

Morrow County Board of Commissioners Meeting Minutes
January 18, 2023
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Chair David Sykes, Commissioner Jeff Wenzholz, Roberta Lutcher, Justin Nelson, Jeff Bailey, Tamra Mabbott, Sandi Pointer, Mike Lees, Kevin Ince, Eric Imes, Katie Imes, Paul Gray, Ben Tucker, Jaylene Papineau, Rick Stokoe

Present Via Zoom

Cameron Anderson, Deona Siex, SaBrina Bailey-Cave, Nella Mae Parks, Robin Canaday, Zaira Sanchez, Erika Lasater, Linda Skendzel, Parole & Probation Staff Member, Kelly Doherty, PIVOT Architecture, Debbie Radie, Kirsti Cason, Torrie Griggs, Kaleb Lay, Mark Keith, Julie Baker, Heidi Turrell, Bobbi Childers, Christy Kenny, Ana Pineyro, Karen Pettigrew, Lisa Mittelsdorf, Nick Ducote, Staci Osmin, Ronda Fox, Brenda Proffitt, Mike Gorman

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

City & Citizen Comments

Zaira Sanchez, Oregon Rural Action, Director of Community Organizing Ms. Sanchez, who was attending via Zoom, said she was in a meeting room in Boardman with a group of people. She said they were concerned about the next steps in addressing the nitrate situation. Some people were dependent upon the water deliveries and some hadn't received testing, she said. Over the course of approximately six different individuals making comment, a request was made to provide Spanish language interpreters at BOC meetings, or the ability to switch to Spanish in Zoom. Staff responded to the concerns and said they would look into the Zoom option and report back to the Board.

Open Agenda: No items

Consent Calendar

Commissioner Wenzholz explained staff verified the legitimacy of this Board approving the minutes of meetings of the prior Board.

County Counsel, Justin Nelson, went on to say this Board would be approving the minutes, as prepared by staff, but not guaranteeing every word was correct.

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

- 1. Minutes: December 20, 2022 and December 21, 2022*
- 2. Resolution No. R-2023-3: In the Matter of Amending the Morrow County Personnel Policies with Respect to Vehicle Use by the Board of Commissioners*

Chair Sykes seconded. Vote: Unanimous approval.

Business Items

Interim Administrator Resignation

Chair Sykes explained Greg Sweek was hired as Interim Administrator but he submitted his letter of resignation to him personally on January 13th. The letter stated "the demands of the job require more time" than he could devote to the position.

The Board agreed by consensus to advertise the position on the County website for one week; to list the hourly rate as the same as the former Administrator, Darrell Green; and to advertise it as 30 hours per week, with the possibility for more hours, in consultation with the successful applicant.

Request from Willow Creek Terrace Assisted Living Facility

Jeff Bailey, Board of Directors, Secretary/Treasurer

Mr. Bailey said he was following-up with a monetary request after the Work Session on December 28th. The assisted living facility's 2022 operating results had a net income loss of about \$90,000, and while the 2023 budget showed improvement, a \$43,000 loss was anticipated. He said the request was for \$100,000 but they could use \$150,000.

Finance Director, Kevin Ince, said there were adequate funds and he would be comfortable with an amount up to \$150,000. He recommended the American Rescue Plan Act (ARPA) funds be used because the request aligned well with the original intent of those funds. He continued, the funds were to provide grant funding for businesses but the "guardrails" around the use of funds have been substantially widened. They were originally constrained for impacts due to COVID and this was in line with the original use and the current rules, he added.

Chair Sykes moved to approve \$150,000 to Willow Creek Terrace Assisted Living Facility. Commissioner Wenholz seconded. Discussion: Chair Sykes commented the facility's need for funds stemmed from COVID-related problems. Mr. Bailey agreed, adding there were staffing and supply chain issues. December marked the first time they were fully rented. It's been a long haul – two years of not being able to interview tenants for suitability for our facility. We've recently hired a new administrator, he stated. Mr. Ince recommended the funds be awarded through a grant agreement because Willow Creek Terrace would have to meet certain obligations as a subrecipient of federal funds that the County was obligated to ensure were being followed – mostly related to lobbying activities. Commissioner Wenholz said, for clarification, it will be a in the form of a grant. Vote: Unanimous approval.

Financial Statements & Independent Auditors' Report, June 30, 2022

Cameron Anderson, Barnett & Moro

Mr. Anderson provided an overview of the report, including such things as the Report on the Financial Statements, Statement of Net Position of the County, and the Single Audit, a requirement as a recipient of federal funds. There were no compliance issues with regard to federal awards, he said.

Mr. Anderson said there were no internal control findings, with the exception of a few budget over-expenditures. This happened every year and was technically noncompliant, he said. The State will look at the letter in the back of the report which referenced the budget over-expenditures. Other than that, it was a good, unmodified opinion, he said. He thanked Mr. Ince and his team for the work in getting things to them, after that office went through a staffing transition.

Chair Sykes moved to accept the Morrow County, Oregon, Financial Statements and Independent Auditors' Report, June 30, 2022. Commissioner Wenholz seconded. Vote: Unanimous approval.

Transit Facility Project and Access Agreement

Rick Stokoe, Interim Manager, City of Boardman

Mike Lees, Project Manager, Anderson Perry & Associated, Inc.

Mr. Stokoe said the City of Boardman was working on a sidewalk project from Main Street all the way along Columbia Avenue to Olson Road. The project has been in the works for three to four years and they've obtained five other easements. He then requested an easement and access agreement from the County in order to finish the sidewalk project.

Mr. Lees, affiliated with the City of Boardman, explained Boardman's project was underway and the contractor estimated to be at the two County-owned lots by the end of this month.

Benjamin Tucker, Transit Manager for The Loop/Public Transit, discussed the County's project and the plans developed by PIVOT Architecture for the County-owned lots. A transit facility will be constructed on those lots.

The project plans for the City of Boardman and The Loop do not mesh and either party would incur added costs to accommodate the other's plans.

Commissioner Wenholz asked Mr. Tucker to meet with the City of Boardman's Planning Director as soon as possible to make sure there was "nothing glaring" in the County's plans. This will help the Commissioners have a better idea on how to move forward, he said. He then asked Mr. Tucker to report back to the Board with his findings.

Public Works Purchase Request – Mini Excavator

Sandi Pointer, Public Works

Ms. Pointer said the funds for the backhoe for the two Transfer Stations were approved at the Budget Committee Meetings in May and she located a used backhoe in good condition. She also said the Department of Environmental Quality required the areas to be cleaner and the grapple attachment would assist with that requirement.

Commissioner Wenholz moved to approve the purchase of the 3-5D CRCB Mini Excavator with attached RotoBec grapple in the amount of \$61,293.67. Chair Sykes seconded. Discussion: Ms. Pointer verified the backhoe had enough lift to accommodate the tasks at the Transfer Stations. She said she had enough funds remaining out of the amount budgeted to purchase a trailer for transporting the backhoe between the two Transfer Stations. Vote: Unanimous approval.

Break: 10:25-10:34 a.m.

Morrow County Public Transit Advisory Committee Appointment Requests

Benjamin Tucker, Transit Manager, The Loop/Public Transit

Mr. Tucker requested the Board appoint him to the Committee, as well as former Transit Manager, Katie Imes.

Commissioner Wenholz moved to appoint Benjamin Tucker to the Morrow County Public Transit Advisory Committee, representing Public Transportation Service Providers; term to be January 18, 2023 to January 18, 2026. Chair Sykes seconded. Vote: Unanimous approval.

Commissioner Wenholz moved to appoint Katie Imes to the Morrow County Public Transit Advisory Committee, representing Lexington; term to be January 18, 2023 to January 18, 2026. Chair Sykes seconded. Vote: Unanimous approval.

Request to Apply for Oregon Community Paths Grant

Tamra Mabbott, Planning Director

Ms. Mabbott said several grant opportunities have been identified for the Heritage Trail. The Oregon Department of Transportation (ODOT), Community Paths Grant will require a matching amount from the County of \$40,000, if awarded. This is the first step, she said. After that, a grant application will be submitted to ODOT for construction, which will require a matching amount from the County of \$600,000 or more. She asked for support from the Board to start the process to budget for the match for the construction phase, assuming the County was successful.

Contracted grant writer, Nick Ducote of Ducote Consulting, said a clear picture of the funding won't be known until 2024. According to Mr. Ducote, federal grants like this require a 30% match and it could be as much as \$2 million. That will be avoided, if possible, but some of that could be made up by other grants, said Mr. Ducote.

Finance Director, Kevin Ince, suggested a \$2 million capital project reserve fund be established and the County begin allocating at budget time. Some sources could be the General Fund or Strategic Investment Program (SIP) funds. If grant funds become available for the match, the County would supplant those funds with the additional grant funds, he said.

Commissioner Wenholz moved to proceed with the \$40,000 for the design phase. Chair Sykes seconded. Vote: Unanimous approval.

Department Reports

- The Juvenile Department Quarterly Report was provided by Christy Kenny, Director
- The Loop/Public Transit Quarterly Report was provided by Mr. Tucker. He and former Transit Manager, Katie Imes, updated the Board on the transit facility planned in Boardman. An update was heard from two representatives with PIVOT Architecture, as well.
- The Emergency Management Quarterly Report was provided by Paul Gray, Emergency Manager.

Commissioner Reports

Brief reports of activity were provided by both Commissioners.

Signing of Documents

Adjourned: 11:20 a.m.