



Board of Commissioners Administrative Agenda  
October 8, 2019 ~ 1:00pm ~ Room 214

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

**2. Approve Minutes From Last Meeting**

Documents:

[20191003104022.PDF](#)

**3. Lisa Jackson - Human Resources**

**1. Department Request – County Counsel/HR**

Documents:

[DEPARTMENT REQUEST -GENERAL ADMINISTRATION  
RISK.PDF](#)

**2. Department Request - Code Enforcement**

Documents:

[DEPARTMENT REQUEST - CDD CODE ENFORCEMENT  
INCREASE ADAMS 10-8-19.PDF](#)

**3. Department Request - District Attorney's Office**

Documents:

[DEPARTMENT REQUEST - DA INCREASE CHASE 10-8-19.PDF](#)

**4. BOCC**

**1. Gateway To Town - KMM**

**2. Surveyor Letters Of Interest Discussion**

### **3. Tipping Point Resilience Funding Request**

### **4. BP Media Solutions Budget Proposal And Contract Discussion**

Documents:

[KLAMATH COUNTY 2019-20 BUDGET OUTLINE.PDF](#)


### **5. Airport Grant Support Letter**

Documents:

[AIRPORT GRANT SUPPORT LETTER.PDF](#)

### **5. Other County Business**

### **6. 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

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Board of Commissioners' Administrative Meeting  
October 1, 2019 ~ 1:00pm ~ Room 214

10/1/2019 - Minutes

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

Commissioner Boyd, Commissioner DeGroot; Haley Huffman / Admin Staff; Stephanie Brown, Tom Crist / Community Development; Rick Vaughn / Tax Collector; Sue Murphy, Vickie Noel / Finance; Brandon Fowler / Emergency Management; Betty Riley / SCOEDD, Jennifer Little / Public Health, Marylou Wilton, Stan Strickland / Public Works.

**2. Approve Minutes From Last Meeting**

Approved.

**3. Stephanie Brown / Jeremy Morris**

Stephanie Brown and Tom Crist address the Board. Commissioner Boyd asks, all the work will be done within the department, there will be no outside subcontracting? Mr. Crist confirms. Commissioner DeGroot motions. Commissioner Boyd seconds. Unanimous vote. Approved. Ms. Brown will put it in to CivicPlus for a Business Meeting as a prior approved.

**4. Brandon Fowler - Emergency Manager**

Commissioner DeGroot explains this is in regards to a previous agenda item, a donation to Tipping Point Resilience. Mr. Fowler said he understands there is a funding request. Commissioner DeGroot said, they are asking for \$1500.00 to be used for promotions and community awareness. Mr. Fowler said, anything that is engaging the community and informing them on preparedness is a good thing. He said there is not enough in his community outreach budget this year. Commissioner DeGroot asks, will there be a personnel savings this year? Mr. Fowler said there is a little bit of savings but there is an IT expense gap this year that wasn't planned for due to CJIS compliance. Commissioner DeGroot said, how about we say we are going to go ahead and spend out of your overall budget and if we can't find it by the end of the year we'll back fill it then. Commissioner Boyd said we probably ought to do this but he'd like to not wait until June to figure out the funding. Commissioner Boyd said he'd like to work on where we're going to get the money this week. Mr. Fowler said he'd like a couple more weeks to figure things out. Commissioner Boyd said he will work with Sue and Vickie and will have an answer by next week. Commissioner Boyd said he'd like to put it on the agenda for next week.

**5. Betty Riley / Lance Lesueur - Klamath Excellence**

Betty Riley addresses the Board about the Klamath Lake Regional Housing Center. She said the contract they entered into with the County last year needs to be extended as it expired June 30th. She said, she has a report on the status of the projects. She said primarily she is not the one that is out trying to find people willing to have properties removed. To date they have primarily paid for asbestos assessment. She gave the Board

an account of the administrative time she has spent so far which has an 8% cap. She said they have obligated removal of 4339 Highway 39. She said there's an agreement to split the bills 50/50 on that property. The asbestos removal is at \$1600.00 so the County's portion is \$800.00. She Diversified will come in and do the demo afterwards and she has not seen the bids on that yet. She said there's only two properties at this point that have been identified and approved. Mr. Lesueur requested a payment of \$100 for investigative services to find phone numbers. She said it hasn't been easy for him to find people willing to go through this process and they were delayed by weather and other things. She said they've obligated \$2653.00 to date not including what Diversified will charge. She said today she is requesting to draw down the money. Commissioner Boyd asks, basically you are asking for an extension to this contract? Ms. Riley said, yes. Commissioner Boyd said, we will need to have Counsel check in out. Commissioner Boyd asks about the committee requirement in the agreement. Ms. Riley said the committee was supposed to be Klamath Excellence but the only active person working on this project is Mr. Lesueur and Mark Wendt is working with Klamath Works to use it as a job training. Commissioner Boyd asks, where we have the money. Ms. Noel said they thought it was coming from CDD initially so they didn't have it in their obligations but the paperwork shows general fund and they will have it in their obligations now. Board agreed it would be best to extend the contract for another year and will have Counsel review it. Commissioner Boyd said he will call her and let her know. Mr. Vaughn told Ms. Riley that he has a whole list of asbestos inspectors and the Tax Office can also do investigative services to find the names.

## **6. BOCC**

### **1. Downtown Association/Piano Project Request**

Commissioner DeGroot explains, this was an email he received from the Downtown Association asking if we would store one of the pianos for the winter months in the lobby of either this building or the Court House.

Commissioner DeGroot and Commissioner Boyd agreed it would not be appropriate to have a piano in either building's lobby. Commissioner DeGroot said he will respond back to the Downtown Association and let them know that neither building will work.

### **2. Letter To Residents Regarding Lakeshore Levee**

Board discusses the letter. Marylou Wilton said she is willing to run mailing labels. Commissioner DeGroot motions to sign the letter. Commissioner Boyd seconds. Unanimous vote. Approved.

### **3. BP Media Solutions Budget Proposal And Contract Discussion**

Board agreed to postpone this item to next week's Admin meeting when Commissioner Morris will be here.



## **7. Other County Business**

Beams from ODOT - Commissioner DeGroot said we have a contract with the transport company, the State and the three counties for the 36 beams that we originally have. We got a quote from the transport company that if we want an additional 34 beams, they will transport them here for an additional \$13,700 each which is considerably cheaper than the initial \$20,000 estimate. They want to get the beams here within the next couple of weeks

before there is snow on the pass. Commissioner DeGroot said, the question is whether or not Public Works can issue a purchase order for the transportation of the beams that are being donated to the County. Commissioner Boyd asks what the cost is. Commissioner DeGroot said \$13,700x34 beams = \$465,800. Commissioner DeGroot asks Stan Strickland how he would have done it in the past. Mr. Strickland said he'd just sign a cost adjustment because it is less than half of the original cost. Sue Murphy said, when you originally discussed it, didn't you give Jeremy authorization to purchase the rest. Commissioner DeGroot said we did. Essentially they are want to send us a separate invoice. Commissioner DeGroot motions to have Public Works prepare a purchase order and have the liaison sign it. Commissioner Boyd said he doesn't think we need a purchase order, like Stan said, if it's less than 50% of the original purchase he would have just done it. Commissioner DeGroot and Mr. Strickland clarify they don't want to amend the contract because it is with ODOT and three other counties, they just want a purchase order. Commissioner Boyd seconds the motion for Marylou to put a purchase order together for 34 beams at \$13,700.00 each. The beams will start coming after the original 36 come. Commissioner DeGroot said, to clarify we are not purchasing the beams, we are arranging transport. Unanimous vote. Approved.

## 8. Adjournment

1:32PM

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**KLAMATH COUNTY**  
**Human Resources Department**

To: Board of County Commissioners

From: Lisa Jackson  
Human Resources Director

Date: October 8, 2019

Re: **Department Request – County Counsel/Risk Management**

**Date Scheduled for Administrative Meeting: October 8, 2018**

On behalf of County Counsel Mika Blain and Human Resources Director Lisa Jackson, we are seeking your approval to pay 5% out-of-class pay to Leslie Barlow-Hunter, Contracts & Risk Manager, effective September 1, 2019 and ending after hiring and training of Human Resources Staff.

Mrs. Barlow-Hunter has been training and assisting the Human Resources Department in the following areas: processing and entering new hires, Springbrook training, processing and entering retroactive COLAs, processing and entering DHS background checks, processing new hire and term reporting, processing new hire DMV and drug screen information, payroll, accounts payable, employee reviews, and annual COS/PAF. Mrs. Barlow-Hunter spends approximately one-third of her day assisting and/or training Human Resources Staff. As HR on-boards new employees, Mrs. Barlow-Hunter will also assist and/or train new staff members.

Risk Management has the money in the budget for this request.

**Suggested Motion:** Hereby motion to approve the request to pay 5% out-of-class pay Leslie Barlow-Hunter as outlined above is:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date



**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Lisa Jackson  
Human Resources Director

Date: October 4, 2019

Re: Department Request – CDD Code Enforcement Employee Step Change, Jason Adams

**Date Scheduled for Administrative Meeting: October 8, 2019**

On behalf of Rick Vaughn, Tax Office and Property Manager, we are seeking approval for an increase for Jason Adams.

Mr. Adams is currently a Code Enforcement Officer at an LH17 Step 1 at \$18.33 per hour.

Based on Mr. Adams' performance we are requesting a change to Step 3 at \$19.82 per hour with an effective date of October 1, 2019. His anniversary date will not change.

