

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF APRIL 24, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on April 24, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

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

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administration Assistant Sarah Puerner; Sheriff John Gautney; Undersheriff Bill Elliott; Chief Administrative Deputy Stephanie Wilson; Finance Director Christina Haron; Airport Manager Kelly Coffelt; Landfill Manager Jacquie Davis; Administrative Assistant Breyanna Cupp; Office Manager Alex Solterbeck; Fairgrounds Manager Casey Daly; Health and Human Services Director Katie Plumb; District Attorney Kari Hathorn; Budget Analyst Jamie Berger; Community Development Director Will Van Vactor; Assessor Jon Soliz; Clerk Cheryl Seely; Library Director Sarah Beeler; Administrative Assistant Mona Glade; Health Programs Facilitator Shelby Fisher; Lieutenant Andrew Rasmussen; Business Analyst Micheala Edwards; Appraiser Jason Elliott; Appraiser Stephanie West; Modernization Manager Stephanie O’Neal; Appraiser Shannon Alleman; Health Programs Facilitator Alanna Spry; Administrative Assistant Wanda Smith; Associate Planner Hannah Elliott; Building Official Randy Davis; Clinic Manager Kim Fox; Lieutenant Mitch Madden; Natural Resources Policy Coordinator Tim Deboodt; Assessment Technician Senior Linda Pepper; Operations Manager Katrina Weitman; WIC Certification Specialist Lizabeth Toledo; Administrative Assistant Allison Hildebrand; Christina Hannigan; Robert George; Katie Slattery; Vance Jacobson; Garth Finley; Monty Kurtz; Kara Becker; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Compensation schedule report and update from Vance Jacobson, consultant:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks updated the Board of Commissioners during the Work Session on the compensation study. An agreement had previously been made with Vance Jacobson to revise the county’s compensation schedule for unrepresented employees. Mr. Jacobson has now completed this update, which included extensive consultations with the Sheriff’s Office and department directors across the organization. The revision introduces career ladders for various positions and an accompanying implementation plan. The proposed start date for these changes is the pay period beginning May 1, 2024. Implementing the new schedule is

expected to increase the county's payroll expenses by approximately 2.0-3.0% as we adjust from the current to the new salary structure. Additionally, a Cost-of-Living Adjustment (CPI) is anticipated on July 1, 2024. These expenses have been accounted for in the proposed fiscal year 2025 budget, set to be presented in May. The update aims to elevate the county's pay scale from the current 35th to 38th percentile to the 50th to 55th percentile in the market. This item will be placed on the agenda for discussion during the May 1st Regular Session to allow for additional feedback.

Discussion item #2: Update on CAFFA grant status:

Requester: Jon Soliz

Details: Assessor Jon Soliz updated the Board of Commissioners on the CAFFA Grant, which directs specific revenues back to counties for A&T budget funding, initiated by HB 2338 in 1989. Funding comes from interest on overdue property taxes and fees from recorded documents. These funds are managed in county-specific accounts and redistributed quarterly by the Department of Revenue. All 36 state counties participate, but the grant's total funding has halved since its start. Recent trends show an 18% shortfall in expected funds over the past five years, with annual revenue fluctuations ranging from \$184K to \$286K, peaking during the COVID pandemic. The main beneficiaries of these funds are the Assessor's, Finance, IT, GIS, and Clerk's offices.

MOTION to do an out of court signature for the CAFFA grant. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #3: Discussion about County response to Ochoco National Forest draft decision notice for Mill Creek Vegetation Management Plan:

Requester: Tim Deboodt

Details: Natural Resource Policy Coordinator Tim Deboodt attended the Work Session to address Crook County's response to the Ochoco National Forest concerning the Mill Creek Vegetation Management Plan. Crook County has already submitted comments during the draft Environmental Assessment (EA) phase of the plan. The Natural Resource Advisory Committee (NRAC) is currently working on drafting comments for the County to review in response to the draft decision notice. These comments need to be finalized and submitted before the Forest Service's deadline on May 3, 2024.

