



Board of Commissioners Business Meeting Agenda
January 14, 2020 ~ 8:30am ~ Room 219

1. Call To Order & Those Present

2. Public Comment

3. Approve Minutes From Last Meeting

1. In The Matter Of Approving The Minutes From The January 7, 2020 Business Meeting. - BOCC

Background: Approve the Minutes which summarize all business by the Board of Commissioners for the Business Meeting held on the date stated above.

Fiscal Impact: None

Recommended Motion: Approve the Minutes as presented.

Documents:

[01-14-20-BOCC-WEEKLY PROCEEDINGS.PDF](#)

4. Public Hearings

1. TIME CERTAIN 8:45AM: In The Matter Of Holding A Public Hearing On Proposed Supplemental Budget Resolutions For Klamath County Budget For Fiscal Year 2019-2020.

Background: The purpose of the hearing is to discuss the proposed supplemental budget resolutions for Klamath County's budget for the fiscal year 2019-2020 as advertised. Time certain 8:45 am.

Fiscal Impact: \$303.80 Expenditure from the Internal Service Fund Finance Department.

Recommended Motion: Hold the hearing on the proposed

supplemental budget of Klamath County for fiscal year 2019-2020.

Documents:

[01-14-2020 PUBLIC HEARING SUPP BUDGET.PDF](#)

5. Budget Resolutions

1. In The Matter Of Adoption Of A Supplemental Budget Within The General Fund, Public Works Federal Road Reserve Fund, And Economic Development Fund. Vickie Noel - Finance

Background: The County received higher revenues and lower expenses in FY's 2017, 2018, and 2019 than anticipated requiring a change in the Beginning Fund balance for FY 2019-20. The expenditures in the General fund Sheriff's Office for fiscal year 2018-19 were underspent leaving a balance of \$776,539.69 the Board of Commissioners voted on October 29th 2019 to return to the Public Works Federal Reserve Fund. The change in fund balance will also allow the 2019-20 transfer from Public Works to the Sheriff Patrol Division to be eliminated and allow Economic Development project funding.

Fiscal Impact: \$5,500,000 increase in revenues and expenditures in the General Fund Non-departmental, \$776,540.00 increase in revenue transfers to the Public Works Federal Reserve Fund and \$1,833,000 decrease in transfers out, and a \$2,000,000 increase in Economic Development revenues and expenditures.

Recommended Motion: Approve the supplemental budget for fiscal year 2019-20 as outlined in the attached document for changes to the General Fund non-departmental, Public Works Federal Reserve Fund, and Economic Development Funds. There is a \$5,500,000 increase in revenues and expenditures in the General Fund Non-departmental, \$2,609,540 decrease in transfers out of the Public Works Federal Reserve, and a \$2,000,000 increase in Economic Development revenues and expenditures.

Documents:

[01-14-2020 GENERAL SUPP BUDGET.PDF](#)

2. In The Matter Of The Adoption Of A Budget Resolution Within The Surveyor Fund. Vickie Noel - Finance

Background: Personnel changes within the Surveyor Fund necessitates a change in the personnel section of the budget

changing the ratio from 75% corner restoration, 25% operating to 50% corner restoration and 50% operating.

Fiscal Impact: \$3,691.00 increase in revenue and expenditures within the Surveyor Operating fund and a \$3,371.00 change in expenditure category in the Surveyor corner restoration fund.

Recommended Motion: Approve the budget resolution for fiscal year 2019-20 as outlined in the attached documents within the Surveyor fund. Fiscal impact is a \$3,691.00 increase in revenue and expenditures within the Surveyor Operating fund and a \$3,371.00 change in expenditure category in the Surveyor Corner Restoration fund.

Documents:

[01-14-2020 SURVEYOR BUDGET RESOLUTION.PDF](#)

3. In The Matter Of The Adoption Of A Budget Resolution Within The General Fund Sheriff's Office. Vickie Noel - Finance

Background: Emergency Management received a higher amount in grant revenues than expected. This resolution increases grant revenue and decreases the General Fund transfer with the exception of \$1,500 to help fund the Tipping Point project. The resolution also accounts for salary savings for a partial year vacancy and reallocates the funds to Material and Services.

