

Board of Commissioners Meeting
December 16, 2015

Present: Commissioner Steve McClure
Commissioner Mark D. Davidson
Commissioner Jack Howard

Chairman Davidson opened the meeting at 9:00 a.m. with all three Commissioners present. The pledge of allegiance was given.

Public Comments

Courthouse Public Comment

Margaret L. Mead, 57744 Foothill Rd, La Grande, stated that the county website indicated on April 16, 2015 that the new court house's opening date would be September 30, 2015. She was seeking an update on the progress and revised opening date.

Commissioner Davidson stated that it is progressing and they are working on the finishes. The Oregon Judicial Department is waiting on some equipment that is on order that will be moved in when it arrives. The projected move in date is the end of December or first of January.

Communication Specialist Position Public Comment

Irene Gilbert, 2310 Adams Avenue, La Grande, stated that in her experience there is more conflict with more layers placed between the public and decision makers; she thinks there is enough conflict already without the public challenging a Communications Specialist. She stated that she thinks the public wants to talk to their commissioners directly and a Communications Specialist would have their own interpretation of the information gathered, regardless of how skilled the person may be. The public may feel that their information shared with commissioners from the new position may not be in the exact form that they believe it was given. She thinks it would be an unnecessary barrier. She stated that it is an expense that should not happen right now, given other priorities that should be considered.

B2H Committee Public Comment

Irene Gilbert, La Grande, stated that she submitted an application to serve on the B2H advisory committee. She wanted the commission to know that she is very knowledgeable and has worked with the Oregon Energy Facilities Siting Council for five years. She is also a representative for Friends of the Grande Ronde Valley.

Elected Official, Department Head & Employee Comments

Doug Wright, Public Works Director – Excavator Purchase Authorization
Butch LaFarge, Western States Equipment Company

Doug Wright stated that Western States offered to take in trade the county's 1996 Caterpillar 315L Excavator in exchange for a 2015 Caterpillar 316EL Hydraulic Excavator. Western States offered a trade-in allowance of \$24,000 in four lease payments of \$21,804.23 and a final payment of \$100,000; the interest rate is set at 3.2%. He stated that the old excavator had over 10,000 hours and was having ongoing maintenance issues; purchasing a new excavator would reduce maintenance costs and avoid break downs during emergency events. He stated that legal counsel had reviewed and approved the contract; Mr. Wright recommended entering into the government equipment lease contract with Western States Equipment Company.

Mr. Wright stated that the old excavator had incurred \$64,341 in maintenance costs since its 7,000 hour mark and \$95,000 since 2005. He stated that he fears an emergency could leave them without the equipment they need and it is time to trade up to something that is more reliable. Down time is not calculated in his figures, which is a big cost to the county. He stated that this piece of equipment is used extensively and it is vital to the county. In the past it has been shared with ODOT through a partnership that has allowed the county to borrow equipment from them as well.

Commissioner McClure asked who would be responsible for the maintenance and repairs during the terms of the lease. Mr. LaFarge stated that Western States would cover repairs and breakdowns for the full five year/5,000 hour lease, including travel time, mileage, filters, fluid analysis, repairs and breakdowns. They guarantee availability of equipment; when equipment is down 5% of the time over the period of a year, they will reimburse Union County during the down time. Regular maintenance is the responsibility of Union County. He stated that Western States has two technicians in La Grande and, if they are not available during an emergency, they will send technicians from other cities to resolve issues.

Commissioner Davidson asked if there was a usage limit in the lease; Mr. LaFarge stated that the lease allows for 5,000 hours.

Commissioner Howard asked about the investment in the last year and the trade-in allowance. Mr. LaFarge stated that the trade-in value is based on the market value of the equipment, regardless of how much was spent in maintenance and repair costs. Commissioner Howard wondered if the county should have removed the old excavator from service sooner; Mr. Wright stated yes.

Commissioner Howard asked if the interest rate was negotiable. Mr. LaFarge stated that the county could try to negotiate the rate, but it is fair as is.

Mr. LaFarge stated that governmental warranties provide more privileges that are not offered to private individuals.

