

# AGENDA

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS MEETING  
JANUARY 24, 2024  
COMMISSION MEETING ROOM  
8:15 AM

*This meeting has the option of attending via teleconference. The meeting is open for onsite attendees. The teleconference allows for listening to the meeting, but will be muted for incoming participation, except during “citizen comments” that will occur at approximately 9:00am.*

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the County Commission to consider additional subjects. Meetings are subject to cancellation without notice. Other than hearings, which are publicly noticed, the time schedule is approximate and may vary for individual agenda items. The Board reserves the right to place a time limit on public testimony on any agenda item. The meeting place is handicapped accessible. Those needing assistance should contact the Commission office two (2) days in advance of the meeting by calling (541) 475-2449.

**All agenda items shall be taken up between scheduled (time specific) appointments, action items, or public hearings when time permits.**

CONFERENCE CALL LINE: (301) 715-8592 MEETING ID: 898 1666 4155 PASSCODE: 2449

<https://us06web.zoom.us/j/89816664155?pwd=RkNKeTM0T1YvWDA3Q2U3QmIwMytGdz09>

1. Administrative Session (8:15) *(The items discussed during Administrative Session are intended to have staff present updates/reports or routine items to the Board. The Second Wednesday of the month is an Elected Official/Department Director Meeting)*
  - 1.1 Community Development Department 2nd Quarter Report.
  - 1.2 County Treasurer Monthly Financial Report & Investment Committee.  
[1.2.pdf](#)
2. Call to Order/Pledge of Allegiance/Invocation
3. Presentations/Awards
4. Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1 Schedule for FY 2022-2023 County Projects, Fund 229 - signed by Commission.  
[4.1.pdf](#)
  - 4.2 Resolution In the Matter of the FY2022 Elections for National Forest Related Safety-Net Payments - signed by Commission.  
[4.2.pdf](#)

4.3 Letter in Support of COIC's application to Business Oregon's Broadband Technical Assistance Program Grant - signed by Commission.

[4.3.pdf](#)

4.4 Order In the Matter of Appointing a County Treasurer to Fill a Vacancy in The Office of Treasurer for Jefferson County Pursuant to ORS 236.210 - signed by Commission.

[4.4.pdf](#)

4.5 Professional Services Agreement between Jefferson County and Eric Kytola, CPA - signed by Commission.

[4.5.pdf](#)

5. 9:00 A.M. - Citizen Comments

6. Consent Agenda (*The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the item will be taken up immediately following the vote on the remaining items*)

6.1 January 2024 Accounts Payable Paid January 2024 in the amount of \$246,881.29 - signed by Commission.

[6.1.pdf](#)

6.2 January 2024 Accounts Payable Paid January 2024 in the amount of \$32,000.00 - signed by Commission.

[6.2.pdf](#)

6.3 January 2024 Accounts Payable Paid January 2024 in the amount of \$401,784.67 - signed by Commission.

[6.3.pdf](#)

6.4 January 2024 Accounts Payable Paid January 2024 in the amount of \$1,332.00 - signed by Commission.

[6.4.pdf](#)

6.5 December 2023 Credit Card Payable Paid December 2023 in the amount of \$133,742.15 - signed by Commission.

[6.5.pdf](#)

6.6 Action Minutes for January 10, 2024 - signed by Commission.

[6.6.pdf](#)

6.7 State of Oregon, Grant Agreement No. 8151 - acknowledged by Commission.

[6.7.pdf](#)

7. Scheduled Appointments, Action Items, and Public Hearings

7.1 9:15 a.m. - Madras Aquatic Center Recreation District Request.

[7.1.pdf](#)

7.2 9:45 a.m. - Middle Deschutes Watershed Council Annual Report, Ally Steinmetz.

- 7.3 10:00 a.m. - Kennel Update, Rockin' EZ Rescue Ranch.  
[7.3.pdf](#)
- 7.4 10:45 a.m. - Contract Award for Transportation Safety Action Plan.  
[7.4.pdf](#)
- 7.5 11:00 a.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.
- 7.6 11:15 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

8. Action Items

- 8.1 Authorization for Out of State Travel for Laura Moore & Kevin Ellingsburg to NACVSO Conference 2024 in Denver, Colorado, May 12-17, 2024 - signed by Commission Chair.  
[8.1.pdf](#)
- 8.2 Salary Order for Seth Coscorrosa, Juvenile Justice Officer I, Grade 20, Step 7 - signed by Commission.  
[8.2.pdf](#)
- 8.3 Intergovernmental Agreement between Jefferson County and The Jefferson County Soil and Water Conservation District - signed by Commission.  
[8.3.pdf](#)
- 8.4 Amendment Number 1 to Intergovernmental Agreement, US97: Dover Ln-Bear Dr Safety Improvements between Jefferson County and the Oregon Department of Transportation - signed by Commission.  
[8.4.pdf](#)
- 8.5 Agreement for the Operation and Maintenance of the Box Canyon Transfer Station between Jefferson County and Owanjay Services, Inc. - signed by Commission.  
[8.5.pdf](#)
- 8.6 Letters of Appointment for Les Schell and Doug Hancock to the Camp Sherman Transfer Site Advisory Committee - signed by Commission.  
[8.6.pdf](#)
- 8.7 Entertainment Contract between Jefferson County and Countryfied Band for the 2024 Jefferson County Fair - signed by Commission Chair.  
[8.7.pdf](#)
- 8.8 Letter of Support for COIC's application to Business Oregon's Broadband Technical Assistance Program Grant - signed by Commission Chair.  
[8.8.pdf](#)
- 8.9 Salary Change Order for Holly Orlandos - signed by Commission.  
[8.9.pdf](#)
- 8.10 Salary Change Order for Gabriel Soliz - signed by Commission.

[8.10.pdf](#)

8.11 Order In the Matter of Appointing a Custodial Officer for Funds Held by Jefferson County - signed by Commission.

[8.11.pdf](#)

8.12 Order In the Matter of Appointing a Jefferson County Tax Collector and Deputy Tax Collectors - signed by Commission.

[8.12.pdf](#)

9. Elected Official Report(s)/Request(s)

10. Department Heads Report(s)/Request(s)

10.1 Proposed Budget Assumptions FY 2024-2025.

[10.1.pdf](#)

10.2 Sheriff's Office and Public Health Storage Building Project.

11. County Counsel Report(s)/Request(s)

12. County Administrative Officer Report(s)/Request(s)

13. Commission Discussion Items

13.1 Continued discussion regarding American Rescue Plan (ARPA) & CARES Act Funding Programs.

14. Announcements/Notification of additional Commission Meetings

15. Executive Session

15.1 11:00 a.m. - Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

15.2 11:15 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

16. Adjourn