

Morrow County Board of Commissioners Meeting Minutes
April 24, 2019
Bartholomew Building
Heppner, Oregon

Present

Chair Jim Doherty

Commissioner Melissa Lindsay

Commissioner Don Russell

Darrell J. Green, Administrator

Kate Knop, Finance Director

Justin Nelson, County Counsel

Karmen Carlson, Human Resources Director

Roberta Lutcher, Executive Assistant

Call to Order & Pledge of Allegiance: 9:02 a.m.

City & Citizen Comments: None

Open Agenda: No items

Consent Calendar

There were requests to remove from the Consent Calendar the two items pertaining to the On-Site Wastewater Treatment Program: the Memorandum of Agreement (MOA) with the Department of Environmental Quality (DEQ); and the Intergovernmental Agreement (IGA) with Umatilla County.

Commissioner Russell moved to approve the remaining items in the Consent Calendar:

1. *Accounts Payable, April 25th, \$151,700.92*
2. *Minutes: March 27th*
3. *Oregon Department of Agriculture, Wolf Compensation & Financial Assistance 2019 Grant Agreement #ODA-4161-19 in the amount of \$1,400; effective on the date fully executed and shall end on January 31, 2020; and authorize Chair Doherty to sign on behalf of the County.*
4. *Contract with Doug's Septic Service Inc. for Portable Toilets at the County Parks, Transfer Stations and for various Public Works projects; effective May 1, 2019 through April 30, 2022.*

Commissioner Lindsay seconded. Unanimous approval.

MOA and IGA Pertaining to On-Site Wastewater Treatment Program

Carla McLane, Planning Department Director

Ms. McLane said the final version of the MOA with DEQ that will transfer permitting and inspections of On-Site Wastewater Treatment Systems within Morrow County to the Umatilla County Public Health Department was delayed by DEQ. DEQ has not generated the list of permits in progress that will be transferred, but she said she anticipated receiving it on April 26th or 29th. Ms. McLane asked the Board to approve it in form pending the receipt of the final document in order to meet the proposed May 1 effective date. The Board opted to wait for the final document.

The IGA with Umatilla County was signed last week by the Umatilla County Board of Commissioners, said Ms. McLane. Brief discussion.

Commissioner Russell moved to approve Intergovernmental Agreement No. 2019-417, Umatilla County and Morrow County, On-Site Wastewater Treatment Systems Program, to have Umatilla County perform the duties of the Oregon Department of Environmental Quality for an On-Site Wastewater Treatment Systems Program in Morrow County; to be in-place upon the execution of the Memorandum of Agreement with the Oregon Department of Environmental Quality. Commissioner Lindsay seconded. Unanimous approval.

Business Items

Update - Owner's Representative Services, Irrigon Building Project Request for Proposals (RFP) Darrell Green, Administrator

Mr. Green said the submission deadline is 4:00 p.m. today. Two proposals have been submitted and he said he expected at least one more. Mr. Green said he will open the proposals tomorrow along with Commissioner Lindsay and Mark Patton, Port of Morrow Chief Operations Officer. They will then review them and decide who to interview on May 1st. The award of the RFP is anticipated to take place May 15th but companies have until May 22nd to protest, he said.

County Assessment Function Funding Assistance (CAFFA) Program Grant Application, Resolution No. R-2019-9

Mike Gorman, Assessor/Tax Collector

Mr. Gorman said this grant from the Department of Revenue is applied for annually and helps fund the functions of Assessment & Tax, Tax Distribution and the Board of Property Tax Appeals. The average annual amount received by Morrow County in the last few years has been between \$110,000-120,000 he stated.

Commissioner Lindsay moved to approve Resolution No. R-2019-9 – In the Matter of Assessment and Taxation Grant between Morrow County and Oregon Department of Revenue. Commissioner Russell seconded. Unanimous approval.

Second Reading & Adoption, Code Enforcement Ordinance, ORD-2019-4

Ms. McLane provided the Second Reading by title: “An ordinance adopting an update to the Morrow County Code Enforcement Ordinance, adding Chronic Nuisances and Environmental Health. This action will also repeal and replace Ordinance ORD-2014-11.”

