

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, February 10, 2021 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

Zoom Meeting Information on Page 2

AMENDED

1. **Call to Order & Pledge of Allegiance - 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on topics not on the agenda
3. **Open Agenda:** The Board may introduce subjects not on the agenda
4. **Consent Calendar**
 - a. Approve Accounts Payable and Payroll Payables
 - b. Minutes: December 2nd, December 9th
 - c. Correction of Road Committee Appointment Term Dates
 - d. **Application for Tax Refund**
5. **Legislative Updates**
6. **Business Items**
 - a. Update on the Disbursement of the Business Oregon Small Business Relief Fund (Susan Christensen, Greater Eastern Oregon Development Corporation)
 - b. Permit Requests (Blake Lawrence, Windwave)
 - c. Draft Memorandum of Understanding with Morrow County School Districts regarding the Wheatridge Project Strategic Investment Program Agreement (Richard Tovey, County Counsel)
 - d. Morrow County Internship Program (Lindsay Grogan, Human Resources)
 - e. Full-Time Equivalent (FTE) Requests by Departments (Lindsay Grogan)
 - f. Agreement between Morrow County and the Columbia Development Authority on Protection of the Oregon Trail Site (Tamra Mabbott, Planning Director)
 - g. Emergency Operations Center Update
 - h. Building Projects Update
 - i. Sheriff Station 2 Project – Partition Plat
7. **Department Reports**
 - a. Treasurer’s Monthly Report (Jaylene Papineau)
 - b. Community Development Department Monthly Report (Gregg Zody)
 - c. Planning Department Monthly Report (Tamra Mabbott)
 - d. Weed Department Quarterly Report (Dave Pranger)
 - e. ~~Finance Department Quarterly Report (Kate Knop)~~
8. **Correspondence**
9. **Commissioner Reports**
10. **Executive Session:** Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions
11. **Signing of documents**
12. **Adjourn**

Agendas are available every Friday on our website (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 Lutchter 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, County Administrator at (541) 676-2529.

Zoom Meeting Information

Join Zoom Meeting:

<https://zoom.us/j/5416762546>

PASSWORD: 97836

Meeting ID: 541-676-2546

Zoom Call-In Numbers for Audio Only Using Meeting ID 541-676-2546#:

- 1-346-248-7799
- 1-669-900-6833
- 1-312-626-6799
- 1-929-436-2866
- 1-253-215-8782
- 1-301-715-8592

**Morrow County Board of Commissioners Meeting Minutes
December 2, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon**

Present In-Person

Vice Chair Don Russell, Commissioner Jim Doherty, Darrell J. Green, Matt Kenny, Kate Knop, Roberta Lutcher, Justin Nelson

Present Via Zoom

Chair Melissa Lindsay; Staff: Erin Anderson, Bobbi Childers, Mike Gorman, Lindsay Grogan, Katie Imes, Diane Kilkenny, Tamra Mabbott, Ian Murray, Sandi Pointer, Matt Scrivner, Linda Skendzel, Heidi Turrell, LeAnn Wright, Gregg Zody; Non-Staff: Torrie Griggs, Erika Lasater, Lisa Mittelsdorf, Karen Pettigrew, Lori Roach

Call to Order, Pledge of Allegiance and Roll Call: 9:01 a.m. (Vice Chair Russell chaired the meeting as he was physically present at the meeting location while Chair Lindsay was attending via Zoom.)

City & Citizen Comments: None

Open Agenda: No items

Consent Calendar

Commissioner Doherty removed the Sixteen Amendment to Oregon Health Authority (OHA) Intergovernmental Agreement (IGA) #159824 for the Financing of Public Health Services.

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

1. *Accounts Payable and Payroll Payables*
2. *Minutes: October 14th, 21st and 28th*
3. *Application for Tax Refund from the Port of Morrow*
4. *MasterTent USA Inc., Sales Quote Acceptance for tents and associated equipment for COVID-related events (two tents, electric heaters, lights, transport wheels - \$30,688.20)*

Commissioner Lindsay seconded. Unanimous approval.

Business Items

Sixteenth Amendment to OHA IGA #159824 for the Financing of Public Health Services

Commissioner Doherty said the amendment allowed for the rollover of unspent funds. He asked how the County can ensure the funds will be spent.

Finance Director Kate Knop said the Public Health programs have shifted due to COVID and she, Mr. Green and the Interim Department Director were working to allocate those funds.

Vice Chair Russell said this year multiple counties have been unable to spend the money tied to some of the contract's program elements, which is a rare occurrence for Public Health Departments.

Commissioner Doherty moved to approve the Sixteenth Amendment to OHA IGA #159824 for the Financing of Public Health Services; and authorize Vice Chair Russell to sign on behalf of the County. Commissioner Lindsay seconded. Unanimous approval.

Retirement Recognition: Dean Robinson

Dean Robinson,

Greg Close, Parks General Manager

Mr. Robinson's supervisors, Greg Close and Matt Scrivner, spoke about Mr. Robinson's strong work ethic and commitment to Morrow County Parks, and how much they each learned from him. The Commissioners echoed similar sentiments and relayed stories of their interactions with him. Commissioner Russell said Mr. Robinson's skill set would be hard to replace; Commissioner Doherty commented on Mr. Robinson's involvement with the Wolf Depredation Advisory Committee where he serves as Chair; and Chair Lindsay said Mr. Robinson invested his heart and soul into protecting County Parks.

Coronavirus Relief Fund, Department of Administrative Services Grant #2529

Kate Knop, Finance Director

Ms. Knop explained the County will receive \$601,787 through the grant. With the exception of a five percent administrative fee, the remainder is to go to businesses impacted by COVID that meet these minimum requirements:

1. The business is headquartered in Oregon and has its principal operations in Oregon.
2. If required by law, the business must be registered with the Oregon Secretary of State.
3. The business must be either for-profit or a 501(c)(3) tax-exempt entity under the IRS Code.
4. The business incurred necessary expenditures due to COVID-19 during the Performance Period (March 1, 2020 through December 30, 2020).

Discussion.

Commissioner Doherty moved to approve and sign the Coronavirus Relief Fund Grant Agreement #2529 between the State of Oregon (through the Department of Administrative Services) and Morrow County; and authorize Vice Chair Russell to sign on behalf of the County. Chair Lindsay seconded. Discussion: The Board agreed by consensus that Chair Lindsay should continue to oversee the process in order for the funds to get to applicants as quickly as possible. Vote: Unanimous approval.

Chair Lindsay provided status updates on the various grants designated to help businesses. She said 65 applications were received for the County's Resiliency Fund dollars. The Board agreed by consensus that the list of grant recipients would be made public in the Consent Calendar, to which County Counsel, Justin Nelson, indicated his agreement.

Defined Contribution Plan Documents and Contracts

Kate Knop, Finance Director

Lindsay Grogan, Human Resources Manager

Ms. Knop said approving the documents was the first step in building the new Defined Contribution Retirement Plan for new employees hired after July 1, 2020. She and Ms. Grogan reviewed the documents and answered questions from the Board. The Board requested the

Vesting Schedule be a five-year vesting period and discussed several options for graduated levels of vesting within the first five years: 0% for years one, two and three; and then either increased grading for subsequent years, or 100% after year three. This point will come back to the Board for a determination.

Commissioner Doherty moved to approve and sign the 401(a) New Business Agreement with the previous questions mostly confirmed by the Board (with Edward Jones and Company, Kassandra Williams; NW Retirement Plan Consultants; OneAmerica Services Agreement & Fee Disclosure; American United Life Insurance Company; Mesirow Financial Investment Management, Inc., Advisory Services Agreement). Chair Lindsay seconded. Discussion: Chair Lindsay asked staff to verify some of the fees included in the agreement to see if they were listed in Edward Jones' Request for Qualifications response. Vote: Unanimous approval.

Road Committee

Sandi Pointer, Public Works

Ms. Pointer reviewed the list of appointee requests. She said Frank Osmin submitted a letter but it was not included in the Agenda Packet. She asked if he could be retained as a South County Representative.

Commissioner Doherty moved to accept the following appointments to the Road Committee: Kim Cutsforth as an Alternate representing South County; Joe McElligott representing South County At Large; and Bob Nairns as an Alternate representing South County; all terms to be December 2, 2020 through December 2, 2024. Chair Lindsay seconded. Discussion: Commissioner Doherty suggested the positions have defined regional areas and names, rather than north and south County. Vote: Unanimous approval.

Commissioner Doherty moved to reappoint Frank Osmin to the Road Committee representing South County; term to be December 2, 2020 through December 2, 2024. Chair Lindsay seconded. Vote: Unanimous approval.

The Loop's Preliminary Annual Operating Plan, Fiscal Year 2021-2022

Katie Imes, Coordinator, The Loop

Ms. Imes updated the Board on the efforts of The Loop's advisory committees to create an annual operating plan. The plan contained three sections, which she reviewed:

1. Existing Services to be delivered
2. Known project opportunities within Morrow County
3. Known opportunities or challenges that may occur in the method, means or model of delivery

The draft operating plan was an outline only and the final document will be more detailed, she said. The advisory committee members would like to continue working on the plan, with the Board's approval, said Ms. Imes. The Board agreed by consensus to acknowledge they received The Loop Preliminary Annual Operating Plan, FY 2021-2022.

Columbia River Enterprise Zone III Intergovernmental Agreements

County Counsel Justin Nelson said the draft IGAs were forwarded to the Port of Morrow for review but he did not have anything to report at this time.

BOC Retreat

There was no new information to report on this topic.

Emergency Operations Center Update

- Administrator Darrell Green reported the County was now in the “Extreme Risk” category. The EOC Team asked that the Board extend the Remote Work from Home Agreements, he said.
- Chair Lindsay said after four attempts, the Governor’s Office returned her call just this morning to discuss possible exemptions in the Extreme Risk category. She said the County will be able to remain open and doors can remain unlocked. The EOC Team recommended that the Board allow Department Directors to lock their doors to the public and go to appointments only, if that was their preference.
- Chair Lindsay said the Governor’s Office currently looks at statistics in the previous four weeks, but there was a push to change that to two weeks. She said the 40 cases in one recent week will impact the County for a few weeks and this does not bode well for returning to in-person learning after the Christmas break. She said those 40 cases translated to 120 people being monitored daily, which impacts the Public Health Department staff.
- Diane Kilkenny, Interim Public Health Director, said if any of the 120 people being monitored test positive, then all their contacts have to be traced and potentially monitored. This currently takes all the time of one full-time staff member. Chair Lindsay said the County was looking for additional contact tracers or data entry people.
- Vice Chair Russell asked Ms. Kilkenny if the Governor had come up with a plan for vaccine distribution. Ms. Kilkenny said that information had not been communicated to the County. She said the State asked the Public Health Department to provide a survey of its capacity, which she submitted. Ms. Kilkenny reported the first roll-out, Phase 1A, will be for frontline healthcare workers and possible people in long-term care facilities. She said the Morrow County Health District applied to be a distributor and purchased an ultra-low freezer because the Pfizer vaccine needs to be stored at -94° F. It’s not yet known if they will be chosen or if any vaccine will be shipped to them. She continued, Morrow County Public Health was putting together its vaccine plan and was not waiting on the State.

Chair Lindsay moved to extend, for another two weeks, the Remote Work from Home Agreements, if able, that are currently in place. Commissioner Doherty seconded. Discussion: Commissioner Doherty asked to define “if able.” Mr. Nelson said it’s not just if a person is able to do the work, but also if he/she has the resources available to do the work from home. Vote: Unanimous approval.

Chair Lindsay said there may be some room within the Extreme Risk category to allow continued usage of the outdoor arena at the Fairgrounds under “outdoor recreation/fitness” which allows for a maximum of 50 people. She said in the past, the Board decided to let them have that space as long as people adhered to the rules. She asked if it should be formalized again.

Vice Chair Russell said he didn't want to be more restrictive than the Governor and that the Fair Secretary, Ann Jones, knew the guidelines and the Board should continue to give her the latitude to do that.

Irrigon Building Update

- Mr. Green said the furniture selection process would be completed soon.
- The selection of colors, materials, finishes, flooring, etc., has been completed.
- The building permit should be submitted today and he was optimistic for a quick turnaround. If so, it would mean the construction crew could start moving dirt in two or three weeks.

Department Reports

Administrator's Monthly Report

Mr. Green reviewed his report.

Sheriff's Office Monthly Report

Sheriff Ken Matlack provided a report on several items not covered in the written monthly report of statistics. He talked about retirements and promotions within the department; a deadly force policy and a pursuit policy being drafted in coordination with Umatilla County; and the need for a shooting range in-County for Sheriff's Office employees.

Correspondence

- Oregon State Chamber of Commerce Action Alert
- Oregon Water Resources Department Notice: Public Comment Period Re-Opened for Stand Up to Factory Farms' Petition for Rulemaking

Commissioner Report

Provided by each Commissioners.

Signing of documents

Adjourned: 12:25 p.m.

**Morrow County Board of Commissioners Meeting Minutes
December 9, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon**

Present In-Person

Chair Melissa Lindsay, Commissioner Don Russell, Commissioner Jim Doherty, Darrell J. Green, Kate Knop, Roberta Lutcher, Justin Nelson

Present Via Zoom

Staff: Stephanie Case, Mike Gorman, Lindsay Grogan, Gayle Gutierrez, Katie Imes, Tamra Mabbott, Matt Scrivner, Linda Skendzel, LeAnn Wright, Gregg Zody; Non-Staff: Torrie Griggs, Lisa Mittelsdorf, Lori Roach, David Sykes

Call to Order, Pledge of Allegiance & Roll Call: 9:02 a.m.

City and Citizen Comments: None

Open Agenda: No items

Consent Calendar:

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

1. *Accounts Payable and Payroll Payables*
2. *Minutes: November 4th*
3. *Property Use License with Oregon State University for All-Terrain Vehicle Safety Youth Rider Endorsement Classes at the Morrow-Grant County Off-Highway Vehicle Park; effective January 1, 2021 through December 31, 2021; and authorize Chair Lindsay to sign on behalf of the County*
4. *Appointment of Debbie Radie to the Statewide Transportation Improvement Fund Advisory Committee; term to be January 1, 2021 through December 31, 2023*
5. *Memorandum of Agreement with Oregon Social Learning Center; project period March 2021 to December 2024; County will submit invoices to OSLC for \$250 per participating Juvenile Probation Officers per year; and authorize Chair Lindsay to sign on behalf of the County*

Commissioner Doherty seconded. Unanimous approval.

Business Items

Columbia River Enterprise Zone II Funds Distribution

Greg Sweek, Enterprise Zone Manager

Mr. Sweek said \$9,231,524.29 was disbursed at the Monday CREZ II Board Meeting. He then reviewed the recipient list, which consisted of entities throughout the County (special districts, the five incorporated communities, three economic development entities, the Port of Morrow and Morrow County). He noted the most significant change was the allocation of \$200,000, each, for infrastructure development to Heppner, Ione, Irrigon and Lexington. He said the City of Boardman wasn't included in the infrastructure development list because it received other funds as a zone sponsor (\$1,145,035.21). CREZ II will continue to disburse tax abatement funds for another 15 years because two projects were approved before the expiration of CREZ II which have 15-year exemptions; they are ReKlaim Inc. (now known as Klean Industries Boardman, Inc.) and Vadata, he said. Various discussions.

Review Order No. OR-2020-6: An Order Declaring a Local State of Emergency

Justin Nelson, County Counsel

Mr. Nelson explained Order No. OR-2020-6 was signed by the Board on June 24th and was effective for 180 days. He said he would prepare a new Order for next week's Consent Calendar that would extend the State of Emergency due to COVID for an additional 180 days.

Funding to Support Public Health Departments

Chair Lindsay said, historically, funding for county public health departments has been substantially underfunded. She said, based on what was expected by the Governor and the Oregon Health Authority, the top three underfunded counties would be Malheur, Morrow and Umatilla. She asked the other Commissioners if Morrow County should submit a letter in support of "bridge" funding to public health departments until federal relief funding was available. After discussion, the Board agreed to bring forward a letter next week.

Emergency Operations Center Update

- Chair Lindsay said the latest Executive Order from the Governor, No. 20-66, specifically called out government entities. She said she wanted to make sure that was clear, that there were exemptions for government entities.
- Administrator Darrell Green said the ability for schools to remain in-person, and vaccine distribution were some of the main topics at Monday morning's weekly EOC Meeting. Also discussed were options for keeping employees informed about COVID, and joint efforts underway with the hospital, clinics and pharmacies to coordinate vaccine points-of-distribution, or PODS. December 15th was slated to be the first round of vaccines to hospitals. Rural counties, including Morrow, will not see any vaccine doses until rounds two or three.
- Chair Lindsay expressed concern that the State of Oregon still had not released a plan for vaccine distribution (a recently appointed task force was formed to make recommendations to the Governor).

Irrigon Building Update

- Mr. Green said he hoped to have the building permit on December 21st, and that equipment should be mobilized on December 15th.
- Commissioner Russell said the project was not over budget. This was good news and might free up money to add things back in that were previously eliminated.

