



Board of Commissioners Business Meeting Agenda  
May 16, 2023 ~ 1:00pm ~ Room 219

**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. Public Comment**

**1. To Give Public Comment, You May Attend The Meeting In Person Or Join The Meeting Remotely. To Join Remotely, Click The Link Or Call The Number Below:**

Join Zoom Meeting

[HTTPS://ZOOM.US/J/93654380858?](https://zoom.us/j/93654380858?pwd=BG5PTZVZQNV1CHDZSGV4AMFST1C3UT09)

[PWD=BG5PTZVZQNV1CHDZSGV4AMFST1C3UT09](https://zoom.us/j/93654380858?pwd=BG5PTZVZQNV1CHDZSGV4AMFST1C3UT09)

Meeting ID: 936 5438 0858

Passcode: 299921

Join by phone: 833 548 0282 US Toll-free

Meeting ID: 936 5438 0858

Passcode: 299921

**4. Agenda Deletions/Additions**

**5. Approve Minutes From Last Meeting**

**1. In The Matter Of Approving The Minutes From The May 9, 2023 Business Meeting. - BOCC**

**Background:** Approve the Minutes which summarize all business by the Board of Commissioners for the Business Meeting held on the date stated above.

**Recommended Motion:** Approve the minutes as presented.  
Fiscal Impact is None.

Documents:

[WEEKLY PROCEEDINGS SUMMARY PAGE.PDF](#)

## 6. Prior Approved Items

### 1. In The Matter Of Approving And Authorizing The Chair To Sign The Oregon Department Of Agriculture Wolf Depredation Grant - Natalie Parker, Grant Manager

**Background:** The purpose of the Oregon Department of Agriculture Wolf Depredation Grant is to assist the County in supporting and implementation of nonlethal wolf damage management techniques and strategies by livestock producers in areas where wolf depredation of livestock is on-going and to provide compensation for injury or death to livestock resulting from wolf depredation.

**Recommended Motion:** This item was approved during the Finance Meeting on Wednesday, April 26, 2023 and authorized the chair to sign for \$80,310.00 Oregon Department of Agriculture Wolf Depredation Grant. Fiscal Impact: Revenue of \$80,310.00 to the Wolf Depredation Grant Fund and \$8,031.00 from General Fund for the required 10% match.

Documents:

[2023 BOCC AGENDA ITEM SUMMARY WOLF DEPREDATION GRANT ODA MAY 16 2023.PDF](#)

## 7. Budget Resolutions

### 1. Approve Supplemental Budget Resolution For General Fund – Juvenile Department. Vickie Noel - Finance

**Background:** This budget resolution records revenues and expenditures related to the receipt and payment of the HB4004 grant received for employee retention in the Juvenile

Department.

**Recommended Motion:** Approve the supplemental budget resolution for fiscal year 2022-23 as outlined in the attached document. Fiscal Impact: \$129,900 increase in revenues and expenditures in the General Fund – Juvenile Department.

Documents:

[5-16-2023 JUVENILE BOCC AGENDA ITEM BR.PDF](#)

## **2. Approve Supplemental Budget Resolution In The Internal Service – Finance Department. Vickie Noel - Finance**

**Background:** This budget resolution records administrative grant revenue to reimburse for grant management and budgets additional expenditures in material and services.

**Recommended Motion:** Approve the supplemental budget resolution for fiscal year 2022-23 as outlined in the attached document. Fiscal Impact: \$60,000 increase in revenues and expenditures in the Internal Service – Finance Department.

Documents:

[5-16-2023 FINANCE BOCC AGENDA ITEM BR.PDF](#)

## **8. Bids/Awards/Proposals**

### **1. In The Matter Of Accepting The Proposal From Software One For The 3-Year Microsoft Enterprise Agreement - Jessica Chastain, IT**

**Background:** An issuance of RFP was issued on March 28, 2023. This RFP was to accept proposals for the County's next 3-year Microsoft Enterprise Agreement. We received two proposals, from SHI and Software One. The RFP committee scored the RFP submittals and recommended moving forward with Software One. This proposal was for the Microsoft

Agreement, having Microsoft Advisors to work with for questions and advice, and for Microsoft related workshops. Software One's RFP met the needs for this project. This is to approve the proposal, so the IT Director can move forward with contracting the licensing. The following quotes are approximate, the final fiscal impact will be determined depending on licensing right sizing while working with Software One.

