

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, December 14, 2022 at 9:00 a.m.  
Bartholomew Building Upper Conference Room  
110 N. Court St., Heppner, Oregon  
*Zoom Meeting Information on Page 2*

## Please note the upcoming schedule for BOC Meetings:

Tuesday, December 20<sup>th</sup>

Wednesday, December 28<sup>th</sup> – No Meeting

Wednesday, January 4<sup>th</sup> – First meeting of 2023

1. **Call to Order and 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: November 9<sup>th</sup>
  - c. Public Transit 5310 & 5311 Program Applications, Fiscal Years 2023-25
  - d. PARC Resources Master Services Agreement for Grant Writing Services
  - e. School-Based Health Center Services Agreement
5. **Business Items**
  - a. Broadband Action Team Update & Fabric Data Licensee Request (Aaron Moss, Broadband Action Team Coordinator)
  - b. Adopt Statewide Transportation Improvement Fund Plan, Fiscal Years 2023-25 (Katie Imes, Public Transit/The Loop)
  - c. Wage Increase for Temporary Flaggers and Temporary Park Help (Lindsay Grogan, Eric Imes, Greg Close)
  - d. Appointment Requests to the Planning Commission (Tamra Mabbott, Planning Director)
  - e. Willow Creek Valley Housing Implementation Strategy Report (Tamra Mabbott)
6. **Department Reports**
  - a. Planning Department Monthly Report (Tamra Mabbott)
  - b. Treasurer's Monthly Report (Jaylene Papineau)
7. **Commissioner Liaison Reports**
8. **Correspondence**
9. **Commissioner Reports**
10. **Signing of documents**
11. **Adjourn**

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

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta 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 Chair Jim Doherty at (541) 571-0584.

### **Zoom Meeting Information**

<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**  
**November 9, 2022**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Jim Doherty, Commissioner Melissa Lindsay, Commissioner Don Russell, Kevin Ince, Roberta Lutchter, Justin Nelson, Lisa Pratt, Mike Hughes

**Present Via Zoom**

Sandi Pointer, Del Turner, Ronda Fox, Julie Baker, David Sykes, SaBrina Bailey-Cave, Mary Killion, Mike Gorman, Heidi Turrell, Erin Anderson, Ana Pineyro, Torrie Griggs, Kirsti Cason, Erika Lasater, Katie Imes, Rick Stokoe, Diane Kilkenny, Karen Pettigrew, Yvonne Morter, Kelsey Crocker, Jaylene Papineau, Linda Skendzel, Anna Browne, Lisa Mittelsdorf, Aaron Moss, Robin Canaday, Kathy Street

**City & Citizen Comments** – None

**Open Agenda**

- Commissioner Lindsay requested to add a discussion regarding a letter of support for Randy Jones with the Department of Environmental Quality (DEQ), to continue his efforts on the Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Committee.
- County Counsel, Justin Nelson, asked to talk about the start time for next week's Board of Commissioners (BOC) meeting; and to decide a date for a BOC meeting at the Morrow County Government Center in Irrigon.
- Chair Doherty said he planned to bring an agenda item today (ambulance transport license request from Boardman Fire Rescue District) and he was happy to hear there were productive talks between John Murray, Chief Mike Hughes and Ken Browne. He said he built on that and talked to the Oregon Health Authority; the contracted mediator, Elizabeth Heckathorn; medical service providers; and ambulance service providers and short of some of the documentation the Board has discussed, there was potential for some movement. He said he visited with Mr. Nelson, this morning about adding it to the agenda, but his recommendation was to suspend it and allow him to get together with the parties and craft something that can come back on the Consent Calendar, maybe even next week. Chair Doherty said things could be parsed out and if it was withdrawn from the Consent Calendar, it could be set it over to the following week.
- Chair Doherty noted the membership dues invoice from the Northeast Oregon Water Association (NOWA) would be removed from the agenda and processed through Accounts Payable since the amount was budgeted during the annual Budget Committee Meetings in May.

**Consent Calendar**

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

1. *Accounts Payable and Payroll Payables*
2. *Minutes: October 26<sup>th</sup> and November 2<sup>nd</sup>*
3. *Amendment 8 to Oregon Health Authority Intergovernmental Agreement #169524 for the Financing of Public Health Services; and authorize Chair Doherty to sign on behalf of the County*

*Commissioner Lindsay seconded. Unanimous approval.*

### **Business Items**

#### Resolution No. R-2022-24: Approving the Morrow County Credit Card Use Policy

Kevin Ince, Finance Director

Mr. Ince explained a Work Session on this topic was held October 26<sup>th</sup> and the version presented today encompasses the changes requested on that day. He provided a brief overview of the changes.

*Commissioner Russell moved to approve Resolution No. R-2022-24: In the Matter of Transfer of Morrow County Credit Card Policy; to replace the current Morrow County Credit Card Policy last revised on March 2, 2016; and direct the Finance Director to implement the policy.*

*Commissioner Lindsay seconded. Discussion: Mike Gorman, Assessor/Tax Collector, said he was concerned about the requirement for a detailed receipt or invoice. He said there have been some cases where a detailed receipt, especially for meals, wasn't available. He said he ran into this with the prior Finance Director and staff and he didn't think the department should be on the hook to reimburse the County for lack of a receipt they couldn't get. This seemed extreme, he added. Commissioner Lindsay said the last time she got a handwritten receipt, she asked for a detailed receipt. In her experience as treasurer for the Association of Oregon Counties, the auditor required AOC to reduce its number of credit cards. Part of this is to make sure the County can hold the flexibility for staff, and follow best practices for the Finance Department, she explained. Mr. Ince said there will be some level of discretion and it was not the intention to penalize through policy, but more the intention to make every effort to add transparency to all transactions. Were this the private sector, subject to IRS regulations...an itemized receipt would be an absolute requirement...just to offer a comparison, he said. Commissioner Russell asked if he could add handwritten detail to a receipt that lacked detail. Mr. Ince said that would not work. Commissioner Russell then said he would need to make sure receipts meet the requirement for detail. Vote: Unanimous approval.*

#### Payday Policy Change

Lindsay Grogan, Human Resources Director

Ms. Grogan said the request was to change the payroll date from every other Thursday to every other Friday. She listed the reasons for the request and said signed Letters of Agreement were obtained from both unions, Teamsters and AFSCME.

*Commissioner Russell moved to approve the proposed payroll policy which changes the biweekly payday from Thursday to Friday. Commissioner Lindsay seconded. Discussion: Commissioner Lindsay said the fact Ms. Grogan ran this past the unions made it clear to her. Commissioner Russell said it would be a one-time hit to employees but if the unions agreed, he was behind it to give the payroll manager an opportunity for a little extra time. Ms. Grogan said it will take effect December 1<sup>st</sup> and an all-staff email will be sent to make sure they have three weeks of lead time in case changes are needed to automatic bill pays, things like that. Commissioner Russell asked when the second half of the 5% payroll bonus will come out. Ms. Grogan replied, the first payroll in December. Vote: Unanimous approval.*

#### Access Agreement with DEQ – Former Ione Gas Station

Commissioner Lindsay said DEQ and the Environmental Protection Agency (EPA) were committed to this project that will ultimately get a property back into good standing for the economic development of the community. She said the property came into County ownership through foreclosure.

The agreement described the work as – to facilitate the environmental investigation of, and performance of removal or remedial actions, at the property located at 320 Main Street, Ione.

*Commissioner Russell moved to approve the Access Agreement with the Oregon Department of Environmental Quality. Commissioner Lindsay seconded. Commissioner Lindsay asked to amend the motion to specify all three Commissioners would sign. Vote: Unanimous approval.*

**Break:** 9:33-9:38 a.m.

#### Updated Contract with Ducote Consulting

Tamra Mabbott, Planning Department Director

Ms. Mabbott explained the funds allocated in the April 2021 contract have been exhausted. Ms. Mabbott requested the contract be renewed so Planning can continue to work with Nick Ducote on grants for several trail projects. The rate increased from \$90 per hour to \$100 per hour, she added. After a discussion about the County's Request for Proposals for Grant Writing Services, Commissioner Russell requested a Work Session to ensure there is some degree of coordination between departments requesting grant writing assistance.

*Commissioner Lindsay moved to approve the updated contract with Ducote Consulting; effective November 9, 2022 and shall end no later than 60 days after the completion of the project; not-to-exceed amount \$10,000; and authorize Chair Doherty to sign on behalf of the County. Commissioner Russell seconded. Vote: Unanimous approval.*

#### LUBGWMA Committee Discussion

Commissioner Lindsay distributed copies of the draft letter and explained Randy Jones, DEQ Regional Solutions Team, has been instrumental in the activities of the LUBGWMA Committee. He is set to retire at the end of the year and she asked the Board to consider signing the letter urging DEQ to continue his employment on a part-time basis through 2023. The letter will be signed jointly by the Umatilla County Board of Commissioners, she said.

*Chair Doherty moved to join Umatilla County in supporting Randy Jones, as presented in the letter. Commissioner Lindsay seconded. Vote: Unanimous approval.*

#### Upcoming BOC Meetings

The Board agreed to the following:

- Start the November 15<sup>th</sup> meeting at 9:15 a.m. to accommodate the schedule at the Association of Oregon Counties Annual Conference in Eugene.
- Hold a BOC Meeting at the Morrow County Government Center Building in Irrigon on November 23<sup>rd</sup>.

#### **Old Business**

### Continuing Discussion on the County-Owned Cistern

The land on which the County-owned cistern is located is owned by the Willow Creek Valley Economic Development Group (WCVEDG), according to Commissioner Lindsay. Housing development infrastructure work has been occurring but the cistern issue needed to be resolved, she said. After discussion, Commissioner Lindsay said she would work with Eric Imes, Public Works Director, and return with more detailed information for the Board on November 23<sup>rd</sup>.

### **Department Reports**

- The Surveyor's Quarterly Written Report, submitted by Matt Kenny, was reviewed
- The Planning Department Monthly Report, submitted by Ms. Mabbott, was reviewed
- The Treasurer's Monthly Report, submitted by Jaylene Papineau, was reviewed in her absence

### **Commissioner Liaison Reports**

- Commissioner Russell said he spoke to Mr. Gorman and he requested a Work Session to discuss a policy for foreclosed property sales. The Work Session should include the Sheriff's Office, County Counsel, Finance Department and Treasurer.
- Commissioner Lindsay said yesterday's meeting of Department Directors & Elected Officials went well. She said she viewed IT and the Surveyor as similar to other contractors, like the tourism consultant, and perhaps they should fall under the Finance Director for management rather than having an assigned Commissioner Liaison. Commissioner Lindsay requested Mr. Ince bring the topic back for a more formal discussion. ~~said she believed the IT Department and Surveyor were technically on contract and shouldn't necessarily be at those meetings.~~ She also said the Commissioners need to make sure when having conversations with any departments, if they involve some directives and that Commissioner is not the liaison, that the liaison or County Counsel be included. She said a few conversations or directives have been given that she thought inappropriate without further conversations.
- Chair Doherty said the firm doing the wage study would like to meet with the Board on November 23<sup>rd</sup>, possibly in Executive Session.

### **Correspondence**

- Letter to the Commissioners from Morrow County resident, Lisa Pratt. Ms. Pratt also serves on the Boardman Fire Rescue District Board. In the eight-page correspondence, including attached documentation, she asked the Board to explain how there is not a need for additional ambulances in Boardman.

### **Commissioner Reports**

Brief reports were provided.

### **Signing of documents**

**Adjourned:** 10:55 a.m.



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

(For BOC Use)
Item #
40

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

Presenter at BOC: Katie Imes
Department: Public Transit - The Loop
Short Title of Agenda Item:
(No acronyms please)
Date submitted to reviewers: 12/5/2022
Requested Agenda Date: 12/14/2022
FY 23-25 Public Transit 5310 & 5311 Program Applications

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

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

Reviewed By:

Department Director Required for all BOC meetings
Liaison Commissioner Required for all BOC meetings
County Counsel \*Required for all legal documents
Kevin Ince - via email 12/8/2022 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)**

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

5310 Purpose and Eligible Projects

Oregon's goal for the FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Program is to improve mobility for seniors and individuals with disabilities living and traveling throughout Oregon.

Eligible activities include:

- Capital purchases such as vehicles, passenger shelters, and other equipment that supports transportation to meet the special needs of seniors and persons with disabilities.
- Mobility management, which includes developing and operating systems for improving coordinated access to transportation (e.g., travel training, marketing programs, or development of centralized call centers).
- Contracted or purchased services, procured through a process which meets federal procurement requirements.
- Vehicle and facility preventive maintenance.

5311 Purpose and Eligible Projects

- Enhance access in rural areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural areas.
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in rural areas through the coordination of programs and services.
- Provide financial assistance to help carry out national goals related to mobility for all.
- Encourage mobility management, employment-related transportation alternatives, joint development practices, and transit-oriented development.

Section 5311 funds may be used for administration, operations, preventive maintenance, planning, mobility management, and capital projects that support public transportation in rural areas.

**2. FISCAL IMPACT:**

5310 - revenue \$123,814

5311 - revenue \$420,263

Additional 20% contingency per DOR

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

Motion to approve the 5310 & 5311 applications for FY 23-25

Attach additional background documentation as needed.



**Applying for 5310**  
Yes

ODOT Public Transportation Division recommends planning for 20% above the listed allocation should additional funds become available.

## Applicant Information

**5310 Agency Name**  
Morrow County

**Agency Mailing Address**  
P.O. Box 495

**City, State, Zip Code**  
Heppner, OR 97836

**Application Contact Name**  
Katie Imes

**Application Contact Title**  
Transportation Coordinator

**Application Contact Email Address**  
kimes@co.morrow.or.us

**Application Contact Telephone No.**  
(541) 676-5667

**Name of Person Signing Grant Agreement**  
Jim Doherty

**Title of Person Signing Grant Agreement**  
Chair Commissioner

**Email of Person Signing Grant Agreement**  
jdoherty@co.morrow.or.us

**Telephone No. of Person Signing Grant Agreement**  
(541) 676-5664

**Agency Type**  
Public

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

**Agency Federal EIN**  
936002308

**Agency Urbanized Zone**  
Not Applicable

**Select the type(s) of service that will be supported by this award. Select all that apply.**  
Open to the general public on a space-available basis  
Demand Response

**Will you be participating in the Oregon Public Transportation Division Transit Asset Management (TAM) plan?**  
Yes

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**  
No

[More information on floodplains](#)

## Risk Assessment Information

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

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

Yes

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

Combined

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

Yes

**Did your staff members attend required trainings and meetings during prior grant award cycles?**

Yes

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

No

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

Yes

## **5310 Fund Allocation**

**Allocation Amount**

\$123,814.00

ODOT Public Transportation Division recommends planning for 20% above the listed allocation should additional funds become available.

## **5310 Transit Agency Projects**

### **Transit Agency Project 1**

**Project Name**

Morrow County Public Transit - Demand Response Service

**Transit Agency Legal Name**

Morrow County

**Agency Mailing Address**

P.O. Box 495

**City, State, Zip Code**

Heppner, OR 97836

**Transit Agency Doing Business As (DBA) Name (Optional)**

**Federal EIN**  
936002308

**Urbanized Zone**  
Oregon

**Agency Web Address**

<https://www.co.morrow.or.us/theloop>

# Project Details

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

## Service Type

Demand Response (excluding ADA Complementary Paratransit)

## Project Selection

- A. Purchased Service
- B. Mobility Management
- D. Capitalized Vehicle Preventive Maintenance

## A. Purchased Service Project

### 1. Project Title

#### Project Title

Kayak Public Transit - Irrigon

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

#### Project Service Description

This purchased service gives Morrow County seniors and individuals with disabilities another option to public transportation. This service travels from Hermiston to Irrigon allowing riders accessibility to health and public services. The service runs Monday thru Friday by Kayak Public Transportation.

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

Number of Individuals  
75

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

One-way Rides  
3,200

### 5. Project cost and match information:

<b>Total Project Cost</b> 12,000	<b>Match Amount (Total Project Cost x 10.27%)</b> \$1,232.00	<b>Grant Amount</b> \$10,768.00
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### 6. Describe the source of your local match funds in the field

**below.**

<b>Match Source</b>	<b>Match Amount</b>	<b>Match Percentage</b>	<b>Match Status</b>
State	\$1,232.00	100.00%	Planned
\$1,232.00			

**7. What is the first page the project is listed, in the Adopted Coordinated Plan?**

Page Number  
52

**8. Date Coordinated Plan adopted:**

Date  
10/19/2022

**Plan Website (Optional)**

<https://www.co.morrow.or.us/theloop/page/transit-development-plan>

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

No

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

Yes

If yes, name the contractor. If no, describe how the transit agency will procure the service and name contractor  
Kayak Public Transit

## **B. Mobility Management**

### **1. Project Title**

Project Title  
Program Coordination

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

**Project Service Description**

This project will coordinate trips in Morrow County to reduce gaps in services between local service providers in neighboring counties. Provide outreach to local businesses and organizations and other activities to help reduce barriers in public transit use in Morrow County - The Loop service area.

### **3. Project Type**

Select Project Type  
Travel Mobility Planning

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

<b>Total Project Cost</b> 64,814	<b>Match Amount (Total Project Cost x 10.27%)</b> \$6,656.00	<b>Grant Amount</b> \$58,158.00
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#### 5. Project Match

Match Source	Match Amount	Match Percentage	Match Status
State	\$6,656.00	100.00%	Planned
<b>\$6,656.00</b>			

**6. What is the first page the project is listed, in the Adopted Coordinated Plan?**

Page Number  
52

**7. Date Coordinated Plan adopted:**

Date  
10/19/2022

**Plan Website (Optional)**

<https://www.co.morrow.or.us/theloop/page/transit-development-plan>

#### D. Capitalized Vehicle Preventive Maintenance

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

**Project Coordination Description**

This project provides the necessary maintenance needed to keep our vehicles in good running condition, these vehicles provide service to medical appointments and public services for seniors and individuals with disabilities.

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

Yes

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

Number of Vehicles  
9

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

<b>Total Project Cost</b> 59,715	<b>Match Amount (Total Project Cost x 10.27%)</b> \$6,133.00	<b>Grant Amount</b> \$53,582.00
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#### 5. Project Match

<b>Match Source</b>	<b>Match Amount</b>	<b>Match Percentage</b>	<b>Match Status</b>
State	\$6,133.00	100.00%	Planned
<b>\$6,133.00</b>			

**6. What is the first page the project is listed, in the Adopted Coordinated Plan?**

**Page Number**  
52

**7. Date Coordinated Plan adopted:**

**Date**  
10/19/2022

**Plan Website (Optional)**

<https://www.co.morrow.or.us/theloop/page/transit-development-plan>

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

No

#### Transit Agency Project 2

**Project Name**

Outreach Events

**Transit Agency Legal Name**

Morrow County

**Agency Mailing Address**

P.O. Box 495

**City, State, Zip Code**

Heppner, OR 97836

**Transit Agency Doing Business As (DBA) Name (Optional)**

**Federal EIN**  
936002308

**Urbanized Zone**  
Oregon

**Agency Web Address**

<https://www.co.morrow.or.us/theloop>

# Project Details

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

## Service Type

Demand Response (excluding ADA Complementary Paratransit)

## Project Selection

B. Mobility Management

## B. Mobility Management

### 1. Project Title

#### Project Title

Demand Response Public Outreach Events

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

#### Project Service Description

This project will support educating the public about our demand response service. Scheduled outreach events for seniors and individuals with disabilities will be the priority. We will work with area Senior Centers and other public service agencies to plan and coordinate events.

### 3. Project Type

#### Select Project Type

Providing travel training and trip planning activities for customers

### 4. Project cost and match information:

<b>Total Project Cost</b> 24,763	<b>Match Amount (Total Project Cost x 10.27%)</b> \$2,543.00	<b>Grant Amount</b> \$22,220.00
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### 5. Project Match

Match Source	Match Amount	Match Percentage	Match Status
State	\$2,543.00	100.00%	Planned
	<b>\$2,543.00</b>		

### 6. What is the first page the project is listed, in the Adopted Coordinated Plan?

### 7. Date Coordinated Plan adopted:

Date

**Page Number**  
52

**Plan Website (Optional)**

## 5310 Fund Allocation

**Allocation Amount**  
\$123,814.00

ODOT Public Transportation Division recommends planning for 20% above the listed allocation should additional funds become available.

## 5310 Application Totals

<b>Total Section 5310 Project Cost</b>	<b>Total Section 5310 Match Amount</b>	<b>Total Section 5310 Grant Amount</b>
\$161,292.00	\$16,564.00	\$144,728.00

## Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.OREGON.GOV](mailto:ODOTPTDREPORTING@ODOT.OREGON.GOV).

### Supporting Documents (Optional)

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

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

**Signature**

**Printed Name**

**Submission Date**  
12/5/2022



## FY 2023-25 Section 5311 Formula Grant Application

**Applying for 5311**

Yes

Current formula estimates are computed using the established 5311 distribution formula. The Public Transportation Advisory Committee (PTAC) in early November is anticipating revising the formula that computes these estimates. Regardless of any formula revisions, no formula estimates will be reduced from the current estimates indicated in the instructions (page 6). It is recommended that you plan up to 20% above the listed allocation (page 6) should additional funds become available.

### Applicant Information

**5311 Agency Name**

Morrow County

**Agency Mailing Address**

P.O. Box 495

**City, State, Zip Code**

Heppner, OR 97836

**Application Contact Name**

Katie Imes

**Application Contact Title**

Transportation Coordinator

**Application Contact Email Address**

kimes@co.morrow.or.us

**Application Contact Telephone No.**

(541) 676-5667

**Name of Person Signing Grant Agreement**

Jim Doherty

**Title of Person Signing Grant Agreement**

Chair Commissioner

**Email of Person Signing Grant Agreement**

jdohertry@co.morrow.or.us

**Telephone No. of Person Signing Grant Agreement**

(541) 676-5664

**Agency Federal EIN**

936002308

**Will you be participating in the Oregon Public Transportation Division Transit Asset Management (TAM) plan?**

Yes

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

No

### Risk Assessment Information

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

Yes

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

Yes

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

Combined

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

Yes

**Did your staff members attend required trainings and meetings during prior grant award cycles?**

Yes

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

No

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

Yes

## 5311 Agency Information

**Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.**

Demand Response (excluding ADA Complementary Paratransit)

**Does your agency provide services in any area where another provider also provides transportation service?**

No

**Will a subrecipient or a contractor provide any of the transit service provided by this award?**

No

**Subrecipient Definition: Operator of public transportation service receiving 5311 funds on a pass-through basis from your agency**

**Contractor Definition: Operator of public transportation service participating in the project under contract and at your agency's direction**

## Subrecipients/contractors supported through this award

### Agency 1

**Agency Legal Name**

Morrow County Public Transit

**Agency Type**

Contractor

**Agency Mailing Address**

P.O. Box, Heppner, Oregon 97836

**Agency Contact Name**  
Katie Imes

**Agency Contact Title**  
Transit Manager

**Agency Contact Email**  
kimes@co.morrow.or.us

**Agency Contact Telephone**  
(541) 676-5667

## 5311 Transit Agency Projects

### Transit Agency Project 1

**Project Name**  
Morrow County Public Transit- Demand Response Service and Future Services

**Transit Agency Legal Name**  
Morrow County

**Agency Mailing Address**  
P.O. Box 495

**City, State, Zip Code**  
Heppner, OR 97836

**Federal EIN**  
936002308

**Are the transportation services funded in any part by this award open to the general public?**  
Yes

**Are there policies in place that restrict access in any manner to the general public?**  
No

**Describe the area served by the project.**  
Morrow County is located in Eastern Oregon between Gilliam and Umatilla Counties. The Columbia River borders the north and the Blue Mountains border the South. The population is approximately 12,000 residents within a 2,047 square mile area. In the North, we have the communities of Boardman and Irrigon, in the South lone, Lexington, and Heppner. We serve a wide range of populations that include Seniors, Low-Income Households, LEP Households, Veterans, People living with a disability, and Ethnic minorities that include a robust Hispanic population.

**Select the counties served by the project.**  
Morrow

**Has your service area changed since your previous 5311 award?**  
No change

### Service Description

**Service Type**  
Demand Response (excluding ADA Complementary Paratransit)

**Days of Service**

**Hours of Operation - Hours of Operation -**

M  
Tu  
W  
Th  
F

**Start Time**  
8:00 AM

**End Time**  
5:00 PM

**Does your agency provide incidental transit services such as charter, school trippers, meal delivery, or sightseeing?**

Yes

**If Yes, describe.**

We currently have two 14 passenger buses that were purchased with 5310 funding. These buses operate our Weekly Shopper that provides riders access to affordable shopping in nearby Hermiston, the service runs once a week on Fridays. Riders must call our office to reserve their seat. We also offer these buses to scheduled community events such as local parades, community festivals, etc. Riders must call in to reserve their seat.

**How does your agency include input from the public to develop service plans and standards?**

Morrow County Public Transit (MCPT) has a recently consolidated Advisory Committee that meets quarterly to develop, plan and gain input from the communities on transit services provided by MCPT. Recently, we updated our Coordinated Human Service Transportation Plan. Through this process, many stakeholders in the region were involved with the plan's update.

**How does your agency market its services?**

MCPT publishes weekly/monthly in the local newspapers and on Facebook. We have also run a radio campaign given the funding to do so. Brochures are distributed throughout Morrow County in medical facilities and public spaces, We also maintain two websites one through the Morrow County website and a stand-alone site. <https://www.co.morrow.or.us/theloop> and [the-loop-morrowcounty.multiscreensite.com](https://www.co.morrow.or.us/theloop) MCPT participates in local community events when possible, one of our goals is to improve our in-person outreach.

## Coordinated Plans

**Are your agency's transportation services included in a Coordinated Transportation Plan?**

Yes

**If yes, first page where this project appears in the Plan.**

52

**Plan Adoption Date**

10/19/2022

**Plan Website (Optional)**

<https://www.co.morrow.or.us/theloop/page/transit-development-plan>

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## Project Details

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

**Project Type**

A. Administration

**Allocation Amount**

\$420,263.00

Current formula estimates are computed using the established 5311 distribution formula. The Public Transportation Advisory Committee (PTAC) in early November is anticipating revising the formula that computes these estimates. Regardless of any formula revisions, no formula estimates will be reduced from the current estimates indicated in the instructions (page 6). It is recommended that you plan up to 20% above the listed allocation (page 6) should additional funds become available.

**A. Administration**

**Project Description**

Service Sustainability - One FTE Transit Manager, One FTE Transit Operations Supervisor, and one FTE Transit Dispatcher.

<b>Total Project Cost</b>	<b>Match Rate</b>	<b>Match Amount</b>	<b>Grant Amount</b>
\$420,263.00	89.73%	\$43,161.00	\$377,102.00

**Project Match**

<b>Match Source</b>	<b>Match Amount</b>	<b>Match Percentage</b>	<b>Match Status</b>
State	\$43,161.00	100.00%	Planned
	<b>\$43,161.00</b>		

**5311 Project Total**

<b>Total Project Cost</b>	<b>Total Match Amount</b>	<b>Total Grant Amount</b>
\$420,263.00	\$43,161.00	\$377,102.00

**Transit Agency Project 2**

**Project Name**

Education and Outreach

**Transit Agency Legal Name**

Morrow County

**Agency Mailing Address**

P.O. Box 495

**City, State, Zip Code**

Heppner, OR 97836

**Federal EIN**

936002308

**Are the transportation services funded in any part by this award open to the general public?**

Yes

**Are there policies in place that restrict access in any manner to the general public?**

No

**Describe the area served by the project.**

Morrow County is located in Eastern Oregon between Gilliam and Umatilla Counties. The Columbia River borders the north and the Blue Mountains border the South. The population is approximately 12,000 residents within a 2,047 square mile area. In the North, we have the communities of Boardman and Irrigon, in the South lone, Lexington, and Heppner. We serve a wide range of populations that include Seniors, Low-Income Households, LEP Households, Veterans, People living with a disability, and Ethnic minorities that include a robust Hispanic population.

**Select the counties served by the project.**

Morrow

**Has your service area changed since your previous 5311 award?**

No change

## Service Description

**Service Type**

Demand Response (excluding ADA Complementary Paratransit)

**Days of Service**

M  
Tu  
W  
Th  
F

**Hours of Operation -  
Start Time**

8:00 AM

**Hours of Operation -  
End Time**

5:00 PM

**Does your agency provide incidental transit services such as charter, school trippers, meal delivery, or sightseeing?**

Yes

**If Yes, describe.**

We currently have two 14-passenger buses that were purchased with 5310 funding. These buses operate our Weekly Shopper that provides riders access to affordable shopping in nearby Hermiston, the service runs once a week on Fridays. Riders must call our office to reserve their seat. We also offer these buses to scheduled community events such as local parades, community festivals, etc. Riders must call in to reserve their seat.

**How does your agency include input from the public to develop service plans and standards?**

Morrow County Public Transit (MCPT) has a recently consolidated Advisory Committee that meets quarterly to develop, plan and gain input from the communities on transit services provided by MCPT. Recently, we updated our Coordinated Human Service Transportation Plan. Through this process, many stakeholders in the region were involved with the plan's update.

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## Coordinated Plans

**Are your agency's transportation services included in a Coordinated Transportation Plan?**

Yes

**If yes, first page where this project appears in the Plan.**

52

**Plan Adoption Date**

10/19/2022

**Plan Website (Optional)**

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## Project Details

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

### Project Type

E. Mobility Management

### Allocation Amount

\$420,263.00

Current formula estimates are computed using the established 5311 distribution formula. The Public Transportation Advisory Committee (PTAC) in early November is anticipating revising the formula that computes these estimates. Regardless of any formula revisions, no formula estimates will be reduced from the current estimates indicated in the instructions (page 6). It is recommended that you plan up to 20% above the listed allocation (page 6) should additional funds become available.

## E. Mobility Management

### Project Description

This project will support educating the public about our demand response service and future fixed route services. Scheduled outreach events for Morrow County residents will be the priority. We will work with area Chambers of Commerce, Senior Centers, Employers, and other public service agencies to plan and coordinate events.

### Total Project Cost

\$39,052.00

### Match Rate

89.73%

### Match Amount

\$4,011.00

### Grant Amount

\$35,041.00

## Project Match

Match Source	Match Amount	Match Percentage	Match Status
State	\$4,011.00	100.00%	Planned
	<b>\$4,011.00</b>		

## 5311 Project Total

**Total Project Cost**  
\$39,052.00

**Total Match Amount**  
\$4,011.00

**Total Grant Amount**  
\$35,041.00

## Transit Agency Project 3

**Project Name**

Bus stop Shelters, signage, and installation.

**Transit Agency Legal Name**

Morrow County

**Agency Mailing Address**

P.O. Box 495

**City, State, Zip Code**

Heppner, OR 97836

**Federal EIN**

936002308

**Are the transportation services funded in any part by this award open to the general public?**

Yes

**Are there policies in place that restrict access in any manner to the general public?**

No

**Describe the area served by the project.**

Communities throughout Morrow County served by this project; Heppner, Lexington, Lone, Boardman and Irrigon.

**Select the counties served by the project.**

Morrow

**Has your service area changed since your previous 5311 award?**

No change

## Service Description

**Service Type**

Deviated Fixed Route

**Days of Service**

M  
Tu  
W  
Th  
F  
Sa

**Hours of Operation -  
Start Time**

5:00 AM

**Hours of Operation -  
End Time**

9:00 PM

**Does your agency provide incidental transit services such as charter, school trippers, meal**



**delivery, or sightseeing?**

No

**How does your agency include input from the public to develop service plans and standards?**

Morrow County Public Transit (MCPT) has a recently consolidated Advisory Committee that meets quarterly to develop, plan and gain input from the communities on transit services provided by MCPT. Recently, we updated our Coordinated Human Service Transportation Plan. Through this process, many stakeholders in the region were involved with the plan's update.

**How does your agency market its services?**

MCPT publishes weekly/monthly in the local newspapers and on Facebook. We have also run a radio campaign given the funding to do so. Brochures are distributed throughout Morrow County in medical facilities and public spaces, We also maintain two websites one through the Morrow County website and a stand-alone site. <https://www.co.morrow.or.us/theloop> and [the-loop-morrowcounty.multiscreensite.com](https://the-loop-morrowcounty.multiscreensite.com) MCPT participates in local community events when possible, one of our goals is to improve our in-person outreach.

## **Coordinated Plans**

**Are your agency's transportation services included in a Coordinated Transportation Plan?**

Yes

**If yes, first page where this project appears in the Plan.**

52

**Plan Adoption Date**

10/19/2022

**Plan Website (Optional)**

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## **Project Details**

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

**Project Type**

G. Shelters, Signs, Equipment, Facilities Purchase

**Allocation Amount**

\$420,263.00

Current formula estimates are computed using the established 5311 distribution formula. The Public Transportation Advisory Committee (PTAC) in early November is anticipating revising the formula that computes these estimates. Regardless of any formula revisions, no formula estimates will be reduced from the current estimates indicated in the instructions (page 6). It is recommended that you plan up to 20% above the listed allocation (page 6) should additional funds become available.

**G. Shelters, Signs, Equipment and/or Facilities Purchase Project**

**Will this project disturb the ground? If yes, an [environmental worksheet](#) including site map(s) showing placement of each item must be submitted to PTD and approved by FTA prior to payment. (Environmental approvals may extend the timeframe of your project, so start early.)**

No

**OPTIONAL: Upload draft worksheet here for RTC review.**

**Project Description**

This project provides bus stop shelters, signage, and installation of passenger amenities.

**Shelters, Signs, Equipment, Facilities Request**

Asset ID	Shelters, Signs, Equipment, Facilities Description	Quantity	Cost Each	Total
SEF1	Shelters	4	\$8,000.00	\$32,000.00
SEF2	Signs (includes poles and installation)	15	\$600.00	\$9,000.00
SEF3	Shelter Installation	4	\$1,000.00	\$4,000.00
		<b>23</b>		<b>\$45,000.00</b>

**Required Dates**

Asset ID	Est. Contract Award Date	Est. RFP/IFB Date	Est. Initial Delivery Date	Est. Contract Completion Date
sef1	7/3/2023	11/3/2023	1/8/2024	2/26/2024
<b>Total Project Cost</b>		<b>Match Rate</b>	<b>Match Amount</b>	<b>Grant Amount</b>
\$45,000.00		89.73%	\$4,622.00	\$40,378.00

**Project Match**

Match Source	Match Amount	Match Percentage	Match Status
State	\$4,622.00	100.00%	Planned
<b>\$4,622.00</b>			

**5311 Project Total**

<b>Total Project Cost</b>	<b>Total Match Amount</b>	<b>Total Grant Amount</b>
\$45,000.00	\$4,622.00	\$40,378.00

**5311 Application Totals**

<b>Total Project Cost</b>	<b>Total Match Amount</b>	<b>Total Grant Amount</b>
\$504,315.00	\$51,794.00	\$452,521.00

**Allocation Amount**

\$420,263.00

Current formula estimates are computed using the established 5311 distribution formula. The Public Transportation Advisory Committee (PTAC) in early November is anticipating revising the formula that computes these estimates. Regardless of any formula revisions, no formula estimates will be reduced from the current estimates indicated in the instructions (page 6). It is recommended that you plan up to 20% above the listed allocation (page 6) should additional funds become available.

## Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.OREGON.GOV](mailto:ODOTPTDREPORTING@ODOT.OREGON.GOV).

### Supporting Documents (Optional)

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

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

**Signature**

**Printed Name**

**Submission Date**

12/5/2022



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

(For BOC Use)
Item #
40

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

Presenter at BOC: Kevin C Ince
Department: Finance
Short Title of Agenda Item:

Date submitted to reviewers: 12-12-2022
Requested Agenda Date: 12-14-2022

(No acronyms please) PARC Resources Master Services Agreement

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

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

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: PARC Resources
Contractor/Entity Address: PO Box 549 101 E Main St Weston, OR 97886
Effective Dates - From: November 1, 2022 Through: November 1, 2024
Total Contract Amount: Budget Line: Dept 199-Misc Professional Services
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Signature: Kevin C Ince
12-12-2022 DATE Department Director

Required for all BOC meetings

\_\_\_\_\_  
DATE Liaison Commissioner

Required for all BOC meetings

\_\_\_\_\_  
DATE County Counsel

\*Required for all legal documents

Signature: Kevin C Ince
12-12-2022 DATE Finance Office

\*Required for all contracts; other items as appropriate.

\_\_\_\_\_  
DATE 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)**

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

This is the Master Services Agreement with PARC Resources for Grant Writing Services. This is one of the two consultants that were selected by committee through the Grant Writing Services RFP.

Work under this agreement will be completed through individual Statements of Work on a project by project basis and billed in accordance with the terms that were included in the proposal submitted by PARC Resources.

Individual Statements of Work will be authorized and executed in accordance with Morrow County's contract approval thresholds.

Administration of this Master Services Agreement will be conducted by the Finance Department and all Statements of Work executed under this Agreement will be reviewed and approved by the Finance Director in order to maintain centralized visibility to all projects under the agreement and ensure budget compliance.

**2. FISCAL IMPACT:**

Work will be completed on a project by project basis. Each project will be based on an hourly rate with a not to exceed amount or on a fixed price for the project.

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

Motion to approve the Master Services Agreement with PARC Resources for grant writing services and for the Chair of the Board of Commissioners to sign the agreement.

Attach additional background documentation as needed.

## **MASTER SERVICES AGREEMENT – PROFESSIONAL SERVICES**

### **PROFESSIONAL SERVICES MASTER SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES CONTRACT (“Contract”) is made by and between Morrow County, a municipal corporation of the State of Oregon (“County”), and PARC Resources (“Contractor”). The parties agree as follows:

**1. SCOPE OF WORK.**

The County has need of Professional Grant Writing services to the County (the “Work”) from time to time for a variety of projects within the County. The County intends to have Contractor aid with these projects and intends to contract for these services on a project-by-project basis by issuing individual “Statements of Work” which will be extensions of this general agreement, subject to all of the provisions contained herein. The scope of work and cost of services for each specific project shall be described in each project Statement of Work requesting the Contractor’s services. The Contractor agrees to provide the necessary services under the terms and conditions as outlined herein and as may be further detailed and described in the respective Statements of Work. An example Statement of Work is attached and incorporated herein as Exhibit C of this contract.

**2. CONTRACT DOCUMENTS.**

The contract documents consist of the following, listed in order of precedence:

- This Contract;
- Exhibit A: PARC Resources, Proposal;
- Exhibit B: Request for Quotes (“RFQ”) Morrow County Grant Writing Services & Addendums
- Exhibit C: Statement of Work Template

**3. EFFECTIVE DATE AND DURATION OF CONTRACT.**

This Contract shall become effective on November 1, 2022. Unless earlier terminated, this Contract shall remain in full force and effect until November 1, 2024. The term of this Contract may be extended in accordance with section 9. Expiration of this Contract shall not extinguish or prejudice County’s right to enforce this Contract with respect to any breach of a warranty of Contractor or any default or defect in Contractor performance that has not been cured.

