

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA
Wednesday, March 15, 2017 at 9:00 AM
Port of Morrow Riverfront Center, Wells Springs Room
2 Marine Drive, Boardman, OR

- 1. Call to Order - 9:00 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 March 16th; Payroll Payables, Monthlies dated March 3rd; Payroll Payables, Immediates & Electronic, dated February 1st, February 15th & March 1st; Employee Final Paycheck dated February 17th; and HRA VEBA dated March 1st; Correct March 8th approval of February 2017 Retirement Taxes to read March 2017 Retirement Taxes
 - b. Minutes: February 22nd Board of Commissioners Work Session with the Budget Committee; March 1st Board of Commissioners Meeting; March 1st Board of Commissioners Work Session
- 6. Update on the Morrow County Equity Fund and review membership of the Loan Committee** (Rex Baker, Loan Officer, Greater Eastern Oregon Development Corporation)
- 7. Business Items**
 - a. Authorization for restructuring the Sheriff's Office (Undersheriff John Bowles)
 - b. Purchase Pre-Authorization Request – Sheriff's Office vehicle (Undersheriff John Bowles)
- 8. Department Reports**
 - a. Planning Department (Carla McLane, Planning Director)
 - b. City County Insurance Annual Conference Report and 2018 Premium Projections (Karen Wolff, Human Resources Director)
- 9. Correspondence**
- 10. Commissioner Reports**
- 11. 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 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 Jerry Sorte, Administrative Officer at (541) 676-2529.

**Morrow County Board of Commissioners
And Budget Committee Work Session
February 22, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon**

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Larry Mills, Chair, Budget Committee
Linda LaRue, Budget Committee Member
Jill Parker, Budget Committee Member
Jerry Sorte, Administrative Officer
Kate Knop, Finance Department Director
Mike Gorman, Assessor/Tax Collector
Roberta Lutchter, Executive Assistant

Audience

Leann Rea, former Commissioner
Carla McLane, Planning Director
Karen Wolff, Human Resources Director
Burke O'Brien, Public Works Director
Justin Nelson, County Counsel/D.A.

Call to Order: 1:34 p.m., followed by introductions.

Status of the Fiscal Year 2017-2018 Budget Process

Kate Knop, Finance Department Director

Ms. Knop explained to the members of the Budget Committee how this year's budget process will differ from past years, mostly having to do with how Department Heads will prepare and present their budget requests to the committee.

General Financial Position Overview and Revenue Forecast

Ms. Knop

Mike Gorman, Assessor/Collector

Ms. Knop and Mr. Gorman reviewed data in a PowerPoint presentation, including 2017-2018 Estimated Property Tax Revenue (\$1,395,939 decrease from 2016-2017 budgeted); 2017-2018 Strategic Investment Program (SIP); and Estimated Revenue Net Increase (\$315,946). Mr. Sorte said this is an increase of one-percent of the budget, which isn't a lot when other costs continue to rise.

Long Range Planning Discussion

Ms. Knop said the total amount allocated to long term goals is \$937,500. She and Mr. Sorte informed the group that the Long Range Planning numbers are too high because they don't take into account the anticipated loss of property taxes in the General Fund.

The group discussed the appropriate amount to keep in reserve for operating costs. Mr. Mills noted the Budget Committee historically maintained \$1,000,000 in the General Fund. Ms. Parker and Ms. LaRue suggested that amount be increased.

Discussion took place on allocating some of the SIP funds to each of the five incorporated communities in the County, perhaps with the caveats they be used for roads and be allowed to accumulate from year-to-year.

Grant Process Discussion

Ms. Knop said the County has \$365,000 in “Other Requirements” or what can be considered as grants to other entities. The entities in this category are – The Neighborhood Center of South Morrow County; Irrigon-Boardman Emergency Assistance Center; Oregon State University Extension; Morrow Soil & Water Conservation District; Oregon Water Resources Watermaster; USDA Wildlife Services. She asked if the County would like to continue the existing process of budgeting for them each year or change the process in some way. After discussion, Ms. Knop said she would provide two things for additional consideration - a list showing which entities have contracts with the County, and additional information on the possibility of making grants to the communities in the County.

Other

- Carla McLane, Planning Director, invited the Budget Committee members to individually visit the north County facilities to see the concerns of Department Heads and Elected Officials whose offices are housed there.
- Ms. Parker brought up the possibility of exploring the Home Rule option for Morrow County. Home Rule designation gives counties the authority to adopt and amend their own county government organization. She said it’s worth determining if there is a duplication of services in the duties between hired staff and elected officials. She also said it would be good to know if there are elected officials who work full-time but are compensated on a half-time basis, or if there is the reverse occurring – elected officials who are compensated on a full-time basis but only have enough to do half-time. Ms. LaRue said it was looked into some time ago and the only issue that prevented it from moving forward was the desire to retain the County Judge position. People were enthusiastic about Home Rule except for that one factor, she said. Mr. Mills said if someone is serious about looking into this, a committee needs to be formed to study the matter. He said the most significant change with Home Rule is moving away from elected officials and instead appointing people to those positions. Mr. Gorman said the one exception is the sheriff, who has to be an elected official. Commissioner Russell said former Umatilla County Commissioner Dennis Doherty might be willing to meet with people from Morrow County to discuss his experience when they made the transition.

Adjourned: 3:11 p.m.

Morrow County Board of Commissioners Meeting Minutes
March 1, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty

Jerry Sorte, Administrative Officer
Justin Nelson, County Counsel
Roberta Lutcher, Executive Assistant

Audience

David Sykes, Heppner Gazette-Times

Call to Order and Pledge of Allegiance: 9:01 a.m.

City and Citizen Comments

Shelley Ena introduced herself to the Board as the new LPSCC Coordinator for Morrow and Umatilla Counties. She stated she wished to observe the meeting process.

Horseshoe Bend Discussion

Dave DeMayo, Heppner

Mr. DeMayo presented his idea to the Board for dealing with a section of Highway 74 referred to as Horseshoe Bend. This area requires traffic to slow to 10 miles per hour and impacts area farmers, ranchers and business owners, he said. Mr. DeMayo proposed the Army be approached to see if the work could be done at cost by troops as part of a Troop Construction Project. The project could be taken to a certain point and then turned over to the County for completion under the supervision of the Oregon Department of Transportation, he said. He then outlined the pros and cons of such an arrangement. The Board members expressed interest in a follow-up meeting with representatives of the Oregon National Guard, which Mr. DeMayo offered to arrange.

Open Agenda

Mr. Sorte said the minutes of February 22nd could be added to the Consent Calendar, if the Board so chooses.

Consent Calendar

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

1. *Accounts Payable dated March 2, 2017*
2. *Corrected version of Resolution R-2017-2*
3. *Minutes of February 22, 2017*

Commissioner Doherty seconded. Unanimous approval.

Business Items

Manufactured Structures Intergovernmental Agreement, Agent Agreement No. 90G000278 with the Department of Consumer and Business Services, Building Codes Division

Mike Gorman, Assessor/Tax Collector
Justin Nelson, County Counsel

Mr. Gorman reminded the Board he signed an earlier version of this IGA, with their approval. Since that time, amendments were made to the agreement which make it more favorable for Morrow County, he said. After outlining the changes, the Board was in favor of Mr. Gorman once again signing.

Board of Commissioners Office Staffing Request

Mr. Sorte requested increasing the Executive Assistant from a 0.8 FTE (full time equivalent) to a full 1.0 FTE. The benefits to the BOC Office and fiscal impact were reviewed.

Commissioner Doherty moved to approve increasing the Executive Assistant in the Board of Commissioners Office from 0.8 FTE to 1.0 FTE. Commissioner Russell seconded. Unanimous approval.

Review Invoice – Columbia Development Authority (CDA) Membership Dues

While the Board did not question the efforts of the CDA, the item was delayed for further information gathering since all three Commissioners are new to the CDA payment process.

Board of Commissioners Title Discussion

Mr. Sorte suggested a resolution be considered to formalize the official title of the Board of Commissioners. It would offer a reference point for the official change and provide uniformity when documents are generated (resolutions, orders, ordinances, agendas, etc.). The Board agreed to move forward with a draft resolution in the near future.

Morrow County Code Update Discussion

Mr. Sorte explained the Morrow County Code was last officially updated in 1986 and is now out-of-date. He said it would require a commitment of staff time or funds to hire an outside contractor, but it is a lower priority. The Board requested estimates be obtained for further consideration during the budget process.

Department Reports

Road Report

Burke O'Brien, Public Works Director

Matt Scrivner, Assistant Road Master

The Road Report of activities in February was provided by Mr. Scrivner.

Road Maintenance Work on Wagon Wheel Loop and West Glen Subdivision

Mr. O'Brien requested approval for a one-time grading of Wagon Wheel Loop and West Glen Subdivision roads which are local access roads and not County roads. He went on to say the County bears some responsibility to provide occasional maintenance because these two subdivisions were poorly planned and implemented and impact a significant number of residents.

Commissioner Russell moved to approve the recommendation of the Public Works Director to perform a one-time maintenance on Wagon Wheel Loop and West Glen Subdivision.

Commissioner Doherty seconded. Discussion: Commissioner Doherty asked if there needs to be a resolution, as mentioned in Mr. O'Brien's memo. Mr. Nelson said he would draft one while the meeting continued since Mr. O'Brien indicated the work needs to be done this week.

Commissioner Russell amended the motion to request the necessary resolution be drafted for signature later in the day before work can proceed. Commissioner Doherty seconded the amended motion. Unanimous approval. Vote on the original motion: unanimous approval.

Review Building and Park Maintenance Costs

Mr. O'Brien

Greg Close, Parks General Manager

The operating costs associated with each County building were reviewed and discussed. The Commissioners thanked Public Works for gathering the information as they said it provided them with a better understanding of charges they see in the weekly Accounts Payable.

Administrative Officer Report

Mr. Sorte reviewed his monthly written report to the Board.

Break: 10:44 a.m. **Resumed:** 10:51 a.m.

Resolution R-2017-4 – In the Matter of a Resolution to Authorize County Road Department to Expend Resources for Local Access Road

Commissioner Doherty moved to approve Resolution R-2017-4, "In the Matter of a Resolution to Authorize County Road Department to Expend Resources for Local Access Road."

Commissioner Russell seconded. Unanimous approval.

Correspondence Reviewed

- February 24, 2017 Report on the Governor's Advisory Committee on Energy and Agriculture in the Umatilla Basin
- Comment Letter signed by the Planning Director to the Oregon Department of Energy regarding the Boardman Solar Energy Preliminary Application for Site Certificate
- Letter from the Assessor/Tax Collector to Taxing Districts regarding the 2017-2018 Value Estimate
- Letter from Public Works informing the Board of the successful bidders in last week's Surplus Vehicle Sealed Bid Auction
- Legislative newsletter from Representative Greg Smith

Commissioner Reports

- Commissioner Doherty said he attended the February 27th ODOT sponsored Statewide Transportation Improvement Program Public Meeting in Boardman. He also attended the

LPSCC meeting where bylaws were discussed, and the 60th birthday celebration for the City of Irrigon.

- Chair Lindsay attended the Energy Facility Siting Council meeting in The Dalles; the LPSCC meeting; met with the Chief Executive Officer of CAPECO (Community Action Program of East Central Oregon); and a separate meeting with the CEO of the Morrow County Health District, Bob Houser.
- Commissioner Russell also attended the EFSC meeting in The Dalles. The Board then discussed the status of the Wheatridge Wind Energy Facility Application for Site Certificate, which was an agenda item at the EFSC meeting.

Adjourned: 11:19 a.m.

DRAFT

Morrow County Board of Commissioners
Work Session – Financial Processes
March 1, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer
Kate Knop, Finance Director
Gayle Gutierrez, Treasurer

Mike Gorman, Assessor/Tax Collector
Justin Nelson, County Counsel
Bobbi Childers, Clerk
Roberta Lutcher, Executive Assistant

Audience

Greg Sweek, Heppner

Call to Order: 1:30 p.m.

Discussion on the Treasurer's Office and Finance Department's Financial Processes

- Chair Lindsay thanked the elected officials for attending the meeting in order to help the Board understand each step of the County's financial processes.
- Mr. Gorman then outlined the variety of interactions between the Assessment & Taxation Office and the Treasurer's Office.
- Commissioner Doherty asked if annual audits look at the County as a whole. Ms. Knop replied they do, however, they do not review every transaction. Commissioner Russell clarified audits see if accounting records are reasonable, and are not intended to detect fraud.
- Treasurer duties were reviewed and those of the Deputy Treasurer when Ms. Gutierrez is out of the office. Chair Lindsay asked if a written policy is in place outlining the duties in her absence. Ms. Gutierrez explained the Deputy Treasurer is familiar with the processes and her duties consist of making deposits, answering the phone and filing. Any input into the office's software program is done by Ms. Gutierrez when she returns.
- Chair Lindsay asked the group if every dollar that leaves the County goes through the Accounts Payable process. Ms. Gutierrez explained the checks she writes do not. Examples are checks to taxing districts, bond payments and manual checks, she said. Ms. Knop stated the Finance Department is not usually aware of requests for manual checks. Commissioner Russell asked who reconciles bank statements. The Finance Department, said Ms. Gutierrez, but they don't see everything she does.
- The processes for handling cash in the County were discussed. Chair Lindsay asked if there is a cash management policy in place that all departments follow. Both Ms. Knop and Mr. Sorte replied there is not.
- A discussion took place about the funds the Treasurer oversees in the Local Government Investment Pool. Ms. Gutierrez reviewed who can make transfers under her authority (Clerk and Deputy Treasurer) but that has never had to happen.

- Commissioner Doherty asked the others in the meeting if they would recommend any changes to County processes. Ms. Gutierrez said she felt the processes work smoothly. Mr. Gorman said from his perspective, he'd hate to see any change because there are adequate checks and balances in place, but he couldn't speak for the other departments. Ms. Knop said she'd like to see documentation on cash procedures and a segregation of duties when recording cash and taking it to the bank. In addition, she'd like to see manual checks reviewed by the Board of Commissioners and monthly reporting of what is received in by each department. Basically, she said she'd like to strengthen controls County-wide and decrease the risk for exposures. She also said she is concerned no one is checking the books that are reconciled by Department Heads – the Finance Department has a role to make sure there is accountability. Mr. Sorte said he especially supports this because we are all prone to making errors and it can be something as easy as a breakdown in supplying receipts.

Other

Miscellaneous discussions ensued.

Adjourned: 2:51 p.m.

Morrow County Board of Commissioners Meeting Minutes
March 8, 2017
Irrigon Branch of the Oregon Trail Library District, Community Room
Irrigon, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer
Kate Knop, Finance Director
Richard Tovey, County Counsel

Karen Wolff, Human Resources Director
Roberta Lutcher, Executive Assistant

Audience

Mike Gorman, Assessor/Tax Collector
Robin Jones, Finance Department
David Sykes, Heppner Gazette-Times
Terry Tallman, Boardman

Call to Order and Pledge of Allegiance: 9:01 a.m.

City and Citizen Comments: No comments

Open Agenda/Agenda Changes: Postponed: Request for funding from the Neighborhood Center of South Morrow County; Add to Consent Calendar: Claims – February 2017 Retirement Taxes; Add under Business Items: Invoice from the Columbia Development Authority

Consent Calendar

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

1. *Accounts Payable dated March 9, 2017*
2. *Purchase Pre-Authorization for Sheriff's Office 10% portion of the 2016 Response Information Management System (RIMS) Server Replacement (\$5,728.76)*

Commissioner Doherty seconded. Unanimous approval.

Commissioner Doherty moved to approve the February 2017 Retirement Taxes dated March 6th. Commissioner Russell seconded. Unanimous approval.

Presentation of Morrow County Financial Statement and Independent Auditors' Report

Cameron Anderson, CPA, Barnett & Moro, P.C.

Mr. Anderson provided an overview of the audit process, briefly reviewed the basic financial statement and answered questions from the Board and audience. He noted the County's total net position is \$87,000,000, compared to \$88,700,000 the previous year. The full Auditors' Report can be found on the County website: www.co.morrow.or.us/finance/page/financial-statements.

Commissioner Russell moved to accept the Morrow County, Oregon Financial Statements and Independent Auditors' Report dated June 30, 2016. Commissioner Doherty seconded. Unanimous approval.

Business Items

Sheriff's Office request to extend job offer above Step 1

Undersheriff John Bowles

Undersheriff Bowles requested an exception be made to allow him to extend a job offer to a candidate higher than Step 1. He then outlined the reasons for the exception. Human Resources Director, Karen Wolff, provided a Sheriff's Department 2016-2017 Wage Scale for the Commissioners to review.

