

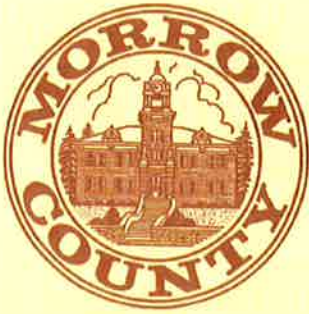
**MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA**  
**Wednesday, June 6, 2018 at 9:00 a.m.**  
**Morrow/Grant County Off Highway Vehicle Park**  
**71000 E. Morphine Lane (33 miles southwest of Heppner on Highway 207)**  
**Heppner, OR**  
**AMENDED**

- 1. Call to Order and Pledge of Allegiance: 9:00 a.m.**
- 2. City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
- 3. Open Agenda:** The Board may introduce subjects not already on the agenda
- 4. Consent Calendar**
  - a. Accounts Payable dated June 7<sup>th</sup>
  - b. Order No. OR-2018-6: Authorizing County Treasurer to Invest Funds
- 5. Business Items**
  - a. Project Management Team recommendation regarding Buildable Lands Inventory and Housing Analysis Request for Proposals
  - b. Order No. OR-2018-5: Establish the Morrow County Rodeo Board; Adopt Bylaws of the Morrow County Rodeo Board
  - c. Disposition of Surplus property in Irrigon (Karen Wolff, Human Resources)
- 6. Department Reports**
  - a. Administrator's Monthly Report (Darrell Green, County Administrator)
  - b. Sheriff's Office Written Monthly Report
  - c. Treasurer's Written Monthly Report
- 7. Correspondence**
- 8. Commissioner Reports**
- 9. Signing of documents**
- 10. Adjournment**
- 11. Tour of the OHV Park**

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

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

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



## TREASURER

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

**Gayle L. Cutlerrez**

May 31, 2018

To: Morrow County Municipalities, Political Subdivisions, and School Districts

From: Gayle L. Gutierrez, Morrow County Treasurer

ORS 294.035 requires from each governing body an authorization for investment of any money held by the County Treasurer. Please complete and return the enclosed order for the fiscal year 2018-2019.

Please don't hesitate to call or stop by if you have any questions. Thank you in advance for your prompt attention to this matter.

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

IN THE MATTER OF AUTHORIZING )  
THE COUNTY TREASURER TO )  
INVEST FUNDS )

ORDER NO. OR-2018-6

This matter having come before the Morrow County Board of Commissioners this 6<sup>th</sup> day of June 2018, at a properly organized meeting, a quorum having been present and all notice and procedural requirements having been met, the Morrow County Board of Commissioners does hereby make the following findings and issue the following ORDER:

That the Morrow County Treasurer is a “custodial officer” as defined by ORS 294.004(2);

That the Morrow County Treasurer is authorized to invest funds of this body by virtue of ORS 294.035, 294.125, and other general authorization:

Therefore, it is hereby ordered that the Treasurer of Morrow County is authorized to invest the funds of this body, subject to all statutory guidelines and provisions, for the fiscal year 2018-2019:

It is further ORDERED that this ORDER be spread upon the minutes/journal of this body.

SO ORDERED this 6<sup>th</sup> day of June 2018.

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

\_\_\_\_\_  
Don Russell, Chair

\_\_\_\_\_  
Jim Doherty, Commissioner

\_\_\_\_\_  
Melissa Lindsay, Commissioner

Approved as to Form:

\_\_\_\_\_  
Morrow County Counsel



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

The BLI and HA RFP was released back in March with proposals due by April 19 - two were received. One from Angelo Planning Group; the second from Adams Planning and Development Services. It has taken a bit of time, but the Project Management Team (PMT) (made up of myself, Karen Pettigrew, Aaron Palmquist, Edie Ball, Felicia Cavan and Rod Taylor) have determined that, while more expensive, the appropriate firm to select is Angelo Planning Group. There are three scoring sheets attached.

Both proposals are, once again, attached for your review and my commentary to the PMT follows:

I reviewed the submittal requirements and the Adams proposal is lacking. The RFP does require six copies and an electronic version to be delivered by mail or delivery. The Adams proposal was emailed timely; the Angelo proposal was delivered on the Thursday, six copies and a thumbdrive. Is that enough to disqualify the Adams proposal? Or are there components of it that would keep it in the running.

On the budget front the Adams proposal comes in at \$45k; the Angelo proposal at \$55k. Both are over the amount in the IGA, but neither are out of line and the county has funds to make up the difference between the IGA and either proposal.

I have worked with Angelo and have a certain confidence level; I know Bill Adams who is a previous county planning director.

## **2. FISCAL IMPACT:**

The final budget for this project will be settled when a final Scope of Work is completed and a personal services contract is completed. Funds are obligated within the Building Permit Fund and our partner communities have committed funds via the project IGA. There may also be an opportunity to obtain the difference between the IGA funds and the final project budget from some newly available DLCD funds.

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

By consensus the Board needs to direct Planning and other staff to engage Angelo Planning Group to finalize the Scope of Work and draft the necessary personal services agreement for Board action in the coming weeks.

Attach additional background documentation as needed.

Carla McLane

**From:** Carla McLane  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** kpettigrew@cityofboardman.com; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofoneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RPP - Need a Score!!  
**Attachments:** Buildable Lands IGA Fully Executed 04102018.docx.pdf; Buildable Lands RFP FINAL 03022018.pdf; Morrow County BLI-HNA\_FINAL.pdf; Morrow County Proposal\_April2018.pdf

PMT members!

The Board was ready to go this morning, but slowed a bit. County Counsel inquired if we had scored the proposals, particularly since we were recommending the higher cost submittal. So please reply completing the questions below. The various needed documents are attached. I need this back to me no later than Tuesday morning, say 9:00 a.m. to be fully prepared for the Board meeting on the 30<sup>th</sup>.

Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format		
Introductory Letter (2 pages) 5 points	5	3
Firm's Capabilities (1 page) 20 points	20	12
Project Team (4 pages) 15 points	15	12
Project Understanding (4 pages) 20 points	20	12
Project Approach (6 pages) 25 points	25	5
Budget Breakdown (3 pages) 10 points	10	2
Support Information (4 pages) 5 points	5	5
Total Points (24 pages) 100 points	100	51

**Aaron Palmquist**



**From:** Carla McLane  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** kpettigrew@cityofboardman.com; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofioneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RFP - Need a Score!!  
**Attachments:** Buildable Lands IGA Fully Executed 04102018.docx.pdf; Buildable Lands RFP FINAL 03022018.pdf; Morrow County BLI-HNA\_FINAL.pdf; Morrow County Proposal\_April2018.pdf

PMT members!

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Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format	Best	OK
Introductory Letter (2 pages) 5 points	4	1
Firm's Capabilities (1 page) 20 points	20	15
Project Team (4 pages) 15 points	15	14
Project Understanding (4 pages) 20 points	18	15
Project Approach (6 pages) 25 points	16	10
Budget Breakdown (3 pages) 10 points	8	7
Support Information (4 pages) 5 points	5	2
Total Points (24 pages) 100 points	86	64



**Karen Pettigrew**

**From:** Carla McLane [cmclane@co.morrow.or.us]  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** Karen Pettigrew; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofioneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RFP - Need a Score!!  
**Attachments:** Buildable Lands IGA Fully Executed 04102018.docx.pdf; Buildable Lands RFP FINAL 03022018.pdf; Morrow County BLI-HNA\_FINAL.pdf; Morrow County Proposal\_April2018.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

PMT members!

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Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format		
Introductory Letter (2 pages) 5 points	5	2
Firm's Capabilities (1 page) 20 points	20	10
Project Team (4 pages) 15 points	15	5
Project Understanding (4 pages) 20 points	20	5
Project Approach (6 pages) 25 points	25	5
Budget Breakdown (3 pages) 10 points	10	5
Support Information (4 pages) 5 points	5	5
Total Points (24 pages) 100 points	106	37

X



## Edie Ball

**From:** Carla McLane <cmclane@co.morrow.or.us>  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** kpettigrew@cityofboardman.com; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofioneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RFP - Need a Score!!  
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PMT members!

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Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format		
Introductory Letter (2 pages) 5 points	5	2
Firm's Capabilities (1 page) 20 points	20	10
Project Team (4 pages) 15 points	15	15
Project Understanding (4 pages) 20 points	20	10
Project Approach (6 pages) 25 points	25	0
Budget Breakdown (3 pages) 10 points	10	0
Support Information (4 pages) 5 points	4	4
Total Points (24 pages) 100 points	99	41

project cost slides  
up and down - want  
to change the scope  
of work - more  
cost!

X

INTERGOVERNMENTAL AGREEMENT  
MORROW COUNTY, CITIES OF BOARDMAN, HEPPNER, IONE AND IRRIGON  
AND THE TOWN OF LEXINGTON

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into pursuant to Oregon Revised Statute (ORS) Chapter 190 by and between Morrow County, the City of Boardman, the City of Heppner, the City of Irrigon, the City of Ione, and the Town of Lexington, hereafter referred to as the Community Partners. This Intergovernmental Agreement (IGA) is for the purpose of managing a contract for a Buildable Lands Inventory and Housing Analysis for the county as a whole and for each of the Community Partners. Each party to this agreement has the following common objectives:

- Identify buildable lands within the boundaries of each Community Partner's jurisdiction to identify available land for residential, industrial and commercial purposes.
- Increase the potential buildable lands sites for emerging and expanding residential development, commercial businesses, and industrial growth throughout the county.
- Identify potential policy improvements to each jurisdictions Comprehensive Plan and create a mechanism to achieve additional improvements to each jurisdictions zoning ordinance or development code.

The Community Partners desire to create an intergovernmental entity, the Project Management Team, which will support the Morrow County Planning Director in the oversight of the contract for the Buildable Lands Inventory and Housing Analysis to fulfill the objectives as listed above.

**WHEREAS**, each of the Community Partners to this agreement has authority to perform the functions, duties, and responsibilities set out in this agreement itself or by agreement with other parties;

**WHEREAS**, the Community Partners to this agreement wish to enter into an intergovernmental agreement to cooperatively engage a consultant team to complete a Buildable Lands Inventory and Housing Analysis to the mutual benefit of all.

**THE PARTIES AGREE AS FOLLOWS:**

1. **Purpose:** This IGA establishes and forms a six jurisdictional entity to be known as the Buildable Lands Inventory and Housing Analysis Project Management Team, hereinafter known as the PMT. The PMT will assist in the oversight of the project.
2. **Effective Date:** This agreement shall be effective when fully executed by all parties.

**3. Funding:** Each of the Community Partners has agreed to support the project with funding as follows:

Morrow County	\$30,000
City of Boardman	\$5,000
City of Heppner	\$1,000
City of Lone	\$200
City of Irrigon	\$5,000
Town of Lexington	\$200

The total cost of the project will be finalized when the consultant team is identified and contracts are completed. The intent of the PMT is to not have the total exceed the amount available with a target of \$30,000.

**4. Term:** This IGA shall be in effect for the life of the project, expected to be no later than December 31, 2018. To account for any project delays the IGA shall remain effective until completion of the project.

**5. Termination and Dissolution:** This agreement may be terminated, in writing, by mutual consent of all the Community Partners prior to conclusion of the project. At the conclusion of the project the IGA is terminated and the PMT is dissolved.

**6. Withdrawal:** If a party to this IGA withdraws prior to dissolution, that party shall not be entitled to any reimbursement of funds nor to any remaining work products.

**7. Modifications:** No modification of the IGA shall be effective unless and until it is made in writing and signed by all parties.

**8. Hold Harmless:** Each of the Community Partners shall be solely responsible for any liability incurred by that Community Partner. To the extent possible each Community Partner shall hold the others harmless, and indemnify and defend the others from any and all liability.


**9. Severance:** If any aspect of this agreement shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this agreement.


**10. Contract Execution in Counterparts:** This IGA shall be comprised of six separate original documents, identical but for the signature blocks. The governing body of each Community Partner shall execute and date one of the separate original documents. This IGA shall be final upon the date of the last signature. Morrow County shall compile the six original documents in to one document. From that time forward this compilation shall be considered the original IGA. Morrow County shall provide a full copy of this document to each of the other Community Partners and shall maintain the original in its records.

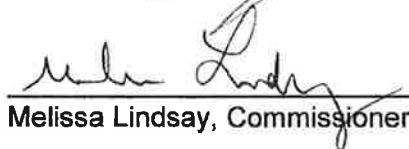
**Now therefore, the Community Partners enter into this IGA.**

**Morrow County Board of Commissioners**

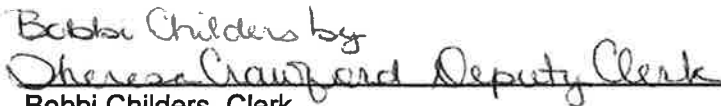
Dated this 14<sup>th</sup> day of March 2018.

  
\_\_\_\_\_  
Don Russell, Chair

  
\_\_\_\_\_  
Jim Doherty, Commissioner

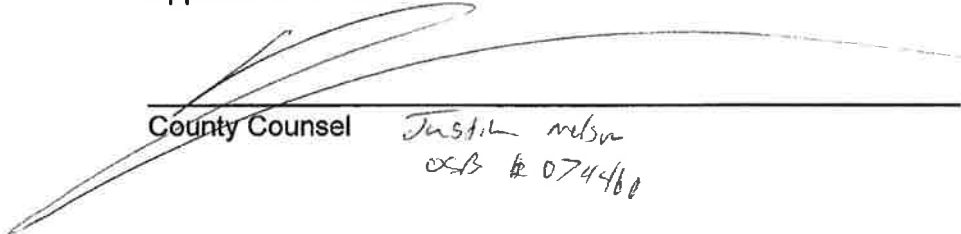
  
\_\_\_\_\_  
Melissa Lindsay, Commissioner

Attest:

  
\_\_\_\_\_  
Bobbi Childers, Clerk




Approve as to Form:

  
\_\_\_\_\_  
County Counsel Justice Nelson  
OSB # 074460

**City of Boardman**

Dated this 6<sup>th</sup> day of March 2018.

  
Sandy Toms, Mayor

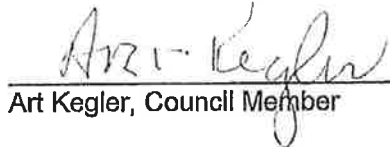
  
Del Turner, Council President

  
Toni Connell, Council Member

Absent  
Brenda Profitt, Council Member

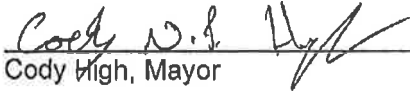
  
Brandon Hammond, Council Member

  
David Jones, Council Member

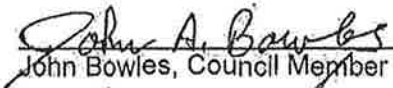
  
Art Kegler, Council Member

**City of Heppner**

Dated this 12<sup>th</sup> day of March 2018.

  
Cody High, Mayor

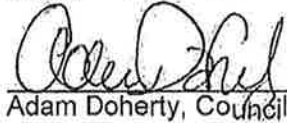
  
Teresa Hughes, Council Member

  
John Bowles, Council Member

  
Corey Sweeney, Council Member


  
Dale Bates, Council Member

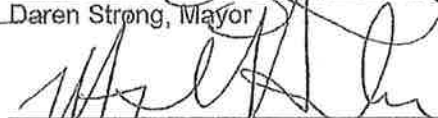
  
Joanne Burleson, Council Member

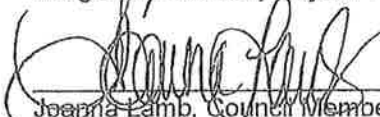
  
Adam Doherty, Council Member

**City of Irrigon**

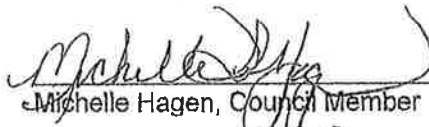
Dated this 20<sup>th</sup> day of March 2018.

  
\_\_\_\_\_  
Daren Strong, Mayor


  
\_\_\_\_\_  
Margaret Anderson, Mayor Pro Tem

  
\_\_\_\_\_  
Joanna Lamb, Council Member

  
\_\_\_\_\_  
Ken Matlack, Council Member

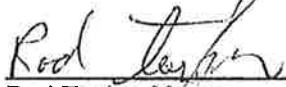
  
\_\_\_\_\_  
Michelle Hagen, Council Member

  
\_\_\_\_\_  
Alan Carnahan, Council Member

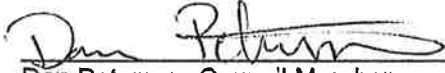
  
\_\_\_\_\_  
Marlina Avila, Council Member

City of Ione

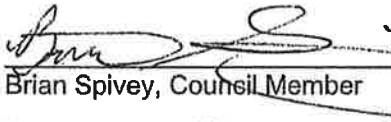
Dated this 10<sup>th</sup> day of April 2018.



Rod Taylor, Mayor



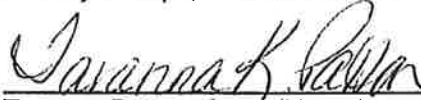
Dan Peterson, Council Member



Brian Spivey, Council Member



Beverly Bensen, Council Member



Taranna Patton, Council Member



Jim Holtz, Council Member



Town of Lexington

Dated this 13 day of February 2018.

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Vacant, Mayor



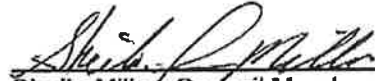
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Bobbi Gordon, Council Member



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Bill Beard, Council Member



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Sheila Miller, Council Member

Morrow County  
City of Boardman  
City of Heppner  
City of Irrigon  
City of Lone  
&  
Town of Lexington

Request for Proposals

March 16, 2018

Morrow County  
Planning Department  
Post Office Box 40  
Irrigon, OR 97840



## **PROJECT OVERVIEW**

Morrow County and the five communities are requesting proposals from qualified consultants to complete a Buildable Lands Inventory and Housing Analysis to be completed for Morrow County and our partner communities.

The Morrow County Planning Director will serve as the local project manager to coordinate the partners, the process and intergovernmental discussions so that planning and policy stay linked through completion of the project and beyond.

The project is anticipated to start approximately May 15, 2018 and conclude no later than December 31, 2018.

## **PROPOSALS AND SELECTION PROCESS**

Six copies of the proposals, clearly marked "Buildable Lands Inventory and Housing Analysis," along with an electronic copy on either a thumb (USB) drive or CD, must be received by 4:00 p.m. on April 19, 2018 at the following mailing address:

Carla McLane  
Planning Director  
205 Third Street NE  
Post Office Box 40  
Irrigon, Oregon 97840  
541-922-4624  
cmclane@co.morrow.or.us

## **COLLABORATION WITH STAFF/COMMUNITY PROCESS**

Project staff will collaborate with the consultant to provide available existing mapping and data, including current and historical maps and aerial photos. The County has available some Geographic Information System database layers of land use and zone designations. It is recommended that before submitting a proposal, any consultant understand the County's information limitations, and to contact Stephen Wreccics, Morrow County GIS Planning Technician, to discuss how this information can be used.

The Morrow County Planning Director, in conjunction with the community partner representatives, shall serve as the Project Management Team (PMT). Consultant shall work in partnership with the PMT, which has the responsibility of guiding the project and review of products through the various project stages.

This project will also utilize a Technical Advisory Committee (TAC) to review work products and make recommendations to Morrow County and our community partners through the project and at the adoption stage. The TAC is comprised of the PMT along with representatives from the Port of Morrow, Willow Creek Valley Economic Development Group, Greater Eastern Oregon Development Corporation, and Barry Beyeler, Boardman Community Development Director. The Consultant shall hold an initial meeting with the TAC to kick off and present an overview of the project, including time lines.

The consultant shall be expected to participate in meetings with County and community partners. Consultant will be responsible for presenting the final product. Staff shall be responsible for preparation of any required DLCD Notices for Plan Amendments.

## **GOALS AND OBJECTIVES**

The Port of Morrow continues to grow and describes the growth in the 2017 Economic Impact Analysis released on December 12, 2017. Permanent employment is calculated at just shy of 8,500 jobs with an economic output of \$2.77 billion. Visible signs of this growth have come in the form of new and expanding data center development along with growth in the food processing industry. Housing development has not kept pace with the industrial development at the Port of Morrow, something this Buildable Lands Inventory and Housing Analysis is designed to delineate and describe.

Portland State University's Population Research Center recently released their preliminary population estimates for Oregon, its counties, and incorporated cities. From July 1, 2016 to July 1, 2017, Morrow County's population total rose by 145 residents to reach 11,890, an increase of 1.2 percent. Population growth in Morrow County remained steady from 2013 to 2017, rising within a narrow range of 0.9 to 1.2 percent annually. Unincorporated areas in Morrow County grew at a much slower rate than incorporated areas (cities and towns). Unincorporated areas rose by 105 residents between 2013 and 2017, an increase of just 2.4 percent or 0.5 percent annually. Incorporated areas grew at a much higher 7.0 percent since 2012, gaining 485 residents. Morrow County's unincorporated areas represented 37.7 percent of its 2017 population total. Back in 2012, 38.7 percent of the county's residents lived in an unincorporated area.

In order to respond to growth and development-related issues and to plan for the future Morrow County and our community partners continue to ask: can someone who works in Morrow County find a place to live in Morrow County? Anecdotally and intuitively the answer is no, but to make qualitative legislative changes to provide for "needed housing" the County and our community partners need data - data by way of a BLI and a Housing Analysis. The overall objective is to have accurate information in order to make the legislative changes necessary to provide for housing needed by residents and workers in Morrow County and our communities.

## **SCOPE OF WORK**

All products must be produced in hard copies as well as electronic files, including database, spreadsheet and GIS. All electronic documentation must be compatible with Microsoft Office products and ARCGIS.

### **A. Complete the BLI as follows (May 15, 2018- July 31, 2018):**

Step 1: Prepare a master list and map of land that is zoned for residential, industrial and commercial purposes throughout the county. Also show land is either vacant or developed.

Step 2: For vacant land apply the base zoning density to determine residential, industrial or commercial capacity.

Step 3: For developed land start a further screening process by removing parcels from the buildable lands inventory that are fully developed per existing zoning.

Step 4: For remaining developed land, apply an appropriate screen of the ratio between land value and improvement value, obtained from the County Assessor, to determine parcels for which redevelopment is feasible. Remove the parcels from the buildable lands inventory where redevelopment is found infeasible.

Step 5: Introduce development constraint layers to the entire remaining inventory of both vacant and redevelopable parcels, including public/semi-public ownership, floodways, floodplains, Goal 5-protected wetlands, and steep slopes. State administrative rules allow exclusion of lands with slopes greater than 25%, and perhaps a discount factor is appropriate for land with slopes of a lesser steepness. Include any other relevant constraint layers here. For the communities of Ione and Lexington include an analysis that compares development both with and without a community waste water treatment facility.

Step 6: Use constraint layers to reduce density of vacant and re-developable lands - this will most likely result in some lands being dropped from the buildable lands inventory. Also, we would recommend as part of this phase a "truthing" step, whereby both the PMT and TAC would look at the draft inventory for any **anomalies** or unusual situations that might not show up in the data, and make adjustments to the inventory as appropriate.

Step 7: Calculate and categorize the remaining development potential - this is the buildable lands inventory.

#### **B. Complete Housing Analysis (August 1, 2018- September 30, 2018):**

Step 1: Project the number of new housing units needed in the next 20 years.

Step 2: Identify relevant national, state and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.

Step 3: Describe demographic characteristics of the population and, if possible, household trends that relate to demand for different types of housing.

Step 4: Determine the types of housing that are likely to be affordable to the projected households based on household income.

Step 5: Estimate the number of additional needed units by structure type.

Step 6: Determine the needed density ranges for each plan designation and the average needed net density for all structure types

#### **C. Identify Potential Legislative Changes to Implement the BLI and HA (October 1, 2018 – November 15, 2018):**

Step 1: Provide the Buildable Lands Inventory and Housing Analysis as a Background Report for Morrow County and each of the community partners to allow adoption into each of the jurisdictions Comprehensive Plans.

Step 2: Identify needed policy changes and suggest implementation strategies resulting from the above work to support Goal 10 – Housing amendments to any of the partner communities Comprehensive Plans.

Step 3: Determine if the current Urban Growth Boundaries are adequate for each of the partner communities. Also provide analysis concerning rural residential lands in the unincorporated areas of Morrow County.

Step 4: Develop a timeline and potential scope of work to develop suggested amendments to each of the partner communities Zoning Ordinance or Development Codes outlining the needed steps to adopt code changes reflective of findings in the Buildable Lands Inventory and Housing Analysis that will facilitate affordable work force housing and development of industrial and commercial spaces. This does not have to be a complete list of possible amendments, but obvious changes that come out of the analysis.

### **PAYMENT SCHEDULE**

Develop a requested payment schedule showing the number, timing, and amount of interim and final payments. Relate interim payments to products, if applicable. The payment schedule should include a reasonable number of payments.

### **PROJECT PARTNERS**

The project partners are Morrow County, the Cities of Boardman, Heppner, Ione and Irrigon, and the Town of Lexington.

### **COSTS INCURRED**

Morrow County and our five communities are not liable for any costs incurred by the consultant in the preparation or presentation of the proposal or interview, if one is needed.

### **PROPOSAL FORMAT**

The County requests that the Consultant respond to specific criteria that will facilitate proposal evaluation. The specific criteria are presented below. The criteria need not be presented on separate pages.

#### **A. Introductory Letter**

The letter shall name the person(s) authorized to represent the Consultant in any negotiations and name of the person(s) authorized to sign any contract, which may result. The letter shall indicate the insurance carried by the Consultant and be signed by an authorized representative of the Consultant.

#### **B. Consultant's Capabilities**

This criterion relates to the firm's capabilities and resources in relation to this project.

- Are resources available to perform the work for the duration of the project?

- What similar projects by type and location have been performed within the last three years?
- Has the firm done similar projects with other government agencies?
- Internal procedures and/or policies associated or related to work quality and cost control.

**C. Project Team**

This criterion relates to the project manager, key staff and sub-consultants. The basic question is how well the team's qualifications and experience relate to this specific project? Identify the project team in a matrix, to include number of hours by project manager on this project.

**D. Please Include Information On:**

Project principal experience on similar projects.

Extent of principal involvement.

Names of team members who will be performing the work on this project and their responsibilities.

Identity of project manager and his/her experience on similar projects.

Experience of key staff.

Unique qualifications.

Project team experience on similar projects.

How the team's expertise covers all phases of the project.

Timeliness of delivery of services.

References from successfully completed projects managed by the contractor.

Utilization of locally procured goods, services, or personnel (as applicable).

Other services provided by the contractor not specifically listed in this RFP.

Total cost to the County.

**E. Project Understanding**

This criterion relates to whether the Consultant has a clear understanding of the project.

**F. Project Approach**

This criterion is the heart of the response and deals with the Consultant's ability to clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work. It should include the proposed design outline and schedule that indicate tasks, milestones, and staff assignments.

The Consultant shall include an estimated fee for services to be used by the County for budgetary purposes. The fee estimate will not be used as an evaluation criterion.

**G. Support Information**

Support information must be limited to that which is pertinent to the proposal. Material must include references and may include graphs, charts, photos, resumes, certificates, etc.

**PROPOSAL REVIEW, EVALUATION, AND SELECTION**

**Review**

Morrow County and our five communities will award a contract to the consultant whose proposal would be most advantageous to the PMT. The County and community partners will evaluate proposals and decide on those people to be interviewed. A selected committee will evaluate applicants, rank the proposals, and make recommendations to the County within two weeks of the submittal date. The County has the right to require any clarification or change it needs to understand the Consultant's approach to the project and view of the work scope.

**Evaluation and Selection**

Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. No amendments, additions or alternates shall be accepted after the submittal deadline. Incomplete submittals, incorrect information or late submittals will be disqualified. Evaluation criteria, maximum points and page limitations (one page is considered to measure 8 1/2" x 11") will be as follows:

**Proposal Format and Evaluation Criteria Page Limitations and Maximum Points**

Contents	Max.# Pages	Max. Points
Introductory Letter	2	5
Firm's Capabilities	1	20
Project Team	4	15
Project Understanding	4	20
Project Approach	6	25
Budget Breakdown	3	10
Support Information	4	5
<b>TOTAL</b>	<b>24</b>	<b>100</b>

**CONTRACT REQUIREMENTS**

The successful Consultant shall enter into a Personal Services Contract with Morrow County. Payment for contract services will be made not more than monthly, upon receipt of the Consultant's billing statement, for work done to date, in accordance with the contract.



The invoice shall include a summary of progress through the billing date. All billings will be processed through the County project manager.

Morrow County nor our Community Partners will be liable for any pre-contractual expenses incurred. The County reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

The selected firm must agree to indemnify, hold harmless and defend the County and our Community Partners from any and all liability or loss resulting from any suits, claims or actions brought against the County or our Community Partners which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the County and our Community Partners. Additionally all responses to this RFP become the property of the County and our Community Partners.

Any questions regarding this RFP should be directed to Carla McLane, Planning Director, Morrow County Planning Department at 541-922-4624 or [cmclane@co.morrow.or.us](mailto:cmclane@co.morrow.or.us).

Carla McLane

**From:** Carla McLane  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** kpettigrew@cityofboardman.com; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofioneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RFP - Need a Score!!  
**Attachments:** Buildable Lands IGA Fully Executed 04102018.docx.pdf; Buildable Lands RFP FINAL 03022018.pdf; Morrow County BLI-HNA\_FINAL.pdf; Morrow County Proposal\_April2018.pdf

PMT members!

The Board was ready to go this morning, but slowed a bit. County Counsel inquired if we had scored the proposals, particularly since we were recommending the higher cost submittal. So please reply completing the questions below. The various needed documents are attached. I need this back to me no later than Tuesday morning, say 9:00 a.m. to be fully prepared for the Board meeting on the 30<sup>th</sup>.

Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format		
Introductory Letter (2 pages) 5 points	5	3
Firm's Capabilities (1 page) 20 points	20	12
Project Team (4 pages) 15 points	15	12
Project Understanding (4 pages) 20 points	20	12
Project Approach (6 pages) 25 points	25	5
Budget Breakdown (3 pages) 10 points	10	2
Support Information (4 pages) 5 points	5	5
Total Points (24 pages) 100 points	100	51

**Aaron Palmquist**



**From:** Carla McLane  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** kpettigrew@cityofboardman.com; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofioneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RFP - Need a Score!!  
**Attachments:** Buildable Lands IGA Fully Executed 04102018.docx.pdf; Buildable Lands RFP FINAL 03022018.pdf; Morrow County BLI-HNA\_FINAL.pdf; Morrow County Proposal\_April2018.pdf

PMT members!

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Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format	Best	OK
Introductory Letter (2 pages) 5 points	4	1
Firm's Capabilities (1 page) 20 points	20	15
Project Team (4 pages) 15 points	15	14
Project Understanding (4 pages) 20 points	18	15
Project Approach (6 pages) 25 points	16	10
Budget Breakdown (3 pages) 10 points	8	7
Support Information (4 pages) 5 points	5	2
Total Points (24 pages) 100 points	86	69

**Karen Pettigrew**

**From:** Carla McLane [cmclane@co.morrow.or.us]  
**Sent:** Wednesday, May 23, 2018 12:02 PM  
**To:** Karen Pettigrew; Aaron Palmquist; Edie Ball (heppner@centurytel.net); Felicia Cavan; Felicia Cavan; Kim (cityofioneor@gmail.com); Rod Taylor (rodrick.taylor66@gmail.com)  
**Subject:** BLI and HA RFP - Need a Score!!  
**Attachments:** Buildable Lands IGA Fully Executed 04102018.docx.pdf; Buildable Lands RFP FINAL 03022018.pdf; Morrow County BLI-HNA\_FINAL.pdf; Morrow County Proposal\_April2018.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

PMT members!

The Board was ready to go this morning, but slowed a bit. County Counsel inquired if we had scored the proposals, particularly since we were recommending the higher cost submittal. So please reply completing the questions below. The various needed documents are attached. I need this back to me no later than Tuesday morning, say 9:00 a.m. to be fully prepared for the Board meeting on the 30<sup>th</sup>.

Thanks,  
Carla

Criteria	Angelo	Adams
Submitted Six Copies	Yes	No
Submitted an electronic copy	Yes	No
Submitted timely	Yes	Yes
Proposal Format		
Introductory Letter (2 pages) 5 points	5	2
Firm's Capabilities (1 page) 20 points	20	10
Project Team (4 pages) 15 points	15	5
Project Understanding (4 pages) 20 points	20	5
Project Approach (6 pages) 25 points	25	5
Budget Breakdown (3 pages) 10 points	10	5
Support Information (4 pages) 5 points	5	5
Total Points (24 pages) 100 points	106	37

4063 SW Tommy Armour Ln., Redmond, Or. 97756  
541-788-2370

April 18, 2018

**Statement of Proposal to Provide Planning Services  
for a  
Buildable Lands Inventory and Housing Needs Analysis  
Morrow County and partner cities**

**Submitted by:**

Adams Planning and Development Services (Bill Adams),  
DHC Planning (DJ Heffernan)  
Kilpatrick Consulting LLC (Cathy Kilpatrick)

**Outline of Proposal:**

Page 2:      Introductory letter  
Page 3:      Consultant's Capabilities  
Page 4:      Project Team  
Page 6:      Project Understanding  
Page 7:      Project Approach  
Page 8:      Support Information

**Introductory Letter:**

Dear Ms. McLane and partner Morrow County cities:

We are pleased to submit our statement of proposal to conduct the work outlined in your March 16, 2018 Request for Proposals.

We have experience in eastern Oregon in this type of planning work and look forward to working with you in meeting your objectives for this project.

If selected, we intend to work with you to provide a Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) that works for you, and not just meet state rules.

Please call me if you have any questions,

Bill Adams  
Adams Planning & Development  
4063 SW Tommy Armour Lane  
Redmond, OR  
541-788-2370

### **Consultant's Capabilities:**

All of the team members are available and able to commit to the schedule as outlined in the RFP.

- DJ Heffernan of DHC Planning has recently completed a BLI and housing analysis for the city of Madras in 2015/16 and for the city of Redmond in 2011. Bill Adams was the Jefferson County Planning Director in 2015/16 and participated in the BLI/HA and subsequent Comp Plan, Zoning, and UGB amendments for the project. Mr. Adams has also participated in numerous housing studies for urban areas in his career. He was the project manager for the award-winning *"Planning for Residential Growth – a Workbook for Oregon's Urban Areas."* That workbook established the process by which local governments should conduct BLI/HA's.
- Mr. Adams has worked for numerous agencies including Jefferson, Klamath County, Multnomah, and Hood River Counties, and the cities of Sisters, Redmond, and Milwaukie. Mr. Adams has served both as an employee and as a consultant. Mr. Heffernan has also been an agency planner until he became a consultant.
- Mr. Adams has managed small and large grants and contracts in his role in the state Transportation and Growth Management Project. He is thoroughly versed in contract and budget management techniques and will maintain control throughout the project.

## Project Team:

- Because all three firms are small, Morrow County and partner cities will be essentially getting the principal of each firm.
- The team names and their roles are listed in a table on the next page. The hours per task are rough estimates at this point.
- Bill Adams is the project manager and will serve as the initial contact with Morrow County and partner cities. Bill has significant experience as a project manager on similar projects. Bill's experience with Jefferson County, city of Madras (coordinated with city staff and consultant), city of Sisters, Klamath County, and the state TGM program has given Bill extensive experience. Bill's knowledge of project management, technical analysis, and policy analysis will serve Morrow County well.
- DJ Heffernan will serve as a technical and policy planner. His extensive knowledge of urban planning & development will serve the County well. He will be involved in key points along the process. He will particularly be involved in interpreting technical data and in recommendations in UGB, Comp Plan and Zoning policy.
- Cathy Kilpatrick will serve as the GIS map technician. She has extensive ArcGIS experience in creating and manipulating maps and map layers. She is familiar with County GIS and Assessor offices and functions.
- We have put together a team that has the expertise to cover all phases of the project.
- We are prepared to meet the scheduled timeline as outlined in the RFP.
- References for the team:

### For Bill Adams:

- Jeff Rasmussen, Jefferson County Administrator, 541-475-2449
- Nick Lelack, Deschutes County CD Director, 541-385-1708
- Nick Snead, Madras CD Director, 541-325-0304

### For DJ Heffernan:

- Nick Snead, Madras CD Director, 541-325-0304
- Deborah McMahon, Redmond Planning Manager, 541-923-7724

### For Cathy Kilpatrick:

- William Smith, Smith Properties Inc., 541-382-6691
- Rich Ellerd, Young Life at Antelope, OR., 971-344-2140



- Utilization of local services or personnel: We propose to use data and information from the representatives of the County and partner cities. If we can find an intern and/or get current data from the local agencies, we will be able to save the County and partner cities some money that would have been spent for us to obtain the data.

<b>ROUGH ESTIMATE – BY TASK</b>			
Team member	Bill Adams	DJ Heffernan	Cathy Kilpatrick
Task / hours			
BLI list & map	40	20	35
Determine capacity	10	10	5
Redevelopment screen	10	5	10
Constraint screen	15	5	10
PMT & TAC review	15	15	5
Pop & new housing units needed	30	10	
ID demographic trends	15	5	
Demographic & HH trends	15	10	
HH income & type	15	5	
Needed units by type	10	5	
Needed density ranges and density for all types	5	10	5
Provide BLI & HA Report as refined & reviewed	10	5	5
ID Policy changes	10	20	
Review UGB capacity & rural analysis	20	10	10
SOW & schedule for amendments to CP and Codes	10	5	
Labor:	\$43,000		
Direct costs (e.g., mileage, etc.):	\$2,000		
Total Estimate:	\$45,000		

**Project Understanding:**

We have read and understand the RFP's statement of Goals and Objectives. We have experience doing this very same project for Madras, Redmond, Sisters, and others agencies. Again, Bill Adams "wrote the book" on doing BLI's and HNA's and DJ Heffernan has perfected the practice of conducting these planning projects for small cities including Madras and Redmond.

