

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, July 11, 2018 at 9:00 a.m.

Irrigon Branch of the Oregon Trail Library District, Community Room

490 N.E. Main Ave., Irrigon, Oregon

- 1. Call to Order and Pledge of Allegiance - 9:00 a.m.**
 - 2. City/Citizen Comments:** Individuals may address the Board on topics not on the agenda
 - 3. Open Agenda:** The Board may introduce subjects not on the agenda
 - 4. Consent Calendar**
 - a. Approve Claims: Accounts Payable dated 5th in the amount of \$244,393.09 and July 12th; July 2018 Retirement Taxes dated July 5th in the amount of \$18,767.41; Payroll Payables, Immediates & Electronic dated June 19th in the amount of \$167,821.64; 2018-19 SAIF Corporation Manual Check dated July 3rd in the amount of \$91,384.66
 - b. Minutes: May 30th; June 6th; June 13th
 - c. Annual Liquor License Renewals for Love's Travel Stop #650 - Boardman, and Willow Run Golf Course - Boardman
 - d. Request to surplus 1992 Cushman Cart sold by Public Works sealed bid process
 - e. U.S.D.A. Wildlife Damage Prevention & Management Service Agreement
 - f. Oregon Health Authority 2017-2019 Intergovernmental Agreement #153133 Amendment #4 - Mental Health, Substance Use Disorders and Problem Gambling
 - g. Buildable Lands Inventory and Housing Analysis – Personal Services Agreement; Scope of Work; Budget
 - h. Columbia Development Authority Invoice
 - 5. Business Items**
 - a. Oregon Liquor Control Commission Temporary Sales License Application from the Oregon Trail Pro Rodeo (Darrell Green, Administrator)
 - b. Purchase Pre-Authorization Request from Public Works, 2002 Volvo truck, \$55,000 (Matt Scrivner, Public Works Director)
 - c. Discussion – Statewide Transportation Improvement Fund Advisory Board Bylaws and Appointments (Anita Pranger, Coordinator, The Loop)
 - d. Discussion – Access through County property to proposed coffee trailer in Boardman (Carla McLane, Planning Director)
 - 6. Department Reports**
 - a. Planning Department Monthly Report (Carla McLane, Planning Director)
 - b. Justice Court Quarterly Report
 - c. Sheriff's Office Monthly Report
 - d. County Counsel/District Attorney Office Quarterly Report (Justin Nelson)
 - 7. Update from Crow Engineering – Irrigon Facility Planning**
 - 8. Correspondence**
 - 9. Commissioner Reports**
 - 10. Signing of documents**
 - 11. Executive Session:** Pursuant to ORS 192.660(2)(f) – To consider information or records that are exempt by law from public inspection
 - 12. Adjournment**
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Agendas are available every Friday on our website (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, County Administrator at (541) 676-2529.

Morrow County Board of Commissioners Meeting Minutes
May 30, 2018
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Don Russell
Commissioner Jim Doherty
Commissioner Melissa Lindsay
Darrell Green, Administrator
Karen Wolff, Human Resources Director
Justin Nelson, County Counsel

Call to Order and Pledge of Allegiance: 9:00 a.m.

City and Citizen Comments: No comments

Open Agenda: Chair Russell requested a discussion on the status of the County's Chronic Nuisance Ordinance.

Consent Calendar

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

- 1. Accounts Payable dated May 31st in the amount of \$143,739.66; Payroll Payables – Immediates & Electronic dated May 22nd in the amount of \$154,742.62*
- 2. Minutes dated May 16th and May 23rd (with a minor correction to May 16th noted by Commissioner Lindsay)*
- 3. Purchase Pre-Authorization Requests from the Sheriff's Office for vehicles to be purchased in Fiscal Year 2017-2018 Budget, and advance order for FY 2018-2019 Budget*
- 4. Purchase Pre-Authorization Request from Public Works for a Caterpillar 420F2*

Commissioner Doherty seconded. Unanimous approval.

9:05 a.m. Public Hearing: AC-121-18 Goal 3 Exception for Solar Facility – Request from OneEnergy Renewables/HARP Solar to amend the Comprehensive Plan by taking a Goal 3 Exception to allow development of a solar photovoltaic energy generation facility and associated equipment on land zoned Exclusive Farm Use

Chair Russell called for abstentions or conflicts of interest. Each Commissioner replied there were no reasons to abstain and conflicts of interest. He then called for the Staff Report.

Planning Director Carla McLane outlined the request and noted Conditional Use Permit #CUP-N-331 was approved by the Planning Commission at its April 24th meeting. She further stated the requested action of the Board involves the associated Goal 3 Exception - to determine if approving a use conditionally allowed on agricultural land, i.e. removing up to 99 acres from agricultural production, meets the requirements of the Agricultural Lands Element of the

Comprehensive Plan. She said the project may not even impact 12 of the 99 acres. It's up to the Board to determine if the County is balancing farmland protections with other Goals in the Comprehensive Plan such as Goal 9, Economic Element, and Goal 13, Energy Conservation Element, she added.

Chair Russell called for proponents to speak.

Representatives from OneEnergy Renewables/HARP Solar provided a PowerPoint presentation of the requested project being proposed on land owned by Bill and Rena Marquardt LLC, Lexington. OneEnergy's representatives were Ann Siqveland, Director, Project Development; and Blake Bjornson, Manager, Project Development. Elaine Albrich, Counsel with Davis Wright Tremaine LLP was also in attendance.

Ira Owen, Operations Manager for the Marquardts, said the land where the project would be sited has been in continuous wheat production since 1916 and is "getting tired." The ground needs to rest, he said. OneEnergy's project would allow the land to rest, while generating income at the same time, said Mr. Owen.

Chair Russell called for opponents to speak. There was no response. Additionally, there were no responses to calls for rebuttal and neutral parties to speak.

Ms. Siqveland reiterated the requested actions of the Board and asked that an emergency be declared when adopting the Ordinance. The emergency clause would remove the requirement for a second public hearing and allow the appeal process timeline to begin sooner.

Ms. McLane said with land-use decisions, Morrow County regularly incorporates an emergency clause to shorten the time between point of adoption and point of effectiveness. Chair Russell asked Ms. McLane if there was any opposition to this project. She said there was no opposition and all comments were supportive. Discussion.

9:55 a.m. Closed Public Hearing

Commissioner Doherty moved to accept the Planning Commission's recommendations to approve the Goal 3 Exception that will allow development of a solar photovoltaic energy generation facility and associated equipment on land zoned exclusive Farm Use, including changes to the Agricultural Lands Element and the creation of a new Exceptions Element; removing up to 99 acres from production; and incorporating by reference the Applicant's Narrative and Supplemental Findings submitted at the Planning Commission Hearing. In addition, the adopting Ordinance to approve the Comprehensive Plan amendment request will incorporate an emergency clause and be effective the same day as the first and second readings. Commissioner Lindsay seconded. Unanimous approval.

Break

Business Items

Temporary Adoption of Weed Lists as part of the Code Enforcement Ordinance

Dave Pranger, Weed Coordinator/Inspector

Carla McLane, Planning Director

Commissioner Doherty moved to approve Order No. OR-2018-4 – An Order Temporarily Amending the Morrow County Code Enforcement Ordinance, Appendix A, Noxious Weeds and Appendix B, Weeds of Economic Importance. Commissioner Lindsay seconded. Unanimous approval.

North Morrow Lot Fencing Project Request for Proposals - Award

Matt Scrivner, Public Works Director

Mr. Scrivner explained the fencing is for the new Public Works Yard just outside Boardman. One bidder replied to the Request for Proposals and Mr. Scrivner said this is a good bid based on an informal estimate by another contractor of \$90,000.

Commissioner Lindsay moved to award the North Morrow Lot Fencing Project to Farm City Fence, LLC in the amount of \$47,450. Commissioner Doherty seconded. Unanimous approval.

North End Transfer Station Scale Pit Foundation Project Request for Proposals – Award

Matt Scrivner, Public Works Director

Mr. Scrivner explained some time ago a scale was received free of charge, however, it required a foundation. The funds are in this fiscal year's budget, as well as next year's, he said.

Commissioner Doherty moved to accept the recommendation of Public Works and award the North End Transfer Station Scale Pit Foundation Project to Silver Creek Contracting LLC in the amount of \$31,805.40. Commissioner Lindsay seconded. Unanimous approval.

Order No. OR-2018-5: Adopting the Bylaws of the Morrow County Rodeo Board

Darrell Green, Administrator

As background, Mr. Green said the Rodeo representatives wanted to create their own entity but had to establish a non-profit, which they've now done. The non-profit will act as the fundraising arm of the Rodeo Board and those funds will be funneled there. The Rodeo will still be part of the County's budget process for the Video Lottery funds it receives, and the County will continue to work with them concerning the Bleacher Fund Project. The County now needs to adopt the bylaws, he said.

Commissioner Lindsay noted the names for the Rodeo Board members were not yet listed in the Order itself and requested a revised Order and Bylaws be listed on next week's Consent Calendar. County Counsel Justin Nelson said he would revise the Order.

Request to Modify Railroad Easement on County Property between Heppner Highway/Highway 74 and Riverside Avenue in Heppner

Kim Cutsforth, Director, Howard & Beth Bryant Foundation

Ms. Cutsforth's proposal involves establishing a legal description for the "floating" railroad easement that crosses County, Park District and Morrow County Grain Growers' property south of Fuller Canyon Road to Hinton Street. An easement "floats" until a utility is placed within it and Ms. Cutsforth proposed amending that requirement through a legal description to specify where the easement will be placed. She said by locking down and establishing the easement, it means planned projects in that vicinity can proceed without the fear of being disturbed in the future. The Foundation would incur the cost of the legal description and recording fees, said Ms. Cutsforth. Discussion. Chair Russell stated the proposal had the Board's approval and encouraged Ms. Cutsforth to move forward.

Chronic Nuisance Ordinance Discussion

Chair Russell recounted a recent law enforcement response to a property in Boardman that actually falls just outside the jurisdiction of the City of Boardman but within that of the County. He said the Boardman Police Department has responded numerous times to this property and perhaps it's time a Chronic Nuisance Ordinance be brought to completion. Ms. McLane said she would work with Mr. Nelson and Undersheriff John Bowles on the final staff review to make sure this piece moves forward.

Correspondence

- Letter from Finance Director Kate Knop to the Cities of Boardman, Heppner, Irrigon Ione, and the Town of Lexington informing them of the amounts they will receive from the Grants to Cities program. The letter states the only restriction is the funds must be used for infrastructure projects and can be saved for future improvements. It also asks that each entity provide a report at the end of the fiscal year as to how the funds were spent or saved.
- Notice for the Annual Morrow County Wheat League/Oregon State University Crop Tour & Social, Thursday, June 7th
- Letter to the Board of Commissioners from Janine Benner, Director, Oregon Department of Energy stating the Wheatridge Wind Energy Project will be reviewed under its Type A process, not the shorter Type B process requested by the Board.

Commissioner Reports

- Commissioner Doherty discussed the Western Interstate Region conference he attended. He said WIR leadership continues to ensure topics at the conference are pertinent to the western states.
- Commissioner Lindsay said she attended an Oregon State forum on Behavioral Health. She explained the forum as being an intersection between behavioral health and the justice system and how the state can improve how these situations are dealt with.

- Chair Russell discussed upcoming meetings such as the City County Port Meeting, Columbia River Enterprise Zone II Board Meeting, and the quarterly meeting of the Parks Committee.

Break

11:36 a.m. Executive Session: Pursuant to ORS 192.660(2)(f) - To consider information or records that are exempt by law from public inspection

11:51 a.m. Closed Executive Session: No Decisions

Adjourned: 11:55 a.m.

Morrow County Board of Commissioners Meeting Minutes

June 6, 2018

Morrow/Grant County Off-Highway Vehicle Park

71000 E. Morphine Lane, Heppner, Oregon

Present

Chair Don Russell

Commissioner Melissa Lindsay

Darrell Green, Administrator

Karen Wolff, Human Resources Director

Justin Nelson, County Counsel

Mike Gorman, Assessor/Tax Collector

Matt Scrivner, Public Works Director

Greg Close, Parks General Manager

Kate Knop, Finance Director

Excused

Commissioner Jim Doherty

Roberta Lutcher, Executive Assistant

Order and Pledge of Allegiance: 9:00 a.m.

City and Citizen Comments: No comments

Open Agenda: No items

Consent Calendar

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

1. *Accounts Payable dated June 7th in the amount of \$106,183.40*
2. *Order No. OR-2018-6: In the Matter of Authorizing the County Treasurer to Invest Funds for Fiscal Year 2018-2019*

Chair Russell seconded. Unanimous approval.

Business Items

Project Management Team recommendations regarding the Request for Proposals for a Buildable Lands Inventory and Housing Analysis for Morrow County and its Partner Communities

At the May 23rd Board meeting, Planning Director Carla McLane requested to move forward with the proposal submitted by Angelo Planning Group but noted that bid was not the low bid. The Commissioners postponed the award until Ms. McLane could provide a more detailed report of the reviewers' scoring criteria. The score sheets for four of the six reviewers were provided in the Agenda Packet for today's meeting and were reviewed by the Board. County Counsel Justin Nelson said the score sheets show Angelo Planning Group scored significantly higher than Adams Planning and Development Services. In addition, he said, the County does not have to choose the lowest bid as long as there is a basis for choosing the higher bid, and that is the case here.

Commissioner Lindsay moved to award the Buildable Lands Inventory and Housing Analysis to Angelo Planning Group, and directed staff to draft the necessary agreement for review by the Board. Chair Russell seconded. Unanimous approval.

Order No. OR-2018-5: Establishing the Morrow County Rodeo Board; Adopt Bylaws of the Morrow County Rodeo Board

Administrator Darrell Green said this was brought forward from last week and now has the names of the initial Board members listed. Chair Russell said he would like to see future openings on this Board be advertised, as is now the practice with other Boards; Commissioner Lindsay agreed.

Commissioner Lindsay moved to approve Order No. OR-2018-5: In the Matter of Establishing the Morrow County Rodeo Board as of June 6, 2018; and adopt the Bylaws of the Morrow County Rodeo Board; and approve the following appointments to the Morrow County Rodeo Board:

- 1. Position #1: Ken Bailey, initial three year term of office, June 6, 2018 – June 6, 2021*
- 2. Position #2: Judy Healy, initial three year term of office, June 6, 2018 – June 6, 2021*
- 3. Position #3: Mike Mahoney, initial two year term of office, June 6, 2018 – June 6, 2020*
- 4. Position #4: Terri Gentry, initial two year term of office, June 6, 2018 – June 6, 2020*
- 5. Position #5: Camille Peck, initial two year term of office, June 6, 2018 – June 6, 2020*

Chair Russell seconded. Unanimous approval.

Disposition of Surplus Property in Irrigon

Karen Wolff, Human Resources Director

Ms. Wolff said the discussion pertains to an Irrigon property owned by the County through foreclosure. It was at one time unsuccessfully proposed by Sheriff Ken Matlack to be used as transitional housing. She said Aaron Palmquist, Irrigon City Manager, notified her the City is interested in obtaining the property for the amount of back taxes owed (back taxes, including interest are approximately \$7,500). The Board requested Mr. Palmquist present the City's plans for the property at the next meeting in Irrigon on June 11th.

Department Reports

Administrator's Monthly Report

Darrell Green, Administrator

Mr. Green reviewed his report of activity for the month of May. Discussions took place on the status of planning the new facility in Irrigon; the need for Administration and the Commissioners to be notified of emergency events in-County; surplus furniture give-away events; plans to reconfigure under-utilized space in the Bartholomew Building; and the status of updating the Morrow County Personnel Policies.

Sheriff's Office Monthly Report

The Sheriff's Office written report for May was reviewed. Chair Russell requested the reports contain year-to-date statistics and that they be compared to the previous year or years.

Treasurer's Monthly Report

The written report from Treasurer Gayle Gutierrez was reviewed.

Correspondence

- Notice that the Forest Service's Draft Record of Decision for the Boardman to Hemingway Transmission Line Project is available online at www.boardmantohemingway.com/documents.aspx

Commissioner Reports

- Commissioner Lindsay attended a meeting to discuss the marijuana tax revenue money that will be passed through to Community Counseling Solutions for substance abuse treatment. She also attended the Morrow County Citizens Economic Development Task Force meeting where she put forth Gary Neal's idea to potentially make funds available for loans to developers. She also attended the Soil & Water Conservation District meeting and the Parks Committee meeting.
- Chair Russell relayed some of the discussion items at the City County Port meeting. He also mentioned an issue a neighbor is having regarding a fifth-wheel trailer parked at his residence. Apparently someone complained about the trailer and the neighbor was contacted by a Sheriff's Deputy and told to remove it or face fines. Chair Russell said there are many other obvious violators in the area and asked why they too did not receive a deputy contact. He said he learned from Ms. McLane these things are complaint driven. Chair Russell said he sent a letter to Ms. McLane and Sheriff Matlack and he hopes to bring forward a broader discussion on code enforcement at an upcoming Board meeting.

Adjourned: 10:54 a.m.

**Morrow County Board of Commissioners Meeting Minutes
June 13, 2018
Irrigon Branch of the Oregon Trail Library District, Community Room
Irrigon, Oregon**

Present

Chair Don Russell

Commissioner Jim Doherty

Commissioner Melissa Lindsay

Darrell Green, Administrator

Karen Wolff, Human Resources Director

Richard Tovey, County Counsel

Kate Knop, Finance Director

Roberta Lutchter, Executive Assistant

Call to Order and Pledge of Allegiance: 9:00

City and Citizen Comments: No comments

Open Agenda: Commissioner Lindsay asked to bring forward a discussion held during the earlier Business Meeting on the interview panel for the Human Resources Director recruitment.

Consent Calendar

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

- 1. Accounts Payable dated June 14th in the amount of \$134,284.68; June 2018 Retirement Taxes dated June 4th in the amount of \$18,767.41; Two Payroll Payables, Immediates & Electronic: dated May 9th in the amount of \$153,188.38; and HRA dated May 9th in the amount of \$2,875*
- 2. North Morrow Lot Fencing Project Contract with Farm City Fence LLC in the amount of \$47,450*
- 3. North End Transfer Station Scale Pit Foundation Project Contract with Silver Creek Contracting, LLC in the amount of \$31,805.40*
- 4. Sales Agreement with Western States, Pasco, Washington, to purchase a 2018 Caterpillar 420F2 Industrial Loader in the amount of \$94,673.37 and authorize Chair Russell to sign on behalf of the County*
- 5. Resolution No. R-2018-12: In the Matter of Approving an Agreement Between the Sponsors of the Columbia River Enterprise Zone and Morrow County Grain Growers*
- 6. Resolution No. R-2018-13: In the Matter of Approving an Agreement Between the Sponsors of the Columbia River Enterprise Zone and WOF PNW Threemile Project LLC*

Commissioner Lindsay seconded and commented Public Works contracts reviewed by Ferguson Engineering should also include County Counsel review. Unanimous approval.

Business Items

Interview Panel for Human Resources Director Recruitment

The Board concurred to the make-up of the interview panel as being: Administrator Darrell Green, an Elected Official, Finance Director Kate Knop, Public Works Director Matt Scrivner and Undersheriff John Bowles.

Request to use County Easement

Ivonne Navarro, Boardman

Ms. Navarro presented copies of her business plan for Café Cultura, a coffee stand she would like to locate in the corner of the parking lot of The Sunrise at Boardman. She said the City of Boardman instructed her to first obtain tentative permissions from property owners, one of which is Morrow County. The County Public Health Department and The Sunrise at Boardman are separated by a gravel access that goes through to the area behind the Main Street Sinclair & Dino Mart. Ms. Navarro is proposing the drive-through traffic would flow through that gravel access, which is property of the County.

After extensive discussion, the Commissioners agreed they did not want the County to be a barrier to entrepreneurship but several questions needed to be answered. The Commissioners decided to hold over the discussion until they each view the property and until additional input is obtained from County Counsel, Planning Director Carla McLane, and Public Health Director Sheree Smith.

Disposition of Surplus Property – Irrigon

Karen Wolff, Human Resources Director

Aaron Palmquist, Manager, City of Irrigon

Ms. Wolff explained the County obtained a property in Irrigon through foreclosure and the City of Irrigon would like to acquire it by paying the back taxes and interest owed. After learning of this at last week's Board meeting, the Commissioners requested more information from the City as to its plans for the property.

Mr. Palmquist said the current plan is to buy the property, hire a general contractor to restore it, and then offer it for purchase to a returning veteran. The funds to renovate the manufactured home would come from housing money the City of Irrigon receives from the Columbia River Enterprise Zone II Board. Discussion.

Commissioner Lindsay moved to approve putting the property up to the City of Irrigon for the total back taxes and interest owed, plus all costs of the transfer, such as title insurance, deed recording, etc. Commissioner Doherty seconded. Chair Russell clarified the net to the County is taxes plus accrued interest. Unanimous approval.

Oregon Department of Transportation, Rail & Public Transit Division, Grant Agreement No. 32811 to support a permanent part-time position in the Loop- Morrow County Transportation

Anita Pranger, Coordinator, The Loop

Ms. Pranger said the grant allows her to increase the hours of her part-time employee from 8 weeks per year to 19 hours a week.

Commissioner Lindsay moved to approve ODOT Rail and Public Transit Division Agreement No. 32811; effective July 1, 2018, expiring June 30, 2020. Commissioner Doherty seconded. Unanimous approval.

Herbicide Application Insurance Discussion

Dave Pranger, Weed Inspector

Anna Wedding, Wheatland Insurance

Mr. Pranger explained as the recipient of a State grant, the County is required to carry herbicide treatment insurance in the \$500,000-1,000,000 range (also known as pollution liability insurance). However, the County's current coverage is at \$50,000, so three quotes were obtained, he said.

Ms. Wedding summarized the quotes and said R-T Specialty was the least expensive and would be a "good fit" for the County. Discussion.

Commissioner Lindsay moved to proceed with the purchase or additional pollution liability insurance coverage using the Wheatland Insurance recommendation of R-T Specialty.

Commissioner Doherty seconded. Discussion: Commissioner Lindsay said the Weed Inspector should monitor this on an annual basis to make sure coverage is sufficient moving forward.

Commissioner Doherty said each department needs to assess its needs, and added a lot of other places have someone who looks at these things. Unanimous approval.

Break: 9:55 a.m. **Resumed:** 10:05 a.m.

Supporting the Appointment of Greg Sweek as Enterprise Zone Manager of the Columbia River Enterprise Zone II

Chair Russell said Greg Sweek was nominated as Enterprise Zone Manager at the last CREZ meeting. He said if approved, Mr. Sweek would work as an independent contractor and be paid from Enterprise Zone funds, and that County Counsel will work on the contract.

Commissioner Doherty moved to nominate Greg Sweek as CREZ II Enterprise Zone Manager, fulfilling the requirement of the Intergovernmental Agreement that each Sponsor Entity ratify the nomination prior to the appointment. Commissioner Lindsay seconded. Unanimous approval.

Code Enforcement, Recreational Vehicles as Residential Units

Carla McLane, Planning Director

Sheriff Ken Matlack

At a prior Board meeting, Chair Russell requested a discussion on the County's Code Enforcement philosophy.

Ms. McLane said previous County Courts maintained Code Enforcement be complaint-driven, which is what was adhered to for the most part. Some Code Enforcement Officers were more enthusiastic, often to their disappointment, she offered. She then asked if this Board feels differently.

Sheriff Matlack said it would be helpful for the County to make a decision on how best to work Code Enforcement.

Ms. McLane distributed copies of a draft press release. The release stated it is not allowed to use RVs as permanent dwellings outside an RV Park, but went on to outline the exceptions for a temporary use as long as certain guidelines are followed and a permit is issued.

After various discussions, Commissioner Lindsay asked if a Work Session should be held on this and related topics. Chair Russell said he heard the information he needed, that the County will be consistent in its enforcement of the 13 recently identified violators in Boardman. Commissioner Doherty said the County may be forced to hire a Code Enforcement person in order to be consistent County-wide.

Ms. McLane said amended Code Enforcement Ordinances will be in front of the Board sometime this summer, thus allowing additional opportunities for discussion by the Commissioners and the public.

Update on Road Vacation Request from the Port of Morrow

Carla McLane, Planning Director

Matt Scrivner, Public Works Director

Ms. McLane noted this request was discussed at the May 16th BOC meeting, and since then County staff, including herself, Mr. Scrivner, Mr. Green, Assessor Mike Gorman and County Counsel Justin Nelson met to discuss the process to achieve the desired outcome. It is now recommended that the Board take action to transfer the property to the Port, basically reversing the outcome of the Bargain and Sale Deed transfer recorded as M-26022 in 1985. She added the second step is to reverse the road dedication that was memorialized by Order and recorded as M-26023, also in 1985.

It was decided the new Bargain and Sale Deed, or other instrument, and new Order will be listed on next week's Consent Calendar.

First and Second Readings: Ordinance No. ORD-2018-1 – Harp Solar Adopting Ordinance to Approve an Exception to Goal 3 to Allow Development of a Solar Photovoltaic Energy Generation Facility & Associated Equipment on Land Zoned Exclusive Farm Use

Carla McLane, Planning Director

Ms. McLane provided the First Reading by Title, as follows: Ordinance No. ORD-2018-1 – An Ordinance Amending the Morrow County Comprehensive Plan, Specifically Taking an Exception to Goal 3 to Allow Development of a Solar Photovoltaic Energy Generation Facility and Associated Equipment on Land Zoned Exclusive Farm Use.

Ms. McLane provided the Second Reading by Title, as follows: Ordinance No. ORD-2018-1 – An Ordinance Amending the Morrow County Comprehensive Plan, Specifically Taking an Exception to Goal 3 to Allow Development of a Solar Photovoltaic Energy Generation Facility and Associated Equipment on Land Zoned Exclusive Farm Use.

Commissioner Doherty moved to approve Ordinance ORD-2018-1 thereby taking an exception to Goal 3, Agricultural Lands to allow development of a solar photovoltaic energy generation facility and associated equipment on lands zoned Exclusive Farm Use. This motion includes declaration of an emergency as the Harp Solar Project has time-sensitive deadlines and completion of the land use component is necessary to allow other project approvals to be reviewed and approved timely. Commissioner Lindsay seconded. Unanimous approval.

Department Reports

Planning Department Monthly Report

Carla McLane, Planning Director

Ms. McLane reviewed her report. She also requested approval of a Request for Assistance to the Department of Land Conservation and Development (DLCD) to bridge the gap between the budgeted and actual amounts for the Buildable Lands Inventory and Housing Analysis Project.

Commissioner Doherty moved to approve the Request for Assistance to the Department of Land Conservation and Development in the amount of \$15,000, and authorize Chair Russell to sign on behalf of the County. Commissioner Lindsay seconded. Unanimous approval.

Ms. McLane discussed an email from Jason Sierman, Energy Policy Analyst with the Oregon Department of Energy. In it he explained the Energy Facility Siting Council (EFSC) is in the process of beginning two new rulemaking projects – one relates to EFSC’s compliance activities, and the second relates to solar photovoltaic energy facilities and how to determine when these facilities fall within EFSC or local jurisdiction. Mr. Sierman asked if Morrow County is interested in participating in a Rulemaking Advisory Committee for both of these projects. The Board agreed by consensus to Ms. McLane’s name being put forward for appointment to both.

Correspondence

- Boardman to Hemingway Transmission Line Project: Navy Approvals timeline.
- Letter from Umatilla Electric Cooperative to Governor Kate Brown’s Energy and Climate Change Policy Advisory regarding the Green Energy Corridor. Ms. McLane said she hoped the letter would trigger some movement by the Governor’s Office and DLCD to get to rulemaking.
- Flyer from Public Works on the 13th Annual Youth Fishing Derby held June 2nd at Custforth Park.

Commissioner Reports

The Commissioners discussed multiple meetings they attended and provided brief updates on each.

12:00 p.m. Executive Session: Pursuant to ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations

12:13 p.m. Closed Executive Session: No decisions

Signing of documents

Adjourned: 12:20 p.m.

Item #4c

Roberta Lutcher

From: Roberta Lutcher
Sent: Tuesday, July 03, 2018 1:47 PM
To: Melissa Ross
Subject: OLCC License Renewals
Attachments: 3203_001.pdf

Hello,

Attached is the annual OLCC list of licensees due to expire by September 30th, but the recommendation is due back by August 30th. I've placed it on the August 8th Board of Commissioners agenda (Consent Calendar). Can you do your usual checks and provide a report for the Board by Friday, August 3rd please? (I think there is some flexibility if you need more time, this just allows a little bit of a cushion.)

As always, thank you for your assistance,

Roberta Lutcher
Executive Assistant
Morrow County Board of Commissioners
541-676-5613 (5303)
P.O. Box 788
110 N. Court St.
Heppner, OR 97836
Email: rlutcher@co.morrow.or.us



Morrow County Court
MORROW COUNTY
PO Box 788
Heppner, OR 97836

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **9/30/2018**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$0.00 Renewal Fee for ON-PREMISES \$0.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 8/30/2018 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **8/30/2018**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

License No./ Premises No.	Tradenname/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 261360 Prem. 55714	LOVE'S TRAVEL STOP #650 LOVE'S TRAVEL STOPS & COUNTRY S O - OFF-PREMISES SALES	78665 TOWER RD BOARDMAN, OR 97818	PO BOX 26210 OKLAHOMA CITY, OK 73126
Lic. 262076 Prem. 39092	WILLOW RUN GOLF COURSE KENNA J. PUNCHES L - LIMITED ON-PREMISES SALES	78873 TOMS CAMP RD BOARDMAN, OR 97818 541-481-4381	PO BOX 910 BOARDMAN, OR 97818

Count for MORROW COUNTY 2

No negative issues report within past year. 1 incident reported at Love's but they refused to serve the intoxicated person. Refer to notes, # 1803070126 (attached)

*Sheriff Matlack
07-03-18*



MORROW COUNTY SHERIFF'S OFFICE

CAD INCIDENT REPORT

1803070126

07/03/2018

Location LOVE'S TRAVEL STOP AND COUNTRY STORE, 78665 TOWER RD				Cross Streets RAMP			City BOARDMAN																																					
Incident Type DRUNK - DRUNK DRIVER				Call Taker MCS44060			Dispatcher MCS44060																																					
Date 03/07/2018	Priority 1	Primary Unit 2505	Beat	Fire Zone 6310	Area	Map	Source TELEPHONE CALL																																					
Caller Name /LOREN				Caller Address				Caller Phone 541-481-2934																																				
Dispositions UNABLE TO LOCATE					Weapon		Alm Level	Case Number																																				
Vehicles 7BM4815/ID					Associated Incidents																																							
Incident Times			Special Circumstances																																									
Received	13:17:35		<table border="1"> <thead> <tr> <th>Persons</th> <th>Sex</th> <th>DOB</th> <th>Race</th> <th>DL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Persons	Sex	DOB	Race	DL																														
Persons	Sex	DOB								Race	DL																																	
Created	13:20:40																																											
Dispatched	13:28:31																																											
En Route																																												
On Scene	13:39:07																																											
Closed	13:52:45																																											
Rcvd-Closed	35:10																																											
Unit Times	Deputies	Dispatched	Enroute	On Scene	Clear	Disp-On Scene	Enrt-On Scene	On Scene-Clear	Disp-Clear																																			
2505	MCS47153	13:28:31		13:39:07	13:52:45	10:36	N/A	13:38	24:14																																			

Incident Comments
 RP would like to have conact with a male subject that is at the loves truck stop - clerks refused to sell him beer and was refused service due to possibly being intoxicated. RP states that the male subject is bumming gas and money from people at the truck stop - RP is concerned that he is intoxicated and will be getting back on the road soon -gotce, gray salt and pepper hair, no ball cap - carharts and flanel shirt gotce @ 508 heavy set
 **MCSO responded and UTL the vehicle.

TIME	#	EVENT	BY
13:20:40	1	Incident initiated at Love's Travel Stop And Country Store, 78665 Tower3	MCS44060
13:25:14	2	Incident type changed from CIT CONT to DRUNK	MCS44060
13:25:41	3	advised OSP	MCS44060
13:28:31	4	2505 ADVD. Love's Travel Stop And Country Store, 78665 Tower Rd, Boardman	MCS44060
13:39:07	5	2505 1023.	MCS56395
13:49:26	6	2505 1023. CODE 4	MCS56395
13:52:26	7	2505 COMM. CLEAR, VEHICLE IS NO LONGER THERE WITH NO	MCS56395
	8	DIRECTION OF TRAVEL	
13:52:45	9	2505 10-8.	MCS56395
13:52:45	10	2505 Closed - Disposition UL	MCS56395



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

Item #
4d

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

Staff Contact: Matt Scrivner
Department: Road Dept. Public Works
Short Title of Agenda Item: Surplussed sold item

Phone Number (Ext): 541-989-9500
Requested Agenda Date: 6/27/2018

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

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

Reviewed By:
[Signature] 6/20/18 DATE Department Head Required for all BOC meetings
[Signature] 6/20/18 DATE 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
DATE *Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

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

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

Morrow Co. Public Works had solicited request for bids for several surplus vehicles. At the time of bid opening on May 3, 2018 we had one piece of equipment that did not sale. We resubmitted the piece of equipment with a lower minimum bid. Requesting this be turned in June 14, 2018 and at this time of opening the bids. Two bids had been submitted.

2. FISCAL IMPACT:

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

It should be accepted that Charles "Buz" Wainwright had the highest winning bid for \$128.50 for the 1992 Cushman Cart.

The revenue will be deposited in the parks fund.

Attach additional background documentation as needed.

Kirsti Cason

From: Kirsti Cason
Sent: Thursday, June 14, 2018 4:35 PM
To: Sandra Pointer
Subject: Vehicle bids - 06-14-2018

Sandi,

At time of the Vehicle sale closing (Thursday, June 14, 2018 @ 4:00p.m.) there was a total of two (2) sealed envelopes in the bid box.

I placed bids received on your desk with a copy of this email so that they could be opened/reviewed on Monday, June 18, 2018.

~Kirsti

Bid

Morrow County Grain Grower
Road Department.

on yellow 4 by
Side by Side

#125 05

GARY WALLS

62886 Hwy 74

Tone, Ore 902

97843

541-571-1777

BID #1

Bid #2

Morrow County makes no warranties as to vehicles condition. Vehicle's **SOLD AS IS.**

SURPLUS VEHICLES

#530

VEHICLE NUMBER

\$ 128.50

BID AMOUNT

Minimum Bid \$ 100.00

This is listed under description of vehicle.

Sealed bids will be received no later than 4:00 p.m., on **June 14, 2018** Morrow County Public Works Office in Lexington. Bids will be opened at 9:00 a.m. on **June 18, 2018** at Morrow County Public Works Office, Lexington, OR.

Name Buz Wainwright
Mailing Address PO Box 568
Heppner Or. 97836
Phone 541-676-9082

Best way to contact you

ALL VEHICLES ARE SOLD AS IS!

Successful bidder will be required to take possession and remove vehicle within **30 days** of being notified their bid has been accepted.

Morrow County makes no warranties as to vehicles condition. Vehicle's **SOLD AS IS**

ALL VEHICLES ARE SOLD AS IS!

Successful bidder will be required to take possession and remove vehicle within **30 days** of being notified their bid has been accepted Morrow County makes no warranties as to vehicles condition. Vehicle's **SOLD AS IS** Certified check, cashier's check or cash must make payment.

Name/Bid

Name/Bid

Name/Bid

Name/Bid

Name/Bid

Bus Wright	Gary Walls			
128.50	125.05			

Stan Osmer

than 4:00 p.m., June 14, 2018. Publicly opened June 18, 2018 9:00 am

Wishman
Court

Name/Bid

Name/Bid

Name/Bid

Name/Bid

Name/Bid

Buz Wainwright	\$128.50			
Gary Walls	\$129.05			

than 4:00 p.m., June 14, 2018. Publicly opened June 18, 2018 9:00 am

2 total Bids

Winner - Buz Wainwright \$128.50

[Signature]

#530

1992 Cushman Cart, Needs Ignition
and carburetor cleaning.

Min. Bid \$100.00



Morrow County Public Works is currently requesting bids for Vehicle that are presented for silent bids at The Public Works office 365 Hwy. 74, Lexington, OR. 97839.

Vehicle and specifications and any more questions are on display or you may contact Morrow County Public Works at P.O. Box 428, 365 Hwy 74, Lexington, OR 97839 phone 541-989-9500.

All items are sold "AS IS-WHERE IS" without any guarantees or warranty expressed or implied. Specifically, but without limitation, Morrow County makes no representation or warranty that any of the vehicles conform to any standard in respect of safety, pollution, or fit for any particular purpose. Morrow County make no guarantee as to the authenticity, of any particular age, year of manufacture, model, make, mileage, hours, condition, or defect of any vehicle being sold. Bidders are encouraged to make their own physical inspection and rely solely on that inspection before bidding. Failure to inspect does not negate that Bidders responsibility to perform under the auction terms and conditions.

Sealed bids will be received no later than 4:00 p.m., **June 14,2018** Morrow County Public Works Office in Lexington. Bids will be publically opened at 9:00 a.m. on June 18, 2018 at the Morrow County Public Works office in Lexington, OR.



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

(For BOC Use)
 Item #
4e

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

Staff Contact: Kate Knop
 Department: Finance
 Short Title of Agenda Item: (No acronyms please)

Phone Number (Ext): 5302
 Requested Agenda Date: 7/11/2018

USDA Wildlife Damage Prevention & Management Service Agreement

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

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

N/A Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: _____

Contractor/Entity Address: _____

Effective Dates – From: _____ Through: _____

Total Contract Amount: _____ Budget Line: 101-199-5-50-5115

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

Reviewed By:

_____	Department Head	Required for all BOC meetings
<u>[Signature]</u> DATE 7/9/18	Admin. Officer/BOC Office	Required for all BOC meetings
_____	County Counsel	*Required for all legal documents
<u>[Signature]</u> DATE 7/5/18	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)

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

The United States Department of Agriculture, Animal and Plant Health Inspection Service (APHIS) provides professional wildlife management assistance to reduce or manage damage caused by coyotes and other nuisance wildlife to protect property and human health and safety.

The specific goals are:

1. To provide direct assistance for Morrow County from wildlife conflicts or damage.
2. To provide assistance in the form of educations information.

2. FISCAL IMPACT:

The total appropriations of \$54,000, for the attached agreement, are included in the adopted budget for fiscal year 2018-2019.

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

Motion to approve the United States Department of Agriculture, Animal and Plant Health Inspection Service Work and Financial Plan for, July 1, 2018 to June 3, 2019, in the amount of \$54,000.

Attach additional background documentation as needed.



United States
Department of
Agriculture

Tuesday, June 19, 2018

Animal and
Plant Health
Inspection
Service

Morrow County
P.O. Box 867
Heppner, OR, 97836

Dear Morrow County,

Wildlife
Services

Enclosed are three copies of the documents needed for wildlife damage prevention and management services for Morrow County from July 01, 2018 through June 30, 2019.

Oregon State Office

6135 NE 80th Ave.
Suite A-8
(503) 326-2346

If the documents are agreeable to Morrow County please have an authorized representative sign all three copies and send all three copies back to our office. A fully executed copy will be sent to Morrow County when completed. Please note: that a new CSA is included as it has been 5 years since it was last signed. Please ensure that it is signed and included with the WFP.

I welcome the opportunity to address your questions or concerns. Please contact me by email at Kizma.L.Button@aphis.usda.gov or by phone 503-326-2346

Thank you for the opportunity to serve you,

Kizma L. Button
Supervisory Budget Analyst

Enclosure

CC: Patrick Smith in LaGrande, Oregon (541) 963-7947



Safeguarding American Agriculture

APHIS is an agency of USDA's Marketing and Regulatory Programs

An Equal Opportunity Provider and Employer

**USDA APHIS WILDLIFE SERVICES
WORK AND FINANCIAL PLAN**

COOPERATOR:	MORROW COUNTY
COOPERATIVE AGREEMENT NO.:	18-7341-5126-RA
ACCOUNT NO.:	AP.RA.RX41.73.0535
AGREEMENT DATES:	July 1, 2018 – June 30, 2019
AGREEMENT AMOUNT:	\$54,000.00

Pursuant to Cooperative Service Agreement No. 18-7341-5126-RA between Morrow County and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources and budget for cooperative wildlife services program.

OBJECTIVES/GOALS

APHIS-WS objective is to provide professional wildlife management assistance to reduce or manage damage caused by coyotes and other nuisance wildlife to protect property and human health and safety.

Specific goals are:

1. To provide direct assistance for Morrow County from wildlife conflicts or damage.
2. To provide assistance in the form of educational information.

PLAN OF ACTION

The objectives of the wildlife damage management program will be accomplished in the following manner:

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Lethal management efforts will be directed towards specific offending individuals or local populations. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: APHIS-WS personnel may provide verbal or written advice, recommendations, information, demonstrations or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor Patrick Smith in LaGrande, Oregon (541) 963-7947 will supervise this project. This project will be monitored by David E. Williams, State Director, Portland, Oregon (503) 326-2346.
3. APHIS-WS will bill Morrow County quarterly for actual costs incurred in providing service, not to exceed \$54,000.00.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

PROCUREMENT

Morrow County understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

STIPULATIONS AND RESTRICTIONS:

1. All operations shall have the joint concurrence of APHIS-WS and Morrow County and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the Oregon Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, Oregon Department of Transportation, Oregon Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Control on Non-Private Lands: An agreement for Control of Animal Damage on Non-Private Property (WS Form 12A) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted and will need to be renewed.

COST ESTIMATE FOR SERVICES:

Salary including possible overtime, benefits, vehicle, supplies and material costs charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement.

AUTHORIZATION:

Morrow County
Attn: Accounts Payable
P.O. Box 867
Heppner, OR 97836

Representative, Morrow County

Date

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION
SERVICE WILDLIFE SERVICES

State Director, Oregon

Date

Director, Western Region

Date

FINANCIAL PLAN
 For the dispersement of funds from
 Morrow County
 to
 USDA APHIS Wildlife Services
 for
 wildlife management assistance to reduce or manage damage caused by coyotes and other nuisance
 wildlife to protect property and human health and safety
 from
 July 1, 2018
 to
 June 30, 2019

Cost Element		Cost to Cooperator	Cost Share (Paid by Federal Appropriations)	Full Cost
Personnel Compensation		\$ 32,453.95	\$ 21,548.85	\$ 54,002.80
Vehicles		\$ 6,004.65	\$ 3,986.98	\$ 9,991.63
Hires & Reimbursements		\$ 2,063.68	\$ 1,370.24	\$ 3,433.92
Supplies and Materials		\$ 977.36	\$ 648.95	\$ 1,626.31
Equipment/Training		\$ 969.89	\$ 643.99	\$ 1,613.88
Subtotal (Direct Charges)		\$ 42,469.52	\$ 28,199.02	\$ 70,668.54
Pooled Job Costs	11.00%	\$ 4,671.65	N/A	N/A
Indirect Costs	16.15%	\$ 6,858.83	N/A	N/A
Agreement Total:		\$ 54,000.00	\$ 28,199.02	\$ 82,199.02
Percentage Cost Share		60.10%	39.90%	100.00%

The distribution of The budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$54,000.00.

COOPERATIVE SERVICE AGREEMENT
between
MORROW COUNTY
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES (APHIS-WS)

ARTICLE 1 – PURPOSE

The purpose of this Agreement is to conduct wildlife damage management (WDM) activities to manage coyotes and other predatory and/or nuisance species in and around Morrow County property to reduce damage and mitigate human health and safety threats.

ARTICLE 2 - AUTHORITY

APHIS-WS has statutory authority under the Act of March 2, 1931, as amended (7 USCA 8351), and the Act of December 22, 1987 (7 USCA 8353), the Secretary of Agriculture may conduct a program of wildlife services with respect to injurious animal species and take any action the Secretary considers necessary in conducting the program. Additionally, the Secretary of Agriculture, except for management of urban rodents, is authorized to conduct activities to manage nuisance mammals and birds and those mammal and bird species that are reservoirs for zoonotic diseases. In carrying out a program of wildlife services involving injurious and/or nuisance animal species or involving mammal and bird species that are reservoirs for zoonotic diseases, the Secretary is authorized to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions.

Under the Consolidated Appropriations Act, 2017, (Pub. L. No. 115-31, 131 Stat. 144, H.R. 244 — 115th Congress (2017-2018), APHIS is authorized to collect fees to cover the total costs of providing technical assistance, goods, or services requested by States, other political subdivisions, domestic and international organizations, foreign governments, or individuals, provided that such fees are structured such that any entity's liability for such fees is reasonably based on the technical assistance, goods, or services provided to the entity by the Agency, and such fees shall be credited to this account, to remain available until expended, without further appropriation, for providing such assistance, good, or services.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

- a. Confer and plan a WDM program that addresses the need for managing conflicts caused by nuisance coyotes in Morrow County. Based on this consultation, WS will formulate, in writing, the program work plan and associated budget and present them to the Cooperator for approval.
- b. Develop a mutually agreed upon Work Plan and Financial Plan which are incorporated into this Agreement by reference. It is understood and agreed that any monies allocated for the purpose of this Agreement shall be expended only towards the activities and related expenses outlined therein.
- c. When either of the Cooperating parties address the media or incorporate information into reports and/or publications, both Cooperating parties must agree, in writing, to have their identities disclosed when receiving due credit related to the activities covered by this agreement.

- d. APHIS-WS has advised the Cooperator that other private sector service providers may be available to provide wildlife management services and notwithstanding these other options, Cooperator requests that APHIS-WS provide wildlife management services as stated under the terms of this Agreement.
- e. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use solely on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the Work and Financial Plan. Property title/disposal shall be determined when the project (including all continuations and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS Policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use solely for this project.
- f. APHIS-WS will provide overall direction and control of the program.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

The Cooperator agrees to/that:

- a. Designate _____, Morrow County Phone: (____) ____ - _____ as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this Agreement.
- b. Reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Work and Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the Work and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of service submitted via an invoice within 30 days of the date of the submitted invoice or invoices as submitted by APHIS-WS. Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996. If the Cooperator is delinquent in paying the full amount of the due service costs submitted by APHIS-WS, and/or is delinquent in paying the due late payments, and/or is delinquent in paying the interest, penalties, and/or administrative costs on any delinquent due service costs, APHIS-WS will immediately cease to provide the respective service associated with the submitted service costs. APHIS-WS will not reinstate or provide the respective service until all due service costs, and/or due late payments, and/or due interest, penalty, and/or administrative costs are first paid in full.
- c. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
- d. As a condition of this Agreement, The Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.

ARTICLE 5 – WS RESPONSIBILITIES

WS agrees:

- a. To designate David Williams, State Director, 6135 NE 80th Avenue Suite A8 Portland, Oregon, (503) 326-2346, david.e.williams@aphis.usda.gov as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this Agreement.

- b. The performance of wildlife damage management actions by WS under this agreement is contingent upon a determination by WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
- c. To provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work and Financial Plan referenced in 3.a of this Agreement.
- d. To bill the Cooperator for costs incurred in performing WDM activities as authorized in the approved annual Work and Financial Plan as may be amended.
- e. To notify the Cooperator if costs are projected to exceed the amounts estimated and agreed upon in the Financial Plan. WS will cease providing goods or services until a revision to the Work and Financial Plan, as appropriate, have been agreed to and signed by both parties to this Agreement.
- f. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

ARTICLE 6 – CONTINGENCY STATEMENT

For costs borne by WS, this agreement is contingent upon the passage of the Agriculture, Rural Development, and Related Agencies Appropriation Act for the current fiscal year from which expenditures may be legally met and shall not obligate APHIS upon failure of Congress to so appropriate. This Agreement also may be reduced or terminated if Congress provides APHIS funds only for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent any other country, State government or its political subdivisions, local government, university, or college, organization, association, or individual from entering into separate agreements with WS for same or similar activities provided under the terms of this Agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

All WDM activities will be conducted in accordance with applicable Federal, State, and local laws and regulations. This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS provides goods or services on a cost recovery basis to nonfederal recipients.

ARTICLE 10 – LIABILITY

APHIS assumes no liability for any actions or activities conducted under this agreement except to the extent the recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 USC 1346(b), 2401(b), 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 – FAILURE TO PAY FEES

The cooperator is liable for fees assessed for services performed under this agreement. APHIS will assess a late payment penalty for failure to pay fees when due. In addition, the overdue fees shall accrue interest as required by 31 U.S.C. 3717

ARTICLE 13 – AGREEMENT EFFECTIVE DATE

This Agreement shall become effective July 1, 2018 and shall continue to June 30, 2023 Further, this Agreement may be amended or extended at any time by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend at least 30 days prior to expiration of the agreement. It may be terminated by either party upon 60 days notice in writing to the other party.

AUTHORIZATION:

Morrow County
P.O. Box 867
Heppner, OR 97836
Tax ID # 93-6002308

Representative, Morrow County

Date

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION
SERVICE WILDLIFE SERVICES

Tax ID # 41-0696271

State Director, Oregon

Date

Director, Western Region

Date

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

The Oregon Health Authority (OHA) Contract #153133, fourth amendment to the 2017-2019 Intergovernmental Agreement for financing of mental health modification for Service Element (SE) #28 in the amount of \$11,436.79 for 7/1/2017 to 5/15/2018.

The SE #28 is to be passed through to Community Counseling Solutions (CCS), sub-contractor for Morrow County mental health services, for Residential Treatment Services - awarded for Reserved Service Capacity (RSCP) in the amount of \$11,436.79 in the Fiscal Year 2017-2018.

2. FISCAL IMPACT:

The increase in general fund pass-through dollars to CCS in the amount of \$11,436.79

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

Attach additional background documentation as needed.



In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

**FOURTH AMENDMENT TO
OREGON HEALTH AUTHORITY
2017-2019 INTERGOVERNMENTAL AGREEMENT FOR THE FINANCING OF
MENTAL HEALTH, SUBSTANCE USE DISORDERS, AND PROBLEM GAMBLING
SERVICES AGREEMENT #153133**

This Fourth Amendment to Oregon Health Authority 2017-19 Intergovernmental Agreement for the Financing of Community Mental Health, Substance Use Disorders, and Problem Gambling Services effective as of July 1, 2017 (as amended, the “Agreement”), is entered into, as of the date of the last signature hereto, by and between the State of Oregon, acting by and through its Oregon Health Authority (“OHA”), and **Morrow County** (“County”).