The Sheriff's Office Civil division requires an increase in General Fund contribution of \$11,340.00 to fund the retroactive pay related to the ratification of the KCPOA and Teamsters union contracts.

Fiscal Impact: \$11,340.00 increase in transfers to the Sheriff's Office Civil Division and \$5,716.00 increase in grant revenue and decrease of \$4,216.00 in transfers to the Sheriff's Office Emergency management division.

Recommended Motion: Approve the budget resolution for fiscal year 2019-20 as outlined in the attached documents within the General Fund Sheriff's Office – Civil and Emergency Management divisions. There is an \$11,340.00 increase in transfers to the Sheriff's Office Civil Division and \$5,716.00 increase in grant revenue and \$4,216.00 decrease in transfers to the Sheriff's Office Emergency management division.

Documents:

[01-14-20 BR SHERIFF EM.PDF](#)

4. In The Matter Of The Adoption Of A Budget Resolution Within The Sheriff's Special Revenue Fund. Vickie Noel - Finance

Background: The Oregon Marine Board grant was inadvertently budgeted in the Federal Government grant revenue section of the budget instead of the State of Oregon section. Also, the Sheriff intends to transfer \$30,000 less from Patrol to Marine and move it to Search and Rescue. The extra \$30,000 in revenues will help SAR maintain aging equipment.

Fiscal Impact: \$30,000.00 Transfer reclassification from Marine to Search and Rescue.

Recommended Motion: Approve the budget resolution for fiscal year 2019-20 as outlined in the attached documents within the Sheriff's Office Special Revenue – Marine and Search and Rescue fund. There is no fiscal impact, \$30,000 transfer reclassification from Marine to Search and Rescue.

Documents:

[KCSO SPECIAL REVENUE BR 01 14 2020.PDF](#)

5. In The Matter Of The Adoption Of A Budget Resolution Within The Public Health, Mental Health Developmental Disabilities And General Fund Sheriff Office – Correction Division Funds. Vickie Noel - Finance

Background: This budget resolution transfers funds from Public Health Equipment Reserve to Mental Health Developmental Disabilities and receives a transfer of funds from the General Fund Sheriff's Corrections division for the transferring of vehicles. Public Health is receiving 2 new grants; DEQ Woodstove pollution reduction grant and Public Health Modernization leadership, governance and program implementation. There are also various revised allocations throughout the Public Health sub-departments.

Fiscal Impact: \$217,836.00 increase in Revenues and Expenditures in the Public Health Fund. There are also vehicle transfers of \$3,500.00 between the General Fund Sheriff Corrections Division and Public Health and \$5,431.00 in vehicle transfers between Mental Health DD Services and Public Health.

Recommended Motion: The Board of Commissioners of Klamath County, Oregon hereby approve the budget resolution for fiscal year 2019-2020 as outlined in the attached documents for changes to the Public Health, Mental Health Development Disabilities and General Fund Sheriff Correction

Division Funds. Fiscal impact is a \$217,836.00 increase in Revenues and Expenditures in the Public Health Fund. There are also vehicle transfers of \$3,500.00 between the General Fund Sheriff Correction Division and Public Health and \$5,431.00 in vehicle transfers between Mental Health DD Services and Public Health.

Documents:

[1-14-2020 PH BUDGET RESOLUTION.PDF](#)

6. In The Matter Of The Adoption Of A Budget Resolution Within The General Fund District Attorney's Office, District Attorney Special Revenue Fund And Community Corrections Fund. Vickie Noel - Finance

Background: The District Attorney's Office receives a Drug Court Grant from the State of Oregon. This grant funds a .25 FTE Deputy DA in the District Attorney's office and a .35 FTE Probation Officer in the Community Corrections department. This budget resolution transfers funds from the DA Special Revenue fund to the General fund DA's office and the Community Corrections fund.

