



Board of Commissioners' Administrative Meeting  
January 24, 2023 ~ 1:00pm ~ Room 214

1/24/2023 - 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 Henslee, Commissioner Minty, Commissioner DeGroot; Haley Huffman / Admin Staff; Amanda Van Riper / Human Resources; Vickie Noel / Finance; Rick Vaughn / Tax Collector, Property Sales; Myles Maxey / Developmental Disabilities;

**3. Approve Minutes From Last Meeting**

Approved.

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

~~**1. Professional Support Team Restructure Request – DDS**~~

**2. Department Request – HR Reclassification**

The Board agreed to review this request next month during budget workshops.

**3. Department Request – Assistant Public Works Director Reclass**

The Board agreed to review this request next month during budget workshops.

**5. Vickie Noel - Finance**

**1. Internal Services Fees**

Vickie Noel addresses the Board, I reduced the internal service budget to 3% from the current year's amended budget. The numbers that I talked about last week were not in relation to the amended budget of the current fiscal year. Changing the internal transfers to 3% is all that was done.

## **2. Facility Maintenance Fees**

I removed the South Sixth Street property. There is a \$1600 gas bill and a \$200 electric bill, if it's not on our facility maintenance agreement is General Fund paying for this? Commissioner DeGroot said yes, until we get a firm plan and once it goes to Fairgrounds or the District then we can do some accounting.

General insurance liability which is indicative of the cyber liability insurance increased \$37,000. The rest of the departments, most liability change is a negative so the costs are going down except for the General Fund because of the buildings we purchased and Veteran's because of the van they bought.

Jessica Chastain said, companies are generally getting out of the cyber liability insurance, the next fiscal year, we may want to have some conversations about putting money aside and going self-insured.

## **3. Workspace Amendment Request**

Vickie Noel addresses the Board. The company submitted plans to us for remodel and we didn't like them and they were pretty expensive, about \$68,000. I asked him if he could make the cubicles taller and add a sliding door and he said he'd be happy to but he needs four more hours and it would be another \$400. The Board was in agreement to proceed with the extra \$400.

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

### **1. Property Donation To Walker Range Fire Patrol Associates**

Rick Vaughn addresses the Board, you may remember I made a recommendation to donate property Klamath County owns along Highway 97 to Walker Range. They needed additional equipment space. We held up on this due to concerns of the folks behind the property and their access concerns. They've all come to an agreement on how to access the properties and adjust their easements appropriately. Walker Range will compensate the County for the costs involved which is about \$700. I just need your agreement to continue the process. Commissioner DeGroot motions to transfer the subject property to Walker Range as a donation with Walker Range paying any associated costs of the donation. Commissioner Minty seconds. Unanimous vote. Approved. The Board would like Mr. Vaughn to put it through a Business Meeting as a prior approved item.

## **7. BOCC**

### **1. Approval Of AAC Amended Bylaws - SCC**

Commissioner DeGroot said, there is one bylaw revision proposed, to change the meeting date and time to an as needed basis. Commissioner DeGroot

motions to approve the amended AAC bylaws as presented. Commissioner Minty seconds. Unanimous vote. Approved.

## **2. Pump Track Funding**

Commissioner DeGroot said, we had a presentation during the ARPA grant process that would put a pump track, trail system next to what is now Eulalona Park. It really got my attention, it wasn't one that made it through the selection of the Committee, however, it caught my attention as being conducive to people with disabilities so I'd like to discuss potentially donating to this project with resources that are available within The Developmental Disability Services Department. The request from the project is \$500,000. Myles Maxey addresses the Board, these funds come from the sale of a CIP (Community Integration Program) home. We have about \$250,000 from that sale sitting in our reserves that we'd like to use to make the community more accessible throughout the County. I think the pump track is a great thing and something I can get behind, but also want to continue to use that money for other resources in the community, reach out to other parks in the County. I suggest donating \$40,000 to the project, we donated \$12,000 to the Moore Park project.

