

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, April 26, 2017 at 8:00 AM*

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, OR

AMENDED

***Please note the earlier start time for this meeting only**

1. **Call to Order - 8:00 AM**
2. **Pledge of Allegiance**
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. **Consent Calendar**
 - a. Minutes, April 5, 2017 Board of Commissioners Meeting
6. **Business Items**
 - a. Recommendation from Equity Fund Loan Review Committee regarding a loan application submitted for financing through the Morrow County Equity Fund **(Note: The Board may choose to meet in Executive Session to review this application, pursuant to ORS 192.660(2)(f) – To consider information or records that are exempt by law from public inspection. The Board would then return to Open Session to make a decision.)**
 - b. Resolution No. R-2017-13 County Assessment Function Funding Assistance (CAFFA) Grant (Mike Gorman, Assessor/Tax Collector)
 - c. Strategic Investment Program Additional Funds (Gayle Gutierrez, Treasurer)
 - d. Resolution R-2017-14 – Transferring appropriations from the General Fund to the Heppner Admin. Building Fund (Kate Knop, Finance Director)
7. **Department Reports (Written Only)**
 - a. Road Department monthly report
 - b. Clerk quarterly report
 - c. Human Resources quarterly report
 - d. Surveyor quarterly report
 - e. Public Health quarterly report
8. **Staff Reports**
9. **Correspondence**
10. **Commissioner Reports**
11. **Adjournment**

Agendas can be found every Friday on our website (www.co.morrow.or.us/boc under “Upcoming Events”). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta 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.

Morrow County Board of Commissioners Meeting Minutes

April 5, 2017

Bartholomew Building, Upper Conference Room

Heppner, Oregon

Present

Chair Melissa Lindsay

Commissioner Don Russell

Commissioner Jim Doherty

Jerry Sorte, Administrative Officer

Karen Wolff, Human Resources Director

Kate Knop, Finance Director

Justin Nelson, County Counsel

Roberta Lutchter, Executive Assistant

Call to Order: 9:01 a.m., followed by pledge of allegiance

Open Agenda: Request to remove item from the Consent Calendar (Payroll Payables, Immediates & Electronic dated March 28th)

Water Resources Department Update

Mike Ladd, North Central Regional Manager, Water Resources Department

Greg Silbernagel, Watermaster, District 5

Excerpted from correspondence from Mr. Ladd:

“In recent years, Morrow County has provided between \$7,500-10,000 per year. This amount supported 0.1 FTE (full time equivalent) of an Administrative Assistant and office expenses. It also included reimbursement of time and materials for a Umatilla County Assistant Watermaster to conduct work exclusively within Morrow County. However, in the past we have not had Morrow County reimburse Umatilla County when their Assistant Watermaster performed work on upper Butter Creek. Umatilla County would like us to now start billing for this work. As such, the 2017-2018 budget request is for \$12,217 which we believe will cover this additional work.”

“Umatilla County has informed Oregon Water Resources Department (OWRD) that they no longer want to hire or maintain county employees to do water resources management in District 5. To this end, they would like to provide a lump sum payment to OWRD for them to employ staff commencing on July 1, 2017. We would like to know if Morrow County would consider providing the sum of money they normally provide to Umatilla County as reimbursement, if they would be willing to provide that money to OWRD to maintain service levels for the citizens of Morrow County by an Assistant Watermaster.” Discussions ensued.

Commissioner Russell commented the tracking of work performed in multiple counties by the Watermasters or Assistant Watermasters is an “accounting nightmare” and if work is being performed in a particular county, that county should be billed for that work.

Commissioner Doherty said the budget questions faced by OWRD will impact the level of services offered. Mr. Ladd agreed, and added they will do their best but there will likely be slower response times as duties will have to be prioritized. He added they will be grateful for whatever contribution amount works best for Morrow County.

Consent Calendar

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

- 1. Accounts Payable dated April 6th; Payroll Payables, Immediates & Electronic dated March 15th; December 2016 IRS Notice CP134B, Retirement Taxes Adjusted Amount, dated March 21st*
- 2. Minutes: March 15th Board of Commissioners (BOC) Meeting; March 15th BOC Work Session; March 22nd BOC Meeting*
- 3. Resolution R-2017-6 Formalizing the Title of the Morrow County Board of Commissioners*
- 4. Permit Application #212, Application for Approach Site Approval from James Vernon, Montana Lane, Irrigon, drive-way relocation*
- 5. Permit Application #OHO, Application for Necessity to Build on Right-of-Way from Umatilla Electric Cooperative for underground electric on Paterson Ferry Road near the intersection with Interstate-84*
- 6. Permit Application #OLP, Application for Necessity to Build on Right-of-Way from Zayo (Dan Barcomb) for conduit and fiber cable at the intersection of Fairview Road and Highway 74*

Commissioner Doherty seconded. Unanimous approval.

Regional Conservation Partnership Program Request

John and Kerry Rietmann, Ione, members of the Direct Seed Preservation/Russian thistle Reduction Area

Burke O'Brien, Public Works Director

Stewart Wuest, Soil Scientist, Agricultural Research Service, USDA

Mr. Rietmann explained the grant application process he and a group of producers in south Morrow County are undertaking in the hopes of obtaining \$7,000,000 from the Natural Resources Conservation Service's Regional Conservation Partnership Program. The group's goal is to eradicate Russian thistle in a 97,000 acre zone called the Direct-Seed Preservation/Thistle Reduction Area. He said, if successful, the grant will require a \$7,000,000 match and the group has garnered enough cash and in-kind support from public and private entities.

Mr. O'Brien said the Road Department fully supports what the group is attempting to do and his department is going to be looking for more money this year for chemicals to do a better job on weed control along County roads. The group is not looking for a big contribution from the Road Department, just that we do a good job managing weeds, and we're all working toward the same goal, he added.

Mr. Wuest provided a summary of the Russian thistle problem, from a scientific perspective, and answered questions.

After additional discussion and clarification as to what is being asked of the County at this point, the Board agreed to draft a letter stating they generally support the project. Ms. Rietmann explained the current weed-control efforts by the County are not enough to meet the goal of eradication of Russian thistle so the County will need to do more. If the County finds additional resources for funding, our group is asking that those funds be spent on this project, she said.

Break: 10:43 a.m.

Resume: 10:52 a.m.

Park Host Contracts

Greg Close, Parks General Manager

Commissioner Doherty moved to approve the following Park Host Contracts:

1. *OHV Park Host – Mike Todd, May 8-November 13, 2017, \$60 per day, total amount \$9,500*
2. *OHV Park, Assistant to Park Host – Terry Todd, May 8-November 13, 2017, \$35 per day, total amount approximately \$2,000*
3. *Anson Wright Park Host, Part-Time – Robert Allen, May 8-November 13, 2017, \$35 per day, total amount \$1,269*
4. *Cutsforth Park Host – Sandra McDonald, May 8-November 13, 2017, \$45 per day, total amount \$7,000.*

Commissioner Russell seconded. Unanimous approval.

Grazing Permit Agreements for areas of the OHV Park in both Morrow and Grant Counties

Greg Close, Parks General Manager

The Board requested several changes to the agreements:

1. *Change the Agreement Payment date to read November 18, 2017*
2. *Change Section 8.3 to state Permittees shall not graze livestock on the Property which is not owned or leased by Grantor or Permittees*
3. *Section 9.1 – strike the first reference to “Permittee” and replace it with “Grantor”*

Commissioner Doherty moved to approve the following Grazing Permits and Agreements with the modifications noted:

1. *Horseshoe Hereford Ranch, Inc. & Triangle Ranches, Morrow County portion of OHV Park as outlined in Exhibit A, term to be April 6, 2017-November 1, 2021, annual payment to Morrow County of \$4,900*
2. *Horseshoe Hereford Ranch, Inc. & Triangle Ranches, Grant County portion of OHV Park as outlined in Exhibit A, term to be April 6, 2017-November 1, 2021, annual payment to Morrow County of \$3,780*

Commissioner Russell seconded. Unanimous approval.

Purchase Pre-Authorization, 2007 Ford F-550, Road Department

Matt Scrivner, Assistant Road Master

Commissioner Russell moved to approve the Purchase Pre-Authorization Request from Public Works/Road Department for a 2007 Ford F-550 in the amount of \$11,000. Commissioner Doherty seconded. Unanimous approval.

Review draft amended Bylaws of the Morrow County Parks Committee

Burke O'Brien, Public Works Director

Kirsti Cason, Public Works Administrative Assistant

Greg Close, Parks General Manager

After review and discussion, the Board requested additional changes and asked Mr. Nelson to research quorum questions. Mr. Sorte said an updated draft will be presented to the Board in the near future. Once the Board is satisfied with the contents, the bylaws will be formally adopted by resolution, he said.

Funding Request – 12th Annual Youth Fishing Derby

Kirsti Cason, Public Works Administrative Assistant

Commissioner Doherty moved to approve a contribution of \$250 from the Court Discretionary Fund to the Youth Fishing Derby. Commissioner Russell seconded. Unanimous approval.

Appointment Request to The Loop – Morrow County Transportation Advisory Committee

Anita Pranger, Coordinator, The Loop

Ms. Pranger explained Dan Brosnan stepped down as a member representing Heppner and Seniors, and Leann Rea requested to be appointed to the remainder of his term.

Commissioner Russell moved to appoint Lean Rea to The Loop – Morrow County Transportation Advisory Committee to fill the unexpired term of Dan Brosnan, which ends on December 31, 2017. Commissioner Doherty seconded. Unanimous approval.

Lunch break: 11:45 a.m.

Resumed: 1:04 p.m.

2017-2018 Workers' Compensation Premium Rate

Karen Wolff, Human Resources Director

Ms. Wolff informed the Board the Workers' Compensation premium will be less for the next fiscal year as employees and the Safety Committee continue to have a positive impact on the Experience Modifier used by SAIF. That Experience Modifier will be 0.81 for fiscal year 2017/2018 as compared to 0.86 for 2016/2017. The actual premium paid for 2016/2017 was \$86,822.

Reclassification Requests

Karen Wolff, Human Resources Director

Mike Gorman, Assessor/Tax Collector

Sheree Smith, Public Health Director

Ms. Wolff described the reclassification process for the Board and the evaluation she performs when reclassification requests are received. She reviewed her recommendations, and the Board received input from the Department Heads involved.

