

**MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA**  
**Wednesday, February 1, 2017 at 9:00 AM**  
**Bartholomew Building Upper Conference Room**  
**110 N. Court St., Heppner, OR**

- 1. Call to Order - 9:00 AM**
- 2. Pledge of Allegiance** - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- 3. City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
- 4. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 5. Update on Proposed Project on Lower Willow Creek** (Janet Greenup, Manager, Morrow Soil & Water Conservation District)
- 6. Business Items**
  - a. City of Heppner/Morrow County Intergovernmental Agreement for Judicial Services (Bill Kuhn, City of Heppner Attorney; Justin Nelson, County Counsel)
  - b. Public Health Department Grant Opportunity (Sheree Smith, Public Health Director)
  - c. Board Appointment of Commissioner Representative to the North East Area Commission on Transportation (NEACT).
  - d. Compensation Board Update (Karen Wolff, Human Resources Director)
  - e. Review of Board Meeting Structure, Department Reporting, and Related Administrative Matters (Jerry Sorte, Administrative Officer)
  - f. FY 2017/2018 Budget Preparation Process Overview (Jerry Sorte, Administrative Officer; Kate Knop, Finance Director)
- 7. County Counsel Report** (Justin Nelson, County Counsel)
- 8. Administrative Officer Report** (Jerry Sorte, Administrative Officer)
- 9. Claims**
- 10. Minutes**
- 11. Correspondence**
- 12. Commissioner Reports**
- 13. Adjournment**

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 Lutchter 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 Jerry Sorte, Administrative Officer at (541) 676-2529.

# Lower Willow Creek Coordinated Weed Management Area

Conservation Implementation Strategy



## Problem Statement:

Russian Knapweed, Russian Olive, Thistle, Reed Canary grass and annuals make up a large portion of the vegetation within the Lower Willow Creek floodplain.



## Goal Statement:

Restore a healthy plant community to minimize the economic and ecological impacts of noxious weeds within the floodplain of lower Willow Creek.

	Gilliam	Morrow
% acres in Willow sub basin	22%	78%
Number of landowners from lone to Columbia	5	28
Willow Creek-total miles	10.9	22.3
Miles of CREP	2.65	8.68



# **INTERGOVERNMENTAL AGREEMENT BETWEEN MORROW COUNTY AND THE CITY OF HEPPNER FOR PROVISION OF JUDICIAL SERVICES**

Between:

Morrow County, a Municipal Subdivision of the State of Oregon                      “County”  
P.O. Box 788  
Heppner, OR 97836

And

City of Heppner, a Municipal Subdivision of the State of Oregon                      “City”  
P.O. Box 756  
Heppner, OR 97836

## Recitals

Whereas, ORS 190.010 allows units of local government to enter into written agreements for the performance of governmental functions and activities; and

Whereas, ORS 51.037 allows a city to enter into an agreement pursuant to ORS 190.010 for the provision of judicial services from the county justice court; and

Whereas ORS 51.037 provides that the intergovernmental agreement can transfer to the justice all municipal court judicial jurisdiction, authority, power, functions and duties with respect to all violations of the city charter and ordinances; and

Whereas ORS 51.037 also permits the intergovernmental agreement to divide between the city and county all fines, costs, and forfeited security deposits collected with respect to all violations of city charter and ordinances; and

Whereas ORS 51.037 provides that the city shall reimburse the county for providing the city with judicial services;

Whereas the City of Heppner desires that the Morrow County Justice Court provide judicial services for the City; and

IT IS HEREBY AGREED BETWEEN THE COUNTY AND THE CITY AS FOLLOWS:

1.     **Transfer of Jurisdiction.** The Morrow County Justice of the Peace shall have all judicial jurisdiction, authority, powers, functions, and duties of the Heppner Municipal Court with respect to all and any violations of the City Charter and Ordinances.

2. **Compensation.** Except as specifically provided in paragraph 3 below, all fines, costs, civil infractions, and forfeited security deposits for violations of City Charter and Ordinances shall be paid to reimburse the County for the cost of providing judicial services.

3. **Nuisance Abatement Violations.** The City shall retain ownership of all fines, costs, civil infraction, and forfeited security deposits assessed for any violations of the City Nuisance Abatement Code relating to Solid Waste Accumulation and Fire Hazards. The Morrow County Justice Court records shall reflect the City ownership of any judgement for nuisance abatement violations. Currently, the City Nuisance Abatement Code is found at Section 4-1-8 of the City Municipal Code. The City shall promptly remit to the County all fines, costs, civil infractions, and forfeited security deposits when and if collected from violators of such code sections. The City shall provide at the County's request collection records for nuisance abatement violations.

4. **Ownership of Justice Court Judgments relating to Nuisance Abatement.** The City's ownership of nuisance abatement judgments will allow the City enforce the judgment pursuant to ORS 52.600, *et seq.* The City will be responsible for all costs of judgment enforcement.

5. **Termination.** This agreement can be terminated by sixty (60) days written notice by either party.

**Morrow County:**  
DATED: \_\_\_\_\_, 2017

**City of Heppner:**  
DATED: \_\_\_\_\_, 2017

\_\_\_\_\_  
Melissa Lindsay,  
Commissioner and Chair

\_\_\_\_\_  
Cody High,  
Mayor

\_\_\_\_\_  
Don Russell,  
Commissioner and Vice Chair

\_\_\_\_\_  
Kim Cutsforth,  
City Recorder

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

WJK/bw

HEPPNER/JUSTICE COURT/IGA/IGA FOR JUSTICE COURT SERVICES (rev. 01/30/17)

### Memo to County Court for Weed Control letter of support

The letter of support requested for weed control stems from a proposal presented to the Governor within the ODA budget. The request amounted to a total of \$3.3 million for additional weed control funding to help the state and county programs.

A total of \$1.8 million would be set aside for counties in the form of grants available to those counties with weed control districts. Each county would be eligible for \$50,000 per biennium. These grants would require at least a 50% cost share of county support which we already meet. Because the state and county programs work closely on many projects the better the county programs are, the better the overall state situation becomes. For those counties currently without programs, this grant money could help in getting a program started.

The state portion, \$1.5 million, would be used to support their programs and enable them to fill the biological control position vacated due to retirement last June. That position has been left vacant since then to help their department make it to the end of the biennium in the black. Without the added funding this position will not be filled and probably be lost for a long time.

I cannot emphasize enough to the county court the importance of the biological control program to state and county efforts to control noxious weeds. Several success stories alone come from Morrow County, the biggest being the success of the seed head weevil for control of diffuse knapweed. Other successes include controls for Dalmatian toadflax, purple loosestrife, and a new one that shows promise controlling Russian knapweed.

To make a long story short, the State ODA Noxious Weed Program has been cut to the bones and each successive blanket cut the state budget asks for makes it harder and harder to maintain the program they have today. With the positive return on investment this program can deliver, one can only think of the old saying "pay me now or pay me latter". Whatever we can do to the control noxious weeds now will be a benefit us in the future.

Thank You!

Dave Pranger  
Morrow County  
Weed Coordinator/Inspector



P.O. Box 788 • Heppner OR 97836  
(541) 676-5613

## **Board of Commissioners**

Commissioner Melissa Lindsay, Chair  
Commissioner Don Russell, Vice Chair  
Commissioner Jim Doherty

February 1, 2017

Members of the Oregon State Senate  
Members of the Oregon House of Representatives  
Salem, Oregon

Dear Legislators,

It has come to our attention that the Oregon Department of Agriculture (ODA) is in the midst of making some very tough decisions regarding funding levels for State and County Noxious Weed Control Programs. The purpose of this letter is to express our support for these programs and the valuable service they provide to the natural resources of the State of Oregon.

Of greatest concern is the necessity to keep the Biological Control Program for Noxious Weeds funded. Oregon's Biological Control Program has been recognized as one of the top five programs in the world. Along with that distinction, an economic study that was done on the success of biological control for Tansy ragwort alone showed a 13:1 cost benefit ratio to the State. Furthermore, the loss of the Biological Control Program would lead to the increased reliance on pesticides to control noxious weeds in our State.

Along the same lines, Early Detection, Rapid Response weed control programs have been shown to provide a 34:1 cost benefit ratio - a return on investment that is hard to beat.

Working hand in hand with the State, the County weed programs provide valuable local control efforts on noxious weeds. At the present time though, only 23 of 36 counties have Weed Control Districts and many of those are struggling to stay afloat.

Natural Resource agency budgets combined make up less than one-percent of the State budget, while at the same, time agriculture provides for 30% of the gross product of the State. Agriculture is very important to the economy of the State and the protection of its natural resources is vital to sustain its future.

We ask that you consider supporting a funding proposal (HB 2043) for Noxious Weed efforts in the amount of \$3.3 million. The ODA Noxious Weed Program would receive \$1.5 million of that to

help support its efforts and keep the biological control position intact and the Counties would receive \$1.8 million in the form of grants to help support their local programs.

Morrow County supports its Noxious Weed Control Program and the ODA Noxious Weed Control Program and the support they provide us in protecting and preserving the State's valuable resources. We ask that you support this funding proposal and help us in protecting Oregon State's agriculture and natural resources.

Respectfully,

Melissa Lindsay  
Chair

Don Russell  
Commissioner

Jim Doherty  
Commissioner





## Morrow County Health Department

110 N. Court St.  
P.O. Box 799  
Heppner, Oregon 97836

Tel. (541) 676-5421  
Fax (541) 676-5652

Sheree Smith, R.N.  
Public Health Director

01/26/17

Good Shepherd Hospital  
610 NW Eleventh Street  
Hermiston, OR 97838

To Whom It May Concern,

The community partnership of Morrow County Health Department and the Morrow County CARE Program – a product of healthcare transformation – is a deliberate approach and joint effort to support Morrow County youth and families in health and wellness, counseling, housing, medical, transportation and basic needs and services known as wraparound services. The multidisciplinary CARE team and the Wellness Hub provide support and care (identification, referral, treatment and follow-up) to improve general well-being within an integrated and coordinated service delivery system. Having a car dedicated through Morrow County Health Department for the use of the CARE Program RNs and bilingual CARE Coordinator enables the program to be more flexible in providing services to more families.

High risk individuals and families are identified by community partners and then referred to the Morrow County Inter-disciplinary Community Care Team (CARE - Community Access for Resources Effectiveness). A Morrow County Health Department RN CARE manager is used to strengthen the system by fortifying coordination of care between numerous providers, services and resources and additionally provide direct patient care. The Health Department/CARE RN Program Manager oversees the CARE program process of care coordination, system navigation, family support, documentation and access to holistic services. Additionally, Health Department CARE RNs provide direct patient care in the schools, as well as, interfacing with primary care providers and community partners to improve the patient experience, health outcomes, and efficient use of resources.

The first goal is to provide holistic wellness and access to services where Morrow County families live, learn, work, and play. This is considered a no wrong door concept to providing health access and educational health outreach at the community level. The Morrow County Health Department RNs and CARE coordinators actively engage the Morrow County families by providing access to services and referrals with system navigation by stressing the importance of early prenatal care, immunizations, well child visits, health screenings, and access to a wide range of community resources.

The second goal is to continue and enhance the Care Program, as coordination is fundamental to meeting health care reform goals to improve health, quality of care and coordination of resources and services to achieve cost efficiencies at the community level.

The third goal is to ensure the CARE Program continues to serve at the grass root level as the bridge to the health system, the school and community and promote positive holistic health, and growth and functioning by providing early identification, screening, intervention, referral and follow-up for local children, their families and pregnant women. Morrow County aims to foster a thriving community!

The CARE Program tracks annually and reports quarterly to the Local Community Advisory Council the number of cases, referrals and utilization of services/resources. The following is a brief summary of the 2016 achieved outcomes:

School enrollment for two school districts serving Morrow County is just over 2,000 children (grades K-12).