Discussion item #4: Annual review of suggested updates to Crook County Fiscal Policies:

Requester: Christina Haron

Details: Finance Director Christina Haron attended the Work Session to propose updates to the County's fiscal policies, which are included in the budget document to guide the fiscal stability of the County. These policies cover a broad range of financial management aspects including accounting, auditing, financial reporting, internal controls, budgeting, revenue and expenditure control, asset management, cash and investment management, debt financing, and pension funding. The proposed edits aim to modernize terminology, such as replacing "County Court" with "Board of

Commissioners" and updating "County Judge" to "Board of Commissioners Chair or County Manager." Other changes include updating the minimum net working capital requirements for the Landfill and Crook County Road Agency, aligning grant funding requirements with the Crook County Code, and refining the language around asset capitalization. These amendments will be presented on the consent agenda on May 1st for final approval.

Discussion item #5: Purchase of snowplow/dump truck for airport operations:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session seeking approval to purchase a new snowplow or dump truck. The Airport is currently using a 44-year-old ODOT surplus truck that requires maintenance exceeding its value. A suitable used, later-model truck has been identified that fulfills the airport's requirements. After discussions with the finance department, it has been confirmed that the Airport's budget can accommodate this purchase. The cost of the truck is approximately \$38,000, with an additional \$5,000 for shipping.

Discussion item #6: Zoom Contract Approval:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to request approval and signature authority for a 3-year contract with Zoom. The contract includes 190 user licenses and 7 Conference "Zoom Room" licenses, taking advantage of a Zoom Fiscal Q1 promotion valid through April 2024. This promotion offers free use of a fully licensed platform until July 26, 2024, followed by a 3-year agreement with an additional 5% discount. The Zoom contract ensures fully licensed use, conference room upgrades, and consolidates county video and chat communications. This expenditure is included in the proposed budget for FY25. The first annual invoice, due on July 26, 2024, aligns with the FY25 budget timeframe. The contract secures a 15% discount, reducing the annual cost from \$41,800 to \$35,530, with the total for the 36-month contract being \$106,590. Credits will be applied for any existing licenses.

MOTION to do an out of court signature for the zoom contract. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Okta SSO + Adaptive MFA contract approval:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to seek approval and signature authority for an annual contract with Okta. The proposed contract amount is \$22,673.50, which includes a 15% end-of-quarter discount promotion, contingent on approval by April 29, 2024. This contract is crucial for enhancing our digital security infrastructure, providing robust identity management solutions that are integral to safeguarding the organization's data and systems. Approval of this contract will ensure continued protection and operational efficiency across all county departments.

MOTION to approve the CDWG contract for the grand total of \$22,673.50 and to sign out of court. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Grant Agreement - Crook County Safe Streets for All Grant (USDOT):

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the Work Session seeking approval from the Board of Commissioners (BOC) to execute a grant agreement. Crook County has been awarded a \$96,000 grant from the U.S. Department of Transportation to prepare and adopt a Safety Action Plan, with the county providing an additional in-kind contribution of \$24,000. The plan may either stand alone or be integrated into the ongoing Transportation System Plan (TSP) update. The intention is to engage the same consultant who is currently working on the TSP update to also develop the Safety Action Plan. However, work on the Safety Action Plan cannot commence until the grant agreement is officially executed. The total project cost stands at \$120,000, with the federal government contributing \$96,000 and the county contributing the remaining \$24,000 in-kind. This agenda item is scheduled for final approval on May 1st.

Discussion item #9: Community Development Monthly Update:

Requester: Will Van Vactor

Details: Building Official Randy Davis provided a monthly update during the Work Session, focusing on the current status of department services, including permit and application activity. The construction numbers are holding steady compared to last year, with 185 homes currently under construction. Additionally, there are 749 residential permits and 278 active commercial permits, with the industrial sector showing robust activity. Commercial prospects remain strong overall. The transition to digital plan reviews is ongoing, and the state now mandates the acceptance of digital submissions. The Justice Center project is progressing smoothly. However, planning numbers are still low, and permit activity is slow. We anticipate an equity increase soon, which may spur further development. Katie McDonald will be assuming additional responsibilities. There's also a proposal from Dollar General to open a new store in Juniper Canyon, and we encourage sending any comments to the planning commission. The On-Site department is showing improvement with a gradual increase in site evaluations.