RECITALS

WHEREAS, OHA and County wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. The financial and service information in the Financial Assistance Award are hereby amended as described in Attachment 1 attached hereto and incorporated herein by this reference. Attachment 1 must be read in conjunction with the portion of Exhibit C of the Agreement that describes the effect of an amendment of the financial and service information.
2. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
3. County represents and warrants to OHA that the representations and warranties of County set forth in section 4 of Exhibit F of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
5. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the dates set forth below their respective signatures.

6. Signatures.

Morrow County

By:

Authorized Signature Printed Name Title Date

State of Oregon acting by and through its Oregon Health Authority

By:

Authorized Signature Printed Name Title Date

Approved for Legal Sufficiency:

Approved by Steven Marlowe, Senior Assistant Attorney General, Department of Justice, Tax and Finance Section, on April 28, 2017; e-mail in contract file.

OHA Program:

Approved by Carmen Armendariz on July 5, 2018; e-mail in contract file.

ATTACHMENT 1
Exhibit C
Financial Assistance Award

MODIFICATION INPUT REVIEW REPORT

MOD#: M0278

CONTRACT#: 153133 CONTRACTOR: MORROW COUNTY

INPUT CHECKED BY: O.A. DATE CHECKED: 07/02/2018

P P
A A
R A B
T F A

SE#	FUND	PROJ CODE	CPMS PROVIDER	EFFECTIVE DATES	SLOT CHANGE/TYPE	RATE	OPERATING DOLLARS	STARTUP DOLLARS	ABC	IV	PART CD	S CLIENT E CODE	SP#
28	804	BASE	RSCP	RESERVED	7/12/2017 -7/14/2017	0./NA	\$6,622.79	\$640.92	\$0.00	A	1	N LAMOB	540402 1
				SERVICE CAP									
28	804	BASE	RSCP	RESERVED	7/28/2017 -8/2/2017	0./NA	\$6,622.79	\$1,281.83	\$0.00	A	1	N AVOUZA	471008 1
				SERVICE CAP									
28	804	BASE	RSCP	RESERVED	10/19/2017-11/1/2017	0./NA	\$6,622.79	\$2,998.06	\$0.00	A	1	N ORRAUL	691022 1
				SERVICE CAP									
28	804	BASE	RSCP	RESERVED	4/16/2018 -5/15/2018	0./NA	\$6,622.79	\$6,515.98	\$0.00	A	1	N RIZELE	590203 1
				SERVICE CAP									
TOTAL FOR SE# 28							\$11,436.79	\$0.00					
TOTAL FOR 2017-2018							\$11,436.79	\$0.00					
TOTAL FOR M0278 153133							\$11,436.79	\$0.00					

OREGON HEALTH AUTHORITY
Financial Assistance Award Amendment (FAAA)

CONTRACTOR: MORROW COUNTY
DATE: 07/03/2018

Contract#: 153133
REF#: 005

REASON FOR FAAA (for information only):

Residential Treatment Services (MHS 28) funds are awarded for Reserved Service Capacity (RSCP) for one client each at Columbia River Ranch, ref# 17-19-1271, 1278, 1279, 1307.

The following special condition(s) apply to funds as indicated by the special condition number in column 9. Each special condition set forth below may be qualified by a full description in the Financial Assistance Award.

M0278 1 For capacity in MHS 28 for which OHA has approved an exception to the utilization requirements described in the MHS 28 Service Description, OHA will provide financial assistance at the rate of \$6,622.79 per month.



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

(For BOC Use)
 Item #
 49

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

Staff Contact: Carla McLane
 Department: Planning
 Short Title of Agenda Item:

Phone Number (Ext): 541-922-4624 or 5505
 Requested Agenda Date: 07-11-2018

Buildable Lands Inventory and Housing Analysis
Personal Services Agreement/Scope of Work/Budget

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

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

N/A Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **Angelo Planning Group (APG)/Johnson Economics**
 Contractor/Entity Address: **APG, 921 SW Washington St, Suite 468, Portland, OR 97205**
 Effective Dates – From: **July 1, 2018** Through: **June 30, 2019**
 Total Contract Amount: **\$54,285** Budget Line: **237-115-520-3231**
 Does the contract amount exceed \$5,000? Yes No

Reviewed By:

<u>Carla McLane</u>	<u>07032018</u>	Department Head	Required for all BOC meetings
	DATE		
<u><i>[Signature]</i></u>	<u>7/9/18</u>	Admin. Officer/BOC Office	Required for all BOC meetings
	DATE		
_____	_____	County Counsel	*Required for all legal documents
	DATE		
<u>K. Knop email</u>	<u>7-3-18</u>	Finance Office	*Required for all contracts; other items as appropriate.
	DATE		
_____	_____	Human Resources	*If appropriate
	DATE		

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

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

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

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

Attached to this Agenda Cover Sheet is the proposed Personal Services Agreement, the Scope of Work (Exhibit A) and the Budget (Exhibit B) all in support of the Buildable Lands Inventory and the Housing Analysis.

2. FISCAL IMPACT:

See attached Budget. The Intergovernmental Agreement signed by the county and all five communities contributes \$41,400 and the balance has been requested from the Department of Land Conservation and Development. If those funds are not approved the county will cover the difference between the \$41,400 and the budget of \$54,285.

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

If not approved as part of the Consent Agenda the following would be the suggested motion:

I move approval of the Personal Services Agreement (with changes if needed) between Morrow County and Angelo Planning Group for work on the Buildable Lands Inventory and Housing Analysis as outlined in the attached Scope of Work and Budget, and in accordance with the Intergovernmental Agreement between Morrow County and the following communities: Boardman, Heppner, Lone, Irrigon and Lexington.

Attach additional background documentation as needed.

1
2
3
4 **MORROW COUNTY PERSONAL/PROFESSIONAL SERVICES CONTRACT**
5 **Buildable Lands Inventory and**
6 **Housing Needs Analysis**
7
8
9

10 This Contract is between Morrow County, a political subdivision of the State of Oregon, hereafter called
11 **County**, and Angelo Planning Group (APG), hereafter called **Contractor**. **County's** Contract
12 Administrator for this contract is Carla McLane, Morrow County Planning Director.
13

14
15 **1. Effective Date and Duration.** This contract shall become effective on the date at which this Contract has
16 been signed by every party hereto. This Contract shall expire on December 31, 2021 or upon completion of
17 all items listed in the Scope of Work (Exhibit A) as agreed by both parties. Contract may be terminated,
18 extended, or amended as described below. Expiration shall not extinguish or prejudice County's right to
19 enforce this Contract with respect to any breach of a Contractor warranty; or any default or defect in
20 Contractor performance that has not been cured.
21

22 **2. Statement of Work.** Contractor agrees to perform the Work in accordance with the terms and conditions of
23 the attached Scope of Work (Exhibit A) and as described in Contractor's Project Proposal (Exhibit C).
24

25 **3. Consideration**

26 a. County agrees to pay Contractor as described in Contractor's proposed budget (Exhibit B). Contractor
27 shall submit invoices to County on a monthly basis. County shall submit payment within 21 days of receipt
28 of invoice if invoice is in compliance with this contract. Total payments to Contractor shall not exceed
29 \$54,285.00 unless agreed to by both parties in writing.
30

31 **4. Contract Documents.** This contract consists of this Contract, attached Scope of Work (Exhibit A), Proposed
32 Budget (Exhibit B), and Contractor's Project Proposal (Exhibit C). All attached Exhibits are hereby
33 incorporated by reference.
34

35 **5. Independent Contractor; Responsibility for Taxes and Withholding**

36 a. Contractor shall perform required Work as an independent contractor. Although the County reserves the
37 right (i) to determine (and modify) the delivery schedule for the Work to be performed and (ii) to evaluate
38 the quality of the completed performance, the County cannot and will not control the means or manner of
39 the Contractor's performance. Contractor is responsible for determining the appropriate means and manner
40 of performing the Work.

41 b. If Contractor is currently performing work for County, the State of Oregon or the Federal Government,
42 Contractor by signature to this Contract declares and certifies that: Contractor's work to be performed under
43 this Contract creates no potential or actual conflict of interest as defined by ORS 244 and that no rules or
44 regulations of Contractor's employing entity (county, state or federal) would prohibit Contractor's activities
45 under this Contract. Contractor is not an "officer", "employee", or "agent" of the County, as those terms are
46 used in ORS 30.265.

47 c. Contractor shall be responsible for all federal or state taxes applicable to compensation or payments paid
48 to Contractor under this Contract and, unless Contractor is subject to backup withholding, County will not
49 withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax
50 obligations. Contractor is not eligible for any Social Security, unemployment insurance or workers'

51 compensation benefits from compensation or payments paid to Contractor under this Contract, except as a
52 self-employed individual.
53

54 **6. Subcontracts and Assignment; Successors and Assigns.**

55 a. Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or
56 transfer any of its interest in this Contract, without County's prior written consent. In addition to any other
57 provisions County may require, Contractor shall include in any permitted subcontract under this Contract a
58 requirement that the subcontractor be bound by sections 6, 10, 11, 15, and 17 of this Contract as if the
59 subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any
60 of its duties or obligations under this Contract.

61 b. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto,
62 and their respective successors and assigns, if any.
63

64 **7. No Third Party Beneficiaries.** County and Contractor are the only parties to this Contract and are the only
65 parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to
66 give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third
67 persons are individually identified by name herein and expressly described as intended beneficiaries of the terms
68 of this Contract.
69

70 **8. Funds Available and Authorized**

71 a. Contractor shall not be compensated for work performed under this contract by any other County or
72 department of the State of Oregon. County has sufficient funds currently available and authorized for
73 expenditure to finance the costs of this Contract.

74 b. County will only pay for completed work that is accepted by County.
75

76 **9. Representations and Warranties**

77 a. **Contractor's Representations and Warranties.** Contractor represents and warrants to County that (1)
78 Contractor has the power and authority to enter into and perform this Contract, (2) this Contract, when
79 executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with
80 its terms, (3) the Work under this Contract shall be performed in a good and workmanlike manner and in
81 accordance with the highest professional standards, (4) Contractor shall, at all times during the term of this
82 Contract, be qualified, professionally competent, and duly license to perform the Work.
83

84 b. **Warranties Cumulative.** The warranties set forth in this section are in addition to, and not in lieu of, any
85 other warranties provided.
86

87 **10. Ownership of Work Product.** All Work products of the Contractor that result from this contract ("the
88 Work Products") are the exclusive property of the County. County and Contractor intend that such Work
89 Products be deemed "works made for hire" of which County shall be deemed the author. If for any reason the
90 Work Products are not deemed "works made for hire", Contractor hereby irrevocably assigns all of its right,
91 title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark,
92 trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such
93 further documents and instruments as County may reasonably request in order to fully vest such right in County.
94 Contractor forever waives any and all rights under 17 USC §106A or any other rights of identification of
95 authorship or rights of approval, restriction or limitation on use or subsequent modifications.
96

97 **11. Indemnity.** Contractor shall defend, save, hold harmless, and indemnify the State of Oregon and County,
98 their officers, employees, agents, from and against all claims, suits, or actions, losses, damages, liabilities costs
99 and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor
100 or its officers, employees, subcontractors, or agents under this Contract.

101
102 **12. Insurance.** Contractor shall provide insurance as required by State law.
103
104 **13. Termination**
105 **a. Parties Right to Terminate For Convenience.**
106 i) This Contract may be terminated at any time by mutual written consent of the parties.
107 ii) This Contract may be terminated by County with 30 day written notice to Contractor.
108
109 **b. Remedies**
110 i) In the event of termination pursuant to Sections 13, Contractor's sole remedy shall be a claim for the sum
111 designated for accomplishing the Work multiplied by the percentage of Work completed and accepted by
112 **County**, less previous amounts paid and any claim(s) which State has against Contractor. If previous amounts
113 paid to Contractor exceed the amount due to Contractor under this subsection, Contractor shall pay any excess
114 to **County** upon demand.
115
116 **c. Contractor's Tender upon Termination.** Upon receiving a notice of termination of this Contract,
117 Contractor shall immediately cease all activities under this Contract, unless County expressly directs otherwise
118 in such notice of termination. Upon termination of this Contract, Contractor shall deliver to County all
119 documents, information, works-in-progress and other property that are or would be deliverables had the Contract
120 been completed. Upon County request, Contractor shall surrender to anyone County designates, all documents,
121 research or objects or other tangible things needed to complete the Work.
122
123 **14. Limitation of Liabilities. NEITHER PARTY SHALL BE LIABLE FOR (I) ANY INDIRECT,**
124 **INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES UNDER THE CONTRACT OR (ii)**
125 **ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS**
126 **CONTRACT IN ACCORDANCE WITH ITS TERMS.**
127
128 **15. Records Maintenance; Access.** Contractor shall maintain all fiscal records relating to this Contract in
129 accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records
130 pertinent to this Contract in such a manner as to clearly document Contractor's performance. Contractor
131 acknowledges and agrees that County and the Oregon Secretary of State's Office and the federal government and
132 their duly authorized representatives shall have access to such fiscal records and other books, documents, papers,
133 plans and writings of Contractor that are pertinent to this Contract to perform examinations and audits and make
134 excerpts and transcripts. Contractor shall retain and keep accessible all such fiscal records, books, documents,
135 papers, plans, and writings for a minimum of three (3) years, or such longer period as may be required by applicable
136 law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or
137 litigation arising out of or related to this Contract, whichever date is later.
138
139 **16. Compliance with Applicable Law.** Contractor shall comply with all federal, state and local laws, regulations,
140 executive orders and ordinances applicable to the Work under this Contract. Without limiting the generality of
141 the foregoing, Contractor expressly agrees to comply with: (i) Title VI of Civil Rights Act of 1964; (ii) Section V
142 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) all
143 regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable
144 requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. County's
145 performance under this Contract is conditioned upon Contractor's compliance with the provisions of ORS 279.312,
146 279.314, 279.316, 279.320, and 279.555, which are incorporated by reference herein.
147
148 **17. Foreign Contractor.** If Contractor is not domiciled in or registered to do business in the State of Oregon,
149 Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation

151 Division all information required by those agencies relative to this Contract. Contractor shall demonstrate its legal
152 capacity to perform the Work under this Contract in the State of Oregon prior to entering into this Contract.
153

154 **18. Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by
155 fire, riot, acts of God, or war where such cause was beyond, respectively, County's or Contractor's reasonable
156 control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or
157 default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this
158 contract.
159

160 **19. Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for
161 the rights and obligations set forth in Sections 1, 9, 10, 11, 13, 14, 15, 19, and 26.
162

163 **20. Time is of the Essence.** Contractor agrees that time is of the essence under this Contract.
164

165 **21. Notice.** Except as otherwise expressly provided in this Contract, any communication between the parties
166 hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the
167 same, postage prepaid, to Contractor or County at the address or number set forth on the signature page of this
168 Contract, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section
169 21. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after
170 mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the
171 transmission is generated by the transmitting machine. To be effective against County, such facsimile
172 transmission must be confirmed by telephone notice to County's Contract Administrator. Any communication
173 or notice by personal delivery shall be deemed to be given when actually delivered.
174

175 **22. Severability.** The parties agree that if any term or provision of this contract is declared by a court of
176 competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions
177 shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the
178 contract did not contain the particular term or provision held to be invalid.
179

180 **23. Counterparts.** This Contract may be executed in several counterparts, all of which when taken together
181 shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the
182 same counterpart. Each copy of the Contract so executed shall constitute an original.
183

184 **24. Disclosure of Social Security Number.** Contractor must provide Contractor's Social Security number
185 unless Contractor provides a federal tax ID number. This number is requested pursuant to ORS 305.385, OAR
186 125-20-410(3) and OAR 150-305.100. Social Security numbers provided pursuant to this authority will be used
187 for the administration of state, federal and local tax laws.
188

189 **25. Governing Law, Venue, Consent to Jurisdiction.** This Contract shall be governed by and construed in
190 accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action,
191 suit or proceeding (collectively, "Claim") between County (and/or any other County or department of the State of
192 Oregon) and Contractor that arises from or relates to this Contract shall be brought and conducted solely and
193 exclusively within the Circuit Court of Morrow County for the State of Oregon; provided, however, if a Claim
194 must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United
195 States District Court for the District of Oregon. CONTRACTOR, BY EXECUTION OF THIS CONTRACT,
196 HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.
197

198 **26. Merger.** This contract and attached exhibits constitute the entire agreement between the parties on the
199 subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified
200 herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind

201 either party unless in writing and signed by both parties and all necessary State approvals have been obtained.
202 Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for
203 the specific purpose given. The failure of County to enforce any provision of this Contract shall not constitute
204 a waiver by County of that or any other provision.
205

206 **27. Contract Amendment.** This contract may be amended at any time if jointly agreed by both parties.
207 Amendment shall require written amendment of Contract and approval by County and Contractor.
208

209 **CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY ACKNOWLEDGES THAT**
210 **CONTRACTOR HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND**
211 **BY ITS TERMS AND CONDITIONS.**

212

213

214

CONTRACTOR DATA AND CERTIFICATION

215

216 **Name (tax filing):** _____

217

218

219 **Address:** _____

220

221 **Citizenship, if applicable:** Non-resident alien Yes No

222

223 **Business Designation (check one):**

224

225 Corporation Partnership Limited Partnership Limited Liability Company
226 Limited Liability Partnership Sole Proprietorship Other _____

227

228 **Federal Tax ID#:** _____ - _____ **or SSN#:** _____ - _____ - _____

229

230 Above payment information must be provided prior to contract approval. This information will be reported to
231 the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for
232 additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject
233 contractor to 31 percent backup withholding.
234

235 **Certification:** The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury:
236 (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to
237 backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been
238 notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or
239 dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c)
240 s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment
241 of taxes, and to the best of her/his knowledge, Contractor is not in violation of any Oregon tax laws (including,
242 without limitation, those listed in Exhibit B); (d) Contractor is an independent contractor as defined in ORS
243 670.600; and (e) the above Contractor data is true and accurate.
244

245

246 **CONTRACTOR**

247

248 **By:** _____

249

250 **Title:** _____

251
252 Date: _____

253
254

255 **COUNTY**
256 **MORROW COUNTY BOARD OF COMMISSIONERS**

257
258 Date: _____

259
260

261 _____
262 Don Russell, Chair

263
264

265 _____
266 Jim Doherty, Commissioner

267
268

269 _____
270 Melissa Lindsay, Commissioner

271 _____
270 Approved as to form:
271 County Counsel

EXHIBIT A

MORROW COUNTY BUILDABLE LANDS INVENTORY AND HOUSING NEEDS ANALYSIS

CONSULTANT SCOPE OF WORK

ANGELO PLANNING GROUP AND JOHNSON ECONOMICS

Overall Approach and Understanding

The consultant shall work with the County to achieve 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.

