



P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Human Resources

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

To: Morrow County Compensation Board

From: Karen Wolff, Human Resources Director

Date: March 10, 2017

Re: 2017 Compensation Board Final Documents

The final agenda for the Compensation Board meeting on March 16, 2017 has been published. There were no changes from the draft agenda that was provided in your notebook.

Included with this memo are documents provided by the Surveyor, the Clerk, and the Treasurer. We told the Elected Officials that they may submit additional documents for the review of the Board. These three responses were received timely. The Clerk provided the entire Board of Property Tax Appeals Clerks' Manual, which is 114 pages. I have provided the first three (3) chapters (ten pages) in these documents and would be very willing to forward the entire manual electronically to any Board member who requests such. If you would prefer to receive it in hard copy, please contact me and we will make those arrangements.

These documents will be posted to the Morrow County website and will be available for public review.

The Morrow County Board of Commissioners appointed Lisanne Currin as the Chair for the Compensation Board for this year. I am not sure if I previously advised the Board of this appointment, so just covering our bases.

In my previous memo I outlined the meeting format, which would allow time for public comment, as well as a time for Board deliberations. Please let me know if you have any questions about the format or procedure.

The Board may make recommendations for individual positions or for all Elected Officials as a group. I will record the recommendation of the Board, which will then be presented to the Board of Commissioners. If the Board is able to come to a final decision/recommendation at this meeting, my goal will be to present to the Commissioners on March 22, 2017.

I look forward to our meeting and discussions.

If you have any questions or would like to discuss something further, please do not hesitate to contact me.

MORROW COUNTY COMPENSATION BOARD MEETING AGENDA
Thursday, March 16, 2017 at 9:30 AM
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

- 1. Call to Order - 9:30 AM**
- 2. Minutes of March 29, 2016 and March 31, 2016**
- 3. Open Comments** – This is the time provided for individuals wishing to address the Board.
- 4. Elected Officials Compensation Deliberations** – This portion of the meeting will be for Board deliberations. Comment will not be accepted during this time.

Consider Pay Levels of Morrow County Elective Officers, as required under ORS 204.112

- Discussion of wages in general
 - Commissioners
 - Clerk
 - Sheriff
 - Treasurer
 - Surveyor
 - Assessor
 - Justice Court
 - District Attorney
 - Discussion comparing Elected Officials with Morrow County Department Heads and Managers
 - Compensation Board recommendation to the Morrow County Board of Commissioners
- 5. Open Comments** - This is the time provided for individuals wishing to address the Board.
 - 6. Adjournment**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutcher at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Human Resources office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Karen Wolff, Human Resources Director at (541) 676-5620.

Morrow County Surveyor Time Sheet

Stephen K. Haddock, PLS, CFedS

December					
Date	Hours	Activity	Date	Hours	Activity
1-Dec-15	2	Return phone calls. Sign plat for McKinnis.	21-Jan-16	3.5	Review Delano map for Morrow County Road Department.
7-Dec-15	1	Review survey. Denny Edwards.	22-Jan-16	1	David Cutting question on Ayer's 3rd.
10-Dec-15	2	Review survey issues for Tomkins survey of the County Health Facility.	23-Jan-16	1	File Delano Wilson Lane map.
17-Dec-15	3	Additional survey issue resolution. Tomkins. Gilliam County Planning review.	25-Jan-16	1	Review Tomkins Morrow County Health survey.
18-Dec-15	2	OACES meeting over proposed changes to legislation.	26-Jan-16	3	Final Tomkins review of Morrow County Health survey. Request for information from King.
21-Dec-15	4	Meeting with Assessor and research on Ayer's 3rd Addition plat discrepancies.	28-Jan-16	3	OACES meeting on proposed changes to legislation.
22-Dec-15	7	Gilliam County Planning Review and further discussions with Tomkins about County Health survey.	----- FEBRUARY -----		
23-Dec-15	1	Corrections to Gilliam County planning review.	8-Feb-16	0.5	Respond to OACES poll on whether the County Surveyor position is elected or Appointed.
24-Dec-15	6	Calculations to determine source of error in Ayer's 3rd Addition plat.	9-Feb-16	1	File Delano Wilson map.
28-Dec-15	5	File surveys. Edwards and McKinnis. Update index and scan maps.	10-Feb-16	0.5	Scan Delano Wilson map.
29-Dec-15	3.5	Citizen request about plat easement. Finish index updates and place scans and index online.	16-Feb-16	1	Review diary to prepare data for time sheet for County Court.
30-Dec-15	6	Trip to Lexington to provide monuments to Rogers Surveying for Public Land Corner Remon.	17-Feb-16	2	Review assessor map issues with David Cutting.
----- JANUARY -----			18-Feb-16	8	Review assessor map issues with David Cutting and prepare time sheet for Morrow County Court.
2-Jan-16	1.5	OACES meeting.	22-Feb-16	2	Prepare County Surveyor's Report.
12-Jan-16	8	Department head meeting and presentation prep.	24-Feb-16	6	Present County Surveyor's Report and begin field work for Ayers 3rd addition assessor's map resolution.
13-Jan-16	4	Review and file maps. Scan and index. Delano for Army Depot.			
14-Jan-16	4	Review for Gilliam County. Catterson for Ratray.			
20-Jan-16	1	Sign and mail Catterson partition for Ratray.			

Morrow County Surveyor Time Sheet
 Stephen K. Haddock, PLS, CFedS

Date	February Hours	Activity	Date	Hours	Activity
25-Feb-16	4	File Edwards corner certificates, update index and prepare document on duties of the County Surveyor.	2-Apr-16	2	Update index and send scanned surveys to webmaster.
25-Feb-16	4	File Edwards corner certificates, update index	4-Apr-16	1	Preliminary review of map for Baalman.
29-Feb-16	4	Work on list of County Surveyor's duties, deliver map and sign plat.	5-Apr-16	4	Contact with U.S. Navy for information on South Boundary of Bombing Range.
----- MARCH -----			6-Apr-16	6.5	Meeting with County Court concerning county surveyor duties & compensation.
1-Mar-16	2	Take maps to Lexington to put in the connex and take scan updates to webmaster.	7-Apr-16	1	Respond to Bill Wells concerning the Navy research situation.
14-Mar-16	2	Work with David Cutting on assessor map issue in 6S28 Section 12.	11-Apr-16	12	Review Baalman map and verify their field work on Bombing Range Road.
15-Mar-16	1	Download 2015 State Statutes release.			Visit County Planning to review the data they have on the Bombing Range.
16-Mar-16	2	OACES discussion on county elected officials.	12-Apr-16	9	Review Baalman survey. Research of additional Navy records and respond to architect on May and Sperry St. issues.
18-Mar-16	1	Scanning Gary Wagner affidavit of correction.			
23-Mar-16	2	Went to Pendleton to pick up unfiled survey by Baalman.	13-Apr-16	4	Additional contact with the Navy and review Rogers Surveying map.
24-Mar-16	1	Report for compensation committee.	14-Apr-16	5	FOIA applications for the U.S. Navy, Army Corps of Engineers and BLM.
25-Mar-16	2	Review Gary Wagner temporary map.	15-Apr-16	1	review Rogers Surveying map.
26-Mar-16	0.5	Return map to Dave Krumbein.	18-Apr-16	4.5	Budget meeting with County Court.
29-Mar-16	3.5	Compensation committee meeting and deed research for the Ayer's 3rd question.	20-Apr-16	6	Research at Lexington for Bill Wells. File maps of survey. Budget meeting and refine FOIA for Corps of Engineers.
30-Mar-16	1	File two survey maps.			
31-Mar-16	4.5	Compensation committee meeting and additional deed research for the Ayer's 3rd question.	21-Apr-16	1	Review map for Dave Krumbein.
----- APRIL -----			22-Apr-16	3	Retrieve returned brass caps (Rogers) from Hermiston, review McKinnis map of BMCC partition. Research deeds for Felbourne Street vacation.
1-Apr-16	2	File maps 1756 and 1757.			

Morrow County Surveyor Time Sheet

Stephen K. Haddock, PLS, CFedS

April			MAY			JUNE			JULY		
Date	Hours	Activity	Date	Hours	Activity	Date	Hours	Activity	Date	Hours	Activity
23-Apr-16	1	Letter to David Baalman requesting additional project information.	24-May-16	5	Provide NAVY FOIA data to Wells.						
25-Apr-16	2	Contact with Lynee Forsythe about Navy FOIA	25-May-16	5	Prepare County Surveyor report. Maps to Lexington and to Irrigon to sign Primm plat.						
28-Apr-16	1	Additional review of McKinnis BMCC plat.									
29-Apr-16	2	Filed map for Rogers and discuss BMCC plat with Mike Gorman.	26-May-16	1	Research on Morrow County permit for monument boxes in roadways.						
			31-May-16	1	Bombing Range access meeting arrangements.						
2-May-16	3	Meeting with Ron McKinnis, Justin Nelson and Mike Gorman about BMCC plat, scan Rogers map of survey.									
3-May-16	6	Review survey maps for McKinnis, Rogers and Primm.	7-Jun-16	2	Research railroad maps for Bill Wells						
5-May-16	5	Deliver BPA map copies to Wells.	8-Jun-16	1	Sign plat for Dave Krumbein						
6-May-16	0.5	Sign McKinnis BMCC plat.	13-Jun-16	3	Answer Penland Lake questions for County Assessor.						
9-May-16	10	Attend OACES spring conference.	14-Jun-16	4.5	Answer emails from David Baalman and Ron McKinnis Kingfisher plat review.						
10-May-16	8	Attend OACES spring conference.	17-Jun-16	3	Assessor meeting concerning Ayer's 3rd Addition findings.						
11-May-16	9	Attend OACES spring conference and respond to emails.	20-Jun-16	3	Filing and scanning maps. OACES discussion concerning affidavits of correction.						
12-May-16	3	Review plat and map research for Dave Krumbein File map for Witness Tree Surveying.	21-Jun-16	2	Deliver maps to Irrigon and Lexington.						
13-May-16	2	Respond to Wells concerning Navy information and review map for Primm.	22-Jun-16	6	Review of Kingfisher plat for McKinnis						
14-May-16	1	Respond to Wells concerning Navy information	23-Jun-16	2	Review of Kingfisher plat for McKinnis						
17-May-16	4	File maps and update survey indexes.	30-Jun-16	0.5	Conference with David Hadley about port right of way issues.						
18-May-16	4	Trip to Lexington to place originals in connex and scan maps.									
19-May-16	6	Print copies of maps and colate and place in file folders for delivery to Irrigon and Lexington.									
			5-Jul-16	2	File maps for Pidcock and Kennedy						