Commissioner Russell moved to approve extending an offer of employment to Phillip W. Morris at the following level: Patrol Deputy, Advanced, Step 5. Commissioner Doherty seconded. Unanimous approval.

Budget Transfer Resolution No. R-2017-5

Kate Knop, Finance Director

Commissioner Russell moved to approve Resolution No. R-2017-5 - In the Matter of Transferring Appropriations within the Morrow County General Fund, Pursuant to ORS 294.463(1). Commissioner Doherty seconded and requested further explanation on what necessitated the intra-fund transfer, which Ms. Knop provided. Unanimous approval.

Request for Funding Assistance for the 2017 National Association of Counties (NACo) Western Interstate Region Conference hosted by Deschutes County

Mr. Sorte

The letter of request from Deschutes County Commissioner Tammy Baney states the 2017 NACo Conference will be held in Deschutes County in May and they are hoping to raise \$70,000 from the other counties in the State to support conference events, meals and experiences. Discussion ensued.

Commissioner Doherty moved to approve a contribution of \$2,500 to Deschutes County in support of the 2017 NACo Western Interstate Region Annual Conference. Commissioner Russell seconded and requested additional discussion. He said there is a \$70,000 goal and 36 counties in the State, therefore, each county should contribute \$2,000. He moved to amend the motion to contribute \$2,000. Commissioner Doherty seconded the amendment. Unanimous approval. Vote on the original motion to contribute to the NACo Conference: Unanimous approval. Motion carried as amended.

Request to reappoint Wolf Conservation Representative to the Morrow County Wolf Depredation Advisory Committee

As the Board's representative, Commissioner Doherty provided an update on the most recent meeting of the Wolf Depredation Advisory Committee. He presented a request for reappointment and draft bylaws for review.

Commissioner Russell moved to reappoint Alan Scott to the Morrow County Wolf Depredation Advisory Committee as a Wolf Conservation representative, term to be January 1, 2017 through December 31, 2020. Commissioner Doherty seconded. Unanimous approval. Commissioner Russell moved to approve the Bylaws of the Morrow County Wolf Depredation Advisory Committee. Commissioner Doherty seconded. Unanimous approval.

Columbia Development Authority Invoice

Commissioner Russell said he looked into the situation further after the February 22nd Board meeting where the original invoice was presented. He said he learned the invoiced amount is for the 10 percent match for each of the five members (Morrow County, Umatilla County, Confederated Tribes of the Umatilla Indian Reservation, Port of Morrow, Port of Umatilla).

Commissioner Doherty moved to approve payment of the invoice from the Columbia Development Authority in the amount of \$1,270.80. Commissioner Russell seconded. Unanimous approval.

Staff Reports

Mike Gorman, Assessor/Tax Collector

- Mr. Gorman said he received an email inquiry about the County's willingness to participate in the Solar Energy Payment in Lieu of Taxes Pilot Program. He informed the individual the County is interested but wants projects formally presented for consideration before the process can begin. Commissioner Russell added the previous Court approved the use of the program, however, they did not commit the County to using it, just that it's an available option.
- Taxes left to collect stand at \$1,900,000. This means 92-93% of taxes have been collected.

Mr. Sorte

- A meeting of Department Heads, Elected Officials and the Board of Commissioners will take place on Tuesday, March 14th, 2:00 p.m., Bartholomew Building Upper Conference Room.

Ms. Wolff

- Ms. Wolff showed the Board a plaque the County received at the City County Insurance Services (CIS) annual conference for 35 years of continuous membership.

Commissioner Reports

- Commissioner Russell said after being asked by the Oregon Dairy Association, he provided written comment to the Oregon Legislature regarding Senate Bill 197 (Requires Environmental Quality Commission to adopt by rule program for regulating air contaminant emissions from dairy confined animal feeding operations).
- Commissioner Doherty provided a report on Public Health's Local Community Advisory Committee meeting he attended, as did former Judge Terry Tallman.
- Both Commissioner Russell and Doherty indicated they would be attending Association of Oregon Counties subcommittee meetings in Salem, Sunday through Monday evening.
- Chair Lindsay said she would like to start coordinating a training related to emergency preparedness and response with Undersheriff John Bowles. She also said she will be bringing together a list for future discussion related to the Board's recent meeting on financial processes and the annual financial audit. It will include areas where the County can possibly improve its policies and procedures.
- All three Commissioners attended the Morrow County Economic Development Task Force meeting and the Road Committee meeting and briefly reviewed both.

Correspondence Reviewed:

- Sheriff's Office Report of activity for February 2017
- Notice of Integrated Biomass Tour, Wednesday, March 15th in Wallowa, Oregon
- *4-Happenings*, the 4-H February 2017 Newsletter

Adjourned: 10:24 a.m.

DRAFT

Roberta Lutcher

From: Rex Baker <Rex.Baker@geodc.net>
Sent: Tuesday, March 07, 2017 1:52 PM
To: Roberta Lutcher
Subject: Attendance of Commissioner Board meeting 03.15.17
Attachments: Equity Fund - highlighted.doc; MCEF Loan Committee.PNG

Good Afternoon Roberta.

Thank you for your assistance this morning on scheduling my appointment with the commissioners for the March 15, board meeting in Boardman. I would like to introduce myself to the newly elected commissioners, and to also discuss potential replacements for the Morrow County Equity Fund, loan committee members. Also, as GEODC is currently gathering information from a potential new loan funding, we should take steps to ensure that the review and approval process, first by the loan committee, and then the Commissioners can be performed in a timely manner.

At the present time, the loan committee members consist of:

Jeff Bailey- Bank of Eastern Oregon
Gary Fredrickson- Farmer
Lucas Wagner- Banner Bank
Nancy Snider- Wheatland/Chamber
Nicole Skillings- Previously with Community Bank
Rick Worden- Previously with Morrow Co.

The court should discuss that Ms. Skillings & Mr. Worden are no longer in their respective positions, and discuss potential replacements for them. Additionally, it may be appropriate to contact the currently, still serving loan committee members, and determine that they wish to continue to serve, at this time.

For reference, I have attached the Policies and Procedures for the loan fund, and highlighted the sections, which pertain to the **Courts** responsibilities, and **GEODC's** responsibilities, as well for the program. I have also included an attachment with the current committee members, email addresses.

Thank you for your assistance.

Respectfully,

Rex Baker

REX BAKER
LOAN OFFICER
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Morrow County

Equity Fund

POLICIES AND PROCEDURES

The following policies and procedures are used as a guideline when reviewing loan applications. It will be the duty of the Loan Review Committee (Committee) to determine eligibility and propose a loan to the Morrow County Court (Court) for final approval that is within the fund guidelines.

A. FINANCING POLICIES

The Equity Fund will be guided by the following financing policies:

1. All loans will fall within the parameters of the "Morrow County Equity Fund" document that was provided to the Oregon Legislature for the purpose of securing the \$500,000 to fund this program and which is attached to these Policies and Procedures and by this reference incorporated herein.
2. All loans will be made in conjunction with primary financing from a traditional financial institution. In addition to the Morrow County loan application the participating financial institution and borrower will provide copies of their loan analysis, including pro-forma financial data, credit reports and any other relevant information, to the Loan Review Committee for their consideration and review.
3. Working capital loans will not exceed 50% of the total loan portfolio.
4. Interest rates will be determined by the Court.
5. Loan terms for each project will be recommended by the loan review committee. However, no loan shall exceed 10 years.
6. The Court will have the authority to approve special financing, such as deferrals of principal or interest payments or both, to meet a borrower's need for high-risk financing and to leverage financing from conventional borrowers. The Court may also forgive or postpone loan payments due to special circumstances or unanticipated difficulties. When considering requests for postponement of payment obligations, the Court will consider the request on its merits alone and will base its decision on a thorough analysis of the business's financial statements, especially historical and projected cash flows. Deferrals on principal payments will be granted for businesses that can evidence the ability to achieve a positive cash flow within a specified time.

7. With regard to collateral, the Court will consider the merits and potential economic benefits of each request. When appropriate, liens, assignments, and guarantees will be secured in accordance with the following principles:
 - a. To encourage the participation of other lenders and investors, Morrow County's lien position may be subordinated and made inferior to liens securing other loans made in connection with the project.
 - b. Collateral for working capital loans will normally be liens on inventories, receivables, fixed assets or other available assets of the borrower. Such liens will be subordinated only to existing liens of record.
 - c. The Court may also require security in the form of assignment of patents, licenses, and other assets with a realizable value.
 - d. Life and/or disability insurance may be required on each owner or key person(s) of the business or corporation with 20% or more ownership. Such policies will be assigned to Morrow County in the amount of the original loan.
 - e. Hazard or liability insurance will be required on all businesses and policies will have Morrow County listed as loss payee.
 - f. Flood insurance will be required on properties located in the flood plain.
 - g. Personal guarantees will be required from principal owners when the Court determines that sufficient collateral is not available for the loan. Personal guarantees will be required for any person owning twenty percent or more of a corporation that will borrow from the fund.
 - h. A minimum of 1:1 collateral coverage is required. The discounted value of the collateral will be determined by the Court. The following loan to value guidelines are used: real estate – 90%, new equipment, furniture and fixtures – 80%, used equipment, furniture and fixtures – 50%.
8. A loan application fee of 1% of the loan amount will be charged for all loans, up to a maximum of \$500. This fee shall be non-refundable.
9. A Loan Review Committee will be appointed by the Court to provide an initial review and recommendation of all loan requests to the Court. The Committee will be comprised of a representative of each of the two financial organizations in the county, those being Bank of Eastern Oregon and Banner Bank, a member of the Willow Creek Valley Economic Development Group, an at large member representing the interests of the cities of Boardman and Irrigon and the Morrow County Finance Director.
10. The Greater Eastern Oregon Development Corporation (GEODC) shall act as the loan administrator for the Fund on behalf of the County and, under the terms of that agreement, shall service the loans made by the Fund. Under said agreement GEODC shall collect all costs associated with loan closings from the borrower(s).
11. There will be no construction phase financing.

12. In very rare circumstances, the Morrow County Court may agree to forego the procedures set forth in this policy and procedures when the Court makes a finding that the applicant's requested loan reasonably requires an expedited process based on the facts and circumstances surrounding the need of the loan. A determination to forego the procedures set forth in this document shall only be made upon the unanimous affirmative vote of the County Court Commissioners present at the meeting in which the decision is made. Additionally, the County Court Commissioners shall record the basis for their decision in writing. A loan granted under this subsection shall not exceed \$100,000.

B. PORTFOLIO STANDARDS AND TARGETS

1. Type of Businesses/Activities Assisted

Priority for loan assistance will be given to projects that retain and/or create employment, existing businesses that are expanding, and businesses that show a clear need for gap financing. Businesses that receive more than 50 percent of their gross sales from gaming, or that use multi-level marketing strategies are not eligible for assistance. All loans will provide financing that is otherwise not available. All loans will meet the targets identified in the Morrow County Equity Fund document.

2. Use of Funds

Eligible uses include the purchase of fixed assets, working capital, or debt restructure. No more than 50% of the total loan portfolio will be allocated to working capital. All loans shall meet the Investment Criteria as outlined in the Morrow County Equity Fund document. Specifically, loan funds capital may not be used to:

- a. acquire an equity position in an existing private business;
- b. subsidize interest payments on an existing loan;
- c. enable an Fund borrower to acquire an interest in a business, either through the purchase of stock or through the acquisition of assets, unless the need for Fund financing is sufficiently justified, and documented in the loan write-up. Acceptable justification could include acquiring a business to substantially save it from imminent foreclosure or acquiring it to expand it with increased investment. In any case, the resulting economic benefits should be consistent with the strategic objectives of the Fund;
- d. refinance existing debt *unless*:
 - (1) there is sound economic justification and the loan write-up states that the Fund is not replacing private capital solely for the purpose of reducing the risk of loss to an existing lender(s).
 - (2) a Fund uses Fund income sources and/or recycled Fund funds to purchase the rights of a prior lienholder during an in-process foreclosure action in order to preclude a significant loss on an Fund loan. This action may be undertaken only if there is a high probability

of receiving compensation within a reasonable time period (18 months) from the sale of assets sufficient to cover the Fund's expenses plus a reasonable portion of the outstanding loan obligation.

Ineligible loan purposes include the following:

- a. Assistance in excess of what is needed to accomplish the purpose of the third party recipient's project
- b. Distribution or payment to owners, partners, shareholders or beneficiaries of the third party recipient or members of their families when such persons will retain any portion of their equity in the third party recipient
- c. Charitable institutions that would not have revenue from sales or fees to support the operation and repay the loan such as churches, organizations affiliated with or sponsored by churches and fraternal organizations
- d. Assistance to government employees, military personnel or principals or employees of Morrow County or organizations for which such persons are directors or officers or in which they have ownership interest of 20% or more
- e. Agricultural production
- f. The transfer of ownership unless the loan will keep the business from closing or prevent the loss of employment opportunities in the area or provide expanded job opportunities
- g. Any illegal activity
- h. Any project that is in violation of either a Federal, State or local environmental protection law or regulation or an enforceable land use restriction unless the assistance given will result in curing or removing a violation
- i. Lending and investment institutions and insurance companies
- j. Race tracks or gambling facilities

PART TWO: EQUITY FUND OPERATIONAL PROCEDURES

A. LOAN APPLICATION REQUIREMENTS

1. Standard Loan Application Requirements

All loan applicants must complete GEODC's application form. Additional information required to complete the application process includes the following:

- a. Personal financial statement
- b. Information release form
- c. Business plan
- d. Historical financial information for last three years
- e. Personal and business tax returns for three years
- f. Twelve month cash flow projection

- g. Current and proforma balance sheet
- h. Resumes of key personnel

2. Additional loan application requirements (if applicable to the project)

- a. Appraisals - will be required for land and building offered as collateral and they must be less than six months old. This requirement may be waived if the applicant can verify the value of the land and building in some other form (an alternative may be a real estate valuation, prepared by a qualified person or tax assessed value).
- b. Lease agreements - will be required for projects leasing property for the business. In addition, copies of lease agreements are necessary if the applicant is or will be receiving lease income on property involved in the project.
- c. Buy/sell agreements - will be required if the project includes the purchase of property, an existing business, or any other fixed asset that may be used as collateral.
- d. Construction estimates - will be required if the project includes construction.
- e. Bank commitment letter - will be required for projects with bank financing.
- f. Corporation papers - including articles of incorporation, by-laws, and certificate of good standing from the Secretary of States office will be required.
- g. Personal financial statements will be required for personal guarantee(s).
- h. Corporate resolution - authorizing the corporation to borrow the loan funds and designating specific officers as signatories.
- i. Business licenses
- j. Bonding

B. LOAN REVIEW COMMITTEE

1. Organizational Structure

The Loan Review Committee will be appointed by the Court to provide an initial review and recommendation of all loan requests to the Court. The Committee will be comprised of a representative of each of the two financial organizations in the county, those being Bank of Eastern Oregon and Banner Bank, a member of the Willow Creek Valley Economic Development Group, an at large member representing the interests of the cities of Boardman and Irrigon and the Morrow County Finance Director.

2. Duties

The duties of the Finance Committee will be as follows:

- a. Review complete loan applications and establish if each loan request has sufficient collateral, financial feasibility, and sound management.

b. Evaluate projects for economic impact. The following criteria will be used to determine if the project will have a positive impact on the economy:

1. Provide value-added processing of local resource based commodities.
2. Provide for a diversification of the local economy in a sector not currently present or by providing goods or services not locally available.
3. Provide employment opportunities to the local workforce and/or attract new employees to the county.
4. Provide wages that are industry competitive in the regional market.
5. Provide the opportunity to export goods or services outside of Morrow County.
6. Provide for economic or community development consistent with local objectives.

c. Attend the Committee meeting and make a loan recommendation based on the committee's findings. The committee can make the following decisions:

- Recommend approval with recommendation
- Recommend approval with recommendation and special conditions
- table for additional information
- Recommend denial

d. Review loans with a default status and determine if foreclosure proceedings should begin.

3. Committee Meetings

Committee meetings will be scheduled and held on a demand basis. Meeting dates will be established by the committee, depending on the schedules of each member.

C. LOAN CLOSING AND DISBURSEMENT PROCEDURES

1. Preparation of Loan Agreement and Verification of Contingency Items

Upon approval of the loan by the Court, GEODC will prepare the loan agreement. The loan agreement will describe the terms of the loan, collateral for the loan, events of default, and other requirements directly related to the project and the committee's approval. If the borrower is married, the loan agreement and other loan closing documents will be executed by both the borrower and spouse. During the time it takes GEODC staff to prepare the loan agreement, the Borrower will be asked to provide information and documentation for any contingencies included in the committee's approval that are not included. Contingencies may include life insurance, hazard/liability insurance, flood insurance, workman's compensation insurance, vehicle titles, bank approval letters, other financing approval letters, signed buy/sell agreements, corporate

resolutions authorizing the borrowing of funds and owner's signature(s). Other items may be requested and not included in the above listed items.

2. Loan Closing Documents and Procedure

Once the loan agreement has been prepared and contingency items have been verified or provided, a loan closing date will be scheduled. Loan closings will ordinarily take place at GEODC, unless otherwise setup by GEODC staff. The following standard documents will be required:

	Type of Loan		
	Real Estate	Machinery, FF&E	Working Capital
Promissory Note	X	X	X
Deed of Trust/Mortgage	X		
Security Agreement		X	X
UCC Financing Statement		X	X
Loan Agreement	X	X	X

Other loan documents may be required, but will be directly related to the loan and the committee's contingencies for approval. Other items include the following:

- a. Personal Guarantee(s)
- b. Corporate Guarantee
- c. Lease Assignments
- d. Vehicle Liens
- e. Contract Assignments

3. Loan Fund Disbursement

Borrowers must submit a letter of request for loan funds. The letter should describe the exact use of the funds. Copies of invoices, receipts, or a list describing the use of working capital and the period of time in which the funds will be spent, may be attached to the request letter. Loan funds will be disbursed directly to vendors for direct purchases. Loan funds used for working capital will be disbursed as the borrower submits receipts. The first working capital disbursement can be made without receipts, but the amount will not exceed 20% of the total working capital amount. Subsequent working capital disbursements will not be approved until receipts have been presented to and approved by staff for the first disbursement.

E. LOAN SERVICING PROCEDURES

1. Loan Payments

Borrowers will make payments to GEODC in accordance with the loan agreement and promissory note, executed at loan closing. All loan payments will be remitted to Morrow County. Late payments will be handled in the following manner:

- a. Late fees in the amount of 5% of the payment amount, up to \$100.00 will be assessed on payments received on or after the 15th day past the scheduled payment date.
- b. A telephone call will be made and a letter will be sent to Borrowers who have not made their payment on or after the 15th day past the scheduled date.
- c. If payment is not received within 30 days from its scheduled due date, GEODC staff will schedule an appointment to meet with the Borrower to assess the situation.
- d. If payment is not received after 60 days from its scheduled due date and the Borrower has failed to communicate with GEODC staff, a letter of default is issued to the Borrower.
- e. If payment is not received after 90 days from its scheduled due date and the Borrower has failed to communicate with GEODC staff, a recommendation for foreclosure procedure will be made to the Court.

2. Loan File Monitoring

GEODC staff will maintain commercial loan software and a database tickler system in order to track the performance of each loan. The following items will be specifically monitored by staff:

- a. Financial Statements and Tax Returns - Financial statements will be collected in accordance to the loan agreement and tax returns will be requested annually.
- b. Life Insurance Verification - Life Insurance will be required and verification that the policy is assigned to GEODC will be checked annually.
- c. Hazard/Liability Insurance Verification - One of these types of insurance will be required and verification that the policy has GEODC listed as loss payee will be checked annually.
- d. UCC filings - UCC filings must be filed with the Secretary of State's office and a continuation statement filed prior to the fifth year anniversary of the initial filing.
- e. Property taxes – are to be paid current and GEODC will verify with the county tax collectors annually.
- f. Other renewal items - Some loans will have other renewal items, such as liens on livestock brands, flood insurance and workman's compensation

insurance. These items will be monitored as well and continuations filed when applicable.

3. Borrower Site Visits

The staff will conduct annual reviews at the Borrower's place of business. During the site visit, staff will verify employment numbers, inspect collateral, and answer questions the Borrower may have concerning their loan with Morrow County.

4. Loan Restructuring

GEODC staff will review the payment status of loans, monthly. Borrowers with past due, delinquent or defaulted loans will be considered for restructure if the Borrower is in contact with staff and a benefit to the business can be made by restructuring.

GEODC staff will evaluate the following to determine the restructuring benefit to the business:

- a. cash flow available for debt service
- b. aging of accounts payable
- c. aging of accounts receivable
- d. existing debt service
- e. historical and current trend of sales and expenses

All restructures will be submitted to the funding agency for final approval.

PART THREE: ADMINISTRATION

A. LOAN WRITE-OFFS

Loan write-offs will be recommended by GEODC staff to the Court. Write-off recommendations will be made when all reasonable workout possibilities have been attempted and have failed. Final loan write-off decisions will be made by the Court.

B. LOAN RECOVERY

Payments received from written-off loans will be returned to Morrow County for re-lending.

C. ADMINISTRATIVE COSTS

The administrative cost of the Fund program will be paid as outlined in the Loan Servicing Agreement with GEODC. Any costs incurred by the County maybe paid from the application fee or interest earned.

D. RECAPITALIZATION STRATEGY

The Court has adopted a policy requiring all principal payments received from the loan fund be re-lent.

Equity Fund Loan Review Committee

March 25, 2015

Appointed

At Large representing Boardman & Irrigon
Gary Frederickson
P.O. Box 109
Boardman, OR 97818
541-481-2822 (Oregon Hay)
541-314-8749 – cell

3-25-2015

Bank of Eastern Oregon
P.O. Box 39
Heppner, OR 97836
541-676-0201

3-25-2015

Banner Bank
P.O. Box 230
Boardman, OR 97818
541-481-9201

3-25-2015

Community Bank
P.O. Box 278
Heppner, OR 97836
541-676-5745

3-25-2015

Morrow County Finance Director
P.O. Box 867
Heppner, OR 97836
541-676-5616

3-25-2015

Willow Creek Valley Economic Development Group
P.O. Box 1232
Heppner, OR 97836
541-676-5536

3-25-2015

LOAN SERVICING AGREEMENT

1. **PARTIES:** The parties to this agreement are MORROW COUNTY (County), and GREATER EASTERN OREGON DEVELOPMENT CORPORATION, an Oregon non-profit corporation (GEODC).
2. **BACKGROUND:** The County has received an award for a loan program known as the Morrow County Equity Fund (Fund) from the State of Oregon. GEODC and County agree that both parties would be better served if GEODC was responsible for administering County's loans under the terms of this agreement.
3. **OBLIGATIONS OF COUNTY:** County shall establish and maintain a loan review committee who is authorized to review and recommend loans to the County Court for approval. County shall, in its sole discretion, have the ultimate authority to approve or disapprove loan projects in Morrow County, Oregon.
4. **OBLIGATIONS OF GEODC:** GEODC shall administer for County the loans under this program, and loan funds as follows:
 - (a) GEODC shall prepare all necessary documentation for loans approved by the County and will disperse funds to the borrowers as prescribed in the loan documents. All documentation will be pursuant to the Policies and Procedures adopted by the County for the Equity Fund and in accordance with standard lending practices. The County will transfer from their accounts to GEODC the amount necessary to cover any loan approvals.
 - (b) After Fund loan proceeds have been disbursed, GEODC will monitor the status of such loans as required by County and Fund loan policies including taking all necessary action in the event of a default.
 - (c) GEODC will perform all loan servicing and account activities required by County documents and policies including, but not limited to, maintenance of all required records, preparation of monthly and annual financial reports, securing of any independent audits and any other activity as required by Fund documents and Policies.
 - (d) GEODC will do any and all other activities required to lend, and service Fund loans made by County including monitoring to confirm that all terms and conditions of the Fund loan documents are performed by borrower and County's obligations under the loan agreements are satisfied, unless County specifically instructs GEODC that County will be assuming such responsibilities.
 - (e) GEODC shall periodically notify County of the status of all loans, and shall promptly notify County if any loan is in default and shall keep County fully informed of all GEODC activities in connection with any loan default.
 - (f) GEODC shall forward all payments including principal and interest less their agreed upon fee to the County on an annual basis.
5. **PAYMENT OF LOANS:** So long as GEODC's actions have not been responsible for any default under the Fund note and related documents, GEODC will not be responsible for payments due from borrower.

6. COMPENSATION: GEODC shall be compensated as follows:
- (a) For the purposes of establishing this fund, County shall pay to GEODC \$1,750, unless there is no loan closing before June 30, 2003 then the County shall pay to GEODC \$1,500.
 - (b) GEODC shall be entitled to reimbursement from the borrower upon closing of the loan. Such reimbursement includes the actual costs GEODC incurs for credit checks, trust deed filings, and other actual expenses incurred by GEODC and payable to third parties. Said costs shall not include any charges for normal labor, operating, office and administrative expenses of GEODC.
 - (c) GEODC shall further receive a loan administrative service fee of 2% of the outstanding principal balance due on each loan GEODC services based on the principal balance of the loan due at the beginning of each calendar year. Fees due to GEODC shall be satisfied prior to reduction of principal and/or interest due and payable to County.
7. TERMS OF AGREEMENT: This agreement shall continue until terminated by both parties upon mutual agreement or by either party upon 30 days advance notice. Upon termination, GEODC shall provide to County all documents in GEODC's possession concerning this agreement and GEODC's handling of the Fund loans. County shall reimburse GEODC's reasonable copying costs for reproduction of said documents.
8. COOPERATION: Each party agrees to fully cooperate with the other in connection with this agreement including, but not limited to, promptly satisfying all requests for information and signing documents required of the Fund loans.
9. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties concerning the Equity Fund Program and cannot be modified except by written agreement signed by both parties.
10. ATTORNEY FEES: In the event action is instituted to enforce any term of this agreement, the prevailing party shall recover from the losing party reasonable attorney fees incurred in such action as set by the trial court and , in the event of appeal, as set by the appellate courts.

Dated: _____

MORROW COUNTY

By: _____

Dated: _____

GREATER EASTERN OREGON DEVELOPMENT CORPORATION

By: _____

**LOAN SERVICING AGREEMENT
AMENDMENT #1**

WHEREAS Morrow County (County) and Greater Eastern Oregon Development Corporation (GEODC) entered into agreement on May 13, 2003.

WHEREAS GEODC is administering loans generated from the Morrow County Equity Fund on behalf of the County.

WHEREAS both parties agree that updates and changes to the agreement are necessary to better serve the County, GEODC and the Morrow County Equity Fund.

THEREFORE The following updates and changes are made under the sections referenced. All other sections and paragraphs of the agreement shall remain in effect as in the original agreement.

3. OBLIGATIONS OF COUNTY:

County shall appoint members to a loan review committee who is authorized to review and recommend loans to the County Court for approval. County shall, in its sole discretion, have the ultimate authority to approve or disapprove loan projects in Morrow County, Oregon.

4. OBLIGATIONS OF GEODC:

- (h) GEODC will receive applications, prepare loan summaries and present the applications to the loan review committee.
- (i) GEODC will coordinate meeting dates with loan review committee members and present the recommendation of the loan review committee to the County Court.

6. COMPENSATION OF GEODC:

- (a) County shall pay to GEODC \$2,000 annually beginning July 1, 2008 to cover the expenses related to processing applications, preparing loan summaries, conducting loan review committee meetings and presenting to the County Court. GEODC will be responsible for invoicing Morrow County annually for such compensation.

Dated: _____

MORROW COUNTY

By: _____

Dated: _____

GREATER EASTERN OREGON
DEVELOPMENT CORPORATION

By: _____

LOAN SERVICING AGREEMENT

1. **PARTIES:** The parties to this agreement are MORROW COUNTY (County), and GREATER EASTERN OREGON DEVELOPMENT CORPORATION, an Oregon non-profit corporation (GEODC).
2. **BACKGROUND:** The County has received an award for a loan program known as the Morrow County Equity Fund (Fund) from the State of Oregon. GEODC and County agree that both parties would be better served if GEODC was responsible for administering County's loans under the terms of this agreement.
3. **OBLIGATIONS OF COUNTY:** County shall establish and maintain a loan review committee who is authorized to review and recommend loans to the County Court for approval. County shall, in its sole discretion, have the ultimate authority to approve or disapprove loan projects in Morrow County, Oregon.
4. **OBLIGATIONS OF GEODC:** GEODC shall administer for County the loans under this program, and loan funds as follows:
 - (a) GEODC shall prepare all necessary documentation for loans approved by the County and will disperse funds to the borrowers as prescribed in the loan documents. All documentation will be pursuant to the Policies and Procedures adopted by the County for the Equity Fund and in accordance with standard lending practices. The County will transfer from their accounts to GEODC the amount necessary to cover any loan approvals.
 - (b) After Fund loan proceeds have been disbursed, GEODC will monitor the status of such loans as required by County and Fund loan policies including taking all necessary action in the event of a default.
 - (c) GEODC will perform all loan servicing and account activities required by County documents and policies including, but not limited to, maintenance of all required records, preparation of monthly and annual financial reports, securing of any independent audits and any other activity as required by Fund documents and Policies.
 - (d) GEODC will do any and all other activities required to lend, and service Fund loans made by County including monitoring to confirm that all terms and conditions of the Fund loan documents are performed by borrower and County's obligations under the loan agreements are satisfied, unless County specifically instructs GEODC that County will be assuming such responsibilities.
 - (e) GEODC shall periodically notify County of the status of all loans, and shall promptly notify County if any loan is in default and shall keep County fully informed of all GEODC activities in connection with any loan default.
 - (f) GEODC shall forward all payments including principal and interest less their agreed upon fee to the County on an annual basis.
5. **PAYMENT OF LOANS:** So long as GEODC's actions have not been responsible for any default under the Fund note and related documents, GEODC will not be responsible for payments due from borrower.

6. COMPENSATION: GEODC shall be compensated as follows:
- (a) For the purposes of establishing this fund, County shall pay to GEODC \$1,750, unless there is no loan closing before June 30, 2003 then the County shall pay to GEODC \$1,500.
 - (b) GEODC shall be entitled to reimbursement from the borrower upon closing of the loan. Such reimbursement includes the actual costs GEODC incurs for credit checks, trust deed filings, and other actual expenses incurred by GEODC and payable to third parties. Said costs shall not include any charges for normal labor, operating, office and administrative expenses of GEODC.
 - (c) GEODC shall further receive a loan administrative service fee of 2% of the outstanding principal balance due on each loan GEODC services based on the principal balance of the loan due at the beginning of each calendar year. Fees due to GEODC shall be satisfied prior to reduction of principal and/or interest due and payable to County.
7. TERMS OF AGREEMENT: This agreement shall continue until terminated by both parties upon mutual agreement or by either party upon 30 days advance notice. Upon termination, GEODC shall provide to County all documents in GEODC's possession concerning this agreement and GEODC's handling of the Fund loans. County shall reimburse GEODC's reasonable copying costs for reproduction of said documents.
8. COOPERATION: Each party agrees to fully cooperate with the other in connection with this agreement including, but not limited to, promptly satisfying all requests for information and signing documents required of the Fund loans.
9. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties concerning the Equity Fund Program and cannot be modified except by written agreement signed by both parties.
10. ATTORNEY FEES: In the event action is instituted to enforce any term of this agreement, the prevailing party shall recover from the losing party reasonable attorney fees incurred in such action as set by the trial court and , in the event of appeal, as set by the appellate courts.

Dated: _____

MORROW COUNTY

By: _____

Dated: _____

GREATER EASTERN OREGON DEVELOPMENT CORPORATION

By: _____

Morrow County

Equity Fund

POLICIES AND PROCEDURES

The following policies and procedures are used as a guideline when reviewing loan applications. It will be the duty of the Loan Review Committee (Committee) to determine eligibility and propose a loan to the Morrow County Court (Court) for final approval that is within the fund guidelines.

A. FINANCING POLICIES

The Equity Fund will be guided by the following financing policies:

1. All loans will fall within the parameters of the "Morrow County Equity Fund" document that was provided to the Oregon Legislature for the purpose of securing the \$500,000 to fund this program and which is attached to these Policies and Procedures and by this reference incorporated herein.
2. All loans will be made in conjunction with primary financing from a traditional financial institution. In addition to the Morrow County loan application the participating financial institution and borrower will provide copies of their loan analysis, including pro-forma financial data, credit reports and any other relevant information, to the Loan Review Committee for their consideration and review.
3. Working capital loans will not exceed 50% of the total loan portfolio.
4. Interest rates will be determined by the Court.
5. Loan terms for each project will be recommended by the loan review committee. However, no loan shall exceed 10 years.
6. The Court will have the authority to approve special financing, such as deferrals of principal or interest payments or both, to meet a borrower's need for high-risk financing and to leverage financing from conventional borrowers. The Court may also forgive or postpone loan payments due to special circumstances or unanticipated difficulties. When considering requests for postponement of payment obligations, the Court will consider the request on its merits alone and will base its decision on a thorough analysis of the business's financial statements, especially historical and projected cash flows. Deferrals on principal payments will be granted for businesses that can evidence the ability to achieve a positive cash flow within a specified time.

