



BOARD OF COMMISSIONERS

1300 NW Wall Street, Bend, Oregon
(541) 388-6570

FOR RECORDING STAMP ONLY

BOCC MEETING MINUTES

1:00 PM

MONDAY September 26, 2022

Barnes Sawyer Rooms
Live Streamed Video

Present were Commissioners Patti Adair, Anthony DeBone, and Phil Chang. Also present were Nick Lelack, County Administrator; Kimberly Riley, Assistant Legal Counsel; and Angie Powers, BOCC Administrative Assistant (via Zoom).

This meeting was audio and video recorded and can be accessed at the Deschutes County Meeting Portal website www.deschutes.org/meetings

CALL TO ORDER: Chair Adair called the meeting to order at 1:00 p.m.

PLEDGE OF ALLEGIANCE

CONVENE AS THE GOVERNING BODY OF THE DESCHUTES COUNTY 9-1-1 SERVICE DISTRICT

ACTION ITEMS:

1. Consideration of Board Signature on Document No. 2022-775, Henkle Butte Lease Agreement for Long-Term Radio Enhancement Plan

Jonathan Spring, 9-1-1 Technical Services Systems Manager, described the budgeted lease agreement, with a term of five years. He said that the rate is consistent with other similar leases on privately-held radio sites. Commissioner Chang asked Mr. Spring if the County is insured should the antenna tower go down due to lightning

strike or wind. If a site goes down, Mr. Spring replied that all the other sites will fill in the gaps as best as possible. They also have a portable emergency unit available for use. Jonathan deferred to Risk Management for an answer to Commissioner Chang's specific question regarding insurance.

DEBONE: Move Board approval of signature on Document No. 2022-775, Henkle Butte Lease Agreement for Long-Term Radio Enhancement Plan

CHANG: Second

VOTE: DEBONE: Yes
CHANG: Yes
ADAIR: Chair votes yes. Motion Carried

RECONVENE AS THE GOVERNING BODY OF DESCHUTES COUNTY

2. Treasury Report for June, July and August 2022 and Finance Reports for July and August 2022

Wayne Lowry, Interim Chief Financial Officer introduced Robert Tintle, the County's new Chief Financial Officer.

Mr. Lowry drew the Board's attention to the August reports: As the Feds continue to increase interest rates, the County is a beneficiary of these actions due to our investment portfolio. A treasury security can currently yield 4.3% with no risk. One year ago, similar investments yielded only 0.5% in returns. We will likely continue to see interest rates rise, and the County will benefit in that respect.

At the end of August 2022, the County had a vacancy rate of 11.9%. The County's attrition rate will be important to watch, to determine the rate of turnover and employee retention. We are starting this fiscal year off with 27 additional employees over last year.

Revenue numbers are not that informative at this time, because property tax revenues have yet to come in. The Health Department revenues are 104% of projected. Fair and Expo came in slightly over budget, but revenues were \$225,000 over projected.

Transient Room Tax (TRT) Revenue appear better than projected. Commissioner Chang asked about unallocated TRT, should things continue as expected. Mr. Lowry will get back to the Commissioners on this.

Commissioner Adair noted that the July statement reflects 44.75% unfilled FTE at the Sheriff's Office. Between June and July, only three new positions were approved. Mr. Lowry deferred to Sheriff's Office or Human Resources for clarification on this outlier.

3. Economic Development Loan Conversion for ARCC

Jen Patterson, Strategic Initiatives Manager, introduced Don Myll, Bend Area Director for EDCO (Economic Development for Central Oregon), and Scott von Eschen, ARCC President. ARCC moved to Central Oregon from the bay area in 2019. They initially opened in 1983, providing domestic and international GAP programs for students. GAP programs offer an educational and cultural bridge between high school and college. In addition to their 7-8 full-time staff, they bring in 50-60 people per year to train them in wilderness programs and other student GAP programs.

DEBONE: Move Board approval to authorize County Administrator to convert a \$16,000 economic development forgivable loan made to ARCC into a grant

CHANG: Second

VOTE: DEBONE: Yes
CHANG: Yes
ADAIR: Chair votes yes. Motion Carried

4. Economic Development Loan Conversion for SmartyPits

Stacia Guzzo, SmartyPits CEO and Founder, was introduced by Mr. Myll. Her company produces chemical-free products including aluminum-free deodorant. Her company is small, but she has some large customers like TJMaxx, Marshall's and Ulta. Newport Ave. Market carries her products, as well as some local salons. Her company values relationships over transactions. It started 11 years ago in California, but outgrew their space and moved to Bend in March 2020. She expressed her gratitude for the loan and the opportunity it provided. Her company gives a portion

of her company's sales towards City of Hope Cancer Center, a leading cancer research hospital.