Assessor's Office Deputy Assessor/Tax Collector

Based upon the recommendation of the Human Resources Director, Commissioner Russell moved to approve reclassifying the Assessor's Office Deputy Assessor/Tax Collector to Pay Range 13. Commissioner Doherty seconded. Unanimous approval.

Public Health Officer Manager, Billing Supervisor

Based upon the recommendation of the Human Resources Director, Commissioner Russell moved to approve reclassifying the Public Health Office Manager, Billing Supervisor to Pay Range 10. Commissioner Doherty seconded. Unanimous approval.

New Job Descriptions and Pay Ranges – Sheriff's Office

Karen Wolff, Human Resources Director

Sheriff Ken Matlack

Ms. Wolff's summary stated the Board of Commissioners authorized the Sheriff's Office restructure request on March 15th, and the next step in the process is to consider the request for new Job Descriptions and Pay Ranges.

Each Commissioner expressed concerns over sustained funding in the next fiscal year for the increased salary costs of the seven positions impacted by the restructuring. Sheriff Matlack assured them each time of his confidence in finding funding or, if necessary, implementing cutbacks.

Based upon the recommendation of the Human Resources Director and the Sheriff, Commissioner Russell moved to approve the following Sheriff's Office Job Descriptions and Nonrepresented Pay Ranges to be effective April 24, 2017:

- | | |
|------------------------------|----------------------------------|
| 1. Operations Lieutenant | Pay Range 23 |
| 2. Corrections Lieutenant | Pay Range 22 |
| 3. Communications Lieutenant | Pay Range 21 |
| 4. Administrative Lieutenant | Pay Range 18 |
| 5. Criminal Sergeant | Pay Range 21 (remove from Union) |
| 6. Communications Sergeant | Pay Range 18 |
| 7. Civil Sergeant | Pay Range 16 (remove from Union) |

Commissioner Doherty seconded. Unanimous approval.

Pre-Budget Staffing Review

Karen Wolff, Human Resources Director

Kate Knop, Finance Director

The following information from Human Resources and Finance shows costs associated with the two reclassification requests, four requests to increase the hours for current positions, and four

requests for new positions. In the subsequent paragraph, the amounts for the first six positions (Deputy Assessor – Justice Court Clerk) reflect the increase to salary and benefits only, while the amounts listed for the four new positions in the Sheriff's Office show annual salary including benefits.

Two Reclassification Requests:

Deputy Assessor/Tax Collector	\$5,715
Public Health Office Manager/Billing Supervisor	\$5,123
Reclassification Requests Total Increase:	\$10,838

Four requests to increase the hours for current positions:

General Maintenance Assistant, currently half-time, request to make full-time	\$56,678
Public Works Office Clerk, currently half-time, request to make full-time	\$51,198
Public Health Registered Nurse/Community Health Educator, currently 0.6 FTE, request to make full-time	\$37,172
Justice Court Clerk I, currently 0.8 FTE, request to make full-time	\$13,625

Four requests for new positions:

New Position: Sheriff's Office Criminal Deputy	\$76,482
New Position: Sheriff's Office Patrol Deputy	\$76,482
New Position: Sheriff's Office Traffic Safety/Enforcement Deputy	\$76,482
New Position: Sheriff's Office School Resource Deputy	\$76,482
Total for increased positions and new positions:	\$467,621

Ms. Wolff said the information is provided to the Board in advance of Budget Hearings, where the requests will be considered by the Budget Committee. Chair Lindsay then asked that all budget materials be provided to the Board next year on a much earlier time frame to allow adequate time for review and analysis. Ms. Knop said the goal next year is to no longer tie the deadline for materials to the Budget Hearings date. Mr. Sorte added the Board and staff will meet sometime in the late summer or early fall to discuss the Board's long range vision and start incorporating it into the budgeting process at that time.

Fee Comparison Analysis

Jerry Sorte, Administrative Officer

Mr. Sorte said in late 2016 the County Court at the time requested a fee comparison between Morrow, Umatilla and Grant Counties. He said not all departments responded to the request, but he decided to present the information submitted to date and will return in the near future with the information from all departments.

Department Reports

Sheriff's Office and Emergency Management

Sheriff Ken Matlack

Sheriff Matlack reviewed the Emergency Management report and then asked the Board how often the Undersheriff should provide updates as his schedule is very full. After discussion, the Board requested quarterly updates from the Emergency Management Department (Undersheriff) and monthly updates from the Sheriff's Office. The Board discussed two options if neither the Sheriff nor Undersheriff is available - send an alternate to provide the report, or provide the written report only. Sheriff Matlack said the report schedule for his office can remain on a Heppner BOC meeting day (currently the first Wednesday of each month).

Administrative Officer Report

Jerry Sorte, Administrative Officer

Excerpted from Mr. Sorte's report:

"During the past month, my efforts have been devoted to project work; holding budget preparation meetings with the Finance Director and staff; project meetings with Department Heads; Board of Commissioners meeting preparation, attendance, and follow-up, and a host of day-to-day administrative tasks. I supervise 10 employees and devote time each week to supervisory duties. I attended the Annual CEO Forum for the Boardman Community Development Association on March 23rd, a training seminar on March 28th, and the Willow Creek Valley Economic Development Group meeting on March 29th.

My objectives have been to ensure that County operations comply with the Board of Commissioners policies and all applicable state statutes. I have also worked with staff to define and streamline administrative processes. This will be an ongoing effort with the desired outcome of a more efficient administrative system. Our staff are working at full capacity, and it will be essential that we find efficiencies wherever possible.

Staff continues to add content to the new Morrow County website: www.co.morrow.or.us. This has been a tool to distribute information to the public as well as to increase the transparency of our organization. Current job openings are posted to the website, as are requests for bids and proposals.

Board of Commissioners office staff are in the process of finalizing a schedule with Department Heads and Elected Officials for department updates. The Board should expect to see written department reports included in the Board's meeting packets; in addition to brief department presentations at the Wednesday Board meetings.

Please find the following list of primary projects with which I am currently engaged or plan to start in the relatively near future:

- Fiscal Year 2017-2018 budget preparation...
- North Morrow County facility planning...
- Ordinance regarding road right-of-way permits...
- Rodeo Committee organizational structure...

Projects that are upcoming include:

- Financial Policies Update...

- Sister County discussion with Benton County...
- Morrow County Code Update...
- County smoking policy draft..."

Treasurer's Monthly Report

Gayle Gutierrez, Treasurer

The report generated by Ms. Gutierrez included a Pooled Cash Report which showed the cash amount in each fund; and a listing of interest rates for the Local Government Investment Pool (1.30%); Bank of Eastern Oregon (.05%); and outstanding checks as of February 2, 2017: \$71,191.90. Ms. Gutierrez fielded a variety of questions from the Board as they continue to come to an understanding of the County's financial processes.

Ms. Gutierrez asked the Board about the recent Compensation Board meeting and if anything would be done about what she said are salary inequities of three of the Elected Officials – Bobbi Childers, Clerk; Ann Spicer, Justice of the Peace; and herself. She said she'd like to see something along the lines of longevity increases. Commissioner Russell said he would reply in the same way two of those three Elected Officials have to him in the past, "You knew what the job paid when you ran, why do you want more now?" Ms. Gutierrez said the Compensation Board asked that same question of Justin Nelson regarding his request to increase the County stipend as District Attorney and he received it.

At this point, discussion centered on the information that was taken into consideration by the Compensation Board - pay of other Elected Officials and the number of employees supervised, and pay of non-elected Department Heads, for example. Ms. Gutierrez then said she's to the point of thinking the salary difference between the three Elected Officials she cited and Mike Gorman (elected Assessor/Tax Collector) is due to the fact they are all female. Chair Lindsay said her thought process was based on a lot of things but it was not whether you're male or female; Commissioner Russell echoed those same sentiments.

Clerk Bobbi Childers brought up the longevity issue and said the comparison information seen by the Compensation Board for the Wasco County Clerk wasn't correct because that position does include longevity. The pay for Wasco County's new Clerk dropped \$20,000 from the previous Clerk, she said. She also said she agreed with Ms. Gutierrez that longevity should be considered for Elected Officials here. Commissioner Russell asked if that same reasoning should be applied to a Commissioner who has served longer than another Commissioner, to which she replied it should because they've been in their position longer and elected positions are not "for sure jobs" whereas management positions are. Commissioner Russell disagreed saying as an Elected Official he is guaranteed four years and management positions have no guarantees whatsoever. Ms. Childers said longevity payments are an incentive to stay and concluded by saying when she performed juvenile court duties her wage did not change. Additional discussion.

Ms. Gutierrez once again asked if the Board planned to consider anything for the Elected Officials she mentioned. Chair Lindsay said she gave her answer, the information was presented to the Compensation Board. Chair Lindsay said she reviewed it as did the members of the Compensation Board. Ms. Gutierrez noted the Commissioners have the option of accepting, altering or rejecting the Compensation Board's recommendations. Chair Lindsay said she is still considering the recommendations. Discussion. Ms. Gutierrez commented she would be back next year with the same question.

Correspondence

- Email from the Boardman to Hemingway Project Team to Cooperating Agencies informing them of an anticipated Record of Decision release schedule of mid to late April.

Commissioner Reports

- Commissioner Russell said he attended the Public Health Local Community Advisory Council meeting; the Morrow County Citizens Economic Development Task Force (MCCEDTF) meeting; and the Eastern Oregon Counties Association meeting via telephone; spoke with Liz Fuller, President of Gard Communications, a public relations firm, concerning the status of the CAFO (confined animal feeding operation) permit for Lost Valley Ranch; and toured Threemile Canyon Farms and Dairy with a journalist from Northwest Public Radio based in the Tri-Cities.
- Commissioner Doherty also participated in the Eastern Oregon Counties Association meeting via phone; met with a researcher from Oregon State University who is embarking on a four-year study of our local economy as it relates to water; and worked with Greg Wolf, Association of Oregon Counties, Director of Oregon County Solutions, on water-related matters that impact Morrow County.
- Chair Lindsay attended the CEO Forum in Boardman; and the MCCEDTF meeting where she presented a proposal to encourage the communities in the County to take advantage of the services offered by the LPSCC (Local Public Safety Coordinating Council) Coordinator shared with Umatilla County. She said housing issues in both north and south County were also a main topic of discussion at the MCCEDTF meeting.