Morrow County Surveyor Time Sheet

Stephen K. Haddock, PLS, CFedS

July					
Date	Hours	Activity	Date	Hours	Activity
6-Jul-16	2	File maps for Miller and Pettyjohn.	29-Aug-16	3.5	Discussing road file with Mike Gorman.
13-Jul-16	3	Maps to Lexington and update assessor's copy of electronic files.			Filing Welty map and reviewing map for Primm.
14-Jul-16	4	Records search for Primm on Wilson Lane	30-Aug-16	2	Compiling and mailing Primm review.
19-Jul-16	2	Research on Wilson Lane through Ron McKinnis and Bob Butler	----- SEPTEMBER -----		
25-Jul-16	1	Assessor on question about Tomkins map.	2-Sep-16	4	Review of map for Primm.
26-Jul-16	2	Conference with Tomkins about Heppner issues and send research data to Primm on Wilson Lane	6-Sep-16	1	Filing Terra Poma map for Primm.
27-Jul-16	3	Meeting with Mike Gorman on a map question and with Primm concerning Wilson Lane data.	7-Sep-16	3	Review Sandlin plat for Primm. Scan Primm Terra Poma survey.
28-Jul-16	3.5	Email Primm on Wilson Lane issues. Map inquiry by Lance King and review Brit Primm survey.	9-Sep-16	1	Interdepartmental review for Springer.
----- AUGUST -----			13-Sep-16	2	Review of map for B. Wells. Sweeney.
1-Aug-16	6	Phone conference with Brit Primm. Review map and letter from Paul Tomkins on Heppner survey.	14-Sep-16	1	Pick up signs in Lexington for Wells
2-Aug-16	1	Updated map index to website.	15-Sep-16	3	Deliver signs to Wells. Assessors review of McKinnis map.
4-Aug-16	0.5	File map for Neiffer.	16-Sep-16	2	Scanning and filing maps of survey.
5-Aug-16	1	scan survey maps.	19-Sep-16	3	Review of McKinnis Dean Kegler partition.
8-Aug-16	3	Meeting with Bobbi Childers on River Ridge protective covenants and review map for Tomkins.	20-Sep-16	6	Review of McKinnis Dean Kegler partition and map for Catterson.
9-Aug-16	2	Additional review of Tomkins map and update survey index.	21-Sep-16	2	Review and indexing of State Highway electronic files.
11-Aug-16	1	Review Primm map of survey.	22-Sep-16	2	2nd Review of Kegler plat and indexing State Highway electronic files.
12-Aug-16	2	Review map for Mike Springer.	23-Sep-16	8	Prepare OSBEELS complaint for unfiled map of survey by Delano on Big Butter Creek.
15-Aug-16	1	Mail review to Primm.	24-Sep-16	1	Interdepartmental review for Springer and Primm.
22-Aug-16	8	Discussion with County Planning, filing, scanning and mailing maps.			

Morrow County Surveyor Time Sheet

Stephen K. Haddock, PLS, CFedS

September					
Date	Hours	Activity	Date	Hours	Activity
26-Sep-16	3	Interdepartmental review for Springer and Primm.			
27-Sep-16	1	Phone conference with Brit Primm on Sandlin Plat			
28-Sep-16	7.5	Filing maps. Copies to Lexington. Research in Road Department records for Delano map.			
29-Sep-16	3	Phone conference with Keith Primm and revisions to Delano complaint form.	1-Nov-16	3	Search for Oregon Trail surveys for Stephen Wreccics. Review of Jason Wells map and deliver corner certificates.
30-Sep-16	0.5	Phone conference with Keith Primm on Irrigon partition.	2-Nov-16	4	Discussion with Assessor concerning legal description issues for Springer survey.
-----			-----		
		OCTOBER	14-Nov-16	1	Review survey for Springer and Primm.
5-Oct-16	0.5	Phone conference with Kathy Street on Irrigon Library partition.	15-Nov-16	2	File maps of survey and review Martin survey by Springer.
6-Oct-16	5	Ordering monument boxes for road department and sign plat for Library District.	18-Nov-16	4	File, copy and scan recorded surveys.
7-Oct-16	2	Conference with Jason Wells concerning Britt partition questions.	-----		
10-Oct-16	4.5	Conference with Keith Primm concerning the interpretation of survey statute and meeting with Daniel Hilday concerning the content of the County Surveyor's web page.	6-Dec-16	6	Primm Suchy review and updates to online records.
11-Oct-16	2	Filing and scanning Sweeney map for Bill Wells.	7-Dec-16	3.5	Mail Primm Suchy review and visit with Bobbi and Gary Roberts about online records issues.
13-Oct-16	0.5	Phone conference with Ron McKinnis	9-Dec-16	2	Review Primm plat with Elise Bruch.
14-Oct-16	2	Sign plat for McKinnis and conference with Jason Wells on Britt partition.	13-Dec-16	1	Monument research for Lance King.
20-Oct-16	1	Recalculating closures on McKinnis Kegler Plat.	17-Dec-16	10	Review of McKinnis VADATA plat.
25-Oct-16	0.5	Phone conference with Jason Wells.	19-Dec-16	4	Conference with McKinnis on VADATA plat and review Wells plat for Britt.
31-Oct-16	2	Phone conference with McKinnis and search for corner certificates.	20-Dec-16	2.5	Swearing in ceremony and review for Wells plat for Britt.
			22-Dec-16	0.5	Answer emails.
			23-Dec-16	3	2nd review of McKinnis VADATA plat and Wells Britt plat.

Morrow County Surveyor Time Sheet

Stephen K. Haddock, PLS, CFedS

Date	December Hours	Activity	Date	Hours	Activity
27-Dec-16	1	Review 3 of McKinnis VADATA plat.	2-Feb-17	1	Research compensation committee request.
30-Dec-16	2	Conference with Jerry Sorte concerning online records and sign VADATA plat for McKinnis.	3-Feb-17	2.5	Research county surveyor statutes for list of duties for discussion with county commissioners. Prepare list of past County Surveyors for OACES
----- JANUARY -----					
3-Jan-17	1	Conference with David Hadley concerning Britt plat.	6-Feb-17	8	Upload data to county surveyor web page and meeting with planning and assessors and Bill Wells on lot of record issues.
4-Jan-17	5	File and scan maps. Update index.			
12-Jan-17	2	Conference with Lance King on survey issues.			
18-Jan-17	2	Pick up plats at assessor's office.	9-Feb-17	2	Review statutes for county surveyors fees.
19-Jan-17	6	Conference with Primms concerning online records issues, update indexes and scan old survey field books.	10-Feb-17	1	Phone conference with Bill Wells
20-Jan-17	8	Index and scan old survey field books.	13-Feb-17	2	Review of vacation statutes for OACES meeting on 23rd.
23-Jan-17	7	Morrow County Website training.	14-Feb-17	9	Pick up maps from Denny Edwards who wanted to deliver his maps in Morrow County after his retirement.
23-Jan-17	8	Index and scan old survey field books.			
25-Jan-17	6	Index and scan old survey field books.			
26-Jan-17	11	Index and scan old survey field books and OACES conference call.	15-Feb-17	2	Research LUBA cases for data on the property vacation statutes for OACES.
27-Jan-17	12	Index and scan old survey field books, website development, research county surveyor history for OACES.	17-Feb-17	6	Preparation of County Surveyor time report for submission to County Commissioners.
28-Jan-17	7	Complete index and scanning of old field books.			
----- FEBRUARY -----					
1-Feb-17	4.5	Research Morrow County Surveyor history for OACES.			

Karen Wolff

From: Bobbi Childers
Sent: Wednesday, March 01, 2017 10:44 AM
To: Jerry Sorte; Karen Wolff
Cc: Don Russell; Jim Doherty; Melissa Lindsay
Subject: Compensation book
Attachments: bopta-clerks-manual_303-485.pdf; wasco.docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Jerry and Karen and Commissioners,
In looking at the compensation book, you put in the whole chapter 203. I think it would be best to take out the Home Rule information as it does not apply to Morrow County. I think 204 should be included.

Looking at the chart for comparisons the Clerk, in Union County she is Elected and Wasco was appointed but Elected in 2016, they go by a longevity piece in Wasco. I am including the 2014 budget that shows the former Clerk not a new clerk. I have 17 years in this office, I'm on my 13th year as Clerk I've had 28 elections and working on my 29th while in office, in total I've been a part of.

I don't think someone that's never been in an Election/Records office should be my comparative.

If we need to use Home Rule Counties can you find a comparative somehow. I believe that if you look at Hood River I do 3 of the things that they do, elections, land records and BOPTA. I do not do Assessment.

I have included my required Clerks Manual for reference on BOPTA 306.005 and 309.024 to be added to our jobs as you put in Chapter 205 but failed to include the rest that I'm statutorily required to oversee, please include the rest in the future, Chapter 254 Elections, 106.100 Marriage, and 306.005, 309.024 Board of Property tax appeals and all of the following chapters

Administration of Election Laws; Vote Recording Systems

247. Qualification and Registration of Electors
248. Political Parties; Presidential Electors
249. Candidates; Recall
250. Initiative and Referendum
251. Voters' Pamphlet
253. Absent Electors
254. Conduct of Elections
255. Special District Elections
258. Election Contests; Recounts
259. Campaign Finance
260. Campaign Finance Regulation; Election Offenses

I understand that this is a difficult job and feel that if you are going to include the statues we run under these are the ones that should be added, next time this is done.

This is the chapter on Government Ethics. I want you to be sure to read it ,as commissioners you might have contracts out of Morrow County that could potentially need to be reported... Just a fleeting thought.

https://www.oregonlegislature.gov/bills_laws/ors/ors244.html

Thank you,

Bobbi

Bobbi A Childers
Morrow County Clerk, C.C.C., CERA
100 S Court Street
PO Box 338
Heppner, OR 97836-0338
541-676-5601
bchilders@co.morrow.or.us

Requirements
Wasco County

101 GENERAL FUND
16 COUNTY CLERK
6115 COUNTY CLERK

Account Number	2011 Actuals	2012 Actuals	2013 Revised Budget	2014 Proposed Budget	2014 Approved Budget	2014 Adopted Budget
51000 PERSONAL SERVICES						
51020 CLERK	67,754.28	72,390.00	73,478.00	73,478.00	0.00	0.00
51021 CHIEF DEPUTY CLERK	40,864.96	38,222.76	40,806.00	42,837.00	0.00	0.00
51023 OFFICE SPECIALIST II	24,277.84	31,322.40	31,822.00	24,743.00	0.00	0.00
51602 OVERTIME	906.07	0.00	400.00	400.00	0.00	0.00
51640 LONGEVITY	3,150.00	2,700.00	2,325.00	1,800.00	0.00	0.00
51680 VACATION CASH OUT	1,908.16	90.82	0.00	0.00	0.00	0.00
51681 COMP/HOLIDAY BANK CASHOUT	0.14	0.00	0.00	0.00	0.00	0.00
51701 FICA	10,057.81	10,636.17	10,907.00	10,541.00	0.00	0.00
51705 WORKERS' COMPENSATION	300.39	308.72	342.00	325.00	0.00	0.00
51721 PERS	13,321.36	19,196.14	19,137.00	22,916.00	0.00	0.00
51729 HEALTH INSURANCE	22,588.74	24,567.15	30,236.00	26,651.00	0.00	0.00
51730 DENTAL INSURANCE	1,935.83	2,060.51	1,960.00	2,027.00	0.00	0.00
51732 LONG TERM DISABILITY	807.77	681.77	638.00	678.00	0.00	0.00
51733 LIFE INSURANCE	73.99	80.95	83.00	81.00	0.00	0.00
Total PERSONAL SERVICES	187,770.13	202,258.39	211,951.00	206,475.00	0.00	0.00
52000 MATERIALS & SERVICES						
52122 TELEPHONE	180.00	142.34	200.00	150.00	0.00	0.00
52409 CONTR SRVCS - MICROFILM CONTRACT	717.82	612.70	1,000.00	1,000.00	0.00	0.00
52651 EQUIPMENT - REPAIR & MAINTENANCE	474.00	546.00	600.00	600.00	0.00	0.00
52711 MEALS LOGGING & REGISTRATION	1,968.16	1,365.81	1,800.00	1,500.00	0.00	0.00
52731 TRAVEL & MILEAGE	477.86	433.61	600.00	600.00	0.00	0.00
52910 SUPPLIES - OFFICE	1,070.22	1,421.33	1,400.00	1,200.00	0.00	0.00
52911 SUPPLIES - PRINTED	199.06	27.44	500.00	300.00	0.00	0.00

Board of Property Tax Appeals Clerks' Manual

Prepared by
Oregon Department of Revenue
Property Tax Division



BOPTA Clerks' Manual

Table of Contents

BOPTA Contacts	1-1
The BOPTA Clerk	2-1
BOPTA Calendar	3-1
Preparing for the Board Session	4-1
Appointment Procedures	5-1
DOR-Approved Training	6-1
Meetings	7-1
Public Notices	8-1
The Board Record	9-1
Standing to Appeal	10-1
Petitions	11-1
Hearings	12-1
Executive Sessions and Confidentiality.....	13-1
Worksheets	14-1
Stipulations and Roll Changes.....	15-1
Orders and Amended Orders.....	16-1
Appeals of Undivided Interests.....	17-1
Appeal Rights	18-1
Summary of Actions	19-1
Conflict of Interest.....	20-1
Assessment Glossary	21-1
Oregon Revised Statutes.....	22-1
Oregon Administrative Rules.....	23-1

Chapter 1

DOR Contacts

For questions or concerns about the BOPTA program, contact:

Sierra Hicks
Gregg Thummel

(971) 304-4041
(503) 428-1373

sierra.hicks@oregon.gov
gregg.w.thummel@oregon.gov

Property Tax Division mailing address: Oregon Department of Revenue
Property Tax Division
PO Box 14380
Salem OR 97309-5075

**Industrial contact for penalty
waiver requests:**

Mary Sue Hansberry
Telephone: (503) 947-2164
Fax: (503) 945-8737
Email: mary.s.hansberry@oregon.gov

Property Tax Division fax: (503) 945-8737

**Clerks of the Boards of Property Tax Appeals
As of October 2014**

BAKER

Karen Phillips, BOPTA Clerk
Baker County
1995 Third Street
Baker City, OR 97814-3399
Phone: (541) 523-8207
Fax: (541) 523-8240
kphillips@baker.county.org

COOS

Tammy Dalton, BOPTA Clerk
Coos County
Courthouse, 2nd & Baxter Streets
Coquille, OR 97423-1899
Phone: 541-396-7600
Fax: 541-396-1013
tdalton@co.coos.or.us

BENTON

Priscilla Flemings, BOPTA Clerk
Benton County
120 NW 4th St. Room 4
Corvallis, OR 97330
Phone: (541) 766-6790
Fax: (541) 766-6675
priscilla.flemings@co.benton.or.us

CROOK

Cheryl Seely, BOPTA Clerk
Crook County
300 E. Third
Prineville, OR 97754
Phone: (541) 447-6553
Fax: (541) 416-2145
cheryl.seely@co.crook.or.us

CLACKAMAS

Virginia Michel, BOPTA Clerk
Clackamas County
1710 Red Soils Ct, Suite 100
Oregon City OR 97045
Phone: (503) 655-8662
Fax: (503) 503-655-8461
vmichel@co.clackamas.or.us

CURRY

Becky Ross, BOPTA Clerk
Curry County
94235 Moore Street, Suite 212
Gold Beach, OR 97444
Phone: (541) 247-3295
Fax: (541) 247-9361
rossb@co.curry.or.us

CLATSOP

Heather Chapman, BOPTA Clerk
Clatsop County
820 Exchange, Suite 220
Astoria, OR 97103
Phone: (503) 338-3756
Fax: (503) 325-9307
hchapman@co.clatsop.or.us

DESCHUTES

Beckey Nelson, BOPTA Clerk
Deschutes County
Mail: P.O. Box 6005
Bend, OR 97708-6005
Street: 1300 NW Wall St, Suite 202
Bend, OR 97701
Phone: (541) 388-6548
Fax: (541) 383-4424
Beckey.Nelson@deschutes.org

COLUMBIA

Debbie Klug, BOPTA Clerk
Columbia County
Columbia County Courthouse
St. Helens, OR 97051
Phone: (503) 397-3796
Fax: (503) 397-7266
Debbie.Klug@co.columbia.or.us

DOUGLAS

Ginny Reardon, BOPTA Clerk
Douglas County
Mail: P.O. Box 10
Street: 1036 SE Douglas Ave.
Roseburg, OR 97470
Phone: (541) 440-6267
Fax: (541) 440-4408
BOPTA@co.douglas.or.us

**Clerks of the Boards of Property Tax Appeals
As of October 2014**

GILLIAM

Ellen Wagenaar, BOPTA Clerk
Gilliam County
PO Box 427
Condon, OR 97823
Phone: (541) 384-2311 x150
Fax: (541) 384-2166
ellen.wagenaar@co.gilliam.or.us

JEFFERSON

Kathy Marston, BOPTA Clerk
Jefferson County
66 SE D Street, Suite C
Madras, OR 97741-1796
Phone: (541) 475-4451
Fax: (541) 325-5018
kathy.marston@co.jefferson.or.us

GRANT

Brenda Percy, BOPTA Clerk
Grant County
201 S Humbolt, #290
Canyon City, OR 97820
Phone: (541) 575-1675
Fax: (541) 575-2248
percyb@grantcounty-or.gov

JOSEPHINE

Trisha Meyers, BOPTA Clerk
Josephine County
PO Box 69
Grants Pass, OR 97528
Phone: (541) 474-5240
Fax: (541) 474-5246
tmorris@co.josephine.or.us

HARNEY

Tammy Johnston, BOPTA clerk,
Harney County
450 N Buena Vista Ave., #14
Burns, OR 97720-1595
Phone: 541-573-6641
Fax: 541-573-8370
tammy.johnston@co.harney.or.us

Art Harvey, County Clerk
Josephine County
PO Box 69
Grants Pass, OR 97528
Phone: (541) 474-5240
Fax: (541) 474-5246
aharvey@co.josephine.or.us

HOOD RIVER

Micaela Keller, BOPTA Clerk
Hood River County
601 State St
Hood River, OR 97031
Phone: (541) 387-7003
Fax: (541) 387-6864
micaela.keller@co.hood-river.or.us

KLAMATH

Lisa Kessler, BOPTA Clerk
Klamath County
305 Main St
Klamath Falls, OR 97601
Phone: (541) 883-5134
Fax: (541) 885-6757
lkessler@co.klamath.or.us

JACKSON

Sonya Morgan, BOPTA Clerk
Jackson County
10 S. Oakdale Ave. #114
Medford, OR 97501
Phone: (541) 774-6151
Fax: (541) 774-6714
Morganss@jacksoncounty.org

LAKE

Stacie Geaney, BOPTA Clerk
Lake County
513 Center Street
Lakeview, OR 97630
Phone: (541) 947-6006
Fax: (541) 947-0905
sgeaney@co.lake.or.us

**Clerks of the Boards of Property Tax Appeals
As of October 2014**

LANE

Marle Hoehne, BOPTA Clerk, Deeds & Records
Lane County
125 E. 8th Ave
Eugene, OR 97401
Phone: (541) 682-4275
Fax: (541) 682-3330
marle.hoehne@co.lane.or.us

Ida Weathers, BOPTA Clerk, Deeds & Records
Lane County
125 E. 8th Ave
Eugene, OR 97401
Phone: 541-682-4275
Fax: (541) 682-3330
ida.weathers@co.lane.or.us

LINCOLN

Patty Kinion, BOPTA clerk
Lincoln County Clerk's Office
225 W. Olive St., Rm 201
Newport, OR 97365
PHONE: 541-265-0383 or 541-265-4131
FAX: 541-265-4950
pkinion@co.lincoln.or.us

Amy Southwell, BOPTA clerk
Lincoln County Clerk's Office
225 W. Olive St., Rm 201
Newport, OR 97365
PHONE: 541-265-0383 or 541-265-4131
FAX: 541-265-4950
asouthwell@co.lincoln.or.us

LINN

Kandy Adams, BOPTA Clerk
Linn County
PO Box 100
Albany, OR 97321
Phone: (541) 967-3874
Fax: (541) 926-5109
kadams@co.linn.or.us

MALHEUR

Lora Ray, Deputy Clerk
Malheur County
251 B. St. W.
Vale, OR 97918
Phone: (541) 473-5151
Fax: (541) 473-5523
countyclerk@malheurco.org

MARION

Laura Tunnell, BOPTA Clerk
Marion County
Mail: P.O Box 14500
Salem, OR 97309
Street: 1115 Commercial St NE
Salem, OR 97301
Phone: (503) 588-3578
Fax: (503) 373-4408
ltunnell@co.marion.or.us

MORROW

Bobbi Childers, BOPTA Clerk
Morrow County
PO Box 338
Heppner, OR 97836
Phone: (541) 676-5601
Fax: (541) 676-9876
bchilders@co.morrow.or.us

MULTNOMAH

Debi Huff, BOPTA Clerk
Multnomah County
501 SE Hawthorne Blvd, Ste 175
Portland, OR 97214
Phone: (503) 988-3326 x22773
Fax: (503) 988-3330
deborah.r.huff@multco.us

POLK

Ann Captain, BOPTA Clerk
Polk County
850 Main St.
Dallas, OR 97338
Phone: (503) 623-9217
Fax: (503) 623-0717
captain.ann@co.polk.or.us

**Clerks of the Boards of Property Tax Appeals
As of October 2014**

SHERMAN

Jenine McDermid, BOPTA Clerk
Sherman County
PO Box 365
Moro, OR 97039
Phone: (541) 565-3606
Fax: 541-565-3771
countyclerk@shermancounty.net

WASCO

David McGaughey, BOPTA Clerk
Wasco County
511 Washington Street, Suite 201
The Dalles, OR 97058
Phone: (541) 506-2356
Fax: (541) 506-2531
davidm@co.wasco.or.us

TILLAMOOK

Christy Biggs, BOPTA Clerk
Tillamook County
201 Laurel Ave.
Tillamook, OR 97141
Phone: (503) 842-3402 x3397
Fax: (503) 842-1599
cbiggs@co.tillamook.or.us

WASHINGTON

Angi Duyck, BOPTA Clerk
Washington County
155 N First Avenue, Suite 130, MS #9
Hillsboro, OR 97124
Phone: 503-846-3915
Fax: 503-846-3909
angi_duyck@co.washington.or.us

UMATILLA

Jolene Meadows, BOPTA Clerk
Umatilla County
216 SE 4th Street
Pendleton, OR 97801
Phone: (541) 278-6297
Fax: (541) 278-5463
Jolene.meadows@umatillacounty.net

WHEELER

Frank Jaeger, BOPTA Clerk
Wheeler County
PO Box 327
Fossil, OR 97830
Phone: 541-763-2372
Fax: 541-763-2026
fjaeger@co.wheeler.or.us

UNION

Shirlette Kenworthy, BOPTA Clerk
Union County
1001 4th St., Ste. D
La Grande, OR 97850
541-963-1006 x291
541-963-1013 (fax)
skenworthy@union-county.org

YAMHILL

Anita Mills, BOPTA Clerk
Yamhill County
414 NE Evans St.
McMinnville, OR 97128
Phone: (503) 434-7518
Fax: (503) 434-7520
millsa@co.yamhill.or.us

WALLOWA

Dana Roberts, BOPTA Clerk
Wallowa County
101 S. River, Room 100
Enterprise, OR 97828
Phone: (541) 426-4543 #158
Fax: (541) 426-5901
wcclerk@co.wallowa.or.us

Chapter 2

The BOPTA Clerk

The county clerk is officially the clerk of the board of property tax appeals (BOPTA), but many county clerks appoint a deputy clerk to act as the BOPTA clerk. The clerk handles all of the administrative duties of the board(s) and serves as the liaison between board members, taxpayers, and the assessor.

ORS 309.024

What are the clerk's duties?

- Work with the governing body to appoint members to pools.
- Select members from pools to sit on board(s).
- Log in petitions.
- Screen petitions.
- Send defective petition notices.
- Schedule first meeting of board.
- Post notice of session.
- Notify board members of training dates.
- Post hearing agendas.
- Schedule hearings.
- Send hearing notices.
- Keep record of meetings, if delegated to do so.
- Prepare orders for members' signatures.
- Mail orders or deliver orders at the hearings.
- Amend orders if delegated by board to do so.
- Keep the official record of the board.
- Complete Summary of Actions report.

A more detailed explanation of these tasks is contained throughout this manual. Chapter 2 of the *Board of Property Tax Appeals Manual* also contains useful information on these topics.

Chapter 3

Board of Property Tax Appeals Calendar

Date	Action	Who	Reference
Before October 15	Work with governing body to find pool members.	Clerk	Non-statutory
On or before October 15	Appoint pools.	Gov. Body	ORS 309.067
	File ratio study with clerk.	Assessor	ORS 309.200(3)
After tax statements are mailed	Accept petitions.	Clerk	ORS 309.100(1)
	Keep log of petitions received.	Clerk	ORS 309.024
	Update computer software.	Clerk	Non-statutory
	Reserve meeting room if necessary.	Clerk	Non-statutory
After October 15 and while board is in session	Select members from pools.	Clerk	ORS 309.020
Month of December	Send training notices to pool members.	Clerk	ORS 309.022
December 31 or next business day if holiday or weekend	Last day to accept petitions.	Clerk	ORS 309.100(2) ORS 305.820 ORS 187.010
January	Post notices of the session three weeks before the beginning of the session	Clerk	ORS 309.025
Before board convenes	All pool members complete training as prescribed by DOR.	Board	ORS 309.025
	Enter affidavit of posting into record.	Clerk	Non-statutory
	Notify members of first meeting.	Clerk	Non-statutory
	Determine where daily meeting notices will be posted.	Clerk	ORS 309.024
	Confirm who acts as legal advisor.	Clerk	ORS 309.024
	Confirm whether clerk will hire a board appraiser.	Clerk	ORS 309.024
Five days before hearing	Deliver ORS 308.242 stipulations to clerk.	Assessor	ORS 308.242
	Mail notices of hearings.	Clerk	ORS 309.100(5)
On or after first Monday in February	Convene first meeting.	Chair	ORS 309.026(1)
	Take and administer oaths of office.	Board	ORS 309.070
	Enter oaths of office in record.	Clerk	ORS 309.070
	Authorize clerk or one member to correct clerical errors in orders.	Board	ORS 309.110(3)