Fiscal Impact: \$32,000.00 increase in transfers in to the General Fund District Attorney and \$59,264.00 increase in transfers in to the Community Corrections Fund.

Recommended Motion: Approve the budget resolution for fiscal year 2019-20 as outlined in the attached documents within the General Fund District Attorney's Office, District Attorney Special Revenue Fund and Community Corrections Fund. There is an \$32,000.00 increase in transfers in to the General Fund DA's Office and \$59,264.00 increase in transfers in to the Community Corrections Fund.

Documents:

[01-14-20 DA BUDGET RESOLUTION.PDF](#)

6. Resolutions

1. Request For Approval Of A Resolution For Workers' Compensation Coverage For Selected Volunteer Workers Of Klamath County. Leslie Barlow-Hunter, Risk Management

Background: A periodic update of our Workers' Compensation coverage for selected volunteers is

required by the Department of Consumer and Business Services. The approval of the attached resolution is needed to update and clarify the classes of volunteers listed on the Volunteer Election Form with our Workers' Compensation Carrier.

Fiscal Impact: Premium is based on the hours worked and will basically remain unchanged from the previous year.

Recommended Motion: That the Klamath County Board of Commissioners approve the attached Resolution providing workers' compensation coverage to the classes of volunteers as listed on the election form. Fiscal impact is to be determined by the number of hours of volunteer work performed.

Documents:

[WORKERS COMPENSATION 2020.PDF](#)

7. Orders

1. In The Matter Of Vacating Lots 1 And 2, Of Tract 1368. Map No. 3909-001B0-001BB Tax Lots: 4500 And 4600. Erik Nobel, Planning Director CDD/Planning

Background: The property owner of the two lots is Charles Whiting who has signed a petition requesting this action. Vacating the lots will not be detrimental to the public. The Planning Director's Report recommends that the two lots be vacated from the subdivision. The applicant paid the \$583 application fee to process the request to vacate the lots. Approval of the final order by the Board of Commissioners has no fiscal impact to the county.

Fiscal Impact: There is no fiscal impact to Klamath County.

Recommended Motion: Approve the Final Order to vacate the above described property located in Klamath County Oregon. (File No. LV 16-19). There is no fiscal impact to Klamath County.

Documents:

2. In The Matter Of Vacating Lots 4 And 5, Tract 1368. Map No. 3909-001BB Tax Lot-04800 And 04900. Erik Nobel, Planning Director CDD/Planning

Background: The property owners of the two lots are Charles Whiting and Wendell and Rhonda Heidinger who have signed a petition requesting this action. Vacating the lots will not be detrimental to the public. The Planning Director's Report recommends that the two lots be vacated from the subdivision. The applicant paid the \$583 application fee to process the request to vacate the lots. Approval of the final order by the Board of Commissioners has no fiscal impact to the county.

Fiscal Impact: There is no fiscal impact to Klamath County.

Recommended Motion: Approve the Final Order to vacate the above described property located in Klamath County Oregon. (File No. LV 20-19). There is no fiscal impact to Klamath County.

Documents:

3. In The Matter Of Vacating Lots 7 And 8, Tract 1368. Map No. 3909-001BB Tax Lots 5100 And 5200. Erik Nobel, Planning Director CDD/Planning

Background: The property owners of the two lots are Fred and GERALYN Smith who have signed a petition requesting this action. Vacating the lots will not be detrimental to the public. The Planning Director's Report recommends that the two lots be vacated from the subdivision. The applicant paid the \$583 application fee to process the request to vacate the lots. Approval of the final order by the Board of Commissioners has no fiscal impact to the county.

Fiscal Impact: There is no fiscal impact to Klamath County.

Recommended Motion: Approve the Final Order to vacate the above described property located in Klamath County Oregon. (File No. LV 18-19). There is no fiscal impact to Klamath County.

