

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF OCTOBER 30, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on October 30, 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; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Budget Manager Jamie Berger; Landfill Manager Jacquie Davis; Operations Manager Katrina Weitman; Building Official Randy Davis; Finance Director Christina Haron; Systems Administrator Chelsea Watson; Extension Manager Rebecca Keegan; Fairgrounds Manager Casey Daly; Natural Resources Manager Tim Deboodt; Assessment Technician Elsie Ray; Assessor Jon Soliz; Health and Human Services Director Katie Plumb; Administrative Assistant Wanda Smith; Appraiser Stephanie West; Assessment Technician Linda Pepper; Health and Human Services Deputy Director Camille Krueger; Business Analyst Micheala Edwards; Modernization Manager Stephanie O'Neal; Administrative Assistant Mona Glade; Chief Information Officer Stephen Chellis; Dock Kerbow; Justin Alderman; Lori Desjardins; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1: Two-step increase for the Extension Office Programs**

**Coordinator:**

**Requester:** Amy Albert

**Details:** OSU Extension Office Manager Rebecca Keegan attended the Work Session to request the Board of Commissioners' approval for a two-step salary increase for the OSU Extension Office Programs Coordinator. Pay increases of two steps or more must be sanctioned by the Board of Commissioners. This salary adjustment is accounted for within the Extension Office's budget. The Board advised Rebecca Keegan to consult with Will Van Vactor for further actions regarding this request.

**Discussion item #2: Appointment of Road Supervisor:**

**Requester:** Amy Albert

**Details:** Interim County Manager Will Van Vactor attended the Work Session to seek the Board of Commissioners' approval for the appointment of a Road Supervisor. The Road Department conducted an external job posting and, following a thorough

interview process, has chosen to promote an internal candidate to the position, pending the Board's approval. The Budget Manager has already approved this appointment.

**MOTION** to authorize Will Van Vactor to sign the PA for James Staniford. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: OHA 2023-2025 Intergovernmental Agreement Amendment 13:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb discussed Amendment 13 to the OHA-LPHA contract (180007) during the Work Session. This amendment adjusts year-end finances for FY24 and updates funding for FY25. It includes balancing and closing FY24 expenses and carrying forward unspent funds from several programs into FY25. Specifically, due to staff vacancies, programs PE62 and PE12-01 underspent by \$39,526.10 and \$24,040.27 respectively. Rollover funds are reallocated as per Attachment D. Additionally, the department will receive extra funds, including \$20,000 for Tobacco Prevention and \$99,482 for Primary Prevention. The amendment is slated for final approval on the consent agenda on November 6th.

**Discussion item #4: Airport - CORE Grant agreement/signature request:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Key Coffelt attended the Work Session to secure a signature on the CORE Grant Agreement. The Airport has been awarded a construction grant from CORE/State for the reconstruction of runway 33/15. This state grant is intended to help Crook County cover part of the 10% match required by the FAA for the total project cost. With design and engineering already completed, construction is set to begin in mid-November 2024. The total funding for the project includes \$4,025,270 from the FAA, \$250,000 from the state, and \$197,252 from local sources, amounting to a total of \$4,472,522. This grant agreement is scheduled for final approval on the consent agenda on November 6th.

**Discussion item #5: Transportation Safety Action Plan Procurement:**

**Requester:** Will Van Vactor

**Details:** County Counsel Eric Blaine provided an update at the Work Session regarding the Transportation Safety Action Plan (TSAP). After receiving a federal grant, the County issued a Request for Proposals (RFP) to hire a consultant for the TSAP, adhering to the selection procedures specified in ORS 279C.110. The evaluation criteria for the RFP included professional qualifications, performance examples, project understanding, approach, and local knowledge. This initiative is crucial for enhancing Crook County's understanding of transportation safety and identifying solutions, especially given the county's rapid growth. The deadline for proposals was October 7, 2024, with Parametrix submitting the only proposal, which fully met the RFP requirements. Staff recommended selecting Parametrix as the most advantageous proposer. Following the Board's nomination, negotiations on the scope and fees will commence between county legal staff and Parametrix, leading to a final contract for execution.