**4. TIME.**

Time is of the essence under this Contract.

**5. INVOICING.**

Contractor shall invoice and County shall make payment as per Exhibit A. The Contractor will render to the County an itemized bill at the end of each month, for compensation for such services performed under each separate Statement of Work during such month. The invoices shall describe all work performed with particularity, by whom it was performed and shall itemize and explain all expenses for which reimbursement is claimed. The County will not reimburse Contractor for any expenses unless the type, amount and rate of reimbursement are specified in an Exhibit to this Contract without any markup by the Contractor.

**6. PAYMENT.**

County shall pay Contractor within 30 days after receiving Contractor’s correct invoice. County shall not pay any amount in excess of the compensation amounts set forth above nor shall County pay Contractor any fees or costs which County reasonably disputes.

**7. REIMBURSEABLE EXPENSES.**

If this paragraph is checked: Under this contract, Contractor is to be reimbursed for the following reimbursable expenses: N/A Such reimbursement shall be at cost. Administration or overhead markups for travel and related expenses shall not be considered.

**8. CHANGES.**

This Contract, including all exhibits attached hereto, shall not be waived, altered, modified, supplemented, extended or amended, in any manner whatsoever, except by written instrument, executed by both parties. Such waiver, alteration, modification, supplement, extension or amendment, if made, shall be effective only in the specific instance and for the specific purpose given. The parties acknowledge and agree that, to the extent permitted by law, this Contract may be amended to specifically provide for additional Contractor services that are within or directly related to the Scope of Work.

**9. KEY PERSONNEL.**

Contractor acknowledges and agrees that the County selected Contractor for award of this Contract because of the special qualifications of Contractor's key personnel. Contractor must obtain County's consent prior to replacing any Key Personnel assigned to perform or support the Work specified in this contract. In the event Contractor requests that County approve a reassignment or transfer of the key personnel, County shall have the right to interview, review the qualifications of, and approve or disapprove the proposed replacement(s).

If this paragraph is checked, the Key Personnel are: Stan Foster, President

**10. INDEPENDENT CONTRACTOR STATUS/CONTRACTOR WARRANTIES.**

Contractor shall be free from County's direction and control over the means and manner of providing the labor or service, subject only to the specifications of the desired results. Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law. Contractor shall furnish the tools or equipment necessary for the contracted labor or services.

**10.1. Contractor represents and warrants that:**

10.1.1. Contractor has the power and authority to enter into and perform this Contract and when executed and delivered, this Contract shall be a valid and binding obligation of Contractor enforceable in accordance with its terms.

10.1.2. Contractor is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to any payments made under this Contract.

10.1.3. Contractor is not eligible for any federal social security, unemployment insurance, pension, PERS or workers' compensation benefits from compensation or payments paid to Contractor under this Contract.

10.1.4. Contractor is not an employee of the County, any special district, local government, the federal government or the State of Oregon.

10.1.5. Contractor has complied and will continue to comply with all Oregon laws relating to the performance of Contractor's obligations under this Contract. Contractor shall be qualified, professionally competent and duly licensed to perform the work and services at all times during the term of this Contract.

- 10.1.6. Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and will apply that skill and knowledge with care and diligence to perform the Work under this Contract in a professional manner and in accordance with standards prevalent in the Contractor's industry, trade or profession.
  - 10.1.7. Contractor has read, understands and agrees to be bound by each of the terms and conditions of this Contract.
  - 10.1.8. Contractor prepared its Proposal for this Work independently from all other proposers, and without collusion, fraud or other dishonesty.
  - 10.1.9. Any Goods / Items / Equipment / Components / Hardware / Software / Intellectual Property Rights, etc. delivered to or granted to the County under this Contract, and Contractor's Services rendered in the performance of Contractor's obligations under this Contract, are provided to the County free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and are free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.
- 10.2. Upon County's request, Contractor shall provide County with evidence reasonably satisfactory to County confirming the foregoing representations and warranties. The representations and warranties set forth in this section 11 are in addition to, and not in lieu of, any other representations and warranties that Contractor provides.

**11. OTHER CONTRACTORS.**

County may undertake or award other contracts for additional or related work, and Contractor shall fully cooperate with such additional contractors and with any County employees concerned with such additional or related work, and shall coordinate the performance of work under this Contract and contract documents, with such additional or related work. Contractor shall not commit or permit any act which will interfere with the performance of work by any other Contractor or by any County employee.

**12. SUBCONTRACTORS, ASSIGNMENT; SUCCESSORS-IN-INTEREST.**

Except as specifically authorized in the contract documents, Contractor shall not make any subcontract with any other party for furnishing any of the work and services contemplated under the contract documents or assign or transfer any interest in this Contract, without obtaining the express prior written consent of County. In any case, this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.

**13. NO THIRD-PARTY BENEFICIARIES.**

County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

**14. PAYMENT OF LABORERS; PAYMENT OF TAXES.**

Contractor shall:

- 14.1. Make payment promptly, as due, to all persons supplying to the Contractor labor and material for the prosecution of the work provided for in the contract documents (ORS 279B.220(1));
- 14.2. Pay all contributions or amounts due to the State Accident Insurance Fund incurred in the performance of this Contract (ORS 279B.220(2));



- 14.3. Not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished (ORS 279B.220(3)); and
- 14.4. Be responsible for all federal, state and local taxes applicable to any compensation or payments paid to the Contractor under this Contract and pay to the Department of Revenue all sums withheld from employees under ORS 316.167. Unless the Contractor is subject to backup withholding, the County will not withhold from such compensation or payments any amount(s) to cover the Contractor's federal or state tax obligation (ORS 279B.220(4)).
- 14.5. If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Contract as such claim becomes due, County may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of the Contract.
- 14.6. The payment of a claim in this manner shall not relieve Contractor or Contractor's surety from obligation with respect to any unpaid claims.
- 14.7. The Contractor shall promptly as due, make payment to any person, co-partnership or association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employee of such Contractor, of all sums which the Contractor agrees to pay for such services and all moneys and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. (ORS 279B.230(1)).
- 14.8. Contractor and its subcontractors, if any, are subject to Oregon Workers' Compensation Law, which requires all employers that employ subject workers who work under this Contract in the State of Oregon to comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors, if any, complies with these requirements (ORS 279B.230(2)).

**15. COMPLIANCE WITH APPLICABLE LAW.**

- 15.1. Contractor shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Contract. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Contract: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal, state and municipal civil rights and rehabilitation statutes, rules and regulations. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated. The County's performance under the Contract is conditioned upon Contractor's compliance with the provisions of ORS 279B.220, 279B.225, 279B.230, and 279B.235 which are incorporated by reference herein.

**16. CONTRACTOR WARRANTY AND COVENANT CONCERNING TAX LAW COMPLIANCE**

- 16.1. Pursuant to ORS 279B.045, Contractor represents and warrants that:

- 16.1.1. Contractor (to the best of Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding effective date of this Contract, has faithfully complied with:
    - 16.1.1.1. All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
    - 16.1.1.2. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;
    - 16.1.1.3. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and
    - 16.1.1.4. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.
  - 16.2. Pursuant to ORS 279B.045, Contractor shall comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state throughout the duration of this Contract. For the purposes of this section, "tax laws" includes all the provisions described in subsection 17.1 of this Contract.
    - 16.2.1. Any violation of this section 17 or any subsection under it shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty in section 17.1 of this Contract, guaranteeing that the Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state, also shall constitute a material breach of this Contract. Any violation shall entitle the County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:
      - 16.2.1.1. Termination of this Contract, in whole or in part;
      - 16.2.1.2. Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to County's setoff right, without penalty; and
      - 16.2.1.3. Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. Morrow County shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing a replacement contractor.
  - 16.3. These remedies are cumulative to the extent the remedies are not inconsistent, and the County may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.
17. **INSURANCE.**
- 17.1. Contractor shall obtain prior to beginning any work under this Contract and shall maintain in full force and effect for the term of this Contract, at Contractor's expense:

17.1.1. **Comprehensive general liability** to include bodily injury and property damage for at least \$1,000,000 per occurrence and at least \$2,000,000 aggregate per project.

17.1.2. **Workers' Compensation and Employers' Liability Insurance.** Contractor and its subcontractors, if any, are subject to Oregon Workers' Compensation Law, which requires all employers that employ subject workers who work under this Contract in the State of Oregon to comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors, if any, complies with these requirements. Unless otherwise exempt, Contractor shall provide the County with certification of Workers' Compensation Insurance and shall maintain Employers' Liability Insurance with limits not less than \$500,000 for each accident, \$500,000 for disease each employee and \$500,000 each policy limit.

17.2. The policies shall be primary to and non-contributory with any insurance or self-insurance carried by the County, issued by a company authorized to do business in the State of Oregon. **The Contractor shall provide the County written notice within thirty (30) days of cancellation or material modification of the insurance contract at the address listed below.** Contractor shall provide certificates of insurance and **additional insured policy endorsement** to County prior to commencement of any work under this Contract. If requested, complete copies of insurance policies shall be provided to County. Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance used to satisfy these requirements.

17.3. Contractor shall name Morrow County, its elected and appointed officials, officers, agents, employees and volunteers as additional insureds. This applies to all Contractor insurance policies required by this contract.

#### 18. PROFESSIONAL LIABILITY INSURANCE.

If box is checked, this provision applies to this Contract. In addition to other insurance requirements stated above, and if this insurance is applicable, Contractor shall also provide County evidence of professional liability insurance in the amount of not less than \$1,000,000 per claim. Contractor shall keep in force and effect the professional liability policy for at least one year after the expiration of the contract with County. In any case, Contractor shall notify County in the event of a cancellation or reduction in limits. Unless such cancellation or reduction is immediately cured by Contractor, such cancellation or reduction constitutes a breach of this Contract.

#### 19. INDEMNIFICATION.

Contractor shall indemnify, defend, save, and hold harmless Morrow County, its elected and appointed officials, officers, agents, employees and volunteers (the "Indemnified Parties") from and against all damages, costs (including reasonable attorney fees), liabilities, claims, suits or actions of any nature, for injury or death to persons or damage to property arising out of or related to the acts or omissions of Contractor, its subcontractors, suppliers, agents or any other person or entity acting on Contractor's behalf in connection with, or incidental to, the Work. Without limiting the generality of the Contractor's obligation to indemnify, defend, save and hold harmless the Indemnified Parties, the obligation includes damages, costs (including reasonable attorney fees), liabilities, claims, suits or actions arising out of or related to any claims that the Work, the Work Product, or any other tangible or intangible items delivered to County by Contractor may be the subject of protection under any state or federal intellectual property law or doctrine, or the County's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design or other proprietary right of any third party.

**20. CONFIDENTIALITY.**

- 20.1. No reports, information and data given to or prepared or assembled by Contractor under the contract documents shall be made available by Contractor to any individual or organization (except County) without the prior written approval of County.
- 20.2. Any obligation of County to maintain the confidentiality of Contractor's proprietary information provided to County under the Contract Documents is conditioned by and subject to County's obligations under the Oregon Public Records Law, ORS 192.311 to 192.478, which may require disclosure of proprietary information as a "public record" unless exempt under ORS 192.345 or ORS 192.355.

**21. RECORDKEEPING.**

Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document the Contractor's performance hereunder. All such fiscal records, books, documents, papers, plans, and writings shall be retained by Contractor and kept accessible for a minimum of six (6) years, except as required longer by law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

**22. ACCESS TO RECORDS.**

Contractor agrees that County and its authorized representatives shall have access to all books, documents, papers and records of the Contractor which are directly related to the Contract for the purpose of making any audit, examination, copies, excerpts and transcripts.

**23. FOREIGN CONTRACTOR.**

If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract.

**24. GOVERNING LAW; JURISDICTION; VENUE.**

This Contract shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "the claim") between County and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the circuit court of Morrow County for the State of Oregon. If the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Contractor, by its execution of this Contract, hereby consents to the in personam jurisdiction of said courts.

**25. OWNERSHIP OF WORK PRODUCT.**

- 25.1. As used in this section 256, and elsewhere in this Contract, the following terms have the meanings set forth below:
  - 25.1.1. "Contractor Intellectual Property" means any intellectual property owned by Contractor and developed independently from the Work.
  - 25.1.2. "Third-Party Intellectual Property" means any intellectual property owned by parties other than County or Contractor.

- 25.1.3. "Work Product" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Contractor is required to deliver to County pursuant to the Work.
- 25.2. All Work Product created by Contractor pursuant to the Work, including derivative works and compilations, and whether or not such Work Product is considered a work made for hire or an employment to invent, shall be the exclusive property of County. County and Contractor agree that such original works of authorship are "work made for hire" of which County is the author within the meaning of the United States Copyright Act. If for any reason the original Work Product created pursuant to the Work is not "work made for hire," Contractor hereby irrevocably assigns to County any and all of its rights, title, and interest in all original Work Product created pursuant to the Work, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Upon County's reasonable request, Contractor shall execute such further documents and instruments necessary to fully vest such rights in County. Contractor forever waives any and all rights relating to original Work Product created pursuant to the Work, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.
- 25.3. In the event that Work Product created by Contractor under this Contract is Contractor Intellectual Property, a derivative work based on Contractor Intellectual Property, or is a compilation that includes Contractor Intellectual Property, Contractor hereby grants to County an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Contractor Intellectual Property employed in the Work Product, and to authorize others to do the same on County's behalf.
- 25.4. In the event that Work Product is Third-Party Intellectual Property, a derivative work based on Third Party Intellectual Property, or a compilation that includes Third-Party Intellectual Property, Contractor shall secure on County's behalf and in the name of the County, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Third-Party Intellectual Property employed in the Work Product, and to authorize others to do the same on County's behalf.
- 26. ERRORS.**
- Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Contract without undue delays and without additional cost to County.
- 27. TERMINATION.**
- 27.1. This Contract may be terminated at any time by mutual consent of both parties.
- 27.2. Contractor may terminate this Contract upon thirty (30) days' written notice to County if County fails to pay Contractor pursuant to the terms of this Contract and County fails to cure within thirty (30) days after receipt of Contractor's notice or such longer period of cure as Contractor may specify in such notice.
- 27.3. County, in its sole discretion, may terminate this Contract, in whole or in part, upon thirty (30) days' notice to Contractor.

- 27.4. County may terminate this Contract, in whole or in part, immediately upon notice to Contractor, or at such later date as may be established by County in such notice, upon the occurrence of the following events: (i) federal or state laws, regulations or guidelines are modified or interpreted in such a way that the work or services provided under this Contract are prohibited or County is prohibited from paying for such work or services from the planned funding source; (ii) Contractor no longer holds any license or certificate that is required to perform the work or services; or (iii) Contractor commits any material breach or default of any covenant, warranty, obligation, certification or agreement under this Contract, fails to perform the work or services under this Contract within the time specified herein or any extension thereof, or so fails to pursue the work or services as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within ten (10) days after delivery of County's notice or such longer period as County may specify in such notice.
- 27.5. In the event of termination under sections 27.1, 27.2, 27.3 or 27.4(i), Contractor's sole remedy shall be a claim for the sum designated for accomplishing the work or services multiplied by the percentage of work or services completed and accepted by County, less previous amounts paid and any claim or claims which the County has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this section 27.5, Contractor shall pay any excess to County upon demand.
- 27.6. In the event of termination under section 27.4(ii) or 27.4(iii), County shall have any remedy available to it in law or equity.
- 27.7. Upon receiving a notice of termination, Contractor shall immediately cease all activities under this Contract, unless expressly directed otherwise by County in the notice of termination. Further, upon termination, Contractor shall deliver to County all contract documents, information, works-in-progress and other property that are or would be deliverable had the Contract been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research or objects or other tangible things needed to complete the work or services.

**28. ATTORNEY FEES.**

If a suit or action is filed to enforce any of the terms of this Contract, each party is responsible for their respective costs and fees, including attorney fees.

**29. FUNDS AVAILABLE AND AUTHORIZED, NON-APPROPRIATION OF FUNDS.**

If payment for work under this Contract extends into the County's next fiscal year, the County's obligation to pay for such work shall be subject to approval of future County Council appropriations to fund this Contract. Moreover, continuation of this Contract at specified levels is conditioned on adequate funding under the County's annual budget. The County reserves the right to adjust the level of services provided for in this Contract in accordance with funding levels adopted by County Council.

**30. SEVERABILITY.**

The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

**31. FORCE MAJEURE.**

Neither County nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, County's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

**32. WAIVER.**

The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.

**33. RECYCLABLE MATERIALS.**

Contractor shall, to the maximum extent economically feasible in the performance of this Contract, use recycled paper (as defined in ORS 279A.010(ee)), recycled PETE products (as defined in ORS 279A.010(ff)), and other recycled products (as "recycled product" is defined in ORS 279A.010(gg)).

**34. NOTICE.**

Except as otherwise expressly provided in this Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery or mailing with postage prepaid to Contractor or County at the address set forth below. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

**For Morrow County**

Contract Administrator Name, Title: **Kevin C. Ince, Finance Director**

Address, County, State and ZIP Code: **PO Box 867, 110 N. Court St, Heppner, OR 97836**

Telephone: **(541) 256-0871**

Email: **kince@co.morrow.or.us**

**For the Contractor**

Contract Administrator Name, Title: **Stan Foster**

Address, County, State and ZIP Code: **PO Box 549, 101 E Main St, Weston, OR 97886**

Telephone: **(541) 566-9384**

Email: **stan@parcresources.com**

**35. CONTRACTOR INFORMATION AND CERTIFICATION.**

Contractor shall provide Contractor's Social Security number or Contractor's federal tax ID number and the additional information set forth below. This information is requested pursuant to ORS 305.385 and OAR 125-246-0330. Social Security numbers provided pursuant to this section will be used for the administration of state, federal and local tax laws.

Legal Name: **PARC Resources, LLC**

Address, County, State and ZIP Code: **PO Box 549, 101 E Main St, Weston, OR 97886**

Citizenship, if applicable: Non-resident alien?  Yes  No

Business Designation (check one):

Professional Corporation  Partnership  Limited Partnership

Limited Liability Company  Limited Liability Partnership  Sole Proprietorship  Other

Federal Tax ID#: E28566056547

County may report the information set forth above in conjunction with any reports it makes to the Internal Revenue Service (IRS) under the name and Social Security number or taxpayer identification number provided.

The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury that: (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge; (d) Contractor is not in violation of any Oregon tax laws named in ORS 305.380(4); (e) Contractor is an independent contractor as defined in ORS 670.600; and (f) the supplied Contractor data is true and accurate.

***[signature page follows]***



FOR MORROW COUNTY:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

FOR PARC Resources, LLC:



\_\_\_\_\_  
*Signature*

STAN FOSTER

\_\_\_\_\_  
*Name (Printed)*

President

\_\_\_\_\_  
*Title*

12-8-22

\_\_\_\_\_  
*Date*

## **EXHIBIT A**

### **PARC Resources, Proposal**

**A Profile of PARC Resource's Grant Writing and  
Other Developmental Services**



**PARC Resources 1-800-758-6812  
[www.parcresources.com](http://www.parcresources.com)**

**A Professional Consortium of Consultants since 1985**

Regional Offices:

Eastern Regional Office: PO Box 549/101 E. Main St  
Weston, OR 97886  
541-566-9384

Central Regional Office: 64644 Cook Ave  
Bend, OR 97703  
541-330-0485

Legal Status: Limited Liability Company (LLC)

Service Area: Western United States

Authorized Contact: Stan Foster, President

# SECTION ONE – DESCRIPTION OF PARC RESOURCES

## PARC Resources Overview

PARC Resources submits this proposal for consideration by Morrow County. Public Affairs Research Consultants (PARC) was founded in 1985, is a consortium of professional consultants who provide varied professional services under contract for state, regional, local, and tribal governments, as well as private sector for-profit and nonprofit businesses. PARC's consultants are selected on the basis of their ability, and PARC subscribes to a Code of Values that includes a strict policy of nondiscrimination.

PARC's representative for this proposal is Stan Foster, who is authorized to negotiate and execute an agreement between the parties.

"PARC is an asset to our community in many ways. Besides being solid corporate citizens, PARC has assisted the city formally and informally in a number of projects over the years. They are focused, creative and customer service oriented. They recently completed a business incubator study that we will use as a blue print for this important economic effort."

John McArdle, Mayor of Independence, Oregon

## Team Approach

The effectiveness of PARC can be found in the strength and diversity of qualifications that our affiliate consultants bring to the consortium. PARC has assembled a team of professionals that includes facilitators, marketing specialists, researchers, grant writers, architects, feasibility analysts, AICP certified planners, economic development specialists, and project managers just to name a few. PARC's team of professionals offers more than 150 combined years of experience in community development, grant research, financial analysis, and grant writing. By providing a wide range of experience and expertise, PARC can ensure your project is completed in an efficient and holistic manner.

PARC uses an integrated team approach to project development. We utilize the internal experts to best determine viability of a grant approach and also to develop funding strategies that will serve the long-term interest of our clients.

While we assemble a team to tackle most projects, we assign a lead consultant to most specific activities to give the client a common advocate and also to ensure continuity of message and approach. Should a project arise that requires

other expertise, PARC has the team members to activate for this purpose. We take the guessing out of community development by ensuring that your priorities are fully understood and that our efforts are designed to maximize the benefits for your organization.

“PARC’s assistance has brought many \$1,000,000 of dollars into this community and I truly appreciate the professional manner in which you have assisted this County and community.”

Steve Grasty, retired  
Judge, Harney County

While we assemble a team to tackle most projects, we assign a lead consultant to most specific activities to give the client a common advocate and also to ensure continuity of message and approach. Should a project arise that requires other expertise, PARC has the team members to activate for this purpose. We take the guessing out of community development by ensuring that your priorities are fully understood and that our efforts are designed to maximize the benefits for your organization.

In addition to lead staff, PARC has support staff including a Continuity Manager, Senior Proofreader, and Packaging Specialist to ensure that professional products are the result of a PARC supported project.

### **Profile of our Team**

The primary team that will work on this project are Stan Foster, Robert “Bob” Irvine, Ph.D, Laura Prado, and John Schmidt. The resumes of Stan Foster, Robert Irvine, Laura Prado, and John Schmidt are included in section four, beginning on page 11.

### **References**

PARC Resources is pleased to provide the following references for your consideration.

**The Klamath Tribes.** PARC Resources has been the Tribe’s grant writers under contract for the last two years. Our contract is current and ongoing.

Jana DeGarmo, Grant & Contract Compliance Officer  
541-827-5155 or 541-783-2219 ext. 155  
[jana.degarmo@klamathtribes.com](mailto:jana.degarmo@klamathtribes.com)

**Harney County, Oregon.** PARC Resources has served as the development staff (grant writers) for the County for the last 15 years. Providing on-demand grant writing services based on opportunities and recommendations from PARC Staff.

Steve Grasty, County Judge (retired)

(541) 589-0215

[stevengrasty@hotmail.com](mailto:stevengrasty@hotmail.com)

**City of Tulelake, California.** PARC Resources conducted a needs assessment and strategic plan with funding sources identified for community projects.

Jenny Cohelo, City Hall Administrator

(530) 667-5522

[cityoftulelake@cot.net](mailto:cityoftulelake@cot.net)

## SECTION TWO – PARC’S EXPERIENCE

### Familiarity with the Community

Since 1985, PARC has successfully worked on projects throughout the Western United States. PARC has worked on a wide number of projects which serve non-profit organizations, cities, counties, states and tribal governments. Currently, PARC is working with organizations in planning, economic development, capital campaign management, grant writing, organizational program development, and capitalization. PARC's experience in grant writing is extensive and has resulted in many new or reclaimed municipal buildings, expanded infrastructure, and some innovative programs and projects to benefit rural communities. Some of our past projects can be explored in more detail on our website at [www.parcresources.com](http://www.parcresources.com). PARC's proven track record of grant writing and community development has resulted in a significant amount of "built-results" in cities and counties across the west. Our unique and business-like approach to grant preparation and production makes using PARC a "turnkey" operation, taking the pressure off our clients while we produce professional competitive applications for your community.

"In 1998, PARC met with stakeholders in the City to discuss how to make their two biggest needs come true (a new City Hall and a new Community Center). PARC created a pathway which included utilizing a USDA-RD Community Facility loan to anchor the project and complete the capitalization through other government grants and private foundation grants."

Terry Watts, Mayor of Rockaway Beach, Oregon

## **Grant Writing Experience**

**Federal Grant.** PARC Resources submitted an application to the COPS program through the Department of Justice to add two new police officers for the City of Colfax, Washington. The grant was funded in full for four years.

**State Grant.** The Klamath Community Development Corporation hired PARC Resources in 2012 to write to the Oregon Department of Transportation to pave the Oregon, California, and Eastern Woods Trail (OC&E Trail) in Klamath County. The grant was funded for the full request amount.

**Private Foundation.** Athena's Gem Theatre, Inc. received multiple private foundation grants toward their theatre restoration project, including an \$84,000 grant from Pacific Power in 2018 to pay for solar panel installation on the roof of the facility.

## **Samples of Past Grants Prepared by PARC**

### ***STREETSCAPES IMPROVEMENT***

City of Independence – \$800,000  
City of Umatilla – \$750,000  
City of Weston – \$80,000  
City of Enterprise – \$150,000

### ***PARK AND RECREATION IMPROVEMENTS***

The Dalles Riverfront – \$175,000  
City of Donald – \$100,000  
City of Dayton – \$118,000  
City of Willamina – \$54,715

### ***WATER/WASTEWATER***

City of Heppner – \$2.5 million  
Shoshone Bannock – \$2.0 million  
White Swan, Wash. – \$600,000  
Fort Hall, Idaho – \$480,000

### ***HEALTH FACILITIES***

Umatilla County – \$800,000  
Grant County – \$1.2 million  
Harney County – \$600,000  
Columbia River Health Clinic – \$2.3 million

### ***CIVIC/COMMUNITY CENTERS***

City of Rockaway Beach – \$1.7 million  
City of Rufus – \$1.5 million  
City of Helix – \$800,000  
Bob Smith Bldg. – \$970,000  
City of Umatilla – \$2.1 million  
City of Twisp, Washington – \$3.0 million

### ***MUSEUM/ART CENTERS***

Newport Arts Center – \$500,000  
Pendleton Arts Center – \$1.2 million  
Round-Up Hall of Fame – \$1.2 million  
E.O. Children Museum – \$600,000

### ***PUBLIC SAFETY***

City of La Grande – \$1.8 million  
Spokane Fire – \$808,000  
Athena Ambulance – \$150,000  
Fort Hall Fire – \$300,000  
Umatilla Tribe – \$600,000  
Burns Ambulance District – \$350,000  
Klamath Fire District #1 – \$5,000,000

### ***HEADSTART FACILITIES***

Sheridan – \$1.2 million  
Burns – \$1.4 million  
Florence – \$359,000  
Grant Pass – \$1.7 million  
Klamath Falls – \$2.3 million

### ***LIBRARY***

Harney Co. Library – \$650,000  
City of Sheridan – \$100,000  
Tuolumne Tribal Library – \$150,000  
Klamath Co. Library – \$800,000  
Tuolumne Library – \$400,000

### ***SOCIAL SERVICE***

Project Dove – \$800,000  
Klamath Crisis Center – \$2.3 million  
Tillamook Crisis Center – \$165,000  
Homestead Youth Lodge – \$2.2 million  
Klamath Tribes – \$1.3 million

### ***HISTORIC PRESERVATION***

Pendleton Carnegie Library – \$1.2 million  
North County Rec. Center – \$4.5 million  
St. Paul Community Hall – \$149,500  
Stayton Brown House – \$249,000  
Elgin Opera House – \$979,000  
Civic Auditorium, The Dalles – \$1.5 million



## Samples of Past Grants – Return on Investment

To demonstrate our past performance we have inserted the following examples:

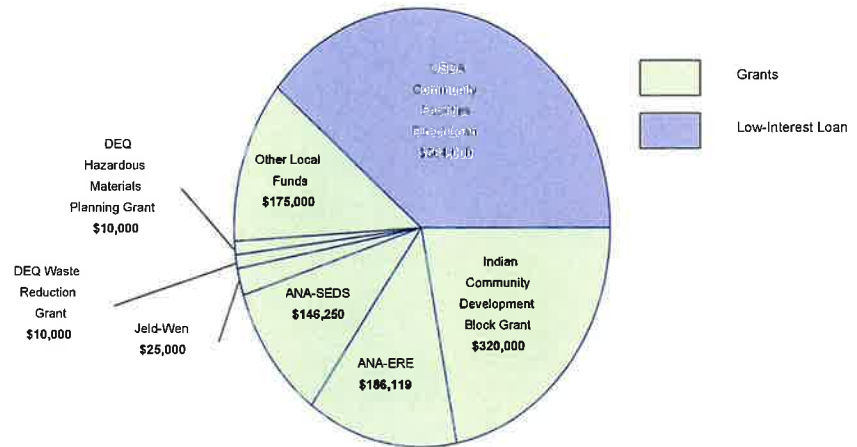
### Confederated Tribes of the Umatilla Indian Reservation

**Project:** Construction of a state-of-the-art Waste Handling Facility

**Duration:** 3/95 - 4/01

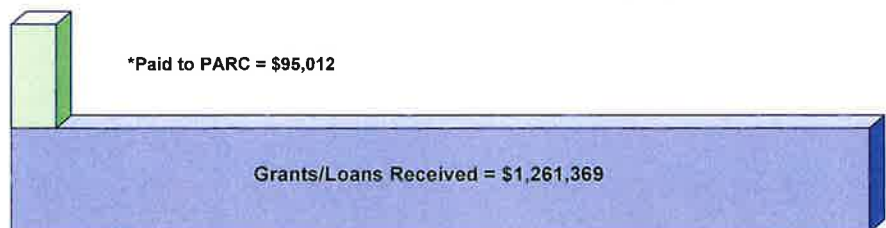
“It was amazing how many resources Oregon PARC has, and all are dedicated to helping PARC’s clients.”

Bonnie Burke,  
Operations  
Manager of the  
Umatilla Indian  
Reservation



TOTAL BUDGET = \$1,436,369

PARC RETURN ON INVESTMENT (ROI) = 13 TO 1



\*Fees include preparation of Business Plans and Feasibility Studies, plus negotiating assistance to staff and program grants.

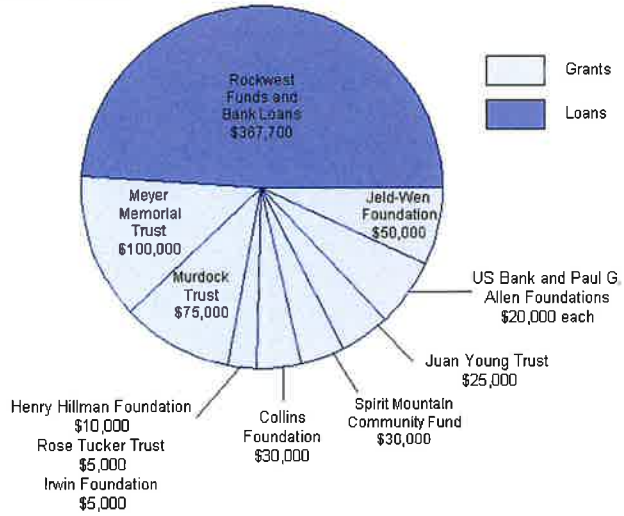
# Rockwest Training Company

**Project:** Assisted Shelter Workshop to purchase an existing building for its business -- Phase 1

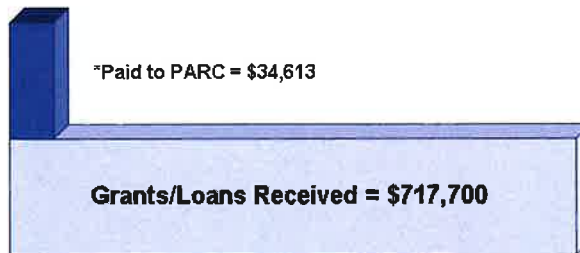
**Duration:** 5/98 - 5/01

"Rockwest management and board of directors has worked with PARC, for several years, on projects such as customer satisfaction survey, staff training, strategic planning, as well as grant writing. Each project has been successful and financially rewarding."

Starla Hirschorn  
Executive Director of  
Rockwest Training  
Center



**TOTAL BUDGET = \$717,700**  
**PARC RETURN ON INVESTMENT (ROI) = 20.7 to 1**



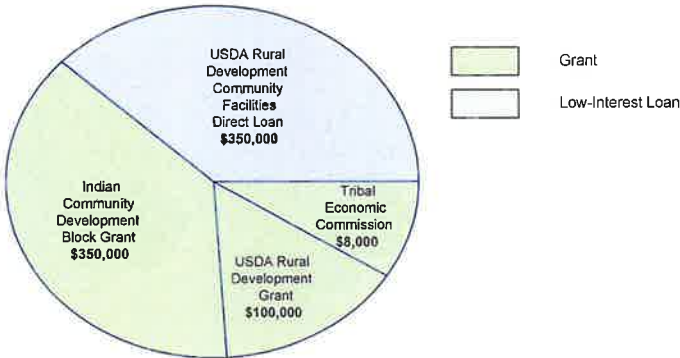
\*Fees include strategic planning, confidential customer interview, and capital planning.

# Spokane Tribal Fire Station

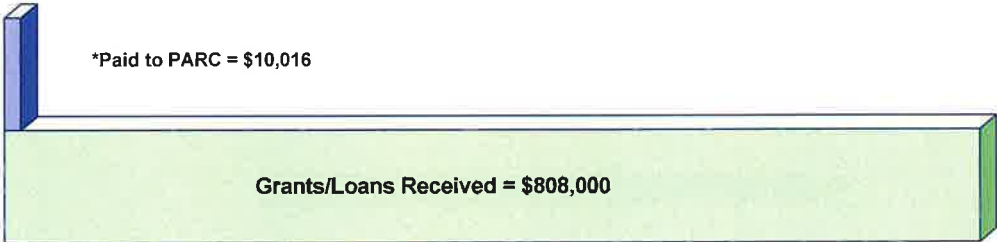
Project: Construct a new Emergency Services Building  
Duration: 3/01 - 9/01



Tribal Fire Station



**TOTAL BUDGET = \$808,000**  
**PARC RETURN ON INVESTMENT (ROI) = 80 to 1**



\*Fees include preparation of a Preliminary Architectural Report, plus grants and loans.

## SECTION THREE – PROPOSED APPROACH

Over the last 37 years, PARC has developed an internal grant production process, which takes the pressure off the client and puts us to work for you. Our knowledge of grant opportunities coupled with our on-going dialogue with the funding community keeps us up to date on the ever- changing landscape of the funding world. We have a proven process that allows you to set the course and let PARC carry out the difficult day-to-day grant preparation. This process is briefly described on the next page.

### Step 1: Understanding Your Needs

PARC first reviews your existing plans and needs analysis to determine the opportunity for completing a competitive grant application for your organization. This analysis also ensures that we fully understand all the various aspects of your funding needs and proposed approach.

### Step 2: Setting a Funding Strategy

The next step is to establish a 12- to 36-month budget identifies specific funding sources and proposed expenditures under the funding opportunity being considered. After establishing the basic budget under the proposed grant application we analyze how each element of the request relates to the overall funding objective.

### Step 3: Making Sure You are Ready for Success

After completing steps one and two, we are ready to make sure that you have all the collateral documents necessary to be competitive in the grant world. PARC helps organize these documents (most are existing) into formats, which are supportive of funding requests. Today's funding environment is so competitive that simply having a good project is not enough, you must have "your ducks lined up," so that the funders can see that you are ready for their assistance. In most cases, this means taking your existing plans and documents and making them recognizable to the funders. PARC knows what they are looking for, since we work with them all the time.

### Step 4: Organizing the Standard Applicant Information

PARC helps you by collecting all the standard information that is needed for submitting grant applications into one location (your central file in our office). This allows us to

"I have worked closely with the staff of PARC over the last three years in garnering sufficient monies to extend and renovate our library building. It has been a pleasure working with them. Their expertise in writing grants and acting as consultants in capital campaign projects has been a godsend to this small library staff totally inexperienced in a project of this magnitude."

Jolyn Wynn,  
Library Director,  
Harney County Library  
Burns, Oregon

"PARC has the kind of background that an individual organization could not possibly replicate without hiring a very expensive staff (sic). They have systems in place. They follow-up with their clients. They get into the thinking of each organization they represent and help formulate ideas and strategies to achieve specific goals

Frank Geltner,  
Director of OCCOA  
Newport, Oregon

write grants for you in the most efficient manner. You provide your organizational charter, board of directors list, etc. to us once and we maintain the file.

#### Step 5: Preparing the Grant Application

PARC works with you to capture the true nature of what it is that you are trying to accomplish either through phone, e-mail, or in-person meetings. Then we lock ourselves away and the draft is prepared.

You are sent this preliminary draft at the same time that the document is shipped to "Continuity." While you are reviewing the draft, continuity is reviewing all the detailed guidelines to make sure that we have everything necessary for the grant application to be successfully submitted.

Then your initial comments on the draft are reviewed by the grant writers, and corrections are made to the draft. The document is then sent to "Proofreading." Final corrections are made during this stage of the process.

After the grant is approved for assembly (internal approvals and your approval), the document goes to "Packaging," where the entire application will be put together for submission.

At this point, the grant comes back to your organization for signatures (where noted) and then is returned to PARC. We then make a client copy and an archival copy of the application and **submit the finished, signed application on your behalf**. Your responsibility is to review, approve, and sign it. We do all the rest. And best of all, we do this for a not-to-exceed price (based on years of experience and our competitive rates), so your budget is protected.

#### Step 6: Submitting the Grant and Responding to the Funders

After PARC sends your grant into the funder, we continue to support your application by offering support for on-site reviews and by responding to specific grant modifications at our reasonable hourly rate. We also store your archival records for a minimum of three years to help you protect these vital records.

#### **PARC's success rate and past performance**

PARC has been serving western communities since 1985; during that time, we have prepared thousands of grants of all types. Our success rate in grant

writing is determined by several factors: Is the client ready for funding? Is the project competitive? Does the local community support the project? Is there a real opportunity for funding?

PARC prepares professional grant applications, but we cannot "write a bad project good." Nor can we misrepresent a community's support for a project. However, after twenty-six years of service, based on overall success rate, it is safe to say that PARC is successful about half of the time. This success rate is based on an extremely high volume of applications, long-term clients, and committed, experienced staff members.

Despite our extensive track-record, PARC cannot guarantee that a grant will get funded. There are simply too many variables beyond the control of a grant writer to be able to control the environment in which a grant is reviewed. We cannot control the politics of funding, although we do work with our clients to try and influence it and we always recommend the most likely path forward to see a project succeed.

## **SECTION FOUR – DESCRIPTION OF PERSONNEL**

**Stan Foster, President.** Stan is the founder of PARC, beginning in 1985, and has dedicated most of his career working in rural communities throughout the West. Stan is authorized to negotiate and execute an agreement between the parties.

