



Board of Commissioners Administrative Agenda  
March 21, 2023 ~ 3:00pm ~ 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)**

[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:

[03-14-23.PDF](#)

**4. Amanda Van Riper - Human Resources**

**1. Department Request – Exception To Policy Maintenance**

Documents:

[DEPARTMENT REQUEST - EXCEPTION TO POLICY MAINTENANCE.PDF](#)

**2. Sheriff's Office Personnel Budget**

**5. Nathalie Johnston - Library**

**1. Library Card Replacement Fee Waiver During National Library Week**

**6. Natalie Parker - Grant Administrator**

**1. Domestic Well Grant Program Clarification**

## **7. Vickie Noel - Finance**

### **1. Budget Discussion Continued From Last Week**

### **2. US Bank Certificate Of Authority**



Documents:

[FINANCE AUTH.PDF](#)

## **8. BOCC**

### **1. Planning Commission 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](mailto:bocc@klamathcounty.org) Website: [www.klamathcounty.org](http://www.klamathcounty.org)



## Board of Commissioners' Administrative Meeting March 14, 2023 ~ 1:00pm ~ Room 214

3/14/2023 - 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 Henslee, Commissioner Minty; Haley Huffman, Sandy Cox / Admin Staff; Vickie Noel, Natalie Parker / Finance; Rick Vaughn / Tax Collector, Property Sales; Brandon Fowler / Emergency Management; Andrea Lassett / Human Resources.

**3. Approve Minutes From Last Meeting**

Approved.

**4. Andrea Lassett - Human Resources**

**1. Department Request - DDA Reclass**

Andrea Lassett addresses the Board. Commissioner Minty motions. Commissioner Henslee seconds. Unanimous vote. Approved.

**5. BOCC**

**1. Bonanza Ambulance ASA Contract Discussion**

Brandon Fowler addresses the Board regarding the status of Bonanza Ambulance. The Ambulance Advisory Committee created a subcommittee to work on options, option one is District 3 working to staff up and get the necessary licensure for them to operate an ambulance, option two is an agreement between District 4 and Bonanza, option three is dividing the territory and recreating new ASAs. Mr. Fowler said, everyone agreed to continue working on option three while option one is in progress with the hope of District 3 assuming Bonanza ASA by the end of June. We have a draft transition agreement that would have to be approved by the District 3 Board and the Bonanza Ambulance Board that would allow District 3 to take over Bonanza Ambulance starting April 1. The Board was in agreement for District 3 to proceed and Commissioner Henslee will consult with County Counsel

regarding the agreement.

## 2. Congressionally Directed Spending Requests

Sandy Cox addresses the Board regarding congressionally directed and capital funding requests. Commissioner Minty motions that the County submit capital funding requests to the State Legislature for the Fairground RV expansion, fiscal impact grant request of \$1.2 million and one for the Klamath County Food Hub, fiscal impact grant request of \$5 million. Commissioner Henslee seconds. Unanimous vote. Approved. Commissioner Minty said, the Congressionally Directed requests were already approved. Ms. Cox said, there is talk of a Spence Mountain request, but we can't find Minutes for it. The Board was in agreement that we are not ready for a request for Spence Mountain yet for either funding stream.



Sandy Cox addresses the Board regarding a request from staff at Senator Merkley's office for more information on the funding requests. The Board was in agreement to prioritize the food hub request which is the only request from the County for this stream of funding. Commissioner Minty said, I'm happy to meet with Senator Merkley's staff.

## 3. Wood River District Improvement Company - 2 Million Dollar Congressionally Directed Spending Application

Sandy Cox addresses the Board regarding Wood River Improvement District's grant application to the EPA for congressionally directed funding. Wood River applied for the grant and signed it on behalf of the County. The County did not give them authorization to sign the application. The EPA has asked for signatures on another document to support the application. Vickie Noel suggested Wood River remove our information from their application and replace it with their own. Commissioner Henslee said, I recommend they do it on their own and if they aren't comfortable doing that then we have an agreement to retain some administrative fees. We are not going to spend tax payer dollars for a private project with tax payers being re-encumbered. Commissioner Minty was in agreement.

## 6. Adjournment

3:30pm

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](mailto:bocc@klamathcounty.org) Website: [www.klamathcounty.org](http://www.klamathcounty.org)



**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: March 17, 2023

Re: **Department Request – Exception to Policy Maintenance**

**Date Scheduled for Administrative Meeting: March 21, 2023**

---

On behalf of Glen Gregory, Maintenance Director, we are seeking your approval to hire a temporary employee from Express as a Maintenance Tech II. This position is currently filled by a temporary employee who has been a great addition to the team.

The employee would become a full-time employee effective April 1, 2023. They will be paid at step 1 of the LH16 paygrade which is currently \$19.36/hour.

Contract requirements with Express have been met and the department has the money in their budget.

**Suggested Motion:** Hereby move to approve the request to hire a temporary Express Employee as a Maintenance Tech III as outlined above as outlined above:

---

Chair  
Approved   
Disapproved

---

Commissioner  
Approved   
Disapproved

---

Commissioner  
Approved   
Disapproved

---

Date

---

Date

---

Date



**Board of Commissioners**

David Henslee, Commissioner  
Position One

Kelley Minty, Commissioner  
Position Two

Derrick DeGroot, Commissioner  
Position Three

**CERTIFICATE OF AUTHORITY**

Organization: Klamath County Oregon (full legal name)

The Certifier (as defined below) hereby certifies to U.S. Bank National Association (“USBNA”) as follows:

1. The Certifier is a natural person; is responsible for maintaining the records and minutes of the Organization; has the power to identify individuals who are authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions; and, if the Organization is a corporation, is the Organization’s duly elected, qualified, and acting corporate secretary.
2. The following individual is authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions:

Vickie Noel  
(Printed name)

\_\_\_\_\_  
(Signature)

Treasurer, Finance Director  
(Title)

Such authority is in full force and effect as of the date hereof and has not been modified, amended, or revoked, and includes, but is not limited to, the authority to execute the Organization’s agreements with USBNA, to give instructions under those agreements, and to authorize other individuals to give instructions under those agreements.

3. This Certificate complies with the Organization’s formation documents, governing documents, policies, procedures, and applicable law. This Certificate has been notarized if notarization is required by applicable law. The statements in this Certificate are true and correct. Amendment or revocation of this Certificate (i) may only be made by a written instrument and (ii) is not effective as to USBNA until USBNA has received that written instrument.

The Certifier hereby executes this Certificate on this 21st day of March, 2023.

“Certifier”:  
Derrick DeGroot  
(Printed name of the Certifier)

\_\_\_\_\_  
(Signature of the Certifier)

Vice-Chair  
(Title of the Certifier)