

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF MARCH 13, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Board of Commissioners met in a regularly scheduled Work Session on March 13, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administrative Executive Assistant Sarah Puerner; Fairgrounds Manager Casey Daly; Contract County Administrator Andy Parks, Library Director Sarah Beeler; Landfill Manager Jacquie Davis; Airport Manager Kelly Coffelt; Road Superintendent Brad Haynes; Finance Director Christina Haron; District Attorney Kari Hathorn; Clerk Cheryl Seely; Assessor Jon Soliz; Community Development Director Will Van Vactor; Health and Human Services Director Katie Plumb; Sheriff Gautney; Ag Extension Manager Kim Herber; Building Official Randy Davis; Christina Hannigan; Amy Albert; Natural Resources Policy Coordinator Tim Deboodt; Undersheriff Bill Elliott; Office Manager Alex Solterbeck; Administrative Assistant Mona Glade; Chief Administrative Deputy Stephanie Wilson; Assessment Technician Stephanie West; Appraiser Jason Elliott; Assessment Technician Linda Pepper; Veteran Service Officer Tom Evans; Chief Information Officer Stephen Chellis; Administrative Clerk Katie Sexton; Administrative Assistant Breyanna Cupp; Systems Administrator Chelsea Watson; Road Master Assistant Wanda Smith; Ellie Gage; Andy Gallagher; Kevin McCarthy; Qristy Kurtz; Gregg Markwardt; Dr. Doug; Isabella Warren; and members of the public.

WORK SESSION

The meeting was **called to order at 9:00 a.m.**

Public Comment: None

Discussion item #1: Carcass disposal program for livestock producers in Crook County:

Requester: Ellie Gage

Details: Ellie Gage, Chair of the Crook County Wolf Depredation Compensation Committee, attended the Work Session to propose the establishment of a carcass disposal program and composting site at the Crook County Landfill. The aim is to facilitate carcass disposal for livestock producers, which is a recognized method to diminish the risk of livestock-wolf conflicts. With the emergence of a new Area-of-Known Wolf Activity in Crook County in 2023, the confirmation of three wolf depredations on livestock this year, and a growing wolf population, such a facility would significantly aid producers. The proposed site would not only benefit livestock producers by potentially waiving disposal fees, thereby encouraging them to remove carcasses and bone piles that could attract wolves, but it would also assist several commercial

butchering operations that use the landfill for disposal. Ellie mentioned that funding for this project could be sourced through partnerships with state and federal agencies. The proposed location at the landfill is advantageous due to the availability of heavy equipment, and the model for the composting site could be based on the operations in Prairie City, although it is noted that Prairie City operates on a smaller scale. One issue raised was differentiating fee waivers for homeowners versus ranchers, and another was the requirement for a substantial area at the landfill to pour concrete for the composting site and the necessity to hire a full-time staff member to manage the operations. Additionally, the county needs to discuss with the permit holder about the possibility of increasing the permit limit for butcher waste. Further steps include developing a card system at the landfill to identify and support those affected by wolf activity and starting to compile a list of interested parties to gauge the level of need for this initiative.

Discussion item #2: Solid Waste Management Plan:

Requester: Jacquie Davis

Details: Kevin McCarthy, Principal of JRMA, attended the Work Session to present an updated Solid Waste Management Plan on behalf of the firm. JRMA has been contracted by the county to comprehensively revise and enhance the County's existing Solid Waste Management Plan. During the presentation, Mr. McCarthy provided an in-depth overview of the project, including its scope, specific goals and objectives, and the proposed timeline for implementation. He also detailed the methodologies and strategies that JRMA intends to employ to ensure the plan's success and sustainability. Mr. McCarthy concluded his presentation by addressing any questions from the Board to clarify aspects of the plan and discuss potential impacts and benefits for the community.

Discussion item #3: ODHS Resilience Hubs & Networks Grant for library backup generator:

Requester: Sarah Beeler

Details: Sarah Beeler, Library Director, attended the Work Session to request approval to apply for an ODHS Resilience Hubs & Networks Grant. She aims to secure grant funding to purchase a backup generator for the library, enhancing its capability to serve as a reliable community resource during emergencies. The application deadline is set for the end of April. Ms. Beeler highlighted the necessity to compile cost estimates for all components the County intends to include in the grant application. This item will be placed on the consent agenda for March 20th.

Discussion item #4: Acceptance of Crook County Cultural Coalition grant, \$2000 for Glenn Miller Orchestra:

Requester: Sarah Beeler

Details: Sarah Beeler, the Library Director, attended the Work Session to announce to the Board and community members that the library has been awarded a \$2,000 grant from the Cultural Coalition. This funding will support a performance by the Glenn Miller Orchestra. The acceptance of this grant will be added to the consent agenda for the upcoming meeting on March 20th.

Discussion item #5: Fair Board Applicant Consideration:

Requester: Casey Daly

Details: Casey Daly, the Fairgrounds Manager, attended the Work Session to introduce a Fair Board candidate to the Board of Commissioners. The Crook County Fair Board conducted interviews for the vacant position on the board on the 26th and unanimously selected Casey Kaiser for position #5. This appointment will be placed on the consent agenda for final approval during the meeting on March 20th.