**Robert "Bob" Irvine, Ph.D., Vice President.** Bob oversees the content division of PARC and coordinates the creative team for most projects.

**Laura Prado, Senior Consultant.** Laura is PARC's lead grant writing trainer and has been one of top grant writers in the company for the past 12 years.

**John Schmidt, Continuity Manager.** John will oversee all continuity requirements to ensure that grants are submitted on time and with all associated materials necessary to be considered for a grant.

PARC's team will be available to meet with the key stakeholders to facilitate the undertaking of this project as needed.

## **STAN FOSTER**

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### **EXPERIENCE**

1995-current	President Public Affairs Research Consultants (PARC)
1988-1994	Executive Director Community Action Program East Central Oregon (CAPECO)
1984-87	Chief Planner State of Oregon
1982-83	Business Development Planner/Special Transportation Manager Chemeketa Community College-Mid Willamette Valley SSA
1979-82	Senior Land-Use Planner/Social Services Director Polk County, Department of Community Development
1977-79	Social Service Director Yamhill County Board of Commissioners
1972-1974	Elementary School Teacher Ausable Springs School for Emotionally Disturbed Children (Canada)

### **EDUCATION & TRAINING**

- 1977 Bachelor of Science, Portland State University
- 1978-82 American Planning Association
- 1984 Certified Emergency Planning Instructor
- 1985 Certified Hazardous Material Response Planning Instructor
- 1988 Outward Bound Instructor
- 1993 Senior Fellow - American Leadership Forum
- 1994 High Ropes Adventure Trainer

### **BOARDS & COMMISSIONS**

- 1977 Child Care Commission
- 1979 Social Services Commission for Yamhill County
- 1982 Senior Citizen Transportation District for Polk County
- 1983 Oregon Hazmat Coordinating Council
- 1985 Peace Plaza Committee
- 1989 Youth Services Commission
- 1992 Umatilla County Home Rule Charter Committee

## **ROBERT K. IRVINE, Ph.D.**

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### **EXPERIENCE**

Vice President, PARC Resources*	Weston, OR
Adjunct Professor, Southern New Hampshire University*	Manchester, NH
Adjunct Professor, Blue Mountain Community College*	Pendleton, OR
Resource Faculty Member, Eastern Oregon University	La Grande, OR
Associate Director, Homestead Youth Lodge	Pendleton, OR
Lecturer, Western Oregon University	Monmouth, OR
Instructor, Kansas State University	Manhattan, KS
Geological Associate, RZA-AGRA	Portland, OR

*\*Current Positions*

### **EDUCATION**

- 1990 Bachelor of Arts in Geology, Whitman College
- 1992 Master's in Management, Willamette University
- 1997 Ph.D. in American History, Kansas State University

### **SELECTED ACCOMPLISHMENTS**

- Published Author: "Built to Fail: Structural Discontinuities and Student Failure" – 2014  
"Fallacies in Education: Why Schools Are Mired in Mediocrity" – 2010
- Developed marketing and market capture models for regional tourism venues
- Served as project manager and grant administrator for capital project funded, in part, by federal funds
- Completed analysis of water law and the environment as it impacted the development of the American west
- Successfully implemented funding plan through grant writing and loan packaging
- Conducted field research and survey analysis for use in economic analysis
- Successfully managed small tourism-related business in Alaska

### **SKILLS & TRAINING**

- |                                     |                       |
|-------------------------------------|-----------------------|
| • Grant writing                     | • Public Facilitation |
| • Financial Feasibility Analysis    | • Economic Analysis   |
| • Research Techniques and Processes | • Geological Analysis |

### **COMMUNITY SERVICE AND PROFESSIONAL ASSOCIATIONS**

- Athena-Weston School Board Member
- Athena-Weston Education Foundation
- ArtWalla (formerly Blue Mountain Arts Alliance)
- Oregon State Historical Society
- American Society for Environmental History
- Western History Association
- Forest History Society
- Association for the Study of Literature and Environment
- Phi Alpha Theta: Honor Society



## **LAURA L. PRADO**

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### **EXPERIENCE**

Grant Writing Specialist and Lead Trainer, PARC Resources	Weston, OR
Client Services Manager, PARC Resources	Weston, OR
Phone-a-thon Manager, Whitman College	Walla Walla, WA
Customer Support Technician, Sykes Inc.	Milton-Freewater, OR
Medical Records File Clerk, Family Practice Associates of Walla Walla	Walla Walla, WA

### **EDUCATION**

- 2009 Bachelor of Arts in Sociology, Whitman College
- 2001 Master's in Business Administration, Southern New Hampshire University

### **SELECTED ACCOMPLISHMENTS**

- Researched, created and managed the company contact database.
- Organized employee databases for greater efficiency.
- Successfully completed multiple capital campaigns for regional non-profit organizations.
- Developed and presented multiple grant writing workshops.
- Developed and presented informational lecture on sports medicine.
- Developed and presented informational lecture on race in the media.

### **SKILLS & TRAINING**

- Grant writing
- Research techniques & processes
- Community engagement techniques
- Public speaking
- Computer proficiency
- Organizational skills
- Customer Service

### **COMMUNITY SERVICE AND PROFESSIONAL ASSOCIATIONS**

- 2004-2008: Triangle Little League Softball Coach
- 2007-2008: Blue Mountain Humane Society Volunteer
- 2009-2016: Whitman College Associate Class Representative
- 2013-2014: Weston Parks & Recreation Commission, Chair
- 2014-2015: Pioneer Association Volunteer
- 2018-2019: Walla Walla Community Council Affordable Housing Study Committee
- 2018 Milton-Freewater Community Trails Advisor
- 2019-Present: Affordable Housing Task Force; Inventory, Data & Measurement Chairperson
- 2020-Present: Walla Walla Community Council President Elect

## **JOHN SCHMIDT**

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### **EXPERIENCE**

Continuity Specialist, PARC Resources	Independence, Oregon
Communications Specialist, CA AG.'s Office	Sacramento, California
Office Specialist, CA Gambling Control Comm.	Sacramento, California

### **EDUCATION**

- Bachelor of Science Political Science from Western Oregon University, 1999
- Seminars and workshops, including Tribal Relations workshop

### **SELECTED ACCOMPLISHMENTS**

- Set-up a major Regulatory Agency in California
- Successfully wrote many speeches for the Attorney General of California
- Managed public outreach process including press releases and public service announcements
- Back-up Media Liaison for Attorney General
- Set-up database tracking system for fund-raising organization
- Provided proofreading and editing for a number of writers
- Provided front-line support for 4 Commissioners
- Created composition standards and protocols manual for organization
- Managed and provided training for office staff
- Written successful grants for a number of purposes

### **SKILLS & TRAINING**

- Editing and Proofreading
- Customer Service
- Technical Writing
- Technical Document Formatting
- Organizational Development
- Grant Writing
- Creative Problem Solving
- Systems Management
- Resource Management
- Data Coordination
- Proficiency in Microsoft Office, Word, Excel, and Power Point
- Knowledge of Northwest Private Foundations
- Strong Relationships With Many Northwest Private Foundations

## SECTION FOUR – DESCRIPTION OF COST OF SERVICES

The following breakdown identifies the basic costs estimated for this project.

Description	Outcome	NTE Price
Interview all department heads to assess current and near-future priorities	PARC Team has a list of projects in need of funding to conduct grant search.	\$ 834
Sign up all department heads for grant notices per their program priorities	Grant notices emailed to department heads.	\$ -
Conduct targeted grant research and develop calendar based on projected grant opportunities	12-month projection of grant needs is prepared for each department.	\$ 1,112
Prepare 10-12 grant applications per year, based on priorities and availability of appropriate grant sources	Estimated 6 federal, 4 state, 2 private foundations	\$ 59,451
<b>Total</b>		<b>\$ 61,397</b>

### Sample of Grants for Local Governments

Description	NTE Price
<b>Federal:</b>	
EPA Brownfields	\$ 6,109
FEMA Assistance to Firefighters	\$ 3,129
FEMA Staffing for Adequate Fire & Emergency Response	\$ 2,682
NEH Museums for America	\$ 5,662
USDA Community Connect	\$ 7,450
<b>State:</b>	
Business Oregon Community Development Block Grant	\$ 11,026
ODOT Safe Routes to School	\$ 5,215
ODOT Transportation Enhancement	\$ 3,874
OPRD Oregon Parks Opportunity	\$ 3,576
OPRD Local Government Program	\$ 3,576
<b>Private Foundations:</b>	
Ford Family Foundation	\$ 3,576
Oregon Community Foundation	\$ 3,576
<b>Total:</b>	<b>\$ 59,451</b>

## **Description of Fee Structure**

PARC operates on a **fee for service** basis. We do not offer a contingent fee option, as it is subject to audit findings and disallowed expenses. In addition, the federal government has a strict prohibition against allowing prepaid expenses to be charge against federal grants, unless specifically allowed under the program (e.g. SAFER Grants). In reviewing our samples of "return on investment" charts, you can see that if a client were to pay us a percentage of the grant, they would pay substantially more than is reasonable compared to our not-to-exceed prices.

## **Standard Hourly Rate - Price per Grant**

The agreed-upon billable rate for all consultant services is **\$149 an hour.**

We offer to complete grants for **a not-to-exceed maximum price** based on the hourly rate. No work shall commence until both parties have agreed to the proposed scope of work and have authorized our work. This makes sure there are no surprises and that your budget is protected by having a cap on the total costs that can be charged for the contracted work. That means that if PARC takes more time than we estimated, we absorb the difference, if we take less time, we bill you less time and thus the cost is less.

PARC continues to bid on projects throughout the west, but upon being awarded a contract, we assign the proposed specific team to the project, and they provide continuity and reliability of service throughout the contract period. We believe that only the quality of our work will provide for meeting our mission statement "to remain a successful business through service and satisfied customers."

**Thank you for considering PARC Resources!**

## **EXHIBIT B**

### **Request for Quotes (“RFQ”) Morrow County Grant Writing Services & Addendums**



## **Request for Quotes (RFQ)**

### **Grant Writing Services**

#### **Calendar of Events**

<b>Dates Advertised:</b>	<b>June 1, 2022</b>
<b>Pre-Proposal Conference:</b>	<b>June 13, 2022</b>
<b>Request for Clarification Deadline:</b>	<b>June 17, 2022</b>
<b>Submission Deadline</b>	<b>June 28, 2022</b>
<b>Notification of Interviews, if needed:</b>	<b>June 30, 2022</b>
<b>Interviews</b>	<b>July 5, 2022</b>
<b>Anticipated Award:</b>	<b>July 13, 2022</b>
<b>Selection Protest Deadline:</b>	<b>July 20, 2022</b>

#### **Hand Deliver or Mail Request for Quotes to:**

**Morrow County  
110 N. Court St., Rm. 201  
P.O. Box 788  
Heppner, OR 97836  
541-676-2529**

**Submit three (3) hard copies of Proposal and one (1) digital copy on a USB.  
Email submission of Request for Quotes will be accepted.**

MORROW COUNTY  
ANNOUNCES THE FOLLOWING REQUEST FOR QUALIFICATIONS (RFQ)

Morrow County, Oregon is seeking the assistance of a qualified firm or individual(s) to assist the County with a variety of grant efforts including assistance in identifying, scoping, writing and securing grants for multiple county departments and projects. The purpose of the RFQ is to select one or more firms or individuals whom the County may contract for specific projects. Selected firms or individuals will serve as grant service provider of record. Firms or individuals with expertise in a variety of grant work are encouraged to apply.

DESCRIPTION OF THE REQUEST FOR QUALIFICATIONS.

1. **Statements of Qualifications** must be submitted and received by Darrell Green, County Administrator, at Morrow County Bartholomew Building, 110 N. Court Street, Heppner, Oregon 97836 no later than 3:00 p.m. on June 28, 2022. Responses mailed or email responses to [dgreen@co.morrow.or.us](mailto:dgreen@co.morrow.or.us), shall not qualify unless received by the specified date and time.

2. **Content of the response** shall adhere to the following criteria and limitations.

\* 1-3 pages Description of the firm or individual(s) contact information, legal formation, resources, references, etc.

\* 2-5 pages Experience in identifying grants, scoping grant projects, writing grant applications and securing grants for local government.

\* 1-5 pages Description of the proposed approach for identifying grant opportunities, coordinating with county departments and writing and preparing grant applications.

\* 1-3 pages Description of the key personnel.

\* 1-4 pages Description of cost of services and an estimate of the probable cost of completing different types of grant applications. This will be a starting point for negotiating a performance contract with a selected consultant(s).

\* Additional samples, brochures and other documents may be submitted provided that **the entire proposal does not exceed 20 pages**

3. **Proposal Evaluation and Selection Criteria**

Statements of Qualifications submitted on time will be reviewed against the criteria. RFQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria (listed below) and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (A) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (B) further steps to gather more

information for further evaluation. Following the evaluation process, the interview team will then select the proposer(s) the County considers most qualified. The selection process may be canceled if the County determines it is in the public interest to do so. The County may, at its discretion, interview one or more firms for further consideration. The key individuals will be expected to attend the interview and lead the discussion. In the event the County conducts interviews, it will include a short introductory period for the firm, followed by a question and answer session. Interviews will be approximately 30 minutes for the presentation and 15 minutes for Q&A, at the discretion of the County's interview team.

### **3.1 Evaluation Criteria**

Each proposal will be judged as a demonstration of the contractor's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<u>Criteria</u>	<u>Maximum Score</u>
A. Proposer's Experience and References	30
B. Fee Schedule	30
C. Quality of proposal to the Scope of Work	20
D. Method of Approach	20

### **4. RFQ Size and Format**

Proposals may be submitted by email or mail. The proposal shall have a minimum font size of 11 point and not exceed 20 pages (8.5"x11"). If submitting by mail, three (3) hard copies and one (1) digital copy on a flash drive of the submittal shall be provided for use by the County. Proposals shall not be valid unless sealed in a single envelope or box marked Grant Writing Services. Proposals must be submitted by **3:00 p.m. on Tuesday, June 28, 2022**. Proposals not submitted by that time will not be considered.

"Grant Writing Services"

Morrow County  
Attn: Darrell Green  
110 N. Court St., Rm. 201  
Heppner, OR 97836  
[dgreen@co.morrow.or.us](mailto:dgreen@co.morrow.or.us)

### **4.1 Clarifications**

Refer all inquiries concerning this RFQ to:

Darrell Green, County Administrator  
P.O. Box 788  
Heppner, OR 97836  
(541) 676-2529  
[dgreen@co.morrow.or.us](mailto:dgreen@co.morrow.or.us)



## **5. Reservations**

The County reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the County. The County reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFQ as best serves the needs of the County. The County may cancel the procurement or reject any or all proposals in accordance with ORS 279B.120.

## **6. Protest Procedure**

1. All proposals will become part of the public record for this Project, without obligation to the County. The County reserves the right to reject any or all proposals received as a result of this RFQ and, if doing so would be in the public interest, cancel this solicitation. The County reserves the right to consider a response or proposals in whole or in part, and to determine the responsiveness of a submittal by reference to the response taken as a whole. Proposers will be held to the terms submitted in their proposals.
2. Any Proposer responding to the RFQ claiming to have been adversely affected or aggrieved by the selection of a competing proposal, shall submit a written selection protest to the Contact Person. Written notification must be received by 4:00 p.m. on July 20, 2022 as stated in the Schedule set forth in the Calendar of Events. No oral telegraphic, telephone, facsimile, or email protests will be accepted. No protest shall be considered if received after the established protest deadline.
3. In order to be considered, a protest shall be in writing and shall include:
  - a. The name and address of the aggrieved person
  - b. The contract title under which the protest is submitted
  - c. A detailed description of the specific grounds for protest and any supporting documentation
  - d. The specific ruling or relief requested. In addition, in the event the protesting party asserts its responsibility as a ground for protest, it must address in detail each of the matters in its written protest
  - e. The written protest shall be mailed or delivered to Darrell Green, County Administrator, 110 N. Court St., P.O. Box 788, Heppner, OR 97836; and
  - f. The label "Protest"
4. Upon receipt of a written protest, the County shall promptly consider the protest. The County may give notice of the protest and its basis to other persons, including consultants involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the County, the County will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties.

5. The County's decision may be appealed to the Board of Commissioners by written notice together with all supportive evidence, received at the address – Morrow County, P.O. Box 788, Heppner, OR 97836, not more than two (2) working days after receipt of the decision. The decision of the Board of Commissioners shall be final and conclusive.
6. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the County's final decision.
7. The County shall retain this RFQ and one copy of each original response received from all responding Proposers, together with copies of all documents pertaining to the selection of qualified Consultants, and award of a contract. These documents will be made a part of a file or record, which shall be open to public inspection, after proposer selection and award, is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), Proposers must mark each sheet of such information with the following legend: "This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."
  - a. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets and the exemptions from disclosure apply only "unless the public interest requires disclosure in the particular instance." Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.
  - b. In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety may be considered non-responsive.



## Board of Commissioners

P.O. Box 788 • 110 N. Court St.  
Heppner, OR 97836 • (541) 676-2529

Jim Doherty  
County Commissioner Chair  
jdoherty@co.morrow.or.us

### Request for Quotes ("RFQ") Morrow County Grant Writing Services ADDENDUM No. 2

This Addendum No. 2 ("Addendum") modifies the RFQ which Morrow County published in the Daily Journal of Commerce, East Oregonian, Tri-City Herald and Morrow County website on June 1, 2022. This Addendum modifies the RFP as described herein. All RFQ terms not specifically mentioned or affected by this Addendum remain in full force. This Addendum is hereby added as a part of the RFQ.

The RFQ is modified as described below. New language is indicated by bold print and underline. Deleted language is indicated by strikethrough.

1.

#### Calendar of Events

Dates Advertised:	June 1, 2022
Pre-Proposal Conference:	June 13, 2022
Request for Clarification Deadline:	June 17, 2022
Submission Deadline:	June 28, 2022
Notification of Interviews, if needed:	June 30, 2022
Interviews:	July 5, 2022
Anticipated Award:	July 13, 2022
Selection Protest Deadline:	July 20, 2022
<b><u>Notification of Interviews, if needed:</u></b>	<b><u>July 21, 2022</u></b>
<b><u>Interviews:</u></b>	<b><u>July 27, 2022</u></b>
<b><u>Anticipated Award:</u></b>	<b><u>August 3, 2022</u></b>
<b><u>Selection Protest Deadline:</u></b>	<b><u>August 10, 2022</u></b>

2. 4.1 Clarifications

Refer all inquiries concerning this RFQ to:

Darrell Green, County Administrator  
P.O. Box 788  
Heppner, OR 97836  
(541) 676-2529  
dgreen@co.morrow.or.us

**Jim Doherty, County Commissioner Chair**  
P.O. Box 788  
Heppner, OR 97836  
**(541) 676-5613**  
**jdoherty@co.morrow.or.us**

Proposers must acknowledge receipt of this Addendum in the space provided on the bottom of this page and return this page along with Proposal documents. Failure to do so may result in rejection of a Proposal.

The purpose of this Addendum is to answer questions, clarify information in the RFP, and make modifications to the RFP.

Any prospective Proposer who feels they have been adversely affected by these modifications must submit a written protest of this Addendum to the Single Point of Contact identified in RFP by **5:00 pm** (Pacific time) on **July 12, 2022** or protest will not be considered. Morrow County will not consider requests or protests of matters not added to or modified by this Addendum.

\*I hereby acknowledge having received this Addendum.

Authorized Signature: \_\_\_\_\_

Print name of signer: \_\_\_\_\_

Date: \_\_\_\_\_

Name of proposer: \_\_\_\_\_  
(Please Print)

## **EXHIBIT C**

### **Statement of Work Template**



**STATEMENT OF WORK – PROFESSIONAL SERVICES**

**V. *Morrow County Board of Commissioners (if required):***

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*Jim Doherty, Chair*

*Date*

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*Melissa Lindsay, Commissioner*

*Date*

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*Don Russell, Commissioner*

*Date*

No documents submitted for  
this agenda item.





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

(For BOC Use)
Item #
5a

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

Presenter at BOC: Aaron Moss

Date submitted to reviewers:

Department:

Requested Agenda Date: 12/14/2022

Short Title of Agenda Item:

Broadband Action Team Update and Fabric Data Licensee Request

(No acronyms please)

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

- Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 15
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
Liaison Commissioner 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

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)**

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

This is primarily a standard update on the Morrow County Broadband Action Team, including updates on the following categories:

- 1) Status of grant opportunities and statewide grant policy. Broadband Technical Assistance Program will be released within the next few months, and ARPA Broadband Deployment Program shortly after.
- 2) Status of infrastructure designs and planning, what is needed to advance from high-level to construction ready, and need to 'split the project.'
- 3) Status of Digital Inclusion efforts, including promotion of the Affordable Connectivity Program, social media efforts, and digital skill-building.

The piece is a request to designate an authorized licensee to obtain FCC Fabric Data in Morrow County. I will (with the help of Finance Director Ince) guide the licensee through the process to obtain the data and ensure that all addresses are accounted for and all unserved and underserved locations are accounted for.

**2. FISCAL IMPACT:**

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

Authorize \_\_\_\_\_ (To be decided) to license and obtain federal FCC Fabric Map Data on behalf of Morrow County.

Attach additional background documentation as needed.



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

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

The STIF program was established in Section 122 of House Bill 2017 to provide a dedicated source of funding for improving, maintaining, and expanding public transportation for all users. Every two years, public transportation funding is made available to support access to jobs, improve mobility, relieve congestion, and reduce greenhouse gas emission in Oregon.

Effective July 1, 2023, the STIF and Special Transportation Fund (STF) programs are consolidated and collectively known as the Statewide Transportation Improvement Fund. Key components of the STF program have been preserved in rule including as to investment priorities.

The STIF Formula fund receives 90 percent of all STIF revenues and is intended to expand and improve public transportation services for current and future transit users. STIF Formula funds may be used for public transportation purposes that support the effective planning, operation, and administration of public transportation programs.

A Governing Body may:

Accept the Advisory Committee's recommendation to approve or reject a project proposal and consider the Advisory Committee's recommended prioritized list of projects

Return it to the Advisory Committee for modifications

Modify the Advisory Committee's recommendation before submitting the STIF Plan to ODOT. If the Governing Body modifies the Advisory Committee's recommendation, it must inform any affected recipient or sub-recipient of all modifications and give an explanation for such changes.

Attached is an Executive Summary of the STIF Plan Projects and the ODOT STIF Plan FY2023-2025.

**2. FISCAL IMPACT:**

Estimated Revenue from the Statewide Transportation Improvement Fund fiscal years 2023-2025 \$835,747 plus 20% contingency.

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

Motion to approve the Morrow County Statewide Transportation Improvement Fund Plan for fiscal years 2023 to 2025, Chair Commissioner to sign signature page.

Attach additional background documentation as needed.



## Statewide Transportation Improvement Fund Allocation Estimate, Corrected, Sept. 16, 2022

### Overview

On September 6, 2022, the Public Transportation Division (PTD) communicated information regarding the FY2024-2025 and FY2026-2027 Statewide Transportation Improvement Fund (STIF) program estimates. However, these communicated estimates did not include the required adjustment to the base distribution as required by the **ORS 184.758 Distribution of moneys from Statewide Transportation Improvement Fund**.

Effective July 1, 2023, the base distribution must be adjusted to the rate of growth of the consolidated fund’s revenues relative to the rate of growth of the fund as a whole. The STIF consolidated fund grew by 15.91% between the 2019-21 biennium and 2023-25 biennium estimates or \$37 million. Therefore, the base allocation adjustment for the 24 providers will increase by an estimated \$2.6 million over the FY2024-FY2025 biennium, which is less than 1% of the consolidated program revenue. Because of the increase in the base amount, eight new providers now qualify for the adjusted base because the payroll collections received within the Qualified Entities’ jurisdictional boundary is less than the adjusted base amount.

The table below provides an overview of the growth estimates. An overview of the adjustment will be discussed at the October 3, 2022 Public Transportation Advisory Committee and the Oregon Transportation Commission is anticipated to take action on the adjustment at their November meeting.

<b>GROWTH FROM 19-21 LEVEL OF FUNDING</b>	
\$ 232.6M	19-21 Consolidate Program Revenue
\$ 269.7M	23-25 Consolidate Program Revenue
\$ 37M	Growth in Revenue 19-21 to 23-25
15.91%	Percentage of Increase (Base % Adjustment for 23-25 Allocations)

In addition, we would like all Qualified Entities and Public Transportation Service Providers to plan for funds up to and including an additional 20% of the allocation estimates, shown in the tables below. This will help to ensure that if revenues are higher than forecast, providers will receive those funds during the 2023-25 biennium.

### Introduction

ODOT has completed an update to the STIF allocation estimate. We will continue to update forecasts as we receive revised economic data. This update to the STIF forecast reflects the consolidation with the Special Transportation Fund as required by Senate Bill 1601. Revenues from cigarette taxes, ID card fees, and the non-highway gas tax are included with the payroll tax revenues. This forecast includes payroll shares and populations for 2020 and reflects expected revenues to be received.

### Estimate Assumptions

ODOT can distribute only the revenue it receives, which may be more or less than this estimate, up to each individual Qualified Entity’s (QE) approved STIF Plan funding limit for STIF Formula. Distributions typically represent tax collections from two quarters prior; for example, the July distribution (FY 21 Q1) is largely comprised of taxes collected from January through March (FY 20 Q3). Updated estimates for the Formula, Discretionary, and Intercommunity Discretionary funds for FY 24-25 (23-25 biennium) and forecasts for FY 26-27 are summarized in the table below.

<b>Fund</b>	<b>Estimate for FY 24-25</b>	<b>Forecast for FY 26-27</b>
Formula	\$242.7 M	\$266.1 M
Discretionary	\$13.5 M	\$14.8 M
Intercommunity Discretionary	\$10.8 M	\$11.8 M
Technical Resource Center	\$2.7M	\$3.0M

The tables on the following pages summarize the estimated Formula fund revenues available to each QE based on the date of distribution by fiscal year. There are tables for the consolidated program, the population based formula, and payroll based formula. Population based formula funds must be dedicated to transportation services for older adults and individuals with disabilities.

**Estimate Calculation Method**

- Gross payroll tax revenue is multiplied by projected tax payer compliance rate of 97 percent
- Fees and other taxes grow at a nominal historic rate
- Department of Revenue collection and administration costs are deducted from the gross revenue
- The result is multiplied by 90% to determine the projected Formula Fund net total
- 10.2% is allocated for population basis distribution
- The projected net total is multiplied by the QE payroll shares resulting in QE revenue estimates
- QE payroll shares are calculated using the most current annual payroll data from the Oregon Employment Department, with adjustments made to ensure each QE receives the minimum allocation

The remaining ten percent of STIF funds collected is dedicated to the Discretionary Fund (five percent), Intercommunity Discretionary Fund (four percent), and the Technical Resource Center (one percent).

**Correction: Adjustment of Base Allocation**

<b>Program Totals (Population + Payroll)</b>				
<b>Qualified Entity</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
Baker County	\$ 296,904	\$ 307,920	\$ 326,052	\$ 337,195
Basin Transit Service District	\$ 1,117,488	\$ 1,175,471	\$ 1,227,903	\$ 1,286,565
In district	\$ 878,359	\$ 923,575	\$ 965,132	\$ 1,010,875
Out of district Klamath County	\$ 239,129	\$ 251,896	\$ 262,771	\$ 275,690
Benton County	\$ 2,340,165	\$ 2,460,411	\$ 2,571,339	\$ 2,692,986
Burns Paiute Tribe	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Columbia County	\$ 628,627	\$ 661,561	\$ 690,752	\$ 724,076
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of Grand Ronde Community of Oregon	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of Siletz Indians	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of the Umatilla Indian Reservation	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of Warm Springs	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Coos County	\$ 1,154,317	\$ 1,214,052	\$ 1,268,365	\$ 1,328,798
Coquille Indian Tribe	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Cow Creek Band of Umpqua Tribe of Indians	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Crook County	\$ 425,163	\$ 442,647	\$ 466,976	\$ 484,661
Curry County	\$ 330,228	\$ 342,924	\$ 362,666	\$ 375,509
Deschutes County	\$ 4,798,843	\$ 5,045,497	\$ 5,272,903	\$ 5,522,431
Gilliam County	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Grant County Transportation District	\$ 194,378	\$ 194,236	\$ 213,151	\$ 212,934
Harney County	\$ 194,378	\$ 194,177	\$ 213,151	\$ 212,868
Hood River County Transportation District	\$ 651,259	\$ 680,144	\$ 715,398	\$ 744,616
Jefferson County	\$ 371,851	\$ 386,646	\$ 408,399	\$ 423,365
Josephine County	\$ 1,378,995	\$ 1,450,603	\$ 1,515,251	\$ 1,587,699
Klamath Tribes	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Lake County	\$ 196,106	\$ 198,712	\$ 215,051	\$ 217,707
Lane Transit District	\$ 8,245,647	\$ 8,670,454	\$ 9,060,244	\$ 9,490,010
In district	\$ 7,663,015	\$ 8,056,883	\$ 8,420,015	\$ 8,818,473
Out of district Lane County	\$ 582,633	\$ 613,571	\$ 640,230	\$ 671,536
Lincoln County	\$ 831,756	\$ 874,883	\$ 913,937	\$ 957,570
Linn County	\$ 2,452,661	\$ 2,579,364	\$ 2,694,977	\$ 2,823,161
Malheur County	\$ 602,964	\$ 632,870	\$ 662,364	\$ 692,688
Morrow County	\$ 409,526	\$ 426,221	\$ 449,795	\$ 466,682
Rogue Valley Transportation District	\$ 4,722,346	\$ 4,965,728	\$ 5,188,876	\$ 5,435,099
In district	\$ 4,212,192	\$ 4,428,480	\$ 4,628,289	\$ 4,847,096
Out of district Jackson County	\$ 510,154	\$ 537,248	\$ 560,587	\$ 588,003
Salem Area Mass Transit District	\$ 9,961,283	\$ 10,473,790	\$ 10,945,341	\$ 11,463,825
In district	\$ 6,786,415	\$ 7,134,154	\$ 7,456,775	\$ 7,808,558
Out of district Marion County	\$ 2,357,286	\$ 2,479,288	\$ 2,590,188	\$ 2,713,618
Out of district Polk County	\$ 817,581	\$ 860,348	\$ 898,378	\$ 941,649
Sherman County	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Sunset Empire Transportation District (Clatsop County)	\$ 854,172	\$ 898,211	\$ 938,558	\$ 983,112
Tillamook County Transportation District	\$ 483,271	\$ 504,140	\$ 530,822	\$ 551,922
Tri County Metropolitan Transportation District	\$ 66,766,475	\$ 70,176,573	\$ 73,361,180	\$ 76,810,861
In district	\$ 63,411,056	\$ 66,647,785	\$ 69,674,255	\$ 72,948,540
Out of district Clackamas County	\$ 2,522,731	\$ 2,653,019	\$ 2,771,968	\$ 2,903,779
Out of district Multnomah County	\$ 77,798	\$ 81,856	\$ 85,486	\$ 89,592
Out of district Washington County	\$ 754,890	\$ 793,911	\$ 829,471	\$ 868,950
Umatilla County	\$ 1,532,760	\$ 1,611,934	\$ 1,684,192	\$ 1,764,292
Umpqua Public Transportation District (Douglas County)	\$ 1,960,570	\$ 2,062,048	\$ 2,154,276	\$ 2,256,943
Union County	\$ 481,562	\$ 501,889	\$ 528,944	\$ 549,506
Wallowa County	\$ 194,378	\$ 195,374	\$ 213,151	\$ 214,178
Wasco County	\$ 577,622	\$ 602,794	\$ 634,489	\$ 659,951
Wheeler County	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Yamhill County	\$ 1,921,478	\$ 2,020,904	\$ 2,111,321	\$ 2,211,911
<b>Totals Statewide</b>	<b>\$ 118,409,703</b>	<b>\$ 124,284,710</b>	<b>\$ 130,097,632</b>	<b>\$ 136,040,928</b>

## POPULATION Formula Breakout

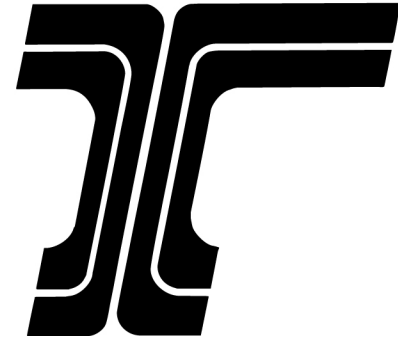
Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Basin Transit Service District	\$ 175,781	\$ 186,273	\$ 193,206	\$ 203,832
In district	\$ 99,379	\$ 105,310	\$ 109,230	\$ 115,237
Out of district Klamath County	\$ 76,402	\$ 80,963	\$ 83,976	\$ 88,594
Benton County	\$ 241,043	\$ 255,431	\$ 264,938	\$ 279,508
Burns Paiute Tribe	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Columbia County	\$ 133,176	\$ 141,125	\$ 146,378	\$ 154,428
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of Grand Ronde Community of Oregon	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of Siletz Indians	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of the Umatilla Indian Reservation	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of Warm Springs	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Coos County	\$ 164,425	\$ 174,240	\$ 180,725	\$ 190,664
Coquille Indian Tribe	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Cow Creek Band of Umpqua Tribe of Indians	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Crook County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Curry County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Deschutes County	\$ 502,054	\$ 532,021	\$ 551,823	\$ 582,171
Gilliam County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Grant County Transportation District	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Harney County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Hood River County Transportation District	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Jefferson County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Josephine County	\$ 223,078	\$ 236,394	\$ 245,192	\$ 258,677
Klamath Tribes	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Lake County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Lane Transit District	\$ 969,831	\$ 1,027,721	\$ 1,065,972	\$ 1,124,596
In district	\$ 801,749	\$ 849,606	\$ 881,228	\$ 929,692
Out of district Lane County	\$ 168,082	\$ 178,115	\$ 184,744	\$ 194,905
Lincoln County	\$ 127,620	\$ 135,237	\$ 140,271	\$ 147,985
Linn County	\$ 325,690	\$ 345,131	\$ 357,977	\$ 377,664
Malheur County	\$ 81,132	\$ 84,722	\$ 89,003	\$ 92,708
Morrow County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Rogue Valley Transportation District	\$ 565,378	\$ 599,126	\$ 621,425	\$ 655,601
In district	\$ 417,730	\$ 442,664	\$ 459,140	\$ 484,391
Out of district Jackson County	\$ 147,648	\$ 156,462	\$ 162,285	\$ 171,210
Salem Area Mass Transit District	\$ 1,097,418	\$ 1,162,923	\$ 1,206,207	\$ 1,272,543
In district	\$ 594,136	\$ 629,600	\$ 653,034	\$ 688,948
Out of district Marion County	\$ 337,390	\$ 357,529	\$ 370,836	\$ 391,231
Out of district Polk County	\$ 165,892	\$ 175,794	\$ 182,337	\$ 192,365
Sherman County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Sunset Empire Transportation District (Clatsop County)	\$ 104,010	\$ 110,219	\$ 114,321	\$ 120,608
Tillamook County Transportation District	\$ 78,470	\$ 78,925	\$ 86,048	\$ 86,499
Tri County Metropolitan Transportation District	\$ 4,652,506	\$ 4,930,215	\$ 5,113,716	\$ 5,394,950
In district	\$ 4,203,714	\$ 4,454,634	\$ 4,620,434	\$ 4,874,540
Out of district Clackamas County	\$ 331,287	\$ 351,062	\$ 364,128	\$ 384,154
Out of district Multnomah County	\$ 14,594	\$ 15,465	\$ 16,041	\$ 16,923
Out of district Washington County	\$ 102,911	\$ 109,054	\$ 113,113	\$ 119,334
Umatilla County	\$ 202,781	\$ 214,885	\$ 222,883	\$ 235,141
Umpqua Public Transportation District (Douglas County)	\$ 281,604	\$ 298,413	\$ 309,520	\$ 326,542
Union County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Wallowa County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Wasco County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Wheeler County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Yamhill County	\$ 272,794	\$ 289,077	\$ 299,836	\$ 316,326
<b>Totals Statewide</b>	<b>\$ 12,082,064</b>	<b>\$ 12,685,351</b>	<b>\$ 13,274,600</b>	<b>\$ 13,885,603</b>



## PAYROLL Formula Breakout

Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 218,434	\$ 229,450	\$ 240,004	\$ 251,146
Basin Transit Service District	\$ 941,707	\$ 989,198	\$ 1,034,697	\$ 1,082,734
In district	\$ 778,981	\$ 818,265	\$ 855,902	\$ 895,638
Out of district Klamath County	\$ 162,727	\$ 170,933	\$ 178,795	\$ 187,096
Benton County	\$ 2,099,122	\$ 2,204,980	\$ 2,306,401	\$ 2,413,478
Burns Paiute Tribe	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Columbia County	\$ 495,451	\$ 520,436	\$ 544,375	\$ 569,648
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of Grand Ronde Community of Oregon	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of Siletz Indians	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of the Umatilla Indian Reservation	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of Warm Springs	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Coos County	\$ 989,892	\$ 1,039,812	\$ 1,087,639	\$ 1,138,134
Coquille Indian Tribe	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Cow Creek Band of Umpqua Tribe of Indians	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Crook County	\$ 346,694	\$ 364,177	\$ 380,928	\$ 398,613
Curry County	\$ 251,758	\$ 264,454	\$ 276,618	\$ 289,460
Deschutes County	\$ 4,296,790	\$ 4,513,476	\$ 4,721,080	\$ 4,940,260
Gilliam County	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Grant County Transportation District	\$ 115,908	\$ 115,767	\$ 127,102	\$ 126,885
Harney County	\$ 115,908	\$ 115,707	\$ 127,102	\$ 126,820
Hood River County Transportation District	\$ 572,789	\$ 601,675	\$ 629,349	\$ 658,568
Jefferson County	\$ 293,381	\$ 308,176	\$ 322,351	\$ 337,316
Josephine County	\$ 1,155,917	\$ 1,214,210	\$ 1,270,059	\$ 1,329,023
Klamath Tribes	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Lake County	\$ 117,637	\$ 120,243	\$ 129,003	\$ 131,659
Lane Transit District	\$ 7,275,816	\$ 7,642,733	\$ 7,994,272	\$ 8,365,413
In district	\$ 6,861,266	\$ 7,207,277	\$ 7,538,787	\$ 7,888,781
Out of district Lane County	\$ 414,550	\$ 435,456	\$ 455,485	\$ 476,632
Lincoln County	\$ 704,136	\$ 739,645	\$ 773,667	\$ 809,585
Linn County	\$ 2,126,971	\$ 2,234,233	\$ 2,337,000	\$ 2,445,498
Malheur County	\$ 521,832	\$ 548,148	\$ 573,361	\$ 599,980
Morrow County	\$ 331,056	\$ 347,751	\$ 363,747	\$ 380,634
Rogue Valley Transportation District	\$ 4,156,967	\$ 4,366,602	\$ 4,567,450	\$ 4,779,498
In district	\$ 3,794,461	\$ 3,985,815	\$ 4,169,149	\$ 4,362,705
Out of district Jackson County	\$ 362,506	\$ 380,787	\$ 398,302	\$ 416,793
Salem Area Mass Transit District	\$ 8,863,865	\$ 9,310,867	\$ 9,739,134	\$ 10,191,282
In district	\$ 6,192,279	\$ 6,504,554	\$ 6,803,741	\$ 7,119,610
Out of district Marion County	\$ 2,019,896	\$ 2,121,759	\$ 2,219,352	\$ 2,322,387
Out of district Polk County	\$ 651,690	\$ 684,554	\$ 716,041	\$ 749,284
Sherman County	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Sunset Empire Transportation District (Clatsop County)	\$ 750,162	\$ 787,993	\$ 824,238	\$ 862,503
Tillamook County Transportation District	\$ 404,802	\$ 425,216	\$ 444,774	\$ 465,423
Tri County Metropolitan Transportation District	\$ 62,113,968	\$ 65,246,357	\$ 68,247,464	\$ 71,415,911
In district	\$ 59,207,343	\$ 62,193,151	\$ 65,053,820	\$ 68,074,000
Out of district Clackamas County	\$ 2,191,444	\$ 2,301,958	\$ 2,407,840	\$ 2,519,626
Out of district Multnomah County	\$ 63,204	\$ 66,391	\$ 69,445	\$ 72,669
Out of district Washington County	\$ 651,978	\$ 684,857	\$ 716,358	\$ 749,616
Umatilla County	\$ 1,329,979	\$ 1,397,049	\$ 1,461,309	\$ 1,529,151
Umpqua Public Transportation District (Douglas County)	\$ 1,678,965	\$ 1,763,635	\$ 1,844,756	\$ 1,930,401
Union County	\$ 403,092	\$ 423,420	\$ 442,896	\$ 463,457
Wallowa County	\$ 115,908	\$ 116,904	\$ 127,102	\$ 128,130
Wasco County	\$ 499,152	\$ 524,324	\$ 548,441	\$ 573,903
Wheeler County	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Yamhill County	\$ 1,648,684	\$ 1,731,827	\$ 1,811,485	\$ 1,895,584
<b>Totals Statewide</b>	<b>\$ 106,327,638</b>	<b>\$ 111,599,359</b>	<b>\$ 116,823,032</b>	<b>\$ 122,155,324</b>

# Oregon Department of Transportation



## STIF Plan 2023-25

- [STIF Program Guidebook](#)
- [STIF Plan Application Instructions](#)

For alternative formats / accessibility questions please reach out to: The Regional Transit Coordinator in your region or Brian Roth: [brian.roth@odot.oregon.gov](mailto:brian.roth@odot.oregon.gov)

### 1. Qualified Entity

#### Qualified Entity Name

Morrow County

#### Qualified Entity Address

110 N. Court St.

Address Line 1

Hepner	Oregon	97836
City	State	Zip Code

#### STIF Plan Contact Name

Katie Imes

#### STIF Plan Contact Title

Transit Manager

#### STIF Plan Contact Email

kimes@co.morrow.or.us

#### STIF Plan Contact Phone Number

(541) 676-5667

#### Employer Identification Number (EIN)

93-6002308

Will any of the projects in this STIF Plan use funds jointly managed with one or more other Qualified Entities?

