

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF DECEMBER 30, 2024, SPECIAL MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Special Session on December 30, 2024, at 9:00 a.m. in the County meeting room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Commissioner Susan Hermreck and Commissioner Brian Barney

Absentees: Commissioner Seth Crawford

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Executive Assistant Breyanna Cupp; Office Manager Alex Solterbeck; County Manager Will Van Vactor; and Dock Kerbow.

**SPECIAL SESSION**

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

**Public Comment:** None

**Discussion item #1:** Order 2024-54 Amending the County's Title VI Program Plan:

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Special Session to discuss updates to the Title VI Program Plan for Crook County. In October, the Oregon Department of Transportation (ODOT) requested that the County incorporate a four-factor analysis into its Title VI Program Plan. This amendment updates the plan by adding the required four-factor analysis and revising two appendices. The updated plan, which has been reviewed and verified by an ODOT representative, meets all regulatory requirements. The enhancements ensure that the plan adequately addresses the needs of Crook County's diverse population, promoting equal access to County services and resources. This update not only aligns with state guidelines but also reinforces the County's commitment to equity and inclusiveness in its operations.

**MOTION** to approve Order 2024-54. Motion seconded by Commissioner Barney. No discussion. Commissioner Hermreck votes Aye and Commissioner Barney votes Aye. Motion carried 2-0.

**Discussion item #2:** Transportation Systems Plan Amendment:

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Special Session to discuss the proposed extension of the Transportation Systems Plan (TSP) development contract with Parametrix. Since August 2023, the County has collaborated with Parametrix on creating the TSP, originally targeted for completion by the end of this year. However, due to ongoing work and additional requirements, the contract now needs to be extended. The proposed amendment would continue Parametrix's services through June 30, 2025, ensuring the comprehensive development and implementation of the TSP.

This extension will allow for more thorough planning and engagement processes, aimed at enhancing the county's transportation infrastructure to meet future needs effectively.

**MOTION** to approve the amendment to Personal Services Contract and to sign out of the meeting on the condition that the final draft is substantively similar to what was presented before you today. Motion seconded by Commissioner Barney. No discussion. Commissioner Hermreck votes Aye and Commissioner Barney votes Aye. Motion carried 2-0.

**Manager Report:** None

**Commissioner Updates:** None

There being no further business before the Board of Commissioners, the meeting was **adjourned at 9:09 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**