

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF AUGUST 28, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on August 28, 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; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Clerk Cheryl Seely; Landfill Manager Jacquie Davis; Building Official Randy Davis; Operations Manager Katrina Weitman; Bill Elliott; Stephanie Wilson; Katie Plumb; Jamie Berger; Andrew Rasmussen; Tim Deboodt; Sarah Beeler; Micheala Edwards; Shelby Fisher; James Preuss; Rebecca Keegan; Bruce Bischoff; Courtney Voss; Dock Kerbow; Colin Teem; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: 2024 School Based Health Center Agreement with BestCare:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to request that the Board of Commissioners renew a contract under the Oregon Health Authority Agreement No. 180007, Program Element 44, for the Mental Health Expansion Grant program. Historically, these funds have been subcontracted to the County's Community Mental Health Provider (CMHP), which is currently BestCare Treatment Services in Prineville. The funds are designated to support a qualified mental health provider within the School-Based Health Center (SBHC) system, working in direct coordination with SBHC provider Mosaic Community Health. This item will be placed on the consent agenda for final approval on September 4th.

Discussion item #2: 2024 Community Mental Health Provider Agreement with BestCare:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to present a new agreement contract with BestCare for the upcoming fiscal year. Crook County receives funds through the Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Treatment (Agreement #PO-44300-00026007). Under the new contract,

Crook County will withhold an indirect rate of 2.5% based on the County's Indirect Cost Rates for non-facility costs. Additionally, the County may withhold payments if the provider fails to perform or document the contracted services. This item will be placed on the consent agenda for final approval on September 4th.

Discussion item #3: OHA Amended & Restated 2023-2025 Intergovernmental Agreement:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to present an amended intergovernmental agreement. This is the first of several contract updates for FY25, marking the second half of the biennium for this agreement. Finalized program awards will be issued in the coming weeks as FY24 year-end totals are finalized, and reports are completed with the Oregon Health Authority (OHA). While this agreement doesn't yet reflect all the rollovers expected throughout the year, it is the most accurate version at this time and may be adjusted as needed. The County anticipates remaining on budget as proposed for FY25. This item will be placed on the consent agenda for final approval on September 4th.

Discussion item #4: Employee Promotion:

Requester: Christina Haron

Details: Finance Director Christina Haron attended the Work Session to propose the promotion of Jamie Berger. Since the changes in the County Manager position on June 1st, Jamie, currently serving as Budget Analyst, has taken on additional responsibilities, including budget preparation, long-range forecasting, and developing key performance indicators with departments. She has also assumed extra duties related to grant reporting for various departments. Due to her excellent performance, Ms. Haron recommends promoting Jamie to Budget Manager, effective June 1st. This promotion is within the approved FY25 Finance Department budget and will replace the Budget Analyst position. Ms. Haron will discuss the process for signing the personnel action form with County Counsel Eric Blaine after the meeting.

Discussion item #5: Airport Update:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to provide an update on airport operations. He reported that the FBO operations, which were contracted last year, have been successful, particularly with the handling of fuel services. The airport has had a strong year overall. The summer fire season has gone smoothly, with no major issues reported. The Oregon Department of Forestry (ODF) is using the Prineville Airport to store and distribute a specific type of fire retardant for federal fires. There have been a few compliance issues related to hangar use, but those have been resolved. Additionally, the airport has seen an increase in revenue of \$35K per year, thanks to the growth in leased space. Mr. Coffelt also briefly mentioned the upcoming runway reconstruction project, which has already been discussed at previous meetings. In addition, Mr. Coffelt covered a PowerPoint presentation about the Terminal Expansion Update for the Redmond Airport as he is a Crook County representative for the Airport Advisory Committee.

Discussion item #6: Fleet Management Program:

Requester: Will Van Vactor

Details: This item was removed from the agenda. The goal is to finalize the details and discuss it during a future work session.

