



Board of Commissioners' Administrative Meeting January 3, 2023 ~ 1:00 pm ~ Room 214

1/3/2023 - 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 DeGroot, Commissioner Minty, Commissioner Henslee, Sandy Cox/Admin Staff, Jeremy Morris/Public Works, Leslie Barlow-Hunter/Risk, Natalie Parker/Grant Manager, Vickie Noel/Finance, Marc Henderson/County Counsel, Rick Vaughn/Property Management

3. Approve Minutes From Last Meeting

Commissioner DeGroot approves minutes from December 20, 2022 Admin meeting.

4. Leslie Barlow-Hunter - Contracts, Risk Management

1. Foreclosure Liability Discussion

Leslie Barlow-Hunter addresses the Board regarding an insurance certificate that Property Management had previously requested, explains that she does not issue those until get Board approval. Wants to know how the Board wants to handle these foreclosed properties either being added or not added to our liability insurance, CIS is requesting those being added. Discussion that we have never added foreclosed properties to liability insurance before as we don't typically have them in our possession for long. Commissioner Minty thinks we should just continue as we have and not add to liability insurance and would be a great effort on our part. Noel does not want to add these properties to our fixed assets, but suggested increasing the lump sum for liability on properties. Commissioner Henslee agrees with Commissioner Minty and suggests we put up a no trespass sign. Marc Henderson indicates there would still be liability even if there is a no trespass sign. Rick Vaughn indicates no trespass signs likely wouldn't last long, we also try to get rid of these properties ASAP, additionally is not aware of any other counties that insure these types of properties. Barlow-Hunter indicates if a person goes into one of our vacant properties starts a fire and it burns down multiple homes then we have a huge liability. Commissioner DeGroot questions the properties that actually have a home, how long do we have those properties in our possession? Vaughn responds and explains how they secure properties once we take possession.

Commissioner DeGroot thinks we are taking appropriate measures to make sure we secure properties we take possession of and is fine with continuing as we have been. Commissioner DeGroot asks how often do we actually retain properties for longer than a year? Vaughn responds we don't ever have to hang on to them for any length of time. Board is agreeable with continuing practice as we have.

5. Natalie Parker - Grant Administrator

1. Well Grant Update

Natalie Parker addresses the Board with list of requested hours that Emergency Management is requesting to be paid out of the "first" grant funds indicating they are working on the "well grant". Commissioner DeGroot asks what EM involvement regarding the actual grant? Commissioner Minty indicates they participate in weekly meetings, help coordinate the CERT team, and taking part of the outreach (different from the grant) regarding water delivery well issues and answering NON-GRANT questions, sort of being the community liaison regarding well issues. Parker indicates that EM role is water tanks and water delivery, explains process that everyone has to go through OWRD before anything can even happen. Commissioner Henslee is struggling to comprehend how so many of these hours are being billed to the grant, has a ton of time management questions if the majority of their time is being billed to the well grant then what were they doing before? Commissioner DeGroot also questions the amount of hours they are trying to bill. Commissioner DeGroot doesn't have an issue reimbursing if they are actually working on the grant. Commissioner Minty does not feel comfortable going back and pay from the first grant, but moving forward would be fine seeing detailed duties. Board is agreeable that they will not go back and reimburse, but is willing to reimburse going forward with more specifics on what is being done. Commissioner Henslee asks how the employees are funded in EM? Noel explains. Commissioner Henslee reiterates that he is not comfortable funding any employee position out of grant funds as it is not sustainable and a terrible way to do business. Noel elaborates on how employees are funded through the EMPG grant. Commissioner DeGroot would like to see a scope of work and a reasonable request for reimbursement as the current request is not reasonable at all, looks like this is a request to pick up a deficit in the department.

6. Vickie Noel - Finance

1. Budget Timeline Items

Vickie Noel addresses the Board indicating that a 4% COLA increase was already approved for next FY with the exception of elected officials since we typically wait until the Compensation Committee gives us their recommendation and the problem that potentially causes. Commissioner DeGroot questions if we should just pick a number and have that built in now so we don't have issues later in the budget cycle. Noel indicates it's easier to add it earlier rather than later. Commissioner Minty thinks we should do 4%

COLA across the Board then if the Comp Committee feels differently then we can adjust down. Board is agreeable with building in 4% across the Board.

