



CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, August 7, 2024 at 9:00 am

Crook County Annex | 320 NE Court St. | Prineville OR

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 954 2612 6858; Passcode: 178149

PUBLIC COMMENT

CONSENT AGENDA

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Board ratification which are not expected to generate discussion. Any member of the Board may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

- 1. Approve Minutes**
- 2. Request for approval to apply for annual Ready to Read Grant**
- 3. Letter to State Representatives Regarding State Border Relocation Negotiations**
- 4. Crook County Solid Waste Application for a Disposal Fee Credit**
- 5. Order 2024-40 In the matter of approving a one-time additional PTO accrual or payout for long-term employees**
- 6. Order 2024-41 In the matter of adopting a procedure for implementing a compensation review committee**

DISCUSSION

- 7. Recognition of Smokey Bear's 80th Birthday**
Requester: Commissioner Barney
Presenter: Dave Fields
- 8. Request to waive or reduce the rental fee of Crook County Fairgrounds indoor arena for Prineville's Hospice Action to be held on December 7, 2024.**
Requester: Anna Contreras, St. Charles Foundation Events Manager
Presenter: Brandi Ebner, Prineville's Hospice Auction Coordinator
- 9. Presentation for Crook County Soil & Water Conservation District**
Requester: Christina Haron

10. Consideration of County Manager Hiring Standards, Criteria, and Policy Directives

Requester: John Eisler

Assistant County Counsel

INTERIM MANAGER REPORT

COMMISSIONER UPDATES

PUBLIC COMMENT

EXECUTIVE SESSION

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent; and ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

Representative of the news media and designated staff shall be allowed to attend the executive session.* All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

- 11. ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.**
- 12. ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.**

NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This files contains the material to be presented before the Board of Commissioners for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the Board of Commissioner meeting is held. The material contained herein may be changed at any time, with or without notice.

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Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

Additional Items

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 08/05/2024 at 2:47 PM

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF MARCH 20, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Regular Session on March 20, 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 Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Contract County Administrator Andy Parks; Finance Director Christina Haron; Administrative Assistant Breyanna Cupp; Clerk Cheryl Seely; Health and Human Services Director Katie Plumb; Office Manager Alex Solterbeck; Extension Manager Kim Herber; Fairgrounds Manager Casey Daly; Library Director Sarah Beeler; Assessor Jon Soliz; Chief Information Officer Stephen Chellis; District Attorney Kari Hathorn; Community Development Director Will Van Vactor; Natural Resources Policy Coordinator Tim Deboodt; Undersheriff Bill Elliott; Road Superintendent Brad Haynes; Assessment Technician Stephanie West; Administrative Assistant Mona Glade; Monty Kurtz; Linda Smith; Dr. Jen Fenton; Susan Crawford; Marlo Dill; Dock Kerbow; John Breese; Kim Molnar; Taylor Wilkie; Deb Shaw; Cindy Smith; John Aniello; Derik Vowels; Carter Gudell; Madeline Cunningham; Chris Edmonds; Jodie Barram; Kelsey Lucas; Melissa Hartzell; Chris Edmonds; and members of the public.

REGULAR SESSION

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

Public Comment: None

Additions/Removals: Item #5 Intergovernmental Agreement (IGA) with the City of Prineville for Airport Operations was removed from the consent agenda. This item was moved to discussion for today's meeting.

Consent Agenda:

1. ODHS Resilience Hubs & Networks Grant for library backup generator
2. Acceptance of Crook County Cultural Coalition grant, \$2000 for Glenn Miller Orchestra
3. Fair Board Applicant Consideration
4. Consider Appointments to the Abatement of Dangerous Building Code, Appeals Committee

MOTION to approve the consent agenda with the removal of #5. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #6: Proclamation of "International Dark Sky Week":

Requester: Carter Gudell and Taylor Wilkie

Details: Carter Gudell and Taylor Wilkie from Dark Sky Oregon attended the Regular Session to request that Crook County proclaim International Dark Sky Week for the week of April 2nd - 8th. This worldwide event aims to build awareness about the harmful effects of light pollution and the importance of preserving the nighttime environment. Hosted by Dark Sky International, the event highlights the economic, environmental, and social impacts of wasted light. Recognizing Dark Sky Week in a community that hosts Prineville Reservoir State Park, a Dark Sky Park, has the potential to boost shoulder season tourism if promoted effectively.

MOTION to pass the proclamation of International Dark Sky Week. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Request for Support: Heart of Oregon Corps' Central Oregon Youth Conservation Corps (COYCC):

Requester: Laura Handy

Details: Madeline Cunningham, Heart of Oregon Corps Summer Program Manager, attended the Regular Session to request support for the Heart of Oregon Corps' Central Oregon Youth Conservation Corps (COYCC). The Heart of Oregon Corps empowers 225 youth and young adults annually through employment, job training, education, and service. Operating in Crook County since 2001, the program supports over 30 youth each year through its Prineville office. In 2024, three COYCC crews will engage 19 local youth in conservation work benefiting Crook County. HOC requests \$5,000 to fulfill the 20% match required to access secured USFS funds for one crew. The contribution will cover program expenses, including youth and crew leader wages, transportation, uniforms, and minimal operational costs. During the 8-week program, each youth will have the opportunity to earn \$4,200 by working 279 hours at \$15.00 per hour.

MOTION to approve the \$5,000.00 request for the Heart of Oregon Corps Summer Program. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Post Paulina Rangeland Fire Protection Association:

Requester: Melissa Hartzell

Details: John Breese and Melissa Hartzell from the Post Paulina Rangeland Fire Protection Association attended the Regular Session to request continued support for the rural fire association. This association, comprising ranchers and property owners, collaborates to prevent and protect against wildfires on unprotected rangeland. Crook County has supported this association for the past 10 years, enabling them to maintain and upgrade fire equipment, enhance communication with radios, and increase supplies. The association aims to be the first responders in this rural area, where residents rely on their prompt response due to the distance from town. They are requesting \$4,500 in continued support to keep their equipment in good condition and improve response times to fires.

MOTION to approve the request for \$4,500.00 for the Post Paulina Rangeland Fire Protection Association. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: Update on Oregon Living With Fire:

Requester: Jodie Barram

Details: Jodie Barram, Co-Coordinator of Oregon Living with Fire, attended the Regular Session to update the Board of Commissioners on the Oregon Living with Fire program. Supported through a four-county MOU with Deschutes, Jefferson, Klamath, and Crook counties, this program aims to implement the National Cohesive Wildland Fire Management Strategy. The goal is to promote controlled burning as a mitigation measure and provide workshops for residents on fire prevention techniques for their properties. An upcoming event in Crook County will be held at the Clover building to encourage fire-resistant planning for homes. The program focuses on state-level involvement before seeking federal funding options. As fire season approaches, they will collaborate with the Ochoco Fire District. Dr. Jen Fenton is exploring grant options for Crook County and is ready to assist with any related projects.

Discussion item #10: Upcoming Transmission Line Project:

Requester: Ruby Nunez

Details: John Aniello, Senior Project Manager with Pacific Power, attended the Regular Session to discuss the upcoming Blueprint South 500-kilovolt Transmission Line Project. Pacific Power plans to introduce a transmission line that may cross Crook County and aims to inform the Commissioners and seek their feedback during the early planning stages. The project involves building approximately 180 miles of high-voltage transmission line connecting existing and proposed substations across a five-county area, including Deschutes, Crook, Klamath, Lake, and Harney counties. Currently, the routing study to identify alternative routes and a preferred route is beginning, and extensive public outreach and engagement are planned to gather local input. The routing study is expected to be completed by early 2025, followed by a complex permitting process. The project will need to comply with the Oregon Energy Facilities Siting Council, National Environmental Policy Act, and Oregon Public Utilities Commission processes, among other permits and approvals.

Discussion item #11: Crook County School Support Fee Rate Resolution [HB2009]:

Requester: Kelsey Lucas

Details: Kelsey Lucas, with EDCO, attended the Regular Session to discuss the Crook County School Support Fee Rate Resolution. This request is to consider and adopt a resolution to set the Enterprise Zone School Support Fee as required by House Bill 2009, passed in 2023 state legislative session. EDCO is recommending that the County sign off on the 15% fee, as passed by the Crook County School District Board. HB 2009 was passed and signed into law requiring a School Support Fee to be set by local school districts and charged to businesses utilizing the enterprise zones (SEZ) and long-term rural enterprise zones (LTREZ). CCSD's school board voted on 15% and Zone Sponsors (City and County) must pass their own resolutions in alignment. This will not impact the County's current budget. The fee is paid to the local school district in years 4 and 5 (SEZ) or 6-15 (LTREZ) by businesses utilizing the Crook County Enterprise Zone.

MOTION to pass Order 2024-15 in the matter of the County of Crook approving the establishment of a school support fee of 15%. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #12: Consider appointments to the Planning Commission:

Requester: Will Van Vactor

Details: Will Van Vactor, Community Development Director, attended the Regular Session to present appointment recommendations for the Planning Commission. Following County policy, the Crook County Planning Commission reviewed five applications to fill an existing vacancy. After reviewing the applications and interviewing some candidates, the Planning Commission recommends appointing Marlo Dill to fill the vacancy until December 31, 2024. Additionally, the Planning Commission recommends appointing Shelby Duncan to a pro tem position on the Planning Commission, as per CCC 18.172.080(1)(i), with both appointments suggested for the remainder of the year.

MOTION to pass Order 2024-18 in the matter of the appointment to the Planning Commission of Marlo Dill and Shelby Duncan. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #13: Consider appointment to the Taylor Grazing Board:

Requester: Tim Deboodt

Details: Tim Deboodt, Crook County Natural Resources Policy Coordinator, attended the Regular Session to recommend an appointment to the Taylor Grazing Board. Two applications were received from BLM permittees. Deboodt recommends appointing Gary Bedortha to fill the current vacancy. The County's grazing board, which approves projects funded by Taylor Grazing dollars received from BLM grazing fees, uses these funds to improve range conditions and grazing management within BLM allotments. The board is composed of BLM permittees who live and ranch within the County. Filling this vacancy ensures full membership, allowing for effective project approval and appropriate fund allocation.

MOTION to pass Order 2024-19 in the matter of the appointment to the Taylor Grazing Committee with appointing Gary Bedortha. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #14: Support the addition of a herbicide to the list of available herbicides on Crooked River National Grasslands:

Requester: Tim Deboodt

Details: Tim Deboodt, Crook County Natural Resource Policy Coordinator, attended the Regular Session to request support for adding an herbicide to the list of those available for use on Crooked River National Grasslands. Currently, the Ochoco National Forest and Crooked River National Grasslands have a limited selection of herbicides for controlling weedy vegetation. The Forest Service is seeking comments on the addition of an herbicide called Indaziflam (Forest Service Plan Amendment (ONF-CRNG) #65406). This herbicide is crucial for controlling annual invasive grasses such as cheatgrass, medusa head, and ventanta.

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

Discussion item #15: Backup / Failover / Redundant Internet Circuit to the Justice Center:

Requester: Stephen Chellis

Details: Stephen Chellis, Chief Information Officer, attended the Regular Session to request signatures for establishing a redundant internet connection to the Justice Center via Lumen. This connection will serve as a backup if the primary internet circuit through Primetime fails. He is seeking authority to sign the contract, which includes an initial one-time cost of \$7,000 and a monthly fee of \$450 for a 36-month period.

MOTION to support Stephen in the charges and costs of \$7,000 to Lumens for the internet. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #16: Jockey Room Bid Selection:

Requester: Casey Daly

Details: Casey Daly, Fairgrounds Manager, attended the Regular Session to present the accepted bid for the Jockey Room project. Crook County received a \$277,777 grant from the Oregon Business Development Department for Fairgrounds capital improvements, which will be used to construct a new Jockey Room. The new facility will be 2,088 square feet and include a public meeting area, two bathrooms, a mechanical room, and 12 parking spaces. The County received one bid from Bex Construction for \$490,900 with the state grant offsetting the total bid price.

MOTION to award the Jockey Room to Marshall Bex Construction in the amount of \$490,000.00 and for the Board to sign out of court following the protest period. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #17: Intergovernmental Agreement (IGA) with the City of Prineville for Airport Operations:

Requester: Andy Parks

Details: Andy Parks, Contract County Administrator, attended the Regular Session to present an intergovernmental agreement (IGA) with the City of Prineville for Airport Operations. The agreement focuses on finalizing cost sharing for the Airport Manager and reconciling the airport fund. The County owns the airport property and operated it until 2010, when a strategic relationship with the City began. This IGA, which expired on December 31, 2023, had the City managing day-to-day activities and providing staffing. Over the past 14 years, both the City and County have made significant investments in the airport. Due to GASB 87, enacted on July 1, 2021, the County, as the property owner, must capitalize all leases. Consequently, the County has taken on more responsibilities, including financial reporting and implementing changes such as recruiting a Fixed Base Operator (FBO) and updating several policy documents. The proposed IGA aims to gradually reduce the City's financial contribution to the airport from approximately \$100,000 in fiscal year 2025 to \$0 in fiscal year 2028.

MOTION to approve the IGA with the City of Prineville and the Airport. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report: None

Board Member Updates:

Commissioner Barney presented a letter of support for the McKay Creek Water Rights Switch Project, requesting additional funding. The Ochoco Irrigation District is seeking the Board of Commissioners' assistance in securing further funds for an infrastructure update. This project will benefit the valley, irrigators, farmers, and anyone with agricultural interests in the area.

MOTION for the Board of Commissioners to support the Ochoco Irrigation District with the letter presented today. Motion seconded. No discussion. Motion carried 3-0.

At 10:04 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.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:26 a.m.**

Respectfully submitted,

Sarah Puerner

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF MARCH 27, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on March 27, 2024, at 9:00 a.m. in the Administration Conference 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; Finance Director Christina Haron; Undersheriff Bill Elliott; Natural Resources Policy Coordinator Tim Deboodt; Landfill Manager Jacquie Davis; District Attorney Kari Hathorn; Assessor Jon Soliz; Extension Manager Kim Herber; Contract County Administrator Andy Parks; Library Director Sarah Beeler; Health and Human Services Director Katie Plumb; Juvenile Director Erika Frickey; Chief Information Officer Stephen Chellis; Road Superintendent Brad Haynes; Sheriff John Gautney; Christina Hannigan; Amy Albert; Mitch Madden; Katie McDonald; Hannah Elliott; Jason Elliott; Office Manager Alex Solterbeck; Cindy York; Stephanie West; Shannon Alleman; Shelby Fisher; Mona Glade; Breyanna Cupp; Stephanie Wilson; Linda Pepper; Randy Davis; Stephanie O'Neal; Julie Lancaster; Mike Ervin; Debbie Palmer; Monty Kurtz; Courtney Voss; Heather Roberts; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Request to work with Insight Global to fill vacancies:

Requester: Amy Albert/ Stephen Chellis

Details: Amy Albert, HR Generalist, attended the Work Session to present an option for filling vacancies that have been open for over a month. HR and IT propose working with Insight Global to fill three IT Department positions. Insight Global specializes in IT staffing, even in remote areas. The costs for these positions are as follows: an Application Manager at \$16,240.60 to \$21,667.80, a Business Systems Analyst at \$13,906.80 to \$18,516.20, and an IT Manager at \$16,240.60 to \$21,627.80. These expenses are within the IT department's budget. This item will be moved to the April 3rd Regular Session as a discussion item.

Discussion item #2: Discussion regarding non-standard work scheduling policy:

Requester: Andy Parks

Details: Andy Parks, Contract County Administrator, attended the Work Session to discuss the non-standard work scheduling policy. The County's departments have diverse service delivery requirements, leading to varying work schedules across the organization. Previously, departments independently managed their schedules,

resulting in inconsistencies due to the lack of a County-wide policy. In response to considerable feedback regarding non-standard work hours, administration and HR staff collaborated with department directors to create a framework for non-standard work scheduling alternatives. This new policy aims to address the changing needs of the County and its employees, improve recruitment and retention, and reduce personnel costs due to decreased employee turnover. The policy includes five types of work schedules: remote, flexible, compressed, hybrid, and on-site. This item will be placed on the consent agenda for final approval on April 3rd.

Discussion item #3: Teen Internship Grant from the State Library of Oregon acceptance, \$3600.00:

Requester: Sarah Beeler

Details: Sarah Beeler, Library Director, attended the Work Session to discuss a recently awarded teen internship grant. Crook County applied for and received notification of acceptance this week. An MOU has been received and will be forwarded to County Counsel for review. The next step involves collaborating with HR to hire two teen interns who will assist with the summer reading programs at the Crook County Library. This item will be placed on the consent agenda for final approval on April 3rd.

Discussion item #4: Donation of land for small branch library in Paulina:

Requester: Sarah Beeler

Details: Sarah Beeler, Library Director, attended the Work Session to discuss the potential donation of land for a small branch library in Paulina. Ms. Beeler expressed interest in exploring the use of Crook County property for this purpose, which would also serve as a community bonding space and benefit school children in Paulina. Commissioner Hermreck has offered to donate land for the project. There may be site development and planning costs involved, and legal assistance might be needed for land acquisition. Ms. Beeler intends to move forward by consulting with the Paulina School District and the Road Department about this potential option.

Discussion item #5: Republic Services service update:

Requester: Jacquie Davis

Details: Courtney Voss and Erica Haitsma from Republic Services attended the Work Session to update the Commissioners on service issues within Crook County. Landfill Manager Jacquie Davis and Commissioner Crawford met with Republic Services staff to identify areas needing improvement. Courtney and Erica presented the improvements made since that meeting: New Vehicles: Republic Services has purchased heavy-duty vehicles designed for non-paved roads; Office Hours: The main office will now be open five days a week; Call Center: Call center agents are being retrained to provide accurate and updated information; Customer Notifications: They are reinstating the mail program and adding automated customer notifications to increase the amount of information customers receive; Credit System: A credit system for missed services will be implemented; and Route Optimization: They will start a route balancing and re-routing process to ensure routes are the right size for drivers to complete in a day, helping eliminate daily roll-overs. Ms. Haitsma also provided the annual financial report for the franchise agreement, noting a projected 10% rate increase for services starting on July 1, 2024.

Discussion item #6: PBS Environmental Contract Amendment:

Requester: Jacquie Davis

Details: Jacquie Davis, Landfill Manager, attended the Work Session to discuss a contract amendment with PBS Environmental. PBS Environmental handles environmental monitoring at the landfill and prepares quarterly and annual reports for DEQ. The amendment includes updated pricing for 2024, reflecting a \$20,000 increase due to a 20% rise in laboratory costs and additional costs for a split sampling event required in Fall 2024. County Counsel will review the amendment, and if there are no issues, it will be moved to the consent agenda for final approval on April 3rd.

Discussion item #7: Request to purchase a new transport car:

Requester: Erika Frickey

Details: Erika Frickey, Juvenile Director, attended the Work Session to request the purchase of a new transport vehicle. The current vehicle in the Juvenile Department's fleet has over 200,000 miles and has experienced numerous issues over the past year, including non-functional heating and a door that no longer opens, creating unsafe conditions for staff and community members. This van is used to transport youth across the state, making a reliable vehicle essential. The purchase of a new vehicle was approved, with \$53,000 allocated in the Juvenile Department's budget for this fiscal year. The new vehicle, a Dodge Durango, is priced just under \$50,000, allowing the department to also purchase an aftermarket law enforcement partition.

MOTION to approve purchasing a vehicle for the Juvenile Department and to be signed out of Court. Motion seconded. No discussion. Motion carried 2-0.

Discussion item #8: Health Communications Subcontract:

Requester: Katie Plumb

Details: Katie Plumb, Health and Human Services Director, attended the Work Session to discuss the health communications subcontract. Health & Human Services advertised for this project in February 2024, using platforms such as LinkedIn and professional organizations including the Central Oregon Health Council, Oregon Coalition of Local Health Officials, and the Roundhouse Foundation. The application deadline was March 4th, and one application was received. It was reviewed by six members of the HHS leadership team, resulting in an 85% average score with follow-up questions for the applicant. The leadership team recommends proceeding with a contract for the proposal submitted by JSC Consulting, LLC. The project proposal is for \$50,000, which is covered by state public health modernization funds granted to the county for FY24. This item will be discussed further at the April 3rd Regular Session.

Discussion item #9: Update on current Title III funds and eligible uses:

Requester: Christina Haron

Details: Christina Haron, Finance Director, attended the Work Session to provide an update on the current Title III funds and their eligible uses. The County receives these funds under the Secure Rural Schools Act, which Congress has reauthorized multiple times since 2000, with various extensions and amendments. Title III funds must be used for specific purposes, including: Implementing activities under the Firewise communities program; Reimbursing the county for search and rescue and other

emergency services, such as firefighting and law enforcement patrols on public lands; Covering training costs and equipment purchases directly related to emergency services provided on public lands; Developing and carrying out community wildfire protection plans; and Providing or expanding access to broadband telecommunications services.

Discussion item #10: Request to expend up to \$300,000 of Title III Federal funds:

Requester: Christina Haron

Details: Mitch Madden from the Sheriff's Office attended the Work Session to present on Patrol and Emergency Services and request the expenditure of up to \$300,000 of Title III funds. The presentation covered Search and Rescue, wildfire response, major events, and the lack of preparedness regarding the incident command trailer and SAR Communications vehicle. The Sheriff's Office aims to develop a comprehensive IT/Communication System for a Mobile Incident Command Post (MICP) to enhance coordination and response capabilities. They received a Class A motor home from OSU Crook County Extension, equipped with workspaces, HVAC, power, water, and data cables, which will be used for emergency response on public lands. Title III funds, as specified in P.L. 115-141, section 302(a)(2), can reimburse counties for such activities. The anticipated \$250,000 expenditure in FY24 will require a supplemental budget to reallocate funds from Materials and Services to Capital Outlay. This request will be discussed on April 3rd, initiating a 45-day public comment period.

Discussion item #11: Community Development Monthly Update:

Requester: Will Van Vactor

Details: Randy Davis, Building Official, attended the Work Session to provide the monthly update for the Community Development Department. February saw a high volume of complaints. Dollar General is under review for a potential building in Juniper Canyon. The Building Department is experiencing a seasonal slowdown, with 148 building permits issued in February. There are currently 269 active commercial permits and 724 active residential permits. A total of 806 inspections were conducted for both commercial and residential projects. Fire and Rescue are undergoing a significant remodel, and the Jockey Room Project for the Fairgrounds is in review. Progress at the Justice Center is steady. Overall, both commercial and residential projects are proceeding well.

Discussion item #12: Update on ODA review of Central Oregon Crop Protection

District:

Requester: Tim Deboodt

Details: Tim Deboodt, Natural Resources Policy Coordinator, attended the Work Session to provide an update on the ODA review of the Central Oregon Crop Protection District. In May 2023, ODA held a public meeting in Prineville about the district, which controls the production of Brassica crops. Crook County had requested removal from the district, citing no benefit to local farmers. A follow-up meeting was held in Madras on March 19th, where ODA provided an update and sought further input from the Central Oregon agricultural community. Mr. Deboodt will draft a letter of support for Crook County's removal from the district, to be placed on the consent agenda for final approval on April 3rd.

