Abuse	Tamara Cissell	04/14/2021
Public - #1	Michael Henry	04/14/2021 Robbi Orr resigned 11/29/17
Public #2	Paul Spencer	02/19/2020 (expired 2/19/2016 & new term)
Public #3	Felicia Ann Becerra	07/30/2021- resigned on 11/21/19
Public #3	Marlene Jarrell	07/30/2021 Appointed to unexpired #3 12/10
Housing Authority	Karen Long	08/22/2021
WGAP -nonprofit	Leslie Naramore	09/12/2021
Schools/Education	Ingrid Colvard	10/31/2021
Ministerial	Steve Minnis	10/08/2021



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OF COMMISSIONERS**

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240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509)427-3700
(509) 427-3708 Fax

Richard Mahar
District 1

Tom Lannen
District 2

Bob Hamlin
District 3

August 4, 2020

Toni Farris
P.O. Box 790
Stevenson, WA 98648

Re: Re-appointment to Homeless Housing Council

Dear Toni:

On August 4, 2020 the Skamania County Board of Commissioners re-appointed you as a representative to the Skamania County Homeless Housing Council. You are being re-appointed to the Criminal position. The Council was established by Resolution 2007-13 on March 20th, 2007.

This is a two-year unexpired term that will expire on September 8, 2022.

Thank you for your continued interest in serving on this council.

Sincerely,

Robert Hamlin,
Chair

cc: Tamara Cissell, Community Health
Leslie Naramore, WGAP
Kirby Richards, Community Health



Date: 07.14.2020

Board of Commissioners
PO Box 790
Stevenson, WA 98648

Dear Commissioners:

I would like to serve on the Skamania County Homeless Housing Council because:

I have a close relationship with clientele associated with being homeless. I want to help take part in ridding Skamania County of homelessness. I also have been on the board previously since 2017.

For this reason, I request that my term be extended for another (2) two years.

For this reason, I would like to be appointed to serve on the Homeless Housing Council.

While serving in this position, I am representing CRIMINAL/LAW ENFORCEMENT (Mental Health, Substance Abuse, Government Agency, etc), which enables me to contribute to crucial discussions regarding how housing issues are addressed in Skamania County. I feel that my opinions are/will be considered and that the time I spend with the board is valued.

Thank you for the opportunity to make a difference. Please consider my membership with the Skamania County Homeless Housing Council.

Sincerely,

Name: Toni Farris

Address: 240 NW Vancouver Ave

Stevenson WA 98648

Phone: 427.3709

Email: tfarris@co.skamania.wa.us

HOMELESS HOUSING

Updated 8/4/2020

Washington State Homeless Housing and Assistance Act of 2005
Resolution 2007-13

Requirements

The Council shall consist of at least seven (7) and not more than fifteen (15) members, appointed for two-year terms by the Skamania County Board of Commissioners, except that the initial appointments may be for shorter terms to stagger the expiration dates of the terms. The membership should include representation from those affected by the Plan and various business, government and non-profit agencies that provide services to homeless persons. Suggested representation includes a financial institution, real estate, other local businesses, Mental Health and Substance Abuse services, WA Department of Social and Health Services, Domestic Violence and Sexual Assault services, Ministerial Association, Sheriff's Department, and schools.

Appointee

2 Year Terms-Expiration

Criminal	Toni Farris	09/08/2022 (expired 9/8/2016 & new term)
DomVio/Sexual Assault	Lisa Alexander	04/14/2021
DSHS #1	Tammy Manner	04/14/2021
Government	Bob Hamlin	04/14/2021
Government	Debi VanCamp	08/08/2021
Government	Matthew Knudsen	08/21/2022
Mental Health/Sub Abuse	Tamara Cissell	04/14/2021
Public - #1	Michael Henry	04/14/2021 Robbi Orr resigned 11/29/17
Public #2	Paul Spencer	02/19/2020 (expired 2/19/2016 & new term)
Public #3	Felicia Ann Becerra	07/30/2021- resigned on 11/21/19
Public #3	Marlene Jarrell	07/30/2021 Appointed to unexpired #3 12/10
Housing Authority	Karen Long	08/22/2021
WGAP -nonprofit	Leslie Naramore	09/12/2021
Schools/Education	Ingrid Colvard	10/31/2021
Ministerial	Steve Minnis	10/08/2021

COMMISSIONER'S AGENDA ITEM COMMENTARY

SUBMITTED BY
AGENDA DATE

Commissioners
August 4, 2020


Signature

SUBJECT: Interlocal Agreement – Port of Skamania County - .09 funding request

ACTION REQUESTED Approve Agreement

SUMMARY/BACKGROUND

The Port of Skamania County submitted an application to the .09 Project Development Committee in an amount up to \$16,667 (25% of total project and dependent on CERB awarding \$50,000 toward study) to complete a market and feasibility study to direct future development of the 42 acre industrial/business park in North Bonneville. The Committee approved the project on June 24, 2020 at their regularly scheduled meeting.

FISCAL IMPACT

Up to \$16,667

RECOMMENDATION

Please sign and approve Interlocal Agreement with the Port of Skamania County

LIST ATTACHMENTS

Contract Facesheet
Agenda Commentary
.09 Skamania County Project Development Committee, Project Application

**INTERLOCAL AGREEMENT
BETWEEN SKAMANIA COUNTY AND THE PORT OF SKAMANIA COUNTY**

This agreement is made and entered into this 4th day of August, 2020, by and between the **PORT OF SKAMANIA COUNTY**, a port district of the State of Washington, hereinafter referred to as “the Port,” and **SKAMANIA COUNTY**, hereinafter referred to as “the County.”