**Project Approach:**

The scope of work outlined in the RFP is a good starting point. If selected, our team will sit down with Morrow County and partner cities to describe a more detailed scope of work. Mr. Adams has reviewed and developed numerous SOW's in his work with the state TGM program and Mr. Heffernan as a consultant has done the same on recent projects.

A first step prior to initiating the project is to discuss with each partner city and the County what data exists and what condition it's in. This includes obtaining shape files for the ArcGIS program, assessor data, zoning data, and building permit data. Once that's done, a detailed SOW can be developed.

Based on a rough idea of the level of effort to conduct the work proposed in the RFP, we estimate it will cost about \$45,000. *(Note: this figure could go up or down depending on the quality of the data available from the County and partner cities)*

**Support Information:**

**ADAMS PLANNING AND DEVELOPMENT SERVICES**

Bill Adams

Land Use Planning,  
Development, Permits

---

Redmond, Oregon

Tel: 541-788-2370; [bsba2@bendbroadband.com](mailto:bsba2@bendbroadband.com)

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Adams Planning & Development is a sole proprietor business based in Redmond, Oregon. Bill Adams provides consulting services related to land use planning, development feasibility and permitting. Mr. Adams services are sought after by local agencies (cities and counties) and private land owners.

Mr. Adams brings more than 40 years of experience working in this field throughout Oregon. Current assignments include working with the city of Madras to submit a Site Plan application to Jefferson County; and, working for a private land owner to obtain a Zone change so she can develop her land.

Bill Adams has experience in completing Buildable Lands Analysis and Housing Needs Analysis in the cities of Milwaukie and Sisters, and for Jefferson County and Hood River County. Mr. Adams was the project manager for the development and publishing of *"Planning for Residential Growth – A Workbook for Oregon's Urban Areas"*. He was part of a team that received an Oregon American Planning Association award for his work on that project. He worked for the state of Oregon (DLCD & ODOT) managing grants and contracts to local government for 15 years.

Mr. Adams depth of experience includes working for cities, counties, the state of Oregon, and private land owners. He has refined skills in planning analysis, Comp Plan and Code amendments, and collaboration with work partners.

## About US

DHC PLANNING (DHC) is a professional services firm based in Portland, Oregon that provides award-winning expertise related to land use planning, infrastructure planning, and public finance and capital budgeting. DHC is a sole proprietorship. The firm was founded in 2011.

We bring more than 30 years of experience working in these specialty fields throughout the Pacific Northwest. Current assignments include analyzing the City of Madras, Oregon's employment land supply, updating transportation plans and regulations in Madras, Oregon, and preparing a neighborhood improvement plan in Redmond, Oregon. We are representing private property interests in land use planning and development projects in Tigard and Milwaukie, Oregon.

DHC has overseen or participated in urban land supply analysis projects in Madras, Redmond, and Bend Oregon. We have teamed on award-winning urban growth management programs in Oregon and Washington. We have led successful urban growth boundary (UGB) mapping projects, including a recent adjustment filed with the City of Madras for Jefferson County School District 509-J, which involved an UGB adjustment and land exchange. We have helped several cities refine their policies and ordinances regulating municipal annexations.

DHC also has extensive long-range public facility plans and capital improvement programs for municipalities and special districts, including implementation strategies for financing system improvements. We are currently working on the Transportation System Plan (TSP) for Madras, Oregon and worked on the recently completed TSP update for West Linn, Oregon. We have expertise preparing rate studies for transportation, water, sewer, parks, and drainage utilities. We recently analyzed utility and road system financing options for the Nelscott Gap area in Lincoln City, Oregon. We helped author a handbook for the Oregon Department of Land Conservation and Development on how to plan for and finance tsunami evacuation infrastructure. We helped the City of Hillsboro establish its transportation utility and have prepared park system master plans and systems development charge (SDC) methodologies for cities throughout Oregon.

Mr. Heffernan twice has received the Oregon Chapter of the American Planning Association Professional Achievement in Planning Award.

April 16, 2018

Craig and Cathy Kilpatrick, dba Kilpatrick Consulting LLC

Kilpatrick Consulting LLC is a full service consulting firm providing support to landowners and investors for their land use needs. Our projects range from the simple, land partitions and conditional use permits to the more complex, legislative actions at the local and state level.

Craig's architectural training and administrative planning experience has provided him with a unique set of skills and has allowed him to gain an in-depth understanding of Oregon Land Use Laws with an emphasis on Crook County. A thorough knowledge of Crook County, its government and leadership, give Craig the ability to help steer the approval processes for the GrandRidge PUD and Shumway Road PUD projects to successful conclusions.

Cathy Kilpatrick comes from a background of print advertising and graphic design. She worked as an advertising accounts executive at the Bend Bulletin. Cathy joined the firm in 2005 and provides invaluable in-house GIS mapping, graphic design and research services.

While the majority of our projects are located in Crook County, we have successfully completed works in Jefferson, Wasco and Wheeler counties. The following partial list of significant projects are representative of the range of our work:

Crook County:

Legacy Ranches – Data Center property re-zoning and addition of 160 acres parcel to City of Prineville's urban growth boundary.

Destination Resorts – County ordinance changes to protect approved destination resorts by allowing long term extension of conditional use permits.

GrandRidge - Planned unit development re-zoning of 898+ acres from exclusive farm use to rural residential R-10 zone.

Shumway Road (Moore) and Bussett Road properties. Re-zoning from exclusive farm use to rural residential R-10 zone under provisions of the Powell Butte Study.

Volunteer work with Crook County on Roads and Wildlife committees.

Jefferson County:

Cherry Creek Ranch and William Smith Properties Inc. Multiple legal parcel verifications and boundary adjustments on 36,000+ acres ranch property.

Ramm's Rock and Ranch quarry approvals and work on DOGAMI (state) mining permits.

Wasco County:

Young Life's Washington Family Ranch – Land use consultant for numerous projects.



# Morrow County and Partner Communities Buildable Lands Inventory and Housing Needs Analysis

---

April 19, 2018

## Contact

Matt Hastie, AICP  
Project Manager  
921 SW Washington St, Suite 468  
Portland, OR 97205  
P: 503.542.3403  
F: 503.227.3679  
[mhastie@angeloplanning.com](mailto:mhastie@angeloplanning.com)





April 19, 2018

Carla McLane, Planning Director  
Morrow County  
205 Third Street NE  
Irrigon, OR 97840

Dear Carla,

Angelo Planning Group (APG), in partnership with Johnson Economics, welcomes the opportunity to assist Morrow County and five partner communities in conducting a Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) that will help the City address long-term housing needs. The County is experiencing the benefits of robust job growth and new economic opportunities, and now is the time to develop a clear understanding of the housing needed to support future growth.

Our two firms bring wealth of experience in BLI and HNA studies, as well as a full range of housing-related plans. Our experience and approach differentiate us in a number of ways:

- APG and Johnson Economics leverage complementary skill sets to provide both a broad range of planning and analytical services and a depth of expertise to understand locally-specific issues.
- Our firms have completed over 15 BLI/HNA projects across the state, many for smaller communities or rural counties. We worked as a team on most of these projects.
- We have experience working on coordinated, multi-jurisdictional housing plans. We will design project deliverables to meet the needs of both the County and all five partner communities.
- Our staff are familiar with local issues and conditions in Morrow County and neighboring communities. APG is currently working on an update to the Heppner Transportation System Plan and recently completed a BLI/HNA for The Dalles. In the past, our staff have worked on BLI or housing-related projects in Hermiston, Boardman, Irrigon, and Ione.

I will serve as Principal-in-Charge and am authorized to enter into agreements between the County and our firm. Matt Hastie will manage the project, be the primary contact with the County, and be responsible for all work products. APG carries general, liability, workers compensation and professional liability insurance. We have attached a copy of our certificate of insurance.

We are committed to providing the highest possible level of service for the City and are excited to assist the community in this essential planning effort. We look forward to discussing the project with you.

Sincerely,

Frank Angelo, Principal  
Angelo Planning Group





# Contents

<b>1. Firm Capabilities</b>	<b>2</b>
<b>2. Project Team</b>	<b>3</b>
<i>Matt Hastie, AICP, Project Manager, APG</i>	3
<i>Andrew Parish, AICP, Planner, APG</i>	4
<i>Jamin Kimmell, Planner, APG</i>	5
<i>Brendan Buckley, Senior Project Manager, Johnson Economics</i>	5
<i>Jerry Johnson, NABE, Principal, Johnson Economics</i>	6
<b>3. Project Understanding</b>	<b>7</b>
<b>4. Project Approach</b>	<b>9</b>
<i>Task 1: Project Management and Stakeholder Engagement</i>	9
<i>Task 2: Buildable Lands Inventory</i>	11
<i>Task 3: Housing Needs Analysis</i>	12
<i>Task 4: Morrow County Housing Strategy</i>	13
<b>5. Budget and Schedule Breakdown</b>	<b>15</b>
<i>Budget</i>	15
<i>Project Schedule</i>	16
<i>Quality and Cost Control</i>	17
<b>6. Support Information</b>	<b>18</b>
<i>Featured Project Descriptions and References</i>	18
<i>Additional Project Experience</i>	19

## 1. Firm Capabilities

Angelo Planning Group and Johnson Economics are excited to partner on the Buildable Lands Inventory and Housing Needs Analysis for Morrow County and partner communities. Our firms have decades of experience assisting cities and counties throughout Oregon to understand their housing needs and develop strategies to meet those needs. Our firms enjoy a long-term partnership, offering complementary skills in planning, public involvement, economics, Geographical Information Systems (GIS), and technical analysis. As detailed in Section 6: Support Information, our team has a long track record of teaming on successful Goal 10 Housing Needs Analyses across the state.

**Angelo Planning Group (APG)** is a leader in the planning field with over 100 years of combined experience in land use planning, housing policy, community involvement, transportation planning, and project management. The firm's success comes from an in-depth knowledge of federal, state, and local policies and procedures, as well as a collaborative and very responsive approach to working with our clients. APG has an excellent understanding of the land use regulation and permitting process, including detailed knowledge of the resources needed to implement it. APG regularly assists local governments in updating land use plans and development codes.

APG staff have assisted numerous jurisdictions in preparing housing and community development plans in compliance with state, regional, and national requirements, including Goal 10 housing analyses, Metro Title 7 compliance reports, Comprehensive Plan housing elements, Consolidated Plans for housing and community development and strategic plans to address homeless and special needs populations. The firm is centered on proactive and detail-oriented project management; for more information about APG's internal procedures for quality and cost control, see Section 5: Budget Breakdown. APG is an Oregon certified DBE/WBE corporation (#2893).

**Johnson Economics** is a well-established consulting firm founded with a specific focus on the economic aspects of land use planning and real estate development. Jerry Johnson has been actively consulting in this field for over twenty years, and has assembled a staff of highly qualified and experienced individuals. Our combination of expertise in economics, planning, and the real estate market differentiates us from pure planning firms as well as pure economic consultancies. We bring a technical approach to planning which integrates the economic and market drivers of long-term land use.

Johnson Economics offers a full range of analytic services in the real estate and economic development fields. Public-sector clients include cities, counties, regional governments, economic development agencies, urban renewal agencies, port districts, and others. Johnson Economics enjoys high credibility in the private sector, and has access to the knowledge and opinions of businesses, professional developers and lenders. As a result, we offer our clients a comprehensive perspective on the interaction between public policy and private sector realities.



## 2. Project Team

As demonstrated by the biographies in this section, our key staff have extensive experience in working on other housing planning projects of similar complexity to the Morrow County BLI/HNA and for jurisdictions of a similar size. Much of our team's housing-related work is on projects with needs analyses, land inventories, and strategy elements for small and medium sized cities in Oregon.

The key personnel from APG who will lead and provide substantive work on this project are Matt Hastie, Andrew Parish, and Jamin Kimmell. Matt will provide overall project management and, if desired by the County, facilitate Technical Advisory Committee and Project Management Team meetings. Andrew will serve as task lead on Task 2 (Buildable Lands Inventory). Jamin will serve as lead for Task 4 (Morrow County Housing Strategy) and both will be available to work on this and other tasks, depending on the specific needs of the project. Frank Angelo will serve as Principal in Charge from APG. Frank will be utilized in an advisory role and review selected work products.

The key personnel from Johnson Economics who will provide substantive work on this project are Jerry Johnson and Brendan Buckley. Jerry Johnson, Principal and founder of Johnson Economics, will serve as Principal in Charge of this project, advise on analytical issues, and review all work products. Brendan Buckley will lead Task 3 (Housing Needs Analysis).

The number of hours that would be dedicated to this project and the availability of each team member is provided in Section 5: Budget Breakdown.

### ***Matt Hastie, AICP, Project Manager, APG***

Matt will lead the consulting team for this project. Matt has over 24 years of experience in land use and transportation planning, housing studies, environmental regulation, geographic information systems, and economic development issues. He has managed numerous planning projects throughout Oregon and the Pacific Northwest. Matt has worked on more than 25 housing planning and policy efforts for cities and counties throughout Oregon and in Idaho and Alaska, including Goal 10 housing analyses, comprehensive plan housing elements, consolidated plans for housing and community development, and strategic and action plans to address housing and other needs of homeless and special needs populations. Matt's work on consolidated plan and affordable housing studies has given him a strong understanding of social and political issues specific to housing.

Matt has managed a variety of development code update projects, including recent and current efforts for the cities of Astoria, Canby, Dundee, Milwaukie, Eugene, Tualatin, and St. Helens. In addition, Matt has worked on land use permitting efforts for mixed use and affordable housing projects, giving him invaluable information about how developers are

affected by local policies and development codes. Finally, Matt is a skilled facilitator and has extensive experience in organizing and conducting large-scale public involvement processes for complex and controversial planning projects. Relevant housing experience includes:

- Goal 10 Housing Needs Analyses and Buildable Lands Inventories for the cities of Astoria, Beaverton, Boardman, Irrigon, Lone, Keizer, Manzanita, Milwaukie, Nehalem, Silverton, The Dalles, Tigard, Warrenton, and Wheeler.
- Affordable Housing Plans for the cities of Ashland, Beaverton, and Bend
- Metropolitan Housing Rule assessment and plan and code amendments for the City of Troutdale
- Metro Title 7 Compliance Report and Housing and Neighborhood Stabilization Report, City of Beaverton
- Consolidated plan updates for Washington and Clackamas Counties
- NSP2 Grant Application for housing and community development funding, State of Oregon and Consortium of Oregon Counties
- Ten-Year Plan to Address Homelessness in Clackamas County
- Comprehensive plan housing elements for communities listed above, as well as the Kenai Peninsula and Kodiak Island Boroughs of Alaska, Ada County, Idaho, and Multnomah County and West Linn, Oregon

### ***Andrew Parish, AICP, Planner, APG***

Andrew is a generalist planner with a skill set that combines sophisticated technical analysis with dynamic written and visual communication. Andrew's technical expertise includes Geographic Information Systems (GIS) and visual tools such as Adobe Creative Suite. Andrew specializes in skillfully combining the two to create compelling, data-driven visuals for a variety of audiences. Andrew is also an adjunct professor at Portland State University, where he teaches a GIS for Community Development course. Andrew has completed buildable land inventories and other complex GIS land suitability analyses for multiple jurisdictions across the state, including:

- UGB Expansion Analysis, City of Bend
- Buildable Lands Inventory and Housing Needs Analysis, City of Beaverton
- Buildable Lands Inventory and Housing Needs Analysis, City of The Dalles
- Regional Land Inventory, Umatilla Army Depot Reuse Authority
- Site Suitability Analysis, Beaverton School District
- Frog Pond Concept Plan and Scenario Analysis, City of Wilsonville

***Jamin Kimmell, Planner, APG***

Jamin is an urban planner with expertise that spans land use, housing, transportation, and economic development. Jamin is adept at analyzing local policies and regulations in light of existing conditions and community goals and crafting strategies that work in different local contexts. He has worked for communities throughout the State of Oregon, and his experience includes housing needs analyses; development code updates; development permitting assistance; transit-oriented development planning; commercial district revitalization; and transportation plans at the corridor, subarea, and citywide scale. Jamin is a graduate of the Master of Urban and Regional Planning program at Portland State University, where his capstone project was selected for a National Student Project Award from the American Institute of Certified Planners. Jamin has worked on multiple housing-related plans and studies, including:

- Housing Needs Analysis and Housing Strategies Report, City of The Dalles
- Development Code Improvement Project, City of Tualatin
- Development Code Update, City of La Pine
- Downtown Revitalization Plan, City of Gladstone
- Station Area Action Plans, Powell-Division BRT Corridor, Cities of Portland and Gresham

***Brendan Buckley, Senior Project Manager, Johnson Economics***

Brendan Buckley will be largely responsible for the preparation of the housing market analysis, comparison of residential land needs and supply, and market-based elements of the housing strategy report for this project, as well as providing support for other tasks that are part of the project. Over the last decade, Brendan has personally managed over 20 housing studies for cities and counties, including Goal 10 Housing Needs Analysis, consolidated planning, and other in-depth housing studies. Brendan has also prepared dozens of market analyses for private sector housing development projects that give insight into housing market dynamics across the region.

Brendan has a background in affordable housing, urban renewal, planning, public/private development, and real estate development analysis. His areas of expertise include the interface of land use planning and the private real estate market, real estate feasibility analysis, and urban renewal and affordable housing issues.

Before joining Johnson Economics in 2006, Brendan worked in the long-range planning and the urban renewal program at the City of Gresham, Oregon, and as policy analyst at the Housing Authority of Everett, Washington.

Relevant housing experience includes:

- Consolidated Goal 10 Housing Needs Analyses for Western Washington County jurisdictions: Hillsboro, Forest Grove, Cornelius, Banks & North Plains
- Goal 10 Housing Needs Analyses for the Cities of Milwaukie, Beaverton, Troutdale, Keizer, Seaside, Reedsport, The Dalles, Hermiston
- Consolidated Plan updates for Washington County
- NW Natural regional housing forecasts
- Comprehensive housing study, City of Gresham
- Additional comprehensive housing metrics (in conjunction with Goal 10), City of Beaverton
- Central Tigard housing study, City of Tigard
- Central City housing study, City of Redmond
- Central City housing study, City of Salem
- Comprehensive housing study, City of Great Falls, MT
- Equitable housing study, Washington County

### ***Jerry Johnson, NABE, Principal, Johnson Economics***

Jerry Johnson will serve as the Principal-in-Charge for Johnson Economics, advising the project. Jerry is a real estate market and regional economic development consultant and has consulted on a broad range of real estate development and land use economic topics, for both public- and private-sector clients. As a Principal with Johnson Economics, Jerry is involved in research design, economic and financial modeling, and market analysis. His consulting experience covers a wide variety of real estate development types and economic topics.

