

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF JANUARY 15, 2025, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Work Session on January 15, 2025, 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; County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Administrative Assistant Mona Glade; Finance Director Christina Haron; Landfill Manager Jacquie Davis; Facilities Director James Preuss; Chief Information Officer Stephen Chellis; Library Director Sarah Beeler; Airport Manager Kelly Coffelt; HR Director Meghan McKee; Sheriff Gautney; Clerk Cheryl Seely; Road Superintendent Brad Haynes; Natural Resources Manager Tim Deboodt; Building Official Randy Davis; Operations Manager Katrina Weitman; Legal Assistant Alex Solterbeck; Stephanie West; Elsie Ray; Linda Pepper; Hannah Elliott; Katie McDonald; Stephanie Wilson; Andrew Rasmussen; Steven Shubeck; Camille Krueger; Mike Ervin; Courtney Voss; Erica Haitsma; Tim Long; Kevin McCarthy; and members of the public.

WORK SESSION

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

Additions/Removals: Discussion Item #11 was removed from the agenda and will be revisited at a future meeting.

Public Comment: None

Discussion item #1: Republic Services 4th Quarter Update and Financial Report:

Requester: Jacquie Davis

Details: Landfill Manager Jacquie Davis, along with Courtney Voss, Erica Haitsma, and Tim Long from Republic Services, attended the Work Session to deliver a quarterly update on Republic Services as previously requested by the County Commissioners. During the presentation, they provided a financial report that shed light on a potential rate increase planned for spring 2025. This anticipated adjustment is in response to rising costs associated with labor, disposal, recycling, truck maintenance, and fuel.

Discussion item #2: Solid Waste Management Plan Update Draft 1 Presentation

Requester: Jacquie Davis

Details: JR Miller Representative Kevin McCarthy and Landfill Manager Jacquie Davis attended the Work Session to deliver a presentation on solid waste management. They presented the first draft of the Solid Waste Management Plan Update, prepared by

JRMA, which included recommendations for facility improvements such as a new recycling depot and a public transfer station. The RMA program represents a collaborative effort between Republic Services and the Crook County Landfill, with Republic Services handling most of the operational requirements while the Crook County Landfill focuses on expanding the recycling depot. Additionally, there might be a rate increase at the scale, and Jacquie indicated that she would request this change later if it becomes necessary due to the RMA program's requirements.

Discussion item #3: Request for Authorization to Apply for Multiple Grants for Level 2 EV Charging Station Funding:

Requester: Sarah Beeler

Details: Library Director Sarah Beeler attended the Work Session to request authorization to apply for grant funding. She is seeking grants to support the installation of a Level 2, dual-port EV Charging Station, with a total project cost estimated at \$24,523. The grant application period opens on December 17th, with potential funding sources including \$2,000 from Pacific Power, which may also provide matching grants and/or mobility support, and \$10,000 from other potential grants such as the Community Renewable Energy Grant Program, Oregon Clean Fuels Program, and Energy Trust of Oregon. The library has received two bids for the project and wishes to proceed with a bid from ChargePoint for a CP6021 model costing \$13,423, and an installation bid from Cooper Electric for \$11,100.

Discussion item #4: Request for Crook County Library Closure on October 13, 2025, for Staff Training:

Requester: Sarah Beeler

Details: Library Director Sarah Beeler attended the Work Session to request permission to close the office on October 13, 2025, for staff training. The training agenda includes a keynote speaker, a session on the staff workflow system called Sierra, and several breakout sessions. The cost for the keynote speaker is estimated between \$500 and \$1,000, depending on the speaker selected. Both the keynote speaker's fee and the cost for staff lunch are covered in the fiscal year 2025 budget.

Discussion item #5: OHA 2023-2025 Intergovernmental Agreement Amendment 14:

Requester: Camille Krueger

Details: Camille Krueger, Deputy Director of Health and Human Services, attended the Work Session to discuss Amendment 14 of the OHA IGA. This amendment adjusts the OHA-LPHA contract (180007) to reflect year-end financial adjustments for FY24 and updates funding allocations for FY25. Attachment A adjusts the final FY24 expenses to settle and close out the FY24 contract. It also details the carryover of unspent funds into FY25 for specific program elements: PE13, PE36, and PE51-05, with PE42-11 seeing a deduction of \$650.35. Attachment C reallocates these rollover funds from FY24. Additionally, the amendment includes an increase of \$64,232.25 for the Alcohol & Drug Prevention Education Program (PE36) and a further award of \$121,576.38 for CDC Public Health Infrastructure Funding (PE51-05). This item will be placed on the consent agenda for final approval for January 22nd.

Discussion item #6: Oregon Department of Emergency Management Grant Agreement:

Requester: Stephanie Wilson

Details: Undersheriff Bill Elliott and Administrative Manager Stephanie Wilson attended the Work Session to discuss the OEM Grant. They presented the annual Emergency Management Performance Grant (EMPG) for the fiscal years 2024/2025, which is a 50/50 match grant. The budget for these years has been prepared with this grant amount in mind. Historically, the Crook County Sheriff's Office (CCSO) has consistently contributed more than the required 50% match to support emergency management (EM) and search and rescue (SAR) services in the county. The \$75,903.00 provided by the OEM grant specifically helps cover the salary of the Emergency Manager. This item will be placed on the consent agenda for final approval for January 22nd.