Discussion item #7: Republic Services Update:

Requester: Jacquie Davis

Details: Courtney Voss from Republic Services attended the Work Session to provide a service update. She reported a 50% decrease in the number of missed service complaints from customers, indicating improved performance. Courtney also introduced Colin Teem, the Eastern Regional Materials Management Specialist with DEQ, who is Crook County's new representative. During the session, concerns were raised by Paulina residents about the closure of the local transfer station. Commissioner Susan Hermreck explained that the station was closed in accordance with evacuation zones set by the Sheriff's office due to fire evacuations. The Commissioners were pleased to hear that Republic Services is now operating the office five days a week, improving accessibility for residents. Paulina residents also expressed interest in having a recycling option added in their area, and Republic Services noted the feedback for future consideration.

Discussion item #8: Runway 15-33 Reconstruction Bid Award:

Requester: John Eisler

Details: Assistant County Counsel John Eisler attended the Work Session to discuss the bid award for the reconstruction of the Airport's Runway 15-33. With the assistance of Precision Approach Engineering (PAE), the County received and reviewed two bid proposals: Taylor Northwest, LLC at \$3,854,272.00 and High Desert Aggregate & Paving, Inc. at \$4,248,616.00. The Engineer's Estimate for the project was \$4,302,632.50. PAE recommended awarding the contract to Taylor Northwest, LLC, as the lowest responsive and responsible bidder, contingent upon the receipt of FAA funding. The FAA Project Manager has concurred with this recommendation. Once the Board announces the decision, staff will issue the Notice of Intent to Award and initiate the bid protest period before finalizing the contract, pending FAA funding. The \$3,854,272.00 project will be primarily funded through FAA and COAR grants.

MOTION to designate Taylor Northwest as the lowest responsive responsible bidder on the Airport Runway 15-33 Project. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: Community Development Monthly Update:

Requester: Will Van Vactor

Details: Building Official Randy Davis and Operations Manager Katrina Weitman attended the Work Session to provide an update on Community Development services, focusing on permit and application activity. While residential projects have seen slower activity, commercial projects have remained steady. In July, 12 residential permits and 31 commercial permits were issued, with a total of 186 permits for the month. Year-to-date, 1,156 permits have been issued. Some of the larger projects currently under construction include the Justice Center, CCO5&6 Data Center, and the Rooster Restaurant/Bar. In terms of planning, 28 applications were submitted in July, with

several more expected soon. The department has maintained a 100% inspection turnaround time within 24 hours, completing 17 inspections for the month. The steady pace of commercial development and ongoing large projects highlight the continued growth and development within the community.

Interim Manager Report:

Will Van Vactor previously submitted a letter regarding the Wildfire Hazard Map. He now would like to add a few additional points and draft a new letter, which will include the Commissioners' signatures, to be sent to Crook County legislators, the Governor's Office, and other relevant officials. Mr. Van Vactor will finalize the revisions, and the updated letter will be placed on the agenda for approval for next week.

Commissioner Updates:

Commissioner Crawford attended the wildfire map meeting in Salem, where he had a productive conversation with a representative after the meeting. The representative agreed to meet with Seth and Will to review each parcel individually. Additionally, Commissioner Crawford has been working with the Senior Center, which is facing significant issues with its flooring. An estimated \$80,000 revamp is planned, at no cost to the Senior Center. Facebook will be providing supplies, while the school program will contribute the labor for the project.

Commissioner Hermreck informed the Board that the Crook County Foundation is applying for a grant from the Central Oregon Health Council. She has prepared a letter of support, which focuses on addressing food insecurity in the county. The letter is due by Thursday, and she requested that the Board of Commissioners sign it today to meet the deadline.

MOTION to sign the support letter for Crook County Foundation's grant application to Central Oregon Health Council. Motion seconded. No discussion. Motion carried 3-0.

At 10:05 a.m. the Board of Commissioners read into Executive Session under the following statute(s): 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)(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.

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.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:06 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp