



Board of Commissioners' Administrative Meeting
September 17, 2019 ~ 1:30pm ~ Room 214

9/17/2019 - Minutes

1. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Haley Huffman / Admin Staff; Heather Tramp / Chamber of Commerce; Todd Kepple / Museum; Lisa Jackson / Human Resources; Jeremy Morris / Public Works; Tom Banks / Maintenance; Sue Murphy / Finance; Mika Blain / County Counsel; Jessica Chastain / IT; Rick Vaughn / Tax Collector; Chris Kaber / Sheriff.

2. Approve Minutes From Last Meeting

Approved.

3. Heather Tramp - Tourism Grant Funds/Fort Klamath Museum Kiosk

Heather Tramp addresses the Board. The Tourism Grant Committee is requesting an exception for the Museum to apply for a tourism grant for a kiosk at the Fort Klamath Museum. Current policy states that a County entity cannot apply for the grant. Commissioner DeGroot asks, how would the committee feel about the Board paying for the kiosk straight out of the tourism funds without going through the grant process? Ms. Tramp said, the Committee hasn't had a chance to meet about this yet. She said, they had previously discussed this and the Committee felt they would be willing to grant funds if the Museum filled out an application. Commissioner Morris discusses priorities that the Board previously listed and how this kiosk would fall under that list. Commissioner Boyd asks when the Museum closes for the season. Mr. Kepple said, a couple weeks. Commissioner Boyd said the Community Improvement (CI) Club in Fort Klamath could apply for the grant and then put in the kiosk. Mr. Kepple said that is an idea he and Ms. Tramp just discussed. He said, the Museum has to figure out how to create the kiosk without disturbing the ground, the structure would have to sit on the ground and until we get that figured out we won't know how much money they'll need. Ms. Tramp said, the current policy limits Discover Klamath, the Museum and the Fairgrounds from getting tourism grant funds. Commissioner DeGroot said, the thought process behind that was so we don't have organizations having to compete with the County entities for grant funds. Mr. Kepple explains a situation where the policy limited the Museum from applying for funding for a heritage project. Commissioner Morris said, we should fund the kiosk as a Board driven project out of TRT dollars because it is one of the Board's stated priorities. Commissioner DeGroot said he'd like to see a total cost, give Ms. Tramp an opportunity to talk to the Tourism Grant Committee and have Commissioner Morris follow up with Ms. Tramp. Ms. Tramp said there is about \$200,000 excess money in the fund and in the past we've had another grant cycle. She said, the Committee had an idea to open up a special grant cycle for new events during the winter season only. The Board agreed. Commissioner Morris said she'd like to not use the entire reserve but maybe \$100,000 - \$150,000. Commissioner Boyd suggested the Committee consider awarding larger amounts per group/event than the usual \$2500. Commissioner DeGroot said, there is

consensus to run with it.

4. Kathy Pierce - Veterans

1. Aftershock Agreement

Commissioner DeGroot reads information and motions to sign the agreement. This is for a DJ service for the suicide prevention event on Sunday. Commissioner Morris seconds. Unanimous vote. Approved.

5. Lisa Jackson - Human Resources

1. Department Request – BOCC

Lisa Jackson addresses the Board. Commissioner Boyd said, we brought Rick in at a step 1, we had lots of problems in that department, that may or may not have been the previous Tax Collector's problems, it may have been our previous Finance Director was telling our Tax Collector how to run the department. Commissioner Boyd said, one of our goals was to bring our excess property in line and Rick and his team have done that. He said, he is in the middle of doing updates and trying to figure out what to do with mobile homes that have been ignored until this point. Commissioner Boyd said he feels the Board made a mistake and an injustice when they hired Rick at step one and he thinks this corrects that. Commissioner Boyd motions. Commissioner DeGroot seconded. Unanimous vote. Approved.

2. Department Request – DA Position Reclassification

Lisa Jackson addresses the Board. Commissioner Morris motions. Commissioner DeGroot seconds. Commissioner DeGroot confirmed a new job description was created for this. Commissioner Boyd expresses concerns over funding this position. He said, eventhough they have the money in their budget now, how will next year look? He is concerned with having to use road funds. Commissioner Morris said the DA's office has had difficulty keeping quality people and this person adds alot of value to the team and is someone we need to keep. Commissioner DeGroot said he was under the understanding that the legal assistant three position would transform to the new position, we are not adding a position just changing it. Ms. Jackson said, correct. Commissioner Boyd expresses concerns about the position not being eliminated. Commissioner Morris said, that is what is happening under this proposal. Ms. Jackson said the title is changing, we are not funding another position. Commissioner DeGroot confirmed the person's title and the salary are changing. Ms. Murphy said, in the personnel spreadsheet it would no longer say Legal Assistant Three it would say Computer/Evidence Technician. Commissioner Boyd said, he is ok with that but if there is a vacant position that says Legal Assistant Three, he doesn't think we have the funding nor should we consider it. Commissioner Morris said there will not be and she will double and triple check that. Commissioner DeGroot clarified, that is not the intent of the Board. Unanimous vote. Approved.

3. Department Request – Museum Emergency Hire

Lisa Jackson address the Board. Commissioner Boyd motions. Commissioner Morris seconds. Unanimous vote. Approved.

6. Jeremy Morris - Public Works

1. Drainage Service District USBR Agreement Discussion

Jeremy Morris addresses the Board. The Drainage Service District has an agreement with The Bureau expiring in May of 2020. He said, we do not have enough time to study what we anticipate The Bureau will ask us to include in that new agreement. He said we need about 12 months just to commissioner the RFP and do the study and use the results to negotiate for a new contract. He requests the Board's permission to write a letter requesting a 24 month extension to utilize the same agreement and give him time to prepare. Commissioner DeGroot said he is supportive of allowing Mr. Morris to write the letter. Commissioner Boyd said he is great with it. Commissioner Morris agrees. Mr. Morris said he will get the letter out and an RFP. Board consensus for Mr. Morris to proceed with writing the letter.