Discussion item #7: Discussion for Replacement Jail Cameras:

Requester: Andrew Rassmussen

Details: Jail Commander Andrew Rassmussen, Facilities Director James Preuss, and Assistant County Counsel John Eisler attended the Work Session to discuss the jail camera system with the Board of Commissioners. This summer, the county received notification that the software supporting its jail camera system would be discontinued in 2026. Given the lengthy preparation and installation period required for such projects, the county sought bids from three companies. The bids received were \$183,500 from Hanwha, \$289,600 from Avigilon, and \$301,000 from Bosch. After careful consideration, the staff recommended awarding the contract to Hanwha, citing several advantages including cost-effectiveness, the ability to utilize much of the existing hardware, quicker installation, and compatibility with recent updates to the jail's computer system. The proposed expenditure of \$183,500 will be partially offset by grants, with one already secured and additional funding being actively sought by Andrew Rassmussen. This item will be placed on the consent agenda for final approval for January 22nd.

Discussion item #8: IT GIS Staff Update:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to update the board on the IT/GIS department and clarify staffing for the upcoming year's budget. Stephen presented the layout and organization chart of the IT/GIS Department employees, explaining the creation of the senior analyst position and subsequent establishment of the GIS technician position. He also informed the board that the new IT Manager is set to begin on February 3rd, filling the current vacancy.

Discussion item #9: Request for Signature on CORE Grant Agreement for \$250K Airport Hangar Building Project:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to seek approval for a signature on the CORE grant. The Airport has been awarded a \$250,000 state construction grant for the development of a 10-unit aircraft storage building. This grant is intended to support Crook County by offsetting costs not covered by the FAA

infrastructure funds. The design and engineering phases are complete, with construction planned to commence in spring 2025 and expected completion by September 1, 2025. The total funding for the project includes approximately \$725,000 from the FAA, \$250,000 from the state, and \$425,315 from local sources, amounting to a total of \$1,400,315. This item will be placed on the consent agenda for final approval for January 22nd.

Discussion item #10: Request for Signature on FAA Grant Application for the New Aviation T-Hangar Project:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Work Session to request a signature for an FAA Grant application. The Airport has been chosen to receive an FAA grant aimed at funding the engineering, design, and construction of a 10-unit aircraft storage building, which is intended to generate additional revenue for the airport. This specific grant is for a total of \$585,000. Additionally, a second FAA grant is expected to support this project in the fall of 2025, with an anticipated amount of \$150,000.

MOTION for Commissioner Barney to sign the FAA Grant application outside of the meeting. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

Discussion item #11: Community Development Monthly Update:

Requester: Katrina Weitman

Details: This item was removed from the agenda and will be discussed at a future date.

Discussion item #12: Ratification of Community Development Director

Appointment:

Requester: Will VanVactor

Details: County Manager Will Van Vactor attended the Work Session to seek the Board of Commissioners' ratification for the Community Development Director position. He presented John Eisler as a candidate, highlighting John's over five years of experience and his background in land use from previous roles. Will Van Vactor expressed confidence that John would be an excellent addition to the department and requested the board's approval of the appointment.

MOTION to ratify the appointment of John Eisler as the new Community Development Director. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

Discussion item #13: Consider enrollment of the District Attorney's stipend into PERS effective January 1:

Requester: Christina Haron

Details: County Manager Will Van Vactor attended the Work Session to discuss updates to the retirement contributions for the District Attorney's (DA) stipend. He proposed shifting the DA's retirement contributions from the County's 401(k) plan to

the Oregon Public Employees Retirement System (PERS), in light of recent legislative changes under HB 4045. This bill reclassifies the DA's PERS category to Police/Fire, aligning it with the earlier adjustments made for Deputy District Attorneys. This change would result in an annual increase of \$7,200 in payroll costs for the District Attorney's office. This item will be placed on the consent agenda for final approval for January 22nd.

Interim Manager Report:

Will Van Vactor announced that he received a letter from the Oregon Department of Forestry concerning the wildfire risk map. He expressed a desire to disseminate this information to the public and solicit their questions. The public has a 60-day period to file an appeal from the date the notice was issued. In addition, Mr. Van Vactor noted that there are three appointments needed for the COIC, COACT, and Regional Housing Council. Commissioner Hermreck is currently serving on COIC and has expressed interest in joining the Regional Housing Council as well, driven by her concern for children in need and the availability of resources for them. Although Commissioner Crawford will continue as the representative for Regional Housing, Commissioner Hermreck plans to participate actively to advocate for children's needs. She will also remain active on COACT.

Commissioner Updates:

Commissioner Barney reported on his attendance at a Zoom meeting with FEMA, where it was emphasized that many responsibilities fall to the counties rather than FEMA itself. He noted that there are significant demands and expectations placed on counties moving forward, particularly concerning what actions they need to take. There has been considerable pushback from various counties, especially regarding concerns about the necessity to amend code measure 56 to comply with these demands.

Commissioner Crawford discussed the financial challenges facing rural schools and the impact of reduced funding for forests on Crook County. He highlighted the significant losses the county has experienced in these areas.

At 10:29 a.m. the Board of Commissioners convened 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.

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 delegate bargaining authority to the negotiating team as discussed in the Executive Session. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

MOTION to adjourn. Motion seconded by Commissioner Crawford. No discussion. Commissioner Crawford votes Aye, Commissioner Barney votes Aye, Commissioner Hermreck votes Aye. Motion carried 3-0.

There being no further business before the Board, the meeting was **adjourned at 11:56 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp