

Morrow County Court
April 1, 2015
Heppner, Oregon
Pioneer Annex Conference Room

Present

Commissioner Leann Rea
Commissioner Don Russell
Karen Wolff, Executive Secretary/Personnel Director
Justin Nelson, District Attorney/Interim County Counsel
Mike Gorman, Assessor/Tax Collector
Gayle Gutierrez, Treasurer
Roberta Lutcher, Court Executive Assistant

Excused

Judge Terry Tallman

Commissioner Rea called the meeting to order at 9:01 a.m.

City and Citizen Comments – Heppner

No comments

Open Agenda

Ms. Wolff said there is an Add-on to the Accounts Payable.

Department Report

Road Report

Burke O'Brien, Public Works Director
Matt Scrivner, Assistant Road Master

Mr. Scrivner provided the following Road Report:

- Ione-Gooseberry Road – all but three culverts have been installed and all culvert extensions have been completed on this project. The final lift of rock on the grade above Rick Peterson's is nearly completed. Work has begun on the intersection of Ione-Gooseberry Road and Carlson Lane, but the major work will start next week.
- Between the Road Department's three graders, work has been done on the following roads: Alpine Lane, Grieb Lane, Doherty Road, Melville Lane, Campbell Road, Fourmile Canyon Road, Baker Lane, Immigrant Lane, Wells Spring Road, Hale Ridge Lane and then on to Sunflower Flat Road.
- Snow and ice – a plow truck worked on Coalmine Hill on March 23rd.
- Morrow County Parks Manager Greg Close needed assistance with some blade work in and around park boundaries, so Maintenance Level I employees were sent to do this in order to gain more experience and "seat time." This has been a good opportunity for all involved.

- Pothole patching has started on Social Ridge Lane, to be followed by Baseline Lane, Poleline Road and Tower Road, once the grinder has been repaired or a rental unit brought in.

Permits

Mr. Scrivner said Application #196 from Jon Hedman, Irrigon, is for an approach on a public access road. Mr. Hedman has an existing approach but wants it permitted to access his secondary lot; Public Works has reviewed and recommends approval.

On the recommendation of Public Works, Commissioner Russell moved to approve Application #196 from Jon Hedman for an approach on Sunset Lane, a Public Access Road. Commissioner Rea seconded. Unanimous approval.

Permit Application #OJD is from TransCanada in order to replace anode rods.

On the recommendation of Public Works, Commissioner Russell moved to approve Application #OJD from TransCanada to Build in the Right of Way on County Road #702, Alpine Lane, 1.2 miles from the intersection with Bombing Range Road, for a horizontal anode bed. Commissioner Rea seconded. Unanimous approval.

Mr. O'Brien said the next application from Bonneville Power Administration (BPA) is to formalize existing easements so they have dedicated access. We inspected their approaches and had them fill out the required application form so it can be filed in our Road files and this won't be an issue in the future.

On the recommendation of Public Works, Commissioner Russell moved to approve Application #197 from BPA for an Approach Road on County Road #908, Eighth Road West, near Cain Lane. Commissioner Rea seconded. Unanimous approval.

Referencing the next two applications from Kirk & Robinson Ranch, Mr. O'Brien explained Kyle Robinson has been working on a waterline in the Spur Loop area.

On the recommendation of Public Works, Commissioner Russell moved to approve Application #OJH from Kirk & Robinson Ranch, Kyle Robinson, for a waterline on County Road #735, Spur Loop, 1.5 miles from the intersection with Sand Hollow Road. Commissioner Rea seconded. Unanimous approval.

On the recommendation of Public Works, Commissioner Russell moved to approve Application #OJG from Kirk & Robinson Ranch, Kyle Robinson, for a waterline on County Road #735, Spur Loop, 1 mile from the intersection with Sand Hollow Road. Commissioner Rea seconded. Unanimous approval.

Mr. Scrivner said Application #198 is another request from BPA and they recommend approval.

On the recommendation of Public Works, Commissioner Russell moved to approve Application #198 from Bonneville Power Administration for an Approach Road on County Road #818, Division Road. Commissioner Rea seconded. Unanimous approval.