- 732 total encounters (141 CARE cases and 591 RN health contacts and immunizations)
- Provided OHP application assistance to 263 people
- Assisted with 335 dental lab encounters
- Assisted with 674 oral health screenings
- Assisted with 404 vision screenings
- Linked 64 vision referrals
- Linked 66 transports
- 266 referrals to services/97 assists to accessed services/resources for family planning, dental care, health insurance, vision, hearing, mental and physical health, basic needs, food assistance, absenteeism, family support, legal consultations, early learning, community action and developmental services
- 102 issues resolved by Public Health/CARE RN without student leaving school
- Advanced 4 CARE referrals of teen pregnancy from school setting to Public Health Nurse Family Partnership - parenting and prenatal nurse home visiting which served a total 10 NFP participants (5 of which were teens)
- CARE RNs provided 457 immunizations in school settings
- Assist Morrow County Public Health CACOON RN with care coordination, translation, transportation, and health care access for the 2 school districts within Morrow County.

We are very grateful for this generous offer from Good Shepherd Hospital to assist Public Health in the effort to coordinate services throughout the county to improve the health of the community.

Sincerely,

Sheree Smith RN,  
Public Health Director

Morrow County Grant Proposal to Good Shepherd 1/27/17

**Name of Applicant Organization:** Morrow County Health Department

**Project Director (person who will be responsible for the overall project):**

Name: Sheree Smith, RN

Title: Director

Organization: Morrow County Health Department

Address: P. O. Box 799, 110 Court Street,

Heppner, OR 97836

Phone Number: 541-676-5421

Email: ssmith@co.morrow.or.us

**Name of Organization to Receive and Manage Funds:**

Organization Name: Morrow County Health Department

Address: P. O. Box 799, 110 Court Street, Heppner, OR 97836

Name of Employee Managing Funds: Sheree Smith/Kate Knop

Phone Number: 541-676-5615

Email: ssmith@co.morrow.or.us

**Morrow County Accountant:** Katherine Knopp Email: kknop@co.morrow.or.us

**Funding Opportunity to which the Applicant is Applying:**

Good Shephard Hospital; increase capacity of Morrow County Public Health to collaborate with community partners to provide outreach, transportation and services to Morrow County residents.

**Total Amount Requested** (note funding limits): \$25,000.00

**Project Title:** Morrow County Health Department Home Visiting, Health Education Outreach and CARE Program

**Project Purpose (do not exceed space below):**

Local data indicate that women, children and families in Morrow County have unmet health needs with insufficient numbers of people accessing timely and adequate prenatal care, contraceptives, child well-care, immunizations, mental health, and growth and developmental screenings. Due to the many challenges of providing health and human services to a large frontier geographic area, pockets of unmet health needs continue to exist. The Morrow County Health Department would like to purchase a car dedicated to the sole purpose of the Health Department /CARE RNs and Health Department CARE Coordinator to meet the diverse health needs of our frontier county' families where they live, learn, work and play. In addition we would use some funds to purchase health education materials to promote and assist with access to immunizations, health screenings, well child visits, early prenatal care, mental health, family planning, and other unmet health needs. The funds would also ensure continuing education for Public Health Staff and our certified CARE Team community health workers to maintain their certification and expand their knowledge base of community outreach activities, health coaching, and the importance of coordination of services across a broad range of providers.

Morrow County Grant Proposal to Good Shepherd 1/27/17

I hereby certify that this proposal is fully approved by our organization for submission to the EOCCO. The statements contained in this application are true and complete to the best of my knowledge and the applicant accepts as a condition of the grant the obligation to comply with all applicable state and federal requirements, policies, standards, and regulations.

Morrow County Organization

Signature: \_\_\_\_\_

Title: Public Health Director

Name: Sheree Smith

Date: \_\_\_\_\_

MORROW COUNTY ACTING BY AND THROUGH ITS MORROW COUNTY HEALTH DEPT (LPHA)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# BUDGET

## Morrow County Health Dept Grant Proposal for Good Shepherd Hospital

Budget							
Personnel:						In-Kind Cash Contribution	In-Kind non-Cash Contribution
Name	Role	FTE	Salary Requested	Benefits Requested	Total Requested		
Nurse	NCM	1.0	30,500	-0-	-0-	\$96,162	
Care /Other	Staff	4.0	-0-	-0-	-0-	\$274,317	
Equipment and Supplies:							
Name of Item	Description				Total Requested		
Misc	Materials and supplies				-0-	\$600	
Misc	Education Materials to promote health				\$3,000		
Travel:							
Location	Description				Total Requested		
Car	Travel throughout County >2,000Sq/Mi				-0-	\$4,500	
Car/Vehicle	Vehicle to serve and trans comm mem				\$17,000		
Other Expenses:							
Name of Item	Description				Total Requested		
Misc Supports	Cell phone, Utilities, IT, ect.				-0-	\$4,000	
Office	In-Kind Office Space Hlth Dept/Schools				-0-		\$16,500
Training	PH Staff and CHW to maintain cert.				\$5,000		
GRAND TOTAL					\$25,000	\$379,579	\$16,500

### Budget Justification - Narrative

#### Description of In-Kind Cash Supports

The Morrow County CARE Team is representative of a braiding of funds from a variety of Community Partners throughout the county that directly provide fiscal supports. Partners include: Morrow County Board of Commissioners, Morrow County Health Dept (MCHD), Morrow County School District (MCSD), Ione School District (ISD), InterMountain Education School District, (IMESD) Greater Oregon Behavioral Health Inc. (GOBHI), Umatilla-Morrow Department of Human Services (DHS) and the Blue Mountain Early Learning (BMEL) Hub.

The CARE Team has been so successful that more team members have been added to further strengthen supports and enhance resources offered primarily to students and their families, but also to other community members as needed.

1. Nurse Case Manager 1.0 FTE
  - MCHD - \$29,236
  - MCSD - \$16,926
  - Grant submitted to EOCCO (not yet awarded) \$50,000
  
2. Care Coordinators 2.0 FTE - \$143,964
  - MCHD - \$38,588
  - MCSD - \$58,376
  - IMESD - \$20,000
  - Ione School District - \$7,000
  - GOBHI - \$20,000
  
3. Early Learning Care Coordinator 1.0 FTE - \$65,000
  - MCSD - \$28,334
  - BMEL Hub Grant - \$36,666
  
4. DHS Social Service Employee 1.0 FTE - \$65,353
  - DHS - \$65,353

January 30, 2017

## MEMORANDUM

To; Jerry Sorte  
Morrow County Administrative officer

Re: North East Area on Transportation

This is a very important and functional 5 County organization. There are 5 Area Commission on Transportation groups statewide. One in each of the 5 ODOT Regions, region 5 being Morrow, Umatilla, Union, Wallowa and Baker Counties.

The North East area also works in conjunction with the South East area which includes Malheur, Harney and Grant Counties. These meetings are usually separate due to the travel time and distance between the counties. However, when funding and project lists are put together often times the two meet together at various locations, Baker, John day or La Grande.

The membership acts as an advisory gouge that works with stakeholders as well as ODOT to look at funding sources and projects such as the State Transportation Improvement Plan, distribution of monies through Connect Oregon and a range of other County, City, State and Federal Projects. The idea is to make the State Funding as transparent as possible with input from Cities, Counties and other stake holders.

The meetings are generally in La Grande Oregon at the region 5 headquarters. In the past meetings have varied from once a month during very busy funding cycles to every other month when things are a little slower. Meetings are usually on the first Thursday of the month and at 9am.

Often time subcommittees are formed to work on specific funding projects and to prioritize those projects.

As a rule, different County Officials serve as chairs and co-chairs of the group. I serve as an alternate and voting member when someone from County is absent, and have served on several subcommittees as well as in an advisory capacity.

Burke O'Brien

Morrow County Public Works Director

## **CHARTER**

### **Proposal for the Continuation of the**

### **NORTHEAST AREA COMMISSION ON TRANSPORTATION**

The undersigned request that the Oregon Transportation Commission (OTC) renew the existing charter establishing a Northeast Area Commission on Transportation (NEACT) as an advisory commission representing Baker, Morrow, Umatilla, Union and Wallowa counties. The proposed ACT is independent of, but will coordinate with, the WVMPO, (Walla Walla Valley Metropolitan Planning Organization), and the Region Solution Team (RST). This will provide a forum for coordination of local, state, federal, tribal and private community economic development planning investments, as appropriate.

### **RATIONALE FOR CONTINUATION OF THE NORTHEAST AREA COMMISSION ON TRANSPORTATION**

The Oregon Transportation Commission is encouraging greater local participation in the state's transportation planning and project development process through regionally-based advisory bodies called "area commissions on transportation." Local jurisdictions and other stakeholders in northeast Oregon have expressed interest in being active participants in the Oregon Department of Transportation (ODOT) project development and prioritization process. The ACT provides a forum to address transportation issues for the contiguous five-county area in northeast Oregon. Renewal of this charter by the Oregon Transportation Commission will continue the work of the ACT for Baker, Morrow, Umatilla, Union and Wallowa counties, and for the Confederated Tribes of the Umatilla Indian Reservation (CTUIR). The commission will continue to be known as the Northeast Area Commission on Transportation.

### **MISSION OF THE NORTHEAST AREA COMMISSION ON TRANSPORTATION**

The Mission of NEACT will be:

- To provide a forum for local government agencies and the private sector to discuss, understand and coordinate long range transportation issues affecting the northeast Oregon region;
- To collaborate on the development process and application of criteria for determining transportation infrastructure, capital investments and project prioritization in the northeast Oregon region;
- To reach agreement for recommendation to OTC on priorities for state transportation infrastructure and capital investments through the development of an implementation strategy. This will be based on staff recommendations through the technical committee and appropriate state and local transportation plans;
- To advocate northeast Oregon regional transportation issues to the public, neighboring regions, area legislators and other interested organizations;
- To advise the Oregon Transportation Commission on state and regional policies affecting the northeast Oregon region's transportation system.



## **RATIONALE FOR GEOGRAPHIC BOUNDARIES**

Baker, Morrow, Umatilla, Union, and Wallowa counties, which include the Umatilla Indian Reservation, form a geographically contiguous area in the northeast corner of Oregon. The transportation needs have a broader geographical context. Commerce, economic development and recreation provided by the I-84 corridor, connection arterial highways, rail and airports, enable and support the community strategies being pursued by the smaller, more focused alliances. Thus, the undersigned join together to continue and area commission on transportation for northeast Oregon to help coordinate the strategic priorities identified for the region.

## **MEMBERSHIP – SEE BY-LAWS ARTICLE 4**

## **OPERATIONAL STRUCTURE**

NEACT will meet bi-monthly or as necessary. Meeting location will typically be at the ODOT Region 5 Headquarters in La Grande. The meeting location may vary if team members determine a need to visit projects among the five counties. Task forces or sub-teams may be selected as needed to address transportation issues.

## **COORDINATION WITH ADJACENT AREAS AND STATE LEGISLATORS**

Adjoining area commissions will be on NEACT's regular emailing lists and will be invited to send representatives to NEACT meetings. All state legislators representing districts in the area will be considered ex-officio, non-voting members of the NEACT board, and will receive all correspondence sent to board members.

## **STAFF SUPPORT**

Staff support will be provided by the ODOT Region 5 Area Manager and each county as appropriate.

