

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES June 17, 2020

1. CALL TO ORDER & ATTENDANCE

At 9:00 a.m., Commissioner Ainsworth declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Mordhorst and Commissioner Pope were present.

Staff present: Greg Hansen, Administrative Officer
 Matt Hawkins, Administrative Service Director
 Morgan Smith, County Counsel

2. ANNOUNCEMENTS

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda.

Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room and are conducted between 9:00 a.m. and 5:00 p.m. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.

The Board of Commissioners will conduct a public hearing regarding the adoption of the county budget for the fiscal year 2020-2021, Wednesday, June 24, 2020 at 9:00 a.m. in the Polk County Courthouse conference room.

A public meeting of the Polk County Extension District will be held on June 24, 2020 at 10:00 a.m. at the Polk County Courthouse conference room. The purpose of this meeting is to discuss the budget for the fiscal year 2020-2021 as approved by the Extension District Budget Committee.

3. COMMENTS (FOR ITEMS NOT ON THIS AGENDA)

Barry Coyne, West Salem resident, submitted a letter and a note from his doctor confirming the diagnoses for the Board to review which explained why he was asking the Board to waive the interest on his property taxes. Mr. Coyne was diagnosed with pneumonia in mid-April 2020 and directed by his physician to remain in quarantine for 72 hours after his symptoms subside. This is the reason that he was unable to pay his taxes before the deadline. Morgan Smith, Polk County Counsel, stated that the County has no authority to waive interest on late tax payments. There is an option to get penalties waived if you go to BOPTA, Board of Property Tax Appeals, but that is usually for people that are challenging the assessment of their property, and BOPTA can waive certain penalties but the interest itself has to be charged. The Board of Commissioners has authority to waive all taxes due on a property when it is deemed uncollectible.

4. APPROVAL OF AGENDA

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE AGENDA.

MOTION PASSED UNANIMOUSLY.

5. APPROVAL OF CONSENT CALENDAR

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE CONSENT CALENDAR.

MOTION PASSED UNANIMOUSLY.

6. APPROVAL OF MINUTES OF BOARD MEETING OF JUNE 10, 2020

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF JUNE 10, 2020.

MOTION PASSED UNANIMOUSLY.

7. WORKERS COMPENSATION INSURANCE – CARRIER SELECTION

Greg Hansen, Administrative Office, referred to the cover memo he provided them with the cost associated with the workers compensation plan for the upcoming year. Our experience mod has improved and is currently at .83, which is used when calculating what the cost is going to be. Ken Woods, Polk County's insurance agent, stated that the premium is down from last year. The overall rates for workers compensation through CIS remain fairly constant.

Commissioner Pope asked what the county's engagement with consultation with CIS, do they have a consultation division and does the County use it. Mr. Hansen responded that we are not using it but they do have one. If we have questions on any claims or concerns then we can always get in touch with the agent to resolve the issue or get any answers we need.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST SECONDED, TO ADOPT THE RECOMMENDED WORKERS COMPENSATION INSURANCE PLAN.

MOTION PASSED UNANIMOUSLY.

8. GENERAL LIABILITY/PROPERTY INSURANCE

Mr. Hansen review the liability/property insurance that he recommends approving. The County purchased the general liability as well as some rider that we purchase. We will be adding an additional \$1 million dollars of coverage to our policy in light of the cyber-attacks that have occurred in other cities and counties. A cyber-attack has the potential to require the county to replace a significant amount of equipment that would be very costly. The other new coverage we have purchased is a rider for two drones that are new to the Sheriff Office. Overall the cost increased slightly and is the insurance fund is able to absorb this.

Ken Woods, Insurance Agent, stated that he and Mr. Hansen meet throughout the year to discuss the insurance needs of the county. Cyber-claims are happening more frequently than ever lately with claims averaging between \$100,000 and \$350,000 just to get the system up and running again. Twenty cities and counties have experienced cyber liability attacks since 2018. Mr. Woods stated that Polk County has a good history of low workers compensation claims, which has led to a discounted rate.

Commissioner Pope asked what exclusions are there in the cyber-attack policy. Mr. Woods answered that there are no exclusions. CIS reviewed the county's cyber security policy and because it was very well done and in great detail they are fully covered.

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO ADOPT THE RECOMMENDED GENERAL LIABILITY/PROPERTY INSURANCE PLAN.

MOTION PASSED UNANIMOUSLY.

9. RESOLUTION NO. 20-06

Mr. Hansen explained that the County budget is modified twice a year, in January and at the end of the year for a finalized clean up. Resolution No. 20-06 will make modifications to a number of programs, departments, and funds. Mr. Hansen reviewed the Resolution that is in the Board packet, going over some of the minor modifications to be made to the existing budget. Public Works had a \$600,000 transfer modification, we budgeted \$60,000 and then we saw a large increase in state timber revenue. The Fairgrounds General Fund transfer was increased by \$150,000 because of the COVID-19 pandemic and their inability to hold the normal events that would bring in revenue. With all of these changes the County's budget increased approximately \$780,000.

MOTION: COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST SECONDED, TO ADOPT RESOLUTION NO. 20-06.

MOTION PASSED UNANIMOUSLY.

At 9:34 a.m., Commissioner Pope asked if there was a need for executive session. Staff answered that there was not and the meeting was adjourned.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**


(a) CONTRACT NO. 20-81 – COMMUNITY CORRECTIONS

Approve Contract No. 20-81, Employee Agreement with Jodi Merritt, Community Corrections Director.
(Greg Hansen, Administrative Officer)

(b) CONTRACT NO. 20-84 – GIS

Approve Contract No. 20-84, Employee Agreement with Eric McAvoy, GIS Manager.
(Greg Hansen, Administrative Officer)

POLK COUNTY BOARD OF COMMISSIONERS


Mike Ainsworth, Chair


Craig Pope, Commissioner


Lyle Mordhorst, Commissioner