Jerry has prepared market and financial analyses for major developers, including Opus Northwest, Schnitzer Northwest, and Trammell Crow Residential, as well as for public agencies, such as the Portland Development Commission, Port of Portland, Metro, City of Seattle, and numerous jurisdictions throughout the Pacific Northwest. Over the past 25 years, he has developed a practice that combines extensive familiarity with land development issues as well as the interface between public policy and market dynamics.

Jerry is an adjunct professor at Portland State University, member of the Oregon Governor's Council of Economic Advisors, and frequent guest speaker on the economics of land development, land use management issues, and affordable housing. His multi-faceted experience with a wide range of public and private sector clients has given Jerry an in-depth understanding of a full range of social and political issues specific to housing.

### 3. Project Understanding

It is our understanding that Morrow County is seeking a consultant to prepare a comprehensive Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) for the county and five individual communities within the County: the Cities of Boardman, Heppner, Lone and Irrigon, and the Town of Lexington.

Driven by robust economic development centered on the Port of Morrow, the County has experienced steady population growth over the last decade. Population growth is increasingly concentrated in incorporated areas. Housing production has not kept pace with this population growth, however, creating pressure on the housing market and limiting housing options for both new and existing residents. This shortage of housing options has potential to negatively impact both the livability and the economic vitality of the County.

To most effectively address this challenge, the County needs clear and accurate information about its land base and housing needs, and an achievable work plan for implementing the changes that will be necessary to support abundant, diverse, and affordable housing. This project will advance this goal by achieving the following objectives:

1. Develop a comprehensive, refined BLI that accurately accounts for the development capacity of residential, commercial, and industrial land in both incorporated and unincorporated areas of the County.
2. Produce an HNA that accurately identifies the amount and type of housing units that will be needed over the next 20 years, and the amount of land needed within various comprehensive plan designations.
3. Evaluate the County's supply of residential land by comparing the development capacity determined through the BLI to the housing land need determined through the HNA.
4. Work with County and City staff, property owners, local developers and others to understand why certain types of residential development are not occurring at levels needed to keep pace with housing demand.
5. Identify policy changes and implementation strategies needed to effectively support land needs, which may include comprehensive plan, zoning, or Urban Growth Boundary amendments; enhancements in the capacity of local developers or builders; provision of needed infrastructure; or other strategies.
6. Organize policy change and implementation steps that need to be undertaken by cities, the County, or other public agencies or private or non-profit partners into a prioritized and achievable timeline to help guide future work.





- 7. Complete the HNA and BLI in accordance with all applicable requirements of Oregon Revised Statutes and Oregon Administrative Rules related to the periodic review of Goal 10, and reconciliation of housing and associated land need with the BLI.

The consultant team will be responsible for completing the BLI and HNA. The team will also evaluate existing housing policies, codes, and initiatives and recommend new potential strategies and actions. The team will also support the County in coordinating with local jurisdictions and other key stakeholders in the planning process.

The County seeks a consultant that can produce the project deliverables in three phases and complete the project in November of 2018. The consultant team will maintain adequate staffing and flexibility to meet this timeline. We propose that the County provide background materials and GIS data, feedback on work products, and coordinate local meetings.

The following is an outline of our proposed approach to this project. Angelo Planning Group (APG) and Johnson Economics remain flexible in tailoring the final scope of work, schedule, and budget for this project to best meet the County’s needs.



Illustration and photos of various housing types for The Dalles Housing Strategies Report

Illustration and photos credit: Opticos Design



Duplex (Stacked)

Duplex (Side-by-Side)

Fourplex

## 4. Project Approach

The RFP includes an outline of the services and deliverables to be provided, which we use as the basis of our approach and methodology. The State of Oregon's Department of Land Conservation and Development (DLCD) guidelines, in particular the Planning for Residential Growth workbook, will also direct our work products. We would propose an initial meeting to refine the scope of work and timeline to meet the County's needs.

Our primary objective is to deliver analyses that support the County's vision and goals for growth in coming years, while providing a clear picture of the trends in population and housing, employment, and land development which may present opportunities and constraints. Our team has completed many Goal 10 analyses across the state and is well-versed in the statutory requirements for these analyses. At the County's discretion, we often consult directly with DLCD and other stakeholder groups during the process to ensure mutual understanding of the findings and ensure smooth adoption.

In addition to meeting state requirements, our team seeks to provide an in-depth understanding of county and regional trends which continue to shape the county's housing and employment landscape. Our experience includes other types of tailored housing studies that give us insight on additional data sources and methods for forming this broader picture. We also have experience in completing regional Goal 10 and Goal 9 (Employment Land Need) analyses, which involve additional coordination across multiple jurisdictions. This approach will be useful in understanding the broader housing context across Morrow County and the different niches filled by its cities and subareas.

### ***Task 1: Project Management and Stakeholder Engagement***

APG will take primary project management role in this project and will coordinate efforts among project team members and the County Project Manager. Matt Hastie would serve as main point of contact and day-to-day project manager of the consultant team. Brendan Buckley of Johnson Economics will serve as the internal project manager for the components of the project led by Johnson Economics and will serve as the primary contact for the sub-consultant.

At outset of the project, our team will coordinate with the County to develop an overall project schedule and to identify preliminary dates for key meetings. The schedule will identify timeframes for all milestones, meetings, draft and final deliverables. The schedule will aim for efficiency by allowing work phases to overlap where possible, while ensuring that findings of each analysis are integrated into the subsequent phase. A preliminary project schedule is provided in Section 5: Budget Breakdown<sup>3</sup>. The following are anticipated to be key elements of the project management approach:

- 1. Project Management Team.** The Project Management Team (PMT) will be composed of the Morrow County Planning Director and representatives from



the five community partner jurisdictions. The PMT will perform initial review of all work products and provide localized knowledge and direction to the project. The consultant team will provide clear and accessible information to the PMT and utilize multiple methods of engaging with the PMT and receiving input, such as conference calls, in-person meetings, or web-based tools.

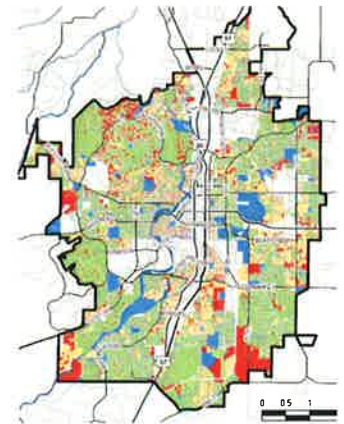
2. **Technical Advisory Committee.** The Technical Advisory Committee (TAC) will be composed of representatives from economic and community development organizations. As identified in the RFP, these organizations include the Port of Morrow, Willow Creek Valley Economic Development Group, Greater Eastern Oregon Development Corporation, and the Community Development Director of the City of Boardman. The TAC will provide local expertise in land supply and development issues and their impact on the economic health of the County. The TAC will also provide guidance on policy and implementation recommendations. The consultant team will assist in preparations for TAC meetings, present information in a clear and accessible manner, and facilitate meetings to ensure effective utilization of the TAC. The consulting team will focus on ensuring the TAC is engaged in the project and will become champions for project implementation.
3. **Stakeholder Interviews or Contacts.** As we develop assumptions related to the HNA for the various parts of the County, we may want to query individual developers, non-profit housing providers, key property owners, or others to help better inform or refine our assumptions. We will conduct brief phone interviews or email contacts towards this end, as the project budget permits.
4. **Project Website or Webpage.** To ensure that the general public is aware of this study, the County should provide information on the County's website, including basic information about the project objectives, timeline, and outcomes; a schedule of TAC meetings; draft and final deliverables; and an opportunity to provide comments to the project team. The consultant team can assist the County in preparing information to be posted on the page.

### Task 1 Deliverables

- Final Project Schedule
- Final Project Scope

### County Staff Responsibilities

- Regular communication with consulting team members
- Assist in development of final project scope and schedule
- Recruit members of PMT and TAC
- Coordinate on-site meetings
- Create and maintain project webpage



Residential BLI map for the City of Bend UGB Remand.

## Task 2: Buildable Lands Inventory

Preparation of the Buildable Land Inventory (BLI) is a largely data-driven process that builds upon existing data sources such as GIS data, permitting data, aerial photography such as Google Earth, and local knowledge and nuance provided by County and jurisdiction staff and others who may be more familiar with the on-the-ground circumstances. The methodology for the BLI will be reviewed by the PMT and, if possible, by the TAC. The following is a summary of our approach to developing the BLI, which would be led by APG staff. The approach is based on current understanding of available information and may be subject to change depending on data limitations.

1. Coordinate with staff to obtain existing available data. The team will review the data for completeness and format. The team understands that the County currently maintains relatively complete data on taxlots, property ownership, property valuation, jurisdictional boundaries, zoning, and comprehensive plan designations. Limited data is available on transportation and natural resources. The team will develop a strategy for compiling needed data in consultation with County staff and utilizing a range of other data sources. This strategy may involve digitizing comprehensive plan/zoning maps from local jurisdictions and utilizing statewide datasets from the Oregon Geospatial Database.
2. Establish Morrow County taxlot data as the base layer on which to identify and map buildable parcels. Map taxlot layers to land use designations to identify residential, employment and other types of land.
3. Identify the classification of County taxlots (Developed, Vacant, Partially Vacant, or Ignored). State rules provide a prescribed system for determining the developability of land, including identifying parcels which are underused and may redevelop or otherwise have the capacity for development. The improvement level of parcels will be determined by tax code and land use fields within the County assessor's data in combination with selective review of aerial imagery for key sites. The consultants will also engage with staff on alternative ways to identify redevelopable land, including assessing value of current improvements, or establishing strategies for infill development such as accessory dwelling units.
4. Compare the complete inventory of vacant and redevelopable parcels in the appropriate zones to maps of natural resources—including floodplains and wetlands—and topographical constraints. Determine which parcels feature partial or full constraints to new development based on site conditions, state requirements, and applicable development code provisions.
5. Summarize and discuss preliminary results in table and map form with County staff and other stakeholders which staff may identify. This discussion will consider the identified developable land and alter and remove from the inventory any special cases based on local knowledge and expertise (e.g., properties that are



Residential land inventory map for The Dalles BLI.

already committed to another land use such as a school, other public facility or specific land use). Reach general agreement on the inventory and its findings.

6. Convert estimates of available and potentially available land by acreage and number of parcels into estimates of (1) potential housing capacity by number and type of units and (2) capacity for employment uses by square footage of general employment type. These capacity projections will be based on parcel configurations, zoning designation, and applicable development code provisions.
7. Prepare a brief report summarizing the results (both in map and table form), a spreadsheet including detailed tabulated results of residential land by zoning and potential housing capacity, and a package of GIS layers related to the BLI.

### Task 2 Deliverables

- Draft and Final Buildable Lands Inventory Report, including supporting maps and tables summarizing results of and refinements to the BLI
- GIS data and associated map layers evaluated and produced as part of the BLI

### County Staff Responsibilities

- Help coordinate the transfer of GIS data from the County and local jurisdictions
- Assist in ground-truthing BLI results to the extent feasible
- Review and comment on draft BLI Report

### Task 3: Housing Needs Analysis

Johnson Economics will lead the development of the Housing Needs Analysis. Our approach to a HNA is to provide the greatest level of detail possible in terms of needs by housing type, the economics of developing housing in the local market, and the policy implications of alternative actions. The following is a summary of our approach:

1. Our team will meet with the PMT, TAC, and potentially other stakeholders to understand the current on-the-ground impression of the housing situation and current needs and the county and local housing markets. Local participants have the greatest knowledge of the strengths and weaknesses of the housing stock, which needs are going unmet, which households are served or underserved, etc.
2. We will review past and existing plans and documents impacting housing and residential land needs and conditions in Morrow County and local jurisdictions.
3. Our team will bring a variety of data to bear on this analysis including from the US Census, Portland State University Population Research Center, existing population and employment forecasts, Oregon Home Builders Association, Realtors Multiple-Listing Service, local housing agencies, CoStar, New Home Trends, Zillow, Case-Schiller Housing Index, and/or other sources.



Photos of various housing types for the Tigard Housing Strategies Report.

4. This analysis will pay attention to the demographic growth trends in the county and include analysis of how the current housing stock meets the needs of local employees, households at different income levels, and other groups now and into the future. The analysis will address how growth in specific demographic segments has impacted housing availability and pricing in the community.
5. Johnson Economics has developed and improved its Goal 10 housing needs model over many years with feedback from clients and DLCD. The model identifies the need for housing type by structure based on household income, size and structure, as well as other demand factors. It uses recent local and broader trends in demographics, housing and household size to estimate the breakdown of the future population. Age of householder, household income, and propensity to either rent or own are the key demographic indicators used to stratify demand.
6. Johnson Economics will run the housing needs model at the countywide level, and for each identified jurisdiction within it. The results will inform a fully documented HNA at the County level, and provide additional housing profiles and projections at the jurisdiction level.
7. The findings of housing needs will be coupled with information about the types and densities allowed within the zoning designations in the County and individual jurisdictions to estimate future housing needs. This work will tell us if the land in available zones is suitable to meet future housing needs, taking into account demographic preferences, availability of amenities and services, housing and land prices, and other factors.



An assessment of how commute patterns affect housing demand in Milwaukie

### Task 3 Deliverables

- Draft and Final Housing Needs Analysis Report (Countywide and Jurisdictions)

### County Staff Responsibilities

- Provide local background materials
- Assist in coordination with PMT, TAC, and local stakeholders
- Review and comment on draft Housing Needs Analysis Report

### Task 4: Morrow County Housing Strategy

APG will review existing plans, code and policy language related to housing and residential lands. APG will compare current policies and programs to the results of the HNA to evaluate if the identified future needs are being addressed. This step will ensure that current policies, zoning designations, and development regulations support the range of housing types and densities identified in the HNA.

We assume that we will develop a full range of strategies that may be applicable to any or all of the cities in the County. We will then create a matrix that indicates the relatively

applicability of each strategy to each city in the County. To the extent that variations in policies or development code amendments are needed, we also will indicate that in our assessment. The Housing Strategy may include the following types of recommendations:

- **Zoning map or UGB amendments.** The Housing Strategy will include a broad look at the match of zoning designations in the County and partner jurisdictions, buildable lands, and projected need. This assessment will consider how the current regulatory framework will meet housing needs and allow for the desired mix, density and geographic layout of housing. The assessment may result in recommendations for potential zone changes, UGB expansions, and other macro-level changes.
- **Comprehensive plan policy amendments.** The Housing Strategy will outline recommended amendments to comprehensive plan policies in both individual jurisdictions and the County. The amendments will bring policies in alignment with the needs in the HNA and the goals and strategies identified to meet those needs.
- **Development code amendments.** Some amendments to the development codes of individual jurisdictions and the County may be needed to meet the housing needs of specific demographic groups throughout the county or in specific areas, satisfy state and regional housing requirements, or implement needed “efficiency measures”. We will provide a summary of potential amendments and, where appropriate, example code language for future implementation.
- **Programmatic strategies.** The Housing Strategy will identify options to address housing needs through programs and partnerships. These strategies may include partnerships with non-profit or public housing developers, education and outreach to private housing developers, financial incentives, or public investments with potential to spur new residential development.

Working closely with Staff, we will prepare a Morrow County Housing Strategy. The report will be designed to meet all state requirements while reflecting the findings and strategies devised in previous steps. The report and findings will serve as the basis for potential amendments to the Comprehensive Plan, zoning map, and development code.

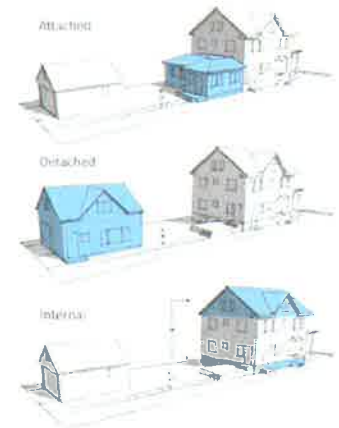
The Housing Strategy Report will include an implementation plan. The plan will outline the steps needed to adopt amendments to the comprehensive plans and development codes of the County and partner jurisdictions. The plan will identify specific amendments, prioritize the list of amendments (where appropriate), set out achievable timelines, and identify potential funding sources from state agencies to support this work.

#### Task 4 Deliverables

- Draft and Final Morrow County Housing Strategy Report

#### County Staff Responsibilities

- Review and comment on draft Morrow County Housing Strategy Report
- Assist in compiling comments from PMT, TAC, stakeholders, and public



An illustration of three types of ADUs for The Dalles Housing Strategies Report.

Illustration credit: AccessoryDwellings.org

## 5. Budget and Schedule Breakdown

### Budget

A preliminary project budget is provided below. If selected, we will work with staff to make refinements needed to ensure the approach and resources align with County priorities.

BUDGET ESTIMATE	ANGELO PLANNING			JOHNSON ECONOMICS		TOTALS	
	Hastie	Kimmell	Parish	Johnson	Buckley	Hours	Cost
	\$167	\$93	\$99	\$195	\$120		
<b>Task 1: Project Management</b>							
1.1 Kick-off meeting and field visit	8			8	8	24	\$3,856
1.2 PMT meetings (4 phone/online or in-person)*	12				6	18	\$2,724
1.3 TAC meetings (3 in-person)	24			8	24	56	\$8,448
1.4 Stakeholder interviews	8				8	16	\$2,296
1.5 Project webpage		6			2	8	\$798
<b>TOTAL</b>	<b>52</b>	<b>6</b>	<b>0</b>	<b>16</b>	<b>48</b>	<b>122</b>	<b>\$18,122</b>
<b>Task 2: Buildable Land Inventory</b>							
2.1 Identify and compile GIS data layers			15			15	\$1,485
2.2 Classify parcels by use and zoning			15			15	\$1,485
2.3 Identify available and redevelopable parcels			15		2	17	\$1,725
2.4 Apply environmental and other constraints			10			10	\$990
2.5 Refine results with Staff based on local knowledge			8			8	\$792
2.6 Convert capacity in acreage to housing units			6		2	8	\$834
2.7 Prepare <i>Buildable Land Inventory Summary Report</i>	4		16		2	22	\$2,492
<b>TOTAL</b>	<b>4</b>		<b>85</b>		<b>6</b>	<b>95</b>	<b>\$9,803</b>
<b>Task 3: Housing Needs Analysis</b>							
3.1 Review existing plans and data				2	16	18	\$2,310
3.2 Profile current housing supply					16	16	\$1,920
3.3 Detail housing and demographic trends					20	20	\$2,400
3.4 Develop housing projections				4	24	28	\$3,660
3.5 Reconcile housing land need with buildable land				2	2	4	\$630
3.6 Prepare <i>Housing Needs Analysis Report</i>	6			4	18	28	\$3,942
<b>TOTAL</b>	<b>6</b>		<b>0</b>	<b>12</b>	<b>96</b>	<b>114</b>	<b>\$14,862</b>
<b>Task 4: Morrow County Housing Strategy</b>							
4.1 Evaluate housing goals, policies, and code regulations	8	32			2	42	\$4,552
4.2 Develop policy, code and other recommendations	6	20		2	4	32	\$3,732
4.3 Prepare <i>Morrow County Housing Strategy Report</i>	4	12		2	2	20	\$2,414
<b>TOTAL</b>	<b>18</b>	<b>64</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>94</b>	<b>\$10,698</b>
<b>Total Hours</b>	<b>80</b>	<b>70</b>	<b>85</b>	<b>32</b>	<b>158</b>	<b>425</b>	
<b>Total Labor Costs</b>	<b>\$13,360</b>	<b>\$6,510</b>	<b>\$8,415</b>	<b>\$6,240</b>	<b>\$18,960</b>		<b>\$53,485</b>
<b>Expenses (Third-Party Market Data, Printing, Mileage)</b>							<b>\$800</b>
<b>TOTAL PROJECT COST</b>							<b>\$54,285</b>

\*We recommend scheduling in-person PMT and TAC meetings on same day to reduce travel costs.



