

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF APRIL 17, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Regular Session meeting on April 17, 2024, at 9:00 a.m. in the County meeting room located at 320 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; Executive Administrative Assistant Sarah Puerner; Road Superintendent Brad Haynes; Extension Manager Kim Herber; Contract County Administrator Andy Parks; Budget Analyst Jamie Berger; Finance Director Christina Haron; Health and Human Services Director Katie Plumb; Landfill Manager Jacquie Davis; Office Manager Alex Solterbeck; Community Development Director Will Van Vactor; Library Director Sarah Beeler; Administrative Assistant Breyanna Cupp; Chief Information Officer Stephen Chellis; Sheriff Gautney; Undersheriff Bill Elliott; Assessor Jon Soliz; District Attorney Kari Hathorn; Rebecca Keegan; Christina Hannigan; Natural Resources Policy Coordinator Tim Deboodt; Jason Elliott; Aaron Boyce; Wanda Smith; Stephanie West; Linda Pepper; Shannon Alleman; Stephanie Wilson; Shelby Fisher; Stephanie O’Neal; Nicole Strong; Carmin Shelton; Samara Worlein Rufener; Gordon Jones; Kim Molnar; Deb Shaw; Amber Smith; Destiny Flock; Joe Merrill; Dock Kerbow; Chris Cooks; Monty Kurtz; Rick Treleaven; Shawna Holland; Scott Duggan; Susan Crawford; Mike Ervin; and members of the public.

REGULAR SESSION

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

Public Comment: None

Consent Agenda:

1. Approve Minutes
2. Order 2024-23 In the matter of the appointments to the Budget Committee
3. Approve Human Resources Roadmap
4. Purchase of New Pickup
5. Landfill Water Truck Purchase
6. Livestock Pen Purchase Approval
7. Oregon Dept. of Forestry IGA for leasing ramp space at Airport for Fire season
8. Approval of a comment letter to BLM regarding their Programmatic Solar Draft EIS
9. County Support for construction of an open-air barn at the Crook County Fairgrounds

MOTION to approve the consent agenda. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #10: Recognition of 15+ years of service from Kim Herber, Extension Manager:

Requester: Susan Hermreck

Details: During the meeting, the Commissioners presented Kim Herber with a plaque and flowers in recognition of her dedication and years of service. The Board expressed their heartfelt gratitude for Kim's hard work and unwavering commitment over the past 15 years. They acknowledged her significant contributions to Crook County, highlighting the positive impact she has made on the community and the various projects she has been involved in. The Commissioners extended their best wishes to Kim and thanked her for her exemplary service, which has been instrumental in the county's development and success.

Discussion item #11: Quarterly reporting to the County for current Tourism and Chamber programs updates:

Requester: Kim Molnar / Deb Shaw

Details: Deb Shaw, Operations Manager with the Crook County Chamber of Commerce, attended the Regular Session to update the Board of Commissioners on the Chamber's status, accomplishments, and future plans. She introduced new staff, including an Operations Manager, Membership Development Coordinator, and an Administrative Assistant. New financials and a budget system have been implemented to improve departmental efficiency. The Chamber has also started using Bambee, a new HR system, to better serve employees and the community. Upcoming events include the Stampede Street Party, 4th of July Fireworks, Moonfest, Candy Crawl, Small Business Saturday, and the Christmas Parade. Additionally, Ms. Molnar highlighted the tourism staff's education and training efforts and mentioned grants received to help fund some events.

Discussion item #12: Two road crossing in existing road crossing in Millican OHV area approval:

Requester: Joe Merrill

Details: Joe Merrill, representing King of the Kastle, LLC, attended the Regular Session to request approval for two road crossings in the Millican OHV area. He organizes two races annually, attracting around 50 participants each time. The first race is scheduled for June 1st. These events draw people to Central Oregon and stimulate the local economy. Mr. Merrill has been conducting these races since 2020. The Road Department has no issues with Mr. Merrill's request for the road crossings.

MOTION to approve King of the Kastle request for road crossings. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #13: Crook County received the GFOA's Distinguished Budget Presentation Award for the FY24 budget document:

Requester: Christina Haron

Details: Christina Haron, Finance Director, attended the Regular Session to announce that Crook County received the GFOA's Distinguished Budget Presentation Award for the FY24 budget document. The GFOA established this award program in 1984 to encourage and assist governments in preparing high-quality budget documents that

meet national guidelines and best practices. To earn this recognition, budget documents must excel as policy documents, financial plans, operations guides, and communication tools. Approximately 1,800 governments have been recognized for transparency in budgeting. This marks the second consecutive year that Crook County has received this prestigious award.

Discussion item #14: Approval of Oregon Dept. of Agriculture Wolf Compensation and Financial Assistance 2024 Grant Agreement #ODA-4518-GR:

Requester: Ellie Gage

Details: Commissioner Crawford presented an item on behalf of Ellie Gage, requesting the Board of Commissioners to approve the Oregon Department of Agriculture Wolf Compensation and Financial Assistance 2024 Grant Agreement. This grant will provide funds to compensate ranchers for three confirmed livestock losses in 2023 due to wolf predation. Additionally, the funds will be used to purchase non-lethal tools for producers to reduce the risk of future conflicts with wolves. This initiative aims to support local ranchers while promoting coexistence with wildlife. Approval of this grant is essential for addressing the financial impact on ranchers and enhancing preventive measures.

