

**MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA**  
**Wednesday, February 27, 2019 at 9:00 a.m.**  
**Bartholomew Building Upper Conference Room**  
**110 N. Court St., Heppner, Oregon**  
**AMENDED**

- 1. Call to Order and Pledge of Allegiance - 9:00 a.m.**
- 2. City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
- 3. Open Agenda:** The Board may introduce subjects not already on the agenda
- 4. Consent Calendar**
  - a. Accounts Payable dated February 28<sup>th</sup>; Two Payroll Payables dated Feb. 14<sup>th</sup>, HRA VEBA, \$2,875 and Employee Final, \$87.68
  - b. Minutes: January 23<sup>rd</sup>
  - c. Oregon Department of Agriculture, Wolf Depredation Compensation and Financial Assistance County Grant Program 2019 Application
  - d. Letter in support of Senate Bill 445 pertaining to the Oregon Invasive Species Council
- 5. Legislative Updates**
- 6. Business Items**
  - a. **Grant applications: Special Transportation Fund; Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities (Anita Pranger, Coordinator, The Loop)**
  - b. Budget Transfer Resolutions R-2019-5 and R-2019-6 (Kate Knop, Finance Director)
  - c. Discussion - Process to change utility permit approval authority (Darrell Green, Administrator)
  - d. Road Use Agreement (Darrell Green)
  - e. Progressive Design-Build process for north County building (Darrell Green)
  - f. Purchase Pre-Authorization Request, Public Works, 2005 Etnyre Chip Spreader, \$75,000 (Eric Imes, Assistant Road Master)
- 7. Department Reports**
  - a. Road Department Monthly Report (Eric Imes)
- 8. Correspondence**
- 9. Commissioner Reports**
- 10. Signing of documents**
- 11. Executive Session:** Pursuant to ORS 192.660(2)(g) – **To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations**
- 12. Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://www.co.morrow.or.us/boc) under "Upcoming Events"). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutcher at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, Administrator at (541) 676-2529.

**Morrow County Board of Commissioners Meeting Minutes  
January 23, 2019  
Bartholomew Building  
Heppner, Oregon**

**Present**

Chair Jim Doherty

Commissioner Don Russell

Darrell Green, Administrator

Kate Knop, Finance Director

Justin Nelson, County Counsel

Karmen Carlson, Human Resources Director

Roberta Lutcher, Executive Assistant

**Excused**

Commissioner Melissa Lindsay

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

**City & Citizen Comments:** No comments

**Open Agenda:** Request for temporary employee in the Office of District Attorney.

**Consent Calendar**

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

- 1. Accounts Payable, January 24<sup>th</sup>, \$564,723.79; Payroll Payables – Monthlies, January 4<sup>th</sup>, \$192,919.72; Payroll Payables, Immediates & Electronic 4<sup>th</sup> Quarter SUTA/WBF, January 9<sup>th</sup>, \$7,164.46*
- 2. Oregon Military Department, Office of Emergency Management, Emergency Management Performance Grant CFDA #97.042, Morrow County, Grant No. 18-525, not to exceed amount \$52,542; effective July 1, 2018 – June 30, 2019; and authorize Chair Doherty to sign on behalf of the County*

*Chair Doherty seconded. Unanimous approval.*

**Business Items**

Request by District Attorney to amend Personnel Policy regarding vehicle use

Justin Nelson, D.A./County Counsel

The following excerpt from the November 28, 2018 minutes is provided as background for Mr. Nelson's current request:

“District Attorney Vehicle Replacement and Policy Change

Justin Nelson, District Attorney/County Counsel

Mr. Nelson's request encompassed several actions: a new vehicle and an amendment to existing Personnel Policies with respect to vehicle use. The amendment to policy consisted of the following (amended portion is underlined):

**SECTION 3.7 VEHICLE USE**

- B. No Personal Use of County Vehicles Required to be Used for Commuting – The Morrow County Board of Commissioners hereby requires all of the employees listed below to commute to and from work in the following County vehicles assigned to them:

1. Marked police vehicles assigned to sheriff deputies.
2. Unmarked law enforcement vehicles assigned to the sheriff, undersheriff and detectives, district attorney, and deputy district attorney (when acting as on-call counsel).

Mr. Nelson said the first question he would like resolved is whether the Board wants County Counsel to review Columbia River Enterprise Zone (CREZ) II Board agreements for the County. Extensive discussions took place on the history of legal counsel for CREZ, and the pros and cons of Morrow County Counsel reviewing CREZ agreements. At the core of Mr. Nelson's presentation was a request for additional compensation, in some form, if County Counsel takes on added duties to review CREZ agreements. It was discussed delaying a decision until after the next CREZ meeting (Monday, December 3<sup>rd</sup>) to ascertain that Board's willingness to contribute toward the costs incurred by the County when Morrow County Counsel reviews CREZ-related materials. Mr. Nelson said if the County decides not to have Morrow County Counsel review CREZ agreement, then it ends the discussion on the vehicle acquisition and Personnel Policy amendment.

*Commissioner Doherty moved to allow County Counsel to represent the County as CREZ Counsel. Chair Russell seconded. Additional discussion to clarify the motion. Commissioner Doherty called for the vote. Vote – Aye: Chair Russell, Commissioner Doherty. Nay: Commissioner Lindsay. Motion carried.*

Chair Russell asked what would compensation for that be (see above motion)?

*Commissioner Doherty moved to table the discussion of the vehicle and present the idea of County Counsel being allowed to represent the County to the CREZ Board for discussion to see if there's a level of compensation they're willing to reimburse the County. Chair Russell seconded. Discussion. Commissioner Doherty withdrew his motion." [End excerpt]*

Mr. Nelson said the CREZ Board opted to continue with outside counsel, so he decided to renew his request for a policy change. He said he planned to propose a replacement vehicle during the budget meetings, or wait for the Fleet Team to determine a possible vehicle rotation schedule.

The following were points of discussion:

- Finance Director Kate Knop brought up Internal Revenue Service Publication 15-B, Employer's Tax Guide to Fringe Benefits. She requested when a vehicle is sought out to be taken home, she have the determination from the IRS.
- Ms. Knop explained when the decision was made to allow the Commissioners to take County vehicles home, they signed a document stating it would be used for business purposes only; she encouraged the same in the case of the D.A. and Deputy D.A.
- From a safety standpoint, the vehicles used by the D.A. and Deputy D.A. need to be marked in some way, which is especially important when responding to crime scenes.

*Commissioner Russell moved to approve Resolution No. R-2019-2 – In the Matter of Amending the Morrow County Personnel Policies with Respect to Vehicle Use. Chair Doherty seconded. Discussion: Chair Doherty said he'd like Mr. Green to follow-up with Ms. Knop on the IRS 15-B publication and signing of a document relative to use of the vehicle. Unanimous approval.*

Request for Temporary Employee – Office of District Attorney

Mr. Nelson explained the request is for a temporary employee, up to six months, to fill-in for an employee on extended medical leave. Discussion.

*Commissioner Russell moved to allow Mr. Nelson to hire a temporary employee, three days a week for up to six months, either through a temporary employment agency or as a County hire, and to work with the Administrator and Human Resources Director to do so. Chair Doherty seconded. Chair Doherty requested a moment of silence for the employee on medical leave. Unanimous approval.*

Independent Financial Audit Report

Cameron Anderson, Barnett & Moro

Ms. Knop

The County's Financial Statements and Independent Auditors' report for fiscal year ending June 30, 2018 were finalized on January 4, 2019, according to Ms. Knop.

Mr. Anderson said the report reflects an unmodified opinion, which is good. However, it also showed a significant deficiency, noted as Finding 2018-1. Page 134 of the report states "A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance."

Finding 2018-1: "Good accounting controls require proper review of the bank reconciliation process. All bank and investment accounts appear to have been reconciled in a timely fashion, but not all account reconciliations were reviewed by a second party. We recommend that all bank and investment account reconciliations be reviewed in a timely fashion after the reconciliation process has occurred."

Mr. Anderson said when a significant deficiency is found, a Corrective Action Plan is required to be submitted to the Secretary of State. He said the recommended Corrective Action Plan, as stated in the report, is "Every month the bank and investment account reconciliations will be reviewed by an individual within management who did not prepare the reconciliation." Mr. Anderson said he understood these steps had been taken already, but the correspondence to the Secretary of State will come before the Board.

Commissioner Russell asked about the advisability of an Audit Committee.

Mr. Anderson replied it wouldn't hurt, and should consist of a few members from management and one commissioner. The committee would also meet with the auditor, he added. Brief discussion.

First Reading – ORD-2019-2, Columbia Mill Site Rezone

Carla McLane, Planning Director

Ms. McLane provided the First Reading by title: “An Ordinance Amending the Morrow County Comprehensive Plan taking an Exception to Goals 3, 11 and 14, changing the Comprehensive Plan designation from Agricultural to Industrial, and changing the Zoning Map from Resource Related Industrial to Port Industrial”

Re-appoint Road Committee Boardman Area Position

Sandi Pointer, Management Assistant, Public Works

Ms. Pointer said Kevin Kennedy would like to remain as the Boardman representative on the Committee and Public Works recommended the same.

*Commissioner Russell moved to appoint Kevin Kennedy to the Road Committee position representing the Boardman area, term to be January 23, 2019 – January 23, 2022. Chair Doherty seconded. Unanimous approval.*

Proposed Budget Calendar for Fiscal Year 2019-2020

Ms. Knop reviewed the budget calendar, noting Budget Committee Meetings will be held Tuesday, April 16<sup>th</sup>-Thursday, April 18<sup>th</sup>. It was decided Work Sessions will be held February 13<sup>th</sup> in Irrigon and March 6<sup>th</sup> in Heppner to allow Department Directors the option of a more in-depth review of their budgets.

Oregon Health Authority Agreement #154124, Amendment 8

Sheree Smith, Public Health Director

Ms. Smith said the amendment provides additional funding within the Public Health Emergency Preparedness Program in the amount of \$9,690.

*Commissioner Russell moved to approve the Eighth Amendment to Oregon Health Authority 2017-2019 Intergovernmental Agreement #154124 for the Financing of Public Health Services; award amount \$9,690; award period July 1, 2018 – June 30, 2019; and authorize Chair Doherty to sign on behalf of the County. Unanimous approval.*

**Department Reports**

Public Health Department Quarterly Report

Ms. Smith

Shelley Wight, Communicable Diseases/Emergency Preparedness/Medical Reserve Corps

Ms. Smith and Ms. Wight reviewed their respective reports. Ms. Smith took the opportunity to introduce Myla Kurtz as the new CARE Team Registered Nurse/Health Educator. She said the discussions regarding the smoke-free campus concept need to start again, now that Ms. Kurtz is on-board.

#### Road Department Monthly Report

Eric Imes, Assistant Road Master

Mr. Imes reviewed his report of activity for January. Commissioner Russell brought up the Vadata (Amazon) project near the Wilson Lane/Olson Road interchange. He said in talking with Ryan Neal, Port of Morrow Executive Director, as well as several Port Commissioners, he learned Amazon can move on this project fairly quickly but the documents have not gotten yet to the appropriate people to approve an access point. He said a meeting is scheduled in two days with Public Works Director Matt Scrivner and, if after that meeting Mr. Scrivner is satisfied with the outcome, the Port is asking that a temporary access point for 30 days be granted until the necessary documents are in place. Commissioner Russell asked Mr. Imes to convey the Port Commissions' message that this is a \$2 billion project and the Port competes regularly, nationally and internationally to get these projects in Morrow County. The Port Commission wanted to remind us the easier we can make it on them, the better the chance of landing future projects, said Commissioner Russell.

