

# MALHEUR COUNTY COURT MINUTES

August 14, 2019

## Building Department, Nyssa

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was County Counsel Stephanie Williams and Planner Eric Evans. Notice of the meeting was posted on the County website, posted on the Courthouse public bulletin board, and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice.

Also present was Larry Meyer of the Argus Observer.

### **BUILDING DEPARTMENT**

Building Official Adele Schaffeld met with the Court and gave an update on the County Building Department. Ms. Schaffeld thanked County staff for the assistance in transitioning the office to a County Department. Assistant Building Official Laurie Hays also joined the session.

Ms. Schaffeld reviewed the Building Department's website with the Court. The website provides information on various forms, applications, guides and the fee schedule. The [buildingdepartment@malheurco.org](mailto:buildingdepartment@malheurco.org) email address is used for all inspection requests; this email is accessed by all staff in the department. The website will be updated and added to as needed; various forms will be updated this winter.

Ms. Schaffeld reviewed various statistical reports with the Court members. Monthly reports will be sent to the Court members. Statistics will be tracked by the calendar year as well as the fiscal year. The Court was encouraged to communicate with staff if additional/different statistical data was desired.

The State of Oregon utilizes Accela permitting and licensing software; it is available to participating jurisdictions at no direct cost to the County; the cost of the software is funded by a surcharge on building permit fees. The program calculates permit fees, schedules inspections, and maintains and stores documents on the Microsoft Cloud. The cost of the Adobe Pro software recently purchased by the County Building Department will be reimbursed by the State. The State will also provide BlueBeam software for electronic plan reviews. Additionally, the State will be providing training on Accela. The software also offers text features for requesting inspections and obtaining results. It is important to note that use of the technology is optional; individuals can still obtain all services from the Building Department in person and via paper. There is currently a local addressing issue in using the Accela software; staff is working with the State to correct the issue. Training on Accela will be offered to area contractors this Fall.

Planner Eric Evans noted that Accela also has a planning component that his office will be receiving training on; the Accela land use module includes building and planning.

Ms. Schaffeld explained that a Permit Tech position was advertised however the position has not been filled at this time; Ms. Schaffeld is continuing to evaluate the need for the position or possibly a different position.

Ms. Schaffeld reviewed the State's Ready-build Plans Program. The plans are pre-engineered and typically do not require a plan review; if the plans are modified a plan review may be necessary. Ready-build plans are available for garages, pole buildings, decks, carports and patio covers. It is the local jurisdiction's discretion whether or not to participate in the Ready-build Plans Program; Ms. Schaffeld recommended utilizing the plans for residential use only not in the flood plain.

Consensus of the Court was to proceed with the technology and changes as recommended by Ms. Schaffeld including electronic plan reviews, utilizing Accela's technology more, and Ready-build Plans.

The lobby of the Building Department has various safety fliers for the public; Ms. Schaffeld is very interested in working with the CTE program, and providing job shadowing/work experience for area high school students. Ms. Schaffeld is meeting with local fire officials next week; will provide monthly written statistical reports to the Court and meet with the Court semi-annually or as needed. The State commercial and mechanical code is being amended effective October 1; continuing education is available and Ms. Schaffeld will be attending. The Building Department will also work with the Planning Department on Planning Commission actions.

### **COURT MINUTES**

Commissioner Hodge moved to approve Court Minutes of August 7, 2019 as written. Commissioner Wilson seconded and the motion passed. (Judge Joyce was not present on August 7, 2019.)

### **IGA - MALHEUR MEMORIAL**

Judge Joyce moved to approve Intergovernmental Agreement for Medical Services in the Malheur County Jail with Malheur Memorial Health District. Commissioner Hodge seconded and the motion passed. Commissioner Wilson abstained as he is on the Malheur Memorial Health District Board. The contract expires June 30, 2020. See instrument #[2019-3016](#)

### **EMPLOYMENT AGREEMENT - KEFFER**

Commissioner Hodge moved to approve Malheur County Assessor's Office - employment of PERS retire Temporary Employment Agreement with Amelia Keffer. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2019-3017](#)

### **COURT ADJOURNMENT**

The meeting was adjourned.