



Board of Commissioners' Administrative Meeting
January 19, 2021 ~ 1:00pm ~ Room 214

1/19/2021 - Minutes

**1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To
Www.klamathcounty.org**

2. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Haley Huffman / Admin Staff, Jessica Chastain / Information Technology; Jeremy Morris, Mike Zarosinski / Public Works; Vickie Noel / Finance; Amanda Van Riper / Human Resources

3. Approve Minutes From Last Meeting

Approved.

4. Vickie Noel - Finance

1. 401A Budgeting

Vickie Noel addresses the Board. She said, I learned last week that the County is going ahead with the 401A plan for new employees and we did not have anything in the assumptions for it. Does it make sense to budget between 4-7%? Thinking about the people that are retiring this year, they will cease to pay 6% into the plan but we still have to fund all those people's retirement. My thought is to continue to pay the 17% into the fund for this year but also the departments are adding people who they plan on hiring their spreadsheets so would it be the Board's recommendation to include the 4-7% more for those new hires. Commissioner DeGroot clarified, for those new employees should we budget 7% on top of the 17%? Ms. Noel said, correct. Ms. Noel said, we've been paying more than our required contribution which has really helped with our unfunded liability but if we don't continue to do that, it will go up fast. Commissioner Boyd confirmed, you're suggesting 24% for new employees only and how long would we do that? Ms. Noel said, yes and I would say at least 4 years. Commissioner DeGroot said, I would say let's do that this year and see what those numbers look like. It will go through the budget committee anyway. Commissioner Boyd said, I need to analyze this more. I can see why it makes sense. Ms. Noel said, we have time. Commissioner Morris said, let's digest this and circle back next week.

2. Internal Service Fees For Budget FY 21-22

Vickie Noel addresses the Board and reviewed a packet of information that she provided them regarding Internal Service fees for the upcoming budget

year. Commissioner DeGroot clarifies, if you go down through this list the only departments that are not on here are departments that are included in another department such as GIS and Multimedia. He expressed concerns as to why the CDD departments, Planning, Onsite, Building and Solid Waste/Parks are sharing one department's fee while Code Enforcement which is under another department pays its own. He said, it should be five departments paying an equal share no one departments share split up, it just seems more consistent. Commissioner Boyd asks Ms. Noel, how is General Admin is allocated? Ms. Noel said, basically they need \$220,000 in their budget and it's split between everybody here, based on department head/elected official. Basically they are there to support all the departments in the same amount based on their job duties. Commissioner Boyd said, but is that really what's happening? Does the Clerk use General Admin more or less than Public Works. There could be an effective more reasonable way to allocate general admin and I don't really know what that looks like or what's fair. Ms. Noel said, the way I see it, their support is for you and you're all liaison's over the entire county and alot of what each department needs is the same. Yes, you might spend more time with one department but I don't know if that trickles down to their job duties. Commissioner Morris said, I don't have an issue with the way it's allocated. I understand the way it's been done. Commissioner DeGroot said, based on the methodology it should be equal to. Commissioner Morris asks, are you comfortable with this Commissioner Boyd or do you want to think about it? Commissioner Boyd said, at the end of the day if won't make a difference. Ms. Noel said, it will to Planning, Building and Parks. Commissioner Morris said, because it will cost them a little more and cost everyone else a little less. Commissioner Boyd said, I want to be fair and equitable to all departments. The Board agreed to make the change this year and see how it goes.

Ms. Noel reviews the General Insurance amount. The main increase in cost is for the Fairgrounds. She said, Bill Gilmore said it is because our property values have increased.

Ms. Noel reviews the Facilities Services amount. Space rent went up, water, sewer, garbage and gas increased. Janitorial and electricity stayed the same.

Ms. Noel reviews the Technology Maintenance amount. This is the user fees and the hardware fees charged outside of the internal service fee. The amount is pretty flat compared to last year. Jessica Chastain explains the library went down about \$5000 because they moved from being on premise with their software to being a cloud software solution and so we don't have as much to maintain now. The Board had no further questions. Ms. Noel said, other than the one small change, we're good to go? Commissioner Morris said, yes you're good to go.

5. Jeremy Morris - Public Works

1. UGB Subarea Planning Grant

Jeremy Morris addresses the Board. He said, we're all familiar with the Wilson Art location next to the road shop. There is a section of urban growth boundary

land that runs north south of there that includes a northern non Wilson Art parcel and then it wraps around and connects to Tingley Lane up by Knife River and Rocky Mountain Construction's headquarters. Normally when you have land inside a UGB, you have a master plan that covers water, sewer and road/bridge network availability. It is inside the UGB, the City is the primary sewer and water provide and so the applied for a Business Oregon grant to master plan the utilities and adopt them into their comprehensive plan. He said, the City called me and asked if the County would be interested in participating in the study to master plan the road network and they asked us for \$5000 in matching funds to leverage to get the \$30,000 master plan road network study done. The request is, is the Board in support of having an up to \$5000 match from Public Works to support the effort for the \$30,000 study to be done? The Board was in agreement for Public Works to support the up to \$5000 match.

2. Public Works Update (30-45 Min)

Jeremy Morris and Mike Zarosinski provide the Board with an update on Public Works topics. Specific information about the topics can be found in the file attached to the agenda item.

6. BOCC

1. Foothills Property - DB

Commissioner Boyd said, I have been approached by three separate organizations about the Foothills property across from Steen Sports Park. I didn't know how you guys felt about reissuing the RFP. One of these individuals responded to the RFP. Commissioner Morris said, that would be great. Commissioner DeGroot said, I have no problem reissuing the RFP. Last time it was done in cooperation with Property Management and KCEDA. Commissioner DeGroot will work with KCEDA and Property Management to reissue the RFP.

2. Review Department Paperless Plans

Commissioner Morris asks, does anyone want to discuss these now. Commissioner DeGroot said, I'd like to read them and if I have any concerns I would bring it back to an agenda. Commissioner Boyd and Commissioner Morris agreed. Commissioner DeGroot said, I know alot of work went into this and I'd like to thank all of our department heads for that work and I look forward to reading these.

3. Employee Stipend Discussion Continued

Amanda Van Riper addresses the Board. She said, Dan Golden put together an outline of how he wants to go about addressing the stipend issue in his department. He would like the plan to be implemented in the new budget year. She asks, is the Board ok with waiting until the new budget year? His proposal would reclass three positions. Commissioner DeGroot said, I'm fine with that. I understand why. Commissioner Boyd said, it makes sense to do it during the budget year. The Board was in agreement.

4. Employee Evaluation Compliance

Amanda Van Riper addresses the Board. Staff has had difficulty getting some employee evaluations completed and returned the HR. She suggested sending a memo to department heads explaining the importance of completing and returning the employee evaluations. Commissioner DeGroot said, it works for me. Commissioner Morris said, it sounds like there needs to be a little pressure put on certain departments. Commissioner Boyd asks, who will follow up on it? How will we be notified if a department is not getting these back? The Board was in agreement the BOCC staff would let the liaison commissioner know if a department has not turned in their evaluations. The Board was in agreement for Commissioner Morris to send the memo out to the department heads on behalf of the Board.

7. Other County Business

None.

8. Adjournment

2:39pm

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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