#### Weed Department Quarterly Report

Dave Pranger, Weed Coordinator/Inspector

Mr. Pranger reviewed his report for October-December 2018.

**Break:** 10:56 a.m.-11:05 a.m.

#### Clerk's Quarterly Report

The written report provided by Clerk Bobbi Childers was reviewed in her absence.

#### Surveyor's Quarterly Report

Stephen Haddock, County Surveyor

Mr. Haddock reviewed his report. A discussion took place on Mr. Haddock's concern that the County has been billed for surveys that haven't been officially recorded. Chair Doherty commented it should be looked into, and after additional discussion, it was decided a group consisting of Mr. Green, County Counsel, Mr. Scrivner and Commissioner Russell will meet and review the matter.

#### Human Resources Quarterly Report

Karmen Carlson, HR Director

Ms. Carlson reviewed her report. Regarding the February 12<sup>th</sup> meeting of the Compensation Board, where salaries of elected officials are reviewed, she asked the Commissioners if there was any specific information they'd like included in the packet. It was suggested the packet include the financial impact to the County for several Cost of Living Adjustment (COLA) options.

**Correspondence**

- Email from Brandon Houck, Forest Service District Ranger, regarding the Federal government partial shutdown.
- Copies of Port of Morrow Resolutions accepting jurisdiction over several roads. The corresponding County Orders were OR-2019-3 through OR-2019-6.

**Commissioner Reports**

- Commissioner Russell plans to attend the Special Districts Association of Oregon Annual Conference. He said longtime Port of Morrow Commissioner Larry Lindsay will be honored, as will retired Port General Manager Gary Neal.
- Chair Doherty said he attended Governor Brown's inaugural gala and also received a phone call from her yesterday. He said he will visit with her in the near future about issues of concern to eastern Oregon.

**Signing of documents**

**Adjourned:** 12:35 p.m.





AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
4c

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: Roberta Lutcher
Department: BOC

Phone Number (Ext): 5303
Requested Agenda Date: 2-27-19

Short Title of Agenda Item: (No acronyms please) Approve Oregon Dept. of Ag, Wolf Depredation Compensation & Financial Assistance County Grant Program 2019 Application

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other Grant Application

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:
Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Council \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate
\* Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

---

**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

On February 19th, the Morrow County Wolf Depredation Advisory Committee met to discuss the 2019 ODA Wolf Depredation Compensation & Financial Assistance County Grant Program Application. The meeting also included an update from Oregon Department of Fish & Wildlife Biologist Steve Cherry. He reported a "fair amount of wolf activity sporadically throughout the County" since the Committee last met in the spring. It was also noted that ODFW issued an updated Area of Known Wolf Activity (AWKA) map for Morrow County (dated December 31, 2018).

The Committee is continuing its efforts to inform the public, particularly livestock producers, about the availability and purpose of these funds. In the 2018 grant cycle, Morrow County received \$3,650, which was subsequently redirected to Wallowa County due to the number of wolf depredations experienced there. This was done at the recommendation of the Committee and with the support of the Morrow County Board of Commissioners.

**2. FISCAL IMPACT:**

County contribution, if full request granted: \$75 plus time of the BOC Executive Assistant to assist with meetings, minutes and other documents.

**3. SUGGESTED ACTION(S)/MOTION(S):**

Move to approve the Oregon Department of Agriculture - Wolf Depredation Compensation & Financial Assistance County Grant Program Application 2019 in the amount of \$5,750, and authorize Chair Doherty to sign on behalf of the County.

Attach additional background documentation as needed.

# OREGON DEPARTMENT OF AGRICULTURE



**Oregon**  
Department  
of Agriculture

## WOLF DEPREDATION COMPENSATION AND FINANCIAL ASSISTANCE COUNTY GRANT PROGRAM

### GRANT APPLICATION 2019

Oregon Department of Agriculture  
635 Capitol St NE  
Salem, OR 97301-2532  
503-986-4767

## A. INTRODUCTION AND PURPOSE

On June 24, 2011 the Oregon Legislature passed House Bill 3560, which directed the Oregon Department of Agriculture (ODA) to establish and implement a wolf depredation compensation and financial assistance grant program, using moneys in the Wolf management Compensation and Proactive Trust Fund to provide grants to assist counties to implement county wolf depredation compensation programs under which:

1. Compensation may be awarded to reimburse persons for livestock or working dogs that are injured or killed due to confirmed or probable wolf depredation;
2. Financial assistance may be awarded to persons to assist with the implementation of livestock management techniques or nonlethal wolf deterrence techniques designed to discourage wolf depredation of livestock;
3. Compensation may be awarded to reimburse persons for livestock or working dogs that are missing due to wolf depredation;
4. Compensation may be awarded to counties for allowable expenses associated with implementing the block grant program in their county.

ODA's wolf depredation compensation and financial assistance grant program complements the Oregon Department of Fish and Wildlife (ODF&W) Wolf Conservation and Management Plan in the area of developing and maintaining a cooperative livestock producer assistance program that proactively minimizes wolf-livestock conflict and assists livestock producers experiencing wolf-related livestock losses.

## B. GRANT SCHEDULE – 2019 TIMELINES

### Application Schedule

February 6, 2019	Grant application process opens for counties;
February 27, 2019	Grant applications due to ODA;
Feb. 27 – Mar. 6, 2019	ODA application review process completed;
March 8, 2019	Award notification and grant agreements to be mailed.
* Late submissions may be accepted at the discretion of ODA	

## C. COUNTY ELIGIBILITY

In order for a county to be eligible for consideration of these grant funds, certain requirements must be met. These requirements are outlined in OAR 603-019-0015. In short, they include:

- Establishing a county advisory committee to oversee the county wolf program;
- Establish a procedure by which producers experiencing a high rate of depredation are given priority;
- Establish compensation rates for death/injury of livestock or working dogs;
- Establish compensation rates for missing livestock attributable to wolf depredation;
- Establish eligibility requirements for producers to access grant funds based on current ORS's and OAR's;
- Must assure that at least 30% of a county's total grant funds are used for nonlethal prevention;
- Must contribute money equal to 10% of the allowable expenditures needed to implement the program;

## D. SUBMISSION PROCESS

Please complete the attached grant application (sections E through J) for consideration of funds. The completed grant application must be received by the ODA by Wednesday, February 27, 2019, by 5:00 PM.

### Applications should be addressed to:

Jason Barber, Program Area Director  
Wolf Depredation Compensation and Financial Assistance Grant Program  
Oregon Department of Agriculture  
635 Capitol Street NE  
Salem, OR 97301  
[jbarber@oda.state.or.us](mailto:jbarber@oda.state.or.us)

**E. PLEASE COMPLETE - COUNTY BLOCK GRANT APPLICATION FOR 2019**

<b>Applicant Agency's Legal Name:</b> Morrow County	
<b>Mailing Address:</b> P.O. Box 788	
<b>City:</b> Heppner	<b>Zip:</b> 97836
<b>County:</b> Morrow	
<b>Name of County Contact:</b> James Doherty	
<b>Title:</b> Morrow County Commissioner	
<b>Phone #:</b> 541-676-5613 or 541-571-0584	<b>Fax #:</b>
<b>County Contact Email:</b> jdoherty@co.morrow.or.us and rlutcher@co.morrow.or.us	
<b>GRANT FUND REQUEST</b>	
<b>Category 1.</b> Grant funds requested for compensation for death or injury to livestock or working dog's due to wolf depredation from February 23, 2018 through February 27, 2019. (Please complete section F if applying for Category 1 funds.)	\$ 0
<b>Category 2.</b> Grant funds requested for livestock and working dogs that are missing due to wolf depredation from February 23, 2018 through February 27, 2019. (Please complete section G if applying for Category 2 funds.)	\$ 0
<b>Category 3.</b> Grant funds requested for implementation of livestock management activities and nonlethal wolf deterrence techniques, to prevent interactions between wolves and livestock or working dogs from approximately March 8, 2019 through January 31, 2020. (Please complete section H if applying for Category 3 funds.)	\$ 5,000
<b>Category 4.</b> Grant funds requested for the expenses allowed under 603-019-0015(g) for implementation of the County Block Grant Program for 2019. (May only request 90% of actual expenses, The remaining expenses are to be included under Item 5 as a money contribution.)	\$ 750
<b>Total grant funds requested</b>	\$ 5,750
<b>Category 5.</b> County contribution. The county must contribute an amount of money equal to 10% of the total expenditures incurred for implementing the grant program as described in OAR 603-019-0015(g)	\$ 75
<b>Authorized Official:</b> James Doherty	<b>Title:</b> Morrow County Commissioner
<b>Signature of Authorized Official:</b>	<b>Date:</b> February 27, 2019

**\*Note: At least 30% of ODA's total grant program award for each year must be distributed for livestock management techniques or nonlethal wolf deterrence techniques designed to discourage wolf depredation of livestock.**

#### **F. Category 1 – Death or Injury of Livestock - Documentation Requirements**

If your county is applying for Category 1 funds for compensation of death or injury to livestock or working dog's due to wolf depredation, please provide the following information for each claim:

1. Producer name;
2. Location of death/injury incident (within or outside area of known wolf activity);
3. Copy of ODF&W Wolf Depredation Investigation Summary Report;
4. Animal type;
5. Whether animal was insured;
6. Number of animals included in claim
7. Determined value of animal(s);
8. Wolf deterrence methods being used by producer prior to depredation

#### **G. Category 2 – Missing Livestock Documentation Requirements**

If your county is applying for Category 2 funds for missing livestock or working dog's due to wolf depredation, please provide the following documentation for each claim:

1. Please provide logistics information (map or other documentation) showing that the missing animals went missing within an area of known wolf activity (AKWA) as designated by the ODFW;
2. What tools, documentation or other information did your committee use to rule out or eliminate other causes of the missing livestock/working dog(s)? Please provide examples for each claim;
3. What tools, documentation or other information did your committee use to rule out circumstances that may have attracted wolves or encouraged conflict between wolves and livestock for each specific claim;
4. What tools, documentation or other information did your committee use to determine that each producer filing a missing livestock claim was implementing best management practices and reasonable non-lethal methods to deter wolves?

#### **H. Category 3 – Description and Price Estimate of Non-lethal Preventative Techniques**

If your county is applying for Category 3 funds to assist with the implementation of livestock management activities and nonlethal wolf deterrence techniques, to prevent interactions between wolves and livestock or working dogs, please provide a brief description of the preventative techniques you will be offering and their estimated cost.

Morrow County has experienced numerous known sightings in various locations. Therefore, the Committee would like to spend some of the non-lethal deterrent technique funds to educate our livestock producers as to how to protect their animals, as well as actions they need to take when a depredation occurs. The Committee would also like to have funds available to purchase other devices, if appropriate.