Discussion item #13: Consider appointment to the Ag Extension Service District Advisory Board:

Requester: Kim Herber

Details: Kim Herber, Extension Manager, attended the Work Session to discuss a potential appointment to the Ag Extension Service District Advisory Board. There is currently an open position on the board, and the existing members have unanimously recommended Hunter Neuharth for the appointment. An official Order will be created, and this item will be placed on the consent agenda for final approval on April 3rd.

Discussion item #14: Consider appointments to the Budget Committee and the Compensation Committee:

Requester: Andy Parks

Details: Andy Parks, Contract County Administrator, attended the Work Session to discuss appointments to the Budget Committee and Compensation Committee. For the Compensation Committee, the applicants were Jo McCabe, Ronda Sneva, and William Anderson, all of whom were interviewed by Finance Director Christina Haron and meet the committee's requirements. For the Budget Committee, the applicants were Gary Bellah, Kristy Kurtz, Scott Tibbs, Steve Brown, and William Anderson. Finance Director Christina Haron and Budget Analyst Jamie Berger interviewed three of these applicants, with the remaining two interviews scheduled for next week. There are open positions on both committees that need to be filled. Additional information will be provided at the Work Session on April 10th.

Discussion item #15: Consider appointment of community member to the local public safety coordinating council (LPSCC):

Requester: Kari Hathorn

Details: Kari Hathorn, District Attorney, attended the Work Session to discuss an appointment to the Local Public Safety Coordinating Council (LPSCC). ORS 423.560 requires the Board of County Commissioners to appoint at least one citizen to the LPSCC board. Two citizens have submitted applications: Debra Patterson, a former Juvenile Director, and Laurie Medina, who has extensive experience in the criminal justice field. The Commissioners have the option to appoint both candidates, as the current LPSCC board supports their appointments. Ms. Hathorn will draft the Order, and this item will be placed on the consent agenda for final approval on April 3rd.

ADDITIONS:

Commissioner Barney requested authorization to sign a supplemental service budget with the architects. This pertains to the lot that the County purchased next to the Justice Center. The house will be vacant soon and made into a parking lot.

MOTION to approve the Pinnacle Architecture Inc. Project 2036.cj for the amount of \$66,650.00 and for Commissioner Barney to sign out of Court. Motion seconded. No discussion. Motion carried 2-0.

Administrator Report:

Andy Parks asked Landfill Manager Jacquie Davis to provide an update on Todd Hedges' behavior. Mr. Hedges has been disrespectful and confrontational, particularly

towards female employees, making them feel harassed and unsafe. Recently, he made inappropriate comments to Jacquie Davis and criticized the landfill's discount policy for county residents. Due to these ongoing issues, the landfill crew often allows him to bypass the scale to avoid conflicts. Jacquie Davis requests that Mr. Hedges be banned from the facility. County Counsel will prepare a letter, and the Sheriff's Office will assist in serving it to ensure he does not return to the landfill.

Commissioner Updates:

Commissioner Hermreck noted that on March 22nd, she had a Zoom meeting with nine others, including members from the Governor's Office, Dogami, OHA, and DEQ regarding the water contamination issue. The initial proposal was to hold a town hall meeting to discuss the issue openly. However, some community members are reluctant to speak about their experiences in a public forum, so the decision was made to proceed with a listening session instead. This session will be held at either the Library or COCC from 4 pm to 7 pm on an upcoming date. More information will be provided as details are finalized.

Commissioner Hermreck and Andy Parks will meet with Steve Forrester to discuss a potential agreement on funding for events held at the Fairgrounds. Currently, the County Fairgrounds host events but do not receive most of the revenue generated, which is needed to help maintain the facilities. Commissioner Hermreck aims to mediate this issue and establish an agreement to allocate funds for the upkeep of the fairgrounds.

At 11:17 a.m. the Court read 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 County Court 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 2-0.

There being no further business before the Court, the meeting was **adjourned at 11:54 a.m.**

Respectfully submitted,

Sarah Puerner

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF APRIL 3, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Regular Meeting on April 3, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Court 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; Administrative Assistant Breyanna Cupp; Health and Human Services Director Katie Plumb; Office Manager Alex Solterbeck; Chief Information Officer Stephen Chellis; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Treasurer Galan Carter; Extension Manager Kim Herber; Road Superintendent Brad Haynes; Administrative Assistant Mona Glade; Landfill Manager Jacquie Davis; Assessor Jon Soliz; Community Development Director Will Van Vactor; District Attorney Kari Hathorn; Airport Manager Kelly Coffelt; Library Director Sarah Beeler; Sheriff Gautney; Budget Analyst Jamie Berger; Undersheriff Bill Elliott; Lieutenant Mitch Madden; Stephanie West; Stephanie Wilson; Shelby Fisher; Contract County Administrator Andy Parks; Shannon Alleman; Jason Elliott; Linda Pepper; Amy Albert; Stephanie O’Neal; Gail Merritt; Monty Kurtz; Dock Kerbow; Susan Crawford; Mike Ervin; Mike Kasberger; Ashely Thrasher; Jace Rhoden; Terra Tyger; Kaycee Weeks; Janette Wisseman; Mike Wilson; 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. Approve Order 2024-20 In the matter of formally appointing members of the Local Public Safety Coordinating Council (LPSCC)
3. Approval of non-standard work scheduling policy
4. Teen Internship Grant from the State Library of Oregon acceptance, \$3600.00
5. PBS Environmental Contract Amendment
6. Letter of support regarding the elimination of the Central Oregon Crop Protection District
7. Approve Order 2024-21 In the matter of the appointment to the Ag Extension Service District Advisory Board
8. Approve Order 2024-22 In the matter of the appointments to the Compensation Committee

MOTION to accept the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: April's Child Abuse Prevention Month:

Requester: Terra Tyger

Details: Terra Tyger, Regional Programs Manager for KIDS Center, attended the Regular Session to present April as Child Abuse Prevention Month. KIDS Center has partnered to raise awareness for this important cause, aligning with National Child Abuse Prevention Month in April. The blue-ribbon campaign will symbolize the commitment to preventing child abuse and fostering a safe environment for children. To promote child abuse prevention, KIDS Center suggests three simple steps: be aware, be educated, and become involved. Awareness involves recognizing the signs of abuse, education includes learning about resources and protective measures, and involvement means actively participating in community efforts to support children and families. Ms. Tyger emphasized that for professionals in the field, every day and every month are dedicated to child abuse prevention. The goal is to extend this commitment throughout the community, ensuring that child protection is a continuous priority.

MOTION to accept the proclamation declaring April 2024 to be the Child Abuse Prevention Month. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #10: Request to expend up to \$300,000 of Title III Federal funds:

Requester: Christina Haron

Details: Mitch Madden, Crook County Sheriff Lieutenant, attended the Regular Session to request up to \$300,000 of Title III (Secure Rural Schools) Federal funds to upfit a Mobile Incident Command Post (MICP). The anticipated spending is \$270,000, with an additional \$30,000 requested as a contingency for supply chain changes, which will be returned to the Title III Fund if not used. The Sheriff's Office received a Class A motor home donation from the OSU Crook County Extension, already equipped with workspaces, HVAC, power, water, and data cables. Funds for this project have been appropriated for FY24 Title III spending. The \$250,000 anticipated expenditure for FY24 will require a supplemental budget to reallocate funds from Materials and Services to Capital Outlay.

MOTION to expend up to \$300,000 of Title III Federal Funds for the Sheriff Incident Command Post. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #11: Request for funding - Crook County Kids Club:

Requester: Ashley Thrasher

Details: Ashley Thrasher, Executive Director of Crook County Kids Club, attended the Regular Session to request \$7,000 in funding for the non-profit program. Crook County Kids Club provides after-school and out-of-school supervision for over 200 families, allowing children to be engaged while adults complete their workday. The requested funds would support operational costs and supplement the scholarship fund for underserved families. The program serves children from kindergarten to 5th grade,

operating from school dismissal until 6:00 pm, Monday through Friday, and offers a full-day summer program from 7:15 am to 5:30 pm. This support helps working parents, many of whom are employed by the county, school district, small businesses, construction companies, and medical providers. Kids Club offers activities that promote learning and confidence, including physical education, literacy tutoring, arts, community service projects, gardening, off-site field trips, and hand-stitching.

MOTION to approve the request for funding the Crook County Kids Club in the amount of \$7,000.00. Motion seconded. Commissioner Hermreck mentioned in discussion that the County should consider adding this expense to the budget for future years. No further discussion. Motion carried 3-0.

Discussion item #12: Open Air Barn for Livestock Fairgrounds:

Requester: Dennis Hilderbrand/Jace Rhoden/Jake & Sheri Storey

Details: Jace Rhoden attended the Regular Session to request a letter of support from the Board of Commissioners for improvements at the Crook County Fairgrounds. The Fairgrounds have outgrown many of their amenities, with structural flaws becoming apparent, and the 4-H and FFA youth need more space to thrive. The proposed building would provide a secondary arena, crucial for retaining current events hosted at the Fairgrounds. The estimated total cost for the 150' x 200' open-air livestock barn is \$1.5 million, with approximately \$500,000 already donated.

MOTION to approve a letter of support for the Open Air Barn donation and the letter to be drafted with County Counsel with approval to sign at the next Regular Session. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #13: Approval to contract with Insight Global to fill three positions in the IT Department:

Requester: Amy Albert/Stephen Chellis

Details: Stephen Chellis, Chief Information Officer, attended the Regular Session to request approval to contract with Insight Global to fill three IT Department positions. The costs are as follows: Application Manager (\$16,240.60 to \$21,667.80), Business Systems Analyst (\$13,906.80 to \$18,516.20), and IT Manager (\$16,240.60 to \$21,627.80). These expenses are within the IT department's budget, and the contract has been reviewed by the Legal Department.

MOTION to approve the contract with Insight Global to fill the three positions in the IT Department. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #14: Approval of Annual Financial Assurance Update & Recertification for Landfill:

Requester: Christina Haron

Details: Christina Haron, Finance Director, attended the Regular Session to request approval from the Board of Commissioners for the annual financial assurance update and recertification for the Crook County Landfill. This update pertains to the DEQ Solid Waste Disposal Site Permit No. 74. The financial assurance update is a critical

component to ensure compliance with state regulations and to demonstrate that the County has the necessary funds to cover the costs associated with the closure, post-closure care, and any potential corrective actions required for the landfill. Approval of this request is essential for maintaining the permit and ensuring the continued operation and regulatory compliance of the Crook County Landfill.

MOTION to approve the Annual Financial Assurance Update and Recertification for the Landfill and to be signed outside of Court. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #15: Contract approval for Bridging the Accounting Gap, LLC (Kristal Hughes):

Requester: Christina Haron

Details: Christina Haron, Finance Director, attended the Regular Session to seek approval for a contract with Bridging the Accounting Gap, LLC, led by Kristal Hughes. This contract will replace the previous one with NOWCFO, which ended in November 2023, for Senior Accounting and ERP implementation work. No budget changes are necessary as the contract is capped at \$10,000 per month. The costs will be covered by funds allocated for the vacant Senior Accountant position or ARPA grant funds related to ERP implementation, as currently budgeted.

MOTION to approve the contract for Bridging the Accounting Gap with Kristal Hughes. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report:

Andy Parks reported that Fairgrounds Manager Casey Daly has submitted an application to the Oregon Fair Association for County Fairgrounds Operational Support. As a result, the County will receive a one-time payment of \$94,812.00 to offset losses incurred during COVID. This payment is expected to be sent to the County in the next few days.

Mr. Parks informed the Commissioners about two committees, COACT and the Regional Housing Council, both of which require a Commissioner to serve on them. He also shared communication from COIC detailing the responsibilities and meeting schedules for these committees. Additionally, Mr. Parks is finalizing a comprehensive schedule outlining all the committees and boards that each Commissioner is currently attending, ensuring proper representation and coordination across all assignments.

Steve Markell has resigned from the Budget Committee due to other commitments. It is suggested that new applicants be appointed by the meeting on the 17th, with a follow-up discussion on the next steps to be held at the subsequent session.

Commissioner Updates: None

Public Comment: None

At 10:03 a.m. the Court 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; 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.

No motions were made at the end of Executive Session.

There being no further business before the Board, the meeting was **adjourned at 11:08 a.m.**

Respectfully submitted,

Sarah Puerner

**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

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF JULY 10, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a regularly scheduled Work Session on July 10, 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 and Commissioner Brian Barney

Absentees: Commissioner Susan Hermreck

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Community Development Director Will Van Vactor; Administrative Assistant Breyanna Cupp; Office Manager Alex Solterbeck; District Attorney Kari Hathorn; Clerk Cheryl Seely; Airport Manager Kelly Coffelt; Budget Analyst Jamie Berger; Natural Resources Policy Coordinator Tim Deboodt; Facilities Director James Preuss; Undersheriff Bill Elliott; Lieutenant Andrew Rasmussen; Finance Director Christina Haron; Chief Information Officer Stephen Chellis; Code Compliance Officer Louis Seals; Sanitarian Chris Haindel; Road Superintendent Brad Haynes; Mike Ervin; Matt McCaw; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Request to have Crook County Commissioners write a letter on behalf of Crook County residents asking the Governor and State Legislature to begin border talks:

Requester: Matt McCaw

Details: Matt McCaw, Executive Director of the Greater Idaho Movement, attended the Work Session to request a letter on behalf of Crook County residents regarding border discussions with the Governor. This proposed state border change requires approval from the state legislature. Considering the passing of Measure 7-86 by Crook County residents in May 2024 and the Oregon Legislature's inaction, the Crook County Commissioners can advocate for the citizens' wishes by urging the legislature to address the issue. The Commissioners have asked the Legal Department to draft a letter for their review and signatures in the coming weeks.

Discussion item #2: Jail Camera Update:

Requester: Bill Elliott

Details: Lieutenant Andrew Rasmussen and Facilities Director James Preuss updated the Commissioners on the jail camera system, which is becoming obsolete. Brody Barker has received two quotes for new jail cameras, priced at \$178K and \$289K. Opting for Pelco would allow the use of most existing cabling and compatibility with the touch screen system. The current system will no longer receive support or updates. A rollout schedule has been coordinated with City IT and the County's IT department. The

Facilities Department will obtain a third quote, and the new system will still fall under the City of Prineville's IT department. Commissioners Barney and Crawford requested more information to ensure software compatibility with the Justice Center. John Eisler recommended discussing this further at the next work session on July 31st to allow time for additional research and obtaining the third quote.

Interim Manager Report: None

Commissioner Updates: None

At 9:09 a.m. the Board of Commissioners read 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; and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

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 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:13 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

AGENDA ITEM REQUEST



Date:

July 22, 2024

Meeting date desired:

July 31, 2024

Subject:

Letter to State Representatives Regarding State Border Relocation Negotiations

Background and policy implications:

The County placed Ballot Measure 7-86 on the May ballot, a non-binding advisory question, which asked the voters if they wanted County leadership to inform our state representatives that our voters preferred that border relocation negotiations continue. The vote passed with over 53% support. Enclosed is a letter to Senator Findley and Representative Breese Iverson informing them of the outcome of the vote and the desire of our electors.

Budget/fiscal impacts:

N/A

Requested by:

*John Eisler; Asst. County Counsel
John.Eisler@CrookCountyOR.gov
541-416-3919*

Presenters:

John Eisler

Legal review (only if requested):

Legal drafted

Elected official sponsor (if applicable):

N/A



Crook County

Mailing: 300 NE 3rd Street • Prineville, Oregon 97754
Physical: 203 NE Court Street • Prineville, Oregon 97754
Phone (541) 447-6555

August 7, 2024

**VIA USPS and EMAIL to: Sen.lynnfindley@oregonlegislature.gov and
Rep.vikkibreeseiverson@oregonlegislature.gov**

Senator Lynn Findley
900 Court St. NE, S-301
Salem, OR 97301

Representative Vikki Breese Iverson
900 Court St. NE, H-390
Salem, OR 97301

Re: Oregon-Idaho Border Negotiations
Our File No.: Ct. Misc. 77

Dear Senator Findley and Representative Breese Iverson:

In early 2020, Crook County was one of the first Oregon counties to be approached by the “Move Oregon’s Border” group. The County has watched what began as a small initiative petition grow into a burgeoning grassroots movement with support across much of the State.

This May, via Ballot Measure 7-86, we asked our voters: Should Crook County represent that its citizens support efforts to move the Idaho state border to include Crook County? The Measure’s summary and explanatory statement made it clear that this was merely a non-binding advisory question, as State borders are a question for State and Federal elected officials, not counties.

The Measure garnered a great deal of voter interest. Nearly 10,000 Crook County electors voiced their opinion, with 5,149 votes, or 53.4% of votes cast, voting “Yes.” Accordingly, following the will of our people, the Crook County Board of Commissioners wants to express to you that our citizens encourage continued discussions with our Idahoan neighbors regarding the possibility of a westward relocation of the Oregon-Idaho border, potentially resulting in all or a portion of the territory of Crook County, Oregon becoming a part of the State of Idaho.

Crook County recognizes this is a unique and complicated issue. We are grateful to have such committed and passionate representatives at the State level advocating for the County and its people. As always, we are here to support and assist you in any way we can.

Sincerely,

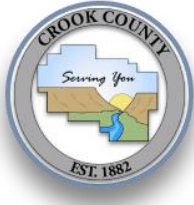
The Crook County Board of Commissioners:

Seth Crawford

Susan Hermreck

Brian Barney

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Crook County

300 N.E. 3rd Street • Prineville, Oregon 97754
Phone (541) 447-6555 • FAX (541) 416-3891

Crook County Solid Waste Application For A Disposal Fee Credit

Organization: Redemption House Ministries

Contact Name: Sherry Collett Phone: 541-2602726

Address: 31 Po Box 1762 Prineville OR 97754

Physical Address of Place of Business In Crook County, if different from above:

780 E 18th St Prineville, Oregon 97754

To qualify for a fee credit an organization must be recognized as a non-profit and charitable under sections 501(c) 3 of the Internal Revenue Service Code and be registered as a non-profit corporation with the State of Oregon. A qualified organization must have a physical place of business in Crook County and must be engaged in an ongoing basis in the business of encouraging consumers to reuse and recycle consumer and durable goods in order to generate revenue to further the interests of one or more segments of society. No commercial hauler of municipal waste or any business unit thereof shall also be qualified as a "qualified non-profit organization" under this section. Certification is not valid until approved by the County Court or an official or body it may designate, and any certification and any unused credit shall expire on June 30. Recertification may be applied for starting in April. The credit if approved shall be used to facilitate the disposal of goods received by qualified non-profit organizations for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be returned to consumer use. This credit shall not be used to allow qualified non-profits to dispose of demolition or construction waste associated with facility demolition, construction or remodel, nor shall this credit be used to allow any person, organization or business to avoid the need to dispose of an ordinary volume of municipal waste usually and customarily generated by person, organization or business. Organizations using the credit shall physically segregate from the ordinary and customary wastestream those goods received for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be reused and shall clearly identify the same upon entering the landfill. Only those goods shall qualify for use of the credit. Qualified non-profit organizations using the credit shall comply with all requirements of the landfill related to source separation of recyclable and non-recyclable materials. The landfill manager is empowered to revoke the certification of any organization which shall fail to comply with the terms of this certification application.

Requested credit for this year: (may not exceed \$3,000) \$ 2800⁰⁰

ATTACH TO THIS APPLICATION A COPY OF YOUR FEDERAL LETTER CERTIFYING YOUR NON-PROFIT STATUS (Form 501)

By my signature, I agree to abide by all the terms and conditions herein and the terms and conditions set forth in County Court Order 2006-69.

Sh. Couart - Bookkeeper Date: 7/18/24
Name, title

<p>Office use only:</p> <p>Form 501 attached: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Credit last year: \$ _____ Credit used last year: \$ _____</p> <p>Credit approved for current fiscal year: \$ _____</p>
--

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 26 2014

REDEMPTION HOUSE MINISTRIES
780 E 1ST STREET
PRINEVILLE, OR 97754

Employer Identification Number:
46-2175446
DLN:
17053326309003
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 4, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

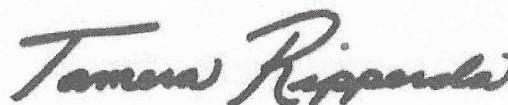
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

AGENDA ITEM REQUEST



Date: 7/25/2024

Meeting date desired: 7/31/2024

Subject: Vacation/PTO Accrual for Employees with more than 16+ Years of Service

Background and policy implications: In early 2024, the Board approved adjustments to PTO accruals for certain employees with lateral experience. At that time, no adjustments were made for employees with 16 or more years of service. To show appreciation to this group of employees for their long-term commitment to Crook County, the attached memorandum outlines a proposed distribution of additional PTO accruals and/or a one-time payout.

Budget/fiscal impacts: Qualifying employees will have three options: (1) receive additional PTO hours to add to their existing accruals (not to exceed maximum vacation/PTO), (2) receive a lump sum payment, or (3) a combination of the first and second option. If all employees were to receive the lump sum payment, the total cost to the County is approximately \$78,000. Additional details are included in the attached memorandum.

Requested by:

Will Van Vactor

will.vanvactor@crookcountyor.gov | 541.447.3211

Presenters:

Will Van Vactor

Legal review (only if requested):

Elected official sponsor (if applicable):

MEMORANDUM

To: Crook County Board of Commissioners: Seth Crawford, Commissioner, Chair
Brian Barney, Commissioner
Susan Hermreck, Commissioner

Date: July 31, 2024

From: Will Van Vactor, Interim County Manager

Subject: Vacation/PTO Accrual for Employees with more than 16+ Years of Service

During Fiscal Year 2024, the Board of Commissioners approved a policy change for vacation/PTO accruals for all Crook County employees. This new policy allows years of experience with a prior employer to count towards the years of experience for vacation accrual rates at a value of 50% per year of relevant experience up to an additional 5 years.

Because the employees with more than 16+ years of service with the County already receive the maximum vacation accrual, they do not benefit from this policy change. The Finance Team has identified 23 employees in this situation. In a goodwill effort to show appreciation for this dedicated group of employees, the following is proposed for the consideration by the Board of Commissioners:

- Employees with more than 16+ of service to be given a one-time additional accrual in August 2024 according to the following schedule:

<u>Years of Service</u>	<u>Vacation/PTO Accrual Hours</u>
More than 16+ years but less than 20 years of service	80 hours
At least 20 years but less than 25 years of service	85 hours
At least 25 years but less than 30 years of service	90 hours
At least 30 years of service	95 hours

- Employees to be given the following options for these accrual hours:
 - Bank the vacation/PTO accrual hours (up to the maximum allowed vacation/PTO accrual hours; any hours above the maximum to be paid out at the employee's regular hourly rate)
 - Pay out all one-time received vacation/PTO accrual hours at the employee's regular hourly rate, which may require a one-time exception to the existing policy*
 - Or the employee's chosen combination of vacation/PTO pay out and banked vacation accrual hours (not to exceed the maximum allowable accrued hours)
- This will have an immediate cost of at least \$28,000 (excluding payroll taxes and other associated payroll costs) because of the vacation/PTO hours that will exceed employee maximum accruals currently and will have to be paid out.
- If every employee chooses the payout option and does not bank any vacation/PTO accrual hours, this proposal will cost approximately \$78,000 (excluding payroll taxes and other associated payroll costs).