No

## 1.2 Sub-Recipients in STIF Plan

### Provider 1

Are any Sub-Recipients included in this STIF Plan?

No

Provider Name

Morrow County

## 2. Advisory Committees

### 2.1 Advisory Committee Website

By checking this box, I agree that all Advisory Committee requirements of OARs 732-040-0030, 732-040-0035 and 732-042-0020 have been met, including, but not limited to: required constituencies, written bylaws, public meetings, and STIF Plan project review and prioritization.

Advisory Committee Web Address

<https://www.co.morrow.or.us/theloop/page/morrow-county-public-transit-advisory-committee>

Did the QE's Advisory Committee or Governing Body convene an optional work group as outlined in OAR 732-040-0030?

Yes

No

## 3. Local Plan Compliance

### 3.1 Existing Local Plans from which project(s) are derived.

#### Local Plan 1

Local Plan Name

Morrow County Coordinated Human Services Transportation Plan

Governing Body that adopted Local Plan

Morrow County Commissioners

Plan Adoption Date

10/19/2022

Local Plan Web Address

<https://www.co.morrow.or.us/theloop/page/transit-development-plan>

#### Local Plan 2

Local Plan Name

Hermiston-Boardman Connector/Boardman-Port of Morrow Circular Report

Governing Body that adopted Local Plan

Morrow County Commissioners

Plan Adoption Date

9/15/2021

Local Plan Web Address

### 3.2 Local Plan requirements

I agree that all Local Plans are consistent with the STIF requirements specified in OAR 732-040-0005(18)

Yes

No, one or more Local Plans are not yet consistent with STIF rule requirements.

### 4. Accountability

*You may insert a web address in place of a description or document upload, as long as the information is sufficient enough to warrant approval of the STIF Plan and comply with STIF Rule.*

#### 4.1 Accountability methods

By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance with OAR 732, Divisions 40 and 42 is met, and to achieve the goals and outcomes specified in this STIF Plan, including, but not limited to: program and financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal laws, civil rights, and compliance with ADA.

By checking this box, I affirm that all of the necessary policies and procedures are in place to provide reasonable assurance that compliance of all Sub-Recipients with OAR 732, Divisions 40 and 42 is met to achieve the goals and outcomes specified in this STIF Plan, address deficiencies in Sub-Recipient performance, and to provide reasonable assurance that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to: audit and compliance requirements, accounting requirements, capital asset requirements, and reporting requirements.

#### 4.2 Sub-Allocation method

By checking this box, I affirm that all data used to develop the sub-allocation method was shared with each Public Transportation Service Provider and other potential sub-recipients, as relevant.

Describe the Qualified Entity's method for sub-allocating STIF Formula Fund moneys and the collaborative process used to work with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop the sub-allocation method.

N/A

*Limit 1000 Characters*

#### 4.3 High Percentage of Low-Income Households

Explain how the STIF Plan defines and identifies communities with a high percentage of Low-Income Households.

An area is determined to have a high percentage of low-income households when its proportion of population with income is at or below 200% of the Federal poverty level and is greater than the State of Oregon's as a whole. Morrow County identifies low-income households through Census.gov database. Through referencing this data, Morrow County has identified four communities with low income households, they are Boardman 44.1%, Irrigon 43.7%, Lexington 34.25% and Heppner 35.63%. Oregon's average of low-income households is 35%, therefore each of these communities is defined to have a high percentage of low-income households.

Limit 1000 Characters

## 5. STIF Plan Period and Adoption

### 5.1 Period Covered By STIF Plan

Provide start and end dates for projects proposed for funding in this STIF Plan. The earliest possible start date is July 1, 2023.

**Start Date:**

7/1/2023

**End Date**

6/30/2025

### 5.2 STIF Plan Adoption

**STIF Plan Advisory Committee recommendation date**

10/18/2022

**STIF Plan Governing Body adoption date**

12/14/2022

**Website where Governing Body adoption document is located**

<https://www.co.morrow.or.us/theloop/page/mc-public-transit-advisory-committee-meeting-minutes>

**Did the Governing Body modify the Advisory Committee's recommended STIF Plan?**

No

## 6. Projects

Beginning this cycle, you may now upload Sub-Recipient Project Applications instead of manually entering the information for each sub-recipient. All uploaded Sub-Recipient Project Applications must be approved by the Qualified Entity's Governing Body, and will be recognized as part of the Qualified Entity's STIF Plan.

In addition to this, any Qualified Entities with their own STIF Plan projects may enter that information directly into the STIF Plan, or may choose to upload their own Sub-Recipient Project Application. In all cases, you cannot split information for a single entity between the STIF Plan and an uploaded Sub-Recipient Project Application. All project information for a given entity must be contained either solely within the Sub-Recipient Project Application or STIF Plan itself.

**Important note:** If you'd like to use this optional upload feature, please enter the total amount from each Sub-Recipient Project Application in the conditional boxes that will appear below (this information can be found in the last section of the Sub-Recipient Project Application). This will ensure that the sum of all Qualified Entity and sub-recipient projects are included in STIF Plan section 7. STIF Plan Summary.

**Would you like to upload any approved Sub-Recipient Project Applications for this STIF Plan?**

Yes

No

## 6.1 Project Detail Entry

### Project 1

#### Qualified Entity or Sub-Recipient Name

Morrow County

#### Project Name

Match for Capital Projects

#### Limit 50 characters

#### Project Description

Funds capital projects in the following priority:

- 1) Up to \$26,000 for local match on capital vehicles;
- 2) Up to \$50,000 for local match to develop and construction of a bus barn/transit facility;
- 3) Up to \$45,000 for bus stop signage, shelters, and passenger amenities;

#### Limit 1000 Characters

#### Is this project intended for services benefiting seniors and individuals with disabilities (formerly STF)?

Yes

No

#### Do you plan to expend funding in a future STIF

#### Plan period?

Yes

No

## Project budget share to improve, expand or maintain public transportation service

#### Improve or Expand Service

90%

#### Maintain Service

10%

#### If project is maintaining an existing service, describe rationale.

maintain safe, reliable fleet for our demand response program.

#### Limit 500 Characters

#### Local Plan from which this project is derived:

Morrow County Coordinated Human Services Public Transportation Plan

#### Local Plan page number

pg. 50

## Multi-Phase Project

Is your project part of a larger, multi-phase

Project Timeline

project?

Yes

2021-2026

2021-2026

Total Project Budget (All Phases)

\$2,848,000.00

Other Planned Funding Sources

STIF  Federal  Other State  Local

Phase represented in current STIF Plan

Phase II - New Transit Facility - Project Administration

Example: This is phase one of the project, which includes service start up and service element refinement.

Limit 200 Characters

## 6.1.1 Project Scope

### Task 1

#### Task Description

Local match for one vehicle as follows:

- 1 - Cat. E3 van (replacement for demand response service)
- 2- Cat. E vans (replacement for demand response service)

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

Limit 250 Characters

#### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

By checking this box, I affirm that all projects requesting funds for capital expenses are in compliance with the Capital Asset Requirements outlined in OAR 732-042-0040.

What type of capital vehicle purchases are included in this task?

- Replacement
- Expansion
- Lease
- Rebuild
- Vehicle Overhaul

## Vehicle Replacement 11.12

### Replacement Vehicle Information

#### 1. Vehicles to be Replaced

Year	Make/Model	Category	VIN	Total Seats / ADA Seats	Current Miles
2,018	Dodge/Caravan	E (11.XX.15 )	2C7WDGBG1JR22498 6	4/1 Ex. 24/2	93,242
2,016	Dodge/Caravan	E (11.XX.15 )	2C4RDGBG3GR14367 0	7/0 Ex. 24/2	117,627
2,015	Dodge/Caravan	E (11.XX.15 )	2C4RDGCG8FR56999 6	7/0 Ex. 24/2	129,687

#### 2. Condition of Vehicles

VIN	Condition	Vehicle Maintenance History (Issues, Repairs, etc.)
2C7WDGBG1JR224986	Adequate	Regular preventative maintenance, Annual DOT inspections, Annual wheelchair ramp inspections, and rock chip repairs.
2C4RDGBG3GR143670	Marginal	Regular preventative maintenance, Annual DOT inspections, and rock chip repairs.
2C4RDGCG8FR569996	Marginal	Regular preventative maintenance, Annual DOT inspections, and rock chip repairs.

### 11.12 Vehicle Information

Vehicle ALI	Make/Mod	Quanti	Cost Each	Total Leng	# of	# of Fuel System
-------------	----------	--------	-----------	------------	------	------------------



el	ty	h	seats / # ADA stations	seats m with ADA deployed				
11.12.15 Vans	Chrysler/Pacifica	1	\$75,000.00	\$75,000.00	<20'	5/1 eg 20/2	5	Hybrid-Gas
11.12.15 Vans	Toyota/Se nnia	2	\$45,000.00	\$90,000.00	<20'	7/0 eg 20/2	7	Hybrid-Gas

**\$165,000.00**  
0

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$26,000.00				\$26,000.00
Federal	\$0.00				\$0.00
Other State	\$0.00				\$0.00
Local	\$0.00				\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00
Prior Biennia Program Reserve					\$0.00
	<b>\$26,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,000.00</b>

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

#### Outcome Measure 1

##### All Project Types

##### Other Measure

Capital Improvements Completed

##### Number of Units:

3

### Task 2

#### Task Description

Local match for the development and construction of a bus barn/transit facility

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

#### Limit 250 Characters

##### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

## Project Administration Task Category

**Task Category Amount**

\$50,000.00

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$50,000.00				\$50,000.00
Federal	\$0.00				\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00
Prior Biennia Program Reserve					\$0.00
	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00

By checking this box, I confirm that this project task is only funded by STIF.

### 6.1.3 Outcome Measures

#### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

**Outcome Measure 1**

**All Project Types**

**Other Measure**

Plans Created

Number of Units:

1

### Task 3

#### Task Description

This project is to provide bus stop shelters, signage, and installation of passenger amenities. These improvements will benefit all riders including students grades 9-12 who will be first-time target constituents of Morrow County public transit.

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

#### Limit 250 Characters

#### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

By checking this box, I affirm that all projects requesting funds for capital expenses are in compliance with the Capital Asset Requirements outlined in OAR 732-042-0040.

### Signs/Shelters Purchase

#### Signs/Shelters Information

Description	Quantity	Unit Cost	Total Cost
Shelters	4	\$8,000.00	\$32,000.00

Shelter Installation	4	\$1,000.00	\$4,000.00
Signs (includes poles and installation)	15	\$600.00	\$9,000.00

**\$45,000.00**

## 6.1.2 Expenditure Estimates

### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$22,500.00	\$22,500.00			\$45,000.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00
Prior Biennia Program Reserve					\$0.00
	<b>\$22,500.00</b>	<b>\$22,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

**Outcome Measure 1**

**All Project Types**

**Other Measure**

Capital Improvements Completed

**Number of Units:**

4 bus stop shelters and 15 bus stop signs

**6.2 Allocation of STIF funds by project**

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

**STIF Criteria**

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

**FY 2024 STIF Total**  
\$98,500.00

**FY 2025 STIF Total**  
\$22,500.00

**Fund Allocation (Must not exceed 100% per criterion per fiscal year)**

*If some criteria don't apply, fill in with zeros. Do not add or remove additional criterion.*

<b>Criterion</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
Criterion 1	45.0%	15.0%		
Criterion 2	15.0%	45.0%		

Criterion 3	0.0%	0.0%
Criterion 4	0.0%	0.0%
Criterion 5	15.0%	15.0%
Criterion 6	10.0%	10.0%
Criterion 7	5.0%	5.0%
Criterion 8	10.0%	10.0%

100.00%      100.00%      0.00%      0.00%

### 6.3 Oregon Public Transportation Plan Goals

*Select at least one goal.*

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

**Select the OPTP goals that apply to your STIF Plan Projects.**

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

### 6.4 Project Summary

**Project Name**

Match for Capital Projects

**STIF Project Grand Total**

\$121,000.00

*Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve*

**FY 2024 STIF Project**

**Total**  
\$98,500.00

**FY 2025 STIF Project**

**Total**  
\$22,500.00

*Includes FY 21-23  
Unspent Funds, Interest  
Accrued, Program  
Reserve*

*Includes FY 21-23  
Unspent Funds, Interest  
Accrued, Program  
Reserve*

---

## **Funds Supporting Student Transportation**

**FY 2024 percent of STIF  
Funds supporting  
student transportation**  
5%

**FY 2025 percent of  
STIF Funds supporting  
student transportation**  
5%

---

## **Funds Supporting Older and Disabled Persons Transportation**

---

### **Funds from Previous Biennia**

**FY 2024 STIF Funds  
From Previous Cycle**  
\$0.00

*Includes FY 21-23  
Unspent Funds, Interest  
Accrued, Program  
Reserve*

**FY 2025 STIF Funds  
From Previous Cycle**  
\$0.00

*Includes FY 21-  
23 Unspent Funds,  
Interest Accrued,  
Program Reserve*

### **Project 2**

**Qualified Entity or Sub-Recipient Name**

Morrow County

**Project Name**

Capital Reserve

**Limit 50 characters**

**Project Description**

Preserving capital investments by STIF Discretionary and Formula. In order of priority, the following projects will have our remaining resources (and those carried over) placed in reserve.

- 1) Unanticipated match requirement increases;
- 2) Unanticipated equipment investments;
- 3) Capital Replacement Plan.

**Limit 1000 Characters**

**Is this project intended for services benefiting seniors and individuals with disabilities (formerly STF)?**



Yes

No

**Do you plan to expend funding in a future STIF**

**Plan period?**

Yes

No

## Project budget share to improve, expand or maintain public transportation service

**Improve or Expand Service**

50%

**Maintain Service**

50%

**If project is maintaining an existing service, describe rationale.**

In the event Morrow County requires additional match, equipment or vehicle replacement/expansion, this project will assist with any unanticipated shortfall. All tasks will support our demand response program and our fixed route program.

**Limit 500 Characters**

**Local Plan from which this project is derived:**

Morrow County Coordinated Human Services Transportation Plan

**Local Plan page number**

pg. 50

## Multi-Phase Project

**Is your project part of a larger, multi-phase project?**

No

## 6.1.1 Project Scope

### Task 1

#### Task Description

Match requirements for State and Federal grant opportunities.

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

**Limit 250 Characters**

#### Category

Communications 44.26.14

Equipment Purchase

- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

## Program Reserve Task Category

Task Category Amount

\$20,000.00

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF					\$0.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00

Prior Biennia  
Program  
Reserve

\$10,000.00

\$10,000.00

\$20,000.00

\$10,000.00

\$10,000.00

\$0.00

\$0.00

\$20,000.00

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

#### Outcome Measure 1

##### All Project Types

##### Other Measure

Reserve Funds Created

##### Number of Units:

N/A

## Task 2

### Task Description

Capital equipment investments

### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

### Limit 250 Characters

#### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00

- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

By checking this box, I affirm that all projects requesting funds for capital expenses are in compliance with the Capital Asset Requirements outlined in OAR 732-042-0040.

## Equipment Purchase

### Equipment Information

Description	Quantity	Unit Cost	Total Cost
General equipment that supports transit operations	1	\$20,000.00	\$20,000.00
			<b>\$20,000.00</b>

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF					\$0.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00
Prior Biennia Program Reserve	\$10,000.00	\$10,000.00			\$20,000.00

\$10,000.00

\$10,000.00

\$0.00

\$0.00

\$20,000.00

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

#### Outcome Measure 1

##### All Project Types

##### Other Measure

Reserve Funds Created

##### Number of Units:

N/A

### Task 3

#### Task Description

Capital Replacement Plan

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

#### Limit 250 Characters

##### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

## Program Reserve Task Category

Task Category Amount

\$20,000.00

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF					\$0.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00
Prior Biennia Program Reserve	\$10,000.00	\$10,000.00			\$20,000.00
	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

By checking this box, I confirm that this project task is only funded by STIF.

### 6.1.3 Outcome Measures

#### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

Outcome Measure 1

## All Project Types

### Other Measure

Reserve Funds Created

### Number of Units:

N/A

## 6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#).  
More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

### STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

**FY 2024 STIF Total**  
\$30,000.00

**FY 2025 STIF Total**  
\$30,000.00

## Fund Allocation (Must not exceed 100% per criterion per fiscal year)

*If some criteria don't apply, fill in with zeros. Do not add or remove additional criterion.*

Criterion	FY 2024	FY 2025	FY 2026	FY 2027
Criterion 1	20.0%	20.0%		

Criterion 2	10.0%	10.0%		
Criterion 3	0.0%	0.0%		
Criterion 4	0.0%	0.0%		
Criterion 5	30.0%	30.0%		
Criterion 6	5.0%	5.0%		
Criterion 7	5.0%	5.0%		
Criterion 8	30.0%	30.0%		
	<b>100.00%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>

### 6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

**Select the OPTP goals that apply to your STIF Plan Projects.**

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

### 6.4 Project Summary

**Project Name**

Capital Reserve

**STIF Project Grand Total**

\$60,000.00

*Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve*



<b>FY 2024 STIF Project</b>	<b>FY 2025 STIF Project</b>
<b>Total</b>	<b>Total</b>
\$30,000.00	\$30,000.00
<i>Includes FY 21-23</i>	<i>Includes FY 21-23</i>
<i>Unspent Funds, Interest</i>	<i>Unspent Funds, Interest</i>
<i>Accrued, Program</i>	<i>Accrued, Program</i>
<i>Reserve</i>	<i>Reserve</i>

## Funds Supporting Student Transportation

<b>FY 2024 percent of STIF</b>	<b>FY 2025 percent of</b>
<b>Funds supporting</b>	<b>STIF Funds supporting</b>
<b>student transportation</b>	<b>student transportation</b>
5%	5%

## Funds Supporting Older and Disabled Persons Transportation

### Funds from Previous Biennia

<b>FY 2024 STIF Funds</b>	<b>FY 2025 STIF Funds</b>
<b>From Previous Cycle</b>	<b>From Previous Cycle</b>
\$30,000.00	\$30,000.00
<i>Includes FY 21-23</i>	<i>Includes FY 21-</i>
<i>Unspent Funds, Interest</i>	<i>23 Unspent Funds,</i>
<i>Accrued, Program</i>	<i>Interest Accrued,</i>
<i>Reserve</i>	<i>Program Reserve</i>

### **Project 3**

**Qualified Entity or Sub-Recipient Name**

Morrow County

**Project Name**

Operations Projects

**Limit 50 characters**

**Project Description**

Delivers the operations and match for Morrow County Public Transit - The Loop program necessary to preserve and expand existing services in the following priority.

**Limit 1000 Characters**

**Is this project intended for services benefiting seniors and individuals with disabilities (formerly STF)?**

Yes

No

**Do you plan to expend funding in a future STIF Plan period?**

Yes

No

## Project budget share to improve, expand or maintain public transportation service

**Improve or Expand Service**

30%

**Maintain Service**

70%

**If project is maintaining an existing service, describe rationale.**

Retain drivers and maintain operations for demand response program.

**Limit 500 Characters**

**Local Plan from which this project is derived:**

Morrow County Coordinated Human Services Public Transportation Plan

**Local Plan page number**

pg. 49 & 50

## Multi-Phase Project

**Is your project part of a larger, multi-phase project?**

No

## 6.1.1 Project Scope

### Task 1

#### Task Description

Supports the ongoing expenses of delivering public transit services in Morrow County that were established under the first cycle of STIF Formula, STIF Discretionary awards and STF Formula.

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

**Limit 250 Characters**

#### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00

- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

**Specify the mode that this task will support.**

- Fixed Route
- Demand Response

## Operations Task Category

**Task Category Amount**

\$582,000.00

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$232,004.00	\$232,004.00			\$464,008.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds	\$58,996.00	\$58,996.00			\$117,992.00
Prior Biennia Interest Accrued	\$0.00				\$0.00

Prior Biennia  
Program  
Reserve

\$0.00

\$0.00

\$0.00

\$291,000.00

\$291,000.00

\$0.00

\$0.00

\$582,000.00

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Minimum required measures for operations tasks

Revenue Miles

48,000

Revenue Hours

2,400.00

Rides

1,200

Number of people with access to transit (within ½ mile of transit stop for fixed route)

0

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

0

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

No

Is this project supporting services for older adults and people with disabilities?

Yes

## Outcome Measures for Older Adults and People with Disabilities

Outcome 1 Placeholder for older adults and people with disabilities

Operations for Demand Response Service

## Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

### Task 2

Task Description

Provides the match for 5310,5311 and STIF Discretionary grant programs.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

**Limit 250 Characters**

**Category**

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

**Program Reserve Task Category**

**Task Category Amount**

\$330,445.00

**6.1.2 Expenditure Estimates**

**Expenditures by Fund Source and Fiscal Year**

*Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. Do not select more than eight fund sources.*

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$165,222.50	\$165,222.50			\$330,445.00
Federal	\$430,200.00	\$271,671.00			\$701,871.00
Other State	\$686,000.00	\$686,000.00			\$1,372,000.00
Local					\$0.00
Other Funds					\$0.00

Prior Biennia STIF Funds	\$16,708.50	\$16,708.50	\$33,417.00
Prior Biennia Interest Accrued	\$5,836.00	\$5,836.00	\$11,672.00
Prior Biennia Program Reserve	\$0.00	\$0.00	\$0.00

**\$1,303,967.00    \$1,145,438.00    \$0.00    \$0.00    \$2,449,405.00**

By checking this box, I confirm that this project task is only funded by STIF.

### 6.1.3 Outcome Measures

#### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

#### Outcome Measure 1

##### All Project Types

##### Other Measure

Reserve Funds Created

##### Number of Units:

N/A

#### Task 3

##### Task Description

Development and delivery of brand materials for promotion, outreach, and marketing.

##### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

##### Limit 250 Characters

##### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase

- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

## Communications Task Category

Task Category Amount

\$15,000.00

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

*Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. Do not select more than eight fund sources.*

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$7,500.00	\$7,500.00			\$15,000.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00

Prior Biennia  
Program  
Reserve

\$0.00

\$7,500.00

\$7,500.00

\$0.00

\$0.00

\$15,000.00

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

#### Outcome Measure 1

##### Communications

Number of impressions (# of times a person receives the information, tracked by advertisers) or other measures that indicate how many people receive information about transit service.

3,000

Number of new users due to communications (could be determined by asking a question about how the rider learned about this service as part of a regular onboard survey)

500

#### All Project Types

##### Other Measure

Marketing Materials Created

##### Number of Units:

N/A

## Task 4

### Task Description

Driver Professional Development Program - CDL Assistance

### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

### Limit 250 Characters

### Category

Communications 44.26.14



- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00
- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

## Program Reserve Task Category

Task Category Amount

\$12,000.00

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$6,000.00	\$6,000.00			\$12,000.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00

Prior Biennia  
Program  
Reserve

\$0.00

\$6,000.00

\$6,000.00

\$0.00

\$0.00

\$12,000.00

By checking this box, I confirm that this project task is only funded by STIF.

## 6.1.3 Outcome Measures

### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

#### Outcome Measure 1

##### All Project Types

##### Other Measure

FTEs/Contractors Added

##### Number of Units:

2

### Task 5

#### Task Description

Contracted Services with Good Shepherd Medical System - CareVan Transportation. This service provides residents living in Boardman and Irrigon free transit to Good Shepherd Medical Facilities.

#### Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

#### Limit 250 Characters

##### Category

- Communications 44.26.14
- Equipment Purchase
- Facility Purchase
- Mobility Management 11.7L.00
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Program Reserve 11.73.00

- Project Administration 11.79.00
- Signs/Shelters Purchase
- Vehicle Purchase 111-00
- Capital 117-00 Other Capital Items (Bus)

## Project Administration Task Category

### 6.1.2 Expenditure Estimates

#### Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. **Do not select more than eight fund sources.**

Fund Type	FY 2024	FY 2025	FY 2026	FY 2027	Total
STIF	\$6,500.00	\$6,500.00			\$13,000.00
Federal					\$0.00
Other State					\$0.00
Local					\$0.00
Other Funds					\$0.00
Prior Biennia STIF Funds					\$0.00
Prior Biennia Interest Accrued					\$0.00
Prior Biennia Program Reserve					\$0.00
	<b>\$6,500.00</b>	<b>\$6,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,000.00</b>

By checking this box, I confirm that this project task is only funded by STIF.

### 6.1.3 Outcome Measures

#### Outcome Measures

Please select at least one outcome measure that best reflects the benefit of this task.

## Outcome Measure 1

### All Project Types

#### Other Measure

Services Added

#### Number of Units:

4

## 6.2 Allocation of STIF funds by project

Please identify what percentage of this STIF project budget is allocated to each of the criteria listed below by fiscal year.

Note: More information about requirements for criterion #7 can be found in [OAR 732-042-0015\(3\)\(j\)](#). More information about requirements for criterion #8 can be found in [OAR 732-042-0010\(1\)\(a\)](#).

### STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.
8. Services for older adults and people with disabilities.

**FY 2024 STIF Total**  
\$498,767.00

**FY 2025 STIF Total**  
\$498,767.00

## Fund Allocation (Must not exceed 100% per criterion per fiscal year)

*If some criteria don't apply, fill in with zeros. Do not add or remove additional criterion.*

Criterion	FY 2024	FY 2025	FY 2026	FY 2027
-----------	---------	---------	---------	---------

Criterion 1	30.0%	30.0%
Criterion 2	10.0%	10.0%
Criterion 3	0.0%	0.0%
Criterion 4	0.0%	0.0%
Criterion 5	10.0%	10.0%
Criterion 6	10.0%	10.0%
Criterion 7	5.0%	5.0%
Criterion 8	35.0%	35.0%

100.00%      100.00%      0.00%      0.00%

### 6.3 Oregon Public Transportation Plan Goals

*Select at least one goal.*

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

**Select the OPTP goals that apply to your STIF Plan Projects.**

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

### 6.4 Project Summary

**Project Name**

Operations Projects

**STIF Project Grand Total**

\$997,534.00

*Includes FY 21-23 Unspent*

Funds, Interest Accrued, Program Reserve

<b>FY 2024 STIF Project Total</b>	<b>FY 2025 STIF Project Total</b>
\$498,767.00	\$498,767.00
<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>	<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>

---

## Funds Supporting Student Transportation

<b>FY 2024 percent of STIF Funds supporting student transportation</b>	<b>FY 2025 percent of STIF Funds supporting student transportation</b>
5%	5%

---

## Funds Supporting Older and Disabled Persons Transportation

---

### Funds from Previous Biennia

<b>FY 2024 STIF Funds From Previous Cycle</b>	<b>FY 2025 STIF Funds From Previous Cycle</b>
\$81,540.50	\$81,540.50
<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>	<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>

### **Project 4**

**Qualified Entity or Sub-Recipient Name**

Morrow County

**Project Name**

Operations Reserve

**Limit 50 characters**

**Project Description**

Preserving services created by STIF Discretionary and Formula. In order of priority, the following projects will have our remaining resources (and those carried over) placed in reserve:

- 1) Demand Response Program - Operations
- 1) Boardman/Port of Morrow Circular
- 2) Heppner to Boardman Connector
- 3) Hermiston to Boardman Connector
- 5) Other emerging opportunities to come before the QE and Advisory Committee.

**Limit 1000 Characters**

**Is this project intended for services benefiting seniors and individuals with disabilities (formerly STF)?**

- Yes  
 No

**Do you plan to expend funding in a future STIF Plan period?**

- Yes  
 No

**If yes, what is the expenditure amount?**

\$253,514.00

*This will be added to the total amount of STIF funds requested.*

**What is the project type that you are carrying forward funds for?**

- Vehicle Purchase 111-00
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Project Administration 11.79.00
- Mobility Management 11.7L.00
- Communications 44.26.14
- Program Reserve 11.73.00
- Capital 117-00 Other Capital Items (Bus)

## 6.4 Project Summary

**Project Name**

Operations Reserve

**STIF Project Grand Total**

\$253,514.00

*Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve*

**FY 2024 STIF Project Total**

**FY 2025 STIF Project Total**

\$0.00	\$0.00
<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>	<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>

---

**Funds Supporting Student Transportation**

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**Funds Supporting Older and Disabled Persons Transportation**

---

**Funds from Previous Biennia**

<b>FY 2024 STIF Funds From Previous Cycle</b>	<b>FY 2025 STIF Funds From Previous Cycle</b>
\$0.00	\$0.00
<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>	<i>Includes FY 21- 23 Unspent Funds, Interest Accrued, Program Reserve</i>

**7. STIF Plan Summary**

<b>STIF Plan Grand Total</b>	<b>Amount Carried</b>
\$1,432,048.00	<b>Forward</b>
<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>	\$253,514.00

**STIF Revenue Totals for Plan Period**

\$1,208,967.00

**Does not include FY 21-23 Unspent Funds, Interest Accrued, Program Reserve**

<b>FY 2024 Total STIF Funds From Previous Cycle</b>	<b>FY 2025 Total STIF From Previous Cycle</b>
\$111,540.50	\$111,540.50
<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>	<i>Includes FY 21-23 Unspent Funds, Interest Accrued, Program Reserve</i>

<b>FY 2024 Total STIF Funds</b>	<b>FY 2025 Total STIF Funds</b>
\$627,267.00	\$551,267.00

<b>FY 2024 Student STIF Funds</b>	<b>FY 2025 Student STIF Funds</b>
---------------------------------------	---------------------------------------



\$31,363.35

\$27,563.35

**FY 2024 Percent of STIF  
Funds supporting  
student transportation**  
5.00%

**FY 2025 Percent of  
STIF Funds supporting  
student transportation**  
5.00%

**FY 2024 Older and  
Disabled Persons STIF  
Funds**  
\$193,418.45

**FY 2025 Older and  
Disabled Persons STIF  
Funds**  
\$185,818.45

**Effective Date**

This STIF Plan shall become effective as of the date it is approved by the Oregon Transportation Commission and it shall terminate as of the end date specified in Section 5 of the approved STIF Plan.

**Signature**

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here:

[\*\*STIF Plan Signature Page\*\*](#)

**FY 2023-2025 Statewide Transportation Improvement Fund  
Formula Fund STIF Plan Certification of Agreement**

This STIF Plan submitted by \_\_\_\_\_, a Qualified Entity, serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

By signing below, I certify that I am authorized to execute this STIF Plan on behalf of \_\_\_\_\_, a Qualified Entity as defined in ORS 184.752 (2), under the direction or approval of the Qualified Entity’s Governing Body, and to legally bind the Qualified Entity.

I further acknowledge and represent on behalf of the Qualified Entity each of the following:

- The Qualified Entity, through its agents, officers or employees responsible to administer the STIF Plan and oversee completion of the projects included in the STIF Plan, has read and understands ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42;
- The Qualified Entity agrees to be bound by ORS 184.751 through ORS 184.766 and OAR chapter 732, divisions 40 and 42 and any other laws applicable to STIF Formula Fund program administration and to the completion of the projects described in this STIF Plan;
- The associated STIF Plan is complete and includes all of the required documentation and information;
- The STIF Plan does not contain and is not based on any false or fraudulent information;
- The STIF Plan does not contain any statement or representation that is untrue in whole or part;
- The STIF Plan does not omit information that could have a material effect on the value, validity or authenticity of the STIF Formula Fund distributions made to the Qualified Entity;
- The Qualified Entity agrees to deliver the project(s) described in this STIF Plan within the identified timelines; and
- The Qualified Entity understands that it may request STIF Formula Fund distributions from the Oregon Department of Transportation after the Oregon Transportation Commission has approved the STIF Plan, but may not make a request prior to July 1, 2023.
- Payments to the Qualified Entity are conditioned on the Qualified Entity satisfying all terms and conditions of this agreement.
- The Qualified Entity is required to repay, in full, any distributions paid to the Qualified Entity if the Oregon Transportation Commission determines that the recipient has failed to meet any terms or conditions of this agreement.

Name of authorized representative: \_\_\_\_\_

Authorized representative signature: \_\_\_\_\_

Date of authorized representative’s certification, acknowledgment and representation: \_\_\_\_\_



**Statewide Transportation Improvement Fund Plan**  
**Fiscal Years 2023-2025**

**Executive Summary of Projects and Estimated STIF Revenue**

<b><u>ODOT Estimated Revenue</u></b>	<b><u>\$835,747</u></b>
<b><u>20% Contingency added per DOR</u></b>	<b><u>\$167,149</u></b>
<b><u>Prior STIF revenue (carryover &amp; interest)</u></b>	<b><u>\$223,081</u></b>
<b><u>Grand Total Revenue</u></b>	<b><u>\$1,225,977</u></b>

**1. Capital Projects**

- a. Local Match for Transit Facility Project Administration (5339) \$50,000
- b. Local match for capital vehicles (STIF Disc./5339 Disc.) \$26,000
- c. Bus stop signage, shelters, and passenger amenities \$45,000

**Capital Projects Total = \$121,000**

**2. Capital Reserve**

- a. Unanticipated match requirements for State or Federal funding \$20,000
- b. Unanticipated equipment investments \$20,000
- c. Capital Replacement Plan \$20,000

**Capital Reserve Projects Total = \$60,000**

**3. Operations Projects**

- a. Transit Operations/Drivers \$582,000 (includes prior biennia STIF funds)
- b. Local Match for State and Federal funding (5310,5311, STIF Disc.) \$375,534 (includes prior biennia STIF funds & interest accrued)
- c. Marketing and Outreach \$15,000
- d. Driver Professional Development Program \$12,000
- e. Carevan Contracted Services \$13,000
- f. Other emerging opportunities to come before the QE and Advisory Committee

**Operations Projects Total = \$997,534**

**Grand Total Projects 1,2 & 3 = \$1,178,534**

4. **Operations Reserve – Est. Carry Over Funds from prior STIF cycles \$253,514**

- 1) Demand Response Program - Operations
- 2) Boardman – Port of Morrow Circular
- 3) Heppner to Boardman Connector
- 4) Hermiston Boardman Connector

DRAFT



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

(For BOC Use)  
 Item #  
 5d

**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 / Eric Imes / Greg Close      Date submitted to reviewers: 12/8/2022  
 Department: Human Resources/Public Works      Requested Agenda Date: 12/14/2022  
 Short Title of Agenda Item: **Temporary Flagger and Park Help Wage Increase**  
 (No acronyms please)

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

<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input checked="" type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time: <b>5 minutes</b>
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

N/A      Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:  
 Contractor/Entity Address:  
 Effective Dates – From:      Through:  
 Total Contract Amount:      Budget Line:  
 Does the contract amount exceed \$5,000?     Yes     No

Reviewed By:

<u>Eric Imes</u>	<u>12/6/2022</u>	Department Director	Required for all BOC meetings
_____	DATE	Liaison Commissioner	Required for all BOC meetings
_____	DATE	County Counsel	*Required for all legal documents
_____	DATE	Finance Office	*Required for all contracts; other items as appropriate.
<u>Lindsay Grogan</u>	<u>12/6/2022</u>	Human Resources	*If appropriate
_____	DATE		

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

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

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

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

In July 2015, the temporary flaggers and park help employees' wages were increased to \$14.72 an hour in order to remain competitive. This increase occurred 7.5 years ago. Since then, those positions have not received another increase and has proven to be difficult in finding reliable and qualified employees.

In 2015, the Board of Commissioners increased the wage on the basis that the positions fell around range 6 of the AFSCME General Scale. Range 6 of the General scale now is \$18.10 an hour.

In 2021, The Transfer Station Attendants were increased by Public Works to \$18.00 an hour.