Fleetmatics Contract for GPS Equipment

Mr. O'Brien presented a contract with Fleetmatics to lease GPS units for Road Department vehicles and equipment. The GPS units notify when maintenance is needed and provide a record of when and where work has been performed. They can also locate a vehicle that may be in trouble. The amount for one year is \$7,200 or \$600 per month. Mr. O'Brien proposes the \$600 per month for the remainder of 2015 and he will budget \$7,200 for fiscal year 2015/2016.

On the recommendation of Public Works, Commissioner Russell moved to approve the contract with Fleetmatics for the lease of GPS Equipment for Road Department vehicles and authorize Commissioner Rea to sign on behalf of the County. Commissioner Rea seconded. Unanimous approval.

Gilmore Street Resurfacing

Mr. Scrivner reviewed the spreadsheet of estimated costs on this project, totaling \$96,412.12. Commissioner Rea clarified by asking if the resurfacing will go as far as the hospital. Mr. Scrivner said yes, it will go to the Morrow Street intersection. She then added there have been discussions that the City of Heppner and the Morrow County Health District will share in the cost. Mr. Scrivner discussed some of the street width issues that will be a challenge on this project. Commissioner Rea asked Mr. O'Brien to keep both the City and the Health District apprised on the project and costs. When Mr. Scrivner said one of the biggest issues may be access to the Courthouse, Ms. Wolff suggested we coordinate with the Circuit Court to avoid any scheduled trial dates. Mr. O'Brien said the timing is dependent on the construction schedule and we'd rather get it done before the opening of the new building. He also said he'd like to be more involved in the weekly telephone conference held for those involved in the construction of the new building. Ms. Wolff said they'd be more than happy to have him join the meeting.

Janitorial Services Contract

After several questions arose about the specifics of this contract, it was tabled to allow additional review.

Purchasing Pre-Authorization Requests – Road Department

Mr. O'Brien said this first request is for \$31,000, which is the difference between the cost of a 2009 grader (\$217,000) and what is being offered as trade-in on two used graders (\$186,000).

Commissioner Russell moved to approve the Purchasing Pre-Authorization Request from the Road Department for \$31,000 to be paid to Western States CAT to go toward the purchase a 2009 CAT M Series Grader after \$186,000 is credited to the County for trading in two used graders, and authorize Commissioner Rea to sign on behalf of the County. Commissioner Rea seconded. Unanimous approval.

The second request is for \$150,000 toward the purchase of a new grader priced at \$276,253; the remaining balance will be financed over five years with payments of approximately \$25,000-27,000 per year. Commissioner Rea asked the interest rate for the financing; Mr. O'Brien said around three percent and no balloon payment is involved.

Commissioner Russell moved to approve the Purchasing Pre-Authorization Request from the Road Department of \$150,000 to be paid to Western States CAT for the purchase a new 140 M2 CAT Road Grader; remaining balance of \$126,253 to be financed, and authorize Commissioner Rea to sign on behalf of the County. Commissioner Rea seconded. Unanimous approval.

Sewer Repairs at Courthouse

Mr. O'Brien presented an estimate from H.D. Fowler Company for the sewer line repairs at the Courthouse. The estimate is for pipe and related materials and is \$924.70. There will be additional supplies needed, such as shoring for the trench. The project will start in the afternoon of Friday, April 3rd and should be completed over the weekend. Ms. Wolff said she will send out a notice the project will proceed this Friday as anticipated.

Forest Plan Revision Re-engagement Meeting

Carla McLane, Planning Director

Mr. O'Brien

[Background information provided in an e-mail from Joani Bosworth, Public Affairs Officer, Umatilla National Forest Headquarters: The three Blue Mountain Forests (Umatilla, Wallowa-Whitman and Malheur) are developing a strategy to re-engage with the public on issues raised during the Forest Plan Revision's Draft Environmental Impact Statement comment period (i.e. Access and Wilderness, Range, Restoration/Timber Outputs, Science, etc.) We'd like to discuss with you what issues are most important to your communities, how we might meet the re-engagement needs of your constituents, and how you can assist us in making this happen.]

Ms. McLane asked to discuss this while Mr. O'Brien is still here, instead of during her update. She said they both represented Morrow County at Monday's meeting in Boardman.

