

**CROOK COUNTY COURT MINUTES
OF DECEMBER 27, 2023, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on December 27, 2023, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsel Eric Blaine; Administrative Executive Assistant Sarah Puerner; Office Manager Alex Solterbeck; Human Resources Director Kim Barber; Finance Director Christina Haron; Community Development Director Will Van Vactor; Building Official Randy Davis; Clerk Cheryl Seely; Contract County Administrator Andy Parks; Assessor Jon Soliz; Library Director Sarah Beeler; Extension Manager Kim Herber; Landfill Manager Jacquie Davis; Chief Information Officer Stephen Chellis; Natural Resources Policy Coordinator Tim Deboodt; Airport Manager Kelly Coffelt; Andy Pearson; Amber Blanchard; Rebecca Keegan; Stephanie Wilson; District Attorney Kari Hathorn; Nicole Strong; Stephanie West; Gus Burrell; Patti Norris; Seth Thompson; Shelby Knight; Rachel Wenten-Chaney; Scott Aycock; and members of the public.

WORK SESSION

The meeting was **called to order at 9:00 a.m.**

Public Comment: None

Discussion Item #1: Approval of SHSP Grant for New Generator at the Emergency Operations Center:

Requester: Andy Pearson

Details: Andy Pearson attended the work session to discuss with the Court an SHSP grant for a new generator at the Emergency Operations Center. Mr. Pearson highlighted that this project is likely to be fully funded through the SHSP Grant, with minimal impact on the general fund. The grant is provided by the Oregon Department of Emergency Management Homeland Security Grant Program, specifically under the State Homeland Security Program (Grant No: 23-219), amounting to \$32,082. The new generator is a crucial addition to the Emergency Operations Center, ensuring that the facility remains operational during emergencies and power outages. This item will be placed on the consent agenda for final approval on January 3rd.

Discussion Item #2: 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-4:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the work session

to discuss an Intergovernmental Agreement (IGA) for the financing of local public health services in Crook County. This amendment is one of many periodic contract updates that adjust program-level funding. Specifically, this amendment reconciles and reallocates COVID funding (PE01-08, PE01-09, and PE01-10) carried over from FY23. Additionally, funds from Ballot Measure 108's tobacco tax have been allocated to the Tobacco Prevention & Education Program (PE13). Further funds have been awarded through ARPA Workforce Funding (PE51-03), and Overdose Prevention funds have been allocated via PE62. This item will be placed on the consent agenda for final approval on January 3rd.

Discussion Item #3: 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-5:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the work session to discuss an Intergovernmental Agreement (IGA) for the financing of local public health services in Crook County. This is one of many periodic contract amendments updating program-level funding. This specific amendment adds funds to Family Connects Oregon (PE42-13) and makes an initial allocation for OIP Bridge COVID (PE43-05). This item will be placed on the consent agenda for final approval on January 3rd.

Discussion Item #4: Broadband Technical Assistance Program (BTAP):

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the work session to discuss the Broadband Technical Assistance Program (BTAP) with the Court. The Oregon Broadband Office is launching BTAP, with applications opening in late December or early January. BTAP aims to help Oregon's counties and their partners prepare for significant broadband infrastructure funding by providing support for planning, pre-construction work, staffing, and grant applications. COIC has been assisting Deschutes and Jefferson Counties with their broadband needs assessments and will apply for BTAP jointly on their behalf. The Crook County Court was asked if there is any interest in joining this regional application led by COIC. This item will be moved to the January 3rd agenda for final approval.

Discussion Item #5: ODOT Intergovernmental Agreement:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the work session to discuss an ODOT intergovernmental agreement with the Court. This agreement aligns Crook County with the state's Disadvantaged Business Enterprise (DBE) certification process, relying on the state's program to identify DBEs per federal regulations (Title 49 / CFR 26.81). The agreement will be part of the airport's three-year DBE plan, which is required for FAA/AIP grant execution. This item will be added to the consent agenda for final approval on January 3rd.

Discussion Item #6: Clear Ballot Contract and Master Services Agreement Renewal:

Requester: Cheryl Seely

Details: Clerk Cheryl Seely attended the work session to discuss the renewal of the contract and master services agreement with Clear Ballot. This renewal pertains to the County's Clear Ballot tabulation equipment, originally purchased and agreed upon in December 2018. The renewal covers annual support services, starting at \$11,255.09 for the 2024 election year. This amount is included in the department's budget each year, accounting for projected increases. This item will be placed on the consent agenda for final approval on January 3rd.

