



Board of Commissioners' Administrative Meeting  
January 5, 2021 ~ 1:00pm ~ Room 214

1/5/2021 - 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; Marc Henderson / County Counsel; Leslie Barlow-Hunter / Risk Management, Contracts; Bill Gilmore / Great Basin Insurance; Dan Golden / Juvenile; Amanda Van Riper / Human Resources; Stephanie Brown, Allan Brown, Erik Nobel / CDD; Jeremy Morris / Public Works; Sandy Cox / Admin Staff; Randy Swan, Chris Kaber, Brian Bryson / Sheriff's Office; Greg Sherrill / Fair Board.

**3. Approve Minutes From Last Meeting**

Approved.

**4. Marc Henderson, Leslie Barlow-Hunter, Bill Gilmore - County Liability On Workman's Compensation**

Leslie Barlow-Hunter addresses the Board to answer the Board's questions regarding workers compensation questions. Vickie Noel said, we were talking about, back when we were self insured, we still have a component of self insurance, how much liability the County has to old workers comp claims. It was centered around the budget and whether or not we were going to continue to bill departments or reduce the amount. Bill Gilmore said, when you look at the self insured workers comp claims, which you're using Sedwick as your TPA, you would be responsible for until those folks are either no longer disabled or they pass away. Once you went to SAIF, those are transferred over to SAIF's full responsibility after you hit the five year mark. Commissioner Boyd asks, how many claims and what is the potential loss? Ms. Barlow-Hunter said, the only thing I've received from Sedwick is a bill and when I reach out to them, they tell me they keep our records and our documents and that is what we pay them for and we would have to go back for the years we are self insured and pull those incident reports other than than we have never received an itemized bill from them. Commissioner Boyd said, I'd like to call Sedwick. The Board was in agreement for that to be the next step.

**5. Amanda Van Riper - Human Resources**

**1. Exception To Policy Request – CDD**

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

## **2. Covid-19 Policy Expiration**

Amanda Van Riper addresses the Board. She said, our COVID policy including the requirement to provide employees with the 80 hours of paid leave for quarantine etc. so we need some guidance from the Board on how to proceed. We still have some employees who are still in quarantine and will be through the month. Commissioner DeGroot asks, how were we being reimbursed, CARES dollars? Vickie Noel said yes, so we would not be reimbursed. Commissioner DeGroot confirms so if we continued it, that would be something we pay for. Commissioner Morris asks about the donated leave bank. Ms. Van Riper said, there is a little over 400 hours. Commissioner Morris said, that would be a thought to use that first. Commissioner Boyd asks how many do we have on leave now? Ms. Van Riper said, about a dozen. Commissioner Boyd said, I don't see how we can fund it. I'd like to know if there are some of these people who can work from home. Ms. Van Riper said, that is the second part of my question. Do you want to extend the work from home option? Commissioner DeGroot said, I am good with extending that, I think that is a prudent move. Commissioner Morris said, I would offer that we extend the work from home option for those that it makes sense for, who are able and who desire to for 60 days. Commissioner DeGroot said I would even go through March 31st. Commissioner Morris said, so 90 days. Commissioner Boyd said, I'd like to put a caveat, we have to keep our departments open. We can't have everybody in a department working from home. Commissioner DeGroot said, I agree, I think we have that in our policy already. Commissioners agreed the liaison should talk with that department. Commissioner Boyd told Commissioner Morris it is one of hers. Commissioner Boyd reiterated that includes internal departments. Commissioner DeGroot said but there might be circumstances where an entire department may be on quarantine. Commissioner Morris said, so 90 days and would you like me to send it in a memo to department heads? Commissioner DeGroot said, I'm good with that. Commissioner Morris said, it would be helpful to have the quarantine guidelines sent out again. People are not correctly following the true quarantine procedure. Ms. Van Riper said, we've been instructing the employee to call Public Health, Public Health will ask them a set of questions and then either issue a quarantine order and not. Commissioner Morris asks, is our direction to Amanda to utilize the bank and then we will come back in a week and then decide? Commissioner DeGroot said, yes. The Board asked Ms. Van Riper to see what other counties are doing.