### Project Schedule

Our team is experienced at managing project timelines. Below is a preliminary schedule for the project. One of our first tasks will be to review this schedule with County staff and refine it. We will also identify potential stumbling blocks or areas outside the team’s direct control early in the project and prepare a contingency plan to accommodate such issues so that schedule impacts are minimized. At the outset of each task, we will prepare detailed schedules outlining responsibilities, time required for review of work products, interim deadlines, and critical path items, working closely with County staff.

PROJECT TASKS		2018						
		MAY	JUN	JUL	AUG	SEP	OCT	NOV
<b>Task 1: Project Mgmt. &amp; Stakeholder Engagement</b>								
1.1	Kick-off meeting and field visit	X						
1.2	PMT meetings (4 phone/online or in-person)	X	X		X		X	
1.3	TAC meetings (3 in-person)		X		X		X	
1.4	Stakeholder interviews	[Orange bar from May to July]						
1.5	Project webpage	[Yellow bar from May to November]						
<b>Task 2: Buildable Land Inventory</b>								
2.1	Identify and compile GIS data layers	[Blue bar from May to June]						
2.2	Classify parcels by use and zoning	[Light blue bar from May to July]						
2.3	Identify available and redevelopable parcels		[Blue bar from June to July]					
2.4	Apply environmental and other constraints		[Light blue bar from June to July]					
2.5	Refine results with Staff based on local knowledge			[Blue bar from July to September]				
2.6	Convert capacity in acreage to housing units					[Light blue bar from August to October]		
2.7	Prepare <i>Buildable Land Inventory Summary Report</i>						[Blue bar from October to November]	
<b>Task 3: Housing Needs Analysis</b>								
3.1	Review existing plans and data	[Green bar from May to July]						
3.2	Profile current housing supply		[Light green bar from June to July]					
3.3	Detail housing and demographic trends		[Green bar from June to July]					
3.4	Develop housing projections			[Light green bar from July to August]				
3.5	Reconcile housing land need with buildable land					[Green bar from August to September]		
3.6	Prepare <i>Housing Needs Analysis Report</i>						[Light green bar from September to October]	
<b>Task 4: Morrow County Housing Strategy</b>								
4.1	Evaluate housing goals, policies and codes	[Red bar from May to July]						
4.2	Develop recommended strategies and actions				[Light red bar from August to September]			
4.3	Prepare <i>Housing Strategy Report</i>						[Red bar from October to November]	

\*We recommend scheduling in-person PMT and TAC meetings on same day to reduce travel costs.

## ***Availability***

Our firms maintain sufficient staff resources to provide timely and responsive service to all of our clients. Given the scope, complexity and timeline of this project, we anticipate that this project will be the primary responsibility for the key staff members. We can respond quickly to tight deadlines and unexpected project needs by shifting support staff where it is most needed throughout the process. The following table presents estimated availability of our team members to work on this project. This availability is more than sufficient to accommodate the estimated workload for each team member summarized in Section 4 of this proposal.

<b>Team Member</b>	<b>Est. Percent Time Available</b>	<b>Percent Time Needed for Project</b>
Matt Hastie, APG Lead	30%	20%
Andrew Parish	35%	20%
Jamin Kimmell	25%	15%
Brendan Buckley, PM	50%	35%
Jerry Johnson	20%	10%

## ***Quality and Cost Control***

As Project Manager, Matt Hastie will be responsible for overall quality control for all project deliverables. APG has established proven internal policies and procedures to ensure quality products within established budgets. We recognize that projects often have limited resources and work closely with our team members and local staff to identify cost-effective approaches to each project. Our project managers provide oversight of the project budget, scope, and schedule assuring that the team will meet milestones and deliverables. Work products are reviewed internally by our project managers and professional planning staff to ensure a quality product.

Our project managers coordinate with clients to establish a scope of work, schedule, and budget for each project and assign roles and responsibilities for each team member. APG uses an electronic timecard system to monitor project costs. The Project Manager can review weekly activity reports to assure budget compliance, as well as monthly program status reports comparing completed work with planned activities. These reports can be reviewed to monitor work product and budget progress. Our project managers use this on-going monitoring and communication to assure that projects progress according to schedule and within budget and determine whether changes need to be made.

## 6. Support Information

Our team's previous experience completing similar projects on time and to the satisfaction of our clients' goals demonstrates our ability to successfully complete this project for Morrow County and the partner communities. Following are descriptions and client contact information for three recent similar projects, as well as brief descriptions of several other similar projects. In addition, we have cited testimonials from clients regarding satisfaction with our services.

### ***Featured Project Descriptions and References***

Following are descriptions of three recent projects similar in scope to the Morrow County BLI/HNA, including a summary of the work completed and client contact information.

#### **Housing Needs Analysis and Buildable Lands Inventory City of The Dalles, Oregon**

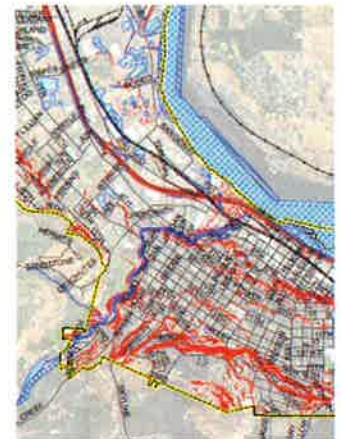
APG and Johnson Economics worked with the City of The Dalles to assess long-term housing needs, conduct a buildable land inventory, and prepare implementing policies, development code and other housing related recommendations for the City. Johnson Economics prepared the analysis of current and future housing conditions and needs, while APG prepared an inventory of buildable residential lands, including supporting maps and memoranda; reviewed Comprehensive Plan policies for consistency with regional, state and federal requirements; reviewed the city's development code and recommended changes needed to reduce barriers and improve the city's ability to meet future housing needs; and prepared a Housing Strategies Report summarizing the results of these efforts.

APG and Johnson Economics also assisted in presenting information to and facilitating meetings of the Technical Advisory Committee, as well as assisted with briefings to the City's Planning Commission and City Council. As part of a separate follow-up project, APG prepared an "Implementation Roadmap" memorandum, that provided guidance to the City on the steps and timelines needed to implement the different types of strategies outlined in the Housing Strategies Report.

**Client Reference:** Steven Harris, Planning Director, City of The Dalles, 541.296.5481 x1151, [sharris@ci.the-dalles.or.us](mailto:sharris@ci.the-dalles.or.us)

#### **Housing Needs Analysis, City of Milwaukie, Oregon**

APG and Johnson Economics worked with the City of Milwaukie to assess long-term housing needs, conduct a buildable land inventory, and prepare implementing policies, development code and other housing-related recommendations. Tasks included summarizing current and projected future demographic and housing conditions and needs; ensuring that Comprehensive Plan policies were consistent with regional, state and



Map of development constraints for The Dalles BLI.

federal requirements; reviewing the City's development code and recommending changes needed to reduce barriers and improve the City's ability to meet future housing needs; and preparing a Housing Strategies Report summarizing the results of these efforts.

APG and Johnson Economics also presented information to assist in facilitating meetings of the Technical Advisory Committee and made presentations to the city's Planning Commission and City Council.

**Client Reference:** David Levitan, Senior Planner, City of Milwaukie, 503.786.7627, LevitanD@milwaukieoregon.gov

### City of Keizer: Economic Opportunities and Housing Needs Analysis

Johnson Economics and APG developed a Housing Needs Analysis and an Economic Opportunities Analysis for the City of Keizer, which was adopted by the City in 2013. The work was done within the context of a regional HNA and Economic Opportunities Analysis (EOA) for the Salem-Keizer metropolitan area, and addressed the area's current position within the greater metropolitan area. The HNA work built upon the regional work and included a significantly improved methodology for refining the Buildable Land Inventory. This project included an extensive public outreach effort, both to the community as well as agencies reviewing the plans.

Our team's work included evaluating and recommending revisions to Comprehensive Plan goals and policies and Development Code requirements related to housing and economic development. As part of this effort, the team also evaluated potential efficiency measures for reducing the need for future urban growth boundary expansions and identified and assessed a number of potential expansion areas.

**Client Reference:** Nate Brown, Planning Director, City of Keizer, 503.856.3442; BrownN@Keizer.org

### Additional Project Experience

Following are descriptions of several other selected, recent similar projects.

#### Washington County: Housing Market Conditions and Needs Analysis

Johnson Economics, in partnership with APG, completed an assessment of housing conditions and needs analysis for the Washington County. This analysis was included in the housing needs portion of Washington County's Consolidated Plan. To conduct the HNA, Johnson Economics utilized the same projection model used for Goal 10 projects. This project resulted in an understanding of the current housing supply in terms of number, types, and condition of units. It also projected the future demand for these unit types, how that need matched the current supply, and the implications for what housing types would be needed over the next 20 years.



A map of potential UGB expansion areas in Keizer



### City of Tigard: Goal 10 Housing Needs Analysis

APG and Johnson Economics recently completed a Goal 10 housing and residential land needs assessment for the City of Tigard as part of the City's Periodic Review work program. The project included coordination with Metro, DLCD, and local housing stakeholders. The analysis took into account recent planning work in Tigard's downtown, the recently annexed West Bull Mountain area, and prospective transit station areas.

### City of Gresham: Housing Study & Strategy

Johnson Economics completed an in-depth analysis of the City of Gresham's current and future housing needs. This analysis employed the firm's Goal 10 methodology, as well as detailed analysis of housing development patterns over time and within specific neighborhoods. The study identified demographic and development trends, challenges and opportunities which inform Gresham's housing policy and a range of programs. City staff is carrying the Goal 10 work program forward using this study as a foundation.

### Testimonials

Following are testimonials from former clients attesting to our commitment to successfully meeting their project needs.

*"The consultant project manager (Matt Hastie) earned the trust and respect of City staff and the community which helped tremendously in the successful completion of this complex project. The consultant team adhered to the tasks in the statement of work and completed the tasks well before the WOC expiration date. The consultant project manager did an excellent job communicating with the TGM and local grant manager in regard to responding to project issues, making sure everyone was on the same page as the project progressed, and strategizing about upcoming project needs. The consultant project manager did an outstanding job at the project and public meetings addressing the public and city staff questions and making sure the right sub-consultant staff were present." - Naomi Zwerdling, Senior Region Planner/Lead Grant Manager, ODOT, St. Helens Corridor Design Plan*

*"This has been a really great experience for me as the project manager and the City as a whole for a number of reasons, because especially due of the success in our collaborative approach – even as we navigated the bumps in the road. I second Matt's comments about appreciating everyone's hard work, dedication, responsiveness, good humor, etc (not to mention voodoo donuts, despite the internal ramifications!). I also want to give Matt a big kudos for always bringing extraordinary positive energy to every meeting and challenge, and keeping us on track, even as we bumped around a bit. Matt always followed through on everything and still offers to give feedback even though the grant is closing – what a guy!" – Lydia McKinney, City of Eugene, Walnut Station Form Based Code*

*"And a Happy New Year to two of the best planning consultants in the state!" – John Roberts, Wasco County Planning Director (now at Hood River County), Wasco County Code Audit, re: Matt Hastie and Serah Breakstone, APG*



Multi-Family Building Permits Map from Beaverton Land Use Element Update Background Report



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

(For BOC Use)
Item #

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

Staff Contact: Darrell Green
Department:
Short Title of Agenda Item:

Phone Number (Ext):
Requested Agenda Date: 06/06/2018

Review and approval of Morrow County Rodeo By-Laws

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 10 minutes
Purchase Pre-Authorization
Other

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

Reviewed By:

Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

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

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

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

The Rodeo Board would like to be it's own entity, so they have developed a set of by-laws to be reviewed and if acceptable approved by the Morrow County Board of Commissioners. These by-laws were reviewed and updated by Commissioner Lindsay, Justin Nelson, Matt Scrivner and Darrell Green.

## **2. FISCAL IMPACT:**

No changes

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

Motion to adopt Order 2018-5 and approve the Morrow County Rodeo By-Laws as presented, which include Rodeo Board appointments.

Attach additional background documentation as needed.



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

IN THE MATTER OF ESTABLISHING )  
THE MORROW COUNTY RODEO )  
BOARD ) ORDER NO.: OR-2018-5  
)

This matter having come before the Morrow County Board of Commissioners this 6th day of June, 2018, the Morrow County Board of Commissioners does hereby issue the following ORDER:

- I. The Morrow County Rodeo Board shall be created as of June 6, 2018.
  
- II. The Morrow County Board of Commissioners adopt the bylaws of Morrow County Rodeo Board as stated in Attachment 1.
  
- III. The Morrow County Rodeo Board shall follow by-laws approved by the Morrow County Board of Commissioners.
  
- IV. The initial members of the Rodeo Board, and term of office, shall be:  
  
Position #1: Ken Bailey- initial 3 year term of office.  
  
Position #2: Judy Healy- initial 3 year term of office.  
  
Position #3: Mike Mahoney- initial 2 year term of office.  
  
Position #4: Terri Gentry- initial 2 year term of office.  
  
Position #5: Camille Peck- initial 2 year term of office.

SO ORDERED this 6th day of June, 2018.

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

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Don Russell, Chair

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Jim Doherty, Commissioner

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Melissa Lindsay, Commissioner

**BY-LAWS  
MORROW COUNTY  
RODEO BOARD**

**ARTICLE I: NAME AND PREAMBLE**

The name of the organization shall be known as Morrow County Rodeo Board; hereafter referred to as the “Rodeo Board.” The Rodeo Board is established with Order No. 2018-5 on June 6, 2018. The Rodeo Board shall be organized and recognized by the Morrow County Board of Commissioners.

**ARTICLE II: PURPOSE AND DUTIES OF BOARD**

**SECTION 1. Purpose.**

It shall be the purpose of the Rodeo Board to serve the public interest by overseeing and carrying out the following duties:

- 1) Oversee the annual Morrow County Rodeo that is held concurrently with the Morrow County Fair. The Rodeo Board may recommend that the rodeo be provided by contract with an external entity.
- 2) Adopt standards and policies governing the conduct of the Morrow County Rodeo; and other entities associated with the operation of such.
- 3) Prepare and present local program budget proposals to the Morrow County Budget Committee and Morrow County Board of Commissioners.
- 4) Coordinate with the Morrow County Fair Secretary and Public Works Director to identify and prioritize capital and maintenance needs at the Fair and Rodeo grounds.
- 5) Conduct periodic reviews of policies and procedures of activities at the Rodeo grounds.
- 6) Organize, promote, and administer events on the Rodeo grounds as determined by the Rodeo Board in addition to the Morrow County Rodeo.

**SECTION 2. Interim Authority in Cases of Dispute or Uncertainty.**

In instances of disputed or of uncertainty as to the meaning of these By-Laws, or of any rules proposed by the Rodeo Board, the interpretation and decision of the Rodeo Board Chairman shall be controlling until a decision has been duly rendered by the Rodeo Board at the next scheduled Rodeo Board meeting or if necessary in a special meeting.

**SECTION 3. Limitation of Authority.**

The provisions of this Article II shall be construed in the light of any restrictions or requirements imposed by law and any policy or procedure prescribed by the Board.

**SECTION 4. Laws Applicable to Public Bodies Apply.**

All Morrow County policies and procedures that are not otherwise specified in these by-laws shall apply to the operation of the Rodeo Board. The Rodeo Board is subject to the laws applicable to public bodies.

**SECTION 5. Finance and Accounting Practices.**

- A. The Rodeo Board Secretary shall, in cooperation with the Morrow County Finance Director, have charge and custody of and be responsible for Rodeo Capital Improvement Fund and other funds dispersed by the Morrow County Board of Commissioners to the Rodeo Board.
- B. Procurement. The Rodeo Board shall comply with Morrow County's Procurement of Goods and Services Policy.

**ARTICLE III. OFFICE**

The principal office of the Morrow County Rodeo Board of Directors shall be the office of record for the Rodeo Board.

**ARTICLE IV. MEMBERSHIP**

**SECTION 1. Number, Criteria, Appointment and Qualifications.**

The Rodeo Board shall be composed of no less than five members, who shall be appointed by the Morrow County Board of Commissioners. Each member should have a demonstrated interest in the Morrow County Rodeo and a belief in its purpose; the present potential capacity for leadership in connection with the Morrow County Rodeo; the ability and willingness to devote the necessary time to the performance of membership responsibilities.

**SECTION 2. Eligibility for Membership.**

All members should be a current resident of Morrow County and at least 18 years of age.

**SECTION 3. Term of Membership.**

All appointments shall be for a term of three (3) years, with the exception for the first term of the Rodeo Board, which shall be staggered between 1, 2, and 3 year

terms. There shall be no limit to the number of terms that a board member can serve provided that the member is reappointed by the Board of Commissioners. Notwithstanding any other provision, each member shall hold their position until their successor shall have been appointed, or until their death, resignation or removal in the manner hereinafter provided.

#### **SECTION 4. Removal.**

The Morrow County Rodeo Board may recommend removal of members to the Morrow County Board of Commissioners. Before any such removal shall be made, the member shall be given notice of the cause relied upon and a fair and reasonable opportunity to respond to the same. Facts constituting good cause for removal from the Rodeo Board include, but are not limited to the following:

- A. Absence from three (3) consecutive meetings
- B. Personal Financial gain at the expense of the Morrow County Rodeo.
- C. Behavior inconsistent with appropriate public citizenry.

The Morrow County Board of Commissioners may remove any member of the Morrow County Rodeo Board by majority vote of the Commissioners.

#### **SECTION 5. Vacancies.**

Any vacancy occurring on the Rodeo Board shall be filled by the appointment of the Morrow County Board of Commissioners; the duration of an appointment to fill a vacancy shall be for the unexpired portion of the term for the vacant position.

#### **SECTION 6. Public Officials.**

Members of the Morrow County Rodeo Board and any sub-committee members created by Board are considered public officials pursuant to Oregon Revised Statutes. As a public official, individuals are required to comply with all relevant ethics, public records, and public meeting law compliance requirements.

The Morrow County Rodeo Board shall consult with Morrow County Counsel regarding compliance with relevant public record and public meeting law compliance requirements.

### **ARTICLE V. OFFICERS**

#### **SECTION 1. Number, Election and Term of Office.**

The officers of the Rodeo Board shall be a Chairman, a Vice-Chairman and a Secretary, each of whom shall be elected annually at the first meeting after January 1<sup>st</sup>, and each of whom shall perform all duties customarily incident to

their respective offices and such other duties as may be prescribed by the Rodeo Board from time to time.

