



Board of Commissioners' Administrative Meeting  
April 20, 2021 ~ 1:00 pm ~ Room 214

4/20/2021 - 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 Morris, Commissioner DeGroot, Commissioner Boyd, Sandy Cox/Admin Staff, Amanda VanRiper/HR, Lieutenant Bryson/Sheriff, Rick Vaughn/Tax, Jeremy Morris/Public Works, Brandon Fowler/Emergency Manager, Leslie Barlow-Hunter/Risk Manager, Aaron Hartman/Community Corrections, Jennifer Little, Ramona Quinn/Public Health

**3. Approve Minutes From Last Meeting**

Commissioner Morris approves minutes from last Admin meeting.

**4. Jenelle Hess - Mazama High School**

Jenelle Hess addresses the Board regarding the program, asking for support of the County to participate in the program as we have in the past. The cost is \$1,200.00 per student. The County has previously hosted 5 students. Board is agreeable with moving forward with the program this year. Commissioner DeGroot asks Jenelle to send the information so we can disseminate to the department heads.

**5. Bill Gilmore - Great Basin Insurance Update**

Bill Gilmore addresses the Board presents documents, reviews specifics of claims from last year and pending claims. Gilmore explains changes to the CIS Work Comp policy, BOCC will need to make a decision, BOCC would like to review information before making that decision. Gilmore further reviews specifics regarding automobile coverage (liability/full coverage and age of vehicles). Commissioner Boyd believes that we should move more of our vehicles to liability. Commissioner Boyd thinks we need to look at all the vehicles and decide what coverage we need, some vehicles we don't even drive. Commissioner DeGroot wants to look at the individual costs associated with the coverage. Commissioner Morris suggests the Liaison Commissioner go through the vehicle list with each department head and figure out what needs to be insured. Discussion about required coverage for the MRAP and Robot, Barlow-Hunter will pull both contracts and have Counsel review. Further discussion surrounding insuring equipment, recommendation to remove coverage on equipment valued at less than 100k or self insure all the equipment. Commissioner Boyd would be concerned if we have a structure fire and equipment stored inside the structure gets destroyed, the equipment would not be covered by the structure's insurance. New hotel coverage discussion, decision to just insure the structures not contents. Cyber Security coverage review, suggests offering additional training. Review of new COBRA requirements, OEBC is coming up with a list of individuals

that may qualify. Gilmore, Barlow-Hunter will get information to the BOCC and get back on future meeting.

## **6. Amanda Van Riper - Human Resources**

### **1. Department Request - CDD Reclass**

Amanda VanRiper addresses the Board with reclass request. Commissioner DeGroot motion to approve reclass as presented, Commissioner Morris seconds. Discussion about how the Board wants to proceed with the process of the Class & Comp and reclassification of employees. Commissioner Boyd thought the Board was doing all of them as a group not piece meal. Commissioners Morris and DeGroot vote in favor, Commissioner Boyd opposes. Approved

### **2. Reclassification Of Museum Manager**

Amanda VanRiper addresses the Board with reclass request. Commissioner Morris motions to authorize the reclass as presented, Commissioner DeGroot seconds. Commissioner DeGroot and Morris vote in favor, Commissioner Boyd opposed. Approved

### **3. Department Request - Jail RN Step Increase**

Amanda VanRiper/Brian Bryson address the Board. Commissioner Morris motions to approve the step increase as presented in the memo, Commissioner DeGroot seconds. Commissioner Boyd is in support. Unanimous vote. Approved

## **7. Lieutenant Bryson**

Lieutenant Bryson addresses the Board regarding the brush surrounding the County buildings on Vandenberg hill and out by the search and rescue building on Summers Lane. Fire District 1 and ODF are willing to do a controlled burn at both locations as a training at no charge to the County. Commissioner Boyd indicates that a county burn ban does not affect a controlled burn by these agencies. Board is in support of the controlled burn.

