

Morrow County Board of Commissioners Meeting Minutes
September 1, 2021
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, Greg Close, Paul Gray, Lindsay Grogan, Kate Knop, Roberta Lutchter, Richard Tovey

Present Via Zoom

Staff: Erin Anderson, Kirsti Cason, SaBrina Bailey Cave, Mike Gorman, Katie Imes, Deanne Irving, Christy Kenny, Tamra Mabbott, Ian Murray, Aaron Moss, Staci Osmin, Jaylene Papineau, Sandi Pointer, Nazario Rivera, Linda Skendzel; Non-Staff: Kim Cutsforth, Denise Jerome, JoAnna Lamb, Karen Pettigrew, David Sykes

Call to Order, Pledge of Allegiance & Roll Call: 9:01 a.m.

City & Citizen Comments: None

Open Agenda: Chair Russell said Planning Director Tamra Mabbott would like to discuss an economic development grant opportunity, so it will be added prior to her other agenda item.

Consent Calendar

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

1. *Accounts Payable and Payroll Payables*
2. *Minutes: July 28th*
3. *Oregon Department of Human Services Intergovernmental Agreement #169202 for the Financing of Community Developmental Disabilities Program Services; effective July 1, 2021 to June 30, 2023; and authorize Chair Russell to sign on behalf of the County*
4. *Fifth Amendment to Oregon Health Authority IGA #166052 for the Financing of Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services; and authorize the Administrator to sign on behalf of the County*
5. *Letter of Intent – Request for Grant Proposals to OHA for Planning Work to Support the Elimination of Behavioral Health Inequities, and authorize Commissioner Lindsay to sign on behalf of the County*

Commissioner Lindsay seconded. Unanimous approval.

Business Items

Presentation on Coronavirus Aid, Relief and Economic Security Act (CARES) Rental Assistance Funds

Denise Jerome, Community Action Program of East Central Oregon (CAPECO)

Ms. Jerome reviewed the multiple programs offered by CAPECO but focused on the CARES rental assistance program for people with a demonstrated impact from COVID. She said their website (www.capecoworks.org) contains a link to the State portal to apply for the funds. She admitted the system had glitches and the process can be lengthy but CAPECO staff members were available to assist via appointment. Ms. Jerome said they had 800 applications on file but will need a total of 1,500. They've distributed \$1 million in assistance, so far, with the priority being people in danger of losing housing or utilities. Ms. Jerome fielded questions from the

Commissioners, who also offered a few suggestions on how CAPECO could do a better job of outreach in Morrow County.

Equity Fund Loan Request

Christina Smith, Greater Eastern Oregon Development Corporation (GEODC)

Kate Knop, Finance Director

Ms. Smith presented the request from Jay Coil of Coil Fabricating to borrow \$78,300 from the Morrow County Equity Fund. Ms. Smith responded to questions from the Commissioners.

Commissioner Lindsay moved to approve the Equity Fund Loan request from Jay Coil of Coil Fabricating, LLC, in the amount of \$78,300, at an interest rate of 2% for a term of 120 months. Commissioner Doherty seconded. Discussion: Chair Russell asked if Mr. Coil's past tax liens were cleared up. Ms. Smith replied they were, which in part, attributed to the delay in processing the request. A brief discussion took place on the membership terms for the Equity Fund Loan Review Committee. The reason for below-market interest rates on Equity Fund loans was discussed and attributed to the original intent of the Fund, which was to spur economic development in the County. Unanimous approval.

Summary of CARES Funds Expenditures/COVID Pandemic Awards

Kate Knop, Finance Director

Ms. Knop reviewed her memo. In summary, the County was awarded approximately \$6.47 million in the following categories:

1. \$2,245,000: Coronavirus Relief Fund
2. \$2,250,000: American Rescue Plan
3. \$1,000,000: Oregon Health Authority
4. \$649,044: Epidemiology and Laboratory Capacity for Infectious Diseases
5. \$142,956: Oregon Department of Transportation
6. \$140,959: Immunization Cooperative Agreement through OHA
7. \$20,000: Airport CARES Grant
8. \$19,992: Public Health Emergency Response through OHA
9. Miscellaneous small award amounts

[For additional details, see Ms. Knop's memo in the online Agenda Packet on the County website: <https://www.co.morrow.or.us/boc/page/board-commissioners-meeting-152>.]

Award Request for Proposals (RFP) for Contractor to Operate The Landing Kitchen at the OHV Park

Greg Close, Parks General Manager

Mr. Close asked the Board to approve the RFP and award the contract to the only respondent, Off Road Trails & Treats. Discussion.

Chair Russell moved to award the contract to Off Road Trails & Treats and authorize the Public Works Director to sign the contract. Commissioner Doherty seconded. Commissioner Lindsay

moved to amend the motion to have the Chair or Administrator sign the contract. Commissioner Doherty so moved.

Chair Russell moved to award the contract to Off Road Trails & Treats and have the Administrator sign the contract on behalf of the County. Commissioner Doherty seconded and said to remove his second of the first motion. Discussion: Commissioner Doherty talked about who should be signing contracts, department directors, the Chair or the Administrator. He said he was more comfortable with the Chair or Administrator signing contracts. Unanimous approval.

Collective Bargaining Agreements (CBA) – American Federation of State, County and Municipal Employees (AFSCME) General Employees & AFSCME Road Employees
Lindsay Grogan, Human Resources Director

Ms. Grogan said all parties were pleased to have come to agreement. She thanked everyone involved for the hard work and long hours devoted to the process that began in March and concluded in September.

