



Board of Commissioners Administrative Agenda
January 17, 2023 ~ 1:00pm ~ Room 214

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To www.klamathcounty.org

[HTTP://WWW.KLAMATHCOUNTY.ORG/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L](http://www.klamathcounty.org/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L)

2. Call To Order & Those Present

3. Approve Minutes From Last Meeting

Documents:

[01-10-23.PDF](#)

4. Amanda Van Riper - Human Resources

1. Office Closure/Snow Day Policy & Contact Discussion

2. Department Request – Sheriff’s Office Evidence Tech FTE Increase

Documents:

[DEPARTMENT REQUEST -SO EVIDENCE TECH FTE INCREASE.PDF](#)

5. Rick Vaughn / Terry Wells - Property Management

1. Chemult Fuel Station Property Discussion

2. 3319 South Sixth Property / OSU Extension Update

3. Weed Control On County Properties

4. MOU Sprague River Access

6. Jeremy Morris - Public Works

1. Direct Hire Engineer Policy

Documents:

[RE_MIDLAND_CHEMULT_BEAVER MARSH COMMUNITY WELL STUDIES - DIRECT HIRE ENGINEER POLICY.PDF](#)

7. Vickie Noel - Finance

1. Approval Of Internal Service, Technology Maintenance And Facility Services For FY 2024

2. 2024 General Fund Revenue Targets



8. BOCC

1. Title III Funding

2. Emergency Management Restructure Discussion

3. Budget Committee Vacancy

9. Adjournment

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.
305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org



Board of Commissioners' Administrative Meeting January 10, 2023 ~ 1:00pm ~ Room 214

1/10/2023 - Minutes

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [Www.klamathcounty.org](http://www.klamathcounty.org)

2. Call To Order & Those Present

Commissioner Minty, Commissioner DeGroot; Haley Huffman / Admin Staff; Amanda Van Riper / Human Resources; Dan Golden / Juvenile; Jessica Dale / Public Health; Stephanie Brown / CDD; Jeremy Morris / Public Works; Vickie Noel / Finance.

3. Approve Minutes From Last Meeting

Approved

4. Amanda Van Riper - Human Resources

1. Department Request – Clerk Step 7 Hire

Amanda Van Riper addresses the Board. Commissioner Minty motions. Commissioner Henslee seconds. Commissioner Henslee asks Ms. Van Riper to review our policy as bringing an internal hire such as this to the Board seems unnecessary. Unanimous vote. Approved.

2. Department Request – DA Step Increases

Amanda Van Riper addresses the Board. Commissioner Henslee motions. Commissioner Minty seconds. Unanimous vote. Approved.

3. Department Request – Juvenile Nurse Reclass

Amanda Van Riper and Dan Golden address the Board. Commissioner Minty motions. Commissioner Henslee seconds. Unanimous vote. Approved.

4. Department Request – Public Health Bilingual Employees

Amanda Van Riper and Jessica Dale address the Board. Commissioner

Minty motions. Commissioner Henslee seconds. Unanimous vote. Approved.

5. Request From Retirees For A COLA On The Pension

Amanda Van Riper addresses the Board. She has had a request from a couple retirees, they were provided with a cost of living increase on the pension payments in 2017. These retirees asked if the Board would be willing to entertain starting the process again. The Board would like to table this item until the full Board can participate in the conversation.

5. Stephanie Brown - CDD

Senior Center Building Permit Waiver – Stephanie Brown addresses the Board to present a Building Permit fee waiver request from the Senior Center. The Board agreed by consensus to approve the request.

6. Jeremy Morris - Public Works

1. Weed Control Fees

Jeremy Morris and Todd Pfeiffer address the Board. Due to increased operating costs, they would like to increase the Weed Control fees and establish a new fee for the ATV side-by-side. Mr. Morris clarifies, these are not rates for the public to call us up and spray. We do not do that. This is just a heads up that a rate increase will be coming to a Business Meeting.

2. Rabe Consulting Wetland Delineation Invoices

Jeremy Morris addresses the Board. Initially the cost was allocated to Property Management, but since then it's come to light that they can't work on purchased properties only foreclosed properties so the ask is for General Fund to pay for the Wetlands delineation for \$9,065.00. Vickie Noel addresses the Board to remind them that Public Works can't pay for any County owned properties that they are not using for road right-of-way and this property is that type of property so it makes most sense to pay it out of the General Fund. In my opinion, I don't think the site purchased for mitigation can be used for mitigation, that might be a conversation for another time. The Board was in agreement to use General Fund dollars.

7. BOCC



1. Truck Donation Concept - KM

Commissioner Minty said, a year a half ago I brought a concept to the Board to donate a truck that could be loaned out to citizens to use for property clean up. At the time, the Board liked the concept if a non-profit would be willing to run

the program. I spoke to the Tool Library and Klamath Works both liked the idea but didn't have the resources to run it. Recently I sat down with the Food Bank and they liked the concept but had concerns around liabilities. They suggested donating a dumpster to a neighborhood for a certain amount of time. The Food Bank leadership said they really liked the idea of helping with blight and have a lot of experience in program management and would be willing to take the request to their board. I just wanted to check the Board's temperature on this. I like the idea of them taking this to the board. Commissioner Henslee said, I don't have a problem with that. I'm willing to listen to their ideas.