Commissioner DeGroot motions to donate \$50,000 to the pump track project from the Developmental Disabilities reserve. Commissioner Minty seconds. Unanimous vote. Approved.

## **3. Reallocation Of Some Building Permit Program Funds To Klamath Housing Authority**

This stems from the ARPA grant process and is a project that has been in front of the full Board before presented by Diana Otero, Klamath Housing Authority.

There is another project coming to Klamath, they received their State funding for a project at Timber Mill Shores, there is conversation around moving that project to Homedale and in order to do that, there would need to be a lift station to access the back piece of the property this would benefit the project which is 68 homes and 72 units and would make the remainder of that land developable, but the project costs \$500,000. The 2 million dollars that we sent to the Building Department, based on current allocations, it's not likely we'll see all of that go towards those discounts. I'd like to redirect \$500,000 of that towards this project with the caveat that the project would be relocated to that property. Commissioner Minty said, I'd like to know a lot more about it. Who will benefit and how and I would not be prepared to vote today. Commissioner Henslee said, I think it's a good idea. I would likely support it with more information. I'd like to know, that will be a City asset does the City have any funds to help with the project. As far as moving the development to Homedale I'm 100% behind that. We'd need to have a solid agreement that the project must be done. Commissioner DeGroot said the applicant was the Housing Authority and the land belongs to the Housing Authority. Commissioner Minty said, who is doing the work? Commissioner DeGroot said, I don't know who is doing the work. It is all low income State-funded housing. Commissioner DeGroot will bring the information back to the Board.

## **4. Senior Center Funding Request**

Commissioner Henslee said, we heard two proposals from Marc Kane at Senior Center and some things stuck with me, it is a County asset/building. He shared the calendar and they have events there every day and the number of people that participate through the Senior Center is in the thousands every year and I thought about the number of people impacted by a building that we own. It is a potential evacuation center and also the number of people that are impacted by the meals they serve and the fact that they don't have a backup generator. He also talked about the lack of ADA accessibility. The generator ask is \$259,000 and the front entrance is \$135,000. I don't know how to pay for that but all of the things in the presentation really moved me and I feel like we should be doing a better job taking care of our asset. Commissioner Minty said, is there a little Risk Management money that we could put that way?

Commissioner DeGroot said, how much do we have left in unallocated ARPA funds? Natalie Parker said, we have just under \$200,000 left. She said the Senior Center received \$60,000 in the first cycle and have had a hard time utilizing it for the purpose you intended because building costs went up dramatically. Is there the possibility to use those funds towards this or reprioritize those funds. Commissioner Minty said, I don't think it's fair or correct to go after the Committee and do more projects, I think if we were to fund this, it would be considered in my mind a County project. Commissioner DeGroot said, all three of these presentations discussed today, we discussed at the end of the meeting with the full Committee and it was unanimously supported by the Committee that these three be addressed by the Board. Commissioner Henslee motions to fund the reconstruction of the two entrances, entrance one for \$75,000 and entrance two for \$60,000 for a total of \$135,000. Commissioner Minty seconds and said as a clarification are you wanting that to be the full \$135,000 or are you anticipating them using the sixty from last time? Commissioner Henslee said, I don't know. Commissioner Henslee said, I'm supportive of doing the project without allocating the sixty and if they aren't able to complete the bathroom project, they come to us to reallocate it towards the generator. Commissioner Henslee said, I'd like to amend the motion to move that we fund up to \$135,000 for the entrances of the Senior Center. Commissioner Minty seconds. Unanimous vote. Approved.