Business Assistance Grants Update

Gregg Zody, Community Development Director

Mr. Zody provided updates on three concurrent grants:

1. Tillamook County Creamery Association Grant – \$30,000 distributed to 12 recipients; average award amount \$2,500.
2. Morrow County Resiliency Fund Grant – \$360,000 distributed; 59 applications received; 10 not approved because they did not meet the criteria; average award amount \$5,910, ranging from \$5,628 to \$24,218.
3. CARES Fund Grant – application posted to the website last Friday; due date December 15th at 5:00 p.m.; 10 applications received to-date.

Discussion took place about the possibility of another round of grants and possibly changing some of the criteria to include people denied in these rounds or others “who fell through the cracks.”

Department Reports

Community Development Department Monthly Report

Mr. Zody reviewed his written report (included in the Agenda Packet on the website).

Planning Department Monthly Report

Tamra Mabbott, Planning Director

Ms. Mabbott reviewed her written report (included in the Agenda Packet on the website).

Treasurer’s Monthly Report

Gayle Gutierrez, Treasurer

Ms. Gutierrez reviewed her report (included in the Agenda Packet on the website). She also included a letter requesting a half-day off on Christmas eve for employees. After discussion, the Commissioners requested the idea be brought back for consideration next week.

Correspondence

- Finance Department’s Budget Calendar for Fiscal Year 2021-22
- News release from PGE on the PGE/NextEra Energy Resources announcing the start of commercial power generation at the Wheatridge Renewable Energy Facility

Commissioner Reports

Provided by each Commissioner.

Signing of documents

Adjourned: 11:25 a.m.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

At the Board of Commissioner meeting on December 2, 2020 the motion to accept Kim Cutsforth as the alternate for South County, Joe McElligott presenting South Co. At Large and Bob Nairns and alternate representing South Co. At Large had their terms ending in 2024.

We need to correct the motion to have their terms end in 2023.

In addition to include a South County representative Frank Osmin with a three year terms 12/02/20 to 12/02/23

2. FISCAL IMPACT:

N/A

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

Motion to accept Kim Cutsforth as an alternate on the Road Committee representing South County for a 3 year term expiring on Dec. 2, 2023

Motion to accept Joe McElligott representing South Co. At Large and his term expiring on Dec. 2, 2023

Motion to accept Bob Nairns and alternate representing South Co. At Large and his term expiring Dec. 02, 2023.

Motion to accept Frank Osmin to South Couth representative for a 3 year term expiring 12/02/2023.

Attach additional background documentation as needed.

- Road Committee Members -

Representing	Representative	Alternate	Term	Appointment	End Term
Boardman	Kevin Kennedy		3 YEARS	1/1/2016	January 1, 2022
		VACANT	3 Years		
Irrigon	Gregory Barron		3 YEARS	1/13/2021	January 13, 2024
		VACANT	3 Years		
Heppner	Cam Sweeney		3 YEARS	1/13/2021	January 13, 2024
		Gerry Arnson	3 Years	2/7/2018	February 7, 2021
Lexington	Brian Thompson		3 YEARS	7/1/2017	July 1, 2020
		Kyle Robinson	3 YEARS	2/7/2018	February 7, 2021
Ione	Donna RIETMAN		3 YEARS	2/7/2018	February 7, 2021
		Joe Rietman	3 YEARS	2/7/2018	February 7, 2021
South County	Frank Osmin		3 YEARS	12/2/2020	December 2, 2023
		Kim Cutsforth	3 YEARS	12/2/2020	December 2, 2023
North County	Karen Pettigrew		3 YEARS	2/7/2018	February 7, 2021
		VACANT	3 YEARS		
South Co. At Large	Joe McElligott		3 YEARS	12/2/2020	December 2, 2023
		Bob Nairns	3 YEARS	12/2/2020	December 2, 2023
North Co. At Large	Aaron Pamguist		3 YEARS	1/13/2021	January 13, 2024
		Luke Maynard	3 YEARS	1/16/2019	January 16, 2022

VACANT

EXPIRED

DUE SOON

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

This refund is due to a stipulated judgment from a Magistrate Division of the Oregon Tax Court appeal by RDO-Calbee Foods. (Judgement attached) The appeal was for the 2019-20 and 2020-21 tax years. Last November, you approved an Order (Order No. OR-2020-10) to create an Appeal Reserve Account, this refund will be paid from that account. This refund will need to be signed now to avoid further interest.

2. FISCAL IMPACT:

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

Sign refund to avoid added interest.

Attach additional background documentation as needed.

IN THE OREGON TAX COURT
MAGISTRATE DIVISION
Industrial Property Tax

CALBEE NORTH AMERICA, LLC,

Plaintiff,

v.

MORROW COUNTY ASSESSOR,

and

DEPARTMENT OF REVENUE,
State of Oregon,

Defendants.

Case No. 190388G

STIPULATED JUDGMENT

BASED UPON the stipulation of the parties as evidenced by the signatures of the parties,
or their respective attorneys or representatives, appearing below, now, therefore,

IT IS HEREBY ADJUDGED as follows:

1. For the 2019-20 tax year, the total real market value for all property in M&E
account R11301 shall be \$14,797,170.

2. The Oregon Department of Revenue and any other appropriate state or county
official are ordered to carry out their statutory duty to promptly correct the 2019-20 tax roll to
reflect the reduction in the real market value of account R11301 stipulated to by the parties and
ordered by the court and, if a tax refund results from this judgment, to promptly pay to Plaintiff
such tax refund, together with any applicable statutory interest.

3. The parties to this stipulation agree that entering into this stipulation is for the
purposes of settlement and not an admission of fault by any party and that any such admission of
fault is expressly denied.

1 4. The parties further agree that this stipulation is not an admission of fact or law by
2 any party and it does not establish any factual or legal precedence.

3 5. No costs, disbursements or attorney fees are awarded to any party.

Signed: 1/4/2021 05:00 PM

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5
6

Poul F. Lundgren, Magistrate

7 IT IS SO STIPULATED:

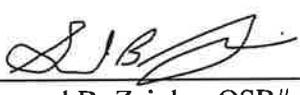
8 For Plaintiff:

For Defendant Department of Revenue:

9 Date: December 29, 2020

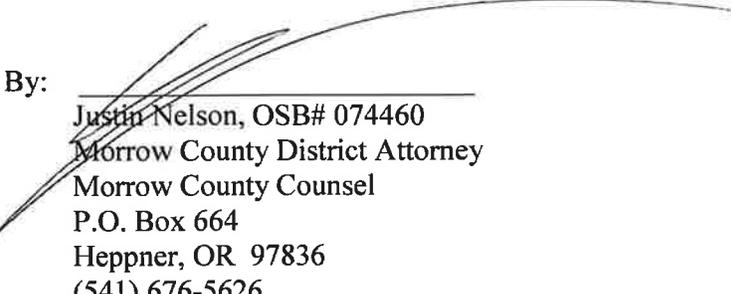
Date: December 29, 2020

10 By: 
11 Michelle DeLappe, WSBA# 42184
12 Norman J. Bruns, WSBA# 16234
13 Fox Rothschild LLP
14 1001 Fourth Avenue, Suite 4500
Seattle, WA 98154-1192
(206) 389-1668
Attorneys for Plaintiff

By: 
Samuel B. Zeigler, OSB# 146160
Kristen Gallino, OSB# 083419
Senior Assistant Attorneys General

15
16 For Defendant Morrow County Assessor:

17 Date: Dec. 31, 2020

18 By: 
19 Justin Nelson, OSB# 074460
20 Morrow County District Attorney
Morrow County Counsel
P.O. Box 664
21 Heppner, OR 97836
(541) 676-5626
22 Of Attorneys for Defendant Morrow County

23
Judgments from the Magistrate Division are final and may not be appealed. ORS 305.501.

1 IN THE OREGON TAX COURT
2 MAGISTRATE DIVISION
Industrial Property Tax

3 CALBEE NORTH AMERICA, LLC,

4 Plaintiff,

5 v.

6 MORROW COUNTY ASSESSOR,

7 and

8 DEPARTMENT OF REVENUE,
State of Oregon,

9 Defendants.
10

Case No. 200395N

STIPULATED JUDGMENT

11 BASED UPON the stipulation of the parties as evidenced by the signatures of the parties,
12 or their respective attorneys or representatives, appearing below, now, therefore,

13 IT IS HEREBY ADJUDGED as follows:

14 1. For the 2020-21 tax year, the total real market value for all property in M&E
15 account R11301 shall be \$13,405,350.

16 2. The Oregon Department of Revenue and any other appropriate state or county
17 official are ordered to carry out their statutory duty to promptly correct the 2020-21 tax roll to
18 reflect the reduction in the real market value of account R11301 stipulated to by the parties and
19 ordered by the court and, if a tax refund results from this judgment, to promptly pay to Plaintiff
20 such tax refund, together with any applicable statutory interest.

21 3. The parties to this stipulation agree that entering into this stipulation is for the
22 purposes of settlement and not an admission of fault by any party and that any such admission of
23 fault is expressly denied.

1 4. The parties further agree that this stipulation is not an admission of fact or law by
2 any party and it does not establish any factual or legal precedence.

3 5. No costs, disbursements or attorney fees are awarded to any party.

Signed: 1/5/2021 09:06 AM

Allison R. Boomer

Allison R. Boomer, Presiding Magistrate

7 IT IS SO STIPULATED:

8 For Plaintiff:

For Defendant Department of Revenue:

9 Date: December 29, 2020

Date: December 29, 2020

10 By: *Michelle DeLapp*
11 Michelle DeLapp, WSBA# 42184
12 Norman J. Bruns, WSBA# 16234
13 Fox Rothschild LLP
14 1001 Fourth Avenue, Suite 4500
15 Seattle, WA 98154-1192
(206) 389-1668
Attorneys for Plaintiff

By: *S.B.Z.*
Samuel B. Zeigler, OSB# 146160
Kristen Gallino, OSB# 083419
Senior Assistant Attorneys General

16 For Defendant Morrow County Assessor:

17 Date: Dec. 31, 2020

18 By: *Justin Nelson*
19 Justin Nelson, OSB# 074460
20 Morrow County District Attorney
21 Morrow County Counsel
22 P.O. Box 664
Heppner, OR 97836
(541) 676-5626
Of Attorneys for Defendant Morrow County

23 ***Judgments from the Magistrate Division are final and may not be appealed. ORS 305.501.***

**APPLICATION FOR REFUND
MORROW COUNTY, OREGON**

No. 21-1
Tax Year 2019&2020
Acct. # 11301

Property Owner & Refund to :

RDO/Calbee Foods, LLC
PO Box 320
Boardman, Oregon 97818

Tax Payer:

Calbee North America LLC
2600 Maxwell Way
Fairfield, CA 94531

Receipt # 258828, 265365

Date paid 10/29/2019., 11/16/2020

Int. date 2/15/2021

Original Tax	Tax Credit	Disc/Int. Pd	Actual Paid	Revised Tax	Rev Dis/Int	Net Revised	Tax Diff.	Int/Dis Diff	Tax Refund	Ref. Int.	Total Refund
254,252.99	254,252.99	-7,627.59	246,625.40	207,173.70	-6,215.21	200,958.49	47,079.29	-1,412.38	45,666.91	6,850.04	52,516.95
231,617.64	231,617.64	-6,948.53	224,669.11	189,955.17	-5,698.66	184,256.51	41,662.47	-1,249.87	40,412.60	1,212.38	41,624.98

Total For Both Years

94,141.93

Reason: Oregon Tax Court Magistrate Division Stipulated Judgement

Approved: _____ 2021

Commissioner

699-699-5-70-7075



Michael Gorman, Tax Collector

Commissioner

Date 2-1-21

Commissioner

Legislative Updates

HB, SB, or LC#:

Summary of Bill or LC:

Parties Involved

Impact to Morrow County:

Passed-

Not Passed-

Recommendation to Commissioners

State of Oregon Emergency Business Grant- Round 2

GEODC Total Award Amount: \$114,186

Gilliam County

City	# of Awardees	Total Award Amount
Condon	3	\$ 10,000
	3	\$ 10,000

Grant County

City	# of Awardees	Total Award Amount
John Day	1	\$ 5,000
	1	\$ 5,000

Harney County

City	# of Awardees	Total Award Amount
Burns	7	\$ 17,500
Hines	3	\$ 7,500
	10	\$ 25,000

Malheur County

City	# of Awardees	Total Award Amount
Jordan Valley	2	\$ 6,786
Ontario	1	\$ 4,900
Vale	5	\$ 15,000
	8	\$ 26,686

Morrow County

City	# of Awardees	Total Award Amount
	0	\$ -

Umatilla County

City	# of Awardees	Total Award Amount
Hermiston	1	\$ 2,500
Milton Freewater	4	\$ 20,000
Pendleton	5	\$ 15,000
Ukiah	1	\$ 2,500
Umatilla	1	\$ 7,500
	12	\$ 47,500

Wheeler County

City	# of Awardees	Total Award Amount
	0	\$ -

State of Oregon Emergency Business Grant- Round 4
GEODC

Total Award Amount: \$1,392,500

Gilliam County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Condon	1	1	\$ 10,000
	1	1	\$ 10,000

Grant County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Canyon City	1	3	\$ 17,500
Dayville	0	1	\$ 5,000
John Day	3	21	\$ 170,000
Long Creek	0	1	\$ 5,000
Mt. Vernon	0	3	\$ 15,000
Prairie City	0	4	\$ 20,000
	4	33	\$ 232,500

Harney County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Burns	26	25	\$ 277,000
Crane	0	1	\$ 10,000
Hines	5	5	\$ 42,500
Princeton	0	2	\$ 10,000
	31	33	\$ 339,500

Malheur County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Jordan Valley	1	1	\$ 9,286
Ontario	4	10	\$ 122,940
Vale	5	1	\$ 20,000
McDermitt	1	0	\$ 2,500
	11	12	\$ 154,726

Morrow County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Boardman	3	15	\$ 80,535
Heppner	4	4	\$ 33,000
Ione	1	0	\$ 2,500
Lexington	0	1	\$ 5,000
	8	20	\$ 121,035

Umatilla County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Echo	1	1	\$ 10,000
Hermiston	0	9	\$ 49,000
Milton Freewater	2	1	\$ 20,000
Pendleton	22	43	\$ 364,739
Pilot Rock	0	2	\$ 10,000
Stanfield	0	1	\$ 5,000
Ukiah	1	0	\$ 2,500
Umatilla	5	4	\$ 47,500
Weston	0	1	\$ 5,000
	31	62	\$ 513,739

Wheeler County

City	# of Supplemental Awardees	# of Regular Awardees	Total Award Amount
Fossil	0	3	\$ 16,000
Mitchell	0	1	\$ 5,000
	0	4	\$ 21,000

6c

INTERGOVERNMENTAL AGREEMENT

For

STEAM and STEM Education

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into this _____ of February 2021, by and between **MORROW COUNTY**, hereinafter called "**COUNTY**" and **MORROW COUNTY SCHOOL DISTRICT # 1 & IONE SCHOOL DISTRICT**, hereinafter called "**DISTRICTS.**"

RECITALS

WHEREAS, by the authority granted in ORS 190.010, units of local government may enter into agreements with other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform; and

WHEREAS, the County and Districts met to discuss and are in agreement the importance of Science, Technology, Engineering, Art and Music to the students in Morrow County to create a vibrant culture and productive workforce; and

WHEREAS, the Districts and County are willing to provide resources to create the STEAM and STEM programs, as long as resources allow.

NOW, THEREFORE, in consideration of the mutual covenants of the parties, each to the other giving, the parties do hereby agree as follows:

1. The Districts have agreed to create and implement STEAM and STEM instruction for students in Morrow County. The program will be allocated as 60% STEM instruction with 40% allocated to Art and Music. Funding will be awarded per attached Exhibit A.
2. The County agrees pay a minimum of \$1,000,000.00 to support the Districts' STEAM and STEM instruction. Payment will be made to the Districts before December 31, 2021.

DURATION of this agreement will be July 1, 2021 through June 30, 2022 ?????

COUNTY will pay the Districts before December 31st of each school year. Report on progress?

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this day and year first above written.

XXX, County Commissioner
Morrow County

Date

Dirk Dirksen, Superintendent
Morrow County SD #1

Date

Rollie Marshall, Superintendent
Ione School District

Date

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

Morrow County is interested in hosting 2 high school internship positions. One through the Planning Office in Irrigon and the other as a "float" position in South Morrow County.

Students are paid minimum wage which is currently \$11.50 an hour. The funding comes from the Port's enterprise zone agreements. The money is then passed through the Morrow Education Foundation to InterMountain ESD (IMESD) in Pendleton.

Morrow County would be considered the "Host Employer", but the students are technically employed by IMESD. They provide onboarding, payroll services, and Workers Compensation.

Host employers provide a position description which is posted on the IMESD Employment Page. Students apply the end of March through April and interviews are held the middle of May.

The program covers students to work up to 15 hours per week. Students start their internship the second week of school in the fall. Mid-semester evaluations are done to determine if the placement is a good fit. If the host employer and student would like to continue they can keep working through the rest of the school year.

2. FISCAL IMPACT:

NA

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

Motion to approve the two job Internship job descriptions attached and participation in the Internship program hosted through the Port of Morrow.

Attach additional background documentation as needed.



Student Internship Program

2020-2021 School Year

What is it?

The industry led high school internship program is open to high school juniors and seniors who qualify.

Student Employer

Students selected are employees of InterMountain ESD. IMESD pays each student minimum wage and provides Workers Compensation.

High School Credit

In order to receive high school credit for their work experience, students must have 90% attendance with their host employer at the end of the semester.

Employer Responsibilities

The responsibilities of the host employer include:

- Identify an appropriate supervisor for the student (Supervisor role provided)
- Provide an orientation for the student during their first day. (Example available)
- Develop a position description and duties that the student will complete during their internship.
- Work with the intern on a schedule that best fits both the business and student's needs.
- Notify the Workforce Training Manager immediately if there are concerns or changes to the students work environment.
- Provide feedback to the student on their performance throughout the semester.
- Ensure student is informed on safety, confidentiality, and other employer guidelines.
- Meet with the Workforce Training Manager the middle and end of the semester to discuss the student's performance and any changes that need to be made moving forward.
- Sign off on the student's monthly time card.

How does it work?

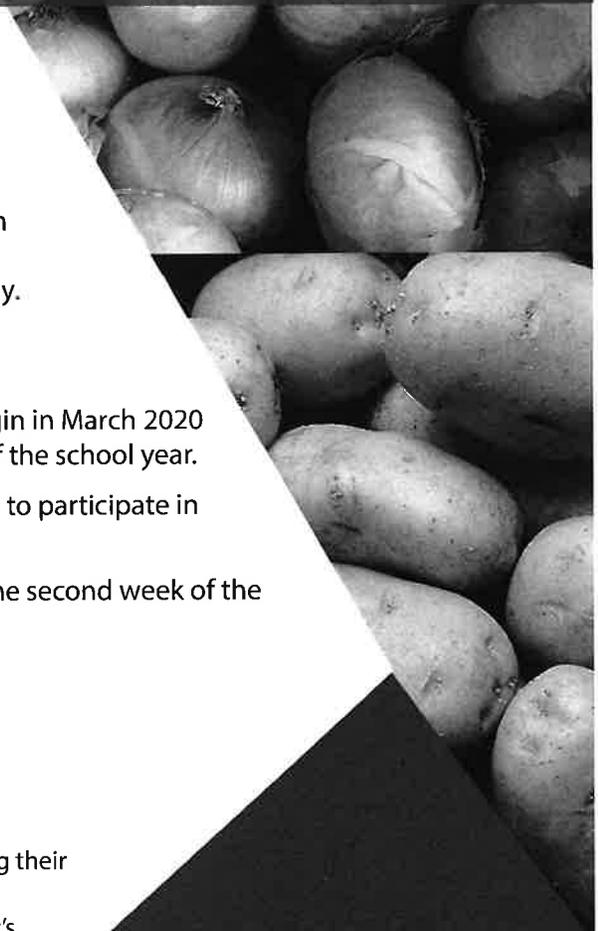
Each internship will consist of the student working with the employer on an agreed schedule that will run the length of the semester. Students can work between 5-15 hours weekly.

What is the timeline?

The application process will begin in March 2020 and be completed by the end of the school year.

Host employers are encouraged to participate in the interview process in May.

Students will start internships the second week of the school year in the fall.



Questions?

Kalie Davis

Workforce Training Manager
kalied@portofmorrow.com
541.571.1624

Leah Harris

Workforce Training Support Specialist
Leah.Harris@imesd.k12.or.us



MORROW COUNTY JOB DESCRIPTION

Date Prepared: February 2021
Position Title: Morrow County Planning Internship
Department: Planning
Supervisor: Planning Director

Position Summary: The purpose of this internship is to introduce the student to the meaningful work of Land Use Planning and to provide an opportunity to understand the statewide land use planning program. The internship provides an opportunity for students to explore future career possibilities as well as gain real-world work experience. This internship will also allow the student to build a network with planning and building staff, Planning Commission, and other professionals involved with planning and development. Interns in this position will assist with a variety of tasks in order to expose the student to the range of long range and current planning services provided by Morrow County. Depending on the skill set and interest, duties may include working with GIS maps, conducting research on property and development, filing, scanning and organizing documents, assisting with webpage and distribution of information.

Supervisory Responsibilities: None

Qualifications:

- Education: Must be a Morrow County High School student at the Junior or Senior level.
- Must be at least 16 years of age at the time of the employment.
- Must be willing and able to perform the job duties.

Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Some experience with Microsoft Office, including Microsoft Excel, Outlook, Word, and other software applications as required.
- Must be able to multitask and demonstrate strong organization skills.
- Must be have strong work ethic and teamwork skills.
- Must demonstrate reliability, responsibility, and dependability.

Job Duties/Responsibilities:

- Assist with the organization and development of an information and file tracking system.
 - Assist with public outreach for special projects.
 - Assist planners with research projects for development applications and for long range planning projects.
 - Assist with Planning Commission meetings.
 - Maintain records and documents as directed.
 - Compile and organize data for use in operations or reporting.
 - Assist in the collection of data for GIS mapping system. This may involve training and use of GIS equipment.
 - Perform data entry into computer.
 - Perform various office duties such as answering phones, scanning and filing documents.
 - Respond to customers, answer questions, and provide information in-person or by telephone.
 - Perform specific tasks under the guidance of staff to support program activities.
 - Perform related duties as assigned to meet business needs.
-

Essential Job Functions:

Working Environment: Work is performed primarily in the Irrigon Annex building and will also include some field work to collect data.

Physical:

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Ability to stand for extended periods of time while scanning, sorting, and filing documents.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 30 pounds frequently.

Mental:

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

ADA Statement:

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Agreed

Date



MORROW COUNTY JOB DESCRIPTION

Date Prepared: February 2021
Position Title: Morrow County Government Internship
Department: Varied
Supervisor: Human Resources

Position Summary: The purpose of this internship is to introduce the student to the meaningful work found in the Public Sector. The program provides an opportunity for students to explore future career possibilities as well as gain real-world work experience. This internship will also allow the student to build a network with Government Officials and other community partners. Interns in this position will assist primarily with the clerical operations in the County although other projects may be assigned depending on the needs of various departments.

Supervisory Responsibilities: None

Qualifications:

- Education: Must be a Morrow County High School student at the Junior or Senior level.
- Must be at least 16 years of age at the time of the employment.
- Must be willing and able to perform the job duties.

Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Some experience with Microsoft Office, including Microsoft Excel, Outlook, Word, and other software applications as required.
- Must be able to multitask and demonstrate strong organization skills.
- Must be have strong work ethic and teamwork skills.
- Must demonstrate reliability, responsibility, and dependability.

Job Duties/Responsibilities:

- Perform various office/clerical functions including; answering phones, retrieving and delivering files and records; typing and scanning documents; receiving, sorting and distributing mail and office supplies.
- Maintains records and documents as directed.
- Compile and organize data for use in operations or reporting.
- Perform data entry into computer.
- Responds to customers, answers questions, and provides information in-person, by telephone, or through written correspondence.
- Schedules meetings, assembles meeting packets, and assists in minute taking.
- Perform specific tasks under the guidance of staff to support program activities.
- May be tasked with occasional field work such as trail maintenance, road maintenance, and assisting in the evaluation of property value.
- Performs related duties as assigned to meet business needs.

Essential Job Functions:

Working Environment: Work is performed primarily in County offices and may include travel to other county facilities.

Physical:

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Ability to stand for extended periods of time while scanning, sorting, and filing documents.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 30 pounds frequently.

Mental:

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

ADA Statement:

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Agreed

Date



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

(For BOC Use)
Item #
4e

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

Presenter at BOC: Lindsay Grogan
Department: Human Resources
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): 5620
Requested Agenda Date: 2/10/2021

Classification Review - Full-Time Equivalent (FTE) Asks

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: 20 minutes
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 Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel *Required for all legal documents
Finance Office *Required for all contracts; other items as appropriate.
Lindsay Grogan 2/2/2021 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):

Review of the FTE asks for the fiscal year 2021-2022.

There are two completed applications for your review.

The County Administrator will present his ask for an Emergency Manager position.

The Planning Director will present her request for a Planning Office Manager.

Please see attached documentation for both applications.

2. FISCAL IMPACT:

Increased personnel costs.

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

Review the two attached FTE Asks for the FY 2021-2022 for approval or denial.

Attach additional background documentation as needed.



HUMAN RESOURCES

P.O. Box 593
Heppner, Oregon 97836-0412
(541) 676-5620

Lindsay Grogan
Manager
lgrogan@co.morrow.or.us

DATE: 2/10/2021

TO: Morrow County Board of Commissioners
FROM: Lindsay Grogan, Human Resource Manager
RE: FTE Asks Review

There are two FTE Ask applications for your consideration this fiscal year.

As a refresher, the Morrow County Personnel Policies Classification Review and Process is as follows:

Initial Classification

To begin the process for a new position, the position will be thoroughly defined through the completion of a job description. Attached to the job description shall be a memo from the department head, director, or administrator (Submitter) stating the specific skills and duties of the position. Specifically focus on the following five (5) factors:

- ✓ *Mental Requirements*
- ✓ *Physical Requirements*
- ✓ *Social Requirements*
- ✓ *Work Environment*
- ✓ *Accountability*

Step 1 *In order to establish an appropriate pay range, the human resources director will evaluate the application and job description for placement on the pay range scale based on the JOBMEAS™ method. A salary survey will also be conducted of counties of similar population. The human resources director shall survey the 3 counties larger and the 3 counties smaller than Morrow County, based on the population information provided in the Oregon Blue Book. All forms of compensation will be reviewed, including but not limited to wage, insurances, retirement, holidays, etc. All efforts to provide information from the 6 counties mentioned above will be made, however, if these counties within the size do not have a position similar then other counties will be used to provide substantial findings. Human resources will have 30 days to complete this process and request a meeting with the submitter. If there is a delay in the process, the submitter will be notified prior to the expiration of the 30 days.*

Step 1-A *Upon completion of step 1, a written notice of decision will be prepared. The results will be presented to the submitter, his/her department head, or the department director, and the county administrator. The submitter will be instructed that if they are unsatisfied with the decision, they may pursue an appeal to the appeal committee within 7 calendar days. If no request is received within 7 calendar days human resources will take the findings to the Board of Commissioners for consent. If the Commissioners do not approve of the findings of the human resources director they may request a review by the appeal committee.*

Step 2 If the submitter or the commissioners requests an appeal, human resources will have 45 days from the date of the request to complete the appeal process.

Emergency Manager

The FTE Request for the Emergency Manager position was deemed complete. The request separates the combined duties of the Undersheriff and Emergency Manager position. The request suggests that the combined position has enough duties and responsibilities to separate into two FTE's.

The Undersheriff/Emergency Manager position is currently on the management scale on pay range 25.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the JobMeas© evaluation system calculated the Emergency Manager position as a Range 18 of the Non-Union/Management Employee Wage Scale as a salaried exempt position.

Range 18 would put the compensation of the Emergency Manager at \$5,248 - \$7,384 a month. The total overhead for an employee on step A of the scale would be \$109,014.29 a year.

Other positions on pay range 18 of the non-union scale include: 911 Sergeant and the Administrative Lieutenant.

A salary survey of the 6 Counties closest in size for a similar position according to the Oregon Blue Book are as follows;

Larger:

Baker - \$4,708 - \$5,727 per month

Curry - \$4,944 - \$5,731 per month

Crook - \$6,033 a month

Alternate Jefferson - \$6,205 per month – *Emergency Management Coordinator*

Smaller:

Lake - \$3619 - \$4619 – *½ Emergency Manager, ½ Patrol Deputy*

Grant - \$4,775 a month

Harney - \$4,253 a month

Planning Office Manager

The FTE Request for the Planning Office Manager position was deemed complete. The request combines the two part-time positions and duties of the Outreach Coordinator and the Planning Office Assistant. The requests suggests that the Planning Office Manager could fulfill the duties of both positions while increasing the efficiency of the Planning office. If approved, the two part-time positions would dissolve.

The Outreach Coordinator position is currently at a range 8 of the General Employee scale. The Planning Office Assistant is at range 6 of the General Employee Scale. Both positions are 19 hours a week with no benefits.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the JobMeas© evaluation system calculated the Planning Office Manager position as a Range 8 of the General Employee Wage Scale as a non-exempt position.

Range 8 would put the compensation of the Planning Office Manager at \$3,260 - \$4,161 a month. The total overhead for an employee on step B of the scale would be \$79,972.16 a year. The difference between the two current positions and this new position would be an additional \$37,445.53 per year.

Other positions on pay range 8 of the General Employee scale include: Planning Outreach Coordinator, Juvenile Office Support Specialist, Appraiser Trainee, Court Clerk, and Chief Deputy Clerk.

A salary survey of the 6 Counties closest in size for a similar position according to the Oregon Blue Book are as follows;

Larger:

Baker - \$2,722 - \$3,319 per month – *Planning Technician*

Curry - \$4,120 - \$4,766 per month – *Community Development Office Manager*

Crook – Does not have a similar position

Alternate Jefferson - \$4,317 per month – *Code Enforcement/Planning Assistant*

Smaller:

Lake - \$2881 - \$3677 – *Code Specialist*

Grant - \$3,621 a month – *Assistant Planner*

Harney – Does not have a similar position

For applications and job descriptions please see attached.
This concludes my review of the two classification reviews.

If you have any questions please let me know.

Lindsay Hogan

Jan. 2021

LG

Salary Survey for FTE Review

FY 2021-2022

Emergency Manager

Crook	Emergency Mgr \$6033
Curry	Emergency Mgr \$4944-\$5731
Baker	Emergency Mgr \$4708-\$5727
Morrow	Emergency Mgr \$5248-\$7384
Lake	.5 Emergency Mgr/.5 Deputy \$3619-\$4619
Grant	Emergency Mgr \$4775
Harney	Emergency Mgr \$4253
Alternates	
Jefferson	Emergency Mgmt Coord \$6,205

3 smaller Counties and 3 larger Counties
based on Oregon Blue Book

Planning Office Manager

No related positions
Comm Devel Office Mgr \$4120-4766
Planning Technician \$2722-\$3319
Planning Office Mgr \$3260-\$4161
Code Specialist \$2881-\$3677
Assistant Planner \$3621
No related positions
Code Enforc/Planning Asst \$4,317

FTE Ask Executive Summary

Morrow County Oregon

A. Position Description & Dept. Emergency Manager
 (Attach Job Description)

Pay Scale and Pay Range- Scale 18, Pay Range- \$5248-\$7385

B. What is the TOTAL cost to Morrow County?

CHART OF ANNUAL EXPENSES PER FTE

	<u>WAGES</u>	<u>BENEFITS</u>	<u>MATERIALS & SERVICE COSTS</u>	<u>CAPITAL EXPENSE</u>	<u>TOTAL COST</u>
<u>CURRENT COST</u>	<u>\$10,000</u>	<u>\$7,039</u>	<u>\$22,000</u>	<u>0</u>	<u>\$39,039</u>
<u>PROJECTED COST</u>	<u>\$72,900</u>	<u>\$49,265.56</u>	<u>\$15,000</u>	<u>\$35,000</u>	<u>\$172,165.56</u>
<u>DIFFERENCE</u>					

c. FTE History for the last three (3) years. (Example: FY 16/17 5.25 FTE)

<u>YEAR</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>FTE</u>	<u>.1</u>	<u>.1</u>	<u>.1</u>

Personnel Services History for the last three (3) years.
 (Example: FY 16/17 \$264,707; FY 15/16 \$244,544; FY14/15 \$235,602)

<u>YEAR</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>FTE</u>	<u>\$14,420</u>	<u>\$13,368</u>	<u>\$17,039</u>

D. How will this position be funded? Grants Fees _____ General Fund Other _____
If other, Please explain:

\$62,542.00 funded by grants, the remaining balance would be through General Fund unless we are able to find other grant opportunities to help fund this position, material and services and capital outlay.

E. Where will the position be located physically? Is there space for them?

This will depend on what office/department this position falls under. Throughout the state of Oregon, it is either with the Sheriff's Office or with Board of Commissioners/Administrator.

Under the BoC/Administration- with permission from the BoC we could use the office in Administration, currently used by commissioners, along with our North County building .

Under the Sheriff's Office the location is still under review

F. Quantify what has occurred in your department to request an FTE?

COVID-19. The Emergency Manager is combined with the Undersheriff position. COVID-19 has proven Morrow County should have a person dedicated to job of Emergency Manager. Combining the Emergency Manager with the Undersheriff position puts an unreasonable amount of responsibility on the Undersheriff to efficiently and effectively fulfill both the role.

The position is currently budgeted for one hour per day. This is not adequate for the responsibilities and duties of the Emergency Manager position.

G. What is the benefit to Morrow County? And the citizens of Morrow County?

The EM is responsible for helping the county and its communities anticipate hazards and respond to disasters. (Mitigate, Prepare, Respond and Recover).

They often lead the response in natural disaster events and coordinate with public safety officials (Police, Medical, Fire), elected officials and other government groups.

The EM is also a resource to city officials in the county. The City elected officials and directors are responsible for their city but the county EM should be willing to assist when needed or asked.

The EM also keeps emergency response plans up to date.

Areas where the EM program could improve/ grow to benefit Morrow County:

- Bring EM/ ICS training for county staff

- Attend meetings (Fire Board, BOC, Public Health, Hospital, City, State, Forest Service)

- Become more active at the state level with OEM and OEMA.