8. Adjournment

1:45pm

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**KLAMATH COUNTY
Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper
Human Resources Director

Date: January 17, 2023

Re: Department Request – Sheriff's Office Evidence Tech FTE Increase

Date Scheduled for Administrative Meeting: January 17, 2023

On behalf of Sheriff Kaber, we are seeking your approval to increase the Evidence Tech position from .5 FTE to 1.0 FTE effective March 1, 2023.

The current Evidence Tech has announced their resignation. As a result, the position will need to be posted for recruitment. The department would like to increase the FTE to 1.0 making this a full time benefits eligible position. Currently, Sergeants and other staff have been assisting with the duties of this position. Increasing the FTE will eliminate this need and ensure the Sheriff's Office is able to maintain their evidence room.

The estimated fiscal impact is \$26,665.51.

The department anticipates having the funds in their budget to cover the FTE Increase.

Suggested Motion: Hereby motion to approve the request to increase the Evidence Tech from .5 FTE to 1.0 FTE as outlined above:

Chair

Approved
Disapproved

Commissioner

Approved
Disapproved

Commissioner

Approved
Disapproved

Date

Date

Date

From: [Leslie Barlow-Hunter](#)
To: [Dave Henslee](#); [Jeremy Morris](#); [Marcus Henderson](#); [Sandra Cox](#)
Cc: [Marylou Wilton](#)
Subject: RE: Midland/Chemult/Beaver Marsh Community Well Studies - Direct Hire Engineer Policy
Date: Wednesday, January 11, 2023 10:43:41 AM
Attachments: [image001.png](#)

Sandy,

Could you please put this (direct hire for consultants) on the Admin Agenda for next week?

*If you need anything further, don't hesitate to contact me.
Thank you.*

*Leslie Barlow-Hunter
Contract & Risk Manager
Ph: 541-851-3693
541-281-1986
541-281-7524
Fax:541-883-4270
lbarlow-hunter@co.klamath.or.us*

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From: Dave Henslee <dhenslee@klamathcounty.org>
Sent: Wednesday, January 11, 2023 10:40 AM
To: Leslie Barlow-Hunter <lbarlow-hunter@co.klamath.or.us>; Jeremy Morris <jmorris@klamathcounty.org>; Marcus Henderson <mhenderson@klamathcounty.org>; Sandra Cox <scox@klamathcounty.org>
Cc: Marylou Wilton <mwilton@klamathcounty.org>
Subject: RE: Midland/Chemult/Beaver Marsh Community Well Studies - Direct Hire Engineer Policy

I would like to get this in front of the commissioners to have another conversation. I support raising the limit to meet the state law.

Dave Henslee, Commissioner
Klamath County, Oregon
dhenslee@klamathcounty.org
541-883-5100



From: Leslie Barlow-Hunter <lbarlow-hunter@co.klamath.or.us>
Sent: Wednesday, January 11, 2023 10:39 AM
To: Jeremy Morris <jmorris@klamathcounty.org>; Marcus Henderson <mhenderson@klamathcounty.org>
Cc: Marylou Wilton <mwilton@klamathcounty.org>; Dave Henslee <dhenslee@klamathcounty.org>
Subject: RE: Midland/Chemult/Beaver Marsh Community Well Studies - Direct Hire Engineer Policy

I think the best is to just get 3 quotes as County policy states. Raising the limit has been discussed, for these services and has been said to keep it as is at the time.

*If you need anything further, don't hesitate to contact me.
Thank you.*

*Leslie Barlow-Hunter
Contract & Risk Manager
Ph: 541-851-3693
541-281-1986
541-281-7524
Fax:541-883-4270
lbarlow-hunter@co.klamath.or.us*

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From: Jeremy Morris <jmorris@klamathcounty.org>
Sent: Monday, January 9, 2023 12:09 PM
To: Marcus Henderson <mhenderson@klamathcounty.org>; Leslie Barlow-Hunter <lbarlow-hunter@co.klamath.or.us>
Cc: Marylou Wilton <mwilton@klamathcounty.org>; Dave Henslee <dhenslee@klamathcounty.org>
Subject: Midland/Chemult/Beaver Marsh Community Well Studies - Direct Hire Engineer Policy

Marc and Leslie,

Commissioners asked Public Works to apply for three \$20,000 grants from business Oregon. We are studying the feasibility of community wells in Midland, Chemult, and Beaver Marsh. The county was required to be the applicant as each community did not have an organization setup that could administer the grants.

Accordingly, we would like to hire one consultant to manage the \$60,000 effort. Our current policy caps a direct hire of engineers at \$50,000. The state policy is \$100,000 (OAR 137-048-0200) for engineering.

Can we adjust our contracting policies to meet the state laws? I don't want to manage three different contracts. In addition, it is not worth creating and sending out a RFP to multiple consultants to hire one consultant.

For background purposes the state limit went from \$25K to \$50K in 2010 and then to \$100K in 2012. I believe our limit increased from \$25K to \$50K in the 2020 version adopted May 19th, 2020.

We are simply attempting to stream line our internal processes to match state law. It seems that we are bumping up against this limit multiple times a year and it is causing extra steps, staff time to create and solicit proposals, going to the board to get pre-approval to hire a consultant, etc. We have attended several admin meetings and finance meetings and worked with the commissioners and all voted to pursue the grant funding on behalf of the communities.

Keep in mind that state law requires we hire consultants based on qualifications not cost...so it doesn't save tax payers any money like a contractor "competitive/low bid" process does.

Jeremy