Discussion item #10: Sheriff's Office Update:

Requester: Bill Elliott

Details: Undersheriff Bill Elliott attended the Work Session to provide the Board of Commissioners with a statistical update from the Sheriff's office, comparing March 2023 to March 2024. There has been a notable decrease in various types of incidents: assaults, domestic violence reports (down by 7), harassment cases, and strangulations (5 cases this month). Burglaries and drug-related cases have also decreased, with zero drug cases reported this month and DUIs down by 9, marking a 45% decrease. There has been no change in mental health holds. Conversely, thefts have risen by 14%, trespassing is up by 65%, and unattended deaths have increased from last year. Total calls for service reached 1,457, which is a 36% increase compared to the previous year. This rise

in calls is attributed to the warmer months, which typically see more activities such as drinking and public events, and generally more people are active around the County.

Discussion item #11: Review proposed Ordinance 343, regarding updates to County purchasing and procurement rules:

Requester: Eric Blaine

Details: County Counsel Eric Blaine attended the Work Session to request the Board of Commissioners to review proposed Ordinance 343. The purpose of the discussion, scheduled for April 24, is to determine if the commissioners wish to make any amendments before the ordinance proceeds to its first reading and a public hearing. If there is sufficient interest, a second reading and another public hearing could be scheduled for a date at least 13 days after the first. It's important to note that Ordinance 343 currently lacks an emergency clause. Including such a clause would permit the scheduling of the second reading sooner than 13 days after the first and would allow the ordinance to take immediate effect upon approval. Without this clause, and assuming approval follows the second reading, the ordinance would become effective on the 91st day post-approval. The County contracts with Code Publishing to update its online County Code. This ordinance would modify approximately 26 pages of the existing code. Historically, the County has been charged \$23.50 per page for such updates. The budget for this update is fully supported by existing departmental funds.

Administrator Report:

Andy Parks relayed an update from Library Director Sarah Beeler regarding the Juniper Canyon Resiliency Hub. Ms. Beeler is seeking feedback on a letter she recently emailed to the Commissioners and needs this input by Friday. Commissioner Barney has suggested involving the Planning Commission in this initiative. Additionally, there is a focus on the Library board trustees becoming acquainted with existing processes and strategies for future appointments. Regarding the Compensation Committee, the first meeting is scheduled for two weeks from now, where part-time/full-time status, salary, and duties will be discussed. The population of the County will be considered during these discussions. The job descriptions received from other counties, along with input from Vance Jacobson, will be presented at this meeting. Andy Parks and Christina Hannigan will provide support for this meeting.

Commissioner Updates:

Commissioner Crawford received a call Jason Wilkinson with PrineTIME and needing a letter of support. PrineTIME is working with COIC on the services as well. The letter of support is to PrineTIME Internet Solutions Broadband Deployment Program application for development of broadband infrastructure in Crook County. PrineTIME has provided fiber optic transport and wireless internet services to Crook County for over 20 years. The letter has a deadline of tomorrow and Jason was hoping to have signed asap to submit within the deadline.

MOTION to sign the letter of support outside the Board of Commissioners Meeting. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford additionally mentioned there was a very good clean up on Juniper Canyon Road. Commissioner Crawford has been working with Brad Haynes at the Road Department to come up with a plan for what that will look like in the future.

Commissioner Barney would like to have a policy in place because in the past we have not supplied vests or signs for community members wanting to pick up trash at Juniper Canyon.

Commissioner Barney received an invoice from City of Prineville for the Justice Center and the amount is higher than his authority to sign off on. Some of the items on the invoice need to be installed so looking for approval of this invoice.

MOTION to pass the City of Prineville's invoice in the amount of \$67,899.38 for the Justice Center. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Hermreck briefed the board on the potential development of an Events Center in Jackson County. She plans to gather further information at the upcoming stakeholders meeting to explore how Crook County might implement a similar concept. Additionally, Commissioner Hermreck provided an update on the ongoing water contamination issue, including efforts to address affected locations. However, she noted that the date for the listening session in May has not yet been finalized.

At 11:07 a.m. the Board of Commissioners 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)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

EXECUTIVE SESSION

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

MOTION to direct staff to draft a lease extension as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Legal Counsel to discourse, negotiate, and approve an agreement on behalf of the County as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 2-0. Commissioner Crawford abstained from voting and recused himself from the discussion.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 12:40 p.m.**

Respectfully submitted,
Sarah Puerner / Breyanna Cupp