



Board of Commissioners' Administrative Meeting
June 8, 2021 ~ 1:00pm ~ Room 214

6/8/2021 - Minutes

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [Www.klamathcounty.org](http://www.klamathcounty.org)

2. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Haley Huffman / Admin Staff; Amanda Van Riper / Human Resources; Myles Maxey / Developmental Disabilities Services; Jeremy Morris / Public Works; Rick Vaughn / Tax Collector, Property Sales; Aaron Hartman / Community Corrections, Stephanie Brown / CDD; Glen Gregory / Maintenance; Bill Gilmore / Great Basin Insurance; Jessica Dale / Public Health; Leslie Barlow-Hunter / Contract, Risk Management; Marc Henderson / County Counsel.

3. Approve Minutes From Last Meeting

Approved.

4. Amanda Van Riper - Human Resources

1. Department Request – CDD Reclassification Request

Amanda Van Riper addresses the Board. Commissioner DeGroot motions. Commissioner Morris seconds. Unanimous vote. Approved.

2. Exception To Policy Request – Public Works

Amanda Van Riper addresses the Board. Commissioner Morris motions. Commissioner DeGroot seconds. Commissioner Morris asks, does this individual understand that this program may go away? Jeremy Morris said, we would still have the County roads to spray and the enforcement piece. Unanimous vote. Approved.

3. Department Request – Sheriff's Office Emergency Hire Extension

Amanda Van Riper addresses the Board. Commissioner Morris motions. Commissioner DeGroot seconds. Unanimous vote. Approved.

4. Department Request - DDS New Position

Amanda Van Riper addresses the Board. Commissioner Morris expresses concerns about making sure all employees are working to their capacity before adding new staff. Commissioner Boyd voices concerns about the department having the money in their budget versus having the money and needing to

reallocate from a different fund. Commissioner Morris motions to approve the request with an amendment to the memo that it reflects that a budget resolution needs to be completed. Commissioner DeGroot seconds. Unanimous vote. Approved.

~~5. Tom Crist - Solid Waste, Parks~~

~~4. Approval Of Transfer Station Demo Bid~~

6. Myles Maxey - Developmental Disabilities

1. Office Plan

Glen Gregory and Myles Maxey address the Board. Mr. Gregory said, we have the plans and we should have bids coming in pretty quickly. Commissioner DeGroot asked to get bids using both lumber and metal. Mr. Maxey said, my only caveat is that we will outgrow that by December. The only other option we have is to get a modular space that we can use for the next year or so until we can find another option. This would add 9 single offices and a shared office work area. We would need to develop a pad for it. Mr. Gregory said, we already have a waterline in the field. Commissioner DeGroot asks about bathrooms. Mr. Maxey said they would use the staff bathrooms in the building. Commissioner DeGroot said, this is very creative. It might be cheaper to lease two of these versus the construction in the building. Commissioner Boyd said, I bet you don't hit \$20,000 downstairs. Mr. Gregory said, my guys will do the ducting and I'll pay for wiring then you only have drywall and paint so it's just depending on material costs. Commissioner Boyd said, I don't understand why we have to have more offices when a year ago we were trying to figure out how to have people work from home. Commissioner Morris said, I've addressed some of that with Myles. Mr. Maxey said, I would say 80% of my staff say they don't want to work from home. Commissioner Boyd said, I don't believe that. I don't think the County should have to be jumping through hoops and buying modulators because we have employees that don't want to work from home. Mr. Maxey said, I would say we would be serving the individuals that we support at a much lower effective rate if my staff works from home. He further expresses his concerns about being able to support the individuals the department serves. Commissioner Boyd said, DHS meets people where they are at. Why can't we do that? Mr. Maxey said, I agree with that philosophy but the State is not allowing that right now. Commissioner Morris said, sounds like we have a good handle on the project downstairs and have good awareness on the modular. Commissioner DeGroot said, I do believe we can have people working from home but we do have to serve the public the best we can so some work needs to be put into that. Mr. Maxey said, I know the County policy is that employees can work from home 50% of their time, I will work on that. Commissioner Boyd said, Myles, I don't think you have to do that. I'm only one of the three. Mr. Maxey said, I would rather be proactive than reactive. Commissioner DeGroot said, it makes sense for some to work from home but not for all. The public is looking for that face to face interaction with County services and there are some positions that working from home doesn't work for. Commissioner Morris said, I like that some people can work from home

and I respect what Myles has shared that that is a real challenge for some people, trading offices and things like that.

