



Board of Commissioners' Administrative Meeting  
March 24, 2020 ~ 1:00 pm ~ Room 219

3/24/2020 - Minutes

**1. Call To Order & Those Present**

Commissioner Morris, Commissioner DeGroot, Commissioner Boyd, Sandy Cox/Admin Staff, Jeremy Morris/Public Works, Rick Vaughn/Tax Collector, Brandon Fowler/Emergency Manager, Jennifer Little/Public Health, Chief Spradley/Fire District 1, Becca Robbins/Herald and News

**2. Approve Minutes From Last Meeting**

Commissioner Morris approves minutes from March 17, 2020

**3. Lisa Wheeler - Human Resources**

**1. Department Request - Fairgrounds**

Amanda VanRiper addresses the Board. Commissioner DeGroot motions to hire Derrick Rowley as Fairgrounds Co-Manager at step 1 pay and reduce current Fairgrounds Manager pay back to step 1. Commissioner Morris seconds. Commissioner DeGroot further elaborates on this issue, Commissioner Boyd really appreciates this coming before the Board. Amanda explains that this position was only advertised internally for 5 days. Unanimous vote. Approved

**2. Department Request - Public Works Reclassifications**

Commissioner DeGroot explains the request of reclassifying the Engineer II, Public Works Director, and Assistant Public Works Director positions. They would like to hire an engineer and offer the position at step 5. Commissioner Boyd is not in favor of reclassifying positions that are vacant if we are not looking to fill those positions today, those should wait until the Class & Comp study comes back. Jeremy Morris clarifies that the plan is to have Ryan Hamilton move up to Assistant Public Works Director as of next fiscal year. Commissioner Boyd indicates that next years budget has not been approved yet, Jeremy Morris understands that reasoning. Commissioner DeGroot thinks we should look at how the reclass of the Engineers would affect the Assistant Director and Director positions pay assuming the Budget Committee approves that particular position. Commissioner DeGroot motions to approve reclassifying Engineer II position, County Engineer and Assistant Public Works Director and offer job to applicant for Engineer II at step 5 of new classification. Commissioner's Morris and DeGroot vote in favor and Commissioner Boyd Opposes. Approved

Commissioner DeGroot motions to reclassify the Public Works Director, Commissioner Morris seconds. Commissioner Boyd would like to wait on this until the Class and Comp study is done. Commissioner DeGroot indicates that if we move other positions up then it pushes those wages too close to the current wage of the Public Works Director. Commissioner's Morris and DeGroot vote in favor and Commissioner Boyd Opposes.  
Approved

#### **4. Rick Vaughn - Tax Collector**

##### **1. Approval To List County Owned Properties For Sale**

Rick Vaughn addresses the Board with request to list 3 County Commercial properties for sale. Commissioner DeGroot asks if Vaughn has heard of any slow down on the Real Estate market? Vaughn has heard that things have slowed down, doesn't think the slow down will affect these particular properties. Commissioner Boyd indicates there have previous Board discussions to potentially donate the Train Mountain Property to City of Chiloquin, what is the appetite of the BOCC to donate this property? Commissioner DeGroot suggests moving forward on listing the Property and have the City of Chiloquin make an offer. Commissioner Boyd would rather pull that particular property and see if the City of Chiloquin still wants it and if so then they would have 30 days to present the County a plan where they would get the property at no cost to the County. Board is agreeable. Commissioner Boyd motions to list the Country Boy Meats property and Chiloquin Gas Station for sale with our agent of record. Commissioner DeGroot seconds. Further discussion that Commissioner Boyd will contact the City of Chiloquin and discuss them acquiring the Train Mountain Property for a dollar, they would pay ALL costs associated with them obtaining the property as well as clean up of said property. Commissioner DeGroot seconds. Unanimous vote. Approved

#### **5. BOCC**

##### **1. Klamath County Fire District #3 Request**

Commissioner reviews email from Fire District #3 requesting that the County help them with the costs associated with publication of the annexation. Commissioner DeGroot and Boyd both have concerns with this, in the end the District will be increasing their tax base. Additionally they knew ahead of time that these costs would fall on them. Commissioner Boyd will contact the District and let them know.

##### **2. Letter To Governor - Specific Requests Regarding COVID-19 Crisis**

Taken care of in yesterday's meeting.

