

Board of Commissioners Meeting Minutes
May 3, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer
Richard Tovey, County Counsel
Roberta Lutcher, Executive Assistant

Call to Order: 9:00 a.m., followed by pledge of allegiance

City and Citizen Comments: No comments

Open Agenda: Requests to add the following were approved:

1. Award and sign Trucking Contract
2. Contract for Roofing Repairs for three County buildings
3. Application for Necessity to Build on Right-of-Way #OLS

Consent Calendar

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

1. *Accounts Payable dated May 4, 2017; Shell Oil/Chevron AP Run dated April 24, 2017; Payroll Payables, Immediates & Electronic dated April 25, 2017; April 2017 One-Time Retirement Tax Payment dated April 26, 2017*

Commissioner Doherty seconded. Unanimous approval.

Business Items

Minutes

Commissioner Doherty moved to approve the revised minutes of April 5, 2017 and the minutes of April 12, 2017 as presented. Commissioner Russell seconded. Unanimous approval.

Discussion – Rodeo Committee

Jerry Sorte, Administrative Officer

Mr. Sorte said the Rodeo Committee recently chose to separate from the County and become a 501(c) organization. Toward that end, the County will draft an agreement for the rodeo itself and bring it to the Board for review, he said. After a brief discussion, the Board agreed to Chair Lindsay acting as a liaison between the County and the Rodeo Committee. Commissioner Doherty said he would like to know how the change will impact the Rodeo Committee's future monetary requests to the County.

Trucking Contract for Public Works – Road Department

Sandi Pointer, Public Works Management Assistant

Ms. Pointer explained the contract is for work on an as-needed basis, specifies the rates, and does not guarantee work will be available. It's similar to other contracts for services, such as our fencing contract, she said.

Commissioner Doherty moved to approve the Contract for Trucking Services with Andy Ashbeck Trucking LLC, effective on the date signed by all parties and set to expire three years from execution of this agreement. Commissioner Russell seconded. Unanimous approval.

Roofing Contract

Sandi Pointer, Public Works Management Assistant

Ms. Pointer reviewed the Request for Proposal process that was undertaken and asked the Board to approve the Roofing Contract with Seth Moses Roofing and Restoration. The three buildings in need of roof repairs are the Museum Building on Main Street in Heppner; Quonset hut that houses the General Maintenance shop at the Lexington Airport; and the Public Health Department Building in Boardman. Ms. Pointer said the questions about warranties after the Bid Opening on April 19th were answered and, after review by committee, the recommendation is Seth Moses Roofing and Restoration.

Commissioner Russell moved to approve the Contract for Roofing Repairs on Three County Buildings with Seth Moses Roofing and Restoration, as outlined in the contract. Commissioner Doherty seconded. Unanimous approval.

Purchase Pre-Authorization Requests – Roofing Repairs

Sandi Pointer, Public Works Management Assistant

Commissioner Russell moved to approve the following Purchase Pre-Authorization Requests for Roofing Repairs with Seth Moses Roofing and Restoration and authorize Chair Lindsay to sign on behalf of the County:

- 1. Elastomeric Roof Coating for Quonset hut at Lexington Airport: \$6,250*
- 2. Elastomeric Roof Coating and other repairs on the Morrow County Museum Building, 444 N. Main St., Heppner: \$11,425*
- 3. Re-roof Morrow County Public Health Building, 101 Boardman Ave., Boardman: \$20,200*

Commissioner Doherty seconded. Unanimous approval.

Permit Application #OLS

Matt Scrivner, Assistant Road Master

Commissioner Russell moved to approve Application for Necessity to Build on Right-of-Way #OLS from the Port of Morrow for a freshwater line and sleeve to be bored under Columbia Lane near the intersection with Laurel Road. Commissioner Doherty seconded. Unanimous approval.

Department Reports

Administrative Officer Monthly Report

Jerry Sorte, Administrative Officer

Mr. Sorte discussed recent activities such as:

- Meetings regarding space issues on the second floor of the Courthouse with the involved parties - Circuit Court, Justice Court, District Attorney's Office
- Budget preparation meetings with the Finance Director and staff
- Project meetings with Department Heads
- BOC meeting preparation, attendance and follow-up
- Budget Committee meetings preparation and attendance
- Day-to-day administrative tasks
- Worked with Greater Eastern Oregon Development Corporation on the structuring of the Equity Fund Loan Committee meetings

