

**Morrow County Board of Commissioners Meeting Minutes**  
**January 16, 2019**  
**Port of Morrow Riverfront Center**  
**Boardman, Oregon**

**Present**

Chair Jim Doherty

Commissioner Melissa Lindsay

Commissioner Don Russell

Darrell Green, Administrator

Kate Knop, Finance Director

Karmen Carlson, Human Resources Director

Richard Tovey, County Counsel

Roberta Lutcher, Executive Assistant

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

**City & Citizen Comments:** No comments

**Open Agenda:** No items

**Consent Calendar**

Commissioner Lindsay requested to remove the Accounts Payable.

*Commissioner Lindsay moved to approve the following items in the Consent Calendar:*

1. *Minutes: December 19, 2018*
2. *Interagency Collaboration Agreements between Umatilla-Morrow Head Start/WIC Program and Morrow County Health Department – Heppner Clinic & Boardman Clinic; to be reviewed annually by WIC Manager and Health Department Representative; and authorize Chair Doherty to sign on behalf of the County.*

*Commissioner Russell seconded. Unanimous approval.*

Accounts Payable

Commissioner Lindsay had questions concerning the last payment for the audit and that the presentation to the Board by Barnett & Moro will take place after it's been submitted to the state and Internal Revenue Service. Finance Director Kate Knop said she received the final audit and, following past and best practice, submitted it to the state and IRS according to required deadlines, where it received approval by both. However, due to scheduling, the presentation to the Board could not take place until next week, she said. Commissioner Lindsay asked that in the future the presentation to the Board take place before the submittals to the state and IRS.

*Commissioner Lindsay moved to approve the Accounts Payable, dated January 17<sup>th</sup> in the amount of \$97,191.97; and the Manual Check Run, dated January 11<sup>th</sup> in the amount of \$24,200. Commissioner Russell seconded. Unanimous approval.*

**Greater Eastern Oregon Development Corporation Update & Equity Loan Fund Update**

Susan Christensen, Executive Director

Ms. Christensen explained Loan Officer Christina Smith was scheduled to attend today but circumstances prevented her doing so. She went on to discuss the following:

- The current balance on the seven Equity Fund loans is \$393,649. All loans are current with no issues.
- Requested to revisit the agreement between GEODC and the County, which currently has an annual fee of \$2,000 and two-percent of the annual balance. She proposed raising the annual fee to \$5,000 and two-and-a-half percent of the annual balance. It was decided Commissioner Lindsay and Mr. Green will discuss this further with Ms. Christensen, and bring it back to the Board for discussion.
- There is a loan program available to those with low to moderate incomes for home repairs, particularly regarding health and safety. Available to loan: \$94,886.
- In an effort to complete a five-year update to its strategic plan, GEODC has been meeting with economic development groups in the County to determine projects of interest to the communities so they can be ranked and added to the strategic plan. An application for state or federal funding is often times given more credibility if the project is listed in the strategic plan. Commissioner Lindsay and Mr. Green will meet with Ms. Christensen to discuss this in greater detail and report back to the Board.
- GEODC is partnering with Northeast Oregon Water Association to assist with the Basalt Banking Project using Business Oregon funding. A series of educational meetings will take place.

**Business Items**

Finley Buttes Fee Increase Request & Fee Increase on Certain Materials at Transfer Station Scale Houses

Kevin Green, District Manager, Finley Buttes Landfill Company

Kevin Green explained, according to contract, annual fee increases/decreases to the License Fee Fund and the (Bombing Range) Road Fund have been linked to the Consumer Price Index for Urban Wage Earners and Clerical Workers (1967=100) for the Portland, Oregon Standard Metropolitan Statistical Area (SMSA). However, that particular index is only published on an annual basis, not semi-annual, so he requested to switch to the Consumer Price Index for Urban Wage Earners and Clerical Workers West Region All Items (1982-84=100). Discussion.

Kevin Green’s letter outlined the increase, if approved:

<p>Prior to November 1, 2018:</p> <ul style="list-style-type: none"> <li>• License Fee - \$2.224/ton</li> <li>• Road Fund - \$0.533/ton</li> </ul>	<p>As of November 1, 2018 (3.5%)</p> <ul style="list-style-type: none"> <li>• License Fee - \$2.302/ton</li> <li>• Road Fund - \$0.551/ton</li> </ul>
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*Commissioner Russell moved to approve the fee increase using the CPI for Urban Wage Earners and Clerical Workers West Region All Items (1982-84=100), retroactive to November 1, 2018 as follows: License Fee - \$2.302/ton; Road Fund - \$0.551/ton; as well as the fee increase of .07¢ per ton on certain materials at the scale house. Commissioner Lindsay seconded. Unanimous approval.*

## Signing Authority for Office of Developmental Disabilities Services 2019-2021

### Intergovernmental Agreement

*Commissioner Russell moved to designate the Administrator as primary signer and the Board Chair as secondary signer of the Office of Developmental Disabilities Services 2019-2021 Intergovernmental Agreement. Commissioner Lindsay seconded. Unanimous approval.*

### Design-Build Request for Proposals (RFP) Consultant

Darrell Green, Administrator

Mr. Green requested to bring in Robynne T. Parkinson, via video conference, as a resource for the County's Design-Build RFP for the Irrigon Building. Her fee would be \$325/hour, and it may take two hours, said Mr. Green. Discussion.