## **6. Dan Golden - Juvenile**

### **1. Lottery Bond/Capital Funding Request**

Dan Golden addresses the Board regarding the lottery bond/capital funding request for the Klamath Crimson Rose Project. He said, I wanted to bring this to the Board to see if you're still on board with the changes. This request went through in 2017, it was an 11 million request and went through as a 1 million dollar award and in the last legislative session we had a 12 million dollar award but then the session blew up because of the walk-out. Commissioner Boyd said, am I remembering that we made a 1 million commitment to you using \$400,000 from the maintenance fund? Mr. Golden said that was at the time of

the 12 million dollar award and no match was required at that time. Commissioner Morris said, I had a conversation with Senator Johnson and she was supportive of us going after it again. Commissioner DeGroot said, I'm good with it. Mr. Golden said, at the least an application for the lottery bonds puts a marker in for us. Commissioner Boyd agreed. The Board was in agreement to submit the funding request.

## **7. Jeremy Morris - Public Works**

### **1. Sunset Village Roadway Discussion**

Jeremy Morris and Erik Nobel address the Board. Mr. Morris presented the Board with a map of Sunset Village. There will be continued development to the east. He said Erik forward a Mel's Place extension which was a subdivision that expired, there are three cul de sacs that would need to go through the process again. Back in the day, the applicant was required to provide an east west extension. The applicant appealed the to the Planning Commission and the Board of Commissioners who turned the decision in 2009 and the subdivision expired in 2012. We are asking the Board to considering a connection to Sunset Village to relieve pressure on the gravel part of Hager Lane and one other exit point. He said, the trouble is with the rezone for the larger piece of property will trigger highway improvements. There are 57 lots in the industrial area that could be added, 20 lots in the north south connector and about 80 lots in the other portion. Mr. Morris said, I think we need to consider, if they designate the 60' right of way and put in the utilities, the County could participate in connecting those. Commissioner DeGroot thanked Jeremy for bringing this to the Board. He said the biggest difference between then and now is that it's all laid out to connect now whereas it wasn't before. This will put a lot of relief on Harlan and Keller where we've had a lot of complaints. Commissioner Boyd asks, how much money are we talking. Mr. Morris said, \$40,000 for paving and sidewalk. Commissioner Morris asks, what direction do we want to give Mr. Morris? Commissioner DeGroot said, I think he should continue to work with Mr. Keller. This isn't a developer approaching the County this is the County approaching a developer and saying hey we noticed your plan and we would like to change it and since we are going to change it we'd like to contribute and whatever way it works to allow the County to put together a good traffic plan and a good transportation system works for me. Commissioner Boyd said, we've had other people design roads with curb and gutter and they've had to pay for them so eventhough this is an approved subdivision and we went to Mr. Keller, I can see people saying you did it for Mr. Keller and you need to do it for us. Commissioner DeGroot said, are we building it for Mr. Keller or is he building it for us, it's semantics. Mr. Morris said, I'm happy to work out the details with Mr. Keller. Commissioner Morris said, it sounds like there is consensus for Jeremy to work through the details. She said, the Board would like an update in the future. Commissioner Boyd said, I'm not good with this. We had a 15 minute conversation and I don't feel comfortable with this. I'm not ready to vote or even give my consensus. Commissioner Morris asks, would you be amenable to putting it on an agenda in two weeks? Commissioner Boyd said I'm fine with putting it on Admin next week.

## 8. BOCC

### 1. Authorization To Apply For 2021 CDBG Grant For Construction Phase Of Bly Water And Sanitary District Water Line Replacement Project

Sandy Cox addresses the Board to obtain permission for the next phase of the Bly Water and Sanitary District Water Line Replacement Project.

Commissioner Boyd said, we need to make sure Sandy is still in agreement to be an administrator for this. Ms. Cox said, yes. Commissioner Morris motions to authorize the application for the 2021 CDBG grant for the construction phase of the Bly Water and Sanitary District Water Line Replacement Project. Commissioner DeGroot seconds. Unanimous vote. Approved.

### 2. Review And Approve Amended Bylaws For Fair Board

Commissioner DeGroot said, the Board may recall we worked on ex officio language for the Fair Board bylaws. The Fair Board has looked at it, there made minor changes but essentially the spirit of it is the same so we need to ratify the bylaws and then make the appointments. Commissioner Morris motions to adopt the revised Klamath County Fair Board bylaws. Commissioner DeGroot seconds. Unanimous vote. Approved.