* The existing policy on vacation pay out requires that unrepresented employees take 5 consecutive days of vacation in the preceding 365 days before allowing a payout of 40 vacation hours. This request asks that there be a one-time exception to lift the 40-hour limitation for this

particular pay out, as well as a one-time exception to the requirement to take 5 consecutive days of vacation prior to being eligible for this particular pay out.

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF CROOK

**IN THE MATTER OF)
APPROVING A ONE-)
TIME ADDITIONAL)
PTO ACCRUAL OR)
PAYOUT FOR LONG)
TERM EMPLOYEES)**

ORDER 2024-40

WHEREAS, in January 2024, the Board of Commissioners approved adjustments to PTO accruals for certain employees with lateral experience; and

WHEREAS, at that time, no adjustments were made for employees with 16 or more years of service; and

WHEREAS, the Board of Commissioners wishes to show appreciation to this group of employees for their long-term commitment to Crook County; and

WHEREAS, the Board of Commissioners has reviewed and considered a proposed distribution of additional PTO accruals and/or a one-time payout for these long-term employees.

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NOW, THEREFORE, the Board of Commissioners **ORDERS** the proposed distribution of additional PTO accruals or one-time payout for employees with 16 or more years of service, as set forth in Exhibit A.

DATED this 7th day of August 2024.

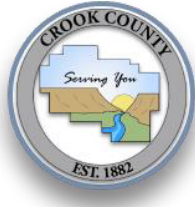
CROOK COUNTY BOARD OF COMMISSIONERS

SETH CRAWFORD, County Commissioner

SUSAN HERMRECK, County Commissioner

BRIAN BARNEY, County Commissioner

AGENDA ITEM REQUEST



Date: 7/25/2024

Meeting date desired: 7/31/2024

Subject: Compensation Review Committee

Background and policy implications: Effective June 1st, Crook County implemented a new salary schedule. To ensure necessary adjustments to the salary schedule are made consistently and fairly, it is important to adopt a process and procedure. Attached is a proposed procedure for the purpose of implementing a compensation review committee that will review all requested changes to the salary schedule.

Budget/fiscal impacts: Changes to the salary schedule may increase personnel costs. However, having a process in place to ensure fair and equitable changes are made will ensure that County achieves its intent in adopting the salary schedule and that changes are not out of line with that intent.

Requested by:

Will Van Vactor
will.vanvactor@crookcountyor.gov | 541.447.3211

Presenters:

Will Van Vactor

Legal review (only if requested):

Elected official sponsor (if applicable):

Procedure for Approving Changes to Compensation Salary Schedule for Local Government

1. Purpose. The purpose of this policy is to establish a structured procedure for approving changes to the compensation salary schedule for employees within the local government. This procedure ensures that any adjustments are justified and align with established standards and guidelines. Through adoption of this procedure, the County Board authorizes the County Manager to make final decisions regarding changes to the salary schedule in accordance with the procedure outlined below.

2. Formation of the Committee.

- a. Committee Establishment:** A Compensation Review Committee (CRC) shall be formed to oversee and review proposed changes to the compensation salary schedule.
- b. Composition:** The CRC shall consist of representatives from the following departments:
 - Human Resources Director, or Designee
 - Finance Director, or Designee
 - Rotating Department Head (as assigned by the County Manager)

The committee shall be chaired by the Human Resources Director or another designated official. The committee shall be staffed by an HR team member appointed by the HR Director.

To avoid any real or perceived conflict of interest, the County Manager may appoint back-up committee members. For example, if the Finance Department is requesting review of a position, the County Manager may elect, but is not required to, to appoint an alternative committee member in lieu of the Finance Director.

- c. Role and Responsibilities:** The CRC is responsible for:
 - Reviewing proposals for changes to the compensation salary schedule.
 - Evaluating the justification provided for each proposed change.
 - Making recommendations to the County Manager for final approval of any changes to the salary schedule.

3. Procedure for Review and Approval

- a. Submission of Proposals:**
 - i.** Departments proposing changes to the grade within the compensation salary schedule must submit a formal proposal to the HR department. The proposal should include:
 - Justification for the proposed change, including market data comparisons, internal equity considerations, and any other relevant factors.
 - Estimated financial impact on the budget.

ii. Review by HR Department:

- Upon receipt of a proposal, the HR department will conduct an initial review to ensure completeness and accuracy of the information provided.
- HR may consult with relevant departments or external consultants if additional information or analysis is required.

iii. Committee Review:

- The CRC will convene to review each proposal in detail.
- Committee members will assess the justification provided and evaluate whether the proposed changes align with established compensation standards and guidelines.
- For all new positions, the financial implications will be carefully considered prior to presentation to the committee to ensure feasibility within the local government's budget constraints.

iv. Recommendations:

- Based on their review, the CRC will prepare a recommendations for each proposal.
- Recommendations may include approval, modification, or rejection of the proposed changes.
- If modifications are suggested, the proposing department will be informed and given an opportunity to revise the proposal.

v. Approval Process:

- Final recommendations from the CRC for approval or modification of the existing salary schedule will be presented to County Manager for final approval.

4. Implementation and Communication Upon approval of changes to the compensation salary schedule:

- HR will oversee the implementation process, ensuring that updated salary information is communicated to affected employees.
- Finance will incorporate approved changes into the budget and payroll systems as necessary.
- The updated compensation schedule will be made accessible to all employees through appropriate channels.

5. Monitoring and Evaluation

- a. Ongoing Review:** The CRC may conduct periodic reviews of the compensation salary schedule to ensure ongoing alignment with market conditions and internal equity principles.

b. Evaluation: HR will monitor the impact of approved changes on employee satisfaction, retention, and overall budget performance.

6. Policy Review. This policy shall be reviewed annually by HR in consultation with relevant stakeholders to ensure its effectiveness and relevance to Crook County's objectives.

7. Compliance. All departments and employees must adhere to this policy procedure when proposing or implementing changes to the compensation salary schedule.

8. Amendments. Amendments to this policy procedure may be made with the approval of the appropriate authority following a review by HR and the CRC.

Effective Date: This policy procedure shall be effective upon approval by [insert approving authority], and shall supersede any previous policies or procedures related to changes in the compensation salary schedule.

This policy procedure outlines a structured approach to reviewing and approving changes to the compensation salary schedule, ensuring transparency, accountability, and alignment with organizational standards and fiscal responsibilities.

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF CROOK

**IN THE MATTER OF)
ADOPTING A)
PROCEDURE FOR)
IMPLEMENTING A)
COMPENSATION)
REVIEW COMMITTEE)**

ORDER 2024-41

WHEREAS, Crook County periodically updates its salary schedule; and

WHEREAS, to ensure necessary adjustments to the salary schedule are made consistently and fairly, it is important to adopt a process and procedure; and

WHEREAS, the Board of Commissioners has reviewed and considered a proposed procedure for implementing a compensation review committee that will review all requested changes to the salary schedule.

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NOW, THEREFORE, IT IS HEREBY ORDERED that the Board of Commissioners adopts the proposed procedure for implementing a compensation review committee, as set forth in Exhibit A

DATED this 7th day of August 2024.

CROOK COUNTY BOARD OF COMMISSIONERS

SETH CRAWFORD, County Commissioner

SUSAN HERMRECK, County Commissioner

BRIAN BARNEY, County Commissioner

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Crook County

Mailing: 300 NE 3rd Street • Prineville, Oregon 97754
Physical: 203 NE Court Street • Prineville, Oregon 97754
Phone (541) 447-6555

Recognizing Friday, August 9, 2024, as Smokey Bear's 80th Birthday

Whereas, Smokey Bear has been a beloved symbol of wildfire prevention and environmental conservation since his creation in 1944; and

Whereas, Smokey Bear has educated generations of Americans on the importance of preventing wildfires through his iconic message, "Only You Can Prevent Wildfires"; and

Whereas, Smokey Bear's efforts have significantly contributed to reducing the number of human-caused wildfires and promoting responsible behavior in forests and wildland areas; and

Whereas, Smokey Bear's 80th birthday marks eight decades of dedicated service to protecting our forests, wildlife, and natural resources; and

Whereas, the citizens of Crook County recognize the importance of wildfire prevention and the critical role Smokey Bear has played in safeguarding our environment; and

Whereas, Smokey Bear's legacy continues to inspire and educate new generations on the importance of preserving our natural heritage for future generations;

Now, Therefore, Be It Resolved, that the Crook County Board of Commissioners hereby proclaims Friday, August 9, 2024, as **Smokey Bear's 80th Birthday** in Crook County; and

Be It Further Resolved, that the Board of Commissioners encourages all residents of Crook County to join in celebrating Smokey Bear's 80 years of dedicated service and to continue supporting efforts to prevent wildfires and protect our environment.

Proclaimed this 7th of August 2024 by the Crook County Board of Commissioners:

X

Seth Crawford
County Commissioner

X

Brian Barney
County Commissioner

X

Susan Hermreck
County Commissioner



AGENDA ITEM REQUEST

Date:

7/22/24

Meeting date desired:

8/7/24

Subject:

Request to waive or reduce the rental fee of Crook County Fairgrounds indoor arena for Prineville’s Hospice Action to be held on December 7, 2024.

Background and policy implications:

Crook County has been a strong supporter of our event. The waiving of the fees reduces our expenses and allows us to raise more money supporting our hospice patients and families.

Budget/fiscal impacts:

The rental fee is estimated at approximately \$2,500.

Requested by:

Anna Contreras

St. Charles Foundation, Events Manager

541-788-2940

afcontreras@stcharleshealthcare.org

Presenters:

Brandi Ebner

Prineville’s Hospice Auction Coordinator.

Legal review (only if requested):

n/a

Elected official sponsor (if applicable):

n/a



Request to place business before the Crook County Court

Important Note: The County Court is the legislative, policy-setting body of Crook County. Matters which come before the Court should as a general rule be those of general concern to Crook County residents and Crook County. Administrative matters which are the purview of individual departments will be placed on the agenda at the request of the Department Head. By completing this form, you are asking to be placed on the agenda.

Deadlines: To appear at a Work Session your request and all documentation must be submitted the Thursday before by 5:00 pm. To appear at a Regular County Court Meeting your request and all documentation must be submitted the Wednesday before by 9:00 am.

Please return this form to Crook County Administration Office via
Email: amy.albert@co.crook.or.us; or Mail: 300 NE 3rd St., Prineville OR 97754

Your name: _____ Date of Request: _____
Email: _____ Phone: _____
Address (optional): _____

1. What is the date of the Court meeting you would like to appear at? _____
2. Describe the matter to be placed before the Court: _____

3. What action are you requesting that the Court take? _____

4. What is the cost involved with your request, if applicable? _____

5. Have you asked the County for a fee waiver before? If yes, when? _____
6. Please estimate the time required for your presentation.
 5 minutes 10 minutes 15 minutes other _____ minutes
7. Are you (or will you be) represented by legal counsel?
Yes (please name your attorney) _____
No, I am not currently represented. (**Note: it is your obligation to advise the Court if at any time you retain legal counsel to assist you in this matter.**)
8. If you have a physical disability and require an accommodation, please specify your need:

Administrative Section

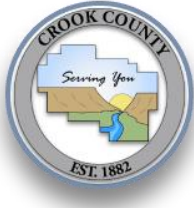
Date Received: _____

Date Reviewed by Court: _____

FY Budget: _____

County Court: Approved/Denied

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

Wednesday August 7th Crook County Presentation

Project Update

Sage Grouse Program

- CCAA:
 - 5 completed plans covering 55,687 acres
 - 6 plans currently in development covering nearly 300,000 acres
 - Initial mapping of those properties is complete with field work planned for this fall
 - 80,000 acres are in need of inventory in 2024 and 2025
- Funding:
 - Current funding includes an OWEB TA grant and USFWS BIL funds. The total secured funding is around \$100,000 to pay for staff and admin associated with the sage grouse program.
 - America the Beautiful full proposal submitted by Crook SWCD on behalf of Prineville LIT. Proposal includes nearly \$5 million in funding for partners implementing treatments focused on juniper, annual grass, wildlife migration and livestock distribution on both private and DSL properties.
 - \$10,000,000 OWEB FIP application was approved for funding in partnership with the other sage grouse counties (roughly \$2.5 million to Crook SWCD) and will pay for staff time and implementation of projects that support our sage grouse program.
 - Partnership application has been submitted which will fund partnership activities like attending meetings, equipment and admin, Crook SWCD will oversee the agreement
 - First Restoration grant cycle will be in spring of 2025. We plan to submit an application for roughly \$750,000 to work on 2 properties.

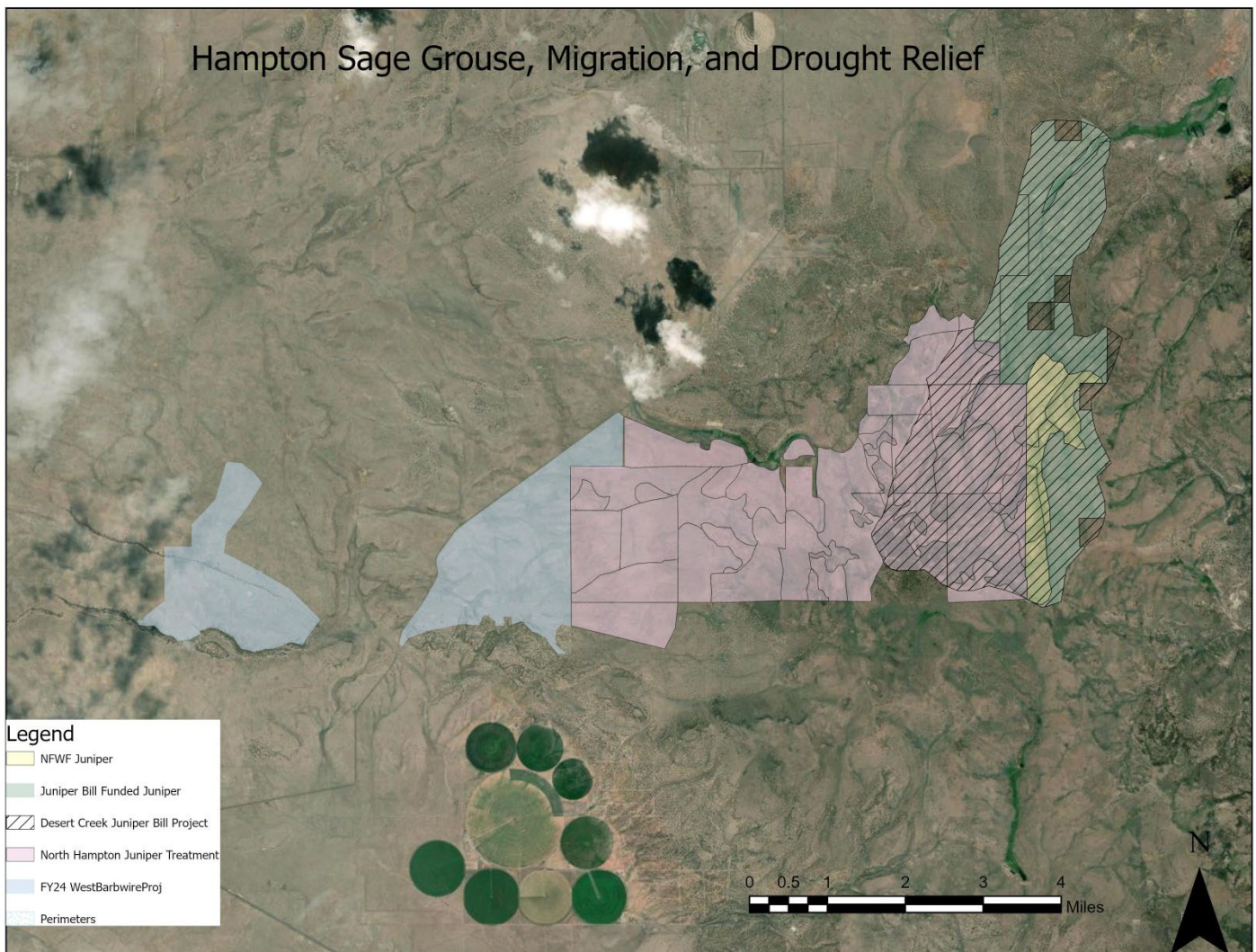
Small Grants

- 7 open grants for over \$67,000 to fund juniper treatment, livestock water developments, and hazard fence removal
- Next cycle is August 13-26th with \$15,392 remaining in funding.

Developing Projects and Funding

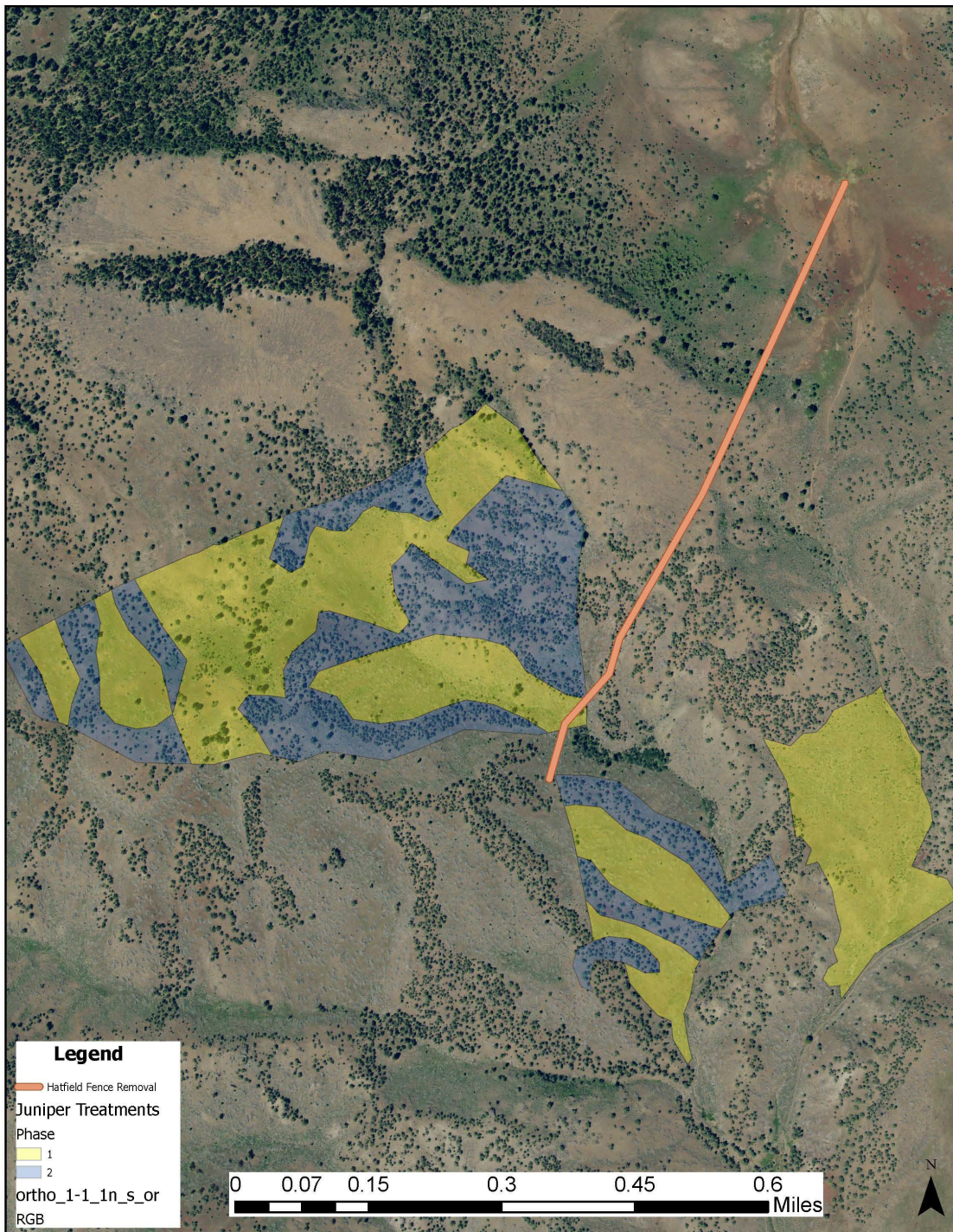
- Submitted SOW to NRCS to fund ½ time position and some contracted services to help implement NRCS programs in Crook County for 2 years.
 - This will help increase the capacity of NRCS to put more conservation dollars on the ground by helping them with planning and helping clear the cultural resources clearance backlog.
- Submitted request to NRCS/BLM on behalf of the LIT to house the LIT coordinator position at Crook SWCD. This position and associated administration would be fully funded by partners.
- Ochoco Fish Passage Phase 2
 - Project would continue fish passage work up to Wolf Creek Bridge on upper Ochoco Creek.
- Gillen's Beaver Creek project
 - Met with engineer and plan to submit a technical assistance application in the October 2024 cycle to fund designs for instream restoration.
- Blue Mountain Ranch Paulina Valley Restoration
 - Landowner is interested in instream restoration on Paulina Creek.
- Wildfire Recovery
 - Working with landowners and funders to secure funding to help with recovery from Crazy Creek, Durgan, Camp Creek and other fires from 2024 fire season.