Vendor	Per Year	Total Contract
SHI	\$149,289	\$447,867
Software One	\$142,331	\$426,993

**Recommended Motion:** Approve the proposal from Software One and authorize the IT Director to work on a contract for the Microsoft Enterprise Agreement. There is no fiscal impact at this time.

Documents:

[MICROSOFTEAPROPOSAL.PDF](#)

**2. Accept The Proposal From Moss Adams LLP For Professional Audit Services For Fiscal Years 2023 To 2027. Vickie Noel - Finance**

**Background:** The County issued a request for proposal for audit services for fiscal years 2023 to 2025 with two optional one-year renewals. The request for proposal encompassed the audit of Klamath County, the Klamath County Treasurer's Investment Pool, the Klamath County Library Service District, the Klamath County Extension Service District, the Klamath County Drainage Service District, the Klamath County Road Service District, and the Pension Plan for Employees of Klamath County. Also included was an agreed upon procedures engagement for the Solid Waste landfills for the Oregon Department of Environmental Quality. The County received one proposal from Moss Adams LLP.

**Recommended Motion:** Accept the proposal from Moss Adams LLP for professional audit services for fiscal years 2023 – 2027, fiscal impact is an expenditure of \$717,520.

Documents:

[5-16-2023 AUDIT PROPOSAL ACCEPTANCE.PDF](#)

**3. In The Matter Of Requesting Bids For EAC Rock Production. Jeremy Morris, Public Works**

**Background:** The Public Works Department would like to issue a request for bids for the production of 17,750 cubic yards of 3/8" - #4 Chip Rock and stockpiling it at the various locations in Klamath County. The engineers estimate for this project is \$590,000 - \$710,000.

**Recommended Motion:** Board approve and authorize the Public Works Department to issue a request for bids for EAC Rock Production. Fiscal Impact is to be determined.

Documents:

[2023 EAC ROCK PRODUCTION BID REQUEST BLUE SHEET.PDF](#)

**4. In The Matter Of An Authorization To Issue A Request For Quotes For Construction Services For The Sprague River Road Weather Conditions Traffic Camera. Jeremy Morris, Public Works**

**Background:** Klamath County Public Works (KCPW) plans to install traffic cameras on or near County Roads where winter weather consistently impacts public travel. This project is located at the intersection of Sprague River Road and Lone Pine Road. KCPW has coordinated with Pacific Power to provide service, and is in need of a licensed electrician for installation.

KCPW has also purchased camera equipment and is in need of camera equipment installation work. Engineers Estimate is \$15,000.00.

**Recommended Motion:** Board approve and authorize the Public Works Department to issue a Request for Quotes for Construction Services for the Sprague River Road Weather

Conditions Traffic Camera. Fiscal Impact to be determined.

Documents:

[2023 SPRAGUE RIVER RD CAMERA QUOTE REQUEST BLUE SHEET UPDATED.PDF](#)

## 9. Orders

### 1. In The Matter Of Klamath County Transient Room Tax First Quarter Distribution Ending March 31, 2023. Rick Vaughn/ Tax

**Background:** In accordance with Klamath County Code Chapter 603; any lodging provider who exercises occupancy for thirty days or less shall collect the transient lodging tax imposed which constitutes a debt owed by the operator to the County.

The amount collected for the first quarter came to \$442,364.44 and shall be distributed accordingly by the tax revenue sharing formula to the Participants.

**Recommended Motion:** Approve and execute the attached Order so the Tax Administrator can distribute accordingly by the tax revenue sharing formula \$442,364.44 to the Participants of the Transient Room Tax set by Klamath County Code 603.610.

Fiscal impact being revenue received and distributed in the amount of \$442,364.44. Expenditure of \$442,364.44 to the Transient Room Tax Fund.

