

**Morrow County Board of Commissioners Meeting Minutes**  
**March 10, 2021**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, Kate Knop, Roberta Lutchter, Tamra Mabbott, Richard Tovey

**Present Via Zoom**

Staff: SaBrina Bailey Cave, Lindsay Grogan, Deanne Irving, Matt Kenny, Jaylene Papineau, Matt Scrivner, Heidi Turrell, Gregg Zody; Non-Staff: Cameron Anderson, Sheryll Bates, Torrie Griggs, Erika Lasater, Lisa Mittelsdorf, Ryan Neal, Karen Pettigrew, Sandy Toms, David Sykes

**Call to Order, Pledge of Allegiance and Roll Call:** 9:01 a.m.

**City & Citizen Comments:** None

**Open Agenda:** No items

**Consent Calendar**

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

- 1. Accounts Payable and Payroll Payables*
- 2. Minutes: December 30, 2020, January 6, 8 & 13, 2021*
- 3. Quitclaim Deed from the City of Heppner and Morrow Soil & Water Conservation District for property associated with the Sheriff's Station 2 Building; and authorize Chair Russell to sign on behalf of the County*

*Commissioner Doherty seconded. Unanimous approval.*

**Legislative Updates**

Planning Director Tamra Mabbott, updated the Board on two proposed Senate Bills and two proposed House Bills:

- SB 2488: Establishes new Statewide Planning Goal 20 to address climate justice. She plans to monitor its progress and recommended supporting an exemption or a phasing-in for rural counties and cities.
- SB 359: Allows the permitting of a farm dwelling on a Century Farm. She recommended supporting the Bill to allow flexibility at the local level.
- HB 3246: Would allow partition of a parcel for existing dwelling in Exclusive Farm Use (EFU) Zone. She recommended supporting the Bill because it allows local flexibility.
- HB 2656: Allows local government or Department of Consumer and Business Services to contract with a person to administer and enforce building inspection program and act as building official. She said this would be an option for Morrow County to provide building inspection services and recommended supporting it.

**Business Items**

Morrow County Audit & Financials

Cameron Anderson, Barnett & Moro

Kate Knop, Finance Director

Mr. Anderson provided a general overview of the audit completed last month, which he said went well. He said they had an “unmodified opinion” of the financial statements, which was

“what we hope for in the audit.” He explained two major programs were selected to “single audit.” They were the Coronavirus Relief Fund (CRF), because it was new this year, and the Schools and Roads Fund. There were no federal findings in regards to either fund, he said.

Mr. Anderson said there were budget over-expenditures noted in the audit report that now require a letter from the Board to the State.

In discussing the over-expenditures, Ms. Knop said funds become out of compliance with Oregon Budget Law when they exceed appropriations. She said this continues to be an ongoing challenge and she did contact elected officials and department directors to go over their numbers to see what they would look like as of June 30<sup>th</sup> but, unfortunately, there were more over-expenditures in the last year than she’s ever seen during her time with the County. Some were COVID pandemic related and some were just missed, she said. There will be a final budget resolution at the end of the year to mitigate the over-expenditures, explained Ms. Knop. The funds with over-expenditures were noted on page 39 of the report.

Mr. Anderson said his team did visit the County but primarily performed the audit remotely. He thanked Ms. Knop and her staff for the added workload this put on them to scan documents.

#### Oregon Department of Transportation Fund Exchange Agreement

Matt Scrivner, Public Works Director

Mr. Scrivner explained the changes in the Fund Exchange Agreement process with ODOT and why he was requesting the Public Works Director be designated as the legal representative, instead of the Board of Commissioners. According to the agreement “...ODOT will annually make state funds available for which Recipient may exchange Recipient’s annual allocation of federal Surface Transportation Block Grant (STBG) funds...ODOT will annually determine the amount of STBG Funds...available to the Recipient and announce the STBG Funds amount via ODOT’s website in January of each year.” Brief discussion.

*Commissioner Doherty moved to approve Master Grant Agreement #34773 with the Oregon Department of Transportation, Fund Exchange Agreement, and authorize the Public Works Director as the legally designated representative, with a review of the new process to take place at the end of this year. Agreement effective when signed by all parties; availability of grant funds shall be from October 1, 2021 to September 30, 2024; Exchange Rates to be: a.) \$0.94 in Grant funds for \$1.00 of STBG Funds until December 31, 2021; b.) \$0.90 in Grant funds for \$1.00 of STBG funds January 1, 2022 and after. Commissioner Lindsay seconded. Discussion: Commissioner Doherty said he wanted to better understand why some entities do this one way and some another, so he wanted the Administrator and County Counsel to get together to help understand this. Unanimous approval.*

#### Request to Dispose of Equipment

Matt Scrivner, Public Works Director

*Commissioner Lindsay moved to approve the disposal of the following equipment by Public Works through GovDeals.com:*

1. 1989 International (#263), Vehicle Identification Number 1HTZPG3T3KH657321, with sander and plow (#550 and #545)
2. 1989 International (#264), VIN 1HTZPG3T1KH657320, with sander and plow (#3763 and #543)

*Commissioner Doherty seconded. Unanimous approval.*

#### New Position Requests – Compliance Planner and Emergency Manager

Lindsay Grogan, Human Resources Manager

##### Emergency Manager

Ms. Grogan said she and Administrator Darrell Green reevaluated the Emergency Manager job description to change the qualifications and lower the pay range, as discussed at the February 10<sup>th</sup> BOC meeting.