Documents:

4. In The Matter Of Vacating Lots 31 And 32 Of Block 44, Tract 1184 Oregon Shores Unit 2 1st Addition. Map No. 3507-018AA Tax Lot 03100 And 03400. Erik Nobel, Planning Director CDD/Planning

Background: The property owners of the two lots are Noah and Alexander Fathie who have signed a petition requesting this action. Vacating the lots will not be detrimental to the public. The Planning Director's Report recommends that the two lots be vacated from the subdivision. The applicant paid the \$583 application fee to process the request to vacate the lots. Approval of the final order by the Board of Commissioners has no fiscal impact to the county.

Fiscal Impact: There is no fiscal impact to Klamath County.

Recommended Motion: Approve the Final Order to vacate the above described property located in Klamath County Oregon. (File No. LV 19-19). There is no fiscal impact to Klamath County.

Documents:

5. In The Matter Of Vacating Lots 3 And 4 Of Tract 1034 Lakewoods Subdivision Unit 1 Map No. 3805-005B0 Tax Lot - 01700 And 01800. Erik Nobel, Planning Director CDD/Planning

Background: The property owners of the two lots are Gregory and Cathy Stratton who have signed a petition requesting this action. Vacating the lots will not be detrimental to the public. The Planning Director's Report recommends that the two lots be vacated from the subdivision. The applicant paid the \$583 application fee to process the request to vacate the lots. Approval of the final order by the Board of Commissioners has no fiscal impact to the county.

Fiscal Impact: There is no fiscal impact to Klamath County.

Recommended Motion: Approve the Final Order to vacate the above described property located in Klamath County Oregon. (File No. LV 17-19). There is no fiscal impact to Klamath County.

Documents:

[BOCC PACKET LV 17-19.PDF](#)

6. In The Matter Of Vacating Lots 11 And 12, Block 13 Tract 1003 Third Addition Of Moyina Hieghts. . Map No. 3809-36CA Tax Lots -00300 And 00400. Erik Nobel, Planning Director CDD/Planning

Background: The property owners of the two lots are Danny and Lana Ross who have signed a petition requesting this action. Vacating the lots will not be detrimental to the public. The Planning Director's Report recommends that the two lots be vacated from the subdivision. The applicant paid the \$583 application fee to process the request to vacate the lots. Approval of the final order by the Board of Commissioners has no fiscal impact to the county.

Fiscal Impact: There is no fiscal impact to Klamath County.

Recommended Motion: Approve the Final Order to vacate the above described property located in Klamath County Oregon. (File No. LV 21-19). There is no fiscal impact to Klamath County.

Documents:

[BOCC PACKET LV 21_19.PDF](#)

7. In The Matter Of Appointing Jose Pena And Reappointing Mike Green, Andrea Rabe And Kerry Johnston To The Weed Control Advisory Committee. - BOCC

Background: The Weed Control Advisory Committee has vacancies and has recommended the above name individuals for appointment. The individuals are willing able and eligible to serve a term on the committee.

Fiscal Impact: None.

Recommended Motion: Approve and sign the attached Order appointing Jose Pena and reappointing Mike Green, Andrea Rabe and Kerry Johnston to the Weed Control Advisory Committee commencing this day and continuing until January 1, 2023.

Documents:

[01-14-20-BOCC-OR2020- APPOINT PENA, GREEN, RABE,](#)

8. In The Matter Of Reappointing Misti Buche To The Valley Acres Special Road District Board. - BOCC

Background: The Valley Acres Special Road District Board has vacancies. Ms. Buche has applied to be reappointed and is willing, able and eligible to serve another term on the Board commencing this day and expiring December 31, 2022.

Fiscal Impact: None.

Recommended Motion: Approve and sign the attached Order reappointing Misti Buche to the Valley Acres Special Road District Board.

Documents:

[01-14-20-BOCC-OR2020-APPOINT MISTI BUCHE TO VALLEY ACRES ROAD DIST.PDF](#)

8. Agreements

1. In The Matter Of A Direct Appointment For Contract For Services For Non-NBIS Bridge Inspection Services. Jeremy Morris, Public Works

Background: Klamath County Public Works would like to enter into a direct appointment with Anderson Engineering and Surveying, Inc for Non-NBIS Bridge Inspection Services. ODOT contracts with Anderson Engineering to inspect the County's 138 bridges that are included in the National Bridge Inspection System. This contract covers the 62 bridges in Klamath County that are not part of ODOT's inspection program.