Documents:

[TRT 1ST QUARTER.PDF](#)

## 10. Public Hearings

### 1. TIME CERTAIN 1:15pm: In The Matter Of Holding A Public Hearing To Hear Testimony Regarding Changes To The Klamath County Sheriff's Real Property Sale Fees - Chris Kaber, Sheriff

**Background:** It has been determined that the fee schedule for

the Civil Department needs to be adjusted. The Klamath County Board of Commissioners may adopt a new fee or increase fees by resolution and shall provide an opportunity for interested persons to comment on those fees. Notice of a Public Hearing was advertised in the Herald & News on April 29, 2023 to hear public comment on May 16, 2023 at 1:15 pm. Only one hearing is required.

**Recommended Motion:** Hold the Public Hearing. **Fiscal Impact:** Expenditure of \$132.05 for publication to Herald and News from Sheriff's Office – Civil Department – Legal Notice Publish.

Documents:

[BOCC - SHERIFF REAL PROPERTY SALE FEES SCHEDULE PUBLIC HEARING.PDF](#)

**1.1. In The Matter Of Approving And Signing A Resolution Adopting A New Fee Schedule For Sheriff's Real Property Sale Fees - Chris Kaber, Sheriff**

**Background:** It has been determined that the fee schedule related to the Sheriff's Real Property Sales schedule needs to be adjusted. Pursuant to Oregon Revised Statue 294.160 the Klamath County Board of Commissioners may adopt a new fee or increase fees by resolution and shall provide an opportunity for interested persons to comment on those fees. Notice of Public Hearing was advertised in the Herald and News on April 29, 2023 to hear public comment on May 16, 2023 at 1:15pm. Only one hearing is required.

**Recommended Motion:** Approve and sign the attached Resolution adopting the updated Real Property Sale Fee Schedule for Civil Department.

**Fiscal Impact: None**

Documents:

## 11. Agreements

### 1. In The Matter Of Relinquishment Of Access Rights And Compensating Paul Barron For New Parking Facilities At 1635 Ogden Street In Klamath Falls, Oregon. Jeremy Morris, Public Works

**Background:** In 2023 the County is continuing its efforts in completing pedestrian mobility/safety and ADA (Americans with Disabilities Act) compliance projects within the urban area. As part of the upcoming 2023 Shasta Way Sidewalks Project taking place between Madison Street and Patterson Street on Shasta Way, a portion of the new sidewalks will require a retaining wall to be constructed which would block access to the parking facilities at 1635 Ogden Street. 1635 Ogden Street is a residential lot owned by Paul Barron with a four-plex used for rental units that currently has covered parking with access from Shasta Way.

Due to the constraints at this location sidewalks have never been completed on this portion of Shasta Way. This action will relinquish access rights and compensate the owner for construction of equivalent new parking facilities (to be completed by the owner) that will be accessed from Ogden Street and enable the County to complete this link in pedestrian mobility along a major collector in the urban area. The Access Relinquish Agreement was negotiated by the County, with a willing party.

**Recommended Motion:** Board to approve and sign the Access Relinquishment Agreement Between Paul Barron and Klamath County and authorize payment of \$62,764.50 to Paul Barron for relinquishment of access rights and as compensation for new parking facilities. Fiscal impact is \$62,764.50 expenditure to the Public Works Operating Budget.

Documents:



**2. In The Matter Of A Memorandum Of Understanding Between Klamath County Public Works And Klamath County Community Corrections. Jeremy Morris, Public Works**

**Background:** This Memorandum of Understanding allows Klamath County Community Corrections to provide Klamath County Public Works with supervised community service work crews to provide roadway cleanups and/or other maintenance services along County roadways. This agreement will be effective from July 1, 2023 through June 30, 2025.

**Recommended Motion:** Board to approve and authorize the Klamath County Public Works Director and Klamath County Community Corrections Director to sign the Memorandum of Understanding between Klamath County Public Works and Klamath County Community Corrections. Fiscal Impact not to exceed \$80,000 expense to the Road Department Operating Budget.

