



Board of Commissioners' Administrative Meeting
January 21, 2020 ~ 1:00pm ~ Room 214

1/21/2020 - Minutes

1. Call To Order & Those Present

Commissioner Boyd, Commissioner DeGroot; Haley Huffman / Admin Staff; Stephanie Brown / CDD; Jessica Chastain / IT; Michelle Carpenter, Vickie Noel / Finance; Lisa Wheeler / Human Resources, Jennifer Little / Public Health; Marcus Henderson; Drew Honzel, Kristin Kovalik / Klamath Trails Alliance/Trust for Public Lands.

2. Approval Of Minutes

Approved.

3. Lisa Wheeler - Human Resources

1. Department Request - BOCC Tom Banks

Commissioner Boyd motions. Commissioner DeGroot seconds. Commissioner Boyd said he'd like to change the language so the person who can call Mr. Banks in is whoever the new director is and/or the liaison commissioner. Unanimous vote. Approved.

Ms. Wheeler presents the corrected memo. Commissioner DeGroot motions to sign the corrected memo. Commissioner Boyd seconds. Unanimous vote. Approved.

2. Department Request - Public Health

Commissioner DeGroot motions. Commissioner Boyd seconds. Unanimous vote. Approved.

3. Department Request - CDD Building

Commissioner DeGroot motions. Commissioner Boyd seconds. Commissioner Boyd said we need to eliminate the word "acting" from the sentence on who the position reports to. Ms. Wheeler will make the change. Unanimous vote. Approved. Commissioner Boyd said the ending step listed on the memo should be changed from step 4 to step 7. Ms. Wheeler will make the change.

Ms. Wheeler presents the corrected memo. Commissioner DeGroot motions to sign the corrected memo. Commissioner Boyd seconds. Unanimous vote. Approved.

4. Exception To Policy - CDD - Building

Commissioner DeGroot motions. Commissioner Boyd seconds. Unanimous vote. Approved.

4. Jennifer Little - Public Health

1. Public Health FOB System - Maintenance/IT Funds

Jennifer Little addresses the Board. They received notification that their FOB system needs a software upgrade in order to be effective. She provided the Board with a quote for the upgrade. Commissioner DeGroot said, it's \$1075 per door and there are two doors. Commissioner DeGroot asks Ms. Chastain, who is paying for the ones in this building? Commissioner Boyd said it's being spread out amongst the departments in this building. Ms. Chastain said, in the past it's been up to the departments who request the FOBs to pay for them. Commissioner DeGroot asks, why hasn't it been paid out of Maintenance? Ms. Chastain said it's because the charge would be passed right back through to the departments in Maintenance costs. Commissioner DeGroot said, now we're moving to FOBs in every building and shouldn't the cost for that be paid for in the Maintenance Fund. Commissioner Boyd said he is ok with that but we need to tell Mr. Banks to add this to his budget for next year. Commissioner Boyd will call Mr. Banks and let him know the cost for the Public Health doors will need to come out of the Maintenance budget.

2. Tobacco Retail License Inspection Results Report

Jennifer Little addresses the Board and presents the Tobacco Retail License Inspection Report for 2019. She said, the non-compliance rate in the past was about 30%, this round it was only 1.4%, only one tobacco retailer in the County sold to one of our youth decoys.

5. Vickie Noel / Finance

1. Approval Of Internal Service Fund Charges (Internal Services, Technology Services)

Vickie Noel addresses the Board and presents the Internal Service Fees Fund spreadsheet. Internal Services include the HR, Finance, IT and Gen Administration departments. There is a change in the GIS budget as they are not budgeting funding from the ORMAP grant which will require a \$66,000 revenue increase from the departments that use their services. Commissioner DeGroot said he'd like to find out why so many departments had double digit hires last year. Commissioner Boyd asks how is County Counsel prorated. Ms. Noel said it's mixture of what people have budgeted in the most recent closed fiscal year based on HR and Finance allocation. Commissioner Boyd asks if that is fair for departments like Maintenance who rarely use Counsel. Commissioner DeGroot said, you're talking about needing some kind of a tracking system in County Counsel. Commissioner

Boyd said he's talking about a system where people that use the service pay for it and people that don't use it don't pay. He feels we need to work on a different way to allocate it. Commissioner DeGroot agreed and said it would also give us an idea on what departments are using County Counsel. Commissioner Boyd agreed and said we approve this as is for next year and then have County Counsel start tracking each department's use in the 2021 year. Ms. Chastain suggests a utilization scoring rate of low, medium and high. The Board approves the spreadsheet by consensus.

