

**Morrow County Board of Commissioners Meeting Minutes**  
**September 9, 2020**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Melissa Lindsay, Commissioner Don Russell, Darrell J. Green, John A. Bowles, Kate Knop, Roberta Lutchter

**Present Via Zoom**

Commissioner Jim Doherty; Staff: Erin Anderson, Mike Gorman, Gayle Gutierrez, Diane Kilkenny, Ian Murray, Sandi Pointer, Linda Skendzel, Vickie Turrell, Gregg Zody; Non-Staff: Sheryll Bates, Torrie Griggs, Leah Harris, Erika Lasater, Karen Pettigrew, David Sykes

**Call to Order & Pledge of Allegiance:** 9:02 a.m., followed by roll call.

**City & Citizen Comments:** Boardman Chamber of Commerce Executive Director, Torrie Griggs, announced upcoming dates for Facebook Live Candidate Forums: September 28<sup>th</sup> – Mayoral Candidates; September 30<sup>th</sup> – City Council Candidates; October 2<sup>nd</sup> – County Commissioner Candidates; October 5<sup>th</sup> – County Justice of the Peace Candidates; October 7<sup>th</sup> – County Treasurer Candidates; October 9<sup>th</sup> – County Sheriff Candidates. She said the Heppner Chamber of Commerce will host two of the County position forums, while the Boardman Chamber will host the other two dates.

**Open Agenda:** No items

**Consent Calendar:** Chair Lindsay removed the Anderson Perry & Associates agreement amendment to Business Items.

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

- 1. Accounts Payable, September 10<sup>th</sup>, \$404,395.25 & Visa APs \$5,172.46*
- 2. Third Amendment to Oregon Health Authority Intergovernmental Agreement #154649 for Environmental Health Services, and authorize Chair Lindsay to sign on behalf of the County*
- 3. Vehicle Disposal Request from The Loop for the following vehicles to GovDeals.com: 2002 Ford Star Craft Bus, VIN 1FDXE45S12HB37580 and 2000 Ford Bus, VIN 1FDXE45S1YHB68837; and the following vehicle will be transferred to another department: 2002 Ford Crown Victoria, VIN 2FAFP71W92X129852*

*Commissioner Doherty seconded. Unanimous approval.*

**Business Items**

First Amendment to Agreement for Engineering Services – Anderson Perry & Associates, Inc.

The amendment to the contract pertains to fee increases requested by Anderson Perry. Chair Lindsay said the County issued a Request for Proposals last year, Anderson Perry replied and was awarded a five-year contract. The contract contained allowances for increases for cost of living adjustments (COLAs), she said. However, the increases in the amendment were in excess of any reported COLAs, she said, calling the increases “completely outside the contract.” She asked Justin Nelson, County Counsel, if he reviewed the amendment.

He said he did, after the Finance Department noticed the fees did not match the contracted fee schedule. He agreed it was a concern and said the County could opt to not sign the amendment and issue a new RFP. He added that Anderson Perry communicated to him the increases were COLA-related as the company added new positions and eliminated others. Discussion continued.

*Commissioner Russell moved to approve the First Amendment to Agreement for Engineering Services Between Morrow County and Anderson Perry & Associates, Inc.; effective September 1, 2020. Commissioner Doherty seconded. Unanimous approval.*

Commissioner Russell said this should be a lesson learned – in the future, the COLA should be defined for the period of the contract.

#### Northeast Oregon Water Association Update: POSTPONED

##### Annual Funding Application through Oregon Department of Veterans Affairs

Linda Skendzel, Veterans Services Officer

Morrow County budgeted to receive \$78,054 from ODVA, but was recently notified the amount will be reduced \$6,187, due to COVID-19. Ms. Skendzel reported there were carry-over funds and the reduction would not significantly impact the budget.

*Commissioner Doherty moved to request approval of the application for funds and accept the carry-over funds as shown on the Annual ODVA Application; and authorize Chair Lindsay to sign and submit prior to the deadline of September 15, 2020. Commissioner Russell seconded. Unanimous approval.*

##### Purchase Pre-Authorization Request, Public Works/Parks, Backhoe

Greg Close, Parks General Manager

The backhoe would be purchased using grant funds from the Oregon Parks and Recreation Department, with a 20% match required of the County. Mr. Close said the information was presented during Budget Committee meetings with revenue showing in Grant Revenues, and Expenditures in Capital Outlay.

