

# CROOK COUNTY WORK SESSION

Administration Conference Room  
203 NE Court Street, Prineville, OR

Tuesday February 16, 2021 at 9a.m.

Members of the public and media are welcome to attend in person with social distancing  
or via Webex 1-408-418-9388; Access Code: 623 057 025  
Meeting Password: zRNvGMYM286

## Discussion Items

	<i>Requester's Name</i>	<i>Matter</i>	<i>Docs in Packet?</i>
1	Muriel	COVID-19 Update (if any)	
2	Rick Treleaven	Discussion on Community Mental Health Program Contracts with Coordinated Care Organization	
3	Ann Beirer	Water Quality and Compliance Issues in Combs Flat/Melrose Area	Y
4	Ann Beirer	Juniper Canyon Access Project	
5	Brett Lind	Community Correction Budget Position	Y
6	Bob O'Neal	Salary Grade/Step Increase of Tiffanie Bottoms	Y
7	Tim Deboodt	Wyden/Merkley Wild and Scenic Bill	
8	Tim Deboodt	Natural Resource Advisory Committee Membership	

## Executive Discussion Items

	<i>Requester's Name</i>	<i>Matter</i>	<i>Docs in Packet?</i>
Exec #1	Scott Cooper	ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate <b>real property transactions</b>	

*Items placed on the Work Session agenda are intended for discussion only, without making decisions or finalizing documents unless an emergency exists.*

*\*The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.*

*\*The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.*

*Requests to be placed on the Work Session agenda are due at **5 p.m. on Thursday** before the Work Session*

**February 16, 2021 Work Session Agenda Items**

# Onsite Wastewater Treatment Briefing

## Combs Flat/Melrose Neighborhood

**Introduction:** The Combs Flat Melrose Neighborhood is a well-known neighborhood within the Crook County Community. This area possesses many lots under the size of 0.25 acres with wells and septic systems present on many properties. In fact, many lots possess more than one well on the property.

**Current Challenges:** In a little over a year since taking the position as a full-time Sanitarian with Crook County it has become apparent that the Melrose/Combs Flat neighborhood is of high concern.

In the first few weeks as a Sanitarian I was introduced to a challenging property in the aforementioned neighborhood. The extremely small lot had both a tank and drainfield failure with a well on the property. Further, the neighbor's wells impeded on the available area for repair due to the 100 ft well radius setback required. In the end, the tank was placed closer than desirable to the well of the homeowner as to not impede on the well of any neighbor's present.

Another property in the neighborhood arose with challenges about midway through my time here. A property owner called to say that a drainfield had been put in too close to their well. The installer at the time as well as the homeowner had worked to verify well locations but missed one. With the tight restrictions due to lot size as well as well locations, the homeowner was forced to remove raised garden beds and other small structures to accommodate a repair area.

Two separate properties are currently in compliance due to complaints regarding inadequate tanks and sewage on the ground. These properties should not be considered an exception but closer toward the status quo in the area. These properties pose imminent health concerns as both are fairly close to wells or canals, active tanks, and there are young or disabled children present on both properties. The catch here, is that neither homeowner has the financial capacity to fix the tanks failing on their properties.

**Expected Challenges:** As more of these properties are impacted by failing wastewater systems, more of these challenges will surface. The County will face difficult choices such as compromising the set gold standard expectations for septic installation safety, declaring homes uninhabitable, and making the continual decision of how much time is too much to allow these failing systems to be used while homeowners attempt to secure financing.

**Possible Solutions:** The desirable solution would be to install water and/or sewer throughout these neighborhoods to alleviate the imminent public health and groundwater safety concerns. Other solutions may consist of establishing an abatement fund procedure, seeking local grant funding, and more.



SE 2ND ST

SE COMBS FLAT RD

SE 5TH ST

SE LESLIE LN

SE HYLTON LN

SE ALLEY WAY

SE MELROSE DR

SE LYNN BLVD

SE LITTLE LN



# SHERIFF

C R O O K C O U N T Y

Sheriff John Gautney

"PEOPLE SERVING PEOPLE"

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## Community Corrections Division

Lieutenant Brett Lind  
Commander

February 10, 2021

### Community Corrections Budget Position Request

#### Request:

The Community Corrections Division is requesting that the County Court approve our request to convert our Part-Time Contracted Work Crew Position into a Full-Time Community Corrections Technician Position. Our current employee in this position has resigned effective March 12, 2021.