Additional details were provided on a variety of projects in Mr. Sorte's written report. When the topic of north County facility planning was brought up, various discussions ensued. The Board ultimately directed Mr. Sorte to obtain cost figures on acquiring the vacant Blue Mountain Community College building in Boardman and converting it for use by departments already in Boardman at the Docken Building (Public Health, Juvenile Department, Deputy District Attorney, Local Public Safety Coordinating Council Coordinator). That would necessitate selling the Docken Building, which the Board asked Mr. Sorte to research, as well. Mr. Sorte was also asked to gather figures on constructing a new facility in Irrigon to house current departments located there with the exception of the Clerk's Office, which could be in either Irrigon or Boardman for the one day per week she is in north County. Commissioner Russell put forth the idea of sharing costs to hire a Building Project Manager with other government entities in the area such as the Port of Morrow, and the communities in the County.

Treasurer's Monthly Report

Gayle Gutierrez, Treasurer

Ms. Gutierrez provided the Pooled Cash Report, and current interest rates for the Local Government Investment Pool (1.3%), and Bank of Eastern Oregon (0.05%). She also informed the Board she revised the Treasurer's Investment Policy and submitted it to the Oregon State Treasury for the required review. She said the revision adds the ability of the Treasurer to invest funds for a time period longer than the current 18 months. Ms. Gutierrez noted several items were not included in the report due only to timing issues. Chair Lindsay suggested future reports be for the most recent month that has been closed out, even if it means running a month behind.

Assessment & Tax Quarterly Report

Mike Gorman, Assessor/Tax Collector

Mr. Gorman's report covered the following:

- 2016-2017 taxes left to collect: \$1,872,897
- Taxes become delinquent May 16th, one day after the May 15th due date
- Real Property taxes must be delinquent for four years before the foreclosure process begins.

- Unpaid Personal Property taxes (including personal manufactured homes) become a lien against the owner and the assets can be seized the day they become delinquent.
- No reappraisal efforts this year as the focus is to get the two new Appraiser Trainees certified. Reappraising will begin in Boardman January 1, 2018.
- Staff will be reviewing all Market Farmland and Mountain Recreational tracts this summer.
- There have been numerous legislative bills involving Assessment and Tax, and Mr. Gorman said he is on a legislative committee for the State Assessor's Association. He said he has submitted written testimony on several bills. Chair Lindsay asked that the Commissioners be copied on correspondence for informational purposes or in the event they could further any causes. Commissioner Doherty agreed and added he would like to see all Department Heads informing the Board about legislative matters that could impact the County, again in the capacity of providing assistance in some way.
- Mr. Gorman discussed the need to increase the limit on the credit card for the Assessor's Office to \$5,000. He said the card already had a balance from trainings last month when four staff members attending training this week attempted to use it but it was declined. He said he called Ms. Gutierrez to increase the limit from \$2,000 to \$2,500. Ms. Knop explained the Finance Director is the contact person for Visa cards and generally when Departments become aware of the need for staff travel, they contact her to either temporarily increase the credit limit or make arrangements to pay lodging by check. She said the Assessor's Office is one of only a few Departments with just one Visa card. Mr. Gorman asked that the limit be increased instead of having to contact the Finance Department each time. Mr. Sorte said permanent increases to credit card limits require Board approval and perhaps the Board should review the credit card policy. After brief discussion, and since the Assessor's Office card limit was already raised to \$2,500, the Board agreed to review the County's credit card policy.

Board Request for Access to County Bank Accounts

Chair Lindsay said because of the County's Budget Committee Meeting process she delayed the discussion of access to County bank accounts. She said currently the Treasurer is the only person who can inquire about County accounts, loans, etc. She said she would like to draft a letter authorizing the Finance Department, at a minimum, and the Board of Commissioners to obtain information from our banks. She clarified it would be for information and inquiry, not to move money.

Ms. Gutierrez said the Board does have access by asking her. Chair Lindsay said inquiry access should not be in the hands of a singular person. Ms. Gutierrez said she would not sign the letter.

Mr. Sorte said he could draft a letter for signature by the Chair to allow the Finance Director and the Board of Commissioners the ability to inquire about loans, deposit accounts and other accounts at banking institutions.

Ms. Gutierrez asked the Commissioners about the kind of information they are seeking. Chair Lindsay said she wanted to be able to ask any kind of question, and she didn't believe it should be a one-person situation for proper checks and balances. Commissioner Russell agreed and said often times the answer to one question leads to another and going through the Treasurer for each question would be inefficient. Ms. Gutierrez said she wasn't sure and that she wouldn't sign. Shortly thereafter she left the meeting.

Mr. Sorte said the Board could set a policy that lists certain individuals have inquiry access to accounts as opposed to signing a letter.

Commissioner Russell moved to authorize the Administrative Officer to draft policy that lists the three Commissioners, Finance Director and Treasurer have access to inquire about all bank functions with all financial institutions. Commissioner Doherty seconded. Unanimous approval.

Correspondence

- Information packet and announcements from the Irrigon Chamber of Commerce.
- Email from Rex Baker, Loan Officer, Greater Eastern Oregon Development Corporation, informing the Board he was in error when he told them of the term length on the most recent Equity Fund loan. Mr. Baker's correspondence stated, "I would like to have it noted, or amended as need be, that while the original loan completed in 2011 for the Millers, now Blue Mountain Manufacturing, was originally approved with a 'term of up to 10 years,' that the original loan was actually amortized over 84 months (7 years), at closing. As I am only modifying the original note, I would like the record to indicate that the new, modified term, matches the original term of 7 years, and not the 10 years, as I had explained at the Commissioners meeting. The original loan amount, and interest rate of \$85,000 and 6.5% respectively, are the same as the original note."

Regarding the approval of the Morrow County Equity Fund loan to Blue Mountain Manufacturing on April 26, 2017, Commissioner Doherty moved that the record reflect the original note has been modified and the term is 7 years, not 10 years. Commissioner Russell seconded. Unanimous approval.

Commissioner Reports

- Commissioner Doherty attended the Military Economic Advisory Committee meeting, followed by a meeting with Karen Wagner, Senator Jeff Merkley's Field Representative, to discuss Payments in Lieu of Taxes and Secure Rural Schools (SRS) funding. He said he and Chair Lindsay attended Senator Ron Wyden's Town Hall event on April 21st and subsequently met with his Field Representative to discuss those same topics. Commissioner Doherty said a communication with Association of Oregon Counties indicated President Donald Trump plans to keep the PILT program intact, and possibly increase it. That means about \$300,000 to Morrow County, he said. Commissioner Doherty and Chair Lindsay attended the most recent session of County College which held at the NORCOR Juvenile Detention Facility in The Dalles. Commissioner Doherty

said the Board attended last week's Budget Committee meetings and while there were a few "bumps," he commended Mr. Sorte and Ms. Knop for the user-friendly presentation of materials. He did ask that materials be to the Board and Budget Committee earlier next year. Commissioner Doherty said the Road Committee met and were informed of the funding for roads and infrastructure by the Budget Committee. The Road Committee members seemed to be enthusiastic about the decision, he said. Commissioner Doherty also discussed a meeting with Patrick McGuire, a consultant with Oregon State University who is working on a project studying the interaction between water, agriculture and energy on the economies of Morrow and Umatilla Counties.

- Commissioner Russell said he may attend the National Association of Counties, Western Interstate Region Conference in Chair Lindsay's place because she has a scheduling conflict. He said he attended the ribbon cutting ceremony for the new Workforce Training Center in Boardman and noted one of the meeting rooms in the facility is named after former County Judge Louis Carlson and his wife Betty. In a meeting with Kathleen Cathey, Sen. Wyden's Field Representative, he said he was asked to support Sen. Wyden's position on PILT and SRS, which he said he agreed to as they're important programs to Morrow County and the State of Oregon. Commissioner Russell said he and Chair Lindsay also attended the Road Committee meeting and he agreed with Commissioner Doherty's assessment that they were pleased with the County's funding level to the Road Department/Public Works.
- Chair Lindsay attended the Neighborhood Center Board meeting where it was noted the Center's statistics have increased substantially. She said she learned a great deal about the juvenile justice system at the County College session at NORCOR. Chair Lindsay attended the Pioneer Memorial Hospital Foundation dinner as one of its Board members and informed the Commissioners of some of the cooperative efforts of the foundation to keep the hospital more viable. The foundation is also a source of scholarships, she said. Chair Lindsay also complimented staff for the information presented during the Budget Meetings. She said she attended a Planning Commission Work Session but is concerned at the length of those meetings. The Bylaws of the Road Committee are yet to be finalized, she reminded. Chair Lindsay provided an update on the Energy Facility Siting Council hearing process for Wheatridge Wind Energy. She said the application was issued and the Council will not move further on the contested case. Chair Lindsay said she and Mr. Sorte attended Sen. Merkley's Town Hall meeting on April 30th, as well as a pre-meeting. The Senator's plan to have 100% renewable energy by 2050 was discussed. She voiced her opinion it may be difficult to achieve when it's already hard to get across Federal land with an existing line.

Adjourned: 11:21 a.m.