## **TECHNICAL ASSISTANCE**

NEACT will select and make use of technical advisory committee(s) to provide technical information as a basis for its recommendations. Efforts will be made to utilize existing technical staff and advisory groups. Existing expertise may come from such sources as:

- Local government planners, public works staff, county road masters, or engineers;
- Representatives of state agencies (ODOT, DLCD, DEQ, OECDD, etc.);
- Representatives of various modes of transportation (air, rail, bike, marine, highway, freight, pedestrian, transit, economy, environmental and safety
- Specially-trained lay citizens

## **BIENNIAL WORK PLAN – SEE CURRENT 2015-2017 WORK PLAN**

**North East Area Commission on Transportation (NEACT)**

3012 Island Avenue, La Grande, OR 97850

Phone: 541-963-3179 Fax: 541-963-5307

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**MEETING AGENDA**

**MEETING DATE:** February 2, 2017 at 9:00 am PST

**MEETING LOCATION:** Oregon Department of Transportation, 3012 Island Avenue, La Grande, Oregon

**Open Meeting – Chairman Larry Givens**

- Roll call of voting members (5 minutes)
- Introductions
- Announcements

**Public and/or Stakeholders Comments – Chairman Larry Givens**

- Public comments may be taken at any time during the meeting

**Standing Items and Reports (15 minutes)**

- Approval of Minutes of previous meeting (November 3, 2016) – Chairman Larry Givens
- OTC/ODOT updates – Craig Sipp (10 minutes)
- Local Program Update – Mike Barry (10 minutes)
- RST Update – Scott Fairley/Ken Patterson (10 Minutes)
- 15-18 STIP Enhance Accounting Report - Ken Patterson (5 Minutes)

**Old Business**

- Volkswagen Settlement/Amtrak Update **10:00 AM** (10 minutes) – Karman Fore or Ken Patterson
- COAR Grant Program Project Selection Update – Doug Wright
- Membership Update for Chairman, Bike/Ped & Transit – Ken Patterson

**New Business**

- ODOT Transit Coordinator Announcement – Ken Patterson
- August Eclipse Presentation/Video Conference 10:30 AM (30 Minutes) – Jim Todd, OMSI
- OTC Investment Strategy – OTC Chair Tammy Baney/Craig Sipp

**BREAK – 10 Minutes**

**County and Local Partner Roundtable – (15 minutes) Chairman Larry Givens**

- County/Cities Roundtables - All
- Byways Committee Update – Janet Dodson/Alice Trindle
- LOC, AOC Update – Bob Patterson/Norm Paullus
- Transit Update – Mary Jo Carpenter/Frank Thomas
- Bike/Ped Update – Kim Metlen/Mavis Hartz
- Freight Update – Don McGinn
- CTUIR Update – J.D. Tovey/Frank Anderson
- MPO Update – Andrea Weckmueller-Behringer

**Agenda Build – All**

**Next meeting:**

April 6, 2017

Region 5 ODOT Headquarters

3012 Island Avenue, La Grande, Oregon

The North East Area Commission on Transportation is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations including a sign language interpreter to attend this meeting, a complete agenda packet, or additional information, please contact Lisa Hill at (541) 963-3179 or send e-mail to [lisa.a.hill@odot.state.or.us](mailto:lisa.a.hill@odot.state.or.us) at least 48 hours prior to the meeting. Alternate formats available upon request. Thank you.

**Minutes of Meeting  
April 2, 2015, 9:00 AM  
Oregon Department of Transportation  
3012 Island Avenue  
La Grande, Oregon**

**Members and Alternates present:**

Bill Harvey, Michelle Owen, Mary Jo Carpenter, Burke O'Brien, Karen Pettigrew, Ron McKinnis, Tom Fellows, Ron Sivey, Steve McClure, Doug Wright, Norm Paullus, Mike Hayward, Bob Shippentower, Frank Anderson, Kim Metlen, and Aaron Palmquist

**Guests present:**

Andy Perry, Kim Cutsforth, Elaine Dawson, and Ray Crapo

**ODOT Staff:**

Monte Grove, Craig Sipp, Mike Barry, Sean Maloney, Lisa Hill, Feather Sams-Huesties, and Roxanne Graves

**Opening Meeting:**

- Chairman Mike Hayward called the meeting to order
- Roll call of voting members – Quorum present
- Introductions
- Announcements: None

**Public and/or Stakeholders Comments:** None

**Standing Items & Reports:**

- Approval of the February 5, 2015 – Tom Fellows moved and Burke O'Brien second; minutes unanimously approved.
- OTC/ODOT/MPO Updates – Monte Grove
  - Steve McClure and Boyd Britton represented the ACT Chairs at the OTC meeting in Salem. Steve McClure shared that it was a worthwhile meeting. The discussion points included:
    - the State bond payment
    - less money for projects
    - difficulty for Region 5 to compete with the other Regions
    - metropolitan areas are concerned with growth issues / need for mod projects while other Regions are concerned with preservation / maintenance of the existing system
    - 15-18 STIP selection process
  - The 18-21 STIP Enhance process may need to be revised depending upon the funds available.
  - The commission approved the following:
    - \$813,710 Type A IOF intersection and roadway improvements for Good Shepherd Medical Center expansion in Hermiston.
    - \$150,066 Type B IOF for the City of Sisters.
    - IOF Annual Policy Guidelines

North East Area Commission on Transportation (NEACT)

- Type A IOF – Jobs
  - Type B IOF – Inner City soft jobs
  - Type C IOF – Certified Industrial Sites
  - Type D IOF – New category for regionally significant industrial sites. Two projects in the region qualify; Cook Industrial site in Hermiston and Malheur County Industrial site.
  - COV funding for unallocated projects; 6-projects none in our region  
<http://www.oregon.gov/ODOT/GOVREL/Pages/Connect-Oregon.aspx>
  - COV St. Helens project was not approved
- Final construction phase west of La Grande started April 1<sup>st</sup>. A 45 mph speed reduction will be in place for crash prevention; we have seen a significant drop in crashes after we reduced the speed. Mobility for manufactured homes and other wide loads will use Tollgate. ODOT has made arrangements to allow for I-84 usage by providing a window between sunrise and 9 AM to accommodate wide loads.
  - DMV Upgrade: The upgrade will cost an estimated \$90 million over a 10 years period. The upgrade will be done a section at a time at an estimate of \$30 million this biennium. The existing DMV system is so archaic it makes it difficult for DMV to provide a level of service to the public; credit and debit cards, iPhone, etc. Unless the legislature provides the funding for the DMV upgrade, funds will come off the top of the budget which potentially means less money for cities and counties.
    - It was suggested that if existing highway funds are used, that ODOT have a discussion with the cities and counties prior to implementation to address the financial shortfall.

➤ Local Program & JTA Update – Mike Barry

- JTA Projects:
  - Best Frontage Road is complete
  - Ontario West Washington, Port of Morrow, and Spring Creek passline projects are still active
- HBR Projects:
  - Project are still active in Harney Co., Deer Creek, Hershall Lane and 8<sup>th</sup> Street Bridge
- Safe Routes to School: Projects are closed. Safe Routes to School Program is now included in the STIP Enhance section.
- Fund Exchange: Still working on obtaining signatures from Milton-Freewater, Pendleton and Baker County.
- Special City Allotments: Agreements have been signed by Haines, Joseph, Wallowa, Ukiah and Monument.

➤ Regional Solution Team (RST) Update – Scott Fairley

- State has a new governor and Scott is still employed.
- RST is working on the following projects:
  - Milton-Freewater Annexation to resolve water/sewer issues
  - A company is looking at North Powder for a possible bio-mass facility starting with 10 jobs with the potential of 40 to 50 jobs in the future.
  - Hermiston Shearer's Foods discharge water issue
  - Advisory Committee is working with EOU/BMCC to develop a job skills training program to address the area's 10 year projected need for a skilled workforce.
- Salem Budget Priorities:

#### North East Area Commission on Transportation (NEACT)

- \$2 m for industrial projects
- Senator Hansell & Rep. Barretto presented a recovery center bill,
- Governor Brown was in Pendleton addressing workforce housing
- \$1.7 million loan for the unmanned drone system and Umatilla water development
- RST Director Greg Wolf has accepted a new position with the Association of Oregon Counties.

#### **Old Business:**

- 15-18 STIP is in FHWA review and expect approval anytime.
- City of La Grande is moving ahead with the 20<sup>th</sup> Street project prior to final STIP approval.
- Reminder that if you have an 18-21 STIP Enhance project, the Project Leaders are available to assist you with your project.
- There will be less money for the STIP Enhance process. The exact amount will be not known until June when OTC makes its decision.

#### **New Business:**

- New Chairman & Co-Chairman: Nomination by Mary Jo Carpenter for Larry Given as Chairman and Steve McClure as Co-Chairman. Nomination passed
- The group expressed its appreciation to Commissioner Mike Hayward for his 3 years of service as Chairman.

#### **Partner Updates – All**

- County/Cities Roundtables: It looks liked the Safe Routes to School bill will pass without offset funding.
- By-ways Update: Forest Road 39 is currently being repaired
- LOC/AOC Update: None
- Transit Update:
  - Oregon Transit Association Annual Day at the Capitol is April 8<sup>th</sup>
  - Funding for Veterans transit service has been renewed
  - Laura Slater is the new Transit Coordinator replacing Robin Phillips
- Bike/Ped Update:
  - Rail/Trails; Joseph Trail Consortium will be meeting April 8<sup>th</sup> in Elgin and April 9<sup>th</sup> in Joseph
- Freight Update: None
- MPO: Walla Walla Valley MPO has a new director
- CTUIR: No report

#### **Agenda Build:**

18-21 Enhance Outcome

Bridge Section Presentation

FHWA 15-18 STIP Approval; walk through the agreement process

#### **NEXT Meeting:**

June 4, 2015

Region 5 Headquarters

3012 Island Avenue

La Grande, Oregon



## MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Jerry Sorte, Administrative Officer  
**DATE:** January 30, 2017  
**RE:** Meeting and Administrative Processes  
Agenda Item for February 1, 2017

**ISSUE:** The purpose of this agenda item is to discuss various aspects of how staff provides information to the Board of Commissioners as well as how the Wednesday Board of Commissioners meetings are organized.

### **DISCUSSION:**

The following options may streamline how information is presented to the Board of Commissioners as well as how meetings are organized.

- A. Consent Calendar/Agenda. A consent calendar or “consent agenda” is a tool that can be used to approve a host of non-controversial or previously discussed topics in a single motion. The consent calendar/agenda is a tool that may be used to run a more efficient meeting and to focus discussion on items that require discussion. Please see the attached discussions on consent calendars on Attachment A. Consent calendars/agendas are commonly used by Oregon counties: See the attached agendas from Polk, Benton, Deschutes, and Hood River Counties. See Attachment B. As an example of how we could use a consent calendar/agenda, I have included a copy of the agenda from the January 25, 2017 meeting (Attachment C). I have also presented the agenda how it may have been written if we used a consent calendar/agenda. See Attachment D.

An important point of emphasis about a consent calendar/agenda is that any member of the Board could choose to “pull” an item from the consent calendar for individual consideration. For example, if a resolution was included, and a member of the Board wanted to change the language of the resolution, it could be pulled and placed on the regular business agenda for discussion and action. The Board could then consider all of the remaining items on the consent calendar/agenda, or pull an additional item. In summary, the following items could be included on the Consent Calendar/Agenda:

- i. Minutes
- ii. Contracts
- iii. Adoption of Resolution documents, when the substance of the resolution has been discussed at a prior meeting and the Board has made a decision.
- iv. Signing letters where the substance of the issue has already been discussed.
- v. Claims

Business items that require discussion and deliberation would not be included on the Consent Calendar/Agenda.

Questions for consideration during this meeting:

1. Is the Board interested in learning more about a consent calendar/agenda?
2. Would the Board like to use this tool?

- B. Agenda Item Cover Sheet. Included for your review is a draft Agenda Item Cover Sheet. The agenda sheet would be required of all department heads and elected officials that would like to add an item to the Board of Commissioners agenda. This sheet would take the place of the Contract Review sheet that has been used for the past several months. This sheet would not be mandatory for discussion items brought by members of the public.