Based on the job meas placement, the wage increase to the transfer station attendants, and the duties required to be performed in these positions, I would like to recommend a wage increase to \$18.00 an hour in order to make up for non-existent cost of living increases and to keep it consistent with the other temporary positions in Public Works.

This increase would affect 4 Park positions and 3 Flagger positions.

**2. FISCAL IMPACT:**

\$14.72 an hour to \$18.00 an hour.

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

Suggested motion to approve the wage increase of the temporary Flaggers and Park Help to \$18.00 an hour, effective 12/26/2022.

Attach additional background documentation as needed.

**Morrow County Court**  
**June 24, 2015**  
**Heppner, Oregon**  
**Pioneer Annex Conference Room**

**Present**

Judge Terry Tallman  
Commissioner Leann Rea  
Commissioner Don Russell  
Karen Wolff, Personnel Director  
Justin Nelson, County Counsel/District Attorney  
Roberta Lutcher, Court Executive Assistant

Judge Tallman called the meeting to order at 9:00 a.m.

**City and Citizen Comments – Ione/Lexington**

No comments

**Open Agenda**

Ms. Wolff provided a report on an incident this past weekend at the Bartholomew Building construction site. She said a driver, apparently under the influence, veered from Gilmore Street into the construction site, and got stuck in the fence. The driver was issued a citation. Ms. Wolff said this brings up the need for further discussion about a barrier between Gilmore St. and the parking lot to prevent future accidents, such as during icy roads.

Ms. Wolff said Rod Wilson, County Contractor for Construction Services, will provide an update on the Courthouse clock.

**Department Report**

Surveyor Update

Stephen Haddock, County Surveyor

- The Blue Mountain Chapter of the Professional Land Surveyors of Oregon held a work party on June 13<sup>th</sup> and completed the final indexing and sorting of missing maps. The County's Survey Records are up to a basic maintenance level now.
- The electronic copy of railroad maps received from the Department of Revenue is somewhat incomplete. Mr. Haddock said he will work with Clerk, Bobbi Childers, to review the microfilm record for the missing maps.
- The Public Land Corner Remonumentation project is getting underway in Lexington. The same project will continue in Boardman and Irrigon, at a later date.

Mr. Haddock explained the fee changes he is requesting in order to cover his time and/or fuel:

1. Surveyor's Subdivision Review Fee: \$300 plus \$10 per lot (previously \$150 plus \$10 per lot)
2. Surveyor's Partition Review Fee: \$200 (previously \$75)

## **New Business**

### Courthouse Clock Update

Rod Wilson, County Contractor for Construction Services

Mr. Wilson said the clock was running well for about three months and then stopped. He said he believes the problem is related to resistance in the shaft going to the hands of the three clock faces. Mr. Wilson said Master Clockmaker, Gary Kopperud, will be on-site Friday to work with him and Tony Clement, General Maintenance Supervisor.

## **Department Report**

### Special Transportation Fund (STF)

Anita Pranger, Coordinator

Ms. Pranger reported the STF Advisory Committee recommended the amount provided to volunteer drivers per day to cover a meal and beverage be \$25 rather than \$20. She added the Committee would like the increase retroactive to May 1, 2015.

*Commissioner Rea moved to approve the Per Diem paid to STF Drivers be set at \$25 and be made retroactive to May 1, 2015. Commissioner Russell seconded. Unanimous approval.*

Ms. Pranger provided a report on the expenses associated with the Highly Rural Transportation Grant from the Oregon Department of Veterans' Affairs, which now has \$11,428.81 remaining to expend before September 30<sup>th</sup>.

Ms. Pranger said Robin Jones has been hired as the new Accounting Clerk, starting July 6<sup>th</sup>, at which time Ms. Pranger will move the STF Office to the Gilliam-Bisbee Building.

## **New Business**

### Review Wage for Flaggers

Burke O'Brien, Public Works Director

Ms. Wolff discussed the February e-mail from Mr. O'Brien which relayed his concern about the wages for temporary employees. She said it's taken until now to move this forward.

Mr. O'Brien said their best flagger is now working for the Oregon Department of Transportation (ODOT) because it pays better than the County. He said flagging is a very serious job, and he doesn't have a problem paying appropriately. ODOT pays flaggers \$14 per hour and the County pays \$10 per hour, he explained. He said he also requested a review of the wage for other part time employees - Park Laborers and Transfer Station Attendants.

Ms. Wolff said her JobMeas™ evaluation resulted in the following recommendations:

- Flaggers at Pay Range 5 (\$14.01/hour)
- Park Laborer at Pay Range 6 (\$14.72/hour)
- Transfer Station Attendant at Pay Range 2 (\$12.11/hour)

Commissioner Rea said the wage for flaggers should be equal to, or higher than, the wage for the Park Laborer; Mr. O'Brien agreed. Ms. Wolff reassessed some of the JobMeas™ categories and suggested \$14.72 per hour for Flaggers.



*Commissioner Rea moved to assign the following Pay Ranges, effective July 1, 2015:*

- 1. Transfer Station Attendant – Pay Range 2*
- 2. Flaggers – Pay Range 6*
- 3. Park Laborers – Pay Range 6*

*Commissioner Russell seconded. Unanimous approval.*

Masonry Request for Proposals Award

Mr. Nelson said only one proposal was received, and he reviewed this contract and made a few changes.

*Commissioner Rea moved to approve the Morrow County Personal/Professional Services Contract with T.O. Farwell Mason Construction Inc., effective date to be the date signed and duration to be when the County accepts the Contractor's completed performance.*

*Commissioner Russell seconded. Unanimous approval.*

**Old Business**

Ditch Agreement with Tom Price, Sr. (Butter Creek Road)

Mr. O'Brien said Tom Price, Sr. is not willing to sign the Ditch Agreement signed by the Court last week. Mr. O'Brien said, per Oregon Revised Statute, the County will proceed with correcting the safety hazard in its Right of Way. Mr. Nelson said since Mr. Price refused to sign the Ditch Agreement, it now has no value.

**New Business**

Supplemental Budget 2014-2015 Fiscal Year

Rick Worden, Finance Director

Mr. Worden provided a detailed review of the changes which necessitated the Supplemental Budget action.

*Commissioner Rea moved to approve In the Matter of Adopting the Supplemental Budget and Making the Corresponding Appropriations, Resolution Number R-2015-8, as outlined by the Finance Director. Commissioner Russell seconded. Unanimous approval.*

Mr. Worden explained the Transfer Appropriations contained in the Resolution.

*Commissioner Russell moved to approve In the Matter of Transferring Appropriations within the Morrow County General Fund, Airport, 911 Emergency Management, CAMI Grant, Heppner Administrative Building, and Community Corrections Fund, Pursuant to ORS 294.463(1), Resolution Number R-2015-9. Commissioner Rea seconded. Unanimous approval.*

11:00 a.m. – Assessor Mike Gorman arrived

Purchasing Pre-Authorization Request – Fair

Mr. Worden explained the Fair is requesting authorization to purchase bleachers. It was noted they were budgeted for the 2015-2016 fiscal year and should be ordered and dated appropriately.

**Temporary Employees****12/7/2022**

<b>Dept</b>	<b>Position</b>	<b>Current Wage</b>	<b>Proposed</b>	<b>Last Change</b>
Parks	Temp OHV	\$ 14.72	\$ 18.00	Jul 2015
Parks	Temp OHV	\$ 14.72	\$ 18.00	Jul 2015
Parks	Temp Help	\$ 14.72	\$ 18.00	Jul 2015
Parks	Temp Help	\$ 14.72	\$ 18.00	Jul 2015
Road	Temp Flagger	\$ 14.72	\$ 18.00	Jul 2015
Road	Temp Flagger	\$ 14.72	\$ 18.00	Jul 2015
Trans Stat	Attendant	\$ 18.00	\$ 18.00	Jan 2021
Trans Stat	Attendant	\$ 18.00	\$ 18.00	Jan 2021
Trans Stat	Attendant	\$ 18.00	\$ 18.00	Jan 2021

Range 6 = \$18.10  
2022-23 Scale



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
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(For BOC Use)
Item #
5e

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

Date submitted to reviewers: December 8, 2022

Department: Planning

Requested Agenda Date: December 14, 2022

Short Title of Agenda Item: Appoint three people to fill three positions on the Planning Commission. Letters of interest are attached.
(No acronyms please)

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

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

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates - From:

Through:

Total Contract Amount:

Budget Line:

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

Reviewed By:

Tamra Mabbott December 8, 2022 Department Director

Required for all BOC meetings

Jim Doherty Liaison Commissioner

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)**

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

Planning Commission is a nine position commission with representation from all regions of the county. Three positions #4 (Ione), #5 (Irrigon) and #6 (Heppner) have become vacant. Planning Department advertised the commission recruitment in the Heppner Gazette, North Morrow Times and East Oregonian.

Position #4 was held by Rod Taylor. Mr. Taylor resigned before the end of his term which ends 12/31/25. Elizabeth Peterson, an Ione area resident, submitted a letter of interest to be appointed to serve the remaining years in this position.

Position #5 was held by Jeff Wenholz. Mr. Wenholz did not request reappointment. Two people from the Irrigon area submitted a letter of interest for Position #5 Stephen Henthorn and Charlene Cooley.

Position #6 has been held by Greg Sweek. Mr. Sweek has requested reappointment. John Kilkenny, a Heppner area resident submitted a letter to serve position #6.

Current Positions and Terms are as follows:

Position #4 Ione	Rod Taylor	Term 1/01/22 - 12/31/25
Position #5 Irrigon	Jeff Wenholz	Term 1/01/18 - 12/31/22
Position #6 Heppner	Greg Sweek	Term 12/12/18 - 12/31/22

**2. FISCAL IMPACT:**

None.

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

Motion is to appoint three persons to fill the following Planning Commission positions:

Appointment to fill the remaining term position #4.

Appointment to serve a new term in position #5

Appointment to serve a new term in position #6.

Attach additional background documentation as needed.

## Michaela Ramirez

---

**From:** Tamra Mabbott  
**Sent:** Sunday, November 13, 2022 11:55 AM  
**To:** Stephen Henthorn  
**Cc:** Michaela Ramirez  
**Subject:** RE: County planning commission opening

Hello Stephen – thank you for sharing this. Your experience and dedication and interest are so impressive. We will include your name in the packet for Board of Commissioner review. We will notify you in mid-December after the Board makes the suite of appointments.

Thank you again.  
Tamra

**From:** Stephen Henthorn <[REDACTED]>  
**Sent:** Thursday, November 10, 2022 4:32 PM  
**To:** Tamra Mabbott <tmabbott@co.morrow.or.us>  
**Subject:** Re: County planning commission opening

***STOP and VERIFY This message came from outside of Morrow County Gov***

Tamra,

I'm currently a resident of the county just outside Irrigon city limits. I'm 36 years old and passionate about being involved in my local community. I moved to the Irrigon area in August of 2019. Prior to that I lived in Longview, Washington. I have also lived in the state of Utah from 2008-2016. My Background is almost entirely blue collar.

I started working in my first job in construction in my teenage years, HVAC industry for a few years following that and almost 9 years in the beverage production industry in Utah. Currently I work for Amazon Web Services in Boardman as a part of Data Center Engineering Operations.

I believe that tremendous growth is coming to Morrow county in the next decade and that the planning commission has a lot of work to do, I would like to be a part of this. I realize that my position with AWS will mean I am likely to abstain from any decisions involving my employer. For me that is not as much a legal issue but a moral one personally. As I have said for much of my adult life "My integrity is not for sale." I hope to be an active contributor to my community in this role and many others in the future.

Thank you for your time and consideration.

I am available to meet on Wednesday the 23rd anytime from 10:00 - 3:00 let me know what time will work best for you.

Stephen Henthorn  
[REDACTED]

On Thu, Nov 10, 2022 at 3:32 PM Tamra Mabbott <tmabbott@co.morrow.or.us> wrote:

Hello Mr. Henthorn – Thank you so much for your interest. It is very exciting to have people like you raise your hand and volunteer.

---

# Charlene Cooley

December 1, 2022

Morrow County Planning Commission

RE: Open Seat on Commission

To Whom it May Concern:

It is with excitement that I write to you today to express my interest in sitting on the Morrow County Planning Commission.

I moved to Morrow County in 1998 from another small community in Southern Oregon. My children both started school in Irrigon, then we moved to Boardman for a few years, then to Hermiston. After a few years we decided to build a new home. There was no doubt we wanted to move back home. We've been back since 2013 and don't intend to move again.

Since moving back I've been involved with the Irrigon Chamber of Commerce, Community Women and the Irrigon Watermelon Festival, of which my husband Dave and I have been organizing for the last 6 years.

I have worked as a full charge bookkeeper for over 20 years and am currently the Payroll & Benefits Specialist for Morrow County School District.

I am also working on completing my Bachelor's Degree in Business Management and Accounting and feel I could serve the planning commission well with my experience and education, as well as my commitment to our community.

Sincerely,

  
Charlene Cooley

---

IRRIGON, OR 97844

**Tamra Mabbott**

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**From:** City of Ione <cityofioneor@gmail.com>  
**Sent:** Monday, November 7, 2022 10:38 AM  
**To:** Tamra Mabbott  
**Subject:** Interest in Planning Commission

***STOP and VERIFY This message came from outside of Morrow County Gov***

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Tamara:

I would like to express my interest in representing the Ione area on the Morrow County Planning Commission when an opening arises.

Thank you for your consideration in this matter

Elizabeth Peterson  
[REDACTED]

**Tamra Mabbott**

---

**From:** Greg Sweek <[REDACTED]>  
**Sent:** Wednesday, October 19, 2022 4:55 PM  
**To:** Tamra Mabbott  
**Subject:** Planning Commission

STOP and VERIFY This message came from outside of Morrow County Gov \_\_\_\_\_

Tamra,

I would like to continue my position on the Morrow County Planning Commission. I believe that my background and history with Morrow County gives me a good base from which to make decisions on planning issues. I am familiar with the growth issues, both business and residential.

Greg Sweek



**Tamra Mabbott**

---

**From:** john kilkenny [REDACTED]  
**Sent:** Monday, October 17, 2022 6:52 PM  
**To:** Tamra Mabbott  
**Subject:** Planning committe

STOP and VERIFY This message came from outside of Morrow County Gov \_\_\_\_\_

Tamra, I would like to express my interest to serve on the Planning Commission should there be an opening . I always enjoyed the time I spent on the commission in the past, and would like to be a part of the Counties continued growth.

Thanks. John Kilkenny.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
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(For BOC Use)
Item #
5F

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
Department: Planning
Short Title of Agenda Item: Presenting the Final Report, October 2022, "Willow Creek Valley Housing Implementation Plan."
(No acronyms please)
Date submitted to reviewers: December 6, 2022
Requested Agenda Date: December 14, 2022

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

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

Reviewed By:
Tamra Mabbott December 6, 2022 Department Director Required for all BOC meetings
Jim Doherty Liaison Commissioner 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

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

County Planning was awarded a Housing Grant by the Department of Land Conservation & Development (DLCD) intended to help the cities within the Willow Creek Valley, Ione, Lexington and Heppner. Over the past year, consultant ECONorthwest worked with the three cities and County Planning Director to develop a plan that focused on two barriers to housing, the lack of infrastructure and a lack of developer capacity in the area. As part of their analysis, ECONorthwest identified another barrier, capacity to advocate for and pursue additional funding for infrastructure and amenities such as playgrounds, bike paths, recreational facilities, etc.

Each of the three cities have contracts with Anderson & Perry Associates to develop a plan to address water and wastewater infrastructure. The attached Plan outlines a set of interventions for the cities to pursue to address the Willow Creek Valley's housing needs.

As noted in the report, cities across Oregon are struggling to attract housing development. A common theme among small cities throughout Oregon is capacity, which also arose prominently in this study as well. To alleviate capacity constraints, the consultant recommends a collaborative approach among the cities, together in partnership with Morrow County and other regional organizations. A collaborative approach is recommended for three actions:

1. Upgrade water and wastewater infrastructure;
2. Pursue investments to overcome transportation and floodplain barriers;
3. Attract developers or contractors for near-term development.

## **2. FISCAL IMPACT:**

None.

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

Generally, it is recommended that the collaborative efforts between county and cities continue. Specific projects and roles are yet to be defined.

Attach additional background documentation as needed.

# WILLOW CREEK VALLEY HOUSING IMPLEMENTATION STRATEGY



Prepared for  
Morrow County  
and the Cities of Heppner,  
Lone, and Lexington

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- B. IMPLEMENTATION FRAMEWORK.....2
- C. ACTION SHEETS .....7
- APPENDIX A. GRANTS/LOANS FOR WATER INFRASTRUCTURE..... A-1
- APPENDIX B. FLOOD PLAIN MAPS ..... B-1
- APPENDIX C. BACKGROUND REPORT ..... C-1

## Acknowledgements

- Teresa Penninger (Oregon Department of Transportation representative)
- City of Madras (regarding Housing Incentive District)
- City of John Day (regarding Housing Incentive District)
- Courtney Crowell (Regional Solutions Coordinator, Eastern Oregon)
- Julie Keniry (Rural Engagement and Vitality Center, Eastern Oregon University)
- Kim Cutsforth (Willow Creek Valley Economic Development Group)
- Josh Bruce (University of Oregon/IPRE)
- Ryan Degrofft and Melissa Drugge (Business Oregon)
- Susan Christiansen (Greater Eastern Oregon Economic Development Corporation)
- Commissioner Melissa Lindsay (Morrow County)
- George Nairns (Morrow County)
- Dawn Hert (DLCD Regional Representative – Eastern Oregon)

## Advisory Committee

- Kraig Cutsforth (City of Heppner)
- Veronica Hess (City of Lexington)
- Councilor Katie Imes (City of Lexington)
- Tamra Mabbott (Morrow County)
- Elizabeth Peterson (City of Ione)

## Consultant Team

- Nicole Underwood (ECONorthwest)
- Emily Picha (ECONorthwest)
- Brad Baird (Anderson Perry & Associates)

# A. Introduction and Purpose

---

The Cities of Ione, Lexington, and Heppner have worked over the past 20 years to increase housing production in the Willow Creek Valley. Many of the new housing units have been the result of a public-private partnership between the Willow Creek Valley Economic Development Group (WCVEDG) and the Ione Community Agri-Business Organization (ICABO). While that formula has produced some new housing, the lack of infrastructure along with a lack of developer capacity in the area has caused housing development to stall.

Cities across Oregon are struggling to attract housing development, especially development that would be suited to low- and middle-income families. Findings from stakeholders indicate that the biggest barriers to housing development in the area include a lack of developer capacity, along with a lack of capacity to advocate for and pursue additional funding for infrastructure and amenities.

The cities have contracts with Anderson Perry & Associates (a civil engineering firm) to develop a plan to address water and wastewater infrastructure deficiencies. However, other barriers to housing development remain:

- Lack of city capacity and expertise to pursue planning projects and grant opportunities
- Lack of developer capacity in the region to build housing
- Lack of available funding for infrastructure and desired amenities

This Implementation Plan outlines a set of interventions for the cities to pursue to address the Willow Creek Valley’s housing needs.

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The 2019 Morrow County Housing Strategies Report identified a number of strategies to support housing development throughout the county. The goal of this Housing Implementation Plan is to help the Cities of Heppner, Ione, and Lexington advance two strategies identified in that report:

Land Supply Strategy 1: Evaluate and Address Infrastructure Issues in the cities of Ione, Lexington, and Heppner.

Code Strategy 2: Enhance Local Amenities and Services. Garner local input on city amenities that residents desire to enhance livability in each town.

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The Background Report, included in Appendix C, summarizes information on the housing market, proposed infrastructure, and amenity projects in each of the communities.

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## B. Implementation Framework

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The purpose of this evaluation and implementation framework is to help the Cities of Lexington, Heppner, and Ione identify and phase investments to address housing needs. This framework provides a structure for the cities, Morrow County, and partners as they implement the recommended actions.

### WHY: Collaborate to build capacity

**The three cities want to build new housing and maintain current housing stock to attract families to the area and ensure that current residents can stay in the area.** However, limited housing options and amenities make it challenging to attract and retain residents. The cities can better act if they do so in concert. This collaborative implementation plan seeks to identify actions for the cities to:

- **Upgrade their water/wastewater infrastructure to support new development.** The three communities are in various stages of planning work with Anderson Perry & Associates (a civil engineering firm) to update their respective water system and/or wastewater system master plans.
- **Pursue investments to overcome transportation and floodplain barriers.** The communities face similar challenges obtaining necessary funding to support community investments. They also lack sufficient planning and grant writing capacity and expertise to pursue projects and associated funding.
- **Attract developers or contractors for near-term development.** These communities lack the labor and developer capacity necessary to finance and construct new housing.

#### The Case for Collaboration

Regional Rural Revitalization Strategies is a developing partnership between the Cities of John Day, Burns, and Lakeview. The purpose of this partnership is to share staff and resources among the three municipalities to better cover costs related to housing needs and other public improvement projects. The partnership would essentially allow the small cities to “hunt as a pack” and pursue larger projects than they would otherwise be able to independently. The increased purchasing power and sharing of current assets results in accumulated cost savings.<sup>1</sup>

The Willow Creek Valley should consider opportunities to collaborate when each city could benefit from combined action.

---

<sup>1</sup> Davis, J. (2022, May 25). Regional partnership taking shape between John Day, Burns and Lakeview. The Blue Mountain Eagle. Retrieved September 1, 2022, from [https://www.bluemountaineagle.com/news/regional-partnership-taking-shape-between-john-day-burns-and-lakeview/article\\_522d25d8-d893-11ec-a656-abfb8599301e.html](https://www.bluemountaineagle.com/news/regional-partnership-taking-shape-between-john-day-burns-and-lakeview/article_522d25d8-d893-11ec-a656-abfb8599301e.html)

## WHO: Heppner, Lexington, and Ione in partnership with Morrow County and other regional organizations

Implementing the actions in this plan will have a higher likelihood of success if the Cities of Heppner, Lexington, and Ione coordinate with Morrow County, other local government entities, and community partners. While many actions in this plan will apply to all the cities, some will be more targeted. Morrow County can play a strong role in supporting cities in their individual efforts as well as coordinating communication and resources across the communities.

### Possible roles

- **Heppner, Ione, and Lexington:** Lead implementers and grant writers
- **Morrow County:** Provide technical assistance (e.g., mapping and analysis), support planning capacity, pursue grants (supported by potential Community Development Director role)
- **Rural Engagement and Vitality Center:** Potential convener with other jurisdictions and engagement with students on key projects
- **Willow Creek Valley Economic Development Group:** Assuming funding is available, offer development, grant writing, and planning support, as well as provide grants for key projects
- **Oregon Department of Transportation:** Funder for transportation investments
- **Business Oregon:** Technical assistance and funding
- **Federal agencies:** the US Department of Agriculture (USDA) and other federal agencies will provide funding
- **Other funding organizations** could include Morrow County, Port of Morrow, Columbia River Enterprise Zone (CREZ) Board, ICABO, local employers, State of Oregon, the Ford Foundation, and other private foundations

## WHAT: Interventions to support housing development

The biggest barriers to housing development in the three cities are lack of developer capacity and lack of capacity to advocate for and pursue additional funding for infrastructure and amenities. This plan identifies six interventions with implementing actions that provide the cities with a path forward to overcome these barriers.

## WHERE: The Willow Creek Valley

The cities experience many overlapping barriers. Most interventions could be used in all three cities. However, when appropriate, it is noted where an action is most applicable.

## WHEN: 5-Year Planning Horizon - Do Now, Do If, Do When

Due to limited funds and resources, the cities will need to prioritize and phase their actions. The “Do Now, Do If, Do When” framework detailed in Exhibit 1 can help the communities prioritize and phase city efforts and resources. This framework will allow the cities to quickly respond to external factors and initiatives such as new funding/grant announcements including Congressionally Directed Spending requests or new funds from the Oregon Legislature. Implementation steps for each proposed action are organized according to this framework.

- | Interventions |  |
|---------------|--|
| A.            | Fill infrastructure project funding gaps to build water and wastewater systems resiliency        |
| B.            | Seek funding for transportation infrastructure to support housing and other community priorities |
| C.            | Address floodplain issues in Lone, Heppner, and Lexington  |
| D.            | Connect housing implementation to economic and workforce development                             |
| E.            | Identify innovative ways to produce housing in rural areas                                       |
| F.            | Build planning and grant writing capacity  |

### Exhibit 1. “Do Now, Do If, Do When” Framework for Prioritizing Efforts and Resources

Do Now	Do If	Do When
<p><b>Actions to pursue immediately in 2023</b></p> <p>These actions can be pursued immediately and are not contingent on other actions or external factors. These actions are foundational to pursuing additional actions and strategies.</p>	<p><b>Actions that require additional consideration; not guaranteed</b></p> <p>The cities should only pursue these actions if certain conditions are met. External partners and/or funding sources will be required.</p>	<p><b>Pursue later</b></p> <p>The cities should pursue when necessary foundational actions are complete and funding and other resources are available. These actions span the 5-year planning horizon taking place in the next 1 to 5 years.</p>

## HOW: Funding Sources and Partnerships

To address barriers to housing development, this plan provides action sheets for each intervention that the cities can take. These sheets detail implementation steps, potential partners, additional considerations, and potential funding sources.

## Potential Funding Sources

To implement the actions in this plan and ultimately support housing development, the cities will need to pursue a variety of funding sources.

Some of the actions in this plan could be implemented using funds that have been dedicated to the cities, including CREZ, American Rescue Plan Act (ARPA), and Amazon allocations. Regional partners may also be willing to provide support, including WCVEDG, ICABO, or the Port of Morrow.

Other potential funding sources the cities could explore include state and federal sources and grants from private organizations. Some potential funding sources are listed below. A more detailed matrix of grants that can support the planning and construction of water infrastructure is included in Appendix A. In addition to these sources, the cities should continue to monitor state agency and legislature creation of new funding opportunities aimed at improving infrastructure and building capacity for planning and housing.

- **Regional Rural Revitalization (\$30 Million).**<sup>2</sup> This program, advocated for by multiple legislators, will be used to revitalize rural communities through innovative workforce housing and infrastructure solutions. Funds will be reserved for rural areas with a preference for counties with historically low growth rates and underinvestment in housing infrastructure.
- **Business Oregon.** Business Oregon administers water/wastewater financing programs that fund the design and construction of public infrastructure needed to ensure compliance with the Safe Drinking Water Act or the Clean Water Act. These programs have had an increase in the normal allocation and are discussed in Business Oregon’s One Stop Process.
- **Oregon Water Resources Department (OWRD).** The OWRD provides two types of funding for feasibility studies and implementation projects that meet in-stream and out-of-stream water supply needs and produce economic, environmental, and social/cultural benefits.
- **Department of Land Conservation and Development (DLCD).** DLCD’s General Fund grants are used primarily for Oregon communities’ comprehensive planning and plan updates, but they also partner with Oregon Department of Transportation (ODOT) to provide Transportation and Growth Management (TGM) grants. TGM grants help local communities plan for transportation and land use needs that increase transportation

### Finding Funding for Key Infrastructure through the One Stop Process

All three cities will have One Stop meetings for their water and wastewater projects. The One Stop process brings together representatives from Business Oregon and other funding agencies to discuss project needs and identify the most promising funding package for the project and the city. While this can often be sufficient to meet city needs, sometimes gaps remain.

This plan does not explore One Stop funding in detail. However, per the cities’ requests, it does identify some supplemental funding sources for supporting water infrastructure resiliency and planning in Appendix A.

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<sup>2</sup> Email from Representative Smith G. July 22, 2022 “Urgent Response Requested: Industrial Lands Fund Capitalization”

choices for Oregon residents and visitors. DLCD has recognized the need for capacity for small cities to do planning and may have additional funding and programs in the future.

- **Environmental Protection Agency (EPA).** The Water Infrastructure Finance and Innovation Act of 2014 (WIFIA) established the WIFIA program, a federal credit program administered by EPA for eligible water and wastewater infrastructure projects.
- **USDA Rural Development.** Focused on communities with populations of less than 10,000, offers funding for infrastructure (water and wastewater opportunities discussed in Business Oregon's One Stop process), placemaking, housing, and other community priorities.
- **Bureau of Reclamation.** Provides 50/50 cost share funding for projects that conserve and use water more efficiently and accomplish other benefits that contribute to water supply reliability in the western United States.
- **Oregon Department of Transportation (ODOT).** ODOT manages programs that provide funding and technical assistance for transportation planning and improvements, including the Small City Allotment Program focused on cities with populations of 5,000 or fewer, Safe Routes to School Programs, and the TGM Program (joint program of DLCD and ODOT). Ione, Heppner, and Lexington have each utilized ODOT funding to varying degrees, but there are still opportunities to continue leveraging this funding for transportation improvements.
- **US Economic Development Administration (EDA).** EDA has a variety of grants and loan programs to support economic development in communities, including funds to support critical infrastructure that will allow businesses to locate or expand operations. If infrastructure projects or housing initiatives can be tied to business expansion or job retention, the cities could be eligible for some types of EDA funding.
- **Federal Emergency Management Agency (FEMA).** Grant funds are available for pre- and post-emergency or disaster-related projects. These funds support critical recovery initiatives, hazard mitigation, innovative research, and many other programs. Cities need to maintain an updated Natural Hazard Mitigation Plan (NHMP) to qualify for funding. Morrow County is coordinating a countywide NHMP update this fall. The cities and county should identify infrastructure projects necessary for resiliency as part of the NHMP update.
- **Ford Foundation.** Provides grants that help rural communities thrive, including their local economic base, social capital and community connections, community planning capacity, and public gathering spaces. They also provide technical assistance grants and capacity building opportunities.

Where applicable, these potential sources and partners are noted in the Action Sheets.

## C. Action Sheets

Attracting new housing to Willow Creek Valley will take a coordinated effort by the cities, Morrow County, regional partners, and funders. With targeted investments and partnerships, Willow Creek Valley could achieve its vision for more housing that supports the community. The strategic use of public funds can help to bridge funding gaps for infrastructure and new housing development. This chapter outlines six actions that can help the cities achieve their vision. Exhibit 2 provides an overview of the actions in the implementation plan.

**Exhibit 2. Overview of Actions**

	Action	Rationale	Cost to Cities*
A.	Fill infrastructure project funding gaps to build water and wastewater systems resiliency	Funding gaps may remain for all Willow Creek Valley infrastructure projects	Very high, many millions of dollars
B.	Seek funding for transportation infrastructure to support housing and other community priorities	Help to improve quality of life in the communities and can help to attract new residents.	Little direct cost to cities, but significant grant funding needed
C.	Address floodplain issues in lone, Heppner, and Lexington	Updating the floodplain map could reduce barriers to development and increase certainty for property owners.	Around \$250,000 in grant funding needed to support planning for map amendments
D.	Connect housing implementation to economic and workforce development	Link tourism, economic development, and placemaking opportunities to enhance funding opportunities. Focus on the construction trades to alleviate labor shortages and add development capacity to the region (longer term).	TBD
E.	Identify innovative ways to produce housing in rural areas	The cities may benefit from exploring how other rural cities have attracted developers through different types of incentives, innovative development models, or coordinated regional efforts	Depends on the approach used. The cities could pursue incentives that help to decrease the funding gap
F.	Build planning and grant writing capacity	The cities need additional planning capacity and expertise to pursue projects as well as funding to plan for and implement them.	TBD By collaborating, the cities can reduce costs

\*Many of the costs for these actions have not been clearly identified, and the cities will need to explore costs as a part of their implementation process.

## A. Fill infrastructure project funding gaps to build water and wastewater systems resiliency

**Description:** Water and wastewater infrastructure is expensive, and Willow Creek Valley communities especially struggle to cover the capital costs associated with developing new infrastructure given their limited tax and fee revenues. While all three cities have gone or will go through the One Stop process, the cities are also interested in identifying supplemental funding tools to support water system and wastewater system resiliency. There may be opportunities to improve regional coordination and pursue additional sources of funding to fill these gaps.

**Rationale:** With Anderson Perry’s support, the Cities of Lone, Heppner, and Lexington are well equipped to address their water and wastewater deficiencies and identify funding packages to support these projects. However, funding gaps may remain. Lone expects to have a capital funding gap of up to \$2 million for its wastewater infrastructure improvements. While Heppner and Lexington have not yet completed their water and/or wastewater infrastructure planning processes (which will include One Stop meetings), both cities are interested in identifying additional funding sources since they may also have funding gaps.

**Funding Considerations:** Given recent investments, there is more money available through the One Stop process to support these types of projects than in years past. However, potential supplemental sources to build water resiliency are listed below. A more detailed description of some of these programs is included in Appendix A: Grants/Loans for Water Infrastructure.

- Regional Rural Revitalization (\$30 Million)
- Oregon Water Resources Department Feasibility Study and Water Project Grants
- EPA Water Infrastructure Finance and Innovation Act program
- USDA Rural Development Water and Environmental Programs
- Bureau of Reclamation Water and Energy Efficiency grants and Small-Scale Water Efficiency grants
- FEMA Hazard Mitigation funding (Natural Hazard Mitigation Plan must be up to date to qualify)

**Partners:** Morrow County, CREZ, Port of Morrow

**Implementation Steps:** **Do now**

- Coordinate with Morrow County to determine how the cities can best communicate funding gaps to the County, Port, and CREZ Board to solicit support for priority projects from regional partners.
- Participate in the Morrow County Natural Hazard Mitigation Plan (NHMP) beginning fall 2022. Each city is due to be updated. This is an opportunity to identify projects that may qualify for mitigation funding.
- Review available funding sources listed under funding considerations to understand which sources may be most applicable if a gap exists. For more details on grants for water infrastructure and resiliency see Appendix A.
- Lone: Work with Anderson Perry & Associates and Business Oregon to plan for a new well.

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**Do If**

- Consider convening the CREZ board to discuss the funding barriers and needs identified in the implementation plan process.

**Do When**

- Seek funding for projects identified in the NHMP process to ensure continued access to federal emergency resources
- When the master planning processes for water and wastewater infrastructure are complete, pursue gap funding considering the programs identified in this plan; tie funding sources to NHMP if applicable; coordinate with regional partners.



## B. Seek funding for transportation infrastructure to support housing and other community priorities

**Description:** Heppner, Lone, and Lexington have limited local funds to support transportation infrastructure improvements, public transit, and other community priorities. The cities also have amenity projects that they are interested in pursuing that will require additional funding sources. Projects include:

- Lexington: historic preservation for buildings and property improvements in downtown; downtown/main street design; parks
- Lone: main street revitalization; bike/ped infrastructure (the City is interested in adding a bike path from the high school to potential new sports field off N H St.); street crossing improvements (e.g., improving safety for pedestrians coming off the pathway near Ella Road); road paving
- Heppner: infrastructure for new subdivisions; street crossing improvements

**Rationale:** Investments in amenities and transportation can help to improve quality of life in the communities and can help to attract new residents. ODOT's Transit and Housing Study<sup>3</sup> completed in September 2022 highlights how transportation and housing are interrelated and affect a household's quality of life, physical environment, health outcomes, economic mobility, educational and cultural opportunities, and many other factors. Pedestrian/bike/transit infrastructure is especially important to consider when developing new housing, where residents may have limited access to vehicles (e.g., single-care households, students).

**Funding Considerations:** ODOT programs will fund transportation improvements that are in the floodplain, but this can add to project costs (e.g., additional stormwater management needs, etc.). ODOT needs to know of local floodplain considerations when the cities apply for funding to accurately allocate sufficient funding.

Available ODOT funding could include:

- The Small City Allotment Grant: includes up to \$250,000 for street improvements. All three cities have pursued this grant for the 2023 allocation.
- Safe Routes to School Program: Heppner recently conducted an Identification Plan (PIP) to identify street crossing issues and applied for Safe Routes to School funding based on those PIP priorities.
- Transportation and Growth Management: Lexington applied for \$175,000 to fund a Downtown Improvement Plan but did not receive the grant this cycle. The grant application has been recommended to the Quick Response Program instead.
- Funding related to implementation actions identified through the [Transit and Housing Study](#). The cities and County should remain vigilant for new ODOT funding opportunities that could become available in response to this Study. Available grants to support rural public transportation includes 5311 Formula Grants for Rural Areas. This could relate to connecting people in Willow Creek Valley with transit options to reach jobs further away. Identifying specific

<sup>3</sup> Oregon Transit and Housing Study. ECONorthwest. September 2022.

[https://www.oregon.gov/odot/Planning/Documents/ODOT\\_Transit\\_%26\\_Housing\\_Study\\_Final\\_Report.pdf](https://www.oregon.gov/odot/Planning/Documents/ODOT_Transit_%26_Housing_Study_Final_Report.pdf)

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opportunities in the Valley could help the County to identify state and other funding.

Morrow County Public Transit is already a recipient of 5311 Formula Grants. The county, in coordination with other local partners, has developed several reports and studies that identify transit needs across the county. These reports could be used as a base for distributing funding or a starting point for additional studies, if needed.

- ODOT occasionally receives regional allocations

Other funding sources could include:

- Regional Rural Revitalization (\$30 million)
- Congressional direct spending
- Oregon Heritage grants for historic preservation of buildings (Lexington)
- Ford Foundation grants for community development
- USDA Rural Development grants for placemaking
- EDA grants if improvements are tied to economic development (e.g., to support bike tourism in Heppner)
- Cycle Oregon grants for promoting bike pathways

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**Partners:** ODOT, Morrow County

**Implementation Steps:**

**Do Now**

- Work with the County to communicate transportation improvement needs to ODOT. ODOT occasionally receives regional allocations, and communicating transportation needs preemptively could help ensure the cities receive funding when it is available.
- Review ODOT's Transit and Housing Study Toolkit to understand how the cities and County can employ different tools and actions to encourage and promote diverse transit-supportive housing options. Consider how these efforts can align with County Transit efforts to add transit service and to create a rideshare program to create new commute options for workers throughout the County
- Pursue targeted grant funding suggested in the funding considerations (ODOT, EDA, USDA, private foundations); consider leveraging grant writing and collaboration options outlined in Action F to enhance capacity to pursue grants.
- **lone:** Work with the County and ODOT to advance key safety projects. For instance, improving safety for pedestrians coming off the pathway near Ella Road has been a priority for the City, but the speed study conducted by ODOT is still pending review.

**Do If**

In 2022, Lexington applied for a TGM grant to fund a Downtown Improvement Plan but did not receive the grant. Instead, the grant application has been recommended for the Quick Response Program.

- Lexington: If the Quick Response Program grant is awarded, release request for proposal to solicit consultant support for the Downtown Improvement Plan.
- Lexington: If the Quick Response Program grant is not awarded, work with ODOT and DLCD to better understand the grant requirements and submit a new application in the future.

