

**NOTICE OF MINUTES**  
**CLASS A OFFICERS MEETING**  
**ALFALFA COUNTY**  
**AUGUST 11, 2025**

The Alfalfa County Officers met in the Commissioner's Conference room at 9:30 AM (earlier due to being immediately following the BOCC meeting) with Vice-Chairman Ross calling the regular meeting to order with officers. Johnson, Ross, Mast, Claflin, M. Roach, J. Roach, Miller and Schwerdtfeger present. Visitor: Erin Metcalf, OSU Ext; Stephanie Jantz, Election Board; and Ken Jordan, Emergency Manger

As required by Oklahoma State Statutes 1991, Title 25, Section 311, Notice was given of this regularly monthly scheduled meeting by posting the Agenda in the North Entrance and in the County Clerk's office 2:00 PM on August 7, 2025.

Ross called to Meeting to Order

Roll Call – All officers present

Acknowledge of Agenda and Statement of Compliance with Open Meeting Act  
TO MEET, DISCUSS, AND TAKE POSSIBLE ACTION ON THE FOLLOWING AGENDA ITEMS:

Ross moved to Approve the Minutes and Claflin seconded. Ross voted aye, Miller abstained, Mast came in late did not sign, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

Estimate of Needs – Schwerdtfeger stated she had decreased the SAI amount per Budget Maker and increase the Debt Service to two years for Targa

Targa – officers discussed still contacting our ADA on the verbiage of the agreement with Targa's attorney.

Travel – officers discussed if we needed to change the wording in the handbook on the travel of where the employees would be paid to leave from and discussed was if your Association pays for your travel to not be submitting travel from the county – at the moment no action was taken

Communication – Risk Assessment – Balance – Ross brought up the risk of the high number of Tort Claims – the officers discussed what could be done to prevent these; Legislation changes was brought up as another risk if they make every home owner exempt with Homestead Exemptions; officers talked about the ability to have some entities pay for their own property insurance due to the high prices and risks; and good discussion over all about lowering cost even more due to valuations going down and prices going up.

Green Book – Check List for Control Environment and Risk Assessment – completed in July

Update from Officers:

Johnson Dist #1 Commissioner: chip and sealing Jefferson and maintaining roads

M. Roach Dist #2 Commissioner: 560 and Ellis bridge built, Carmen bridge finished ODOT will finish up with the sod; and working on the paperwork for another bridge west of Cherokee to start in October

Ross Dist #3 Commissioner: going to begin on the ETR/Grant to chip and seal part of Crystal Road

J. Roach Assessor: went to Conference last week, submitted the Report to Excise Board for the first time included a memo with explanations and Public Service had submitted an explanation of their values which she shared with the Excise Board; Watters has finished her classes; Oasis will be starting their VI with Harmon helping with that.

Schwerdtfeger County Clerk: handed Variance Report out to for any discussion; reminded officers SEFA was due the end of August with no response from some officers; stated if officers wanted individual P-Card she was ready to start that process; stated Colonial Life had reached out to her and Ross at the ACCO Summer Conference; discussed dates and process of option period; and went over ways her offices was cutting costs even if just small cuts.

Claflin Treasurer: she stated published delinquent 2024 and real property taxes next week; took off homestead that had came in; auditors had said she could stop printing some many copies for daily jackets to cut down on costs; and working with the Fair Board with their EIN.

Mast Sheriff: received three used units; working on radios and markings; going with on Sheriff Sale's on getting payments to help with cost of them; working to lower the cost of OTIS; and looking at saving costs with changing commissary provider.

Miller Court Clerk: Juvenile Docket today; Civil Docket Wednesday; board meeting on Thursday to discuss CODA; she stated NW CODA would be at Grant County in October and encouraged all officers to participate in that being so close to us and showing our support.

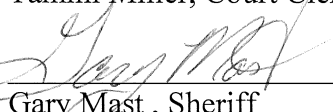
There was no Unforeseen Business


Johnson moved to Adjourn and Ross seconded. Ross voted aye, Johnson voted aye, Mast voted aye, M. Roach voted aye, Miller voted aye, J. Roach voted aye, Claflin vote aye, and Schwerdtfeger voted aye.

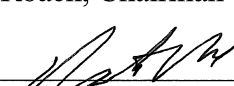
  
Kelsi Claflin, Treasurer

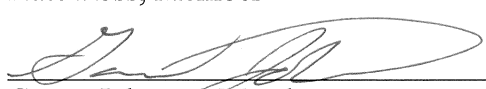
  
Jennifer Roach, Assessor

  
Tammi Miller, Court Clerk

  
Gary Mast, Sheriff

  
Mike Roach, Chairman

  
Nate Ross, Member

  
Garret Johnson, Member

Attest:   
Laneta Schwerdtfeger, County Clerk