Documents:

[2023 PUBLIC WORKS COMMUNITY CORRECTIONS MOU FOR ROADWAY CLEANUP.PDF](#)

**3. In The Matter Of Approving A Vendor Application For The Klamath Falls Farmer's Market On Behalf Of Klamath County Public Health (KCPH). –Jennifer Little, Public Health**

**Background:** Klamath County Public Health (KCPH) would like to have a booth at the Farmer's Market for the WIC program to distribute Farmer's Market WIC vouchers and offer nutrition information to participants. WIC intends to have a booth July 1st and August 5th.

**Recommended Motion:** Move to approve KCPH's application for the Klamath Falls Farmer's Market. Fiscal impact is \$75 paid from WIC funding sub department 4048. Authorize department head to sign.

Documents:

[FARMERS MARKET.PDF](#)

**4. In The Matter Of Approving Purchase Of Steen's Sports Complex House And Parcel Rick Vaughn, Tax Office**

**Background:** Klamath County wishes to purchase 905 Wiard St. Klamath Falls, OR from Klamath Community Youth Sports Complex, an Oregon domestic nonprofit corporation. The parcel is encompassed by the Steen's Sports Complex. Purchase price is \$255,000 which will come from ARPA funds currently committed to Steen's Sports Complex.

**Recommended Motion:** Authorize purchase of 905 Wiard St. Klamath Falls, OR from Klamath Community Youth Sports Complex, an Oregon domestic nonprofit corporation and authorize Property Sales Manager to complete and close purchase. Fiscal impact of \$255,000 expenditure from the Klamath County ARPA Fund Distribution.

Documents:

[PACKET FOR PURCHASE OF 905 WIARD ST. STEENS SPORTS PARK 5-16-23.PDF](#)

**5. In The Matter Of Approving An Agreement Between Basin Partners Internship Program (BPIP) And Klamath County, Acting By And Through The Klamath County Assessors Department**

**Background:** Basin Partners Internship Program (BPIP) is seeking departments who would agree to cooperate in providing a career-based learning experience for high school trainees. This Agreement shall commence upon the signature date of each party and continue through July 21, 2023.

**Recommended Motion:** Board approval of the Agreement between Basin Partners Internship Program (BPIP) and Klamath County, by and through the Assessors Department to provide a career-based learning experience for 1 (one) high school trainee. This agreement shall commence upon the signature date

of each party and continue through July 21, 2023; and authorize Assessor to sign agreement. Fiscal Impact; \$1,200.00 from the Assessors Expenditure budget.

Documents:

[BPIP AGENDA.PDF](#)

**6. In The Matter Of Approving And Signing Klamath County American Rescue Plan Act Grant Agreements For The Completed And Ready Applicants. - Natalie Parker, Grant Manager**

**Background:** The American Rescue Plan Act Grant Allocation Committee met on January 18, 2023 to hear presentations from eligible grant applications to the Board of County Commissioners (BOCC) for funding. The ARPA Grant Allocation Committee reviewed the recommendations and approved funding to grant recipients on January 19, 2023 for the applicants as detailed: KLAMATH FILM \$15,000.00; KLAMATH HOUSING AUTHORITY \$400,000.00; and WALKER RANGE PATROL ASSOCIATION \$41,700.00. All grant submission requirements have been satisfied and the contract is complete and signed by grantee.

**Recommended Motion:** Approve and sign the Klamath County American Rescue Plan Act Grant agreement. Fiscal impact: \$456,700.00 expenditure from the COVID19 Pandemic Grant fund.

Documents:

[2023 ARPA BOCC AGENDA ITEM SUMMARY PAGE 5-16-2023.PDF](#)

**7. In The Matter Of Approving And Signing Klamath County Domestic Well Financial Assistance Grant Agreements. - Natalie Parker, Grant Manager**

**Background:** The Domestic Well Grant Review Panel met on May 5, 2022 to review and recommend grant applications to the Board of County Commissioners (BOCC) for funding. The BOCC reviewed the recommendations and approved funding to

grant recipients during the Admin meeting on June 7, 2022. The following grant recipients have satisfied all grant submissions and the agreements are complete and signed by the applicants: DECKER, DIONNE \$2,658.74; DEPUY, MARY \$978.75; HARPER, CLAY & RONICA \$16,886.00; KIRKPATRICK, CLARENCE & JANE \$5,010.19; and MCKOEN, CHRIS \$13,711.50.