RECITALS

This Agreement is entered into pursuant to the laws of the State of Washington, including the Interlocal Cooperation Act, Title 34, Chapter 39 of the Revised Code of Washington, and each of the parties hereto represents that it has authority to execute the same. In entering into this agreement, the parties acknowledge that:

- A. The Port is eligible to use Sales and Use tax funds (.09 sales tax funds) received by the County for public facilities for economic development purposes pursuant to RCW 82.14.370, and
- B. The Port’s **Cascades Business Park Market/Feasibility Study** in North Bonneville is included in Skamania County Board of Commissioners Resolution 2020-24 adopting and amending the Community Action Team Work Plan for 2020 and
-
- C. The Board of Skamania County Commissioners approved a consent agenda item on July 7, 2020 acknowledging the .09 application, approved by the .09 Project Development Committee asking for a commitment of \$16,667 in cash: \$16,667 from the County’s .09 tax fund for the Port’s **Cascades Business Park Market/Feasibility Study** in North Bonneville, and
- D. The County’s funds will be matched by a \$50,000 grant from Washington State’s Community Economic Development Board (CERB), and
- E. The County desires to encourage economic growth and job retention and expansion in Skamania County; and the study will result in setting the development direction with the goal of maximizing the retention and expansion of family wage jobs in Skamania County, and
- F. The County and the Port acknowledge the mutual benefit of developing the industrial park serves both the Port and the public.

NOW, THEREFORE, the County and the Port, having considered the matters set forth above, and for and in consideration of the mutual benefits to be derived by them, agree as follows:

1. County Obligations:

The County will reimburse the Port up to a maximum of \$16,667 for the **Cascades Business Park Market/Feasibility Study** PROVIDED the Port provides the County with invoices and/or other proper documentation evidencing the work performed.

2. Port Obligations:

The Port shall:

- A. Use the County's \$16,667 only to perform the Market/Feasibility Study and will timely invoice the County for reimbursement with sufficient documentation to describe the expenditures.
- B. Complete the Market/Feasibility Study no later than one year from the date of signing by both parties.
- C. In performing the work, comply with all laws and regulations, and obtain all necessary approvals, permits and licenses.
- D. Ensure that the scope of work is consistent with RCW 82.14.370.

3. Indemnification and hold harmless:

- A. The Port agrees to indemnify and hold harmless the County and its respective employees, agents, licensees and representatives, from and against any and all suits, claims, actions, losses, costs, penalties, damages, attorneys' fees and all other costs of defense of whatever kind or nature arising out of injuries to or death of any and all persons (including the Port's, agents, licensees or representatives, and any of their employees) or damage of or destruction of any property (including, without limitation, the Port's property, or any Subcontractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of the Port's performance of its work, unless such injury, death or damage is caused by the sole negligence of the County.
- B. In any situation where the damage, loss or injury is caused by the concurrent negligence of the Port or its agents and employees and the County or its agents or employees, then the Port expressly and specifically agrees to hold the County harmless to the extent of the Port or its agents' and employees' concurrent negligence.
- C. The Port specifically waives its immunity against Skamania County under Title 51 RCW (Industrial Insurance Statute), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Port's own employees against the County. This provision is not intended to benefit any third parties. If a Subcontractor is used, then the Port shall ensure that all Subcontracts also provide that the Port or Subcontractor will waive its immunity under Title 51 RCW.

4. Term of Agreement:

The term of this agreement shall be for **one year from the date of signing** by both parties. The Port shall complete the project within one year of the execution of this agreement. This agreement may only be amended upon the mutual written consent of the parties. The indemnification and hold harmless provisions shall extend beyond the termination of this agreement.

IN WITNESS WHEREOF, the parties hereto executed this agreement as of the day and the year first written above.

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

**PORT OF SKAMANIA COUNTY
STEVENSON, WASHINGTON**

Chairman

President

Commissioner

ATTEST:

Commissioner

Pat Albaugh, Executive Director

Date

Date

ATTEST:

Clerk of the Board

APPROVED AS TO FORM ONLY:

Adam Kick, Prosecuting Attorney

.09 Skamania County Project Development Committee Project Application



Distressed Counties Sales and Use Tax Request

Agency:	Port of Skamania County
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Project Description:	Complete a market and feasibility study to direct future development of the 42 acre industrial/business park in North Bonneville.
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Amount of Request	Up to \$16,667 (25% of total project and dependent on CERB awarding \$50,000 toward study)
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Project Ready to Proceed	Pending CERB Board approval on July 16, 2020
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Matching Funds:	Yes
If yes, from where	Up to \$50,000 from Community Economic Revitalization Board (CERB)

DISTRESSED COUNTY SALES AND USE TAX IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Program supports infrastructure and development projects that foster economic development in Skamania County. The goal is to create economic opportunity through project investment.

APPLICANT INFORMATION

Applicant: Port of Skamania County

Contact Name: Pat Albaugh

Address: PO Box 1099

Address: 212 Cascade Avenue

City: Stevenson Zip: 98648

Telephone: 509.427.5484

E-Mail Address: pat@portofskamania.org

Project Location: Cascades Business Park, North Bonneville Jurisdiction population: 11,690

Project Title: Cascades Business Park Market & Feasibility Study

APPLICATION THRESHOLDS

Applicant Requirement:

Check off:

- X The project is improvement to an infrastructure system(s) linked to economic development.
- X A detailed 8 ½ "x 11" vicinity map that clearly shows the project is included in the application package.
- X Distressed County funds are not being substituted for other funds that are already secured.
- X The project involves traditional improvements, instead of "non-traditional" improvements eligible for "Enhancement" funding.
- X Applicant has submitted only one application this round.
- X The local/regional economic development organization has been informed of the project.