Approach to Specific Tasks

This Consultant will complete the following tasks.

Task 1: Project Management & Outreach

At outset of the project, the Consultant shall 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. Specific activities under this task include:

- 1.1: **Project Management Team coordination phone meetings (up to 4):** Consultants will hold regular conference calls with a Project Management Team composed of the Morrow County Planning

Director and representatives from the five community partner jurisdictions to update members on progress, next steps and discuss project logistics. These calls should include the County's designated project manager, and any other partners as the project team deems necessary.

- 1.2: **Kick-off meeting and field visit:** The Consultant (Angelo Planning Group (APG) and Johnson Economics) will schedule a day to visit County offices to kick-off this project, and meet stakeholders from partner Cities and agencies. At this meeting, the project team will review the planned scope and schedule, identify data and information sources, and clarify any questions about the process. This visit will also be coordinated with meetings with individual City partners to discuss the differing housing needs and priorities among communities.
- 1.3: **Technical Advisory Committee meetings (3):** The County will organize a Technical Advisory Committee (TAC) to meet at key times during this project to receive updates and provide feedback. The TAC may include 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 County would be primarily responsible for coordinating meetings.
- 1.4: **Stakeholder Interviews or Contacts:** Consultants will contact individual developers, non-profit housing providers, key property owners, or others to help better inform or refine assumptions about local conditions and issues. Contacts will be in person if coordinated with other site visits or via phone or email.
- 1.5: **Website Content and Coordination:** During the project, Consultants will provide updates, information and products to be displayed on the websites of the County and partners. Consultants will coordinate with local web managers to provide content, but partners will be responsible for updating their own websites.

Task 2: Buildable Lands Inventory (BLI)

- 2.1. **Data Acquisition.** The Consultant shall coordinate with staff to obtain existing available data for conducting the BLI, including County data on taxlots, property ownership, property valuation, jurisdictional boundaries, zoning, and comprehensive plan designations. The Consultant will review the data for completeness and format. The Consultant 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. The Consultant shall Establish Morrow County taxlot data as the base layer on which to identify and map buildable parcels and shall map taxlot layers to land use designations to identify residential, employment and other types of land.

- 2.2. **Data Classification.** The Consultant shall 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.
- 2.3. **Data Analysis.** The Consultant shall 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. The Consultant shall determine which parcels feature partial or full constraints to new development based on site conditions, state requirements, and applicable development code provisions.
- 2.4. **Data Summary.** The Consultant shall 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 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.
- 2.5. **BLI Capacity.** The Consultant shall 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.
- 2.6. **BLI Report.** The Consultant shall 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 3: Housing Needs Analysis

- 3.1. **Methodology.** The Consultant 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.
- 3.2. **Plan Review.** The Consultant will review past and existing plans and documents impacting housing and residential land needs and conditions in Morrow County and local jurisdictions.
- 3.3. **Data Sources and Assumptions.** The Consultant 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. 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.

- 3.4. **Data Analysis.** The Consultant will use its Goal 10 housing needs model to estimate current and future housing needs. 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.

The Consultant 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.

- 3.5. **Summary Report.** 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 determine whether 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.

Task 4: Morrow County Housing Strategies

The Consultant shall review existing plans, code and policy language related to housing and residential lands. The Consultant 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. The Consultant will develop a full range of strategies that may be applicable to any or all of the cities in the County, and will subsequently create a matrix that indicates the relative applicability of each strategy to each city in the County. To the extent that variations in policies or development code amendments are needed, the Consultant also will indicate that in the 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, the Consultant shall 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.

County Responsibilities

County and partner agency staff will have the following responsibilities:

- Regular communication with consulting team members
- Assist in development of final project scope and schedule
- Review and comment on all deliverables, including the draft BLI Report, draft Housing Needs Analysis Report, and draft Morrow County Housing Strategy Report
- Recruit members of PMT and TAC
- Coordinate on-site meetings
- Create and maintain project webpage(s)
- Help coordinate the transfer of GIS data from the County and local jurisdictions
- Assist in ground-truthing BLI results to the extent feasible
- Provide local background materials
- Assist in coordination with PMT, TAC, and local stakeholders
- Assist in compiling comments from PMT, TAC, stakeholders, and public

EXHIBIT B

MORROW COUNTY BUILDABLE LANDS INVENTORY AND HOUSING NEEDS ANALYSIS

AGREED CONSULTANT BUDGET

BUDGET ESTIMATE	ANGELO PLANNING			JOHNSON ECONOMICS		TOTALS	
	Hastie	Kimmell	Parish	Johnson	Buckley		
	\$167	\$93	\$99	\$195	\$120	Hours	Cost
Task 1: Project Management							
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
TOTAL	52	6	0	16	48	122	\$18,122
Task 2: Buildable Land Inventory							
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
TOTAL	4		85		6	95	\$9,803
Task 3: Housing Needs Analysis							
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
TOTAL	6		0	12	96	114	\$14,862
Task 4: Morrow County Housing Strategy							
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
TOTAL	18	64	0	4	8	94	\$10,698
Total Hours	80	70	85	32	158	425	
Total Labor Costs	\$13,360	\$6,510	\$8,415	\$6,240	\$18,960		\$53,485
Expenses (Third-Party Market Data, Printing, Mileage)							\$800
TOTAL PROJECT COST							\$54,285



Photo credit: Pinnacle Architecture



Photo credit: Sam Boebe/Earthtrust

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





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



CERTIFICATE OF LIABILITY INSURANCE

Exhibit C **4** DATE (MM/DD/YYYY)
09/08/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Miller Insurance, Inc 8100 SW Nyberg St, Ste 295 Tualatin OR 97062-8438		CONTACT NAME: Karen Decker, CIC PHONE (A/C, No, Ext): (503)692-6580 FAX (A/C, No): (503)691-1882 E-MAIL ADDRESS: kdecker@millersince1886.com	
INSURED Angelo Planning Group, Inc. 921 S.W. Washington St. Suite 468 Portland OR 97205		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Ins Co NAIC # 29424 INSURER B: Hartford P & C 34690 INSURER C: Westchester Fire Insurance Co INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2017-18 All Coverage REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			52SBALW4676	09/01/2017	09/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED <input checked="" type="checkbox"/> AUTOS ONLY HIRED <input checked="" type="checkbox"/> AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			52SBALW4676	09/01/2017	09/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	52WECJE3383	09/01/2017	09/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			EONORF136402572	09/01/2017	09/01/2018	Each Occ/Aggregate 3,000,000 Deductible 7,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
EVIDENCE OF COVERAGE

CERTIFICATE HOLDER Angelo Planning Group, Inc. 921 SW Washington #468 Portland OR 97205	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Contents

1. Firm Capabilities	2
2. Project Team	3
<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
3. Project Understanding	7
4. Project Approach	9
<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
5. Budget and Schedule Breakdown	15
<i>Budget</i>	15
<i>Project Schedule</i>	16
<i>Quality and Cost Control</i>	17
6. Support Information	18
<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**

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, Ione, 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.



- 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.

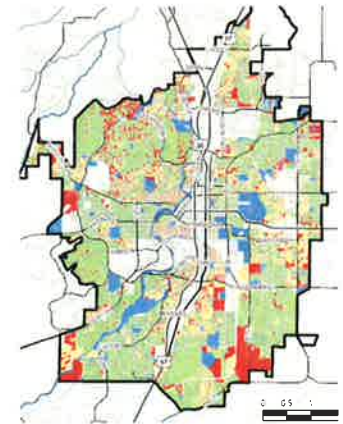
At outset of the project, our team will coordinate with the County to develop an overall project schedule and to identify preliminary dates for key meetings. The schedule will identify timeframes for all milestones, meetings, draft and final deliverables. The schedule will aim for efficiency by allowing 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 Breakdown³. 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.



Residential BLI map for the City of Bend UGB Remand.

Task 1 Deliverables

- Final Project Schedule
- Final Project Scope

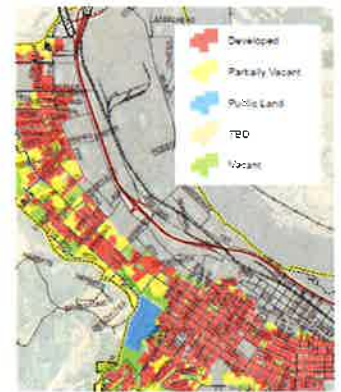
County Staff Responsibilities

- 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

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 Milwaukee

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.

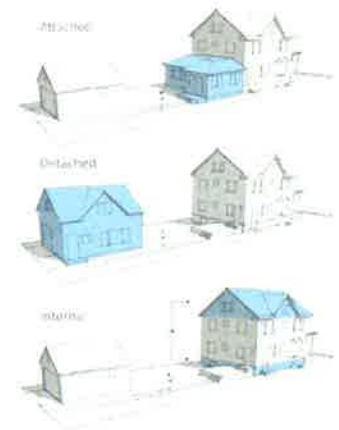
The Housing Strategy Report will include an implementation plan. The plan will outline the steps needed to adopt amendments to the comprehensive plans and development codes of the County and partner jurisdictions. The plan will identify specific amendments, prioritize the list of amendments (where appropriate), 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 \$167	Kimmell \$93	Parish \$99	Johnson \$195	Buckley \$120	Hours	Cost
Task 1: Project Management							
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
TOTAL	52	6	0	16	48	122	\$18,122
Task 2: Buildable Land Inventory							
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
TOTAL	4		85		6	95	\$9,803
Task 3: Housing Needs Analysis							
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
TOTAL	6		0	12	96	114	\$14,862
Task 4: Morrow County Housing Strategy							
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
TOTAL	18	64	0	4	8	94	\$10,698
Total Hours	80	70	85	32	158	425	
Total Labor Costs	\$13,360	\$6,510	\$8,415	\$6,240	\$18,960		\$53,485
Expenses (Third-Party Market Data, Printing, Mileage)							\$800
TOTAL PROJECT COST							\$54,285

*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
Task 1: Project Mgmt. & Stakeholder Engagement								
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]						
Task 2: Buildable Land Inventory								
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 August]					
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]	
Task 3: Housing Needs Analysis								
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 August]					
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]	
Task 4: Morrow County Housing Strategy								
4.1	Evaluate housing goals, policies and codes	[Red bar from May to July]						
4.2	Develop recommended strategies and actions				[Pink 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.

Team Member	Est. Percent Time Available	Percent Time Needed for Project
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

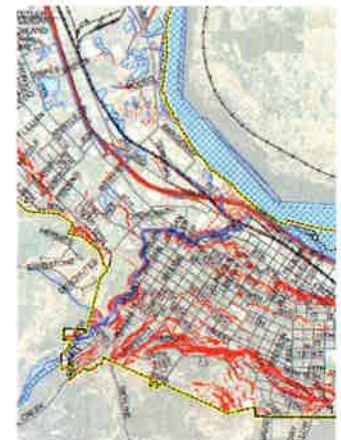
APG and Johnson Economics worked with the City of The Dalles to assess long-term housing needs, conduct a buildable land inventory, and prepare implementing policies, development code and other housing related recommendations for the City. Johnson Economics prepared the analysis of current and future 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

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 Beaverton: Goal 10 Housing Needs Analysis & Strategy

APG and Johnson Economics recently completed an in-depth housing needs study, with accompanying goals and policy recommendations for the City of Beaverton. The study met the requirements of the Goal 10 HNA while also providing additional data and strategy on housing in the community. The project took into account the areas of unincorporated Washington County within Beaverton's service area, as well as planning efforts in the South Cooper Mountain Annexation Area.

City of Bend: UGB Remand Project

APG recently led a multidisciplinary team of planners, economists, real estate professionals, urban designers, and public involvement specialists on a large Urban Growth Boundary expansion project for the City of Bend. The project successfully resulted in an adopted UGB amendment that will provide sufficient land for employment, housing, and other urban uses as the city continues to grow. APG led a steering committee to direct policy and oversee the project, three technical advisory committees, and conducted a series of open houses and innovative online surveys.

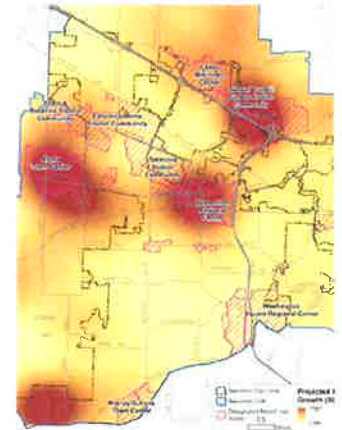
The project also included preparation of an updated HNA, Economic Opportunities Analysis and Buildable Land Inventory (BLI), as well as a new Urbanization Report, updated chapters of the Bend General Plan, and implementing amendments to the city's Development Code. APG had the lead role in preparing the BLI, Urbanization Report, and General Plan and Code amendments, and oversaw other team members' completion of all other aspects of the project.

City of Hermiston: Central Economic Opportunities and Housing Needs Analysis

Johnson Economics led a team developing a regional economic opportunities and housing needs analysis for the City of Hermiston. The work was adopted by the City in 2011. The project included a specific downtown plan, and addressed issues related to a complex interaction between proximate jurisdictions in the area, the Port of Umatilla and the Tri-Cities area of Washington.

City of Newberg: Residential Land Needs Analysis

Johnson Economics completed an analysis of vacant buildable residential lands and identified the 40 year need for residential lands. The inventory utilized the City's GIS system and the City's undeveloped residential lands were categorized as vacant, partially vacant, redevelopable and committed. A key finding in this analysis was that a substantial portion of the City's land inventory was controlled by a single property owner. Johnson Economics subsequently worked for this property owner to master plan their holdings, and coordinated that work with the City.



Heat Map of Growth Potential from Beaverton Housing and Market Analysis and Housing Strategy Project

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



June 18, 2018

Dear Board Member:

The cash match remaining for September 30, 2017, for each entity is \$1,540.00. Our total cash match for the fiscal year was \$34,255.00.

Additionally, the total cash match for March 31, 2018, is \$15,402.00. The match for each entity is \$3,080.40.

Please remit to the Port of Morrow who is currently acting as the CDA fiscal agent.

Best Regards,

Greg

INVOICE

Date: June 18, 2018
Invoice # 2018-1



Columbia Development Authority

Port of Morrow (Acting Fiscal
Agent for CDA
Two Marine Drive, Suite 102
Boardman, OR 97836

TO Don Russell
County of Morrow
PO Box 788
Heppner, OR 97836

ITEM	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.	Columbia Development Authority pro-rated cash match For the Department of Defense 2016-2017 OEA Grant thru 9-30-17		\$1,540.00
2	Columbia Development Authority cash match For the Department of Defense 2017-2018 OEA Grant thru 3-31-18		\$3,080.40
SUBTOTAL			\$4,620.00
SALES TAX			0
TOTAL			\$4,620.00

Make all checks payable to Port of Morrow (Note -LRA Grant Match)

Thank you!