The Agenda Item Cover Sheet would provide several benefits. It would better ensure that departments provide background material and clarify the action that they are seeking from the Board of Commissioners. This would also help to explain a topic to the public. We post Board packets to our website and a member of the public would be able to download these packets and better understand County business. The agenda sheet would also streamline Board packet preparation by staff. I have included a draft agenda sheet. See Attached.

- C. Department Reports. It would be beneficial to revisit the calendar for Department Reports. Would the Board like to see additional or fewer department reports? One option would be to have quarterly department reports. South County offices could provide department reports on the first meeting of the quarter in Heppner, which would be the first Wednesday meeting in July, October, January, and March. North County offices could provide department reports during the second meeting of the quarter in Irrigon.
- D. Department Head Meetings. Would the Board like to see additional or fewer Department Head meetings? We have traditionally held meetings every-other month. These have been meetings where staff has provided information of significance to all departments. It has also included department reports. These meetings could be moved to a quarterly meeting.
- E. Business Meetings and Work Sessions. Some Counties divide their meetings into business meetings and work sessions. Business meetings cover items that require Board of Commissioner actions such as decisions on legislative matters, adopting resolutions and ordinances, awarding contracts, and approving claims. Work sessions typically include discussions on an array of items that either do not require a formal BOC decision or are anticipated to be discussed and considered for a review at a future business meeting. Work session topics may include: department reports and planning meetings prior to a final decision. Both business meetings and work sessions are public meetings under Oregon public meetings laws. Would the Board like to separate their business meetings from work sessions?

**ACTION:** Options available to the Board of Commissioners include the following:

1. Direct staff to implement process changes (specify);
2. Other.

**ATTACHMENTS:**

- A. Consent Calendar Background Information
- B. Example Agendas from Polk, Benton, Deschutes, and Hood River Counties
- C. Morrow County Board of Commissioners Agenda for January 25, 2017 as written; without Consent Calendar.
- D. Morrow County Board of Commissioner Agenda for January 25, 2017 as it could have been written with a Consent Calendar.
- E. Draft Agenda Item Review Sheet



## Attachment A

# Is a consent agenda right for your board?

Boards can use a consent agenda to approve non-controversial items to expedite business and save time during meetings.

Posted on **August 23, 2012** by **Julie Pioch** ([http://msue.anr.msu.edu/experts/julie\\_pioch](http://msue.anr.msu.edu/experts/julie_pioch)), Michigan State University Extension

I am often impressed with the time saved by boards who effectively use a [consent agenda](http://www.boardsource.org/Knowledge.asp?ID=3.70) (<http://www.boardsource.org/Knowledge.asp?ID=3.70>) . Dispensing with meaningless conversation on the minutes of the last meeting or the latest pile of government forms needing a signature gets the meeting moving and allows boards to start discussion on issues that matter most to the members of the board and the public.

[Consent agendas \(pdf\)](#) (also referred to as [consent calendars](http://www.boardsource.org/Knowledge.asp?ID=3.70) (<http://www.boardsource.org/Knowledge.asp?ID=3.70>) ) are used to expedite approval of non-controversial business that comes before a board. Both government and non-profit boards find the use of a consent agenda a handy tool to take care of agenda items that need formal board approval but are routine in nature or have been thoroughly discussed during previous meetings. Items such as meeting minutes, routine correspondence, changes in policy or other matters can be bundled together and approved all at once by adopting the consent agenda in one motion. The use of a consent agenda allows for more effective meetings whereby meeting time is spent on discussing substantive issues rather than those that members agree should be disposed of quickly and without debate. The proper use of a consent agenda requires board members to be prepared and have ample time to review the items that are scheduled to appear on the consent agenda.

A board should adopt [special rules](http://en.wikipedia.org/wiki/Special_rules_of_order) ([http://en.wikipedia.org/wiki/Special\\_rules\\_of\\_order](http://en.wikipedia.org/wiki/Special_rules_of_order)) regarding the use of a consent agenda. All members should thoroughly understand what items can be placed there and how they can remove an item from the consent agenda. As the name infers, consent by all members of a board must be given to approve the list. If one member wishes an item to be removed from the consent agenda, that item is removed from the consent agenda and placed on the regular agenda where it would have appeared if presented on its own. The consent agenda is typically placed at the beginning of the [agenda](http://www.bing.com/search?q=Sample+Consent+Agenda&first=11&FORM=PERE) (<http://www.bing.com/search?q=Sample+Consent+Agenda&first=11&FORM=PERE>) .

At the time on the regular meeting agenda where there is to be action on the consent agenda, the chair should inquire whether any member would like an item removed. If a member requests an item removed the chair should repeat that the item is now removed from the consent agenda and determine where it will be placed on the regular agenda. The request for removal of items should be repeated until all members are satisfied with the contents of the consent agenda.

The most expeditious way to approve items on the consent agenda is for the chair to ask for [unanimous consent](http://en.wikipedia.org/wiki/Unanimous_consent) ([http://en.wikipedia.org/wiki/Unanimous\\_consent](http://en.wikipedia.org/wiki/Unanimous_consent)) . Once the chair is certain that the board is satisfied with the contents of the consent agenda, the chair may simply say "Are they any

objections to the adoption of the consent agenda?" All members' objections should have been revealed prior to the chair's statement; however, by asking for objections the chair is offering members one last chance to remove an item from the list. If no objection is heard the vote is presumed unanimous and the chair states, "Without objection the consent agenda is adopted."

The rules that govern the use of the consent agenda vary across boards. For example, I know of [a city council that requires a roll call vote to adopt their consent agenda \(pdf\)](#). This nuance covers rules described in their city charter which require a roll call vote for approval of financial matters. The roll call vote allows the council to adopt routine contracts and other non-controversial financial matters within the consent agenda. Boards should discuss what issues are appropriate for the consent agenda prior to adopting its use. They should define a process that all members are comfortable with and one that will allow them to stay within the law and remain transparent to the public or members.

For more information on running effective meetings, [contact your local Michigan State University Extension local government and public policy educator \(http://expert.msue.msu.edu/index.cfm\)](#).

This article was published by [Michigan State University Extension \(http://www.msue.msu.edu\)](#). For more information, visit <http://www.msue.msu.edu> (<http://www.msue.msu.edu>). To have a digest of information delivered straight to your email inbox, visit <http://www.msue.msu.edu/newsletters> (<http://www.msue.msu.edu/newsletters>). To contact an expert in your area, visit <http://expert.msue.msu.edu> (<http://expert.msue.msu.edu>), or call 888-MSUE4MI (888-678-3464).

## Related Articles

### [New County Commissioner Workshop registration now open](#)

([http://msue.anr.msu.edu/news/new\\_county\\_commissioner\\_workshop\\_registration\\_now\\_open](http://msue.anr.msu.edu/news/new_county_commissioner_workshop_registration_now_open))

*October 12, 2016* | **John Amrhein** | MSU Extension and the Michigan Association of Counties co-sponsor the 2016 New County Commissioner Workshops for newly elected commissioners, experienced commissioners, elected officials, and staff interested in learning more about county government.

### [Ensuring public participation in meetings takes work and organization](#)

(<http://msue.anr.msu.edu>

[/news/ensuring\\_public\\_participation\\_in\\_meetings\\_takes\\_work\\_and\\_organization](/news/ensuring_public_participation_in_meetings_takes_work_and_organization))

*September 23, 2016* | **Kurt Schndler** | Meaningful public participation requires some very basic communication skills. Remember the key components of planning effective meetings.

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[Five levels of community partnerships \(http://msue.anr.msu.edu/news/five\\_levels\\_of\\_community\\_partnerships\)](http://msue.anr.msu.edu/news/five_levels_of_community_partnerships)

*July 18, 2016* | **Bonnie Zoia** | This framework can help a community or organization assess what level of collaboration best meets their needs.

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[Facilitative leaders foster a positive environment \(http://msue.anr.msu.edu/news/facilitative\\_leaders\\_foster\\_a\\_postive\\_enviornment\)](http://msue.anr.msu.edu/news/facilitative_leaders_foster_a_postive_enviornment)

*July 14, 2016* | **Ann Chastain** | There are inherent limitations to the practice of traditional autocratic leadership.

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[Reframe community proposals to reduce conflict \(http://msue.anr.msu.edu/news/reframe\\_community\\_proposals\\_to\\_reduce\\_conflict\)](http://msue.anr.msu.edu/news/reframe_community_proposals_to_reduce_conflict)

*July 12, 2016* | **Yvonne Bonnie Zoia** | Many communities promote conflict by how they present an issue to the public. Decrease conflict using this simple strategy.

## **Consent Agenda**

David O. Renz, Ph.D.

### **What is a Consent Agenda?**

A consent agenda is a practice by which the mundane and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal board approval and yet, because they are not controversial, there is no need for board discussion before taking a vote. Items may be on a consent agenda only if all board members agree; if even one member considers a specific item to need discussion, it must be removed and placed on the regular agenda for the board meeting.

### **Why are Consent Agendas Used?**

Consent agendas are used to save board meeting time and to help ensure that board meetings focus on substantive topics that are worth discussion. Through the “bundling” process, the entire set of items of business that are not worth board meeting time can be voted on in one action versus taking the time to vote on each individual item.

### **When Should Consent Agendas Be Used?**

Consent agendas should be used when there are a number of non-controversial business items on which the board needs to vote. Complete information must be provided in advance of the meeting to all board members, so that each knows what is being proposed and has the opportunity to consider whether the item truly is non-controversial. The key here is “non-controversial,” and the definition of non-controversial may vary from organization to organization. Consent agenda items often are matters that a bylaw or some other rule or regulation requires to be formally approved by the board, yet there is no value added by engaging the board in discussion about the item (e.g., a routine lease renewal for a facility already included in the approved agency budget). Consent agendas are *not* to be used to hide actions that will be controversial -- to do so breaches the trust of the board and undermines the value of this practice.

### **Where Should Consent Agendas be Placed within the Overall Meeting Agenda?**

The consent agenda typically appears very near the beginning of the regular meeting. This allows any item removed from the consent agenda to be placed onto the overall agenda for discussion and action later in the meeting. As with all formal board action, a quorum must be present to in order for action on the consent agenda items to be legitimate and binding.

## **Who Should Use Consent Agendas?**

Consent agendas are used by both non-profit and for-profit organizations whose boards are trying to use members' time efficiently and that have much routine business to approve. It is especially common to see the boards of governmental entities such as libraries and educational institutions use consent agendas because of the volume of routine business that they are required by law and regulation to approve.

## **How Can Consent Agendas be Used Effectively?**

The key to success is to provide all consent agenda information to board members well in advance of the meeting. It is *essential* that board members have ample time prior to a meeting to become familiar with each item on the consent agenda. That way, if a member or members have a concern about any item(s) that they believe need further discussion, then they will ask for the item(s) to be removed from the consent agenda and addressed separately.

At the time in the regular agenda when there is to be action on the consent agenda, the chair will first inquire whether there are any items that need to be removed from the consent agenda. If *any* member wishes an item to be removed, it must be removed and placed on the regular agenda. Immediately following the opportunity to remove any items for separate discussion, the consent agenda is moved and approved as a set. (For example: "I move the consent agenda." Another member: "I second the motion.")

It may be useful to those who plan the overall meeting agenda and the consent agenda (usually the board chair and/or executive director) to have guidelines, developed in consultation with the board, to clarify which types of items might be appropriate for the consent agenda.

## **When Should a Consent Agenda Not Be Used?**

The consent agenda practice should not be used unless all members of the board understand and agree to its use. This approach places more responsibility upon members to prepare prior to the meeting. Obviously, if members do not read the information on the consent agenda prior to the meeting, they cannot responsibly agree to the inclusion of any particular item on the consent agenda. The worst outcome would be to take action on a matter of significant programmatic or legal importance without truly having the board's **informed** consent.

