

**MORROW COUNTY BOARD OF COMMISSIONERS**  
**SPECIAL MEETING AGENDA**  
**Friday, June 30, 2023 at 9:00 a.m.**  
**Bartholomew Building Upper Conference Room**  
**110 N. Court St., Heppner, Oregon**  
*Zoom Meeting Information Below*

- 1. Call to Order and Pledge of Allegiance - 9:00 a.m.**
- 2. Business Items**
  - a. Fiscal Year 2023-24 Insurance Proposal (Kevin Ince)
- 3. Adjournment**

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

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

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

**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

Zoom Specific Notes:

- If joining by a browser, use the raise hand icon to indicate you would like to provide public comment, if and when allowed. If using a phone, press \*9 to indicate you would like to speak and \*6 to unmute when you are called on.
- Morrow County provides the option for Zoom Translated Captions.
  - Instructions: <https://support.zoom.us/hc/en-us/articles/6643133682957-Enabling-and-configuring-translated-captions>
  - If you need further assistance, please contact Justin Nelson at [jnelson@co.morrow.or.us](mailto:jnelson@co.morrow.or.us)



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

(For BOC Use)
Item #

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

Presenter at BOC:
Department:
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers:
Requested Agenda Date:

This Item Involves: (Check all that apply for this meeting.)
List of checkboxes for various meeting items like Order or Resolution, Ordinance/Public Hearing, etc.

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:
[Signature] DATE Department Director Required for all BOC meetings
[Signature] DATE County Administrator Required for all BOC meetings
[Signature] DATE County Counsel \*Required for all legal documents
[Signature] DATE Finance Office \*Required for all contracts; other items as appropriate.
[Signature] 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

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

2. FISCAL IMPACT:

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

Attach additional background documentation as needed.

# Property and/or Liability Proposal Summary



citycounty insurance services  
cisoregon.org

**Named Member**  
Morrow County  
PO Box 788  
Heppner, OR 97836

**Agent of Record**  
Wheatland Insurance-Heppner  
PO Box 755  
Heppner, OR 97836

**Proposal Date:** 6/27/2023  
**Member Number:** 20023  
**Effective Date:** 7/1/2023  
**Termination Date:** 7/1/2024

***This is not an invoice. Information Only.***

Coverage	Description	Amount	Total
<b>General Liability (Aggregate Plan)</b>	Contribution Limit: \$5,000,000	\$192,267.46	
	Aggregate/Retro Deductible Credit	(\$15,000.00)	
	Multi-Line Credit	(\$8,913.37)	
	Other GL Risk Exposure	\$1,000.00	
			<b>\$169,354.08</b>
<b>Auto Liability</b>	Contribution	\$55,581.43	
	Multi-Line Credit	(\$2,779.07)	
			<b>\$52,802.36</b>
<b>Auto Physical Damage</b>	Contribution	\$81,478.95	
	Multi-Line Credit	(\$4,073.95)	
			<b>\$77,405.00</b>
<b>Property</b>	Contribution	\$147,088.27	
	Multi-Line Credit	(\$7,354.41)	
			<b>\$139,733.85</b>
<b>Optional Excess Liability</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Quake</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Flood</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Crime</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Cyber Security</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Optional Excess Cyber Security</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Difference in Conditions</b>	<b>Not Purchased</b>		<b>\$0.00</b>
<b>Summary</b>			
	Contribution	\$476,416.10	
	Aggregate/Retro Deductible Credit	(\$15,000.00)	
	Multi-Line Credit	(\$23,120.80)	
	Other GL Risk Exposure	\$1,000.00	

***This is not an invoice. Information Only.***

**\$439,295.29**

# CIS Public Entity Liability Coverage Proposal



citycounty insurance services  
cisoregon.org

Proposal Date: 6/27/2023

Coverage Period: 7/1/2023 to 7/1/2024

**Named Member**  
Morrow County  
PO Box 788  
Heppner, OR 97836

**Agent of Record**  
Wheatland Insurance-Heppner  
PO Box 755  
Heppner, OR 97836

**This Proposal Does Not Bind Coverage**  
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage*	Per Occurrence	Annual Aggregate	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	NONE	\$20,000

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GL/AL (7/1/2023)

Coverage*	Per Occurrence	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$4,800,000	\$14,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2023)

Coverage*	Per Occurrence	Annual Aggregate		
Additional layer of Excess Liability (General and Auto Liability)	Not Purchased	Not Purchased		

\*Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.

