

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA
Wednesday, February 15, 2017 at 8:30 AM*
SAGE Center*
101 Olson Road, Boardman, OR

Please note the different start time and location for this meeting only

- 1. Call to Order – 8:30 AM**
- 2. Pledge of Allegiance** - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- 3. City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
- 4. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 5. Consent Calendar**
 - a. Approve Claims: Accounts Payable dated February 16, 2017
 - b. Sign Resolution No. R-2017-03; In the matter of a resolution to increase the threshold limit to \$5,000 for the capitalization of assets.
- 6. Business Items**
 - a. Review Draft Comment Letters to Oregon Department of Energy Regarding Request for Amendment #1 - Carty Generating Station (Carla McLane, Planning Director)
 - b. Resolution No. R-2017-2: Amending the Morrow County Personnel Policies regarding the use of County vehicles by Commissioners (Jerry Sorte, Administrative Officer)
- 7. Adjournment**

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 Jerry Sorte, Administrative Officer at (541) 676-2529.



P.O. Box 867 • Heppner OR 97836
(541) 676-5615

Finance

Kate Knop, Finance Director
kknop@co.morrow.or.us

MEMORANDUM

TO: Morrow County Commissioners

FROM: Kate Knop, Finance Director

DATE: February 15, 2017

RE: Capital Asset Threshold Increase

ISSUE: Should the Board of Commissioners sign Resolution No. R-2017-03, which increases capitalization of assets to a threshold of \$5,000 and adopt a new policy effective July 1, 2017?

BACKGROUND:

The Board of Commissioners considered this matter during their meeting on February 8, 2017. At that meeting, the Board voted to adopt a new Capital Asset Policy and increase of capitalization of assets to a threshold of \$5,000

ACTION: Options available to the Board of Commissioners include the following:

1. Move to approve Resolution
2. Other.

ATTACHMENT:

- Resolution No. R-2017-03

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

IN THE MATTER OF A RESOLUTION)	
TO INCREASE THE THRESHOLD)	
LIMIT TO \$5000 FOR THE)	RESOLUTION NO. R-2017-03
CAPITILIZATION OF ASSESTS)	
)	

THE MORROW COUNTY BOARD OF COMMISIONERS FINDS:

WHEREAS, Morrow County currently capitalizes assets at a threshold of \$1000; and

WHEREAS, the Morrow County Finance Department has found that the current threshold amount used by Morrow County to capitalize assets does not provide an appropriate balance between ensuring that all material capital assets, collectively, are capitalized and minimizing the cost of record keeping for capital assets; and

WHEREAS, the Morrow County Finance Department requests that the threshold be increased to \$5000 so that the balance between ensuring that all material capital assets, collectively, are capitalized and minimizing the cost of record keeping for capital assets is appropriate for Morrow County.

THE MORROW COUNTY BOARD OF COMMISIONERS RESOLVES:

The threshold limit for the capitalization of assets is \$5000 effective July 1, 2017.

Dated this 15th day of February, 2017.

**MORROW COUNTY BOARD OF COMMISIONERS
MORROW COUNTY, OREGON**

Melissa Lindsay, Chair

Don Russell, Vice Chair

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approved as to Form:

Morrow County Counsel



P.O. Box 788 • Heppner OR 97836
(541) 676-2529

Administrative Officer

Jerry Sorte, Administrative Officer
gsorte@co.morrow.or.us

MEMORANDUM

TO: Board of Commissioners
FROM: Jerry Sorte, Administrative Officer
DATE: February 13, 2017
RE: Resolution R-2017-02; Vehicle Use Policy Amendments

ISSUE: Should the Board of Commissioners sign Resolution No. R-2017-02 and thereby amend the Morrow County Personnel Policies, Section 3.5; Travel and Section 3.7; Vehicle Use?

BACKGROUND:

The Board of Commissioners considered this matter during their meeting of February 8, 2017. At that meeting, the Board adopted amendments by motion to Article 3, Section 3.5 of the Personnel Policies.

Upon further review, staff also recommends an amendment to Article 3, Section 3.7; Vehicle Use. The proposed amendments to Section 3.7 are intended to recognize the amendments approved on February 8, 2017 to Section 3.5 and acknowledge that Commissioners may park vehicles at their residences under the stipulations listed in Section 3.5(3). Resolution No. R-2017-02 includes both the amendments to Section 3.5 that were adopted by motion on February 8, 2017 and the recommended amendments to Section 3.7. These amendments also include changing references to the County Court to the Board of Commissioners.

ACTION: Options available to the Board of Commissioners include the following:

1. Move to approve Resolution R-2017-02
2. Other.

ATTACHMENT:

- Resolution No. R-2017-02

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

IN THE MATTER OF AMMENDING THE)
MORROW COUNTY PERSONNEL)
POLICIES WITH RESPECT TO VEHICLE) RESOLUTION NO. R-2017-02
USE BY THE BOARD OF)
COMMISSIONERS)

THE MORROW COUNTY BOARD OF COMMISIONERS FINDS:

WHEREAS, the Morrow County Board of Commissioners has reviewed the Morrow County Personnel Policies and determined that amendments are needed to accommodate the Boards use of County-owned vehicles for business purposes; and

WHEREAS, the Morrow County directed staff to draft amendments to the Morrow County Personnel Policies in order for Commissioners to be assigned vehicles that would be used for business purposes only but that may be parked at their personal residences overnight; and

WHEREAS, the Board of Commissioners considered this matter during their meeting of February 8, 2017. At that meeting, the Board adopted amendments by motion to Article 3, Section 3.5 of the Morrow County Personnel Policies; and

WHEREAS, the Board of Commissioners considered this matter again at their meeting of February 15, 2017 and considered clarifying amendments to Article 3, Section 3.7 of the Personnel Policies; now therefore,

THE MORROW COUNTY BOARD OF COMMISIONERS RESOLVES:

The Morrow County Personnel Policies shall be amended as depicted on Attachment A.

Dated this 15th day of February, 2017.

**MORROW COUNTY BOARD OF COMMISIONERS
MORROW COUNTY, OREGON**

Melissa Lindsay, Chair

Don Russell, Vice Chair

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approved as to Form:

Morrow County Counsel

Proposed Amendments to Article 3 of the Morrow County Personnel Policies

Text additions are listed in **bold and double underlined**

Text subtractions are listed in ~~strikethrough~~.

SECTION 3.5 TRAVEL

The purpose of this policy is to provide guidelines for the reimbursement of necessary, out-of-pocket expenses incurred in the course of an employee's job performance. Morrow County hereby adopts an "accountable plan" whereby: 1) all expenses must have a business connection, 2) expenses must be substantiated, and 3) unspent amounts must be returned. It is the intent of this policy that travelers will select the lodging, meals and method of transportation most economical to the county.

A. Transportation & Mileage - Travel must be over the most direct and usually traveled route. If an employee travels by an indirect route for personal convenience, or interrupts travel by a direct route, the employee will bear the extra expense. Travel between home and the work place is not reimbursable for employees. Mileage would normally be claimed from an employee's work place. Travel may be requested from an employee's home, rather than from the work place if it is economically beneficial to Morrow County.

If two or more people ride together, only one may be reimbursed for travel mileage.

Travel of employees on official business shall, whenever possible and practical, be by County-owned vehicle. Travel is reimbursed for private auto use on work related matters according to the published IRS Rate with prior Department Head approval. Reimbursement is available for employees (elected and non-elected), and members of various boards and commissions, if travel has been approved and budgeted for by that board or commission. Employees who have a county vehicle available to them, and choose to use their private auto for personal convenience will be reimbursed at 50% of the published IRS rate, with prior Department Head approval. Employees must furnish a record of where, when and why they traveled on business in order to receive the mileage allowance. The employee, or board or commission member will be responsible for ensuring that sufficient accident and injury insurance coverage exists on their private auto to cover the employees' liability for accident or injury.

Use of private or rental airplanes, must be authorized by a member of the ~~County Court~~Board of Commissioners.

Use of other modes of public transportation (commercial airplanes, taxis, buses, rental cars, railways, shuttles, etc.) is reimbursed at actual cost. Employees will select the class of transportation most economical to the county. Receipts must be provided to receive reimbursement.

Employee travel must be authorized by the department head.

Drivers of County-owned vehicles shall obey all traffic and speed laws. No alcoholic beverages shall ever be carried in a County-owned vehicle except as required for evidence by law enforcement officials.

County-owned vehicles shall not be used for private purposes.

B. **Commissioner Vehicle Policy.** A County-owned vehicle may be assigned to each member of the Board of Commissioners. County-owned vehicles that are assigned to individual Commissioners under this Section shall be used for County business purposes only and may be parked overnight at a County-owned facility or at the residence of the assigned Commissioner. If a County-owned vehicle is parked at the residence of a Commissioner, the Commissioner shall sign a written statement acknowledging that the vehicle will be used solely for business purposes. The Commissioner shall keep a record of each vehicle trip that details the date, purpose of the trip, and miles traveled in order to document that the vehicle was used solely for County business purposes.

CB. **Meals** - Receipts for meals are required, and must be attached to the claim for reimbursement.

Gratuities will not be allowed in excess of 15%.

If two or more employees are attending a function outside of Morrow County, one employee can pay for another employee's meal and turn in both for reimbursement. The cost for each meal should be clearly broken out.