- A. Chairman-Shall supervise the affairs, activities, and chair the meeting of the Rodeo Board.
- B. Vice-Chairman-Shall preside in the absence or at the request of the Chairman.
- C. Secretary- Shall aid and assist the Directors, Chairman and Vice Chairman in any duties that may be prescribed by them.

**SECTION 2. Vacancies.**

A vacancy in any office shall be filled by the Rodeo Board for the unexpired portion of the term.

**ARTICLE VI. MEETING**

**SECTION 1. Public Meetings Laws Shall Apply.**

The Rodeo Board is a public body subject to the public meetings and records laws as stated in Oregon Revised Statutes Chapter 192. All meetings will be open to the public and provide legally sufficient notice of meeting day, time, and location.

**SECTION 2. Regular Meetings.**

Regular meetings shall be held at such time and place as determined by the Rodeo Board; provided, however, that the Rodeo Board shall meet at least on a bi-annual basis at a location to be determined by the Rodeo Board. The Rodeo Board meetings shall be considered “public meetings” and comply with all Oregon laws involving public meetings, including, but not limited to: notice, agenda, accessibility, and creation of meeting minutes to be retained by the Morrow County Board of Commissioners.

**SECTION 3. Special Meetings.**

Special meetings of the Rodeo Board may be called by or at the request of the Chairman or the Morrow County Administrator. The person or persons authorized to call special meetings of the Rodeo Board may fix the place for holding any special meetings. The agenda for special meetings shall be determined by the Chairman or those members calling the special meeting.

**SECTION 4. Notice.**

Notice of any meeting and agenda thereof shall be given at least three (3) days previously thereto. The notice of meeting shall include a list of the principal subjects anticipated to be considered at the meeting.

**SECTION 5. Quorum.**

A majority of current Board members shall constitute a quorum for the transaction of business.

**SECTION 6. Minutes.**

The Secretary shall prepare written meeting minutes in compliance with ORS 192.650 and provide copies of those minutes to the Morrow County Board of Commissioners.

**ARTICLE VII. RULES OF ORDER**

The rules of order for the Rodeo Board, where not otherwise prescribed by these By-Laws, shall be the Revised Robert's Rules of Order.

**ARTICLE VIII. AMENDMENTS**

These By-Laws may be altered, amended or repealed, and new By-Laws may be adopted upon recommendation by the Morrow County Rodeo Board and approval by the Morrow County Board of Commissioners. Recommended amendments shall be forwarded to the Morrow County Board of Commissioners only after the Morrow County Rodeo Board holds two readings at two separate meetings and only upon the affirmative vote of a majority of the members. Final approval shall be determined by the Morrow County Board of Commissioners.

Adopted this 6<sup>th</sup> day of June, 2018

MORROW COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chair Don Russell

\_\_\_\_\_  
Commissioner Jim Doherty

\_\_\_\_\_  
Commissioner Melissa Lindsay





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

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

Morrow County acquired through Tax Foreclosure a Manufactured Home and lot, located at 285 SE Fourth St., Irrigon, OR. As per Morrow County policy, an email was sent to Morrow County Departments to see if there was interest in retaining this property. At that time, the Sheriff's Office expressed interest. Since that time, it has been decided to not retain this property at this time.

The next option for disposition of a Tax Foreclosed property is to transfer it to another governmental entity. The City of Irrigon has expressed an interest in acquiring this property, depending on the price of the property.

In the attached spreadsheet I have listed the Trended Real Market Value, as provided by the Assessor's Office, and the amount of the delinquent taxes.

I recommend transferring the property to the City of Irrigon because:

- They have expressed an interest in the property.
- The property is in a residential neighborhood, and the best use of the property would be as a residence.
- The property needs maintenance. Yard maintenance and cleaning up inside the structure. The City of Irrigon is aware of these needs and is willing to accept the property in this condition.

**2. FISCAL IMPACT:**

Unknown. The decision(s) of the Board of Commissioners will determine sale price and who is responsible for transfer costs.

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

I recommend setting a price for the property and structure if transferred to the City of Irrigon, as well as any terms or conditions. This information may then be provided to the City of Irrigon and they can then determine if these terms are acceptable. I would recommend giving the County Administrator authority to negotiate, within limits, with the City of Irrigon and bring to the Commissioners a final agreement and document.

Attach additional background documentation as needed.

## MORROW COUNTY FORECLOSED PROPERTY POLICY

It shall be the policy of Morrow County that, whenever the County comes into possession of property that is deemed not to be of value to the County, it shall be disposed of as quickly as possible. To facilitate in this, the following procedures will be observed:

- I. Redemption Period (The two-year period of time from issuance of the Judgment and Decree and the property being deeded to the County during which the property owner can redeem the property for the amount specified in the Decree.)
  - a. The Morrow County Tax Collector shall advise the Morrow County Court when a foreclosure Judgment and Decree is issued and shall provide the County Court with sufficient description of the property to allow it to be adequately insured.
  - b. The County Court shall add the property to the County's property/liability insurance policy.
  - c. The Tax Collector shall notify the County Court whenever property has been redeemed.
  - d. The County Court shall remove redeemed property from the County's property/liability insurance policy.

II. Property Deeded to County The Tax Collector or County Counsel shall notify the County Court whenever foreclosed property has been deeded to the County. This will usually occur once a year, in October.

- a. The County Court shall review each property to determine if it possesses value to the County.
- b. Property not necessary for County operations will be disposed of in the manner determined by the Court depending on the value, location and other considerations of each individual property. Options may include:
  1. Transfer to another governmental entity
  2. Public Auction
  3. Lot-drawing
  4. Private Sale

Procedures for disposal under any option above will follow requirements of ORS Chapter 275 as outlined in Section III of this policy.

- c. The County will not, as a matter of routine, inspect properties for the presence of hazardous or unsafe conditions. However, upon notification of the existence of such conditions, the Court shall determine whether to effect a remedy of such hazardous or unsafe condition based upon consideration of all the circumstances, including fiscal considerations, and any other priorities which demand the time, attention, and/or capabilities of county personnel or property.

Whenever a property is acquired that is occupied by a tenant, because of the attendant liabilities and responsibilities, the County Court shall instruct the County Counsel to initiate eviction processes as set out in the Oregon Revised Statutes.

III. Property Sales When a determination has been made by the Court to dispose of a property,

the following procedures will be observed:

- a. The Court shall notify the Assessor in writing of the necessity for an appraisal of the property.
- b. The Assessor shall submit an appraisal report to the Court and notify the Treasurer's Office of the appraisal costs.
- c. The Court shall determine a minimum bid amount for the property and direct the County Counsel to prepare an Order for Sheriff's Sale to occur within 150 days of the appraisal. Such order shall include the appraised value of the property and the minimum bid amount.
- d. The County Clerk shall provide the Chief Civil Deputy of the Sheriff's Office with a certified copy of the Order for Sheriff's Sale.
- e. The Sheriff's Office shall provide to the County Court a return of service following the sale which shall include the name of the successful bidder and amount of the bid, if any, the date of the sale and the amount of the costs incurred for the sale.
- f. The Sheriff's Office shall advise the Treasurer's Office of all costs associated with the property sale including publication costs and Sheriff's fees.
- g. If there are no bidders, the County may pursue private sale options, but may not sell the property for less than 15% of the amount set as the minimum bid.
- h. If property does not sell at public auction, the County Court shall consider listing the property with realtors located in Morrow County.

NOTE: The only disposal option available to the County that does not require the property to be put up for public auction first, is a transfer from the County to another municipality, unless it is industrial property, or has a value of less than \$5,000 and is not buildable.

IV. Public Inquiry When public inquiries are received about foreclosed property, they shall be routed to County Court Office. A "packet" shall be maintained by that office for each foreclosed property that will include:

- a. A map of the subject property (provided by the Assessor's Office)
- b. A legal description of the property (provided by the Assessor's Office)
- c. A copy of the Judgment and Decree (provided by the County Counsel/Tax Collector)
- d. A copy of the Sheriff's Return of Service (provided by the Sheriff's Office)
- e. A list of costs incurred, including:
  1. Appraisal costs
  2. Publication costs
  3. Sheriff's costs

V. Sheriff's Sale The Chief Civil Deputy of the Morrow County Sheriff's Office shall conduct sales of all County property in accordance with the Oregon Revised Statutes. Additionally, the following procedures shall be observed at the time of sale:

- a. An announcement shall be made at the beginning of the sale that the terms of sale are for cash, cashiers check, money order or current letter of credit from a bank or lending institution - all at the time of sale.
- b. The Civil Deputy may request proof of being a qualified bidder prior to conducting

- the sale.
- c. Bidders who do not have cash, cashiers check, money order or a letter of credit in amount needed will be disqualified.
  - d. The successful bidder will be immediately directed to the County Treasurer for payment.
  - e. Deeds will be prepared after the sale by County Counsel for signature by the County Court at the next available meeting following the date of sale.
  - f. The County Court reserves the right to reject all bids.

Amended 6/15/94

Amended 6/23/04

After Recording Return To:

Morrow County Assessor/Tax Collector  
P.O. Box 247  
Heppner, Oregon 97836

### Tax Foreclosure Deed

This Deed, made this 2 day of October, 2017 between Michael Gorman, Assessor and Tax Collector, Morrow County, State of Oregon, Grantor, and Morrow County, a political subdivision of the State of Oregon, Grantee,

WHEREAS, a General Judgment of the Circuit Court of the State of Oregon, in and for the County of Morrow, duly entered on October 2, 2015, in Case No. 15-CV-154 wherein Morrow County, Oregon was the Plaintiff, and Patricia A Hannigan was the former property owner;

WHEREAS, the hereunder described real property was, by said general judgement, sold subject to redemption, to Morrow County.

WHEREAS, the said real property has been held by Morrow County, Oregon, for the period of two (2) years from and after the date of said General Judgment, and no redemption has been made; and notice of the expiration of redemption period, Exhibit A, has been given as required by law; and


WHEREAS, Pursuant to ORS 312.200, I have this day executed this deed conveying to Morrow County, Oregon, a political subdivision to the State of Oregon the following described property:

Lot 3, Lewis Addition, in the City of Irrigon, County of Morrow and State of Oregon

5N2625AA-204, Acct No. 8183, 62402

Now, therefore, I, Michael Gorman, Assessor and Tax Collector, for Morrow County, Grantor, do hereby grant, bargain, sell, and convey unto Morrow County, Oregon, Grantee, and its assignees that real property described herein.

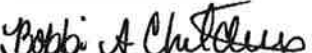
Given under my hand officially this 2 day of October, 2017.

  
Michael Gorman, Morrow County Assessor & Tax Collector

State of Oregon, County of Morrow ) ss.

On this date, October 2<sup>nd</sup>, 2017 before me, as County Clerk for Morrow County, State of Oregon, personally came Michael Gorman, Assessor & Tax Collector for Morrow County, State of Oregon, known to me to be the individual described in, and who executed the above deed, and acknowledged to me that he executed the same.

In witness whereof I have hereunto set my hand and official seal the day and year in this certificate first above written.

  
Bobbi Childers, Morrow County Clerk



MORROW COUNTY, OREGON **2017-41054**  
F-TFD  
Cnt=1 Sta=23 TC **10/02/2017 03:36:26 PM**  
\$10.00 \$11.00 \$20.00 \$10.00 **\$61.00**



00032604201700410540020029

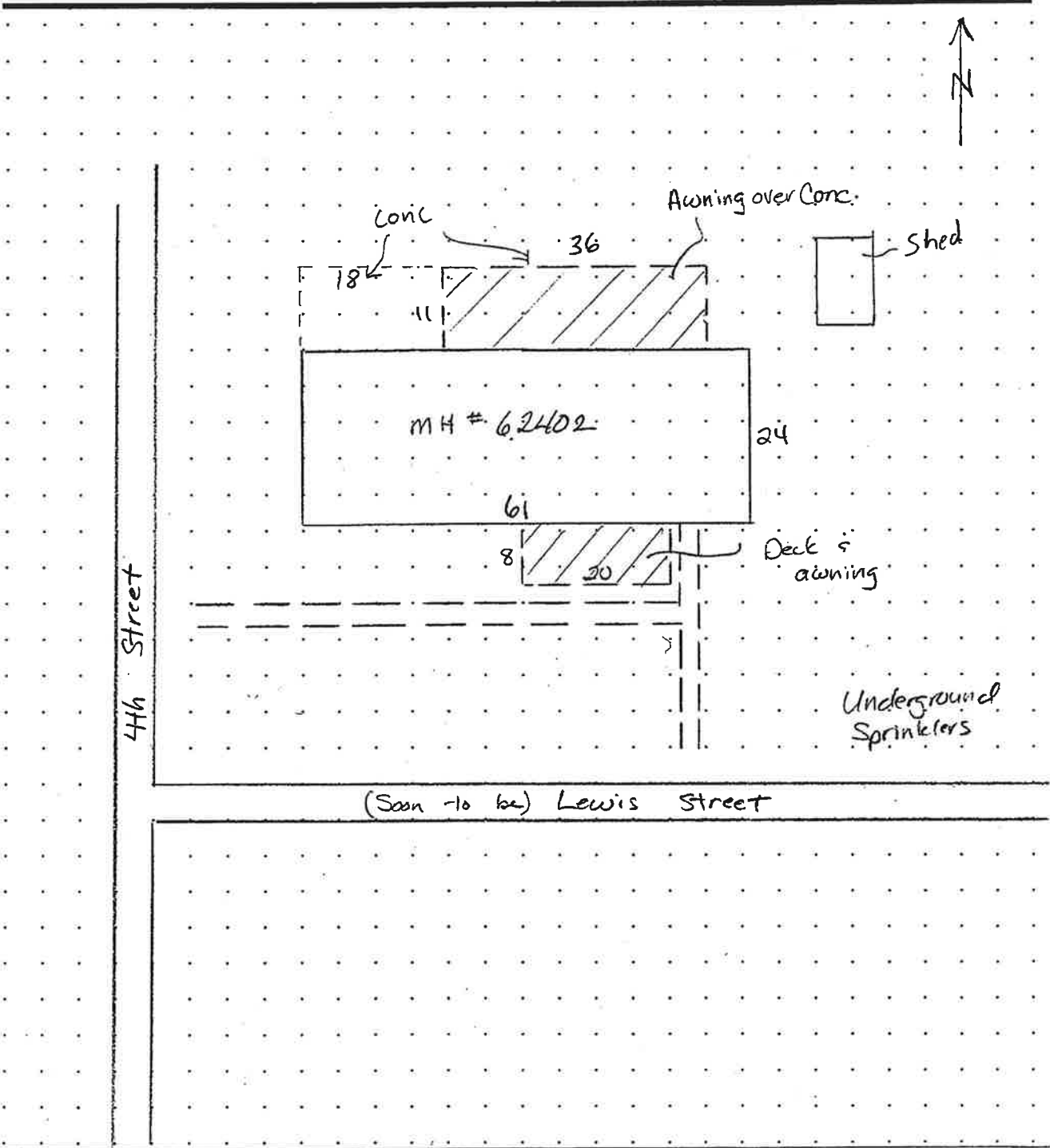
I, Bobbi Childers, County Clerk for Morrow County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Bobbi Childers - County Clerk



BUILDING DIAGRAM

Drawn by B. Jones Date 7-22-94 ACCOUNT NO. SN 26 25A A 204  
Ck'd/Rev. by \_\_\_\_\_ Date \_\_\_\_\_  
Ck'd/Rev. by \_\_\_\_\_ Date \_\_\_\_\_ Code Area 10-3 Ref.# 8183









# MORROW County Assessor's Summary Report

## Real Property Assessment Report

FOR ASSESSMENT YEAR 2016

September 27, 2017 2:08:01 pm

Account # 8183  
 Map # 5N2625-AA-00204  
 Code - Tax # 1003-8183

Tax Status ASSESSABLE  
 Acct Status ACTIVE  
 Subtype NORMAL

Legal Descr LEWIS  
 Lot - 3

Mailing Name HANNIGAN, PATRICIA A  
 Agent  
 In Care Of KONTUR, SUZANNE  
 Mailing Address 314 TUCKER EST  
 UMATILLA, OR 97882-9317

Deed Reference # 1997-154 (SOURCE ID(T): 52118)  
 Sales Date/Price 08-29-1997 / \$47,500.00  
 Appraiser CYDE ESTES

Prop Class 109 MA SA NH Unit  
 RMV Class 109 01 00 000 6999-1

Situs Address(s)		Situs City
ID#	285 SE FOURTH ST	IRRIGON

Code Area	Value Summary				CPR %
	AV	RMV	MAV	RMV Exception	
1003	Land	25,900		Land	0
	Impr.	7,170		Impr.	0
<b>Code Area Total</b>		17,330	33,070	17,330	0
<b>Grand Total</b>		17,330	33,070	17,330	0

Code Area	ID#	RFD	Ex	Plan Zone	Value Source	Land Breakdown			Land Class	LUC	Trended RMV
						TD%	LS	Size			
1003	1	R		R1	Residential	100	A	0.17	MKT	*	14,000
1003	2	R		R1	Site Development	100	A	0.00	MKT	*	11,900
<b>Grand Total</b>								0.17			25,900

Code Area	ID#	Yr Built	Stat Class	Description	Improvement Breakdown		Total Sq. Ft.	Ex% MS Acct #	Trended RMV
					TD%	Size			
1003	3		396	DECKS-PATIOS-PORCHES	100		0		5,670
1003	2		194	RESIDENTIAL - MISC			0		1,500
1003	1	1977	052	MOBILE HOME, CL-5 DOUBLE WIDE	100		1,464	R - 62402	12,350
<b>Grand Total</b>							1,464		19,520

Code Area	Type	Exemptions/Special Assessments/Potential Liability
1003		
<b>NOTATION(S):</b>		
■ TAX NOTATION FORECLOSURE		

MS Account(s): 1003-R-62402

\*\*\* The Real MS value is not included in the total of the real account

Land

**MORROW COUNTY ASSESSOR**  
**Manufactured Structure Assessment Report**  
**FOR ASSESSMENT YEAR 2016**

9/27/2017 2:08:07 PM

Account # 62402  
 Code - Tax # 1003  
 Mailing Address HANNIGAN, PATRICIA A  
 KONTUR, SUZANNE  
 314 TUCKER AVE  
 UMATILLA, OR 97882-9317

TAX STATUS ASSESSABLE  
 ACCT STATUS ACTIVE  
 SUBTYPE REAL  
 HOME ID 142998  
 X NUMBER 142998

SITUS ADDRESS	SITUS CITY
285 SE FOURTH ST	IRRIGON

TAX NOTATION FORECLOSURE  
 APPRAISER CYDE ESTES

VALUE SUMMARY								
CODE AREA		AV	RMV	MAV	TREND %		RMV EXCEPTION	CPR %
1003	IMPR.	\$12,350	\$12,350	\$23,730	100%	IMPR.	\$0	