**Excess Liability Coverage does not provide Uninsured Motorist coverage.**

Coverage	Contribution
General Liability	\$193,267.46
Auto Liability	\$55,581.43
Excess Liability	\$0.00
<b>Liability Total</b>	<b>\$248,848.88</b>

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

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

# Auto Physical Damage Coverage Proposal



citycounty insurance services  
cisoregon.org

Proposal Date: 6/27/2023

Coverage Period: 7/1/2023 to 7/1/2024

**Named Member**  
Morrow County  
PO Box 788  
Heppner, OR 97836

**Agent of Record**  
Wheatland Insurance-Heppner  
PO Box 755  
Heppner, OR 97836

**This Proposal Does Not Bind Coverage**  
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Autos Covered*	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$81,478.95
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

**\*This represents only a brief summary of coverages. Please refer to CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

**Total Contribution:** \$81,478.95  
**Forms Applicable:** CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2023)  
\*\*Current CIS Auto Schedule

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

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

# Property Coverage Proposal



citycounty insurance services  
cisoregon.org

Proposal Date: 6/27/2023

Coverage Period: 7/1/2023 to 7/1/2024

**Named Member**  
Morrow County  
PO Box 788  
Heppner, OR 97836

**Agent of Record**  
Wheatland Insurance-Heppner  
PO Box 755  
Heppner, OR 97836

### This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

#### Coverage Limits (Per Occurrence):\*

Building and Contents and PIO	Per current CIS Property Schedule
Mobile Equipment	Per current CIS Mobile Equipment Schedule
Earthquake	\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown. None	
Flood	\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown. None	
Combined Loss of Revenue and Rental Value	\$1,000,000
Combined Extra Expense and Rental Expense	\$1,000,000
Property in Transit	\$1,000,000
Hired, Rented or Borrowed Equipment	\$150,000
Restoration/Reproduction of Books, Records, etc.	\$100,000
Electronic Data Restoration/Reproduction	\$250,000
Pollution Cleanup	\$25,000
Crime Coverage	\$50,000
Police Dogs (if scheduled)	\$15,000
Off Premises Service Interruption	\$100,000
Miscellaneous Coverage	\$50,000
Personal Property at Unscheduled Locations	\$15,000
Personal Property of Employees or Volunteers	\$15,000
Unscheduled Fine Arts	\$100,000
Temporary Emergency Shelter Restoration	\$50,000
<b>Difference In Conditions - Earthquake &amp; Flood (if any):</b>	<b>\$0</b>
<b>Extra Items (if any):</b>	

\*This represents only a brief summary of coverages. Please refer to CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

<b>Locations Covered:</b>	Per current CIS Property Schedule.
<b>Perils Covered:</b>	Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.
<b>Deductibles:</b>	\$1,000 Per occurrence except as noted and as follows (if any). \$1,000 Per occurrence on scheduled mobile equipment items. Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.
<b>Total Contribution:</b>	\$147,088.27 (Property)    \$0.00 (Excess Earthquake) \$0.00 (Excess Flood)    \$0.00 (Difference In Conditions)
<b>Forms Applicable:</b>	CIS Property Coverage Agreement - CIS PR (7/1/2023)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

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

# Equipment Breakdown Coverage Proposal



citycounty insurance services  
cisoregon.org

Proposal Date: 6/27/2023

Coverage Period: 7/1/2023 to 7/1/2024

**Named Member**  
Morrow County  
PO Box 788  
Heppner, OR 97836

**Agent of Record**  
Wheatland Insurance-Heppner  
PO Box 755  
Heppner, OR 97836

### This Proposal Does Not Bind Coverage

Refer to Coverage Forms for terms, conditions, and limitations of coverage

#### Coverage Limits:\*

Property Damage	Per current CIS Property Schedule or \$100,000,000, whichever is less.
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption	Included in Property Damage
Drying out following a flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	\$2,000,000
Data Restoration	\$250,000
Perishable Goods	\$2,000,000
Expediting Expense	\$2,000,000
Demolition	\$2,000,000
Ordinance or Law	\$2,000,000
Off Premises Property Damage	\$250,000
Contingent Rental Value/Rental Expense	\$250,000
Newly Acquired Locations	\$1,000,000 / 365 Days Max
Extended Period of Restoration	30 Days

**\*This represents only a brief summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

**Locations Covered:** Per current CIS Property Schedule.  
**Deductible:** \$1,000 All Coverages: 24 hour waiting period applies for service interruption.  
**Contribution:** Included  
**Forms Applicable:** CIS Equipment Breakdown Coverage Agreement - CIS BM (7/1/2023)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by: \_\_\_\_\_  
Authorized Representative / Agent

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