Discussion Item #7: Amendment to TownCloud Inc. Contract:

Requester: Christina Haron

Details: Finance Director Christina Haron attended the work session to discuss an amendment to the contract with TownCloud Inc., the vendor for the County's new ERP system. The original contract outlined payments of \$45,000 at contract signature, \$45,000 upon agreement to delivery requirements, \$45,000 when the software goes live, and a final \$15,000 upon full implementation. The first two milestones have been met, and payments have been made. The project schedule anticipated the software going live on December 31, 2023. However, due to delays on both TownCloud's development side and the County's side, this deadline will not be met. TownCloud, having planned their cash flows based on the initial schedule, is requesting an amendment to receive a \$20,000 payment before December 31, 2023. The total contract amount remains \$150,000, with no other changes. The Court decided to revisit this item later after more of the integration is complete. The Finance Department has been asked to provide data and proceed with the next stage before finalizing the next payment.

MOTION to delegate authority to Christina Haron as Finance Director to approve the amendment that has been presented today in the sum of \$20,000 subject to her satisfaction and satisfaction of the CIO with the performance of the software as discussed today. Motion seconded. No discussion. Motion carried 3-0.

Discussion Item #8: Consider Board/Committee Appointment Recommendations:

Requester: Sarah Puerner

Details: Randy Davis spoke on behalf of the Abatement of Dangerous Building Code Appeals Committee, noting there is one vacancy and an application from Elvin Spurling. The recommendation is to appoint Mr. Spurling to the committee. Tim Deboodt addressed the Court on behalf of the Natural Resources Advisory Committee, which has three vacancies ending this month. Six applications were received, including three current members seeking reappointment. The recommendation is to reappoint the three current members and fill the remaining vacancy with Calista Songstad. Kim Herber represented the Ag Extension Service District Board, reporting current vacancies and highly recommending three individuals for appointment: Jerry Brummer, Brett Dunn, and Nancy Condron. Casey Daly spoke on behalf of the Fair Board, noting two positions will term out at the end of the year. Two applicants were received, and the recommendation is to appoint both individuals. The Hahlen Special Road District also received an application for appointment. These individuals will be appointed officially at the January 3rd Regular Session.

Discussion Item #9: Solid Waste Advisory Committee:

Requester: Jacquie Davis

Details: Landfill Manager Jacquie Davis attended the work session to discuss the Solid Waste Advisory Committee (SWAC). The County's SWAC has not been active since 2020. With the upcoming Solid Waste Management Plan Update, it is essential to reestablish the SWAC to provide feedback and guidance throughout the process. Previously, the committee struggled with member appointments and attendance, and meeting topics were not very progressive for the county. Ms. Davis is exploring the possibility of a joint effort with the City of Prineville, which already has an active committee with several key members who could be valuable to the county. The City is interested in this collaboration; however, it is necessary to determine if there are any policy issues that need to be addressed. Legal Counsel will investigate this suggestion further.

Discussion Item #10: Republic Services update regarding briefing from analytical team meeting held on December 20, 2023:

Requester: Jacquie Davis

Details: Landfill Manager Jacquie Davis attended the work session to provide an update from Republic Services regarding the briefing from the recent analytical team meeting. Ms. Davis attended the meeting and reported that Republic Services had conducted a customer service survey to gather feedback on their performance. The survey identified two primary issues: missed pick-ups and irregular pick-up times.

Administrator Report:

Andy Parks reported that Republic Services has issued notices to 45 customers regarding a potential change in service. These customers are located off County roads that are not maintained, presenting an ongoing issue that needs resolution. Additionally, Mr. Parks mentioned that there will be service adjustments on the vac trucks before they arrive at the Landfill. This will necessitate changes to the facility for processing, and the DEQ representative is involved in this process. Mr. Parks also informed the Court that Vance Jacobson will be in town the week of January 8th to provide an update on the compensation study.

Court Member Updates: None

At 10:15 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

EXECUTIVE SESSION

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

MOTION to delegate authority to Commissioner Barney to correspond with the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Hermreck spoke on behalf of the Wolf Compensation Committee, noting the latest kill in Aspen Valley and ongoing issues with Wolf 131 and 141. A meeting is scheduled today in Paulina, with another planned for January 4th. The committee is proposing the creation of a phone tree and alert system for when radio collars are activated. It is important to report any sightings as they occur. Additionally, Tim Deboodt will be representing the Farm Bureau in Washington, DC, in February.

There being no further business before the Court, the meeting was **adjourned at 10:54 a.m.**

Respectfully submitted,

Sarah Puerner