## **Attachment B**

### **POLK COUNTY BOARD OF COMMISSIONERS**

**DATE & TIME:** May 25, 2016, 9:00 a.m.  
**LOCATION:** Polk County Courthouse, Dallas, Oregon

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR PARTICIPATE IN THE MEETING.

**PAGE:**

**AGENDA ITEMS**

1. **CALL TO ORDER AND NOTE OF ATTENDANCE**
2. **ANNOUNCEMENTS**
  - (a) Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda.
  - (b) Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room and are conducted between 9:00 a.m. and 5:00 p.m. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.
  - (c) The Polk County Budget Committee will meet Wednesday, May 25, 2016 at 10:00 a.m. in the Courthouse conference room.
3. **COMMENTS (for items not on this agenda)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT CALENDAR**
6. **APPROVAL OF MINUTES OF BOARD MEETING OF MAY 18, 2016**

**CONSENT CALENDAR**

- (a) **RESOLUTION 16-09**  
Adopt Resolution 16-09 in the matter of quality and uniformity in a system of property taxation.  
(Greg Hansen, Administrative Officer)
- (b) **RESOLUTION 16-10**  
Adopt Resolution 16-09 in the matter of granting authorization to Matt Hawkins for temporary contract approval authority.  
(Morgan Smith, County Counsel)
- (c) **HEALTH SERVICES – CONTRACT 16-65**  
Approve Contract 16-65 with David Flynn for after hour crisis services.  
(Jim Morris, Business Services Supervisor)
- (d) **PERSONNEL – CONTRACT 16-67**  
Approve Contract 16-67, Employment Agreement with Noelle Carroll  
(Greg Hansen, Administrative Officer)

**(e) PERSONNEL – CONTRACT 16-68**

Approve Contract 16-68, Employment Agreement with Todd Whitaker.  
(Greg Hansen, Administrative Officer)

**(f) PERSONNEL – CONTRACT 16-69**

Approve Contract 16-69, Employment Agreement with Marty Silbernagel.  
(Greg Hansen, Administrative Officer)

**(g) NEW & REVISED JOB SPECIFICATIONS & SALARY RANGES**

Approve new job specification and salary range for the position of Behavioral Health Office Lead and the updated job specification and salary range for Behavioral Health Support Services Supervisor.  
(Matt Hawkins, Administrative Services Director)

**THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION  
PURSUANT TO ORS 192.660.**

**ADJOURNMENT**

POLK COUNTY PUBLIC MEETINGS AND PUBLIC HEARINGS  
GUIDELINE FOR CITIZENS

.....  
REGULAR MEETING AGENDA

Regular meetings of the Polk County Board of Commissioners convene at 9:00 a.m. each Wednesday morning. Any person wishing to bring a matter before the Board at one of these meetings may do so by mailing or delivering written notice, concisely describing the nature of the item, to the Board of Commissioners, Polk County Courthouse, Dallas, Oregon 97338, by noon on the preceding Thursday. Unless otherwise announced, meetings are held in the Main Conference Room of the Courthouse.

.....  
APPEARANCE OF INTERESTED PARTIES

The Board sets aside time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the agenda of a future meeting, the Board shall schedule accordingly.

.....  
PUBLIC HEARING FORMAT

Land Use

1. Chairperson opens hearing.
  - (a) Reading of hearing request or appeal statement.
  - (b) Call for abstentions (ex parte contact or conflict of interest).
2. County staff presents background, summary and its recommendation (20-minute limit).
3. Applicant (Appellant) presents his/her case (15-minute limit).
4. Public testimony. Note that all testimony and evidence must be directed toward the applicable factual and legal criteria as identified in the record and/or during this hearing. Do not repeat previous testimony. Simply note for the record that you are in agreement with that earlier testimony. Your time to present testimony is limited. FAILURE TO RAISE AN ISSUE IN THIS HEARING, IN PERSON OR BY LETTER, OR FAILURE TO PROVIDE ADEQUATE SPECIFICITY TO AFFORD THE BOARD AN OPPORTUNITY TO RESPOND TO THE ISSUE MAY PRECLUDE LATER APPEAL TO LUBA ON THAT ISSUE.
  - (a) Individuals in favor of the application or appeal.
  - (b) Individuals against the application or appeal. At the discretion of the Chairman, an attorney, consultant, or other designated representative of two or more individuals may be allowed the combined time for each represented individual who does not speak, not to exceed 20 minutes. The Chairman may require proof of designation.
5. Rebuttal by Applicant (Appellant - 10-minute limit).
6. Questions from Board (discussion limited to individuals questioned by the Board).
  - (a) Staff.
  - (b) Applicant (Appellant).
  - (c) Individuals testifying.
7. Chairman closes hearing and announces closing of Record.
8. Chairman announces date for deliberation and decision.
9. The Board's decision is deemed the final decision of Polk County. It may be appealed to LUBA within 21 days of its issuance in written form. The address and phone number of LUBA may be obtained from the Polk County Community Development Department and will also appear on the Notice of Decision which will be mailed to all persons who testify, submit comments, or print their name and address on the hearing attendance sheet in the back of the hearing room.





## BOARD OF COMMISSIONERS

205 NW 5<sup>th</sup> Street  
P.O. Box 3020  
Corvallis, OR 97339-3020  
541-766-6800  
FAX 541-766-6893

## A G E N D A

### BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, January 3, 2017  
Board of Commissioners  
Board Meeting Room  
205 NW 5th, Corvallis  
(Chair May Alter the Agenda)

**NOTE: County Service District meetings to immediately follow the Board of Commissioner's meeting (Alpine, Alsea, Alsea Human Services, Cascade View, Library Services, North Albany, South Third)**

**12:00 Noon, Board Meeting Room**  
*Public Hearings are heard at 12:00 noon, time certain*

Those wishing to speak should sign the "Public Comment" sign-in sheet – Thank you.

#### I. Opening:

- A. Introductions
- B. Pledge of Allegiance
- C. Announcements

#### II. Election of the Board Chair and Vice-Chair for 2017

#### III. Comments from the Public

A period of no more than 20 minutes is reserved for public comment. Individual comment may be limited to three minutes.

#### IV. Review and Approve Agenda

#### V. Consent Calendar (The Consent Calendar is approved with one motion)

- 5.1 An Order In the Matter of Designating an Official Newspaper for Benton County for 2017 – *Teresa Farley, Board of Commissioners*
- 5.2 An Order In the Matter of Setting the Board of Commissioners Meeting Schedule for 2017 – *Teresa Farley, Board of Commissioners*
- 5.3 Appointment to Willamette Criminal Justice Council: Jay Dixon

#### VI. Old Business

- 6.1 Consideration in Proceeding with Phase II of the Corvallis-Albany Bikeway – *Josh Wheeler, Public Works*

#### VII. Other

ORS 192.640(1)" . . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

*The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.*

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 the Board of Commissioners Office, (541) 766-6800.



Deschutes County Board of Commissioners  
1300 NW Wall St., Bend, OR 97703-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

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**BUSINESS MEETING AGENDA**  
**DESCHUTES COUNTY BOARD OF COMMISSIONERS**

**10:00 A.M., WEDNESDAY, JUNE 8, 2016**

Commissioners' Hearing Room - Administration Building - 1300 NW Wall St., Bend

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*Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered or discussed at the meeting. This notice does not limit the ability of the Board to address additional subjects. Meetings are subject to cancellation without notice. This meeting is open to the public and interested citizens are invited to attend. Business Meetings are usually recorded on video and audio, and can be viewed by the public live or at a later date; and written minutes are taken for the record.*

---

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZEN INPUT**

*This is the time provided for individuals wishing to address the Board, at the Board's discretion, regarding issues that are not already on the agenda. Please complete a sign-up card (provided), and give the card to the Recording Secretary. Use the microphone and clearly state your name when the Board Chair calls on you to speak. PLEASE NOTE: Citizen input regarding matters that are or have been the subject of a public hearing not being conducted as a part of this meeting will NOT be included in the official record of that hearing.*

*If you offer or display to the Board any written documents, photographs or other printed matter as part of your testimony during a public hearing, please be advised that staff is required to retain those documents as part of the permanent record of that hearing.*

## **CONSENT AGENDA**

4. **Board Signature** of Document No. 2016-347, a Fund Exchange Agreement regarding ODOT and County Responsibilities regarding the Exchange of Surface Transportation Program (STP) Funds
5. **Board Signature** of Documents No. 2016-342, 2016-343 and 2016-344, Deeds and Documents relating to a Fire Fuels Treatment Agreement
6. **Board Signature** of Order No. 2016-026, Approving and Confirming the Sale of Certain Real Property Acquired by Deschutes County
7. **Board Signature** of Document No. 2016- 240, Amending a Janitorial Services Agreement for the Sheriff's Office
8. **Board Signature** of Document No. 2016-346, Approving a Gate Permit for SW 53<sup>rd</sup> Street
9. **Chair Signature** of Document No. 2016-356, an Acknowledgment and Release of Interest in a Warranty Bond for Weston Investment Co.
10. **Chair Signature** of Document No. 2016-254, Amending a Lease Agreement with the State Building Codes Division
11. **Board Signature** of Minutes:
  - Work Sessions: May 16, 23 and 25, 2016
  - Business Meetings: May 16, 23 and 25, 2016
  - Budget Meetings: May 31 (overview, COVA, EDCO, grant funding) and June 1 (elected officials' compensation)

## **ACTION ITEMS**

12. **THE READING of a Proclamation**, Declaring June 15, 2016 "Elder Abuse Awareness Day" in Deschutes County - *State Agency Representatives*
13. **CONSIDERATION of Second Reading**, by Title Only, and Adoption of Ordinance No. 2016-009, Ratifying Creation of the Oregon Association of County Engineers & Surveyors – *Chris Doty, Road Department*

*Suggested Actions: Move second reading by title only; conduct second reading; move adoption.*

**CONVENE AS THE GOVERNING BODY OF THE 9-1-1 COUNTY SERVICE DISTRICT**

14. **CONSIDERATION of Approval** of Weekly Accounts Payable Vouchers for the 9-1-1 County Service District (two weeks)

**CONVENE AS THE GOVERNING BODY OF THE EXTENSION/4-H COUNTY SERVICE DISTRICT**

15. **CONSIDERATION of Approval** of Weekly Accounts Payable Vouchers for the Extension/4-H County Service District (two weeks)

**RECONVENE AS THE DESCHUTES COUNTY BOARD OF COMMISSIONERS**

16. **CONSIDERATION of Approval** of Weekly Accounts Payable Vouchers for Deschutes County (two weeks)

17. **OTHER ITEMS**

*These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.*

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*At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.*

18. **ADJOURN**

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To watch this meeting on line, go to:  
**<http://www.deschutes.org/bcc/page/board-meeting-videos>**

Please note that the video will not show up until recording begins.  
You can also view past meetings on video by selecting the date shown on the website calendar.

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Deschutes County encourages persons with disabilities to participate in all programs and activities. To request this information in an alternate format please call (541) 617-4747, or email [ken.harms@deschutes.org](mailto:ken.harms@deschutes.org).