Adjourned: 4:08 p.m.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 4)

Item #

6b

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

Staff Contact: Mike Gorman
Department: Assessor
Person Attending BOC Meeting
(REQUIRED):

Phone Number (Ext): 541-676-5634
Requested Agenda Date: 4/26/2017

Mike Gorman

Short Title of Agenda Item: Caffa Grant
Resolution

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

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

☒ N/A

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:

Michael D. Gorman

4-21-17

DATE

Department Head

Required for all BOC meetings

JS/RL

4-21-17

DATE

Admin. Officer/BOC Office

Required for all BOC meetings

Justa Nelson Email

4-17-17

DATE

County Counsel

Required for all legal documents

Finance Office

Required for all contracts; Other

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 4)

DATE

items as appropriate.

Human Resources

If appropriate

DATE

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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-
1. TITLE OF AGENDA ITEM: CAFFA Grant Resolution
 2. ISSUES, BACKGROUND, AND DISCUSSION: Assessment & Tax is partly funded through the DOR's CAFFA Grant Program (County Assessment Function Funding Assistance). The CAFFA Program is funded with delinquent property tax interest and recording fees. A requirement of the CAFFA Grant Application is for the County Commission signing a resolution to fund Assessment & Tax.
 3. OPTIONS:
 4. FISCAL IMPACT: To receive grant monies for the Assessment & Tax Department.
 5. STAFF RECOMMENDATIONS:
 6. SUGGESTED ACTION(S) / MOTION(S): Please sign the attached resolution, R-2017-13, which was drafted by County Counsel.

- Attach additional background documentation as needed.

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

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

**BEFORE THE BOARD OF COMMISSIONERS
FOR MORROW COUNTY, OREGON**

IN THE MATTER OF ASSESSMENT)	
AND TAXATION GRANT BETWEEN)	
MORROW COUNTY AND OREGON)	RESOLUTION NO. R-2017-13
DEPARTMENT OF REVENUE)	

WHEREAS, Morrow County is applying to the Department of Revenue in order to participate in the Assessment and Taxation grant; and

WHEREAS, this state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation; and

WHEREAS, Morrow County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system and is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation;

**THE MORROW COUNTY BOARD OF COMMISSIONERS RESOLVES AS
FOLLOWS:**

Morrow County agrees to appropriate the budgeted dollars based on 100 percent of the expenditures certified in the grant application in the amount Of \$806,265.00, the total expenditure amount for consideration in the grant. If 100 percent is not appropriated, no grant shall be made to the county for the quarter in which the county is out of compliance.

Morrow County designates Michael Gorman as the county contact person for this grant application.

This Resolution shall be effective immediately.

Dated this 26th day of April, 2017.

**MORROW COUNTY BOARD OF COMMISSIONERS
MORROW COUNTY, OREGON**

Melissa Lindsay, Chair

Jim Doherty, Commissioner

Don Russell, Commissioner/ Vice Chair

Attest:

Bobbi Childers, County Clerk

Approved as to Form:

Morrow County Counsel



AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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Item #

6C

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

Staff Contact: Gayle Gutierrez

Phone Number (Ext): 5630

Department: Treasurer

Requested Agenda Date: 4-26-17

Person Attending BOC Meeting (REQUIRED): Gayle Gutierrez

Short Title of Agenda Item: SIP additional monies

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

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

☐ N/A

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:

Gayle Gutierrez

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

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AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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1. TITLE OF AGENDA ITEM: SIP additional monies

2. ISSUES, BACKGROUND, AND DISCUSSION:

see attached letter

3. OPTIONS:

4. FISCAL IMPACT:

5. STAFF RECOMMENDATIONS:

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

sign request forms

- Attach additional background documentation as needed.

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

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



TREASURER

Gayle L. Gutierrez

100 Court Street
P.O. Box 37
Heppner, Oregon 97836
Phone: 541-676-5630 • Fax: 541-676-5631
E-mail: ggutierrez@co.morrow.or.us

April 20, 2017

To: Morrow County Board of Commissioner

From: Gayle L. Gutierrez, Morrow County Treasurer

A handwritten signature in blue ink, appearing to be "G. Gutierrez", is written over the "From:" line.

Re: SIP Funds Transfer Request Forms

I have attached correspondence explaining this program. We share wind tower projects with Umatilla and Gilliam Counties. Echo Winds/Exelon with Umatilla County and with Gilliam County, Willow Creek Energy/Invenergy and Shepherds Flat/Caithness. We are required to submit these forms jointly stating which taxing districts will be paid what percentages. We do this reporting annually. I take the percentages that the Assessor gives me on his Community Service Fee & Additional Fees spreadsheet. To date, the taxing districts in Morrow County have received \$120,447.25. Morrow County does receive part of the funds from the Willow Creek and Shepherd Flats projects, but none from Echo Winds.

I would ask you to sign the request forms so I can submit them to the state as soon as possible. If you have any questions, I will try to answer them today, and if I can't I will answer them on May 3, 2017 at my regularly scheduled meeting with the BOC.

Strategic Investment Program Funds Transfer Request Form

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Attach a copy of the SIP agreement with this request (unless it has previously been provided).

Request Date: 4-13-2017

Eligible Project Name/Number: Echo Wind Farm

FROM	FROM
County Name: Umatilla County	County Name: <u>Morrow County</u>
County Commission Chair/Designee: Larry Givens	County Commission Chair/Designee:
Contact Name: Robert Pahl	Contact Name: <u>Gayle L. Gutierrez</u>
Street: 216 SE 4TH ST	Street: <u>PO Box 37</u>
City, State: Pendleton, Oregon	City, State: <u>Heppner, Oregon</u>
ZIP Code: 97801	ZIP Code: <u>97836</u>
Phone Number: 541-278-6209	Phone Number: <u>541-676-5630</u>
E-Mail: robert.pahl@umatillacounty.net	E-Mail: <u>ggutierrez@co.morrow.or.us</u>

Tax Year	Name of Taxing Districts	Distribution by Percentage	Tax Year	Name of Taxing Districts	Distribution by Percentage
2015-2016	Umatilla County	55.36%	15-16	Morrow County Health	37.3667
2015-2016	Echo Rural Fire Protection District	24.07%	15-16	Port of Morrow	3.1583
2015-2016	Echo Cemetery Maintenance District	6.79%	15-16	Willow Creek Park Dist	14.3195
2015-2016	Umatilla County Special Library District	4.49%	15-16	MCURD	17.1248
2015-2015	Port of Umatilla	2.74%	15-16	Boardman RFPD	28.0307

If there are more taxing districts to list, please attach a second page.

Remit Payment to:	Remit Payment to:
Umatilla County - Attn: Finance Department - 216 SE 4TH ST- Pendleton, OR 9	Morrow County Treasurer PO Box 37 Heppner, Or 97836
County Comm'r./Designee Signature: <u>[Signature]</u>	County Comm'r./Designee Signature:
Date:	Date:

Submit Request for Payment to:
Shared Financial Services Attn: Accounts Payable 155 Cottage Street NE Salem, OR 97301 Phone: 503-378-4869 FAX: 503-373-1273

*Counties submitting jointly must complete one SIP Funds Transfer Request form and obtain both County Commissioner/Designee signatures.

Strategic Investment Program Funds Transfer Request Form

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Attach a copy of the SIP agreement with this request (unless it has previously been provided).


Request Date: April 13, 2017

Eligible Project Name/Number: Willow Creek Wind Energy Project

FROM	*FROM
County Name: Gilliam County	County Name: Morrow County
County Commission Chair/Designee: Steve Shaffer	County Commission Chair/Designee:
Contact Name: Gilliam County	Contact Name: Gayle L. Gutierrez
Street: 221 S. Oregon St.	Street: PO Box 37
City, State: Condon, OR	City, State: Heppner, Oregon
ZIP Code: 97823	ZIP Code: 97836
Phone Number: (541) 384-6321	Phone Number: 541-676-5630
E-Mail: nathan.hamner@co.gilliam.or.us	E-Mail: ggutierrez@co.morrow.or.us

Tax Year	Name of Taxing Districts	Distribution by Percentage	Tax Year	Name of Taxing Districts	Distribution by Percentage
15 2017	City of Condon	33.8%	2015	see attached	
15 2017	City of Arlington	33.0%			
15 2017	Gilliam County	17.8%			
15 2017	North Gilliam Health District	4.4%			
15 2017	South Gilliam Health District	3.9%			
15 2017	North Gilliam Rural Fire Protection District	2.5%			
15 2017	South Gilliam Cemetery District	1.7%			
15 2017	South Gilliam Rural Fire Protection District	1.5%			
15 2017	North Gilliam Cemetery District	0.7%			
2017	Port of Arlington	0.7%			

If there are more taxing districts to list, please attach a second page.

Remit Payment to:	Remit Payment to:
	Morrow County Treasurer PO Box 37 Heppner, Or 97836
County Comm'r./Designee Signature:	*County Comm'r./Designee Signature:
Date: 4-13-17	Date:

Submit Request for Payment to:
Shared Financial Services Attn: Accounts Payable 155 Cottage Street NE Salem, OR 97301 Phone: 503-378-4869 FAX: 503-373-1273

*Counties submitting jointly must complete one SIP Funds Transfer Request form and obtain both County Commissioner/Designee signatures.

2015-2016 Willow Creek

Morrow County	27.7603%
Morrow County Health District	6.6804%
Ione School District	27.0855%
Ione School Bond	8.8980%
Morrow County School Bond	6.6824%
BMCC	4.4386%
BMCC Bond	1.5650%
Umatilla-Morrow ESD	4.1331%
Port of Morrow	0.5647%
Ione RFPD	4.9583%
Willow Creek Park	2.5600%
Morrow County URD	3.0616%
Ione-Lexington Cemetery	<u>1.6120%</u>
	100.0000%

Strategic Investment Program Funds Transfer Request Form

DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Attach a copy of the SIP agreement with this request (unless it has previously been provided).