- **Fostering the Natural Ecology of Resilient Landscapes on Hampton Buttes**
 - No new activity
 - Project scheduled to end 12/13/2024 – We will likely request an extension
- **Juniper Bill: HB 2010**
 - Clover Creek watershed has been chosen as our project area. This will complement our Hampton project and a NFWF Big Game Migration grant.
 - On June 6th we had a tour with OSU and Crook County. Monitoring plan is being developed and should begin being implemented this fall
- **NFWF Big Game Migration**
 - 415 acres of juniper cut awarded on Desert Creek ranch. Works with Hampton Butte grant and Juniper Bill
 - Grant agreement has been delivered and grant is open.
- **Total Planned Project Footprint is 8,633.2 acres including NRCS, DSL, ODFW, OWEB, NFWF, and Juniper Bill**
 - More applications are in process so acreage will likely grow



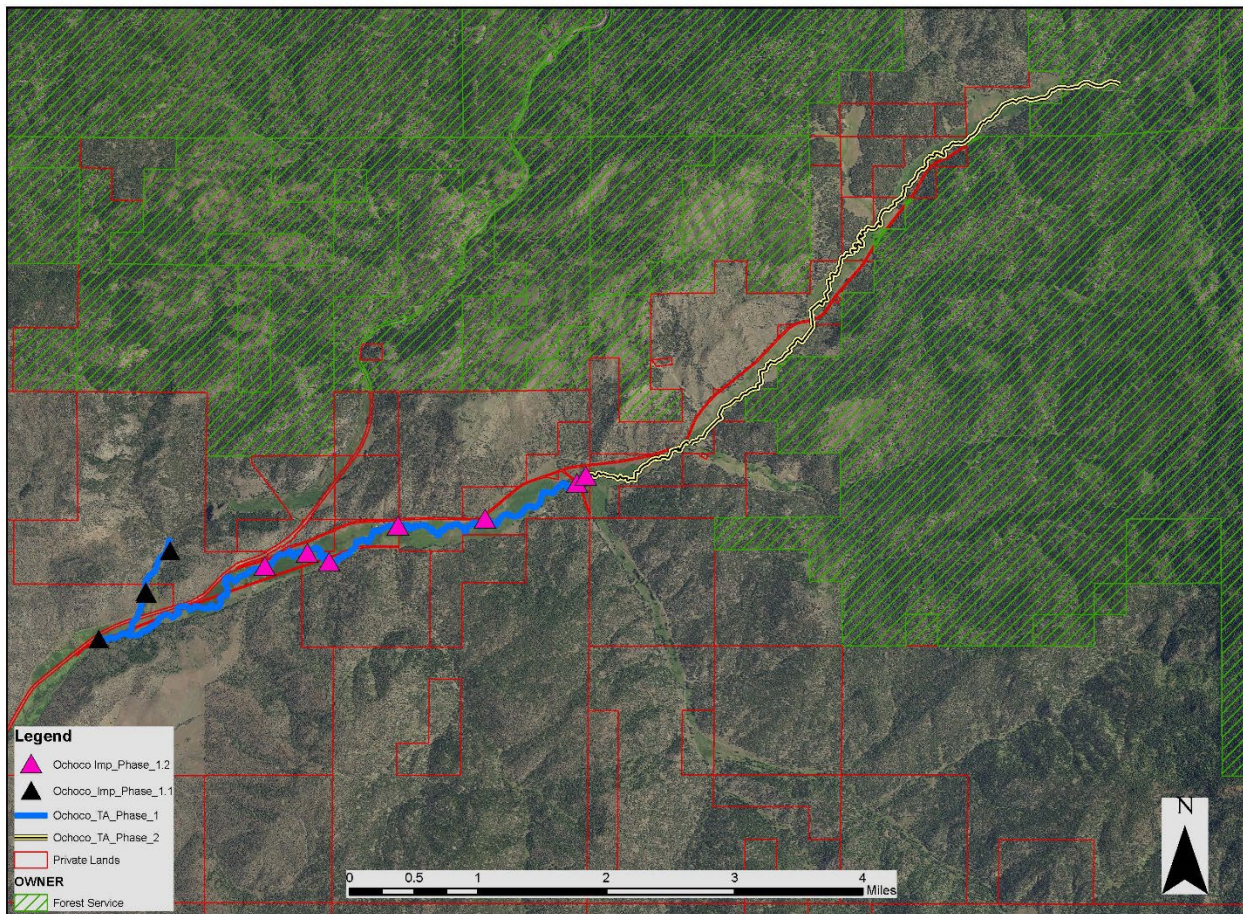
- Reports and billing have been submitted. Waiting on NFWF approval to pay contractor.

Maury Mountain to High Desert Migration Enhancement



- Instream work is now complete. All headgates and fish screens are installed.
- Only final fish passage approval and fence repair remains before project completion reporting can be submitted.
- Phase 2 application is planned for the Fall cycle

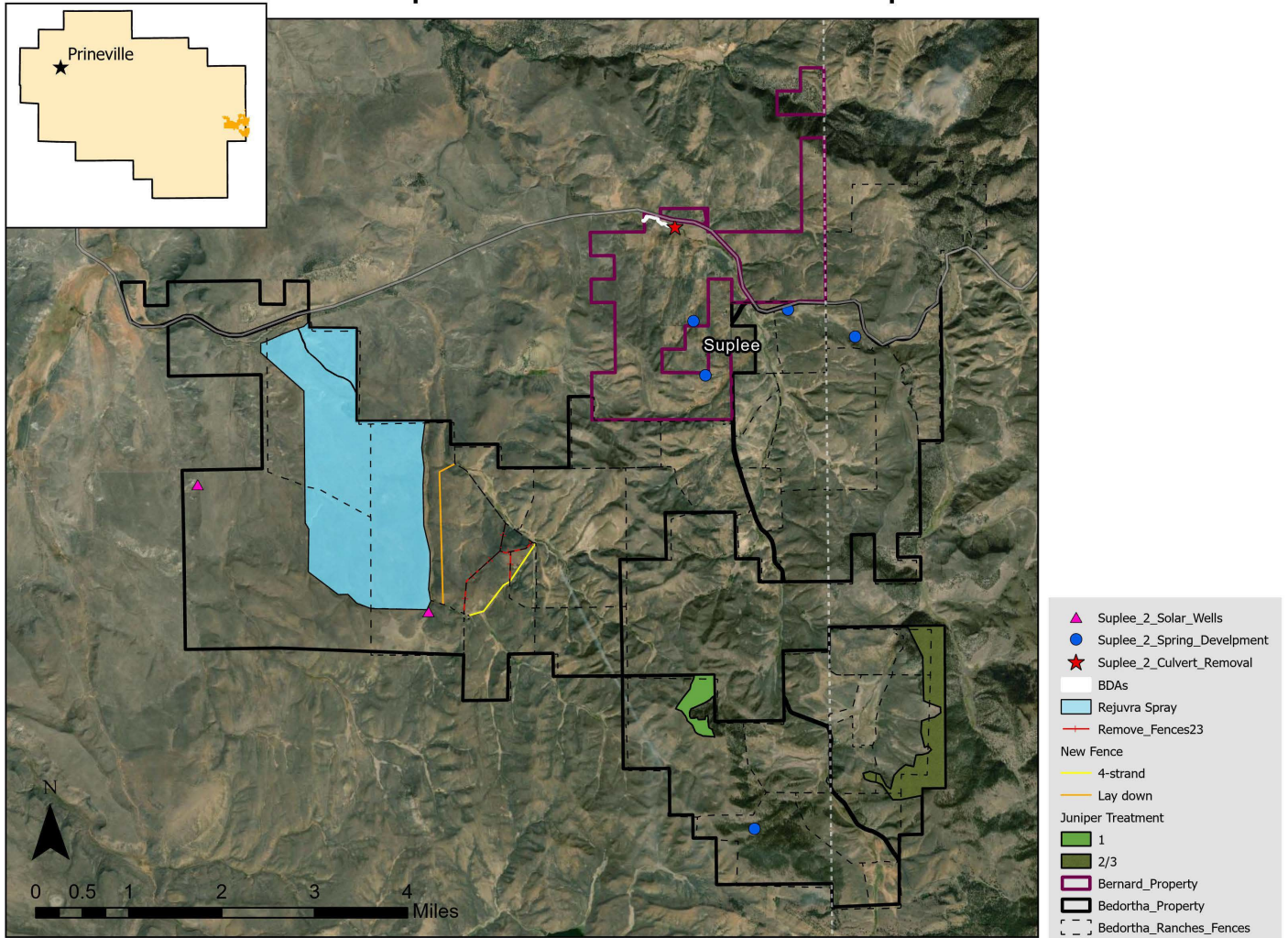
Upper Ochoco Fish Passage and Screening Phases Overview



Suplee 2

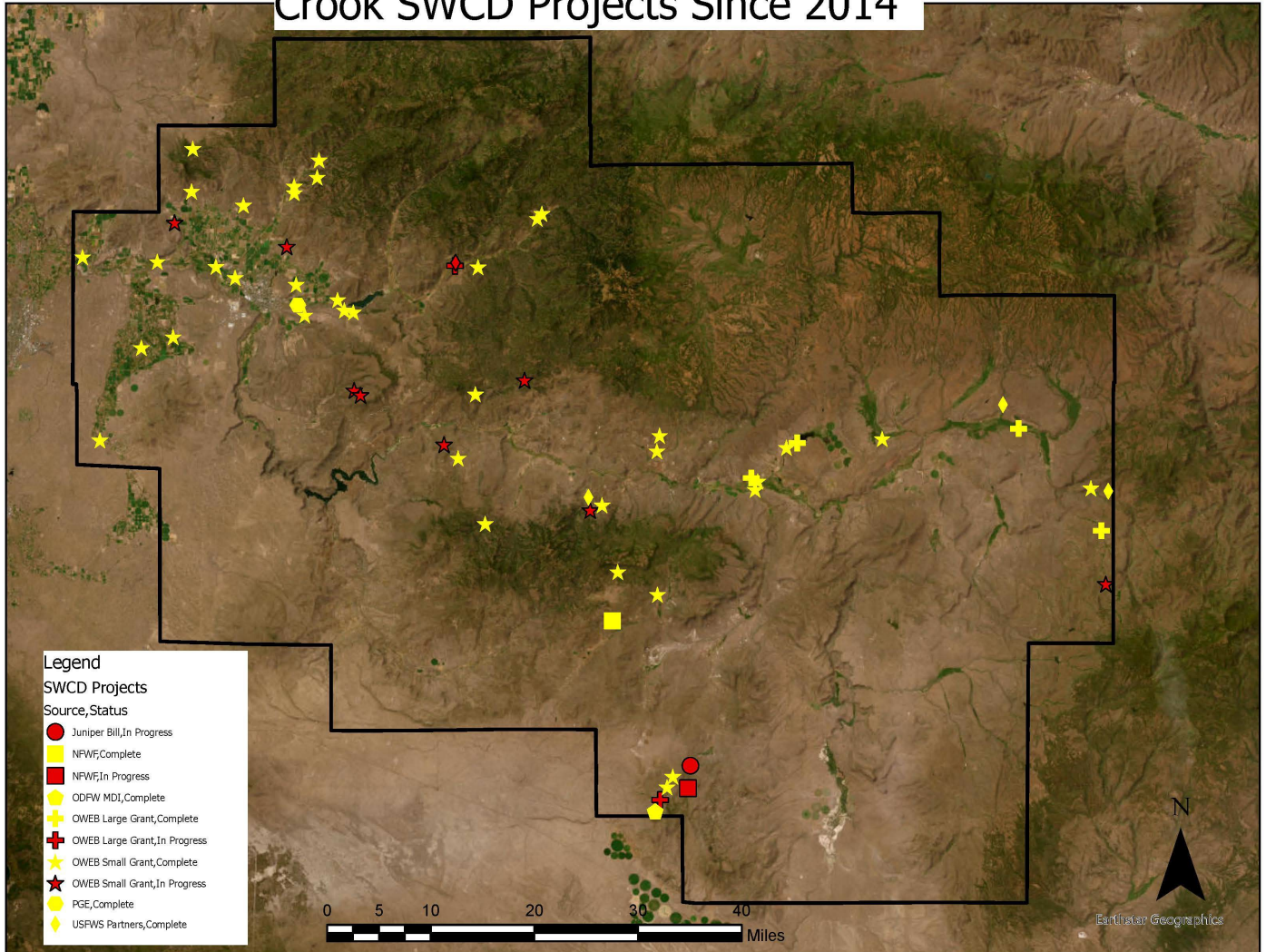
- Phase 2 of Suplee Project will include fence, juniper, Beaver Dam analogs, and stock water developments
- Grant agreement has been signed.
- Permitting on BDAs is just getting started and work will begin on other project elements as soon as fire season allows

Proposed Treatments For Suplee



- More than 60 individual grant funded restoration projects totaling over \$2.3 million
 - Vast majority goes to contractors and landowners
 - Practices include juniper removal, forest health, weed treatment, fish passage, fish screening, fish habitat, riparian planting, fencing, seeding, spring developments, pipelines, solar livestock wells, sediment retention.
- 9 Technical assistance projects totaling \$565,922
 - Funds personnel and contractors
 - Provide Funding for grant writing, planning, site visits, and technical advise

Crook SWCD Projects Since 2014



AGENDA ITEM REQUEST



Date:

July 31, 2024

Meeting date desired:

August 7, 2024

Subject:

Consideration of County Manager Hiring Standards, Criteria, and Policy Directives

Background and policy implications:

The County is in the process of recruiting and selecting a permanent County Manager. In order for the Board of Commissioners to discuss specific candidates in executive session, the public must first have the chance to comment on the County's hiring standards, criteria, and policy directives. The public has had many opportunities to comment on general aspects of the County Manager position, but this will be their opportunity to comment specifically on the current recruitment and selection process.