Commissioner Doherty moved to approve and sign the Collective Bargaining Agreements between Morrow County and the Morrow County Road Department, Local 2479, effective through June 30, 2024; and the Morrow County Employees, Local 2479, effective through June 30, 2024. Commissioner Lindsay seconded. Discussion: Administrator Darrell Green said the agreements were retroactive to July 1, 2021. Unanimous approval.

Economic Development Grant Opportunity from the Planning Department

Tamra Mabbott, Planning Director

Ms. Mabbott said there were grant opportunities available, but she needed to know if the Board supported devoting Planning staff's time, as well as her own, to pursuing them. Ms. Mabbott provided more details about the types of grants available. Chair Russell and Commissioner Lindsay were in favor of applying for the grants. Commissioner Doherty brought up discussions going back five years relative to hiring a grant manager. He then went on to enumerate recently announced grant opportunities for which departments could be applying, adding the County has to try to get at these.

After additional discussion, Ms. Mabbott asked if the County was willing to set aside \$5,000-15,000 for a contracted grant writer. She said she had the first two Planning grants covered but not the Economic Development Administration grant. She asked who would be the lead and what would be the funding source.

Chair Russell asked if the County already had someone in-house. If not, he wanted to see the costs associated with contracting it out. However, he said he was seeing head nods from the other two Commissioners, so we'll need to figure out the costs and the source of the funds.

Commissioner Lindsay said she would be happy to engage more closely on these efforts. She also lobbied for filling the vacant Community Development Director position, saying the County “was missing the boat.” She continued, when the County did have a Community Development Director, we weren’t in competition with the other cities or the Port of Morrow, we only wanted to partner with them.

Comment Letter to the Oregon Department of Energy Regarding Request for Amendment 1 to the Boardman Solar Energy Facility

Tamra Mabbott, Planning Director

Ms. Mabbott explained the request for an amendment from Boardman Solar to extend the construction commencement and completion deadlines.

Commissioner Doherty said Boardman Solar went to the Energy Facility Siting Council (EFSC) in 2016 for an expedited review because they didn’t want to go through the normal land use process and comprehensive review. Instead, the County was designated to act as a Special Advisory Group, or SAG, because Boardman Solar didn’t want to check all the boxes and have the County sign off. He requested to see the letter from five years ago since they were now asking for an extension. This might be an opportunity to have them go through the process they failed to go through from the beginning, which was now going on seven years. Commissioner Doherty said next time someone wanted an expedited review, this example will be cited and the County needed to adhere to the normal process.

Ms. Mabbott said she didn’t think anything was missed and there were clear timeframes for validation of a permit but his points were valid.

Commissioner Doherty moved to sign and send the letter as presented. Commissioner Lindsay seconded. Discussion: Commissioner Doherty asked for copies of the letters from 2016. Vote: Unanimous approval.

Break: 10:39-10:49 a.m.

Emergency Operations Center Update

Emergency Manager Paul Gray discussed recent COVID statistics and hospital capacity. He said current policies were discussed at Monday’s meeting and Ms. Grogan had a policy update to discuss with the Board.

Ms. Grogan said she updated the existing COVID Policy to reflect the changes taking place due to the delta variant impacting the way business was being conducted. She then reviewed her changes.

Commissioner Lindsay moved to approve the update to the Safeguards Policy, correcting Morrow County Board of Commissioners as the Local Public Health Authority. Discussion: Commissioner Doherty asked what changed from the previous policy that was authorized. Ms.

Lindsay said it had all the OSHA rules (Occupation Safety and Health Administration) which outlined every detail of exactly what we were supposed to clean, how long to clean and what was a proper mask. It had workplace cleaning/sanitation efforts, employers would provide chemicals, soap, water, masks, face shields, which we're already doing. She said she summarized it and added the indoor/outdoor face covering requirement and further described who was required and who wasn't. There wasn't anything above or beyond the rules required by the State, she concluded. Commissioner Doherty asked if County Counsel reviewed the update, to which Ms. Grogan replied, no. Commissioner Doherty said this was a substantive agenda item and last week he was reluctant to act on something brought forward on the same day as the meeting. This isn't an ask, it's a new request so he'd be more comfortable if County Counsel concurred. Ms. Grogan said she could do that in the future but this all stemmed from Monday's meeting, adding she could wait a week and have County Counsel review it. Commissioner Doherty said he was happy to have County Counsel look at it and say, "fine," but we could adopt it today. Vote: Unanimous approval.

Chair Russell said when Commissioner Lindsay agreed to stay on the Emergency Operations Team/Government Command Team when he became Chair, the vaccine was just coming out and it looked like things were ending. That hasn't been the case, so at Commissioner Lindsay's suggestion, they both agreed he should take over as the Board's representative on the EOC/GCT. Chair Russell thanked Commissioner Lindsay for her time and effort over the last 18 months that she devoted to these meetings.

Building Project Updates

- The contract was being drafted for the Courthouse Feasibility Study with DLR Group.
- Irrigon Government Center Building: Over 100 windows were installed last week; trenching for utility lines was taking place; options were being explored to lower the interior and exterior signage costs because they came in higher than expected; parking lot asphalt will be delayed to the spring; move-in date is tentatively the week of November 8-13.

Department Reports

- The Administrator's Monthly Report was reviewed by Darrell Green.
- The Sheriff's Office Monthly Report was reviewed by Administrative Lieutenant Melissa Ross.

Commissioner Reports

Reports of activity were provided by the Commissioners.

Signing of documents

Adjourned: 11:55 a.m.