Mr. O'Brien said Ms. McLane pointed out some things from a Planning perspective the Forest Service acknowledges are weaknesses. I'm glad we were both there because we brought different perspectives, it was a good opening discussion...they do want the public involved. After the meeting, I thought Parks Manager, Greg Close and I could develop a simplified form to generate comments from visitors to our parks system...and we could compile the information for the County Court's use. Commissioner Rea said a card could be given to hunters at checkpoints asking what it means to them to be able to access the forests. Various discussions ensued.

New Business

Strategic Investment Program (SIP) Funds Transfer Request Form

Gayle Gutierrez, Treasurer

Ms. Gutierrez is seeking signature on Department of Administrative Services Funds Transfer Request Forms for Echo Wind Farm, Willow Creek Wind Project and Shepherds Flat.

Commissioner Russell moved to approve signing the SIP Funds Transfer Request Forms from the Department of Administrative Services for Shepherd Flat, Willow Creek Wind Project and Echo Wind Farm and authorize Commissioner Rea to sign on behalf of the County in Judge Tallman's absence. Commissioner Rea seconded. Unanimous approval.

Department Report

Sheriff's Department Monthly Update

Undersheriff Steve Myren

Undersheriff Myren reviewed the March Report:

North County –

- Structure fire (barn) – No one home, several animals were inside the barn.
- Agency Assist – Major Crimes Team activated for shooting in Hermiston.
- Army Depot – Burning old buildings at the Depot.
- Possible Human Remains Found – After testing, the remains found in the Columbia River were determined to be non-human.

South County –

- Suspicious Activity – Helicopter and persons trespassing to tag deer on Mark Rietmann property. Mr. Rietmann was no longer concerned when it was determined the people were from Oregon Department of Fish & Wildlife.
- Horse Death – Possibly shot. Oregon State Police came out with a portable X-ray machine and did not find a bullet in the skull.
- Bank Alarm – False alarm at the Bank of Eastern Oregon in Heppner.

Undersheriff Myren said he completed re-outfitting a Dodge Charger to be turned over to Tom Meier, Juvenile Department Director. There is another ready to go to surplus and a Crown Victoria in good shape, what is the Court's preference? Commissioner Rea said she would like to get rid of the Crown Victorias County-wide.

Purchasing Pre-Authorization Request – Camera System

Undersheriff Myren said the Sheriff's Office received \$75,000 from the Columbia River Enterprise Zone II Board for law enforcement related projects. We currently have some surveillance cameras at various locations, but we've decided to replace them with a new program called POD Systems. The project is estimated at \$65,000 and that leaves \$10,000 for additions or overruns. Undersheriff Myren discussed his Sole Source Justification. Discussion.

Commissioner Russell moved to approve the Purchasing Pre-Authorization Request from the Sheriff's Office to spend approximately \$65,000 for surveillance cameras from POD Systems from Security Lines US to expend the funds from CREZ II at their discretion, and authorize Commissioner Rea to sign on behalf of the County. Commissioner Rea seconded. Unanimous approval.

Planning Update

Ms. McLane

Ms. McLane discussed this week's Planning Commission meeting and noted the April Planning Commission meeting will have seven action items, five of which affect property adjoining the Town of Lexington. There is interesting stuff happening in Lexington, she added.

Request to Waive Land Use Compatibility Statement Fee

Ms. McLane said the annual Watershed Field Day is approaching and Morrow Soil & Water Conservation District (SWCD) applied for an Oregon Watershed Enhancement Board (OWEB) Grant which requires a Land Use Compatibility Statement. She said Umatilla County waived its fee and we've been asked to waive our \$50 fee. Commissioner Rea asked if there are any expenses involved from the Planning Department; Ms. McLane said just her time.

Commissioner Russell moved to approve waiving the Land Use Compatibility Statement Fee for the OWEB Grant for the Watershed Field Day. Commissioner Rea seconded. Unanimous approval.

Letter from Washington County seeking support of SIP and Gain Share Legislation

Ms. McLane said her interest in this process has more to do with other portions of SIP law rather than Gain Share legislation. She said perhaps she and Mr. Gorman can meet after the legislative session with Representative Greg Smith to propose legislation to change the Community Service Fee part of the law. Currently that portion has a location distinction that ties to it a limitation relative to the base 'tax' paid - \$500,000 in eastern Oregon and \$2,000,000 in the Metro area. The suggestion would be to remove the location component and have the base 'tax' be based upon the project's value determination.