### **3. County Mutual Aid COVID19 V3**

Commissioner Morris reviews need for this precautionary agreement. Jennifer Little has read through the agreement and has no concerns, thinks this is great. Commissioner Boyd thinks it's a little odd to have Lane County in this agreement as we are quite removed from them geographically. Little responds why they were added. Commissioner DeGroot clarifies that Counsel's office has reviewed the agreement, staff responds yes they have reviewed it. Commissioner DeGroot asks Little to reach out to Lake County and see if they are interested in joining in this agreement. Commissioner Boyd brings up concern with the financial aid and no reimbursement provision. Commissioner DeGroot comments that he believes this only applies to Public Health funding and not so sure that other department funds would be applicable. Commissioners agree to get further clarification from Counsel, Commissioner Boyd will reach out to Henderson, before signing the agreement. Please put this matter on meeting agenda for tomorrow for further discussion.

### **4. Contractor Incentive Grant Program Agreements**

Sandy Cox addresses the Board regarding signing the 5 letters of agreements from the first round of applicants. Commissioner Boyd motions to sign the 5 letter agreements presented, Commissioner DeGroot seconds. Unanimous vote. Approved

### **5. Limited EOC Implementation Discussion Continued**

Brandon Fowler addresses the Board, recaps discussion yesterday and gives scenarios that ramp up the limited EOC plan. Commissioner Morris indicates she spoke to Douglas County Commissioner and speaks to what that County has implemented regarding communications to the BOCC, they do have a Commissioner assigned to the EOC for immediate "small" decisions", however any major decisions would come to the entire BOCC. Chief Spradley indicates all the stakeholders will be in constant communication with each other on behalf of the community and have a liaison Commissioner in constant contact as well, then the EOC reports to the entire BOCC on a daily basis. Continued discussion that the group needs to think about the duration of this plan. Commissioner DeGroot motions to implement a virtual EOC and assign the BOCC Chair as a Liaison to the group, Commissioner Boyd asks to have the entire BOCC informed of all meetings. Commissioner Morris seconds. Jennifer Little indicates that the Schools are on board with implementing virtual EOC. Unanimous vote. Approved

### **6. Approve The Bid Award To Rocky Mountain Construction For The Homedale Road Project**

Commissioner DeGroot would like to fast track this to get the project moving as schools are on break, explains that we only had one company bid on this project, Rocky Mountain Construction. Commissioner Boyd would like to see us reach out to Knife River and see if they would be interested in bidding. Jeremy Morris indicates that they have had communication with Knife River recently and they are not interested in a lot of these local projects, they really have been trying to be fair. Assures the Board the Public Works does reach

out to all local contractors on all jobs. Commissioner DeGroot motions to award the bid to Rocky Mountain Construction, Commissioner Morris seconds. Unanimous vote. Approved

#### **7. Approval Of Public Works Contract With Rocky Mountain Construction For Homedale Road Project**

Commissioner DeGroot explains the exception that Public Works is seeking on these particular projects/contract. Commissioner DeGroot motions to execute this contract with the approval to allow the Liaison Commissioner to authorize change orders up to 15% of the contract price, Commissioner Morris seconds. Commissioner Boyd asks for further clarification on the exception. Jeremy Morris elaborates further. Unanimous vote. Approved

#### **8. Jail Phones**



Commissioner Morris speaks to request from Jail Commander to cease face to face visits at the Jail, but rather increase the amount of phone visits at no cost to the inmate. This would require an amendment to the agreement with a phone company, there should not be any out of pocket fiscal impact. Board has no problem with this amendment.

### **6. Other County Business**

Herald and News has reached out to our HR Director regarding what if any impact there has been to County employees with this crisis. Commissioner DeGroot does not feel that we necessarily need additional staff, but looking to award contract work sooner rather than later to keep private contractors working as much as possible. Commissioner Boyd indicates that we may be able to put some people to work for cleaning up their blighted property, we would have to hire people to monitor them, but thinks there are things we as the County can do. Commissioner DeGroot is in favor of the County finding ways to keep displaced workers working and stabilize the economy as much as possible. Commissioner DeGroot will talk to some people and come up more ideas. Commissioner Morris asks everyone to think of some things and bring back next week.

### **7. Adjournment**

2:20 pm

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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