**I. ADVISORY COMMITTEE MEMBERSHIP - 2019**

In the space provided below, list the name of your Advisory Committee members, their contact phone # and email (if available).

Co. Commissioner: James Doherty Ph#: 541-5  
Livestock Owner: Bob Mahoney Ph#: 541-6  
Livestock Owner: Paul Hisler Ph#: 541-6  
Coexist. Member: Al Scott Ph#: 541-6  
Coexist Member: Dean Robinson Ph#: 541-6  
Business Rep.: John R. Gould Ph#: 541-98  
Business Rep.: Cameron Sweeney Ph#: 541-6

**J. CERTIFICATION**

I certify that this application is a true and accurate representation of the proposed work that will be performed by this county in relationship with the Oregon Department of Agriculture's Wolf Depredation Compensation and Financial Assistance Grant Program, and that I am authorized to sign as the Applicant. By the following signature, the Applicant certifies that they are aware of the requirements of the Wolf Depredation Compensation and Financial Assistance Grant Program as stipulated in OAR 603-019-0001 to 603-019-0040, are in full compliance with the requirements specified in OAR 603-019 and are prepared to distribute the grant funds to qualified participants as summarized in this document.

Applicant Signature: \_\_\_\_\_ Date: February 27, 2019  
Print Name: James Doherty Title: Morrow County Commissioner



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
4d

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: David Pranger
Department: Weed Department

Phone Number (Ext): 541-989-9502
Requested Agenda Date: 2/27/2019

Short Title of Agenda Item: Letter of Support for SB 445
(No acronyms please)

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

---

**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

The letter of support for SB 445 is supporting the Oregon Invasive Species Council. The bill takes care of some housekeeping issues surrounding board membership as well as funding to help the Council fulfill its responsibilities of prevention and management of invasive species.

**2. FISCAL IMPACT:**

**3. SUGGESTED ACTION(S)/MOTION(S):**

Recommend sign by BOC

Attach additional background documentation as needed.



P.O. Box 788 • Heppner, OR 97836  
541-676-5613  
[www.co.morrow.or.us](http://www.co.morrow.or.us)

## Board of Commissioners

Commissioner Jim Doherty, Chair  
Commissioner Melissa Lindsay  
Commissioner Don Russell

February 27, 2019

Senate Committee on Environment and Natural Resources  
Re: Senate Bill 445

Dear Committee Members,

The Morrow County Board of Commissioners would like to express its support of SB 445.

Morrow County has a long history of protecting and preserving the environment and natural resources upon which it relies for economic diversity. The Board supports the mission of the Oregon Invasive Species Council to protect these resources, whether it's our fields of wheat, circles of irrigated potatoes, or our forests.

Invasive species can be transported in a variety of avenues and have the potential to adversely impact the County, State and region in many ways. We must remain vigilant in educating producers, the public, and legislators to the damage that can be done to agriculture, forestry, recreation, energy production, fisheries, and others, should invasive species go undetected or uncontrolled. The old adage, "An ounce of prevention is worth a pound of cure," truly applies to the mission and work of the Oregon Invasive Species Council.

We ask that you support SB 445.

Sincerely,

Jim Doherty  
Chair

Melissa Lindsay  
Commissioner

Don Russell  
Commissioner

**SB 445 STAFF MEASURE SUMMARY**

**Senate Committee On Environment and Natural Resources**

---

**Prepared By:** Beth Patrino, LPRO Analyst

**Meeting Dates:** 2/28

---

**WHAT THE MEASURE DOES:**

Directs Invasive Species Council (Council) to report biennially to interim legislative committees concerning Council activities during the previous two years. Revises Council membership to include eight ex-officio voting members, four ex-officio non-voting members, and 10 voting members who must represent a different specified category of interest. Appropriates \$450,000 to the Council for specified purposes.

**ISSUES DISCUSSED:**

**EFFECT OF AMENDMENT:**

No amendment.

**BACKGROUND:**

ORS 570.755 defines "invasive species" to mean "nonnative organisms that cause economic or environmental harm and are capable of spreading to new areas of the state. "Invasive species" does not include humans, domestic livestock or non-harmful exotic organisms." The 2001 Oregon Legislature established the Oregon Invasive Species Council (Council) to conduct a comprehensive and coordinated effort to prevent, detect, control and eliminate invasive species harming the region's economy, health, and natural resources. The responsibilities of the Council include maintaining an invasive species reporting hotline, educating the public about invasive species, developing a statewide plan for invasive species, and providing a grant or loan program for eradication of invasive species.

Senate Bill 445 would require the Council to submit a biennial report to the Legislature, revise the Council membership, and appropriate funds to the Council.

# Senate Bill 445

Sponsored by Senator ROBLAN (Pre-session filed.)

## SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Requires Invasive Species Council to report every two years to interim committee of Legislative Assembly concerning activities of council.

Revises membership of Invasive Species Council.

Appropriates moneys to council for specified purposes.

Becomes operative January 1, 2020.

Takes effect on 91st day following adjournment sine die.

## A BILL FOR AN ACT

1 Relating to the Invasive Species Council; creating new provisions; amending ORS 570.770 and  
2 570.775; and prescribing an effective date.

3  
4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1. The Invasive Species Council shall report biennially concerning the activities**  
6 **of the council during the previous two years to an interim committee of the Legislative As-**  
7 **sembly related to natural resources in the manner provided in ORS 192.245. The report may**  
8 **include other material at the discretion of the council.**

9 **SECTION 2.** ORS 570.770 is amended to read:

10 570.770. *[(1) The Invasive Species Council is established within the State Department of Agricul-*  
11 *ture. The council shall consist of 18 members. The State Invasive Species Coordinator appointed under*  
12 *ORS 570.780 is a nonvoting ex officio member of the council. The following persons are voting ex*  
13 *officio members of the council:]*

14 *[(a) The Director of Agriculture or a designated representative.]*

15 *[(b) The president of Portland State University or a designated representative.]*

16 *[(c) The State Fish and Wildlife Director or a designated representative.]*

17 *[(d) The administrative head of the Sea Grant College of Oregon State University or a designated*  
18 *representative.]*

19 *[(e) The State Forester or a designated representative.]*

20 *[(f) The Director of the Department of Environmental Quality or a designated representative.]*

21 *[(g) The State Marine Director or a designated representative.]*

22 *[(2) The voting ex officio members of the council described in subsection (1) of this section shall*  
23 *collectively appoint 10 voting members to the council.]*

24 *[(3) The term of office of each appointed voting member is two years, but an appointed voting*  
25 *member serves at the pleasure of the voting ex officio members of the council. Before the expiration of*  
26 *a term, the voting ex officio members of the council shall appoint a successor whose term begins on*  
27 *January 1 next following. An appointed voting member may not serve more than two successive terms*  
28 *on the council. If there is a vacancy in an appointed voting member position for any cause, the voting*  
29 *ex officio members of the council shall make an appointment to become immediately effective for the*

**NOTE:** Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted.  
New sections are in **boldfaced** type.

1 *unexpired term.]*

2 *[(4) In making appointments to the council, the voting ex officio members of the council shall en-*  
3 *deavor to appoint persons representative of the geographic, cultural and economic diversity of this state.*  
4 *The voting ex officio members of the council may give consideration to nominations submitted by fed-*  
5 *eral and state agencies, local governments, universities, industry and other groups having an interest*  
6 *in invasive species.]*

7 **(1) The Invasive Species Council is established within the State Department of Agricul-**  
8 **ture. Except as provided in subsection (2) of this section, the council consists of 22 members,**  
9 **as follows:**

10 **(a) Eight members are ex officio voting members with terms that do not expire. The ex**  
11 **officio voting members are:**

12 **(A) The Director of Agriculture, or a designated representative.**

13 **(B) The Director of the Center for Lakes and Reservoirs, or a designated representative.**

14 **(C) The State Fish and Wildlife Director, or a designated representative.**

15 **(D) The director of the Sea Grant College program, or a designated representative.**

16 **(E) The State Forester, or a designated representative.**

17 **(F) The Director of the Department of Environmental Quality, or a designated repre-**  
18 **sentative.**

19 **(G) The State Marine Director, or a designated representative.**

20 **(H) The State Parks and Recreation Director, or a designated representative.**

21 **(b) Ten members are voting members. The ex officio voting members identified in para-**  
22 **graph (a) of this subsection shall jointly appoint the voting members for a term of two years,**  
23 **but each appointed voting member serves at the pleasure of the ex officio voting members.**  
24 **Before a voting member's term expires, the ex officio voting members shall appoint a suc-**  
25 **cessor with a term that begins on January 1 next following. An appointed voting member**  
26 **may not serve on the council for more than two consecutive terms. If a vacancy in a voting**  
27 **member's position occurs, the ex officio members shall make an appointment that becomes**  
28 **immediately effective and that continues until the end of the term of the vacating voting**  
29 **member. In appointing voting members, the ex officio voting members shall ensure to the**  
30 **extent possible that the appointments represent the geographic, cultural and economic di-**  
31 **versity of this state. Each appointment of a voting member must represent a different cat-**  
32 **egory of interest, as follows:**

33 **(A) A member who represents an organization or association with the purpose of advo-**  
34 **cating environmental stewardship;**

35 **(B) A member who represents an organization or association that advocates on behalf**  
36 **of private industry in this state;**

37 **(C) A member who represents a native American or Indian tribe or association of tribes**  
38 **within this state;**

39 **(D) A member who represents an entity, regardless of the form of the entity, with a**  
40 **headquarters or principal operations in Coos, Curry, Douglas, Jackson or Josephine Counties**  
41 **and with a purpose of responding to invasive species concerns;**

42 **(E) A member who represents an entity, regardless of the form of the entity, with a**  
43 **headquarters or principal operations in Gilliam, Hood River, Jefferson, Morrow, Sherman,**  
44 **Umatilla, Union, Wallowa, Wasco or Wheeler Counties and with a purpose of responding to**  
45 **invasive species concerns;**

1 (F) A member who represents an entity, regardless of the form of the entity, with a  
2 headquarters or principal operations in Clatsop, Columbia, Lincoln or Tillamook Counties and  
3 with a purpose of responding to invasive species concerns;

4 (G) A member who represents an entity, regardless of the form of the entity, with a  
5 headquarters or principal operations in Baker, Crook, Deschutes, Grant, Harney, Klamath,  
6 Lake or Malheur Counties and with a purpose of responding to invasive species concerns;

7 (H) A member who represents an entity, regardless of the form of the entity, with a  
8 headquarters or principal operations in Benton, Lane, Linn, Marion or Polk Counties and  
9 with a purpose of responding to invasive species concerns;

10 (I) A member who represents an entity, regardless of the form of the entity, with a  
11 headquarters or principal operations in Clackamas, Multnomah, Washington or Yamhill  
12 Counties and with a purpose of responding to invasive species concerns; and

13 (J) A member who represents the public.

14 (c) Four members are ex officio nonvoting members without a specified term of service.  
15 The ex officio nonvoting members are:

16 (A) The State Invasive Species Coordinator;

17 (B) A representative of the Governor with expertise in natural resource issues;

18 (C) A member of the Senate appointed by the President of the Senate;

19 (D) A member of the House of Representatives appointed by the Speaker of the House  
20 of Representatives.