## **8. Rick Vaughn - Tax Collector/Property Manager**

### **1. Approval Of Foothills Property RFP**

Rick Vaughn/Property Manager, Randy Cox, Andrew Stork/KCEDA address the Board with a revised RFP to market the County Foothills property, would like to issue the RFP first part of May and run for 90 days. Commissioner Morris asks Cox to identified the major differences between this RFP and the previous RFP, Cox/Vaughn elaborate. Commissioner Boyd is not interested in the financial strategy of a developer, but more interested in their financial viability, Board agrees to change the language from strategy to viability. Discussion about 2 wetlands on that property. Board directs Rick to work with KCEDA and get RFP issued first part of May.

## **9. Brandon Fowler - Emergency Management**

### **1. Outdoor Burning Restrictions**

Brandon Fowler, Fire Chief Brown and Fire Chief Cook address the Board regarding the extreme high fire danger and concerns regarding burn bans within their districts and the County. There have been many brush fires so far this year and ODF is really coming down on people by issuing citations. There isn't necessarily a request today, but would like to have further discussions with the BOCC in the future. Chief Brown has pulled the weather report and would like to keep the burn ban in effect until Saturday then allow burning on both Saturday and Sunday from 8am-1pm. Chief Cook further elaborates that there are 18 different agencies with different Ordinances (Fire Districts, County, ODF, Fire Defense Board etc.) across the County and they are sending mixed messages about burning, we need to have long term conversations about sending a unified message and consider enforcement. Jennifer Little indicates that Public Health is only in charge of the air quality so if the Fire Chiefs want a burn ban then they will go with their recommendation. Commissioner DeGroot believes we should follow the advice of the Fire Chiefs for the time being and discuss at a later date what we can do as the "County" to help be proactive.

Chief Brown would like to request an extra "free" dump day this year due to the burn ban. Commissioner Morris indicates the BOCC will discuss an extra "free" dump day and get back to the Chief.

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

### **1. Ivory Pine Road (Sprague River) Bridge Replacement - Solicit Bids Approval**

Jeremy Morris addresses the Board with update on the project, would like approval to go out for bid, then submit as prior approved. Commissioner DeGroot motions to allow Public Works to go out for bid for the Ivory Pine Bridge Project, Commissioner Morris seconds. Unanimous vote. approved

### **2. Wesgo Lift Station Capacity Study And O&M Recommendations - Agreement Approval**

Jeremy Morris addresses the Board elaborates on the lift station that we are 1/4 owner in. Recently met with the other three members and everyone is in agreement with having a company do a study on the lift station regarding future capacity, current function etc. and try to devise a plan/agreement moving forward. Commissioner DeGroot questions what the company would do for us? Morris elaborates. Commissioner DeGroot and Commissioner Boyd support this process and would also like to see it put in the RSIS program. Commissioner DeGroot motions to allow Public Works to sign agreement with SHN to perform the study on the Lift station for 14k, Commissioner Morris seconds. Unanimous vote. approved

## **11. BOCC**

### 1. Letters Of Support For National Scenic Byway Foundation

Board consensus is to sign off on both letters.

### 2. Klamath Piano Project Request

Board is agreeable to allowing a Piano to be placed in front of the Courthouse again this year.

### 3. Project Home Front Follow Up

Aaron Hartman/Rick Vaughn address the Board with update on the project. Discussion about whether the fence should be wood or chain link. Commissioner Morris questions how long before we are up and running? Hartman responds they are waiting on materials. Discussion about the replacement of the sign. Roofing contract will come before the Board next week for approval and if approved should be done ahead of schedule. Looking to replace the doors on all the rooms. Vaughn elaborates on the status of tenants in the RV Park. Review of the Proforma. Commissioner Boyd asks how many rooms will be available for uses other than transitional housing? 4 units. Swimming pool has been filled and is now a patio. Aaron/Rick will be back next week with another update.

### 12. Other County Business

Leslie Barlow-Hunter addresses the BOCC regarding multiple items (RFP's, bids etc.) that are being brought to the BOCC in an Admin meeting for approval rather than being ran through the CivicPlus process and reviewed by all parties. Reminds the BOCC that they changed policy last year to accommodate such requests so it wouldn't take so much time to get those through the process, but yet these items still keep ending up on Admin meetings. Would really like to see Department heads follow policy. Board would like to review those policy changes and refresh their memories.

### 13. Adjournment

2:50pm

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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