MOTION to approve the ODA Wolf Compensation and Financial Assistance 2024 Grant Agreement #ODA-4518-GR. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #15: Discussion about future OSU/Crook County Extension program agreement operations agreement:

Requester: Susan Hermreck / Nicole Strong / Kim Herber

Details: Nicole Strong, OSU Director, attended the Regular Session to discuss options for the future administration of local operations and programs following the recent news of Kim Herber's departure from her position at the Extension Office. Ms. Strong proposed that OSU would assume responsibility for fiscal and personnel supervision and oversight. Under this arrangement, the County would continue to handle annual budget development and approval but would no longer be responsible for staffing and HR duties. This shift aims to streamline operations and ensure continuity in the delivery of services and programs offered by the Extension Office.

Discussion item #16: Recommendation for the Crook County Ag Extension Service Budget Officer:

Requester: Susan Hermreck

Details: Kim Herber attended the Regular Session to recommend a successor for the Ag Extension Service District Budget Officer position. As Ms. Herber is leaving her roles at the Extension Office and as the Service District Budget Officer, she proposed Tim Deboodt as her replacement. The Board of Commissioners reviewed her recommendation and unanimously agreed with her choice, recognizing Mr. Deboodt's qualifications and experience. This decision ensures a smooth transition and continued effective management of the Ag Extension Service District's budget.

MOTION to accept Tim Deboodt as the Crook County Ag Extension Budget Officer. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #17: CET/STIF Funding Decisions Needed:

Requester: Christina Haron

Details: Brad Haynes, Road Superintendent, attended the Regular Session to request a decision on the allocation of CET/STIF funding. ODOT has announced that Crook County will receive more STIF (Statewide Transportation Improvement Fund) dollars than initially estimated, with an additional \$1,000,000 expected. The County must decide whether to allocate these funds to the 23/25 STIF Plan, the 25/27 STIF Plan, or split them between both plans. Although the exact figures have not been released by ODOT, the decision will impact the resources available for the chosen fiscal years.

MOTION to put the \$1 million overreach for the federal grant for the STIF funds and put it in the 25/27 budget. Motion seconded. Commissioner Barney wanted to discuss which fund we would utilize and stated that there are two funds to consider. Mr. Haynes suggested putting the full amount into the 25/27 plan. No further discussion. Motion carried 3-0.

Discussion item #18: Amendment 1 to Community Mental Health Funding

Agreement No. 026007:

Requester: Eric Blaine

Details: Rick Treleaven, CEO of BestCare, attended the Regular Session to present an amendment to Community Mental Health Funding Agreement No. 026007. This omnibus funding agreement outlines various "service elements" or individual behavioral health services provided to the local community, each with its own funding allocation. The proposed amendment would reduce the current funding for Crook County's Aid and Assist program by approximately \$185,000. This program is designed to help individuals facing criminal proceedings who are currently unable to participate in their own defense. The service aims to improve their ability to understand their circumstances, communicate effectively with their attorneys, and engage in the criminal process.

MOTION to approve Amendment 1 to the Community Mental Health Funding Agreement No. 026007. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #19: Consider approval to enter into a contract with a recruitment company for County Manager position:

Requester: Andy Parks

Details: Christina Hannigan attended the Regular Session to request the Board of Commissioners' approval to enter into a contract with a recruitment company for the County Manager position. Human Resources issued an RFI for executive recruiting services, receiving four proposals. These proposals were distributed to the Commissioners for review, and each provided their top two choices. The consensus selection is GMP, with a proposed fee of \$17,500 plus additional expenses for websites, job boards, and other advertising (\$1,400-\$1,800), direct mail (\$1,300-\$1,800),

consultant travel, and background checks. The costs for this recruitment will be covered by the Human Resources budget.

MOTION to enter into an agreement with GMP Consulting for the recruitment of the County Manager. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #20: Order 2024-14, making findings authorizing a sole source procurement for road image database compilation services; consider proposals from Capitol Asset & Paving:

Requester: Eric Blaine

Details: Eric Blaine, County Counsel, attended the Regular Session to present Order 2024-14. This Order authorizes a sole source procurement for road image database compilation services, considering proposals from Capitol Asset & Paving. The Order approves a direct contract award to Capitol Asset & Paving, which will compile a database of images from approximately 550 centerline miles of County roads. These images will aid in planning future road maintenance projects and budget planning, helping to maintain current pavement index ratings. The County has used CAP's services for several years, and this Order highlights the benefits of integrating new images with the existing database, providing value to taxpayers.

MOTION to approve Order 2024-14 regarding the sole source procurement for Capital Asset & Paving. Motion seconded. No discussion. Motion carried 3-0.

MOTION to approve the contracts with Capital Asset & Paving as presented. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report:

Andy Parks received advice from Mr. Landau to cancel the Special Session scheduled for 4:30 pm this afternoon.

Commissioner Updates:

Commissioner Barney received a request from CORE3 seeking assistance with FEMA grants and a letter of support. In response, a letter has been drafted to provide the necessary support for their grant applications. This letter emphasizes the importance of CORE3's work and the critical need for FEMA assistance to enhance their efforts.

MOTION to sign the letter of support for CORE3. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Hermreck mentioned that the Oregon Health Council and PacificSource are receiving funds, which will be allocated to three key areas: housing, mental health, and food security. Commissioner Hermreck expressed strong interest in securing funding for these initiatives within Crook County. She noted that there are five million dollars in shared funds available and emphasized her commitment to advocating for this program to benefit the community and its residents. She is determined to fight for these resources to address critical needs in Crook County.

Commissioner Barney also announced that he has received his certification of appointment from the Deschutes Ochoco Resource Advisory Committee, a federally appointed position. This certification marks an important step in his continued service and dedication to managing and advising on natural resource issues within the region. Commissioner Barney expressed his commitment to contributing effectively to the committee's efforts in overseeing and guiding resource management and conservation initiatives.

Public Comment: None

At 10:18 a.m. the Board of Commissioners convened 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.

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 discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 11:01 a.m.**

Respectfully submitted,

Sarah Puerner