7. Jeremy Morris - Public Works

1. Addressing Guidelines Discussion Continued

Jeremy Morris addresses the Board. The Board adopted a fee that will go in to effect on July 1st. There really isn't much history on addressing. Addressing is a County item, not by ORS but by default. All counties have done address since land development codes came about. Public Works currently assigns the street numbers and road names. The reason is that the numbers go by driveways. After septic and the driveway permit is approved, a temporary address is issued and then after the home is built the final address is issued. He discusses a new form and point of sale process. He said the one item I need feedback on from the Board is when we would like to remove addresses. Right now we have #7 on the guidelines that says, they can be removed if the process isn't followed through with. Commissioner Morris asks about the addressing position that is open. Mr. Morris said, we're working with two people from the Assessor's Office right now. We will see how that works and the plan now is not fill it. Commissioner Morris said, I appreciate that you are working to streamline the process and make it more technologically advanced.

2. Public Works / Noxious Weed Control Department – Pollution Liability Insurance Limit Options

Bill Gilmore addresses the Board. The current policy is a 10 million two year policy. The premium is a little over \$90,000 over two years. Those policies are set to renew on July 1. There are options for policies with a 5 million limit, two years and a 2 million limit, two years. We did just renew the pollution policy or the Drainage District and stayed at the 5 million on it. Commissioner Morris asks, do you have a recommendation. Mr. Gilmore said, I think we at least need to stay at 5 million. From our history of only one claim for about a million dollars, it's a savings of about \$20,000 per year. The Board agreed to drop down to the 5 million dollar policy and no to the terrorism policy.

3. Raise Grant Discussion

Jeremy Morris addresses the Board. The Feds put out the Raise grant. One project in Oregon gets awarded a Raise grant per year. An example project from years ago was the East Main extension. One option is Summers Lane and Eberlien Avenue. Ben from ODOT is checking on their capacity to prepare one of these grants. They are a major undertaking. Right now in Public Works, the water is over our head. We were planning in our TSP, the Summers Lane extension. Mark Willrett said, they are on board. We would pay for the Summers lane 2.5 million as match and we would get Eberlien and the signal. It's about 4.3 million worth of roads and 2.1 million worth of utilities and we would bring the 2.3 or 2.5 million match. The Board was in agreement for Mr. Morris to proceed.

8. Rick Vaughn - Tax Collector/Property Manager

1. Project Homefront Update

Rick Vaughn and Aaron Hartman address the Board. Currently we are down to 13 occupied spaces in the former RV Park. Two will be out by the 15th of June for sure and three others will be out sometime around there. We served eviction papers on Monday to the former maintenance person who is not paying any rent. When I served them, he said he had found another place and will be out before the 60 days. When do we need to make a plan for the balance of the folks? Commissioner Morris said, I think we wait until we absolutely have to. Mr. Hartman discusses purchasing tiny homes through a grant for fire housing. He said, I think there is some opportunity that we would need to capitalize on. In the event we issue 60 day notices, that would put us in September. He said, we put up some cameras on the property because of some vandalism issues and those have shown quite a bit of transient traffic that is in and out of there. I have yet to identify what that traffic is that's going in and out of there. Commissioner Morris said, could we ask the Sheriff to do some drive-bys to see who these people are. Mr. Hartman said, certainly, we've already made inquiries with the drug team. A deputy did go out and talk to them about vandalism. Commissioner Morris said, as soon as we know about a perspective opportunity that is solid, I would want to put it out there and ask for feedback right away. Commissioner DeGroot said, the opportunity is good news. Fires are going to be a problem throughout the west this year. We don't know how we'll be impacted, it's unpredictable. I like the idea of taking advantage of this. The Board told Mr. Hartman that they would like to have a presentation on the tiny homes grant opportunity. Commissioner DeGroot said, we also need to brainstorm on how we are going to help these people move. Mr. Vaughn said, I did provide other options to them when this started, but we are down to the ones that have done nothing. Marc Henderson said, one thing to keep in mind is that the notice delivered to the other tenant yesterday, it is the legal prerequisite. We have to have that notice out there for the clock to start running. Commissioner Boyd said, so you could start the 60 day clock but that 60 days could turn into 75 days or longer. Mr. Henderson said, correct. Commissioner Boyd said, I think we start the 60 day clock, they've had 100 days already to be doing something. Commissioner DeGroot and Commissioner Boyd agreed to have Mr. Vaughn issue a 60 day notice on June 15th, but not guaranteeing that we are going to come in at 60 days to kick them out. Commissioner Morris expresses her concerns about this. Commissioner Boyd said, I would be happy to field calls from citizens on it.