21 (2) The voting members of the council shall invite the United States Department of the  
22 Interior, the United States Department of Agriculture and the United States Department of  
23 Homeland Security, and may invite other federal agencies, to designate representatives as  
24 ex officio nonvoting members of the council without specified terms of service.

25 [(5)] (3) A [voting appointed] member of the council is not entitled to compensation under ORS  
26 292.495. A member of the council other than the State Invasive Species Coordinator is not en-  
27 titled to reimbursement for expenses. At the discretion of the council, council members may be re-  
28 imburged from funds available to the council for actual and necessary travel and other expenses  
29 [incurred by] that members of the council incur in [the performance of their] performing the  
30 members' official duties, subject to the limits described in ORS 292.495.

31 **SECTION 3.** ORS 570.775 is amended to read:

32 570.775. (1) The Invasive Species Council each year shall select a voting [ex officio] member of  
33 the council as chairperson and another voting [ex officio] member as vice chairperson. [Each voting  
34 ex officio member of the council shall serve one year as chairperson and one year as vice chairperson  
35 during any five-year period. The chairperson and vice chairperson shall have duties and powers nec-  
36 essary for the performance of the functions of those offices as a majority of the voting ex officio mem-  
37 bers determines.] The council by rule shall specify terms and provide appropriate duties and  
38 powers for the chairperson and vice chairperson.

39 (2) A majority of the voting members of the council constitutes a quorum for the transaction  
40 of business.

41 (3) The council shall meet at times and places specified by the call of the chairperson or of a  
42 majority of the voting members of the council.

43 **SECTION 4.** (1) There is appropriated to the Invasive Species Council, for the biennium  
44 beginning July 1, 2019, out of the General Fund, the amount of \$250,000, for purposes au-  
45 thorized by law. The council shall deposit the moneys appropriated under this subsection into

1 the Invasive Species Council Account as provided in ORS 570.800.

2 (2) There is appropriated to the Invasive Species Council, for the biennium beginning July  
3 1, 2019, out of the General Fund, the amount of \$200,000, for purposes set forth in ORS  
4 570.755 and 570.810. The council shall deposit the moneys appropriated under this subsection  
5 into the Invasive Species Control Account as provided in ORS 570.810.

6 SECTION 5. (1) Section 1 of this 2019 Act and the amendments to ORS 570.770 and 570.775  
7 by sections 2 and 3 of this 2019 Act become operative on January 1, 2020.

8 (2) The Invasive Species Council may adopt rules and take any other action before the  
9 operative date specified in subsection (1) of this section that is necessary to enable the  
10 council, on and after the operative date specified in subsection (1) of this section, to exercise  
11 all of the duties, functions and powers conferred on the council by section 1 of this 2019 Act  
12 and the amendments to ORS 570.770 and 570.775 by sections 2 and 3 of his 2019 Act.

13 SECTION 6. This 2019 Act takes effect on the 91st day after the date on which the 2019  
14 regular session of the Eightieth Legislative Assembly adjourns sine die.  
15

---



# SB 445

## OREGON INVASIVE SPECIES COUNCIL

For more information about SB 445, contact Senator Roblan  
 Sen.ArnieRoblan@oregonlegislature.gov

For more information about the Oregon Invasive Species Council, contact  
 Coordinator@oregoninvasivespeciescouncil.org

SB 445 revises membership, leadership and reporting requirements of the Oregon Invasive Species Council and provides funding necessary to accomplish baseline state-mandated responsibilities. If passed, these revisions will allow the OISC to successfully fulfill its statutory role by enhancing communication, representation, and capacity.

### Current

#### STATUTORY RESPONSIBILITIES

- Maintain early detection invasive species reporting system
- Produce outreach materials concerning invasive species
- Conduct coordination meetings and educational conferences
- Develop and facilitate implementation of statewide strategic plan addressing invasive species

#### GRANTS AND FUNDING

- Grant program to support education and outreach projects (unfunded)
- Grant funding to eradicate or control new infestations of invasive species (one-time funding has been nearly depleted)
- State supported funding of OISC activities limited to \$50,000 LF

#### MEMBERSHIP

- 7 permanent voting members
- 10 appointed at-large voting members

#### LEADERSHIP

- Rotating Chair from 7 permanent voting members

### Revised

#### STATUTORY RESPONSIBILITIES

- Maintain existing statutory responsibilities
- Increased communication, representation and capacity will enhance OISC ability conduct a coordinated effort
- Requires OISC to prepare and submit a biennial report to Legislature

#### GRANTS AND FUNDING

- Establish \$100,000 GF funding to support education and outreach grant program
- Re-invest \$200,000 GF support for rapid response capacity to invasive species emergencies
- Increase base funding support for OISC activities to \$150,000 for 2019–2021 biennium

#### MEMBERSHIP

- 8 permanent ex-officio voting members (adds State Parks representative)
- 10 appointed voting members representing diverse interests and populations throughout Oregon
- Revise ex-officio non-voting membership to include representatives from Legislature, Governor’s office, and federal agencies

#### LEADERSHIP

- Elect Chair from any of the voting members



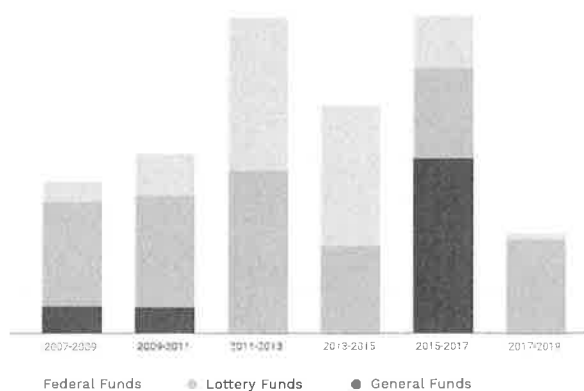
# Oregon Invasive Species Council Overview

The Oregon Invasive Species Council (OISC) was created in 2001 to conduct a coordinated and comprehensive effort to prevent the entry of invasive species into Oregon and to eliminate, reduce and mitigate the effects of invasive species already present in this state.

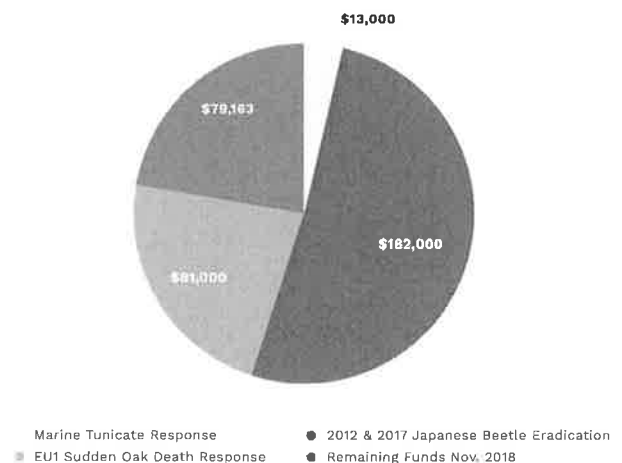
## BUDGET HISTORY (2007-2018)

- 2007** Funding established to support OISC activities and coordination efforts (operations)
- 2009** One-time allocation of \$350,000 to the Emergency Control Account
- 2015** One-time \$100,000 allocation for operations from General Funds
- 2017-2019** Reduced state funding and lack of federal funds resulted in lowest biennium budget for OISC activities of past 12 years

## OPERATIONS FUNDING 2007-2019



## EMERGENCY CONTROL ACCOUNT 2012-2018



## Proposed OISC Activities 2019-2021

- Restructure the OISC to enhance representation and stakeholder engagement
- Maintain and increase capacity of OISC to address ongoing and new invasive species threats
- Continue to develop strategic partnerships to leverage resources and enhance efficiencies to prevent, detect and manage invasive species
- Build statewide awareness of invasive species impacts and continue to improve prevention and early detection capacity
- Respond to local priorities to support implementation of innovative solutions
- Assess and facilitate progress of Statewide Strategic Plan and develop 2020-2022 Action Plan

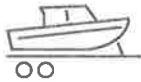


OREGON INVASIVE SPECIES COUNCIL

## ANNUAL REPORT 2018

**The Oregon State Legislature created the OISC in 2001 as the state's leader to conduct a coordinated and comprehensive effort to address invasive species. Our vision is to eliminate, reduce, and mitigate the threats to Oregon from invasive species.**

"Invasive species are defined by Oregon Statute as 'nonnative organisms that cause economic or environmental harm and are capable of spreading to new areas of the state.'" — ORS 570.750



Oregon Invasive Species Council Members work together through a network of cross-disciplinary partners to:

### **PROTECT OREGON'S NATURAL RESOURCES—AND ECONOMY**

Invasive species pose a serious statewide threat to Oregon's economy, infrastructure, food and water systems, and environment impacting agriculture, forestry, hydropower, water delivery systems, outdoor recreation opportunities, and tourism.

### **SAVE MONEY THROUGH PREVENTION**

Invasive species pressures continue to accelerate with global trade, relocation to Oregon from infested areas and the popularity of the PNW. The economic costs and damages associated with invasive species pose a serious threat to Oregon's agriculture, forests and natural resources.

### **KEEP OREGON'S PEOPLE AND PLACES HEALTHY**

Invasive species have the potential to jeopardize public health and to transform ecosystems, resulting in widespread economic and environmental harm. Invasive species can also lead to increased pesticide use and associated human health concerns.

### **ERADICATE HARMFUL INVASIVE SPECIES**

The potential for wide-ranging consequences has made the fight against invasive species a bipartisan issue. Eradication of invasive species is possible when detected early with adequate resources to rapidly respond.

To learn more about invasive species threats and the accomplishments of programs across the state, please visit:  
[www.oregoninvasivespeciescouncil.org](http://www.oregoninvasivespeciescouncil.org)

CONTACT THE OREGON INVASIVE SPECIES COUNCIL  
[coordinator@oregoninvasivespeciescouncil.org](mailto:coordinator@oregoninvasivespeciescouncil.org)  
facebook.com/OregonISC @OISCouncil

# PUTTING OREGON'S STATEWIDE INVASIVE SPECIES STRATEGIC PLAN TO ACTION

## A few examples of collaboration

### WATERCRAFT INSPECTION STATIONS ZEBRA AND QUAGGA MUSSELS

#### COLLABORATION AMONG

Oregon Department of Fish & Wildlife, Oregon State Marine Board, Jackson, Klamath and Malheur Counties, Oregon State Police, Oregon Tourism, Oregon Department of Transportation, Oregon State Parks, Army Corps of Engineers, Bureau of Reclamation, Columbia River Basin Team, Western Regional Panel, U.S. Fish & Wildlife Service, Pacific Northwest Economic Region



As part of a coordinated network of inspection stations in the northwest, Oregon operated six inspection stations at entry points around the state. Two stations were open all year. Of the 28,190 watercraft inspected, 11 were intercepted with quagga or zebra mussels and 354 with other forms of bio-fouling.



**Foster strong regional network through resource & information sharing at meetings, support communication and public outreach.**

### NEW DETECTION OF FLOWERING RUSH

#### COLLABORATION AMONG

Oregon Department of Agriculture, Oregon Department of Fish & Wildlife, Oregon resident



A private landowner reported a flowering rush infestation on their property in the Klamath Basin. The Oregon Department of Agriculture and Oregon Department of Fish & Wildlife quickly worked together to treat the weed before it spread. If established, this invasive aquatic weed would clog irrigation canals and reduce habitat for native animals and plants.



**Build collaborative networks in Columbia River Basin and promote invasive species hotline for early detection.**

### NEW DETECTION OF RUSTY CRAYFISH

#### COLLABORATION AMONG

Oregon Department of Fish & Wildlife, Oregon Department of Agriculture, U.S. Forest Service, Bureau of Reclamation, Oregon State University Extension, Washington State University, Burns Paiute Tribe



A new detection of Rusty crayfish was found in the Malheur River Basin, at Summit Prairie Pond near Seneca, OR, and appeared to have been illegally released. Rusty crayfish competes with Oregon's native signal crayfish for food and habitat and will prey on various native species. The Oregon Department of Fish & Wildlife is actively working with partners to develop methods to eradicate crayfish where possible, to identify management solutions where eradication is not possible, and increase outreach and education.



**Promote public educational materials and facilitate forum for sharing information about detections and management practices.**

## SOUTH COAST COOPERATIVE WEED MANAGEMENT

### COLLABORATION AMONG

Coos Watershed Association, Coquille Watershed Association, Curry Soil and Water Conservation District, Coos Bay BLM District, Oregon Department of Agriculture, Oregon Parks and Recreation Department, Gorse Action Group, the noxious weed control district advisory boards of Coos and Curry counties



Noxious weeds like gorse and scotch broom pose a serious threat to working lands and natural areas. The South Coast CWMA was recently established to expand control of noxious weeds in Coos and Curry counties through shared resources, best practices and public education.



**Convene partners, experts and public officials for joint meeting with the Oregon Noxious Weed Board in Coos Bay and Bandon, Oregon.**

## READINESS AND RESPONSE EMERALD ASH BORER

### COLLABORATION AMONG

Oregon Department of Forestry, Oregon Department of Agriculture, US Forest Service, City of Portland: Portland Parks and Recreation, City of Corvallis: Parks and Recreation, Oregon State University Extension, USDA APHIS-PPQ



A multi-agency effort was concluded to publish an Emerald Ash Borer Readiness & Response Plan for Oregon. In total, 7 meetings were held over a 12-month period, including a collaborative advisory group with over 45 participants. The final plan can be found at [oregonEAB.info](http://oregonEAB.info).



**Facilitate development of the plan, develop outreach materials and partnerships.**

## ERADICATION OF JAPANESE BEETLE

### COLLABORATION AMONG

Oregon Department of Agriculture, Oregon Department of Environmental Quality, Washington County, Oregon Health Authority, Metro and dozens of supporting organizations.



The Oregon Department of Agriculture completed a second year of treatment in an attempt to eradicate the largest infestation of Japanese beetles found in the state. Community support and coordination among partners is essential to prevent this pest from establishing on the West Coast.



**Outreach to interested stakeholders, build collaborative networks to share best practices and develop communication materials.**

## PACIFIC NORTHWEST REGIONAL HIGHLIGHTS

Select partners developing cooperative strategies to manage both pathways and species-specific threats

### Columbia River Basin Team

**GOAL**  
PREVENT INTRODUCTION  
AND SPREAD OF ZEBRA /  
QUAGGA MUSSELS AND  
AQUATIC INVASIVE SPECIES

WA, OR, MT, ID, & BC

### PNWER Northern pike cross-border committee

**GOAL**  
STOP THE SPREAD OF  
NORTHERN PIKE

WA, OR, AK, ID, MT, BC, & Alberta

### Western Invasives Network

**GOAL**  
FOSTER LOCAL DECISION  
MAKING AND ON-THE-  
GROUND PARTNERSHIP  
EFFORTS

17 Counties in Western OR &  
6 counties in SW Washington

### PNW Garlic Mustard Working Group

**GOAL**  
DEVELOP EFFECTIVE  
PREVENTION AND  
CONTROL STRATEGIES.

OR, WA, & BC

# OISC ACTIVITIES 2018

## EARLY DETECTION & INVASIVE SPECIES REPORTING SYSTEMS

- Support OISC's Invasives Hotline, which received 296 reports in 2018, including 147 reports for regulated species
- Managed Squeal on Pigs Hotline for reports of feral swine

## EDUCATION AND OUTREACH ABOUT INVASIVE SPECIES

- Expanded partnerships with Tribes, local jurisdictions, industry representatives and neighboring invasive species councils
- Created new invasive species outreach materials, including a quarantine outreach flyer created for this year's American Association of Woodturners (AAW) symposium.
- Presentations to partners including Extension and CWMA events, CONNECT 2018, Government to Government Natural Resources Working Group, Society for Ecological Restoration, Society for Wetland Scientists
- Advanced the "Don't Pack a Pest" education program with International Student Programs and partner agencies
- Worked with Portland State University students to develop outreach products that highlight "watchlist" invasive species, spotted lantern fly, and Northern pike
- Launched Social Media Campaign during National Invasive Species Awareness Week
- Regular updates to website and social media accounts with relevant blog posts, upcoming events

## COORDINATION MEETINGS AND EDUCATIONAL CONFERENCES

- Engaged with hundreds of people from across the state about invasive species issues, including 3 Council forums held in Salem, Charleston, and Portland to share information, leverage resources and build partnerships to address critical invasive species issues. OISC forums average 50+ attendees across agencies, disciplines, and backgrounds.
- Co-organized (with Washington Invasive Species Council) a special session on invasive species at the Oregon/Washington Chapters of The Wildlife Society meeting to distribute information about the Statewide Strategic Plan and key wildlife of concern in the region
- Coordination with the Pacific Northwest Economic Region's Invasive Species Working Group and Montana's Invasive Species Summit

## IMPLEMENTATION OF STATEWIDE PLAN FOR INVASIVE SPECIES

- Published Oregon's Emerald ash borer readiness and response plan ([www.oregoneab.info](http://www.oregoneab.info))
- Engaged with invasive species professionals through forums and meetings
- Established an eastern Oregon Working Group to continue building partnerships and establish local priorities for invasive species prevention and management

## GRANT PROGRAM FOR ERADICATION OF INVASIVE SPECIES

- Managed reporting on past distributions from the Invasive Species Emergency Control Account (remaining funds = \$79,163)



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
 (Page 1 of 2)

Item #  
*6a*

**Please complete for each agenda item submitted for consideration by the Board of Commissioners**  
**(See notations at bottom of form)**

Staff Contact: Anita Pranger  
 Department: Public Transportation  
 Short Title of Agenda Item: **STF and 5310 Grants**

Phone Number (Ext): 541-676-LOOP(5667)  
 Requested Agenda Date: February 27, 2019

**This Item Involves:** (Check all that apply for this meeting.)

<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time:
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input checked="" type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

N/A      Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **ODOT Rail and Public Transit**

Contractor/Entity Address: **555 13th Street N.E., Salem, OR 97301-4179**

Effective Dates – From: **July 1, 2019**      Through: **June 30, 2021**

Total Contract Amount: **\$135,400.00 and \$136,345.00**      Budget Line: **Many**

Does the contract amount exceed \$5,000?     Yes     No

Reviewed By:

<u>Anita Pranger</u>	<u>February 21, 2019</u>	<u>Department Head</u>	Required for all BOC meetings
	<u>2/25/19</u>	<u>Admin. Officer/BOC Office</u>	Required for all BOC meetings
	<u>2/25/19</u>	<u>County Council</u>	*Required for all legal documents
	<u>2/25/19</u>	<u>Finance Office</u>	*Required for all contracts; other items as appropriate.
	<u>2/25/19</u>	<u>Human Resources</u>	*If appropriate

\* Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Council, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

---

## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

These two grants are the main grants that pay for the majority of operations of The Loop Morrow County Transportation at this time.

The grants are a two year biennial grant.

Take note that on both of these grants about two-thirds of the way down the first page it asks who will be signing this application. These grants are submitted electronically so whoever does sign will need to come to my office and sign the application electronically before I can submit the grant.

## 2. FISCAL IMPACT:

With out these two grants The Loop Morrow County Transportation would not be a service for Morrow County residents. The STF Grant for the two years is a total of \$135,400.00 and the 5310 Grant total for the two years is \$136,345.00.

## 3. SUGGESTED ACTION(S)/MOTION(S):

Move to approve the Special Transportation Fund (STF) and the 5310 grant applications and have \_\_\_\_\_ electronically sign the applications for these grants.

Attach additional background documentation as needed.

# Special Transportation Fund Application

## A. Applicant Information

I am the Special Transportation Fund Agency \*

Yes  No

Special Transportation Fund Agency \*

Morrow County

STF Agency Mailing Address (Street or PO Box) \*

P.O. Box 495

Heppner

Oregon

97836

STF Agency Web Address

https://www.co.morrow.or.us/

Name of Application Contact \*

Anita Pranger

Title of Application Contact \*

Transportation Coordinator

Email of Application Contact \*

apranger@co.morrow.or.us

Phone of Application Contact

(541) 676-5667

Fax Number

541-676-5619

Name of Application Recipient (Person signing Grant Agreement) \*

Title of Application Recipient (Person signing Grant Agreement) \*

Email of Application Recipient (Person signing Grant Agreement)

Phone of Application Recipient (Person signing Grant Agreement)

Fax Number

Transit Agency Type \*

Public Agency

Urbanized Zone \*

Oregon

Service Area \*

Non-urbanized or Rural (area with population of less than 50,000)

Does your STF agency delegate the administration of the STF program to a separate agency? \*

Yes  No

## B. STF Advisory Committee



Do all of the committee members reside within the boundaries of your STF agency service area? \*

Yes  No

Enter each member's organization in the table below (click to add additional lines).

Pick the category of membership that best describes each member, pursuant to OAR 732-005-0031.

**Minimum requirements: Counties and districts - five members. Tribes - three members.**

Member Name *	Organization *	Member Category *
<input checked="" type="checkbox"/> Sheryll Bates	Heppner Chamber	Representative of elderly individuals
<input checked="" type="checkbox"/> Sam Bellamy	Lexington Community	Representative of elderly individuals
<input checked="" type="checkbox"/> Betty Gray	Ione Community	Elderly individual living in area w/o public tranp. serv
<input checked="" type="checkbox"/> Kevin McCabe	Lexington Community	Representative of elderly individuals
<input checked="" type="checkbox"/> Aaron Palmquist	Irrigon Community	Representative of elderly individuals
<input checked="" type="checkbox"/> Virinia "George" Nairns	Heppner Community	Representative of elderly individuals
<input checked="" type="checkbox"/> Karen Pettigrew	Boardman Community	Elderly individual living in area w/o public tranp. serv
<input checked="" type="checkbox"/> Mike Jones	The Loop Morrow County Trans	Representative of elderly individuals

**C. Summary of Distribution Plan**

**Total STF Fund Allocation**  
\$135,400.00

**Funds Disbursed Per Year**  
\$67,700.00

**Funds Disbursed Per Quarter**  
\$16,925.00

**STF Allocation Expenditure Plan**

Administrative Allotment (required by OAR 732-005-0021(5)(b) for receiving, disbursing and accounting for funds)

**Year 1**  
\$2,000.00

**Year 2**  
\$2,000.00

Contribution to Reserve Account (amount contributed to the reserve account - see Section E)

**Year 1 \***

**Year 2 \***

Additional Funds for Allocation (optional)

**Year 1 \***

**Year 2 \***

Contingency (not to exceed 15% of total program budget)

**Year 1 \***

\$10,000.00

**Year 2 \***

\$10,000.00

### Planning Projects

List the Agency Receiving Funds \*

Year 1 \*

Year 2 \*

✖		
---	--	--

+ Add Item

### Operating Projects

List the Agency Receiving Funds \*

Year 1 \*

Year 2 \*

✖	The Loop Morrow County Transportation	\$55,917.74	\$55,917.74
✖	5310 Match	\$6,282.26	\$6,282.26
✖	Good Shepherd CareVan	\$5,500.00	\$5,500.00

+ Add Item

### Capital Projects

List the Agency Receiving Funds \*

Year 1 \*

Year 2 \*

✖			
---	--	--	--

+ Add Item

### D. STF Formula Remaining From Previous Years

Do NOT include reserve funds in this section - see Section E.

