

**Morrow County Court
January 7, 2015
Heppner, Oregon**

Present

Judge Terry Tallman
Commissioner Leann Rea
Commissioner Don Russell
Karen Wolff, Executive Secretary/Personnel Director
Roberta Lutcher, Court Executive Assistant
Bobbi Childers, Clerk
Rick Worden, Finance Director

Judge Tallman called the meeting to order at 1:30 p.m.

City and Citizen Comments – Heppner

None

Open Agenda

Ms. Wolff informed the Court the agenda item with Columbia Basin Electric Cooperative (CBEC) has been postponed until next week.

Ms. Wolff requested time to review calendars at the end of the meeting.

Department Report

Road Report

Burke O'Brien, Public Works Director
Bob Nairns, Assistant Director, Public Works
Sandi Putman, Public Works Management Assistant

Mr. O'Brien introduced the new Assistant Road Master, Matt Scrivner, to the Court. Mr. O'Brien said Mr. Scrivner is replacing Mr. Nairns, who will retire in February. Mr. Scrivner started January 5th, and comes to the County after having worked for the Oregon Department of Transportation for over four years.

Mr. Nairns reviewed the Road Report as follows:

- Since the weather has warmed up and it currently isn't snowing, road grading has started again. Grading has been done on Baker Lane, Turner Lane, Nichols Road, Ella Road and Valby Road.
- Due to ice and snow, a few members of the Road Crew worked on Christmas day plowing snow in the Heppner, Willow Creek Road and Blake Ranch areas. Snow plowing was necessary county-wide December 29-31.
- Sign repair and replacement has taken place county-wide, some due to the recent wind storms. Road Department personnel are working to remain current on rural addressing signs, as well.

- Completed hauling and placing gravel on Barclay Road and started on Melville Road.
- Pothole patching took place on Washington Lane and Ione-Boardman Road. Pothole patching will take place on Columbia Lane on both the Irrigon and Boardman portions.

Permits

On the recommendation of Public Works, Commissioner Rea moved to approve Permit Application #OIY with Toth & Associates, Inc., representing Umatilla Electric Cooperative, for the installation of an electric transmission/distribution line on County Road #971, Columbia Lane, near the intersection with Rippee Road and Industrial Way. Commissioner Russell seconded. Unanimous approval.

On the recommendation of Public Works, Commissioner Rea moved to approve Permit Application #OIZ with Toth & Associates, Inc., representing Umatilla Electric Cooperative, for the installation of an electric transmission/distribution line on County Road #972, Rippee Road North, near the intersection with Columbia Lane. Commissioner Russell seconded. Unanimous approval.

Commissioner Russell moved to approve Permit Application #OJA with Toth & Associates, Inc., representing Umatilla Electric Cooperative, for the installation of an electric transmission/distribution line on County Road #972, Rippee Road North, near the intersection with Columbia Lane. Commissioner Rea seconded. Unanimous approval.

Upcoming Household Hazardous Waste Event

Ms. Putman said the next Household Hazardous Waste Event should take place on Friday, April 10th at the North End Transfer Station in Boardman from 8:00-11:00 a.m. Ms. Putman said these events help keep hazardous waste out of areas such as canyons and the landfill. Postcard notices will be sent to each residence in the County.

County Janitorial Contract

Ms. Putman said the contract is up for consideration and she will be emailing Department Heads to see if the current contractor is doing a good job or if there are any suggestions.

Park Hosts

Advertisements are out for a Park Host at Anson Wright Park. However, Park Hosts are lined up for Cutsforth Park and the OHV Park.

Road Committee Meeting

The next Road Committee meeting will take place Thursday, January 29th, 1:00 p.m. at the CBEC Conference Room.

Plexiglass Enclosure of Clockworks in Lobby of Courthouse

Ms. Childers asked Mr. O'Brien when the plexiglass enclosure of the clockworks will be installed because she is concerned a child may be injured by touching the clockworks while the mechanism is moving. Mr. O'Brien said the supplies have been ordered and he would follow-up with Rod Wilson, County Contractor for Construction Services.

Regarding the clockworks, Commissioner Rea asked if Gary Kopperud, Master Clockmaker, will leave a complete set of operating instructions with the County, to which Ms. Putman replied, yes, for both the clockworks in the lobby and the clock in the tower.

Weed Notes for November-December 2014

Mr. O'Brien made note of the Weed Report compiled by County Weed Supervisor, Dave Pranger, and added Mr. Pranger attended the Morrow Soil & Water Conservation District Annual meeting last night where his presentation on the updated Weed Control webpage was well received.