Ms. McLane also discussed two articles from *The Oregonian*, one on Amazon's plans to build up to 11 additional data centers in Morrow County and the other titled, "Governor Kate Brown's signature could trigger data center boom in rural Oregon."

Ms. McLane distributed packets to the Commissioners for next week's hearing on the Love's Travel Stops conditional use permit appealed by Devin Oil. She asked if the Commissioners wanted to establish procedure today. It was decided to maintain past procedure – the applicant speaks first (20 minute limit), then the appellant (20 minute limit), then rebuttal for the applicant (10 minute limit).

Planning Department Job Descriptions and Staffing Levels

Ms. McLane's memo states: "The purpose of this memorandum is to request additional staff within the Planning Department and to seek approval to create a series of job descriptions, or positions, that would allow for advancement within the Department and provide options when filling vacant positions...Part of my desire in doing this is to create a mechanism to acknowledge advancements made by employees, and to create more opportunity when hiring or to be flexible when workloads shift." Ms. McLane then went on to discuss each position in her office and the proposed changes.

Ms. McLane said the bigger “ask” today is for an opportunity to have a full conversation about another staff member in the Planning Department. She explained the critical work gets done, but said she is concerned it is not being done as well as it could be. She then discussed the advantages to Planning and other County offices if a GIS (Geographic Information System) Technician was brought into her Department. Commissioner Rea said it is amazing what a GIS system can do if you have a person who can do it. Commissioner Rea said she would rather Ms. McLane go with a half time individual until she has a fully functioning office to see how it all “shakes out.” Ms. McLane said even when there were three full time employees, the staff still fell behind. Discussion.

Commissioner Rea said she would like Ms. McLane to proceed with the proposed progression process, similar to what just took place in the District Attorney’s Office. Commissioner Russell said he agrees with Commissioner Rea about establishing a progression process. If an employee is willing to do more, he or she should have the opportunity to advance, said Commissioner Russell.

Ms. McLane talked about several items, including the advantages of succession planning since she will retire in eight years, and the space needs in the building, especially related to document storage and preservation for her office and the Justice of the Peace, Ann Spicer.

Ms. Wolff recommended splitting the Associate Planner job description into Planner I and Planner II to allow for professional progression. Ms. McLane said she will draft new job descriptions for the Planning/GIS Technician, Planner I, Planner II and Senior Planner. She asked if she could discuss adding a fourth person to her office again in the future. Commissioner Russell said she could ask, and Commissioner Rea said it will probably come back to dollars, but she’d be more comfortable with 3.5 positions. Ms. McLane said she would be willing to accept 3.5 positions and then asked if she could talk to Finance Director, Rick Worden, about the budget implications for 3.5 people, maintaining similar salaries. The Commissioners said, yes.

Personnel Update

Ms. Wolff

Due to Judge Tallman’s absence, Ms. Wolff’s update was postponed.

Minutes

*Commissioner Russell moved to approve the minutes of March 25th, with corrections.
Commissioner Rea seconded. Unanimous approval.*

Commissioner Russell asked if the others had a chance to review the letter from Clerk, Bobbi Childers, stating her concerns about the minutes not being released in a timely manner; they replied they had. Ms. Wolff noted the process has been re-evaluated and should result in a quicker turn-around time.

Claims

Ms. Wolff said she has an Add-on contract from the Health Department for the Bullying Workshop this Friday put on by Stan Davis. The amount is \$10,000 and pays for surveys and survey interpretations County-wide (seven schools), and on-site training and education.

Commissioner Russell moved to approve the Voids, dated April 1st, and Accounts Payable, dated April 2nd, in the amount of \$54,403.35, which includes the \$10,000 Add-on to Stan Davis. Commissioner Rea seconded. Unanimous approval.

New Business

New Vehicle Purchases

Mike Gorman, Assessor/Tax Collector

Mr. Gorman said the figures for the vehicles have changed since his last report because many of the 2015 vehicles in stock at the dealerships participating in the State Bid process, have sold. He said the prices went up in each case. The Commissioners instructed Mr. Gorman to supply letters of intent to purchase the following vehicles:

1. 2015 Chevrolet Malibu for the Justice Court office (\$19,228)
2. 2015 Ford Fusion for the Motor Pool (\$18,389)
3. Two 2016 Jeep Cherokees – one for the Assessor's Office and one for the DA's Office (\$21,974 each)

Purchasing Pre-Authorization Requests

Ms. Wolff said the request from the Assessor's Office for computers and a printer was informally approved a few weeks ago and the Court agreed with Mr. Gorman they should be replaced all at the same time. We have enough to cover this request using funds in the Computer Budget and additional monies in the General Fund.