### 3. Fair Board Appointments

Commissioner DeGroot motions to reappoint Shawn Blodgett and Jeanne Pickens to the Fair Board for another term and appoint Brian Bryson and Margaret McCadden as ex officio members. Commissioner Morris seconds. Commissioner Boyd asks, has anyone contacted the two ex officios? Commissioner DeGroot said, not yet than I'm aware of. Commissioner Boyd said, I have a problem with these bylaws, the Commissioners appoint the members but in the bylaws the Fair Board can remove them. I don't think it should be that way, I think we should be the ones to remove a member. Greg Sherrill addresses Commissioner Boyd's concern and said, I believe this stemmed from the Fair Board having a concern of if they have an ex-officio member that didn't fit, we could remove them without having to go through a big process. Commissioner Boyd said, I understand that but I don't agree with it. I don't think the Fair Board should have the authority to kick off someone the Commissioners have decided to put on the Board and that's what this is saying. Commissioner Morris said, could we add something about if someone were to be removed, it could be appealed to the Board of Commissioners. Commissioner Boyd said, just change it to include that the Fair Board and the Commissioners work together. Commissioner Morris adds to the motion, the Fair Board in cooperation with the Board of Commissioners reserves the right to remove a member of the Fair Board. Commissioner DeGroot seconds. Unanimous vote. Approved. Commissioner Morris asks for a clean copy with the change before the Board signs it. Mr. Sherrill said, I will ask Dawn to get that to you.

### 4. Structure Discussion

Commissioner DeGroot gave the Board a copy of a diagram detailing a potential structure change. He said, Commissioner Boyd you brought up a good point today, with the Sunset Village item, about all members of the Board

staying well informed especially for things happening in CDD and Public Works. He said, I don't feel the liaison structure is working. I've done some homework on other counties who have these departments under public works and combining them makes a lot of sense. The thought process being the Public Works Director would meet with us on a regular basis, keeping the Board informed, taking direction and executing that direction, it's not unlike what we do with Counsel. Commissioner Boyd asks about the morale of the Finance Director, Human Resources Director and the Information Technologies Director. Commissioner DeGroot said, I've asked around and a lot of people like the idea of not having to directly answer to three but to one. He said it puts a proper management structure in place to hire the right people to execute the direction of the Board. Commissioner Morris said, I like the Public Works side but I'm not ready to do a support services director. I don't feel it's a good time practically to hire a high paid director, but I wouldn't cross it off for the future. I think there are more needs in communication or economic and community development. She said, I don't think these people need an administrative director. I'm intrigued by the public works director as outlined here. Commissioner DeGroot said, I'm fine with taking steps. I'll just come back every year and see if I can get one more. I think this is the right structure for the County moving forward. Commissioner Boyd said, there's a Statute that gives the Building Director authority over the building department and that could create a problem if he doesn't have the same vision as the director. Commissioner DeGroot said, my understanding is it doesn't give him free will to run the department. Commissioner Boyd said, it's my understanding that it did. Commissioner Boyd said, I haven't had enough time to digest this. Commissioner Morris asks, do you want to hold it until Work Session tomorrow? Commissioner Boyd said, we can do that. Commissioner DeGroot said, we are talking comp and class tomorrow and a lot of these things fall in line with that. Commissioner Boyd said, I would bet that if I went and talked to Tom to tell him that he will be working for someone, he is going to push back and he will say the hell you are and Stephanie has been working autonomously for a long time. Commissioner DeGroot said, we've had a lot of conversations about this. Commissioner Morris said, I would be sensitive to people's feelings and this will be an adjustment but we sort of collectively all have to change sometimes. The Board agreed to continue this discussion to Work Session tomorrow.

## **5. 2021 Liaison Responsibilities And Positions**

Item tabled until tomorrow's Work Session.

## **6. Sergeants Discussion**

Commissioner Morris said, I put this on the agenda without knowing we were going to talk about it this morning in Counsel. Commissioner DeGroot said, we could listen to their concerns. We do have a work plan in place. Commissioner Morris said, we laid out the concerns and laid out the things we want to work on and Amanda and I will work to get a proposal together for next week. Sheriff Kaber said I did not know that you were going to be discussing this this morning. Before I walked in here today, I read an email you sent to Sergeant Kaber, and it looks like you are moving in the right direction. If there are discussions that myself or the lieutenants could be part of, we would like to be part of because it affects us and our future budget proposal or you could

meet directly with the lieutenants. I am grateful there is movement at this point. Commissioner Morris said, on our end, Amanda and I will get more numbers and figures for next week and we will readdress this next week.

## 9. Other County Business

Madison Ramp Project - Commissioner DeGroot said you two will remember Jeremy talking several times about the Madison Ramp Project that went \$700.00 over budget. Per policy, there's really not a way to do it. He prepared a document that is essentially a reconciliation of the project so we can get the contractor paid the \$715.00. This has to do with why he keeps bringing up the unit price adjustment stuff. I just want to make sure you guys are ok with me signing off on it. The Board was in agreement to pay the bill.

## 10. Adjournment

2:22pm

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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