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### **FUTURE MEETINGS:**

*(Please note: Meeting dates and times are subject to change. All meetings take place in the Board of Commissioners' meeting rooms at 1300 NW Wall St., Bend, unless otherwise indicated. If you have questions regarding a meeting, please call 388-6572.)*

#### **Monday, June 6**

1:30 p.m. Administrative Work Session – could include executive session(s)

#### **Wednesday, June 8**

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

#### **June 13 and 14**

Association of Counties' Spring Conference – **Umatilla County**

#### **Monday, June 20**

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

#### **Wednesday, June 22**

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

#### **Monday, June 27**

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

#### **Wednesday, June 29**

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Monday, July 4

*Most County offices will be closed to observe Independence Day.*

Tuesday, July 5

3:30 p.m. Regular Meeting of Public Safety Coordinating Council

Wednesday, July 6

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Wednesday, July 13

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Monday, July 18

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Monday, July 25

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Wednesday, July 27

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Monday, August 1

10:00 a.m. Board of Commissioners' Business Meeting

1:30 p.m. Administrative Work Session – could include executive session(s)

Tuesday, August 2

3:30 p.m. Regular Meeting of Public Safety Coordinating Council

Wednesday, August 3

Opening Day at the Deschutes County Fair



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**Any item or issue not on the agenda you have a question, comment or statement about please bring up under Items from the General Public.**

**SWEARING IN CEREMONY & FAREWELL PARTY**

3:30pm, CBAB, 601 State Street, 1<sup>st</sup> Floor Conf. Room, Hood River, Oregon

**Oaths of Office**

Sheriff - Matt English  
Justice of the Peace - John Harvey  
Commissioner - Rich McBride  
Commissioner - Les Perkins  
Commission Chair - Ron Rivers

**Farewell**

Justice of the Peace - Cindy Mitchell  
Commissioner - Maui Meyer

**BOARD OF COMMISSIONERS WORK SESSION AGENDA**

4:15pm, CBAB, 601 State Street, 1<sup>st</sup> Floor Conf. Room, Hood River, Oregon

4:15pm FY 2015-2016 Audit Report – Pauly Rogers & Co and Sandi Borowy, Budget & Finance Director  
4:30pm NORCOR Tax Measure Discussion – Molly Rogers, Wasco County Youth Serv. Director  
5:00pm Construction Excise Tax-Ad Hoc Comm. Recommendations – Joel Madsen, MCHA and John Roberts, HRC  
5:30pm HRC Interactive Webmap; New Viewer – John Roberts, Comm. Deve. Director

**EXECUTIVE SESSION**

5:45pm, CBAB, 601 State Street, 1<sup>st</sup> Floor Conf. Room, Hood River, Oregon

**EXECUTIVE SESSION** per ORS 192.660

*If necessary, Executive Session will be held in accordance with but not limited to:*

*ORS 192.660 (1) (d) Labor Negotiations, ORS 192.660 (1) (e) Property, ORS 192.660 (1)(f) Records exempt from public inspection, ORS 192.660 (1) (a) Personnel, ORS 192.660 (1) (h) Legal Counsel*

**BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

6:00pm, CBAB, 601 State Street, 1<sup>st</sup> Floor Conf. Room, Hood River, Oregon

**I. CONFLICTS OR POTENTIAL CONFLICTS OF INTEREST –**

**II. ADDITIONS OR DELETIONS FROM THE AGENDA –**

**III. UNSCHEDULED ITEMS FROM THE GENERAL PUBLIC** (limit 5 minutes per person per subject)

**IV. PUBLIC HEARINGS – 6pm**

1. Garbage Rate Increase

**RECOMMENDATION:** Conduct the public hearing and consider the request from Hood River Garbage to apply a 0.85% increase to county garbage rates effective January 1, 2017.

2. Hood River County Zoning Ordinance amendments to Home Occupation article regarding Marijuana Time Place and Manner and Short Term Rental regulations Second Reading and Possible Ordinance Adoption.

**RECOMMENDATION:** Consider a motion to allow the second reading of the proposed Ordinance by title only and then conduct the public hearing and determine the best action for the County.

3. Apollo Land Holdings LLC appeal on the record

**RECOMMENDATION:** Conduct the public hearing and either *uphold* the Planning Commission decision, *remand* the issue back to the Planning Commission with instructions, or *overturn* the Planning Commission decision.



## V. REPORTS

- \*County Administrator
- \*Legal Counsel
- \*Commissioner Joplin
- \*Commissioner Meyer
- \*Commissioner Benton
- \*Commissioner Perkins
- \*Chair Rivers

## VI. CONSENT AGENDA

- \*Declare miscellaneous computers, printers and other office supplies as surplus and authorize staff to dispose of the property as allowed in the administrative code.
- \*Approve tax refunds over \$2,000 for the following accounts: 7074, 3202, 8234, 11477, 12852, 14377, 1369, 13190, 13477, 14389, 19670, 7765, and 6628.
- \*Award the Hart timber sale #17-5 to the highest bidder to High Cascade, Inc.
- \*Authorize the Forestry department to submit a grant application to Oregon Parks & Recreation Department for operations and maintenance of the County's off-highway vehicle trail system.
- \*Approve the closure of the Westside Salvage-2016 timber sale #16-10 and return appropriate bond(s).
- \*Approve the closure of the Guyline timber sale #16-2 and return appropriate bond(s).
- \*Approve the closure of the Gum Tree timber sale #16-5 and return appropriate bond(s).
- \*Authorize the OSU Extension to construct a greenhouse on the premises they lease from the County subject to planning approval and issuance of proper building permits.
- \*Approve out of state travel for Commissioner Joplin to attend the NACo Legislative Conference in Washington DC February 25- March 1, 2017.

## VII. ITEMS FROM THE WORK SESSION

- i. Accept the Audit Reports for FY 15/16 as presented
- ii. Construction Excise Tax
- iii. NORCOR Tax Measure

## VIII. CURRENT BUSINESS

### Administration

1. 2017 Fee Schedule Adoption  
**RECOMMENDATION:** Approve and sign a Resolution adopting the 2017 Hood River County Fee Schedule

## IX. ADJOURNMENT –

### **CALENDAR OF UPCOMING PUBLIC MEETINGS/EVENTS** *(note all dates and time subject to change with or without notice as required)*

Nov 21	4:00 & 6:00pm	Board of Commissioners work session & business meeting, CBAB, 601 State Street, Conf Room 1 <sup>st</sup> Floor (3 <sup>rd</sup> Mon. ea. Mo, time subject to change)
Nov 23	3:00pm	Department Head Meeting – CBAB, 601 State Street, 1 <sup>st</sup> Floor Conf Room (subject to change)
Nov 24-25		<b>THANKSGIVING HOLIDAY – COUNTY OFFICES CLOSED</b>
Dec 5	1:00pm	Tri-County Mental Health Board, Mid Col. Center for Living-TD (1 <sup>st</sup> Mon. ea. mo.-generally)
Dec 7	2:00pm	HRC Water Planning Group, 601 State St, 1 <sup>st</sup> floor conf. room (1 <sup>st</sup> Wed. ea.mo. – generally)
Dec 14	5:30pm	County Planning Commission Meeting, CBAB, 601 State St Conf Rm. 1 <sup>st</sup> Fl, (2 <sup>nd</sup> & 4 <sup>th</sup> Wed. ea. mo generally)
Dec 19	4:00 & 6:00pm	Board of Commissioners work session & business meeting, CBAB, 601 State Street, Conf Room 1 <sup>st</sup> Floor (3 <sup>rd</sup> Mon. ea. Mo, time subject to change)
Dec 20	7:00pm	Library District Board meeting, Library, 502 State St., Conf. Room (3 <sup>rd</sup> Tues ea. mo. - subject to change)
Dec 21	3:00pm	Department Head Meeting – CBAB, 601 State Street, 1 <sup>st</sup> Floor Conf Room (subject to change)
Dec 25-26		<b>CHRISTMAS HOLIDAY –COUNTY OFFICES CLOSED</b>
Dec 27	2:00pm	Safety Committee Meeting, Courthouse, 309 State Street, 1 <sup>st</sup> Floor (4 <sup>th</sup> Tues. ea. mo.)
Dec 28	5:30pm	County Planning Commission Meeting, CBAB, 601 State St Conf Rm. 1 <sup>st</sup> Floor (2 <sup>nd</sup> & 4 <sup>th</sup> Wed. ea. mo generally)
Jan 1-2		<b>NEW YEARS HOLIDAY – COUNTY OFFICES CLOSED</b>

## **Attachment C**

### **MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA**

Wednesday, January 25, 2017 at 9:00 AM

**(As written without Consent Calendar)**

- 1. Call to Order - 9:00 AM**
- 2. Pledge of Allegiance** - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- 3. City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
- 4. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 5. Request for Funds from the Hardman Community Center** (Claudia Huston Smythe, Secretary, Harman Community Center)
- 6. Update on Wrap-Around Services Position and School Resource Officer Position**  
Dirk Dirksen, Superintendent, Morrow County School District; Sheree Smith, Public Health Director; Sheriff Ken Matlack)
- 7. Business Items**
  - a. OR-2017-2 – Order Designating Commissioner Position 3 for the Morrow County Board of Commissioners
  - b. Resolution R-2017-1 – Designating the Chair and Vice-Chair rotation schedule for the Board of Commissioners
  - c. Use of county vehicles by Commissioners policy (Jerry Sorte, Administrative Officer)
  - d. Purchase Pre-Authorization – Use of State grant funds to purchase vehicle for Morrow County District Attorney Office, Victim Assistance (Justin Nelson, District Attorney)
  - e. Recommendation of appointment of Morrow County representative on the Blue Mountain Early Learning Hub (Sheree Smith, Public Health Director)
- 8. Department Reports**
  - a. Sheriff's Office (Sheriff Ken Matlack)
- 9. County Counsel Report** (Justin Nelson, County Counsel)
- 10. Administrative Officer Report** (Jerry Sorte, Administrative Officer)
- 11. Claims**
- 12. Minutes**
- 13. Correspondence**
- 14. Commissioner Reports**
- 15. 1:15 p.m. Work Session – Road System Update and Planning** (Burke O'Brien, Public Works Director; Matt Scrivner, Assistant Road Master)
- 16. Adjournment**

## Attachment D

### MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, January 25, 2017 at 9:00 AM

(With Consent Calendar and Notes)

1. **Call to Order - 9:00 AM**
2. **Pledge of Allegiance** - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
3. **City and Citizen Comments** – This is the time provided for individuals wishing to address the Board regarding issues that are not already on the agenda.
4. **Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
5. **Request for Funds from the Hardman Community Center** (Claudia Huston Smythe, Secretary, Harman Community Center)
6. **Update on Wrap-Around Services Position and School Resource Officer Position**  
Dirk Dirksen, Superintendent, Morrow County School District; Sheree Smith, Public Health Director; Sheriff Ken Matlack)
7. **Consent Calendar.** Note: The Consent Calendar may be approved by a single motion. A Commissioner could “pull” any or all items from the Consent Calendar for further discussion, remand to staff, or other consideration.
  - a. Minutes (Why? Minutes are typically routine)
  - b. Claims (Why? Claims are typically routine)
  - c. Purchase Pre-Authorization – Use of State grant funds to purchase vehicle for Morrow County District Attorney Office, Victim Assistance (Justin Nelson, District Attorney) (Why? Purchase Pre-Authorizations are documented and typically routine)
  - d. OR-2017-2 – Order Designating Commissioner Position 3 for the Morrow County Board of Commissioners. (Why? The substance of what was directed to be included in this order had been discussed at the January 11, 2017 meeting. A memorandum was provided in the Commissioner’s packet prior to the meeting for their review)
  - e. Resolution R-2017-1 – Designating the Chair and Vice-Chair rotation schedule for the Board of Commissioners (Why? This resolution was discussed at the January 11, 2017 meeting. It was tabled and directed to be considered once Order 2017-2 was placed in front of the Board.)
8. **Business Items**
  - a. Use of county vehicles by Commissioners policy (Jerry Sorte, Administrative Officer)
  - b. Appointment of Morrow County representative on the Blue Mountain Early Learning Hub (Sheree Smith, Public Health Director)
9. **Department Reports**
  - a. Sheriff’s Office (Sheriff Ken Matlack)
10. **County Counsel Report** (Justin Nelson, County Counsel)
11. **Administrative Officer Report** (Jerry Sorte, Administrative Officer)
12. **Correspondence**
13. **Commissioner Reports**

