

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF DECEMBER 11, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on December 11, 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; Executive Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Landfill Manager Jacquie Davis; Building Official Randy Davis; Operations Manager Katrina Weitman; Health and Human Services Deputy Director Camille Krueger; Facilities Director James Preuss; Clerk Cheryl Seely; Chief Information Officer Stephen Chellis; Fairgrounds Manager Casey Daly; Library Director Sarah Beeler; Assessment Technician Elsie Ray; Assessment Technician Linda Pepper; Administrative Assistant Allison Hilderbrand; Administrative Assistant Mona Glade; Derek Hofbauer; Michelle Williams; Dock Kerbow; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: COIC Requests Board Approval for Crook County STIF and FTA 5310 Projects (2025-2027) and Updated Committee Roster:

Requester: Derek Hofbauer / Michelle Williams

Details: Derek Hofbauer, COIC Outreach and Engagement Administrator, attended a Work Session to seek the Board of Commissioners' approval for Crook County STIF and FTA 5310 projects, along with submitting an updated committee roster. Derek reviewed the STIF plan for the 2025-27 biennium with the committee, which prioritizes actions listed in Attachment A. The request includes approval for carrying over reserve funds to the new biennium, implementing a small fee under Project 2, and a capital match under Project D for improving bus stops and matching federal funds. Commissioner Crawford inquired about expanding transportation services in Juniper Canyon, suggesting moving Dial-a-Ride services to the Juniper Canyon fire station for better collaboration, though current demand does not justify increasing services at this time. Michelle Williams discussed the allocation of 5310 federal funds from ODOT, mentioning that due to certain restrictions, COIC cannot be the direct grantee. Discussions are ongoing to identify a new grantee before the current contract with the city expires on 6/30/25. The total project cost is estimated at \$200k with a federal award of \$186k. Commissioner Hermreck noted a strong presentation by Bob Townsend, highlighting his significant

contributions to these discussions. The board was asked to approve STIF projects for the 2025-2027 biennium totaling \$1,940,935, leftover funds from the previous year, and a Federal Transit Administration 5310 project estimated at \$207,720, requiring a new grantee to lead the funds and hire COIC for service delivery. The board is also asked to approve the updated Crook County Advisory Committee member list and renewal of terms expiring in 2024. These items will be moved to the consent agenda for final approval on December 18th.

Discussion item #2: Amendment #7 for Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Treatment (Agreement #PO-44300-00026007):

Requester: Camille Krueger

Details: Health and Human Services Deputy Director Camille Krueger presented at the Work Session regarding an amendment from the Oregon Health Authority (OHA) that changes the funding distribution method. Normally, funding is channeled through Deschutes County, which acts as the fiscal agent, then passed to Crook County and subsequently to BestCare for Mental Health Crisis services. Amendment 7 will enable direct allocation of MHS 25 funds to Crook County. These funds are designated for supporting the Mobile Crisis Intervention Services provided by BestCare, our county's mental health provider. This matter will be placed on the consent agenda for final approval on December 18th.

Discussion item #3: Oregon MRC (Mattress Recycling Council) Program:

Requester: Jacquie Davis

Details: Landfill Manager Jacquie Davis presented a new state-mandated recycling initiative at the Work Session. Effective January 1st, 2025, Oregon SB 1576 requires each county to establish collection sites for used mattress recycling. This initiative, along with other recycling requirements from the RMA, may necessitate hiring an additional landfill recycling attendant in FY26. Each mattress or box spring will incur a \$22.50 recycling fee. Crook County will receive labor reimbursement for participating in this program. While participation is voluntary, counties with populations over 10,000 must provide this service. The program involves placing a 50 ft trailer at the landfill to collect all mattresses, regardless of their condition. Landfill employees will sort these, recycling non-damaged materials into products like carpet padding, wood chips, and metal, while damaged ones must be photographed. This system is designed to curb illegal dumping, with Commissioner Barney noting the potential decrease in roadside waste. Jacquie will continue to collect information and update the Board of Commissioners on the program's progress.