Donation of Specialized Tool for the Volunteer Services of Master Clockmaker Gary Kopperud

In response to an offer by the County of some kind of remuneration for his volunteer work while restoring the Courthouse clock, Mr. Kopperud has offered a suggestion. According to his memo, a special clockmaker's tool which aligns and tests gear teeth for clocks could be used for educational purposes both at Eastern Oregon Correctional Institution (EOCI) and privately. The cost of the tool is \$500. Discussion.

Commissioner Rea moved to approve awarding \$500 from the Clock Restoration Fund for the purchase of a specialized tool for clockmakers for Gary Kopperud. Commissioner Russell seconded. Unanimous approval.

Surveyor's Update

Stephen Haddock, County Surveyor

Mr. Haddock's report included the following:

- A second inventory of the survey records was completed to determine if there are the necessary numbers of copies in the required locations. He is now in the process of copying and distributing the lacking surveys to these required locations for public viewing/access.
- Contacted Integra Paperless Business Solutions to correct the problems they had in reproducing the microfilm.
- Delivered the copy of the survey records stored in the basement of the Courthouse to the Planning Department in Irrigon.
- Due to security issues and missing mylars at the storage facility at the Road Department, Mr. Haddock has changed the locks and is attempting to track down the missing documents.
- Mr. Haddock plans to work on corner restoration in the City of Heppner in the spring. He has already established some of the control work necessary to begin this project.

Mr. Haddock said he would like to clarify something he said at the Department Head & Elected Officials meeting earlier this week regarding the damaged copier in the storage facility at the Road Department. He did not mean to imply it was damaged by Road Department personnel. Mr. Haddock said Mr. O'Brien looked at the copier and has made some repairs. They now need to determine if it functions and if supplies are still available. If it is functional, Mr. Haddock would like to have it available with the set of records just relocated to the Planning Department in Irrigon. This would make sense because the north end of the county is where the majority of people view and print documents, he said.

Mr. Haddock mentioned there will be another work session in June in his continuing efforts to have complete sets of documents at the required locations. Members of the Blue Mountain Chapter of the Professional Land Surveyors of Oregon assist Mr. Haddock during these work sessions. Commissioner Rea said to let the Court know the date in advance so lunch and soft drinks can be provided, if discretionary funds are available.

Mr. Haddock said he attended a meeting this week regarding surveying of the Umatilla Army Depot and was asked if he could contribute anything from the County's Remonumentation Fund. He said he would remain in contact with the group and could provide supplies, but no funds. The Commissioners agreed with Mr. Haddock's comments and stressed no cash funds will be provided.

Sheriff's Office Update

Undersheriff Steve Myren

Undersheriff Myren said there was a misunderstanding of today's meeting location, and asked if the update could be provided next week; the Commissioners agreed.

Personnel Update - Wage Scale for Non-Represented Employees

After having received Court approval of the matrix Wage Scale for Non-Represented Employees, and position placement of employees on the Wage Scale, Ms. Wolff is now seeking the Court's approval of Step placement of employees on the Wage Scale. She explained Finance Director, Rick Worden, and his staff were extremely helpful to her in determining the proposed Step placements now before the Court. Ms. Wolff said upon approval, she will prepare a memo to each employee impacted by this Wage Scale explaining the process. She added she hopes to return to the Court next week to finalize the Reclassification Requests.

Commissioner Russell moved to accept the Step placement of Non-Represented Employees on the 2014-2015 Matrix Wage Scale for Non-Represented Employees as provided by staff.

Commissioner Rea seconded. Unanimous approval.

Oregon Teamster Employers Trust – Subscription Agreement

Ms. Wolff explained renewing the Subscription Agreement means the County commits to another three years with the Trust for health insurance for the Morrow County Sheriff's Office Association, which was part of the bargaining agreement. She said she checked to make sure the plans are what was agreed to and she is comfortable with what is being presented.

Commissioner Rea moved to approve the Oregon Teamster Employers Trust Subscription Agreement, as revised November 2013, and authorize Judge Tallman to sign on behalf of the County. Commissioner Russell seconded. Unanimous approval.

Request to Exceed the Vacation Accrual Limit

Ms. Wolff presented her request, saying she is within three hours of the 256 hour limit and doesn't foresee an opportunity to take vacation time right away. She is requesting permission to exceed the 256 hours limit until February 28th, at which time she will make plans to take time off.