- Meet with the safety officers at our businesses

- Maintain a working relationship with the US Corp of Engineers

- Maintain the Hanford Agreement (Exercises and training each year)

- Maintain the EM Facebook and PIO duties

- Continue to work the EMPG and meet all requirements

- Search for other grants for the position and county

- Continue to work closely with neighboring county EM's

- Work closely with the Health Department and partner on trainings



MORROW COUNTY JOB DESCRIPTION

Date Prepared: September 2020

Position Title: Emergency Manager

Department: Emergency Management

Supervisor: County Administrator

Salary Range: 18 / Exempt

Position Summary: The Morrow County Emergency Manager coordinates disaster/ crisis response, ICS training and prepares county emergency plans. The Emergency Manager is available to assist city elected officials, directors, and managers who are responsible for emergencies in their jurisdictions. The Emergency Manager is also the State contact for the cities and agencies in Morrow County, as it relates to disaster or crisis. The focus of the Emergency Manager is Preparation, Response, Recovery and Mitigation for any major emergency that might affect Morrow County.

Supervisory Responsibilities: Provides management in the Emergency Operations Center during emergencies/activations.

Qualifications:

- Bachelor's degree in Emergency Management, Business, Public Administration, Fire Science or the equivalent of 4 years experience in a related position.
- Completed or complete within one year from hire, the training programs prescribed by state and federal authorities (ICS 100, 200, 700, 800, 300 and 400).
- CPR Certification within 90 days of employment
- Amateur Radio Certification preferred. (HAM Radio)
- Previous experience in emergency planning, financial management and emergency operations is preferred.
- Public relations, supervisory, management experience, budget preparation, reporting and associated relevant skills are preferred.

Skills/Abilities:

- Equipment used: Computer, including word processing, data base, Internet and spreadsheet programs; calculator, telephone, copy machine, fax machine, other office equipment, and automobile
- Skill and ability to use public safety radio system and amateur radio system.
- Demonstrates excellent oral, interpersonal, and written communication skills and organizational and problem-solving skills.

Job Duties/Responsibilities:

- Develop an emergency program that includes safety planning, coordination of operations, community liaison, and support mitigation efforts.
- Must maintain a continuing familiarity with all phases of the principles of Integrated Emergency Management.
- Complete professional training required by Oregon Emergency Management to included, but not limited to, the Applied Basic Principles and the Professional Development Series.
- Work with other departments to prepare for concerns of pandemics, threats to power, water, energy, health, transportation infrastructure, fires, and other potential emergencies.
- Manage the Morrow County Incident Command System (I.C.S) and monitor county-wide compliance with the National Incident Management System (NIMS).
- Responsible for identifying training and planning needs for the I.C.S
- Participate in the Morrow County Government Command Advisory Team. The team includes: Liaison Commissioner, Emergency Manager, County Counsel, County Manager, County Sheriff and appropriate office or department directors as required for the emergency at hand.
- Supervise, coordinate and maintain the daily operations of the Emergency Management Program Grant (EMPG).
- Responsible for operation, activation and support of the Emergency Operations Center (EOC) located at the Bartholomew Building in Heppner.
- During any activation, shall act as the Group Operations Leader.
- Assist the Board of Commissioners and County when filing declarations and gathers supporting data and information for disaster assistance when needed.
- Serve as a representative of the County to city, state, federal agencies, civic groups and the media in matters pertaining to emergency management.
- Maintain coordination with local and state government departments, agencies and utilities as needed during an emergency.

- Develop MOU's/IGA's or other agreements with such departments, agencies and utilities.
- Organize and coordinate local training for first responders, elected officials, directors and other staff as needed.
- Recruit, Train and Supervise qualified volunteers.
- Inform citizens of safety plans, updates and information using social media, newspaper articles and Alert Sense.
- Interpret and apply all federal and state directives that apply to emergency management and required by the Emergency Management Program Grant (EMPG).
- Utilize computer models and various weather service products to stay abreast of current weather conditions and advise county administrators and department heads of any action that may be needed.
- Establish and maintain warning systems to alert the public of disaster conditions. Conduct periodic checks of the warning system and provide public information on the types and use of warning devices during actual emergency situations.
- Prepares and manages Emergency Management budget. Monitor grant opportunities, prepare and submit grant applications as appropriate.
- Performs related duties as required to meet regional emergency management needs.

Essential Job Functions:

Working Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee primarily works in an office environment; the employee occasionally may be tasked to work in outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate but can be noisy and chaotic at times. This description covers the most significant and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirement of the job changes.

Physical:

- Frequent walking, sitting, bending, talking, and listening.
- Ability to use hands and fingers to handle or operate objects, tools, controls, and reach with hands and arms.
- Ability to occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision and the ability to adjust focus.

ADA Statement

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Approved

Date

EMERGENCY MANAGER 18A

FY 20-21

YR.SALARY	\$62,979.00
HEALTH&DENTAL FAMILY	\$24,845.40
FICA	\$3,904.70
RETIRE	\$15,618.79
UNEMP	\$505.20
DISAB.	\$62.40
LIFE	\$61.32
W.C. 8810	\$69.28
MEDICARE	\$913.20
HRA VEBA	\$0.00
AIR LIFE	\$55.00
TOTAL	\$46,035.29
OVERHEAD	\$22.13
AVG HR COST	\$30.28
AVG OT COST	\$45.42
TOTAL COST PER HR	\$52.41
TOTAL COST W/OT	\$67.55
YEARLY SAL. PLUS BENEFITS	\$109,014.29

10/7/2020

EMERGENCY MANAGER 18D

FY 20-21

YR.SALARY	\$72,900.00
HEALTH&DENTAL FAMILY	\$24,845.40
FICA	\$4,519.80
RETIRE	\$18,079.20
UNEMP	\$505.20
DISAB.	\$62.40
LIFE	\$61.32
W.C. 8810	\$80.19
MEDICARE	\$1,057.05
HRA VEBA	\$0.00
AIR LIFE	\$55.00
TOTAL	\$49,265.56
OVERHEAD	\$23.69
AVG HR COST	\$35.05
AVG OT COST	\$52.57
TOTAL COST PER HR	\$58.73
TOTAL COST W/OT	\$76.26
YEARLY SAL. PLUS BENEFITS	\$122,165.56

10/7/2020

EMERGENCY MANAGER 18H

FY 20-21

YR.SALARY	\$88,620.00
HEALTH&DENTAL FAMILY	\$24,845.40
FICA	\$5,494.44
RETIRE	\$21,977.76
UNEMP	\$505.20
DISAB.	\$62.40
LIFE	\$61.32
W.C. 8810	\$97.48
MEDICARE	\$1,284.99
HRA VEBA	\$0.00
AIR LIFE	\$55.00
TOTAL	\$54,383.99
OVERHEAD	\$26.15
AVG HR COST	\$42.61
AVG OT COST	\$63.91
TOTAL COST PER HR	\$68.75
TOTAL COST W/OT	\$90.05
YEARLY SAL. PLUS BENEFITS	\$143,003.99

10/7/2020

I. MENTAL REQUIREMENTS

JOBMEAS™

This factor measures the total capability required to learn and perform the job competently.

Learning Development refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

Problem Challenge refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

Problem Solving Challenges

1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.	2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.	3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.	4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action.	5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level.
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		DE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Learning Development	A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1																	
		A2																	
		A3																	
	B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1																	
		B2																	
		B3																	
	C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1																	
		C2																	
		C3																	
	D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1																	
		D2																	
		D3																	
	E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelor's degree in a specialized field; or masters degree in a narrow specialty; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1																	
		E2																	
		E3																	
	F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through intensive coursework; very advanced mathematics and language development, advanced understanding of practical systems.	F1																	
		F2																	
		F3																	
	G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1																	
		G2																	
		G3																	

II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

Physical Skill is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

Physical Effort measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort			
1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.	2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.	3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.	4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.

DE 1 2 3 4 5 6 7 8 9 10 11 12

Learning Physical Skills		Physical Effort											
		1	2	3	4	5	6	7	8	9	10	11	12
A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.	A1												
	A2												
	A3												
B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.	B1												
	B2												
	B3												
C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.	C1												
	C2												
	C3												
D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.	D1												
	D2												
	D3												

IV. WORK ENVIRONMENT

JOBMEAS™

This factor measures the need to perform under less than optimal working circumstances.

Performance Environment refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

Physical Working Conditions refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

		Physical Working Conditions											
		1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards.			2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc.			3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.			4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.		
DE #		1	2	3	4	5	6	7	8	9	10	11	12
Performance Environment	A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1											
		A2			Outdoor, mainly weather aspects or in hazard area								
		A3											
	B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1				Exempt positions that are non-supervisory. Usually up to 10 cont credit hours per year							
		B2											
		B3											
	C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1											
		C2											
		C3											
	D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1											
		D2											
		D3											

V. ACCOUNTABILITY

JOBMEAS™

This factor measures the total magnitude of job responsibility.

The **Level of Accountability** refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The **Scope of Impact** refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

Scope/Magnitude: Organizational Impact

<p>1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.</p> <p>Industry Standard:</p>	<p>2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.</p> <p>Industry Standard:</p>	<p>3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.</p> <p>Industry Standard:</p>	<p>4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.</p> <p>Industry Standard:</p>	<p>5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.</p> <p>Industry Standard:</p>
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Level of Accountability	<p>A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.</p>				Contributing influence on critical aspects of the organization's main services
	<p>B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.</p>				
	<p>C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.</p>	Leader, Service Level			
	<p>D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.</p>				
	<p>E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.</p>				
	<p>F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervisor, usually of several closely related functions.</p>				
	<p>G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.</p>				
	<p>H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.</p>				

FTE Ask Executive Summary

Morrow County Oregon

A. Position Description & Department: Planning Department Office Manager
(Attach Job Description)

Pay Scale and Pay Range: Range 8, Step B

B. What is the TOTAL cost to Morrow County? \$79,972.16

CHART OF ANNUAL EXPENSES PER FTE

	<u>WAGES</u>	<u>BENEFITS</u>	<u>MATERIALS & SERVICE COSTS</u>	<u>CAPITAL EXPENSE</u>	<u>TOTAL COST</u>
CURRENT COST: <u>P/T Office Asst And Outreach Coordinator</u>	\$21,261.36 OA.475 *hrs/week \$21,265.27 OC .475 Total: 42,526.63				\$21,261.36 OA @.475/week* \$21,254.27 OC @.475/week Total: \$42,526.63
PROJECTED COST	\$79,972				
DIFFERENCE	+37,445.53				

- This part time position was approved to work up to 29/hours/week on November 13, 2019

c. FTE History for the last three (3) years. (Example: FY 16/17 5.25 FTE)

<u>YEAR</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>FTE</u>	4 FTE plus two .5 FTE	4 FTE plus two .5 FTE	4 FTE plus two .5 FTE

Personnel Services History for the last three (3) years.

(Example: FY 16/17 \$264,707; FY 15/16 \$244,544; FY14/15 \$235,602)

<u>YEAR</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>FTE</u>	\$336,426	\$357,879	\$293,135

D. How will this position be funded? Grants _____ Fees _____ General Fund X Other _____

D. How will this position be funded? Grants _____ Fees _____ General Fund X Other _____
If other, Please explain:

E. Where will the position be located physically? Is there space for them?
Yes, the Planning Department Office Manager will be located in the North Morrow Annex, in one of the desks currently occupied by one of the two part-time positions.

F. Quantify what has occurred in your department to request an FTE?
Historically, the Planning Department had a full time Office Manager, dating back to the early 1990's. More recently, in 2013, Stephanie Case was hired as the Office Manager and served there until she was promoted to Planner. At that time, the county backfilled that vacancy with a part-time Office Assistant position. About five years ago, a second, part-time position, Outreach Coordinator, was created. The person in that position performs some administrative duties and works on duties not listed in the position description due to volume of work and the fact that some projects are not yet ready for implementation, e.g. promotion of the Heritage Trail.

The juxtaposition of two part-time support staff makes work flow management extremely inefficient and challenging and also creates opportunities for errors. For example, the responsibility for Planning Commission packets, notices, etc. is shared among the two part time employees with some input from the planners and Planning Director. It would be much more efficient and reliable to centralize this function for one staff member to be assigned the responsibility of assembling and distributing materials for Planning Commission meetings and Board of Commissioner land use hearings. A relevant example is that recently, Planning Commission packets were left on a desk and luckily a planner saw them and delivered them to the Post Office after 5:00 pm. This folly is attributed to shared responsibility for multiple functions between two different positions with different work schedules. Another example of poor process and quality oversight was the recent Writ of Mandamus filed against the county. While a Writ cannot always be avoided, an Office Manager responsible for tracking application timelines would have helped planners track timelines and document when applications are complete, etc.

Additionally, there is enough volume and complexity of work processes that warrant one full time Office Manager. If approved, the two part-time positions would be eliminated.

As COVID conditions wind down and Planning staff are returning to work full time, the Department will resume long range planning projects. Currently, the focus of work is on processing current planning applications and responding to development inquiries. Long range projects are vital to the overarching purpose of the planning program in the County – to implement the Statewide Planning Program at the County level, provide protection to farm and forest lands and streamline allowed development in the County. In order to complete any long range projects, the office needs a full time, well-organized and efficient Office Manager to handle all of the support staff duties. The Planning Director is currently working on a list of long range planning projects to share with the Community Development Director and the Board of Commissioners. Examples include update of Goal 10 Housing in the Comprehensive Plan, implementation of recommendations in the 2019 Buildable Lands report; assistance to small cities with the 2019 Housing report; update of the Natural Hazard Mitigation Plan, update of the website to include all application forms available to the public, participation in statewide policy and rulemaking to advocate for Morrow County.

G. What is the benefit to Morrow County? And the citizens of Morrow County?

A well-organized and professional department can provide prompt, courteous, professional, and thorough service to county landowners and developers who want to develop their lands. Comprehensive Planning and zoning protects property values and investments by providing certainty in future use. Long range plans provide a platform for large public investments such as future road and water improvements and can help foster needed growth for example in housing. Special projects such as service on statewide policy and rulemaking committees provide a voice for landowners and residents in Morrow County. The proposed fte position and reorganization would create the appropriate professional setting to best provide these planning services.

JOB DESCRIPTION

Date Prepared: October 19, 2020

Last modified: September 1995 by Department Director

Position Title: Office Manager/ Project Coordinator

Department: Planning Department

Supervisor: Planning Director

Positions Supervised: None

Position Overview: Under the direct supervision of the Planning Director, the Office Manager/Project Coordinator provides counter assistance, manages the Planning Department's administrative functions, provides administrative support to the Planning Commission and participates in special assignments.

Resources Influenced:

Annual Operating Budget:

Total Employees in your chain-of-command: 0

Reporting Positions:

Working Environment: The work is accomplished in the office of the Morrow County Planning Department in Irrigon. Travel both within and out of county for meetings and trainings is normal and customary.

Qualifications:

1. Education - Associate's degree or equivalent with emphasis in office support and management.
2. Experience - Four years of administrative and clerical experience.
3. Experience with a variety of office equipment, or ability to learn.
4. Ability to acquire a practical knowledge and overview of the land use planning procedures, regulations and processes used in Morrow County.
5. The communication skills necessary to handle requests and questions in a competent, professional and friendly manner.
6. The ability to learn the techniques and procedures necessary to use the department software including: WORD, Excel, digital recording software, and PC Tools.
7. A thorough knowledge of administrative support techniques and procedures and the ability to implement them.
8. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
9. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Essential Job Functions

Physical:

Ability to lift 40 pounds (box of paper)

Ability to sit for extended periods of time.

Ability to enter and retrieve data from county computers and software.

Ability to answer phones and transfer calls or take detailed messages as appropriate.

Mental:

Ability to read, write and comprehend English.

Ability to perform basic math functions.

Ability to greet customers in the office and on the phone in a courteous and professional manner.

Job Duty Outline:

I. Manage the office functions and procedures of the Planning Department.

A. Provide administrative support for the Planning Director and planners as necessary.

B. Respond to informational inquiries from the public, agencies and organizations.

C. Assist the public in identifying necessary permits administered and issued by the Planning Director and planners.

D. Set up files for applications including conditional use permits, variances, land partitions, subdivisions, zone changes, code and zoning violations, and plan and code amendments.

1. Together with input from the Planning Director, assign applications to planners

2. Set up hearing checklist for Planning Commission meetings.

3. Set up hearing checklist for Board of Commissioner land use hearings.

4. Collect data and assist Planning Director and planners with staff reports.

5. Provide notice to adjacent property owners and interested parties, as required by established departmental procedure, state law and local ordinance.

6. Develop and submit required legal notices as required by Oregon law and local Ordinance.

7. Implement a system for annual review of permits as required.

8. With planners, finalize files for both paper and digital filing.

9. Set up meetings with other agencies, property owners and other departments to review subdivision applications and for other projects as necessary to support the Planning Director proposals.

E. Serve as Notary Public for department and public use.

F. Assist in set up and implementation of program to convert files to digital format.

II. Provide administrative support for Planning Commission Meetings.

A. Prepare and distribute the monthly agenda to Planning Commission and interested parties. Coordinate agenda with Planning Director and Planners.

