



Board of Commissioners Finance Meeting Agenda
January 28, 2020 ~ 10:00am ~ Room 214

1. **Call To Order & Those Present**
2. **Approve Minutes From Last Meeting**
3. **Springbrook Training Order Form**

Documents:



[SPRINGBROOK TRAINING.PDF](#)

4. **Budget Committee**
 - New member interviews
 - Existing member - possible conflict
5. **2020-21 Budget**
 - Supplemental materials
 - Word Document
 - Power Point Slide

Workforce

6. **OSU Extension Contracts**
 - ZCS Contract
 - Equipment Purchase - Research
7. **Current/Ongoing Finance Work And Projects**
 - A list of items currently active and/or pending within Finance:
 - W-2's, 1099s, ACA forms
 - 2017 ACA form issue - resolved
 - Budget Builder - open to departments
 - 457 (b) conversion - 2/25/2020 paychecks
 - Juvenile audit
 - Time and attendance software

8. Adjournment

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.

305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org



Klamath, OR - County of ORDER FORM

**Klamath, OR - County of : Onsite Additional Finance Training
December 23, 2019**

**Natalie Sowers
Project Manager
503-820-6275
natalie.sowers@sprbrk.com**



Klamath, OR - County of ORDER FORM

Professional Services				
Product Name	Description	Qty	Sales Price	Total Price
PS - Item Professional Services	T&M Services Standard professional services	96.00	\$159.00	\$15,264.00
PX - Item Travel Expenses	Travel and Expenses Only	1.00	\$5,000.00	\$5,000.00
				Grand Total: \$20,264.00



Klamath, OR - County of – ORDER FORM

Accounts Payable Contact Information <i>(Required)</i>	
Name	Sue Murphy
Title	Finance Director
Phone Number	(541) 883-4202
Email Address:	smurphy@klamathcounty.org
Billing Address	305 Main Street, Klamath Falls, Oregon, 97601
Delivery Address	305 Main Street, Klamath Falls, Oregon, 97601
Method of Invoicing	All invoices will be sent electronically to the Email Address provided above unless otherwise specified in Special Invoicing Needs. .
Special Invoicing Need	Invoice Delivery by Post is Required

Signature Section <i>(Required)</i>			
Vendor	Springbrook Holding Company, LLC	Customer	Klamath, OR - County of
Signed By	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small> <small>52E46B0D6A2C47D...</small> </div>	Signed By	
Date	12/23/2019	Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory	Eric Wells	Name (Print) of Authorized Signatory	vnoel@co.klamath.or.us

Additional Signatures Section <i>(Optional)</i>			
Customer		Customer	
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

Purchase Order Reference <i>(Optional)</i>	
<p><u>If Customer requires PO number on invoices, it must be provided to the right and Customer must provide Springbrook copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.</u></p>	PO# <i>(If required)</i> :



Klamath, OR - County of – ORDER FORM

Order Detail	
General Information	
Customer Name	Klamath, OR - County of
Customer Contact	Vickie Noel
Customer Address	305 Main Street, Klamath Falls, Oregon, 97601
Governing Agreement(s)	This Order Form is governed by the applicable Springbrook Professional Services terms found at https://accela.box.com/v/sprbrk-svcs-terms .
Term(s)	-
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms, Professional Services start on the date listed in this Order Form, the applicable Statement of Work, or the Governing Agreement, as applicable.
Order Duration	Unless otherwise specified in the Special Order Terms, Professional Services continue for the duration as outlined in this Order Form, the applicable Statement of Work, or the Governing Agreement.
Special Order Terms	In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.
Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoices will be issued monthly as work is performed.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable net 30 days .
Special Payment Terms	None unless otherwise specified in this section.

Vickie Noel

From: Natalie Sowers <Natalie.Sowers@sprbrk.com>
Sent: Tuesday, January 14, 2020 11:40 AM
To: Vickie Noel; Michelle Carpenter
Cc: Porsche Chambers-Winston; Deborah Gretz
Subject: RE: Onsite Finance Training Order Form

Hi Vickie,

I am including the scoping notes which details what would be covered in the two weeks of proposed training. There are a few things to consider when looking at costs quoted in this contract. Firstly, this is a Time and Materials contract, so for the Professional Services hours you will only be invoiced for the actual hours worked at \$159.00 an hour – not to exceed 96 hours. Eighty of those hours are for the onsite training, the additional 16 are for Project Management time, time prior to onsite for the consultant for correspondence and discovery, and any follow up if needed. The second line item, for Travel Expenses, is another billing cap for the project. You will only be invoiced for actual costs incurred during the consultant's travel and stay in Klamath – not to exceed \$5000.00 in one week. Travel expenses very rarely exceed 2500 for one week, but we set the cap high. By signing this contract, you are not beholden to pay 5K flat fee for travel. You can greatly reduce the cost of this project by considering remote training.

Here are the scoping notes; Please quote 80 hrs for service hours for training. This will consist of 2 weeks of training. The first week should include Payroll and Human Resource training with some discovery while training review of current Business Processes. The second week should consist of other Finance modules: AP/AR/BR/CR/CH/EB/FA GL/PM/PO primary focus in the area of Cash Receipts/AP using CH to pay vendors/ overview on other modules. Client can determine specific areas of focus. Consultant should keep in mind Highlighting new functionality options that have become available over the past 4yrs and features available on Cloud.

Please let me know if you have any further questions.

Thank you,



Natalie Sowers

Project Manager, Delivery

P: 503.820.6275

E: natalie.sowers@sprbrk.com

Community: [success.springbrooksoftware.com](https://www.success.springbrooksoftware.com)



www.springbrooksoftware.com

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From: Vickie Noel <vnoel@co.klamath.or.us>

Sent: Tuesday, January 14, 2020 11:14 AM

To: Natalie Sowers <Natalie.Sowers@sprbrk.com>; Michelle Carpenter <mcarpenter@klamathcounty.org>

Cc: Porsche Chambers-Winston <Porsche.Chambers-Winston@sprbrk.com>; Deborah Gretz <Debby.Gretz@sprbrk.com>
Subject: Onsite Finance Training Order Form

CAUTION: This email originated outside our organization; please use caution.

Hi Natalie:

Thank you for the Order form for the additional on-site training Klamath County is requesting. Unfortunately, this is much too expensive for our County to consider. (\$20,264.00)

Can you send me the detail on what you are offering in the Order as far as an agenda? The order states 96 hours of time spent, how many people is that and how many days. I'd like to see if we can narrow that down a bit.

Thanks.

*Vickie Noel
Finance Director/County Treasurer
305 Main Street
Klamath Falls OR 97601
P: (541) 883-4202, direct (541) 851-3654
F: (541) 851-3952*