2. Approval Of Facility Services Fund Charges

Ms. Noel addresses the Board. Facility Services has not changed. Commissioner Boyd questions having the capital projects fund. He said, he feels we should bill the department that wants to have the projects done, not have all the departments paying for it. Commissioner DeGroot it is essentially running it all as one company and not individual companies. Commissioner Boyd said that's what we need to do, run it as individual companies so we can see what each department is doing. He said he feels we need to talk about this in the future and not today. Commissioner DeGroot said he will give it some thought. The Board approves the spreadsheet by consensus.

3. Review Allocations Calculated By Finance, HR, IT And Assessor

Ms. Noel explains this is the user and hardware fees for each department. She said every year IT does an audit checking hardware and users in each department and then apply a flat fee for users. Commissioner Boyd questions the number of doors on the Assessor and Finance departments lines, there's an error. Ms. Chastain will make the changes and bring it to tomorrow's Work Session for the Board to approve.

Insurance Charges - Ms. Noel reviews the insurance rates. There's an \$87,000 increase which doesn't include the special liability of the jail. Commissioner Boyd said he feels we need to eliminate comp and collision on our vehicles. He also feels we should change our deductibles because we can afford some loss. In his mind insurance is about catastrophic loss and we can afford some loss. Ms. Noel said all of our coverages have gone down except the special liability at the jail. Commissioner Boyd said he feels we can keep working on Bill but he understands Ms. Noel needs these numbers so we can go with what she has today. The Board approves the spreadsheet by consensus.

Risk Management - Increased from \$300,000 to \$350,000. The Board approves the spreadsheet by consensus.

~~6. Jeremy Morris - Public Works~~

~~4. Snow Removal Resolution Revision~~

7. BOCC

1. Klamath Ice Sports Funding Request

Commissioner Boyd motions to give \$10,000 to Klamath Ice Sports from the General Fund-Non Departmental to assist funding their operations.

Commissioner DeGroot seconds. Unanimous vote. Approved.

2. Public Works Office Closure Request

Commissioner DeGroot said Public Works is requesting to close for a department wide training. Commissioner Boyd said it's his understanding that the training is for Cascadia type major events, bridge inspections, and he doesn't feel they should shut the whole department down. Commissioner Boyd reads the policy pertaining to office closures. He said he feels with Patty and Anna, even Todd and Lani, we can keep the department open as he feels there isn't a use for those employees to be at the training.

Commissioner DeGroot said, it's his understanding that they want the office staff involved because it includes procedural things like, if this occurs then everybody knows where they need to be. Commissioner Boyd said, he'd like Commissioner DeGroot to find out why the office staff needs to be included and if it is a valid reason, then he is ok with Commissioner DeGroot making the decision.

8. Other County Business

Klamath Trails Alliance / Spence Mountain - Drew Honzel and Kristin Kovalik address the Board and explain the grants they are applying for to purchase the Spence Mountain property. Commissioner DeGroot asks what are the match requirements. Ms. Kovalik said a 50% match is required. She said, today we are requesting a million dollars so we have the \$500,000 match already committed. Commissioner DeGroot said, so you wouldn't need the County to commit to a funding match. Ms. Kovalik said we wouldn't need it for the State grant. Commissioner Boyd asks, what is the timeline? Ms. Kovalik said, our option runs through October 2021 and we have to secure 75% of the appraised value, which came in at 6.2 million and then we can get an additional year to secure the final 25%. Commissioner Boyd asks, would it help if the County stepped in and negotiated to extend the option for five or ten years? He suggested using the grant money to buy an option for another five years. He asks if they will hit their 75% by the deadline. Ms. Kovalik said, what is pending and what we'll apply for will get us to a \$500,000 gap and we would still have time to apply for two other federal grants to close that gap. Commissioner DeGroot asks if there are grants that will help with the maintenance of the property. Ms. Kovalik said they are usually not involved with the maintenance side. She said, she is not aware if there are any programs out there. Commissioner DeGroot said, it'd be good to know because we are going to have to do work out there. Commissioner Boyd said he's supportive but he is worried that we get to a certain point after doing all this work and then the current owners say we are going to sell the property. Ms. Kovalik said, that is always a concern of ours with these projects and that is why the option was constructed the way it was. Commissioner Boyd asks if they would sell part of the land if we could only raise some of the funds. Ms. Kovalik said she spoke with the owner about this and they were not interested in selling only part of the land. Commissioner DeGroot said, so next steps are a point person and a Resolution. The Commissioners agreed to put the Resolution on

a Business meeting in the next week or two. Commissioner DeGroot said he will be the point person for now. Ms. Kovalik said the timber, rec, wildlife, and wildfire management plan will also require someone from the County to participate in. She said the plan is required to be completed in order for the federal funds to be released. The Trust would hire the contractor to write the plan.

Nationwide Change Email - Ms. Wheeler present the Board with an email she plans to send out to employees regarding this change. Board agreed by consensus to have Ms. Wheeler send out the email.

9. Adjournment

2:30pm

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.

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