PROJECT BUDGET:

Is Funding Secured: Y/N N (Not yet)

CERB staff has reviewed the Port's Planning Grant application and has referred the application to the CERB Board for approval. The Port will make a presentation to the CERB Board on July 16.

Approval of .09 funds shows broad community and local agency support for the project. This will be very advantageous toward the CERB request.

Projected Expenses:

Market Analysis & Feasibility	
<u>Consultant Contract</u>	<u>\$ 67,667.00</u>
TOTAL:	\$ 67,667.00
<u>CERB Grant (pending)</u>	<u>(\$ 50,000.00)</u>
FUNDING SHORTFALL:	<u>\$ 16,667.00</u>
.09 Need:	\$ 16,667.00

PROJECT NARRATIVE:

1. Project Description: Describe the scope of work. Indicate the major work involved, including a brief comparison of existing and proposed conditions.

Proposed project is to engage an economic development consulting firm to provide a feasibility and marketing study to direct future development of a 42 acre industrial/business park.

Cascades Business Park (CBP) is an undeveloped 42 acre industrial/business park zoned property in the City of North Bonneville. In our area this is a regionally significant opportunity and it is important for the community that it is developed to its highest potential. Skamania County is unique with only 1.8% of property taxed at full market value (19,999 of 1,077,365 acres). Only 0.4% our county is within the Urban Areas of the Columbia River Gorge National Scenic Area (primarily zoned residential). Because of the scarcity of developable property this is widely considered the best available opportunity in the county for economic development.

Without local job options the majority of the workforce has to commute outside the county for employment. According to our economist, Scott Bailey, the percentage of income in the county earned from jobs outside the county has increased from 65% in 2012 to 77% in 2018. These are unacceptable percentages and a trend that has to stop.

This project has been in the works for over 20 years. During the last ten years the Port has spent approximately \$2.5 million on road, utilities and other infrastructure. Construction was halted seven years ago due to an easement issue with US Army Corps of Engineers. The necessary road easement has been secured and development will be possible after some final infrastructure items are complete (road connection, curb, gutter, and street lights).

It is important that we plan for the highest and best use of the little commercial/industrial land in Skamania County.

2. Explain the specific development issues the project addresses and how they are linked to economic development improvements.

The industrial park development needs to revitalize the excitement and momentum lost during the dormant seven years it took to get the US Army Corps of Engineers easement.

This property could become one of the largest industrial/business parks in the county. New development would provide local family wage employment opportunities that do not currently exist. It would also serve as an economic catalyst to increase business diversity and tax base.

Presently there is only one entrance into the City of North Bonneville on the south side of SR14. Development of the industrial park will provide an important second southern access point.

3. Preliminary Engineering Phase:

Estimated start date: 1998 Estimated end date: _____

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

This is a multifaceted project spanning decades. Engineering for infrastructure has been completed and approximately 90% of the construction completed.

4. Right of way phase: Is it required? Yes X No

Estimated start date: _____ 1998 Estimated end date: _____ 2020

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

Easement with the US Army Corps of Engineers was approved in 2018 to connect Coyote Ridge Road with Fort Cascades Road. Final construction work to complete the road connection will be complete in 2020.

5. Construction phase:

Estimated start date: 1998 Estimated end date: September 30, 2018

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

6. Indicate if the project is consistent with the following applicable state, regional and local plans and prioritization processes.

Management Plan for the Columbia River National Scenic Area
Skamania County Comprehensive Plan
North Bonneville, WA Urban Area Comprehensive Land Use Plan

Skamania County Community Action Plan
MCEDD CEDS List (#3 Washington project in 2020 Regional Priority Ranking)

7. Explain how this project has been coordinated, or will be coordinated with other jurisdictions, such as counties, cities, state/federal agencies, and with economic development organizations during planning, design, financing, construction and/or operation phases.

Federal government deeded the property to the City of North Bonneville for economic development.
City of North Bonneville sold property to Port of Skamania for development.
City of North Bonneville and Skamania County has been involved throughout planning and infrastructure development.

8. Explain how this project will help meet the economic development goals of your community and/or region. If this project is not done, will the anticipated private development still take place?

Of the 24 actively registered businesses within the City of North Bonneville only eight have a physical business presence in the city. Every new business brought into the community will make a significant positive impact.

There is a risk of not utilizing the public property to its greatest and highest potential if proper planning is not done.

9. Describe any feasibility or predevelopment studies that demonstrate the linkage between the proposed Distressed County improvements and the anticipated economic outcomes.

Numerous studies have been done since the mid-1990s including economic need analysis to justify the property conveyance from federal ownership and draft conceptual plan for infrastructure improvements. There have also been specific studies for development of the Columbia River Research Lab and a campus for Insitu. The infrastructure improvements required a vast array of studies before construction including (but not limited to) a finding of no significant environmental impact (USACE), determination of non-significance (USDA), no effect determination (USFWS), and State Environmental Policy Act (SEPA) from City of North Bonneville.

10. Indicate if other needed infrastructure (e.g., sewer, water, power) is in place or if there is a plan for getting it in place.

The roadway connection needs to be completed (expected to be completed by end of July 2020) Skamania County PUD is upgrading power availability to the property. They have an EDA grant for the construction.

Fourteen streetlights need to be installed. The streetlight bases should be installed this summer and hopefully have the streetlights installed and working by fall.

