



Board of Commissioners Administrative Agenda
July 13, 2021 ~ 1:00pm ~ Room 214

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. Approve Minutes From Last Meeting

4. Amanda Van Riper - Human Resources

1. Department Request - Museum Reclass

Documents:

[DEPARTMENT REQUEST -MUSEUM RECLASS.PDF](#)

2. Air Quality Policy Guidance

5. Drainage Service District

1. Enterprise Irrigation District - IGA For Piping And Ditching Projects

Documents:

[2021 - KCDS-D-EID INTERGOVERNMENTAL AGREEMENT \(IGA\).PDF](#)

2. Klamath Irrigation District - IGA For Piping And Ditching Projects

Documents:

[2021 - KCDS-D-KID INTERGOVERNMENTAL AGREEMENT \(IGA\).PDF](#)

6. Jessica Chastain - Information Technology


- 1. Employees To Complete Scanning For The Paperless Projects**

7. BOCC

- 1. Emergency Authority Delegation - KMM**
- 2. Domestic Wells - KMM**
- 3. Paying Volunteers - DB**

8. Other County Business

9. 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

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org



KLAMATH COUNTY
Human Resources

To: Board of County Commissioners
From: Amanda Van Riper
Human Resources Director

Date: July 13, 2021

Re: Department Request – Museum Reclass

Date Scheduled for Administrative Meeting: July 13, 2021

On behalf of Todd Kepple, Museum Director, we are seeking your approval to reclassify the Lead Museum Collections Assistant and the Museum Collections Assistant.

We were unable to collect data on these positions from our comparator counties, so to determine a suitable paygrade, we looked for positions within the County that have similar duties. We determined that the Library Assistant III would be a good comparison. The two positions have the following similar duties:

- Responsible for inventory of materials.
- Provides guidance to volunteers
- Use of catalog systems
- Performs outreach activities

The department is requesting to reclassify the Lead Museum Collections Assistant from an LH08 Step 5 (\$14.18/hour) to an LH12 Step 1 (\$14.73/hour). The department would also like to reclassify the Museum Collections Assistant from an LH07 to an LH11 and post for recruitment.

Due to a vacant position in the department, they believe they have the money in their budget for this position and this reclassification should not require a budget resolution.

Suggested Motion: Hereby motion to approve the request to reclassify the Lead Museum Collections Assistant and the Museum Collections Assistant as outlined above:

Chair

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

INTERGOVERNMENTAL AGREEMENT

Between Klamath County Drainage Service District

and the

Enterprise Irrigation District

WHEREAS, the Klamath County Drainage Service District (KCDS) was established during the primary election held in Klamath County on February 19, 1980 by the will of the majority of the people, and

WHEREAS, in establishing the KCDS, Board of County Commissioners order No. 91-032 established a monthly drainage service charge of \$2.00 on each tax lot within the district, and

WHEREAS, this Intergovernmental Agreement authorized by ORS 190.010 continues services provided by Klamath County to their departments and employees in exchange for the continued payment of facility service charges, charges for services and administrative fees by the KCDS, and

WHEREAS, the Klamath County Board of Commissioners is the Klamath County Drainage Service District Board of Directors,

NOW, THEREFORE, IT IS HEREBY AGREED:

