



Board of Commissioners' ***** Meeting
Date ~ Time ~ Room

6/25/2019 - Minutes

1. Call To Order & Those Present

PRESENT: Commissioners Donnie Boyd, Kelley Minty Morris, and Derrick DeGroot, Finance Director Sue Murphy, Assistant Finance Director Vickie Noel, Finance Systems Specialist Kirby Garlitz, IT Director Jessica Chastain, Risk Manager Leslie Barlow-Hunter, CDD Manager Stephanie Brown, Solid Waste/Parks Manager Tom Crist, Human Resources Director Lisa Jackson

2. Approve Minutes From Last Meeting

Minutes approved as presented.

3. Miscellaneous Items

a) CDD Fee Waiver Refunds - Stephanie Brown presented fee refund forms for each of the four educational institutions that were approved for payments at today's Business meeting. Checks will be issued by Finance and returned to Stephanie along with a copy of the payment requisition forms. She will distribute the checks to the Commissioners for delivery to the various recipients.

b) Chemult clean up - Tom Crist discussed plans to offer dumpster availability to Chemult residents. The Commissioners agreed to one dumpster for one day only at no cost. It is expected that the CAT team will also provide 1 dumpster and the community will be responsible for notice to residents.

4. Business Agenda Items Issues

Changes to revenues and expenditures will be stated, along with net fiscal impact and the fund affected. If revenues and expenditures fully offset one another, the item will state "No net fiscal impact". This language will be repeated in the Recommended Motion. Since the fiscal impact is restated in the Recommended Motion, it is not necessary to read the Fiscal Impact portion of the agenda item during presentation at the Business meeting.

Preference is for agenda items to be submitted by the Department Head, Director, or Elected Official of a department. However, a designee may present the item at the Business meeting in the absence of the submitter.

Commissioner Morris suggested that this topic be added to a future Department Head meeting for discussion and review.

5. CAFFA Certification Letter

Commissioners received the update concerning the CAFFA certification letter and impact

to the current and upcoming fiscal year. No comments were added.

6. Oregon Surplus Property Program

Commissioner Boyd inquired about the rate charged for property sold through the Oregon Surplus Property program. Sue stated 13% for property sold from our location, 17% from property sold at their location. It was noted that 10% is more in line with the standard rate for sales of this type. Discussion ensued about various methods available to County departments currently, including a Public Works program and the Fairgrounds auction. Based on these available internal disposition methods and the high rate charged by the state, it was the Board's decision to not participate in the Oregon Surplus Property Program at this time.

Current property disposition methods will be brought to the Department Heads meeting to increase awareness about available internal processes.

7. PILT Settlement

Vickie Noel detailed the communication she has had during the past few days with both federal and state contacts regarding the calculation of the recent PILT payment received by the County. The reporting of prior year Title I payments seems to be the area of question. County SRS payments received in the prior year were not listed as Title I payments on the documentation used by the federal office in computing the PILT payment.

Commissioner DeGroot has been in communication with the Director of O & C Counties, AOC and NACO regarding this matter as well. There is significant focus and discussion on the matter, with over 700 counties nationwide affected by the payments. It may be some time before we are updated on outcomes, but it is expected that there could be some sort of future adjustment related to this current PILT payment.

Commissioner Boyd would like to ensure that our reporting of the amounts in excess of the budgeted amount are easily accessible, fully transparent, and set aside in anticipation of future recoupment by the federal government. Based on these concerns, it was determined that \$2.3 million of the \$3.2 million dollar payment be reserved in a holding fund. \$910,000 will be available for current needs, in line with the actual budget.

8. Senior Center Funding Request

Discussion centered on the existing agreement between the Senior Center as lessee to the property owned by Klamath County. The lease agreement calls for only \$1/year in rent, with the responsibility of necessary repairs and maintenance assumed by the Senior Center. Concern for the upkeep of the County-owned property was cited, along with the needs and delivery of services to the County's senior citizens.

Ideas considered include amending the lease to an amount that would ensure funding for necessary upkeep in the future or assessing the Senior Center for internal maintenance allocations. Use of County maintenance funds to make the required repairs currently would reduce that reserve of amounts which were paid by assessments to various departments of the County.

Commissioner Boyd will ask Tom Banks, Maintenance Director, to do an assessment of the roof and HVAC along with an estimation of costs. Following that evaluation, the Commissioners will revisit this matter.

9. **Vehicle Allowances**

Reporting steps as outlined in the agenda, items a) through e) were all agreed upon by Commissioners. The HR policy revisions will be reviewed along with the other edits being drafted for the entire policy manual. The Employee Election form can be revised and introduced for use without BOCC review. Emphasis was noted on the need for personal use of County vehicles only in cases where a quick response during off-hours is required, for the convenience of the County. County vehicles issued to employees in these circumstances should be marked with the County logo. Further BOCC discussion is needed for those circumstances where these criteria are not met and personal usage exceeds 50% of total miles driven.

10. **General Fund Data**

Commissioner Boyd requested that future reporting clearly indicate the amount of funds being held in reserve for the PILT payment issue discussed previously.

11. **Other County Business**

OpenGov



Transparency - Kirby Garlitz presented data on visits to the OpenGov site in the past week (6 visits). It was suggested that additional wording be added to the Follow Your Money link on the CivicPlus site. Wording will be changed to "CLICK HERE TO Follow Your Money".

Workforce - An update was provided. Still working on building the data needed to implement the module for Klamath County. HR and Finance are working jointly on the effort along with OpenGov.

Budget Resolution Correction

Vickie Noel required approval of a Business meeting agenda item transferring accrued interest from the PERS Reserve Fund to various departments. It will be presented at the July 2 Business meeting as a Prior Approved item based on today's Finance meeting approval.

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.

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