7. With regard to collateral, the Court will consider the merits and potential economic benefits of each request. When appropriate, liens, assignments, and guarantees will be secured in accordance with the following principles:
 - a. To encourage the participation of other lenders and investors, Morrow County's lien position may be subordinated and made inferior to liens securing other loans made in connection with the project.
 - b. Collateral for working capital loans will normally be liens on inventories, receivables, fixed assets or other available assets of the borrower. Such liens will be subordinated only to existing liens of record.
 - c. The Court may also require security in the form of assignment of patents, licenses, and other assets with a realizable value.
 - d. Life and/or disability insurance may be required on each owner or key person(s) of the business or corporation with 20% or more ownership. Such policies will be assigned to Morrow County in the amount of the original loan.
 - e. Hazard or liability insurance will be required on all businesses and policies will have Morrow County listed as loss payee.
 - f. Flood insurance will be required on properties located in the flood plain.
 - g. Personal guarantees will be required from principal owners when the Court determines that sufficient collateral is not available for the loan. Personal guarantees will be required for any person owning twenty percent or more of a corporation that will borrow from the fund.
 - h. A minimum of 1:1 collateral coverage is required. The discounted value of the collateral will be determined by the Court. The following loan to value guidelines are used: real estate – 90%, new equipment, furniture and fixtures – 80%, used equipment, furniture and fixtures – 50%.
8. A loan application fee of 1% of the loan amount will be charged for all loans, up to a maximum of \$500. This fee shall be non-refundable.
9. A Loan Review Committee will be appointed by the Court to provide an initial review and recommendation of all loan requests to the Court. The Committee will be comprised of a representative of each of the two financial organizations in the county, those being Bank of Eastern Oregon and Banner Bank, a member of the Willow Creek Valley Economic Development Group, an at large member representing the interests of the cities of Boardman and Irrigon and the Morrow County Finance Director.
10. The Greater Eastern Oregon Development Corporation (GEODC) shall act as the loan administrator for the Fund on behalf of the County and, under the terms of that agreement, shall service the loans made by the Fund. Under said agreement GEODC shall collect all costs associated with loan closings from the borrower(s).
11. There will be no construction phase financing.

B. PORTFOLIO STANDARDS AND TARGETS

1. Type of Businesses/Activities Assisted

Priority for loan assistance will be given to projects that retain and/or create employment, existing businesses that are expanding, and businesses that show a clear need for gap financing. Businesses that receive more than 50 percent of their gross sales from gaming, or that use multi-level marketing strategies are not eligible for assistance. All loans will provide financing that is otherwise not available. All loans will meet the targets identified in the Morrow County Equity Fund document.

2. Use of Funds

Eligible uses include the purchase of fixed assets, working capital, or debt restructure. No more than 50% of the total loan portfolio will be allocated to working capital. All loans shall meet the Investment Criteria as outlined in the Morrow County Equity Fund document. Specifically, loan funds capital may not be used to:

- a. acquire an equity position in an existing private business;
- b. subsidize interest payments on an existing loan;
- c. enable an Fund borrower to acquire an interest in a business, either through the purchase of stock or through the acquisition of assets, unless the need for Fund financing is sufficiently justified, and documented in the loan write-up. Acceptable justification could include acquiring a business to substantially save it from imminent foreclosure or acquiring it to expand it with increased investment. In any case, the resulting economic benefits should be consistent with the strategic objectives of the Fund;
- d. refinance existing debt *unless*:
 - (1) there is sound economic justification and the loan write-up states that the Fund is not replacing private capital solely for the purpose of reducing the risk of loss to an existing lender(s).
 - (2) a Fund uses Fund income sources and/or recycled Fund funds to purchase the rights of a prior lienholder during an in-process foreclosure action in order to preclude a significant loss on an Fund loan. This action may be undertaken only if there is a high probability of receiving compensation within a reasonable time period (18 months) from the sale of assets sufficient to cover the Fund's expenses plus a reasonable portion of the outstanding loan obligation.

Ineligible loan purposes include the following:

- a. Assistance in excess of what is needed to accomplish the purpose of the third party recipient's project
- b. Distribution or payment to owners, partners, shareholders or beneficiaries of the third party recipient or members of their families

- when such persons will retain any portion of their equity in the third party recipient
- c. Charitable institutions that would not have revenue from sales or fees to support the operation and repay the loan such as churches, organizations affiliated with or sponsored by churches and fraternal organizations
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All loan applicants must complete GEODC's application form. Additional information required to complete the application process includes the following:

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 - 3. Provide employment opportunities to the local workforce and/or attract new employees to the county

County

4. Provide wages that are industry competitive in the regional market
 5. Provide the opportunity to export goods or services outside of Morrow
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- c. Attend the Committee meeting and make a loan recommendation based on the committee's findings. The committee can make the following decisions:
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 - d. Review loans with a default status and determine if foreclosure proceedings should begin.

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Committee meetings will be scheduled and held on a demand basis. Meeting dates will be established by the committee, depending on the schedules of each member.

C. LOAN CLOSING AND DISBURSEMENT PROCEDURES

1. Preparation of Loan Agreement and Verification of Contingency Items

Upon approval of the loan by the Court, GEODC will prepare the loan agreement. The loan agreement will describe the terms of the loan, collateral for the loan, events of default, and other requirements directly related to the project and the committee's approval. If the borrower is married, the loan agreement and other loan closing documents will be executed by both the borrower and spouse. During the time it takes GEODC staff to prepare the loan agreement, the Borrower will be asked to provide information and documentation for any contingencies included in the committee's approval that are not included. Contingencies may include life insurance, hazard/liability insurance, flood insurance, workman's compensation insurance, vehicle titles, bank approval letters, other financing approval letters, signed buy/sell agreements, corporate resolutions authorizing the borrowing of funds and owner's signature(s). Other items may be requested and not included in the above listed items.

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	Type of Loan		
	Real Estate	Machinery, FF&E	Working Capital
Promissory Note	X	X	X
Deed of Trust/Mortgage	X		
Security Agreement		X	X
UCC Financing Statement		X	X
Loan Agreement	X	X	X

Other loan documents may be required, but will be directly related to the loan and the committee's contingencies for approval. Other items include the following:

- a. Personal Guarantee(s)
- b. Corporate Guarantee
- c. Lease Assignments
- d. Vehicle Liens
- e. Contract Assignments

3. Loan Fund Disbursement

Borrowers must submit a letter of request for loan funds. The letter should describe the exact use of the funds. Copies of invoices, receipts, or a list describing the use of working capital and the period of time in which the funds will be spent, may be attached to the request letter. Loan funds will be disbursed directly to vendors for direct purchases. Loan funds used for working capital will be disbursed as the borrower submits receipts. The first working capital disbursement can be made without receipts, but the amount will not exceed 20% of the total working capital amount. Subsequent working capital disbursements will not be approved until receipts have been presented to and approved by staff for the first disbursement.

E. LOAN SERVICING PROCEDURES

1. Loan Payments

Borrowers will make payments to GEODC in accordance with the loan agreement and promissory note, executed at loan closing. All loan payments will be remitted to Morrow County. Late payments will be handled in the following manner:

- a. Late fees in the amount of 5% of the payment amount, up to \$100.00 will be assessed on payments received on or after the 15th day past the scheduled payment date.
- b. A telephone call will be made and a letter will be sent to Borrowers who have not made their payment on or after the 15th day past the scheduled date.
- c. If payment is not received within 30 days from its scheduled due date, GEODC staff will schedule an appointment to meet with the Borrower to assess the situation.
- d. If payment is not received after 60 days from its scheduled due date and the Borrower has failed to communicate with GEODC staff, a letter of default is issued to the Borrower.
- e. If payment is not received after 90 days from its scheduled due date and the Borrower has failed to communicate with GEODC staff, a recommendation for foreclosure procedure will be made to the Court.

2. Loan File Monitoring

GEODC staff will maintain commercial loan software and a database tickler system in order to track the performance of each loan. The following items will be specifically monitored by staff:

- a. Financial Statements and Tax Returns - Financial statements will be collected in accordance to the loan agreement and tax returns will be requested annually.
- b. Life Insurance Verification - Life Insurance will be required and verification that the policy is assigned to GEODC will be checked annually.
- c. Hazard/Liability Insurance Verification - One of these types of insurance will be required and verification that the policy has GEODC listed as loss payee will be checked annually.
- d. UCC filings - UCC filings must be filed with the Secretary of State's office and a continuation statement filed prior to the fifth year anniversary of the initial filing.
- e. Property taxes – are to be paid current and GEODC will verify with the county tax collectors annually.
- f. Other renewal items - Some loans will have other renewal items, such as liens on livestock brands, flood insurance and workman's compensation insurance. These items will be monitored as well and continuations filed when applicable.

3. Borrower Site Visits

The staff will conduct annual reviews at the Borrower's place of business. During the site visit, staff will verify employment numbers, inspect collateral, and answer questions the Borrower may have concerning their loan with Morrow County.

4. Loan Restructuring

GEODC staff will review the payment status of loans, monthly. Borrowers with past due, delinquent or defaulted loans will be considered for restructure if the Borrower is in contact with staff and a benefit to the business can be made by restructuring.

GEODC staff will evaluate the following to determine the restructuring benefit to the business:

- a. cash flow available for debt service
- b. aging of accounts payable
- c. aging of accounts receivable
- d. existing debt service
- e. historical and current trend of sales and expenses

All restructures will be submitted to the funding agency for final approval.

PART THREE: ADMINISTRATION

A. LOAN WRITE-OFFS

Loan write-offs will be recommended by GEODC staff to the Court. Write-off recommendations will be made when all reasonable workout possibilities have been attempted and have failed. Final loan write-off decisions will be made by the Court.

B. LOAN RECOVERY

Payments received from written-off loans will be returned to Morrow County for re-lending.

C. ADMINISTRATIVE COSTS

The administrative cost of the Fund program will be paid as outlined in the Loan Servicing Agreement with GEODC. Any costs incurred by the County maybe paid from the application fee or interest earned.

D. RECAPITALIZATION STRATEGY

The Court has adopted a policy requiring all principal payments received from the loan fund be re-lent.

Morrow County

Equity Fund

POLICIES AND PROCEDURES

The following policies and procedures are used as a guideline when reviewing loan applications. It will be the duty of the Loan Review Committee (Committee) to determine eligibility and propose a loan to the Morrow County Court (Court) for final approval that is within the fund guidelines.

A. FINANCING POLICIES

The Equity Fund will be guided by the following financing policies:

1. All loans will fall within the parameters of the "Morrow County Equity Fund" document that was provided to the Oregon Legislature for the purpose of securing the \$500,000 to fund this program and which is attached to these Policies and Procedures and by this reference incorporated herein.
2. All loans will be made in conjunction with primary financing from a traditional financial institution. In addition to the Morrow County loan application the participating financial institution and borrower will provide copies of their loan analysis, including pro-forma financial data, credit reports and any other relevant information, to the Loan Review Committee for their consideration and review.
3. Working capital loans will not exceed 50% of the total loan portfolio.
4. Interest rates will be determined by the Court.
5. Loan terms for each project will be recommended by the loan review committee. However, no loan shall exceed 10 years.
6. The Court will have the authority to approve special financing, such as deferrals of principal or interest payments or both, to meet a borrower's need for high-risk financing and to leverage financing from conventional borrowers. The Court may also forgive or postpone loan payments due to special circumstances or unanticipated difficulties. When considering requests for postponement of payment obligations, the Court will consider the request on its merits alone and will base its decision on a thorough analysis of the business's financial statements, especially historical and projected cash flows. Deferrals on principal payments will be granted for businesses that can evidence the ability to achieve a positive cash flow within a specified time.

7. With regard to collateral, the Court will consider the merits and potential economic benefits of each request. When appropriate, liens, assignments, and guarantees will be secured in accordance with the following principles:
 - a. To encourage the participation of other lenders and investors, Morrow County's lien position may be subordinated and made inferior to liens securing other loans made in connection with the project.
 - b. Collateral for working capital loans will normally be liens on inventories, receivables, fixed assets or other available assets of the borrower. Such liens will be subordinated only to existing liens of record.
 - c. The Court may also require security in the form of assignment of patents, licenses, and other assets with a realizable value.
 - d. Life and/or disability insurance may be required on each owner or key person(s) of the business or corporation with 20% or more ownership. Such policies will be assigned to Morrow County in the amount of the original loan.
 - e. Hazard or liability insurance will be required on all businesses and policies will have Morrow County listed as loss payee.
 - f. Flood insurance will be required on properties located in the flood plain.
 - g. Personal guarantees will be required from principal owners when the Court determines that sufficient collateral is not available for the loan. Personal guarantees will be required for any person owning twenty percent or more of a corporation that will borrow from the fund.
 - h. A minimum of 1:1 collateral coverage is required. The discounted value of the collateral will be determined by the Court. The following loan to value guidelines are used: real estate – 90%, new equipment, furniture and fixtures – 80%, used equipment, furniture and fixtures – 50%.
8. A loan application fee of 1% of the loan amount will be charged for all loans, up to a maximum of \$500. This fee shall be non-refundable.
9. A Loan Review Committee will be appointed by the Court to provide an initial review and recommendation of all loan requests to the Court. The Committee will be comprised of a representative of each of the two financial organizations in the county, those being Bank of Eastern Oregon and Banner Bank, a member of the Willow Creek Valley Economic Development Group, an at large member representing the interests of the cities of Boardman and Irrigon and the Morrow County Finance Director.
10. The Greater Eastern Oregon Development Corporation (GEODC) shall act as the loan administrator for the Fund on behalf of the County and, under the terms of that agreement, shall service the loans made by the Fund. Under said agreement GEODC shall collect all costs associated with loan closings from the borrower(s).
11. There will be no construction phase financing.

12. In very rare circumstances, the Morrow County Court may agree to forego the procedures set forth in this policy and procedures when the Court makes a finding that the applicant's requested loan is reasonably requires an expedited process based on the facts and circumstances surrounding the need of the loan. A determination to forego the procedures set forth in this document shall only be made upon the unanimous affirmative vote of the County Court Commissioners present at the meeting in which the decision is made. Additionally, the County Court Commissioners shall record the basis for their decision in writing. A loan granted under this subsection shall not exceed \$100,000.

B. PORTFOLIO STANDARDS AND TARGETS

1. Type of Businesses/Activities Assisted

Priority for loan assistance will be given to projects that retain and/or create employment, existing businesses that are expanding, and businesses that show a clear need for gap financing. Businesses that receive more than 50 percent of their gross sales from gaming, or that use multi-level marketing strategies are not eligible for assistance. All loans will provide financing that is otherwise not available. All loans will meet the targets identified in the Morrow County Equity Fund document.

2. Use of Funds

Eligible uses include the purchase of fixed assets, working capital, or debt restructure. No more than 50% of the total loan portfolio will be allocated to working capital. All loans shall meet the Investment Criteria as outlined in the Morrow County Equity Fund document. Specifically, loan funds capital may not be used to:

- a. acquire an equity position in an existing private business;
- b. subsidize interest payments on an existing loan;
- c. enable an Fund borrower to acquire an interest in a business, either through the purchase of stock or through the acquisition of assets, unless the need for Fund financing is sufficiently justified, and documented in the loan write-up. Acceptable justification could include acquiring a business to substantially save it from imminent foreclosure or acquiring it to expand it with increased investment. In any case, the resulting economic benefits should be consistent with the strategic objectives of the Fund;
- d. refinance existing debt *unless*:
 - (1) there is sound economic justification and the loan write-up states that the Fund is not replacing private capital solely for the purpose of reducing the risk of loss to an existing lender(s).
 - (2) a Fund uses Fund income sources and/or recycled Fund funds to purchase the rights of a prior lienholder during an in-process foreclosure action in order to preclude a significant loss on an Fund loan. This action may be undertaken only if there is a high probability

of receiving compensation within a reasonable time period (18 months) from the sale of assets sufficient to cover the Fund's expenses plus a reasonable portion of the outstanding loan obligation.