Will the STF agency have carryover STF funds from prior years, including funds from the previous biennium that will be applied to the present biennium? \*

- Yes
- No

### E. Reserve Fund Summary

STF agencies may establish a reserve fund to save STF funds for a future purpose.

Does the STF Agency have a separate reserve funds account for the STF program?

- Yes
- No

If yes, describe the purpose of the reserve fund. If you have more than one reserve fund, itemize them in your description. \*

This reserve fund is a vehicle reserve fund that is used to cover the match and additional costs for vehicles or large maintenance projects that could come up pertaining to the vehicles.

Estimate the reserve account fund balance carried into this period. \*

[Empty input field]

### F. Transit Agency and Project Descriptions

#### Project 1

Project Title \*

Maintain The Loop Morrow County Transportation

Project Description \*

This project is to maintain services of The Loop Morrow County Transportation. It will cover fuel, telephones, lodging and meals, registration, mileage, insurance, electricity, office and driver expenses, Irrigon bus shed rent, volunteer drivers per diem and miscellaneous expenses.

Total STF funds awarded to project \*

\$110,303.37

Project Type \*

Operating

Recipient Agency Name \*

The Loop Morrow County Transportation

Address \*

P.O. Box 495

Heppner

Oregon

97836

Recipient Agency Contact Name \*

Anita Pranger

Recipient Agency Contact Title \*

Transportation Coordinator

Recipient Agency Contact Email \*

apranger@co.morrow.or.us

Recipient Agency Contact Phone \*

(541) 676-5667

Fax Number \*

(541) 676-561

**✘ Project 2**

**Project Title \***

5310 Match

**Project Description \***

This project is to cover the match for the 5310 Grant.

**Total STF funds awarded to project \***

\$14,096.63

**Project Type \***

Operating

**Recipient Agency Name \***

The Loop Morrow County Transportation

**Address \***

P.O. Box 495

Heppner

Oregon

97836

**Recipient Agency Contact Name \***

Anita Pranger

**Recipient Agency Contact Title \***

Transportation Coordinator

**Recipient Agency Contact Email \***

apranger@co.morrow.or.us

**Recipient Agency Contact Phone \***

(541) 676-5667

**Fax Number \***

(541) 676-561

**✘ Project 3**

**Project Title \***

Good Shepherd CareVan

**Project Description \***

This project is to help CareVan, medical transportation services for Good Shepherd Medical Services, come into Irrigon and Boardman and provide transportation for medical appointments to the Good Shepherd Medical Group.

**Total STF funds awarded to project \***

\$11,000.00

**Project Type \***

Operating

Recipient Agency Name \*

The Loop Morrow County Transportation

Address \*

P.O. Box 495

Heppner

Oregon

97836

Recipient Agency Contact Name \*

Anita Pranger

Recipient Agency Contact Title \*

Transportation Coordinator

Recipient Agency Contact Email \*

apranger@co.morrow.or.us

Recipient Agency Contact Phone \*

(541) 676-5667

Fax Number \*

(541) 676-561

Add Project

Project Totals

\$135,400.00

Fund Allocation

Total STF Fund Allocation

\$135,400.00

Funds Disbursed Per Year

\$67,700.00

Funds Disbursed Per Quarter

\$16,925.00

Submitting Your Application

STF Agencies: Submit your application to RPTD by using the "Submit" button, attaching any supporting documents.

Additional Supporting Documents (Optional)

Upload

or drag files here.

The person signing this form must have the legal authority to submit this application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of his or her knowledge.

Signature \*

[Signature field]

Print Name \*

[Print Name field]



Submit Application

Save

# Section 5310 Application

Enhanced Mobility of Seniors and Individuals with Disabilities

## Applicant Information

I am the Special Transportation Fund Agency \*

Yes  No

Special Transportation Fund Agency Name \*

Morrow County

*For the agencies applying for the small urban funds, make sure to select the small urban designation from the drop-down.*

Special Transportation Fund Agency Federal EIN \*

93-6002308

Special Transportation Fund Agency Urbanized Zone \*

Oregon

Special Transportation Fund Agency Mailing Address (Street or PO Box) \*

P.O. Box 495

Heppner

Oregon

97836

Special Transportation Fund Agency Web Address

https://www.co.morrow.or.us/

Name of Application Contact \*

Anita Pranger

Title of Application Contact \*

Transportation Coordinator

Email of Application Contact \*

apranger@co.morrow.or.us

Phone Number of Application Contact

(541) 676-5667

Fax Number

541-676-5619

Name of Person signing Grant Agreement \*

Title of Person signing Grant Agreement \*

Email of Person signing Grant Agreement \*

Phone Number of Person signing Grant Agreement

Fax Number

Transit Agency Type \*

Public Agency

Service Area \*

Non-urbanized or Rural area with population of less than 50,000

What type of Service will be supported with the 5310 grant? (Select all that apply) \*

- Open to the general public at all times
- Open to the general public on a space-available basis
- Open only to seniors and individuals with disabilities
- Limited to defined clientele (e.g. residential home)

Demand Response

Deviated Route

**Are any FTA-funded buildings that your transit agency owns located in a flood zone? \***

[More information on floodplains](#)

Yes

No

**Risk Assessment Information**

**Did your agency have any turnover of management or financial staff in the last two years? \***

Yes

No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award? \***

Yes

No

**What type of accounting system does your agency use? \***

Manual

Automated

Combined

**Does your agency have a system in place that will account for 100 percent of each employee's time? \***

Yes

No

**Did your staff members attend required trainings and meetings during prior grant awards? \***

Yes

No

**Was your agency audited by the Federal government in the past two years? \***

Yes

No

**Did your agency stay on budget in the past two years? \***

Yes

No

**Fund Allocation**

**Total 5310 Allocation**

\$122,342.00

**Transit Agency Projects**

**Transit Agency Project 1**



**Project Name \***

The Loop Morrow County Transportation

**Transit Agency Legal Name \***

Morrow County

**Transit Agency DBA Name (Optional)**

The Loop Morrow County Transportation

**Federal EIN \***

93-6002308

**Urbanized Zone \***

Oregon ▼

**Agency Mailing Address (Street or PO Box) \***

P.O. Box 495

Heppner

Oregon ▼

97836

**Agency Web Address**<https://www.co.morrow.or.us/>**Project Details****Project Selection \***

- A. Purchased Service
  B. Mobility Management
- C. Vehicle Purchase
  D. Capitalized Vehicle Preventive Maintenance
- E. Equipment, Signs and Amenities, Shelters
  F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

**B. Mobility Management****1. Project Title****Project Title \***

This project will cover the dispatching costs for the Transportation Coordinator for The Loop Morrow County Transportation.

**2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:**

**Project Service Description \***

This project allows seniors and individuals with disabilities to call in and schedule a ride for a demand response service to provide service in a frontier area where there is insufficient general public transportation.

**3. Project Type**

Travel Mobility Planning

**4. Project cost and match information:**

**Total Project Cost \***

84,000

**Match Amount (Total Project Cost x 10.27%)**

\$8,626.80

**Grant Amount**

\$75,373.20

**5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details \***

Matching funds for this project will come from STF funds.

**6. On what page is project listed in the Adopted Coordinated Plan?**

42

**7. Date Coordinated Plan adopted:**

9/14/2016



For multiple pages use this box

**8. Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:**

**Project Performance Goals \***

9000 estimated customer contacts or services provided for the two years. Output will be measured in OPTIS by the number of trips provided.

**⊗ Transit Agency Project 2**

**Project Name \***

Maintenance of The Loop Morrow County Transportation Vehicles

**Transit Agency Legal Name \***

Morrow County

**Transit Agency DBA Name (Optional)**

The Loop Morrow County Transportation

**Federal EIN \***

93-6002308

**Urbanized Zone \***

Oregon ▼

**Agency Mailing Address (Street or PO Box) \***

P.O. Box 495

Heppner

Oregon ▼

97836

**Agency Web Address**

https://www.co.morrow.or.us/

**Project Details**

**Project Selection \***

- A. Purchased Service
- B. Mobility Management
- C. Vehicle Purchase
- D. Capitalized Vehicle Preventive Maintenance
- E. Equipment, Signs and Amenities, Shelters
- F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

**D. Capitalized Vehicle Preventive Maintenance**

**1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:**

**Project Coordination Description \***

This project is to provide maintenance to the fleet to keep the vehicles in good running condition to provide services to medical appointments to seniors and individuals with disabilities.

**2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.**

- Yes
- No

**3. Number of vehicles included in this preventive maintenance project:**

10

**4. Project cost and match information:**

Total Project Cost \*

28,345

Match Amount (Total Project Cost x 10.27%)

\$2,911.03

Grant Amount

\$25,433.97

5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details \*

The match for this project will come from STF funds.

6. On what page is project listed in the Adopted Coordinated Plan?

42

7. Date Coordinated Plan adopted:

9/14/2016

For multiple pages use this box

8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?

Yes  No

✖ Transit Agency Project 3

Project Name \*

Kayak

Transit Agency Legal Name \*

Morrow County

Transit Agency DBA Name (Optional)

The Loop Morrow County Transportation

Federal EIN \*

93-6002308

Urbanized Zone \*

Oregon

Agency Mailing Address (Street or PO Box) \*

P.O. Box 495

Heppner

Oregon

97836

Agency Web Address

https://www.co.morrow.or.us/

Project Details

Project Selection \*

- A. Purchased Service
- B. Mobility Management
- C. Vehicle Purchase
- D. Capitalized Vehicle Preventive Maintenance
- E. Equipment, Signs and Amenities, Shelters
- F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

A. Purchased Service Project

1. Project Title

Project Title \*

Kayak Public Transportation

2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:

Project Service Description \*

This project give seniors and individuals another option to obtain public transportation to get to medical appointments and services at other destinations.

3. Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period:

50

4. Estimated number of one-way rides this project proposes to provide in the biennial grant period:

3,200

5. Project cost and match information:

Total Project Cost \*

24,000

Match Amount (Total Project Cost x 10.27%)

\$2,464.80

Grant Amount

\$21,535.20

6. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal

year, month/year). Please be specific.