The fiscal impact is approximately \$3,100.00 a year (based on \$1.49 per hour increase over 12 months) and the department has the money in its budget.

**Suggested Motion:** Hereby motion to approve the request to change Jason Adams from a LH17 Step 1 to a Step 3 as outlined above:

\_\_\_\_\_  
Chair  
Approved   
Disapproved

\_\_\_\_\_  
Commissioner  
Approved   
Disapproved

\_\_\_\_\_  
Commissioner  
Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Lisa Jackson  
Human Resources Director

Date: October 4, 2019

Re: Department Request – District Attorney’s Office Employee Step Change, Cole Chase

**Date Scheduled for Administrative Meeting: October 8, 2019**

On behalf of Eve Costello, District Attorney, we are seeking approval for an increase for Cole Chase.

Mr. Chase, currently a Deputy District Attorney III, has taken on many different duties, and has unofficially taken on leadership responsibilities over the other DA Staff.

Mr. Chase acts as the supervisor in all capacities whenever the District Attorney is out of the office and has been critical for the District Attorney to maintain healthy public relations and participate in community-wide public safety improvement projects, e.g. U Matter, ER Room responses, Mental Health Crisis Intervention Teams, KCC community education events, etc.

We are requesting approval to increase Mr. Chase from a District Attorney III at an DA 3 Step 3 \$7,282.00 per month into a Step 5 \$7,951.00 per month. His anniversary date for this reclassification will not change.

The fiscal impact is approximately \$8,028.00 per year. The department has funds in their budget.

**Suggested Motion:** Hereby motion to approve the request to increase Cole Chase from a Step 3 to a Step 5 as outlined above.

\_\_\_\_\_  
Chair  
Approved   
Disapproved   
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner  
Approved   
Disapproved   
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner  
Approved   
Disapproved   
\_\_\_\_\_  
Date



# BP Media

Video | Digital | Social | Political

Commissioner Morris,

As requested, here is an outline of the expenses and plan for the \$75,000 budget recently approved by the board.

From what I have been told, the county has some limited stock video footage, but images such as what we see on the KCG page were provided by a local photographer. I hope you agree it would be best for us to visit and collect our own content for this project.

Once a contract is approved, BP Media Solutions will schedule visit(s) to Klamath County for content collection. From there, we will move into the creation stage of the project.

The figures next to each element have been adjusted to reflect a 9-month campaign.

## **Content Collection - \$13,000**

### Video - \$8,000

- 3 - :30 spots
- 3 - :15 spots
- 6 - :06 bumpers
- Includes \$2,000 travel/accommodations for 3 people for 3 nights

### Photography – \$5,000

- 500 images
- License fee

## **Content Production/Design – \$3,500**

## **Social Media Management - \$2,000/mo - \$18,000**

- Generate new profiles in Facebook, Twitter, Instagram, and YouTube unless such channels exist under other names.
- Design/Production of original content
- Produce a minimum of 3 posts per week on Facebook and Twitter
- Post consistently to Instagram
- \$4,500 boost budget (\$500/mo)
- Monthly Reports



# BP Media

Video | Digital | Social | Political

## Google/YouTube - \$2,000/mo - \$18,000

- Up to 10 keywords
- \$4,500 AdWords budget (\$500/mo)
- Monthly Reports

## Direct Mail - \$11,000 per mailing

- 1 mailing - January
- 33,000 addresses
- Mix of urban and rural addresses
- Postage included (no markup on postage)
- Design/Production included
- Unique url for tracking

## Location/Travel Costs for 3 people/3 days - \$2,500

- Travel
- Hotel
- Meals



## Board of Commissioners

Donnie Boyd, Commissioner  
Position One

Kelley Minty Morris, Commissioner  
Position Two

Derrick DeGroot, Commissioner  
Position Three

October 8, 2019

John Barsalou, A.A.E.  
Airport Director  
Crater Lake – Klamath Regional Airport  
6775 Arnold Ave.  
Klamath Falls, OR 97603

RE: COAR Grant Application – LMT Rehabilitation of Taxiways B1 and D

Dear Mr. Barsalou

This letter is provided to you to indicate Klamath County's support of the Crater Lake – Klamath Regional Airport's Critical Oregon Airport Relief (COAR) grant application for funds to rehabilitate Taxiways B1 and D.

The Airport is a vital aspect of our community's economic base and having this critical pavement rehabilitated will help ensure future Airport viability to its many users. Taxiway B1 is a connector taxiway to Runway 14/32 from the northeast aprons while Taxiway D acts as the main parallel taxiway to Runway 14/32. I urge you to give the Airport's grant application strong consideration for funding.

Sincerely,

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Donnie Boyd  
Chair

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Kelley Minty Morris  
Vice Chair

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Derrick DeGroot  
Commissioner