OAR 137-048-0200 states that contracting agencies may enter into a Contract directly with a Consultant without following the competitive bidding procedures if the estimated fee to be paid does not exceed \$100,000. In addition, the 2017 Klamath County contracting policies and procedures section 3.15, Selection for Architect or Engineering Services (1) allow use direct appointment if estimated fee is less than \$25,000.00.

Fiscal Impact: \$21,396.00 expenditure to the Road Operating Budget

Recommended Motion: Board to approve and sign the contract between Klamath County and Anderson Engineering and Surveying, Inc for Non-NBIS Bridge Inspection Services. Fiscal Impact to the Road Operating Budget is \$21,396.00.

Documents:

[2020 ANDERSON ENGINEERING NON-NBIS BRIDGE INSPECTIONS.PDF](#)

2. In The Matter Of Execution Of Agreement #33884 Between Klamath County And The State Of Oregon Acting By And Through Its Department Of Transportation For Implementation Of The Transportation And Growth Management (TGM) Program. Jeremy Morris, Public Works

Background: On June 5, 2018 the Board of County Commissioners signed a letter of support for the Public Works Department to apply for the Transportation and Growth Management Grant (TGM) for funding to update our Transportation System Plan. ODOT has awarded Klamath County an in-kind grant to help define long range planning, sound financial, and transportation system decisions. The total benefit to Public Works paid by ODOT in the form of consultant services will be \$209,900.00. ODOT requires a \$40,000.00 cash match before they can execute the agreement, therefore Public Works is also requesting authorization to issue a check prior to ODOT's signature.

Fiscal Impact: \$30,000.00 expenditure to the Road Operating Budget and \$10,000.00 expenditure to the Federal Reserve Budget for a total amount of \$40,000.00.

Recommended Motion: Board approve, execute and authorize Chair to sign Agreement #33884 between Klamath County and the State of Oregon acting by and through its Department of Transportation (ODOT) for implementation of the Transportation and Growth Management (TGM) program and approval to issue a check prior to ODOT's signature. Fiscal Impact is \$30,000.00 expenditure to the Road Operating Budget and \$10,000.00 to the Federal Reserve Budget for a total amount of \$40,000.00.

Documents:

[2020 ODOT AGREE 33884 UPDATEDX2.PDF](#)

3. In The Matter Of Approving Agreement #55180 Intergovernmental Agreement (IGA) Between Lane County And Klamath County. – Jennifer Little, Public Health

Background: In 2016, Klamath County Public Health began using HealthSpace software to track and record licensing and inspection information for our licensed food and tourist facilities. Lane County, a political subdivision of the State of Oregon, holds the contract with Health Space Inc. to provide these services. Through that contract Lane is able to obtain additional licenses for use of the software by other local public health authorities. This service was previously included in IGA 53056, which was effective from January 1, 2017 to December 31, 2019. Agreement 55180 is effective from January 1, 2020 through December 31, 2022.

Fiscal Impact: License expense of approximately \$2,000 (\$500 per user) per fiscal year to Public Health Environmental Health (sub department 4041).

Recommended Motion: Move to approve Agreement #55180 Intergovernmental Agreement (IGA) between Lane County and Klamath County. Fiscal impact is license expense of approximately \$2,000 (\$500 per user) per fiscal year to Public Health Environmental Health (sub department 4041). Authorize Department Head to sign.