Request Date: April 13, 2017

Eligible Project Name/Number: Shepards Flat Wind Farm

FROM	*FROM
County Name: Gilliam County	County Name: <u>Morrow County</u>
County Commission Chair/Designee: Steve Shaffer	County Commission Chair/Designee:
Contact Name: Gilliam County	Contact Name: <u>Gayle L. Gutierrez</u>
Street: 221 S. Oregon St.	Street: <u>PO Box 37</u>
City, State: Condon, OR	City, State: <u>Heppner, Or 97836</u>
ZIP Code: 97823	ZIP Code: <u>97836</u>
Phone Number: (541) 384-6321	Phone Number: <u>541-676-5630</u>
E-Mail: <u>nathan.hammer@co.gilliam.or.us</u>	E-Mail: <u>ggutierrez@co.morrow.or.us</u>

Tax Year	Name of Taxing Districts	Distribution by Percentage	Tax Year	Name of Taxing Districts	Distribution by Percentage
<u>15 2017</u>	Gilliam County	68.40%	<u>2015</u>	<u>see attached</u>	
<u>15 2017</u>	North Gilliam Health District	16.76%			
<u>15 2017</u>	North Gilliam Rural Fire Protection District	9.45%			
<u>15 2017</u>	North Gilliam Cemetery District	2.86%			
<u>15 2017</u>	Port of Arlington	2.53%			

If there are more taxing districts to list, please attach a second page.

Remit Payment to:	Remit Payment to:
	<u>Morrow County Treasurer</u> <u>PO Box 37</u> <u>Heppner, Or 97836</u>
County Comm'r./Designee Signature:	*County Comm'r./Designee Signature:
Date: <u>4-13-17</u>	Date:

Submit Request for Payment to:
Shared Financial Services Attn: Accounts Payable 155 Cottage Street NE Salem, OR 97301 Phone: 503-378-4869 FAX: 503-373-1273

*Counties submitting jointly must complete one SIP Funds Transfer Request form and obtain both County Commissioner/Designee signatures.

Caithness Shepard Flats

2015-2016

Morrow County	26.99895
Morrow County Health District	6.4972
Port of Morrow	0.54916
Willow Creek Park	2.48983
MCURD	2.97761
Morrow School Bond	6.49915
Ione School	26.3427
Ione School Bond	8.654
Intermountain ESD	4.01977
BMCC	4.31688
BMCC Bond	1.52211
Ione-Lexington Cemetery	1.56782
Ione RFD	4.82229
Ione Library District	1.63246
Umatilla-Morrow Radio Dist	<u>1.11007</u>
	100.00000



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services

Chief Operating Office
155 Cottage Street NE, U20
Salem, OR 97301
PHONE: 503-378-3106
FAX: 503-373-7643

DATE: October 26, 2012

TO: Mike Robison, Central Services Director, Clatsop County
Alcenia Wright, Treasurer, Gilliam County
Gayle Gutierrez, Treasurer, Morrow County
Marnene Benson-Wood, Treasurer, Sherman County
Robert Pahl, Finance Director, Umatilla County
Donna Marshall, Treasurer, Union County
Mary Gruss, Chief Financial Officer, Washington County

FROM: Sarah Miller, Deputy Chief Operating Officer

SUBJECT: Strategic Investment Program Income Tax Distribution to Oregon Counties

History

SB 954 was passed by the Legislature in 2007 which initiates a payment distribution to Oregon Counties providing property tax relief to business firms with eligible Strategic Investment Program (SIP) projects. The annual income tax distribution process begins for property tax years 2009 – 2010 and continues for the life of the SIP agreement. Business Oregon manages the program through the initial application and approval process, annual employment reporting by business firm and reporting to the appropriate House and Senate committees.

Senate Bill 954 names the Department of Administrative Services (DAS) as the responsible entity to calculate the income tax associated with eligible SIP projects and distribute 50% of estimated employee income tax revenue to appropriate Oregon counties.

DAS is preparing to promulgate administrative rule to implement this payment process, and in anticipation of rule filing desires to have a conversation with the impacted counties about its proposed process for making payments.

Proposed Process Summary

In December 2012 for property tax years 2009 – 2010 and 2010- 2011, and annually thereafter, the Department of Administrative Services will perform a verification of the employment reported by business firms with eligible projects under the SIP. The verification performed will resource data from the Department of Revenue, the Employment Department and any other state Agencies.

The Department of Administrative Services will perform a personal income tax calculation annually for the reported number of workers associated with an eligible SIP project for the purpose of transferring 50% of estimated employee income tax to the related project county. The calculation is based on the

DRAFT FOR DISCUSSION

125-XX-1000

Purpose

This division of administrative rules clarifies and establishes procedures and standards for processes performed by the Department of Administrative Services under the Strategic Investment Program (SIP) ORS 285C.635 and ORS 285C.639 for the purpose of transferring moneys from the Shared Services Fund to counties with eligible projects.

Stat. Auth.: ORS 285C.635 & 285C.639

Stats. Implemented:

Hist.

125-XX-1100

Definitions

- (1) "Average Eligible Worker" means the average worker reported by Business Oregon as a new hire or retained job on an SIP project.
- (2) "Eligible Project" means a SIP project for which Business Oregon has reported new hires or retained jobs.

Stat. Auth.: ORS 285C.635 & 285C.639

Stats. Implemented:

Hist.

125-XX-1200

Employment Verification

- (1) The Department of Administrative Services may perform a verification of employment associated with Strategic Investment Projects compiled by Business Oregon under ORS 285C.615.
- (2) The Department verification process may confirm project related employment through other Oregon Agencies:
 - (a) Department of Revenue,
 - (b) Employment Department, and
 - (c) any other relevant Agencies.
- (3) Projects with materially unverifiable employment information will not be considered in the income tax calculation and county fund transfer.

Stat. Auth.: ORS 285C.635 & 285C.639

DRAFT FOR DISCUSSION

Stats. Implemented:
Hist.

125-XX-1300

Personal Income Tax Estimate

- (1) The personal income tax estimate is derived from:
 - (a) reported number of workers hired or retained as a result of investment in an eligible project under the Strategic Investment Program ORS 285C.615, and
 - (b) the Department of Revenue's annual Oregon Personal Income Tax Statistics (150-101-406) report.
- (2) A tax rate is determined based on the reported average pay per project worker.
- (3) Labor earnings are multiplied by the project tax rate for a household income level equal to that of the wages paid to the average eligible worker.

Stat. Auth.: ORS 285C.635 & 285C.639

Stats. Implemented:
Hist.

Funds Transfer Request Form

125-XX-1400

- (1) Counties with an approved Strategic Investment Project must submit an invoice, in an Agency approved format, to the Department of Administrative Services 14 days prior to a Shared Services Fund transfer. The invoice must be delivered from the county tax assessor and include:
 - (a) qualifying project name(s)
 - (b) original Strategic Investment Program agreement(s), and
 - (c) local taxing district distribution by percentage.

Stat. Auth.: ORS 285C.635 & 285C.639

Stats. Implemented:
Hist.

Funds Distribution

125-XX-1500

- (1) The department shall distribute moneys from the Shared Services Fund to the county taxing district annually.
- (2) Counties shall transfer funds to local taxing districts.

Stat. Auth.: ORS 285C.635 & 285C.639

Stats. Implemented:
Hist.

October 26, 2012

Page 2

business firm's reported average pay per project worker and the average taxable income at such rate from the Department of Revenue's: Personal Income Annual Statistics Tax Year 2010.

Oregon counties that provide property tax relief for business firms with eligible Strategic Investment Program projects will complete a funds transfer request form made directly available to County Treasurers and Financial Directors by the Department of Administrative Services annually. The form requires the following information: eligible project name, original SIP agreement and addendum, fund transfer distribution percentages by taxing district, assessed value of taxable property and property taxes paid by the business firm for the relevant tax year. Upon receipt, the Funds Transfer Request Form requires at minimum 14 days to process prior to county funds distribution. Counties will be responsible to distribute moneys to the local taxing district level for the applicable property tax years.

Next Steps

DAS will host a conference call for counties with anticipated payments due on **Monday, November 5th from 3:30-4:30PM**. The purpose of the call is to discuss our proposed process prior to finalizing our rule draft for promulgation.

You may dial-in to the conference call using the following information:

Phone: 1-877-494-5165 Dial In

Passcode: 982150

DAS is engaged in conversations with the Legislature around final steps necessary to implement the rule, which may include a request to the December Emergency Board. The agency anticipates being able to make the payments before the end of calendar year 2012.

Questions may be directed at me: 503-378-4336 or via email at sarah.s.miller@state.or.us.

CC:

Mike McArthur, Association of Oregon Counties

Gil Riddell, Association of Oregon Counties

Curtis Robinhold, Chief of Staff, Governor's Office



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services

Chief Operating Office
155 Cottage Street NE, U20
Salem, OR 97301
PHONE: 503-378-3106
FAX: 503-373-7643

December 10, 2012

The Honorable Peter Courtney, Co-Chair
The Honorable Bruce Hanna, Co-Chair
The Honorable Arnie Roblan
State Emergency Board
900 Court Street NE
H-178 State Capitol
Salem, OR 97301-4048

Dear Co-Chairpersons:

Nature of the Request

At the request of the Legislative Fiscal Office, the Department of Administrative Services (DAS) respectfully submits this letter requesting limitation to make payments associated with the Strategic Investment Program Shared Service Fund as enabled in SB 954 from the 2007 Legislative Session. There have been legal questions raised about whether DAS has the authority necessary to make these pass-through payments given the bill as enrolled; therefore, DAS is seeking explicit limitation prior to making the scheduled payments.

Agency Action

SB 954 was passed by the Legislature in 2007 which initiates a payment distribution to Oregon counties providing property tax relief to business firms with eligible Strategic Investment Program (SIP) projects. The purpose of SB 954 is to help reimburse counties for loss of revenues associated with economic development activities to create and retain jobs.

Counties qualify for payments on eligible projects that first become exempt from property taxation under ORS 307.123 on or after January 1, 2008, and continue to apply only as long as the project remains exempt. The payments apply to tax years beginning on or after January 1, 2009 and before January 1, 2019.

Business Oregon manages the Strategic Investment Program through the initial application and approval process, annual employment reporting by the business firms, and reporting to the appropriate House and Senate committees beginning in May 2013.

The DAS Office of Economic Analysis (OES) has calculated estimated payments due to each county for SIP projects and the estimated payments for the past two eligible tax years are:

December 10, 2012

Page 2

2011 + 2012 Totals by County

County	Amount Due to County
Washington	\$ 11,570,726
Clatsop	\$ 165,922
Union	\$ 29,354
Sherman	\$ 129,372
Gilliam & Morrow	\$ 16,345
Gilliam	\$ 26,786
Morrow & Umatilla	\$ 14,057
Umatilla	\$ 12,697

Total \$ 11,965,254

DAS is preparing to adopt administrative rules to implement this payment process in accordance with the enabling legislation.

OBA is currently working with Business Oregon to forecast future payments associated with this program. That analysis should be completed by the time the December Emergency Board hearing occurs. The next payment would be due in July 2013 for Property Tax Year 2011.

Action Requested

The Department of Administrative Services is requesting an increase in its non-operating expenditure limitation of \$12 Million in other funds. The source of these funds is General Fund deposited into the Shared Services Fund in accordance with the enabling legislation.

Legislation Affected

SB 5502, Chapter 571, Section 1, 2011 Laws; increasing Special Government payments in DAS's non-operating expenditure limitation.

ORS 285C.635 (4) gives the Department of Administrative Services authority to adopt rules necessary to implement payments required from the Shared Services Fund (ORS 285C.639).

Sincerely,



Michael Jordan
Chief Operating Officer
Department of Administrative Services

2011 + 2012 Total SIP Calculations

OEA 9/3/12

Project Name	County	Income Generated	Amount Due
SIP2005	Washington	\$ 356,321,193	\$ 10,932,212
Wauna Mill Paper Machine	Clatsop	\$ 8,763,771	\$ 165,922
Hillsboro Fabrication Facility	Washington	\$ 25,532,172	\$ 638,514
Elkhorn Wind Farm	Union	\$ 1,647,225	\$ 29,354
Klondike III Wind Farm	Sherman	\$ 2,032,821	\$ 36,622
Biglow Canyon Wind Farm	Sherman	\$ 4,264,600	\$ 71,993
Willow Creek Wind Farm	Gilliam & Morrow	\$ 991,426	\$ 16,345
Hay Canyon Wind Farm (Star Point)	Sherman	\$ 1,118,460	\$ 20,757
Pebble Springs Wind Farm, Leaning			
Juniper II & III	Gilliam	\$ 1,509,781	\$ 26,786
Echo Wind Farms	Morrow & Umatilla	\$ 845,000	\$ 14,057
Combine Hills II Wind Farm	Umatilla	\$ 222,750	\$ 5,398
Stateline III Wind Farm	Umatilla	\$ 301,000	\$ 7,294
Total		\$ 403,548,099	\$ 11,965,254

2011 + 2012 County Totals

Washington	\$ 381,853,365	\$ 11,570,726
Clatsop	\$ 8,763,771	\$ 165,922
Union	\$ 1,647,225	\$ 29,354
Sherman	\$ 7,413,781	\$ 129,372
Gilliam & Morrow	\$ 991,426	\$ 16,345
Gilliam	\$ 1,509,781	\$ 26,786
Morrow & Umatilla	\$ 845,000	\$ 14,057
Umatilla	\$ 523,750	\$ 12,891
	\$ 403,548,099	\$ 11,965,254

Pmt Calc

Gayle Gutierrez

From: MILLER Sarah S * COO [sarah.s.miller@state.or.us]
Sent: Monday, January 07, 2013 5:46 PM
To: 'mrobison@co.clatsop.or.us'; 'alcenia.wright@co.gilliam.or.us'; Gayle Gutierrez; 'marnenebw@co.sherman.or.us'; 'robertp@co.umatilla.or.us'; 'marshall@union-county.org'; 'mary_gruss@co.washington.or.us'
Cc: HIGLEY Anna S * COO; ROBINHOLD Curtis * GOV; NAUGHTON George M * CFO; 'Gil Riddell'; 'inga.deckert@tonkon.com'; MCCAULEY Jim; MCMULLEN Mark * COO; JORDAN Michael J * COO; 'Mike McArthur'; WAITE Shawn N * EGS
Subject: Request for Funds Transfer Form for Strategic Investment Program Income Tax Distribution to Oregon Counties
Attachments: Request Form.pdf
Importance: High

Dear SIP County Treasurers,

I hope this finds you well after the holiday season.

As you may know, the Legislative Emergency Board took action at its December meeting to approve expenditure limitation for the Department of Administrative Services to make the expected payments to counties with eligible SIP agreements. The Department then promulgated temporary administrative rules which are now in place allowing these payments to be made.

In accordance with our rules, attached you will find the form that needs to be completed for each payment being requested (one for each tax year) for eligible SIP projects. The completed form must be accompanied by a copy of the original SIP agreement that was executed (this only has to be submitted one time), and must be signed by the County Chairperson, or be accompanied by a letter from the county chair identifying a designee to sign the form. In the case of counties that have joint SIP agreements, one form must be completed and signed by both county chairs or designees.

Our rule has the Department issuing a single payment to eligible counties for each year for all projects in the county, and counties will be responsible for distributing funds to local taxing districts as per the % distribution in the SIP agreement.

Normally, when this form is submitted to us in April of each year, we would enter into a phase to verify the employment being reported by the eligible project, and so payments will be distributed in July of each year. However, we have completed that process for these projects, and so we are prepared to make payments within 2 weeks of receiving your completed forms.

You may submit the form by hard copy of the form by US Mail, or a scanned pdf of the form by email to DAS Chief Financial Officer Shawn Waite at: shawn.n.waite@state.or.us.

If you have any questions, please feel free to contact me at 503-378-4336.

Thanks, Sarah

Sarah Miller
Deputy COO
Office of the Chief Operating Officer
503-378-4336 desk
503-507-5712 cell

Data Classification: Level 1 - Published

From: MILLER Sarah S * COO

Sent: Monday, November 12, 2012 3:19 PM

To: 'mrobison@co.clatsop.or.us'; 'alcenia.wright@co.gilliam.or.us'; 'mctreasurer@co.morrow.or.us';
'marnenebw@co.sherman.or.us'; 'robertp@co.umatilla.or.us'; 'marshall@union-county.org';

'mary_gruss@co.washington.or.us'

Cc: 'Mike McArthur'; 'Gil Riddell'; ROBINHOLD Curtis * GOV; NAUGHTON George M * CFO; JORDAN Michael J * COO;
MCMULLEN Mark * COO; HIGLEY Anna S * COO; MCCAULEY Jim; 'inga.deckert@tonkon.com'

Subject: Revisions to proposed rule for Strategic Investment Program Income Tax Distribution to Oregon Counties

Dear SIP County Treasurers,

As I told you on our phone call on November 5th, the Department of Administrative Services submitted a letter to the Emergency Board requesting limitation to make the expected Tax Year 2009 and 2010 payments.

In preparation for approval of our request, we have been working on finalizing our proposed administrative rule draft to implement these payments. The version we expect to file is attached here and has been modified based on your feedback from our conference call. I anticipate that we will file these rules emergently after the Emergency Board meeting in December.

Should you have questions in the meantime, please feel free to contact me directly at the numbers listed below.

Thanks, Sarah

Sarah Miller

Deputy COO

Office of the Chief Operating Officer

503-378-4336 desk

503-507-5712 cell

Data Classification: Level 1 - Published

From: MILLER Sarah S * COO

Sent: Saturday, October 27, 2012 5:12 PM

To: 'mrobison@co.clatsop.or.us'; 'alcenia.wright@co.gilliam.or.us'; 'mctreasurer@co.morrow.or.us';
'marnenebw@co.sherman.or.us'; 'robertp@co.umatilla.or.us'; 'marshall@union-county.org';
'mary_gruss@co.washington.or.us'

Cc: 'Mike McArthur'; 'Gil Riddell'; ROBINHOLD Curtis * GOV; NAUGHTON George M * CFO; JORDAN Michael J * COO;
MCMULLEN Mark * COO; HIGLEY Anna S * COO

Subject: Invitation to Conference Call on November 5th - Strategic Investment Program Income Tax Distribution to Oregon Counties

Importance: High

Dear SIP County Treasurers,

Attached you will find a memo explaining the steps that the Department of Administrative Services is undertaking to make payments to your counties associated with SIP agreements that you have executed as well as our draft administrative rule.

I'd like to invite you to participate in a phone conference on Monday, November 5 at 3:30PM where I will brief you on our plans and answer any questions you may have.

Please confirm your attendance so I know who to expect. Also, don't hesitate to contact me if you have questions in the meantime.

Thanks, Sarah



AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 1 of 2)

Item #

6d

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

Staff Contact: Kate Knop
Department: Finance
Person Attending: Kate Knop

Phone Number (Ext): 5302
Requested Agenda Date: 4/26/2017

Short Title of Agenda Item: Budget Transfer Resolution R-2017-14

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

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

☐ N/A

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]

4/24/17
DATE

Department Head

Required for all BOC meetings

[Signature]

4-24-17
DATE

Admin. Officer/BOC Office

Required for all BOC meetings

[Signature]

4/24/17
DATE

County Counsel

Required for all legal documents

[Signature]

4/24/17
DATE

Finance Office

Required for all contracts; Other items as appropriate.

Human Resources

If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. TITLE OF AGENDA ITEM: Budget Transfer Resolution R-2017-14

2. ISSUES, BACKGROUND, AND DISCUSSION:

The Heppner Administrative Building adopted budget included \$394,000 for two building loan payment to Banner Bank. During the fiscal year, two intra-fund loan transfers were made from materials and services to capital outlay for landscaping in the amount of \$50,000. The transfers have left the materials and services account short to make Banner's second payment.

The requested budget transfer would increase the appropriations for the Heppner Administrative Building, material & services in the amount of \$47,000. This transfer will allow the processing of the second loan repayment to Banner Bank in the amount of \$189,997.60.