Commissioner Russell moved to adopt Ordinance Number ORD-2019-4 adopting an update to the Morrow County Code Enforcement Ordinance, adding Chronic Nuisances and Environmental Health. This action also repeals ORD-2014-11. Commissioner Lindsay seconded. Unanimous approval.

Second Reading & Adoption, Miller/Haguewood Aggregate, ORD-2019-5

Commissioner Lindsay refrained from the discussion.

Ms. McLane provided the Second Reading by title: “An Ordinance amending the Morrow County Comprehensive Plan, specifically the Inventory of Natural Resources – Aggregate and Mineral Resources, adding the Miller/Haguewood Aggregate Site”

Commissioner Russell moved to adopt Ordinance Number ORD-2019-5 amending the Morrow County Comprehensive Plan, specifically the Inventory of Natural Resources – Aggregate and Mineral Resources, adding the Miller/Haguewood Aggregate Site. Chair Doherty seconded. Vote – Aye: Chair Doherty, Commissioner Russell. Refrained: Commissioner Lindsay. Motion carried.

Budget Resolution R-2019-8, Parole & Probation Work Crew Van Replacement

Kate Knop, Finance Director

Ms. Knop said the Community Corrections Fund budget has \$43,799 in Contingency funds not yet appropriated. At the April 17th BOC Meeting, the Sheriff’s Office received approval of its Purchase Pre-Authorization request for a new work crew van, however it did not yet have the appropriations in the correct category to make the purchase. This budget transfer Resolution will appropriate \$33,500 to Capital Outlay so the purchase can be made. Discussion.

Commissioner Lindsay moved to approve Resolution Number R-2019-8 – In the Matter of Transferring Appropriations within the Morrow County Community Corrections Fund, Pursuant to ORS 294.463(1). Commissioner Russell seconded. Discussion: the Commissioners requested follow-up information on to the status of the van being replaced. Unanimous approval.

Agreement with Morrow County Health District to Provide Reproductive Health Exams for Morrow County Public Health Department

Mr. Green explained the agreement with the Health District needed to be updated to list the name of the new Physician Assistant – Certified who will do reproductive health exams for the County’s Public Health Department. After a discussion about contract durations and other parameters, it was suggested a Work Session might be beneficial.

Commissioner Russell moved to approve the Physician Assistant – Certified Agreement with Danielle Matelska, PA-C, and Morrow County Health District, to serve as Physician Assistant Consultant; duties and compensation pursuant to the agreement; commencing May 1, 2019 and continuing until the agreement is terminated. Commissioner Lindsay seconded. Unanimous approval.

Oregon Health & Science University (OHSU) Training Affiliation Agreement

Mr. Green said the agreement allows students participating in health-care related programs to be placed with the County’s Public Health Department for clinical and practical training. The current agreement expires May 30th.

Commissioner Lindsay moved to approve the Training Affiliation Agreement between Oregon Health & Science University and Morrow County Health Department; effective as of the date of

last signature and will continue for five years from that date; and authorize Chair Doherty to sign on behalf of the County. Commissioner Russell seconded. Unanimous approval.

Department Reports

Road Department Monthly Report

Eric Imes, Assistant Road Master

Mr. Imes introduced the Heppner High School student who was job-shadowing him for the day, Sweet Riechert.

Mr. Imes discussed three County roads currently closed and said they can't reopen until things dry out. He then reviewed the Road Report for April. Various discussions, such as the process to determine when to close a road; and if the County should solicit bids for rock crushing.

Weed Department Quarterly Report

Dave Pranger, Weed Coordinator/Inspector

Mr. Pranger reviewed his report of activity for January-March. He said after roads were bladed, he followed-up with roadside weed spraying. While things currently look good, he said, the moisture could mean an "onslaught" of weeds this year.

Commissioner Russell asked Mr. Pranger if there is a problem with invasive weed species on the Boardman Bombing Range.

Mr. Pranger said he hoped to meet in June with Michael Bianchi, Natural Resources Manager, Naval Air Station Whidbey Island, to see what kind of weed control is being done by the Navy's private contractor. The Navy is putting a lot of time and effort into burning Russian thistle and tumbleweeds, he added. Because of last year's fire on the Bombing Ranger, there's an opportunity to clean things up if they'd spray, he said.

Clerk's Quarterly Report

Bobbi Childers' written report was reviewed in her absence. The Commissioners commented her report contained a great deal of good information, including the fiscal year-to-date fees collected and sent to the State for the Housing Authority Fee - \$72,960.

Human Resources Quarterly Report

Karmen Carlson, HR Director

Ms. Carlson reviewed her report and discussed a few significant activities since January, such as preparing for the annual meeting of the Compensation Board, processing Reclassification requests, assisting with hirings in the Veterans Services Office, The Loop and the Sheriff's Office.

Surveyor's Quarterly Report

Stephen Haddock, Surveyor

Mr. Haddock discussed an issue with the partition review process. He said a title report is not required during the partition review process but it is for the subdivision review process. [The difference between the two is the number of lots created within one calendar year – partition: three or less; subdivision: four or more.] Mr. Haddock said the Planning Department received his draft of proposed changes to the subdivision ordinance that added the title report requirement, but it has not been reviewed by that office. Since the ordinance change process can be lengthy, Mr. Haddock suggested in the meantime, a written policy be put in place to inform developers what to expect during the review process. He asked the Board for direction as to how to develop such a policy.

Assessor/Tax Collector Mike Gorman said he supported Mr. Haddock's efforts to pursue an ordinance requiring title reports. Both he and Mr. Haddock discussed the amount of time it takes them and staff to research the history for a partition plat request, which is in actuality, the responsibility of the person who did the survey.

Commissioner Lindsay asked for clarification as to the type of title report.

Mr. Haddock said he asks title companies for a subdivision guarantee. It's a particular product that shows existing, active easements on a property, as well as several other things. It provides the history of how people obtained the land and how they signed for it, he added.

After additional discussions, the Commissioners decided the parties making the request (Mr. Haddock and Mr. Gorman) should gather the pertinent information for an informed discussion and present it to Mr. Green, who will then schedule a Work Session.

Mr. Haddock also requested a discussion on another matter, that of assessing an additional fee when a survey has to be reviewed numerous times. Some counties have implemented a fee for additional reviews and Mr. Haddock said he would gather more information and be ready for a discussion at the same Work Session.

A discussion then took place on an issue Mr. Haddock brought up during his previous quarterly report. Mr. Haddock was concerned that the County was invoiced for surveys not officially recorded in the Road Department Record. At that meeting, a group was tasked with looking into the claim. The group consisted of Commissioner Russell, Mr. Green, County Counsel and Matt Scrivner, Public Works Director.

Mr. Haddock asked the status of those meetings. Those in attendance told Mr. Haddock the group met twice and would invite him to the next meeting.

Lastly, Mr. Haddock asked for a discussion on the proper communication to request copies of his reviews. He asked that people contact him directly, rather than ask at the Assessor's Office, for example. This brought about a lengthy discussion on how to make public records requests and what types of documents do and do not fall within the public records category.

Public Health Department Quarterly Report

The written report by Director Sheree Smith was reviewed in her absence.

Commissioner Reports

- Commissioner Russell discussed last week's Budget Committee Meetings and said a lot was accomplished in two days. He said he will participate in a conference call next week with the actuary for the County's retirement plan. He, Mr. Green and Ms. Knop will present a report sometime in May with more detailed information as the County looks to change its retirement plan from defined benefit to defined contribution.
- Chair Doherty said he would like to better understand enterprise zone and other similar dollars that come to the County and how they blend together. He asked if Commissioner Russell would make a presentation on that topic, perhaps during the next Long Range Planning session. Chair Doherty also requested the County work to inventory all contracts within all departments.

Signing of documents

Adjourned: 12:00 p.m.