Manufactured Structure Information			
VIN #	64242CKPD22752	STAT CLASS	052 +
BRAND	VILLA WEST	QUALITY	100
MODEL		CONDITION	
YEAR BUILT	1977	MA / SA / NH	01 / 00 / 000
STICKER #		BEDROOMS / BATHS	2 / 2

Real Property Information			
REAL ACCOUNT #	8183	MA / SA / NH	01 / 00 / 000
MAP	5N2625AA00204	PROP CLASS	109
UNIT	6999	RMV CLASS	109
PARK NAME			
COMMENTS			

**FLOORS**

DESCRIPTION	CLASS	SQFT	SIZE TYPE	TYPE OF HEAT	RMV
FIRST FLOOR DR-1 LR-1 KT-1 BD-2 FB-2 U-1	5	1,464	S	HEAT-MS: HEAT PUMP	11,504
DIMENSIONS: 61 X 24					
PLBG: FULL BATH	2	0		HEAT-MS: HEAT PUMP	1464
EXT WALL: METAL BEVEL SIDING	1464	0		ROOF COVER: COMP SHINGLE	1464
FOUNDATION: AVG SKIRTING	170	182		ROOF STYLE: GABLE	1464
<b>Total Floor RMV</b>					<b>12,346</b>

**EXEMPTIONS / SPECIAL ASSESSMENTS / POTENTIAL LIABILITY**

TYPE  
 NOTATION(S):  
 DESCRIPTION FORECLOSURE

COMMENTS:

*Manufactured  
Home*

**STATEMENT OF TAX ACCOUNT**  
**MORROW COUNTY TAX COLLECTOR**  
**P.O. BOX 247**  
**HEPPNER, OR 97836**  
**(541) 676-5607**

28-Sep-2017

HANNIGAN, PATRICIA A  
KONTUR, SUZANNE  
314 TUCKER EST  
UMATILLA, OR 97882-9317

Tax Account #	8183	Lender Name	
Account Status	A	Lender ID	
Roll Type	Real	Property ID	1003 5N2625-AA-00204
Situs Address	285 SE FOURTH ST IRRIGON, OR 97844	Interest To	Sep 28, 2017

**Tax Summary**

Tax Year	Tax Type	Total Due	Current Due	Interest Due	Discount Available	Original Due	Due Date
2016	ADVALOREM	\$432.86	\$391.14	\$41.72	\$0.00	\$391.14	Nov 15, 2016
2015	ADVALOREM	\$497.42	\$392.70	\$104.72	\$0.00	\$392.70	Nov 15, 2015
2014	ADVALOREM	\$503.10	\$385.43	\$117.67	\$0.00	\$385.43	Nov 15, 2014
2013	ADVALOREM	\$527.63	\$353.16	\$174.47	\$0.00	\$353.16	Nov 15, 2013
2012	ADVALOREM	\$602.74	\$358.19	\$244.55	\$0.00	\$358.19	Nov 15, 2012
2011	ADVALOREM	\$371.92	\$201.27	\$170.65	\$0.00	\$301.91	Nov 15, 2011
2011	FEE	\$234.15	\$234.15	\$0.00	\$0.00	\$234.15	Nov 15, 2011
2010	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$288.19	Nov 15, 2010
2009	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$273.21	Nov 15, 2009
2008	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$250.86	Nov 15, 2008
2007	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$234.91	Nov 15, 2007
2006	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$257.63	Nov 15, 2006
2005	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$252.81	Nov 15, 2005
2004	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$235.03	Nov 15, 2004
2003	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$233.05	Nov 15, 2003
2002	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$165.72	Nov 15, 2002
2001	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$163.88	Nov 15, 2001
2000	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$145.57	Nov 15, 2000
1999	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$142.26	Nov 15, 1999
1998	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$136.42	Nov 15, 1998
1997	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$132.56	Dec 15, 1997
1996	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$203.86	Nov 15, 1996
1995	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$143.58	Nov 15, 1995
1994	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$273.75	Nov 15, 1994
<b>Total</b>		<b>\$3,169.82</b>	<b>\$2,316.04</b>	<b>\$853.78</b>	<b>\$0.00</b>	<b>\$5,949.97</b>	

**TAX NOTATION...**

NOTATION CODE	DATE ADDED	DESCRIPTION
FORECLOSURE	1-Oct-2015	CASE NO 15 CV 154

**STATEMENT OF TAX ACCOUNT**  
**MORROW COUNTY TAX COLLECTOR**  
**P.O. BOX 247**  
**HEPPNER, OR 97836**  
**(541) 676-5607**

28-Sep-2017

HANNIGAN, PATRICIA A  
KONTUR, SUZANNE  
314 TUCKER AVE  
UMATILLA, OR 97882-9317

Tax Account #	62402	Lender Name	
Account Status	A	Lender ID	
Roll Type	MS	Property ID	1003 5N2625-AA-00204
Situs Address	285 SE FOURTH ST IRRIGON, OR 97844	Interest To	Sep 28, 2017

**Tax Summary**

Tax Year	Tax Type	Total Due	Current Due	Interest Due	Discount Available	Original Due	Due Date
2016	ADVALOREM	\$271.32	\$245.16	\$26.16	\$0.00	\$245.16	Nov 15, 2016
2015	ADVALOREM	\$322.48	\$254.59	\$67.89	\$0.00	\$254.59	Nov 15, 2015
2014	ADVALOREM	\$540.20	\$413.85	\$126.35	\$0.00	\$413.85	Nov 15, 2014
2013	ADVALOREM	\$609.11	\$407.69	\$201.42	\$0.00	\$407.69	Nov 15, 2013
2012	ADVALOREM	\$720.76	\$428.32	\$292.44	\$0.00	\$428.32	Nov 15, 2012
2011	ADVALOREM	\$448.55	\$242.74	\$205.81	\$0.00	\$364.12	Nov 15, 2011
2011	FEE	\$147.29	\$147.29	\$0.00	\$0.00	\$147.29	Nov 15, 2011
2010	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$361.54	Nov 15, 2010
2009	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$351.71	Nov 15, 2009
2008	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$358.79	Nov 15, 2008
2007	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$309.07	Nov 15, 2007
2006	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$354.99	Nov 15, 2006
2005	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$382.73	Nov 15, 2005
2004	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$390.55	Nov 15, 2004
2003	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$423.22	Nov 15, 2003
2002	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$494.90	Nov 15, 2002
2001	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$489.30	Nov 15, 2001
2000	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$434.38	Nov 15, 2000
1999	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$424.07	Nov 15, 1999
1998	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$406.57	Nov 15, 1998
1997	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$395.36	Dec 15, 1997
1996	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$450.34	Nov 15, 1996
1995	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$428.34	Nov 15, 1995
1994	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$420.80	Nov 15, 1994
<b>Total</b>		\$3,059.71	\$2,139.64	\$920.07	\$0.00	\$9,137.68	

**TAX NOTATION...**

NOTATION CODE	DATE ADDED	DESCRIPTION
FORECLOSURE	1-Oct-2015	CASE NO 15 CV 154



P.O. Box 788 • Heppner OR 97836  
(541) 676-2529 Fax (541) 676-5619

## Administration

Darrell Green  
County Administrator  
dgreen@co.morrow.or.us

**TO:** Board of Commissioners  
**FROM:** Darrell Green, County Administrator  
**DATE:** June 6th, 2018  
**RE:** Administrator Monthly Report for May 2018

The month of April I have continued my efforts toward working on projects, day to day administrative tasks and meeting with Department Directors and Elected Officials.

Below are the highlights of the month:

1. North Morrow County Facility- Matt Jones from Crow Engineering came to a Work Session to present and review their updated building layout based on the feedback we gave them in April. Additional suggestions for the building were made. We will have two more meetings to review the building layout.
2. Leadership- Dave Rabiner presented 'Translating Leadership Qualities into Leadership Practices'. The feedback from the training was positive and we will continue to work on translating our values into behaviors.
3. Committees and Boards-
  - a) CREZ meeting on May 7<sup>th</sup> - Carla announced her resignation as the manager of the CREZ.
  - b) Wildfire Exercise- I found this to be informative and eye opening to how this is managed.
  - c) Veterans Round table in Heppner - Linda received positive feedback for her work and a few opportunities the Veterans are challenged with.
  - d) City, County Port- PGE made a presentation about what lies in their future with green energy.
4. Other Buildings:
  - a) Gilliam Bisbee- We conducted two events to give away furniture and fixtures at the Gilliam Bisbee building. We had one for Departments and another for local government and non-profits. We will have one more for businesses and the public.
  - b) Courthouse- Commissioner Lindsay submitted our proposal to the AOC. We are waiting on approval to move forward with renovations.
  - c) Review of office space on the lower level continues with a projected date of 7/1 for a final decision.
  - d) Review of a wall on the upper level to address confidentiality continues with a projected date of June 13 for a final decision.

5. Collective Bargaining Agreement(s)- The original date of May 17<sup>th</sup> was rescheduled to June 7<sup>th</sup>.
6. Retirement plan revisions- Kate, Karen and I are working diligently to identify costs and opportunities of our current plan along with how we will move forward with a new plan.
7. Other projects-
  - a) Recruitment of a new HR manager!!
  - b) Justice Court- personnel, current and future space
  - c) Rodeo and Fair
  - d) Policy updates
  - e) Cost savings
  - f) Fee schedule

Sincerely,

A handwritten signature in blue ink, appearing to read "Darrell J Green", with a long horizontal flourish extending to the right.

Darrell J Green

# Morrow County Sheriff's Office

## Monthly Report



**Board of Commissioners Meeting**

**June 6, 2018**

---

### **Stats for May 2018**

- ❖ **Total Arrests – 32 (9 of these lodged in Jail)**
- ❖ **27 - Warrants (various charges)**
- ❖ **1 – Assault**
- ❖ **1 - Harassment**
- ❖ **1 – Disorderly Conduct**
- ❖ **1 – Driving While Suspended/Misdemeanor**
- ❖ **1 – Unauthorized Use of a Motor Vehicle**

✚ **Motor Vehicle Accidents – 16**

✚ **Concealed Handgun License – 35**

✚ **Civil Paper Service - 107** attempts to serve persons with civil papers

✚ **Traffic Stops – 131** (90 of these were **warnings**, only 41 received citations)

### **Press Release - May 23, 2018** (As posted on the Morrow County Sheriff's Office Facebook Page)

On May 23, 2018 at 2:49pm, an anonymous tip came into Boardman Police Department, that a subject that law enforcement was looking for was at 70072 Kunze lane, near Boardman in Morrow County. Boardman Police Department (BPD) advised Morrow County Sheriff's Office (MCSO) as it was in Morrow County's jurisdiction. Morrow County Sheriff's Office, Boardman Police Department, Hermiston Police Department and Oregon State Police all responded to the scene. Alex Ahumada, 33-year-old male and a person of interest in a shooting that occurred in Hermiston in Umatilla County on May 19th was confirmed to be barricaded inside the residence at the Kunze Lane address. MCSO had earlier requested the assistance of the Oregon State Police SWAT team out of Portland and they arrived on scene. After a four-hour standoff, Alex Ahumada was taken into custody without further incident. The investigation is continuing at this time.

Alex Luis Ahumada, of Boardman was taken into custody and transported to Umatilla County Jail on a No Bail, Parole Violation Warrant. Further charges are pending with this on-going investigation.

Morrow County Sheriff's Office would like to thank Boardman Police Department, Boardman Ambulance, Boardman Fire, Hermiston Police Department, Oregon State Police and Oregon State Police SWAT Team. Their assistance is greatly appreciated. First Responders working together to keep our communities safe.



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

## TREASURER

**Gayle L. Gutierrez**

June 6, 2018

To: Morrow County Board of Commissioners  
From: Gayle L. Gutierrez, Morrow County Treasurer  
Re: Treasurer's Monthly Financial Statements as per ORS 208.090

The first two and a half pages of the Pooled Cash Report will tell you the cash amount in each individual fund.

On the third page of the Pooled Cash Report please note the amounts of actual cash on hand and what institutions that they are deposited in.

The interest rate for the Local Government Investment Pool is 2.10%.

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

The interest rate for Community Bank is .02%.

Outstanding checks as of April 30, 2018 total is \$801,890.06. The reason for such a large amount of outstanding checks is due to several large checks written at the end of the month.

We have all received our letters from Treasury concerning the investment policy. I addressed their concern over the external auditor and put that wording into the policy I gave you. Please email any questions you might have and we can discuss them at the work session later this month.

I have enclosed the annual Investment Authorization Order for you to sign for next fiscal year.



FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
101-100-1-10-1500		GENERAL FC W/TREASURER	6,440,398.11	( 673,833.25)	5,766,564.86
200-100-1-10-1500		HERITAGE TRAIL FC W/TREAS	17,391.45	30.02	17,421.47
201-100-1-10-1500		ROAD EQUIP FC W/TREASURER	200,350.88	175,627.70	375,978.58
202-100-1-10-1500		ROAD FC W/TREASURER	346,586.58	1,298,926.12	1,645,512.70
203-100-1-10-1500		FINLEY BUTTES FC W/TREASURER	228,513.85	394.40	228,908.25
204-100-1-10-1500		YOUTH/CHILD FC/TREASURER	66,157.92	0.00	66,157.92
205-100-1-10-1500		AIRPORT FC W/TREASURER	512,913.45	( 14,420.50)	498,492.95
206-100-1-10-1500		LAW LIBRARY FC W/TREASURER	35,309.92	( 1,548.86)	33,761.06
207-100-1-10-1500		911 FC W/TREASURER	125,130.29	59,192.27	184,322.56
208-100-1-10-1500		SURVEYOR PRES FC/TREASURER	201,942.70	1,518.01	203,460.71
209-100-1-10-1500		CSEPP FC W/TREASURER	0.00	0.00	0.00
210-100-1-10-1500		FINLEY BUTTES LIC. FC W/TREAS	869,874.85	816.19	870,691.04
211-100-1-10-1500		MCSO CO SCHOOL FC W/TREAS	7,470.95	( 7,397.92)	73.03
212-100-1-10-1500		ISD COMMON SCH FC W/TREASURER	697.18	( 690.08)	7.10
214-100-1-10-1500		FAIR FC W/TREASURER	161,475.43	( 398.25)	161,077.18
215-100-1-10-1500		COMP EQUIP FC W/TREASURER	56,385.91	( 8,293.22)	48,092.69
216-100-1-10-1500		STF FC W/TREASURER	6,222.90	12,678.34	18,901.24
217-100-1-10-1500		PROGRAMMING RES FC W/TREASURER	69,547.29	120.03	69,667.32
218-100-1-10-1500		ENFORCEMENT FC W/TREAS	22,574.76	38.96	22,613.72
219-100-1-10-1500		VIDEO LOTTERY FC W/TREAS	50,458.96	87.09	50,546.05
220-100-1-10-1500		VICTIM/WITNESS FC W/TREAS	15,789.20	( 6,883.29)	8,905.91
222-100-1-10-1500		WILLOW CREEK FEES FC W/TREAS	34,693.34	59.88	34,753.22
223-100-1-10-1500		CAMI GRANT FC W/TREAS	9,485.74	( 4,094.13)	5,391.61
224-100-1-10-1500		WEED EQUIP RES. FC W/TREAS	5,206.34	8.99	5,215.33
225-100-1-10-1500		STF VEHICLE FC W/TREAS	140,902.40	( 4,319.01)	136,583.39
226-100-1-10-1500		FAIR ROOF FC W/TREAS	17,712.48	30.57	17,743.05
227-100-1-10-1500		HEPPNER ADMIN BLDG FC W/TREAS	246,289.57	( 189,583.45)	56,706.12
228-100-1-10-1500		SAFETY COMMITTEE FC W/TREAS	20,597.92	35.55	20,633.47
229-100-1-10-1500		BLEACHER RESERVE FC W/TREAS	26,252.93	45.31	26,298.24
230-100-1-10-1500		RODEO FC W/TREAS	46,110.54	79.58	46,190.12
231-100-1-10-1500		JUSTICE COURT FC W/TREAS	64,423.27	57,402.54	121,825.81
233-100-1-10-1500		CLERKS RECORD FC W/TREAS	17,157.52	178.74	17,336.26
234-100-1-10-1500		DUII IMPACT FC W/TREAS	26,405.26	45.57	26,450.83
236-100-1-10-1500		FAIR IMPROV. FUND FC W/TREAS	5,599.11	9.66	5,608.77
237-100-1-10-1500		BUILDING PERMIT FC W/TREAS	573,913.55	62,083.96	635,997.51
238-100-1-10-1500		PARK FC W/TREAS	396,365.54	( 2,648.73)	393,716.81
240-100-1-10-1500		EQUITY FC W/TREAS	84,981.99	146.67	85,128.66
241-100-1-10-1500		BUILDING RESERVE FC W/TREAS	217,742.96	375.81	218,118.77
243-100-1-10-1500		LIQUOR CONTROL FC W/TREAS	823.11	1.42	824.53
245-100-1-10-1500		WPF FC W/TREASURER	12,257.73	0.00	12,257.73
321-100-1-10-1500		FOREST SERVICE FC W/TREAS	60,482.91	104.39	60,587.30
322-100-1-10-1500		COURT SECURITY FC W/TREAS	141,149.51	360.44	141,509.95
500-100-1-10-1500		ECHO WINDS FC W/TREAS	41,777.37	72.11	41,849.48
501-100-1-10-1500		SHEPHERDS FLAT FC W/TREAS	1,651,089.78	( 1,629,365.17)	21,724.61
502-100-1-10-1500		MO CO ENTERPRIZE ZO FC W/TREAS	0.00	0.00	0.00
504-100-1-10-1500		STO FC W/TREAS	55,428.13	( 3,560.46)	51,867.67
505-100-1-10-1500		IONE/LEX CEM-IRRIG FC W/TREAS	10,762.42	18.58	10,781.00
510-100-1-10-1500		P & P FC W/TREAS	288,957.48	( 24,592.25)	264,365.23
514-100-1-10-1500		IONE SD B & I FC W/TREAS	613.79	( 31.64)	582.15