Budget/fiscal impacts:

N/A

Requested by:

*John Eisler; Asst. County Counsel
John.Eisler@CrookCountyOR.gov
541-416-3919*

Presenters:

John Eisler

Legal review (only if requested):

Legal drafted

Elected official sponsor (if applicable):

N/A

Crook County Counsel's Office

Mailing: 300 NE Third St., Prineville, OR 97754
Physical: 301 NE 3rd St., Ste 200, Prineville, OR 97754

• Phone: 541-416-3919
• Fax: 541-313-5964



MEMO

TO: Board of Commissioners

FROM: John Eisler; Asst. County Counsel

DATE: August 1, 2024

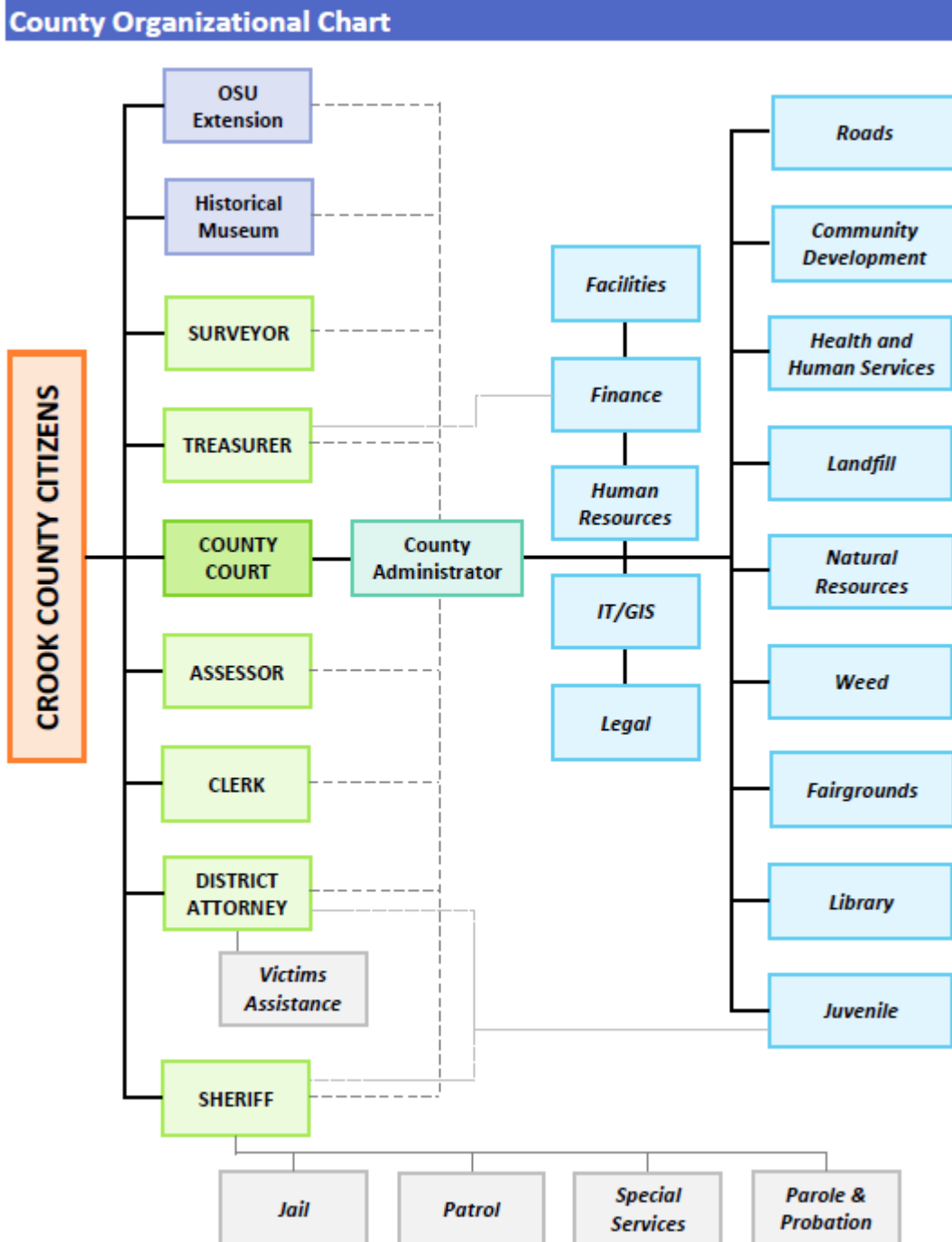
RE: Considering the employment of a County Manager
Our File: HR 355

The County has been working towards hiring a full-time County Manager position for many months now, with numerous public meetings discussing the form of County government, transitioning to a Board of Commissioners, and the allocation of powers and responsibilities among the different County leadership positions.

In April of this year, the County retained GMP Consultants (GMP) as a professional recruiter to assist in the selection of the County Manager position. GMP's process involves four phases. Phase One involved staff and stakeholder input into the initial candidate profile development. Phase Two involved a strategic advertisement and marketing campaign. GMP is now in Phase Three – Candidate Screening and Shortlist Presentation. During Phase Three, GMP and County will review semifinalist candidates and develop the procedure for final interviews.

Before that step, the County must give members of the public the opportunity to comment on the County's hiring standards, criteria, and policy directives in the selection of the County Manager position. ORS 192.660(7)(d)(D). The public has had ample opportunity to comment on the County's form of government and the County Manager position generally, but today is their opportunity to do so specifically as the County formally adopts said standards, criteria, and policy directives.

The County's handbook details our general employment policies and practices, applicable to most County hires. However, the handbook notes that the "recruitment and hiring of department heads shall be in a manner determined by the County Court." The County Manager position is the head of the department heads, more akin to a Chief Executive Officer, as shown on the organizational chart below (the chart was created prior to the County's transition to a Board of Commissioners):



During goal setting in March and April of this year, the Board of Commissioners formally adopted that it is their role to appoint and terminate the County Manager.

Hiring Standards

The Board of Commissioners' hiring standards for the County Manager selection mirror the County's general hiring standards in that the goal is to recruit and select the most qualified person for the job in a manner designed to ensure open competition, provide equal employment opportunity and to prohibit any form of discrimination based on any protected classification established by federal, Oregon or local law. The recruitment for this position has been tailored to the position being filled through a process that includes:

- The engagement of a professional public sector consulting firm, GMP, to spearhead the recruitment and refinement of candidates
- Consultation between County stakeholders and GMP to develop the candidate profile
- Develop tailored recruitment letter and advertisements, distributed in targeted professional online publications
- Catalog and screen candidates before conducting initial interviews to narrow field
- GMP presents semi-finalist candidates to the Board
- GMP and Board develop final interview questions and schedule
- Conduct final interviews and make selection

In addition to the above process, the candidates should meet the following minimum standards:

- Bachelor's degree in public and or business administration or related field
- Five or more years of local government management experience as a County and/or City Manager/Administrator, Assistant County and/or City Manager/Administrator or multi-department head position or equivalent combination of education and experience.

Criteria

The criteria for the County Manager selection include:

- Strong budget and financial management skills with advanced knowledge of Oregon Budget law
- Advanced working knowledge of labor and employment law
- Strong interpersonal and problem-solving skills, with the ability to be impartial, fair, and generate trust within the County
- Ability to develop and maintain effective partnerships with other local and regional governmental entities

Policy Directives

The policy directives for the County Manager selection include:

- Efficiently and effectively implementing the policy directives set forth by the Board of Commissioners, in accordance with the Board's Roles and Responsibilities
- Translating the Board's vision and goals into action plans in a positive and transparent way
- Directing and coordinating the overall management of County government in accordance with County policies and applicable law
- Developing a County-wide intergovernmental relations and legislative strategy
- Developing a communications plan and strategy
- Serving as the County's Budget Officer
- Embodying the "Ideal Candidate" profile, which includes effective communication, a commitment to transparent implementation of the County's evolving functions, active listening, a dedication to the personal and professional growth of County staff, demonstrated patience, embracing the Crook County lifestyle, and a consistent display of a high degree of ethics, integrity, and compassion.

Following the presentation of the above hiring standards, criteria, and policy directives, the Board should invite members of the public to comment before formal adoption. Let me know if you have any questions.



**CROOK COUNTY MANAGER
CANDIDATE SELECTION
STANDARDS, CRITERIA, AND
POLICY DIRECTIVES**

AGENDA

Overview

Consider Standards

Consider Criteria

Consider Policy Directives

Receive Public Input

Formally Adopt

HIRING STANDARDS

GOAL: Recruit and select the most qualified person for the job in a manner designed to ensure open competition, provide equal employment opportunity and to prohibit any form of discrimination based on any protected classification established by federal, Oregon or local law.

- The engagement of a professional public sector consulting firm, GMP, to spearhead the recruitment and refinement of candidates
- Consultation between County stakeholders and GMP to develop the candidate profile
- Develop tailored recruitment letter and advertisements, distributed in targeted professional online publications
- Catalog and screen candidates before conducting initial interviews to narrow field
- GMP presents semi-finalist candidates to the Board
- GMP and Board develop final interview questions and schedule
- Conduct final interviews and make selection

HIRING STANDARDS CONT'D

Minimum Standards: In addition to the above standards, candidates should meet the following minimum standards:

- Bachelor's degree in public and or business administration or related field
- Five or more years of local government management experience as a County and/or City Manager/Administrator, Assistant County and/or City Manager/Administrator or multi-department head position or equivalent combination of education and experience.



CRITERIA

- Strong budget and financial management skills with advanced knowledge of Oregon Budget law
- Advanced working knowledge of labor and employment law
- Strong interpersonal and problem-solving skills, with the ability to be impartial, fair, and generate trust within the County
- Ability to develop and maintain effective partnerships with other local and regional governmental entities

POLICY DIRECTIVES

- Efficiently and effectively implementing the policy directives set forth by the Board of Commissioners, in accordance with the Board's Roles and Responsibilities
- Translating the Board's vision and goals into action plans in a positive and transparent way
- Directing and coordinating the overall management of County government in accordance with County policies and applicable law
- Developing a County-wide intergovernmental relations and legislative strategy
- Developing a communications plan and strategy
- Serving as the County's Budget Officer

POLICY DIRECTIVES CONT'D EMBODYING THE “IDEAL CANDIDATE PROFILE”

- Commitment to transparent implementation of the County’s evolving functions
- Dedication to the personal and professional growth of County staff
- Demonstrated patience
- Effective communicator
- Active listener
- Embraces the Crook County lifestyle
- Consistently displays a high degree of ethics, integrity, and compassion