

Board of Commissioners Meeting Minutes
April 26, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer

Kate Knop, Finance Director
Justin Nelson, County Counsel
Roberta Lutcher, Executive Assistant

Call to Order: 8:02 a.m., followed by pledge of allegiance

City and Citizen Comments – No comments

Open Agenda – No items

Consent Calendar

The minutes of the April 5, 2017 Board of Commissioners meeting were removed from the Consent Calendar for additional discussion.

Business Items

Recommendation from Equity Fund Loan Review Committee

Rex Baker, Loan Officer, Greater Eastern Oregon Development Corporation

Mr. Baker summarized the loan request and the meetings held by the Morrow County Equity Fund Loan Review Committee (EFLRC) in order to forward a recommendation to the Board.

Commissioner Russell moved to approve the loan to Blue Mountain Manufacturing, Inc., formerly known as Miller Manufacturing, in the amount of \$85,000. Commissioner Doherty seconded. Discussion: Commissioner Russell said he would like to hear Chair Lindsay's comments. Chair Lindsay said the Board previously expressed a desire to make sure the members of the EFLRC had lending experience and the current members at least have financial backgrounds. She added unless the Board wants to reanalyze every EFLRC recommendation, the Board should agree with the recommendation and Mr. Baker's review. Commissioner Doherty requested development of a template that outlines a loan request. County Counsel Justin Nelson said he was hesitant to provide Mr. Baker's written explanation during an open meeting since it contained sensitive business information, and the applicant might not have been aware it would be reviewed in public. Mr. Nelson suggested that kind of information be reviewed in executive session. Administrative Officer Jerry Sorte said bylaws need to be drafted for the EFLRC to help guide meetings, etc.; the Commissioners agreed to the need, as well.

Mr. Baker requested the Board establish the interest rate for the loan; which was then determined to be 6.5%. Mr. Baker said he believed the term of the loan would be 10 years and that the loan fee to cover processing costs would be one-percent or a maximum of \$500. Unanimous approval.

Minutes

Chair Lindsay requested that two topics in the April 5th draft minutes be expounded upon:

1. The Grazing Permit Agreements for areas of the OHV Park in both Morrow and Grant Counties
2. New Job Descriptions and Pay Ranges – Sheriff's Office

Resolution No. R-2017-13 County Assessment Function Funding Assistance (CAFFA) Grant

Mike Gorman, Assessor/Tax Collector

Mr. Gorman explained the Assessment & Tax Office receives funds from the Department of Revenue's CAFFA Grant Program. Continuing, he said the CAFFA Program is funded by delinquent property tax interest and recording fees, and those funds are subsequently distributed to counties after the State keeps a portion for administration. Morrow County may receive approximately \$100,000, he added.

Commissioner Russell moved to approve Resolution No. R-2017-13 – In the Matter of Assessment and Taxation Grant between Morrow County and Oregon Department of Revenue. Commissioner Doherty seconded. Unanimous approval.

Strategic Investment Program (SIP) Funds Transfer Request Forms

Gayle Gutierrez, Treasurer

Ms. Gutierrez requested one of the Commissioners or the Administrative Officer sign the SIP Funds Transfer Request forms for submission to the Department of Administrative Services. The forms specify the percentage of SIP funds to be received by the taxing districts from Echo Wind Farm, Willow Creek Wind Energy Project, and Shepherds Flat Wind Farm.

Commissioner Russell moved to authorize the Administrative Officer as the signee on the Strategic Investment Program Funds Transfer Request Forms for the Department of Administrative Services until such time as Board may change the designee. Commissioner Doherty seconded. Discussion: Chair Lindsay requested that the Commissioners be copied on future correspondence related to this matter. Unanimous approval.

Resolution R-2017-14 – Transferring Appropriations from the General Fund to the Heppner Administrative Building Fund

Kate Knop, Finance Director

Ms. Knop explained the Heppner Administrative Building adopted budget included \$394,000 for two building loan payments to Community Bank. However, during this fiscal year, two intra-fund loan transfers were made from Materials & Services to Capital Outlay for landscaping in the amount of \$50,000. The transfers left the Materials & Services account with not enough to make the second payment to Community Bank. The requested transfer would increase appropriations for the Heppner Administrative Building, Material & Services in the amount of \$47,000 to allow the processing of the second loan payment in the amount of \$189,997.60.

Commissioner Doherty moved to approve Resolution No. R-2017-14 – In the Matter of Transferring Appropriations from General Fund to the Heppner Admin. Building Fund, Pursuant to ORS 294.463(3). Commissioner Russell seconded. Unanimous approval.

Department Reports

Road Department Monthly Report

Clerk Quarterly Report

Human Resources Quarterly Report

Surveyor Quarterly Report

Public Health Quarterly Report

Department Heads and Elected Officials who were scheduled for reports on this date were asked to submit written reports only due to the 9:00 a.m. start of the Budget Committee meeting.

During the course of their review, the Commissioners had several comments:

- Chair Lindsay commented that Stephen Haddock, Surveyor, requested assistance from staff to move items that were put in the storage container where his records are housed. Jerry Sorte, Administrative Officer said contact would be made with Mr. Haddock. Commissioner Doherty said he recently toured the surveyor record storage area in Lexington and recommended his fellow Commissioners do the same. He commented the history of the County can be found in those records, and as discussions continue regarding County facilities, this should be taken under consideration at some point. Burke O'Brien, Public Works Director, agreed with the importance of the records and said the current environment is not the best for preservation of the records. Commissioner Doherty said the temperature challenges are getting the better of those old documents.
- Chair Lindsay noted the following statement in the Clerk's Quarterly Report by Bobbi Childers: "I would have appreciated being asked if I wanted or needed to be on the BOC meeting schedule instead of being sent a draft about it. If I have something to share or a need to be on the BOC schedule, I will follow the set protocol to be on your agenda." Chair Lindsay asked staff if Ms. Childers was sent the draft schedule for department reports as these reports/interactions are important. Mr. Sorte said the draft schedule for department reports was brought before the Board for review. After that, it was sent to all Department Heads and Elected Officials asking them to review it and let the BOC Office know if they wanted to change their dates. He said BOC staff will continue to move dates around with the idea all reports need to be on a fixed schedule so all concerned can plan appropriately.

Correspondence

- Energy Facility Siting Council Meeting Agenda, April 28th in Boardman

Adjourned: 8:48 a.m.