11. Indicate the estimated number of businesses created/retained by the project: At least 4 over time.

12. Indicate the estimated number of jobs created/retained by the project: At least 50 – 200 at complete buildout

Applicant Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I certify that application thresholds are met at the time of application.



Pat Albaugh, Executive Director
Port of Skamania County



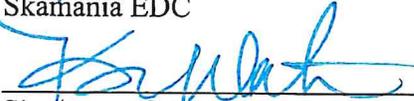
Date

Economic Development Council Notification

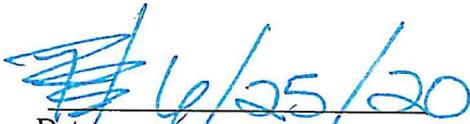
The organizations listed below have received notification of this project as demonstrated by the signature of the organizations representative.



Skamania EDC



Signature of Representative



Date

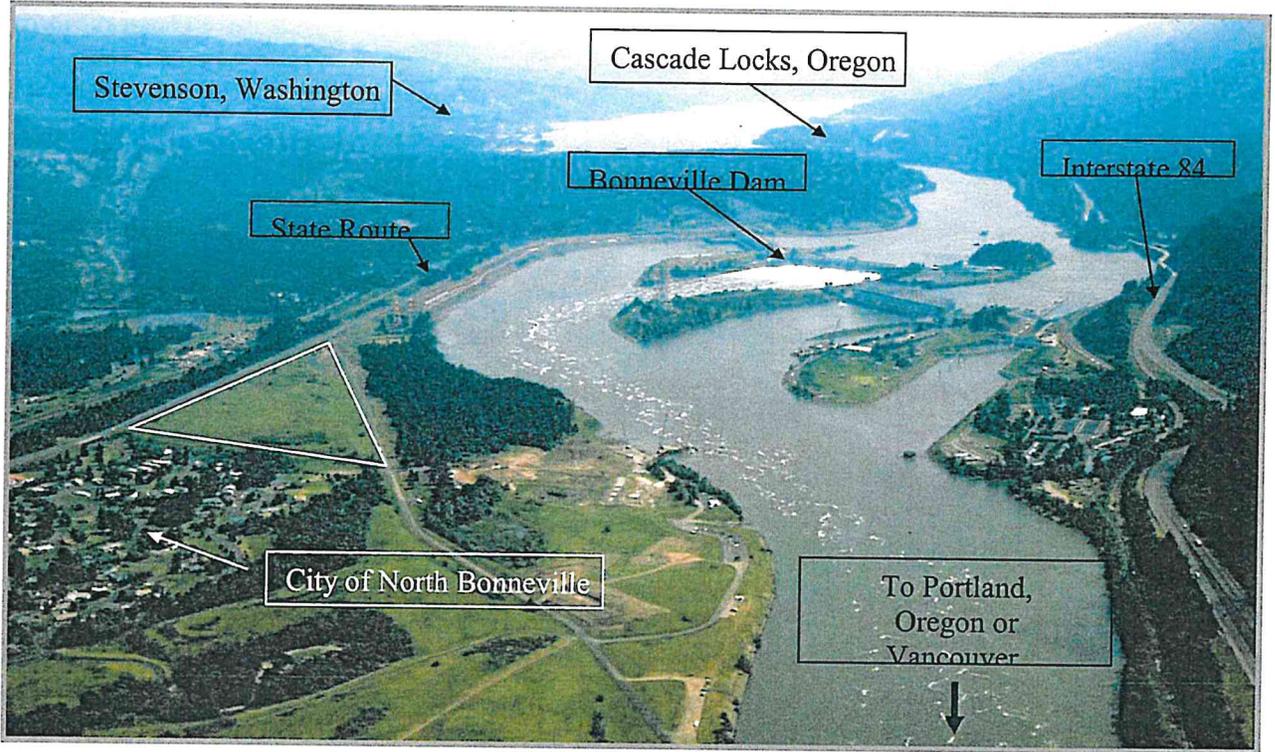
**Skamania County Department of Public Works
Conceptual Approval**

Signature of Skamania County PW Representative

Date

Typed or Printed Name

EXHIBIT A
Aerial Overview of Cascades Business Park, North Bonneville



COUNTY FACE SHEET FOR CONTRACTS/LEASES/AGREEMENTS

1. Contract Number:

2. Contract Status: (Check appropriate box) Original Renewal Amendment

3. Contractor Information: Contractor: Skamania County Public Works
Contact Person: Tim Elsea
Title: Public Works Director/Engineer
Address: PO Box 1009
Address: Stevenson, WA 98648
Phone: 509.427.3979
Email/Web: elsea@co.skamania.wa.us

4. Brief description of purpose of the contract and County's contracted duties:
The Exhibit Hall and Midway Restrooms have had the roof replaced and the .09 Distressed County Funds will help pay for the project.

5. Term of Contract: From: 08/04/20 To: 12/31/20

6. Contract Award Process: (Check appropriate box)
General Purchase of materials, equipment or supplies - RCW 36.32.245 & 39.04.190

- Exempt (Purchase is \$2,500 or less upon order of the Board of Commissioners)
- Informal Bid Process (Formal Quotes between \$2,500 and \$25,000)
- Formal Sealed Bid Process (Purchase is over \$25,000)
- This contract was awarded under **RCW 36.32.245** or Skamania County Code _____.
Please provide a summary of the competitive process by which this contract was awarded or the exemption and why it applies. **Visit <http://apps.leg.wa.gov/rcw/default.aspx?cite=36.32.245> for complete text of the RCW**

Public Works Construction & Improvements Projects – RCW 36.32.250 & 39.04.155 (Public Works, B&G, Capital Improvements Only)