#### Benefits:

Increasing this position from a Part-Time contracted position to a full-time Technician Position will satisfy three needs for the Community Corrections Division.

1. It will full-fill the need to restore the Work Crew Program back to a Full-Time Program. In 2018 the Work Crew Program was operating 5-days per week. Due to staffing shortages the program was reduced to 7-days consisting of (6) 4-hour days and (1) 8-hour day for a total of 32-hours every two weeks.
2. It will full-fill the need to have an additional Technician in the office on days where the crew is not running to assist the Community Corrections Office Deputy/Work Program-Community Service Coordinator with Office Duties within the Community Corrections Division and building the program to Full-time.
3. It will provide individuals with an interest in making Law Enforcement their career an additional stepping stone into this Division and The Sheriff's Office where they can be trained and learn skills required to advance into a Deputy Position.

#### Fiscal Impact:

Currently the Work Crew Supervisor is compensated at \$25.00 per hour with a total annual employee expense of \$28,707.00. The addition of a Community Corrections Technician Position would come at the total annual employee expense of approximately \$72,189.72 (Grade 13/Step 1) to \$88,347.70 (Grade 13/Step 9), an increase in total employee annual expense of \$43,482.72 - \$59,640.70.

#### Revenue Impact:

The Work Crew Program could be a self-supportive program if it were ran on a Full-time basis. We currently generate revenue on work crew at the rate of \$10.00 per hour per worker. Our Work Van can accommodate 13 workers per day. If we operated the Work Crew Full Time it could generate a revenue source of up to \$270,400.00 per year for the Community Corrections Division (13 workers, 40 hours per week, 52-weeks per year at \$10.00 per hour).

#### Cost to Crook County General Funds:

The cost to Crook County Budget to increase this position from a Part-Time Contract Position to a Full-time Technician Position is **Zero Dollars**. Crook County Community Corrections is operated completely from State-Grant-In Aid, Justice Reinvestment Grant, Measure 57 Grant and Drug Court Grant Funding.

Sincerely,

Lieutenant Brett Lind  
Community Corrections Commander

301 NE 3<sup>rd</sup> Street, Prineville, OR 97754  
Phone: (541) 447-3315 Fax (541) 447-4921

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**Crook County**  
**Human Resources**  
 267 NE 2nd St, Ste 101  
 Prineville, OR 97754  
 541-416-3800

**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION			
<b>Employee Name:</b> (Last, First Name MI): <i>Bottoms, Tiffanie</i>	<b>Employment Type:</b> Full Time (30+ Hrs.) <input checked="" type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	<b>Employment Status:</b> Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Elected Official <input type="checkbox"/>	<b>Employment Action:</b> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input type="checkbox"/> Annual Increase <input type="checkbox"/> Increase Outside of Annual <input checked="" type="checkbox"/> Probationary Review <input type="checkbox"/> Termination <input type="checkbox"/> Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Effective Date:</b> <i>02-16-2021</i>		<b>New Position</b> <input type="checkbox"/> <b>Budgeted/Vacant Position</b> <input type="checkbox"/>	<b>Replacement Position</b> <input type="checkbox"/> <b>Replaces:</b>
<b>Position #:</b>	<b>Reason:</b> <i>Amend Grade to Similiar</i>		
<b>DETAIL</b>	<b>FROM (present status)</b>	<b>TO (new status)</b>	
FTE: (e.g. 1.0, .80)	<i>1.0</i>	<i>1.0</i>	
Hours Per Day/Scheduled Days:	<i>10</i>	<i>10</i>	
Dept./Office:	<i>Road</i>	<i>Road</i>	
Position - Job Title:	<i>Office Manager</i>	<i>Office Manager</i>	
Salary Grade/Step:	<i>115/11</i>	<i>119/15</i>	
Monthly & Annual Salary (Exempt): OR Hourly Rate (Non-Exempt):	<i>23.70</i>	<i>24.91</i>	
Certification Pay/Per Pay Period:			
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Comments/Notes:</b> <i>Re-Grade, Annney error</i>			
Human Resources Signature _____		Finance Signature _____	
Date _____		Date _____	
Department Head Signature _____		Employee Signature (if applicable) _____	
Date _____		Date _____	
<b>County Court Signatures Required For:</b>			
Department Head <input type="checkbox"/>	New Position <input type="checkbox"/>	Termination/Demotion <input type="checkbox"/>	Increase (2 steps or greater) <input type="checkbox"/>
County Judge _____	Date _____	County Commissioner _____	Date _____
County Commissioner _____	Date _____		