Item # 5a



OREGON LIQUOR CONTROL COMMISSION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES. The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of **seven** license days per application form.

1. ELIGIBILITY: Please read the instructions to determine eligibility for a TSL-NP.

Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?

No

Yes. Please list the organization's Oregon Registry Number (not EIN): 1346170-91

2. Applicant Name: Oregon Trail Pro Rodeo

3. Email: [redacted]

4. Fax: n/a

5. Contact Person: Camille Peck

6. Contact Phone: 541-989-8351

7. Event Name: Oregon Trail Pro Rodeo

8. Date(s) of event (no more than seven days):
August 17-18-19

9. Start/end hours of alcohol service: 11 am pm to 2 am pm

10. Address of Special Event:

Heppner-Pilot Rock Highway 74

City

Heppner

Zip

97836

11. Is the event outdoors? Yes No

11a. If the event is only indoors, in what area(s) of the building is the event located?

11b. If any part of the event is outdoors, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:

Rodeo, music

13. Will minors be allowed at the event? Yes No

14. If yes, will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 800

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #15 is 501 or more, **IN ADDITION TO** your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

All persons under 30 will be required to show ID. We have alcohol monitors present as well as Morrow County Sheriff's office on patrol.

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

Alcohol is served i designated enclosed beer garden where everyone under age 30 is required to show ID and police patrol the entire area.

18. Describe your plan to manage alcohol consumption by adults:

Servers are required to read and sign the brochure "What every volunteer alcohol server needs to know" published by OLCC and we also have alcohol monitors and police help manage all customers.

ALCOHOL MANAGERS

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.

Camille Peck
Meghan Golden
Colby Golden

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: Wheatland Insurance

21. Policy #:

22. Expiration Date:

MARIJUANA

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD REQUIREMENTS

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink? Yes No

24a. If yes, list at least three different substantial food items that will be provided:

1. Corn Dogs

2. Hambergers

3. Chicken Strips

24b. If no, list at least two different substantial food items that will be provided:

1.

2.

GOVERNMENT RECOMMENDATION

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

Morrow County

SIGNATURE

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Name (please print): *OREGON TRAIL PRO RODEO*

27. Signature:

Camille Beck

28. Date:

6 July 2018

CITY OR COUNTY USE ONLY

The city/county named in #25 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

City/County Signature:

Date:

FORM TO OLCC

This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Fee Paid:

Date:

Receipt #:

License is: Approved Denied

OLCC Signature:

Date:



OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA

The OLCC is prohibited from licensing an area that does not have defined boundaries.

Please complete items 1 – 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): OREGON TRAIL PRO RODEO ASSN.

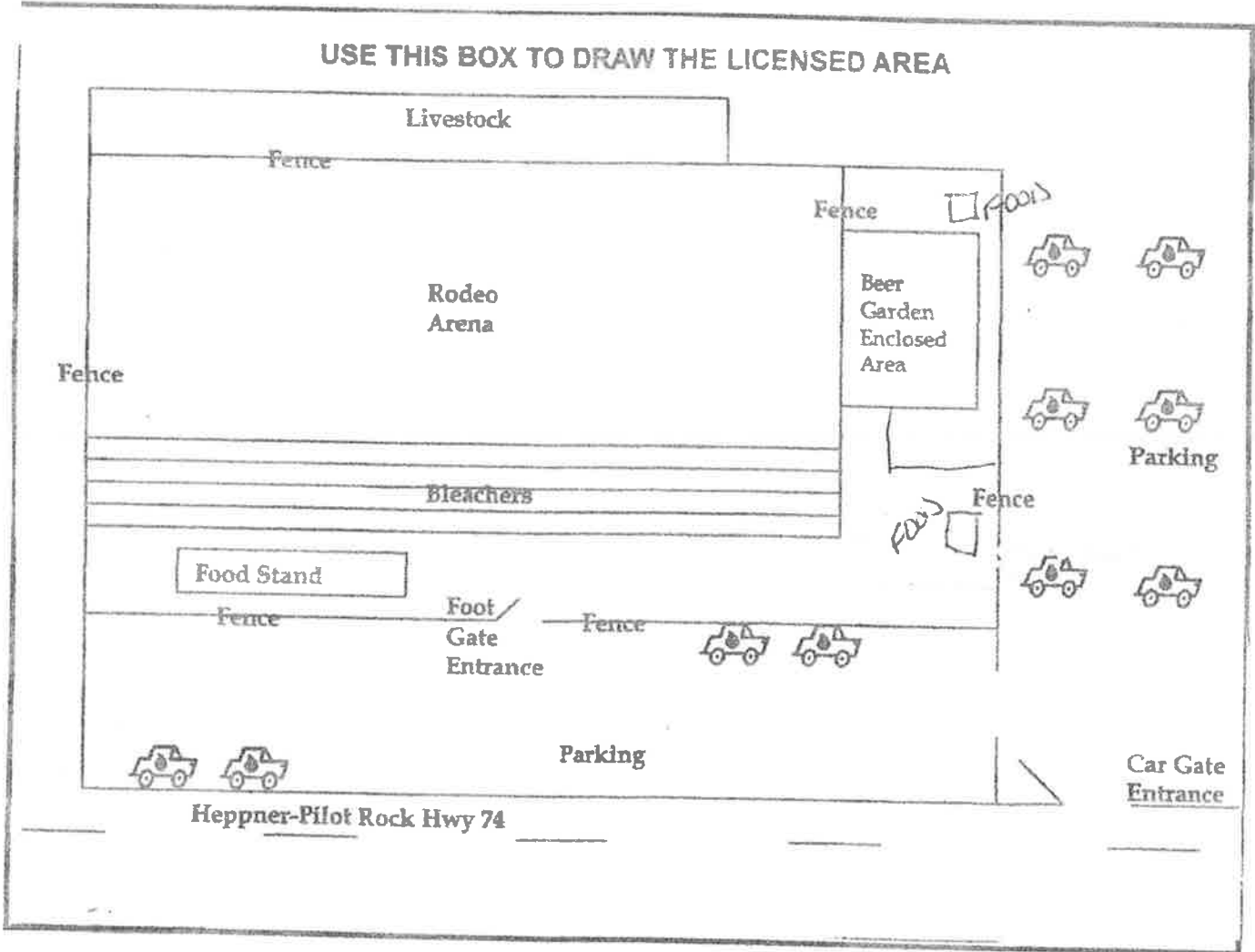
2. Event Street Address: HEPPNER-PILOT ROCK HWY 74

3. City/County: HEPPNER / MORROW

4. Date(s) of Event: AUGUST 17-18-19 2018

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." A 6' HIGH FENCE SURROUNDING ENTIRE AREA.

USE THIS BOX TO DRAW THE LICENSED AREA





OREGON LIQUOR CONTROL COMMISSION

PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name: Camille Peck		
2. Email: [REDACTED]		
3. Event Name: Oregon Trail Pro Rodeo		
4. Date(s) of event: August 17-18-19		
5. Start/end hours of alcohol service: 11 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to 2 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm		
6. Event Street Address Heppner-Pilot Rock Highway 74		
FRID-SAT 6-2AM SUNDAY 12-5PM		
7. City: Heppner	8. County: Morrow	9. Zip: 97836
10. Will minors be allowed at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11. If yes, will minors and alcohol be allowed together in the same area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12. Will any portion of the licensed premises be prohibited to minor patrons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area: Minors are not allowed in the enclosed beer garden where alcohol is served.		
13. Expected total attendance <u>per day</u> in the area(s) where alcohol will be sold or consumed)? 800		
14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area: [REDACTED]		
15. Describe the primary activities within the licensed area: Watch rodeo and after rodeo is over we will have music		
16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? Yes No

If no, what are the estimated times that a greater number of patrons will attend?
10pm to 2am

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

12

Camille Peck, Meghan Golden, Kolby Golden

19. Will Alcohol Monitors work in the licensed area? Yes No

(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)

20. If yes to #19, list the minimum number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

3 Minimum number during estimated times of greater patron attendance

3 Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons:

Teal wrist bands

22. Will all Alcohol Monitors be required to have a service permit? Yes No

23. If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

Camille Peck 1-23-20

Meghan Golden 7-30-19

It doesn't have completion date, this is our expiration date

24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? Yes No

1346170-91

If yes, list Oregon Registry Number (OLCC does not accept a federal registry number or an EIN number):

24a. If yes to #24, will the applicant use servers who don't hold a service permit? Yes No

25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

They read and sign "What Every Volunteer Alcohol Server Needs to Know".

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? Yes No

If yes, please describe:

ID checkers and security have uniforms, they are from the sheriffs office, servers don't

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	Beer 12 oz	7%
Wine	5 oz	15%
Cider		
Distilled Spirits	1 oz	40%

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

Beer plastic clear Coors cups, whiskey and vodka clear plastic cups, wine clear plastic cups or small bottles, Palm Breeze and Mikes in cans, soda in plastic bottles, and water in clear plastic bottles.

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? 2

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

- A level of lighting sufficient to read common newspaper print; or
 A level of lighting that will be (please describe):

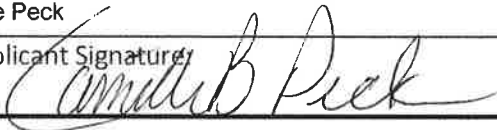
31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

After customer have ID checked a wrist band is placed on their left wrist, colors will change daily

32. Applicant Name (please print):

Camille Peck

33. Applicant Signature:



34. Date

6 July 2018



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

(For BOC Use)
 Item #
 5b

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

Staff Contact: Eric Imes / Matt Scrivner Phone Number (Ext): 541-989-9500
 Department: Public works / Road Requested Agenda Date: 7-11-2018
 Short Title of Agenda Item: **Purchase pre-authorization for 2002 Volvo truck**
 (No acronyms please)

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

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

N/A Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **State of Oregon - Surplus**

Contractor/Entity Address: **1655 Salem Industrial Dr. NE Salem, Oregon 97301**

Effective Dates – From: _____ Through: _____

Total Contract Amount: **\$ 55,000.00** Budget Line: **202-220-5-40-4402**

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

Reviewed By: _____ **7-3-18** Department Head Required for all BOC meetings
DATE

_____ **7/9/18** Admin. Officer/BOC Office Required for all BOC meetings
DATE

_____ County Counsel *Required for all legal documents

_____ **7/10/18** Finance Office *Required for all contracts; other
DATE items as appropriate.

_____ Board Chair *If appropriate
DATE

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

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

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

Road department has found a 2002 Volvo truck at surplus. It has 31,000 miles on it with a Effer knuckle boom crane, brand new clam shell, and hydraulic lift work platform. It was purchased as bridge inspection truck and the truck has no issues. The crane has an electrical issue with a sensor not allowing the crane to work because it doesn't sense the outriggers are down and level. After discussion with our mechanics they feel they can fix the sensor problem and make the crane work. This truck would be used working on our buildings and installation of future buildings. In the future we have plans to make the lift platform removable on a stellar hook assembly and also have a stellar hook flatbed so we can use this truck for multiple jobs through out the year.

2. FISCAL IMPACT:

This purchase would come from the equipment (202-220-5-40-4402) line of the road budget. Current balance is \$ 175,000.00

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

Motion to approve purchase of 2002 Volvo Knuckle boom truck from state surplus for \$55,000.00 and have BOC Chair sign on behalf of the county.

!!! Attach additional background documentation as needed.

STATE OF OREGON
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROPERTY DISTRIBUTION CENTER
Enterprise Asset Management
1655 Salem Industrial Dr. N.E.
Salem, OR 97301-0375

REMIT TO:

ATTN: Surplus Cashier
1655 Salem Industrial Dr. NE
Salem, OR 97301
(503) 378-6223 For Billing Inquiries

INVOICE

Customer # **C25001**

Invoice # **ARG62971**

Date **June 29, 2018**

Terms Due upon receipt

BILL TO

Morrow County Public Works
PO Box 428
Lexington, OR 97839

SHIP TO/Comments

Inv#	Description	Agency#	Loc.	Qty	Price	Total
185473	2002 Volvo VHD648 Knuckle Boom Truck - ON HOLD - Sold on Site	730191	SOS	1	\$55,000.00	\$55,000.00

Total \$55,000.00

Total Payments

Balance Due \$55,000.00

Minimum \$25.00 unless paying at time of invoice

Don Russell, Chair, Board of Commissioners

Prepared By: mannion

Printed On: 06/29/2018

INVOICE NO.: **ARG62971**

Page: 1





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

Item #
5C

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

Staff Contact: Anita Pranger
Department: Public Transportation
Short Title of Agenda Item: STIF By-Laws discussion

Phone Number (Ext): 541-676-LOOP(5667)
Requested Agenda Date: July 11, 2018

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

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:
Anita Pranger July 5, 2018 Department Head Required for all BOC meetings
[Signature] 7/9/18 Admin. Officer/BOC Office Required for all BOC meetings
Email July 6, 208 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)

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

The Statewide Transportation Improvement Fund (STIF) by-laws are being presented to the Board of Commissioners for their discussion. If there is anything that they feel needs to be addressed this is the time I would like this to happen. On July 17, 2018 after the STF Advisory Committee meeting in Boardman I will be having a STIF Advisory meeting to organize this committee and present to them these by-laws.

2. FISCAL IMPACT:

There is no fiscal impact to Morrow County.

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

Action would be to advise Anita to continue moving forward with these by-laws and present them to the STIF Advisory Committee on July 17, 2018 and after their approval, come back for an official approval by the Board of Commissioners.

Attach additional background documentation as needed.



MORROW COUNTY STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

ARTICLE 1 Name

The name of this organization shall be the Morrow County State Transportation Improvement Fund Advisory Committee (MC-STIF Advisory Committee).

ARTICLE 2 Citations

This Committee and these Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758(1)(b) and ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040.

ARTICLE 3 Definitions

The following definitions shall apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” shall mean geographic areas within Morrow County which are determined to have a high percentage of low income households. Pursuant to OAR 732-040-0035(2)(a),

“Bicycle and Pedestrian Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Morrow County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.

“Commissioners” or “The Commissioners” shall mean the Morrow County Board of Commissioners.

“Committee” or “The Committee” shall mean the Morrow County State Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Employer Representative” shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Morrow County.

“Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Morrow County which advocate for any of a wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.

“Local Government Representative” shall mean an employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Morrow County.

“Low Income Individuals” or “person with low income” shall mean individuals with an income at or below 150% of the current Federal Poverty Level, also known as the Federal Poverty Guideline, or within a family with a family income at or below 150% of the current Federal Poverty Level.

“Low Income Households” shall mean households within Morrow County with a total household income at or below 150% of the Federal Poverty Level for the size of family including children and dependents.

“Major Destination” shall mean a well-known and commonly recognized destination within Morrow County, which may either be at one physical location (ex. Morrow County Historical Museum) or a group of destination locations within an industry (ex. local wineries or craft beer breweries.) A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Morrow County generally.

“Non-Profit Public Transportation Service Provider Representative” shall mean a representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of whether or not this entity receives public transportation funding.

“Person(s) with Disabilities” shall mean individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” shall be persons as defined in Morrow County’s Limited English Proficiency Plan adopted by the Board of Commissioners, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.

“Public Transportation Service Provider Representative” shall mean a representative of a publically managed transportation service engaged in providing public transportation services within the County.

A “Representative of Educational Institutions” shall mean a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Morrow County.

“Representative of Low Income Individuals” shall be a person representing the needs of low income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low income users.

“Representative of Persons with Disabilities” shall be someone representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

A “Representative of Persons with Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

“Senior” or “elderly” shall mean persons sixty (60) years of age or older. A “Senior Representative” shall be someone, who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

“Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Morrow County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Morrow County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

ARTICLE 4

Function

Section 1. Purpose: The Committee shall assist the Commissioners in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) and allocated to Morrow County, for distribution to Public Transportation Service Providers within and adjacent to Morrow County.

Section 2. Major Tasks: The Committee shall have four major tasks. These are:

- (a) Reviewing and advising staff on the development of the local STIF Plan, consistent with the guidelines promulgated by State administering agencies;
- (b) Reviewing all projects proposed for inclusion within the STIF Plan, and prioritizing the approved projects, including the funding level for each project to be included within the STIF Plan;
- (c) Developing a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal;
- (d) As and if requested, and in the manner directed by the Commissioners, reviewing and advising staff on the methodology for distribution of STIF Formula Program monies allocated to Morrow County;

Section 3. STIF Plan Duties: The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 040, as defined by

Morrow County:

- (a) Hold public meetings to assist and advise staff with the development of the County's local STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the County;
- (b) Review every project proposed for inclusion in the County's STIF Plan and make a determination whether to recommend inclusion or rejection of the project for the STIF Plan;
- (c) Advise and assist staff by recommending projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the County's allocation process for the distribution of Formula Fund moneys;
- (d) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- (e) Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- (f) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- (g) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;
- (h) If appropriate, propose changes to policies or practices to ensure that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.