Ineligible loan purposes include the following:

- a. Assistance in excess of what is needed to accomplish the purpose of the third party recipient's project
- b. Distribution or payment to owners, partners, shareholders or beneficiaries of the third party recipient or members of their families when such persons will retain any portion of their equity in the third party recipient
- c. Charitable institutions that would not have revenue from sales or fees to support the operation and repay the loan such as churches, organizations affiliated with or sponsored by churches and fraternal organizations
- d. Assistance to government employees, military personnel or principals or employees of Morrow County or organizations for which such persons are directors or officers or in which they have ownership interest of 20% or more
- e. Agricultural production
- f. The transfer of ownership unless the loan will keep the business from closing or prevent the loss of employment opportunities in the area or provide expanded job opportunities
- g. Any illegal activity
- h. Any project that is in violation of either a Federal, State or local environmental protection law or regulation or an enforceable land use restriction unless the assistance given will result in curing or removing a violation
- i. Lending and investment institutions and insurance companies
- j. Race tracks or gambling facilities

PART TWO: EQUITY FUND OPERATIONAL PROCEDURES

A. LOAN APPLICATION REQUIREMENTS

1. Standard Loan Application Requirements

All loan applicants must complete GEODC's application form. Additional information required to complete the application process includes the following:

- a. Personal financial statement
- b. Information release form
- c. Business plan
- d. Historical financial information for last three years
- e. Personal and business tax returns for three years
- f. Twelve month cash flow projection

- g. Current and proforma balance sheet
 - h. Resumes of key personnel
2. Additional loan application requirements (if applicable to the project)
- a. Appraisals - will be required for land and building offered as collateral and they must be less than six months old. This requirement may be waived if the applicant can verify the value of the land and building in some other form (an alternative may be a real estate valuation, prepared by a qualified person or tax assessed value).
 - b. Lease agreements - will be required for projects leasing property for the business. In addition, copies of lease agreements are necessary if the applicant is or will be receiving lease income on property involved in the project.
 - c. Buy/sell agreements - will be required if the project includes the purchase of property, an existing business, or any other fixed asset that may be used as collateral.
 - d. Construction estimates - will be required if the project includes construction.
 - e. Bank commitment letter - will be required for projects with bank financing.
 - f. Corporation papers - including articles of incorporation, by-laws, and certificate of good standing from the Secretary of States office will be required.
 - g. Personal financial statements will be required for personal guarantee(s).
 - h. Corporate resolution - authorizing the corporation to borrow the loan funds and designating specific officers as signatories.
 - i. Business licenses
 - j. Bonding

B. LOAN REVIEW COMMITTEE

1. Organizational Structure

The Loan Review Committee will be appointed by the Court to provide an initial review and recommendation of all loan requests to the Court. The Committee will be comprised of a representative of each of the two financial organizations in the county, those being Bank of Eastern Oregon and Banner Bank, a member of the Willow Creek Valley Economic Development Group, an at large member representing the interests of the cities of Boardman and Irrigon and the Morrow County Finance Director.

2. Duties

The duties of the Finance Committee will be as follows:

- a. Review complete loan applications and establish if each loan request has sufficient collateral, financial feasibility, and sound management.

- b. Evaluate projects for economic impact. The following criteria will be used to determine if the project will have a positive impact on the economy:
 1. Provide value-added processing of local resource based commodities.
 2. Provide for a diversification of the local economy in a sector not currently present or by providing goods or services not locally available.
 3. Provide employment opportunities to the local workforce and/or attract new employees to the county.
 4. Provide wages that are industry competitive in the regional market.
 5. Provide the opportunity to export goods or services outside of Morrow County.
 6. Provide for economic or community development consistent with local objectives.
- c. Attend the Committee meeting and make a loan recommendation based on the committee's findings. The committee can make the following decisions:
 - Recommend approval with recommendation
 - Recommend approval with recommendation and special conditions
 - table for additional information
 - Recommend denial
- d. Review loans with a default status and determine if foreclosure proceedings should begin.

3. Committee Meetings

Committee meetings will be scheduled and held on a demand basis. Meeting dates will be established by the committee, depending on the schedules of each member.

C. LOAN CLOSING AND DISBURSEMENT PROCEDURES

1. Preparation of Loan Agreement and Verification of Contingency Items

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D. RECAPITALIZATION STRATEGY

The Court has adopted a policy requiring all principal payments received from the loan fund be re-lent.



MORROW COUNTY SHERIFF

325 Willow View Drive :- P.O. Box 159
Heppner, OR 97836
Phone: (541)676-5317
Fax: (541)676-5577

Kenneth W. Matlack, Sheriff
John A. Bowles, Undersheriff

MEMORANDUM Morrow County Sheriff's Office

Date: March 10, 2017
To: Morrow County Board of Commissioners
From: John A. Bowles, Undersheriff
Re: **Proposed Organization Restructure**

Over the last year, the Sheriff and I have been working on an updated organizational structure within the Morrow County Sheriff's Office. Our goal is to create a working command structure focusing on chain of command, reliability, accountability while being fiscally responsible.

The proposed structure separates the Morrow County Sheriff's Office into five divisions.

Administration- Sheriff, Undersheriff
Operations- Operations Lieutenant
Corrections- Corrections Lieutenant
Communications- Communications Lieutenant
Administrative- Administrative Lieutenant

The divisions separate staff and responsibilities into smaller more workable units. These units follow the concept of chain of command providing more supervision, productivity, accountability and being more fiscally responsible. This concept ensures efficient supervision and organization within the agency. Generally, each staff member shall be accountable to one supervisor at a time for a given assignment or responsibility, providing a clear mission and vision of the organization.

The Morrow County Sheriff's Office is interested in becoming an accredited law enforcement agency in the future which would have a positive impact on Morrow County. The purpose of agency accreditation is to professionalize the law enforcement industry by providing a review process for agencies to be certified as operating under industry best practices and standards. Some of the requirements for accreditation are: a comprehensive policy, statistic reporting, emergency response plan, community relations, agency accountability and professional excellence all limiting an agencies liability and risk exposure.

Jerry Sorte, Karen Wolff, Kate Knapp and Ronda Fox have all been instrumental in preparation for this proposed restructure.

- 1) Is our current #101-113 fund sufficient (Yes) however our overtime will need to be monitored closely.
- 2) Is our current #207 fund sufficient (Yes) no significant issues noted

Currently Morrow County Sheriff's Office is receiving three state funded grants. DUII, Safety Belt and Forest Patrol.

DUII	\$7,500.00
S/B	\$7,500.00
F/P	\$3,500.00

These grants are dedicated funds for overtime, to be worked in the above areas. These amounts have not been calculated into our current overtime budget of \$80,000.00.

	\$80,000.00 General Overtime
	\$7,500.00 DUII
	\$7,500.00 S/B
	<u>\$3,500.00 F/P</u>
Total	\$98,500.00

Next budget cycle will see an additional \$11,000.00 Corps of Engineers Grant for dedicated overtime for a total of \$109,500.00 for and overtime budget.

The organization restructure is designed to create and efficient means to accomplish our mission being efficient and productive while being fiscally responsible. Our number one objective is public safety and providing the best possible service to the public.

<u>Recommended Title</u>	<u>Mental</u>	<u>Physical</u>	<u>Social</u>	<u>Envir.</u>	<u>Accnt.</u>	<u>Total Job</u>	<u>Skill</u>
	<u>LD</u> <u>PC</u>	<u>PS</u> <u>Eff.</u>	<u>HR</u> <u>SC</u>	<u>PE</u> <u>WC</u>	<u>AC</u> <u>IM</u>	<u>Value</u>	<u>Grade</u>

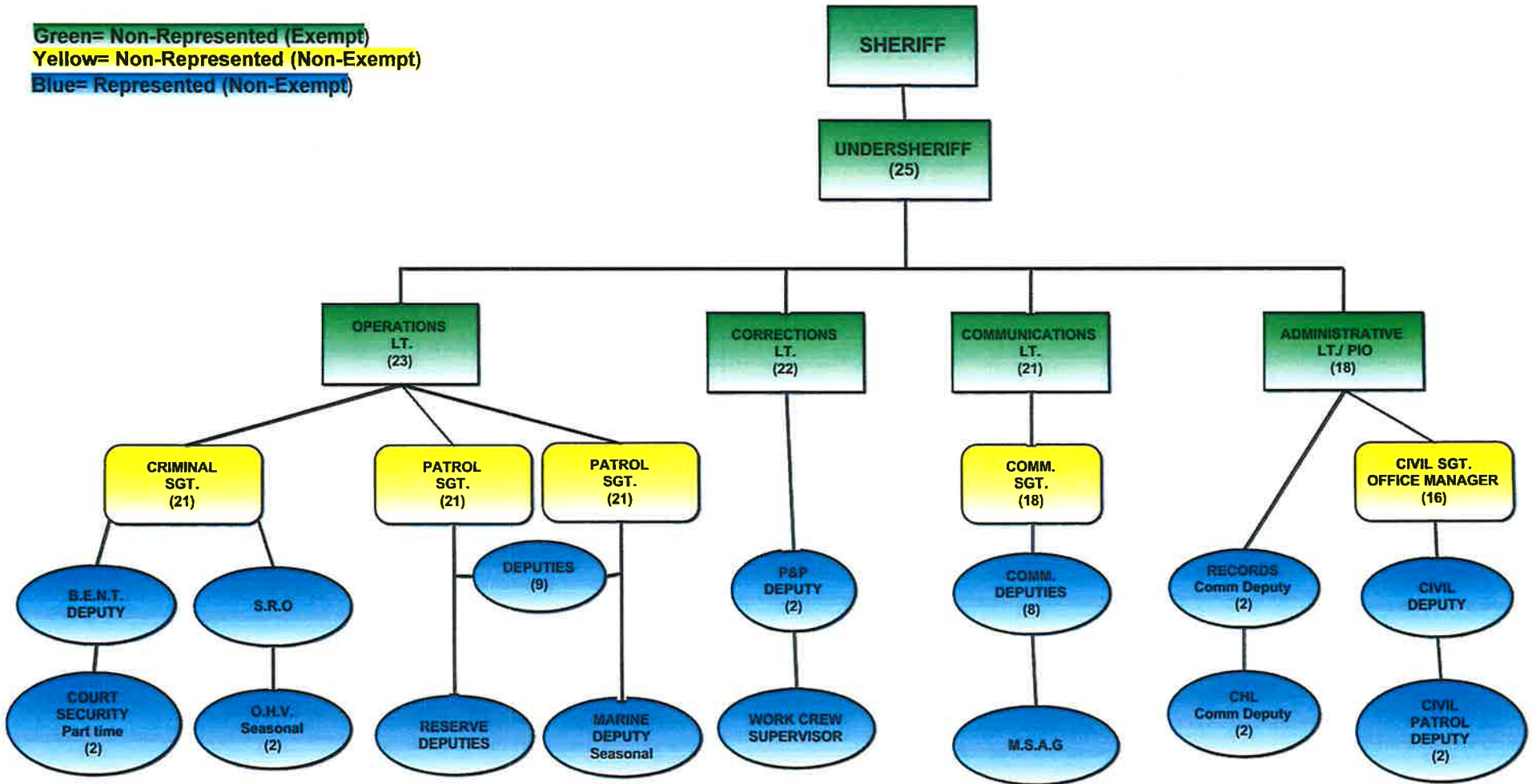
Need a technical refresher?



Click on the red triangle?

Asst. Comm Dir	D1	7	A3	3	B2	5	B1	3	D2	5	2109	17
Communications Sgt	D2	7	A3	3	B2	5	A3	3	D2	5	2157	18
Patrol Sgt	D2	8	B3	5	B2	7	B2	5	D2	5	2464	20
Criminal Sgt	D2	8	B3	5	B3	7	B2	6	D2	5	2517	21
Civil Sgt	D2	6	A3	2	B1	5	A3	2	D2	5	2028	16
Mgmt Asst	D3	5	A2	2	A2	5	A3	2	B2	4	1637	12
Admin Lt	D3	6	A3	2	B3	7	A3	3	D2	5	2237	18
Comm Dir	D2	8	A3	3	B2	5	B1	3	E1	5	2369	19
Comm Lt	D3	8	A3	3	B3	7	A3	3	E2	5	2579	21
P&P Manager	D3	8	B3	5	B3	7	B2	5	E2	5	2757	22
Corrections Lt	D3	8	B3	3	B3	7	B2	5	D2	6	2642	21
Undersheriff	D3	8	B3	5	B3	7	B2	5	F1	7	2918	23
Dective Sgt	D2	8	B3	5	B3	7	B2	5	D3	5	2555	21
Operations Lt	D3	8	B3	3	B3	7	B2	5	E2	6	2873	23
Undersheriff/EM Dir	D3	9	B3	5	C2	8	B2	5	F1	8	3276	25

Green= Non-Represented (Exempt)
 Yellow= Non-Represented (Non-Exempt)
 Blue= Represented (Non-Exempt)



PROPOSED REORGANIZATION OF MORROW COUNTY SHERIFFS' OFFICE - COMMAND STAFF

Name	GL Code	Current Budget Salary	Actual Year-to-Date			Proposed		Estimated Run Out 2016-2017	Notes
			Salary Expenditure	Overtime Expenditure	Total	Annual Salary**	Annual Budget Increase/Decrease		
Ivy Zimmerman*	101-113-5-10-1020	\$ 86,541.48	\$ 58,636.11	\$ -	\$ 58,636.11	\$ 83,104.22	(\$3,437.26)	\$ 20,776.06	Promotion from Chief Civil Deputy 5 to Civil Sergeant 16C. Annual salary increase of \$3,684. Cost savings of \$6,218 in health insurance moving from Sheriff's Union to General.
Sarah Smith*	101-113-5-10-1026	\$ 50,528.76	\$ 35,121.43	\$ 170.40	\$ 35,291.83	\$ 52,488.54	\$1,959.77	\$ 13,122.13	Promotion from Asst. 911 Director 17C to Communication Sergeant 18C.
	207-113-5-10-1026	\$ 50,528.76	\$ 33,758.21	\$ 1,533.62	\$ 35,291.83	\$ 52,488.54	\$1,959.77	\$ 13,122.13	Annual salary increase of \$2,956 plus taxes and retirement.
Randy Rayburn*	101-113-5-10-1015		\$ 88,715.68	\$ 5,209.70	\$ 93,925.38				No salary change. Eligible for overtime.
Kyle Percy*	101-113-5-10-1011		\$ 76,591.88	\$ -	\$ 76,591.88				No salary change. Eligible for overtime.
Brian Snyder*	101-113-5-10-1010	\$104,648.06	\$ 82,124.02	\$ 7,256.14	\$ 89,380.16	\$ 115,132.73	\$10,484.67	\$ 28,783.18	Promotion from Detective 4 to Sergeant 21B. Annual salary increase \$3,395 plus taxes and retirement. Moved from Sheriff's Union to General increasing health care costs by \$7,398.
Melissa Ross	101-113-5-10-1014	\$ 76,179.63	\$ 51,280.14	\$ -	\$ 51,280.14	\$ 83,104.22	\$6,924.59	\$ 20,776.06	Promotion from Management Assistant 12E to Administrative Lieutenant 18A. Annual salary increase \$5,222 plus taxes and retirement.
	101-113-5-10-1025	\$ 56,697.95	\$ 41,744.69	\$ 2,504.75	\$ 44,249.44	\$ 58,964.23	\$2,266.28	\$ 14,741.06	Promotion from Communications Sergeant 19C to Communications Lieutenant 20C. Annual salary increase \$3,418.48 plus taxes and retirement.
Kristen Bowles	207-113-5-10-1008	\$ 56,697.95	\$ 41,744.69	\$ 2,504.75	\$ 44,249.44	\$ 58,964.23	\$2,266.28	\$ 14,741.06	
Dan Robbins	510-113-5-10-1001		\$ 87,071.30	\$ -	\$ 87,071.30				Promotion from P&P Director to Corrections Lieutenant. No salary change. Not eligible for overtime.
Terry Harper	101-113-5-10-1005	\$140,647.17	\$ 94,585.30	\$ 6,541.70	\$ 101,127.00	\$ 146,539.78	\$5,892.61	\$ 36,634.95	Promotion from Sergeant 22H to Lieutenant 23H.
Overtime	101-113-5-10-1210	\$ 80,000.00		\$ 69,542.68	\$ 69,542.68	\$ 64,957.88	\$0.00		
		\$702,469.77				\$ 715,744.36	\$28,316.71	\$ 162,696.62	

Fund	Category	Current Budget			Budget Balance	Proposed Salary Estimated Run-Out	Budget Balance	Notes
		Adopted Budget	YTD Expenditures	Estimate Run Out 16-17				
#101-113 Sheriff	Personnel	\$ 2,795,740.00	\$ 1,725,509.62	\$ 862,754.81	\$ 207,475.57	\$8,030.22	\$ 199,445.35	Fund #101-113 is sufficient with proposed changes. The overtime GL will need to be monitored.
#207	Personnel	\$ 232,931.00	\$ 146,133.35	\$ 73,066.68	\$ 13,730.98	\$1,408.68	\$ 12,322.29	Fund #207 is sufficient.
		\$ 3,028,671.00	\$ 1,871,642.97	\$ 935,821.49	\$ 221,206.55	\$ 9,438.90	\$ 211,767.64	

*Individuals are eligible for overtime.