3. OPTIONS:

Options available to the Board of Commissioners include:

1. Move to approve Resolution R-2017-14 as written;
2. Direct staff to make amendments to the resolution (specify) and return for adoption at a future meeting;
3. Take no action;
4. Other.

4. FISCAL IMPACT:

Transfer budget appropriations from General Fund, Non-Departmental to Heppner Administration Building Fund in the amount of \$47,000.

5. STAFF RECOMMENDATIONS:

Staff recommends that the Board of Commissioners discuss this matter and consider one of the following options listed below.

6. SUGGESTED ACTION(S) / MOTION(S): After considerations, the board of Commissioners options include the following:

1. Move to approve Resolution R-2017-14 as written;
2. Direct staff to make amendments to the resolution (specify) and return for adoption at a future meeting;
3. Take no action;
4. Other.

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

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

**BEFORE THE BOARD OF COMMISSIONERS
FOR MORROW COUNTY, OREGON**

IN THE MATTER OF TRANSFERRING)
APPROPRIATIONS FROM GENERAL)
FUND TO THE HEPPNER ADMIN.) RESOLUTION NO. R-2017-14
BUILDING FUND, PURSUANT)
TO ORS 294.463(3).)

WHEREAS, ORS 294.463(3) Transfers of appropriations or of appropriations and an equal amount of budget resources may be made between funds of the municipal corporation when authorized by ordinance or resolution of the governing body. The ordinance or resolution must state the need for the transfer, the purpose for the authorized expenditures in the appropriation and the amount transferred.

WHEREAS, the Morrow County – Heppner Administrative Building Fund, will be incurring additional expenditures to make the second loan payment on the administrative building, it is necessary to transfer appropriations to accomplish this.

NOW THEREFORE, be it resolved that the Morrow County Board of Commissioners hereby authorizes the following inter-fund transfer within the Morrow County

	<u>Current Appropriation</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>General Fund</u>			
Non-Departmental	\$485,000	(\$47,000)	\$438,000
<u>Heppner Administrative Building Fund</u>			
Material & Services	\$330,000	\$47,000	\$377,000

Dated this 26th day of April, 2017.

**MORROW COUNTY BOARD OF
COMMISSIONERS
MORROW COUNTY, OREGON**

Melissa Lindsay, Chair

Don Russell, Commissioner

Jim Doherty, Commissioner

Attest:

Bobbi Childers, County Clerk

Approved as to Form:

Morrow County Counsel

PACKET: 00095-Incr Loan Repayment 227

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE

Budget Adj. # 000226 -----							
227 100-5-20-2486	4/26/2017	Incr Repayment Loan	47,000.00	345,000.00	15,000.00-	377,000.00	202,986.83
LOAN REPAYMENT - ADMIN BLDG							
DEPT: NON-DEPARTMENTAL							
101 199-5-40-4106	4/26/2017	Tfr approp. to loan	47,000.00-	485,000.00	0.00	438,000.00	63,000.00
COURTHOUSE MORTAR WORK							
DEPT: NON-DEPARTMENTAL							
PACKET NOTES:							

TOTAL IN PACKET--

0.00

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JUNE 30TH, 2017

227-HEPPNER ADMIN. BUILDING

NON-DEPARTMENTAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUES</u>					
<u>INVESTMENT EARNINGS</u>					
227-100-3-65-0105 INVESTMENT EARNINGS	0.00	0.00	763.16 (763.16)	0.00
TOTAL INVESTMENT EARNINGS	0.00	0.00	763.16 (763.16)	0.00
<u>DONATIONS</u>					
227-100-3-67-6931 GRANTS/DONATIONS BUILD	0.00	0.00	0.00	0.00	0.00
TOTAL DONATIONS	0.00	0.00	0.00	0.00	0.00
<u>REIMBURSEMENTS</u>					
227-100-3-80-8010 LOAN PROCEEDS - BUILDI	0.00	0.00	10,530.00 (10,530.00)	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	10,530.00 (10,530.00)	0.00
<u>TRANSFER FROM OTHER FUND</u>					
227-100-3-90-3815 TRANSFER FROM GENERAL	394,000.00	0.00	394,000.00	0.00	100.00
227-100-3-90-3816 TRANSFER FROM SHEPHERD	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER FROM OTHER FUND	394,000.00	0.00	394,000.00	0.00	100.00
TOTAL REVENUES	394,000.00	0.00	405,293.16 (11,293.16)	102.87
<u>EXPENDITURES</u>					
<u>MATERIALS & SERVICES</u>					
227-100-5-20-2486 LOAN REPAYMENT - ADMIN	330,000.00	0.00	174,013.17	155,986.83	52.73
227-100-5-20-2494 INTEREST EXPENSE	14,000.00	0.00	26,514.43 (12,514.43)	189.39
TOTAL MATERIALS & SERVICES	344,000.00	0.00	200,527.60	143,472.40	58.29
<u>CAPITAL OUTLAY</u>					
227-100-5-40-4401 CAPITAL OUTLAY - ADMIN	50,000.00	0.00	46,987.94	3,012.06	93.98
TOTAL CAPITAL OUTLAY	50,000.00	0.00	46,987.94	3,012.06	93.98
<u>ENDING FUND BALANCE</u>					
227-100-5-90-9001 UNAPPROPRIATED ENDING	0.00	0.00	0.00	0.00	0.00
TOTAL ENDING FUND BALANCE	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	394,000.00	0.00	247,515.54	146,484.46	62.82
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	157,777.62 (157,777.62)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JUNE 30TH, 2017

101-GENERAL FUND

NON-DEPARTMENTAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
101-199-5-20-3814 SAFETY COMMITTEE	800.00	0.00	265.41	534.59	33.18
101-199-5-20-3815 DRUG TESTING	3,500.00	0.00	1,680.00	1,820.00	48.00
101-199-5-20-3817 LEASE/MTN CNTRCTS (POS	1,600.00	0.00	422.46	1,177.54	26.40
101-199-5-20-3818 CONTRACT - NOVATIME	0.00	0.00	0.00	0.00	0.00
101-199-5-20-3831 TAYLOR GRAZING	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES	344,950.00	0.00	299,289.60	45,660.40	86.76

CAPITAL OUTLAY

101-199-5-40-4103 BUILDING MAINTENANCE	50,000.00	0.00	1,312.95	48,687.05	2.63
101-199-5-40-4104 CLOCK TOWER PROJECT	0.00	0.00	348.00	348.00	0.00
101-199-5-40-4105 COUNTY VEHICLES	50,000.00	0.00	23,045.49	26,954.51	46.09
101-199-5-40-4106 COURTHOUSE MORTAR WORK	485,000.00	0.00	375,000.00	110,000.00	77.32
101-199-5-40-4107 FAIRGROUNDS PAVING PRO	0.00	0.00	0.00	0.00	0.00
101-199-5-40-4108 COURTHOUSE UPGRADES	75,000.00	0.00	18,016.36	56,983.64	24.02
101-199-5-40-4109 TIME KEEPING SOFTWARE	0.00	0.00	7,352.60	7,352.60	0.00
101-199-5-40-4401 NORTH END BUILDING	300,000.00	0.00	1,848.70	298,151.30	0.62
101-199-5-40-4402 LEASE PURCHASE CSEPP	0.00	0.00	0.00	0.00	0.00
101-199-5-40-4406 LEASE PURCHASE PHONE	0.00	0.00	0.00	0.00	0.00
101-199-5-40-4407 LEASE PURCH GILLIAM/BI	0.00	0.00	0.00	0.00	0.00
101-199-5-40-4408 DOCKEN BLDG PAYMENT	9,600.00	0.00	8,000.00	1,600.00	83.33
TOTAL CAPITAL OUTLAY	969,600.00	0.00	434,924.10	534,675.90	44.86

OTHER REQUIREMENTS

101-199-5-50-5002 NEIGHBORHOOD CENTER	16,000.00	0.00	13,333.32	2,666.68	83.33
101-199-5-50-5115 WILDLIFE SERVICES	53,612.00	0.00	47,356.81	6,255.19	88.33
101-199-5-50-5166 WATERMASTER	9,898.00	0.00	7,286.03	2,611.97	73.61
101-199-5-50-5167 SOIL & WATER CONSERVAT	55,000.00	0.00	55,000.00	0.00	100.00
101-199-5-50-5168 EXTENSION SERVICE	106,957.00	0.00	26,739.25	80,217.75	25.00
101-199-5-50-5169 EXTENSION AGENT	48,240.00	0.00	12,060.00	36,180.00	25.00
101-199-5-50-5170 IRRIGON-BOARDMAN E.A.C	16,000.00	0.00	13,333.32	2,666.68	83.33
101-199-5-50-5171 GRANTS TO CITIES	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5210 PACIFIC ETHANOL FEE DI	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5220 ECHO WINDS FEE DISTR.	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5230 WILLOW CR FEE DISTR.-I	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5231 WILLOW CR FEE DIST.	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5240 SHEPHERDS FLAT FEE DIS	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5500 PNFP-MORROW WHEELER B.	1,519,504.00	0.00	659,209.20	860,294.80	43.38
101-199-5-50-5501 COORD. CARE - DD48	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5502 COORD. CARE - DD02	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5503 COORD. CARE - DD55	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5504 CCO-COMMUNITY ADVISORY	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5505 PACIFIC ETHANOL REFUND	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5506 EZ FEES TO CREZ II BOA	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5615 IN LIEU OF TAX	0.00	0.00	0.00	0.00	0.00
101-199-5-50-5999 OPERATING CONTINGENCY	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL OTHER REQUIREMENTS	1,885,211.00	0.00	834,317.93	1,050,893.07	44.26



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 3)

Item #

72

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

Staff Contact: Matt Scrivner

Phone Number (Ext): 541-989-8584

Department: Public Works / Road

Requested Agenda Date: 4/26/2017

Person Attending BOC Meeting (*REQUIRED*): Matt Scrivner

Short Title of Agenda Item: Road Report

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

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

☒ N/A

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:

Charles O'Brien
DATE

April 24, 2017 Department Head

Required for all BOC meetings

JS/RJ
DATE

4-24-17
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

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 3)

1. TITLE OF AGENDA ITEM: Road Report
2. ISSUES, BACKGROUND, AND DISCUSSION: Written report added below.
3. OPTIONS: N/A
4. FISCAL IMPACT: N/A
5. STAFF RECOMMENDATIONS: N/A
6. SUGGESTED ACTION(S) / MOTION(S): Review

Road Report for April 26th 2017

Spring Road grading: At this time it is estimated that 70-80% of gravel roads have been graded this spring. A few roads such as Immigrant, Wells Spring and a few small collectors still need completed in the North Ione area. There are a few roads South of Lexington that need graded such as Nolan, Liberty school and some collectors. Most of the roads not completed are south of Hwy 74 and South of Hwy 206. These include the Hardman ridge, Redding, Sumner, Upper Rhea creek, Shobe, Balm fork, Lunceford and all of the mountain roads. Heavy snow fall and spring rains have made it difficult to make grading continuous in these areas. Weather forecast for this week is rain most days and this will not allow for getting a lot of grading completed in these areas. The crew has been hauling rock to many gravel roads county wide repairing winter storm damage. At this time the only road still closed to thru traffic is Lloyd road north of Ione. This road experienced major damage and has always been an issue with this road being built in the bottom of the canyon. This road is open to local traffic and will be a project that the road department will work on this fall to try any eliminate future problems in the future.