## C. Address floodplain issues in Heppner, Lone, and Lexington

<b>Description</b>	Portions of all three cities are in the regulated floodplain, but the cities have taken steps to alleviate the hazard. The floodplain designation hinders new development and remodeling/restoration of existing buildings (if value is greater than 50%). The cities wish to re-evaluate the floodplain designation by pursuing a flood map amendment with FEMA. The existing floodplain maps can serve as a basis for starting the process. A licensed engineer would need to be involved. In addition, the cities' involvement in the Natural Hazards Mitigation Plan update will identify projects eligible for hazard mitigation grant dollars (e.g., Building Resilient Infrastructure and Communities [BRIC] grants).
<b>Rationale</b>	Updating the floodplain map could reduce barriers to development and increase certainty for property owners. Coordination on addressing floodplain issues in the Valley is an example of how the cities can join forces to tackle a challenge. Having an updated Natural Hazards Mitigation Plan opens up funding for existing infrastructure improvements.
<b>Funding Considerations</b>	Up to \$250,000 total for planning assistance to remap each of their floodplains. The County may have ARPA funding available that could be used to support floodplain mapping across the cities.
<b>Location</b>	lone (primarily) with some opportunity in Heppner and Lexington See floodplain maps in Appendix B
<b>Partners</b>	Morrow County Emergency Management and Planning, Department of Land Conservation and Development State Floodplain Coordinator, Federal Emergency Management Agency
<b>Implementation Steps:</b>	<p><b><u>Do Now:</u></b></p> <ul style="list-style-type: none"> <li>▪ Request assistance from the County's planning department to compile needed materials and funding assistance for planning work (estimated at \$250,000 for all three cities per Kim Cutsforth and WCVEDG); this should include all work to date and could encompass historical perspectives where available.</li> <li>▪ Request County ARPA dollars to support floodplain mapping</li> <li>▪ Schedule an initial meeting with the new state floodplain manager (consider a joint meeting with all WCV cities)</li> <li>▪ lone and Heppner: Request an amendment or revision to a flood map to change the city's floodplain designation.<sup>4</sup> Solicit cost estimate for engineering. Work with the County to file a letter of map revision/amendment.</li> <li>▪ Determine steps for Lexington and Heppner</li> <li>▪ Request County assistance with process to engage State Floodplain Coordinator and FEMA</li> <li>▪ Consider how the cities can share investment in LIDAR mapping of the floodplain</li> <li>▪ Secure funding for engineering</li> </ul> <p><b><u>Do If:</u></b> If the County hires a community development director, the County may be able to provide more robust technical assistance.</p>

<sup>4</sup> <https://www.fema.gov/flood-maps/change-your-flood-zone>

## D. Connect housing implementation to economic and workforce development

**Description:** The cities could tie economic and workforce development to housing implementation in the Valley. The Port of Morrow’s mission is to create jobs, but the County struggles to attract the necessary workers since there are limited places to live. Supporting housing implementation such as through infrastructure investment in the Valley is one way to ensure that the workforce has places to live. The Port may also have a role in promoting the construction trades to increase long-term developer capacity.

**Rationale:** Tying tourism and placemaking opportunities with housing development can enhance opportunities for alternative funding sources. Additionally, workforce development programs could focus on the construction trades to alleviate labor shortages and add development capacity to the region (longer term).

**Considerations:** While targeting workforce development programs toward the construction trades could help improve development capacity, it is unlikely to make a large difference in the short term. Additionally, it may help with some capacity constraints in Willow Creek Valley, but graduates may locate to other areas. It may be beneficial to implement an internship program to utilize student capacity in the region or a workshop program where students build housing in the region.

**Partners:** Port of Morrow (Port has worked with Boardman and Irrigon on housing), County Tourism Coordinator, Morrow County School District and Lone School District (Student Housing Program), Morrow County Transit, Morrow County Community Development

**Implementation Steps:** **Do Now:**

- Work with the Port of Morrow to understand what role it might play in infrastructure development and how it can support workforce development in the trades to alleviate labor shortages in the construction trades.
- Work with the County Tourism Coordinator to align efforts
- Attend the Placemaking in Small and Rural Communities Online Conference, where the cities can learn about placemaking and future funding sources. Training is virtual and coordinated by USDA Rural Development, which might have relevance for the City of Lone since the One Stop meeting identified USDA Rural Development as the best direction for infrastructure funding.
- Explore grants, like the USDA Placemaking Grant, to increase amenities.
- Consider how these efforts can align with County Transit efforts to add transit service and to create a rideshare program to create new commute options for workers throughout the County

**Example** The Columbia Basin Student Homebuilder Program is a homebuilding program for high school students in Hermiston, Oregon. Sponsored by the Northeast Oregon Homebuilders Association in partnership with the City of Hermiston and the Hermiston School District, this program is designed to equip students with in-demand skills, addressing long-term workforce skills gaps in the trades while simultaneously meeting the need for additional housing in the area. Students across five programs of study are involved in all facets of the process, design, construction, oversight, and marketing of one high-quality, energy-efficient residential home per year. This program started with a \$400,000 grant to build the first home and is now self-sustaining as the sale of the home funds the next year’s build.

## E. Identify innovative ways to produce housing in rural areas

**Description:** Water and wastewater infrastructure improvements alone will not guarantee additional housing development. All three cities face barriers when it comes to attracting development. Market-rate developers have little incentive to invest in the area due to limited opportunities for profitability. Not-for-profit organizations face staffing barriers to being able to manage development projects. Some contractors that have previously worked in the cities are backed up for multiple years. Financing also remains a barrier for both market-rate and not-for-profit developers.

**Rationale:** The cities may benefit from exploring how other rural cities have attracted developers through different types of incentives, innovative development models, or coordinated regional efforts.

**Funding Considerations:** A Housing Incentive District (TIF funding approach) and other ways to locally raise funds could help fill the gap to make a project profitable. (WCVEDG conducted a market study in 2019 that showed the gap for profitability to develop a unit was about \$25,000.) However, incentives alone may not be enough to attract an outside developer.

WCVEDG may be interested in developing more housing but needs funding to support a staff person to manage the development. The County or other partners could help WCVEDG seek ongoing funding for staff support. If WCVEDG were the developer, they may be able to take advantage of local incentives to ensure their projects are profitable.

**Partners:** WCVEDG, ICABO, Morrow County, Greater Eastern Oregon Development Corporation (GEODC), Housing Land Advocates, banks (e.g., Bank of Eastern Oregon)

**Implementation Steps:** **Do Now:**

- **Talk to developers who have been developing housing at a larger scale in Eastern Oregon** (e.g., GCT Land Management, which developed the Veteran’s Village in La Grande, Oregon, but is also working on market-rate housing)
- **Talk to prefabricated and modular builders** (Homes Direct has a prefabricated home viewing location in Albany, Oregon; Eastern Oregon Home Center is a KIT Custom Homebuilder–authorized retailer in La Grande, Oregon). This will allow the cities to explore how alternative housing types (modular and prefab housing) might alleviate limited developer and contractor capacity and reduce time and costs to build housing in Willow Creek Valley.
- **Explore implementation of a Housing Incentive District**, which offers Tax Increment Financing (TIF) to provide incentives for building within designated city areas that have deteriorated structures, underdevelopment, or lack of development.
- **Explore funding to support WCVEDG in developing additional housing in Willow Creek Valley.** WCVEDG has previously funded projects across the region and has interest in developing additional properties, but they need funding support to hire additional staff for managing housing development projects and filling profitability gaps.<sup>5</sup> Oregon Housing and Community Services or USDA’s rural housing development programs could be a partner in helping on key projects.

<sup>5</sup> Interview with Kim Cutsforth, Willow Creek Valley Economic Development Group, May 5th, 2022, and Open House, September 19, 2022.

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- **Utility funding.** Work with County or WCVEDG to provide partnerships and assistance developing a utility fund. The fund could be capitalized with \$500,000 in grant funds from CREZ, the cities, or another source for utility extensions and combined with the WCVEDG utility extension grant (\$10,000 per unit cap)
  - **Explore the creation of a revolving low-interest loan fund,** in partnership with a local bank. The cities could pool funding, in partnership with a bank and GEODC, and make it available on a revolving basis for eligible projects. This fund could be tied to affordability requirements.

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**Example**

**Housing Incentive Districts:** The cities of John Day and Madras both established Urban Renewal Districts in their respective rural communities to help with compounding shortfalls of housing production. These Urban Renewal Districts use Tax Increment Financing (TIF) to provide incentives for building within designated city areas that have “deteriorated structures, under-development or lack of development.”

The City of John Day established their Urban Renewal District in 2018 covering about 130 acres of land, and the City of Madras established their Madras Housing Urban Renewal District (HURD) Plan in 2019 covering about 700 acres of land. Both cities offer incentives within their Urban Renewal Districts, including:

- Cash rebates on a portion of property taxes paid
- Direct contribution of funds
- Contributions to the developer for infrastructure development
- An agreement for the Urban Renewal Agency to complete infrastructure improvements that are required as a condition of development approval

Madras’s Urban Renewal District supports production of housing units across income levels. The 2020-2021 HURD report shows 19 new units completed and 366 additional units agreed upon and under contract.

**Prefabricated Housing:** Prefabricated and modular housing provide modern cost-saving methods to produce market-rate housing at a more affordable rate. These homes are built in a factory to about 80-90% of completion (typically 4-8 weeks) and are then trucked to the building site in “modular” pieces for quick on-site assembly. The building is subject to on-site inspection and approval after assembly to ensure local, state, and regional building codes are met (foundation approval can begin before assembling the building on the site). Construction labor shortages and large-scale unmet demand of housing in the Pacific Northwest make modular and prefabricated construction particularly intriguing.

Some of the benefits of modular and prefabricated housing include:<sup>6,7,8</sup>

- **Reduced costs.** Prefabricated housing is typically 10-35% less expensive than on-site stick-built homes. Prefabricated housing generally produces less building material waste, has lower material transportation costs, and lower labor costs.

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<sup>6</sup> Manufactured or Modular Home - What's the Difference? Next Modular. (2021, May 10). Retrieved August 31, 2022, from <https://www.nextmodular.com/modular-manufactured-prefabricated-home/>

<sup>7</sup> Warwick, S. (2021, September 25). What are modular homes and what do they cost? we have the lowdown. Real Homes. Retrieved August 31, 2022, from <https://www.realhomes.com/advice/what-are-modular-homes>

<sup>8</sup> Bertram, N., Fuchs, S., Mischke, J., Palter, R., Strube, G., & Woetzel, J. (2019). (rep.). “Modular Construction: From projects to products.” McKinsey & Company. Retrieved September 1, 2022, from <https://www.ivvd.nl/wp-content/uploads/2019/12/Modular-construction-from-projects-to-products-full-report-NEW.pdf>.

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- **Faster construction and quicker move in.** Prefabricated homes can typically be built 20-50% quicker than on-site stick-built homes, requiring fewer manufacturers, suppliers, and subcontractors. They are less impacted by weather with on-site assembly ranging from 1 day to 3 months.
  - **Personal and customizable homes that can be easily expanded in the future.**
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## F. Build planning and grant writing capacity

<b>Description:</b>	Planning for and funding desired projects remains a continuous challenge for the cities. Many staff are at capacity with their current workloads and have little or no time to pursue additional funding. There may be an opportunity to boost planning or grant writing capacity by collaborating with the County or WCVEDG to share capacity.
<b>Rationale:</b>	The cities identified the need for infrastructure and amenity projects beyond water and wastewater. The cities need additional planning capacity and expertise to pursue these projects as well as funding to plan for and implement them.
<b>Funding Considerations:</b>	The cities could consider pooling resources (together and with the county) to fund shared planning and grant writing staff or services. The cities could also solicit support from CREZ, Business Oregon, or WCVEDG.
<b>Partners:</b>	Morrow County, WCVEDG, Port of Morrow, GEODC, Rural Engagement and Vitality Center
<b>Implementation Steps:</b>	<p><b><u>Do Now:</u></b></p> <ul style="list-style-type: none"><li>▪ Explore collaborative municipality models by talking with other cities that have implemented collaboration agreements to gather information on their experiences and how the cities may want to structure an agreement (e.g., Regional Rural Revitalization Strategies is a developing partnership between the Cities of John Day, Burns, and Lakeview)</li><li>▪ Work with the County to identify which projects the cities would like to pursue that require the expertise of a planner and/or a grant writer.</li><li>▪ Consider needs across the cities. How would a shared planner and/or grant writer split their time? Is there enough work for full-time employees between the cities and County? What are the cost differences between full-time employees and contract services? How can the County and WCVEDG best support the cities?</li><li>▪ Monitor state activity that might create opportunities for direct funding and capacity building. Examples include legislation, Congressionally directed spending requests, DLCD Housing Needs and Analysis report recommendations, and DLCD or other state funding to create a regional program to help build capacity for small cities. Eastern Oregon University's REV Program or GEODC are entities that could expand in the future to include planning support for small cities.</li></ul> <p><b><u>Do When</u></b></p> <p>After needs are identified, the cities and County should work together to determine preferred way of building planning and grant writing capacity. Options could include:</p> <ul style="list-style-type: none"><li>▪ <b>Hiring shared full-time employees.</b> A shared grant writer and/or a shared planner could be housed at the County with time split across the cities according to need or pre-established agreements. Costs could be split across the communities.</li><li>▪ <b>Sharing contracted services.</b> The County has two grant writers of record as of summer 2022. The County could provide limited services in kind.</li></ul>



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- **Building County capacity.** The County may consider hiring a Community Development Director to deploy support to cities as needed.
  - **Building WCVEDG capacity.** WCVEDG will be contracting with Heppner Community Foundation, which supports special districts and local government with administration and managing grants. If funding were available to support a full-time staff position, WCVEDG would be interested in providing grant writing and/or planning services to cities that demonstrated need.
  - **Build internal grant writing expertise.** The Ford Family Foundation's Pathways to Securing Rural Federal Funding Toolkit includes need-based mentoring to build grant writing expertise as well as (coming soon) a grant writer roster to assist agencies in developing and managing federal grant proposals.

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**Examples**

The **Regional Rural Revitalization Strategies** is a developing partnership between the Cities of John Day, Burns, and Lakeview. The purpose of this partnership is to share staff and resources among the three municipalities to better cover costs related to housing needs and other public improvement projects.

## Appendix A. Grants/Loans for Water Infrastructure

This appendix includes a limited number of potential grant opportunities that the cities could pursue to support water infrastructure. The cities should continue to monitor state agency and legislature creation of new funding opportunities for water infrastructure as well as funding opportunities aimed at building capacity for planning and for housing.

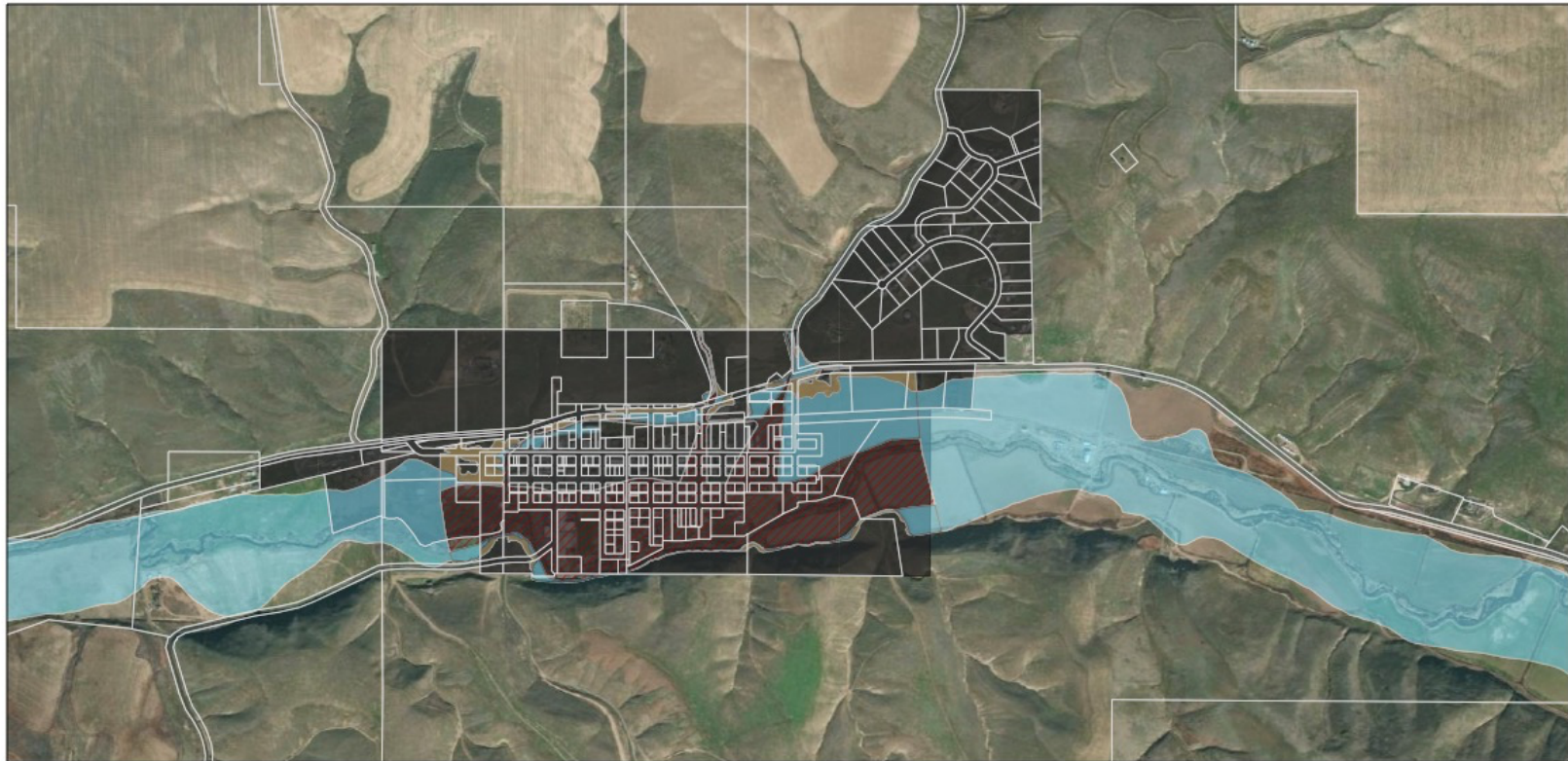
ID	Funding Program	Program Description	Eligible Projects	Eligible Applicants	Grant Program Criteria Evaluated	Funding Capacity
1	<b>OWRD Water Projects Grants and Loans</b>  <b>Funding Agency:</b> Oregon Water Resources Department	Funding for projects that will help Oregon meet its in-stream and out-of-stream water supply needs and produce economic, environmental, and social/cultural benefits. This competitive funding opportunity is meant for implementation-ready projects. Grants and loans are offered on an annual basis, with the applications due each spring.	Funds implementation-ready projects in conservation, reuse, above-ground storage, below-ground storage, streamflow protection or restoration, water distribution, conveyance or delivery systems, and other water resource development projects that result in economic, environmental, and public benefits.	Any local or tribal government or person may apply for funding.	Criteria document available on their webpage. Looking for highest likelihood of achieving greatest public benefits under three categories: economic, environmental, and social. Each category must achieve minimum rating of 7.	Past funding has ranged from \$150,000 to \$3 million. Funding is provided through the sale of lottery revenue bonds. An additional \$15 million in lottery revenue bonds, scheduled to be sold in March 2023, will provide funding for future cycles.  Grant requires a 25% cost match
2	<b>OWRD Feasibility Study Grants</b>  <b>Funding Agency:</b> Oregon Water Resources Department	Feasibility Study Grants fund qualifying costs of studies to evaluate the feasibility of developing water conservation, reuse, and storage projects. This competitive funding opportunity helps individuals and communities investigate whether a project is worth pursuing. Grants are offered on an annual basis, with applications due each fall.	Funds studies to evaluate the feasibility of developing water conservation, reuse, and storage projects	Any local or tribal government or person may apply for funding.  *Grant applications would likely require engineering expertise and assistance with grant writing	Technical preparedness, study goal, water availability and strategies, community engagement.	Grants require a 50% cost match of the total cost of the feasibility study, up to \$500,000.
3	<b>Sustainable Infrastructure Planning Projects (SIPP)</b>  <b>Funding Agency:</b> Oregon Health Authority	SIPP provides a 100% forgivable loan for planning infrastructure projects for water utilities to make them more sustainable and resilient. Grant cannot be used for any construction or engineering, only planning.	Feasibility Studies, Asset Management Plan, System Partnership Studies, Water Rate Analysis, Leak Detection Studies, Security Risk and Vulnerabilities Studies, Water System Master Plan for water systems with <300 connections, Seismic Risk Assessment and Mitigation	A water system may be awarded SIPP funds once every three years	System size (small systems prioritized), capital improvement history, future project potential, readiness to proceed, priority deliverable	Up to \$20,000 per project, 100% forgivable loan

ID	Funding Program	Program Description	Eligible Projects	Eligible Applicants	Grant Program Criteria Evaluated	Funding Capacity
4	<b>Water Infrastructure Finance and Innovation Act Program</b>  <b>Funding Agency:</b> Environmental Protection Agency	The Water Infrastructure Finance and Innovation Act of 2014 (WIFIA) established the WIFIA program, a federal credit program administered by EPA for eligible water and wastewater infrastructure projects.	Projects that are eligible for Clean Water and Drinking Water State Revolving Funds (SRFs), drought mitigation, alternative water supply, energy efficiency projects. Funds can be used for development, construction, acquisition costs.	Local, state, tribal, and federal government entities, partnerships and joint ventures, corporations and trusts and Clean Water and Drinking Water State Revolving Fund (SRF) programs	The program determines whether the project satisfies each category of criteria (Project Impact, Project Readiness, and Borrower Creditworthiness).	\$5 million minimum size for small communities (<25,000), 49% costs eligible for WIFIA funding, Federal funding cannot exceed 80% of project costs, 35-year maximum maturity for completion, 5 additional years after completion for repayment.  In some cases, loans from the SDWRLF can be used as required match funding for WIFIA funding.
5	<b>USDA Rural Development Water and Environmental Programs: Emergency Community Water Assistance Grants</b>  <b>Funding Agency:</b> USDA Rural Development	This program helps eligible communities with a population of 10,000 or less prepare, or recover from, an emergency that threatens the availability of safe, reliable drinking water. Emergency events including drought or flood, earthquake, tornado or hurricane, disease outbreak, chemical spill or leak, other disasters (federal disaster declaration is not required).	Funds can be used 1) to construct waterline extensions, repair breaks or leaks in existing water distribution lines, and address related maintenance necessary to replenish the water supply, and 2) to construct a water source, intake, or treatment facility.  The area to be served must have a median household income less than the state's median household income for nonmetropolitan areas.	Most state and local governmental entities, nonprofits, federally recognized tribes	Unclear from website. Website suggests speaking to a program specialist before attempting to fill out any forms or applications	Water transmission line grants up to \$150,000  Water source grants up to \$1,000,000

ID	Funding Program	Program Description	Eligible Projects	Eligible Applicants	Grant Program Criteria Evaluated	Funding Capacity
6	<b>WaterSMART: Water and Energy Efficiency Grants</b>  <b>Funding Agency:</b> Bureau of Reclamation	On-the-ground water management improvement projects, including projects that conserve water and address water supply reliability.	Projects should result in quantifiable water savings, implement renewable energy components, and support broader sustainability benefits.	State, regional, or local authorities, whose members include one or more organizations with water or power delivery authority.	Quantifiable water savings, renewable energy, sustainability benefits, etc.	Up to \$500,000 for projects to be completed within two years; up to \$2 million for projects to be completed within three years; and up to \$5 million for large projects to be completed within three years.  Non-Federal Cost Share: 50% or greater.
7	<b>WaterSMART: Small-Scale Water Efficiency projects</b>  <b>Funding Agency:</b> Bureau of Reclamation	The WaterSMART Small-Scale Water Efficiency Projects Reclamation provides 50/50 cost share funding to irrigation and water districts, tribes, states and other entities with water or power delivery authority for small water efficiency improvements that have been identified through previous planning efforts. Projects eligible for funding include installation of flow measurement or automation in a specific part of a water delivery system, lining of a section of a canal to address seepage, or other similar projects that are limited in scope.	Canal lining/piping, municipal metering, Irrigation flow measurement, supervisory control and data acquisition (SCADA), landscape Irrigation measures, high-efficiency indoor appliances and fixtures, upgrades to commercial cooling systems to improve water-use efficiency  Other projects that are like those tasks listed above may be submitted for consideration and will be allowed to the extent that they are consistent with program authorization and goals.	State, regional, or local authorities, whose members include one or more organizations with water or power delivery authority.	Project benefits, planning efforts supporting the project, project implementation, nexus to reclamation, Presidential and Department of the Interior priorities	In 2022, applicants were eligible for up to \$100,000 for 2-year projects, with maximum total project costs of \$225,000.  50% non-Federal cost share

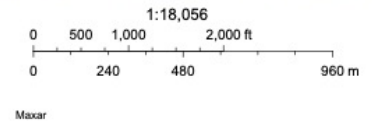
## Appendix B. Flood Plain Maps

### FEMA, FIRM IONE, OR



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- AE, FLOODWAY
- FEMA Floodways
- X, 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
- A, AREA OF MINIMAL FLOOD HAZARD
- AE,
- City Limits



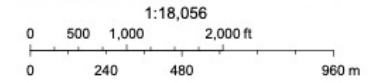
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Morrow County Planning Department

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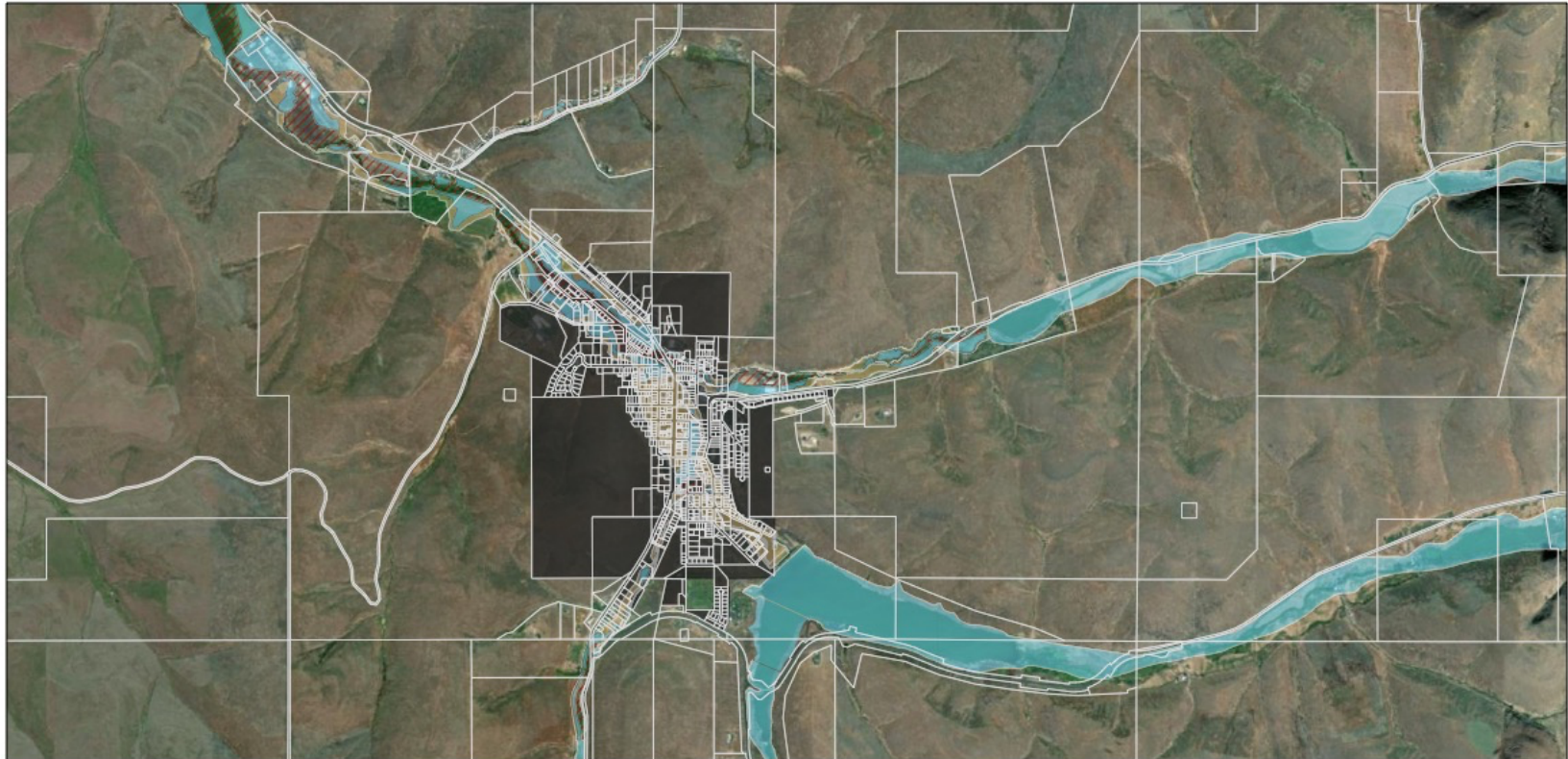
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
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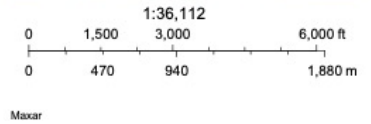
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Morrow County Planning Department

# FEMA, FIRM HEPPNER, OR



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|  AE,     |  City Limits                           |



Web AppBuilder for ArcGIS  
Morrow County Planning Department

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# Morrow County Housing Implementation Strategy Background Report

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August 2022

Prepared for: Morrow County and the Cities of Heppner, Lone, and Lexington

Report



# Introduction and Purpose

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The three small Cities of Ione, Lexington, and Heppner have worked collaboratively over the past 20 years to increase housing production in the Willow Creek Valley. Many of the new housing units have been the result of a public-private partnership between the Willow Creek Valley Economic Development Group (WCVEDG) and the Ione Community Agri-Business Organization (ICABO). While that formula has produced some new housing, the lack of infrastructure along with a lack of developer capacity in the area has caused housing development to stall.

The purpose of this Background Report is to summarize information on the housing market, proposed infrastructure, and amenity projects in each of the communities, and to identify a set of possible interventions, including policy changes and funding tools, that can help to move these projects forward. This will include interviews with stakeholder groups including community and advocacy organizations and housing developers.

The next step will be to write an Implementation Strategy that will help the cities address the needs and gaps identified in this report.

This Background Report has the following sections:

- **Housing Market Context for Ione.** This section outlines factors in the housing market that drive the need for a well-honed strategy.
- **Housing Market Context for Heppner.** This section outlines factors in the housing market that drive the need for a well-honed strategy.
- **Housing Market Context for Lexington.** This section outlines factors in the housing market that drive the need for a well-honed strategy.
- **Implications and Next Steps.** This section outlines barriers that the cities face and implications that will guide the Implementation Strategy moving forward.

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The overall goal of the project is to prepare a Housing Implementation Strategy focused on two of the strategies identified in the 2019 Morrow Housing Strategies Report:

Land Supply Strategy 1: Evaluate and Address Infrastructure Issues in the cities of Ione, Lexington, and Heppner.

Code Strategy 2: Enhance Local Amenities and Services. Garner local input on city amenities that residents desire to enhance livability in each town.

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# Housing Market Context - Ione

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## Housing Market Summary<sup>9</sup>

The City of Ione had a total population of 337 as of 2020.<sup>10</sup> Relative to Morrow County and Oregon, the City of Ione has a larger portion of older residents and a lower median family income. Just over 20% of residents in Ione were over 65 years old as of 2017, which is a higher share than either Morrow County or Oregon. From 2010 to 2018, median household income in Ione shrank from \$56,250 to \$51,786—a decrease of 8%.

The majority of residents in Ione own their homes. The Housing Needs Analysis (HNA) found that among homeowners, there was an estimated surplus of 17 houses. In contrast, the HNA found a shortage of 8 units among renters, with 31 units supplied compared to an estimated 39 units needed. However, conversations with the City suggest that there is a shortage of homes available for both ownership and renting.

From 2000 to 2018, the population of Ione grew at a modest rate of 2% from 329 people to 338. Between now and 2039, the population of Ione is expected to grow slightly, by 0.11%. By 2039, housing demand in Ione is expected to reach a total of 155 units, with the majority of new housing being single-family detached housing.

## Past Efforts and Barriers

The City of Ione residents and businesses use individual, privately owned septic tanks and drainfields to treat and dispose of wastewater on each developed lot in the city. According to the City's one stop application, *"The original Ione town site was platted with small, narrow lots that, in most cases, do not provide sufficient area for conventional wastewater drain field placement or the required additional area for future drain field replacement. This has become a hindrance to growth and development of vacant properties."*

The City has been working since the mid-2010s to develop an investment plan for a potential wastewater system. The recently submitted Wastewater Feasibility Study Amendment (under Oregon Department of Environmental Quality review) has a viable alternative the City is eager to pursue.

The City of Ione faces a shortage of housing and space for recreational vehicles. This new wastewater system would dramatically help this community that is currently solely on septic tanks.

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<sup>9</sup> Data are summarized from the 2019 Morrow County Housing Strategies Report unless otherwise noted.

<sup>10</sup> Population estimates from the Population Resource Center at Portland State University

## Proposed Infrastructure and Amenity Projects - Cost and Potential Funding Sources

Key projects identified by the community include a community wastewater system and road paving projects on key corridors. Ione's water system is in good shape and does not need improvements.

### Community Wastewater System

The proposed project includes a new community wastewater collection, treatment, and disposal system. If the proposed project is constructed, the City will no longer need to rely on existing individual drainfields to collect and dispose of the City's wastewater.

In August 2021, Anderson Perry (a civil engineering firm) completed a feasibility study for the wastewater system that evaluated two alternatives: a drain field (up Johnson Grade) and evaporative lagoons. The recommended community wastewater system project is a gray water from individual septic tanks flowing up Johnson Grade to a drainfield. The project would provide 176 connections (not including Emert Addition) for residents (single-family and RV park residents), businesses, city properties, and the school. It would allow for 166 residential connections, with a total of 10 other connections.<sup>11</sup> Since the project would be located above shallow groundwater, Ione's project would include small diameter mainlines and no manholes.

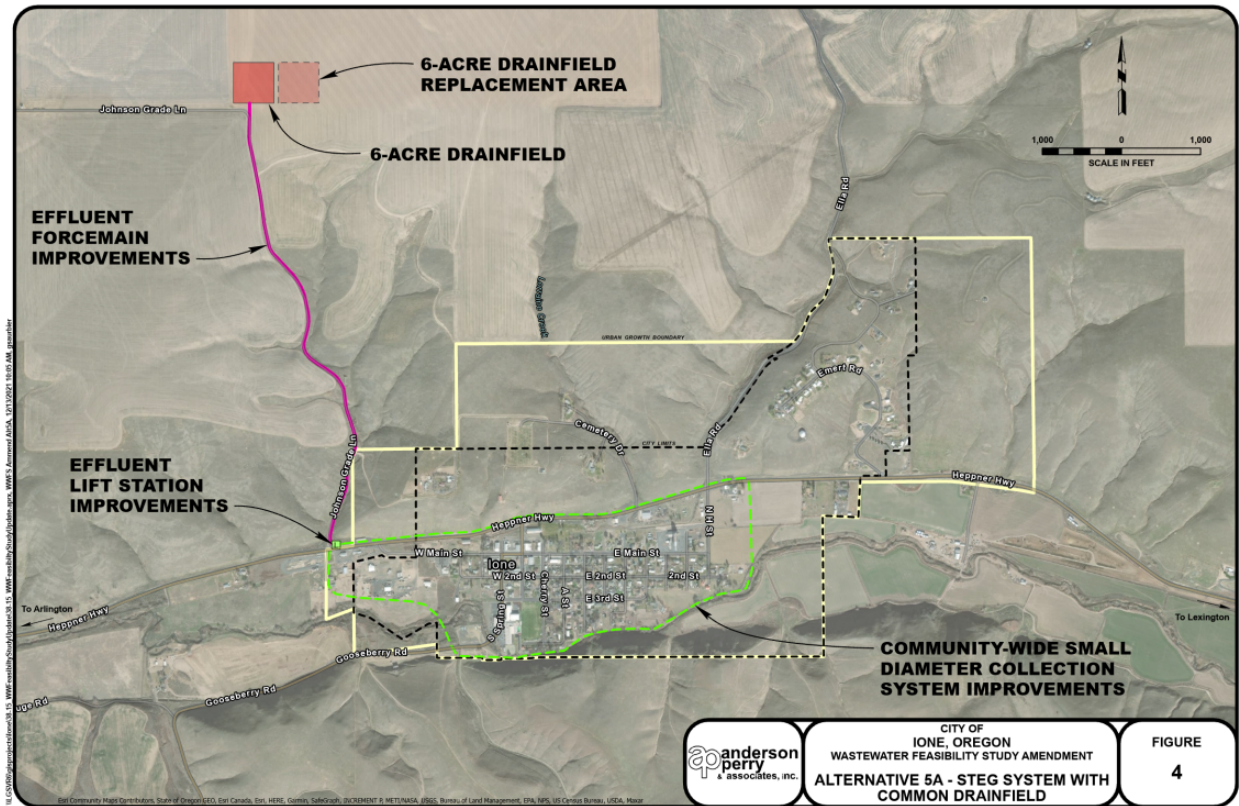
The total cost of the project is estimated to be **\$5.5 to 5.7 million, including contingency**. These costs will continue to rise the longer it takes to implement the project.

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<sup>11</sup> Ione Wastewater Improvements One Stop Meeting Presentation, April 8, 2022.

### Exhibit 3. Ione Community Wastewater System

Source: Anderson Perry



### Funding

In April 2022, the City met with representatives from several funding agencies at the One Stop Funding Meeting hosted by Business Oregon. The most viable funding alternative was a USDA grant of \$2.5 million coupled with a loan. Monthly user fees under this scenario would be \$43, which is within the City’s affordability threshold.

The City of Ione has preliminary local grant commitments consisting of:

- **The Ione Community Charter School** (Potential for up to \$800,000; not guaranteed)
- **Ione Community Agri-Business Organization (ICABO)** \$100,000 committed to date
- **City American Rescue Plan Funds.** The City is receiving \$200,000 in one-time payments in 2022 and an additional payment of \$64,000 in either 2022 or 2023.
- **Columbia River Enterprise Zone (CREZ).** The City is expecting to receive \$200,000 per year from 2022 through 2031, but it is not guaranteed
- **Amazon payment.** The City received \$200,000 in 2022.

There remains a gap of up to \$2 million which the City is hoping to bridge through additional local grant commitments.

## Next Steps

- Obtain funding for the proposed Wastewater System Improvements Project
- Finalize 2021 amendment to the 2014 Wastewater Feasibility Study<sup>12</sup>
- Obtain approval from DEQ for system design (expected before the end of 2022)
- Design System Improvements
- Construct System Improvements

## Transportation Infrastructure Improvements

The City has identified two road enhancement projects that would contribute to the livability of the community. The City has received an ODOT Small City allotment of \$250,000 to pay for these improvements. The City may need additional grants, depending on the project scope.