Mr. Green said the original job description placed it at pay range 18 but after the review, it landed at pay range 16, according to the JobMeas™ evaluation.

The Commissioners discussed whether the position was truly part-time or full-time and how other tasks could be assigned to ensure full-time duties. They also continued to discuss the line of reporting authority for this position, and funding, in particular grants or General Fund.

*Commissioner Doherty moved to move forward with the Emergency Manager position at pay range 16 on JobMeas™. Commissioner Lindsay seconded. Unanimous approval.*

Discussion continued on the above topics. The Board agreed by consensus to place the position outside the Sheriff's Office and under the County Administrator, but to bring it back next week to determine the budget information.

##### Compliance Planner

The Board discussed different scenarios for partially funding this position using the Building Permit Fund. Planning Director Tamra Mabbott, proposed using those funds for a portion of her salary, instead of the Compliance Planner.

*Commissioner Doherty moved to accept the Compliance Planner position at JobMeas™ 12 and direct staff to develop the best possible approach relative to the discussion. Commissioner Lindsay seconded. Chair Russell said staff will look into how to fund additional money into Planning out of the Building Permit Fund. Unanimous approval.*

#### Discussion – Enterprise Zone Manager for Columbia River Enterprise Zone III & County Representation

Chair Russell said while the CREZ III intergovernmental agreement was signed between the County and the Port of Morrow, there currently was not an Enterprise Zone Manager. In addition, the County needed to decide the three representatives to the CREZ III Board, he said. It was anticipated by the Port that a business might request to sign a new Enterprise Zone (EZ) agreement in the next four-to-six weeks, which means an organizational meeting was needed fairly quickly, he said.

Chair Russell said Greg Sweek was interested in being EZ Manager once again, assuming the new agreement would be the same he had as CREZ II EZ Manager.

Commissioner Lindsay said she had no problem with Mr. Sweek but she believed the IGA stated the CREZ III Board would choose and contract an EZ Manager, so perhaps a temporary contract with Mr. Sweek was needed to get to that point.

Commissioner Doherty said the County could take the position it was comfortable with Mr. Sweek and carry that message forward at the EZ Meeting, or we'd be getting the cart before the horse.

*Chair Russell moved to initially appoint the three Commissioners as representatives for the CREZ III Board. Commissioner Doherty seconded. Unanimous approval.*

**Break:** 10-28-10:35 a.m.

#### Discussion – March 30<sup>th</sup> Tour of Naval Weapons Systems Training Facility Boardman

Chair Russell asked if the other Commissioners were interested in the tour being offered by the Commander at Whidbey Island. All three Commissioners expressed interest and a few discussion topics were mentioned.

#### Emergency Operations Center Update

- Mr. Green said the EOC Team discussed organizing point-of-distribution (POD) events at food processing facilities in north County. He also talked about meetings taking place with representatives from the Oregon Health Authority and the Federal Emergency Management Agency to put together a POD pilot program in Morrow County to vaccinate large groups of people.
- Commissioner Lindsay reported that Morrow County, Columbia River Health and Murray's Drug were all receiving vaccine doses now.

#### Building Projects Updates

- Mr. Green said the foundation was poured for the Irrigon building. Electric car charging stations will be at the site and grant funding was being pursued to help pay for them.
- Commissioner Lindsay said the transfer of land for the Sheriff's Station 2 Building can be recorded after County Counsel review. Undersheriff John Bowles met with contractor David Allstott to determine the placement of the building on the site. A ground breaking ceremony will be planned soon.

#### **Department Reports**

- Community Development Department Director Gregg Zody reviewed his report.
- Planning Department Director Tamra Mabbott reviewed her report.
- Treasurer Jaylene Papineau reviewed her report.

#### **Correspondence**

- March 2021 Morrow County 4-H Newsletter
- March 25<sup>th</sup> article from Agri-Times Northwest – “Wind Turbine Grave Yard”

### **Commissioner Reports**

- The Commissioners opted to postpone their reports due to time.

Chair Russell said the Board would meet in Executive Session but no decisions were anticipated. The 11:00 a.m. Work Session would start following the Executive Session, he said.

**11:09 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

**11:29 a.m. Closed Executive Session**

**Signing of documents**

**Adjourned:** 11:40 a.m.