

Morrow County Board of Commissioners Meeting Minutes
November 9, 2022
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Chair Jim Doherty, Commissioner Melissa Lindsay, Commissioner Don Russell, Kevin Ince, Roberta Lutchter, Justin Nelson, Lisa Pratt, Mike Hughes

Present Via Zoom

Sandi Pointer, Del Turner, Ronda Fox, Julie Baker, David Sykes, SaBrina Bailey-Cave, Mary Killion, Mike Gorman, Heidi Turrell, Erin Anderson, Ana Pineyro, Torrie Griggs, Kirsti Cason, Erika Lasater, Katie Imes, Rick Stokoe, Diane Kilkenny, Karen Pettigrew, Yvonne Morter, Kelsey Crocker, Jaylene Papineau, Linda Skendzel, Anna Browne, Lisa Mittelsdorf, Aaron Moss, Robin Canaday, Kathy Street

City & Citizen Comments – None

Open Agenda

- Commissioner Lindsay requested to add a discussion regarding a letter of support for Randy Jones with the Department of Environmental Quality (DEQ), to continue his efforts on the Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Committee.
- County Counsel, Justin Nelson, asked to talk about the start time for next week's Board of Commissioners (BOC) meeting; and to decide a date for a BOC meeting at the Morrow County Government Center in Irrigon.
- Chair Doherty said he planned to bring an agenda item today (ambulance transport license request from Boardman Fire Rescue District) and he was happy to hear there were productive talks between John Murray, Chief Mike Hughes and Ken Browne. He said he built on that and talked to the Oregon Health Authority; the contracted mediator, Elizabeth Heckathorn; medical service providers; and ambulance service providers and short of some of the documentation the Board has discussed, there was potential for some movement. He said he visited with Mr. Nelson, this morning about adding it to the agenda, but his recommendation was to suspend it and allow him to get together with the parties and craft something that can come back on the Consent Calendar, maybe even next week. Chair Doherty said things could be parsed out and if it was withdrawn from the Consent Calendar, it could be set it over to the following week.
- Chair Doherty noted the membership dues invoice from the Northeast Oregon Water Association (NOWA) would be removed from the agenda and processed through Accounts Payable since the amount was budgeted during the annual Budget Committee Meetings in May.

Consent Calendar

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

1. *Accounts Payable and Payroll Payables*
2. *Minutes: October 26th and November 2nd*
3. *Amendment 8 to Oregon Health Authority Intergovernmental Agreement #169524 for the Financing of Public Health Services; and authorize Chair Doherty to sign on behalf of the County*

Commissioner Lindsay seconded. Unanimous approval.

Business Items

Resolution No. R-2022-24: Approving the Morrow County Credit Card Use Policy

Kevin Ince, Finance Director

Mr. Ince explained a Work Session on this topic was held October 26th and the version presented today encompasses the changes requested on that day. He provided a brief overview of the changes.

Commissioner Russell moved to approve Resolution No. R-2022-24: In the Matter of Transfer of Morrow County Credit Card Policy; to replace the current Morrow County Credit Card Policy last revised on March 2, 2016; and direct the Finance Director to implement the policy.

Commissioner Lindsay seconded. Discussion: Mike Gorman, Assessor/Tax Collector, said he was concerned about the requirement for a detailed receipt or invoice. He said there have been some cases where a detailed receipt, especially for meals, wasn't available. He said he ran into this with the prior Finance Director and staff and he didn't think the department should be on the hook to reimburse the County for lack of a receipt they couldn't get. This seemed extreme, he added. Commissioner Lindsay said the last time she got a handwritten receipt, she asked for a detailed receipt. In her experience as treasurer for the Association of Oregon Counties, the auditor required AOC to reduce its number of credit cards. Part of this is to make sure the County can hold the flexibility for staff, and follow best practices for the Finance Department, she explained. Mr. Ince said there will be some level of discretion and it was not the intention to penalize through policy, but more the intention to make every effort to add transparency to all transactions. Were this the private sector, subject to IRS regulations...an itemized receipt would be an absolute requirement...just to offer a comparison, he said. Commissioner Russell asked if he could add handwritten detail to a receipt that lacked detail. Mr. Ince said that would not work. Commissioner Russell then said he would need to make sure receipts meet the requirement for detail. Vote: Unanimous approval.

Payday Policy Change

Lindsay Grogan, Human Resources Director

Ms. Grogan said the request was to change the payroll date from every other Thursday to every other Friday. She listed the reasons for the request and said signed Letters of Agreement were obtained from both unions, Teamsters and AFSCME.

Commissioner Russell moved to approve the proposed payroll policy which changes the biweekly payday from Thursday to Friday. Commissioner Lindsay seconded. Discussion: Commissioner Lindsay said the fact Ms. Grogan ran this past the unions made it clear to her. Commissioner Russell said it would be a one-time hit to employees but if the unions agreed, he was behind it to give the payroll manager an opportunity for a little extra time. Ms. Grogan said it will take effect December 1st and an all-staff email will be sent to make sure they have three weeks of lead time in case changes are needed to automatic bill pays, things like that. Commissioner Russell asked when the second half of the 5% payroll bonus will come out. Ms. Grogan replied, the first payroll in December. Vote: Unanimous approval.

Access Agreement with DEQ – Former Ione Gas Station

Commissioner Lindsay said DEQ and the Environmental Protection Agency (EPA) were committed to this project that will ultimately get a property back into good standing for the economic development of the community. She said the property came into County ownership through foreclosure.

The agreement described the work as – to facilitate the environmental investigation of, and performance of removal or remedial actions, at the property located at 320 Main Street, Ione.

Commissioner Russell moved to approve the Access Agreement with the Oregon Department of Environmental Quality. Commissioner Lindsay seconded. Commissioner Lindsay asked to amend the motion to specify all three Commissioners would sign. Vote: Unanimous approval.

Break: 9:33-9:38 a.m.

Updated Contract with Ducote Consulting

Tamra Mabbott, Planning Department Director

Ms. Mabbott explained the funds allocated in the April 2021 contract have been exhausted. Ms. Mabbott requested the contract be renewed so Planning can continue to work with Nick Ducote on grants for several trail projects. The rate increased from \$90 per hour to \$100 per hour, she added. After a discussion about the County's Request for Proposals for Grant Writing Services, Commissioner Russell requested a Work Session to ensure there is some degree of coordination between departments requesting grant writing assistance.

Commissioner Lindsay moved to approve the updated contract with Ducote Consulting; effective November 9, 2022 and shall end no later than 60 days after the completion of the project; not-to-exceed amount \$10,000; and authorize Chair Doherty to sign on behalf of the County. Commissioner Russell seconded. Vote: Unanimous approval.

LUBGWMA Committee Discussion

Commissioner Lindsay distributed copies of the draft letter and explained Randy Jones, DEQ Regional Solutions Team, has been instrumental in the activities of the LUBGWMA Committee. He is set to retire at the end of the year and she asked the Board to consider signing the letter urging DEQ to continue his employment on a part-time basis through 2023. The letter will be signed jointly by the Umatilla County Board of Commissioners, she said.

Chair Doherty moved to join Umatilla County in supporting Randy Jones, as presented in the letter. Commissioner Lindsay seconded. Vote: Unanimous approval.

Upcoming BOC Meetings

The Board agreed to the following:

- Start the November 15th meeting at 9:15 a.m. to accommodate the schedule at the Association of Oregon Counties Annual Conference in Eugene.
- Hold a BOC Meeting at the Morrow County Government Center Building in Irrigon on November 23rd.

Old Business

Continuing Discussion on the County-Owned Cistern

The land on which the County-owned cistern is located is owned by the Willow Creek Valley Economic Development Group (WCVEDG), according to Commissioner Lindsay. Housing development infrastructure work has been occurring but the cistern issue needed to be resolved, she said. After discussion, Commissioner Lindsay said she would work with Eric Imes, Public Works Director, and return with more detailed information for the Board on November 23rd.

Department Reports

- The Surveyor's Quarterly Written Report, submitted by Matt Kenny, was reviewed
- The Planning Department Monthly Report, submitted by Ms. Mabbott, was reviewed
- The Treasurer's Monthly Report, submitted by Jaylene Papineau, was reviewed in her absence

Commissioner Liaison Reports

- Commissioner Russell said he spoke to Mr. Gorman and he requested a Work Session to discuss a policy for foreclosed property sales. The Work Session should include the Sheriff's Office, County Counsel, Finance Department and Treasurer.
- Commissioner Lindsay said yesterday's meeting of Department Directors & Elected Officials went well. She said she viewed IT and the Surveyor as similar to other contractors, like the tourism consultant, and perhaps they should fall under the Finance Director for management rather than having an assigned Commissioner Liaison. Commissioner Lindsay requested Mr. Ince bring the topic back for a more formal discussion. She also said the Commissioners need to make sure when having conversations with any departments, if they involve some directives and that Commissioner is not the liaison, that the liaison or County Counsel be included. She said a few conversations or directives have been given that she thought inappropriate without further conversations.
- Chair Doherty said the firm doing the wage study would like to meet with the Board on November 23rd, possibly in Executive Session.

Correspondence

- Letter to the Commissioners from Morrow County resident, Lisa Pratt. Ms. Pratt also serves on the Boardman Fire Rescue District Board. In the eight-page correspondence, including attached documentation, she asked the Board to explain how there is not a need for additional ambulances in Boardman.

Commissioner Reports

Brief reports were provided.

Signing of documents

Adjourned: 10:55 a.m.