

Morrow County Board of Commissioners Meeting Minutes
September 23, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Chair Melissa Lindsay, Commissioner Don Russell, Commissioner Jim Doherty; Staff: Darrell J. Green, Lindsay Grogan, Roberta Lutchter, Richard Tovey

Present via Zoom

Staff: Bobbi Childers, Greg Close, Gayle Gutierrez, Christy Kenny, Kate Knop, Sandi Pointer, Linda Skendzel, Gregg Zody; Non-Staff: Erika Lasater, Karen Pettigrew, David Sykes

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

City & Citizen Comments: None

Open Agenda: No items

Consent Calendar

Commissioner Doherty requested to move Resolution R-2020-22 to Business Items.

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

1. *Accounts Payable and Payroll Payables*
2. *Fourteenth Amendment to Oregon Health Authority Intergovernmental Agreement #159824 for the Financing of Public Health Services; and authorize Chair Lindsay to sign on behalf of the County*
3. *Bargain and Sale Deed, City of Irrigon to Morrow County: A parcel of land situated in the City of Irrigon, Section 24, Township 5 North, Range 26 East, of the Willamette Meridian, described as a 20 foot wide strip of land 120 feet long, being the West 10 feet of Lot 5 and the East 10 feet of Lot 6, all in Block 35, containing 2,400 square feet; for public use as a parking lot and for access to the alley north of said property. True and actual conveyance is \$0.00.*

Commissioner Doherty seconded. Discussion: Chair Lindsay said she planned to follow-up with the Interim Public Health Director because the OHA IGA amendment appeared to add COVID-19-related work but not additional dollars. Commissioner Doherty said it also referenced partnerships with CBOs (community-based organizations) and the County needed to be clear in what the CBOs will be doing for the County. Unanimous approval.

Business Items

Resolution #R-2020-22: Budget Transfer Resolution to Increase General Fund, Other Requirements, \$100,000 to the Boardman Food Pantry

Commissioner Doherty said on September 2nd the Board approved sending \$100,000 of the CARES/CRF funds (Coronavirus Aid, Relief and Economic Security Act/Coronavirus Relief Funds) to the Boardman Food Pantry. In the short-term, the funds will come from the General Fund but they will be reimbursed with CARES funds, he stressed.

Commissioner Russell said the Finance Director raised questions earlier and asked that such an expenditure be verified as a qualified reimbursement. He said he assumed Commissioner Doherty had no doubt about that now.

Commissioner Doherty said he was completely comfortable with it and provided multiple examples of similar uses to Administrator Darrell Green. He also said he spoke with contacts at the National Association of Counties and the Association of Oregon Counties and no one expressed any “angst.”

Commissioner Russell moved to approve Resolution #R-2020-22 – Budget Transfer Resolution to increase General Fund, Non-Departmental, Other Requirements, in the amount of \$100,000 for the Boardman Food Pantry contribution. Commissioner Doherty seconded. Unanimous approval.

PERS Authorizations

Lindsay Grogan, Human Resources Manager

Ms. Grogan said the new PERS plan, effective July 1, 2020, requires the designation of a Reporting Official and a Web Administrator. She then explained the duties of each.

Commissioner Russell moved to assign the Web Administrator position to the Payroll and Benefits Administrator, Ronda Fox, and the Human Resources Manager, Lindsay Grogan. Commissioner Doherty seconded. Unanimous approval.

Commissioner Russell moved to assign the Administrator, Darrell Green, as the Reporting Official. Commissioner Doherty seconded. Unanimous approval.

Public Health Director Interview Team

Lindsay Grogan, Human Resources Manager

Ms. Grogan recommended the interview panel consist of:

1. Administrator Darrell Green
2. HR Manager Lindsay Grogan
3. Juvenile Director Christy Kenny
4. Public Health Interim Director Diane Kilkenny

She then presented the schedule of Commissioner assignments to interview teams since 2018 and asked which Commissioner would be assigned to this panel. Discussion.

Commissioner Russell moved to appoint Chair Lindsay to the Public Health Director interview team. Commissioner Doherty seconded. Unanimous approval.

Surveyor Job Description and Interview Team

Lindsay Grogan, Human Resources Manager

Ms. Grogan recommended the following interview panel and asked that a Commissioner representative be chosen:

1. Administrator Darrell Green
2. HR Manager Lindsay Grogan
3. Public Works Director Matt Scrivner
4. Assessor/Tax Collector Mike Gorman

Chair Lindsay moved to have Commissioner Russell on the interview team in an advisory capacity, to be replaced by the Planning Director Tamra Mabbott. Commissioner Doherty

seconded. Discussion: Commissioner Doherty said if the other members of the interview team were uncomfortable with the arrangement, then Commissioner Russell would serve in the normal capacity. Commissioner Russell agreed and said he would sit in as an adviser and Ms. Mabbott would be the voting member, as long as she was comfortable with the situation. Unanimous approval.

Commissioner Doherty moved to approve the final draft of the County Surveyor job description, as presented. Commissioner Russell seconded. Unanimous approval.

Purchase Pre-Authorization Request, Parks Department – Portable Sawmill

Greg Close, Parks General Manager

Mr. Close said the purchase would be made using Oregon Parks and Recreation Department grant funds, which require a 20% match by the County. However, the bids came in higher than anticipated, so the County needed to make up an additional amount of \$3,423.63. He talked about the bid process and why the TimberKing Portable Sawmill was superior to the others.

Commissioner Russell moved to approve the purchase of the TimberKing Portable Sawmill package in the amount of \$55,067.89 from TimberKing. Commissioner Doherty seconded. Discussion: Commissioner Doherty asked County Counsel Richard Tovey if the bids qualified because they appeared to quote different machines and specifications. Mr. Tovey said he did not see any problem with the bids. Commissioner Doherty said it was important to note the funds don't come from the County's "pocket." Mr. Close said that was absolutely correct and the 20% match comes from funds generated by the Parks. Unanimous approval.

Flu Vaccine Point of Distribution (POD) Events

Diane Kilkenny, Interim Public Health Director

Ms. Kilkenny said in order to offer the influenza clinics and mitigate the possibility of COVID-19 transmission to the public and Public Health Department staff, the Department planned to offer drive-through flu clinics. She said a "dry run" event was planned today in the parking lot behind the Bartholomew Building, and with the Board's approval, she would continue to plan for similar events in Boardman and Irrigon. Ms. Kilkenny was given the go-ahead for the flu POD clinics.

Morrow County Government Command Center Update

- Ms. Kilkenny said the weekly total for COVID-positive tests was down. In June/July, the County was in the 50-60 range and now the number was in the teens. She said for schools to be in-person, that number needed to be 30 cases in three weeks, with the last week having five or fewer cases. Discussion continued on the difference between quarantine and isolation.
- Commissioner Doherty asked if the focus was shifting toward the anticipation of a vaccine. Ms. Kilkenny said the County was not waiting and was getting ready. The flu PODS were a way to learn how such events could be used for a vaccine, as well. She said the County may even be a little ahead and the State was also formulating its plans.

Recommendations from the Equity Fund/Resiliency Subcommittee

Finance Director, Kate Knop's Agenda Item Coversheet provided the following: The Budget Committee and BOC approved appropriations in the amount of \$500,00 for fiscal year 2020-2021 for resiliency relief to local businesses. The resiliency fund dollars total \$450,000 and a subcommittee was identified (Commissioner Doherty, Mr. Green, Community Development Director Gregg Zody and Ms. Knop). She requested direction and approval as to how to structure the distribution and provided several options for discussion.

Chair Lindsay moved to have Commissioner Doherty lead the team with Mr. Zody and to include the Boardman Community Development Association, Willow Creek Valley Economic Development Group, the four chambers of commerce and a representative from Lexington to move this forward by creating an application process and criteria and bring it back to the BOC for final decision on the release of the money. Commissioner Russell seconded. Unanimous approval.

Tillamook Grant Update

Chair Lindsay said she planned to meet tomorrow with representatives from Tillamook Creamery regarding their Tillamook County Creamery Association grant for Morrow County. She said she was concerned that other grant funds have gone unspent because of the restrictions. Chair Lindsay also said she had several questions for Business Oregon, including if unspent grant funds could be rolled over for future use.

Irrigon Building Update

Darrell Green, Administrator

- The process is in Phase 2 – first tier subcontractors were approved and second tier subcontractors will be reviewed in the coming weeks.
- The Conditional Use Permit was approved and zoning permits should be submitted today.
- Working to obtain a laydown yard for construction materials near the building site.
- The contractor won't be onsite until November 17th, so Mr. Green asked the Commissioners to schedule a day in October for the groundbreaking ceremony.
- Commissioner Russell said Irrigon City Manager Aaron Palmquist offered a good suggestion regarding the process for naming the building – hold off naming it until the dedication of the building. Commissioner Russell said waiting until closer to opening the doors would be his suggestion, as well.

Board of Commissioners Meeting Schedule

Mr. Green said September 30th was the fifth Wednesday of the month, therefore, a meeting was not planned, unless something pressing were to come up.

UEC Easement Request

Mr. Tovey said there was no new information and suggested it be revisited in two weeks.

Chair Lindsay said, given Mr. Tovey's report, there would be no need for an Executive Session on this subject.

Department Reports – Written

The Road Department Monthly Report was reviewed. A discussion took place about public access roads. Commissioner Doherty brought up issues residents were having in and around the West Glen area. Commissioner Russell talked about the history of housing development in that area and suggested one option for the residents would be to form their own road district and tax themselves a small amount each year for gravel and upkeep.

Correspondence

- Two letters from AOC Executive Director Gina Nikkel - The first one to members of the House Committee on Natural Resources requesting leadership on comprehensive wildfire policy, and the second to the Governor, Senate President and Speaker of the House, submitting the 2020 County COVID-19 Needs Report.
- Military & Family Readiness Program flyer.
- East Oregonian “tip of the hat” to everyone involved in launching the Boardman Food Pantry.

Commissioner Reports

Provided by each Commissioner

Comments Prior to Executive Session

Mr. Green said no decisions whatsoever were anticipated.

Break

11:02 a.m. Executive Session: Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

11:48 a.m. Closed Executive Session

Signing of documents

Adjourned: 12:00 p.m.