- Small Works Roster (PW projects up to \$200,000)
- Exempt (PW projects less than \$10,000 upon order of the Board of Commissioners)

7. Amount Budgeted in Current Year: \$15,000 .09 Distressed County Funds
8. Amount Not Budgeted in Current Year \$
Total Non-County Funds Committed: \$ Source: _____
Total County Funds Committed: \$
TOTAL FUNDS COMMITTED: \$15,000

9. County Contact Person: Name: Alex Hays
Title: Manager of Cultural Events and Recreation
Submitted for Skamania County

10. Department Approval: _____
Department Head or Elected Official Signature

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Community Events	
	Department	Signature
<u>AGENDA DATE</u>	08/04/20	
<u>SUBJECT</u>	2020 .09 Application Award– Exhibit Hall Project	
<u>ACTION REQUESTED</u>	Sign the contract	

SUMMARY/BACKGROUND

The Skamania County Community Events and Recreation department has requested \$15,000 on behalf of Skamania County in .09 Distressed County money to help with the Exhibit Hall re-roofing project. Public Works will be the owner of the award and use it for operations involved in the project.

FISCAL IMPACT

\$15,000 in .09 Distressed County Funds

RECOMMENDATION

The Skamania County Board of Commissioners furthers the process by signing the contract.

LIST ATTACHMENTS

Facesheet
Contract

**SKAMANIA COUNTY - PROFESSIONAL SERVICE CONTRACT BETWEEN
SKAMANIA COUNTY
AND SKAMANIA COUNTY PUBLIC WORKS FOR THE PURPOSE OF AWARDING
FUNDS FROM THE .09 DISTRESSED COUNTY FUNDS
(2020)**

THIS CONTRACT, by and between SKAMANIA COUNTY, a municipal corporation, hereinafter referred to as the "COUNTY", and SKAMANIA COUNTY PUBLIC WORKS hereinafter referred to as the "CONTRACTOR",

WITNESSETH THAT:

1. **AUTHORITY TO CONTRACT.**

- A. The **CONTRACTOR** covenants that the person whose signature appears as the representative of the **CONTRACTOR** on the signature page of this contract is the **CONTRACTOR'S** contracting officer and is authorized to sign on behalf of the **CONTRACTOR** and, in addition, to bind the **CONTRACTOR** in any subsequent dealings with regard to this contract, such as modifications, amendments, or change orders.
- B. The **CONTRACTOR** covenants that all licenses, tax I.D. Nos., bonds, industrial insurance accounts, or other matters required of the **CONTRACTOR** by federal, state or local governments in order to enable the **CONTRACTOR** to do the business contemplated by this agreement, have been acquired by the **CONTRACTOR** and are in full force and effect.
- C. The **COUNTY** represents that the services contracted for herein have been, or will be, appropriately budgeted for and that the **COUNTY** has the authority to contract for such services; that the contracting officer for the **COUNTY** is **TIM ELSEA**; provided that changes that require a change in the amount of the contract price, shall require the approval of the Skamania County Board of Commissioners.

2. **INDEPENDENT CONTRACTOR STATUS.**

- A. The parties intend the **CONTRACTOR** to be an independent contractor, responsible for its own employer/employee benefits such as Workman's Compensation, Social Security, Unemployment, and health and welfare insurance. The parties agree that the **CONTRACTOR'S** personal labor is not the essence of this contract; that the **CONTRACTOR** will own and supply its own equipment necessary to perform this contract; that the **CONTRACTOR** will employ its own employees; and that, except as to defining the work and setting the parameters of the work, the **CONTRACTOR** shall be free from control or direction of the **COUNTY** over the performance of such services.
- B. The **CONTRACTOR** represents that it is capable of providing the services contracted for herein; that it is the usual business of the **CONTRACTOR** to provide such services.

3. **SERVICES TO BE RENDERED.**

A. The work to be performed by the **CONTRACTOR** consists of those services that are fully described in the contract documents marked Attachment A and B, consisting of a total of **two (2)** pages which has been attached hereto, and by this reference incorporated herein.

B. Amendments, modifications, or change orders to this contract must be in writing and signed by the parties designated in this contract to be the contracting officers; provided that, change orders affecting the total contract price must be signed by the Board of Commissioners for the **COUNTY**.

4. **TERMS OF CONTRACT**

The contract shall begin on **AUGUST 04, 2020** and terminate on **DECEMBER 31, 2020** PROVIDED that, in the event this contract is a personal services contract, not exempt under Chapter 39.29 of the Revised Code of Washington, this contract shall not be effective until the requirements of said statute have been met. The County may terminate this contract earlier upon five (5) days written notice.

5. ~~**PERFORMANCE AND PAYMENT BONDS (If Applicable)**~~

~~Per RCW 39.08.010, the Contractor shall provide a non-corporate surety bond for performance and payment guarantee in the full amount of the contract or in lieu of the bond, the County, at the request of the contractor, may retain fifty percent of the contract amount for a period of thirty days after the date of final acceptance, or until receipt of all necessary releases from the department of revenue and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later and applicable. Said bonds shall be delivered to the County business office prior to the commencement of work and not later than fifteen (15) calendar days after notification of award of bid.~~

6. **PAYMENTS FOR SERVICES.**

A. The consideration for the services to be performed by the **CONTRACTOR** shall not exceed **\$15,000**, including Washington sales tax, and shall be paid as outlined below or in Attachment B, consisting of **one (1)** pages.