CHANG: Move Board approval to authorize County Administrator to convert a \$10,000 economic development forgivable loan made to SmartyPits into a grant

DEBONE: Second

VOTE: CHANG: Yes
DEBONE: Yes
ADAIR: Chair votes yes. Motion Carried

5. Economic Development Loan Request for Kreft, LLC

Mr. Myll introduced Bill Kuhn of the EDCO Due Diligence Committee. Kreft, LLC is an emerging off-road motorcycle suspension tuning company. The \$8,500 loan will go towards the addition of five employees, at \$1,700 compensation per employee. This company is in the early stages of development. Mr. Barrett, EDCO Due Diligence Committee Member, was impressed with the owner in that his area of expertise and focus will be product design and engineering, and he will leave company management to someone else. He spoke in support of Kreft, LLC's application.

DEBONE: Move Board approval to approve request for an economic development loan in the amount of \$8,500 to Kreft, LLC

CHANG: Second

VOTE: DEBONE: Yes
CHANG: Yes
ADAIR: Chair votes yes. Motion Carried

Additional discussion: Mr. Myll shared that the average business in Bend has nine employees. EDCO can help support new emerging businesses, and offer small loans or the enterprise zone. EDCO can also offer advice, counseling and feedback to young businesses as they grow.

6. ARPA Grant Status Update: COCC Childcare Expansion

Laura Skundrick, County Management Analyst, introduced (via Zoom) Ken Betschart, COCC Small Business Senior Advisor, and Kathryn Brown, COCC Early College Experience (ECE) Program Manager. In FY21, \$38 million in American Rescue Funding was awarded to Deschutes County. The Board awarded \$125,000 towards a pilot program for home-based childcare, taught in both English and Spanish. To-date, 51 people have enrolled in the program, 32 have completed the program, and start-up grants of \$5,000 have been awarded to 17 people. In sum, 100-120 new childcare slots have been created for Central Oregon.

The program will soon be expanding to training for *commercial-based* childcare businesses, each providing 50 childcare slots. This new program is in the works, and they are currently working with Neighbor Impact on grant funding. This program will launch in January-February 2023, and will take roughly six months to complete. The hope is for the program to eventually go state-wide with state funding.

The Board thanked Mr. Betschart and Ms. Brown for their work.

7. Historic Landmarks Commission Update

Tanya Saltzman, County Senior Planner, and Kelly Madden, Historic Landmarks Commission (HLC) Chair, were in attendance. This HLC update functions as an annual check-in, as they just completed the Certified Local Government Grant reimbursement. This is a non-competitive grant, and \$12,000 was received this year. The County matched the grant with in-kind staff time.

Grant funds went towards the development of a Historic Resource Story Map, printing additional historic walking tour brochures, and audio equipment for the Three Sisters Historical Society's historic preservation efforts. The agenda packet includes a Historic Landmarks Commission (HLC) Policies and Procedures Manual and the 2022-2027 Historic Preservation Strategic Plan, and were summarized by Ms. Saltzman.

Kelly Madden has been on the HLC since its inception in 2012, and spoke on behalf of the HLC. She recognized a number of County staff members and HLC Commissioners for their work and support. A Deschutes County HLC proclamation will go before the Deschutes County Board of Commissioners in May 2023.

CHANG: Move Board acknowledgement of HLC Policies and Procedures Manual and the 2022-2027 Historic Preservation Strategic Plan

DEBONE: Second

- Commissioner DeBone attended the Redmond Economic Development Inc. Group (REDI) Strategic Planning meeting. Capital investment is on the horizon, and things are looking positive in the area.
- For National Public Lands Day, Commissioner Chang joined public land stewards in the China Hat neighborhood. Approximately 200,000 pounds of trash was removed.
- Commissioner Chang received a letter from *Robin Adams*, expressing concern about short-term rentals. He provided copies to Commissioners Adair and DeBone. Ms. Adams is requesting a program and rules around short-term rentals in Deschutes County and the unincorporated county. Commissioner DeBone supports bringing this discussion item before the Planning Commission, and recognized the impact that short-term rentals have on neighbors.
- Commissioner Adair attended Mosaic Medical's 20th Anniversary party on Friday, and thanked Mosaic for their important work.
- Commissioner DeBone traveled to John Day for the Land Conservation Development Commission last Friday. Nick Lelack, County Administrator, was also in attendance. The meeting was well-attended with robust discussion. Land use and zoning issues relative to Section 36 were discussed. ADUs were another topic of discussion, in relation to the Wildfire Risk Assessment map.
- Commissioner DeBone also attended the CORE3 Executive Council leadership meeting. Partitioning of the CORE3 land/lot in east Redmond was a topic of discussion. CORE3 is a proposed regional emergency training and response center. This item will come before the Board in the future.

ADJOURN: Being no further items to come before the Board, the meeting was adjourned at 3:13 p.m.

DATED this 5 Day of October 2022 for the Deschutes County Board of Commissioners.


PATTI ADAIR, CHAIR


ANTHONY DEBONE, VICE CHAIR

ATTEST:



RECORDING SECRETARY



PHIL CHANG, COMMISSIONER