**ARTICLE 5
Membership**

Section 1. Number, Qualifications, and Selection of Members: The Committee shall consist of no less than five (5), and no more than seven (7) members, appointed directly by the Commissioners, as follows:

- a) To be qualified to serve on the Committee, an individual must:
 - 1. Reside or work in Morrow County and;
 - 2. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.
- b) The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

Section 2. Ex Officio Members: The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

One (1) County representative;

Any additional representatives which the Board of Commissioners deems appropriate.

Section 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chairman.

Section 5. Termination of Membership:

The Board of Commissioners may remove Committee members by majority vote of the Board of Commissioner

Section 6. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 6 Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 7 Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 8 Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through County staff assigned to the Committee.

ARTICLE 9 Meetings

Section 1. Regular Meetings: Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publically accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member, except ex officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.

Section 5. Staff: Administrative staff to the Committee shall be determined by the Commissioners in consultation with the County Administrator. Staff for recording the proceedings of the Committee shall also be provided by the County.

Section 6. Agenda: The Chair, with the assistance of the County-provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners. Agendas of all meetings shall be posted in advance as required under existing County policy and filed with the Commissioners.

Section 7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing

County policy and filed with the Commissioners.

ARTICLE 10
Public Records & Meeting Law and Public Engagement

Section 1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.

Section 1. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, with particular regard to the selection of projects for inclusion and funding in the County STIF Plan

ARTICLE 11
Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

ARTICLE 12
Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 12
By-Laws and Amendments

Section 1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by the County Counsel and presented to the Commissioners for adoption. The Commissioners may also elect to review Committee By-laws at any time.

Section 3. Amendments: Committee By-laws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this ____ day of _____, 2018.

Signed this ____ day of _____, 2018.

MORROW COUNTY BOARD OF COMMISSIONERS

Don Russell, Chair

APPROVED AS TO FORM:

Jim Doherty, Commissioner

Justin Nelson, County Counsel

Melissa Lindsay, Commissioner



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

(For BOC Use)
Item #
5d

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

Staff Contact: Carla McLane
Department: Planning
Short Title of Agenda Item:

Phone Number (Ext): 541-922-4624 or 5505
Requested Agenda Date: 07112018

Coffee Cultura/Ivonne Navarro
City of Boardman Permitting/County Use Agreement

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

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

Carla McLane 07092018 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)

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

Ivonne Navarro, proponent for Coffee Cultura, has approached Morrow County for the ability to use property to benefit her proposed business. Attached are several items that inform where the discussion has been; 1) Darrell Green has provided Barry Beyeler, Boardman Community Development Director, a land use authorization for permitting of the proposed use with a request for a condition that our use agreement needs to be in place. 2) Ivonne Navarro's draft zoning approval, and 3) attached is a letter and map from Stephen Haddock, County Surveyor, outlining current use of property.

The next discussion is how to craft a use agreement and what specifics should be incorporated into such a document. At a minimum the following topics should be considered: type of use, place of use, maintenance of area and management of costs associated with use.

2. FISCAL IMPACT:

There will be a cost associated with use of county property for a drive thru associated with a coffee business which should be considered as part of the use agreement.

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

Staff need specific direction on components of a use agreement. No motion is anticipated, just consensus around use agreement components.

Attach additional background documentation as needed.



Administration

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

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

July 9, 2018

Barry Beyeler
Community Development Director
City of Boardman
200 City Center Circle
Boardman, OR, 97818

Dear Mr. Barry Beyeler,

This document serves as notice that Morrow County, owner of the real property commonly known as tax lot 4200 on Assessor's Map 4N 25E 9CB, expressly gives permission for Coffee Cultura (Ivonne Navarro) to file a land use application with the City of Boardman for permits necessary for the installation and operation of a coffee trailer upon property immediately adjacent to property owned by Morrow County. Morrow County and Coffee Cultura are negotiating a use agreement for use of Morrow County property in the operation of Coffee Cultura, specifically for drive-thru purposes. Morrow County would request that any permit issued to Coffee Cultura not be effective until a use agreement is in place and would be conditioned in such a way that any use agreement negotiated would have to be in effect for Coffee Cultura to be able to operate under any permit issued by the City of Boardman.

Sincerely,

A handwritten signature in cursive script, appearing to read "Darrell J. Green".

Darrell J. Green



ZONING APPROVAL

City of Boardman
Community Development Dept.
P.O. Box 229
Boardman Oregon 97818
(541) 481-9252
FAX: (541) 481-3244

File Number _____ Date Received _____ Date Completed _____ Fee _____

Applicant / Contractor: Name(s) IVONNE NAVARRO

Mailing Address [Redacted]

Phone [Redacted] E-mail address [Redacted]

Legal Owner (if different from applicant): _____

Name(s) _____

Address _____

Property Description:

Township _____ Range _____ Section _____ Tax Lot _____

Physical Address _____

Subdivision/Partition _____ Parcel Zoning _____

Proposed Set Backs: Lot Width _____ ft. Lot Depth _____ ft.

Front _____ ft. Side _____ ft. Side _____ ft. Rear _____ ft.

Proposed Structures:

1.	_____	Sq Ft _____	Baths _____
2.	_____	Sq Ft _____	Baths _____
3.	_____	Sq Ft _____	Baths _____

Plot Plan: Attach a plot plan showing where on the lot the structures will be located. Identify setbacks, existing structures, location of access, septic system, drain field, and well if applicable. The drawing does not need to be to scale.

Certification: I, the undersigned, acknowledge I agree to the standards and limitations set forth by the Boardman Development Code. I propose to meet all standards set forth by the Boardman Development Code and any applicable State and Federal regulations. I certify that the statements and information provided with this application are true and correct to the best of my knowledge.

Signed: IVONNE NAVARRO
(Applicant / Contractor)

Signed: [Signature]
(Legal Owner)

Printed: IVONNE NAVARRO
(Applicant / Contractor)

(Legal Owner)

If this application is not signed by the property owner, a letter authorizing signature by the applicant must be attached.

Planning Approval Signature _____ Date _____

MORROW COUNTY SURVEYOR

STEPHEN K. HADDOCK, PLS, CFedS

P.O. BOX G

PILOT ROCK, OREGON 97868

(541) 443-2922 ph.

3

To: Morrow County Administrator
Attn: Mr. Darrell Green
P.O. Box 788
110 N. Court Street
Heppner, OR 97836

July 5th, 2018

Re: Report concerning the Community Health facility property in Boardman, Oregon.

Dear Mr. Green,

The attached sketch was prepared based on your request to know the relation of the gravel drive shown on the sketch to the property line of the Morrow County Health facility in Boardman, Oregon. In the process of mapping this area a search was made for the monumentation that had originally been set as a part of the plat of Boardman that specifically identified the County's property. The monuments looked for are identified as points 1 through 5 on the sketch. Of those points, the monument at point No. 1 may still be there but it has been paved over and I did not dig it out. The monument at point No. 2 has been destroyed by the installation of a telecommunications vault. The monument at point 3 may still be in place but was close enough to a telephone pedestal that it has likely been disturbed. (Note: I did not dig as a locates would need to be performed prior to excavation of the monument sites.) The monument at point No. 4 appears to have been destroyed by the installation of a protective bollard at the fire hydrant and the monument at point No. 5 has been destroyed by the installation of the city water main.

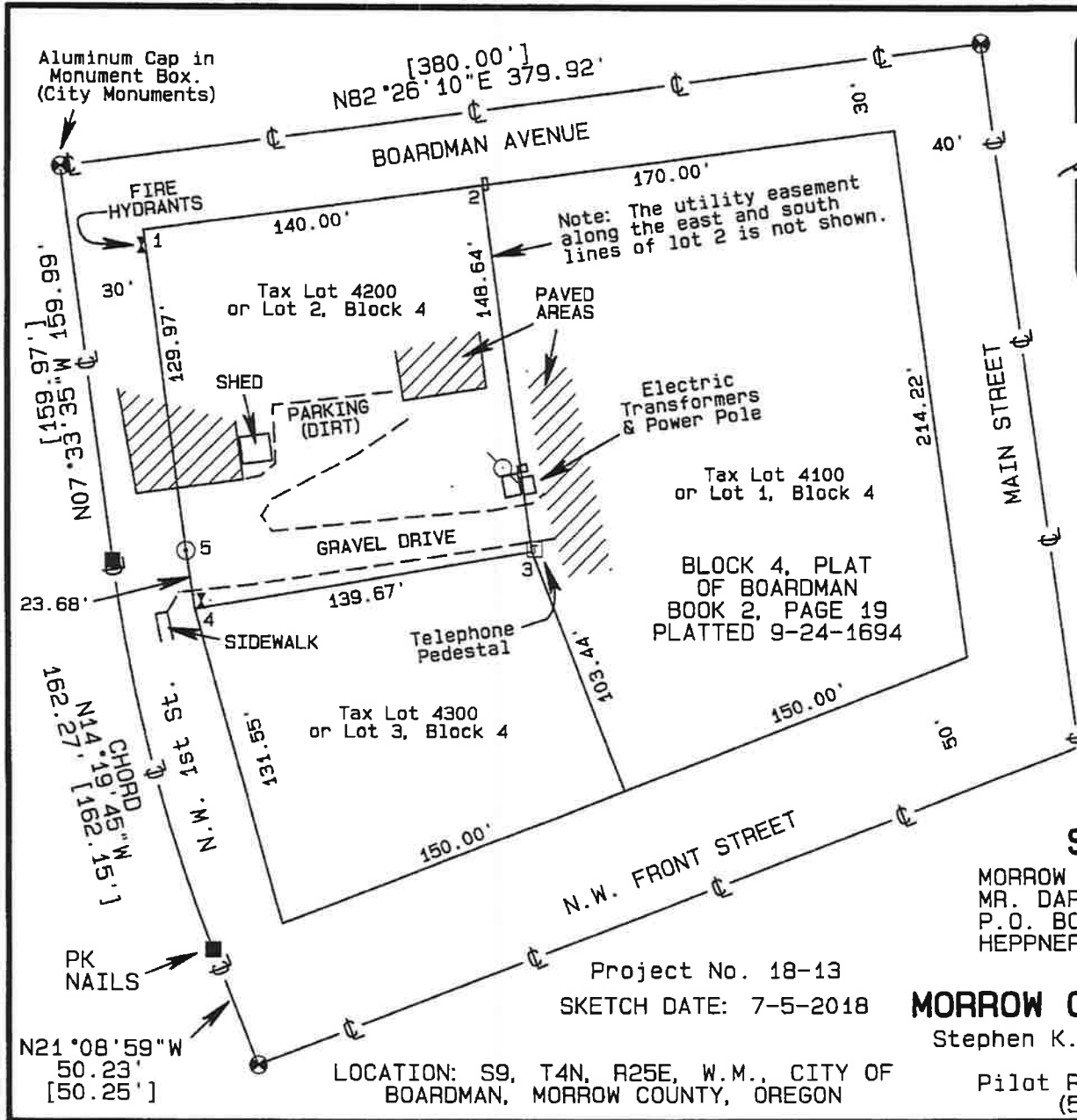
Given the extent of the destruction of the original monumentation, I have drawn the property lines on the attached sketch based on the found monumentation along the centerlines of N.W. First Street and Boardman Avenues using the platted record dimensions. Given the relative agreement between the found street monumentation and the original record dimensions, I would expect that the property lines as shown would be within 0.3 tenths of a foot (or less) of their true location were a survey to replace the lot corners be completed.

Please review the attached sketch and let me know if you have any questions or need any additional information not shown on the sketch.

Sincerely,



Stephen K. Haddock, PLS, CFedS
Morrow County Surveyor.



REGISTERED PROFESSIONAL LAND SURVEYOR

Stephen K. Haddock

OREGON
JULY 9, 2001
STEPHEN K. HADDOCK
56295LS

RENEWS 6-30-19



SCALE: 1" = 60'

NARRATIVE
SEE ATTACHED LETTER.

SKETCH FOR

MORROW COUNTY ADMINISTRATOR
MR. DARRELL GREEN
P.O. BOX 788
HEPPNER, OR 97836

MORROW COUNTY SURVEYOR

Stephen K. Haddock, PLS, CFedS
P.O. Box 6
Pilot Rock, Oregon 97868
(541) 443-2922



PLANNING DEPARTMENT

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

MEMORANDUM

To: Morrow County Board of Commissioners
 From: Carla McLane, Planning Director
 Date: July 9, 2018
 RE: Planning Update

Let me start by sharing that my future daughter-in-law and carrier of my grandchild is having labor pains. The scheduled C-Section is July 23. Not sure we'll make that, which means I may be juggling balls from Moses Lake. Or bringing my granddaughter to work with me until I work out other arrangements. I'll keep Darrell posted on any major movements!

ODOT Interstate 84 and 82 Safety Improvements

An On-Line Open House is underway and open through July 13 to accept comments concerning safety improvements along the interstate system in eastern Oregon from Boardman to Ontario. Attached is a flyer for review. While I do not have any suggested comments, if the Board has concerns about safety issues along the portion of interstate in Morrow County I am willing to facilitate comments being made.

Draft Record of Decision - Forests Revised Land Management Plans

Planning staff were not asked by previous County Courts to track the Forest Land Management Plan Environmental Impact Statement (EIS) process, so I have not been fully in the loop on this over the past many years. But I did see that the Draft Record of Decision has been released and is in its 60 day objection-filing period. Does the Board of Commissioners have a desire to dig into the details? Are there any known concerns that would warrant an objection to be filed? The bar for submitting comments at this point is fairly high and gets more involved, and would need to be connected to previous comment. I am not sure what comment Morrow County has officially made to the EIS for the Forest Land Management Plan.

Community Wildfire Protection Plan Update - Process Update

Had a great meeting with a core stakeholder group and further refined the what, when, where, why and how of the pending Community Wildfire Protection Plan Update. We are targeting kick off in October, monthly meetings through the fall and winter, with adoption in early spring. The current plan is to be back in front of the Board in August with a list of individuals to serve on the working group in various capacities for formal Board appointment to the process. At that same time we will share our scope of work, more clearly outlining the process and anticipated deliverables for each of the meetings. I am encouraged by the commitment that I experienced from federal, state and local partners as we move toward kicking this process off.

Renewable Energy Siting

It seems as we approach each five year increment of Oregon's renewable portfolio standard there is an up-tick in activity. The Planning Department is experiencing new and increased

renewable energy interest locally, coupled with continuing permitting activity through the Oregon Department of Energy (ODOE) and a variety of renewable energy rulemaking activities (ODOE and LCDC). Here's a list of current activities that Planning staff are involved with or are tracking:

- ▶ Solar Projects:
 - Boardman Solar locally required Conditional Use Permit
 - Carty Solar ODOE amendment
 - Solar Stark Conditional Use Permit and Goal 3 Exception (application received)
- ▶ Wind Energy Projects:
 - Wheatridge Wind Energy Facility locally required Conditional Use Permit and Request for Amendment 2
 - Orchard Wind - anticipating application for zoning approval followed by the initiation of construction with the facility being operational by 2020
- ▶ Rulemaking:
 - ODOE Compliance Rulemaking
The purpose of this rulemaking project is to: (1) evaluate, in terms of effectiveness and efficiency, the Council's rules that relate to how the Council ensures compliance with all applicable rules, all applicable laws, and the terms, requirements, and conditions written into site certificates and final orders; and (2) potentially draft proposed rule changes to increase the effectiveness and efficiency of the Council's compliance activities.
 - ODOE Solar Single Energy Facility Rulemaking
The recommended purpose of this rulemaking project is to: 1) Evaluate whether multiple non-EFSC jurisdictional solar PV facilities could aggregate in a way that the aggregate is functionally the size of an EFSC jurisdictional solar PV facility; 2) If it's determined that multiple non-EFSC jurisdictional solar PV facilities could functionally aggregate to the size of an EFSC jurisdictional solar PV facility, to develop new rules that identify objective criteria for determining the circumstances of when multiple non-EFSC jurisdictional solar PV facilities functionally aggregate to the size of an EFSC jurisdictional solar PV facility; and 3) Evaluate whether or not specific standards should be developed for the siting of solar PV facilities, and if so, to develop such standards.
 - LCDC Temporary Rulemaking - Size of Solar and Power Generation Facilities on Farmland
The commission will hold a public hearing and consider adoption of temporary rules governing the size of solar and other power generation facilities on "high value farmland" and "arable lands" in Oregon Administrative Rule chapter 660, division, 33, "Agricultural Land." The purpose of the proposed revisions is to clarify the acreage of solar and power generation facilities that may be permitted without a goal exception.
 - LCDC Rulemaking - Solar Siting on High Value Farmland (September)
The development of utility scale solar projects on high-value farmland has become a concern for some farmland protections advocates, commercial farmers and state agencies. LCDC has received letters and a variety of public comment on this topic, some urging rulemaking on this subject and others encouraging the commission to allow rules as written to stand. The Oregon Farm Bureau has expressed concerns and introduced legislation in the 2017 session (HB 3050) in an attempt to create additional safeguards for high-value farmland. This policy project will consider whether the existing rules for siting utility scale solar projects through a local conditional use process provide adequate protections for high-value farmland, and if not, to consider rulemaking.