B. Payment on the account of the contracted services shall be made not more than monthly, based on submission by the **CONTRACTOR** to the **COUNTY'S** contracting officer of reports and invoices describing the services performed in sufficient detail to enable the **COUNTY'S** contracting officer to adequately determine the services for which payment is sought. Payment is due within thirty (30) days of submission of accepted detailed invoice.

C. The **CONTRACTOR** agrees that funds received from the **COUNTY** can be expended for only public purposes and the **CONTRACTOR** will keep identifiable financial and performance books and records of all funds received pursuant to this contract from the **COUNTY** detailing the receipts and expenditures of such funds; that these detailed accounting records shall be made available at all reasonable times to any county, state, or federal auditor, whose duties include auditing these funds.

7. **INSURANCE**

~~The **CONTRACTOR** agrees to save the **COUNTY** harmless from any liability that might otherwise attach to the **COUNTY** arising out of any activities of the **CONTRACTOR** pursuant to this contract and caused by the **CONTRACTOR'S** negligence. The **CONTRACTOR** further agrees to provide the **COUNTY** with evidence of general liability insurance naming the **COUNTY, its elected and appointed official, agents, employees, and volunteers** as an additionally insured party in the amount of \$1,000,000.~~

8. **INDEMNIFICATION**

Contractor agrees to indemnify and hold harmless the County and its respective employees, agents, licensees and representatives, from and against any and all suites, claims, actions, losses, costs, penalties, damages, attorneys' fees and all other costs of defense of whatever kind or nature arising out of injuries of or death of any and all persons (including Subcontractors, agents, licensees or representatives, and any of their employees) or damage of or destruction of any property (including, without limitation, Owner's property, Contractor's property, or any Subcontractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of Contractor's performance of its work, unless such injury, death or damage is caused by the sole negligence of the County.

In any situation where the damage, loss or injury is caused by the concurrent negligence of the Contractor or its agents and employees and the County or its agents or employees, then the Contractor expressly and specifically agrees to hold the County harmless to the extent of the Contractor or its agents' and employees' concurrent negligence.

The Contractor specifically waives its immunity as against Skamania County under Title 51 RCW (Industrial insurance statute), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Contractor's own employees against the County. This provision is not intended to benefit any third parties.

If a Subcontractor is used, then the Contractor shall ensure that all Subcontracts also provide that the Contractor or Subcontractor will waive its immunity under Title 51 RCW.

9. **GOVERNING LAW.**

The parties agree that this contract shall be governed by the laws of the State of Washington

and that venue for any action pursuant to this contract, either interpreting the contract or enforcing a provision of the contract, or attempting to rescind or alter the contract, shall be brought in Skamania County, Washington; that the prevailing party shall be entitled to all costs, including reimbursement for attorney's fees at a reasonable rate.

10. **ASSIGNABILITY.**

The **CONTRACTOR** shall not assign nor transfer any interest in this contract.

11. **EQUAL EMPLOYMENT OPPORTUNITY.**

A. The **CONTRACTOR** shall not discriminate on the basis of race, color religion, sex, national origin, age, disability, marital or veteran status, political affiliation, or any other legally protected status in employment or the provision of services.

B. The **CONTRACTOR** shall not, on the grounds of race, color, sex, religion, national origin, creed, age or disability:

- (1) Deny an individual any services or other benefits provided under this agreement.
- (2) Provide any service(s) or other benefits to an individual which are different, or are provided in a different manner from those provided to others under this agreement.
- (3) Subject an individual to unlawful segregation, separate treatment, or discriminatory treatment in any manner related to the receipt of any service(s), and/or the use of the contractor's facilities, or other benefits provided under this agreement.
- (4) Deny any individual an opportunity to participate in any program provided by this agreement through the provision of services or otherwise, or afford an opportunity to do so which is different from that afforded others under this agreement. The **CONTRACTOR**, in determining (1) the types of services or other benefits to be provided or (2) the class of individuals to whom, or the situation in which, such services or other benefits will be provided or (3) the class of individuals to be afforded an opportunity to participate in any services or other benefits, will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, sex, religion, national origin, creed, age, or disability.

12. **NONCOMPLIANCE WITH NONDISCRIMINATION PLAN**

In the event of the **CONTRACTOR'S** noncompliance or refusal to comply with the above nondiscrimination plan, this contract may be rescinded, canceled or terminated in whole or

in part, and the contractor may be declared ineligible for further contracts with the COUNTY. The COUNTY shall, however, give the CONTRACTOR reasonable time to cure this noncompliance. Any dispute may be resolved with the "Disputes" procedure set forth herein.

13. **DISPUTES**

Except as otherwise provided in this contract, when a genuine dispute arises over an issue related to the contract between the COUNTY and the CONTRACTOR and it cannot be resolved, either party may submit a request for a dispute resolution to the Board of County Commissioners. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal. A party's request for a dispute resolution must:

- a. be in writing; and
- b. state the disputed issues; and
- c. state the relative positions of the parties; and
- d. state the CONTRACTOR'S name, address, and the COUNTY department the contract is with ; and
- e. be mailed to the Board of Commissioner's, P.O. Box 790, Stevenson, Washington 98648, within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes. This dispute resolution process constitutes the sole administrative remedy available under this contract.

14. **WAGE AND HOUR COMPLIANCE.**

The CONTRACTOR shall comply with all applicable federal and state provisions concerning wages and conditions of employment, fringe benefits, overtime, etc., as now exists or is hereafter enacted during the term of this contract, and shall save the County harmless from all actions, claims, demands, and expenses arising out of the CONTRACTOR'S failure to so comply.