Commissioner Minty said, I would like to have a really intentional facilities discussion. We have the DD building open, a lot of movement at Hanscam's, we all got the letter from the Sheriff wanting direction on the future of the Sheriff's Office space. I wonder if it might be worth while to get some of those stakeholders together to talk facilities. Commissioner Henslee said, I second that. Commissioner Minty said, it would be valuable to have all of us, the Sheriff, Fairgrounds, OSU, all the folks on Vandenberg, Rick. Commissioner DeGroot said, Maintenance. Commissioner Henslee said, Emergency Management because they are paying rent. Commissioner DeGroot said, we can add that to and Admin meeting. Commissioner Henslee said, I'd like to talk about today's needs and also future needs.

## **5. Reclassifications And New Positions Discussion**

Commissioner DeGroot said, I'd like to have a discussion as a Board. The Board has been seeing a lot of reclasses, HR is processing a ton of them and

every time they have to do a lot of work including salary surveys. My biggest beef is that when they come to us, the department has the revenue that year but we are really not seeing the impact in the next budget year. I'd like to look at them once a year through the budget workshop process, have departments bring them to the budget workshops and we can approve them or not at that time and then we can be done for the year. There's a couple that we will still see, if a department wants to hire someone above a step three and if the hire is in response to an emergency. Ms. Noel said, what about a scenario where a department head has something come in, like in my department I had all those grants come in at one time, could that be an exception? Commissioner DeGroot said, how often does that really happen. I think we're just being more reactive. Commissioner Henslee said, before the County did class & comp, did you see these reclasses? Commissioner DeGroot said, we're seeing them more often now. Commissioner Minty said, I think there has been more but that it is market reflective. For me rather than moving to an arbitrary once a year or making it budget dependent, I don't think it should be budget dependent, our positions should be thoughtful, worded correctly and I don't think we have a good system currently. I agree with you, we could do it better to where we're not having them every week or every month, but I don't think we should make it budget dependent. We should be able to figure if we really need it and how we can pay for it. Commissioner Henslee said, the strategic plan needs to be redone and we need to reorganize the County based on the strategic plan and we need to do a class and comp again. These should all occur in the next 12-18 month and that should give us a lot of answers moving forward. Commissioner Minty said, I agree, I'm looking forward to doing the strategic plan. I don't know if I think that will dramatically change the look of County employment. Commissioner DeGroot said, we keep looking at these without understanding the entire budget impact. I definitely think it should be allowed in the budget workshop process. I would like the spreadsheet to show current and proposed and show how it effects not only the department budget but the overall budget. Ms. Noel said, Public Works wants to add two utility worker positions to their roster. Commissioner DeGroot said, it should come to the budget workshop. Amanda Van Riper said, yes so it wouldn't have to come to an Admin Meeting. Commissioner Henslee said, I agree with you. I think that's worth trying, but once a year doesn't feel appropriate either because things change. I feel like there has to be some latitude.



Commissioner DeGroot said, what if we allow a biannual review of a departments budget if the department or Finance requests it in September.

Ms. Van Riper said, I'd like to request if a department wants a new position, they run it through HR so we can do a salary survey before they bring it to you in the budget workshop. Commissioner Minty said, I'm somewhat comfortable with this direction. My request is that we are having very thoughtful ways that we justify things because I don't like that it is sort of rallying, I think this person does a good job and they should be paid more, the other thing I want is a more thoughtful way that we justify and I want HR to be keeping track of it. I want things to be fair. Commissioner Henslee said, I'd also like directors to look for ways to be more efficient, not just more staff, it's streamlining work, processes and mindsets. Commissioner DeGroot said, I think we have something we want to try starting with workshops next month. The two reclassifications on the agenda today, it's my preference to look at everything next month in workshops. Commissioner Minty said, I have comfort around going ahead with these two I know there's one Amanda and I talked about for next week. I would

be ok with going ahead with those and having a fresh start in February. Commissioner Henslee said, I'm ok with hearing them as long as everyone understands, I will likely punt on any decisions to next month.

## 8. Adjournment

2:11pm

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Klamath County Commissioners' Weekly Calendar is subject to change without notice.

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