B. Prepare and distribute meeting notices to appropriate news media, for example

Legal Notices for Land Use Hearings.-

- C. Prepare, assemble and distribute packets for Planning Commission meetings, both electronically and for parcel post.
- C. Upload agendas and packets to website.
- D. Record and transcribe the official minutes of Planning Commission meetings.
- E. Develop and maintain files necessary for the administration of the Planning Commission such as appointment and renewal of terms of office and other administrative duties.
- F. Complete A – E above for land use hearings before the Board of Commissioners.

III. Code Enforcement Administrative Support

- A. Provide administrative support for Code Enforcement.
- B. Coordinate with Planners and Sheriff's Office.
- C. Maintain list and tracking system of pending code violations.
- D. Mail letters to landowners as directed by planners and Sheriff's Office.
- E. Develop monthly summary of Code Enforcement activity for Planning Director and Sergeant in Sheriff's Office.
- F. Assist Planning, Sheriff and other departments with special clean up events. Activities to include helping to coordinate logistics, outreach and publicity and notice to landowners.

IV. Department Budget Administrative Support

A. Provide bookkeeping and administrative support for

- ~~A.~~ B. Planning Department
- ~~B.~~ C. Building Permit Fund
- ~~C.~~ D. Heritage Trail Fund
- ~~D.~~ E. Water Fund

E. B. Assist with annual budget preparation

~~F.~~ C. Set up annual binder for revenue and expenditures

- a. Maintain binder weekly, coding invoices for payment and tracking revenue
- b. Mail coded invoices to Accounting Clerk
- c. Deposit payment of fees in local bank
- d. Report all deposits to County Treasurer

~~G.~~ D. Assist Planning Director with tracking grant funds and expenditures.

IV. Department Organization

- A. Communicate with planning department employees to effectively and efficiently coordinate applications, projects and other work.
- B. Communicate with employees from other departments and agencies in order to coordinate and implement projects.
- C. Communicate with members of the general public in order to share information about projects.
- D. Maintain and update the Department Procedures Manual, as necessary.

OFFICE MANAGER 8B 1. FTE	
FY 20-21	
YR.SALARY	\$41,076.00
HEALTH&DENTAL FAMILY	\$24,845.40
FICA	\$2,546.71
RETIRE	\$10,186.85
UNEMP	\$505.20
DISAB.	\$62.00
LIFE	\$52.00
W.C.	\$43.40
MEDICARE	\$595.60
AIRLINK	\$59.00
TOTAL BENEFITS	\$38,896.16
HOURLY OVERHEAD	\$18.70
AVG HR COST	\$19.75
TOTAL COST W/BENEFITS HR.	\$38.45
YEARLY SAL. PLUS BENEFITS	\$79,972.16

10/29/2020

$\$79,972.16 - \$42,526.63 = \$37,445.53$

Difference between 2 part time positions and a new FTE = + \$37,445.53

OUTREACH COORD. 8B .475 FTE	
FY20-21	
YR.SALARY	\$19,513.00
HEALTH&DENTAL	\$0.00
FICA	\$1,209.81
RETIRE	\$0.00
UNEMP	\$234.16
DISAB.	\$0.00
LIFE	\$0.00
W.C.	\$25.37
MEDICARE	\$282.94
AIRLINK	\$0.00
TOTAL BENEFITS	\$1,752.27
HOURLY OVERHEAD	\$1.77
AVG HR COST	\$19.75
TOTAL COST W/BENEFITS HR.	\$21.52
YEARLY SAL. PLUS BENEFITS	\$21,265.27

10/29/2020

PLANNING OFFICE ASST. .475 FTE 38HR	
6D	
FY 20-21	
YR.SALARY	\$19,513.00
HEALTH&DENTAL	\$0.00
FICA	\$1,209.81
RETIRE	\$0.00
UNEMP	\$234.16
DISAB.	\$0.00
LIFE	\$0.00
W.C.	\$21.46
MEDICARE	\$282.94
AIRLINK	\$0.00
TOTAL BENEFITS	\$1,748.36
HOURLY OVERHEAD	\$1.77
AVG HR COST	\$19.75
TOTAL COST W/BENEFITS HR.	\$21.52
YEARLY SAL. PLUS BENEFITS	\$21,261.36
	9/16/2020

Total

\$42,526.63

Planning Office Manager

Completed 12/2020

<u>Recommended Title</u>	<u>LD</u>	<u>PC</u>	<u>PS</u>	<u>Eff.</u>	<u>HR</u>	<u>SC</u>	<u>PE</u>	<u>WC</u>	<u>AC</u>	<u>IM</u>	<u>Value</u>	<u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

Planning Office Manager	c1	4	a3	2	b1	5	b1	2	b1	4	1287	8

Range 8

I. MENTAL REQUIREMENTS

JOBMEAS™

This factor measures the total capability required to learn and perform the job competently.

Learning Development refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

Problem Challenge refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

Problem Solving Challenges				
1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.	2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.	3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.	4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action.	5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level.

Learning Development	DE	Problem Solving Challenges															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1																
	A2																
	A3																
B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1																
	B2																
	B3																
C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1																
	C2																
	C3																
D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1																
	D2																
	D3																
E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelor's degree in a specialized field; or masters degree in a narrow specialty; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1																
	E2																
	E3																
F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive reasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1																
	F2																
	F3																
G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1																
	G2																
	G3																

II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

Physical Skill is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

Physical Effort measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort			
1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.	2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.	3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.	4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.

		DE	1	2	3	4	5	6	7	8	9	10	11	12
Learning Physical Skills	A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.	A1												
		A2												
		S												
		B1												
	B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.	B2												
		B3												
		C1												
	C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.	C2												
		C3												
		D1												
	D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.	D2												
		D3												

III. HUMAN RELATIONS REQUIREMENTS

JOBMEAS™

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

Level of Human Relations refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

The Scope of Contacts refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

		Scope of Contacts												
		1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.	2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.	3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.	4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.									
DE		1	2	3	4	5	6	7	8	9	10	11	12	
Level of Human Relations Skill	A1	A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	Blend of outside and inside the organization											
	A2													
	A3													
	B1	B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.	Technical concepts to lay people											
	B2													
	B3													
	C1	C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.												
	C2													
	C3													
	D1	D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.												
	D2													
	D3													

IV. WORK ENVIRONMENT

JOBMEAS™

This factor measures the need to perform under less than optimal working circumstances.

Performance Environment refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

Physical Working Conditions refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

		Physical Working Conditions												
		1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards.	2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc.	3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.	4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.									
DE 1*		1	2	3	4	5	6	7	8	9	10	11	12	
Performance Environment	A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1	Lengthy periods sitting at work station; receptionist type positions											
		A2												
		A3												
	B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1	Changes on intermittent basis, need to update skills											
		B2												
		B3												
	C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1												
		C2												
		C3												
	D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1												
		D2												
		D3												



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

(For BOC Use)
Item #
6f

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

Presenter at BOC: Tamra Mabbott and Justin Nelson
Department: Planning
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): (541) 922-4624 5505
Requested Agenda Date: February 10, 2021

Discuss Resolution request of Columbia Development Authority.

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: 20
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 20 minutes
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 Director Required for all BOC meetings
Administrator 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 Columbia Development Authority (CDA) Director has asked Morrow County to sign a Resolution relating to protection of a small section of the Oregon Trail located on the Army Depot. The Resolution includes a commitment by the county to protect the section of trail shown on the attached map. The draft Resolution is attached.

2. FISCAL IMPACT:

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

Discuss the terms of the draft Resolution.

Discuss steps forward to clarify specific expectations of how county will meet the obligations in the Resolution.

Attach additional background documentation as needed.

WHEREAS, The Columbia Development Authority (“CDA”), the Board of Directors of which is comprised of representatives of Morrow County, Port of Morrow, Umatilla County, Port of Umatilla, and the Confederated Tribes of Umatilla Indian Reservation, intends to acquire certain real property (the “CDA Acquisition”) commonly known as the Umatilla Chemical Depot (the “UMCD”) from the United States Department of the Army (the “Army”), a portion of which is located in Morrow County, Oregon (such portion, the “Morrow Property”); and

WHEREAS, CDA is a party to that certain Programmatic Agreement (the “Programmatic Agreement”) dated December 2013, by and among CDA, the Army, the Oregon State Historic Preservation Officer, the Advisory Council on Historic Preservation and the Confederated Tribes of Umatilla Indian Reservation; and

WHEREAS, as a condition to the CDA Acquisition, CDA will enter into an Amendment to the Programmatic Agreement, substantially in the form attached hereto as Exhibit A (the “PA Amendment”); and

WHEREAS, under Section (B)2 of the PA Amendment, a portion of the Morrow Property commonly referred to in the PA Amendment as the “South Trail” is required to be maintained, protected and preserved, in perpetuity, from and after the CDA Acquisition; and

WHEREAS, the CDA Acquisition and the subsequent development of the Morrow Property, together with the preservation of the South Trail in perpetuity, will benefit Morrow County economically and culturally; and

WHEREAS, in order to satisfy the conditions precedent to the CDA Acquisition, facilitate the development of the Morrow Property by CDA and other third parties following the CDA Acquisition, and to maintain the South Trail as a site of historical and cultural significance, Morrow County desires to assume responsibility for the perpetual maintenance, protection and preservation of the South Trail, in accordance with Section (B)2 of the PA Amendment.

NOW THEREFORE BE IT RESOLVED that, from and after the CDA Acquisition, Morrow County shall maintain, protect and preserve the South Trail, in accordance with the terms and provisions of Section (B)2 of the PA Amendment.

Dated this ___ day of _____, 20__

~~WHEREAS, Morrow County desires to provide protection of the South Trail and understands^[JN2] there will be no remuneration from the CDA but agrees to coordinate with organizations and persons with expertise in protection of Oregon Trail.~~

NOW THEREFORE BE IT RESOLVED that, from and after the CDA Acquisition, Morrow County shall will maintain, protect and preserve the South Trail, in accordance with the terms and provisions of Section (B)2 of the PA Amendment.

Dated this 10th^{3rd} day of February 2021

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

Don Russell, Chair

Jim Doherty, Commissioner

Melissa Lindsay, Commissioner

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: CDA Resolution

<p>Background:</p> <p>It has been requested that the Board document its in support of Umatilla County assuming the oversight of the historical 1944 explosion site on the depot resolution after CDA acquisition. This would include assuming responsibility for the perpetual maintenance, protection and preservation of the site.</p>	<p>Requested Action:</p> <p>Adopt Order No. BCC2021-016</p>
--	---

ATTACHMENTS: Background Information; Draft resolution

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

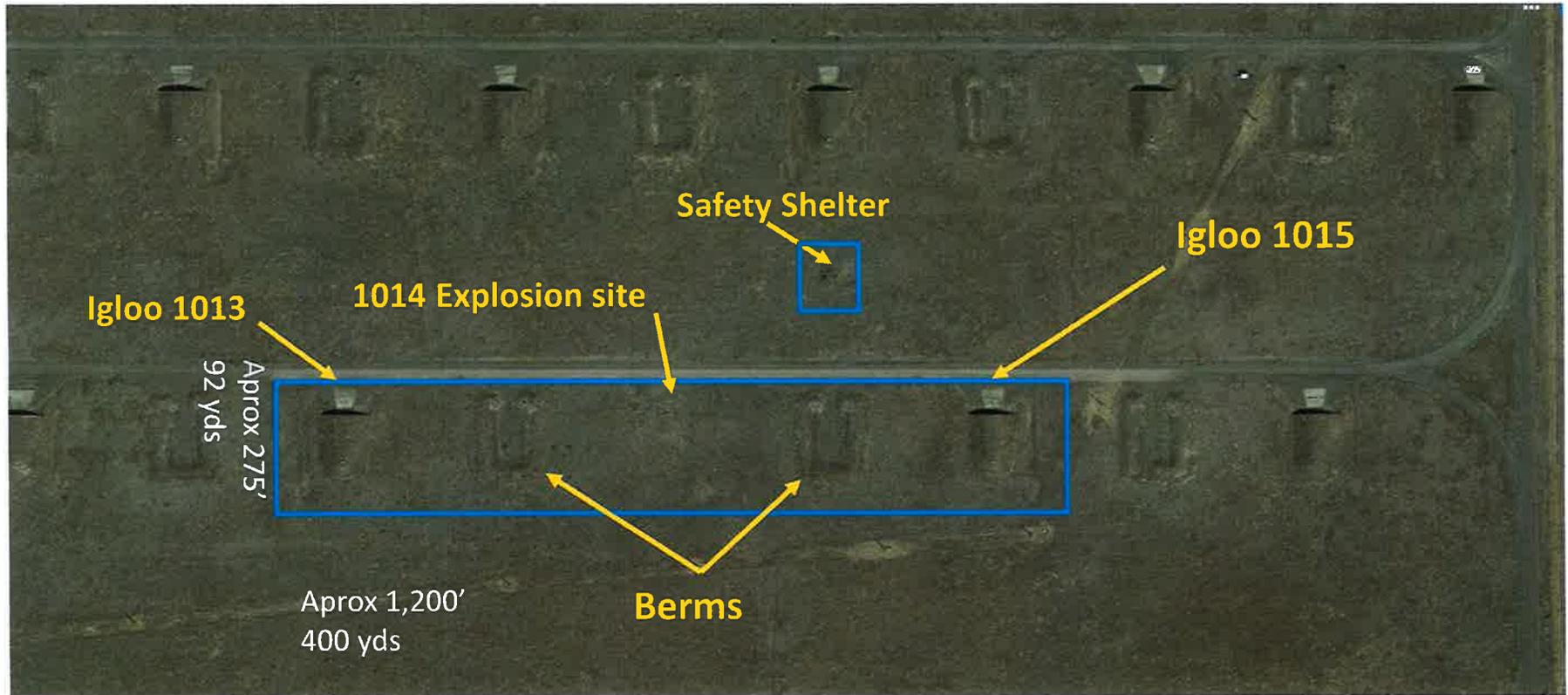
Needed at Meeting:

Scheduled for meeting on: February 3, 2021

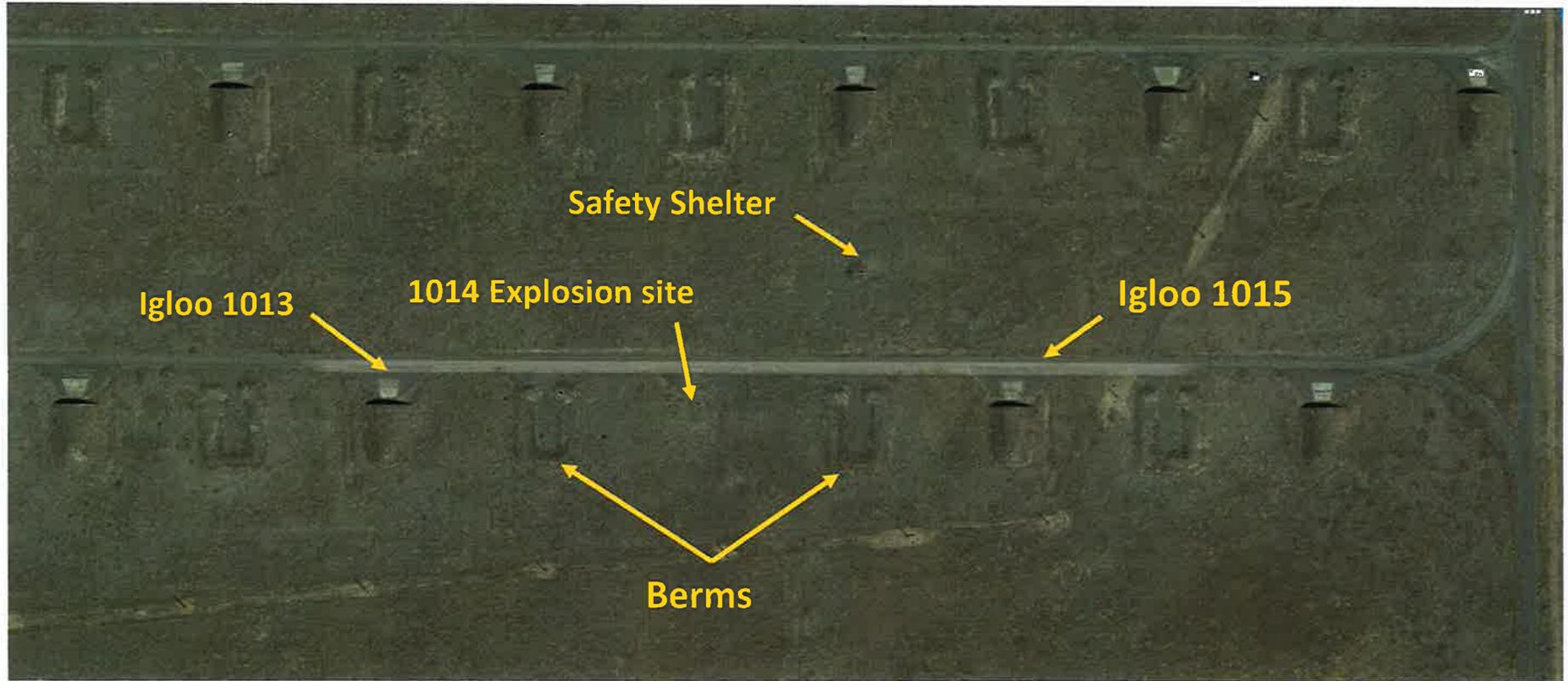
Action taken:

Follow-up:

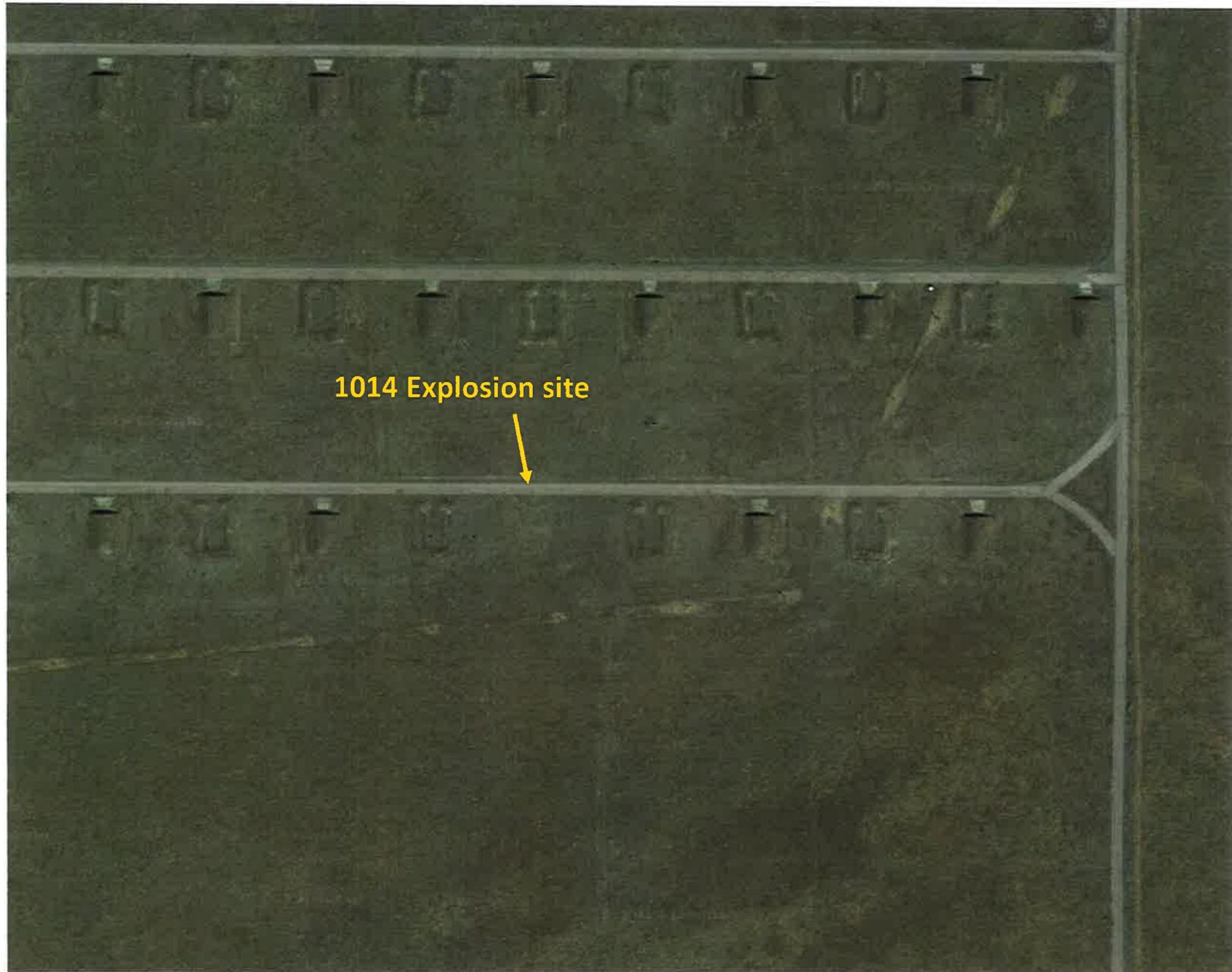
**Possible Area to Protect, Includes:
Berms and igloos on either sided.**



Structures Adjacent to Explosion Site



SE Corner of the B-Block



On top of igloo 1015 facing northwest



THE BOARD OF COMMISSIONERS OF UMATILLA COUNTY

STATE OF OREGON

In the Matter of Authorizing)
County to Maintain and Preserve) Order No. BCC2021-017
1944 Umatilla Chemical Depot)
Igloo Accident Site)

WHEREAS, the Columbia Development Authority ("CDA"), the Board of Directors of which is comprised of representatives of Morrow County, Port of Morrow, Umatilla County, Port of Umatilla, and the Confederated Tribes of Umatilla Indian Reservation, intends to acquire certain real property (the "CDA Acquisition") commonly known as the Umatilla Chemical Depot (the "UMCD") from the United States Department of the Army (the "Army"), a portion of which is located in Umatilla County, Oregon (such portion, the "Umatilla Property");

WHEREAS, the CDA is a party to that certain Programmatic Agreement (the "Programmatic Agreement") dated December 2013, by and among CDA, the Army, the Oregon State Historic Preservation Officer, and the Advisory Council on Historic Preservation;

WHEREAS as a condition to the CDA Acquisition, CDA will enter into an Amendment to the Programmatic Agreement (the "PA Amendment");

WHEREAS under Section (E)2 of the PA Amendment, a portion of the Umatilla Property commonly referred to in the PA Amendment as the "1944 UMCD Igloo Accident Site" is required to be maintained, protected and preserved, in perpetuity, from and after the CDA Acquisition;

WHEREAS the CDA Acquisition and the subsequent development of the Umatilla Property, together with the preservation of the 1944 UMCD Igloo Accident Site in perpetuity, will benefit Umatilla County economically and culturally;

WHEREAS in order to satisfy the conditions precedent to the CDA Acquisition, facilitate the development of the Umatilla Property by CDA and other third parties following the CDA Acquisition, and to maintain the 1944 UMCD Igloo Accident Site as a site of historical and cultural significance, Umatilla County desires to assume responsibility for the perpetual maintenance,

protection and preservation of the 1944 UMCD Igloo Accident Site, in accordance with Section (E)2 of the PA Amendment.

NOW THEREFORE, the Umatilla County Board of Commissioners orders and resolves that from and after the CDA Acquisition, Umatilla County shall maintain, protect and preserve the 1944 UMCD Igloo Accident Site, in accordance with the terms and provisions of Section (E)2 of the PA Amendment.

DATED this 3rd day of February, 2021.

UMATILLA COUNTY BOARD OF COMMISSIONERS

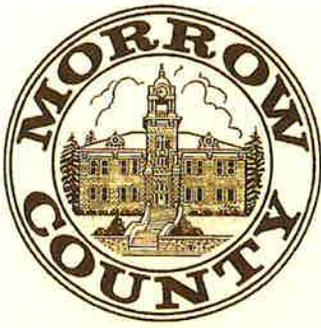
George L. Murdock, Chair

John M. Shafer, Commissioner

Daniel N. Dorran, Commissioner

ATTEST:
OFFICE OF COUNTY RECORDS

Records Officer



7a
TREASURER

Jaylene Papineau

100 Court Street
P.O. Box 37
Heppner, Oregon 97836
Phone: 541-676-5630 • Fax: 541-676-5631
E-mail: jpapineau@co.morrow.or.us

2/10/2021

To: Morrow County Board of Commissioners
From: Jaylene Papineau, Morrow County Treasurer
Re: Treasurer's Monthly Financial Statements as per ORS 208.090

The interest rate in November for the Local Government Investment Pool was .75%.

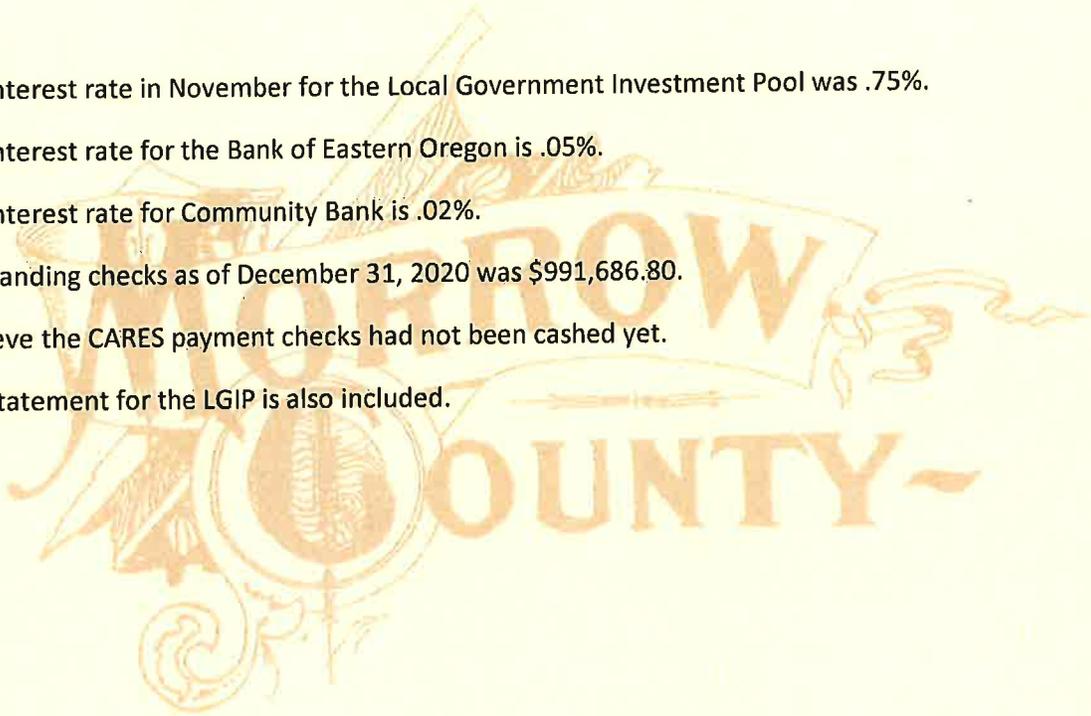
The interest rate for the Bank of Eastern Oregon is .05%.

The interest rate for Community Bank is .02%.

Outstanding checks as of December 31, 2020 was \$991,686.80.

I believe the CARES payment checks had not been cashed yet.

The statement for the LGIP is also included.



FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
101-100-1-10-1500		GENERAL FC W/TREASURER	13,590,446.97 (321,692.62)	13,268,754.35
200-100-1-10-1500		HERITAGE TRAIL FC W/TREAS	17,937.51	11.38	17,948.89
201-100-1-10-1500		ROAD EQUIP FC W/TREASURER	515,459.02	596,907.93	1,112,366.95
202-100-1-10-1500		ROAD FC W/TREASURER	1,151,885.13	469,151.73	1,621,036.86
203-100-1-10-1500		FINLEY BUTTES FC W/TREASURER	1,129,500.69	35,684.77	1,165,185.46
204-100-1-10-1500		YOUTH/CHILD FC/TREASURER	66,157.92	0.00	66,157.92
205-100-1-10-1500		AIRPORT FC W/TREASURER	8,270.25	97,348.11	105,618.36
206-100-1-10-1500		LAW LIBRARY FC W/TREASURER	33,522.39 (470.65)	33,051.74
207-100-1-10-1500		911 FC W/TREASURER	339,714.53 (43,278.44)	296,436.09
208-100-1-10-1500		SURVEYOR PRES FC/TREASURER	251,139.01	2,107.50	253,246.51
209-100-1-10-1500		CSEPP FC W/TREASURER	0.00	0.00	0.00
210-100-1-10-1500		FINLEY BUTTES LIC. FC W/TREAS	1,261,305.27 (477,069.44)	784,235.83
211-100-1-10-1500		MCSO CO SCHOOL FC W/TREAS	6,450.13 (6,096.19)	353.94
212-100-1-10-1500		ISD COMMON SCH FC W/TREASURER	568.33 (528.79)	39.54
214-100-1-10-1500		FAIR FC W/TREASURER	329,355.35	5,119.00	334,474.35
215-100-1-10-1500		COMP EQUIP FC W/TREASURER	46,459.35	20,029.47	66,488.82
216-100-1-10-1500		STF FC W/TREASURER	527,806.22 (3,173.33)	524,632.89
217-100-1-10-1500		PROGRAMMING RES FC W/TREASURER	1,015.03	30,000.64	31,015.67
218-100-1-10-1500		ENFORCEMENT FC W/TREAS	23,987.42	15.22	24,002.64
219-100-1-10-1500		VIDEO LOTTERY FC W/TREAS	62,987.66 (35,967.41)	27,020.25
220-100-1-10-1500		VICTIM/WITNESS FC W/TREAS	8,260.27 (3,138.05)	5,122.22
222-100-1-10-1500		WILLOW CREEK FEES FC W/TREAS	78,921.76 (33,116.93)	45,804.83
223-100-1-10-1500		CAMI GRANT FC W/TREAS	34,569.06	7,289.66	41,858.72
224-100-1-10-1500		WBEED EQUIP RES. FC W/TREAS	15,711.23	5,009.97	20,721.20
225-100-1-10-1500		STF VEHICLE FC W/TREAS	93,814.77	5,636.11	99,450.88
226-100-1-10-1500		FAIR ROOF FC W/TREAS	22,805.98	2,014.47	24,820.45
227-100-1-10-1500		HEPPNER ADMIN BLDG FC W/TREAS	44,983.79	28.54	45,012.33
228-100-1-10-1500		SAFETY COMMITTEE FC W/TREAS	19,560.05 (5,480.16)	14,079.89
229-100-1-10-1500		BLEACHER RESERVE FC W/TREAS	25,723.03	16.32	25,739.35
230-100-1-10-1500		RODEO FC W/TREAS	0.00	10,000.00	10,000.00
231-100-1-10-1500		JUSTICE COURT FC W/TREAS	82,914.17 (20,839.07)	62,075.10
233-100-1-10-1500		CLERKS RECORD FC W/TREAS	23,105.88	233.73	23,339.61
234-100-1-10-1500		DUII IMPACT FC W/TREAS	29,536.18	18.74	29,554.92
236-100-1-10-1500		FAIR IMPROV. FUND FC W/TREAS	16,120.95	5,010.23	21,131.18
237-100-1-10-1500		BUILDING PERMIT FC W/TREAS	990,418.51	475.09	990,893.60
238-100-1-10-1500		PARK FC W/TREAS	341,502.65 (60,333.68)	281,168.97
240-100-1-10-1500		EQUITY FC W/TREAS	304,148.83	192.95	304,341.78
241-100-1-10-1500		BUILDING RESERVE FC W/TREAS	795,767.78	50,504.83	846,272.61
243-100-1-10-1500		LIQUOR CONTROL FC W/TREAS	870.19	0.55	870.74
245-100-1-10-1500		WPF FC W/TREASURER	257.73	0.00	257.73
321-100-1-10-1500		FOREST SERVICE FC W/TREAS	77,153.01	48.95	77,201.96
322-100-1-10-1500		COURT SECURITY FC W/TREAS	98,331.60	1,184.65	99,516.25
500-100-1-10-1500		ECHO WINDS FC W/TREAS	52,829.94 (35,176.49)	17,653.45
501-100-1-10-1500		SHEPHERDS FLAT FC W/TREAS	1,442,070.77 (981,578.69)	460,492.08
502-100-1-10-1500		MO CO ENTERPRIZE ZO FC W/TREAS	0.00	0.00	0.00
504-100-1-10-1500		STO FC W/TREAS	5,261.98	6,508.76	11,770.74
505-100-1-10-1500		IONE/LEX CEM-IRRIG FC W/TREAS	12,947.60 (12,947.60)	0.00
510-100-1-10-1500		P & P FC W/TREAS	357,737.44 (53,775.66)	303,961.78
514-100-1-10-1500		IONE SD B & I FC W/TREAS	49,158.79 (46,459.88)	2,698.91