*Commissioner Russell moved to direct the Administrator to set up a video conference with Robynne Parkinson for a Design-Build education and training Work Session. Commissioner Lindsay seconded. Unanimous approval.*

### Road Committee Appointment

Matt Scrivner, Public Works Director

Mr. Scrivner said the following positions on the Road Committee remain vacant: Boardman – Alternate, Irrigon – Alternate, North County – Alternate, and North County At Large – Alternate. He said Luke Maynard expressed interest in the North County At Large – Alternate position.

*Commissioner Russell moved to appoint Luke Maynard to the North County At Large – Alternate position on the Road Committee; term to be January 16, 2019 through January 16, 2022. Commissioner Lindsay seconded. Unanimous approval.*

### Appoint Commissioner and Alternate to the Eastern Oregon Jobs Council

*Commissioner Russell moved to appoint Commissioner Lindsay as the primary representative and Chair Doherty as the alternate to the Eastern Oregon Jobs Council. Chair Doherty seconded. Unanimous approval.*

## **Department Reports**

### The Loop Quarterly Report

Anita Pranger, Coordinator

A few points of discussion from Ms. Pranger's report included:

- Stokes Landing Senior Center Committee in Irrigon updated the lease agreement for the bus barn, increasing it from \$600 per year to \$1,800. Commissioner Lindsay said this is another example of long-standing contracts that need to be reviewed on a more frequent basis.
- Ridership numbers decreased statewide, perhaps due in Morrow County to a shortage of drivers.
- Governor Kate Brown's budget reduced the Special Transportation Fund by 40%. The actual budget will not be known until June.

### Juvenile Department Quarterly Report

Tom Meier, Juvenile Director

Mr. Meier said the Referral to Services statistic for the 2018-19 second quarter (October-December 2018) was on pace to equal as high a rate as 2011-12. During the second quarter, 42 kids generated 72 Referrals to Services, while those numbers for 2011-12 were 96 kids and 123 referrals. Mr. Meier also provided an overview of a recent meeting with the Umatilla/Morrow County Trial Court Administrator, Roy Blaine, Commissioner Lindsay, Mr. Green, Deputy District Attorney Richard Tovey and incoming Circuit Court Judge Rob Collins who will be handling juvenile cases for Morrow County. Mr. Meier said it was an opportunity to convey Morrow County's philosophy regarding juveniles and how it is similar and differs from Umatilla County's. He said Mr. Tovey had an important message when he asked that Morrow County be given an even playing field and be allowed to make its cases. Discussion.

### Emergency Management Quarterly Report

Administrative Lieutenant Melissa Ross

The report compiled by Undersheriff John Bowles was reviewed.

### **Correspondence**

- Official Notice of Business Closure and that Lost Valley Farm will be conducting staged layoffs

### **Commissioner Reports**

- Commissioner Russell discussed a meeting he will attend today at 1:00 p.m. with Mr. Scrivner and representatives from Vadata regarding the Olson Road interchange area near Boardman. He explained Bureau of Reclamation land could impact the construction timeline.
- Commissioner Lindsay provided updates on the Fair Board meeting and the ICABO (Ione community Agri-Business Organization) meeting.
- Chair Doherty discussed activity related to the Association of Oregon Counties and a land use bill coming forward for eastern Oregon counties.

### **Signing of documents, followed by 11:00 break**

**11:10 a.m. Executive Session:** Pursuant to ORS 192.660(2)(i) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing

### **Closed Executive Session**

After reconvening in open session, the Board expressed the following general evaluation of Administrator Green:

“The Board of Commissioners collectively agrees that the performance for the inaugural year of Administrator Green be reflected as appropriately satisfactory and trending positively. Given the

complexity of the position, Mr. Green's understanding of the role and function are developing. His pursuit of advancing the policies and projects of the County, as well as his more structured administrative responsibilities are as desired, at this juncture. The Board felt Administrator Green showed proper clarity and introspection in his self-assessment where he noted his strengths and imperfections, the Board mirrored in its assessment.

Time, experience and scheduled collegial courses set the best plan for expedited advancement. Of note were two strengths recognized by both the Board and Administrator Green – namely his upbeat interpersonal skills and “never miss a meeting” commitment to the cause. Both attributes recognized as positive. It was cautioned, however, that structured “downtime” is healthier for the extended outlook of the job and is necessary at times to be assertive and effective.

The Board of Commissioners looks forward to a supported and unified vision with Mr. Green for 2019.”

**Adjourned:** 12:15 p.m.