



Board of Commissioners Business Meeting Agenda
May 19, 2020 ~ 8:30am ~ Room 219

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To www.klamathcounty.org

[HTTP://WWW.KLAMATHCOUNTY.ORG/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L](http://www.klamathcounty.org/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L)

2. Call To Order & Those Present

3. Public Comment

4. Approve Minutes From Last Meeting

1. In The Matter Of Approving The “Minutes” From The May 12, 2020 Business Meeting.

Background: Approve the “Minutes” which summarizes all business by the Board of Commissioners from the business meeting held on the date stated above.

Fiscal Impact: None

Recommended Motion: Approve the minutes as presented

Documents:

[WEEKLY PROCEEDINGS SUMMARY PAGE.PDF](#)

5. Resolutions

1. In The Matter Of A Resolution Adopting The Revised Klamath County’s Contracting Policies And Procedures. Leslie BarlowHunter, Risk Management

Background: Chapter 279 of the Oregon Revised Statutes (ORS) establishes rule and authority pertaining to the procurement of goods and services by public agencies and provides for public contracting agencies to adopt their own

rules of procedure for public contracting. Klamath County has contracting policies and procedures in place that incorporate both the Attorney General's Model rules (Oregon Administrative Rules, Chapter 137) and the rules developed by the Department of Administrative Services (Oregon Administrative Rules, Chapter 125). A public contracting agency must review their contracting rules each time the Attorney General adopts a modification of the model rules to ensure compliance with statutory changes pursuant to ORS 279.A065(6)(b). The Revised Klamath County, Oregon Contracting Policies and Procedures have been reviewed and updated by the Contract Specialist/Risk Manager and Klamath County Counsel.

Fiscal Impact: None.

Recommended Motion: That the Klamath County Board of Commissioners approve and sign the attached Resolution that adopts the Revised Klamath County's Contracting Policies and Procedures. No fiscal impact.

Documents:

[05-19-20-RISK-OR2020-021-REVISED CONTRACTING POLICIES AND PROCEDURES.PDF](#)

2. In The Matter Of Approving An Updated Fair Housing Resolution. - BOCC

Background: Klamath County has applied for and received Federal funding through the Community Development Block Grant Program. A requirement to receive said funding is to support the Fair Housing Amendments Act of 1988 and implement a Fair Housing Program. In 1995 Klamath County passed Resolution 95-061 implementing said program however, the language needs to be updated which this resolution does.

Fiscal Impact: None

Recommended Motion: Approve and sign the attached Updated Fair Housing Resolution.

Documents:

[SUMMARY PAGE FAIR HOUSING RESOLUTION.PDF](#)

3. In The Matter Of Signing A Resolution Adopting The Klamath County Section 3 Plan. - BOCC

Background: Klamath County has applied for and received Federal funding through the Community Development Block Grant Program. A requirement to receive said funding is to

adopt Section 3 Plan, which certifies that the County will make good faith efforts, including the preference to contract with businesses that employ Section 3 residents from the local community, to comply with the requirements of Section 3.

Fiscal Impact: None

Recommended Motion: Adopt and sign the attached Resolution adopting the Klamath County Section 3 Plan.

Documents:

[SECTION 3 PLAN.PDF](#)

6. Orders

1. In The Matter Of Klamath County Transient Room Tax First Quarter Distribution Ending March 31, 2020. Rick Vaughn-Tax Collector

Background: In accordance with Klamath County Code Chapter 603-Transient Room Tax any person, firm, social club, etc., who exercises occupancy for thirty days or less for dwelling, lodging, or sleeping purposes from any hotel, motel, space in mobile home or trailer park, etc. from an operator; shall collect the tax imposed which constitutes a debt owed by the operator to the County. The amount collected for the first quarter came to \$271,445.45 and shall be distributed accordingly by the tax revenue sharing formula to the Participants.

Fiscal Impact: TRT revenue will be distributed totaling \$268,731.00 with additional \$2,714.45 revenue to the Tax Collector's Office. Expenditure of \$271,445.45 to the Transient Room Tax Fund, Tax Collector Department.