Date	Action	Who	Reference
On or after first Monday, cont.	Determine whether clerk attends meetings.	Board and Clerk	ORS 309.024
	Decide time needed for each hearing.	Board and Clerk	Non-statutory
	Establish policy about rescheduling hearings.	Board	Non-statutory
	Establish policy about swearing in witnesses.	Board	Non-statutory
	Enter training certificates into board record.	Clerk	ORS 309.022
On or after first Monday in February through April 15	Hold hearings.	Board	ORS 309.026
	Keep record of meetings.	Clerk	ORS 309.024
	Mail hearing notices to petitioners.	Clerk	ORS 309.100
	Prepare and deliver copies of petitions to members, assessor, board appraiser, and DOR, if necessary.	Clerk	Non-statutory
	Prepare orders for signature.	Clerk	ORS 309.110(1)
Within five days after signing	Mail board orders.	Clerk	ORS 309.110(1) OAR 150-309.110(1)-A
Same day order is mailed	Give copy of order to assessor and officer in charge of roll.	Clerk	ORS 309.110(1)
On or before April 15	Adjourn session.	Board	ORS 309.026(5)
Five days from date of adjournment	Mail orders and amended orders from regular session.	Clerk	OAR 150-309.110(1)-(A) ORS 309.110(6)
Through June 30	Reconvene board to amend orders to correct errors of jurisdiction.	Chair	ORS 309.110(3)
	Issue amended orders to correct clerical errors.	Clerk or member	ORS 309.110(6)
Not later than five days after date signed.	Mail amended orders to petitioner and give copy to assessor and officer in charge of the roll.	Clerk	ORS 309.110(6)
45 days after adjournment	Complete Summary of Actions and mail to DOR.	Clerk	OAR 150-309.360(2)
June 30	Term ends.	Board	ORS 309.020(2)

Karen Wolff

From: Gayle Gutierrez
Sent: Friday, March 03, 2017 2:23 PM
To: Karen Wolff
Subject: FW: Message from "RNP002673AA8C83"
Attachments: 20170303141844600.pdf

Please enclose the two attached documents to the Compensation Committee supplemental packet. Thank you.

Gayle L. Gutierrez
Morrow County Treasurer
541-676-5630

-----Original Message-----

From: courthousecopier@copier.com [mailto:courthousecopier@copier.com]
Sent: Friday, March 03, 2017 2:19 PM
To: Gayle Gutierrez
Subject: Message from "RNP002673AA8C83"

This E-mail was sent from "RNP002673AA8C83" (MP C6003).

Scan Date: 03.03.2017 14:18:44 (-0800)
Queries to: courthousecopier@copier.com



TREASURER

Gayle L. Gutierrez

100 Court Street
P.O. Box 37
Heppner, Oregon 97836
Phone: 541-676-5630 • Fax: 541-676-5631
E-mail: ggutierrez@co.morrow.or.us

February, 28, 2017

To: Morrow County Compensation Committee
From: Gayle Gutierrez, Morrow County Treasurer
Re: Karen Wolff's letter to the Committee

This response is in regard to Karen Wolff's letter to you in your packet.

I have been in office since 1997, not 1996 as was stated in the letter.

There are 36 counties in Oregon and nine of them are home rule counties. One of those counties, Josephine, still has an elected Treasurer. That leaves 27 counties that are not Home Rule, that have an elected Treasurer. It is true that in some counties, the Treasurer does other duties such as Tax Collector and Budget Officer, but not all. Marion County, Douglas County, Curry County, and Clackamas County are prime examples of only doing Treasurer duties.

I **do not** believe that the Treasurers' position has been absorbed into other positions. I believe, since the Treasurers position is statutory, that the **Treasurers' offices have absorbed** the duties of tax collector, finance director, and budget officer in some cases. If people holding these co-mingled positions are not elected every four years they won't be staying on doing the other duties. I think that Ms Wolff's statement was trivializing the importance of the Treasurer's office and its duties.

Wage comparisons of Elected, Department Heads, and some Union positions

	2015-2016	2016-2017	DIFFERENCE
SHERIFF	\$ 93,471.04	\$ 98,136.00	\$ 4,664.96
PW DIRECTOR	\$ 93,362.88	\$ 96,163.00	\$ 2,800.12
DEPUTY DA	\$ 84,683.04	\$ 91,039.00	\$ 6,355.96
ADMIN	\$ 84,684.08	\$ 87,225.00	\$ 2,540.92
HEALTH	\$ 84,683.04	\$ 87,223.00	\$ 2,539.96
PLANNER	\$ 80,650.18	\$ 83,070.00	\$ 2,419.82
FINANCE	\$ 80,649.92	\$ 75,346.00	\$ (5,303.92)
UNDERSHERIFF	\$ 76,812.06	\$ 80,762.00	\$ 3,949.94
JUVENILE	\$ 76,810.24	\$ 80,762.00	\$ 3,951.76
ASSESSOR	\$ 76,002.94	\$ 78,283.00	\$ 2,280.06
HR	\$ 73,152.04	\$ 79,114.00	\$ 5,961.96
LEAD APPRAISER	\$ 70,157.10	\$ 72,262.00	\$ 2,104.90
TREASURER	\$ 66,480.18	\$ 68,475.00	\$ 1,994.82
CLERK	\$ 66,034.54	\$ 68,475.00	\$ 2,440.46
JP	\$ 66,034.54	\$ 68,475.00	\$ 2,440.46
ASSISTANT PW	\$ 63,191.44	\$ 65,087.00	\$ 1,895.56
PW MANG ASS'T	\$ 57,316.48	\$ 61,250.00	\$ 3,933.52
GENERAL MAINT	\$ 60,182.72	\$ 62,246.00	\$ 2,063.28
FINANCE ASS'T	\$ 57,701.00	\$ 61,988.00	\$ 4,287.00

+ \$20,700. County Counsel

The Clerk, Justice of the Peace, and Treasurer are the lowest paid department heads listed and below the Lead Appraiser in the Assessors office and barely above the Assistant Public works director.