9. BOCC

1. Proposal From Siskiyou County To Provide Federal Government Relations Services Related To The Drought Crisis

Commissioner DeGroot said, this came from our discussion at our joint meeting, the counties working together on some lobby work and some outreach. This is proposal from a firm that Modoc County currently works with back in Washington. Commissioner Morris said, I like the idea of collaboration. We don't really do lobby, we lobby our legislators ourselves. Are they going to lobby other members of Congress? Commissioner Boyd

said, I would imagine they lobby other departments too like Bureau of Reclamation. Commissioner Boyd said, I'd like to reach out the Cliff and LaMalfa to see if they've heard of these people. The Board was in agreement to revisit this item next week. Commissioner DeGroot will inform Modoc and Siskiyou County.

2. Review The Sheriff's Contract With Stephen Hedlund

Commissioner Morris said, when we approved this item last year. Commissioner Boyd has asked that we review it again in a year since it renews automatically. Commissioner Boyd said, I will talk with the Sheriff and bring it back.

3. Review Press Release On American Rescue Plan Funds Process

The Board was in agreement to send the press release out.

4. Wolf Depredation Admin - KMM

Commissioner Morris said, we sort of went back and forth on whether or not this would be done in our office or by Kirby. Vickie said, Kirby has the bandwidth to take it on. The Board was in agreement.

5. Open Positions

Commissioner Morris said, I asked HR to put together a list of open positions. I have a few thoughts, one is it's really hard for them right now, we did a job fair and got very little response and so in combination with the way the work world is changing, I would like to offer a challenge to Department Heads to really look at what each person is doing and could some duties from open positions be absorbed by others in their department. Commissioner DeGroot said, we have some of this going on now. Making sure we're utilizing staff to their maximum bandwidth. Some of these on the list are pretty specialized and so we wouldn't have an option there but maybe some others on certain tasks. Commissioner Morris said, I would offer to the Board to draft communication to the Department Heads. Commissioner DeGroot said, I think that's great and I like the way do already we have all kinds of team members helping each other out. Commissioner Boyd agreed.

6. Vaccine Incentive Funds

Commissioner Morris said, The Board talked about checking to see if the Chamber of Commerce Board was interested in distributing the funds from the State vaccine incentive grant. The Chamber Board submitted their feedback on our draft contract via email. Does the Board want to go with the changes, as is, or? Commissioner DeGroot said, for me, I think we go through these. As I understand it, the admin fee is what it is, 5%. I have no problem with the line item for actual costs, advertising and making myself available. I have questions on the events and prizes. Commissioner DeGroot said, I was under the impression the role they would take is to hand out funds. Commissioner Morris said, my understanding is that we didn't want to be as prescriptive about it just as long as it aligns with the legality. Commissioner DeGroot said, I want to infuse those dollars into local businesses as much as possible.

Commissioner Boyd said, I don't think we can do this. We cannot do a 10% admin fee. Adding a line item increases there admin costs and there is no way to do that. I don't really know why they are requesting that it be sponsored by Klamath County. Commissioner Morris said, they don't really want to be tied to vaccine incentive. I think they want the admin fee, they could use the money, but don't want to be tied to the incentive. Commissioner Boyd said, that makes up my mind then. Commissioner Morris said, I appreciate the Chamber Board's time to review this, but I think we need to think of another option. One idea is to have our own Public Health have the funds and disperse them to the media. Jessica Dale said, I'm not sure if we have the capacity for it. My concern is, if you give to multiple outlets, that puts us on the hook for ensuring that those outlets use the money how it's supposed to be used. Ms. Dale said, the thought in the original proposal was to use the hospital foundation to run the raffle and take on the administrative portion of it, but was that a no-go? Commissioner Morris said, it was a no on this Board. Commissioner DeGroot said, we said no to cash incentives. Ms. Dale discussed using cash incentives for motivation as well as their concerns, on an ethical level, with handing out gift cards on the day of the vaccination. Commissioner Boyd said, my question is what is the limit that the County has to send 1099s and keep track of taxes. Ms. Noel said 1099s are more of a contract, a personal service. Commissioner Morris said, again maybe giving it to the hospital or Public Health directly. Commissioner Morris said, so we are agreed I will connect with the Chamber and have Public Health check-in with the Sky Lakes Foundation and third give it to media.

10. Other County Business

None.

11. Adjournment

3:00pm

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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