An employee's meals while traveling within the County during a normal work schedule shall not be compensated for by the County unless the employees' attendance is required at a meeting where the meal is a part of the scheduled activity.

Alcoholic beverages are not allowable expenses.

DC. **Lodging** - Lodging costs are allowed when county business requires an overnight stay. Receipts for lodging are required, and must be attached to the claim for reimbursement.

ED. **Travel Time** - Employees required to travel away from the home community in the performance of their duties will be compensated for travel time as work time, whether driving or a passenger. The expense and demands on the employee of travel time may be mitigated by flexing a normal work schedule to accommodate travel time.

EE. **Miscellaneous** - Receipts are required for miscellaneous items such as bridge tolls, parking fees, phone calls (for county business), fax charges, etc. Reimbursement is not allowed for entertainment or incidental expenses.

GF. **Elected Officials** - Whenever a person is duly elected to fill the position of a County elected official, but has not yet taken office, their expenses while traveling on authorized County business may be paid or reimbursed by the County in accordance with these policies.

Any exceptions to the travel policy must be approved by the ~~County Court~~ Board of Commissioners.

SECTION 3.7 VEHICLE USE

A. No Personal Use of County Vehicles - Morrow County provides vehicles, either owned or leased by Morrow County, to employees for County business use except as authorized below:

1. When the vehicles are not being used, they must be kept on the employer's premises, except when they are temporarily located elsewhere, such as for repairs, or assigned to a Commissioner under Section 3.5(B), above.
2. Employees may not use the vehicles for personal purposes except for de minimis use.

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

1. Marked police vehicles assigned to sheriff deputies.
2. Unmarked law enforcement vehicles assigned to the sheriff, undersheriff and detectives.
3. Marked, specially equipped pickups assigned to the public works director and the assistant public works director.
4. Marked, specially equipped pickup assigned to the general maintenance supervisor when, due to inclement weather, the sanding or snow plow equipment is attached.

This policy hereby prohibits the employees listed above from any personal use other than commuting or de minimis personal use.

Roberta Lutcher

From: Carla McLane
Sent: Thursday, February 09, 2017 10:11 AM
To: Roberta Lutcher; Jerry Sorte
Subject: FW: B2H: Project update for Cooperating Agencies

Roberta,
Please include this email in the Commissioner's books next week under correspondence.
Thanks!

Melissa, Don and Jim,
For several years I have been attending a monthly 'Cooperating Agencies' conference call (with occasional in person meetings) concerned with the federal permitting of the B2H transmission line. Both the January and February meetings have been cancelled, but the written update below has been provided at this time. It appears that BLM staff are working diligently to make their imposed deadline of releasing the Record of Decision (ROD) by the end of the first quarter (March 31).
Let me know if you have any questions.
Carla

From: Bridger Wineman [mailto:bwineman@enviroissues.com]
Sent: Tuesday, February 07, 2017 3:49 PM
Subject: B2H: Project update for Cooperating Agencies

Hello B2H Cooperating Agencies conference call participants,

We're canceling the Cooperating Agencies call scheduled for Feb. 14 and instead providing the updates below from the BLM. We do plan to hold the next conference call, scheduled for March 14. In the mean-time, please feel free to contact Tamara and Renee directly for coordination needs or questions.

Project updates from the BLM team:

Section 7 (Endangered Species Act)

BLM received the draft National Marines Fisheries (NMFS) Biological Opinion (BO) on Jan. 30. NMFS sent the BO to consulting parties and the four actively consulting Tribes for a two-week review with comments requested back by Feb. 13. BLM will compile the comments for the Federal agencies and provide them to NMFS within the allowed timeframe. NMFS will address comments and hopes to finalize the BO by Feb. 28. The final BO will be appended to the Record of Decision (ROD).

Record of Decision

The BLM's Washington Office (WO) has the draft Record of Decision (ROD) and Notice of Availability materials for the project. The BO information will be incorporated when complete. We are still targeting completion by the end of the first quarter of 2017 (end of March). We anticipate additional briefings will be required in the WO prior to approval of the ROD and approval to publish the Federal Register Notice, and have asked the WO to assist in setting up appropriate briefings.

Programmatic Agreement

The Programmatic Agreement (PA) is with the Advisory Council for Historic Preservation (ACHP) for final signature. When the PA is fully executed it will also be appended to the ROD.

Navy coordination

BLM will have the next scheduled coordination meeting with the Navy on March 7. BLM expects to receive updates from Navy on the status of their Sec. 7 and Sec. 106 consultation efforts, as well as on timing of their draft ROD for Navy administered property.

Plan of Development

The legal descriptions for BLM land have been reviewed and approved, and incorporated into the draft Plan of Development (POD) as an exhibit.

Thanks,
Bridger



Bridger Wineman
associate

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