MORROW COUNTY, OREGON
 POOLED CASH REPORT (FUND 999)
 AS OF: DECEMBER 31ST, 2020

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
515-100-1-10-1500		BOARDMN URB REN FC W/TREAS	4,840.61 (3,760.86)	1,079.75
516-100-1-10-1500		RADIO DIST FC W/TREAS	48,273.95 (42,970.23)	5,303.72
519-100-1-10-1500		WEST BOARDMN URA FC W/TREAS	4,745.75 (3,692.10)	1,053.65
521-100-1-10-1500		PGE CARTY FC W/TREAS	1,873,658.03 (911,149.87)	962,508.16
522-100-1-10-1500		SHERIFF RES FUND/TREAS	17,664.62	2,377.23	20,041.85
540-100-1-10-1500		RESILIENCEY FUND W/TREAS	0.00	213,070.00	213,070.00
617-100-1-10-1500		MO CO HEALTH DIST FC W/TREAS	291,194.85 (262,582.53)	28,612.32
618-100-1-10-1500		IRRIGON SEWER FC W/TREAS	0.00	0.00	0.00
619-100-1-10-1500		WEST EXTENSION FC W/TREAS	0.00	0.00	0.00
620-100-1-10-1500		BLACK MNT FC W/TREAS	0.09	0.00	0.09
621-100-1-10-1500		CITY OF BOARDMAN B & I FC W/TR	22,755.98 (17,632.00)	5,123.98
622-100-1-10-1500		CITY OF HEPPNER B & I FC W/TRE	0.00	0.00	0.00
623-100-1-10-1500		CITY OF IRRIGON B & I FC W/TRE	11,435.23 (8,853.93)	2,581.30
624-100-1-10-1500		CITY OF LEXINGTON B & I FC W/T	29,993.45	193.54	30,186.99
625-100-1-10-1500		BOARDMAN PARK & REC B & I	0.00	0.00	0.00
626-100-1-10-1500		MAN. STRUCTURE OMBUDSMAN	322.94 (250.32)	72.62
628-100-1-10-1500		WILLOW CREEK PARK B & I FC W/T	3,602.02	2.29	3,604.31
629-100-1-10-1500		PORT OF MORROW B & I FC W/TREA	0.00	0.00	0.00
630-100-1-10-1500		PORT OF MORROW FC W/TREAS	25,529.45 (22,905.01)	2,624.44
631-100-1-10-1500		CITY OF BOARDMAN FC W/TREAS	123,824.48 (96,042.27)	27,782.21
632-100-1-10-1500		CITY OF HEPPNER FC W/TREAS	25,552.99 (19,823.00)	5,729.99
633-100-1-10-1500		CITY OF IONE FC W/TREAS	4,105.61 (3,185.42)	920.19
634-100-1-10-1500		CITY OF IRRIGON FC W/TREAS	12,694.60 (9,847.26)	2,847.34
635-100-1-10-1500		CITY OF LEXINGTON FC W/TREAS	1,903.87 (1,472.52)	431.35
636-100-1-10-1500		BOARDMAN RFPD FC W/TREAS	169,462.16 (152,097.14)	17,365.02
638-100-1-10-1500		HEPPNER RFPD FC W/TREAS	3,881.69 (3,010.39)	871.30
639-100-1-10-1500		IRRIGON RFPD FC W/TREAS	7,743.75 (6,009.72)	1,734.03
640-100-1-10-1500		IONE RFPD FC W/TREAS	928,871.11	2,890.07	931,761.18
641-100-1-10-1500		S GILLIAM RFPD FC W/TREAS	121.41	1.67	123.08
642-100-1-10-1500		BOARDMAN CEMETERY FC W/TREAS	2,101.01 (1,631.11)	469.90
643-100-1-10-1500		HEPPNER CEMETERY FC W/TREAS	3,255.05 (2,524.56)	730.49
644-100-1-10-1500		IONE-LEX CEMETERY FC W/TREAS	145,986.91 (145,102.31)	884.60
645-100-1-10-1500		IRRIGON CEMETERY FC W/TREAS	1,475.60 (1,145.30)	330.30
646-100-1-10-1500		WILLOW CREEK PARK FC W/TREAS	30,753.77 (28,436.85)	2,316.92
647-100-1-10-1500		BOARDMAN PARK FC W/TREAS	22,171.67 (17,212.94)	4,958.73
648-100-1-10-1500		IRRIGON PARK FC W/TREAS	5,863.45 (4,550.99)	1,312.46
649-100-1-10-1500		BOARDMAN PK B&I FC W/TREASURER	50,930.16 (39,527.46)	11,402.70
650-100-1-10-1500		MO CO UNIFIED REC FC W/TREAS	1,346,258.79	60,810.65	1,407,069.44
651-100-1-10-1500		HEPPNER WATER CONTROL FC W/TRE	621.14 (481.83)	139.31
652-100-1-10-1500		MO CO SCHOOL DIST FC W/TREAS	504,972.90 (391,801.55)	113,171.35
653-100-1-10-1500		MO CO SCHOOL B & I FC W/TREAS	2,056,666.26	28,382.16	2,085,048.42
654-100-1-10-1500		UMATILLA-MORROW ESD FC W/TREAS	178,367.23 (159,341.42)	19,025.81
655-100-1-10-1500		CHAPLAINCY PROG FC W/TREAS	14.39	0.01	14.40
656-100-1-10-1500		IONE-LEX CEM PERP FC W/TREAS	26,159.25 (26,159.25)	0.00
657-100-1-10-1500		IONE-LEX CEM EQUIP FC W/TREAS	17,441.52 (17,441.52)	0.00
658-100-1-10-1500		BMCC FC W/TREASURER	118,305.65 (97,878.09)	20,427.56
659-100-1-10-1500		BMCC B & I FC W/TREASURER	39,268.96 (32,417.18)	6,851.78
660-100-1-10-1500		NORTH MO VECTOR CONT FC W/TREA	62,051.69 (55,343.63)	6,708.06
662-100-1-10-1500		IONE LIBRARY DIST FC W/TREAS	11,770.70 (11,036.82)	733.88
663-100-1-10-1500		OREGON TRAIL LIB FC W/TREAS	58,175.75 (51,433.25)	6,742.50
665-100-1-10-1500		STATE & FED WILDLIFE FC W/TREA	0.00	0.00	0.00

MORROW COUNTY, OREGON
 POOLED CASH REPORT (FUND 999)
 AS OF: DECEMBER 31ST, 2020

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
666	100-1-10-1500	STATE FIRE PATROL FC W/TREAS	10,902.09	(8,449.88)	2,452.21
667	100-1-10-1500	EOTT FC W/TREASURER	0.00	0.00	0.00
668	100-1-10-1500	TAX APPEALS FC W/TREAS	901,875.07	572.14	902,447.21
669	100-1-10-1500	SCHOLARSHIP TRUST FC W/TREAS	10,959.09	6.95	10,966.04
670	100-1-10-1500	ADV COLL 04-05 FC W/TREAS	0.00	0.00	0.00
671	100-1-10-1500	ADV COLL 03-04 FC W/TREAS	0.00	0.00	0.00
672	100-1-10-1500	ADV COLL 05-06 FC W/TREAS	0.00	141.01	141.01
673	100-1-10-1500	PREPAID TAX FC W/TREAS	0.00	0.00	0.00
674	100-1-10-1500	SALE OF CO LAND FC W/TREAS	0.00	0.00	0.00
675	100-1-10-1500	TREASURER TRUST FC W/TREAS	1,155.64	0.73	1,156.37
676	100-1-10-1500	IONE RFPD RESERVE FC W/TREAS	118,772.32	75.35	118,847.67
678	100-1-10-1500	STATE ADMIN CONT FC W/TREAS	0.00	0.00	0.00
680	100-1-10-1500	PERSONAL PROPERTY SALES FC W/T	0.00	0.00	0.00
681	100-1-10-1500	COUNTY A & T FC W/TREAS	10,415.57	4,241.46	14,657.03
682	100-1-10-1500	STATE FIRE FC W/TREAS	0.00	0.00	0.00
683	100-1-10-1500	PILOT ROCK RFPD FC W/TREAS	1,992.64	27.28	2,019.92
684	100-1-10-1500	FINLEY BUTTES CLOSURE FC W/TRE	1,267,429.08	804.04	1,268,233.12
685	100-1-10-1500	STATE HOUSING FC W/TREAS	22,460.48	12,858.74	35,319.22
686	100-1-10-1500	IONE LIBRARY BLDG FC W/TREAS	89,701.23	56.91	89,758.14
687	100-1-10-1500	FINLEY BUTTES TRUST FC W/TREAS	0.00	0.00	0.00
688	100-1-10-1500	IONE SCHOOL DIST FC W/TREAS	51,311.19	(39,840.77)	11,470.42
690	100-1-10-1500	HEPPNER RURAL FIRE DIST BOND	1,887.07	(1,462.23)	424.84
691	100-1-10-1500	CITY OF HEPPNER BND FC W/TREAS	2,736.20	(2,120.39)	615.81
693	100-1-10-1500	IRRIGON TIPPAGE FC W/TREAS	0.00	0.00	0.00
695	100-1-10-1500	M.C. RET. PLAN TR. FC W/TREAS	4,373.96	(582.00)	3,791.96
697	100-1-10-1500	UNSEG TAX INT FC W/TREAS	0.00	0.00	0.00
698	100-1-10-1500	INTEREST EARNED FC W/TREAS	0.00	0.00	0.00
699	100-1-10-1500	UNSEGREGATED TAX FC W/TREAS	0.00	0.00	0.00
TOTAL CLAIM ON CASH			35,179,214.24	(3,165,267.45)	32,013,946.79

CASH IN BANK - POOLED CASH

999-100-1-10-1501	AP POOLED BEO	344,083.66	(299,724.37)	44,359.29
999-100-1-10-1502	PAYROLL BEO	11,721.97	2.02	11,723.99
999-100-1-10-1503	STATE TREASURY POOL	34,822,472.37	(2,865,545.10)	31,956,927.27
999-100-1-10-1504	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00
999-100-1-10-1505	WELLS FARGO INVESTMENTS	0.00	0.00	0.00
999-100-1-10-1506	UNION BANK OF CALIFORNIA	0.00	0.00	0.00
999-100-1-10-1507	COMMUNITY BANK	100.19	0.00	100.19
999-100-1-10-1508	US BANK	3.53	0.00	3.53
SUBTOTAL CASH IN BANK - POOLED CASH		35,178,381.72	(3,165,267.45)	32,013,114.27

WAGES PAYABLE

999-100-2-60-6001	WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE		0.00	0.00	0.00

TOTAL CASH IN BANK - POOLED CASH		35,178,381.72	(3,165,267.45)	32,013,114.27
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Account Statement - Transaction Summary

For the Month Ending **December 31, 2020**

MORROW CO - MORROW COUNTY - 4206

Oregon LGIP	
Opening Balance	34,822,472.37
Purchases	912,675.87
Redemptions	(3,778,220.97)
<hr/>	
Closing Balance	\$31,956,927.27
Dividends	20,675.29

Asset Summary		
	December 31, 2020	November 30, 2020
Oregon LGIP	31,956,927.27	34,822,472.37
Total	\$31,956,927.27	\$34,822,472.37



Account Statement

For the Month Ending **December 31, 2020**

MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					34,822,472.37
12/01/20	12/01/20	SFMS Fr:Oregon Health Authority OHA public Health Program	1.00	27,665.52	34,850,137.89
12/01/20	12/01/20	SFMS Fr:Oregon Health Authority Mental Health Tax	1.00	1,020.78	34,851,158.67
12/01/20	12/01/20	SFMS Fr:Liquor Control Commission,Oregon OLCC Tax (Liquor)	1.00	7,778.62	34,858,937.29
12/01/20	12/01/20	LGIP Fees - ACH Purchase (10 @ \$0.05 - From 4206) - November 2020	1.00	(0.50)	34,858,936.79
12/01/20	12/01/20	LGIP Fees - ACH Redemption (6 @ \$0.05 - From 4206) - November 2020	1.00	(0.30)	34,858,936.49
12/01/20	12/01/20	LGIP Fees - Received ACH (4 @ \$0.10 - From 4206) - November 2020	1.00	(0.40)	34,858,936.09
12/02/20	12/02/20	SFMS Fr:Youth Authority, Oregon Juvenile Basic	1.00	594.00	34,859,530.09
12/03/20	12/03/20	Redemption - ACH Redemption	1.00	(1,000,000.00)	33,859,530.09
12/04/20	12/04/20	Transfer to Blue Mountain Community College - BLUE MOUNTAIN COMMUNITY COLLEGE	1.00	(157,574.61)	33,701,955.48
12/04/20	12/04/20	Transfer to Boardman, City of - BOARDMAN CITY OF / CENTRAL URA	1.00	(4,840.61)	33,697,114.87
12/04/20	12/04/20	Transfer to Boardman, City of - BOARDMAN CITY OF/ WEST URA	1.00	(4,745.75)	33,692,369.12
12/04/20	12/04/20	Transfer to Ione School District #2 - IONE SCHOOL DISTRICT #2	1.00	(101,038.31)	33,591,330.81
12/04/20	12/04/20	Transfer to InterMountain Education Service Dis - INTERMOUNTAIN ESD	1.00	(178,367.23)	33,412,963.58
12/04/20	12/04/20	Transfer to Morrow County School District #1 - MORROW COUNTY SCHOOL DISTRICT #1	1.00	(511,423.03)	32,901,540.55
12/04/20	12/04/20	Transfer to Boardman, City of - BOARDMAN CITY OF	1.00	(146,580.46)	32,754,960.09
12/04/20	12/04/20	Transfer to Boardman Park and Recreation - BOARDMAN PARK & REC/RECREATION CENTER	1.00	(50,930.16)	32,704,029.93
12/04/20	12/04/20	Transfer to Boardman Park and Recreation - BOARDMAN PARK AND RECREATION	1.00	(22,171.67)	32,681,858.26
12/07/20	12/07/20	Redemption - ACH Redemption	1.00	(322.94)	32,681,535.32
12/08/20	12/08/20	Redemption - ACH Redemption	1.00	(110.00)	32,681,425.32



Account Statement

For the Month Ending **December 31, 2020**

MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
12/08/20	12/08/20	Redemption - ACH Redemption	1.00	(300,000.00)	32,381,425.32
12/10/20	12/10/20	SFMS Fr:Oregon Health Authority CFAA Special Payments	1.00	608.00	32,382,033.32
12/10/20	12/10/20	SFMS Fr:Administrative Services, Dept of Coronavirus Relief Fund - #21.019	1.00	601,787.00	32,983,820.32
12/11/20	12/11/20	Redemption - ACH Redemption	1.00	(700,000.00)	32,283,820.32
12/15/20	12/15/20	SFMS Fr:Oregon Health Authority CFAA Monthly Allotment	1.00	92,051.16	32,375,871.48
12/16/20	12/16/20	SFMS Fr:Administrative Services, Dept of County Cigarette Tax	1.00	801.16	32,376,672.64
12/16/20	12/16/20	Redemption - ACH Redemption	1.00	(55.00)	32,376,617.64
12/17/20	12/17/20	ODOT - ODOT PYMNT	1.00	103,155.57	32,479,773.21
12/18/20	12/18/20	ODOT - ODOT PYMNT	1.00	27,049.43	32,506,822.64
12/22/20	12/22/20	SFMS Fr:Oregon Health Authority Oregon Contraceptive Care (CCare)	1.00	3,417.43	32,510,240.07
12/22/20	12/22/20	SFMS Fr:Oregon Health Authority OHA public Health Program	1.00	19,950.31	32,530,190.38
12/24/20	12/24/20	Redemption - ACH Redemption	1.00	(600,000.00)	31,930,190.38
12/24/20	12/24/20	Redemption - ACH Redemption	1.00	(55.00)	31,930,135.38
12/29/20	12/29/20	Redemption - ACH Redemption	1.00	(5.00)	31,930,130.38
12/31/20	12/31/20	SFMS Fr:Liquor Control Commission,Oregon OLCC Tax (Liquor)	1.00	6,121.60	31,936,251.98
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	20,675.29	31,956,927.27



OREGON
STATE
TREASURY

Account Statement

For the Month Ending **December 31, 2020**

MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Closing Balance					31,956,927.27
		Month of December	Fiscal YTD July-December		
Opening Balance		34,822,472.37	19,646,978.63	Closing Balance	31,956,927.27
Purchases		912,675.87	38,962,368.43	Average Monthly Balance	32,547,576.04
Redemptions		(3,778,220.97)	(26,652,419.79)	Monthly Distribution Yield	0.75%
<hr/>					
Closing Balance		31,956,927.27	31,956,927.27		
Dividends		20,675.29	98,955.31		



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Community Development

P.O. Box 788 • Heppner OR 97836
(541) 676-5618

Gregg Zody, AICP
Director
gzody@co.morrow.or.us

MEMORANDUM

TO: Board of Commissioners
THROUGH: Darrell Green, County Administrator
FROM: Gregg Zody *GZ*
SUBJECT: Community Development Monthly Report for January 2021
DATE: February 5, 2021

Community Development

1. Heidi completed offline draft of Community Development web page.
2. Toured POM with Chair Russell on January 19th.
3. Held first Community Development Team meeting on January 19th. Scheduled for the third Tuesday every month.
4. Scheduled monthly phone updates with Ryan DeGroft (Business Oregon).
5. Participated in the 2021 Virtual Oregon Legislative Affairs Discussion on January 27th.
Occurs every Wednesday at 7:30 a.m.

Fair Board

1. Attended Fair Board meeting on January 13th. Discussed seeking consultation services from a structural engineer regarding the structural integrity of the Annex and what needs to be repaired to bring the building into compliance with Building Codes – need to determine if additional investment would be worthy of public funds.
2. Final Cultural Trust Memo and Financial Report completed Friday, January 29th.
3. Worked with Ann to create signage for Wilkinson Arena for restricted opening on January 29th.

Loop

1. Commissioner Doherty met with staff at their regular Wednesday [20th] meeting to discuss long range planning for transportation.
2. STF/STIF work session prioritized long-range project on January 22nd.
3. Katie presented QE application for STIF/STF funding to the BOC on January 27th.
4. Held kick-off meeting with Kittleson and Associates for the Boardman-Hermiston-POM and Boardman Circular Routes on January 29th.