Laurel/Wilson project: This Fund Exchange project with ODOT to remove fixed hazards associated with irrigation structures, adding a turn lane and widening has been started. At this time, all of the existing pipe and structures have been removed. New pipe and valves have been installed and the irrigation system has been restored back to working order in time for irrigation season. All utilities have been relocated with the exception of one, and we are working to get those control boxes and pedestals moved in the near future. Shoulder sub-grade has been established and new shoulder rock has been placed to rough grade. Fencing has been repaired in areas affected by the project. Next step for this project will be reclamation of existing asphalt, shaping of new final grades and laying of new asphalt.

Winter clean-up: Sweeping of sanding rock from paved roads has been completed. This task took more time than normal to complete this year since we were plowing and sanding roads for five months this winter. Coalmine hill was opened to traffic on April 13th. Sign repairs are

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 3 of 3)

being completed, with the amount of snow plowed this year and the wind storms and soft ground, this has been a good amount of workload for the crew.

Homestead road: The One mile portion of road from the intersection with Poleline road headed east to Mendrick dairy experienced substantial damage this spring due to frost damage. There was a new irrigation line installed on the North right of way line, during this process it was found that we needed to shift our road south and realign it with our right of way. There was adequate material on the south ditch/bank area, so we chose to take this time to pull that material north and add profile and improve drainage. Last week the crew completed the realignment and reshaping of the road. This week 3" rock will be added for base rock, and then a layer of 1" road rock will be added for a travel surface. Weather permitting this project should be completed at the end of this week.

- Attach additional background documentation as needed.

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

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



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

Item #

7b

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

Staff Contact:

Department:

Person Attending BOC Meeting (*REQUIRED*):

Short Title of Agenda Item:

Phone Number (Ext):

Requested Agenda Date:

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

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

☐ N/A

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:

_____	Department Head	Required for all BOC meetings
DATE		
JS/RJL	4-21-17	
DATE	Admin. Officer/BOC Office	Required for all BOC meetings
_____	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, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.



PO Box 338-- Heppner, Oregon 97836
(541) 676-5604 FAX (541) 676-9876

County Clerk

Bobbi A. Childers Ext. 5601
Deputy Clerk- Records
Theresa Crawford: Ext. 5600
Deputy Clerk- Elections
Kandy Boyd Ext. 5603

April 21, 2017

RE: Draft Schedule of Dept Reports

Dear Commissioners,

My department is currently in Election mode. We have mailed our Military Ballots and our out of State ballots. The rest of the ballots will be mailed on the 26th. We currently have 5710 eligible voters. The following are the current eligible voting numbers per precinct, Boardman 1610, Irrigon 2030, Lexington 387, Lone 417 and Heppner/Hardman 1266. We have 34 different ballots styles including all 22 taxing districts within Morrow County and 3 that we share with Umatilla and Gilliam County. Election Day is May 16 and the building will be open at 7 as it is the requirement.

We will be using ENR (Election Night Reporting) for the May election. I think this gives our citizens the opportunity to participate better by having results available on election night. This is the same program I used in November. Unfortunately not all counties are electing to us this as it is a lot of extra work.

We started doing electronic recording in the recording department. We are receiving most of our records electronically as it's a cost saving to our vendors. Morrow County started this in November.

My department continues to facilitate the opening and closing of the building along with being the zero number (operator) for all the county phone lines.

I would have appreciated being asked if I wanted or needed to be on the BOC meeting schedule instead of being sent a draft about it. If I have something to share or a need to be on the BOC schedule, I will follow the set protocol to be on your agenda.

Regards,

A handwritten signature in blue ink that reads "Bobbi Childers".

Bobbi Childers
Morrow County Clerk



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

Item #

7c

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

Staff Contact: Karen Wolff

Department: Human Resources

Person Attending BOC Meeting (*REQUIRED*):

Short Title of Agenda Item:

Phone Number (Ext): 5620

Requested Agenda Date: 4/26/17

Karen Wolff

Human Resources Quarterly Report

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

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

☐ N/A

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:

_____	Department Head	Required for all BOC meetings
DATE		
JS/RD	4-20-17	Admin. Officer/BOC Office
DATE		Required for all BOC meetings
_____	County Counsel	Required for all legal documents
DATE		
_____	Finance Office	Required for all contracts; Other items as appropriate.
DATE		
Karen Wolff	4/20/17	Human Resources
DATE		If appropriate

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 5:00 PM on the Thursday prior to the Board of Commissioners Wednesday meeting. This form needs to be completed, including County Counsel and Finance review for all contracts, and submitted to the Board of Commissioners Office by noon on the Monday preceding the Board's Wednesday meeting.



Human Resources

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

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

To: Morrow County Board of Commissioners
From: Karen Wolff, Human Resources Director
Date: April 20, 2017
Re: Human Resources Quarterly Report

A handwritten signature in black ink that reads "Karen Wolff".

As usual, the months before Budget Hearings are very busy in Human Resources. The weather at the first of the calendar year complicated issues. We continue to review our processes and try to make them as streamlined and transparent as possible. I hope to provide a short training at each Department Head/Elected Official in support of our supervisors. SAIF was here at the March DH/EO meeting and I am preparing for the May meeting.

January

- We had a couple of weather delay days. Early morning calls with the Administrative Officer to determine the safety of travel for employees. Divide up calls to all Department Heads and Elected Officials.
- Unfortunately, had to complete the Due Process program for two employees from the same department this month. The program lost their funding at the end of December. Due Process began in December and took until mid-January to complete, partly because of travel conditions. (The Union Representative could not get out of his driveway.)
- Website training as we launch our new website.
- Revise Morrow County Personnel Policy regarding Travel.

February

- Prepare for Compensation Board. Reach out to neighboring counties for compensation information on Elected Officials, prepare analysis of this information, prepare Board notebooks, and deliver notebooks. Roberta Lucher helped with scanning the contents of the notebook and posting to the website.
- Work with the Sheriff's Office on a Command Structure Reorganization. Revise Organization Chart, review and revise Job Description, complete JobMeas for wage for each position.
- More website training.
- Budget Committee Work Session
- Attend the City County Insurance Services (CIS) conference in Salem. This is always a very educational conference with very timely topics. Well worth the three day investment.
- Budget Preparation. Assist Administrative Officer and Finance Director where needed.
- Assist in Due Process for an employee.

March

- New Employee Orientations for 2 Sheriff's Office and 1 Assessor's Office employees
- Accident Investigation Training by Luke Betts from SAIF at the Department Head/Elected Officials meeting. Luke is always a good resource for us.
- Compensation Board meeting. Prepare for the meeting, attend and guide the meeting, prepare meeting minutes, prepare recommendation to present to the Board of Commissioners, field questions and comments.
- Attend Training with five other Morrow County employees: Dealing with Difficult People
- Budget Preparation. Prepare FTE review for current and previous Fiscal Years. Prepare summary of FTE ask for FY17/18.
- Work through the Reclassification process for two (2) positions. Review Job Descriptions and update, complete JobMeas for wage for each position.
- Continue to work with Sheriff's Office on their Command Staff Restructure.
- Research Surveyor compensation methods.
- Assist Department Head with attendance issue and subsequent grievance. Prepare formal response to grievance.

April

- Begin training Roberta on how to process invoices for payment.
- CIS training: Spring Supervisor Training 2017. This training focused on the new Whistleblower and Retaliation laws and Performance Evaluations.
- Budget Preparation and final FTE estimates.
- Complete Reclassifications, present to the Board of Commissioners, prepare notice to employees, prepare notice to Unions, prepare notice to Payroll, and document files.
- Finalize Sheriff's Office Restructure, present to the Board of Commissioners, prepare notice to employees, prepare notice to Unions, prepare notice to Payroll, and document files.
- Continue research on Surveyor compensation methods.
- Extend Probationary Period for one employee, prepare notice to employee, prepare notice to Union, prepare notice to Payroll, and document files.
- Assist Public Health in finalizing updated Job Descriptions and present to Board of Commissioners.
- Present request for COLA for Nonrepresented employees to Board of Commissioners.

Recruitments

January - Interview for General Maintenance Assistant and prepare Offer letter.

February – Interview for Appraiser and prepare Offer letter.

Monthly

- Send Anniversary Date Reminders
- Safety Committee
- Respond to Unemployment Claims
- Handle SAIF Claims
- Pay the bills.
- Insurance claims
- Correspondence with Unions on various issues.
- Meet with employees and Department Heads as needed.
- Support Administrative Officer as needed.
- Support Commissioners as needed.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 3)

Item #

7d

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

Staff Contact: Stephen K. Haddock

Phone Number (Ext): 541-443-2922

Department: County Surveyor

Requested Agenda Date: 4-26-17

Person Attending BOC Meeting (*REQUIRED*): Stephen K. Haddock

Short Title of Agenda Item: Surveyor's Report

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

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

☐ N/A

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:

Stephen K. Haddock

4-21-17

DATE

Department Head

Required for all BOC meetings

JSIRL

4-21-17

DATE

Admin. Officer/BOC Office

Required for all BOC meetings

County Counsel

Required for all legal documents

Finance Office

Required for all contracts; Other items as appropriate.