**14. 1:15 p.m. Work Session – Road System Update and Planning** (Burke O'Brien, Public Works Director; Matt Scrivner, Assistant Road Master)

**15. Adjournment**



# AGENDA ITEM COVER SHEET

## Morrow County Board of Commissioners

(Page 1 of 2)

Item #

**This document must be completed for each agenda item submitted for consideration by the Board of Commissioners.**

Staff Contact: \_\_\_\_\_ Phone Number (Ext): \_\_\_\_\_  
 Department: \_\_\_\_\_ Requested Agenda Date: \_\_\_\_\_  
 Person Attending BOC Meeting (*REQUIRED*): \_\_\_\_\_  
 Short Title of Agenda Item: \_\_\_\_\_

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

- |  |   |
|--|---|
| <input type="checkbox"/> Order or Resolution<br><input type="checkbox"/> Ordinance/Public Hearing:<br><input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading<br><input type="checkbox"/> Public Comment Anticipated:<br>Estimated Time<br><input type="checkbox"/> Document Recording Required<br><input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Appointments<br><input type="checkbox"/> Update on Project/Committee<br><input type="checkbox"/> Discussion Only<br><input type="checkbox"/> Discussion & Action<br>Estimated Time<br><input type="checkbox"/> Department Report<br><input type="checkbox"/> Other _____ |
|--|---|

**For Contracts and Agreements Only**

Contractor/Entity: \_\_\_\_\_  
 Contractor/Entity Address: \_\_\_\_\_  
 Effective Dates – From: \_\_\_\_\_ Through: \_\_\_\_\_  
 Total Contract Amount: \_\_\_\_\_ Budget Line: \_\_\_\_\_  
 Does the contract amount exceed \$5,000?      ☐ Yes ☐ No  
     If Yes, Attach Purchase Pre-Authorization Request if Applicable

**Reviewed By: (Signature and Date Required).**

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

**Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests must be received by the Board's office by 4:00 PM on the Thursday prior to the Board of Commissioners Wednesday meeting. This form needs to be completed and submitted to the Board of Commissioners Office by noon on the Monday preceding the Board's Wednesday meeting.**

# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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1. **TITLE OF AGENDA ITEM:**

2. **ISSUES, BACKGROUND, AND DISCUSSION:**

3. **OPTIONS:**

1)

4. **FISCAL IMPACT:**

5. **STAFF RECOMMENDATIONS:**

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

- Attach additional background documentation as needed.

Routing: Original or copies of signed contract or document should be sent to the following:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Clerk (Original contract for recording) | <input checked="" type="checkbox"/> Finance Department (Copy for file) |
| <input checked="" type="checkbox"/> Board of Commissioners (Copy for file)  | <input checked="" type="checkbox"/> Department – For distribution      |
| <input type="checkbox"/> Other _____  |  |



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

## **Administrative Officer**

Jerry Sorte, Administrative Officer  
gsorte@co.morrow.or.us

### **MEMORANDUM**

**TO:** Board of Commissioners

**FROM:** Jerry Sorte, Administrative Officer

**DATE:** January 30, 2017

**RE:** Administrative Officer Report

Please find the following description of the projects with which I am currently engaged or plan to start in the relatively near future. It will be important for us to discuss project priorities for the upcoming year in the relatively near future.

#### **Current Projects:**

- Website update. Our new website went live on January 27, 2017 at [www.co.morrow.or.us](http://www.co.morrow.or.us). This domain (web address) is different than what we had used in the past: [www.morrowcountyoregon.gov](http://www.morrowcountyoregon.gov). Our previous web provider has at least temporarily lost access to that domain. If possible in the future, I will direct that domain to our new website. Our new website is relatively easy to update, and will allow the County to have greater transparency to the public. I am especially excited to have a calendar that is easy to update and distribute meeting agendas, minutes, and packets.
- North Morrow County facility planning. Representatives from Ferguson Engineering plan to attend our February 8 Board of Commissioners meeting in Irrigon. They will report on their preliminary findings as to the square foot requirements for a central facility in north Morrow County, as well as their estimates for building costs. This is intended to still be relatively high-level planning discussion that should help the Board provide direction to staff as to how and if we should proceed with this project.
- Rodeo Committee organizational structure. Staff continues to work with the Rodeo Committee to structure its relationship with the County. At this time, the Rodeo Committee has expressed a desire to establish an agreement(s) with the County as a contracted entity.
- Fiscal Year 2017-2018 budget preparation and long-range planning. A budget discussion is scheduled for the February 1, 2017 Board of Commissioners meeting. We are close to being ready to kick off the budget preparation process for FY 17/18, and staff will discuss the next steps with the Board. One recommendation will be to hold a work session of the

Budget Committee in mid-February. An emphasis this year is being placed on making our budgeting process more accessible to the Budget Committee and the public. We are also preparing to create an enhanced budget document that more clearly articulates our plans for the upcoming fiscal year.

- Performance Evaluations. I am happy to report that all employees that I oversee, and their staffs, have received a written performance evaluation. We are now on a cycle to provide at least annual, written evaluations.
- County fee schedule evaluation. The County Court tasked all Department Heads to evaluate their respective department's fees in comparison to Umatilla and Grant Counties. This was discussed at the last Department Head meeting and a deadline for collection of this information was set for February 28, 2017.

### **Upcoming Projects:**

- Ordinance regarding road right-of-way permits. This item was last discussed at the County Court's September 7, 2016 meeting. At the time, I presented draft language to authorize the Public Works Director and his or her designee to approve permits for construction in the right-of-way. The Court expressed a desire to incorporate an appeal process. I plan to bring updated draft language to the Board for consideration in the future.
- County smoking policy draft. At the September 28, 2016 County Court meeting the County Court directed staff to draft a policy to make the campus smoke-free outside of designated smoking areas. A draft of that policy will be brought before the Board of Commissioners when directed.
- Sister County discussion with Benton County. I plan to reach out to Benton County and discuss next steps in the near future.

### **Upcoming Meetings and Activities of Note in Addition to Board of Commissioners Meetings:**

- February 15: Local Budget Law Training Session (Port of Morrow)
- Date and Time TBD: Work Session of the Budget Committee (Tentative)



**Morrow County Board of Commissioners**  
**Meeting Minutes**  
**January 11, 2017**  
**Irrigon Branch - Oregon Trail Library District, Community Room**

**Present**

Chair Melissa Lindsay  
Commissioner Don Russell  
Commissioner Jim Doherty  
Jerry Sorte, Administrative Officer  
Richard Tovey, County Counsel  
Roberta Lutchter, Executive Assistant

**Audience**

Linda Skendzel, Morrow County Veterans Services  
Sam Heath, Mayor, City of Irrigon  
Aaron Palmquist, Manager, City of Irrigon

**Call to Order:** 1:37 p.m. (delayed due to inclement weather), followed by the pledge of allegiance

**Open Agenda Requests:** Postponed: Agenda item 6. a. ii. – Discussion of Jail-Related Budgets

**Business Items**

**Request to approve Continuum of Care, Sub-grantees Emergency Solutions Grant 2017-2019 Work Plan from Community Action Program of East Central Oregon (CAPECO)**

Denise Jerome, CAPECO Housing Solutions Manager (via telephone)

Ms. Jerome reviewed the activities specified under the two-year work plan and noted the funding comes from Oregon Housing and Community Services.

*Commissioner Russell moved to approve the Continuum of Care Sub-grantees Emergency Solutions Grant 2017-2019 Work Plan from CAPECO, and authorize Chair Lindsay to sign on behalf of the County. Commissioner Doherty seconded. Unanimous approval.*

**Resolution R-2017-1 – Designating Chair and Vice-Chair Rotation Schedule**

After discussion, the Board directed County Counsel to create an Order establishing Commissioner Position 3.

**Designation of Strategic Investment Program (SIP) Negotiations Team**

Jerry Sorte, Administrative Officer  
Mike Gorman, Assessor/Tax Collector

Mr. Sorte said an entity approached the County about entering into SIP negotiations. He said the entity requested to remain anonymous.

*Commissioner Doherty moved to set up a Strategic Investment Program negotiations team consisting of Commissioner Russell, Jerry Sorte, Administrative Officer, Mike Gorman, Assessor/Tax Collector and Morrow County Counsel. Commissioner Russell seconded with the*

*addition this SIP negotiations team will be in-place for this particular entity only and this particular negotiation. Unanimous approval.*

## **Department Reports**

### Sheriff's Office Update

Sheriff Ken Matlack

Sheriff Matlack reviewed the written report of activity that was presented at last week's meeting as Correspondence. He then provided background information for an agenda item that was moved to next week (Jail-Related Budgets).

Agreement with Community Counseling Solutions for Services Related to Probation and Parole  
*Commissioner Russell moved to approve the Morrow County Personal/Professional Services Contract – Counseling Services with Community Counseling Solutions, effective July 1, 2016 for one year; and in an amount not to exceed \$24,000. Commissioner Doherty seconded. Unanimous approval.*

### Road Department – Permit Approvals

Burke O'Brien, Public Works Director

*On the recommendation of Public Works, Commissioner Russell moved to approve the following Permit Applications for Necessity to Build on Right of Way from CenturyLink:*

- 1. OLF – Fourth Road West near the intersection with Columbia Lane*
- 2. OLG – Depot Lane near the intersection with Eighth Road West*
- 3. OLH – Fifteenth Road near the intersection with Highway 730*
- 4. OLI – Washington Lane near the intersection with Seventh Road West*
- 5. OLJ – Seventh Road West near the intersection with Washington Lane*

*Commissioner Doherty seconded. Unanimous approval.*

*On the recommendation of Public Works, Commissioner Russell moved to approve Permit Application for Necessity to Build on Right of Way #OLM from Sage Hollow Ranch LLC on Homestead Lane near the intersection with Pole Line Road for a water pipeline. Commissioner Doherty seconded. Unanimous approval.*

*On the recommendation of Public Works, Commissioner Doherty moved to approve Permit Application for Necessity to Build on Right of Way #OLK from Umatilla Electric Coop on Homestead Lane near the intersection with Pole Line Road for an electric line. Commissioner Russell seconded. Unanimous approval.*

### Planning Department Update

Carla McLane, Planning Department Director

Ms. McLane provided a brief update of current activities in the Planning Department, followed by an overview of the Planning Department, as a whole, for the benefit of the new Commissioners.

### County Counsel Report

Brief report provided by Richard Tovey, County Counsel.

### Administrative Office Report

Mr. Sorte

A brief report of activity was provided. Discussion took place on committee and board appointments and the need for term end dates for those positions where that information might be lacking. On another topic, it was clarified that the Board was satisfied with the current inclement weather policy and notification process.

### **Claims**

*Commissioner Russell moved to approve the January 2017 Retirement Taxes dated January 6<sup>th</sup>; and the Accounts Payable dated January 12<sup>th</sup> in the amount of \$322,025.11. Commissioner Doherty seconded. Unanimous approval.*

### **Minutes**

*Commissioner Doherty moved to approve the minutes of December 14, 2016 as presented. Commissioner Russell seconded. Unanimous approval.*

### **Correspondence Reviewed**

- Agenda for January 12<sup>th</sup> meeting of the Morrow County Road Committee
- Agenda for the January 11<sup>th</sup> meeting of the Port of Morrow Commission
- Agenda for the January 12<sup>th</sup> meeting of the Port of Morrow Annual Strategic Plan Workshop (later postponed)
- Idaho Power Project Fact Sheet for the Boardman to Hemingway Transmission Line Project
- Flyer for Project Connect & Veterans Stand Down on January 28<sup>th</sup> in Hermiston

### **Commissioner Reports**

- Commissioner Doherty said he attended the Morrow County Advisory Board for Community Counseling Solutions, which Chair Lindsay also attended.
- Commissioner Russell reported he attended via telephone conference several subcommittee meetings of the Association of Oregon Counties – Transportation and Economic Development; chaired the Columbia Development Authority meeting; and attended the Public Health Local Community Advisory Council meeting with Chair Lindsay.
- Chair Lindsay said several meetings were cancelled due to weather but she did attend the Morrow County Parks Committee meeting.