**Proposed annual salary includes benefits and taxes.



Human Resources

P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

To: Morrow County Board of Commissioners

From: Karen Wolff, Human Resources Director

Date: March 13, 2017

Re: 2017 Sheriff's Office Restructure Proposal

A handwritten signature in blue ink that reads "Karen Wolff".

Over the last couple of months I have been working with Sheriff Matlack and Undersheriff Bowles on their proposal to restructure the Sheriff's Office. Jerry Sorte, Administrative Officer and Kate Knop, Finance Director have been a part of these discussions as well.

Attached with this memo is an Organizational Chart of the current structure of the Sheriff's Office and then the proposed structure.

In developing the job descriptions, I was striving for uniformity/similarity between the levels. We worked on the job descriptions to have similar education and experience requirements for the Sergeants, and then again for all of the Lieutenants. All job descriptions are still draft.

The Chief Civil Deputy is currently a Represented position. If this restructure is approved, the Civil Sgt. will become an Exempt Employee and we will need to notify the Union of this change. They have the option to demand that we bargain the impact of this move.

The Detective is currently a Represented position. If this restructure is approved, the Criminal Sgt will become an Exempt Employee and we will need to notify the Union of this change. They have the option to demand that we bargain the impact of this move.

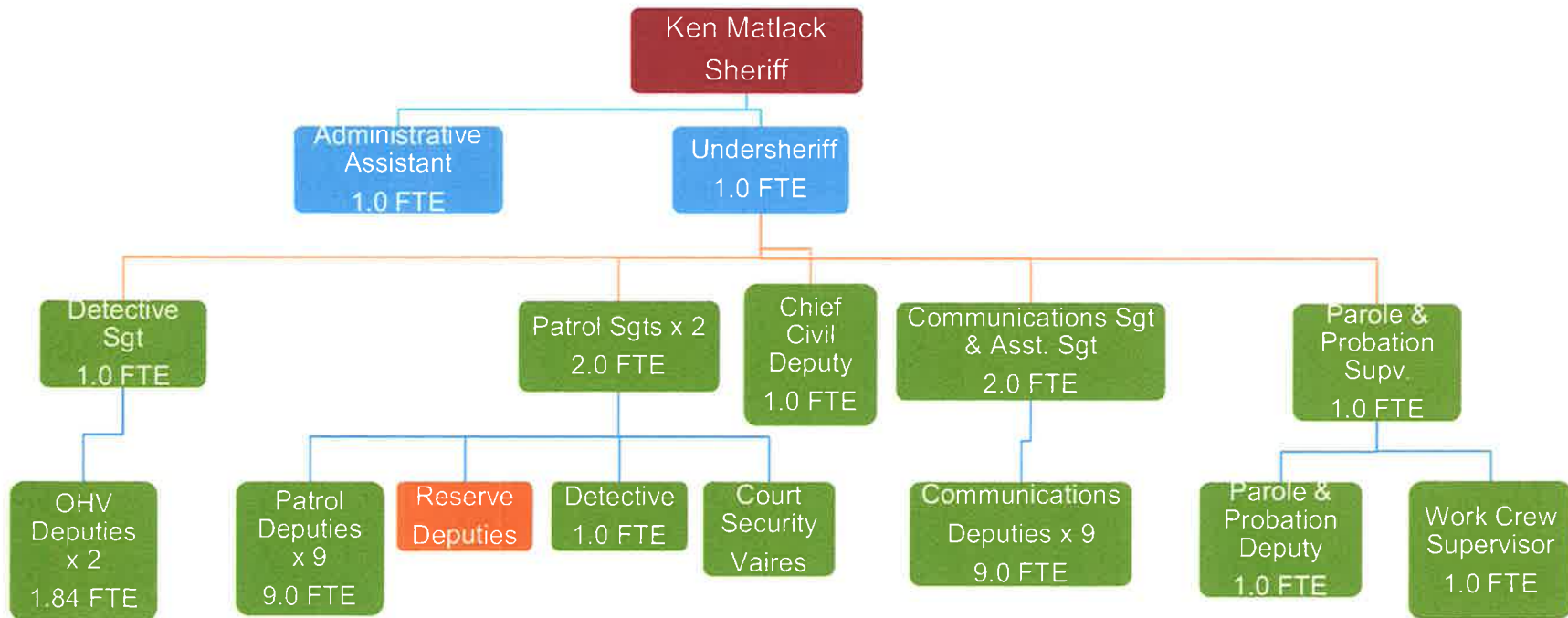
The following positions are currently Exempt, and will continue to be Exempt:

- There will be no change in the Patrol Sgts.
- The Assistant Communications Director will change to Communications Sgt.
- The Communications Director will become Communications Lt.
- The Parole & Probation Supervisor will become Corrections Lt.
- The Administrative Assistant will become Administration Lt./PIO. (Public Information Officer)
- The Detective Sgt. will become the Operations Lt.

After ironing out the job descriptions, we were able to prepare estimated Pay Ranges for each of the positions. These Pay Ranges are draft.

The true question from my perspective is whether this restructure proposal is to be implemented. If it is, we have the Job Descriptions and Pay Ranges ready to go.

Sheriff's Office

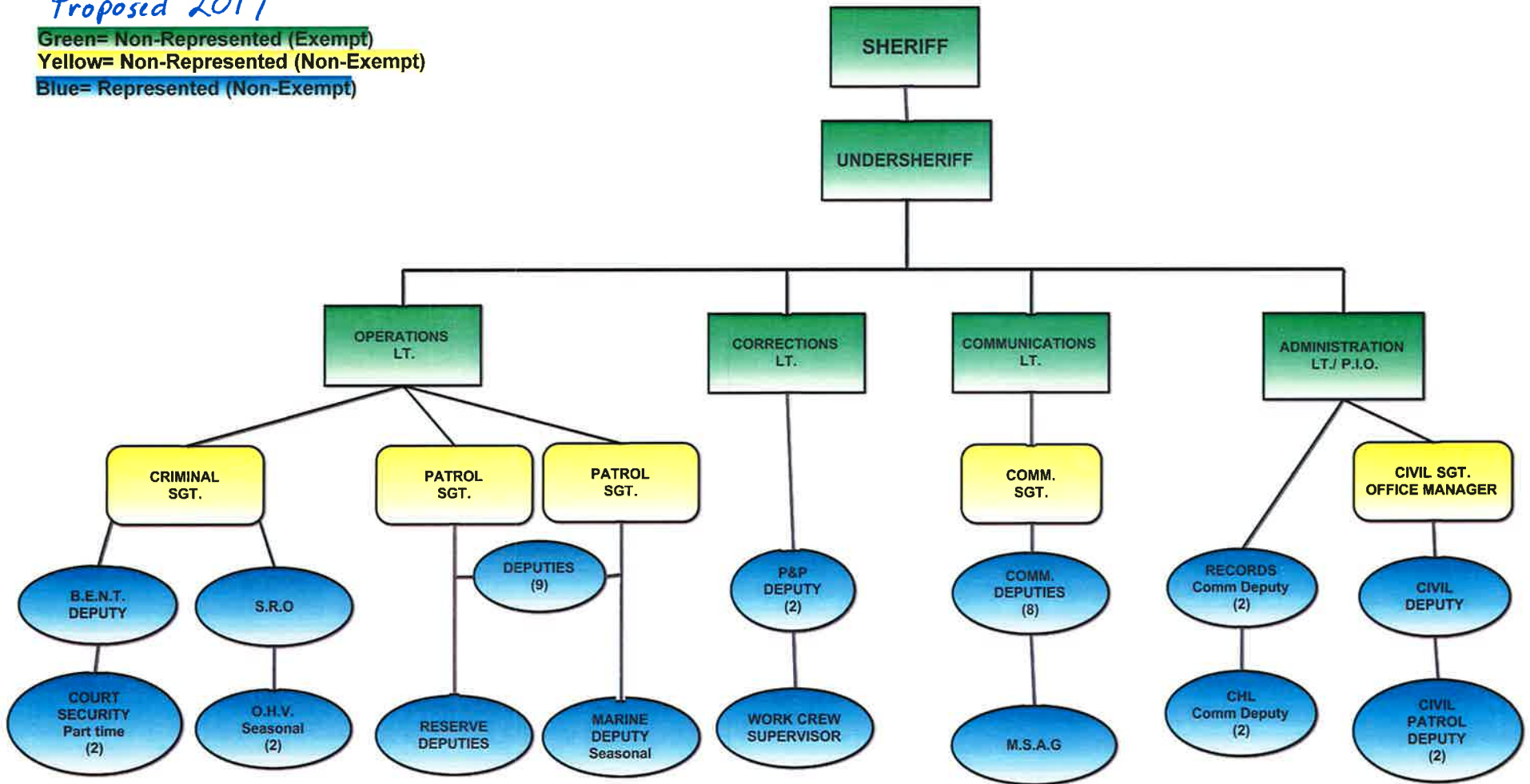


Total FTE, including Sheriff = 25.0 FTE

February 2017

Proposed 2017

Green= Non-Represented (Exempt)
Yellow= Non-Represented (Non-Exempt)
Blue= Represented (Non-Exempt)



MANAGERS AND SUPERVISORS
2016-2017

COLA 3.000%

	HIRE	1 YR	3 YRS	5 YRS	7 YRS	9 YRS	11 YRS	13 YRS	
	A	B	C	D	E	F	G	H	
COURT EXECUTIVE ASSIST.	10	\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462
SPECIAL TRANS. CORD.									
	11	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685
MANAGEMENT ASSISTANT	12	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920
SO Administrative Assistant									
	13	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166
PARKS GENERAL MANAGER OF OPERATIONS	14	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424
FINANCE MGT. ASSISTANT									
PUBLIC WORKS MANAGER	15	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695
GENERAL MAINTENANCE SUPER	16	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980
ASST. COMMUNICATIONS SERGEANT	17	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279
	18	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593
COMMUNICATIONS SERGEANT	19	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922
ASST. PUBLIC WORKS DIR.	20	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269
PATROL SERGEANT	21	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632
HUMAN RESOURCES									
JUVENILE DIRECTOR									
PLANNING DIRECTOR	22	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014
DETECTIVE SERGEANT									
COMMUNITY CORRECTIONS SUPERVISOR									
PUBLIC HEALTH DIRECTOR	23	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414
DEPUTY DISTRICT ATTORNEY	24	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835
PUBLIC WORKS DIRECTOR									
FINANCE DIRECTOR									
UNDER SHERIFF/EM DIR	25	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277
	26	\$6,923	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741
COUNTY ADMINISTRATOR	27	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228

MANAGERS AND SUPERVISORS
2016-2017

COLA 3.000%

PROPOSED RESTRUCTURE 2017

		A	B	C	D	E	F	G	H
COURT EXECUTIVE ASSIST.	10	\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462
SPECIAL TRANS. CORD.									
	11	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685
MANAGEMENT ASSISTANT	12	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920
	13	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166
PARKS GENERAL MANAGER OF OPERATIONS	14	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424
FINANCE MGT. ASSISTANT									
PUBLIC WORKS MANAGER	15	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695
GENERAL MAINTENANCE SUPER	16	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980
CIVIL SGT									
	17	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279
COMMUNICATIONS SERGEANT	18	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593
ADMINISTRATION LT/PIO									
	19	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922
ASST. PUBLIC WORKS DIR.	20	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269
PATROL SERGEANT	21	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632
HUMAN RESOURCES									
CRIMINAL SGT									
COMMUNICATIONS LT.									
JUVENILE DIRECTOR									
PLANNING DIRECTOR	22	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014
CORRECTIONS LT.									
PUBLIC HEALTH DIRECTOR	23	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414
OPERATIONS LT.									
DEPUTY DISTRICT ATTORNEY	24	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835
PUBLIC WORKS DIRECTOR									
FINANCE DIRECTOR									
UNDER SHERIFF/EM DIR	25	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277
	26	\$6,923	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741
COUNTY ADMINISTRATOR	27	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228

SHERIFF DEPT. SCALE 2016-2017		COLA		2.500%			
		STEP 1 HIRE	STEP 2 1YEAR	STEP 3 2 YEARS	STEP 4 3 YEARS	STEP 5 4 YEARS	STEP 6 5YEARS
REC CLK/REL.COM		1	2	3	4	5	6
UNCERTIFIED	U	\$2,689	\$2,823	\$2,964	\$3,113	\$3,268	\$3,432
BASIC	B	\$2,755	\$2,893	\$3,038	\$3,190	\$3,349	\$3,517
INTERMEDIATE	I	\$2,825	\$2,967	\$3,115	\$3,271	\$3,434	\$3,606
ADVANCED	A	\$2,896	\$3,041	\$3,193	\$3,352	\$3,520	\$3,696
COMM. OFFICER		1	2	3	4	5	6
UNCERTIFIED	U	\$2,841	\$2,983	\$3,133	\$3,289	\$3,454	\$3,626
BASIC	B	\$2,992	\$3,141	\$3,298	\$3,463	\$3,637	\$3,818
INTERMEDIATE	I	\$3,067	\$3,220	\$3,381	\$3,550	\$3,728	\$3,914
ADVANCED	A	\$3,142	\$3,299	\$3,464	\$3,638	\$3,819	\$4,010
COMM. CORPORAL		1	2	3	4	5	6
BASIC	B	\$3,483	\$3,657	\$3,840	\$4,032	\$4,233	\$4,445
INTERMEDIATE	I	\$3,571	\$3,749	\$3,937	\$4,134	\$4,340	\$4,557
ADVANCED	A	\$3,657	\$3,840	\$4,032	\$4,233	\$4,445	\$4,667
CHIEF CIVIL DEPUTY		1	2	3	4	5	6
		\$3,602	\$3,782	\$3,971	\$4,170	\$4,378	\$4,597
PATROL DEPUTY		1	2	3	4	5	6
UNCERTIFIED	U	\$3,507	\$3,683	\$3,867	\$4,060	\$4,263	\$4,477
BASIC	B	\$3,691	\$3,876	\$4,070	\$4,273	\$4,487	\$4,711
INTERMEDIATE	I	\$3,784	\$3,973	\$4,171	\$4,380	\$4,599	\$4,829
ADVANCED	A	\$3,879	\$4,073	\$4,277	\$4,491	\$4,715	\$4,951
DETECTIVE		1	2	3	4	5	6
		\$4,675	\$4,909	\$5,154	\$5,412	\$5,683	\$5,967
COMM. CORRECTIONS WORK CREW SUPER.		1	2	3	4	5	6
		\$3,507	\$3,683	\$3,867	\$4,060	\$4,263	\$4,477
PAROLE & PROB. OFFICER		1	2	3	4	5	6
Basic	B	\$3,691	\$3,876	\$4,070	\$4,273	\$4,487	\$4,711
Intermediate	I	\$3,784	\$3,973	\$4,171	\$4,380	\$4,599	\$4,829
Advanced	A	\$3,879	\$4,073	\$4,277	\$4,491	\$4,715	\$4,951



Purchase Pre-Authorization Request

Purchase pre-authorization is required prior to all purchases in excess of \$5,000.

DATE: May 5, 1994

RE: Purchasing Policy

It shall be the policy of Morrow County to require the Finance Director to sign-off on all major purchases. Examples of major purchases may include trips and conferences, lease agreements, or equipment and should include all capital outlay purchases.

Normal operating supplies such as paper, even in large quantities, would not require a sign off. This is particularly important for purchases not anticipated at the time of budget, such as a piece of equipment that breaks down.

The purchasing sign-off should take place before the request comes to the County Court for pre- approval. This allows the County Court to be aware of the expenditure before the obligation is incurred and to be assured that there are adequate funds to cover the request.

Staff Contact: John A. Bowles Phone Number (Ext): 5102

Department: Morrow County Sheriff's Office Date: 03-02-2017

Purchase Amount: \$ 24,303.00 Budget Line: 101-113-5-40-4413

Is the purchase a "public improvement?" No Yes, Address ORS 279C

Does the purchase amount exceed \$10,000? No Yes, See Page 2

Description:

On 09-21-2016 The Morrow County Court gave authorization to order the next three vehicles to be purchased by the Morrow County Sheriff's Office. Two of those vehicles were purchased and this vehicle is the third. The vehicle to be ordered and purchased is a 2017 Dodge Charger (Patrol Vehicle) and will be a marked unit. This is a budgeted purchase and figured into the current, approved budget. The purchase will be allocated to the above budget line. All vehicles are purchased on government pricing.

