

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

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on November 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; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Extension Manager Rebecca Keegan; Fairgrounds Manager Casey Daly; Budget Manager Jamie Berger; Administrative Assistant Mona Glade; Natural Resources Manager Tim Deboodt; Senior Planner Katie McDonald; Operations Manager Katrina Weitman; Library Director Sarah Beeler; Assessor Jon Soliz; Landfill Manager Jacquie Davis; Clerk Cheryl Seely; Undersheriff Bill Elliott; Sheriff Gautney; Assessment Technician Elsie Ray; Administrative Division Manager Stephanie Wilson; Assessment Technician Linda Pepper; Administrative Assistant Allison Hildebrand; Justin Alderman; Mike Ervin; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Ag Extension Service District Advisory Board:

**Requester:** Rebecca Keegan

**Details:** Extension Office Manager Rebecca Keegan attended the Work Session to discuss two applications for the Agricultural Extension Service District Advisory Board. The candidates being considered for these positions are Janelle Geddes and Tory Kurtz. The Advisory Board has endorsed these appointments and recommended them to the Board of Commissioners. The Board of Commissioners has concurred with this recommendation. An official Order will be prepared, and the matter is set to be included on the consent agenda for final approval on December 4th.

**Discussion item #2:** A two-step increases for the Extension Office Programs

**Coordinator:**

**Requester:** Rebecca Keegan

**Details:** Extension Manager Rebecca Keegan attended the Work Session to seek approval for a two-step pay increase for the Extension Office Programs Coordinator. Pay increases of two steps or more require the Board of Commissioners' approval. The proposed two-step increase is within the budget of the Extension Office. The Board of

Commissioners has asked Rebecca and Will to discuss the details of the two-step increase further.

**MOTION** to authorize Will Van Vactor to sign the PA Form outside of the Board meeting. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: Proposal for New Lowboy Truck Acquisition and Retrofit of Water Tank on Existing 160,000- Mile Lowboy:**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Work Session to request approval for the purchase of a new lowboy truck and to retrofit a new water tank onto an old lowboy truck with 160,000 miles. This purchase aims to replace a damaged 1997 water truck extensively used for spring, summer, and fall operations, such as cleaning culverts in the spring and watering dry roads. The purchasing options considered included three bids, with the decision to go with Omco based on the comparative advantages it offers over used options, which would require additional purchases to complete jobs for a water pump. Budget Manager Jamie Berger explained why purchasing the truck outright is a better option than leasing. The Omco bid will be placed on the consent agenda for the Regular Session on December 4th.

**MOTION** to purchase the Lowboy Truck from Peterson Equipment. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4: Septage Transition Update:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler and Landfill Manager Jacquie Davis attended the Work Session to provide an update on the Septage Transition. The County is swiftly developing an appropriate alternative septage treatment plan to secure DEQ approval before the transition date of December 24, 2024. Unfortunately, the large tract initially identified as a potential application site is no longer available, prompting the need for alternative solutions. Although no action was taken on this item, a meeting has been requested involving John Eisler, Jacquie Davis, Commissioner Susan Hermreck, and Casey Kaiser from the City of Prineville to explore available options for the County.

**MOTION** to delegate authority to Commissioner Hermreck to negotiate the terms for a septage lease. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #5: Update and discussion on next step – FEMA Pre Implementation Compliance Measure (PICM):**

**Requester:** Will Van Vactor

**Details:** Senior Planner Katie McDonald and Operations Manager Katrina Weitman attended the Work Session to update and discuss the next steps regarding FEMA's pre-implementation measures. The 2016 Biological Opinion (BiOp) issued by the National Marine Fisheries Service is now integrated into the National Flood Insurance Program (NFIP) in Oregon. This Oregon BiOp, prompted by a federal lawsuit, has found that FEMA's administration of the NFIP in Oregon poses risks to 17 species listed under the Endangered Species Act (ESA) and adversely affects the critical habitat for 16 of these

species. This determination is crucial as cities and counties are required to adhere to minimum floodplain development standards to qualify for the NFIP. FEMA is now urging local authorities to adopt these new standards by initiating a pre-implementation phase. This phase mandates that local authorities select one Pre-Implementation Compliance Measure by December 1, 2024.

Interim Manager Report:

Will Van Vactor noted that tomorrow there will be a joint Work Session with the Planning Commission to discuss the Transportation System Plan. The consultant and the project management team will also be present at the meeting.

Commissioner Updates: None

Public Comment: None

At 10:14 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)(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.

During the negotiations for the county manager position, Assistant County Counsel John Eisler highlighted a potential conflict of interest and requested that the Board of Commissioners recuse him from further involvement in managing that project. County Counsel Eric Blaine has volunteered to take over and continue with the project. Additionally, there is a vacancy in the Community Development Director position, in which John has expressed interest. The Commissioners expressed interested in adjusting Exhibit A for language referring to Court/Judge.

**MOTION** to approve the employment agreement with Will Van Vactor for the County Manager position subject to the clerical revisions to the nomenclature in Exhibit A to the current county terms, the acceptance of Mr. Van Vactor of those revisions and to authorize the Board of Commissioner to sign the finalized agreement outside of this meeting. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to authorize staff to correspond with the counter party to propose an amendment to the meeting date. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:51 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**