- ▶ **Morrow County Comprehensive Plan and Zoning Ordinance Review:** The Planning Commission is committed to a review of current Zoning Ordinance criteria and have identified several areas to consider amendment: radar induced night lighting of wind facilities; changes to the financial assurances requirements; and review of setbacks from non-participating residential uses are examples. There are plans underway to schedule two listening sessions, one in each end of the county, and invite developers, local land owners, and interested parties to share their constructive ideas for improvement. Planning for these listening sessions will be an agenda item for the July 31 Planning Commission with the sessions taking place in August and September, or September and October. As changes are considered for the Zoning Ordinance a review of applicable Comprehensive Plan findings and policies should also be completed, which should be focused on Goal 3 Agricultural Lands, Goal 5 Natural Resources, Goal 9 Economics, possibly Goal 11 Public Services and 12 Transportation, and Goal 13 Energy. Any suggested changes would then need to be prepared for public hearing and the adoptions process which would then take approximately 120 days, give or take.
- ▶ **AOC/Renewable Northwest Renewable Energy Work Group:** This interesting intersection of organizations, lead by Doris Penwell, AOC, and Rikki Sequin, RNW, is working proactively to influence the rulemaking outlined above as well as the review of the Energy Facility Siting Council being done by a Senate Workgroup lead by Senator Olson. There are several aspects to these discussions, including raising the siting thresholds for local approval of renewable energy projects and work on Goal 13. Information on the workgroup can be found here:
<https://www.oregonlegislature.gov/olsen/Pages/EFSC-Workgroup.aspx>

I share this long list with you to bring awareness to the continuing discussions around renewable energy and its impact here in Morrow County. Your support of Planning staff involvement in these processes is appreciated.

Talk with you on Wednesday!





Do you drive along Interstate 84 or I-82 in eastern Oregon? What do you think about travel safety along these routes in wintertime and throughout the year? Would you like to know what safety enhancements the Oregon Department of Transportation has planned for these freeway sections? If so, please visit our...

I-84 SAFETY IMPROVEMENTS ON-LINE OPEN HOUSE

at <http://openhouse.oregondot.org/i-84-safety-improvements>

or bit.ly/i84safety



the site will be active through July 13

We hope you will take a few minutes to learn what we are planning and to get involved by providing your feedback and comments.

At this on-line Open House site you'll find information about...

1. Past Improvement Projects: Earlier enhancements constructed to help improve safety and operations along the I-84 corridor.

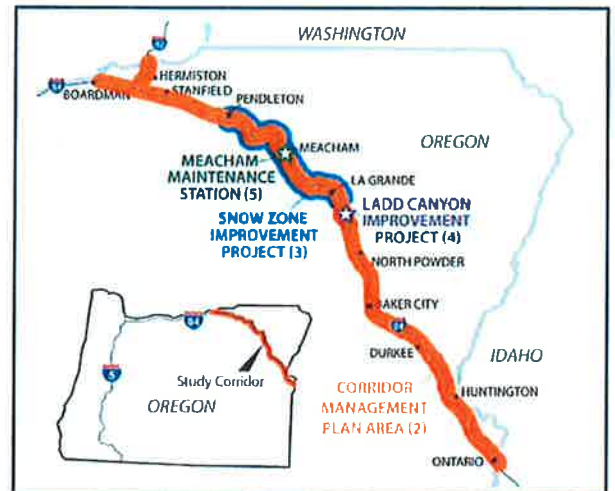
2. Corridor Management Plan: This planning study identifies and prioritizes the next strategies that will improve safety and operations along the interstate system.

3. Snow Zone Safety Improvement Project: A variety of devices along I-84 between Pendleton and La Grande will be installed in 2019-2020 to improve safety and operations during adverse winter weather conditions.

4. Ladd Canyon Freight and Culvert Improvement Project: A third eastbound climbing lane and other upgrades are being added in 2019-2020 through the Ladd Canyon area.

5. Meacham Maintenance Station: This outdated facility is being replaced. The new compound will improve response times, efficiency, and save equipment and energy costs.

6. Comments and more information: Take a short survey and provide feedback. This is your highway system and we greatly appreciate your input.



Questions about the site can be directed to ODOT Project Leader Sean Maloney 541-823-4025, or by email at sean.maloney@odot.state.or.us.

Morrow County Sheriff's Office

Monthly Report



Board of Commissioners Meeting

July 11, 2018

Stats for June 2018

- ❖ Total Arrests – 40 (28 of these lodged in Jail)
- ❖ 26 - Warrants (various charges)
- ❖ 2 - Assault
- ❖ 1 - Menacing
- ❖ 1 - Possession of Meth
- ❖ 1 - Interfere w/Law Enforcement
- ❖ 3 – Restraining Order Violation
- ❖ 1 – Hit & Run
- ❖ 2 – DUII
- ❖ 1 – Theft
- ❖ 2 - MIP- Tobacco
- ❖ 1 - MIP-Alcohol

👇 Motor Vehicle Accidents – 22

👇 Concealed Handgun License – 16

👇 Civil Paper Service - 58 attempts to serve persons with civil papers

👇 Traffic Stops – 108 (76 of these were warnings, only 32 received citations)

Sheriff's Office & MC Health Dept. – has partnered to purchase “AlertSense” Emergency alert and mass notification system. Enables us to issue emergency alerts to warn citizens of events such as severe weather, fire, flooding, etc. Or the need for evacuation, civil danger, local area emergencies, area health alerts. To be on the lookout for missing persons or advise of a health danger. A wide range of uses, provides a great way to reach a large number of our citizens quickly. Mobil app available.

Available for sign up now!Information flyer available.

Morrow County Sheriff's Office

2017		2018	
MCSO Arrest Charges Jan 1 - May 31		MCSO Arrest Charges Jan 1 - May 31	
Number	Charge	Number	Charge
1	Animal Neglect	1	Animal Neglect
5	Assault	8	Assault
	Attempt to Elude	1	Attempt to Elude
1	Attempted Murder	1	Attempted Murder
1	Burglary	1	Burglary
	Criminal Mischief	3	Criminal Mischief
8	Criminal Trespass	8	Criminal Trespass
	Conspiracy	2	Conspiracy
1	Delivery-Meth-near sch.		Delivery-Meth-near sch.
5	Disorderly Conduct	10	Disorderly Conduct
7	Dog as a Nuisance	4	Dog as a Nuisance
6	DUII	11	DUII
4	Driving-Suspended	6	Driving Suspended
	Fail to Display License	2	Fail to Display License
	Fail to Reg-Sex Offender	3	Fail to Reg-Sex Offender
1	False info to LE		False info to LE
1	Furnishing-deliq.minor		Furnishing-deliq.minor
5	Harassment	5	Harassment
	Hit & Run	2	Hit & Run

1	Juvenile - Tobacco
2	Juvenile - MJ
	Littering
	Manslaughter
3	Meanacing
	Official Misconduct
	PCS
1	Poss of Meth
1	Probation Violation
1	Public Indecency
	Resist Arrest
3	RO Violation
	Sex Abuse
2	Sex Crime
	Telephonic Harassment
2	Theft
	UUMV
2	Unlawful use-Weapon
1	Violation Release Agree.
131	Warrants
196	Total

3	Juvenile - Tobacco
2	Juvenile - MJ
2	Littering
1	Manslaughter
3	Meanacing
1	Official Misconduct
1	PCS
4	Poss of Meth
3	Probation Violation
	Public Indecency
1	Resist Arrest
2	RO Violation
1	Sex Abuse
	Sex Crime
1	Telephonic Harassment
10	Theft
6	UUMV
	Unlawful use-Weapon
	Violation Release Agree.
142	Warrants
251	Total

Morrow County Sheriff's Office

2017	2018								
Motor Vehicle Accidents 177	Motor Vehicle Accidents 80								
Concealed Handgun License 99	Concealed Handgun License 141								
Civil Paper Service 358	Civil Paper Service 393								
Traffic Stops *1097	Traffic Stops *1085								
<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;"><u>Warnings</u></td> <td style="text-align: right;"><u>657</u></td> </tr> <tr> <td style="text-align: right;"><u>Citations</u></td> <td style="text-align: right;"><u>400</u></td> </tr> </table>	<u>Warnings</u>	<u>657</u>	<u>Citations</u>	<u>400</u>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;"><u>Warnings</u></td> <td style="text-align: right;"><u>682</u></td> </tr> <tr> <td style="text-align: right;"><u>Citations</u></td> <td style="text-align: right;"><u>295</u></td> </tr> </table>	<u>Warnings</u>	<u>682</u>	<u>Citations</u>	<u>295</u>
<u>Warnings</u>	<u>657</u>								
<u>Citations</u>	<u>400</u>								
<u>Warnings</u>	<u>682</u>								
<u>Citations</u>	<u>295</u>								

* Sometimes a traffic stop evolves into something more, like a warrant arrest or some other charge. Therefore, a traffic stop sometimes has a disposition of an arrest or something other than, warning or citation.

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

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

See Attached

2. FISCAL IMPACT:

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

Attach additional background documentation as needed.



MORROW COUNTY DISTRICT ATTORNEY

P.O. Box 664, Heppner, Oregon 97836
Telephone: (541) 676-5626
Facsimile: (541) 676-5660

Justin Nelson: District Attorney
Richard Tovey: Deputy District Attorney
Cynthia M. Greenup: Office Manager
Deona Siex: Victim Assistance Director
Debbie Peck: Support Enforcement

TO: Morrow County Board of Commissioners

FROM: Justin Nelson
Morrow County District Attorney
Morrow County Counsel

DATE: July 6, 2018

- Warm weather and crashes
 - Been called out regarding some crashes.
 - On near Heppner- new motorcyclist took corner too fast, hit guardrail and died.
- Robbery cases
 - Sinclair gas station.
 - June 23, 2018
 - Robbery 2 and menacing charges.
 - Deng Peter Makuey, age 25, of Portland
 - Seth L. Williams, age 28, of Portland
- DUII Car crash case
 - Anthony Enriquez was sentenced by Judge Eva Temple to a sentence of 65 months in prison after pleading guilty to Criminal Negligent Homicide and Driving Under the Influence of Intoxicants charges that resulted from a crash on March 21, 2018 in which the passenger of the vehicle, Joshua Herrig, age 35, was ejected from the vehicle and killed.
 - Mr. Enriquez and Mr. Herrig were friends and occasionally worked together. On March 21, 2018 the two met up over the lunch hour and purchased three cases of Budweiser. They then met back up after work (around 5:00 p.m.) and decided to go to Ione for dinner. The two then left for Ione in Mr. Herrig's work truck with Mr. Enriquez driving the vehicle. Mr. Enriquez stated that he drove because Mr. Herrig was too intoxicated to drive. Mr. Enriquez reported that he looked down at his phone at 5:33 and when he looked up he was off the road. He overcorrected with the truck crossing the highway for a short time before overcorrecting again. The truck then rolled causing the ejection of Mr. Herrig. Mr. Herrig died at the scene. Mr. Enriquez got out of the vehicle and admitted to being the driver and that he had consumed three beers prior to the crash. A blood draw obtained by the Oregon State Police 2 hours after the crash came back with a blood alcohol content of .189%.
- Crisis Intervention Training
 - Morrow County Sheriff Office and Boardman Police Department have recently completed a week long training for CIT.
 - The District Attorney office assisted with that training, helping provide the court process for individuals with mental health issues.
- Conflict Cases
 - Recently finished assisting Umatilla County with several conflict cases.
 - Process that DA offices do on a regular bases- covering when we have conflicts.



THE SECRETARY OF THE INTERIOR
WASHINGTON

Item # 8
(3)

June 26, 2018

County Of Morrow
Local Government Official
PO Box 867
Heppner, OR 97836-7303

Dear County Official:

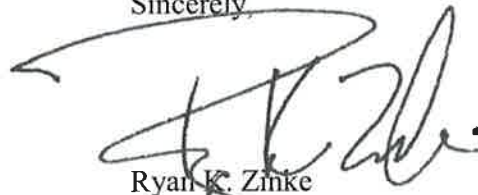
I am pleased to notify you that on June 26, 2018, the Department of the Interior (Department) issued payments under the Payments in Lieu of Taxes (PILT) program. The PILT program compensates eligible local jurisdictions for Federal lands administered by Agencies within the Department and on behalf of the U.S. Forest Service and the U.S. Army Corps of Engineers. Local governments may use the PILT payments for any governmental purpose, including emergency response, public schools, and roads. Since local governments cannot tax Federal lands, annual PILT payments help to defray costs associated with maintaining important community services.

The Payments in Lieu of Taxes Act, 31 U.S.C. 6901-6907, as amended, authorized the program. The PILT Act prescribes the formula used to compute the annual payments based on annually adjusted per-acre and population variables. Prior year Federal payments under certain revenue sharing programs, as reported annually by states, are deducted in formulating the payment amounts. A provision in the PILT Act provides temporary compensation for recent additions to the National Park System and National Forest Wilderness Areas.

On March 23, 2018, the President signed the Consolidated Appropriations Act, 2018 (P.L. 115-141) which appropriated full funding for PILT. Approximately 1,900 local jurisdictions received a total of \$552.8 million in PILT payments this year.

For 2018, your County is receiving a PILT payment of \$376,464. If you provided current bank routing and account numbers to our Interior Business Center office or to the System of Awards Management (SAM), an electronic funds transfer was posted to your account on or about June 26, 2018. If you did not receive a payment or require further information, please refer to www.doi.gov/pilt. The website includes information on how to register in SAM to expedite receipt of future PILT payments. If you have any questions, please contact the PILT Program Manager, Ms. Dionna Kiernan, at (202) 513-7783.

Sincerely,



Ryan K. Zinke
Secretary of the Interior

Umatilla County

Board of County Commissioners

W. Lawrence Givens
William J. Elfering
George L. Murdock

216 S.E. Fourth Street
Pendleton, Oregon 97801
(541) 278-6204



June 21, 2018

Hon. Bill Harvey
Chair
Baker County Board of Commissioners
1995 Third Street
Baker City, OR 97814

Hon. Don Russell
Chair
Morrow County Board of Commissioners
P.O. Box 788
Heppner, OR 97836

Hon. Scott W. Myers
County Judge
Grant County Court
201 S Humbolt
Canyon City, OR 97820

Hon. Donna Beverage
Chair
Union County Board of Commissioners
1106 K Avenue
La Grande, OR 97850

Hon. Pete Runnels
County Judge
Harney County Court
450 N. Buena Vista #5
Burns, OR 97720

Hon. Todd Nash
Chair
Wallowa County Board of Commissioners
101 South River Street
Enterprise, OR 97828

Hon. Dan Joyce
County Judge
Malheur County Court
251 "B" St. West
Vale, OR 97918

Dear Judges and Commissioners:

Re: Eastern Oregon Counties Association

At our meeting of June 20, 2018, the Umatilla County Board of Commissioners voted unanimously to end its involvement in the Eastern Oregon Counties Association. As a result, this letter is to provide the required written notice for Umatilla County to withdraw from the Eastern Oregon Counties Association.

This decision was not made quickly or lightly. Although Umatilla County wants to maintain close relationships with its neighboring counties, the direction of the association did not correspond with the needs of Umatilla County.

EOCA
Page 2
June 21, 2018

Thank you for your continued cooperation in these important matters. We wish you and the association well in its future actions. We look forward to many future joint endeavors.

Sincerely yours,



George L. Murdock
Chair, Board of Commissioners

GLM:bt

Receive Emergency Alerts & Community Notifications



Morrow County uses a comprehensive emergency alert and notification system powered by **AlertSense**.

To sign up for these alerts and notifications, please go to <http://www.co.morrow.or.us>. Residents can also download the free AlertSense mobile app for Android or Apple devices or text your zip code to 37801.

AlertSense allows Morrow County to send:

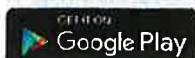
- Emergency Alerts,
- Severe Weather Warnings
- Community Notifications
- Emergency alerts will come from: **877.957.9563**
- Call this number to hear the most recent alert again
- Need help signing up? **Email: Help@AlertSense.com**

All Residents and Businesses are urged to sign up today to:

- Receive alerts in the event of an emergency
- Customize the types of public safety alerts, severe weather warnings, and community notifications that you would like to receive
- Share your contact information and alerting preferences (e.g. text message to your cell phone, email, call to your landline phone number)

**Registration is especially important for those who use a cell phone or VoIP phone as their primary number, have an unlisted phone number, or who changed their phone number or address within the past year.*

*** Any information you share will remain private and will only be used to deliver emergency alerts and community notifications.*



Morrow County
Public Sign Up



AlertSense