Discussion item #6: Approval of purchase of used All Terrain Forklift up to \$60,000:

Requester: Casey Daly

Details: Casey Daly, the Fairgrounds Manager, attended the Work Session to seek approval for the purchase of a used forklift. The Fairgrounds needs to replace their 1979 Case Forklift, as parts are no longer available and maintaining its functionality has become challenging. Casey is considering forklifts in the price range of \$40,000 to \$60,000 and has identified three potential options in California. He plans to evaluate these during an upcoming trip and requested authorization to negotiate and potentially finalize a purchase if a suitable forklift is found. The intention is to complete the purchase upon returning to Crook County and to collect final approval from the Board upon returning. The funding for this acquisition will be sourced from a \$2 million state grant, with the Fairgrounds funding committee approving up to \$60,000 for this purpose. The Commissioners reached a consensus allowing Casey to travel to California to inspect the three identified forklifts.

Discussion item #7: Consider Appointments to the Abatement of Dangerous Building Code, Appeals Committee:

Requester: Randy Davis

Details: Randy Davis, the Building Official, attended the work session to recommend an appointment to the Abatement of Dangerous Building Code Appeals Committee. The committee is suggesting the re-appointment of Dave Gagermeier to the vacant board position and discussing the need for two additional alternate members. These positions are for three-year terms. Dave Gagermeier, whose term recently expired, has reapplied and has served on the board for over 20 years. The Code now mandates a minimum of two alternate positions to ensure coverage in case primary members face conflicts of interest. This recommendation will proceed to the consent agenda for final approval on March 20th.

Discussion item #8: Consider Appointments to the Budget Committee and the Compensation Committee:

Requester: Andy Parks

Details: Andy Parks, the Contract County Administrator, attended the work session to seek consideration for appointments to the Budget Committee and the Compensation Committee. The Budget Committee has two vacancies out of three positions, with five applicants. The Compensation Committee has three vacancies out of three positions, with four applicants. Both committees are mandated by statute, and the positions have been advertised according to the Court's policy. Budget Committee meetings are scheduled for May, while the Compensation Committee meetings should occur in April, prior to the Budget Committee meetings. The Commissioners agreed that the Finance Department will interview the Budget Committee candidates and the Human Resources

Department will interview the Compensation Committee candidates initially as the next steps in the process.

Discussion item #9: Intergovernmental Agreement (IGA) with the City of Prineville for Airport Operations:

Requester: Andy Parks

Details: Andy Parks, the Contract County Administrator, attended the work session to discuss an intergovernmental agreement (IGA) with the City of Prineville for airport operations. The County owns the airport property and operated it prior to 2010. About fourteen years ago, the County and City established a strategic partnership, formalizing it with an IGA that expired on December 31, 2023. This agreement allowed them to jointly manage and develop the airport, with the City handling staffing and day-to-day operations. Throughout this period, both the City and County made significant investments in the airport. On July 1, 2021, the Governmental Accounting Standards Board (GASB) implemented GASB 87, which requires the property owner to capitalize all leases. Consequently, the County, as the airport's owner, began assuming more responsibilities, starting with financial reporting of the airport's assets. Over the past eighteen months, the County has made significant changes to airport operations, including recruiting and adding a Fixed Base Operator (FBO), approving several policy documents such as minimum operating standards and development standards, updating lease templates, and adjusting rates. The proposed IGA aims to gradually reduce the City's financial involvement in the airport, decreasing from approximately \$100,000 in fiscal year 2025 to \$0 in fiscal year 2028. This item will move to consent agenda for March 20th for final approval.

Discussion item #10: Discuss roles and responsibilities of Court (all commissioners) and board chair:

Requester: Andy Parks

Details: Andy Parks, the Contract County Administrator, attended the work session to discuss the roles and responsibilities of the Commissioners and the Board Chair. During the March 1, 2024, Goal Setting meeting, the County Court discussed the roles of the Commissioners and subsequently changed its form of governance to a Board of Commissioners on March 8, 2024. The draft document outlining the roles and responsibilities of the Board Chair has yet to be discussed. Reaching an agreement on these roles and responsibilities will aid in County governance moving forward, with the possibility of future adjustments. Additionally, it is essential to list, discuss, and agree upon the boards and committees that the Commissioners are involved with to ensure equal participation among all Commissioners. Further information will be gathered to present at a future meeting.

Administrator Report:

Andy Parks discussed expediting the recruitment process for a County Manager. The Human Resources Department was tasked with preparing a document for the Commissioners, which Christina Hannigan promptly provided. With a list of recruitment firms ready, the evaluation of these companies can begin. It is recommended that Human Resources share their preferred options with the

Commissioners. The Commissioners will also meet with these firms to determine if a better option is available.

Commissioner Updates:

Commissioner Crawford had an in-depth meeting with the Governor; however, securing fair funding was not successful. He discussed the DEQ issues with her and will monitor any further developments. He plans to meet with the Governor quarterly to discuss ongoing issues and provide updates.

Commissioner Hermreck received a call from the DEQ regarding water contamination, and the Oregon Health Authority wants to meet with homeowners and Commissioners. They plan to test water in various homes and affected areas, seeking solutions rather than just identifying issues. Commissioner Hermreck feels there may be an unknown factor yet to be discovered. There will be a meeting at the Library to address the water issues, and he would like to involve the Health Department to provide resources to those affected. Commissioner Hermreck also asked about the process with the Facilities Direction position. Christina Hannigan in HR and Brody Barker in Facilities have been following up on additional interviews on behalf of the process and the Human Resources Department is waiting on feedback from the Commissioners on a direction. Commissioner Barney has been engaged with Aviation meetings, AOC Public Safety meetings, and has met with City staff and architects to discuss the additional parking lot expansion for the Justice Center. He has also conducted tours with IT/GIS at the Justice Center and reviewed invoices for payment.

At 11:26AM the Court read into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; ORS 192.660(2)(f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

EXECUTIVE SESSION

At the conclusion of the Executive Session, the Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

MOTION to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 1:11 p.m.**

Respectfully submitted,

Sarah Puerner