2017 Charger Police AWD (LDEE48)

[Signature]
Finance Director signature

John A. Bowles
Department signature

Board of Commissioners

Date

Original or copies of signed contract should be sent to the following:

- Finance Department (Signed Original) Department (Copy for file)
- BOC Office (Copy for file)

**Purchase Pre-Authorization Request - Addendum for Intermediate Procurements
Purchases in Excess of \$10,000 but less than \$150,000**

Note: The County may not artificially divide or fragment a procurement so as to constitute an intermediate procurement under this section. Purchases in excess of \$150,000 require a formally solicited Request for Proposals.

Requirements of ORS 279B.070:

(3) When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort the contracting agency makes to obtain the quotes or proposals. [ORS 279B.070(3)]

Quote/Proposal 1:

Quote/Proposal 2:

Quote/Proposal 3:

*Attach documentation as needed

(4) If a contracting agency awards a contract, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [ORS 279B.070(3)]

Staff Recommendation:

WITHNELL DODGE
 2650 COMMERCIAL SE
 SALEM, OR 973024451

Configuration Preview

Date Printed: 2017-03-02 12:56 PM VIN:
 Estimated Ship Date: VON:

Quantity:
 Status: BA - Pending order
 FAN1: 48979 State of Oregon
 FAN2:
 Client Code:
 Bid Number: TB7241
 PO Number:

Sold to:
 WITHNELL DODGE (56440)
 2650 COMMERCIAL SE
 SALEM, OR 973024451

Ship to:
 WITHNELL DODGE (56440)
 2650 COMMERCIAL SE
 SALEM, OR 973024451

Vehicle: **2017 CHARGER POLICE AWD (LDEE48)**

	Sales Code	Description	MSRP(USD)
Model:	LDEE48	CHARGER POLICE AWD	36,375
Package:	29A	Customer Preferred Package 29A	0
	EZH	5.7L VS HEMI MDS VVT Engine	0
	DGJ	5-Speed Auto W5A580 Transmission	0
Paint/Seat/Trim:	PW7	White Knuckle Clear Coat	0
	APA	Monotone Paint	0
	*CS	HD Cloth Bucket & Rear Bench Seats	0
	-X9	Black	0
Options:	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	GUK	Power Heated Mirrors w/Man F/Away	60
	LNK	LED Spot Lamps	150
	LNF	Black Left Spot Lamp	210
	CW6	Deactivate Rear Doors/Windows	75
	4DH	Prepaid Holdback	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	170	Zone 70-Phoenix Arizona	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB7241	Government Incentives	0
Discounts:	YGF	8 Additional Gallons of Gas	0
Destination Fees:			995

Total Price:

Order Type: Fleet
 Scheduling Priority: 1-Sold Order
 Customer Name:
 Customer Address:
 Instructions: USA

PSP Month/Week:
 Build Priority: 99

24303^ω

Note: This Is not an Invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle Invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



PLANNING DEPARTMENT

P. O. Box 40 • Irrigon, Oregon 97844
(541) 922-4624 or (541) 676-9061 x 5503
FAX: (541) 922-3472

MEMORANDUM

To: Morrow County Board of Commissioners
From: Carla McLane, Planning Director
Date: March 13, 2017
RE: Planning Update

This March 2017 Planning Update will address the following items:

- Natural Hazard Mitigation Plan
- Transportation System Plan and Zoning Ordinance - Amendments Galore!
 - Transportation System Plan Appendix B - Amendment
 - Farm and Forest Use Model Code Update
 - Article 2 Establishment of Zones - Amendment
 - Article 9 Administrative Provisions - Amendment
 - Article 4 Section 4.170 Site Development Review - Amendment

Natural Hazard Mitigation Plan: The Morrow County Natural Hazard Mitigation Plan (Plan), adopted by Morrow County in late December 2016, is now acknowledged by the Federal Emergency Management Administration (FEMA). This newly adopted and acknowledged Plan is an update of the Pre-Disaster Mitigation Plan (PDMP) adopted by the County in 2006, with both based upon the federally adopted Disaster Mitigation Act requiring counties to plan and mitigate for natural hazards. This Plan is co-adopted by the communities of Boardman, Heppner, Lone, Irrigon and Lexington and covers the following eight natural hazards: drought, earthquake, flood, landslide, volcano, wildfire, wind storm and winter storm. Attached is the FEMA acknowledgment letter.

A Steering Committee has been in place since development of the 2006 PDMP and are required, based on the Plan, to meet at least two times each year. The next meeting will be later this month or early April. Attached is the current Natural Hazard Mitigation Plan Steering Committee membership. You will note that each of the five communities are represented, along with Public Works, Emergency Management, two of our fire districts, the Morrow SWCD, and Public Health. At the next meeting membership will be discussed, working to identify who else needs to be at the table long term. Once that discussion is complete you will be asked to confirm the membership through appointment. To date we have not considered terms as many of these individuals participate based on their position, not a specific desire to serve.

Transportation System Plan and Zoning Ordinance - Amendments Galore:

Transportation System Plan:

Transportation System Plan Update - Appendix B: We are anticipating this week both the proposed 5 and 20 year project lists from Public Works to initiate the update to Appendix B of

the Transportation System Plan. Two public hearings will be required: Planning Commission scheduled for April 25 and the Board of Commissioners for late May or early June. An emergency clause will be necessary to facilitate the project lists being effective on July 1 to correspond with the new fiscal year.

Zoning Ordinance:

Farm and Forest Use Model Code Update: Work continues on the model code update and the Board of Commissioners is invited to attend a Work Session with the Planning Commission and the consultant team on Tuesday, March 28, at the Bartholomew Building in Heppner starting a bit after 7:00 p.m. You will be receiving the meeting packet when it is sent to the Planning Commission late this week or early next week.

Article 2 Establishment of Zones: This particular Article lists the many zone designations that are further defined in Article 3 Use Zones. It is out of date and the Planning Commission last year authorized moving forward with an housekeeping update. We are initiating the process and will have a short discussion at the March 28 meeting with public hearings starting on May 30.

Article 9 Administrative Provisions: These provisions outline how the Planning Department reviews applications and requests for approval. After much discussion over a number of years the Planning Commission is interested in evaluating and adopting changes that would provide more specificity in decision types with specific notice and decision making requirements. There will be a discussion at the March 28 Planning Commission meeting with draft provisions time allowing. Planning staff are hoping to initiate public hearings on May 30.

Article 4 Section 4.170 Site Development Review: The Planning Department has received an incomplete application from the Port of Morrow to affect changes to Article 4 Section 4.170 Site Development Review which may drive staff requested changes to Section 4.165 Site Design Review. Section 4.170 was adopted during the revision process related to the speedway request and has never been used. However it has proven to be a deterrent to some development opportunities. While we are awaiting final application provisions the discussion with Port staff has been to move the Section 4.170 provisions into the Speedway Overlay provisions which are housed in Article 3 and make some changes to Section 4.165 to better address development standards. The intent is to have the first public hearing for this on April 25.

Attachments:

FEMA Plan Acknowledgment Letter dated March 1, 2017
NHMP Steering Committee membership list



FEMA

March 1, 2017

Honorable Melissa Lindsay
Chair, Morrow County Commissioners
P.O. Box 788
100 S. Court Street
Heppner, Oregon 97836

Dear Chair Lindsay:

On February 28, 2017, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA), Region 10, approved the *Morrow County Multi-Jurisdictional Natural Hazard Mitigation Plan* as a multi-jurisdictional local plan as outlined in Code of Federal Regulations Title 44 Part 201. This approval provides the below jurisdictions eligibility to apply for the Robert T. Stafford Disaster Relief and Emergency Assistance Act's, Hazard Mitigation Assistance (HMA) grants projects through February 27, 2022, through your state:

Morrow County	City of Boardman	City of Hepper
City of Ione	City of Irrigon	Town of Lexington

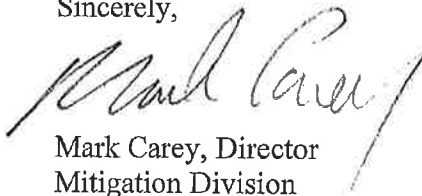
FEMA individually evaluates all application requests for funding according to the specific eligibility requirements of the applicable program. Though a specific mitigation activity or project identified in the plan may meet the eligibility requirements, it may not automatically receive approval for FEMA funding under any of the aforementioned programs.

Approved mitigation plans may be eligible for points under the National Flood Insurance Program's Community Rating System (CRS). For additional information regarding the CRS, please visit: www.fema.gov/national-flood-insurance-program-community-rating-system or contact your local floodplain manager.

Over the next five years, we encourage your communities to follow the plan's schedule for monitoring and updating, and to develop further mitigation actions. To continue eligibility, jurisdictions must review, revise as appropriate, and resubmit the plan within five years of the original approval date.

If you have questions regarding your plan's approval or FEMA's mitigation grant programs, please contact Joseph Murray, Planner with Oregon Office of Emergency Management, at (503) 378-2911, who coordinates and administers these efforts for local entities.

Sincerely,



Mark Carey, Director
Mitigation Division

Enclosure

cc: Angie Lane, Oregon Office of Emergency Management

BH:vl

NHMP Steering Committee

John Bowles
PO Box 159
Heppner OR 97836
(541) 676-2502
(541) 676-9061 ext. 5820
jbowles@co.morrow.or.us

Sheriff's Office

Sandra Putman
PO Box 428
Lexington OR 97839
(541) 989-9500
(541) 676-9061 ext. 5701
sputman@co.morrow.or.us

Public Works

Larry Burns
81538 West 7th Road
Irrigon OR 97844
(541) 922-3133
IRFPD2011@gmail.com

Irrigon Fire

Steve Rhea
PO Box 1034
Heppner OR 97836
(541) 980-4232
srhea0512@gmail.com

Heppner Fire

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City of Boardman

Kymerli Erevia
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Outreach Coordinator



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

Item #

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.

Staff Contact: Karen Wolff
Department: Human Resources
Person Attending BOC Meeting (REQUIRED):
Short Title of Agenda Item:

Phone Number (Ext): 5620
Requested Agenda Date: 3-15-17
Karen Wolff
CIS Conference Report and Premiums

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
Discussion Only
Discussion & Action
Estimated Time:
Department Report
Other:

N/A For Contracts and Agreements Only
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No
If Yes, Attach Purchase Pre-Authorization Request if Applicable

Reviewed By:
[Signature] Department Head Required for all BOC meetings
[Signature] Admin. Officer/BOC Office Required for all BOC meetings
[Signature] County Counsel Required for all legal documents
[Signature] Finance Office Required for all contracts; Other items as appropriate.
[Signature] Human Resources If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests must be received by the Board's office by 5:00 PM on the Thursday prior to the Board of Commissioners Wednesday meeting. This form needs to be completed, including County Counsel and Finance review for all contracts, and submitted to the Board of Commissioners Office by noon on the Monday preceding the Board's Wednesday meeting.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. **TITLE OF AGENDA ITEM:** CIS CONFERENCE UPDATE AND 2018 PREMIUM PROJECTIONS

2. **ISSUES, BACKGROUND, AND DISCUSSION:**

I attended the CIS Annual Conference February 22-24, 2017. Report to Commissioners on the conference.

At the conference, the 2018 premium projections were provided. Providing this information to the Commissioners and others for budgeting.

3. **OPTIONS:**

4. **FISCAL IMPACT:**

Property/Casualty premium projections were provided to departments to be used for budgeting.

5. **STAFF RECOMMENDATIONS:**

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

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- | | |
|---|---|
| <input type="checkbox"/> Clerk (Original for recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |



P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Human Resources

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

To: Morrow County Board of Commissioners

From: Karen Wolff, Human Resources Director

Date: March 10, 2017

Re: City County Insurance Annual Conference Report and 2018 Premium Projections

A handwritten signature in blue ink, appearing to read "Karen Wolff", is written over the "From:" line of the memo.

February 22-24 was the City County Insurance Annual Conference, held this year in Salem. Kate Knop, Finance Director and I attended the conference. This is always a good conference with timely and informative breakout sessions.

This year, many of the sessions were recorded, which will allow participants to go back and review a session, or watch a session at a later date that they were not able to attend. Kate and I split up and went to different sessions in order to gather the most information.

Thursday morning was the Opening Welcome and then Judge Grasty from Malheur County was the keynote speaker with "Lessons from the Occupation". I believe he presented this information at the AOC Annual Conference in November. It is still riveting to hear him speak on this subject.

The Annual Report to Members followed and provides comment from the CIS Executives about recent activities/issues and then looking forward what to expect. The premium projections is always the highlight of this report. I will provide our premium projections for 2018 at the end of this memo.

Other sessions that I attended include: *Back to the Basics...Human Resources and Safety Compliance for Small Entities; Benefits Advisory Committee; Goodbye Recreational Immunity, Hello Playground Safety; The Awesome, the Adequate, and the Misguided: A year in the Employment Law Life of (Some) Members; Striving for Imperfection; Case Law/Legal Updates.*

When the recording is available, I will view the Wednesday afternoon session: *Balancing HR, Employment Law & Labor Law in Your Daily Supervisory Life.* I expect this to have some very good information, presented by: Steve Norman, CIS Administrative Officer; Pierre Robert, LGPI Senior Labor Law Attorney; Katie Kammer, CIS Pre-Loss Associate Attorney; Sharon Harris, CIS Human Resource Senior Consultant; and Ruth Mattox, LGPI HR/Labor Relations Consultant.

As always, well worth the time and expense.

Property/Casualty Trust

Currently, 70% of liability claims come from four sources: Employment, Law Enforcement, Auto Liability, and Corrections. Employment and Auto Liability are trending down. I believe that part of the reason for the

CIS Annual Conference Report and
2018 Premium Projections

decrease in Employment is due to the tremendous support CIS provides through Pre-Loss Legal. I always call Pre-Loss before taking any adverse employment action. They are very supportive and helpful. There is also the Hire-2-Retire program, which provides support for hiring, retaining, training, documents, etc. I anticipate using this program much more this next year as we revise our Personnel Policies and develop checklist/processes which will be available for Department Head use.

Premium Not To Exceed Projections:

Liability	+3.8%
Auto Physical Damage	+6.5%
Property	-7.3%

CIS Benefits

What's happening with Healthcare reform? What about the ACA? What's next?

We just don't know yet.

The premium projections are based on what we know now, and when more information is available, it will be provided to all members.

Premium Not To Exceed Projections for Counties with less than 100 employees participating:

Medical (Regence)	+9.0%
Dental (Delta Dental)	+2.0%
Vision (VSP)	+5.0%

The Morrow County Sheriff's Office has their medical and dental benefits provided through Teamsters, so that puts Morrow County in the less than 100 employee's category. We presently have 76 employees signed up for CIS Benefits.

In my opinion, these are very reasonable rate increases. The Health Care industry is, and has been, very volatile over the last many years and I don't expect that to change in the near future.