Planning

1. Participated in a discussion with Tamra and rep from DLCD on January 12th regarding training for PC members and local officials.
2. Participated in a discussion with Tamra and County Administrator and Comm. Lindsey regarding the Building Inspection program.

3. Attended via Zoom Planning Commission meeting on January 19th for four land partitions, one replat, one conditional use application, one land use decision, and an update on the proposed RR-10 zoning district.

Broadband Task Force

1. Staff requests BOC permission to research Broadband funding opportunities, and reporting back to the BOC on March 10th with general information and any match requirements.

Community Paths Grant

1. Submitted grant on 2/1/21.

Economic Development

1. Met with Chair Russell to discuss Community Development goals for 2021 on January 7th.
2. Attended via Zoom POM meeting on January 13th.
3. Attended ICABO meeting on January 14th.
4. Toured POM with Chair Russell on January 19th.
5. Attended via Zoom Ione Waste Water Work Group on January 21st.
6. Attended via Zoom "BCA - Lunch and Learn "The Key to a High Performing Culture is You"" on January 21st.
7. Participated in EOVA Roundtable "Getting To Know Your RDMO (Regional Destination Marketing Organization) on January 27th.



MEMORANDUM

To: Morrow County Board of Commissioners
From: Tamra Mabbott, Planning Director
BOC Date: February 10, 2021
RE: Monthly Planning Update

Planning Commission Update

Planning Commission approved eight applications at their January 19th meeting. With some great preparation and team work, all eight items were covered in just over an hour!

Planning Commission meeting materials are posted on the Department website one week prior to the meeting. Commission typically meets the last Tuesday of the month. Here is the 2021 calendar. https://www.co.morrow.or.us/calendar?field_microsite_tid_1=28 Visitors are welcome. And with our virtual meetings it is very convenient.

Current Planning Activity January 2021:

- Zoning Permits 9
- Land Use Compatibility (LUCS Review) 6
- Rural Address 1
- Land Use Decisions 2
- Conditional Use Permits 1
- Variance 1
- Research/Public Records Request 1

Totals for 2020

- Zoning Permits 132
- Land Use Compatibility (LUCS Review) 80
- Rural Address 28
- Land Use Decisions 6
- Farm Ag. Exempt 9
- Conditional Use Permits 7
- Variances 4
- Land Partitions, PLA, replats 20
- Amendments 1
- Appeals 2
- Zone Change/Plan Amendments 3
- Research (FOIA) records request 2

Long Range Planning

In January staff initiated the process to update the Housing Element of the Comprehensive Plan. This will accompany the new Rural Residential 10-acre zone. The County Plan Housing

Energy Projects

Several new and renewed/amended energy projects are in the process. Majority of staff work with these projects is not reflected in the permit summary. See attached summary of all *renewable projects in Morrow County* to date.

Code Enforcement

Code Enforcement activity is on the rise. Sheriff Deputy Oscar Madrigal gave the Planning Director a tour of the long-standing cases in and around the Irrigon and Boardman area. Many of the properties in violation have solid waste and junk/abandoned vehicles. Staff is preparing an update to the Code Enforcement with a focus on clarifying definition and process for abatement of junk vehicles. The draft proposed changes will allow a landowner to keep two or three project vehicles.

Other Projects:

Stephanie Case, Planner II completed an update to Section 9 of the Zoning Ordinance. Of note this update will allow the Planning Department to streamline certain applications. Stephanie is now working on an update to the Subdivision Ordinance and has spent time coordinating comments of the County Assessor and County Surveyor. These too will result in a streamlined process for land partitions as well as including technical and legal updates.

Website and GIS Mapping

Updates to the website continue. The biggest change is the new interactive zoning map (excluding links to Assessors' Office real query). Check out the website!

<https://morrow-co-or.maps.arcgis.com/apps/webappviewer/index.html?id=c24654713b7d424f968c11b9c9e43a23>

And a terrific tutorial:

https://www.co.morrow.or.us/sites/default/files/fileattachments/planning/page/15251/interactive_map_tutorial.pdf

Excellent work Stephen Wrecsics!

Planning Trivia Question of the Month:

Who was the first Planning Director in Morrow County?

Answers to last month's trivia questions.

How many total acres are in Morrow County? 1,321,600

What percentage of total acreage is classified as "urban" or within a city limit boundary?

Approximately 2,400 acres, less than 1%. Note, this does not include port industrial property that has a Plan and Zone designation that allows for "urban" density.

Energy Projects in Morrow County					
EFSC Permitted					
WIND	Capacity	Facility Status	Notes	Local Permits Issued	Local Permit Status
Wheatridge I	100 MW	Operating	PGE Ownership		
Wheatridge II	550 MW	Operating	Under Review to split as: WREF II (200 MW Wind); WREFIII (150 MW solar); WREFE (200 MW wind)	CUP-N-328 (2018)	RFAComment Letter submitted to EFSC 28OCT2020
Shepherds Flat Central	290 MW	Operating	2 Turbine Repower 2020	CUP-N-279 (2010)	Comment Letters Submitted to EFSC
Shepherds Flat South	290 MW	Operating	Repower Pending (January 2023)	CUP-N-278 (2010)	Comment Letters Submitted to EFSC
Heppner Wind	500 MW	Terminated	N/A	N/A	No Action Needed
Saddle Butte Wind	399 MW	Terminated	N/A	N/A	No Action Needed
SOLAR	Capacity	Status	Notes	Local Permits Issued	Local Permit Status
Boardman Solar	75 MW	EFSC Approved	Construction Pending, T Line is in Gilliam Co.	CUP-N-333 (2018)	CUP Expires 17NOV2020
Wheatridge III	150 MW	EFSC Approved	Construction pending local permits.	Pending (Not Submitted)	CUP Under Local Review.
Wagon Trail Solar	500 MW	Proposed/Pending	NextEra, new project, a subsidiary to Wheatridge.	Pending (Not Submitted)	County notifying adj. landowners of NOI.
TRANSMISSION	Capacity	Status	Notes	Local Permits Issued	Local Permit Status
Boardman to Hemingway	300-mile, 500 kV	Proposed	In Contested Case (64 Petitioners)	Pending	Waiting on Contested Case Outcome
Cascade Crossing	121-mile, 500kV	Terminated	N/A	N/A	No Action Needed
GENERATING FACILITY	Capacity	Status	Notes	Local Permits Issued	Local Permit Status
Carty Generating Facility	50 MW Solar 400 MW Natural Gas	Under EFSC Review/Operating	RFA2 incorporates existing BCP facility components.	CUP-N-307 (2013)	Notice of Proposed Order of RFA2 issued 12NOV20
Boardman Coal Plant	550 MW	Decommissioning	T Line in Gilliam Co.	Pre-dates Planning?	No Action Needed
Columbia Ethanol Project	44 MGPY	Temporarily Shut Down	N/A		No Action Needed

Locally Permitted					
WIND	Capacity	Status	Notes	Local Permits Issued	Local Permit Status
Orchard Wind	40 MW	Construction	Construction delays due to COVID-19	CUP-N-324 (2016) Extension granted 2019	Construction Phase (Est. DEC complete date)
Echo Wind South	60 MW	Operating		CUP-N-251 (2008)	No Action Needed
Threemile Turbines	15 MW	Operating	First operational turbines in Morrow County	CUP-N-234 (2006)	No Action Needed
Elle Butte	104 MW	Permitted, Never Built		CUP-N-291 (2011)	No Action Needed
Butter Creek	40 MW	Permitted, Never Built		CUP-N-285 (2010)	No Action Needed
Mariah Wind	20 MW	Permitted, Never Built		CUP-N-290 (2011)	No Action Needed
Willow Creek Wind	50 MW	Permitted, LUBA Remand		CUP-N-213 (2005)	No Action Needed
SOLAR	Capacity	Status	Notes	Local Permits Issued	Local Permit Status
Harp Solar	10 MW	Permitted	Project sold to Avangrid Renewables. One Energy.	CUP-N-331 (2018)	Extension Request Granted
Tower Road		Proposed		Not Permitted	Application Pending
Stark Solar	10 MW	Withdrawn		CUP-N-332-18	No Action Needed
Columbia Solar	20 MW	Withdrawn		CUP-N-343-20	No Action Needed
Trail Solar	160 MW	Proposed	OneEnergy. Proposed, pending application.		

Weed Department Quarterly Report for Oct. - Dec. 2020

Paved road residual spraying started on Oct. 6, 2020 and was completed on Nov. 25, 2020.

I met with a representative from the Umatilla Army Depot and made some recommendations for their weed control program at the facility.

I sat in on a Zoom meeting for the Oregon County Weed Control Association on Oct. 20, 2020.

Assisted with flagging for the Road Department Oct. 21, 2022.

I attended 4 different Zoom meetings for the Oregon Invasive Species Council.

I sprayed the Lexington Airport with a residual weed control along runways/taxiways, and adjacent buildings. Nov. 25, 2020.

I sprayed the Road Dept maintenance yard in Boardman, Oregon. Nov. 24, 2020.

I talked to some landowners about concerns regarding reseeding done on Wheatridge Wind project. I then met with representatives from the Wind project to discuss and make recommendations for corrections needed to facilitate better results for revegetation.

I found a new site of Rush Skeletonweed in the Bell Canyon area and advised the landowners about it.

Truck and sprayer maintenance was done following completion of residual spraying.

Finally, I took a total of 1 Sick day, 9 Annual leave days, and 4 Holiday days off during this period.

LAKE PENLAND CORPORATION

P.O. Box 95
Heppner, Oregon 97836-0095

Directors:

Curtis Cutsforth, *Pres.* 541-256-0262
Sandra Rice, *V.P.* 541-922-8251

Alma Coston 503-720-5688

John Murray, *Sec.* 541-676-9631
Tommy Wolff, *Treas.* 541-377-4945

January 21, 2021

Morrow County Commissioners
P.O. Box 788
Heppner, Oregon 97836-0788

IN RE: Support Letter for the Snow Groomer / Search & Rescue Building at Cutsforth Park.

Hello Chair Russell and Commissioners Lindsay and Doherty:

The Lake Penland community would like to lend a clear and very strong voice-of-support for the **Snow Groomer and Morrow County Search & Rescue building to be located at Cutsforth Park.**

Lake Penland is a public recreation site high in the Blue Mountains above Cutsforth Park at 5,064 feet of elevation. The Lake hosts 45 private properties, (many with private cabins on them), and a public fishing site with a Forest Service water recreation dock and related public campground. *Lake Penland is used year-round by both the private property owners and the general public.* The entire area is "off-grid" with no public utilities. Access during the winter months is via Nordic skis, snowmobiles, and tracked UTVs. The groomed roads and trails provided by our local snowmobile club are paramount to providing safe and continual access to the Lake facility, as well as general emergency access for our local Search & Rescue group.

The new **Snow Groomer and Search & Rescue building, located within Cutsforth Park**, will provide a much needed and secure shelter and storage facility for the equipment used for this public area access, and greatly decrease the response time for our Search & Rescue folks. *Having emergency response equipment located at the trail-head (Cutsforth Park) will be a blessing.* Throughout the year, our dedicated Search & Rescue teams provide much needed location and evacuation services to the public in our Blue Mountains area. Providing a secure and reliable storage and maintenance facility for our OSSA provided Snow Groomer will enable its' continued and full use in providing public access to our winter recreation areas.

The Lake Penland community supports this multi-purpose facility **to be located at Cutsforth Park**, and asks for your consideration in enabling it to become a reality.

Most Sincerely,

Tommy Wolff, *Treas.*
Lake Penland Corporation Board of Directors

M.C.G.G.
Morrow County Grain Growers INC.

**P.O. Box 367
Lexington, Oregon 97839**

Ph. 989-8221 • 1(800) 452-7396



Morrow County Commissioners,

Morrow County Grain Growers would like to extend our support for the Snow Groomer and Search and Rescue building to be located at Cutsforth Park.

The Snow Groomer has opened up additional opportunities for positive economic impact to our local economy in South Morrow County. With use of the groomer, consumers know they have a reliable area they can go for recreation in the winter time. Their use of these groomed trails trickles down as a well needed economic boost to our local merchants as they pass through town.

With outdoor equipment sales (ORV's, ATV's, Snowmobiles, Trailers) at record highs over the past 10 months, it has created a sizable increase in people/traffic to our mountain roads, trails, parks and campgrounds. The ability to have Search and Rescue equipment stationed at Cutsforth Park is ideal for rapid response to emergency situations that could happen in these remote areas. The building will provide a secure location for the Snow Groomer and Search and Rescue equipment to maximize the longevity and return on these investments.

Morrow County Grain Growers supports this facility to be located at Cutsforth Park and we hope the project can be put into action as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stefan Matheny', with a large, sweeping flourish at the end.

Stefan Matheny

Dealership Manager

Morrow County Grain Growers



Northeast Oregon Water Association

P.O Box 1026
Pendleton, Oregon 97801

February 9, 2021
FOR IMMEDIATE RELEASE
CONTACT: J.R. Cook
(541) 969-8026
jrcook@northeastoregonwater.org

\$46 Million East Columbia River Water Supply Project Officially Deemed Complete by State of Oregon; total Regional Investment in Water Sustainability Infrastructure tops \$116 Million in 6 years.

Umatilla Basin, OR – On January 28, 2021, the \$47 million East Project Columbia River Water Supply Project, funded in part by \$7 million in state grant funding approved by the Oregon State Legislature in 2015, received state acknowledgement that it had met all grant reporting deliverables and the project is officially complete. The completed East Project now joins the \$31 million West Columbia River project (\$4 million state and \$27 million private investment), completed in May of 2020. In all, including private water distribution line investment and mitigation investment & water rights negotiation and administration, the region has invested over \$116 Million in water sustainability in the Umatilla Basin over the last 6 years.

“The region has put significant skin in the game to fix the State of Oregon’s over-appropriation issues and build a pathway to long-term environmental improvement and economic sustainability in the Morrow County/Umatilla County Region,” stated J.R. Cook, Director of the Northeast Oregon Water Association (NOWA), the group that has lead the negotiations with the State of Oregon on the regional water supply and sustainability effort.

The East Project: constructed, owned and operated by the East Improvement District, is the second, and largest, of three regional Columbia River water supply projects envisioned by NOWA to serve the region’s irreplaceable, sustainable irrigated agricultural region to both maintain and grow the regional economy while also taking pressures off over-appropriated groundwater aquifers that have been declining since the 1960’s.

“The East Project was truly a monumental effort in terms of engineering, funding, state & Federal coordination and local administration,” stated Carl St. Hilaire, Chair of the East Improvement District and President of JSH Farms. “We are hopeful that the State of Oregon and OWRD can learn some things from our regional projects on how they can make large scale infrastructure investments easier and more flexible as water supply investment is critical to Oregon’s future”

Senator Ron Wyden was instrumental in ensuring that the Federal components of the project were completed in a timely and efficient manner.

“I’m glad to have teamed up with Oregon ag producers in Umatilla and Morrow counties to help them get through a robust federal process that improves water systems and reduces impacts to depleted groundwater. The East Project marks a big win for rural Oregon agriculture, with significant gains such as habitat protections and modern fish screens for salmon and steelhead,” Stated Senator Wyden (D-OR). “Two clear takeaways from this process are that 1) Nobody should ever count out our state’s farmers and ranchers when it comes to dealing with drought and climate change. And 2) I’ll always stay committed to working on soil health policy and climate solutions that bring Oregon farmers and ranchers to the table and acknowledge innovative practices in reducing energy use and increasing carbon sequestration.”

“We couldn’t have completed all of the steps without strong local legislative leadership and bi-partisan support at the Federal and State level,” stated J.R. Cook. “The one constant for our projects and long-term plan has been the support of Senator Betsy Johnson. The Basin owes a great debt to Senator Johnson for believing in our region and our projects.

“It’s incredible to me how hard the Umatilla Basin food producers have had to work just to fix the problems that the State of Oregon originally created with past water management practices.” Stated Senator Johnson (D-District 16-Scappoose). “The Basin has done its part. They continue to make significant private investments in infrastructure. It’s time the State of Oregon lives up to its end of the bargain and gets them long-term Columbia River mitigation water. This is how we help our economy and environment. This project is a remarkable first step. Let’s finish what we’ve started and be the reliable partner NOWA and these Eastern Oregon communities deserve.”

Now that two out of three projects are completed, NOWA can focus on finishing the last project (The Ordnance Water Supply and Aquifer Restoration Project), developing a long-term mitigation management structure, securing long-term mitigation water supplies and developing a groundwater basalt savings & banking program.

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****East Project Pictures Attached****

Picture #1 (Photo of January 12 Tour of \$10 million East Project Pump Station): From Left to Right: Carl St. Hilaire, Oregon Rep. Brad Witt (D-District 31-Clatskanie), Fred Ziari, Senator Bill Hansell (R-District 29-Athena), Commission John Shafer, Gibb Evans, Aoibheann Cline (Western States Coordinator for the Congressional Sportsman Foundation), Patrick Collins (Rep. Greg Smith Chief of Staff).

Picture #2: J.R. Cook, Director of NOWA, touring a section of 68-inch East Project mainline pipe.

Picture #3: Aerial View of East Project construction including pumpstation and 80” mainline crossing State Hwy 730 and Union Pacific mainline.