Commissioner Rea moved to authorize Karen Wolff, Executive Secretary/Personnel Director, to exceed the 256 hour Vacation Accrual Limit with the stipulation it be corrected by February 28, 2015. Commissioner Russell seconded. Unanimous approval.

New Business

Updated Fee Schedule

Ms. Wolff reviewed the changes to the Fee Schedule, noting the only changes were from the Assessor's Office, all of which seemed reasonable. Ms. Wolff recommends adoption of the Updated Fee Schedule.

Commissioner Rea moved to approve In the Matter of Adopting a Fee Schedule for Morrow County, Order No. OR-2015-2. Commissioner Russell seconded. Unanimous approval.

Contracts

Tenth Amendment to Oregon Health Authority (OHA) 2013-2015 Intergovernmental Agreement (IGA) #142023

Ms. Wolff said this amendment is an update reviewing all the grant awards and doesn't involve any changes.

Commissioner Rea moved to approve the Tenth Amendment to OHA 2013-2015 IGA for the Financing of Public Health Services, Agreement #142023, and authorize Judge Tallman to sign on behalf of the County. Commissioner Russell seconded. Unanimous approval.

Guaranteed Maximum Price (GMP) Document for New Administration Building

Ms. Wolff said this is the final, updated document and cuts were made wherever reasonable. The GMP for construction stands at \$3,675,750 excluding land acquisition, permits and Wenaha Group's fees.

Commissioner Rea moved to approve AIA Document G701-2001, Change Order Number 1, GMP of \$3,675,750, and authorize Judge Tallman to sign on behalf of the County. Commissioner Russell seconded. Unanimous approval.

It was noted the all-inclusive price is \$4,291,634.12.

Correspondence Reviewed

- Request from Health Department Director, Sheree Smith, to allow the new Nurse Case Manager, Michele Misener, to take an unpaid leave of absence until January 21, 2015.

Commissions Rea moved to approve an unpaid leave of absence for Michele Misener until January 21, 2015. Commissioner Russell seconded. Unanimous approval.

- Invitation to the Commissioners from AFSCME Local 2479 to attend the annual dinner and meeting on January 8th at the Heppner Elks Lodge.
- Boardman to Hemingway Newswire, Winter 2014
- Christmas cards from Sherman County Court and the Confederated Tribes of the Umatilla Indian Reservation

- Article from the *La Grande Observer* regarding Union County Commissioner-Elect Jack Howard, who was injured in a sledding accident and will be sworn in at Legacy Emmanuel Hospital in Portland.

Minutes

Commissioner Rea asked if Judge Tallman had any additional information from Gilliam County Court Judge Steve Shaffer as to whether or not they would temporarily handle Special Transportation calls for Morrow County. Judge Tallman said he didn't officially say no, but he's quite certain the answer is no, because Judge Shaffer indicated they would have to hire another person to accommodate our request.

Commissioner Rea moved to approve the minutes of December 10, 2014, as presented. Commissioner Russell seconded. Unanimous approval.

Claims

Commissioner Russell said from previous County Court meetings he heard the Commissioners discuss their displeasure with latte type drinks being charged to the County, but he sees they are still being charged by the Health Department. Do we do something other than complain, he asked. Mr. Worden said it has largely stopped with the exception of this particular department. I have spoken to them, but it's still happening. He then offered to draft a memo for the County Court to review. The Commissioners were agreeable to this. Commissioner Rea said she also had concerns about a \$23.20 room service meal charge. Discussion also took place on what constitutes a snack versus a meal, and whether or not what appears to be a snack should be charged to the County.

Commissioner Rea moved to approve the Accounts Payable dated January 9, 2015, in the amount of \$205,163.33. Commissioner Russell seconded. Unanimous approval.

Commissioner Reports

Commissioner Russell said he attended the Board of Property Tax Appeals training in Hillsboro yesterday and received his certificate of completion and is now ready to serve on this board.

Calendars were reviewed.

Judge Tallman said the PGE tour tentatively scheduled for this morning has been postponed because a number of their international employees are still on Christmas vacation.

Commissioner Russell asked if it's necessary to have quarterly updates from PGE. Perhaps every six months would be appropriate since it does put a burden on PGE to produce the updates every quarter. He asked if it really matters to the County if PGE remains on schedule. Commissioner Rea said it does matter because it affects when they will be on the tax rolls. Commissioner Russell said PGE's philosophy is to get along with local government as much as possible, but we don't do this with other big projects. Brief discussion.

Adjourned 3:59 p.m.