15. **DEFAULT/TERMINATION/DAMAGES.**

- A. The parties hereto agree that TIME IS OF THE ESSENCE of this contract.
- B. If the CONTRACTOR shall fail to fulfill in a timely manner any of the covenants of this agreement, the COUNTY shall have the right to terminate this agreement by giving the CONTRACTOR seven (7) day's notice, in writing, of the COUNTY'S intent to terminate and the reasons for said termination. And in the event of any such termination the CONTRACTOR shall be liable for the difference between the original contract and the replacement or cover contract as well as all administrative costs directly related to the replacement contract; that in such event the COUNTY may withhold from any amounts due the CONTRACTOR for such work or completed services any balances due the Contractor, and said amounts shall be used to totally or partially offset the COUNTY'S damages as a result of the

CONTRACTOR'S breach to the extent they are adequate.

C. Either party may cancel the contract, without fault, by giving the other party 14 days written notice.

~~16. OWNERSHIP OF WORK PRODUCTS.~~

~~Upon completion of the project or termination for whatever reason, all finished and unfinished documents, data, studies, drawings, service maps, models, photographs and other work product resulting from this agreement shall become the COUNTY'S property.~~

~~17. CRIMINAL HISTORY CHECKS~~

~~The CONTRACTOR agrees to assure a criminal history check for all individuals in supervisory positions with minors (including but not limited to instructors, coaches and assistant coaches) has been completed prior to unsupervised contact with a minor. The CONTRACTOR further agrees to provide the COUNTY with evidence of a criminal history check for each individual.~~

IN WITNESS WHEREOF, the COUNTY has caused this Contract to be duly executed on its behalf, and thereafter the CONTRACTOR has caused the same to be duly executed on its behalf.

DATED: _____, 2020.

SKAMANIA COUNTY
BOARD OF COMMISSIONERS

PUBLIC WORKS

Chairman

Tim Elsea

Commissioner

Date

Commissioner

APPROVED AS TO FORM ONLY:

ATTEST:

Prosecuting Attorney

Clerk of the Board

ATTACHMENT "A"
2020 SCOPE OF WORK
SKAMANIA COUNTY PUBLIC WORKS

DESCRIPTION OF PROJECT/EVENT

The Skamania County Exhibit Hall and Midway Bathrooms, which is located on the fairgrounds at 650 SW Rock Creek Drive, underwent a roof replacement and some secondary work. The committee commissioned to review applications for the .09 Distressed County funds has awarded Skamania County Public Works \$15,000 to help pay for the project to be completed.

ALLOWABLE USE OF FUNDING

Funds authorized may only be utilized on projects that meet requirements listed under RCW 82.14.370, and more specifically the projects/tasks listed herein.

\$15,000 Repair and Improvement of the Skamania County Exhibit Hall/Midway Bathrooms (82.14.370)

DELIVERABLES

The CONTRACTOR will submit an invoice will backup detailing the expenditures for reimbursement.

ATTACHMENT "B"
2020 PAYMENTS FOR SERVICES
SKAMANIA COUNTY PUBLIC WORKS

To receive payment CONTRACTOR shall:

- Provide an invoice to COUNTY with back up information detailing the total expenditure.

Requests for payments shall be mailed to:

Skamania County: Attention .09 Distressed County Funds
PO BOX 790
Stevenson, WA 98648

Schedule of Payments:

Reimbursement will be provided via a transfer.



June 17, 2020

To: .09 Distressed County Fund Advisory Board
From: Skamania County

Thank you for considering our .09 application for the Exhibit Hall/Midway Restroom reroofing project. Both buildings are highly used and a valuable asset to the community.

Attached are the following in order:

Application

Map of the fairgrounds with the Exhibit Hall and Midway restrooms.

If you have any questions, please don't hesitate to email or call me. If requested, I would be happy to present for the Board as well.

A handwritten signature in blue ink, appearing to read "Alex Hays".

Alex Hays
Manager of Cultural Events and Recreation
hays@co.skamania.wa.us
509-427-3978

DISTRESSED COUNTY SALES AND USE TAX IMPROVEMENT PROGRAM APPLICATION

The Distressed County Sales and Use Tax Program supports infrastructure and development projects that foster economic development in Skamania County. The goal is to create economic opportunity through project investment.

APPLICANT INFORMATION

Applicant: **Skamania County**

Contact Name: **Tim Elsea /Alex Hays**

Address: **P.O. Box 1009 / 170 NW Vancouver Ave.**

City: **Stevenson, Washington** Zip: **98648**

Telephone: **509-427-3909**

E-Mail Address: elsea@co.skamania.wa.us / hays@co.skamania.wa.us

Project Location: **Skamania County Fairgrounds** Jurisdiction population: **11,000**

Project Title: **Exhibit Hall and Midway Restroom Reroofing Project**

APPLICATION THRESHOLDS

Applicant Requirement:

Check off:

- The project is improvement to an infrastructure system(s) linked to economic development.
- A detailed 8 ½ "x 11" vicinity map that clearly shows the project is included in the application package.
- Distressed County funds are not being substituted for other funds that are already secured.
- The project involves traditional improvements, instead of "non-traditional" improvements eligible for "Enhancement" funding.
- Applicant has submitted only one application this round.
- The local/regional economic development organization has been informed of the project.