Recommended Motion: Approve and execute the attached Order so the Tax Administrator can distribute accordingly by the tax revenue sharing formula \$271,445.45 to the Participants of the Transient Room Tax set by Klamath County Code 603.610. Fiscal impact being revenue received and distributed in the amount of \$271,445.45. Expenditure of \$271,445.45 to the Transient Room Tax Fund, Tax Collector Department.

Documents:

[FIRST QUARTER DISTRIBUTION.PDF](#)

7. Agreements

1. In The Matter Of Approval To Enter Into A Master Design Engineering Service Agreement With AECOM, Technical Services, Inc. (AECOM) To Provide Engineering Services For The Solid Waste Division. Tom Crist, Solid Waste Manager

Background: AECOM which was previously URS has been providing engineering services for the Solid Waste Division since 2001. During the April 21, 2020 Admin meeting, the BOCC authorized an exception to policy to use the ORS Chapter 279C.110, allowing direct appointment not to exceed amount of \$100,000 rather than \$25,000 for a Master Design Engineering Service Agreement with AECOM, to provide engineering services involving multiple tasks for the Solid Waste Division. This agreement shall become effective upon signature date and continue for a four-year term as per section 31.5; board to authorize Solid Waste manager the authority to sign the Master Agreement and each specific task order; not to exceed an accumulative amount of \$100,000 over the four-year term.

Fiscal Impact: Not to exceed accumulative amount of \$100,000 expenditure from the Solid Waste Budget.

Recommended Motion: Approval of an agreement with AECOM to provide engineering services for the Solid Waste Division; this agreement shall become effective upon signature date and continue for a four-year term as per section 31.5; and authorize Solid Waste Manager to sign the Master Agreement and each specific task order. Fiscal Impact is not to exceed an accumulative amount of \$100,000 over the four-year term.

Documents:

[AECOM MASTER DESIGN ENGINEERING SERVICE AGREEMENT 100K.PDF](#)

2. Approval Of Amendment Number Three To The Contract Between Klamath County, Klamath County Juvenile Department, And ORW Architecture Of Medford, Oregon, To Provide Architectural Services To The Building Project Originally Known As The Klamath YIP Construction Project, Now Known As The KCR Construction Project. - Dan Golden, Director

Background: The Oregon Legislature (Senate Bill 5530, Section 18, 2017) awarded Klamath County \$1 million in Lottery Bond funds to begin the Klamath YIP Construction Project. Following a competitive bid process, Klamath County selected ORW Architecture of Medford, Oregon, to provide architectural services to the project, now known as the KCR

Construction Project. Section 10 of the present contract between ORW and Klamath County allows for the term of the contract to be extended by amendment enacted annually. If approved, the third amendment to the contract would run from July 1, 2020 through June 30 2021.

Fiscal Impact: NONE

Recommended Motion: Approval of Amendment Number Three to the contract between Klamath County, Klamath County Juvenile Department, and ORW Architecture of Medford, Oregon, to provide architectural services to the building project originally known as the Klamath YIP Construction Project, now known as the KCR Construction Project. ORW's fees are paid by Oregon Lottery Bond funds awarded to Klamath County in Senate Bill 5530, Section 18 (2017). The term of Amendment Number Three will be from July 1, 2020, through June 30, 2021.

Documents:

[ORW BS SCAN 3-SIGNED.PDF](#)

8. Other County Business

1. In The Matter Of Adopting A Limited English Proficiency (LEP) - Language Assistance Plan (LAP) - BOCC

Background: Klamath County has applied for and received Federal funding through the Community Development Block Grant Program. A requirement to receive said funding is to adopt a Limited English Proficiency (LEP) - Language Assistance Plan (LAP) to assist needs of County residents with limited English language skills.

Fiscal Impact: None



Recommended Motion: Adopt and sign the attached Limited English Proficiency (LEP) - Language Assistance Plan (LAP)

Documents:

[LIMITED ENGLISH PROFICIENCY PLAN.PDF](#)

9. Commissioner Reports

10. 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.
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