



MINUTES OF THE REGULAR MEETING OF THE COLUMBIA COUNTY BOARD OF COMMISSIONERS

May 20, 2024

9:00 AM - CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regular meeting of the Columbia County Board of Commissioners was held on May 20, 2024, with Chairman Jack G. Miller, Commissioner Marty J. Hall, Commissioner Ryan R. Rundell, Clerk of the Board Virginia Schmidt and Deputy Clerk Ashley Kilts present. List of attendees is attached.

9:00 AM - DEPARTMENT HEAD MEETING

A department head meeting was held to discuss activities of the county departments; no action was taken.

9:35 AM - COLUMBIA COUNTY ASSESSOR

Tammy Ketterman presented a job description for a temporary clerk in the Assessor's office to assist while the office is short-staffed. A corresponding salary schedule and payroll change form were also presented.

Commissioner Hall moved to approve the job description for a temporary clerk in the Assessor's office as well as the amended salary schedule as presented. The motion unanimously carried.

Commissioner Rundell moved to approve the payroll change form for Brenda Baker as temporary clerk in the Assessor's office at her current rate at step 9. The motion unanimously carried.

9:45 AM - COLUMBIA COUNTY PLANNING AND BUILDING

Dena Martin presented the Faith Chapel short plat 2024-01 for review and approval.

Commissioner Hall moved to approve the Faith Chapel Short Plat 2024-01. The motion unanimously carried.

Dena gave departmental updates for the Planning Department, such as interviewing for the Planning clerk position, clean-up projects on the Tucannon and South Touchet roads, and boundary line adjustments.

10:00 AM - COLUMBIA COUNTY PUBLIC WORKS

A bid opening was held for the courthouse paving project. The County Engineers estimate is \$170,073.75. Bids received were as follows:



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Max Moreno and Castillo Construction: \$267,992.07
Humbert Construction: \$264,500.00
Jones Excavation LLC: \$186,850.00

The Engineer will review the bids for qualifications and recommend awarding it to the lowest bidder.

Grant presented Resolution #2024-15 and discussed the need to amend the Six Year Transportation Plan due to funding.

Commissioner Hall moved to adopt Resolution #2024-15 in the matter of amending the Six Year Transportation Plan to increase funding. The motion unanimously carried.

Grant presented a modified job description for the part-time position for the Engineering Tech 2 position which Stephanie Konen has filled.

Commissioner Hall moved to approve the job description for the Engineering Tech 2 position and the corresponding payroll change form for Stephanie Konen at step 3. The motion unanimously carried.

Grant held a discussion regarding an apprenticeship for the position of Shop Foreman/Mechanic. The job description for Shop Foreman/Mechanic has been modified to allow for the apprenticeship program with 4-5 years of experience needed.

Commissioner Rundell moved to approve the amended job description for the Shop Foreman/Mechanic with the addition of the apprenticeship program. The motion unanimously carried.

10:30 AM - COLUMBIA COUNTY BOARD OF HEALTH

The Board of Commissioners recessed and the Board of Health convened at 10:30 am.

Meeting minutes of the Board of Health are available upon request.

Jan will pursue securing a grant with BMAC for Homelessness funds from July -June 30, 2025.

The Board of Health meeting adjourned at 10:50 am and the Board of Commissioners reconvened.

11:00 AM - COLUMBIA COUNTY EMERGENCY MANAGEMENT



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Tina Bobbitt was present to give updates for the Emergency Management Department to include radio sites, staffing, grant applications and moving back-up dispatch equipment to Public Health. RACOM quoted \$7,000 to move equipment, and it was suggested that funding from the LATCF could possibly be used. The Board directed Tina to move forward with taking steps to move the back-up dispatch to Public Health.

Commissioner Rundell moved to approve the Homeland Security Grant for fiscal year 2023 in the amount of \$10,018.00 with the ending date of 2025. The motion unanimously carried.

Tina requested using HLS funds to purchase electronic writing tablets to which the Board had no objections.

At 11:10 am, an executive session was held for 15 minutes with Tina Bobbitt to discuss personnel pursuant to RCW 42.30.110(1)(g). The session closed at 11:20 am; no direction was given; no action was taken.

At 11:20 am, an executive session was held for 15 minutes with Tina Bobbitt to discuss contract negotiations pursuant to RCW 42.30.110(1)(d). The session closed at 11:25 am; no direction was given; no action was taken.

MISCELLANEOUS

Commissioner Rundell will sign the WA Department of Agriculture application for grant funds for the fairgrounds project.

Commissioner Hall moved to approve the meeting minutes of May 6 and 13, 2024. The motion unanimously carried.

Commissioner Rundell moved to approve the April warrants, excluding districts, #43425-43787 and direct deposits in the amount of \$1,960,366.90. The motion unanimously carried.

Commissioner Rundell moved to approve the payroll change forms for Joe Helm and Robbie Patterson as presented for the temporary stipend of an additional \$1,000 per month for each, for the period of May 16th through August 15th, 2024, ending when the position of Chief Deputy is filled. The motion unanimously carried.

At 11:30 am, the Board recessed until 6:00 pm.

6:00 PM - PUBLIC COMMENT SESSION

Time was allowed for public comment. No comments were made.



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COUNTY BOARD OF COMMISSIONERS**

There being no further business to come before the Board, the meeting was duly declared adjourned at 6:10 pm.

Submitted by: Virginia Schmidt
Virginia Schmidt
Clerk of the Board

Approved:

Jack G. Miller
Jack G. Miller, Chairman

Marty J. Hall
Marty J. Hall, Commissioner

Ryan R. Rundell
Ryan R. Rundell, Commissioner

SCANNED

Columbia County Commissioners

Meeting Sign-In Sheet

Meeting Date: 5-20-24

Place/Room:

Please Print Name: BOCC + VS + ALK		Time:
1 Dave Schreck		9am
2 Tyler Huff		
3 Will Hutchens		
4 Amber Phinney		
5 Tina Bobbitt (2)		
6 Dana Martin		
7 Carla Rose		
8 Tim Dyke (2)		
9 Tammy Kethmann		
10 Joe Helm (2)		
11 Jan Strohbahn (2)		
12 Kristin Thorstenson (2)		
13 Krissy Chapman (2)		
14 Dale Slack (2)		
15 Kim Boggs (2)		
16 Jasmin Helm (2)		
17 Carson Chester		
18 Meghan Stalder		
19 Stephanie Koenen		
20 Grant Morgan		

Columbia County Commissioners

Meeting Sign-In Sheet

Meeting Date: 5-20-24

Place/Room:

Both
Meeting

Please Print Name:	Time:
1 Jason Jiron	10Am
2 Chuck Belaney	10:30am
3 Delphonie Bailey	
4 Nancy Laughery	
5	
6 Barbara Miller	6:00 pm
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