**MOTION** to nominate Parametrix and County Counsel to begin negotiating the appropriate scope and fees. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #6: Community Development Monthly Update:**

**Requester:** Katrina Weitman

**Details:** Operations Manager Katrina Weitman and Building Official Randy Davis provided the Board of Commissioners with the monthly Community Development update covering permit and application statistics. The department issued a total of 20 new residential dwelling permits, 19 commercial permits, and 139 residential permits for various installations. Inspection-wise, they completed 776 residential and 137 commercial inspections, totaling 913 for the month. Activity is expected to remain high through the winter, driven by over 100 permits for an apartment project. The Planning Department managed 14 site review applications, all related to construction, including the approval of the Pinecrest subdivision. The department is actively working on several significant projects, such as a DOD grant project set to advance in early 2025 with consultant Ann Beier, a Transportation System Plan project, and a floodplain management initiative with FEMA to bring local codes up to date.

**Discussion item #7: Discussion about upcoming Regular/Work Session dates and 2025 Holiday Schedule:**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to review the remaining 2024 Regular and Work Session dates, to review the upcoming 2025 Regular and Work Session dates, and to outline the 2025 Holiday Schedule for the Crook County Board of Commissioners. The purpose of the session was to finalize the calendar for Commissioner meetings, factoring in county holidays. This discussion is designed to ensure clear and consistent scheduling for the coming year, aiding in the planning and communication efforts of both the Board and the public. This agenda item will be placed on the consent agenda for final approval at a December meeting.

**Discussion item #8: Grievance against fair board alleging violations of public meetings law:**

**Requester:** Seth Crawford

**Details:** Commissioner Seth Crawford addressed a grievance filed against the Fair Board at the Work Session. He requested that this issue be included as a discussion item on the agenda. The grievance accuses the Fair Board of several breaches of Oregon public meeting laws, with a demand for a response by Friday, November 8<sup>th</sup>. Both Commissioner Barney and Hermreck concur that the Fair Board should restart their application process for filling vacancies.

**MOTION** to request the Fair Board to restart the advertising process for vacancies. Motion seconded. No discussion. Motion carried 3-0.

**Public Comment:** None

Tim Deboodt from Crook County Natural Resources noted that two positions on the Natural Resource Advisory Committee are set to expire soon, requiring reappointments

in December or January. He raised a question regarding the public notice process for these reappointments. Eric Blaine has committed to following up with Tim Deboodt on this matter.

Interim Manager Report:

Will Van Vactor mentioned that the County is hosting a candidate for the HR Director position. Several meetings and interviews are scheduled, including an employee meet and greet to allow staff the opportunity to meet her. Additionally, he highlighted the ongoing septage issue at the landfill and requested that John Eisler provide an update on the current situation.

Commissioner Brian Barney disclosed that he had been approached by staff regarding a project in which he might have a personal interest as a private landowner concerning the application of septage. He emphasized that the discussions are still at a preliminary stage and assured that he has not received any confidential information due to the potential conflict of interest. To maintain transparency and avoid any conflict, Barney expressed his desire to recuse himself from participating in any decisions or discussions related to this matter.

John Eisler updated that 2 Springs Ranch has issued a termination notice effective Christmas Eve 2024, requiring the county to have an alternative solution in place by that date. Efforts to resolve this include consulting with other counties. The final submission to Carl at DEQ needs to be made by mid to late November, making it imperative to have a plan ready by the next work session. The ideal solution would involve a local landowner with irrigated land, where nitrogen levels can be appropriately tested.

Commissioner Updates:

Commissioner Barney reported that the Commissioners received a letter from the City of Redmond about the airport committee, specifically regarding the reappointment of Kelly Coffelt. Mr. Coffelt has expressed his willingness to continue serving on this advisory board.

**MOTION** to acknowledge Kelly Coffelt to continue his appointment with the Redmond Airport Committee. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford discussed floodplains and the issue of the manganese north of town with the senator, appreciating his efforts but emphasizing the need for federal funding to conduct more extensive testing. He acknowledged that there was an agreement for more local testing of homes, which is a positive development, yet it falls short of the comprehensive testing required. Commissioner Crawford also met with the governor to express gratitude for the initial steps taken and stressed the importance of securing the necessary testing on a larger scale. The governor is informed about the situation and is actively exploring funding options.

Commissioner Hermreck mentioned that Greg Swayland from DEQ was provided office space at the associate's real estate office. He met with individuals from the water

contamination site there, assisting homeowners in completing the forms necessary to initiate water contamination testing. The testing process is now underway.

At 9:48 a.m. the Board of Commissioners read into Executive Session under the following statute(s): ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection; 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; and ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

### **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 approve the addendum and the counter offer as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to approve the lease modification as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to approve and execute the lease with Oregon Judicial Department as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to request Crook County's individualized data and information from Cascade East. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to prepare the response to the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**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 12:17 p.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**