**Recommended Motion:** Approve and sign the Klamath County Domestic Well Financial Assistance Grant agreements with above recipients. Fiscal impact: \$39,245.18 expenditure from the Commissioners Miscellaneous Grant Fund.

Documents:

[5-16-2023 BOCC AGENDA ITEM SUMMARY DOMESTIC WELLS.PDF](#)

**8. In The Matter Of Approving And Signing The Klamath County Tourism Grant Agreements For The Spring, 2023 Cycle. - Natalie Parker, Grant Manager**

**Background:** The Tourism Grant Review Panel met on April 13, 2023 to review and recommend grant applications to the Board of County Commissioners (BOCC) for funding. The BOCC reviewed the recommendations and approved funding to grant recipients at a public meeting held on April 26, 2023, as detailed: Chocolate Mudra, LLC \$ 2,999.00; Discover Klamath VCB \$10,000.00; Explore Southern Oregon \$3,000.00; Favell Museum \$5,000.00; Impressions Design (Operational) \$25,000.00; Impressions Design (Marketing) \$18,500.00; KCEDA (Oktoberfest) \$10,000.00; Klamath Community College Foundation \$2,500.00; Klamath Film \$12,500.00; Klamath Folk Alliance \$ 2,999.00; Klamath Wingwatchers \$2,815.00; Oregon Tech Foundation (Preview Day) \$10,000.00; Oregon Tech Foundation (Track Reno) \$25,000.00; Rural Klamath Connects \$10,000.00, and Town of Bonanza \$9,687.00.

**Recommended Motion:** Approve and sign the Klamath County

Tourism Grant agreements with above recipients. Fiscal impact of \$150,000.00 expenditure from the Tourism Competitive Grant Fund.

Documents:

[5-23-2023 BOCC AGENDA ITEM TOURISM SPRING 2023 NO APPLICATIONS.PDF](#)

## 12. Other County Business

### 1. In The Matter Of Approving And Signing The Annexation Application Between Klamath County And The City Of Klamath Falls. Property Manager, Rick Vaughn

**Background:** The BOCC had previously approved a project to expand the existing RV park at the Klamath County Fairgrounds going from 24 full service sites to 48 full services sites. The City of Klamath Falls has requested the Tax Lots referenced on the application and attached Exhibits A and B, be annexed into the City once applicable in order to connect to the water/sewer system for the expansion.

**Recommended Motion:** Approve the Annexation Application and designate the Board of County Commissioners Chair to sign the application. **Fiscal impact:** \$500.00 from Klamath County Fairgrounds GL# ending in 70220, Facilities Improvement.

Documents:

[BOCC INFO.PDF](#)

## 13. Drainage Service District

### 1. In The Matter Of A Memorandum Of Understanding Between Klamath County Drainage Service District (KCDS) And Klamath County Community Corrections (KCCC). Jeremy Morris, Klamath County Drainage Service District

**Background:** This Memorandum of Understanding allows Klamath County Community Corrections to provide Klamath

County Drainage Service District with supervised community service work crews to provide Drain System cleanup such as trash and weed removal, or other maintenance services, along the 1C drain system. This agreement will be effective from July 1, 2023 through June 30, 2025.



**Recommended Motion:** Board to approve and authorize the Klamath County Drainage Service District Manager and Klamath County Community Corrections Director to sign the Memorandum of Understanding between Klamath County Drainage Service District and Klamath County Community Corrections. Fiscal Impact not to exceed \$20,000 expense to Klamath County Drainage Service District Operating Budget.

Documents:

[2023 KCDSO MOU FOR DRAINAGE CLEANUP - KCCC.PDF](#)

#### 14. Commissioner Reports

#### 15. 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.  
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