- **Roadwork on Main Street.** The City of Ione is pursuing funding to pay for paving and pothole repair on 2<sup>nd</sup> Street.
- **Emert Road Improvements.** The City of Ione would like to improve Emert Road, which serves the Emert Addition. This road is partially paved but is prone to periodic washboarding. The County is responsible for grading the road.

## Housing Development

**Willow Creek Valley Economic Development Group Housing Developments.** The group has agreed to build another duplex in Ione but is waiting on a contractor. The contractor they used previously is out four years in projects. They have approved funding, but it is hard to switch to a new contractor.<sup>13</sup>

## Water System Resiliency Improvements

In addition to the community wastewater system described above, the City of Ione is interested in making improvements to its water system. The City of Ione has two wells and only one pump, which may need to be repaired or replaced. The City of Ione is interested in adding a second water pump to its system. In a conversation with Regional Solutions on August 1, 2022, ECONorthwest learned that the City of Ione can apply for Business Oregon grants to conduct water system planning to better outline the costs for the secondary pump and other drinking water infrastructure needs.

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<sup>12</sup> City of Ione, Oregon Wastewater System Improvements One-Stop. April 8<sup>th</sup>, 2022

<sup>13</sup> Interview with Kim Cutsforth, Willow Creek Valley Economic Development Group, April 2022.

# Housing Market Context - Heppner

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## Housing Market Summary<sup>14</sup>

The City of Heppner had a total population of 1,295 as of 2020.<sup>15</sup> Heppner has a larger share of older residents and a lower median family income relative to Morrow County and Oregon. About one-fifth of residents in Heppner were over the age of 65 in 2017. Between 2010 and 2018, the median household income in Heppner increased 52% from \$32,833 to \$50,000, but as of 2018 was still lower than that of Morrow County or Oregon.

Most residents in Heppner own their homes. The Housing Needs Analysis (HNA) identified a surplus of homes available for ownership (27 units) and a deficit of homes available for rent (4 units). However, conversations with the City indicate that there are fewer homes available for ownership than found in the HNA. There are limited homes available for higher-income households.

From 2000 to 2018, the City of Heppner experienced a 7% decrease in its population, from 1,411 residents in 2000 to 1,310 in 2018. Between now and 2039, the population of Heppner is expected to grow at a modest rate of 0.12%. Between 2018 and 2039, Heppner is anticipated to need a total of 27 new housing units to meet rental demand, half of which will be single-family detached with the rest a mix of multifamily and mobile homes.

## Past Efforts and Barriers

The City of Heppner has aging water and wastewater infrastructure, which needs improvements to address deficiencies, build capacity, and add redundancy. The City is working on addressing the water and sewer service issues on a 22-acre parcel owned by the Willow Creek Valley Economic Development Group (WCVEDG) to prepare for the development of approximately 15 new homes. The City needs to drill a well that would serve the 22-acre site while also adding redundancy to the City's overall water system. However, while the 22-acre parcel is important for new housing development, the City's infrastructure needs extend beyond this parcel and any improvements need to be considered within the context of the whole City.

Land use rules and regulations as well as land constraints are also hindering development in Heppner. As described in the Morrow County Housing Strategies Report (2019), *"Nearly all of the land area in the City's R3 zone, the only residential zone that allows for multi-family housing outright, is classified as Difficult to Serve. Thus, 84% of the estimated citywide housing unit capacity is*

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<sup>14</sup> Data are summarized from the 2019 Morrow County Housing Strategies Report unless otherwise noted.

<sup>15</sup> Population estimates from the Population Resource Center at Portland State University.

*located on Difficult to Serve parcels.”* Heppner needs to revisit its Comprehensive Plan and zoning ordinances to remove barriers to the development of a variety of housing types.

As identified in the Morrow County Housing Strategies Report (2019), Heppner lacks housing for households earning over \$50,000 annually. Enhancing local amenities could help drive demand and encourage developers to invest in new housing projects that target higher-income households. The City of Heppner has been actively improving its amenities. Fiber optic internet is now available throughout the city. The City and Park District, which is a stand-alone entity, have been maintaining parks (of which Heppner has an ample supply due to the Flood Zone) and other desired recreational amenities.<sup>16</sup> The City recently put in sidewalks from one side of the City to the other, including a walking bridge. The Howard and Beth Bryant Foundation has also been instrumental in meeting community needs by funding a fitness center, mini-golf course, community center, weight room, and batting cage, among other improvements.

Other barriers to housing development include a lack of developers and builders in the area. Many builders are backed up for multiple years. Heppner, like other cities in Morrow County, has limited staff capacity to facilitate planning processes and pursue funding opportunities, which can further complicate and expand timelines.

## Proposed Infrastructure and Amenity Projects - Cost and Potential Funding Sources

Key projects identified by the City include updating the community’s water and wastewater systems and updating City codes and ordinances.

### Community Water System

Working with Anderson Perry & Associates (a civil engineering firm) the City is putting together a Water System Master Plan (WSMP). The WSMP will evaluate the City’s entire municipal water system, including supply, storage, and distribution systems. This plan is expected to be completed in March 2023 (with a draft in January 2023).<sup>17</sup> It will include total estimated project costs and potential funding sources the City can pursue to fund selected improvements.

One early project the City identified is the need to construct an additional well. This well would resolve capacity issues and build redundancy into the water system as well as serve a new residential district. The City is working to build the telemetry system this year.

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<sup>16</sup> Community residents have expressed a desire for a trail that connects Heppner with neighboring cities, however, land needed to make those connections is under private ownership. Interviews with local stakeholders suggest this is unlikely to change.

<sup>17</sup> Business Oregon General Application for the City of Heppner’s Waster System Master Plan

## Funding

Anderson Perry submitted a grant application for \$20,000 on behalf of the City of Heppner to fund the planning work, which is expected to cost \$65,000. The City is paying the remaining \$45,000.

The City, in collaboration with Morrow County, applied for an Economic Development Administration (EDA) grant and a separate construction grant to support the final design and construction of the water system. The City has upward of \$750,000 in the General Fund if needed as well. A One Stop meeting is expected to take place early next year. At that point, the City will have a better understanding of any funding gaps. However, the City expects to need additional funding sources and is interested in identifying grants and loans that that will help them build resilience into their water system.

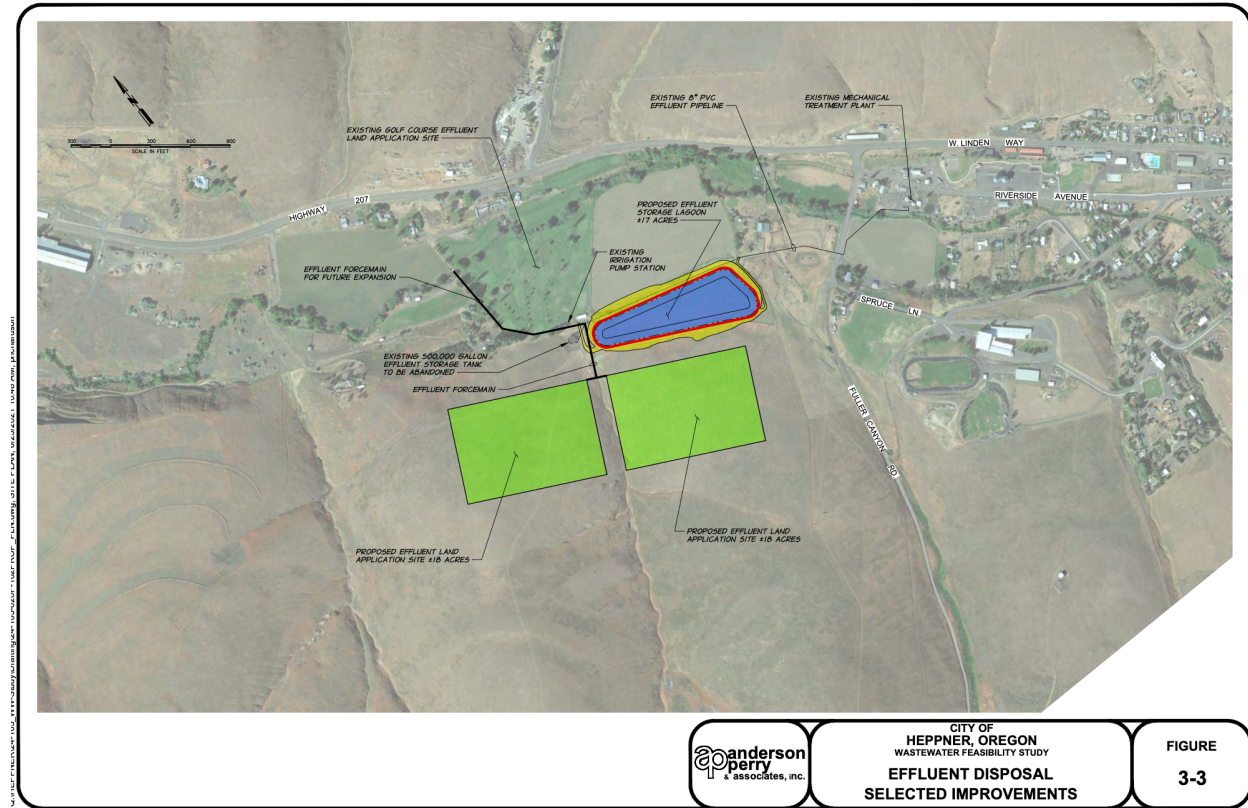
## Community Wastewater System

The City is working on improvements to its wastewater treatment and disposal systems. In 2021, Anderson Perry & Associates completed the Wastewater Feasibility Study for the City, which evaluated improvement alternatives and developed design criteria. The study also included a financial plan and project implementation plan. Based on Anderson Perry's analysis, the City chose to pursue improvements to the existing mechanical wastewater treatment facility and construct a new effluent storage lagoon with additional land application irrigation systems (Exhibit 4). As noted in the Study, these improvements are expected to provide a system that can treat wastewater to acceptable levels and provide increased capacity for disposal of treated effluent for a 20-year planning period.



### Exhibit 4. Heppner Effluent Disposal Selected Improvements

Source: Anderson Perry & Associates, City of Heppner Wastewater Feasibility Study, 2021



The total cost of the project is estimated to be **about \$6 million (Exhibit 5), including contingency and land acquisition** (The City identified a need to secure approximately 15 acres for the wastewater infrastructure, which will likely cost between \$100,000 and \$200,000). These costs will rise the longer it takes to implement the project.

### Exhibit 5. Summary of Estimated Costs for Wastewater Systems Improvements

Source: Anderson Perry & Associates, City of Heppner Wastewater Feasibility Study, 2021

Note: As funding applications are developed, the cost should be projected to the year of anticipated construction to account for inflation.

Improvement	Costs
Mechanical Treatment Plan Improvements	\$1,449,000
Wastewater Effluent Storage and Disposal	\$2,222,000
Construction Contingency (20 percent)	\$734,000
Other Project Costs (Engineering, Environmental, Land Acquisition, etc.)	\$1,219,000
<b>Total Estimated Project Cost (Year 2021)</b>	<b>\$5,624,000</b>
<b>Total Estimated Project Cost (Year 2022)</b>	<b>\$5,976,000</b>

## Funding

As indicated by the City, the design work for system improvements has been funded. However, the City still needs to identify funding sources for the construction of wastewater system improvements. The Wastewater Feasibility Study detailed potential funding sources the City could pursue, of which Business Oregon's Water/Wastewater program, the DEQ's Clean Water State Revolving Fund Loan Program, and a Rural Development bond appeared to be the most promising. These options will be discussed with funding agencies at a One Stop meeting, which will take place in late 2022 or early 2023. The City recently completed its income survey and found it does not qualify for Community Development Block Grant (CDBG) funding.

## Debt Capacity

As described in the Wastewater Feasibility Study, if the entire wastewater project was funded through a loan, the utility rate could jump from \$34.84 per connection per month to approximately \$68 per month or more depending on the loan. Estimated loan capacities are based on the current estimate of 733 connections and annual operation and maintenance expenditures that increase 5% each year.

## Updating Ordinances and Codes

The City has limited available, unconstrained land zoned for residential development. To encourage more housing development, the City is working on updating ordinances and codes. The City adopted Goal 10 last year and is working on updating it in the Comprehensive Plan as a next step. The City is interested in reviewing flood control ordinances, although the City needs to try to reduce the number of pages incorporated due to costs. The City also intends to review ordinances for the Downtown District and other areas that are not well defined for building and construction. This planning review will be funded with a \$1,000 DLCD planning assistance grant. The City will contribute any other needed funding to complete the review.

## Transportation Infrastructure Improvements

The City has been actively working on updating and maintaining its road network. The City received over \$3 million in the past couple of years and should get another couple of million in the next couple of years to continue this work.

## Other Amenities

While the City has been active in improving and expanding amenities, there may be an opportunity for the City to expand restaurant offerings in the area. Initial discussions indicate there might be an opportunity for coffee shops and/or fast-food restaurants.

## Additional Funding and Timing Considerations

While the City has been building up a financial reserve, it does not have enough to cover the full cost of infrastructure improvements and will need to compile funding from a variety of sources, including local government sources (General Fund), raising utility rates, and state and federal loans and grants.

Understanding funding revenues and what they support will be critical to meeting Heppner's infrastructure needs. Some sources can only be used for specific purposes but will need to be considered within the greater context of the whole City improvements. For instance, the City received a grant from the state for approximately \$2 million for street improvements for 2022, which will be done in coordination with water and wastewater work.

### Funding Sources that Could Support Projects

While the City will have One Stop meetings to identify funding for the water and wastewater projects, the City has already secured or is interested in pursuing funding from the following sources that could support projects.

- **State of Oregon.** The City received \$500,000 for economic benefit – spending requirements unclear at this point
- **Morrow County**
  - *Columbia River Enterprise Zone (CREZ).* The City is expecting to receive \$200,000 per year from 2022 through 2031, but this is not guaranteed. This is likely to be split equally between water, wastewater, and streets.
  - *Amazon payment.* The City is receiving \$200,000 in 2022.
- **City ARPA funds.** \$280,000 in two installments
  - **2022:** \$140,000 – received approximately \$65,000 for water and sewer projects
  - **2023:** \$140,000 – not allocated, flexible in how it can be spent
- **ODOT Small City Allotment Program.** Pursuing \$250,000 in 2022 and 2023 to upgrade streets (for paving around the hospital, deteriorating road)

### Next Steps for Water and Wastewater System Improvements

- Finish Water System Master Plan (WSMP)
- Hold a One Stop meeting for wastewater system improvements
- Hold a One Stop meeting for water system improvements

# Housing Market Context - Lexington

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## Housing Market Summary<sup>18</sup>

The City of Lexington had a total population of 265 as of 2020.<sup>19</sup> Lexington has a larger share of older residents and a lower median family income relative to Morrow County and Oregon. The City has fewer families with children than the County and an average household size of 3.3 persons. About one-fifth of residents in Lexington were over the age of 65 in 2017. The estimated median household income in Lexington was \$29,400 in 2018 compared to Morrow County's \$54,400.

Most residents in Lexington own their homes. The Housing Needs Analysis found that the City has a surplus of homes available for ownership (18 units) and a deficit of homes available for rent (17 units). There are limited homes available for higher-income households.

The City of Lexington experienced a 10% decrease in its population from 263 residents in 2000 to 238 in 2010 before increasing again to 265 in 2018. Between 2018 and 2039, the population of Lexington is expected to decrease at an annual rate of 0.66%. Between 2018 and 2039, Lexington is anticipated to need a total of 17 new housing units to meet rental demand, which is expected to be a mix of single-family detached and mobile homes.

## Past Efforts and Barriers

The City of Lexington's current water system is unable to keep up with demand. In recent years, the City has had to put water restrictions in place to preserve its supply, which is particularly constrained in the summer months. The City also has limited options for treating wastewater. Residents and businesses use individual, privately owned septic tanks and drainfields to treat and dispose of wastewater on each developed lot in the city. This limits the density of development, making it generally only suitable for single-family detached housing. Addressing water system deficiencies is a priority for the City and is necessary before making changes to wastewater management.

In the past, the City has had limited success seeking funding and support for wastewater treatment facilities given the small population, limited land for development (most of the capacity for residential units is on parcels classified as "difficult to serve," which makes extending infrastructure to these sites costly and difficult), and future population growth projections. Instead of developing a municipal wastewater treatment system, the Morrow County Housing Strategies Report (2019) identified the following recommendations while recognizing that these approaches may be cost prohibitive at the scale likely for Lexington:

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<sup>18</sup> Data are summarized from the 2019 Morrow County Housing Strategies Report unless otherwise noted.

<sup>19</sup> Population estimates from the Population Resource Center at Portland State University.

- Investigate the feasibility of using package wastewater treatment systems or the on-site collection and off-site treatment of wastewater. The Oregon Department of Environmental Quality and Multnomah County sanitarian would be a good resource for information about these techniques.
- Identify larger parcels that have adequate space for a common septic field that could treat wastewater from multiple units. Housing units could be clustered and potentially built more economically as attached housing on such sites, with a common drainfield located in open areas on the site. Cottage cluster development is one example of this type of development.

Like the rest of the County, Lexington may also have opportunities to enhance local amenities and services to both improve the quality of life for current residents as well as attract additional residents to the city. The City identified a need for parks and recreational amenities as well as sidewalks.

Other barriers to housing development include a lack of developers and builders in the area. Many builders are backed up for multiple years. Lexington, like other cities in the county, has limited staff capacity to facilitate planning processes and pursue funding opportunities, which can further complicate and expand timelines.

## Proposed Infrastructure Projects: Community Wastewater System and Water System

Key projects identified by the City include updating the community's water system and evaluating options for wastewater treatment. The City also identified opportunities to improve roadway facilities and add recreational amenities.

### Community Water System

Working with Anderson Perry & Associates (a civil engineering firm), the City is putting together a Water System Study which will evaluate the municipal water system piping and new water supply well options. This plan is expected to be completed in February 2023 (with a draft in December 2022).<sup>20</sup> It will include total estimated project costs and potential funding sources the City can pursue to fund needed improvements. The first work session was held in March 2022.

### Funding

Anderson Perry submitted a grant application with Business Oregon for \$20,000 on behalf of the City of Lexington to fund this planning work which is expected to cost \$40,000. The City is paying the remaining \$20,000.

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<sup>20</sup> Business Oregon General Application for Lexington's Waster System Study

On July 1, 2022, the City raised the rate for 10,000 gallons of water from \$48 to \$49 for basic services. Initial discussions with Anderson Perry indicate that the City will not need to conduct an income study to pursue affordability restricted funding, as the City already meets or exceeds the affordability rate.

A One Stop meeting to identify funding options is expected to take place in early 2023 after the completion of the study.

## Wastewater System

Working with Anderson Perry & Associates, the City of Lexington is putting together a Wastewater System Feasibility Study which will evaluate options for a communitywide municipal wastewater system. The most serious issue at this point is that the City needs a septic tank drain field. This plan is expected to be completed in February 2023 (with a draft in December 2022).<sup>21</sup> It will include total estimated project costs and potential funding sources the City can pursue to fund needed improvements. The first work session with Anderson Perry was held on May 10, 2022.

## Funding

Anderson Perry submitted a grant application with Business Oregon for \$20,000 on behalf of the City of Lexington to fund this planning work, which is expected to cost \$40,000. The City is paying the remaining \$20,000. A One Stop meeting to identify funding options is expected to take place in early 2023 after the completion of the study.

## Transportation Infrastructure Improvements

The City is pursuing a Transportation and Growth Management grant through the Oregon Department of Land Conservation and Development, which could be used to update their Transportation System Plan or create a Downtown Plan. As of April 2022, the City was still waiting for award allocations. Most of the City's streets are paved due to receiving the Small City Allotment Grant from the Oregon Department of Transportation, but the City still has several streets that need to be resurfaced or upgraded from gravel to pavement.

## Other Amenities

The City currently has two small parks off Highway 74. Neither of these parks is large enough for a playground. The City has expressed interest in adding a larger park that can support a playground. The City also wants to fence in the parks to improve safety, as well as add amenities such as picnic tables and benches.

Residents have also expressed a desire to build a sidewalk down one side of Main Street to the highway, which would improve safety for pedestrians. This would be a part of the Downtown Improvement Plan project area, which could include sidewalks on both sides of the downtown area.

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<sup>21</sup> Business Oregon General Application for Lexington's Wastewater System Study

## Additional Funding and Timing Considerations

The City does not have a large enough financial reserve built up to cover infrastructure improvements and will need to compile funding from a variety of sources, including local government sources, raising utility rates, and state and federal loans and grants.

### Additional funding sources that could support projects

While the City will have One Stop meetings to identify funding for the water and wastewater projects, the City has already secured or is interested in pursuing funding from the following sources to support projects.

- **Morrow County (secured)**
  - *Columbia River Enterprise Zone (CREZ)*. The City is expecting to receive \$200,000 per year from 2022 through 2031, but this money is not guaranteed
  - *Amazon payment*. The City is receiving \$200,000 in 2022.
- **City ARPA funds (secured)**. \$26,000
- **ChangeX (Amazon micro grants)**. Awarded \$5,000 for technology improvements to the town hall.
- **Small City Allocation Grant (ODOT)**. Pursuing \$250,000 for road improvements
- **TGM grant**. Pursuing \$175,000 for Downtown Improvement Plan

### Next Steps for Water System Improvements

- Finish water system and wastewater system feasibility studies
- Hold One Stop meetings for water and wastewater system improvements

# Implications and Next Steps

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With Anderson Perry’s support, the Cities of Ione, Heppner, and Lexington are well equipped to address their water and wastewater deficiencies and identify funding packages to support these projects. However, water and wastewater infrastructure improvements alone will not guarantee additional housing development. Cities across Oregon are having difficulties attracting housing development, especially development that would be suited to low- and middle-income families. Findings from initial conversations with stakeholders indicate that the biggest barriers to housing development in the area include a lack of developer capacity, along with a lack of capacity to advocate for and pursue additional funding for infrastructure and amenities.

Over the summer of 2022, ECONorthwest will draft an implementation plan to address the needs and gaps identified in this background report. Based on our research to date, we have identified the following implications that will guide our work on the implementation plan moving forward.

## The three communities could collaborate to attract investment in amenities and infrastructure and build professional services capacity across the whole Valley.

The cities have barriers when it comes to planning, both in staff capacity and expertise and in grant writing. The cities may benefit from a regional planner, shared between the three cities, potentially housed in the County. The cities might consider using some of the funds identified during this process to support regional planning and grant writing capacity.

### Next steps for developing the implementation plan

- **Explore ways to support city planning.** The cities identified infrastructure and amenity projects beyond water and wastewater that need the expertise of a planner to pursue them. As a next step, ECONorthwest will explore how other cities have overcome planning capacity constraints through best practices research and interviews with regional partners. The implementation plan could detail how a regional planner might be shared between the three cities and how they might be funded.
  - *Potential interviews/small group discussion:* Courtney Crowell, Regional Solutions Coordinator; Susan Anderson, Enterprise Community Partners (Susan is a national expert in rural housing development that ECONorthwest has worked with on past projects and can provide best practices ideas from around the country)
  - For City of Ione, include the City’s plan to request an amendment or revision to a flood map in an effort to change the city’s floodplain designation.<sup>22</sup>
- **Explore ways to improve grant writing capacity.** Funding desired projects remains a continuous challenge for the cities. Many staff are at capacity with their current

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<sup>22</sup> <https://www.fema.gov/flood-maps/change-your-flood-zone>



workloads and have little or no time to pursue additional funding. There may be an opportunity to boost grant writing capacity across the three cities by pursuing either on-call grant writing services or hiring permanent staff members to pursue grants. The cities could join with the County and share capacity or could pursue these options individually. ECONorthwest will discuss options and best practices during interviews or small group discussions with regional partners. The implementation plan will detail how grant writing capacity could be improved across the three cities.

- *Potential interviews:* same for Planning
- **Advocate for filling infrastructure and amenity project funding gaps.** In the implementation plan, we will provide a high-level characterization of the expected capital funding gap and potential funding sources for Ione's wastewater infrastructure improvements, but other communities have not yet completed their planning and one stop meeting. Thus, our overall findings may be higher level and include next steps like the following:
  - **Coordinate with Morrow County** to determine how the cities can best communicate funding gaps for priority projects
  - **Present to the CREZ Board.** The CREZ board may be able to provide valuable feedback on this background report. Over the next 5 years, CREZ is set to receive significant funds that could help support city needs. The County/cities may want to consider convening the CREZ board to discuss the barriers identified through the implementation plan process.
  - **Explore the Port's role in infrastructure for the cities.** There may be value in discussing city infrastructure needs with the Port. The Port is important at least for Heppner because they own the old Mill Site. Discussions with the Port would help establish what role, if any, the Port could play in helping with infrastructure.
    - *Potential interview:* Mark Patton, Port COO
  - **Identify potential funding and financing tools for infrastructure and amenities that the cities are interested in pursuing.** This could include exploring ways to raise additional funds such as using the TIF funding approach (e.g., Housing Incentive District). It may also include exploring targeted grant funding from sources such as ODOT, RDI, EDA, private foundations, OWRD Water Feasibility Grant, etc.
    - *Potential Interviews:* Ken Patterson, ODOT representative, City of Madras (regarding [Housing Incentive District](#)), Julie Keniry (REV Program), Melissa Drugge (Business Oregon)

### Identify innovative ways to produce housing in rural areas

All three cities face barriers when it comes to attracting development. Market-rate developers have little incentive to invest in the area due to limited opportunities for profitability. Not-for-profit organizations face barriers to accessing contractors. Some contractors that have previously worked in the cities are backed up for multiple years. Financing also remains a

barrier for both market-rate and not-for-profit developers. The cities may benefit from exploring how other rural cities have attracted developers and implementing ideas in a coordinated effort across the region.

### Next steps for developing the implementation plan

- **Explore how other communities have been able to attract development.** The three cities, like many rural areas, struggle to attract development. ECONorthwest will explore how other communities have dealt with development barriers such as limited contractor capacity and limited opportunities for profitable market-rate development. Are there ways cities have gotten around these issues? How have developers in other cities overcome financing constraints? The implementation plan will include steps to address these barriers.
  - *Potential interviews:* WCVEDG – discuss an approach for not-for-profit development; Susan Anderson, Enterprise Community Partners; Julie Keniry, Rural Engagement and Vitality Center
- **Link housing planning with economic development planning.** There may be an opportunity for the cities to tie tourism and placemaking opportunities with housing development, enhancing opportunities for alternative funding options. The implementation plan could include next steps such as:
  - Explore grants, like the USDA Placemaking Grant, and attend the Placemaking in Small and Rural Communities Online Conference, which is an opportunity for the cities to learn about placemaking and future funding sources.

**Consider WCVEDG’s role.** The Willow Creek Valley Economic Development Group has previously funded projects across the region. The implementation plan could consider what WCVEDG’s continued role in the communities will be, both in direct development and funding support.<sup>23</sup> WCVEDG has recently focused on the following:

- ***Business Enhancement Grants*** for any business in WCVEDG territory. Can spend up to \$25,000 over the life of a business
- ***Housing Rehabilitation Fund*** - up to \$20,000; capital improvements only
- ***Demolition Grant*** - \$5,000 to \$10,000 for tearing down a building; either sell or develop in a year

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<sup>23</sup> Interview with Kim Cutsforth, Willow Creek Valley Economic Development Group, May 5<sup>th</sup>, 2022.



MEMORANDUM

To: Morrow County Board of Commissioners
From: Tamra Mabbott, Planning Director
CC: Planning Commission
BOC Date: December 14, 2022
RE: Monthly Planning Update

Mission Statement

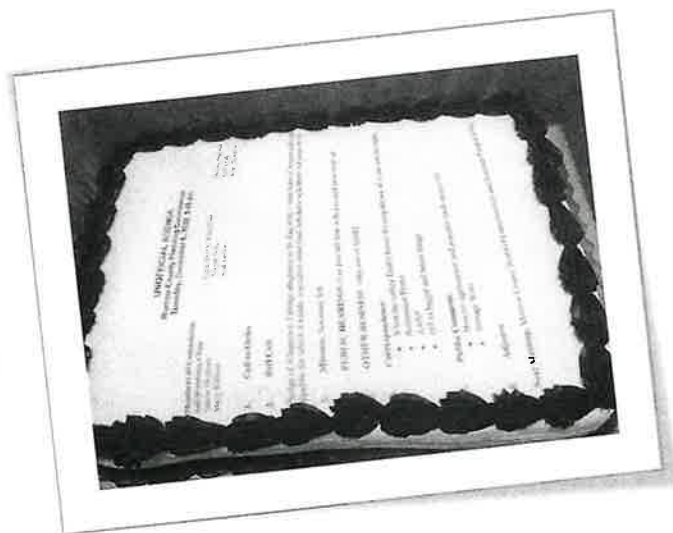
Morrow County Planning Department provides guidance and support to citizens for short term and long-range planning in land use, to sustain and improve the county's lands for future generations. Our goal is to foster development where people can live, work & play.

Table with 2 columns: Planning Permits and November 2022. Rows include Zoning Permits (10), Land Use Compatibility Reviews (7), Land Partitions (0), Land Use Decisions (1), Rural Addresses (1), Property Lines Adjustments (0), Replat (0), and Other (1).

Planning Commission Update

Recruitment was open through December 9th to fill three positions on the Planning Commission, one to fill a position representing the Heppner area, one position for a person who lives in the Irrigon area and another for a person who lives in the Lone area.

At the December 6, 2022 Planning Commission meeting we said thank you and farewell to two long standing Planning Commission members. Jeff Wenholtz resigned after serving since 2000 and Rod Taylor resigned after serving since 2013. Both Planning Commissioners seemed to appreciate the humorous



mock up agenda cake decoration. Their expertise and institutional knowledge will be missed.

### **Natural Hazard Mitigation Plan**

Staff continue i involved in the update of the NHMP, in particular with GIS mapping, coordinating with public agencies and identifying projects that might qualify for resiliency funding such as floodplain mapping or projects.

### **Energy Projects**

Staff held multiple meetings with applicants and state agencies to review renewable energy applications. List of pending and approved projects can be found here:

<https://www.co.morrow.or.us/planning/page/renewable-energy-1>

Planners met twice with a private firm interested in developing hydrogen projects in the county. Public comment is out for review for one hydrogen facility in the Port of Morrow industrial park. For more information, please contact the Planning Office.

### **Morrow County Heritage Trail**

Morrow County was awarded an AWS ChangeX grant to repair and update the interpretive panels along the Heritage Trail. Several staff members attended the AWS ChangeX appreciation dinner on December 7<sup>th</sup>. Planner Stephanie Case and High School Intern Caren Cardenas are organizing a committee to review the panels. People interested in serving on a short-term committee to help design the Interpretive Panels please contact Stephanie at [scase@co.morrow.or.us](mailto:scase@co.morrow.or.us) or (541) 922-4624 Ext 5506.

### **Population Data**

Preliminary population estimates were released on November 15, 2022 and Planning staff provided input to Portland State University on the preliminary projections. Certified estimates are expected to be released after December 15, 2022.

### **Willow Creek Valley**

The final Housing Implementation Plan (HIP) was completed in November and is shared during the Board of Commissioner Meeting. A copy is also posted on the county webpage here:

<https://www.co.morrow.or.us/planning/page/willow-creek-valley-housing-implementation-strategy-0>

Work on the Goal 9 Economic Development Update for the three Willow Creek Valley Cities continues. Data is a challenge for economic analysis of rural areas but the consultant Brian Points and his staff are working with county planning staff and a number of other resources.

### **WATER**

A committee comprised of Commissioner Lindsay, Kevin Payne, SWCD, JR Cook, NOWA, Jacob Cain, Port of Morrow, Tamra Mabbott, county Planning and Randy Jones, DEQ, conducted an interview and unanimously recommended hiring of GSI Water Solutions. A Notice to Award has been issued for GSI Water Solutions Inc. The consultant will provide a variety of technical, legal, regulatory and policy guidance on water quality and quantity matters effecting Morrow County.

Planning staff continue involvement in the newly appointed and organized Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Committee which is co-chaired by Commissioner Lindsay and Umatilla County Commissioner Dan Doran. Planners from Umatilla and Morrow County are collaborating with state agencies to develop consistent and accurate data and GIS information about the LUBGWMA.

#### **Access to Transportation**

Transit Manager and Planning Director continue work with Eastern Oregon University's Rural Economic Vitality (REV) Program and Department of Land Conservation & Development (DLCD) on the Rural Transit Equity Grant. A draft survey is under consideration, together with Euvalcree, a public advocacy group, who will administer the survey and conduct interviews beginning in January. The information and data will be used to inform transit needs and transportation planning priorities, including potential use of the Morrow County Heritage Trail and a potential bike/pedestrian trail system connecting Irrigon and Boardman.

#### **Association of Oregon Counties Annual Meeting**

Planning Director attended the annual AOC meeting in Eugene along with other county departments. On Wednesday morning Planning Director participated on a housing panel with Dr. Brenda Bateman, Director of Department of Land Conservation & Development and State Senator Anderson. It was a great opportunity to provide a perspective about eastern Oregon rural housing issues, opportunities and challenges. The slides are attached. Persons interested in housing are encouraged to contact Planning Director Mabbott at (541) 922-4624 ext 5505.



# AWS InCommunities Community Fund


*2022 Recipient*

Congratulations,

***Morrow County Heritage Trail***

on your successful AWS InCommunities Community Fund grant. This initiative is part of AWS InCommunities' long-standing commitment to being a good neighbor by helping deliver innovative programs that will have a lasting impact where AWS has a presence.

 AWS InCommunities



Presentation Summary

PRIORITY: Help Cities to Thrive


- I. Morrow County Efforts
- II. Malheur County Border Board
- III. Wallowa County Proposal
- IV. Umatilla County West County Housing Study

QUESTIONS, ANSWERS, DISCUSSION

Dashboard for Data!



MORROW COUNTY




Morrow County Housing Efforts

- Policy and Code Review (2018)
- Buildable Lands Inventory and Housing Needs Analysis (2019)
- Rural Residential 10-Acre Zone (2021)
- HNA with small cities (Ione, Lexington, Heppner) (2022)
  - Focus on Infrastructure




### Malheur County Approach




- Eastern Oregon Border Economic Development Board (2017)  
Purpose: "To implement investment strategies and practices"  
<http://www.eobed-board.org/>
- Grant/incentive and loan programs to encourage regional workforce housing
- Senate Bill 16 passed in (2021)  
Allows 200 acres of non-high value farmland to be used for homesites
- Not a legislative action so no Statewide Planning Goals apply.  
Sites must be a minimum of 2 acres.  
Bill sunsets in 2030

### Wallowa County Message


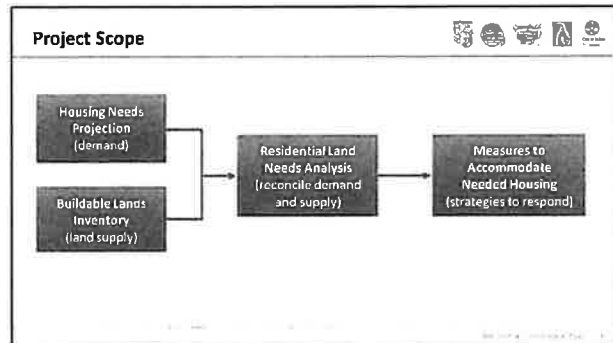


- Farming/Logging economy to Tourism  
• Housing Conversation between locals
- ADU's allowed in Rural Residential Zone
- Non profit (Wallowa Resources) working to develop workforce housing  
• City of Joseph Land values extremely high
- SB 2 rezoned land adjacent to City of Wallowa (Rural Service)
- Legislative Concept modeling Malheur County Streamline process as pilot.
- Community Land Trust Draft Article 5B (Implement LC)



### West Umatilla County Housing Study

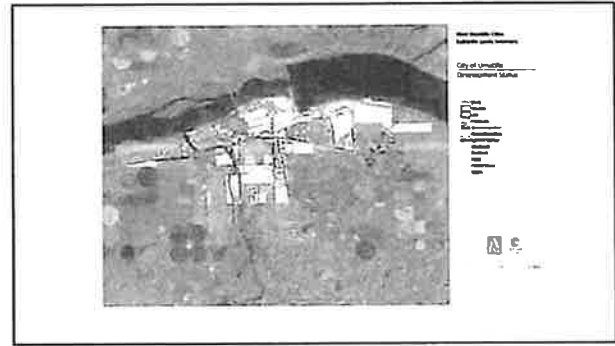
Residential Lands Needs Analysis and Housing Strategies  
2018



**Residential Lands Needs Analysis: Overview**

CITIES	20-Year Housing Need	NEEDED HOUSING ACREAGE			BUILDABLE RES. ACREAGE			Surplus Acreage
		Low Density	Medium Density	Multi-Family	Low Density	Medium Density	Multi-Family	
Echo UGB	19	3	0	0	86	1	24	107
Stanfield UGB	45	4	0	1	393	11	44	443
<b>TOTAL UGB</b>	<b>1,151</b>	<b>163</b>	<b>21</b>	<b>9</b>	<b>1,026</b>	<b>203</b>	<b>14</b>	<b>1,057</b>



- Take Away from Umatilla**
- Nurture Relationship with Developers
    - Regular check in with builders, Public Works, Community Development
    - Solicit input on code updates. Avoid surprises.
  - Monitor State Legislation for Funding and Regulations
  - Livability is Key – Parks, Trails, Recreation. Think “Live, Work, Play”
  - No Silver Bullet. ☺

- More Planning Detail – Time/Interest Permitting**
- 1. Small Cities Need Capacity
  - 2. Comprehensive Plan Policies are a start
  - 3. Other Housing Strategies

**Comprehensive Plan Policies**

**Fundamental Housing Policies**

- Support Statewide Planning Goal 10
- Emphasize affordable housing needs
- Support partnerships
- Encourage a variety of housing types
- Support mixed use development
- Affirm Fair Housing Goals

- Support ADUs
- Support flexible zoning
- Address land supply goals
- Support development of manufactured housing
- Support maintenance and rehabilitation of existing housing

*+ Additional policies tailored to local issues and priorities*

**Housing Strategies**

**Capacity for Small Cities**

**Land Supply and Regulatory Strategies**

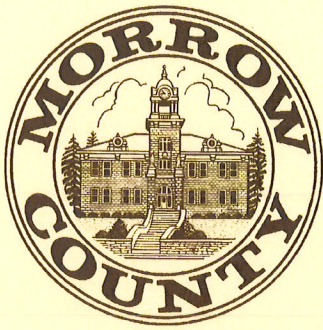
1. UGB Expansion or Adjustment ("Swap")
2. Rezone Land
3. Increase Allowed Density In Existing Zones
4. Establish Minimum Density Standards
5. Code Updates to Support a Variety of Housing Types
6. Reduce Unnecessary Barriers to Housing Development
7. Regulatory Incentives for Affordable and Workforce Housing

**Financial Incentives**

1. System Development Charge Exemptions
2. Expedited Development Review
3. Tax Exemptions and Abatements
4. Direct payment to developers

**Funding Sources and Uses**

1. Public-Private Partnerships (PPPs) and Community Land Trusts
2. Tenant Protection Programs and Policies
3. Land Acquisition and Banking
4. Construction Excise Tax
5. Financial Assistance Programs



# 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

Date Prepared: December 8, 2022

BOC Agenda Date: December 14, 2022

## **Subject: Monthly Treasurer Report-October**

Re: Treasurer's Monthly Financial Statements as per ORS 208.090

### **Earning Yield and Interest Rates: September**

<u>Bank</u>	<u>Prior Month</u>	<u>Current Month</u>	<u>Change</u>
LGIP	1.84%	2.10%	.26%
Bank of Eastern Oregon	0.05%	0.05%	.00%
Community Bank (Quarterly)	0.02%	0.02%	.00%

### **Outstanding checks:**

Outstanding checks total as of October 31st, 2022 is still being reconciled.