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
515-100-1-10-1500	BOARDMN URB REN FC W/TREAS		160.95 (	8.38)	152.57
516-100-1-10-1500	RADIO DIST FC W/TREAS		1,023.93 (	61.26)	962.67
519-100-1-10-1500	WEST BOARDMN URA FC W/TREAS		133.22 (	6.64)	126.58
521-100-1-10-1500	PGE CARTY FC W/TREAS		50,528.93	87.21	50,616.14
617-100-1-10-1500	MO CO HEALTH DIST FC W/TREAS		5,446.62 (	323.72)	5,122.90
618-100-1-10-1500	IRRIGON SEWER FC W/TREAS		0.00	0.00	0.00
619-100-1-10-1500	WEST EXTENSION FC W/TREAS		0.00	0.00	0.00
620-100-1-10-1500	BLACK MNT FC W/TREAS		0.01	0.01	0.02
621-100-1-10-1500	CITY OF BOARDMAN B & I FC W/TR		1,337.84 (	65.87)	1,271.97
622-100-1-10-1500	CITY OF HEPPNER B & I FC W/TRE		0.00	0.50	0.50
623-100-1-10-1500	CITY OF IRRIGON B & I FC W/TRE		695.95 (	37.18)	658.77
624-100-1-10-1500	CITY OF LEXINGTON B & I FC W/T		1,287.06	39.84	1,326.90
625-100-1-10-1500	BOARDMAN PARK & REC B & I		0.00	0.00	0.00
626-100-1-10-1500	MAN. STRUCTURE OMBUDSMAN		16.90 (	0.84)	16.06
628-100-1-10-1500	WILLOW CREEK PARK B & I FC W/T		3,104.86	20.79	3,125.65
629-100-1-10-1500	PORT OF MORROW B & I FC W/TREA		0.00	0.00	0.00
630-100-1-10-1500	PORT OF MORROW FC W/TREAS		506.66 (	29.10)	477.56
631-100-1-10-1500	CITY OF BOARDMAN FC W/TREAS		5,704.00 (	253.38)	5,450.62
632-100-1-10-1500	CITY OF HEPPNER FC W/TREAS		1,211.44 (	57.09)	1,154.35
633-100-1-10-1500	CITY OF IONE FC W/TREAS		192.46 (	9.43)	183.03
634-100-1-10-1500	CITY OF IRRIGON FC W/TREAS		594.83 (	29.18)	565.65
635-100-1-10-1500	CITY OF LEXINGTON FC W/TREAS		115.66 (	5.90)	109.76
636-100-1-10-1500	BOARDMAN RFPD FC W/TREAS		3,321.81 (	204.03)	3,117.78
638-100-1-10-1500	HEPPNER RFPD FC W/TREAS		184.91 (	9.14)	175.77
639-100-1-10-1500	IRRIGON RFPD FC W/TREAS		345.87 (	16.86)	329.01
640-100-1-10-1500	IONE RFPD FC W/TREAS		550,515.95 (	1,141.11)	549,374.84
641-100-1-10-1500	S GILLIAM RFPD FC W/TREAS		110.76	0.52	111.28
642-100-1-10-1500	BOARDMAN CEMETERY FC W/TREAS		74.13 (	3.20)	70.93
643-100-1-10-1500	HEPPNER CEMETERY FC W/TREAS		155.46 (	7.46)	148.00
644-100-1-10-1500	IONE-LEX CEMETERY FC W/TREAS		100,290.04	374.20	100,664.24
645-100-1-10-1500	IRRIGON CEMETERY FC W/TREAS		65.04 (	3.05)	61.99
646-100-1-10-1500	WILLOW CREEK PARK FC W/TREAS		457.27 (	22.60)	434.67
647-100-1-10-1500	BOARDMAN PARK FC W/TREAS		782.83 (	33.98)	748.85
648-100-1-10-1500	IRRIGON PARK FC W/TREAS		259.18 (	11.70)	247.48
649-100-1-10-1500	BOARDMAN PK B&I FC W/TREASURER		1,950.85 (	142.91)	1,807.94
650-100-1-10-1500	MO CO UNIFIED REC FC W/TREAS		665,374.24	3,786.61	669,160.85
651-100-1-10-1500	HEPPNER WATER CONTROL FC W/TRE		29.21 (	1.42)	27.79
652-100-1-10-1500	MO CO SCHOOL DIST FC W/TREAS		22,215.84 (	1,311.83)	20,904.01
653-100-1-10-1500	MO CO SCHOOL B & I FC W/TREAS		1,851,079.61	8,584.10	1,859,663.71
654-100-1-10-1500	UMATILLA-MORROW ESD FC W/TREAS		3,688.65 (	208.35)	3,480.30
655-100-1-10-1500	CHAPLAINCY PROG FC W/TREAS		13.62	0.02	13.64
656-100-1-10-1500	IONE-LEX CEM PERP FC W/TREAS		25,844.75	0.00	25,844.75
657-100-1-10-1500	IONE-LEX CEM EQUIP FC W/TREAS		12,315.03	21.25	12,336.28
658-100-1-10-1500	BMCC FC W/TREASURER		3,961.19 (	222.69)	3,738.50
659-100-1-10-1500	BMCC B & I FC W/TREASURER		1,284.33 (	104.62)	1,179.71
660-100-1-10-1500	NORTH MO VECTOR CONT FC W/TREA		1,270.22 (	78.14)	1,192.08
662-100-1-10-1500	IONE LIBRARY DIST FC W/TREAS		137.53 (	7.25)	130.28
663-100-1-10-1500	OREGON TRAIL LIB FC W/TREAS		1,302.01 (	76.44)	1,225.57
665-100-1-10-1500	STATE & FED WILDLIFE FC W/TREA		0.00	0.00	0.00
666-100-1-10-1500	STATE FIRE PATROL FC W/TREAS		590.10 (	34.39)	555.71
667-100-1-10-1500	EOTT FC W/TREASURER		0.00	0.00	0.00

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
668-100-1-10-1500	TAX APPEALS FC W/TREAS		0.00	0.00	0.00
669-100-1-10-1500	SCHOLARSHIP TRUST FC W/TREAS		10,366.33	17.89	10,384.22
670-100-1-10-1500	ADV COLL 04-05 FC W/TREAS		0.00	0.00	0.00
671-100-1-10-1500	ADV COLL 03-04 FC W/TREAS		778.54	2,413.08	3,191.62
672-100-1-10-1500	ADV COLL 05-06 FC W/TREAS		0.00	0.00	0.00
673-100-1-10-1500	PREPAID TAX FC W/TREAS		0.00	0.00	0.00
674-100-1-10-1500	SALE OF CO LAND FC W/TREAS		0.00	0.00	0.00
675-100-1-10-1500	TREASURER TRUST FC W/TREAS		1,093.14	1.89	1,095.03
676-100-1-10-1500	IONE RFPD RESERVE FC W/TREAS		164,962.42	284.71	165,247.13
678-100-1-10-1500	STATE ADMIN CONT FC W/TREAS		0.00	0.00	0.00
680-100-1-10-1500	PERSONAL PROPERTY SALES FC W/T		0.00	0.00	0.00
681-100-1-10-1500	COUNTY A & T FC W/TREAS		14,536.94	( 11,061.92)	3,475.02
682-100-1-10-1500	STATE FIRE FC W/TREAS		0.00	0.00	0.00
683-100-1-10-1500	PILOT ROCK RFPD FC W/TREAS		1,816.83	8.52	1,825.35
684-100-1-10-1500	FINLEY BUTTES CLOSURE FC W/TRE		1,197,075.22	2,066.07	1,199,141.29
685-100-1-10-1500	STATE HOUSING FC W/TREAS		8,165.77	( 5,138.58)	3,027.19
686-100-1-10-1500	IONE LIBRARY BLDG FC W/TREAS		50,954.80	87.94	51,042.74
687-100-1-10-1500	FINLEY BUTTES TRUST FC W/TREAS		0.00	0.00	0.00
688-100-1-10-1500	IONE SCHOOL DIST FC W/TREAS		2,164.76	( 107.75)	2,057.01
690-100-1-10-1500	HEPPNER RURAL FIRE DIST BOND		100.63	( 5.49)	95.14
691-100-1-10-1500	CITY OF HEPPNER BND FC W/TREAS		142.92	( 8.12)	134.80
693-100-1-10-1500	IRRIGON TIPPAGE FC W/TREAS		0.00	0.00	0.00
695-100-1-10-1500	M.C. RET. PLAN TR. FC W/TREAS		18,486.16	( 18,486.16)	0.00
697-100-1-10-1500	UNSEG TAX INT FC W/TREAS		0.00	0.00	0.00
698-100-1-10-1500	INTEREST EARNED FC W/TREAS		0.00	0.00	0.00
699-100-1-10-1500	UNSEGREGATED TAX FC W/TREAS		0.00	0.00	0.00
TOTAL CLAIM ON CASH			18,422,701.48	( 922,713.32)	17,499,988.16

CASH IN BANK - POOLED CASH

999-100-1-10-1501	AP POOLED BEO		125,194.15	13,166.40	138,360.55
999-100-1-10-1502	PAYROLL BEO		11,593.46	1.12	11,594.58
999-100-1-10-1503	STATE TREASURY POOL		18,285,387.40	( 935,880.84)	17,349,506.56
999-100-1-10-1504	CERTIFICATES OF DEPOSIT		0.00	0.00	0.00
999-100-1-10-1505	WELLS FARGO INVESTMENTS		0.00	0.00	0.00
999-100-1-10-1506	UNION BANK OF CALIFORNIA		0.00	0.00	0.00
999-100-1-10-1507	COMMUNITY BANK		100.12	0.00	100.12
SUBTOTAL CASH IN BANK - POOLED CASH			18,422,275.13	( 922,713.32)	17,499,561.81

WAGES PAYABLE

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

TOTAL CASH IN BANK - POOLED CASH

18,422,275.13	(	922,713.32)	17,499,561.81
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## Darrell Green

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**From:** Carla McLane  
**Sent:** Monday, June 4, 2018 10:29 AM  
**To:** Darrell Green  
**Subject:** FW: B2H Cooperating Agency Notice - USFS Releases Draft ROD for Review on Wednesday, June 6th

Darrell,  
For the BOC Agenda 06062018 in Correspondence?  
Thanks,  
Carla

**From:** Straub, Renee [mailto:rstraub@blm.gov]  
**Sent:** Monday, June 04, 2018 10:27 AM  
**Subject:** B2H Cooperating Agency Notice - USFS Releases Draft ROD for Review on Wednesday, June 6th

B2H Cooperating Agencies on behalf of the USFS:

I am pleased to inform you that the US Forest Service has issued their Draft Record of Decision (Draft ROD) for the Boardman to Hemingway Project, which outlines Tom Montoya's proposed decision regarding 6.8 miles of the route crossing lands managed by the Wallowa-Whitman National Forest. The USFS Draft ROD and Dear Reader Letter may be viewed or downloaded from the USFS project website at <https://www.fs.usda.gov/project/?project=26709>. We will work with EnviroIssues to have an announcement provided on the [boardmantohemingway.com](http://boardmantohemingway.com) site as well. Mailing/emailing of notifications began on Friday and will be completed today.

A Legal Notice has been submitted to the Baker City Herald and is scheduled for publication on **Wednesday, June 6<sup>th</sup>**. It announces the availability of the USFS Draft ROD and establishes the beginning of a 45-day objection filing period. Publication of the legal notice is expected to coincide with publication of similar information in the Federal Register.

Any questions can be directed to Dea Nelson or Arlene Blumton at the USFS.



**Arlene Blumton**  
**Natural Resources Staff**  
**Forest Service**

**Wallowa-Whitman NF, La Grande Ranger District**

**p: 541-962-8522**  
[ablumton@fs.fed.us](mailto:ablumton@fs.fed.us)

[3502 Hwy 30](#)  
La Grande, OR 97850  
[www.fs.fed.us](http://www.fs.fed.us)



**Caring for the land and serving people**

Dea Nelson

Environmental Coordinator & Planner

Forest Service

Wallowa-Whitman National Forest

p: 541-523-1216

[dnelson09@fs.fed.us](mailto:dnelson09@fs.fed.us)

1550 Dewey Avenue, Suite A

Baker City, OR 97814

[www.fs.fed.us](http://www.fs.fed.us)

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Thanks

Renee Straub  
Assistant Field Manager - Malheur  
B2H – Vale District Project Coordinator  
Authorized Officers Representative  
Vale District



**File Code:** 2720; 2770

**Date:** May 31, 2018

Dear Interested Party:

I am pleased to announce the availability of the Forest Service's Draft Record of Decision (ROD) for the **Boardman to Hemingway Transmission Line Project (B2H Project)** for your review. The Draft ROD describes my proposed decision, as Forest Service Deciding Official, to authorize B2H Project-related actions on 6.8 miles of the Agency Preferred Alternative route on National Forest System (NFS) lands managed by the Wallowa-Whitman National Forest (USFS). This route crosses NFS lands west of La Grande, Oregon, and lying west of Interstate 84, within an area designated for power transportation in the Wallowa-Whitman National Forest Land and Resource Management Plan (Forest Plan). The Draft ROD also outlines the rationale for the proposed decision and describes the need to amend portions of the Forest Plan. A predecisional review, or "objection process", for the USFS's Draft ROD will begin soon with the publication of a Legal Notice in the Baker City Herald announcing the 45-day objection filing period. Additional information about the objection process is provided below.

### **Background**

My proposed decision is based on analysis provided in the Final Environmental Impact Statement (EIS) for the project, which was released to the public by the Bureau of Land Management (BLM), as Lead Agency, last November and adopted by the USFS as a cooperating agency. The BLM signed a decision based on analysis in the Final EIS on November 17, 2017, approving the project on BLM-managed lands. The BLM approved a route-alignment following the Agency Preferred Alternative described in the Final EIS. The BLM will approve a 30-year right-of-way grant, as well as a temporary (i.e. short-term) grant for areas used in construction. As discussed in the Final EIS (page S-64), the Agency Preferred Alternative on federal lands is the alternative route the BLM, in coordination with the cooperating agencies including USFS, believes would fulfill its statutory mission and responsibilities, giving consideration to economic, environmental, technical and other factors. This route was identified by the BLM in coordination with USFS and other cooperating agencies.

As part of the B2H Project, Idaho Power Company (Applicant) would construct, operate, and maintain a 500-kilovolt (kV), overhead, single-circuit, alternating-current electric transmission line and ancillary facilities. The transmission line would be constructed within a 250-foot-wide right-of-way to connect the northern terminus, the Longhorn Substation, a substation planned by Bonneville Power Administration (BPA) approximately 4 miles east of the city of Boardman in Morrow County, Oregon, to the existing Hemingway Substation, west of the city of Melba in Owyhee County, Idaho. The Applicant submitted an initial Application for Transportation and Utility Systems and Facilities on Federal Lands (Standard Form 299) and a preliminary Plan of Development (POD) for the B2H Project to the BLM Vale District Office on December 19, 2007, and to the Wallowa-Whitman National Forest on March 25, 2008.



The purpose of this federal action is to respond to the Applicant's special-use application for construction, operation, and maintenance of the proposed transmission line and associated facilities on federal land. The decision outlined in this Draft ROD pertains only to NFS lands. It must be decided if USFS will grant a special-use authorization on NFS lands for the construction, operation, and maintenance of the B2H Project. As part of this decision, USFS must determine the route across NFS lands, identify the specific terms and conditions of any special-use authorization (pursuant to 36 CFR 251.56), and approve needed project-specific forest plan amendments.

### **Document Availability**

The Final EIS and USFS Draft ROD may be viewed or downloaded from the USFS project website at <https://www.fs.usda.gov/project/?project=26709>. They are also available, along with other relevant documents, at <https://www.boardmantohemingway.com/documents.aspx>. If you wish to receive a copy of the electronic documents on DVD, or a hardcopy of the Draft ROD, please notify Dea Nelson. Her contact information is provided at the end of this letter.

### **Objection Process**

This project is subject to pre-decisional administrative review pursuant to 36 CFR 218, Subparts A and B, also called the USFS "objection process" for project-level decisions. The objection process provides an opportunity for individuals and organizations to file an objection to a project before the final decision is signed. This allows interested individuals and organizations to advise the Deciding Official about concerns regarding the final decision before the decision is made.

#### *Who may file an Objection?*

This is described in detail at § 218.5.

Only individuals or organizations that submitted specific written or oral comments during a designated opportunity for public participation (in this case, during scoping in 2008 and 2010, the Applicant's Community Advisory Process in 2009-2010, or the 90-day public comment period on the draft EIS in 2014-2015) may object.

#### *What must an Objection include?*

Objections must meet the requirements of § 218.8.

Minimum requirements of an objection are described at § 218.8(d). An objection must include a description of those aspects of the proposed project addressed by the objection, including specific issues related to the proposed project; if applicable, how the objector believes the environmental analysis or draft decision specifically violates law, regulation, or policy; suggested remedies that would resolve the objection; supporting reasons for the reviewing officer to consider; and a statement that demonstrates the connection between prior specific written comments on the particular proposed project or activity and the content of the objection, unless the objection concerns an issue that arose after the designated opportunities for comment.

Incorporation of documents by reference is not allowed, except for the following list of items that may be referenced by including date, page, and section of the cited document, along with a description of its content and applicability to the objection: 1) all or any part of a federal law or regulation; 2) Forest Service directives and land management plans; 3) documents referenced by the Forest Service in the subject EA; or 4) comments previously provided to the Forest Service by the objector during public involvement opportunities for the proposed project where written comments were requested by the responsible official. All other documents must be included with the objection.

Issues raised in objections must be based on previously submitted specific written comments regarding the proposed project or activity and attributed to the objector, unless the issue is based on new information that arose after the opportunities for comment. The burden is on the objector to demonstrate compliance with this requirement for objection issues.

*How and when can an Objection on the Draft Record of Decision be filed?*

Objections can be submitted in writing, either electronically or in hard copy, but must be filed with the Reviewing Officer within 45 days from the date publication of legal notice of the opportunity to object in the *Baker City Herald*. The publication date of the legal notice in the *Baker City Herald* is the exclusive means for calculating the time to file an objection. Those wishing to file an objection to this decision should not rely upon dates or timeframe information provided by any other source.

The reviewing officer for this project is James Peña, Regional Forester, Pacific Northwest Region.

Objections may be sent as follows:

Postal delivery (via USPS) to Reviewing Officer, Pacific Northwest Region, USDA Forest Service, Attn. 1570 Appeals and Objections, PO Box 3623, Portland, OR 97208-3623.

Emailed to [objections-pnw-regional-office@fs.fed.us](mailto:objections-pnw-regional-office@fs.fed.us) with OBJECTION and "Boardman to Hemingway Transmission Line Project" in the subject line. Electronic objections must be submitted as part of an actual email message, or as an attachment in Microsoft Word (.doc), rich text format (.rtf), or portable document format (.pdf) only. Emails submitted to addresses other than the ones listed above or in formats other than those listed above or containing viruses will be rejected. It is the responsibility of the objector to confirm receipt of objections submitted by electronic mail. For electronically mailed objections, the sender should normally receive an automated electronic acknowledgement from the agency as confirmation of receipt. If the sender does not receive an automated acknowledgement of receipt, it is the sender's responsibility to ensure timely receipt by other means;

Hand delivered to Pacific Northwest Regional Office, 1220 SW 3rd Avenue, Portland, Oregon. Hand deliveries can occur between 8:00 AM and 4:30 PM, Monday – Friday, except legal holidays; or



Faxed to 503-808-2339, with OBJECTION and "Boardman to Hemingway Transmission Line Project" noted on the cover sheet.


Objections, including names, physical addresses, email addresses, or other personal information provided, will be part of the public record for this proposed action and will be posted to the web.

For additional information concerning this project, the NEPA documents, or how to participate in the predecisional objection and review process, contact:

Dea Nelson, Environmental Coordinator  
Wallowa-Whitman National Forest  
1550 Dewey Avenue, Suite A  
Baker City, Oregon 97814  
[dnelson09@fs.fed.us](mailto:dnelson09@fs.fed.us)  
541-523-1216

Thank you for your interest in the proposed B2H Project on the Wallowa-Whitman National Forest.

Sincerely,



THOMAS MONTOYA  
Forest Supervisor