**Local Match Details \***

The match for this project will come from STF funds.

**7. On what page is project listed in the Adopted Coordinated Plan?**

45

**8. Date Coordinated Plan adopted:**

9/14/2016

For multiple pages use this box

**9. Is this project part of a group of activities or projects that are dependant on each other (for example, a new transit service that requires capital and operating funds)?**

Yes  No

**10. Does your transit agency have an existing contract for transit?**

Yes  No

If yes, name the contractor. If no, describe how the transit agency will procure the service and name contractor \*

+ Add Transit Agency Project

**Application Totals**

Total Section 5310 Grant Amount  
\$122,342.37

Total Section 5310 Match Amount  
\$14,002.63

Total Section 5310 Project Cost  
\$136,345.00

**Fund Allocation**

Total 5310 Allocation  
\$122,342.00

**Submitting Your Application**

**STF Agencies:** submit your application to RPTD by using the "Submit" button, attaching any supporting documents (such as DCE Worksheets and Preventive Maintenance Plans).

**Additional Supporting Documents (Optional)**

or drag files here.

The person signing this form must have the legal authority to submit this application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of his or her knowledge.

**Signature \***

**Print Name \***





AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
6b (1)

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: Kate Knop
Department: Finance
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): 5302
Requested Agenda Date: 2/27/2019

Budget Transfer Request R-2019-5

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

---

**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

The attached budget resolution request R-2019-5 in the matter of increasing appropriations within the Morrow County General Fund, Echo Winds Fund, and Community Corrections, Pursuant to OR 294.471 (1).

The General Fund - increase in variance departments for unforeseen increase in appropriations that include additional AOC dues, transfer station personnel, increase in computer needs, and capital projects in Bartholomew. The approved budget resolution would increase appropriations in personnel, materials & services, and capital outlay as reflected in the attachment.

The Echo Winds Fund - increase, Special Payments, in the amount of \$59,241 for the distribution of the community service fees. This is an accounting correction.

The Community Corrections Fund - increase, Materials & Services, in the amount of \$6,976, to include appropriations for the Justice Reinvestment Grants dollars to be distributed to Domestic Violence for 10% of the grant.

**2. FISCAL IMPACT:**

Increase budget appropriations in General Fund in the amount of \$650,200; Echo Winds Fund in the amount of \$59,241; and Community Corrections Funds in the amount of \$6,976.

**3. SUGGESTED ACTION(S)/MOTION(S):**

1. Move to approve Resolution R-2019-5 as written;
2. Direct staff to make amendments to the resolution (specify) and return for adoption at a future meeting;
3. Take no action.
4. Other.

Attach additional background documentation as needed.

**BEFORE THE BOARD OF COMMISSIONERS FOR  
MORROW COUNTY, OREGON**

IN THE MATTER OF )  
 APPROPRIATIONS FOR FISCAL ) RESOLUTION NO. R-2019-5  
 YEAR BEGINNING JULY 1, 2018 )

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2018, for the following purposes:

	Current Appropriations	Increase (Decrease)	Amended Budget
<b>GENERAL FUND</b>			
Board of Commissioners	\$ 581,402	\$ 9,000	\$ 590,402
Assessor/Tax Collector	\$ 775,422	\$ 2,500	\$ 777,922
Public Works Admin	\$ 689,136	\$ 600	\$ 689,736
Transfer Station-North	\$ 86,975	\$ 4,950	\$ 91,925
Computer	\$ 168,000	\$ 31,150	\$ 199,150
Non-Departmental	\$ 4,019,803	\$ 602,000	\$ 4,621,803
Total Increase/(Decrease) General Fund	\$ 16,389,463	\$ 650,200	\$ 17,039,663
<b>Echo Winds Fund</b>			
Special Payments	\$ 0	\$ 59,241	\$ 59,241
Total Increase/(Decrease) Echo Winds Fund	\$ 0	\$ 59,241	\$ 59,241
<b>Community Corrections</b>			
Materials & Services	\$ 170,900	\$ 6,976	\$ 177,876
Total Increase/(Decrease) Community Corrections Fund	\$ 170,900	\$ 6,976	\$ 177,876
		<b>Total APPROPRIATIONS, All Funds</b>	<b>\$ 34,592,360</b>
		<b>Total Unappropriation and Reserve Amounts, All Funds</b>	<b>\$ 4,007,032</b>
		<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 38,599,392</b>

Dated this 27th day of February, 2019.

**MORROW COUNTY BOARD OF  
COMMISSIONERS  
MORROW COUNTY, OREGON**

\_\_\_\_\_  
 Jim Doherty, Chair

\_\_\_\_\_  
 Melissa Lindsay, Commissioner

\_\_\_\_\_  
 Don Russell, Commissioner

Approved as to Form:

---

Morrow County Counsel

PACKET: 00124-Budget R-2019-5

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
Budget Adj. # 000280							
101 101-5-20-2411	2/27/2019	STATE DUES AOC DEPT: BOARD OF COMMISSIONERS	9,000.00	10,500.00	0.00	19,500.00	393.42
101 103-5-20-2255	2/27/2019	LEGAL FEES DEPT: ASSESSOR/TAX COLLECTOR	2,500.00	2,000.00	0.00	4,500.00	193.58
101 120-5-20-2110	2/27/2019	OFFICE SUPPLIES, STATIONARY DEPT: PUBLIC WORKS ADMIN	600.00	5,000.00	0.00	5,600.00	513.01
101 122-5-10-1001	2/27/2019	ATTENDANT DEPT: NORTH TRANSFER STATION	4,500.00	7,280.00	0.00	11,780.00	2,822.00
101 122-5-10-1301	2/27/2019	FICA DEPT: NORTH TRANSFER STATION	300.00	451.00	0.00	751.00	177.73
101 122-5-10-1309	2/27/2019	UNEMPLOYMENT INS DEPT: NORTH TRANSFER STATION	75.00	109.00	0.00	184.00	58.85
101 122-5-10-1321	2/27/2019	MEDICARE DEPT: NORTH TRANSFER STATION	75.00	106.00	0.00	181.00	46.92
101 125-5-40-4312	2/27/2019	REPLACEMENT EQUIPMENT DEPT: COMPUTER	31,150.00	35,000.00	0.00	66,150.00	61,374.18
101 199-5-40-4407	2/27/2019	LEASE PURCH GILLIAM/BISBEE DEPT: NON-DEPARTMENTAL	12,000.00	225,000.00	0.00	237,000.00	235,408.98
101 199-5-40-4411	2/27/2019	BARTHOLOMEW UPGRADES DEPT: NON-DEPARTMENTAL	90,000.00	60,000.00	0.00	150,000.00	147,979.50
101 100-3-10-9002	2/27/2019	TAXES NECESSARY TO BAL BU DEPT: NON-DEPARTMENTAL	150,200.00	8,318,580.00-	0.00	8,468,780.00-	251,984.40-
101 199-3-30-3625	2/27/2019	OHA RBASE PASS THRU - CCS DEPT: NON-DEPARTMENTAL	500,000.00	1,450,000.00-	0.00	1,950,000.00-	531,955.81-
101 199-5-50-5500	2/27/2019	PNFP-MORROW WHEELER B. H. DEPT: NON-DEPARTMENTAL	500,000.00	1,450,000.00	0.00	1,950,000.00	647,980.17

PACKET: 00124-Budget R-2019-5

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
Budget Adj. # 000280							
500 500-3-40-4421	2/27/2019	ECHO-COMM SERV FEES DEPT: ECHO WINDS FEES	59,241.00	0.00	0.00	59,241.00-	7,495.92
500 500-5-50-5221	2/27/2019	ECHO-COMM SERV FEE DIST. DEPT: ECHO WINDS FEES	59,241.00	0.00	0.00	59,241.00	59,241.00
510 113-3-30-3595	2/27/2019	JUSTICE REINVESTMENT GRANT DEPT: COMMUNITY CORRECTIONS	6,976.00	60,688.00-	0.00	67,664.00-	0.20-
510 113-5-20-2435	2/27/2019	MENTAL HEALTH SERVICES DEPT: COMMUNITY CORRECTIONS PACKET NOTES:	6,976.00	24,000.00	0.00	30,976.00	30,976.00
TOTAL NO. ADJUSTMENTS--REVENUE:						4	716,417.00
TOTAL NO. ADJUSTMENTS--EXPENSE:						13	716,417.00
TOTAL IN PACKET--							<u>1,432,834.00</u>

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
66 (2)

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: Kate Knop Phone Number (Ext): 5302
Department: Finance Requested Agenda Date: 2/27/2019
Short Title of Agenda Item: Budget Transfer Request R-2019-6
(No acronyms please)

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

---

**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

The attached budget transfer resolution R-2019-6 in the matter of transferring appropriations within the Morrow County General Fund Pursuant to OR 294.463(1).

The General Fund - Public Works General Maintenance, materials & service, budget includes \$44,104 in excess appropriations for capital projects that exceed the threshold of \$5,000. The capital projects include a heat pump, \$6,000; blinds for the Courthouse, \$25,000; and new entry-way windows for the library, \$13,104. The approved budget transfer resolution would appropriate dollars in capital outlay where they belong.

The General Fund - Health Department, materials & services, budget includes \$30,000 in excess appropriations that was to support payment for the Public Health Emergency Preparedness Coordinator through the grant, but the coordinator retired. The funds can be allocated to another purpose or returned to the State. The Health Department Director, Sheree Smith, is requesting the \$30,000 be transferred to capital outlay equipment to support the purchase of a generator for the Boardman office to protect the vaccines stored there and utilize the electrical source as back-up for operations in emergency situations.

**2. FISCAL IMPACT:**

Transfer budget appropriation from General Fund - Public Works General Maintenance from materials & services to capital outlay in the amount of \$44,104; and General Fund - Health Department from materials & services to capital outlay in the amount of \$30,000.

**3. SUGGESTED ACTION(S)/MOTION(S):**

1. Move to approve Resolution R-2019-6 as written;
2. Direct staff to make amendments to the resolution (specify) and return for adoption at a future meeting;
3. Take no action.
4. Other.

Attach additional background documentation as needed.

**BEFORE THE BOARD OF COMMISSIONERS FOR  
MORROW COUNTY, OREGON**

IN THE MATTER OF TRANSFERRING)  
APPROPRIATIONS WITHIN                    )     RESOLUTION NO. R-2019-6  
THE MORROW COUNTY GENERAL    )  
FUND, PURSUANT TO ORS 294.463(1).)

**WHEREAS**, ORS 294.463(1) the transfer of appropriations may be made within a fund when authorized by ordinance or resolution of the governing body of a municipal corporation. The ordinance must state the need for the transfer, the purpose for the authorized expenditure and the amount transferred.

**WHEREAS**, the Morrow County General Fund – Public Works General Maintenance Capital Outlay, will be incurring additional office equipment and building maintenance expenditures, resulting in payments higher than previously budgeted, it is necessary to transfer appropriations within the fund.

**WHEREAS**, the Morrow County General Fund – Health Department, will be incurring additional office equipment expenditures, resulting in payments higher than previously budgeted, it is necessary to transfer appropriations within the fund.