Commissioner McClure asked if Western States uses any independent banks like they used to. Mr. LaFarge stated that financing through CAT is preferred because it covers more than just financing: warranty, travel time, mileage, filter, and guaranteed fuel consumption. If more fuel is used over a year's average, the county is reimbursed for the difference. Wireless telecommunication from the machine to Mr. Wright's office is also provided, which lets him know about problems with the machine prior to a major failure. It also provides for guaranteed buy back at the end of the lease, based on the hours and year of the machine. Commissioner McClure stated that the county has used an outside vendor for financing in the past and it was difficult.

Mr. LaFarge reiterated that there are two service technicians in La Grande. He stated that Western States lost its shop in La Grande due to its decreased use and the increased use of field technicians. However, it has been able to maintain its technicians and parts department locally. Commissioner McClure stated that ODOT Region 5 has done the same thing and it seems to be industry-wide; Mr. Wright agreed. Mr. LaFarge stated that it is cheaper to send a field truck to a location with parts than to transport equipment to a shop.

Mr. LaFarge stated that they will pay for transportation to Pendleton or Lewiston for any major failure; they would also provide a loaner machine during repairs to avoid down time.

Commissioner McClure stated that the county had repair issues with a loader in the past and it was handled well by CAT; they are a reputable business that has stepped up and taken care of issues for the county over the years. Mr. LaFarge stated that county business is very important to Western States; they do everything they can to make it as seamless as possible.

Commissioner McClure stated that Mr. Wright's maintenance costs over the last few years have increased on the old excavator and it is not going to get better. The county will have to pay the cost one way or the other, so it is time to replace it.

Commissioner McClure moved to approve the proposed lease of the new 316EL Caterpillar Hydraulic Excavator as recommended by Doug Wright. Commissioner Howard seconded.

Commissioner Howard asked Mr. Wright if there was a conflict of interest; he stated no.

Commissioner Howard asked if other municipalities could use the equipment. Mr. Wright stated that when cities request help, the county tries to provide it because it has specialty equipment that others do not.

Commissioner McClure stated that since 1990, Union County Public Works has submitted a letter offering help to Union County cities. Mr. Wright stated that Public Works recently assisted the City of Union with paving work.

Roll Call: Commissioner Howard, yes. Commissioner McClure, yes. Commissioner Davidson, yes. Motion carried unanimously.

Consent Agenda

Commissioner McClure moved approval of the Consent Agenda, which included Claims Journals for November 25, December 2 & 3 and meeting minutes for November 4. Commissioner Howard seconded. Motion carried unanimously.

Administrative Matters

Resolution 2015-18, Establishing B2H Advisory Committee

Shelley Burgess, Administrative Officer, stated that the purpose of this resolution was to establish an advisory committee to the commissioners for the Boardman to Hemingway Project (B2H). She stated that at the last meeting the commissioners stated their desire to establish the committee; suggestions were taken and implemented into the resolution. Following the creation of this committee, the commission can appoint members. She stated that the availability of positions was advertised.

Commissioner McClure asked if Commissioner Howard was satisfied with the resolution; Commissioner Howard stated yes.

Commissioner McClure moved approval of Resolution 2015-18. Commissioner Howard seconded with request for full reading.

Mrs. Burgess read Resolution 2015-18 in its entirety.

Roll Call: Commissioner Howard, yes. Commissioner McClure, yes. Commissioner Davidson, yes. Motion carried unanimously.

Court Order 2015-42, Appointing B2H Advisory Committee Members

Mrs. Burgess stated that the purpose of this court order was to appoint nine members to the newly established B2H advisory committee. She asked if the commission would like the applicants' names read; Commissioner Davidson stated yes.

Mrs. Burgess read all applicants' names as follows:

Brad Allen, Anna Baum, Allen Brogoitti, Terry Edvalson, Irene Gilbert, Joel Goldstein, Jim Kreider, Mary McCracken, George Mead, Phillip Mendiguren, Norm Paullus, Raymond Randall, Ted Taylor, John Williams.

Commissioner Howard suggested that the commission appoint three “musts” and then allow each commissioner to appoint two applicants. He stated that he believes the “musts” are Irene Gilbert, Ted Taylor, and Norm Paullus. Commissioner McClure agreed and stated that Mr. Taylor should be appointed as chair; he has years of experience and knowledge. He stated that he would concede with his appointment of Mrs. Gilbert knowing that she has been involved in the process.

Commissioner Davidson stated that Mr. Taylor is the Vice Chair of the Wolf Depredation Compensation Advisory Committee; he is very thorough, organized, involved and works with all camps. He stated that he would agree with Commissioner Howard’s suggested list of three “musts”.

Commissioner McClure stated that there was a good pool of candidates to choose from with varying interests. He would like to see that they are appointed with an endorsement from a commissioner. He stated that there are people who are opposed and they need to be represented.

Commissioner Howard stated that he hoped the report submitted by the committee would be accepted by the commission; Commissioner McClure agreed. Commissioner Davidson stated that Mr. Hartell would help with that endeavor. Commissioner McClure stated that although the timeline was short, the topic had been discussed a great deal already.

Commissioner Howard requested that Mr. Hartell be invited to the table and give input. Mr. Hartell stated that he was awaiting appointments from the commission.

Commissioner McClure stated that he would appoint Anna Baum and Terry Edvalson. Mrs. Baum has a neutral stance and an interest in the community. Terry Edvalson has Energy Facility Siting Council experience that would help immensely.

Commissioner Howard stated that he would appoint Ray Randall because he would be useful in representing interests outside of La Grande. He stated that for his second choice he would appoint either Jim Kreider or George Meade. He appointed Mr. Mead due to his background in social anthropology and awareness of the terrain. Commissioner McClure stated that he had no concerns with his appointments.

Commissioner Davidson stated that it is important to have affected land owners on the committee; he appointed Brad Allen and Joel Goldstein.

Commissioner McClure stated that although others were appointed, those who were not appointed to the committee were also great candidates. Commissioner Davidson stated that all candidates were good.

Commissioner Howard stated that there was potential for other applicants to be involved in the process by attending the meetings and sharing their perspectives.

As requested, Mrs. Burgess read the list of appointees. Commissioner Davidson stated that Ted Taylor was appointed as Chairman of the committee.

Commissioner Howard raised a point of order and asked if the commission would first need to hold the appointment of members, then establish Mr. Taylor as Chairman.

Commissioner McClure moved to approve the nine designated applicants as members, and after fulfillment of that motion appoint Ted Taylor as Chair. Commissioner Howard seconded.

Commissioner McClure stated that he was pleased with the appointment of members and hoped that the outcome would be something that the commissioners would support.

Commissioner Howard stated that he loved that the public generated this request and it was carried forward by the commission.

Commissioner Davidson stated that the committee is a well-balanced group with talent that will produce what is needed.

Roll Call: Commissioner Howard, yes. Commissioner McClure, yes. Commissioner Davidson, yes. Motion carried unanimously.

Court Order 2015-36, Appointment to Eastern Oregon Coordinated Care Organization

Mrs. Burgess stated that this committee's goal is to be balanced with Oregon Health Plan members and the general public who are not OHP members. The purpose of this court order was to reappoint three members with expiring terms: Carrie Brogoitti, Bob Coulter, and Dwight Dill; and to appoint two new members: Carmen Pearson and Mary Ann Wren.

Commissioner Howard stated that the reappointments would keep the core of the original committee that was formed. By appointing Carmen Pearson and Mary Wren there are better opportunities to involve more OHP members in the committee.

Commissioner McClure stated that having a good number of OHP users on the committee is valuable and important.

Commissioner Howard moved to approve Court Order 2015-36. Commissioner McClure seconded. Motion carried unanimously.

Court Order 2015-39, Reappointment to Wolf Depredation Compensation Committee

Mrs. Burgess stated that the purpose of this court order was to reappoint Ted Taylor and Patrick Currin, who are current members with expiring terms and have expressed a desire to continue serving. This committee was established to allow the county to apply for grants through the State of Oregon, assisting producers with wolf depredation expenses and methods of reducing the interaction between wolves and livestock. **Commissioner McClure moved to approve Court Order 2015-39. Commissioner Howard seconded. Motion carried unanimously.**

Court Order 2015-40, Appointment to Union County Planning Commission

Mrs. Burgess stated that the purpose of this court order was to reappoint Joel Hasse and Joe Kresse, who are members with expiring terms and have expressed a desire to continue serving. She stated that the county is currently accepting applications and is advertising for one remaining vacancy.

Commissioner Howard stated that this committee is very important as well as the hardest to find members. He encouraged everyone to let others know about the open vacancy.

Commissioner McClure stated that the Planning Commission has done a great job in making decisions and helping the community understand its objectives; there used to be two or three appeals per month, and now there are very few. Commissioner Davidson stated that there have only been two appeals in the last seven years. **Commissioner McClure moved to approve Court Order 2015-40. Commissioner Howard seconded. Motion carried unanimously.**

Court Order 2015-41, Appointment to Vector Control District Board of Directors

Mrs. Burgess stated that the purpose of this court order was to reappoint members with expiring terms who have expressed a desire to continue serving; all positions are at-large positions. She stated that Carrie Lane is a nurse and part of an agricultural family; Doug Homan was a licensed pesticide applicator and is very familiar with rules and regulations.

Commissioner Howard asked if this committee was busy during this time of year. Mrs. Burgess stated that the annual planning falls to staff, but the review and approval of the budget is the Board's responsibility.

Commissioner McClure moved to approve Court Order 2015-41. Commissioner Howard seconded. Motion carried unanimously.

Court Order 2015-43, Appointment to NEOEDD Board of Directors

Mrs. Burgess stated the purpose of this court order was to reappoint Robert Strobe, Don Waldrop, and Kristin Dollarhide, who are members with expiring terms and have

expressed a desire to continue serving. **Commissioner McClure moved to approve Court Order 2015-43. Commissioner Howard seconded.**

Commissioner McClure stated that due to federal regulations, this board is prescribed in many ways, such as requiring the representation of the largest city.

Mrs. Burgess stated that this board covers several counties; Union County appoints six members, the remaining members are appointed by Wallowa and Baker Counties.

Commissioner Howard stated that there is a need to work harder at getting representation outside of La Grande. Commissioner Davidson stated that there is a position on the board for small city representation. Commissioner McClure stated that the board has had small city representation many times in the past.

Roll Call: Commissioner Howard, yes. Commissioner McClure, yes. Commissioner Davidson, yes. Motion carried unanimously.

Oregon Department of Justice VOCA Grant Agreement

Mrs. Burgess stated that she was presenting a grant agreement for the commission's consideration; it is between Union County and the Department of Justice and supports the Victims Assistance Program through the District Attorney's Office. She stated that there is an increase in funding for the program, which was needed because they have been struggling to maintain the services with the current positions. This funding will enable the county to continue employing the second support staff without a lapse in services.

Commissioner McClure stated that the program has been active for many years.

Commissioner McClure moved to approve the Oregon Department of Justice VOCA Grant Agreement. Commissioner Howard seconded. Motion carried unanimously.

Communications Specialist Position

Mrs. Burgess stated that she was presenting information about the Communications Specialist Position for the commission's consideration. She reminded the commission that during the budget process, this new position was proposed and fully funded in the 2015-16 budget. Due to a variety of issues, the position had not yet be posted or advertised. She drafted the job description for the desired position's responsibilities based on similar positions with other counties. She stated that it had been shared with the commissioners early on so that they could provide input as the job description was developed. When the job description was finalized, Commissioner Howard asked that it be discussed at a commission meeting. She stated that during the budget committee meetings, it was determined that the county would fund the position to provide public information, communications, and constituent services for the county. The goal would

be to provide professional, timely, and accurate information about county operations, services, and programs to the public, media, and employees. The addition of the position would fill a growing need in the area of communication and public information that current staffing levels are unable to address. She stated that the administrative department had received criticism about the county's level of communication in regards to the website and providing better information to the public. She stated that the problem originates from the unavailability of staffing.

Commissioner Howard stated that he knows there will be some discussion about it from the public wondering if the creation of the new position was a good idea. He stated that it had already been mentioned that it may be a barrier between the public and commissioners.

Mrs. Burgess stated that the intention was not to create a barrier. She stated that it was a result of several meetings where the public requested more information and a more up-to-date website; the position was an attempt to provide the staffing to respond to those requests. The criticisms, although voiced to the commissioners, were not tasks the commissioners would perform. It is not a commissioner's responsibility to post items on the website or to gather more information about the advisory committees; those are typically staff duties. This position would enhance the information that is available to constituents; it is not intended to prevent the constituents from talking with the commissioners. It also provides an additional resource to attend activities that the commissioners currently do not attend due to scheduling conflicts, and where the county's presence is needed.

Commissioner Howard stated that it sounded like the goal was to encourage more communication.

Commissioner Davidson stated that it seemed that the position was in response to criticism, requests for more information, and an updated website. The goal would be to better communicate what the county does on a daily basis, including the services provided, activities and meetings, and to inform the public where there are opportunities for their engagement in processes, as well as to respond more quickly to public records requests. He stated that this position is not intended as a barrier between anyone.

Commissioner McClure stated that the world and how it communicates has changed. The newspaper used to communicate a lot of information, but is now only printed three days a week instead of six. Now information is communicated on the internet, Facebook and other social media; Union County has not kept up. He stated that it is very important that the position not be a political position; the commissioners cannot manipulate it for elections or anything else. It would need to be supervised by the Administrative Officer with a clear understanding that it is for information only. He stated that he knows other counties keep this position neutral and Union County would need to, also. He stated that he has always been frustrated that the county has not

kept the public informed; the county needs to do a better job. Someone with the expertise needs to be brought in who can tell people what is happening. The website needs to have information that is current and meaningful; it should not have six-month old articles. The county needs a position that will communicate what is happening at the county and it needs to avoid being political in nature.

Commissioner Davidson stated that a great example of the need was mentioned by Margaret Mead earlier; there should be an update on the court house.

Mrs. Burgess stated that the county has made some improvements with their website, but there is no current status and no one has been responsible for it. People now get their information in many new ways. As an example, the radio station has a website that people use often- it is fluent and updated all the time with new information. The new position would work with all Union County Department Heads, not just the commissioners. She stated that each department head tries to communicate what is happening in their department, but they become consumed with the assigned functions of their jobs. This position would have the responsibility of knowing what's happening in the county and being aware of what the public wants to know. Communication will encompass more than just website updates; it will include communicating with the newspaper and radio, and using social media like Facebook. She stated that the desire is to recruit someone who understands the moving target of communication efforts so that the county can effectively deliver information to the public. Currently, the administrative office does what it can with the staff available when time allows and when other assigned duties are completed. She stated that the position is needed so that someone would have the primary responsibility to correctly satisfy the public's requests for information.

Commissioner McClure cited two examples indicating that Union County is not doing a good job of communicating. The first was in regards to the Airport Master Plan, which will control what happens there in the next 20 years. The second was that there is no information about Transportation Planning on the website.

Commissioner McClure stated that the community needs to have more information about the county and the commission can't expect the newspaper to be responsible for that. The public needs to know when meetings are scheduled, what took place at the meetings, and have access to the minutes; this is where the county is falling short. He stated that there used to be more county coverage by the newspaper when there were more reporters and it was printed six days a week. It's more difficult to get the information to the public because they get their news in different ways now and the county has an obligation to do a better job. He stated that although the county has tried to efficiently respond to public requests for information, their criticism is valid.

Commissioner McClure stated that the success of the position depends on who is hired, as well as clear boundaries defining the role of the position. It should be strictly

informational only and the commission needs to make sure it does not become political; he would not support it otherwise. He stated that he believes the world is different and the county needs to recognize that.

Commissioner Howard stated that he does not think they are there yet; the world may have changed, and this is a good step, but he is not sure this is the right answer. He supported the general idea of the position during the budget process; one aspect he brought up then was whether or not there would be room in the position to write grants. He stated that the public has not yet been engaged in developing an awareness of what the job would do or how it would relate with them. He is not comfortable approving it until there is more dialogue with the public; the position should reflect that kind of connection with the public. He appreciates the discussion of the position because the public may have some expression of distrust thinking this would be a politicized position; the commission needs to hear from the public before approving the position. He stated that the commission is almost contradicting the goal of the position saying it would be an open process and for the public without their input. He suggested waiting another month to see what the public has to say. He stated that he could not support it today, but it is not to say that he would oppose it next month.