1. **BUSINESS:** Drainage business will be conducted at the regularly scheduled meeting of the Board of County Commissioners and will be identified on the agenda as KCDS business by the KCDS Board of Directors as required.
2. **SCOPE:** KCDS requests Enterprise Irrigation Districts (EID) assistance with mucking out and/or piping portions of the 1-C drain system. EID will work with Klamath Irrigation District (KID) staff to complete the work. EID staff will run their large excavator and provide labor. KID will provide labor and dump truck services primarily. Costs will not exceed \$40,000.00 total unless both parties agree otherwise.
3. **TERM:** This Agreement shall be in effect July 1, 2021 and continue until December 31, 2021. This Agreement may be renewed for additional (5) five, one-year terms.
4. **COMPENSATION:**
 - 4.1 The KCDS agrees to pay charges for service fees to EID for costs associated with providing services to the KCDS at EIDs current rates (attached as Exhibit "A").
5. **DIRECTOR:** The Klamath County Director of Public Works is the managing agent of the KCDS.
6. **FINANCE DIRECTOR:** The Klamath County Finance Director is the Chief Financial Officer of the KCDS.
7. **ENTERPRISE IRRIGATION DISTRICT AGREES TO PROVIDE:**
 - 7.1 Payroll/accounts payable/contract assistance/accounting/and budget services monthly or bi-monthly whichever is easiest for EID.
 - 7.2 Office supplies/copying/mail handling and postage.
 - 7.3 Appropriately trained employees for the requested tasks.
8. **KLAMATH COUNTY DRAINAGE SERVICE DISTRICT AGREES TO:**
 - 8.1 Reimburse EID for materials and labor for these services through administrative and charges for services
 - 8.2 Provide pipe material, aggregate backfill, misc. equipment, supervision, design, staking, etc. to facilitate the work.
 - 8.3 Prompt payment (less than 30 days) from receiving invoice from EID.

8.4 Allow flexibility during activities for irrigation district staff to respond to the needs of the irrigation district (i.e. water delivery or other scheduled work). Irrigation District to provide 48 hours verbal notice.

9. **AUTHORITY:**

9.1 The Managing Agent of the KCSDS shall have the same authority as the Director of Public Works.

10. **AMENDMENTS:** This Agreement and any amendments to this Agreement shall be in writing and will not be effective until approved by the Klamath County Board of Commissioners or the Liaison to Public Works within their authority outlined in the County's contracting policies.

11. **TERMINATION:** This Agreement may be cancelled by either party by providing thirty (30) days written notice.

12. **CONSTRAINTS:** District agrees to defend, indemnify and save County, its agents, officers and employees harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogation or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, arising or resulting from the fault, negligence, wrongful act or wrongful omission of District or its agents or employees.

13. **ATTORNEY FEES:**

13.1 In the event suit or action is instituted to enforce any of the terms of this Contract, each party shall be responsible for its own attorney fees, costs and related expenses.

14. **CONFLICT OF INTEREST CLAUSE:**

14.1 All parties are to refrain from activities which could be interpreted as creating a conflict of interest.

15. **GOVERNING LAW:**

15.1 This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflict of laws.

DONE AND DATED THIS _____ day of _____, 2021

**KLAMATH COUNTY DRAINAGE SERVICE
DISTRICT BOARD OF DIRECTORS**

ENTERPRISE IRRIGATION DISTRICT

Chair

Chair

Director

Director

Director

Director

Approved as to form and
Legal Sufficiency:

County Counsel

Enterprise Irrigation District
Private Work Rates
2021
All Rates are 1 Hour Minimum

ITEM	RATE
Excavator w/Operator*	\$125.00/Hr.
*(Move in/out Equipment)	
Labor	\$40.00/Hr.
New Materials on Yard	Cost+ 10%

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DONE AND DATED THIS _____ day of _____, 2021

**KLAMATH COUNTY DRAINAGE SERVICE
DISTRICT BOARD OF DIRECTORS**

KLAMATH IRRIGATION DISTRICT

Chair

Chair

Director

Director

Director

Director

Approved as to form and
Legal Sufficiency:

County Counsel

**Klamath Irrigation District
Private Work Rates
2021
All Rates are 1 Hour Minimum**

ITEM	RATE
Backhoe w/Operator*	\$93.50/Hr.
Loader, Dozer, Grader w/Operator*	\$93.50/Hr.
Dump Truck w/Operator*	\$71.50/Hr.
Excavator w/Operator*	\$126.50/Hr.
*(Move in/out Equipment)	\$66.00/Hr.
Flusher Truck w/2 Operators	\$93.50/Hr.
Labor	\$39.00/Hr.
New Materials on Yard	Cost+ 10%
Used Materials	
Pipe	25-75% of new cost
Lumber-All Lengths:	
3x12	\$20 each
4x12	\$25 each
8x8 & Larger	\$25 each