

**Morrow County Board of Commissioners Meeting Minutes**  
**November 6, 2019**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present**

Chair Jim Doherty

Commissioner Melissa Lindsay

Commissioner Don Russell

Darrell J. Green, Administrator

Kate Knop, Finance Director

Justin Nelson, County Counsel

Karmen Carlson, Human Resources Director

Roberta Lutchner, Executive Assistant

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

**City & Citizen Comments:** None

**Open Agenda:** No items

**Consent Calendar**

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

- 1. Accounts Payable, November 7<sup>th</sup>, \$222,091.56; Four Payroll Payables: October 9<sup>th</sup>, \$171,000.95; October 23<sup>rd</sup>, \$170,833.67; October 25<sup>th</sup>, \$16,783.18 & \$1,921.98*
- 2. Minutes: September 18<sup>th</sup> & 25<sup>th</sup>, October 30<sup>th</sup> Meeting with Special Districts*
- 3. Oregon Health Authority Intergovernmental Agreement #159824 for the Financing of Public Health Services, Amendments 2, 3 & 4; and authorize Chair Doherty to sign on behalf of the County*
- 4. Lease Agreement with the Port of Morrow for Sheriff's Office Station #2 (located at the Heppner Mill Site); effective November 6, 2019; term shall be three years with an agreed commencement date of October 23, 2019; \$5,500 per year; and authorize Chair Doherty to sign on behalf of the County*

**Business Items**

Columbia Improvement District – Canal Crossing at Homestead Lane

Matt Scrivner, Public Works Director

Mr. Scrivner explained the Columbia Improvement District (CID), as the current owner of the canal, is in the process of making upgrades to its system. CID requested to enter into an agreement with the County to replace the existing bridge with two box culverts, at CID's expense. Mr. Scrivner provided more detail on the project, saying the County would fix the approaches in both directions prior to the overlay project in 2020.

Commissioner Lindsay requested that the maintenance responsibilities for each entity be called out in the agreement.

The Board agreed by consensus to Mr. Scrivner moving forward to draft an agreement for the Board to review at a future meeting.

#### R-2019-21 – Court Security Budget Transfer to Increase Capital Appropriation

Kate Knop, Finance Director

Ms. Knop explained the Court Security Fund requires a transfer of \$10,000 to Capital Outlay from Material & Services for the Livescan Security System purchased in July 2019.

*Commissioner Russell moved to approve Court Security Fund Budget Transfer Resolution No. R-2019-21, increasing appropriations in Capital Outlay by \$10,000 and reducing appropriations in Material & Services by \$10,000. Commissioner Lindsay seconded. Unanimous approval.*

#### R-2019-22 – General Fund Interfund Loan, Victim/Witness

Kate Knop, Finance Director

The Victim/Witness Fund required an interfund loan of \$27,425 until funds for fiscal year 2019-2020 were received from the State grant. Moving forward, Ms. Knop said a plan is in place to mitigate the need for this in the future.

*Commissioner Lindsay moved to approve Resolution No. R-2019-22 – In the Matter of General Fund Making a Loan to Victim Witness Fund, Pursuant to ORS 294.468, in the amount of \$27,425. Commissioner Russell seconded. Unanimous approval.*

#### Classification/Reclassification Policy 6.4 Update

Karmen Carlson, Human Resources (HR) Director

Ms. Carlson reviewed the updates to Section 6.4 of the Morrow County Personnel Policies, pertaining to the process for a job classification/reclassification request. She also reviewed a new flow-chart for the process. A question and answer session took place.

*Commissioner Russell moved to approve the Section 6.4 Classification/Reclassification Process updates in the Morrow County Personnel Policies. Commissioner Lindsay seconded. Unanimous approval.*

#### Planning Director Designation

Karmen Carlson, HR Director

Ms. Carlson explained the recent resignation of the Planning Director means the Board needs to designate a Planning Director, as specified in Oregon Revised Statute (ORS) 215.042. This ORS states, in part, “the governing body of each county shall designate an individual to serve as planning director for the county responsible for administration of planning...” She recommended current Planner I, Stephanie Case, be designated to serve as Planning Director and said she agreed to do so.

*Commissioner Russell moved to designate Stephanie Case to serve as Planning Director to meet the requirements of ORS 215.042. Commissioner Lindsay seconded. Unanimous approval.*

#### Review and Approve Working Out-of-Class

Karmen Carlson, HR Director

Ms. Carlson requested the Board approve a Working Out-of-Class request while Stephanie Case temporarily steps in as Planning Director.

*Commissioner Russell moved to designate Stephanie Case as Working Out-of-Class due to the absence of the Planning Director, and to be compensated with a one-step increase beginning November 4, 2019 until a management position is filled in the Planning Department. At that time, Ms. Case will return to her current union pay scale as Planner I. Commissioner Lindsay seconded. Unanimous approval.*

#### Irrigon Building Update

Darrell Green, Administrator

Mr. Green talked about the proposals submitted by the final four Design-Build teams; interviews will take place later this week. He also discussed the first few phases after the design team is selected, one of which will be choosing a furniture provider since furniture impacts design.

**Break:** 10:07-10:13 a.m.

#### **Department Reports**

##### Administrator's Monthly Report

Darrell Green, Administrator

Mr. Green reviewed his report. Discussion took place on the success of the Census 2020 Complete Count Committee Meeting on November 5<sup>th</sup>. Numerous entities and employers were represented at the meeting where good ideas were shared, as well as offers of assistance. Commissioner Lindsay provided an overview of the meeting.

##### Finance Quarterly Report

Kate Knop, Finance Director

Ms. Knop reviewed her report. Discussions took place on the amount of reimbursements to employees for using personal vehicles. The Commissioners asked for a more in-depth analysis of the use of personal vehicles vs. County vehicles. Chair Doherty noted the number of recent budget resolutions, which when asked, Ms. Knop admitted were not an efficient use of resources.

##### Assessment & Tax Quarterly Report

Mike Gorman, Assessor/Tax Collector

Mr. Gorman distributed revised copies of the document pertaining to Current Enterprise Zone Agreements. He then proceeded to review the documents in his report:

- 2019-20 Tax District Totals: County and District Values
- 2019-20 Statement of Taxes: County and District Taxes to be Received
- 2019-20 Top Tax Payers
- 2019-20 Strategic Investment Program (SIP) Monies to be Received
- 2019-20 Enterprise Zone Amounts
- 2019-20 Property Tax Informational Pie Chart

### Treasurer's Monthly Report

The written report submitted by Treasurer Gayle Gutierrez was reviewed in her absence.

### Sheriff's Office Monthly Report

Melissa Ross, Administrative Lieutenant

Lt. Ross reviewed the report of statistics for the Board. There were a few brief questions and answers.

### **Correspondence**

- Letter from a consortium of law firms about potential claims against opioid manufacturers and distributors regarding their alleged role in the opioid epidemic.

### **Commissioner Reports**

- Commissioner Russell reported on a Salt Bank Stabilization Task Force meeting he attended.
- Upcoming meeting schedules were reviewed.

**11:41 a.m. Executive Session:** Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions

**12:23 p.m. Closed Executive Session**

**12:24 p.m. Executive Session:** Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

**12:50 p.m. Closed Executive Session**

**Signing of documents**

**Adjourned:** 1:00 p.m.