**Adjourned: 4:28 p.m.**



## Human Resources

P.O. Box 788 • Heppner OR 97836  
(541) 676-5620

Karen Wolff  
Human Resources Director  
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**TO: Morrow County Commissioners**

**FROM: Karen Wolff, Human Resources Director**

**DATE: January 23, 2017**

**RE: Compensation Committee 2017**

Commissioners, it is time to start preparing for Compensation Committee meetings. This is the time that the compensation of Elected Officials is reviewed by an Advisory Committee. Their recommendation is brought to the Board of Commissioners for inclusion in the Budget Document.

In the past, we have reviewed compensation data from counties that are similar to Morrow County in population. We have also included counties that are geographically close to Morrow County. Last year we realized this needed to be a Public Meeting, so the meeting was advertised and members of the public were allowed at the meeting. In the past, it was just the committee present at the meeting, so this was a big change for us. (I have also been advised that pneumonia will not be an acceptable excuse for not attending this year!)

I have asked to have the subject of the Compensation Committee put on the agenda for the Board of Commissioners for February 1, 2017. At that time I would like to receive direction from the BOC as to how they would like this process to work this year. What information would you like to have available for analysis? Who will have an active part in the initial meeting? Will comments need to be submitted in advance? I am providing a Compensation Committee Notebook for each of you to review prior to next week. I would like the notebooks back as I reuse them each year.

So far this year, I have been compiling information from surrounding counties, such as: Baker, Crook, Grant, Harney, Hood River, Jefferson, Lake, Umatilla, Union, Wallowa and Wasco.

Reviewing compensation is always a delicate situation, so I would like to avoid any last minute changes or add-ons to the process. At the same time, I want the process to be effective and to provide the information that the Commissioners believe is relevant.

I am available on my cell phone if you would like to discuss this subject prior to February 1.



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## **Administrative Officer**

Jerry Sorte, Administrative Officer  
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### **MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Jerry Sorte, Administrative Officer  
**DATE:** February 1, 2017  
**RE:** FY 2017/2018 Budget Process Overview  
Agenda Item for February 1, 2017

**ISSUE:** Appointment of Budget Officer and overview of the upcoming budget process.

#### **DISCUSSION:**

##### **Designation of the Budget Officer**

The Budget Officer supervises the preparation of the budget and presents a recommended budget to the Budget Committee. In the past, the Finance Director has acted as the Budget Officer. The County has since hired an Administrative Officer that supervises all appointed department heads and acts as a liaison with the elected officials. My recommendation is that the Board designate the Administrative Officer as the Budget Officer. The Administrative Officer is appointed by and directly accountable to the Board of Commissioners, and will be tasked with recommending a budget that is consistent with the Board's policy directions. Counties in Oregon commonly appoint their administrative officer as the Budget Officer. Designation of Budget Officer is listed under ORS 294.331:

**ORS 294.331 Budget officer.** The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body. [1963 c.576 §5]

The preparation of the Budget that is recommended to the Budget Committee will be a close collaboration of the Administrative Officer, Finance Director, Department Heads, and Elected Officials.

##### **Budget Process Overview**

At the meeting on February 1, Kate Knop, Finance Director and I will provide a general overview of the planned upcoming budget process and highlight anticipated changes from last

year. My objective is to take steps to make our budgeting process and budget document itself more understandable to all parties involved, including the public, and to enhance opportunities for citizen involvement. I would like to discuss scheduling a work session of the Budget Committee for mid-February in order to discuss our revenue forecast for the upcoming budget cycle as well as to have a high-level budget kick-off discussion.

During the upcoming budget cycle, we will be asking departments to outline their department's goals and objectives for the upcoming year. We will also structure requests so that budget requests above their current level of funding will be outlined in a discreet "decision package." Examples of what may be included in a decision package include the addition of a staff person (FTE) or the acquisition of software for a particular purpose. The budget that is recommended to the Budget Committee will include some, but likely not all, decision packages. However, all department requests will be provided to the Budget Committee. That will allow the Budget Committee to add or subtract packages to the Budget that is approved by the Committee.

**ACTION:** With respect to appointing a Budget Officer under ORS 294.331; options available to the Board of Commissioners include the following:

1. Move to appoint the Administrative Officer as the Budget Officer,
2. Other.

**Morrow County Board of Commissioners  
Meeting Minutes  
January 18, 2017  
Port of Morrow Riverfront Center, Boardman, Oregon  
(Multiple Locations Due to Weather)**

**Present in Boardman**

Commissioner Don Russell

Commissioner Jim Doherty

**Via Telephone Conference from Heppner**

Chair Melissa Lindsay

Jerry Sorte, Administrative Officer

Karen Wolff, Human Resources Director

Roberta Lutchter, Executive Assistant

**Via Telephone Conference from Other Locations**

Carla McLane, Planning Director

Richard Tovey, County Counsel

**Audience in Boardman**

Judge Terry Tallman

Mike Gorman, Assessor/Tax Collector

**City and Citizen Comments** – No comments

**Open Agenda** – Postpone consideration of letter in support of County Noxious Weed Control Programs; remove Purchase Pre-Authorization Request from the Parks Department for conference and travel; Chair Lindsay requested a discussion on County vehicle usage.

**Business Items**

**Update on Boardman Solar Project and Heppner Wind Project**

Carla McLane, Planning Director

Ms. McLane explained that weather/road conditions prevented Laura Minor with Invenergy from attending the meeting, but it has been rescheduled for February 8<sup>th</sup>. Ms. McLane provided a brief update on the projects from the Planning Department's perspective and provided two maps from Invenergy (solar facility site boundary; facility layout).

**Jail Use Agreement with Umatilla County to Provide Available Jail Space**

Sarah Smith, Morrow County Sheriff's Office, Assistant Communications Sergeant

Sgt. Smith reviewed the contract details. She also informed the Board the allotted beds per month have been exceeded every month except July. The budget was in the negative by \$9,000 in November and \$8,000 in December, she said. Parole and Probation has been advised to reduce the number of people they lodge in jail, and Sgt. Smith then reviewed the conditions for determining whether or not to lodge an individual for the Board. There may be an upcoming request at budget time to increase the bed numbers, she added.

*Commissioner Russell moved to approve the Jail Use Agreement with Umatilla County dated July 1, 2016, with renewal on a fiscal year basis until terminated by either party; at the rate of \$57 per prisoner per day for 480 bed spaces per month. Commissioner Doherty seconded. Unanimous approval.*

### **Consider Letter of Support Concerning Funding of the Nurse Care Manager for the CARE Program**

Commissioner Russell stated he and Chair Lindsay attended the most recent Public Health Local Community Advisory Council meeting and were familiar with the letter.

*Commissioner Russell moved to approve signing the letter of support concerning funding of the nurse Care Manager for the CARE Program. Commissioner Doherty seconded. Unanimous approval.*

### **Chamber of Commerce Memberships**

Jerry Sorte, Administrative Officer

Following a brief discussion, the Board was in favor of continuing membership in the local chambers of commerce and ICABO (Ione Community Agri-Business Organization).

*Commissioner Doherty moved to continue memberships with the chambers of commerce in the County's communities and ICABO, as has been past practice. Commissioner Russell seconded. Unanimous approval.*

### **Use of County Vehicles by Commissioners**

Chair Lindsay explained she will be attending County College in Corvallis and it doesn't make sense to drive 20 miles to pick up the County vehicle in Heppner and then drive another 20 miles almost back to her starting point. She requested an exception to policy to allow her to pick up the vehicle the day before and return it the day after she returns. Commissioners Russell and Doherty stated they were in favor of the exception.

*Commissioner Russell moved to allow Chair Lindsay, at her discretion, to park the County vehicle at her residence for an upcoming trip to Corvallis to attend County College. Commissioner Doherty seconded. Aye: Commissioners Russell and Doherty; abstained: Chair Lindsay.*

### **County Counsel Report**

Richard Tovey, County Counsel

Mr. Tovey said his office has been working on issues raised at the last Board meeting regarding the order to establish Commissioner Position #3 and the resolution designating the rotation of the chair position.

### **Administrative Officer Report**

Mr. Sorte



- A Road System Update and Planning Work Session is scheduled for next week's BOC meeting.
- A website training is scheduled so department heads can learn how to create webpages for their own departments. The plan is to "go live" with the website as soon as possible and it will continue to be a work in progress.

### **Claims**

*Commissioner Russell moved to approve the Accounts Payable dated January 19<sup>th</sup>.*

*Commissioner Doherty seconded. Commissioner Russell amended the motion to also include the Planning Department Visa Single Check Payment dated January 12<sup>th</sup>, bringing the total amount of Accounts Payable to \$355,426.51. Commissioner Doherty seconded the amended motion. Unanimous approval.*

### **Minutes**

Judge Tallman requested a clarification to the December 14<sup>th</sup> minutes regarding the Planning Department Update. The minutes stated:

"The Bureau of Land Management released the Final Environmental Impact Statement (FEIS) for the Boardman to Hemingway Transmission Line Project on November 25<sup>th</sup>. There are two copies at the Planning Department Office and a reading room is available. Ms. McLane said the Court could protest changes that were included in the FEIS to federal agency land management plans but there is no federal land in Morrow County apart from the Navy's bombing range. The Court agreed to not protest the FEIS."

Judge Tallman said there is additional federal land in Morrow County, and he would like that noted for future reference. The Board agreed and requested the notation be reflected in the minutes from this meeting.

*Commissioner Russell moved to approve the minutes of December 21<sup>st</sup>, as presented. Commissioner Doherty seconded. Unanimous approval.*

*Commissioner Doherty moved to approve the minutes of December 28<sup>th</sup>, as presented. Commissioner Russell seconded. Unanimous approval.*

### **Correspondence Reviewed**

- Notice of Boardman Chamber of Commerce Economic Outlook Luncheon today.
- Agenda for January 19<sup>th</sup> meeting of the Morrow Soil & Water Conservation District and December 6<sup>th</sup> minutes.
- Agenda for January 24<sup>th</sup> meeting of the Planning Commission.
- Agenda for the January 24<sup>th</sup> meeting of the Fair Board and November 15<sup>th</sup> minutes.

### **Commissioner Reports**

- Commissioner Doherty said multiple scheduled meetings were cancelled due to weather. He said he attended the meeting of the Forest Collaborative where grazing policies compiled by the Forest Service, the National Marine Fisheries, and U.S. Fish & Wildlife

Service were discussed. Most County Commissioners signed the paperwork to be designated as Cooperators but they were not happy they were left out of the grazing policy decision process, he said. A follow-up meeting on this topic is planned.

- Commissioner Russell said he attended the meeting of the Columbia River Enterprise Zone II Board where they allocated \$1.3 million to a variety of entities. He said Chair Lindsay attended and was able to participate for the first time.
- Chair Lindsay said Commissioner Doherty attended the Forest Collaborative in her place and it worked very well because of his background. Chair Lindsay also attended the Road Committee meeting and she said she thinks the representation on that committee should be re-evaluated. She reported on an introductory telephone call she had with PGE's Wendy Veliz (Public Policy/Government Affairs).

**Adjourned:** 11:11 a.m.