**October Total Interest:** Interest (less fees) was \$63,239.09

**October Tax Turnover:** Total Paid Out to Taxing Districts was \$2,013,026.11

**Transfer Requests:** I received No Taxing District transfer of funds requests in October

- The statement for the LGIP and the Pooled Cash Report are included.
- By the end of October, the LGIP Interest should be 2.50% per notice from the Oregon State Treasury. This will show on the November Statement (Notice is attached)

Please let me know if you have any questions.

Jaylene Papineau  
Morrow County Treasurer  
541-676-5630  
PO Box 37  
Heppner, OR 97836



**Account Statement - Transaction Summary**

For the Month Ending **October 31, 2022**

MORROW CO - MORROW COUNTY - 4206

<b>Oregon LGIP</b>		<b>Asset Summary</b>	
Opening Balance	35,179,901.67	<b>October 31, 2022</b>	<b>September 30, 2022</b>
Purchases	1,098,703.27		
Redemptions	(1,183,653.80)		
<hr/>			
<b>Closing Balance</b>	<b>\$35,094,951.14</b>	<b>Oregon LGIP</b>	<b>35,094,951.14</b>
Dividends	62,948.29	<b>Total</b>	<b>\$35,094,951.14</b>
			<b>\$35,179,901.67</b>



## Account Statement

For the Month Ending **October 31, 2022**

### MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					<b>35,179,901.67</b>
<b>Opening Balance</b>					<b>35,179,901.67</b>
10/03/22	10/03/22	SFMS Fr:Oregon Health Authority OHA public Health Program	1.00	2,503.06	35,182,404.73
10/03/22	10/03/22	Redemption - ACH Redemption	1.00	(220.00)	35,182,184.73
10/03/22	10/03/22	LGIP Fees - ACH Purchase (2 @ \$0.05 - From 4206) - September 2022	1.00	(0.10)	35,182,184.63
10/03/22	10/03/22	LGIP Fees - ACH Redemption (5 @ \$0.05 - From 4206) - September 2022	1.00	(0.25)	35,182,184.38
10/03/22	10/03/22	LGIP Fees - Received ACH (4 @ \$0.10 - From 4206) - September 2022	1.00	(0.40)	35,182,183.98
10/05/22	10/05/22	OR REVENUE DEPT - ELCTRCCOOP	1.00	550,348.33	35,732,532.31
10/11/22	10/11/22	Transfer to Boardman Park and Recreation - BOARDMAN PARK & REC/RECREATION CENTER	1.00	(802.66)	35,731,729.65
10/11/22	10/11/22	Transfer to Boardman Park and Recreation - BOARDMAN PARK AND RECREATION	1.00	(378.48)	35,731,351.17
10/11/22	10/11/22	Transfer to Boardman, City of - BOARDMAN CITY OF / CENTRAL URA	1.00	(73.15)	35,731,278.02
10/11/22	10/11/22	Transfer to Blue Mountain Community College - BLUE MOUNTAIN COMMUNITY COLLEGE	1.00	(1,958.40)	35,729,319.62
10/11/22	10/11/22	Transfer to Boardman, City of - BOARDMAN CITY OF/ WEST URA	1.00	(68.15)	35,729,251.47
10/11/22	10/11/22	Transfer to Boardman, City of - BOARDMAN CITY OF	1.00	(2,651.57)	35,726,599.90
10/11/22	10/11/22	Transfer to InterMountain Education Service Dis - INTERMOUNTAIN ESD	1.00	(1,376.39)	35,725,223.51
10/11/22	10/11/22	Transfer to Ione School District #2 - IONE SCHOOL DISTRICT #2	1.00	(3,747.69)	35,721,475.82
10/11/22	10/11/22	Transfer to Morrow County School District #1 - MORROW COUNTY SCHOOL DISTRICT #1	1.00	(47,206.54)	35,674,269.28
10/12/22	10/12/22	Redemption - ACH Redemption	1.00	(5.02)	35,674,264.26
10/12/22	10/12/22	Redemption - ACH Redemption	1.00	(55.00)	35,674,209.26
10/12/22	10/12/22	Redemption - ACH Redemption	1.00	(250,000.00)	35,424,209.26
10/13/22	10/13/22	SFMS Fr:Administrative Services, Dept of Amusement Tax	1.00	1,547.28	35,425,756.54



OREGON  
STATE  
TREASURY

## Account Statement

For the Month Ending **October 31, 2022**

MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
10/17/22	10/17/22	SFMS Fr:Oregon Health Authority CFAA Monthly Allotment	1.00	106,070.32	35,531,826.86
10/17/22	10/17/22	Redemption - ACH Redemption	1.00	(55.00)	35,531,771.86
10/18/22	10/18/22	ODOT - ODOT PYMNT	1.00	129,330.29	35,661,102.15
10/19/22	10/19/22	SFMS Fr:Administrative Services, Dept of County Cigarette Tax	1.00	662.43	35,661,764.58
10/20/22	10/20/22	ODOT - ODOT PYMNT	1.00	26,471.65	35,688,236.23
10/20/22	10/20/22	Redemption - ACH Redemption	1.00	(875,000.00)	34,813,236.23
10/26/22	10/26/22	Redemption - ACH Redemption	1.00	(55.00)	34,813,181.23
10/27/22	10/27/22	SFMS Fr:OLCC OLCC Tax (Liquor)	1.00	8,141.02	34,821,322.25
10/28/22	10/28/22	OR REV CAFFA - CAFFACNTYD	1.00	32,845.18	34,854,167.43
10/28/22	10/28/22	SFMS Fr:Oregon Health Authority CFAA Special Payments	1.00	1,273.69	34,855,441.12
10/31/22	10/31/22	SFMS Fr:Oregon Health Authority OHA public Health Program	1.00	36,512.96	34,891,954.08
10/31/22	10/31/22	SFMS Fr:Emergency Management, Dept of 911 Tax	1.00	140,048.77	35,032,002.85
10/31/22	11/01/22	Accrual Income Div Reinvestment - Distributions	1.00	62,948.29	35,094,951.14



**Account Statement**

For the Month Ending **October 31, 2022**

MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Closing Balance</b>					<b>35,094,951.14</b>
		<b>Month of October</b>	<b>Fiscal YTD July-October</b>		
<b>Opening Balance</b>		35,179,901.67	36,295,536.43	<b>Closing Balance</b>	35,094,951.14
<b>Purchases</b>		1,098,703.27	4,751,077.19	<b>Average Monthly Balance</b>	35,256,474.32
<b>Redemptions</b>		(1,183,653.80)	(5,951,662.48)	<b>Monthly Distribution Yield</b>	2.10%
<hr/>					
<b>Closing Balance</b>		<b>35,094,951.14</b>	<b>35,094,951.14</b>		
<b>Dividends</b>		62,948.29	199,854.62		

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
101-100-1-10-1500		GENERAL FC W/TREASURER	8,335,671.61 (	345,709.50)	7,989,962.11
200-100-1-10-1500		HERITAGE TRAIL FC W/TREAS	23,460.09	5,643.42	29,103.51
201-100-1-10-1500		ROAD EQUIP FC W/TREASURER	875,178.59	93,002.29	968,180.88
202-100-1-10-1500		ROAD FC W/TREASURER	2,445,355.23	651,033.74	3,096,388.97
203-100-1-10-1500		FINLEY BUTTES FC W/TREASURER	591,133.46	42,978.94	634,112.40
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	115,574.38	24,148.67	139,723.05
206-100-1-10-1500		LAW LIBRARY FC W/TREASURER	35,998.35 (	149.52)	35,848.83
207-100-1-10-1500		911 FC W/TREASURER	698,408.05	109,115.54	807,523.59
208-100-1-10-1500		SURVEYOR PRES FC/TREASURER	281,421.90	1,729.98	283,151.88
210-100-1-10-1500		FINLEY BUTTES LIC. FC W/TREAS	1,594,875.41 (	237,325.64)	1,357,549.77
211-100-1-10-1500		MCSO CO SCHOOL FC W/TREAS	38,944.23	133,183.45	172,127.68
212-100-1-10-1500		ISD COMMON SCH FC W/TREASURER	2,602.05	8,898.59	11,500.64
214-100-1-10-1500		FAIR FC W/TREASURER	291,611.36 (	11,872.59)	279,738.77
215-100-1-10-1500		COMP EQUIP FC W/TREASURER	87,629.04	5,198.09	92,827.13
216-100-1-10-1500		STF FC W/TREASURER	666,180.91	84,371.17	750,552.08
217-100-1-10-1500		PROGRAMMING RES FC W/TREASURER	( 1,612.53)	46,827.99	45,215.46
218-100-1-10-1500		ENFORCEMENT FC W/TREAS	20,324.49 (	84.90)	20,239.59
219-100-1-10-1500		VIDEO LOTTERY FC W/TREAS	58,013.60 (	53,413.77)	4,599.83
220-100-1-10-1500		VICTIM/WITNESS FC W/TREAS	16,706.23 (	8,391.53)	8,314.70
222-100-1-10-1500		WILLOW CREEK FEES FC W/TREAS	52,133.09 (	17,050.78)	35,082.31
223-100-1-10-1500		CAMI GRANT FC W/TREAS	31,620.88	4,632.67	36,253.55
224-100-1-10-1500		WEED EQUIP RES. FC W/TREAS	26,065.90	1,308.51	27,374.41
225-100-1-10-1500		STF VEHICLE FC W/TREAS	118,180.19	255.40	118,435.59
226-100-1-10-1500		FAIR ROOF FC W/TREAS	27,198.80	559.65	27,758.45
227-100-1-10-1500		HEPPNER ADMIN BLDG FC W/TREAS	1,922,869.24	1,729,105.34	3,651,974.58
228-100-1-10-1500		SAFETY COMMITTEE FC W/TREAS	14,321.30 (	119.16)	14,202.14
229-100-1-10-1500		BLEACHER RESERVE FC W/TREAS	21,106.55	45.61	21,152.16
230-100-1-10-1500		RODEO FC W/TREAS	0.00	0.00	0.00
231-100-1-10-1500		JUSTICE COURT FC W/TREAS	53,016.56	10,952.21	63,968.77
233-100-1-10-1500		CLERKS RECORD FC W/TREAS	24,032.00	200.10	24,232.10
234-100-1-10-1500		DUII IMPACT FC W/TREAS	29,984.86	64.80	30,049.66
236-100-1-10-1500		FAIR IMPROV. FUND FC W/TREAS	1,028,047.96	3,473.87	1,031,521.83
237-100-1-10-1500		BUILDING PERMIT FC W/TREAS	1,616,908.70	309,394.16	1,926,302.86
238-100-1-10-1500		PARK FC W/TREAS	651,446.55 (	9,579.11)	641,867.44
240-100-1-10-1500		EQUITY FC W/TREAS	272,149.74	588.14	272,737.88
241-100-1-10-1500		BUILDING RESERVE FC W/TREAS	848,934.57 (	110,861.45)	738,073.12
243-100-1-10-1500		LIQUOR CONTROL FC W/TREAS	883.40	1.91	885.31
245-100-1-10-1500		WPF FC W/TREASURER	257.73	4,000.00	4,257.73
321-100-1-10-1500		FOREST SERVICE FC W/TREAS	87,012.42	188.04	87,200.46
322-100-1-10-1500		COURT SECURITY FC W/TREAS	67,693.14 (	5,257.88)	62,435.26
500-100-1-10-1500		ECHO WINDS FC W/TREAS	67,721.21 (	23,433.51)	44,287.70
501-100-1-10-1500		SHEPHERDS FLAT FC W/TREAS	20,216.58 (	19,837.40)	379.18
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	131,617.94 (	10,544.65)	121,073.29
510-100-1-10-1500		P & P FC W/TREAS	267,845.26 (	3,304.86)	264,540.40
514-100-1-10-1500		IONE SD B & I FC W/TREAS	388.09	36,285.38	36,673.47
515-100-1-10-1500		BOARDMN URB REN FC W/TREAS	73.15	7,744.71	7,817.86
516-100-1-10-1500		RADIO DIST FC W/TREAS	384.33	33,710.77	34,095.10



MORROW COUNTY, OREGON  
 POOLED CASH REPORT (FUND 999)  
 AS OF: OCTOBER 31ST, 2022

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
519-100-1-10-1500	WEST BOARDMN URA FC W/TREAS		68.15	3,985.01	4,053.16
521-100-1-10-1500	PGE CARTY FC W/TREAS		323,218.74 (	292,210.07)	31,008.67
522-100-1-10-1500	SHERIFF RES FUND/TREAS		17,130.16	37.02	17,167.18
523-100-1-10-1500	WHEATRIDGE WIND FC W/TREAS		584,629.43 (	231,641.77)	352,987.66
524-100-1-10-1500	ORCHARD WIND FC W/TREAS		2,604.89 (	1,209.48)	1,395.41
540-100-1-10-1500	RESILIENCY FUND W/TREAS		6,557,627.71 (	875,000.00)	5,682,627.71
617-100-1-10-1500	MO CO HEALTH DIST FC W/TREAS		2,079.07	192,051.67	194,130.74
620-100-1-10-1500	BLACK MNT FC W/TREAS		0.00	0.00	0.00
621-100-1-10-1500	CITY OF BOARDMAN B & I FC W/TR		700.90	14,389.33	15,090.23
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		185.28	9,637.18	9,822.46
624-100-1-10-1500	CITY OF LEXINGTON B & I FC W/T		18,738.03	708.72	19,446.75
626-100-1-10-1500	MAN. STRUCTURE OMBUDSMAN		5.02	264.09	269.11
628-100-1-10-1500	WILLOW CREEK PARK B & I FC W/T		3,666.75	7.92	3,674.67
630-100-1-10-1500	PORT OF MORROW FC W/TREAS		190.14	17,031.72	17,221.86
631-100-1-10-1500	CITY OF BOARDMAN FC W/TREAS		1,950.67	121,427.59	123,378.26
632-100-1-10-1500	CITY OF HEPPNER FC W/TREAS		399.10	26,993.99	27,393.09
633-100-1-10-1500	CITY OF IONE FC W/TREAS		63.49	3,657.32	3,720.81
634-100-1-10-1500	CITY OF IRRIGON FC W/TREAS		198.00	11,721.22	11,919.22
635-100-1-10-1500	CITY OF LEXINGTON FC W/TREAS		38.04	1,749.34	1,787.38
636-100-1-10-1500	BOARDMAN F&R FC W/TREAS		1,277.44	126,205.69	127,483.13
637-100-1-10-1500	BOARDMAN F&R DIST BOND		164.70	22,706.95	22,871.65
638-100-1-10-1500	HEPPNER RFPD FC W/TREAS		65.46	3,912.12	3,977.58
639-100-1-10-1500	IRRIGON RFPD FC W/TREAS		119.23	7,075.31	7,194.54
640-100-1-10-1500	IONE RFPD FC W/TREAS		416,978.20	10,922.91	427,901.11
641-100-1-10-1500	S GILLIAM RFPD FC W/TREAS		0.86	6.37	7.23
642-100-1-10-1500	BOARDMAN CEMETERY FC W/TREAS		35.88	3,269.57	3,305.45
643-100-1-10-1500	HEPPNER CEMETERY FC W/TREAS		51.16	3,072.99	3,124.15
644-100-1-10-1500	IONE-LEX CEMETERY FC W/TREAS		60.22	3,727.21	3,787.43
645-100-1-10-1500	IRRIGON CEMETERY FC W/TREAS		22.32	1,388.61	1,410.93
646-100-1-10-1500	WILLOW CREEK PARK FC W/TREAS		163.96	11,492.22	11,656.18
647-100-1-10-1500	BOARDMAN PARK FC W/TREAS		378.48	34,464.60	34,843.08
648-100-1-10-1500	IRRIGON PARK FC W/TREAS		88.74	5,517.66	5,606.40
649-100-1-10-1500	BOARDMAN PK B&I FC W/TREASURER		802.66	41,730.08	42,532.74
650-100-1-10-1500	MO CO UNIFIED REC FC W/TREAS		1,120,646.42	95,782.52	1,216,428.94
651-100-1-10-1500	HEPPNER WATER CONTROL FC W/TRE		9.73	617.07	626.80
652-100-1-10-1500	MO CO SCHOOL DIST FC W/TREAS		8,262.31	639,574.16	647,836.47
653-100-1-10-1500	MO CO SCHOOL B & I FC W/TREAS		243,138.47	2,947.44	246,085.91
654-100-1-10-1500	UMATILLA-MORROW ESD FC W/TREAS		1,376.39	120,477.86	121,854.25
655-100-1-10-1500	CHAPLAINCY PROG FC W/TREAS		14.64	0.03	14.67
658-100-1-10-1500	BMCC FC W/TREASURER		1,478.13	112,434.62	113,912.75
659-100-1-10-1500	BMCC B & I FC W/TREASURER		480.27	33,457.67	33,937.94
660-100-1-10-1500	NORTH MO VECTOR CONT FC W/TREA		490.45	47,696.85	48,187.30
662-100-1-10-1500	IONE LIBRARY DIST FC W/TREAS		66,249.26	3,044.77	69,294.03
663-100-1-10-1500	OREGON TRAIL LIB FC W/TREAS		491.14	45,358.28	45,849.42
665-100-1-10-1500	STATE & FED WILDLIFE FC W/TREA		6,218.49	13.44	6,231.93
666-100-1-10-1500	STATE FIRE PATROL FC W/TREAS		178.80	10,590.68	10,769.48
668-100-1-10-1500	TAX APPEALS FC W/TREAS		385,546.67	833.20	386,379.87
669-100-1-10-1500	SCHOLARSHIP TRUST FC W/TREAS		11,125.55	24.04	11,149.59
670-100-1-10-1500	ADV COLL 04-05 FC W/TREAS		65,927.28 (	65,927.28)	0.00
671-100-1-10-1500	ADV COLL 03-04 FC W/TREAS		0.00	8,810.79	8,810.79

MORROW COUNTY, OREGON  
 POOLED CASH REPORT (FUND 999)  
 AS OF: OCTOBER 31ST, 2022

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
672-100-1-10-1500	ADV COLL 05-06 FC W/TREAS		0.00	0.00	0.00
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		1,173.21	2.54	1,175.75
676-100-1-10-1500	IONE RFPD RESERVE FC W/TREAS		821,594.67	1,775.53	823,370.20
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		38,875.61	( 34,532.60)	4,343.01
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		14.12	103.87	117.99
684-100-1-10-1500	FINLEY BUTTES CLOSURE FC W/TRE		1,286,681.59	2,780.62	1,289,462.21
685-100-1-10-1500	STATE HOUSING FC W/TREAS		23,053.32	( 14,269.16)	8,784.16
686-100-1-10-1500	IONE LIBRARY BLDG FC W/TREAS		131,473.08	284.12	131,757.20
688-100-1-10-1500	IONE SCHOOL DIST FC W/TREAS		757.55	46,515.21	47,272.76
690-100-1-10-1500	HEPPNER RURAL FIRE DIST BOND		29.86	1,578.82	1,608.68
691-100-1-10-1500	CITY OF HEPPNER BND FC W/TREAS		42.89	2,333.04	2,375.93
695-100-1-10-1500	M.C. RET. PLAN TR. FC W/TREAS		37,535.55	7,877.58	45,413.13
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	51.43	51.43
699-100-1-10-1500	UNSEGREGATED TAX FC W/TREAS		0.00	0.00	0.00
TOTAL CLAIM ON CASH			35,812,312.84	2,841,037.12	38,653,349.96
			=====	=====	=====

CASH IN BANK - POOLED CASH

999-100-1-10-1501	AP POOLED BEO		608,466.06	2,933,193.64	3,541,659.70
999-100-1-10-1502	PAYROLL BEO		22,442.39	( 7,205.99)	15,236.40
999-100-1-10-1503	STATE TREASURY POOL		35,179,901.67	( 84,950.53)	35,094,951.14
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		100.22	0.00	100.22
999-100-1-10-1508	US BANK		0.00	0.00	0.00
999-100-1-10-1509	PROP TAX COLL BEO		0.00	0.00	0.00
SUBTOTAL CASH IN BANK - POOLED CASH			35,810,910.34	2,841,037.12	38,651,947.46

WAGES PAYABLE

999-100-2-60-6001	WAGES PAYABLE	( 500.00)	0.00	( 500.00)	
SUBTOTAL WAGES PAYABLE			( 500.00)	0.00	( 500.00)

TOTAL CASH IN BANK - POOLED CASH			35,811,410.34	2,841,037.12	38,652,447.46
			=====	=====	=====

DUE TO OTHER FUNDS - POOLED CASH

999-100-2-40-4002	DUE TO OTHER FUNDS		35,811,893.07	2,841,037.12	38,652,930.19
TOTAL DUE TO OTHER FUNDS			35,811,893.07	2,841,037.12	38,652,930.19
			=====	=====	=====

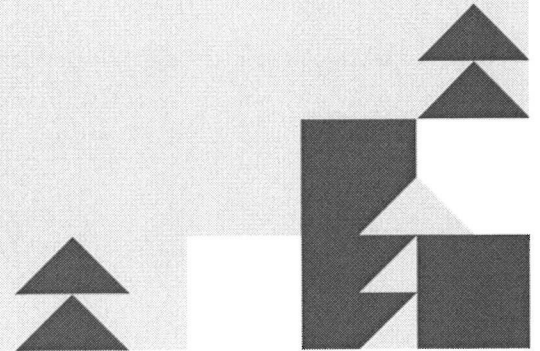
**Jaylene Papineau**

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**From:** Local-Gov-News <local-gov-news-bounces@omls.oregon.gov> on behalf of OST NEWSLISTS via Local-Gov-News <local-gov-news@omls.oregon.gov>  
**Sent:** Monday, October 10, 2022 8:38 AM  
**To:** local-gov-news@omls.oregon.gov  
**Subject:** [Local-Gov-News] Oregon State Treasury | OSTF Rate Change

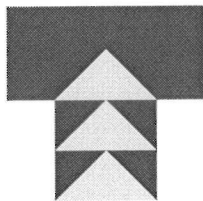
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# Oregon Short Term Fund



## Rate Change

Effective Tuesday, October 11, 2022, the Oregon Short Term Fund (OSTF) rate will change from 1.90% to 2.20%. Additional information about the OSTF, including historical rate data, is available online [here](#).



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Salem, OR 97301-5241

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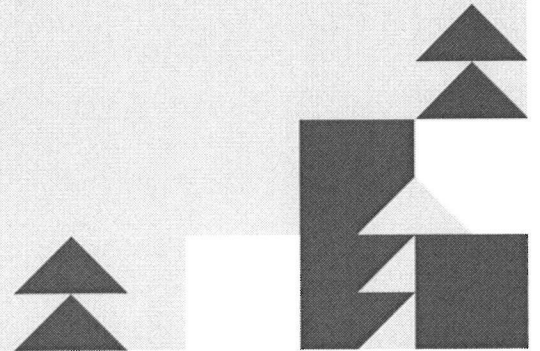
**Jaylene Papineau**

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**From:** Local-Gov-News <local-gov-news-bounces@omls.oregon.gov> on behalf of OST NEWSLISTS via Local-Gov-News <local-gov-news@omls.oregon.gov>  
**Sent:** Monday, October 31, 2022 10:14 AM  
**To:** local-gov-news@omls.oregon.gov  
**Subject:** [Local-Gov-News] Oregon State Treasury | OSTF Rate Change

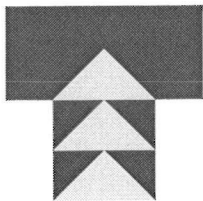
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# Oregon Short Term Fund



## Rate Change

Effective Tuesday, November 1, 2022, the Oregon Short Term Fund (OSTF) rate will change from 2.20% to 2.50%. Additional information about the OSTF, including historical rate data, is available online [here](#).



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Salem, OR 97301-5241

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**Roberta Lutchter**

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**From:** Melissa Lindsay  
**Sent:** Monday, December 12, 2022 2:27 PM  
**To:** Roberta Lutchter  
**Subject:** Fwd: CREA Needs your Input on Legislative Priorities 2023  
**Attachments:** List of LCs for CREA Meeting\_Dec9\_.xls

This email and list might be good for correspondence.

Thank you  
Commissioner Lindsay

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**From:** Sonja Carey <[sonja.carey@community-renewables.org](mailto:sonja.carey@community-renewables.org)>  
**Sent:** Monday, December 12, 2022 12:35:43 PM  
**Subject:** CREA Needs your Input on Legislative Priorities 2023

**STOP and VERIFY This message came from outside of Morrow County Gov**

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CREA Exec Committee, Members & Allies,

Attached please find a spreadsheet of bills and legislative issues affecting community based renewable energy projects.

We're asking for you to please view this sheet and respond with which bills you would like to see CREA prioritize in the upcoming Legislative Session.

Please send your responses to our Lobbyist, Tess Milio at this email address: [tess@miliocapitolconsulting.com](mailto:tess@miliocapitolconsulting.com)  
To help Tess begin having the conversations and making the most strategic impact, we're requesting you respond by December, 23, 2022.

Thank you for your input and support.

I'm re-sending this sheet, after receiving feedback that some members were unable to open to original excel form.

Please let me know if you experience any issues trying to open this version of the spreadsheet.

Respectfully,  
Sonja Carey  
CREA Admin Support  
[sonja.carey@community-renewables.org](mailto:sonja.carey@community-renewables.org)

LC #	Bill #	Lead Organization/Entity	Other Supporting Orgs	Legislative Chief Sponsor/Drafter	Other Legislators Supporting	Concept	Notes	Topic
LC1803		OCEAN				Renewable Hydrogen Planning Funding		Hydrogen
LC 1805		Renewable Hydrogen Alliance		House Interim Committee on Environment and Natural Resources		LC 1805 would establish a grant program within Oregon Department of Energy (ODOE) to provide grants to fund replacement of generators that use diesel or fossil fuels with renewable hydrogen-fueled generators. Directs ODOE to prioritize awarding grants for emergency shelters and infrastructure, facilities and buildings related to provision of critical public services, health care and utilities. Appropriates moneys from General Fund to Renewable Hydrogen Fueled Generator Grant Fund. Directs ODOE to develop planning goals for development of hydrogen production and storage and other hydrogen-related infrastructure. Directs ODOE to incorporate planning goals into updated state energy strategy. (dated 12/7/22)		Hydrogen
LC 1813		Renewable Hydrogen Alliance		House Interim Committee on Environment and Natural Resources		LC 1813 would direct the Department of Transportation (ODOT) to establish grant program for fuel cell electric vehicle and hydrogen fueling demonstration projects. Appropriates moneys from General Fund to ODOT for grant program. Requires ODOT to study existing state statutes, regulations, rules and policies that may impede or hinder wide-scale adoption and use of fuel cell electric vehicles and hydrogen fueling. Directs ODOT to submit findings and recommendations to interim committees of Legislative Assembly related to energy and economic development not later than September 15, 2024. (dated 10/21/22)		Hydrogen
		Sustainable NW				Creates a renewable hydrogen strategy & definition	Similar to recommendation made in recent Hydrogen Study; WA definition =green electrolytic - want Oregon to align	Hydrogen
LC 1388				House Interim Committee on Environment and Natural Resources		Directs Oregon Department of Energy to convene a workgroup to examine, evaluate and, develop statewide strategies to accelerate development of state's renewable hydrogen industry (dated November 23, 2022).		Hydrogen
LC1736		OCEAN				Collaboration with Pacific States & Northwest for Energy Strategy Planning & Implementation		Planning
LC 3044		Renewable Northwest		House Interim Committee on Environment and Natural Resources		Requires the Oregon Department of Energy to work with a diverse group of stakeholders to identify areas of inquiry regarding energy and energy use in the state, develop research options, and an convene advisory group to develop recommendations and benchmarks around energy and energy use in Oregon (dated November 30, 2022). (SAME LANGUAGE AS LC 2190)		Planning
LC 2190		Renewable Northwest		Senate Committee on Energy & Environment		Requires State Department of Energy to work with stakeholders to identify areas of inquiry regarding energy and energy use in this state, develop research options and convene advisory group to develop recommendations and benchmarks around energy and energy use in this state. Directs department to produce report with final set of recommendations and submit report to Governor and appropriate interim committees of Legislative Assembly no later than September 15, 2024. Takes effect 91st day following adjournment sine die. (SAME LANGUAGE AS LC 3044)	Link to LC: <a href="https://olis.oregonlegislature.gov/liz/202111/Downloads/CommitteeMeetingDocument/257576">https://olis.oregonlegislature.gov/liz/202111/Downloads/CommitteeMeetingDocument/257576</a>	Planning
LC2350		CREA		Rep. Brock Smith		HB 2855 (2019) - PUC reform		PUC
		CREA		Sen. Dembrow	Sen. Hansell	Intent is to get the OPUC to prioritize the adoption of an avoided cost schedule for renewable energy storage systems which dispatch to the grid. They will say that they are doing that in UM 2000 but our experience is that this investigation will take years. The avoided cost process is well established. The legislation would direct the OPUC to conduct a process separate from UM 2000 to use the methodology to adopt a payment schedule for stored renewable energy available to qualifying facilities.		PUC

LC #	Bill #	Lead Organization/Entity	Other Supporting Orgs	Legislative Chief Sponsor/Drafter	Other Legislators Supporting	Concept	Notes	Topic
		Sustainable NW	OSSIA			Require OPUC study on benefits of resiliency and microgrids	A "microgrid" is a system that has back up power and can maintain electricity during an outage. This could be as small as one building that has renewable generation and a backup battery, like the Beaverton safety center, or a series of buildings that are connected to backup up power, like this example in Salem.; - want pilot projects - range of technologies that incorporate resilience	PUC
		CREA				full ability to use the transmission + storage inc in PPAs		PURPA
*		NewSun		Rep. Brock Smith		Purpa related - PUC cannot terminate contract when resilience - fix-it bill		PURPA
		Sustainable NW	OSSIA			Related to Purpa - increase solar limit from 3-10MW		PURPA
		SunThurst				Tax exemption for commercial side of community solar projects		Community Solar
LC 1363		OCEAN				Related to public safety; Require IOUs to accept 3rd party engineering studies for interconnection &		IOUs
		NewSun		Rep. Marsh		Bill on opportunities to permit solar on water-barren land	Right now 12 acre limit	Land Use
LC 2709				House Interim Committee on Environment and Natural Resources		Requires Oregon Department of Energy to study avoided costs for acquiring renewable energy (dated November 8, 2022)		ODOE Study
LC1906		OCEAN				Omnibus offshore wind bill		Off-shore Wind
		Renewable Northwest, Verde & 1000 Friends		Rep. Marsh		Siting table proposal placeholder		Siting
		CREA				get another study following up on recent Small-Scale Study - continue the study to get more information on		Small-scale
LC2343		CREA	NewSun	Rep. Brock Smith		HB 2857 (2019) - Replace "capacity" with "generation" in ORS 469A.210; Requires 10 percent of electricity sold in this state by each electric company that makes sales to 25,000 or more retail electricity consumers to be generated by small-scale renewable energy facilities or certain biomass facilities. Increases, to 100 average megawatts of electricity per year, amount of electricity generated by certified low-impact hydroelectric facilities that may be used to comply with renewable portfolio standards. Establishes, for purposes of public utilities that provide electric power to consumers in this state, additional standards for purchase of energy or en-ergy and capacity from qualifying facilities. Allows person injured by certain violations by public utility related to purchase and sale of energy or energy and capacity to recover treble damages from public utility.	NewSun is working on latest version - asked for redraft from DBS last week*	
		NewSun		Rep. Rayfield		Economic accelerator bill & clean energy for Oregon - need more information on this one		
LC 3026				Sen. Dembrow		Working Lands Proposal Legislation		

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LC2350		CREA		Rep. Brock Smith		HB 2855 (2019) - PUC reform		PUC
LC2343		CREA	NewSun	Rep. Brock Smith		HB 2857 (2019) - Replace "capacity" with "generation" in ORS 469A.210; Requires 10 percent of electricity sold in this state by each electric company that makes sales to 25,000 or more retail electricity consumers to be generated by small-scale renewable energy facilities or certain biomass facilities. Increases, to 100 average megawatts of electricity per year, amount of electricity generated by certified low-impact hydroelectric facilities that may be used to comply with renewable portfolio standards. Establishes, for purposes of public utilities that provide electric power to consumers in this state, additional standards for purchase of energy or energy and capacity from qualifying facilities. Allows person injured by certain violations by public utility related to purchase and sale of energy or energy and capacity to recover treble damages from public utility.	NewSun is working on latest version - asked for redraft from DBS last week*	
		CREA		Sen. Dembrow	Sen. Hansell	Intent is to get the OPUC to prioritize the adoption of an avoided cost schedule for renewable energy storage systems which dispatch to the grid. They will say that they are doing that in UM 2000 but our experience is that this investigation will take years. The avoided cost process is well established. The legislation would direct the OPUC to conduct a process separate from UM 2000 to use the methodology to adopt a payment schedule for stored renewable energy available to qualifying facilities.		PUC
		CREA				Full ability to use the transmission + storage inc in PPAs		PURPA
		CREA				Get another study following up on recent Small-Scale Study - continue the study to get more information on cost on small scale v utility		Small-scale
*		NewSun		Rep. Brock Smith		Purpa related - PUC cannot terminate contract when resilience - fix-it bill		PURPA
		NewSun		Rep. Marsh		Bill on opportunities to permit solar on water-barren land	Right now 12 acre limit	Land Use
		NewSun		Rep. Rayfield		Economic accelerator bill & clean energy for Oregon - need more information on this one		
LC1803		OCEAN				Renewable Hydrogen Planning Funding		Hydrogen
LC 1363		OCEAN				Related to public safety; Require IOUs to accept 3rd party engineering studies for interconnection & network upgrades.		IOUs
LC1906		OCEAN				Omnibus offshore wind bill		Off-shore Wind
LC1736		OCEAN				Collaboration with Pacific States & Northwest for Energy Strategy Planning & Implementation		Planning



LC #	Bill #	Lead Organization/Entity	Other Supporting	Legislative Chief Sponsor/Drafter	Other Legislators Supporting	Concept	Notes	Topic
LC 1805		Renewable Hydrogen Alliance		House Interim Committee on Environment and Natural Resources		LC 1805 would establish a grant program within Oregon Department of Energy (ODOE) to provide grants to fund replacement of generators that use diesel or fossil fuels with renewable hydrogen-fueled generators. Directs ODOE to prioritize awarding grants for emergency shelters and infrastructure, facilities and buildings related to provision of critical public services, health care and utilities. Appropriates moneys from General Fund to Renewable Hydrogen Fueled Generator Grant Fund. Directs ODOE to develop planning goals for development of hydrogen production and storage and other hydrogen-related infrastructure. Directs ODOE to incorporate planning goals into updated state energy strategy. (dated 12/7/22)		Hydrogen
LC 1813		Renewable Hydrogen Alliance		House Interim Committee on Environment and Natural Resources		LC 1813 would direct the Department of Transportation (ODOT) to establish grant program for fuel cell electric vehicle and hydrogen fueling demonstration projects. Appropriates moneys from General Fund to ODOT for grant program. Requires ODOT to study existing state statutes, regulations, rules and policies that may impede or hinder wide-scale adoption and use of fuel cell electric vehicles and hydrogen fueling. Directs ODOT to submit findings and recommendations to interim committees of Legislative Assembly related to energy and economic development not later than September 15, 2024. (dated 10/21/22)		Hydrogen
LC 3044		Renewable Northwest		House Interim Committee on Environment and Natural Resources		Requires the Oregon Department of Energy to work with a diverse group of stakeholders to identify areas of inquiry regarding energy and energy use in the state, develop research options, and an convene advisory group to develop recommendations and benchmarks around energy and energy use in Oregon (dated November 30, 2022). (SAME LANGUAGE AS LC 2190)		Planning
LC 2190		Renewable Northwest		Senate Committee on Energy & Environment		Requires State Department of Energy to work with stakeholders to identify areas of inquiry regarding energy and energy use in this state, develop research options and convene advisory group to develop recommendations and benchmarks around energy and energy use in this state. Directs department to produce report with final set of recommendations and submit report to Governor and appropriate interim committees of Legislative Assembly no later than September 15, 2024. Takes effect 91st day following adjournment sine die. (SAME LANGUAGE AS LC 3044)	Link to LC: <a href="https://olis.oregonlegislature.gov/liz/202111/Downloads/CommitteeMeetingDocument/257576">https://olis.oregonlegislature.gov/liz/202111/Downloads/CommitteeMeetingDocument/257576</a>	Planning
		Renewable Northwest, Verde & 1000 Friends		Rep. Marsh		Siting table proposal placeholder	Two placeholder bills	Siting
		SunThurst				Tax exemption for commercial side of community solar projects		Community Solar
		Sustainable NW				Creates a renewable hydrogen strategy & definition	Similar to recommendation made in recent Hydrogen Study; WA definition	Hydrogen

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		Sustainable NW	OSSIA			Require OPUC study on benefits of resiliency and microgrids	A "microgrid" is a system that has backup power and can maintain electricity during an outage. This could be as small as one building that has renewable generation and a backup battery, like the Beaverton safety center, or a series of buildings that are connected to backup up power, like this example in Salem.; - want pilot projects - range of technologies that incorporate resilience	PUC
		Sustainable NW	OSSIA			Related to Purpa - increase solar limit from 3-10MW		PURPA
LC 1388				House Interim Committee on Environment and Natural Resources		Directs Oregon Department of Energy to convene a workgroup to examine, evaluate and, develop statewide strategies to accelerate development of state's renewable hydrogen industry (dated November 23, 2022).		Hydrogen
LC 2709				House Interim Committee on Environment and Natural Resources		Requires Oregon Department of Energy to study avoided costs for acquiring renewable energy (dated November 8, 2022)		ODOE Study
LC 3026				Sen. Dembrow		Working Lands Proposal Legislation		