

CROOK COUNTY ROAD AGENCY BOARD OF DIRECTORS MINUTES OF JUNE 09, 2025

Be It Remembered that the Crook County Road Agency Board of Directors met on June 09, 2025, at 2:30 p.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Brian Barney and City Manager Steve Forrester
Absentees:

Others Present in Person or Via Zoom: Executive Assistant and Communications Officer Sarah Puerner; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Finance Director Christina Haron, Assistant City Manager Casey Kaiser, Jerry Brummer

The meeting was **called to order at 2:30 p.m.**

Appointment of Board Chair:

Details: Brian Barney discussed nominating Steve Forrester as board chair and Steve Forrester asked that Brian Barney be nominated as board chair. Steve Forrester clarified that the Road Agency is for SRS Funds and the County is the main beneficiary of those funds and fair that the county chair the session.

MOTION to nominate Commissioner Brian Barney as the chair of the Crook County Road Agency. Motion seconded by Board Member Brian Barney. No discussion. Board Member Brian Barney votes Aye, Board Member Steve Forrester votes Aye. Motion carried 2-0.

Commissioner Barney and City Manager Steve Forrester discussed reviewing the agenda and materials for today's meeting. City Manager Steve Forrester stated that after reviewing said documents he is prepared to move on to the third member appointment.

Appointment of Third Board Member:

Details: Commissioner Barney engaged in discussions with various individuals regarding their interest in the road agency. Brian reached out to Jerry Brummer, who has agreed to serve as the third board member. Jerry, who was instrumental in initiating this program and SRS from the County, is considered by Commissioner Barney to be well-informed and a suitable candidate for the role. Steve Forrester also provided a summary of Jerry's contributions of public service and concurs that he would be an excellent addition, viewing this as a significant opportunity for Jerry.

MOTION to appoint Jerry Brummer as third board member of the Crook County Road Agency board. Motion seconded by Board Chair Brian Barney. No discussion. Board Chair Brian Barney votes Aye, Board Member Steve Forrester votes Aye. Motion carried 2-0.

Adoption of Road Agency Bylaws:

Details: Board Chair Brian Barney recapped the board on the bylaws and that the board needs to review. Brian stated that we can do today or take some more time to review if needed. Board member Brummer and Board chair Barney agreed that there needs to be some changes made to the bylaws provided. County Manager Will Van Vactor explained to the board that the original IGA called for the road agency to be comprised of the three members of the county court. In March 2025 an amendment to the IGA was signed and the board members are comprised of one representative from the county, one representative from the city, and a third member appointed by the road agency. The amendment also provides who provides support to the road agency.

MOTION to approve the bylaws as presented. Motion seconded by Jerry Brummer. No discussion. Board Chair Brian Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

Adoption of FY 2025 Budget Resolution:

Details: Finance Director Christina Haron explained the budget resolution. This resolution moves \$3000 into materials and services to pay for the annual audit that is required for the road agency due to having over \$500k in fiscal year 2024. That was unanticipated and due to the change in governance finance needed to wait until the board was appointed to be able to reach this budget resolution. Steve Forrester asked about the contingency of \$800k and Christina clarified that \$846k were funds received in the prior year and pass through in fiscal year 2025. Finance anticipated receiving those funds and because the act has not been reauthorized, they have not been received yet.

MOTION to approve resolution 2025-01 approving the budget appropriation adjustment for fiscal year 2025 for the Crook County Road Agency, State of Oregon. Motion seconded by Jerry Brummer. Steve Forrester clarified by saying a resolution approving the budget appropriation adjustments for fiscal year 2025 (motion restated). Board Chair Brian Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

Approval of Engagement Letter for Auditor:

Details: Finance Director Christina Haron discussed the engagement letter with the board. The name on the engagement letter is Clear Trails CPAs is the new name of the prior auditor Paulie Rogers & company. The engagement letter allows clear trails CPAs to prepare the audit for fiscal year 24 for the road agency. The letter includes scope, objectives and what our responsibilities are as management and agency.

MOTION that we approve the engagement letter for Clear Trail CPAS. Motion seconded by Jerry Brummer. No discussion. Board Chair Brian Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

MOTION that we empower chairman Barney to sign for the agreement for the engagement letter for the auditor. Motion seconded by Jerry Brummer. No discussion. Board Chair Brian Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

Appointment of Budget Officer:

Details: The board discussed appointing a budget officer and the process and requirements by Oregon public budget law. Will Van Vactor offered to be the budget officer, or the board can select someone else if they choose. Steve Forrester asked if there was any advantage of someone like Casey to be the budget officer from a legal perspective or practicality.

MOTION to appoint Will Van Vactor as the Road Agency Budget Officer. Motion seconded by Steve Forrester. No discussion. Board Chair Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

Appointment of Budget Committee Members for FY 2026:

Details: Crook County Manager Will explained to the board that the budget committee needs three members to serve in this capacity on the budget committee. The rule requires that any public body that is adopting a budget the committee is to be comprised of an equal number of citizen members. Will discussed with the board what the requirements how who can be on the budget committee.

MOTION to appoint Casey Kaiser, Russ Deboodt, and Lori Hooper as the membership of our budget committee for a three-year term for fiscal year 2026. Motion seconded by Jerry Brummer. Steve designated Casey to tell Lori and Brian will let Russ know. Board Chair Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

Discussion of Timeline for FY 2026 Budget Adoption:

Details: The board discussed a timeline for FY 2026 budget adoption. The dates for the future meetings are scheduled for June 16th and June 30th. Will Van Vactor will continue to track the SRS funds in Washington DC. Steve Forrester emphasized that he wants to make sure that due to the sensitivity of the roads in Crook County that the public is made aware of the meetings and the road agency is in tune with the public. Crook County has a meetings page where all the public notices are posted, and the county is planning to do a press release about the meetings.

The board had an open discussion and asked questions on upcoming meetings, SRS fund information, and budget fund questions. Sarah Puerner clarified for the board what day and time the next two meetings are currently scheduled for. Christina Haron clarified the SRS funds and how they are split and what the road agency receives. The money received is critical for Crook County to maintain the roads.

MOTION to adjourn. Motion seconded by Jerry Brummer. No discussion. Board Chair Barney votes Aye, Board Member Steve Forrester votes Aye, Board Member Jerry Brummer votes Aye. Motion carried 3-0.

There being no further business before the Crook County Road Agency Board of Directors, the meeting was adjourned at 300PM.

Respectfully submitted,

Breyanna Cupp