

**Morrow County Board of Commissioners Meeting Minutes**  
**September 25, 2019**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present**

Chair Jim Doherty	Kate Knop, Finance Director
Commissioner Melissa Lindsay	Justin Nelson, County Counsel
Commissioner Don Russell	Karmen Carlson, Human Resources Director
Darrell J. Green, Administrator	Roberta Lutcher, Executive Assistant

**Call to Order & Pledge of Allegiance:** 9:00 a.m.

**City & Citizen Comments:** On behalf of the Neighborhood Center Board, former Commissioner, Leann Rea, requested up to \$200 from the Court Discretionary Fund for an appreciation dinner for Neighborhood Center volunteers and spouses. Brief discussion.

*Commissioner Russell moved to approve up to \$200 be expensed from the Court Discretionary Fund to the Neighborhood Center for a volunteer appreciation dinner. Commissioner Lindsay seconded. Unanimous approval.*

Ms. Rea said she would pay for the meal and turn in the receipts for reimbursement. She also talked about a new system that tracks the demographics of food box recipients. She said it showed that over 65% of recipients are 65 years of age or older. She then thanked the County for its continued support of the Neighborhood Center.

**Open Agenda:** Commissioner Russell asked the Board to take up delegating a representative on the Federal Lands Commission for the Association of Oregon Counties.

*Commissioner Russell moved to approve designating the Chair position as the voter on this commission. Commissioner Lindsay seconded. Unanimous approval.*

**Consent Calendar:** Commissioner Lindsay requested to remove the Accounts Payable (APs).

*Commissioner Lindsay moved to approve the following items in the Consent Calendar:*

- 1. Oregon Department of Transportation, Rail & Public Transit Division Agreement #33779; effective October 1, 2019, expiring June 30, 2021. Grant Amount \$120,125; Local Match \$13,347. Grant will fund up to 1.5 full time equivalent bus drivers for a fixed route between the Port of Morrow and Hermiston.*

*Commissioner Russell seconded. Unanimous approval.*

Commissioner Lindsay was curious as to why new copies of the APs were placed in their books prior to the start of the meeting.

Finance Director Kate Knop explained the original sets contained an unnecessary column that reflected information from the prior year budget.

*Commissioner Lindsay moved to approve the Accounts Payable, September 26<sup>th</sup>, \$871,772.56; and Two Payroll Payables: September 11<sup>th</sup>, \$178,427 & September 12<sup>th</sup>, \$3,250. Commissioner Russell seconded. Unanimous approval.*

## **Business Items**

### Ag Program Update from Morrow County/Oregon State University Extension

Larry Lutcher, Agronomist

Dr. Lutcher reported on the 2019 wheat harvest. He said the county-wide average grain yield was 55 bushels per acre and that grain quality (test weight and protein content) was good. He spoke about a new winter pea that might be grown in our area. The pea is edible; it produces its own nitrogen fertilizer, emerges well from deep planting depths, and is a good source of fiber and protein. He reviewed several fundamentals about the physical properties of soil and how this information might be used by decision-makers who are involved with energy development. He concluded his presentation by providing a broad overview of Oregon State University's mission and strategy with regard to hemp. Dr. Lutcher said the university is working to catalyze innovative, cross-disciplinary research. He also stated that many believe the hemp-derived cannabidiol (CBD) market is expected to grow at an unprecedented rate.

### Reclassification Request, Public Health Department Employee

Karmen Carlson, Human Resources Director

Ms. Carlson discussed the Reclassification Request from one of the Registered Nurses in the Public Health Department. She said the RN –Public Health job descriptions were reviewed in 2014, however since then, duties have been assigned in such a way that each position is unique. She said the JOBMEAS™ evaluation system placed the current duties of the RN who made the Reclassification Request at a 17 on the General Employee Wage Scale, as opposed to its current placement of 16. She asked the Board to review her findings and accept the job description for RN Case Manager/CARE Team Coordinator.

Chair Doherty noted the request was initially denied.

Ms. Carlson said that denial was the catalyst for more meetings with the submitter and Department Director to review things in much greater detail, which resulted in today's recommendation. She asked the Board to concur, or not, with her findings, adding a letter would be sent to the submitter with the results.

Chair Doherty said he concurred with the process; Commissioner Russell agreed.

Chair Doherty said the Board needed to see the changes to the job description; Ms. Carlson agreed to provide them.

### Department Purchase Authorization Clarification

Justin Nelson, County Counsel

At the June 12<sup>th</sup> BOC Meeting, certain purchase authorities, based on dollar amounts, were delegated to Department Directors or the Administrator. Since then, Mr. Nelson said there has been some confusion and he asked for additional clarification. After discussion, it was reiterated the process for purchasing items previously approved during the budget process would be:

- Purchases between \$0-\$9,999.99 can be approved by the Department Director.
- Purchases between \$10,000-\$29,999.99 can be approved by the County Administrator.
- Purchases above \$30,000 need Board approval.
- The Board will be made aware of purchases through the Accounts Payable (APs) process.

Commissioner Russell noted the Administrator and Finance Director need to continue to be informed of proposed purchases to ensure policies and procedures are adhered to.

### Revised Contract with Community Counseling Solutions, Inc. (CCS)

Kate Knop, Finance Director

On July 10<sup>th</sup>, the County approved the 2019-2021 Intergovernmental Agreement with the State of Oregon for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services (\$1,542,803.84). A separate contract between the County and CCS passes the funds to CCS as the provider of these services. Ms. Knop explained the contract hasn't been revised in about eight years and recommended the following updates:

1. Include the Required Provider Contract Provisions that are listed in the IGA with the State as Exhibit H.
2. Include the Provider Insurance Requirements that are listed in the IGA with the State as Exhibit I.

It was decided County Counsel would prepare a 30-day extension to the existing contract and the requested changes would be resubmitted to CCS for additional review.

### Irrigon Building Update

Darrell Green, Administrator

Mr. Green said the Evaluation Team reviewed the nine proposals submitted as a result of the Request for Qualifications for the Progressive Design-Build Team. The "short list" of four finalists will be released soon and each of the four will be allowed to respond to the County's Request for Proposals.

### BOC Meeting Schedule in Upcoming Months

The Board decided:

- To meet on October 30<sup>th</sup>, the fifth week of the month, because two meetings in November will necessitate short agendas. They are November 20<sup>th</sup>, due to the annual conference of the Association of Oregon Counties, and November 27<sup>th</sup>, the Wednesday before Thanksgiving.
- There will be no meeting the week of Christmas.
- The first meeting in January will take place on Thursday, January 2<sup>nd</sup>.

## **Department Reports**

### Road Department Monthly Report

Eric Imes, Assistant Road Master

Mr. Imes reviewed the report for September.

### Contract Extension with Community Counseling Solutions, Inc. (CCS)

*Commissioner Russell moved to approve the Amendment to Contract between Morrow County and Community Counseling Solutions, Inc.:*

- *2017-2019 Contract between Morrow County and Community Counseling Solutions, Inc., shall be extended 30 days.*
- *The effective date of this extension is September 26, 2019*

*Commissioner Lindsay seconded. Unanimous approval.*

## **Correspondence**

- Press release from Representative Greg Smith regarding Department of Revenue meetings about rules for the State's new Corporate Activity Tax

## **Commissioner Reports**

- Commissioner Russell attended the Business Oregon meeting in Pendleton where the Strategic Investment Program (SIP) agreement between the County and Orchard Windfarms was approved. He said the developer for the project, Bob Guertin, was also there and commented to him that he appreciated the business-friendly nature of Morrow County. Commissioner Russell also attended the Morrow County Code Enforcement Task Force meeting on September 23<sup>rd</sup>. Discussion took place as to what department would be the best fit to oversee that function. Most counties do not place it under the Sheriff's Office, he said (it's currently split between the Sheriff's Office and Planning Department). The Task Force will make a recommendation to the Board after its next meeting. Commissioner Russell said it appears the Wheatridge Project will proceed after having been delayed by the Department of Defense because of potential radar issues. They've been given approval to build 99 of the 127 requested towers, while the DOD continues to review the other 28. Commissioner Russell also provided a report on this morning's meeting of the Willow Creek Valley Economic Development Group.
- Commissioner Lindsay provided a detailed report of yesterday's meeting of the Local Public Safety Coordinating Council (LPSCC). Her interactions with a staff member from CAPECO (Community Action Program of Eastern Central Oregon) were reviewed. That organization is revamping the Senior Meal Site program, which is impacting Irrigon and possibly Heppner, she said. Commissioner Lindsay participated in a meeting with the Veterans Services Office and The Loop as they strive to jointly offer services to veterans.

**Break:** 11:24-11:30 a.m.

**11:31 a.m. Executive Session:** Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions

**12:00 p.m. Closed Executive Session**

**Signing of documents**

**Adjourned: 12:07 p.m.**