Commissioner Russell moved to approve the Purchasing Pre-Authorization from the Assessor's Office to replace six computers totaling \$8,404.44 and one printer for \$1,544.41- total request \$9,948.85, and authorize Commissioner Rea to sign on behalf of the County. Commissioner Rea seconded. Unanimous approval.

Ms. Wolff said the next request is jointly from the Assessor's Office and the Clerk's Office for a server upgrade. Mr. Gorman said the Clerk's recording program is the same vendor used for Assessment and Tax and both versions will no longer be supported.

Commissioner Russell moved to approve the Purchasing Pre-Authorization from the Assessor's Office and the Clerk's Office for a server upgrade - Helion SQL Server 2014 and nine user licenses, total amount being \$1,801.79, and authorize Commissioner Rea to sign on behalf of the County. Commissioner Rea seconded. Unanimous approval.

Correspondence Reviewed:

- Letter from Clerk Bobbi Childers to the Commissioners requesting Court minutes be released more quickly. Commissioner Russell said after speaking with Ms. Childers, he suggests the minutes be sent to her as they are approved and the accompanying documents can follow at a later date.
- Letter to Community Bank signed by the Court confirming the signatories on the account for the construction loan for the new Administration Building.
- Public Notices from the City of Boardman for Public Hearings to be held on April 22nd and 28th regarding changes to code to regulate medical marijuana dispensaries.

Invoice from the City of Irrigon

Commissioner Rea said City Manager Aaron Palmquist will resubmit the invoice with breakdowns for product/supplies used rather than time.

Commissioner Reports

Commissioner Russell said he would like to attend some of the Juvenile Court Hearing because some citizens think it should be turned over to the State and this is a follow-up to a campaign promise he made. He said he has discussed it with District Attorney Justin Nelson, who said there shouldn't be any confidentiality issues. Commissioner Russell said he will be talking to Judge Tallman prior to attending.

Commissioner Rea said she received a request from Dennis Doherty, Oregon Water Resources Commission, District Representative, North Central Region, that Morrow County become actively involved in water policy issues. She said she is on the commission and will become involved again.

Commissioner Rea said she received a call from J.R. Cook, Executive Director of the Northeast Oregon Water Association, that documents closing out the Umatilla Basin Water Commission will be signed on April 10th in Pendleton. She said she will go on behalf of the County and accept the County's portion from the sale of the infrastructure to Craig Reeder, Hale Farms. The remaining money was divided between the four members on the Commission – Morrow County, Umatilla County, Westland Irrigation District and the Confederated Tribes of the Umatilla Indian Reservation with each receiving approximately \$20,000 said Commissioner Rea. Continued Commissioner Rea said what we do with the money is up to us, but Mr. Cook would like it to be used to pay membership fees of \$5,000 with the balance going into the brokerage process. She said she didn't see any issues with that.

Recessed 12:30 to tour the Fairgrounds

Fairgrounds Tour

Commissioner Rea

Commissioner Russell

Ms. Wolff

Mr. O'Brien

Mr. Scrivner

Ann Jones, Fair Secretary

Barry Munkers, Fairgrounds Maintenance

Ms. Lutchter

The group walked through the various buildings and grounds to see firsthand some of the needs and wishes expressed by the Fair Board and Rodeo Board. The Commissioners observed:

- The renovation of the restrooms taking place in the Exhibit Hall area.
- The condition of poor-fitting exterior doors in the Fair Pavillion.

- The new heating system installed last year, and the room built to accommodate it. Mr. Munkers said a ceiling and insulation are still needed in that room.
- Bleachers needing replaced in the Wilkinson Arena.
- Sheep/Goat Barn needs roll-up style doors.
- New toilets are needed in the outdoor restrooms.
- The outdoor stage area needs refurbished.
- Additional asphalt needed for the handicap parking spaces so people don't have to transition from asphalt to gravel when getting around their vehicles with walkers and wheelchairs, etc.

Adjourned 2:15 p.m.