

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF AUGUST 14, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on August 14, 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 Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Administrative Assistant Breyanna Cupp; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Library Director Sarah Beeler; Assessor Jon Soliz; Health and Human Services Director Katie Plumb; Mona Glade; Kari Hathorn; Karen Bushnell; Linda Pepper; Tim Deboodt; Jamie Berger; James Preuss; Dock Kerbow; Sandy Kerbow; Marrin Nyman; Callie Kackley; Kristina Robertson; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Fee waiver request for CODSN:

Requester: Marrin Nyman

Details: Program Coordinators Marrin Nyman and Callie Kackley from the Central Oregon Disability Support Network (CODSN) attended the Work Session to request a fee waiver for the Grizzly Mountain Pavilion. CODSN, a non-profit organization, is planning a Fall Wellness Fair at the pavilion. The requested waiver includes the rental fee for the fairgrounds pavilion and a 20% waiver on the gross income from food sales at the event. The total waiver request is estimated at around \$300, with the event scheduled for October 10th from 4-6 p.m. Fairgrounds Manager Casey Daly will confirm the final pricing and inform the Commissioners. Once the details are finalized, the item will be placed on the consent agenda for final approval.

Discussion item #2: OHA Medicaid Administrative Claiming IGA #182949:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to present the Oregon Health Authority (OHA) Medicaid Intergovernmental Agreement (IGA). This five-year agreement outlines the County's responsibilities to provide outreach, application assistance, referral, coordination, monitoring, and training for Medicaid and Non-Medicaid programs. As part of the IGA, the County will collaborate with the Multnomah Education Service District (MESD) for eligibility lists. The County

previously renewed its IGA with MESD on August 5, 2024. This item will be placed on the consent agenda for final approval on August 21st.

Discussion item #3: Employee Promotion and Merit Based Step Adjustment:

Requester: Kari Hathorn

Details: District Attorney Kari Hathorn attended the Work Session to request approval for employee promotions and step adjustments. Ms. Hathorn is requesting a merit-based two-step increase for Victim Advocate Supervisor Julie Martinez. Ms. Martinez has shown exceptional dedication to Crook County, consistently receiving excellent performance reviews. Despite her hard work, she has not received the five step increases granted to other support staff because she was previously capped at step 13. She is currently at step 6, and Ms. Hathorn proposes advancing her to step 8 based on merit. Additionally, Ms. Hathorn requested a promotion for Jane Ashley, currently Legal Assistant I, to Legal Assistant II, effective at her one-year review in July. Ms. Ashley is already performing LA II duties and handles the County's most serious cases. Both proposed modifications are within the District Attorney's budget. The department is focused on building retention and creating clear advancement paths for staff.

MOTION to approve and for this to be signed by the Interim County Manager Will Van Vactor. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #4: Fair Board Resignation:

Requester: Casey Daly

Details: Fairgrounds Manager Casey Daly attended the Work Session to inform the Board of Commissioners about the resignation of Linda Smith from the Fair Board. Linda, who holds position #4, has decided to step down effective August 12, 2024, ahead of her term's expiration on December 31st. She believes it's in the best interest of the Fair Board for someone new to step into the role now, allowing adequate time to help plan for next year's fair. County Administration will advertise the vacancy and begin collecting applications to fill the position.

Discussion item #5: Airport - FAA Runway Reconstruction Grant:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to provide an update on a runway reconstruction grant. The Airport has been selected to receive a grant for the reconstruction of runway 33/15. FAA grants are generally awarded between spring and early fall, and this specific grant is expected to be offered in the coming weeks. The County will need to sign and submit a letter of acceptance by the September 12th deadline. The design and engineering for the project are already complete. Total project funding includes \$4,025,270 from the FAA, \$250,000 from the state, and \$197,252 in local funding, bringing the project total to \$4,472,522.

MOTION to approve the FAA grant and authorize Commissioner Barney and Assistant County Counsel to execute the FAA AIP FIS 2024 Grant Agreement on the condition that the final grant is substantially similar to the draft copy that has been reviewed by County Counsel. Motion seconded. During discussion, Commissioner Crawford

requested Airport Manager Kelly Coffelt to bring information to the next meeting as a follow-up to walk through these terms, and the value of the project. Motion carried 3-0.

Discussion item #6: Airport - Professional Services Agreement/Precision Approach Engineering Inc:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to discuss the professional services agreement with Precision Approach Engineering. The FAA requires airport sponsors to contract with qualified consultants for planning, engineering, design, and construction management related to FAA/AIP funded projects. Through an RFQ procurement process, the airport has selected Precision Approach Engineering Inc. for a five-year contract. Consultant fees will be handled through task orders and contracts for specific FAA-funded projects, with each project approved by the County. This item will be placed on the consent agenda for final approval on August 21st.

Discussion item #7: Transportation System Plan Update - Change of Scope (Juniper Canyon Egress Feasibility):

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the Work Session to discuss the Transportation System Plan (TSP) update, specifically addressing a change in scope for the Juniper Canyon Egress Feasibility Study. The County is updating its Transportation Plan with a focus on safety concerns in Juniper Canyon. This change in scope will allow for a thorough evaluation of alternative access options, providing the County and the public with a better understanding of potential routes and the associated costs. The proposed scope change will cost \$41,751. The FY '25 Road Department budget includes a \$60,000 appropriation for a transfer to the Community Development Fund, intended for the Juniper Canyon ingress/egress feasibility study and the completion of the TSP. This item will be placed on the consent agenda for final approval on August 21st.

Interim Manager Report:

Will Van Vactor provided an update on the Wildfire Risk Map process, noting that the public comment period ends tomorrow. He expressed concern over the lack of public feedback so far and highlighted ongoing discussions with the state regarding inconsistencies in the risk levels assigned to lots in Brasada Ranch and Juniper Canyon. While most of the lots are labeled as moderate risk, some are categorized as high risk, and the reason for this disparity remains unclear. A meeting with the state has been scheduled, but Will recommended that the County submit formal comments before the deadline, reflecting previously expressed concerns. He emphasized the importance of continuing the dialogue with the state later this month to address these wildfire risk map issues.

MOTION for the Board of Commissioners to put a letter together, sign it out of court, and send it in. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Updates:

Commissioner Hermreck mentioned that the County received a letter advocating for strong USDA Rural Development funding. She noted the importance of including the County's evacuation center in the advocacy, along with one of the recommendations made by Senator Wyden in the letter. Commissioner Hermreck expressed her support for signing the letter and provided approval to use her signature stamp for this letter. She emphasized the significance of this funding in supporting rural communities and ensuring critical infrastructure projects like the evacuation center are adequately addressed.

MOTION to sign the letter as presented by Susan Hermreck today. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Barney reported that they are working to finalize a date for the Ribbon Cutting of the Justice Center. While August 30th has been tentatively set, the date may need to be adjusted depending on availability. More information will be confirmed later today. To ensure all key participants can attend, Breyanna will be sending out an email to assess everyone's availability. Commissioner Barney emphasized the importance of this event as a celebration of the new facility and its impact on the community.

At 9:44 a.m. the Board of Commissioners read into Executive Session under the following statute(s): 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

MOTION to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to amend the (2)(e) Executive Session for August 20th from 12pm - 4pm instead to have it from 11am - 3pm in the County Annex Building. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:01 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp