

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, November 2, 2016  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Kevin Cameron and Commissioner Janet Carlson. Also present were John Lattimer as chief administrative officer, Gloria Roy as county counsel and Kristy Witherell as recorder.

**ABSENT:** Commissioner Sam Brentano

Commissioner Cameron called the meeting to order at 9:00 a.m.

**PUBLIC COMMENT**

**CONSENT**

*(Video Time 00:00:55)*

BOARD OF COMMISSIONERS

OLCC APPLICATION – Recommend Approval

MGM Salem, LLC, Dba: Middle Grove Market – Salem, OR

PUBLIC WORKS

Approve an order appointing Troy Wheeler as Marion County Building Official, effective November 2, 2016.

Approve an order appointing Gilman (Joe) Fennimore as Planning Director and Zoning Administrator, effective November 2, 2016.

**MOTION:** Commissioner Carlson moved for approval of the consent agenda. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

## ACTION

(Video Time 00:01:42)

### ASSESSOR'S OFFICE

1. Consider approval terminating the Intergovernmental Agreement (IGA) with the State of Oregon Department of Consumer and Business Services for processing manufactured structure ownership transactions, effective December 31, 2016. – Tom Rohlffing, Leslie Box

#### ***Summary of Presentation:***

- Department of Motor Vehicles (DMV) was first to keep track of ownership of manufactured structures;
- Manufactured structures have evolved over time and after June 15, 1976, they were required to be constructed to the U.S. Department of Housing and Urban Development (HUD) standards;
- In 2005, the responsibility for tracking ownership interest of manufactured structures went through the Billing Codes Division of the Department of Consumer and Business Services;
- Assessor's Office began processing ownership transfers as an agent of the Building Codes Division;
- Billing Codes Division's software system has not been working properly:
  - Was due to be replaced July 1, 2016, but now forecasted for January 15, 2017.
- The IGA has added significant language to limit the liability of the State of Oregon and put more liability on the county;
- Counties that do not opt out of the new IGA could potentially be required to process transactions from neighboring counties:
  - Any transaction in the office would create an overwhelming burden.
- 20-25 percent workload increase with the proposed new system;
- Track lien holder interest as well as ownership interest;
- Would require the Assessor's Office to open a US Bank government merchant account to be able to receive payments by credit card:
  - Would be an additional unanticipated expenditure.
- Impact to customers who currently transact business in office would be minimal;
  - Building Codes Division has an office in West Salem.
- Program is not self-supporting; and
- Not aligned with any statutory requirements to offer service in the Assessor's Office.

#### ***Board Discussion:***

- Less workload and liability;
- The Assessor's Office handles 1,000 transactions per year in Marion County;
- The Assessor's Office has been handling transactions since 2005:
  - Will be giving this back to the State of Oregon;
  - It will be a seamless transition; and
  - The Assessor's Office will still be involved in property taxes of manufactured homes.

**MOTION:** Commissioner Carlson moved for approval terminating the Intergovernmental Agreement with the State of Oregon Department of Consumer and Business Services for processing manufactured structure ownership transactions, effective December 31, 2016. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:15:00)*

## PUBLIC WORKS

2. Consider approval of the incoming funds, retroactive Grant Agreement with Oregon Military Department, Office of Emergency Management for \$130,458 for voice and data communications system assessment and functional system design through September 30, 2017. – Ed Flick

### ***Summary of Presentation:***

- The grant will provide resources to develop a plan, which will provide a roadmap for the county to ensure all agencies can work together for the next 10 years;
- Will replace a plan that was drafted in 2006;
- Since 2006, there has been numerous system upgrades:
  - Sheriff's Office;
  - City of Salem; and
  - Recently METCOM911 conducted an assessment of their radio needs.
- This plan will ensure all radio systems can work together in an emergency situation; and
- The grant was developed by the Sheriff's Office by the support of the city of Salem, METCOM911 and various other agencies.

### ***Board Discussion:***

- Money will provide the plan, but will not provide equipment;
- The system operates on VHF and UHF frequencies;
- Will move to software based radios that can cross band;
- It will move from radio to internet communication;
- There will never be a day that one frequency works for all agencies:
  - There are numerous ways that this plan will help identify making sure they can work together; and
  - This system will be secured.

**MOTION:** Commissioner Carlson moved for approval of the incoming funds, retroactive Grant Agreement with Oregon Military Department, Office of Emergency Management for \$130,458 for voice and data communications system assessment and functional system design through September 30, 2017. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:22:42)*

3. Consider approval of the incoming funds Infectious Waste Disposal Agreement with Waste Watch Inc. through September 20, 2017. – Brian May

### ***Summary of presentation:***

- The agreement is part of the Box Medical Waste Program;

- Has been in place since the early 1990's;
- 13 customers have signed the agreement to deliver the materials to Covanta;
- Multi-step approval process that they must go through in order to be a customer:
  - The initial step is to make a request to Public Works;
  - If Public Works approves the request, it is forwarded on to Covanta;
  - Covanta ensures that the customer is willing to go through the material approval and delivery process:
    - Boxing;
    - Handling;
    - Material manifest;
    - Scheduling; and
    - How to move the material.
  - Customer signs Covanta's Profiled Waste Process Agreement:
    - Returned to Public Works;
    - Provide customer Infectious Waste Disposal Agreement:
      - Ensure that there is no fetal tissue involved; and
      - Gives Public Works a right to inspect waste.
- This agreement is for a dental care company out of Portland; and
- Anticipates less than 10 tons of volume annually.

**MOTION:** Commissioner Carlson moved for approval of the incoming funds Infectious Waste Disposal Agreement with Waste Watch Inc. through September 20, 2017. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:25:22)*

4. Consider approval of the incoming funds Infectious Waste Disposal Agreement with Hudson Garbage Service through September 20, 2017. – Brian May

***Summary of presentation:***

- Exact duplication of the above agenda item;
- Contract with Hudson Garbage Service;
- Expanding their sharps collection service program in Columbia County; and
- Anticipates less than 10 tons annually.

**MOTION:** Commissioner Carlson moved for approval of the incoming funds Infectious Waste Disposal Agreement with Hudson Garbage Service through September 20, 2017. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:26:14)

5. Consider an order approving a yard debris and wood waste disposal fee increase at North Marion County Disposal Facility (NMCDF) and Salem-Keizer Recycling Transfer Station (SKRTS). – Brian May

**Summary of presentation:**

- Eight franchise haulers presented their cost of service analysis;
- Three main drivers that affected their rates:
  - \$20 per ton increase for garbage disposal;
  - Lost revenue from recycled commodity pricing; and
  - Increased tip fee for yard and wood waste processing.
- All haulers went before the 20 jurisdictions and received approval for their rate increases;
- With the focus being on the garbage increase, Republic Services failed to make us aware of the yard debris tip fee increase;
- Republic Services is requesting a \$12.49 increase;
- This is for Salem and Keizer transfer stations;
- This fee has not been increased since 1992;
- Will raise the rate from \$47.00 per ton to \$59.49 per ton;
- Keeping the minimum fee at \$15 for 500 pounds;
- If approved, plans to notify public by posting new rates at both transfer stations immediately:
  - Update the website; and
  - Make effective December 1, 2016.

**MOTION:** Commissioner Carlson moved for approval of a yard debris and wood waste disposal fee increase at North Marion County Disposal Facility (NMCDF) and Salem-Keizer Recycling Transfer Station (SKRTS). Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

**PUBLIC HEARINGS  
9:30 A.M.**

Commissioner Cameron read the calendar.

Commissioner Cameron adjourned the meeting at 9:36 a.m.



CHAIR

**Not Present At Meeting**

COMMISSIONER



COMMISSIONER

**Board Sessions can be viewed on-line at <http://www.youtube.com/watch?v=VYF8Y6U7178>.**