*Commissioner Russell moved to approve the purchase of a Cat 420 Backhoe Loader from Western States Equipment Company, Pendleton, in the amount of \$135,355.74. Commissioner Doherty seconded. Discussion: Commissioner Doherty talked about the unique nature of Parks funds, saying that department is supported by grants and revenue-generating activities at the Parks, and not by the General Fund. He asked Mr. Close if there was an equipment list for the Parks Department, including a rotation schedule. Mr. Close said he updated it last week and sent it to Public Works Director, Matt Scrivner. He went on to cite examples of how older equipment is used and repurposed. Chair Lindsay requested the equipment list be presented as part of the next Parks Department report. Vote: Unanimous approval.*

##### Budget Committee Recruitment Results – Position #3

Kate Knop, Finance Director

Ms. Knop said the County received one letter of interest from a qualified candidate and it was from the person most recently in that position, Jeff Wenzholz.

*Commissioner Russell moved to appoint Jeff Wenzholz to serve on the Morrow County Budget Committee for a three-year term, effective July 1, 2020 to June 30, 2023. Commissioner Doherty seconded. Discussion: The Commissioners talked about the relatively small number of people willing to serve on committees and boards, with the same people often serving on multiple committees. Commissioner Russell said an in-depth knowledge of budget law was not needed for this committee, just common-sense budgeting ability. He encouraged people without high level accounting backgrounds to apply. Vote: Unanimous approval.*

#### Retirement Plan Services Request for Quotes Results

Kate Knop, Finance Director

Ms. Knop explained four proposals were received in response to the Request for Quotes for Retirement Plan Services. All four companies were asked to present their proposals to the Retirement Review Committee and Ms. Knop then outlined the scoring results of the Committee.

Chair Lindsay asked who served on the Review Committee.

Ms. Knop replied Administrator Darrell Green, Commissioner Russell, Human Resources Manager Lindsay Grogan, Finance Management Assistant Ronda Fox and herself.

Chair Lindsay requested the minutes showing the appointment of the team members and later went on to ask for additional time to review the four presentations. She said if the other Commissioners wanted to decide today, she would not vote.

Commissioner Doherty said he was sympathetic to any Commissioner who wanted to err on the side of taking another week and was happy to hold it over for Chair Lindsay to review it further.

Commissioner Russell and Ms. Knop discussed the rationale behind the Review Committee's recommendation of Edward Jones Financial Advisor – Cassandra Williams of Hermiston. Commissioner Russell summed it up by saying Ms. Williams was the committee's unanimous choice.

*Commissioner Russell moved to approve Cassandra Williams, Edward Jones Financial Advisor, as the Retirement Plan Service Vendor for the Defined Contribution Plan. Commissioner Doherty said he wanted to second the motion but was reluctant to do so and then vote against it. He said he was more comfortable delaying it and having it come back to an agenda on the consent calendar. Commissioner Russell said the decision by the Board to change to a defined contribution plan from a defined benefit plan was the major part of this decision when compared to choosing the Retirement Plan Services vendor. Ms. Knop discussed some of the reasons Cassandra Williams was cost-effective than the others and said an educated team made this decision, but the requested documents would be provided to Chair Lindsay. Chair Lindsay said she appreciated the work that went into the process but wanted more time to see what the others saw because she didn't choose the team (Review Committee). Motion died for lack of a second.*

### Irrigon Building Update

Darrell Green, Administrator

Mr. Green explained he was asked to draft a letter to the City of Irrigon regarding a small piece of property it owns that is part of the site for the new building in Irrigon. The County deeded the parcel to the City in 1988 and is now requesting the City deed it back to the County. He asked the Board to approve and sign the letter which will then be presented to the Irrigon City Council.

*Commissioner Russell moved to sign and send the letter to the City of Irrigon requesting the transfer of the property the County formerly transferred to the City be transferred back to the County. Commissioner Doherty seconded. Unanimous approval.*

Regarding the Guaranteed Maximum Price document, Mr. Green said the amendment reflecting the changes made last week was ready for signature. He said it called out the following:

1. Restore the building footprint to 13,420 square feet (net increase \$49,498)
2. Decrease masonry quantity by 431 sf (net reduction \$9,482)
3. Reduce glazing quantity by 74 sf (net reduction \$3,400)

It was noted Commissioner Russell was given authority last week to sign the amendment. A discussion then took place on forming a team to look into financing options for the new building.

*Commissioner Russell moved to assign the Finance Director, Ms. Knop, and the Administrator, Mr. Green, to put together a request for proposals (RFP) for financing of the new Irrigon Government Center Building, specifically including the two financial institutions that do business in Morrow County, as well as other financial institutions that want to submit a proposal through the public RFP notice. Commissioner Doherty seconded. Unanimous approval.*

Commissioner Russell said several people submitted ideas for the naming of the new building in Irrigon. He suggested the Board review the submissions later in the month, prior to the October groundbreaking. He clarified the actual groundbreaking will occur late October or early November, but the ceremonial groundbreaking could take place prior to that.

### Approve RFP for Advertisement of Sheriff's Station 2 Building

Darrell Green, Administrator

Mr. Green provided an overview of the Bidder's Packet for the Sheriff's Station 2 Building and requested moving forward with posting it to the website and advertising it in the Gazette Times and East Oregonian. Sheriff Ken Matlack and Undersheriff John A. Bowles provided input and responded to questions from the Commissioners. Various discussions ensued.

*Commissioner Doherty moved to approve the Bidder's Packet for the procurement of the Sheriff's Station 2 Building with the notable changes discussed, specifically the adjustment of the HVAC system, meaning consider it as not for livability but for functionality for cost savings. Commissioner Russell seconded. Discussion: Commissioner Doherty said the County needs to find the source of the funds for the project and asked if there were Enterprise Zone funds or do funds need to be taken from the vehicle fund and what would that mean. He said he planned to*

*take a field trip and go through the current building before the lease ends. Vote: Unanimous approval.*

**Break:** 10:39-10:48 a.m.

#### Morrow County Government Command Center Update

- The Team discussed sending a letter this week to the Governor but decided to wait another week.
- Remote Work Agreements were discussed again but are not currently in effect. The Team will continue to reevaluate as things move forward for those employees with school-age children.
- The Team decided it was the appropriate time to unlock County buildings.
- Commissioner Russell talked about the food processing businesses in the County and the large number of people they employ. He said it seemed like the odds were stacked against the County by the State because of the type of industry here. These are essential industries, he said, and without them people would go hungry. “You can’t put off harvest, Mother Nature tells us when it’s done,” he added.
- Commissioner Doherty agreed with Commissioner Russell. He said if essential processing centers were shut down, folks would go hungry around the State. Our (COVID) numbers would drop to nothing but that isn’t doable. It’s important for people around the State to recognize that, he concluded.
- Chair Lindsay and Interim Public Health Director, Diane Kilkenny, talked about community-based organizations (CBOs) and Oregon Health Authority’s desire to have them in the counties. Ms. Kilkenny said she talked with Umatilla County today and offered them office space 1-2 days/week to bring someone into the wrap around services system. She said she planned to reach out to other entities to offer them the same kind of partnership, all in an effort to offer residents more access to services. Chair Lindsay said while some counties have found CBOs to be in conflict with their efforts, she was confident Ms. Kilkenny did a good job to engage and work with them. Ms. Kilkenny went on to discuss statistics – at the peak, the County averaged 50-60 cases/week; currently at 21-24/week; need to get to 12/week to get kids back to school and have Main Street businesses stay open.

#### **Department Reports – Written**

Written reports were reviewed:

- Community Development Department Monthly Report, submitted by Gregg Zody, Director
- Planning Department Monthly Report, submitted by Stephanie Case, Interim Planning Director

#### **Correspondence**

- Article from The Oregonian/Oregon Live titled, “Oregon regulators fine two companies \$368,000 for illegally disposing of radioactive oilfield waste at landfill in Arlington.” This topic was discussed by the Commissioners when the news broke in February and Commissioner Doherty said the fines validated the concerns he voiced at that time. He

listed some of the emergency preparedness issues that continue to concern him to this day.

- WARN (Worker Adjustment and Retraining Notification) letter to Morrow County from PGE regarding the closure of the Boardman Coal Plant and resulting employee layoffs.
- Memo from the Irrigon-Boardman Emergency Assistance Center listing the services it provides for north Morrow County residents.

**Commissioner Reports were provided**

**Cancelled: Executive Session**

**Signing of documents**

**Adjourned: 12:10 p.m.**