PROJECT BUDGET:

Is Funding Secured: Y/N YES

<u>Funding Sources</u>		Preliminary Engineering Phase	Right of Way Phase	Construction Phase	Project Total
Distressed County Funds					
Requested:	\$15,000	\$	\$	\$15,000	\$15,000
Other Federal:	\$	\$	\$	\$	\$
State:	\$110,000	\$	\$	\$110,000	\$110,000
Local Government:	\$30,000	\$	\$	\$30,000	\$30,000
Private:	\$2,000	\$	\$	\$2,000	\$2,000
*Other:	\$	\$	\$	\$	\$
PROJECT TOTAL:	\$	\$	\$	\$	\$157,000
Distressed County Fund Matching Ratio:	%	%	%	%	%.095

*Please explain other type of Funding:

PROJECT NARRATIVE:

1. Project Description: Describe the scope of work. Indicate the major work involved, including a brief comparison of existing and proposed conditions.

When we previously applied for the .09 Distressed County funds our project had not started and we were still in the bidding process. The Exhibit Hall roof has now been replaced and looks wonderful. Our contractors are now shifting to the midway bathrooms which was part of our original grant. Skamania County has applied and received a \$90k grant from the Department of Agriculture with an additional 30k from Lodging tax, and 22k from a different Department of Agricultural grant has been received. If we receive the 15k from the .09 funds, we believe we will be able to fulling fund the project.

2. Explain the specific development issues the project addresses and how they are linked to economic development improvements.

The Exhibit Hall is the center of many events held throughout the year including the Skamania County Fair, Columbia Gorge Bluegrass Festival and Country Chic and private and nonprofit events. The use of the Exhibit Hall and the Midway Restrooms has a far-reaching effect on the local community, providing additional revenue to shops, restaurants, hotels and stores. The impact of the leaking roof has slowed the progress of new groups, weddings, and other events from renting. In recent years, the Pink Sista's event, which was held in the Exhibit Hall for many years, moved locations because of the condition of the building.

By restoring the roof's condition, we will then be able to work at repairing the internal damage and making the facility a more attractive venue. Eliminating the possibility of molds and greater damage to the interior as well.

3. Preliminary Engineering Phase: **N/A**

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

4. Right of way phase: Is it required? Yes___ No X

Estimated start date: _____ Estimated end date: _____

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

5. Construction phase:

Estimated start date: **April 2020** Estimated end date: **July 10th**

Please explain phase status (work already completed, in progress, awaiting funding, etc., and factors that may slow phase progress).

The main materials have already been purchased and the county has hired AQC to do the work. The Exhibit Hall is 100% completed and the contractors are moving over to the restrooms starting 6.22.20. We are looking for additional funds to pay for the work to be completed.

6. Indicate if the project is consistent with the following applicable state, regional and local plans and prioritization processes.

- Overall Economic Development plan – Officially Adopted: **Yes**
- Comprehensive Land Use Plan – Officially Adopted: **Yes**
- Capital Facility Plan – Officially Adopted: **Yes**
- Community Action Plan (or other community-based plan) – Officially Adopted: **Yes**
- Six-Year Transportation Improvement Plan – Officially Adopted: **Unknown**
- Site – specific development plans; e.g., Community Master Plan – Officially Adopted: **Yes**
- Other _____

7. Explain how this project has been coordinated, or will be coordinated with other jurisdictions, such as counties, cities, state/federal agencies, and with economic development organizations during planning, design, financing, construction and/or operation phases.

We have coordinated with the City of Stevenson, EDC (prior applications), Chamber of Commerce and several county offices prior to the project start date. Currently our Public Works department has taken the lead on the project, which has gone very successfully up to this point.

8. Explain how this project will help meet the economic development goals of your community and/or region. If this project is not done, will the anticipated private development still take place?

As stated in question 2, the local economy is a direct benefactor of events held in the Exhibit Hall supplemented by the restroom facility. Without the funding, we may be forced to halt the project until the proper funding is collected.

9. Describe any feasibility or predevelopment studies that demonstrate the linkage between the proposed Distressed County improvements and the anticipated economic outcomes.

There have been no formal studies to back up any statistics. We do informal surveys and count tickets sold at festivals in some cases to determine the amount of people who attend the events. We have had discussions with several local business owners about the increase to their revenue during our events. For example, the Timberlake campground was booked for the Blues and Brews event and the Best Western, Skamania Lodge and the cabins have received annual stays for our Columbia Gorge Bluegrass Festival.

10. Indicate if other needed infrastructure (e.g., sewer, water, power) is in place or if there is a plan for getting it in place.

None

11. Indicate the estimated number of businesses created/retained by the project:
Several vendors attend the events. A rough estimate would be 20-30 vendor businesses are retained. In addition, 3-4 companies/organizations have shown great interest in utilizing the space for events or small business opportunities.

12. Indicate the estimated number of jobs created/retained by the project: **3-6 Jobs are retained**

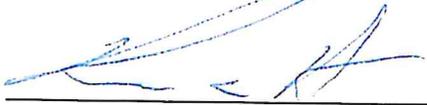
Submit the original application to:

.09 Project Development Committee
c/o Skamania County Economic Development Council
Attn: Kevin Waters
PO Box 463
Stevenson, WA 98648

Applicant Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

I certify that application thresholds are met at the time of application.



Signature of Official Representative

6/17/20

Date

**Sponsoring Agency
(If applicable)**

Signature of Agency Representative

Date

Typed or Printed Name

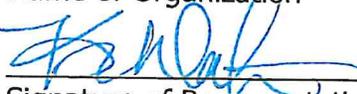
Date

Economic Development Council Notification

The organizations listed below have received notification of this project as demonstrated by the signature of the organizations representative.

Economic Development

Name of Organization



Signature of Representative

6/25/20

Date

**Skamania County Department of Public Works
Conceptual Approval**

Signature of Skamania County PW Representative

Date

Typed or Printed Name

Parcel: 020700120120000

Owner: Skamania County

Building: Exhibit Hall

Project: Exhibit Hall Roof Replacement