Commissioner McClure asked Commissioner Howard what process he would recommend to get there. Commissioner Howard stated that he has edits and would like the documents re-edited, then the commission could discuss it again. He would like an answer on the grant aspect of the position and wonders if it can be started as a part time position. He thinks there may be some problems incurred with a full time position and it would be hard to keep politics out of it.

Commissioner McClure stated that he appreciated Commissioner Howard's comments. He would like to see Commissioner Howard's edits that had not been shared with anyone else; the suggested edits need to be known so that the other commissioners can determine if they agree with them or not and discussion can take place. He stated that, if needed, it would be fine to take another 30 days to look at his edits but then it would need to move forward. Commissioner Howard's statements may be valid, but he wouldn't know without reviewing them.

Commissioner Howard stated that he would like to give the public the opportunity to give feedback in the next 30 days. Commissioner McClure stated that it should be scheduled soon and the commission should not have to wait six months to finalize the position.

Commissioner Howard suggested that the commission discuss it more on January 20, 2016.

Commissioner McClure stated that it was still important to have the position, but if there are things that Commissioner Howard thinks are a problem, then the commission could address those.

Mrs. Burgess asked if the commission wanted a different job description than what they had. Commissioner McClure directed her to leave it as it was; Commissioner Howard will circle his edits and the commission will discuss them at the next meeting. Then, changes will be made, if needed, and the commission can finalize details of the position.

Commissioner Davidson asked Commissioner Howard if he had shared his edits with Administrative Officer Mrs. Burgess.

Mrs. Burgess stated that Commissioner Howard requested some edits earlier, and she had changed the job description according to his requested edits; Commissioner Howard agreed. He stated that Mrs. Burgess made a good point and that she had incorporated all of his edits but he did not see the grant aspect reflected. She stated that the position description indicates "other duties as assigned" and explained that grant writing and communications are two different areas of expertise. Depending on who is hired for the Communications Specialist position, it may not be the person who would be able to assist in grant writing. Blending communications and grant writing responsibilities could be setting it up for failure because they require different areas of expertise, and may result in not meeting the original objectives of the position. It is possible that as the position develops and the person has the skills and time is available, consideration could be given to assigning grant writing as a responsibility. Alternatively, there may be another staff person who would be better suited for grant writing.

Commissioner Howard stated that he would like to see percentages showing how much time the position would spend with different departments, which could then indicate how much time could be spent on grant writing. He asked how the commission could make sure it is not politicized. He stated that he knows there will be a tendency to be political, such as "put out positive news," which is good because it is accurate, but the county should not spin it in a positive way. He stated that the phrasing would be important to assure that it would not be political. He asked if it could work as a part time position.

Mrs. Burgess stated that based on the required qualifications listed, it would be a challenge to find someone willing to take on a part-time position. In her experience, the pool of applicants would be stronger, especially when it is a specialized position, when it is a full-time position. She stated that the hope is to hire someone who has the skills needed for the job, not someone who needs to develop the skills because the county does not have staff that would mentor them. Regarding the concerns about the position writing only positive stories about the county, some of that would go away when the county hires someone with a communication background and knows how to appropriately present the information.

Commissioner McClure stated that he understood the importance of keeping information neutral and not political. He would support the position only if it presented both sides of an issue and was informational, honest, and straight-forward. He stated that the position is needed because he wants the public to be involved and know what the county is doing. The county needs to address the fact that we live in a different world.

Commissioner Howard stated that he likes Commissioner McClure's statement because it is talking about engaging the public in discussions and the dialogue is healthy.

Commissioner McClure stated that in discussions he had with Shelley, one priority he stressed was that it not be a political position.

Mrs. Burgess stated that the job description was based on similar positions from other counties; she suggested that some of the language could be made more clear to express that it is not intended as a political position. She stated that she understands what Commissioner Howard is saying and she thinks everyone is on the same page.

Commissioner Davidson asked Commissioner Howard which parts of the job description he was concerned with. Commissioner Howard stated that he was concerned about the statement that news should generate "positive and fair media coverage of county issues." Mrs. Burgess stated that the wording could be changed to "accurate" instead of "fair." Commissioner Davidson stated that "fair" isn't listed as an essential job function, but rather as a skill and ability under "desirable qualifications, skills, and abilities." He stated that, although it is not listed as a specific task, it could be termed in a different way.

Commissioner Howard stated that he hoped the public would get engaged.

Commissioner Howard asked if the position description was listed online; Mrs. Burgess stated that it was not listed because it was just a draft.

Commissioner Davidson stated that the commission would discuss it again on January 20, 2016.

Commissioner Program / Committee Responsibilities

Mrs. Burgess stated that Commissioners' committee responsibilities are reviewed and sometimes changed at the end of each year; normally the commission adopts the new document during January of each year. This is an opportunity to discuss any program area responsibilities or committees that need adjustments so that the updated document is ready for adoption in January.

Commissioner Howard requested to wait and schedule a session in 2016 for this specific purpose. He stated that it would be helpful for him to have the other commissioners explain the workings and responsibilities of the committees.

Commissioner McClure thinks it would be fine to have the discussion later; the commission assumes Commissioner Howard knows some things, but he may not.

Sheriff Salary Review

Mrs. Burgess stated that she needed direction from the commission regarding Sheriff Rasmussen's salary request. She stated that during the budget process, Sheriff Rasmussen submitted a salary increase request to the budget committee for the 2015-16 fiscal year. She stated that Oregon statutes that pertain to salaries of elected officials stipulate that salaries must first be reviewed by the salary compensation and budget committees, and then presented for the commission's approval. After receiving Sheriff Rasmussen's request, the salary compensation committee hurriedly reviewed his request; they decided not to act on his request at the time. They approved the COLA increase for the 2015-16 fiscal year.

Commissioner Davidson asked if the salary compensation committee gave any direction to the Sheriff. Mrs. Burgess stated that one committee member suggested that Sheriff Rasmussen should have made the request earlier in the budget process so that it would have been included in his department's budget request. Another member felt that it would have been more helpful if the Sheriff had requested a specific amount.

Mrs. Burgess stated that in August, Sheriff Rasmussen provided a new memo with additional information addressed to the commissioners. At that time she reminded the Sheriff that, per statute, the commissioners could not act on his request and that it needed to come from the salary compensation and budget committees. During that time, one of the budget committee members was out of the country, and shortly after another member resigned so Sheriff Rasmussen's request could not be reviewed. She stated that she kept the Sheriff informed throughout the process. Since the budget committee has recently been filled, the request can move forward. She stated that she asked Sheriff Rasmussen what his preferred next step would be; he felt that the commission needed to decide whether or not the request should move forward.

Mrs. Burgess asked the commission if they wanted her to take Sheriff Rasmussen's request to the salary compensation committee. Commissioner Davidson asked if there was a statute that gives the commission that authority. He stated that as he understood it, there was a request from an elected official and it would be incumbent upon staff to present it to the salary compensation committee for review. Mrs. Burgess stated that his assertion would be accurate, except for the fact that since the request came from the Sheriff, it was his decision to move forward or wait until the next fiscal year budget process. She felt that, due to the delays and conversations with the salary compensation committee, she needed to ask Sheriff Rasmussen what he would like to

do. He told her that he felt it was up to the commissioners. She stated that since he requested that she take it to the commissioners, she needed to ask them for direction. She stated that Sheriff Rasmussen indicated that the decision to move forward was up to the commission.

Commissioner McClure stated that it is almost the first of January and close to the next fiscal year budget process; there was one request that this be done earlier, so it should be given to the salary compensation committee for their review and decision. He stated that the salary compensation committee is tasked with determining whether or not sheriff is underpaid.

Commissioner Davidson stated that it is a valid request to be considered. He directed Mrs. Burgess to send it to the salary compensation committee.

Commissioner Howard stated that it would be good to have the issue settled and off the table.

Chairmanship

Commissioner McClure thanked Commissioner Davidson for his job well done as Chairman of the Commission. He also congratulated Commissioner Howard on his new position as Chairman in January.

Adjournment

The meeting was adjourned at 10:31 AM.

Respectfully Submitted,

Lorcinda Johnston
Sr. Dept. Specialist II