Documents:

[55180.PDF](#)

4. In The Matter Of Approving Agreement #55204 Intergovernmental Agreement (IGA) Between Lane County And Klamath County. – Jennifer Little, Public Health

Background: Under agreement 55204 Lane County will provide and maintain on-line food handler card training and testing services accessible by Klamath County residents. Each food handler test costs \$10. Lane County will retain between \$2 and \$5 of that amount to cover administration required to meet the obligations outlined in the scope of agreement. The remainder of funds generated from online testing come to Klamath County Public Health (KCPH). Online testing services and revenue sharing between Lane and KCPH were previously provided through IGA 53056, which was effective from January 1, 2017 to December 31, 2019. This agreement is effective from January 1, 2020 through December 31, 2022.

Fiscal Impact: Revenue of approximately \$7,000 per fiscal year to Public Health Environmental Health (sub department 4041).

Recommended Motion: Move to approve Agreement #55204 Intergovernmental Agreement (IGA) between Lane County and Klamath County. Fiscal impact is revenue of approximately \$7,000 per fiscal year to Public Health Environmental Health (sub department 4041). Authorize Department Head to sign.

Documents:

[55204.PDF](#)

5. In The Matter Of Approving Amendment 5 To Agreement #159817 Intergovernmental Agreement (IGA) For Financing Of Public Health Services Between The State Of Oregon, Oregon Health Authority (OHA), And Klamath County, Acting By And Through Klamath County Public Health (KCPH). – Jennifer Little, Public Health

Background: Amendment 5 updates the Financial

Assistance Award to reflect final funding for PE 51 “Public Health Modernization Implementation”, which ended in September 2019. Klamath County Public Health had been participating in regional modernization efforts with Jackson County Public Health under this program element. Changes to restrictions in funding led to the decision for each county to use their capacity to pursue local modernization efforts under PE 51-01 “LPHA Leadership, Governance and Program Implementation” beginning October 1, 2019. The agreement remains effective July 1, 2019 through June 30, 2020.

Fiscal Impact: Decreased grant revenue of \$37,474 to Public Health Clinic Nursing (sub department 4044).

Recommended Motion: Move to approve Amendment 5 to Agreement #159817 Intergovernmental Agreement (IGA) for Financing of Public Health Services between the State of Oregon, Oregon Health Authority (OHA), and Klamath County, acting by and through Klamath County Public Health (KCPH). Fiscal Impact is decreased grant revenue of \$37,474 to Public Health Clinic Nursing (sub department 4044). Authorize Department Head to sign.

Documents:

[159817-5.PDF](#)

9. Other County Business

1. In The Matter Of Approving The Investment Policy Statement For Klamath County Treasurer’s Investment Pool – Vickie Noel, Finance

Background: The Board of Commissioners is required to annually adopt an investment policy statement setting forth the allowable investments and other aspects of the operations of the Treasurer’s Investment Pool. The changes from the 2019 Investment policy are listed below:

Investment Advisors – add language “under contract” to follow OST sample policy

Safekeeping – add “online access...” language

Update Diversification Table – show combined 35% corporate/commercial paper by statute

Investment of Funds for Other Entities – remove second paragraph which is no longer true

Fiscal Impact: None

Recommended Motion: Motion to approve the investment policy statement for the Klamath County Treasurer's investment pool. There is no fiscal impact.

Documents:

[01-14-2020 BOCC INVESTMENT POLICY.PDF](#)

10. Library Service District

1. In The Matter Of Adopting A Budget Resolution Within The General Fund Of The Library Service District. Vickie Noel - Finance

Background: The Klamath County Library Service District did not pay their portion of the Technology Management fees during the 2018-19 fiscal year due to a misunderstanding of the amount due. The \$20,000 annual fee charged to the Library from Information Systems will be paid out of the current fiscal year to make up for the oversight. This budget resolution will reallocate \$20,000.00 from Operating Contingency to Material and Services internal expense.

Fiscal Impact: No fiscal impact, but a change in expenditure category of \$20,000.00.



Recommended Motion: Approve the budget resolution for fiscal year 2019-20 as outlined in the attached document for changes to the Library Service district general fund, no fiscal impact, but a change in expenditure category of \$20,000.

Documents:

[01-14-20 LIBRARY BUDGET RESOLUTION.PDF](#)

11. Commissioner Reports

12. Adjournment

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.
305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org