On the pay tables HR is suggesting that since we have no one in those classes we delete those grades. Discussion about minimum wage increase, Noel indicates we don't have employees at minimum wage. Board is agreeable with deleting the unused pay tables. Discussion about a couple of the 737 positions/pay tables.

Explains Risk Management fund and how each department pays into that fund. Reviews each line item beginning balance wants to know how much the Board wants each department this upcoming year as the carry over balances are pretty large. Commissioner DeGroot indicates at some point it will be a benefit to citizens if we can self insure as much as possible and hopes we can continue that practice and have the carry over balance continue to increase. Noel indicates once she calculates the internal service charges she can't undo. Commissioner Henslee & Minty agree with Commissioner DeGroot and would like to leave the internal services formula as is. Noel cautions that a lot of funds going into the Risk fund are restricted funds.

Would like the Board to think about revenue targets for departments would be beneficial. Commissioner DeGroot understands that requesting that department keep budgets flat is not realistic, is leaning towards 3%. Commissioner Minty indicates that since personnel is our largest cost would suggest 4%. Commissioner Henslee agrees with 4%. Noel will get the Board the actual number if we plug in 4%, so we can figure out if that is even possible. Discussion that we will continue to have ALL departments participate in Budget Workshops, so we are prepared for Budget Hearings.

7. Jeremy Morris - Public Works

1. Authorizing Public Works Director To Sign IGA Extensions

Jeremy Morris addresses the Board with issues regarding all the contract extensions they have to keep track of in the Public Works Department and that some have fallen through the cracks, is asking to be able to sign or have Liaison sign contract extensions without bringing to the Board for approval or just write longer agreements to avoid having to do extensions. Commissioner Minty appreciates the effort to streamline things and is agreeable to in trusting a Liaison Commissioner to sign things. Commissioner Henslee understands but does not want authority to sign anything without the Board and the Community knowing what is being signed, suggests doing a longer contract so we can avoid extensions. Commissioner DeGroot thinks 5 years with an extension of another 5 year is workable, but get rid of these every year contract. Board is agreeable with doing longer contracts to save our Department Heads time.

8. BOCC

1. Formation Of Advisory Committee For Spence Mountain Timber Management Plan

Commissioner DeGroot indicates we need to form an advisory committee to deal with maintenance of timber management, trail etc. Commissioner Henslee attended a summit a couple weeks ago which there were lots of ideas that we need to manage our forest to get more water in the watershed, agrees we need to implement some of the ideas with Spence Mountain, suggests we bring people to the table that have interest in our watershed. Commissioner Minty would like to just call it Spence Mountain Management because there are many things that go into managing the mountain. Board is agreeable with forming committee with partners that have interest Commissioner DeGroot suggests 5 member committee: County, Tribe, Trails & Rec, Industry and at large. Commissioner Henslee would like to see another position Agriculture. Board is agreeable for 7 person committee: County, Tribe, Trails & Rec, Industry, Ag and 2 at large.

2. Meeting Schedule

Commissioner DeGroot wants to change the meeting schedule starting Feb 1 to two meetings in afternoon on Tuesday and Wednesday the same.

Commissioner Minty is willing to try it. Commissioner Henslee is in favor. Would be Business Meetings on Tuesday @1, Admin @3. then Counsel on Wednesday's @1 and Work Session @3.

3. RFP Committee For Strategic Plan Submittals



Commissioner DeGroot indicates we need to get committee put together to review/score submittals. Commissioner Henslee would like to be on it, suggests strategic partners (Cities, KCEDA, Discover Klamath etc.) however we need to get these scored this week. Commissioner Henslee suggests KCEDA, Wilsonart, Discover Klamath. Commissioner Minty suggests someone from small business (Downtown Association), Oregon Tech, Department Head. Commissioner DeGroot suggests one person from each city. Further discussion that the scoring doesn't need to be such a big committee, those people need to be involved in the actual process. Jeremy Morris volunteers to sit on committee, Commissioner Minty will contact Oregon Tech for someone, Commissioner Henslee will get the other three. Commissioner Henslee will get everyone together and schedule to get scored this week.

4. Support Letter For Healthy Klamath's Path's Grant Application

Commissioner Minty motions to sign letter of support, Commissioner DeGroot seconds. Unanimous vote. approved

9. Adjournment

2:15pm

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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