



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

11/30/2021 - Minutes

1. Call To Order & Those Present

Meeting came to order at 10:00am

Present: Derrick DeGroot, Kelly Minty Morris, Donnie Boyd (left the meeting at approx. 10:20), Commissioners; Vickie Noel Finance Director; Michelle Carpenter, Assistant Finance Director; Marylou Wilton, Public Works Manager; Marcus Henderson, County Counsel

2. Approve Minutes From Last Meeting

Minutes from last Finance Meeting were approved.

3. ARPA And Vaccine Incentive Update

Vickie presented a budget resolution to move the remaining \$2,436,917 of the designated revenue loss associated with the ARPA Grant to the General Fund from Covid Rescue Grant Fund. Commissioner Morris made a motion to approve the budget resolution. It was seconded and then approved.

Vickie presented a spreadsheet that details a list of approved projects and the balances of those projects for the ARPA Grant funding, broken out by approved and signed contracts, paid contracts, and unsigned/unpaid contracts. She is concerned about signing the ARPA contracts with subrecipients prior to those applicants being ready to implement their projects. The contracts they have now terminate on 12/31/2024, but if an applicant doesn't receive other funding for their projects and the project falls through, we won't have any time to re-obligate the funding we have set aside for them. A discussion started about what the best and legal way is to proceed with Transformation Wellness and the Lake Ewauna Clean up. It was decided to ask Natalie to set up a meeting with herself, DeGroot, Barb Heath and her contractor to determine the likelihood of their project going forward. It was also decided to "do nothing" on the Lake Ewauna Clean up as we do not have an application yet from KCEDA for this project. Commissioner DeGroot and Morris felt that the rest of the projects will definitely be completed.

The \$1.5 M in funding from Senator Linthicum was also discussed. We have applied for 4 projects; KCC - Childcare, KCYSC dba Steen Sports Park, Klamath Fire District #1 and Rocky Point Fire and EMS. Vickie thought we should be hearing back from the State within the next 2 weeks on our grant proposal, but the Commissioners felt that it was OK to go forward with contract signatures on those projects. Worse case, and we do not get the

funding, we still have enough ARPA funding to fulfill our applicant obligations.

A short discussion about where the Vaccine Incentive Grant was at before moving on to County Road Forecast.

4. 2021-22 Revenues

Vickie presented an email sent by Jeremy Morris, Public Works Director regarding the County Road Revenue forecast for the coming year. The email included a table that showed that Klamath County should receive \$12,055,976 in road revenue from SRS, SHF and STBG for Fiscal Year 2022. Part of this amount (\$4.5 M) is SRS funding of which Vickie was unaware had been authorized. Commissioner DeGroot said that it was just authorized recently in the Treasury spending bill and he also discussed several other funding sources (such as a change in the Title III allocation) that would help other departments such as Search and Rescue with equipment purchases.

Vickie shared an email from Community Corrections that shows that JRI is fully funded for FY 2022.

5. Funding Request - Catalyze Klamath

Oregon Institute of Technology is requesting the annual sponsorship of the Catalyze Klamath competition of \$5,000. Commissioner Morris motioned to approve the sponsorship of Catalyze Klamath for \$5,000. Motion was seconded and passed.

6. Meals And Snacks Provided To County Employees

Vickie informed the Commissioners that she had come across issues surrounding the overuse of county funds for the purpose of providing meals and snacks for county employees or for meetings, dinners, or management retreats. She gave a few examples of this. Publication 15-B talks about what is allowed or not allowed and discusses di minimis food purchases for employees.

The commissioners would like to support Vickie in making sure that all the departments are adhering to allowed spending practices surrounding meals and snack purchases by the County. Commissioner Morris suggested that there has been enough turnover of leadership in the past few years that it could be that people just don't know about these rules. She will work with Amanda to see if there is a policy about it and if not to create one. Once this is determined, Vickie will send an email to Department Heads spelling out the Board's stance on this issue.

There was also a short discussion about having some training for incoming managers and department heads not just about this topic, but about any items that fall under their purview.

7. NACo Dues Invoice

Vickie presented the annual dues invoice from NACO in the amount of \$1,328. Commissioner Morris moved to approve payment of the invoice and Commissioner DeGroot seconded. Motion passed to pay the invoice.

8. Office Space For Grant Administrator

Vickie stated that the Grant Administrator was in need of her own space, due to needing to be on the phone or in a meeting with people who are recipients of grants she is administrating. Some ideas were floated for where this space could be placed.

- Commissioner Morris spoke of "gaucho" on Main St and 11th.
- Vickie mentioned a space on the other side of the Finance wall where Public Works has some old equipment that is not used anymore.
- There is also a space in the HR and County Counsel area that is used for office supply storage and other files that could be cleaned up and made into an office.

Vickie also mentioned, that while the Grant Administrator is still fairly busy with the ARPA grant, there will come a time when she is mostly just monitoring recipients and will need more to do. Some suggestions:

- Monitoring other grants such as CDBG grants, or other departments grants.
- Search for grants the County could qualify for on sites such as NACO, etc.
- Dry, domestic wells - may be receiving a USDA grant in the future. Commissioner Morris will keep her up to date on that funding.

9. Adjournment

Meeting adjourned at 10:55am

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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