Human Resources

If appropriate

Note: All entities must sign documents before they are presented to the Board of Commissioners. Original documents are preferred. Agenda requests, including this completed form and supporting documents, must be received by the Board's office by Noon on the Friday prior to the Board of Commissioners Wednesday meeting. County Counsel and Finance review is required for all contracts.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of3)

-
1. TITLE OF AGENDA ITEM: County Surveyor's Report
 2. ISSUES, BACKGROUND, AND DISCUSSION:
 - Update on filing and printing of unrecorded surveys.
 - Help with moving the recently purchased flat files into the records connex.
 - Attendance at OACES Spring conference at Welches Resort on the Mountain.
 3. OPTIONS:
 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 type="checkbox"/> Clerk (Originalfor recording) | <input type="checkbox"/> Finance Department (Copy for file) |
| <input type="checkbox"/> Board of Commissioners (Copy for file) | <input type="checkbox"/> Department – For distribution |
| <input type="checkbox"/> Other _____ | |

MORROW COUNTY SURVEYOR

STEPHEN K. HADDOCK, PLS, CFedS

P.O. BOX G

PILOT ROCK, OREGON 97868

(541) 443-2922 ph.

To: Morrow County Commission

April 21st, 2017

COURT HOUSE
Heppner, OR 97836

Re: County Surveyor's report.

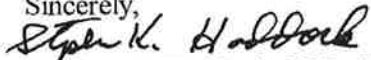
Dear Morrow County Commissioners,

As stated in my last report on February 20th, 2017, I had received a box full of surveys from a recently retired surveyor. In the process of reviewing those surveys I found that there were several that had not been recorded. I also received an email in February that was requesting a copy of a partition plat that was not in the County Surveyor's record. When searching for that plat it was discovered that there were four plats during the years 2000 to 2003 that no copy of the plat recorded with the County Clerk had been recorded with the County Surveyor. I contacted Bobbi Childers who provided me with scanned copies of those four plats which are now on file in the County Surveyor's record as required by Law. Copies of these plats and of the surveys received from the retired surveyor have been printed and are now in the County Surveyor's publicly viewable records and are scanned and will be in the online records this week.

Also as discussed in my last report, I have made the purchase of the flat file map cabinets that will now need to be moved to the connex in Lexington. I have folks who will help me load the cabinets in Hermiston but will need some help with getting the cabinets into the connex. In order to make room for the cabinets there is a part of an old counter that will need to be removed and discarded. I do not know where this old counter came from but it was sawn in half to remove it from its previous building and was placed in the Surveyor's connex for storage. There is also a stack of old chairs that found its way into the Surveyor's connex some time last fall that should be elsewhere than stored in the connex. Where the County Surveyor has no staff I am hoping that the County can name someone to help me get these things taken care of. Also, I would like to thank Commissioner Doherty for his visit with me to the connex on March 16th. That visit will be a tremendous help in understanding the surveyor records situation and being able to discuss future solutions for the storage and public access to those records.

The Oregon Association of County Engineers and Surveyors will be holding its spring conference on May 22nd through the 24th at the Resort at the Mountain in Welches. (Welches is between Timberline Lodge and Sandy on the North side of Mt. Hood.) I am registered for that conference and will be attending barring any unforeseen circumstances. I may also be doing a joint presentation with the surveyor from the Umatilla County Road Department on the preparation, recording and indexing of online survey records using software common to most computers.

Sincerely,



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

Health Dept. Quarterly Update, April 26th, 2017

Family Planning

Morrow Co Health District Contract with PA for exam services going very well

Immunization

Regularly scheduled Clinics continue without problems: Boardman (Monday and Tuesday); Heppner (Wednesday) and Ione (Wednesday) at the Comm Health Center. Income from Private Insurance has increased markedly as a result of the Office Manager getting Contracts in place in order to bill for services rendered.

Communicable Disease (CD)

Reportable Disease notifications received continued to be higher than usual

Tobacco

Work plan has been submitted for FY 18, now have Health Educator in place.

CARE Team

Team members are utilizing the Health Dept. EHR system. This will be helpful in tracking data to demonstrate progress towards outcome measures. The Team meets weekly to Case Conf. and meet on a monthly basis with the entire Wraparound around team which includes School Resource Officers (SROs) and Mental Health providers that work within the schools.

Nurse Home Visiting Programs

Services are provided in the home with Nurses and the programs are going well. The programs include: Maternity Case Management, Babies First, Nurse Family Partnership and CaCoon (Special needs children ages 0 – 21 Yrs).

Preparedness

The intent of the trailer is for use throughout the Eastern Oregon region as a “clinic” on wheels. To help assist in Public Emergency’s, POD’s, or if needed at a fair, training’s, etc. Currently working on a plan with Baker County Emergency Preparedness to use the trailer as a first aide support/water station during the solar eclipse August 21st.

2017 7x16’ Red MRC cargo trailer (See narrative below for greater detail)

Will be equipped with durable supplies ie gloves, gowns, masks, thermometers, scales, wheelchair, PPE, etc.), wired for 110v and also will have a generator and refrigerator onboard. Currently working on an MOU with Emergency Management for transportation/storage and local hospitals to rotate stock as needed.

Also planning to get an MOU with local and state supported amateur ham radio operator groups to provide communication support in the event of a Public Health emergency.

Upcoming Children’s Health Fair

The Health Dept will be participating with representation from the various programs. Three health dept employees are Car Seat Techs and we are trying to set up a Car Seat check station at the event as well.



ENERGY FACILITY SITING COUNCIL

Barry Beyeler, Chair ■ Renee Dowlin, Vice Chair ■ Hanley Jenkins II ■ Trey Senn ■ Marcy Grail ■ Betty Roppe ■ Jack Billings

Energy Facility Siting Council Meeting Notice and Agenda

**Boardman City Hall
200 City Center Circle
Boardman, OR**

**Friday, April 28, 2017
8:30 a.m.**

Please Note: Every effort will be made to consider items as they are indicated. However, the Council agenda and the order of agenda items are subject to change.

A. Consent Calendar (Information and Action Items) – Approval of minutes; Council Secretary Report and other routine Council business.

B. Oregon Department of Fish & Wildlife, Fish and Wildlife Habitat Mitigation Policy Overview (Information Item) – Sarah Reif, Energy Coordinator, Wildlife Division. Ms. Reif will provide an overview of ODFW's Fish and Wildlife Habitat Mitigation Policy and will discuss habitat categorization and mitigation assessment.

C. Wheatridge Wind Energy Facility, Proposed Contested Case Order (Action Item) – Sarah Esterson, Energy Facility Siting Analyst. First, there will be a presentation of the Hearing Officer's proposed contested case order (order), exceptions and responses to exceptions as filed by the parties. Then, the Council will approve, deny or amend the order to conclude the contested case proceeding on the Application for Site Certificate for the proposed Wheatridge Wind Energy Facility, a 500-megawatt wind-energy generation facility planned for Morrow and Umatilla counties. More information about the Wheatridge Wind Energy Facility can be found on the Department's website at <http://www.oregon.gov/energy/facilities-safety/facilities/Pages/WRW.aspx>

D. Wheatridge Wind Energy Facility, Application for Site Certificate (Action Item) – Sarah Esterson, Energy Facility Siting Analyst. Following a presentation by Ms. Esterson, the Council will consider approval of the Application for Site Certificate for the proposed Wheatridge Wind Energy Facility, a 500-megawatt wind-energy generation facility planned for Morrow and Umatilla counties.

Public Comment – This time is reserved for the public to address the Council regarding any item within the Council's jurisdiction that is not otherwise closed for comment.

Afternoon Break/Working Lunch

E. Oregon Torrefaction Update (Information Item) – Matt Krumenauer, CEO of Oregon Torrefaction, LLC will present an update on fuel production and 100% biomass test burn completed at the Boardman Power Plant.

F. Amendment Rulemaking Update (Information or Action Item) – Jason Sierman, Rulemaking Coordinator. The Council will receive an update on the amendment rulemaking processes, including a summary of suggested changes to proposed rule language received before the Council-directed soft comment deadline of March 24, 2017. Staff will receive input and direction from the Council after the Council considers these comments. Council direction could include specific input on further revisions to the proposed rule language and additional direction on how the Council would like the rulemaking process to proceed.

G. Financial Assurance Update (Action Item) – Sisily Fleming, Fiscal Analyst. The Council will consider adding two financial institutions to the 2017 pre-approved list.

Public Comment – This time is reserved for the public to address the Council regarding any item within the Council's jurisdiction that is not otherwise closed for comment.

Adjourn

Future Energy Facility Siting Council Meetings: May 25-26 – Salem, OR; June 22-23; July 27-28; August 24-25; September 21-22; October 19-20; November 16-17; December 14-15. (Location, TBD)

To participate by teleconference please call toll-free: 1-877-873-8017 and enter code 799345.

To register for the meeting's webinar: <https://connect9.uc.att.com/service32/meet/?ExEventID=8799345>
To prepare in advance for the conference (for all devices): <https://connect9.uc.att.com/service32/Prepare/>

Meeting Materials associated with agenda items are available at
<http://www.oregon.gov/energy/facilities-safety/facilities/Pages/Council-Meetings.aspx>

Requests to the Council to Address an Issue

Pursuant to OAR 345-011-035, the public may ask the Council formally to address relevant issues within the Council's jurisdiction at future meetings. Be sure to include information about why the issue should be on the agenda. Your request must be in writing and received at least 14 days before the Council meeting.

To ask the Council to address an issue, call or write:

EFSC Secretary	Toll-Free (in Oregon): 1-800-221-8035
Energy Siting Division/ODOE	Phone: 503-378-8328
550 Capitol St. NE	http://www.oregon.gov/energy/facilities-safety/facilities
Salem, OR 97301-3737	

Americans with Disabilities Act: The Oregon Department of Energy will make reasonable accommodations upon request. Please contact us at least 72 hours before the meeting. Call Esther Kooistra at 503-378-3895; Fax 503-373-7806, or toll free in Oregon 800-221-8035. TTY users should call the Oregon Relay Service at 711.