Discussion item #4: Upgrade current ERP with Central Square to new version:

Requester: Christina Haron

Details: Finance Director Christina Haron attended the Work Session to discuss upgrading the County's existing ERP system to a new cloud-based version. The new ERP will include enhanced features such as general ledger, cash receipts, payroll, fixed assets, accounts payable, and new additions like grant management, contract management, and encumbrances, which were not available in the previous software. The financial details of the upgrade are as follows: The first-year upgrade cost is \$350,000, which includes a

\$100,000 subscription fee and \$250,000 for implementation and conversion; The ongoing annual subscription will be \$100,000 with a 5% annual increase under a 5-year commitment; Previous payments to Naviline for the current year will be credited towards the initial costs. Currently, the County pays about \$70,000 annually for the Naviline subscription. Although this upgrade was not initially budgeted, the County plans to use LATCF funds for FY25/26 to mitigate the impact on taxpayers. The upgraded system will enhance budget monitoring and control, featuring an accounts payable system that improves information tracking and financial management. The system will be hosted locally with additional cloud-based solutions, reducing disaster recovery costs and ensuring data backups for a year. This investment aims to significantly increase efficiency and modernize the County's financial management tools. This item will be placed on the consent agenda for final approval for December 18th.

Discussion item #5: 2025 Update to County's Airport Hangar Lease Policy

Requester: John Eisler

Details: Assistant County Counsel John Eisler and Airport Manager Kelly Coffelt presented an update to the County's Airport Hangar Lease Policy at the Work Session with the Board of Commissioners. Since the implementation of the lease policy for non-commercial aeronautical activities in 2023, with the most recent version released in November 2023, there have been needs for further refinement. The proposed updates aim to clarify procedures regarding hangar transfers and enhance the County's capacity to address non-compliance issues among tenants in alignment with FAA sponsor assurances. These amendments are designed to streamline administrative processes and ensure adherence to regulatory standards. This revised policy is scheduled for inclusion on the consent agenda for final approval on December 18th. Additionally, the updates are expected to facilitate better management of the hangar spaces, ensuring that all tenants meet their obligations effectively and efficiently, contributing to the overall operational excellence of the airport.

Discussion item #6: Community Development Monthly Update

Requester: Katrina Weitman

Details: Building Official Randy Davis reported a seasonal slowdown in the Community Development Department for November during a Work Session. The department issued 138 permits, which included 11 for new houses, 29 for commercial projects, and 89 for other permits, maintaining a pace similar to last year's. However, there was a drop in inspection numbers, which fell below 1,000 for the month. Currently, there are 200 houses under construction and 750 residential-style permits have been issued. Significant updates include revisions to Apple's construction plans and the development of a new data center behind Proline. The department is also handling staffing changes, with Rich returning on an on-call basis to support the departure of the full-time residential plans manager to Deschutes County. In planning, potential developments include hospital property and new apartments on Madras Highway, although activity has decreased compared to previous years. Additionally, a new solar farm application near Millican has been submitted. Code Compliance has opened four new cases and closed two, reflecting active enforcement efforts. This period

is marked by transitions focusing on staff adjustments and managing both new and ongoing projects.

Interim Manager Report:

Commissioner Hermreck, speaking on behalf of the County Manager, raised a discussion point about the observance of Christmas Eve by the county. In past years, the county designated Christmas Eve as a half-day holiday, though this practice was not observed in the last two years. She emphasized the need for an early decision to inform department closures and arrange for staff who will be on call during the holiday. Commissioner Hermreck sought the opinions of her fellow commissioners on whether to revert to the previous half-day holiday observance or continue with the recent practice, stressing the importance of clear communication to ensure smooth operations and adequate planning across all departments. This item will be discussed further at the next meeting on December 18th.

Commissioner Updates:

Commissioner Hermreck requested an update on the septage removal situation, to which John Eisler responded by providing a comprehensive overview. He mentioned that they are actively seeking grant funding and are hopeful for a positive response soon. Additionally, there is an upcoming meeting for the 4H association tomorrow, which is crucial as Crook County is currently in need of a 4H agent. The 4H and livestock associations have been proactive in planning for judges, and the meeting will also address ways the community can assist in these efforts.

Commissioner Crawford mentioned that he is coordinating efforts with Benz's Office and also has scheduled a call with Steve Rukis for today or tomorrow. The purpose of this call is to discuss and advocate for increased funding for western rural counties under the Secure Rural Schools initiative. He emphasized the importance of this funding for the development and support of rural communities, aiming to highlight the specific needs and challenges faced by these areas to ensure they receive adequate financial support.

Public Comment: None

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:16 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp