

Morrow County Board of Commissioners Meeting Minutes
November 1, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay	Karen Wolff, Human Resources Director
Commissioner Don Russell	Justin Nelson, County Counsel
Commissioner Jim Doherty	Richard Tovey, County Counsel
Kim Cutsforth, Interim Administrative Officer	Roberta Lutcher, Executive Assistant
Kate Knop, Finance Director	

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

City and Citizen Comments: No comments

Open Agenda: Request to add to Consent Calendar - Port of Morrow letters of support

Consent Calendar

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

- 1. Accounts Payable dated November 2nd in the amount of \$248,555.30; Payroll Payables, Immediates & Electronic dated October 24th*
- 2. BOC Regular Meeting Minutes of October 11th and 18th*
- 3. CareVan Good Shepherd Purchase Service Agreement, effective July 1, 2017 through June 30, 2019*
- 4. ODS Community Health, Inc. Participating Provider Agreement; effective upon signature by all parties*
- 5. Resolution R-2017-29: In the Matter of Transferring Appropriations within the Morrow County Road Fund, Pursuant to ORS 294.463(1), which increases expenditures in the Morrow County Road Fund by \$210,000 to purchase equipment*
- 6. Resolution R-2017-30: In the Matter of Acknowledging Morrow County's Policy for Retirement Benefit Estimates*
- 7. Personal and Professional Services Contract for Plumbing Services with Blue Mountain Plumbing, LLC; effective upon signature by all parties for three years*
- 8. Personal and Professional Services Contract for Electrical Services with Wight's Electric; effective upon signature by all parties for three years*
- 9. Oregon Department of Transportation 2017 Fund Exchange Agreement No. 32127*
- 10. Letters in support of Port of Morrow grant applications to two U.S. Department of Transportation programs (Transportation Investment Generating Economic Recovery; Infrastructure for Rebuilding America)*

9:02 a.m. Public Hearing

Supplemental Budget Action, Victim/Witness Fund, Resolution R-2017-28

Chair Lindsay called for abstentions or conflicts of interest; each Commissioner said there were no reasons to abstain and no conflicts of interest. The Staff Report was then provided by Kate Knop, Finance Director, and background information was provided by Justin Nelson, District Attorney.

Ms. Knop explained the Victims of Crime Act (VOCA) and Criminal Fines Account (CFA) grant applications became available after the Fiscal Year 2017-18 Budget was adopted. The additional VOCA/CFA funds now anticipated will increase the Victim/Witness Fund by \$26,449. In addition, the grant requires a match from the General Fund in the amount of \$11,482, however, a total of \$30,000 is requested to support the Victim/Witness Advocate position to balance the budget. District Attorney Justin Nelson then provided additional background information.

Chair Lindsay and Commissioner Doherty voiced concerns that the direction from last spring's Budget Hearings was the Victim/Witness position, held by Deona Siex, was to remain grant funded and not supported by the General Fund.

After receiving no responses to calls for testimony by proponents or opponents, Chair Lindsay closed the Public Hearing.

Commissioner Russell moved to approve Resolution Number R-2017-28 – In the Matter of Appropriations for Fiscal Year beginning July 1, 2017. (The Supplemental Budget Resolution increases the Victim/Witness Fund budget by \$67,249, which includes the VOCA/CFA Non-Competitive Grant revenue in excess of the adopted budget in the amount of \$26,449; a General Fund transfer-in of \$30,000; and an increase in the Beginning Fund Balance for the VOCA One-Time Grant carry-over increase in the amount of \$10,800.) Discussion: Commissioner Doherty asked Mr. Nelson if grant revenue will be unknown when this budget is presented each year during Budget Hearings. Mr. Nelson replied he estimated amounts in the past, and said he would like to see this position fully funded by the General Fund. Commissioner Doherty said if this position becomes General Fund supported, it would be with the caveat grants still be obtained. Mr. Nelson said that could be an option but he didn't know if the grant funds could go to the General Fund. Chair Lindsay said the Board has been clear that grant-supported positions should not move to the General Fund. Commissioner Doherty said every effort needs to be made to achieve grants. Mr. Nelson said he would find a use for grant funds either through direct victim services, housing, transportation, etc. Unanimous approval.

Business Items

Review End Dump Trailer Bids; Award Bid

Burke O'Brien, Public Works Director

Matt Scrivner, Assistant Road Master

After reviewing the bids, Mr. Scrivner said Public Works recommends awarding the bid to Northwest Equipment Sales in Hermiston rather than the low bid from Utility Truck & Equipment in Boise, Idaho. He said the following reasons justify Northwest Equipment's

\$9,000 difference –their earlier delivery date; free delivery to Lexington versus multiple trips to Idaho to pick up the equipment; better installation options on the trucks; and no travel expenses to Idaho for future maintenance issues.

Based upon the recommendation of Public Works, Commissioner Doherty moved to accept the bid from Northwest Equipment Sales in the amount of \$209,292 for End Dump Trailers. Commissioner Russell seconded. Unanimous approval.

Review Purchase Pre-Authorization Request for End Dump Trailers

Commissioner Doherty moved to approve the Purchase Pre-Authorization Request for three End Dump Trailers, Wet Kit Installations and Fifth Wheel Locks on four Public Works trucks from Northwest Equipment Sales, Hermiston, in the amount of \$209,292. Commissioner Russell seconded. Unanimous approval.

Review Bids to Remove/Replace Soil at the Indoor and Outdoor Arenas at the Fairgrounds; Award Bid

Burke O'Brien, Public Works Director

Sandi Pointer, Public Works Management Assistant

Mr. O'Brien said the funds for the project will come from the Howard & Beth Bryant Foundation. Ms. Pointer reviewed the bids and recommended awarding to Miller and Sons. It was noted the need for the soil replacement is because the existing soil produces a very fine dust that is easily inhaled.

Commissioner Russell moved to award the bid for soil removal and replacement at the indoor and outdoor arenas at the Fairgrounds to Miller and Sons and directed staff to draft the necessary contract in the amount of \$20,390. Commissioner Doherty seconded. Unanimous approval.

Public Works Organizational Structure

Karen Wolff, Human Resources Director

Burke O'Brien, Public Works Director

Ms. Wolff said due to Mr. O'Brien's impending retirement on November 30th, now may be a good time to look at the organizational structure within Public Works. Discussion. After hearing Mr. O'Brien's assessment that the current structure has proven effective, the Commissioners determined changes were not necessary.

The Board also discussed the recruitment process for a new Public Works Director. The recommendation emerged to first conduct an internal recruitment. Interim Administrative Officer, Kim Cutsforth, and Mr. O'Brien were tasked with forming a committee to review the applications received from the internal recruitment.

Board of Commissioners November Meeting Schedule

The Board decided the November schedule will be altered as follows:

- November 15th will be a brief call-in meeting to approve the Consent Calendar because the Commissioners will be in Eugene for the Association of Oregon Counties Annual Conference.
- November 22nd – no meeting
- The Board will meet November 29th to make up for cancelling November 22nd. (November 29th is a fifth Wednesday and BOC meetings are not typically held on a fifth Wednesday.)

Surveyor Compensation Discussion

Karen Wolff, Human Resources Director

Stephen Haddock, County Surveyor

As stated by Ms. Wolff, the question to be determined is whether the elected Surveyor is to be compensated as a fee-based official or as an employee like the other Elected Officials. After extension conversations, the Board opted to have the Internal Revenue Service make the determination through a request process it has available, but it could take up to six months. Ms. Knop will fill out the pertinent IRS form as soon as possible, to be reviewed by Mr. Haddock and Commissioner Russell prior to submission.

The subject of whether or not the Surveyor position should be elected or appointed was brought up by Clerk Bobbi Childers. She recounted events going back to 2009 when Senate Bill 344 gave counties the option of maintaining an elected Surveyor or making it an appointed position. She said she notified the County in 2009 that for ballot preparation purposes, a decision would need to be made. However, she said, when a decision wasn't made, she listed the Surveyor position on the ballot in 2012, and continued to do so in subsequent elections. She asked the current Board to research the situation and come forward with a decision.

After discussions continued on several other topics, the Board requested to continue the elected versus appointed discussion to Mr. Haddock's next quarterly report in January.

Department Reports

Surveyor's Quarterly Report

Stephen Haddock, County Surveyor

Some items from his report included:

- Continuing efforts to make Morrow County records more complete. Mr. Haddock researched records from several different sources and found surveys that have gone unrecorded in Morrow County for years.
- The Heppner Area Public Land Corner Remonumentation Project was completed in September. The survey reviewed 25 public land survey corners; 22 needed to be brought up to modern monumentation standards; 14 had more than one monument reported to be the same corner point. Future surveys in the Heppner area should now have continuity and stability.

Administrative Officer Monthly Report

Kim Cutsforth, Interim Administrative Officer

Some items from her report included:

- Worked with County Counsel to prepare an earnest money agreement with the Tallman family in Boardman for the purchase of Public Works property. The property is now in escrow. It will need to be replatted and the planning process has begun with the City of Boardman. Estimated closing date is December 1st, if approvals have been received from the City of Boardman and the Department of Environmental Quality, and all other conditions have been met.
- Meetings took place with Ms. Knop and the Ronda Fox, Finance Management Assistant, to discuss moving Payroll and other employee benefits to Human Resources. Tony Clement, General Maintenance Supervisor, was also brought in to discuss possible office configuration changes.

Treasurer's Monthly Report

The written report from Treasurer Gayle Gutierrez was reviewed. (She attended the majority of the meeting but had to leave before this agenda item in order to meet an office deadline.)

Finance Department Quarterly Report

Kate Knop, Finance Director

Some items from her report included:

- Budget Fiscal Year 2017-2018 Update
- Following their site visit, the independent auditors will conduct an exit interview via telephone in the near future. The Board will receive notice of that meeting.
- Timeline anticipated for several policy updates

Assessment & Tax Quarterly Report

Mike Gorman, Assessor/Tax Collector

Mr. Gorman reviewed the following reports:

- 2017-18 Tax District Totals – County and District Values
- 2017-18 Statement of Taxes – County and District Taxes to be Received - \$32,086,762.02
- 2017-18 Tax Rates Overall – Specifically Morrow County School District
- 2017-18 Top 20 Tax Payers
- 2017-18 Taxes Collected as of October 29, 2017 - \$1,934,107.85
- 2017-18 Strategic Investment Program (SIP) monies to be received
- 2017-18 Enterprise Zone Amounts

Mr. Gorman noted the total amount to be collected for the General fund is \$8,313,200.31; whereas the budgeted amount was \$6,800,000. There will be some carryover, he said.

Recessed: 12:30 p.m.

Reconvened: 1:30 p.m. for Site Visit and Tour of the Morrow County Museums

Reconvened at Bartholomew Building: 3:40 p.m.

Commissioner Reports

Transitional Housing

General discussion of transitional housing and the requirements of Morrow County and the Sheriff's Office to provide such. The Commissioners would like more information about this topic.

Association of Oregon Counties Annual Conference

General discussion of the Product Tasting event. Commissioner Russell will pick up and transport the product. General discussion of who will help with set up and serving.

Commissioners agreed they would like to have a dinner on Wednesday evening of the conference and invite all Morrow County attendees. Ms. Wolff will coordinate.

Prior to convening in Executive Session the Board announced they did not anticipate any decisions to be made after the Executive Session.

3:45 p.m. - Executive Session: Pursuant to ORS 192.660(2)(a) – To consider the employment of a public officer, employee, staff member or individual

8:10 p.m. – Closed Executive Session