MORROW COUNTY

Auto

Premium Breakdown by Department

2017-2018 Estimated

Department	Auto		6.5% increase
Weed Control	\$342.77	101-128-520-3531	\$365.05
Road Dept.	\$13,759.78	202-220-520-3535	\$14,654.17
Marine	\$218.37	101-113-520-3115	\$232.56
Special Transportation	\$12,431.76	216-320-520-3530	\$13,239.82
Fair Board	\$257.54	214-100-520-3530	\$274.28
OHV Park	\$4,329.43	238-300-520-3530	\$4,610.84
Veterans	\$304.16	101-106-520-3710	\$323.93
General Fund			
Misc. Items	\$6,927.99		
Sheriff	\$24,043.98		
multi line credit		already taken out of premiums	
Number to Balance	-20.47		
General Fund Subtotal	\$30,951.50	101-199-520-3537	\$32,963.35
Column Subtotals	\$62,595.31		\$66,664.01

MORROW COUNTY

Property, Liability and Mobile Equipment
 Premium Breakdown by Department
 2016-2017 Estimated

**Amount
 Due by
 Budget**

3.8% inc Est 7.3% decr Esr 6.5% inc Est

Department	Mobile				Total		3.8% inc	7.3% decr	6.5% inc	Total
	Liability	Property	Equip	Equip			Est	Esr	Est	
Weed Control			\$111.46	\$111.46	101-128-520-3531			\$118.70	\$ 118.70	
Road Dept.	\$35,417.05	\$2,104.00	\$19,494.62	\$57,015.67	202-220-520-3530	\$36,762.90	\$1,950.41	\$20,761.77	\$ 59,475.08	
Marine		\$35.00	\$794.19	\$829.19	101-113-520-3115		\$32.45	\$845.81	\$ 878.26	
Special Transportation		\$212.00		\$212.00	216-320-520-3530		\$196.52		\$ 196.52	
Airport		\$1,131.00	\$626.99	\$1,757.99	205-250-520-3538		\$1,048.44	\$667.74	\$ 1,716.18	
Fair Board	\$846.72	\$13,374.00	\$190.88	\$15,411.60	214-100-520-3530	\$878.90	\$12,397.70	\$203.29	\$ 13,479.88	
Fair - Liquor Liability	\$1,000.00					\$ 1,000.00			\$ 1,000.00	
OTLD (Billed to them)		(\$622.38)		(\$622.38)	Billed		-\$576.95		\$ (576.95)	
OHV Park	\$502.07	\$1,778.00	\$1,139.45	\$3,419.52	238-300-520-3530	\$521.15	\$1,648.21	\$1,213.51	\$ 3,382.87	
Cutsforth Park	\$502.07	\$341.00		\$843.07	238-200-520-3530	\$521.15	\$316.11		\$ 837.26	
Anson Wright Park	\$502.07	\$202.00		\$704.07	238-238-520-3530	\$521.15	\$187.25		\$ 708.40	
Transfer Station - North		\$34.00		\$34.00	101-122-520-3530		\$31.52		\$ 31.52	
Transfer Station - South		\$5.00		\$5.00	101-123-520-3531		\$4.64		\$ 4.64	
Subtotals	\$38,769.98	\$19,216.00	\$22,357.59	\$80,343.57		\$40,205.24	\$17,236.29	\$23,810.83	\$ 81,252.36	

\$81,252.36

Property, Liability and Mobile Equipment
 Premium Breakdown by Department
 2016-2017 Estimated

Amount
 Due by
 Budget

Department	Mobile			Total					
	Liability	Property	Equip						
General Fund									
Misc. Items	\$8,287.14	\$15,420.00	\$1,191.28	\$24,898.42		\$8,602.05	\$14,294.34	\$1,268.71	\$ 24,165.10
Museum (less OTLD)		\$3,420.62		\$3,420.62			\$3,170.91		\$ 3,170.91
Sheriff/S&R/OHV	\$35,875.01	\$3,570.00	\$1,026.05	\$40,471.06		\$37,238.26	\$3,309.39	\$1,092.74	\$ 41,640.39
Health				\$0.00					
Unallocated Materials	\$5,377.96			\$5,377.96		\$5,582.32			\$ 5,582.32
Unallocated Personal Services	\$24,836.89			\$24,836.89		\$25,780.69			\$ 25,780.69
Gen Liability Deductible Credit	(\$15,000.00)			(\$15,000.00)		\$ (15,000.00)			\$ (15,000.00)
General Fund Subtotal	\$59,377.00	\$22,410.62	\$2,217.33	\$84,004.95		\$62,203.33	\$20,774.64	\$2,361.46	\$ 85,339.43
Number to balance	\$0.00	\$1.00	(\$0.06)	\$0.94					
Bonus Program Credits	\$0.00	\$0.00		\$0.00					
Multi Line Credit	(\$2,944.41)	\$0.00		(\$2,944.41)		\$ (2,900.00)			\$ (2,900.00)
		already		\$81,061.48	101-199-520-3530				
		included							
Column Subtotals	\$56,432.59	\$22,411.62	\$2,217.27			\$59,303.33	\$20,774.64	\$2,361.46	\$ 82,439.43
Final Subtotals	\$95,202.57	\$41,627.62	\$24,574.86			\$99,508.57	\$38,010.93	\$26,172.29	\$163,691.79
				\$161,405.05	Sum Total			\$163,691.79	



FEMA

March 1, 2017

Honorable Melissa Lindsay
Chair, Morrow County Commissioners
P.O. Box 788
100 S. Court Street
Heppner, Oregon 97836

Dear Chair Lindsay:

On February 28, 2017, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA), Region 10, approved the ***Morrow County Multi-Jurisdictional Natural Hazard Mitigation Plan*** as a multi-jurisdictional local plan as outlined in Code of Federal Regulations Title 44 Part 201. This approval provides the below jurisdictions eligibility to apply for the Robert T. Stafford Disaster Relief and Emergency Assistance Act's, Hazard Mitigation Assistance (HMA) grants projects through February 27, 2022, through your state:

Morrow County	City of Boardman	City of Hepper
City of Ione	City of Irrigon	Town of Lexington

FEMA individually evaluates all application requests for funding according to the specific eligibility requirements of the applicable program. Though a specific mitigation activity or project identified in the plan may meet the eligibility requirements, it may not automatically receive approval for FEMA funding under any of the aforementioned programs.

Approved mitigation plans may be eligible for points under the National Flood Insurance Program's Community Rating System (CRS). For additional information regarding the CRS, please visit: www.fema.gov/national-flood-insurance-program-community-rating-system or contact your local floodplain manager.

Over the next five years, we encourage your communities to follow the plan's schedule for monitoring and updating, and to develop further mitigation actions. To continue eligibility, jurisdictions must review, revise as appropriate, and resubmit the plan within five years of the original approval date.

If you have questions regarding your plan's approval or FEMA's mitigation grant programs, please contact Joseph Murray, Planner with Oregon Office of Emergency Management, at (503) 378-2911, who coordinates and administers these efforts for local entities.

Sincerely,

Mark Carey, Director
Mitigation Division

Enclosure

cc: Angie Lane, Oregon Office of Emergency Management

BH:vl

APPENDIX A:

LOCAL MITIGATION PLAN REVIEW TOOL

The *Local Mitigation Plan Review Tool* demonstrates how the Local Mitigation Plan meets the regulation in 44 CFR §201.6 and offers States and FEMA Mitigation Planners an opportunity to provide feedback to the community.

- The Regulation Checklist provides a summary of FEMA’s evaluation of whether the Plan has addressed all requirements.
- The Plan Assessment identifies the plan’s strengths as well as documents areas for future improvement.
- The Multi-jurisdiction Summary Sheet is an optional worksheet that can be used to document how each jurisdiction met the requirements of the each Element of the Plan (Planning Process; Hazard Identification and Risk Assessment; Mitigation Strategy; Plan Review, Evaluation, and Implementation; and Plan Adoption).

The FEMA Mitigation Planner must reference this *Local Mitigation Plan Review Guide* when completing the *Local Mitigation Plan Review Tool*.

Jurisdiction: Morrow County	Title of Plan: Natural Hazard Mitigation Plan	Date of Plan: March 2016
Local Point of Contact: Carla McLane	Address: P.O. Box 40 Irrigon, Oregon 97844	E-Mail: cmclane@co.morrow.or.us
Title: Planning Director		
Agency: Morrow County		
Phone Number: 541-922-4624		

State Reviewer: Joseph A. Murray	Title: Planner	Date: 12/15/15
---	-----------------------	-----------------------

FEMA Reviewer: Jason Farrell Brett Holt, FEMA Region 10	Title: Technical Writer Regional Mitigation Planning Program Manager	Date: 1/11/16 1/20/16
Date Received in FEMA Region 10	12/16/15	
Plan Not Approved		
Plan Approvable Pending Adoption	1/11/16	
Plan Approved	February 28, 2017	

**SECTION 1:
REGULATION CHECKLIST**

INSTRUCTIONS: The Regulation Checklist must be completed by FEMA. The purpose of the Checklist is to identify the location of relevant or applicable content in the Plan by Element/sub-element and to determine if each requirement has been ‘Met’ or ‘Not Met.’ The ‘Required Revisions’ summary at the bottom of each Element must be completed by FEMA to provide a clear explanation of the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is ‘Not Met.’ Sub-elements should be referenced in each summary by using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each Element and sub-element are described in detail in this *Plan Review Guide* in Section 4, Regulation Checklist.

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
ELEMENT A. PLANNING PROCESS				
A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))	Section 1, pages 3-7	X		
A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))	Section 1, pages 3-7	X		
A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))	Section 1, pages 3-7; Section 5, page 51; City Annexes; Appendix C	X		
A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement §201.6(b)(3))	Appendix D, Pages 91-92 of 169	X		
A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))	Section 5, pages 46-53	X		
A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))	Section 5	X		
ELEMENT A: REQUIRED REVISIONS				
ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT				
B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)? (Requirement §201.6(c)(2)(i))	Section 3, page 28; Hazard Annexes; City Annexes	X		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? (Requirement §201.6(c)(2)(i))	Section 3, Pages 32-3; Hazard Annexes	X		
B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? (Requirement §201.6(c)(2)(ii))	Section 3, pages 28-34; Hazard Annexes; City Annexes	X		
B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods? (Requirement §201.6(c)(2)(ii))	Flood Hazard Annex, Page 13	X		
<u>ELEMENT B: REQUIRED REVISIONS</u>				
ELEMENT C. MITIGATION STRATEGY				
C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement §201.6(c)(3))	Section 5, pages 46-47; Appendix D, Pages 92-93	X		
C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement §201.6(c)(3)(ii))	Flood Hazard Annex Page 12	X		
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	Section 4, pages 35-36	X		
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	Section 4, pages 37-43; City Annexes; Appendix F, Pages 97-169 of 169	X		
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	Section 5, pages 48-51	X		
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	Section 5, page 47	X		
<u>ELEMENT C: REQUIRED REVISIONS</u>				
ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION (applicable to plan updates only)				
D1. Was the plan revised to reflect changes in development? (Requirement §201.6(d)(3))	Section 2, page 18	X		
D2. Was the plan revised to reflect progress in local mitigation efforts? (Requirement §201.6(d)(3))	Section 4, pages 40-43	X		

1. REGULATION CHECKLIST		Location in Plan (section and/or page number)	Met	Not Met
Regulation (44 CFR 201.6 Local Mitigation Plans)				
D3. Was the plan revised to reflect changes in priorities? (Requirement §201.6(d)(3))		Section 4. p.38 and City Annexes	X	
<u>ELEMENT D: REQUIRED REVISIONS</u>				
ELEMENT E. PLAN ADOPTION				
E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? (Requirement §201.6(c)(5))			X	
E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? (Requirement §201.6(c)(5))			X	
<u>ELEMENT E: REQUIRED REVISIONS</u>				
ELEMENT F. ADDITIONAL STATE REQUIREMENTS (OPTIONAL FOR STATE REVIEWERS ONLY; NOT TO BE COMPLETED BY FEMA)				
The State of Oregon imposes no additional requirements upon local mitigation plans.				

SECTION 2: PLAN ASSESSMENT

A. Plan Strengths and Opportunities for Improvement

This section provides a discussion of the strengths of the plan document and identifies areas where these could be improved beyond minimum requirements.

Element A: Planning Process

When updating the next plan, think about how this plan was used or will be used. Look back at the successes and challenges. Was the planning process inclusive? Was the public provide ample opportunity to be involved and understand how this plan and the work from it improves community livability? Was the plan in a format that was easy to read and use for elected officials, stakeholders, and public? These are important questions to answer in the beginning of the process so that improvements are made.

Element C: Mitigation Strategy

Opportunities for Improvement:

When considering partners for projects, ensure you have partners that notified of the project and can support it. For example, PDF page 417, FEMA is identified as a partner for the project though I know FEMA staff are not aware of the project to support it via technical assistance. I realize FEMA may be pursued as a funding source but that is different than a partner.

B. Resources for Implementing Your Approved Plan

- **Region 10 Integrating Natural Hazard Mitigation into Comprehensive Planning:**
This resource is specific to Region 10 states and provides examples of how communities are integrating natural hazard mitigation strategies into comprehensive planning. It is expected to be released later this year. You can find it in the FEMA Library at <http://www.fema.gov/media-library/assets/documents/89725>.
- **The Integrating Hazard Mitigation Into Local Planning: Case Studies and Tools for Community Officials** resource provides practical guidance on how to incorporate risk reduction strategies into existing local plans, policies, codes, and programs that guide community development or redevelopment patterns. It includes recommended steps and tools to assist with local integration efforts, along with ideas for overcoming possible impediments, and presents a series of case studies to demonstrate successful integration in practice. You can find it in the FEMA Library at <http://www.fema.gov/library/viewRecord.do?id=7130>.
- **The Mitigation Ideas: A Resource for Reducing Risk from Natural Hazards** resource presents ideas for how to mitigate the impacts of different natural hazards, from drought and sea level rise, to severe winter weather and wildfire. The document also includes ideas for actions that communities can take to reduce risk to multiple hazards, such as incorporating a hazard risk assessment into the local development review process. You can find it in the FEMA Library at <http://www.fema.gov/library/viewRecord.do?id=6938>.
- **The Local Mitigation Planning Handbook** provides guidance to local governments on developing or updating hazard mitigation plans to meet and go above the requirements. You can find it in the FEMA Library at <http://www.fema.gov/library/viewRecord.do?id=7209>.
- **The Local Mitigation Plan Review Guide and Tool** resource is available through FEMA's Library and should be referred to for the next plan update. <http://www.fema.gov/library/viewRecord.do?id=4859>
- The FEMA Region X **Risk Mapping, Analysis, and Planning program (RiskMAP)** releases a monthly newsletter that includes information about upcoming events and training opportunities, as well as hazard and risk related news from around the Region. Past newsletters can be viewed at <http://www.starr-team.com/starr/RegionalWorkspaces/RegionX/Pages/default.aspx>. If you would like to receive future newsletters, email rxnewsletter@starr-team.com.
- The mitigation strategy includes projects that are eligible for FEMA's grant programs. Contact the State Hazard Mitigation Officer, **Angie Lane**, via angie.lane@mil.state.or.us for application information.

SECTION 3:
MULTI-JURISDICTION SUMMARY SHEET (OPTIONAL)

INSTRUCTIONS: For multi-jurisdictional plans, a Multi-jurisdiction Summary Spreadsheet may be completed by listing each participating jurisdiction, which required Elements for each jurisdiction were ‘Met’ or ‘Not Met,’ and when the adoption resolutions were received. This Summary Sheet does not imply that a mini-plan be developed for each jurisdiction; it should be used as an optional worksheet to ensure that each jurisdiction participating in the Plan has been documented and has met the requirements for those Elements (A through E).

MULTI-JURISDICTION SUMMARY SHEET												
#	Jurisdiction Name	Jurisdiction Type (city/borough/township/village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)					
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Requirements
1	Morrow	County	Carla McLane	PO box 40, Irrigon, OR 97844	cmclane@co.morrow.or.us	541-922-4624	yes	yes	y	yes	Y	None
2	Irrigon	City	Aaron Palmquist	PO Box 428, Irrigon, OR 97844	aaron.palmquist@ci.irrigon.or.us	541-922-3047	yes	yes	y	yes	Y	None
3	Boardman	City	Karen Pettigrew	PO Box 229, Boardman, OR 97818	kpettigrew@cityofboardman.com	541-481-9252	yes	yes	y	yes	Y	None
4	Heppner	City	Kim Cutsforth	PO Box 756, Heppner, OR 97836	heppner@centurytel.net	541-676-9618	yes	yes	Yes	yes	Y	None

MULTI-JURISDICTION SUMMARY SHEET

#	Jurisdiction Name	Jurisdiction Type (city/borough/ township/ village, etc.)	Plan POC	Mailing Address	Email	Phone	Requirements Met (Y/N)					
							A. Planning Process	B. Hazard Identification & Risk Assessment	C. Mitigation Strategy	D. Plan Review, Evaluation & Implementation	E. Plan Adoption	F. State Requirements
5	Lexington	Town	Kevin McCabe	PO Box 416, Lexington, OR 97839	town055@centurytel.net	541-989-8515	yes	yes	Y	yes	Y	None
6	lone	City	Linda LaRue	PO Box 361, lone, OR 97843	lklaure@gmail.com	541-422-7414	yes	Y	Y	yes	Y	None

MORROW COUNTY COMPENSATION BOARD MEETING AGENDA

Thursday, March 16, 2017 at 9:30 AM
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

1. **Call to Order - 9:30 AM**
2. **Minutes of March 29, 2016 and March 31, 2016**
3. **Open Comments** – This is the time provided for individuals wishing to address the Board.
4. **Elected Officials Compensation Deliberations** – This portion of the meeting will be for Board deliberations. Comment will not be accepted during this time.

Consider Pay Levels of Morrow County Elective Officers, as required under ORS 204.112

- Discussion of wages in general
 - Commissioners
 - Clerk
 - Sheriff
 - Treasurer
 - Surveyor
 - Assessor
 - Justice Court
 - District Attorney
 - Discussion comparing Elected Officials with Morrow County Department Heads and Managers
 - Compensation Board recommendation to the Morrow County Board of Commissioners
5. **Open Comments** - This is the time provided for individuals wishing to address the Board.
 6. **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 Human Resources 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 Karen Wolff, Human Resources Director at (541) 676-5620.