7. BOCC

1. Local Leaders Support National Parks - KMM

Commissioner Morris explains, she was contacted by a lobbyist asking if the Board would like their name on a list of elected officials supporting more funding for parks. The Board agreed to have their names included on the list.

2. Lakeshore Levee - Materials For Repair

Jeremy Morris addresses the Board and reviews the Lakeshore levee breach that happened earlier this summer. The total invoice is \$2500 for the rock the County delivered but the total for all the County response is approximately \$5000-\$6000. Mr. Morris recommends the Board forgive the invoice and send a letter to the residents that this was a one time emergency assistance and recommend the residents have a management plan for breaches. Commissioner Boyd said, this is the second time the County has come in to help fix that levee and the last time it was considerably more than the \$2500. Commissioner Boyd asks Ms. Blain if she would work with Mr. Morris to write the letter to the residents. He also recommends the County forgive the invoice. Mr. Morris confirmed he and Mika would author it but the letter would come from the Board. The Board agreed.

3. ESG Certification Letter For KLCAS

Commissioner DeGroot said he met with KLCAS and is comfortable signing the letter. Commissioner DeGroot motions to sign the letter. Commissioner Morris seconds. Unanimous vote. Approved. Staff will email the letter to KLCAS.

4. Letter Regarding Lack Of Dedicated Funding For Emergency/Transitional Housing

Commissioner DeGroot explains there is no funding dedicated locally for emergency and transitional housing for veterans. Commissioner DeGroot motions to sign the letter. Commissioner Morris seconds. Commissioner Boyd said today we have lots of organizations that are doing the same thing. He said, we need to be trying to work to put these organizations together to limit the overhead expense and operational costs for them. He said, are we adding a layer to this by adding more people. He asks, isn't KLCAS doing this? Commissioner DeGroot said, they are not. Unanimous vote. Approved.

5. Restructure

Commissioner Morris said she'd like to see a job description for the the two proposed new positions, Support Services Director and Public Works Director. She'd then like to talk about salary and fiscal impact. Commissioner DeGroot said he is totally supportive of that. He said he wants to make sure there is support to move to the next level. Commissioner Boyd said he doesn't have any problems looking at job descriptions but he feels we need to let HR get their feet back on the ground before we have them overloaded with trying to write these job descriptions. Commissioner DeGroot said, he can start working on them. Commissioner Morris said a previous Board had worked on something similar and there are versions floating around so he doesn't have to start from scratch. Commissioner DeGroot asks if the Board has any other feedback or tweaks for him. Commissioner Boyd said, lets start with the job descriptions and see where we're at.

6. Government Center Keys

Commissioner Boyd explains we've had a department request to issue more keys to the Government Center. He explains the doors used to be open at 6am or earlier with no one around to supervise who enters the building. Now the building is not unlocked until 7:30am but that has created problems with some staff who do not have a key and start their day earlier than 7:30am. Commissioner Morris said she agrees with the safety concerns. She suggested they continue the discussion under executive session. Commissioner Boyd agreed.

7. Parking Assignments And Enforcement

Commissioner Boyd said he worked with Sandy to update the parking assignment list. He explains concerns over lot 4 and the availability of public parking. He said he spoke to employees and there are 7 or 8 that do not use their spot and are willing to give up their spot. He said, he doesn't want to assign spots to a particular business but make them public spots. He said he feels parking assignments should stay with the HR department as Maintenance doesn't know who is coming and going. Ms. Blain said the memo Maintenance sent out on keys says department heads should be keeping track. She said, department heads work with HR when they are hiring and firing and perhaps those emails need to come from HR so it goes

through a central location. Lisa Jackson said she agreed it would be appropriate for her department to notify Maintenance for onboarding and offboarding. Jessica Chastain said her department would be happy to track it until HR gets back on track. Commissioner Boyd thanked Ms. Chastain for offering that. Commissioner Boyd said, today there is no funding for maintaining our parking spots and he will be bringing that up in the future. Mr. Vaughn said signage needs to be changed in lot 4. Commissioner Boyd recommends painting "public" on those spots. Commissioner Boyd and Mr. Banks will meet tomorrow to look at the public spots. Commissioner Boyd said he'll give his list to Ms. Chastain. Mr. Banks asks, what are we going to do when someone parks in a reserved spot? Commissioner Boyd said he will meet with Ms. Jackson and Ms. Chastain to get everything figured out and then bring it back.

8. Baldwin Museum Facelift

Commissioner Morris said they discussed this previously but she wanted to know the direction. Commissioner Boyd said he'd like to wait until the park is complete. He said he will work on it.

9. Dept. Head/Elected Official Thursday Meeting Memo/Rotation

The Board reviewed the list of meetings scheduled for each department to give them an update. Commissioner Morris said she supports trying this for one month. Commissioner Morris motions to do 6 weeks of rotating meetings starting October 3. Commissioner DeGroot seconds. Unanimous vote. Approved.

10. RFP For Foothills Property

Commissioner Boyd explains there is a list of 8 items that Contracts suggested be included in the RFP and he feels they need to be included in it. He said he'd like the County to respond to the RFPs and not KCEDA. Commissioner Boyd asks Mr. Vaughn to work with Leslie to make sure all those items on the list are included. Mr. Vaughn said he has concerns this is not an RFP. He said this is the second try of it already. Ms. Blain said she can sit and talk with Rick about what to call it. Commissioner Boyd said he'd like them to sit down and discuss their concerns and figure this out.

8. Other County Business

None.

9. Adjournment

2:40pm

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