

Morrow County Board of Commissioners Meeting Minutes
July 5, 2023
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Chair David Sykes, Commissioner Jeff Wenzholz, Commissioner Roy Drago Jr., Roberta Vanderwall, Roberta Lutchter, Justin Nelson, Sue Gibbs, Benjamin Tucker, Kevin Ince, Lindsay Grogan; Non-Staff: Kalie Davis

Present Via Zoom

SaBrina Bailey-Cave, Deona Siex, Sandi Pointer, Mike Gorman, Paul Gray, Yvonne Morter, Robin Canaday, Valerie Ballard, Susie Thompson, Tamra Mabbott, Eric Imes, Melissa Camarillo, Ronda Fox; Non-Staff: Erika Lasater, J. Foster, Sheena Sharma, LeAnn Wright, J. Collins, Patrick Collins

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

City & Citizen Comments: None

Open Agenda: Commissioner Wenzholz requested to add a discussion about the County participating, financially, in the ribbon cutting celebration at the former Army Depot, now known as Camp Rees. The Columbia Development Authority is organizing the event, he noted.

Roberta Vanderwall, Interim Administrator, requested to add an out-of-state travel request from Tamra Mabbott. Ms. Vanderwall said the request was timely but it was inadvertently overlooked.

Consent Agenda

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

- 1. Agreement & Authorization for Engineering Consulting Services with Century West Engineering; effective July 5, 2023 with Project Closeout from September-December 2024; Lexington Airport Taxiway D Reconstruction; \$271,806*
- 2. Intergovernmental Agreement between Umatilla County Health Department and Morrow County Public Health, Nurse Family Partnership; effective July 1, 2022 with funding to be on a fiscal year basis subject to annual appropriation of funds*
- 3. Amendment 1 to Oregon Department of Transportation (ODOT) Grant Agreement #35352, Operating Assistance – Rural Veterans Healthcare Transportation Program; effective when fully executed to September 30, 2023; \$47,500*
- 4. ODOT Agreement #35429, Administration & Mobility Management, and Passenger Shelters; effective when fully executed to June 30, 2025; \$420,263 Federal share with a \$48,102 County match*
- 5. ODOT Agreement #35480, Purchased Services, Mobility Management & Preventive Maintenance; effective when fully executed to June 30, 2025; \$123,814 Federal share with a \$14,171 County match*
- 6. ODOT Agreement #35597, Boardman-Port of Morrow Circular Operations; effective when fully executed to June 30, 2025; \$484,000 State share with a \$121,000 County match*
- 7. ODOT Agreement #35598, Heppner-Boardman Connector Operations, effective when fully executed to June 30, 2025; \$241,600 State share with a \$60,400 County match*

Commissioner Drago seconded. Vote: Unanimous approval.

Business Items

Project Updates

Kalie Davis, External Affairs, AWS Infrastructure Global Expansion

Ms. Davis shared a video from AWS' docuseries about collaborations in education and small businesses in eastern Oregon. The video told the story of Boardman entrepreneur Alma Nunez Lezama and her business, Xocolatl Bakery. Ms. Davis said the bakery makes the cookies for AWS events all over the world. Ms. Davis then went through her slide presentation titled, "Stories of Economic Mobility in Eastern Oregon." A brief question and answer session was held.

Award Request for Proposals (RFP), Heritage Trail Interpretive Panel Project

Tamra Mabbott, Planning Director

Ms. Mabbott said the team in the Planning Department that reviewed the proposals recommended announcing the intent to award to Sea Reach Ltd.

Commissioner Drago moved to authorize staff to post the Notice of Intent to Award to Sea Reach Ltd. and proceed with development of a contract. Commissioner Wenholtz seconded. Vote: Unanimous approval.

ODOT Compliance Review Findings – Morrow County Public Transit/The Loop

Benjamin Tucker, Transit Manager

Mr. Tucker said the majority of findings from the April review have been, or are being addressed. He said they mainly concerned accounting practices, such as on-time reporting of grants and reimbursements, and the lack of a cash handling policy. Another finding related to on-time completion of preventive maintenance. Mr. Tucker said ODOT wanted the County to update its Title VI (Civil Rights) Policy, which will come to the Board for approval in the near future.

Finance Director, Kevin Ince, assisted Mr. Tucker during the April review and said the County knew where the issues would be, based on the just completed review in the Public Health Department. He said he would have multiple policies for adoption at the next BOC meeting and it would then be a matter of getting people trained.

Reporting Structure Change for Emergency Manager Position

Roberta Vanderwall, Interim Administrator

Ms. Vanderwall explained in 2021, this position was placed under the supervision of the Administrator. After a re-evaluation and discussions with Sheriff John Bowles, it's recommended it be returned to the supervision of the Sheriff's Office. Discussion.

Commissioner Wenholtz moved to approve the reporting structure of the Emergency Manager position be transferred from the Administrator to the Sheriff. Commissioner Drago seconded. Vote: Unanimous approval.

Review County Promotion Policy

Lindsay Grogan, Human Resources Director

Ms. Grogan reviewed the proposed changes to policy that would apply to “employees who are non-union or the group’s collective bargaining agreement doesn’t address it.” The policy will now read: “When an employee is promoted, they will be paid at the first step of the new pay range that provides for a 5% increase in pay, not-to-exceed the top step of the range.”

Discussion.

Commissioner Wenholz moved to approve the proposed changes to the Promotion Policy. Commissioner Drago seconded. Vote: Unanimous approval.

Circuit Court Building Space Needs Analysis & RFP

Chair Sykes and Roberta Vanderwall, Interim Administrator

Chair Sykes discussed the sequence of events leading up to the \$12.45 million grant from the State for 50% of the cost of a new Circuit Court Building. The County will provide the remaining 50%. He said the committee reviewed sites and concluded the County-owned property near the Fairgrounds would be best. The committee consisted of himself, Ms. Vanderwall, Mr. Ince and Judge Daniel Hill. The Board agreed by consensus to move forward with an RFP for a project manager.

During the ensuing discussion, the following points were made:

- The historic Courthouse will continue to house County offices.
- Renovations are needed at the historic Courthouse and they will be incorporated into a plan. Chair Sykes and Ms. Vanderwall will develop that plan and present it to the Board.
- A name for the new building needs to be determined in order to differentiate it from the historic Courthouse.
- The forum for public input will be during the County’s application for a conditional use permit with the City of Heppner.
- The project timeline is unknown at this point as the project is in the very early stages.

Break: 10:30-10:35 a.m.

Ribbon Cutting Ceremony – Camp Rees

Commissioner Wenholz said each of the five entities that make up the Columbia Development Authority were asked to provide \$1,100 for the catering for the July 12th ribbon cutting ceremony.

Commissioner Wenholz moved to approve the County contribution of \$1,100 to the Columbia Development Authority for the ribbon cutting ceremony. Commissioner Drago seconded. Vote: Unanimous approval.

Out-of-State Travel Request

Tamra Mabbott, Planning Director

Ms. Mabbott requested approval to travel to the Western Planner Conference in Anchorage, Alaska in September.

Commissioner Wenholz moved to approve the Out-of-State Travel Request from the Planning Director. Commissioner Drago seconded. Vote: Unanimous approval.

Department Reports

The following reports were provided:

- Fair Office Quarterly Report by Sue Gibbs
- Sheriff's Office Monthly Report by Melissa Camarillo
- Written Road Department Monthly Report
- Human Resources Quarterly Report by Ms. Grogan
- Public Health Quarterly Report by Robin Canaday
- Verbal District Attorney's Quarterly Report by Justin Nelson

Legislative Updates: None

Correspondence: None

Commissioner Reports

Each Commissioner provided a brief report of activity.

Executive Session

At 11:16 a.m., Chair Sykes read the following executive session citation and said at its conclusion, the Board would return to open session for a potential decision: Pursuant to ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

11:44 a.m.: Closed Executive Session

Chair Sykes said there were no action items following the Executive Session.

Signing of documents

Adjourned: 11:45 a.m.