**NOW THEREFORE**, be it resolved that the Morrow County Board of Commissioners hereby authorizes the following inter-fund transfer within the Morrow County

	<u>Revenue &amp; Appropriations</u>
<b><u>Morrow County General Fund – Public Works General Maintenance</u></b>	
Capital Outlay	\$ 44,104
Material & Services	\$ (44,104)
<b><u>Morrow County General Fund – Health Department</u></b>	
Capital Outlay	\$ 30,000
Material & Services	\$ (30,000)



Dated this 27<sup>th</sup> day of February, 2019.

**MORROW COUNTY BOARD OF  
COMMISSIONERS  
MORROW COUNTY, OREGON**

---

Jim Doherty, Chair

---

Melissa Lindsay, Commissioner

---

Don Russell, Commissioner

Approved as to Form:

---

Morrow County Counsel

PACKET: 00123-bdgt Tfr R-2019-6

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
101 121-5-40-4411	2/27/2019	EQUIPMENT	6,000.00	0.00	0.00	6,000.00	6,000.00
101 121-5-40-4424	2/27/2019	BUILDING MAINTENANCE	38,104.00	0.00	0.00	38,104.00	38,104.00
101 121-5-20-3715	2/27/2019	REPAIR & MAINT - BUILDING	44,104.00-	92,500.00	0.00	48,396.00	31,095.45
101 114-5-40-4402	2/27/2019	OFFICE EQUIPMENT	30,000.00	0.00	0.00	30,000.00	30,000.00
101 114-5-20-3440	2/27/2019	CONTRACT SERVICES	30,000.00-	34,000.00	0.00	4,000.00	329.02
TOTAL IN PACKET--						0.00	

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*



**AGENDA ITEM COVER SHEET**  
Morrow County Board of Commissioners  
(Page 1 of 2)

(For BOC Use)  
Item #  
60

**Please complete for each agenda item submitted for consideration by the Board of Commissioners**  
(See notations at bottom of form)

Staff Contact: Darrell Green  
Department:  
Short Title of Agenda Item: Road Use Agreement

Phone Number (Ext):  
Requested Agenda Date: 02/27/2019

This Item Involves: (Check all that apply for this meeting.)	
<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input checked="" type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time: 15 minutes
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

<input type="checkbox"/> N/A	<u>Purchase Pre-Authorizations, Contracts &amp; Agreements</u>
Contractor/Entity:	
Contractor/Entity Address:	
Effective Dates – From:	Through:
Total Contract Amount:	Budget Line:
Does the contract amount exceed \$5,000? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Reviewed By:

_____	Department Head	Required for all BOC meetings
<i>DATE</i>		
Darrell J Green	Admin. Officer/BOC Office	Required for all BOC meetings
02/25/2019		
<i>DATE</i>		
_____	County Counsel	*Required for all legal documents
<i>DATE</i>		
_____	Finance Office	*Required for all contracts; other items as appropriate.
<i>DATE</i>		
_____	Human Resources	*If appropriate
<i>DATE</i>		

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.**

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

---

**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Update on Road Use Agreement discussions with Vadata

**2. FISCAL IMPACT:**

none

**3. SUGGESTED ACTION(S)/MOTION(S):**

None at this time.

Attach additional background documentation as needed.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
 (Page 1 of 2)

(For BOC Use)  
 Item #  
 be

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
 (See notations at bottom of form)

Staff Contact: Darrell Green

Phone Number (Ext):

Department:

Requested Agenda Date: 02/27/2019

Short Title of Agenda Item: Progressive Design Build Consultant

**This Item Involves:** (Check all that apply for this meeting.)

- |   |   |
|---|---|
| <input type="checkbox"/> Order or Resolution                              | <input type="checkbox"/> Appointments                   |
| <input type="checkbox"/> Ordinance/Public Hearing:                        | <input type="checkbox"/> Update on Project/Committee    |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible        |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input checked="" type="checkbox"/> Discussion & Action |
| Estimated Time:   | Estimated Time: 20 minutes                              |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization     |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                          |

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000?     Yes     No

Reviewed By:

_____	Department Head	Required for all BOC meetings
DATE		
Darrell J Green	Admin. Officer/BOC Office	Required for all BOC meetings
DATE		
_____	County Counsel	*Required for all legal documents
DATE		
_____	Finance Office	*Required for all contracts; other items as appropriate.
DATE		
_____	Human Resources	*If appropriate
DATE		

\* Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.**

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

---

## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

On February 12th, Robynne Parkinson presented information about the pros and cons of Design Build and Progressive Design Build along with the role she has with owners. I was asked to get clarification from Robynne on working with County Counsel to work on the legality of our documents.

I forwarded Justin's question to Robynne; "As you know, Morrow County is a small county, with a population of around 14,000 people. The Morrow County District Attorney Justin Nelson and Deputy District Attorney Richard Tovey also assist as County Counsel for the County. They have experience with reviewing contracts, legal documents, and other issues that have come-up. County Counsel does not work with Human Resource issues since those are a unique area of law that leads to a lot of litigation."

"With that in mind, are you comfortable that County Counsel will be able to assist sufficiently with your guidance on this project to legally protect our interest? "

Her response; "The expertise that I would need is in public procurement and construction in Oregon. If the District Attorney's office doesn't have sufficient experience in that area, I'm sure I could find someone in Oregon to review the documents for that purpose."

I have since reached out to Shirley Smith, Design Build Procurement analyst with the State of Oregon, she passed along a name to contact at DOJ, Blake Underwood, to see if he can review our documents. I also left a message with Mike Day of Day CPM to see if they have any recommendations for an attorney. I will also contact the City of Portland to see if they have recommendations. See attached page for more information.

## 2. FISCAL IMPACT:

\$325/hour- Total will depend on the scope of work and schedule we ask of her.

## 3. SUGGESTED ACTION(S)/MOTION(S):

Agree on a scope of work for the consultant, Robynne Parkinson, then have the County Administrator review with Robynne and bring back a service agreement with an estimate for her services to the Board of Commissioners for review and signatures.

 Attach additional background documentation as needed.

Since we should have options for legal review, I recommend we hire Robynne as our consultant to assist us through the process to, 1) Establish Project Goals, 2) Develop an RFQ/RFP, 3) Hiring an Owners Rep, 4) Draft and negotiate our contract with the design builder. I will continue to look at roles between the owner's rep and consultant to minimize overlap.

January 10, 2019

Via Email dgreen@co.morrow.or.us  
Darrell Green  
Morrow County Administrator  
PO Box 788  
110 N. Court St.  
Heppner, OR 97836

RE: Scope of Services for Design-Build Project

Dear Darrell,

You requested that I provide to you a proposed scope of work to assist Morrow County as a design-build consultant for the County's new administration building. Below are the tasks that I would normally undertake to assist an owner with a design-build project. Once you have reviewed them, we can discuss the extent to which the City would like my assistance. My billable rate is \$325 per hour. Typically, I charge by the hour, but I have recently undertaken several projects on a lump sum basis, and I am happy to discuss lump sum or other billing options. Although I am an attorney, I am not licensed in Oregon; therefore, my services would be provided as a consultant, and I would work with the County's counsel in drafting any legal documents.

### **Typical Design-Build Services**

#### **1. Owner Preparation/Establish Project Goals**

Owner preparation usually involves several steps. The first step we discussed was an over the phone training for your Board of County Commissioners. This meeting would last between an hour and a half and two hours and could be conducted over the phone. It would be preferable to conduct the meeting through a platform such as GoToMeeting or Skype that allows for me to use a PowerPoint presentation.

Establishing the owner's goals in an environment where the owner understands the risks associated with design-build is extremely important. This task usually consists of a meeting or series of meetings with the project decision makers and stakeholders. There is often an element of training on design-build as we establish the project goals. In a procurement focused on qualifications, it is helpful for the evaluation team to focus on determining which teams are most likely to exceed the owner's project goals. I encourage owners to establish project goals that are aspirational rather than contract based. For example, "on time and on budget" are contract requirements. "Minimize disruption" and "maximize value" are aspirational goals. We then use the discussion from this session to populate the information in the Request for Qualifications and the Request for Proposals.

#### **2. Development of RFQ and RFP.**

We develop the RFQ and RFP at the same time so that there are no gaps in the information requested from the proposers. The contract is usually part of the RFP; however, if possible, it is a good



practice to provide an RFQ and a draft RFP at the same time so that the parties have sufficient information to make a go/no go determination about the project.

**4. Facilitation of the Selection Process**

Selection of the design-builder usually involves one or more meetings with each proposer and/or finalist as well evaluation committee meetings. Most of my clients request that I facilitate these meetings. For the individual meetings with the proposers, I make sure that the parties are following the procurement requirements and document what occurs at the meeting. When I facilitate the selection process, I make sure that the selection is performed pursuant to the RFQ and RFP and the evaluation committee is scoring the teams in accordance with the statute and with the published process. I also draft the evaluation summaries, which provide the documentation of the committee's decision.

**5. Training**

I have done trainings for both the owner's stakeholders and for design-build teams. Typically, the training is part of the kick off meeting. We review the contract and the deliverables expected of each party.

**6. Post Award Assistance**

Aside from assisting with negotiating the contract with the selected design-builder, I usually do not have much involvement in what happens after award. However, I am available to my clients for questions and issues on an hourly basis.

**Level of Effort**

I charge my time by the tenth of the hour, and my billable rate is \$325. Without more discussion, it is not possible to accurately estimate the amount of time it will take to perform the work. For example, some clients like to schedule weekly meetings/calls to discuss the procurement documents and the contracts while other clients have very few meetings. Although some of the meetings, such as the evaluation committee selection meetings, need to be in person. Most others can be by phone. All of these factors have a significant impact on how much time I spend on the project. Once you have had a chance to review what services I typically provide, then we can better hone in on a budget for the services.

I am looking forward to working with the County on this project. Please let me know what additional questions you have.

Regards,  
Thaxton Parkinson, PLLC

Robynne T. Parkinson

## ROAD REPORT FEBRUARY 2019

**WINTER PLOWING:** February snow storms have proven to be a challenge for our road crew. It has been “all hands on deck” day in and day out as we battle the weather. Our crew has made themselves available for all hours of every day, rescheduling time off and even ignoring illness to be a part of keeping the road system open as best we can. I have been amazed at the dedication and fortitude my crew has displayed. Our priority has been to open up major roads followed by minor and rural roads. We have responded to public extenuating circumstances, deviating from our mode of operation for the sake of safety. The road department appreciates everyone’s patience as we get through this season.

**ROAD DEICING:** we continue to spread deicer on asphalt roads as needed.

**ROAD SIGNS:** Repairs to road signs continue to be completed as time allows.

**BOARDMAN FACILITY:** We have begun building base on the property.

**BRIDGE WORK:** Minor bridge work continues while waiting for plans for major repairs. A bid has been accepted for repairs on the Keene and Snyder bridges.

**ROAD DAMAGE REPAIR:** Crew members have spent time repairing areas that have been damaged by storm water. Ditch work has been completed on Kunze.

**POTHOLE PATCHING:** Crew members have been filling potholes in problem areas.

**PERMITS:** Permits applied for in the month of February:

Windwave Communication on Olson Road, Wilson Lane, and Rippee Road for fiber lines. I have reviewed the plans. Approval is pending on further permit process discussion.