

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

**Wednesday, January 24, 2018 at 9:00 a.m.**

**Bartholomew Building Upper Conference Room**

**110 N. Court St., Heppner, Oregon**

- 1. Call to Order and Pledge of Allegiance - 9:00 a.m.**
- 2. 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.
- 3. Open Agenda** – This is the time for the Board to introduce subjects that are not already on the agenda.
- 4. Consent Calendar**
  - a. Approve Claims: Accounts Payable dated January 25<sup>th</sup>; Manual Check dated January 18<sup>th</sup> to Withnell Motors in the amount of \$41,758; Manual Check dated January 16<sup>th</sup> to Visa in the amount of \$5,261.07; Payroll Payables, Immediates & Electronic, Employee Final dated January 9<sup>th</sup>
  - b. Contribution to the Morrow County Trust (Kate Knop, Finance Director)
- 5. Business Items**
  - a. Review of Elected Positions and Recommendations to the Compensation Board (Karen Wolff, Human Resources Director)
  - b. Budget Committee Reappointment Requests (Kate Knop, Finance Director)
  - c. Community Renewable Energy Association Request to Participate in Joint Funded Economic Impact Analysis of Wind Energy in Oregon
- 6. Department Reports**
  - a. Road Department Monthly Report (Matt Scrivner, Assistant Road Master)
  - b. Sheriff's Office Monthly Report (Melissa Ross, Administrative Lieutenant)
  - c. Clerk's Quarterly Report (Bobbi Childers, Clerk)
  - d. Human Resources Quarterly Report (Karen Wolff, Human Resources Director)
  - e. Surveyor's Quarterly Report (Stephen Haddock, County Surveyor)
  - f. Public Health Department Quarterly Report (Sheree Smith, Public Health Department Director)
- 7. Correspondence**
- 8. Commissioner Reports**
- 9. Signing of documents**
- 10. Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://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 Darrell J. Green, Administrator at (541) 676-2529.



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

(For BOC Use)  
Item #  
**4b**

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: Kate Knop

Phone Number (Ext): 5302

Department: Finance

Requested Agenda Date: 1/24/2018

Short Title of Agenda Item:

**Budget Resolution R-2018-3 to increase appropriations in general fund and authorize a Morrow County retirement plan contribution.**

**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"/> Consent Agenda Eligible        |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input checked="" type="checkbox"/> Discussion & Action |
| Estimated Time:   | Estimated Time: <b>20 minutes</b>                       |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization     |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                          |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

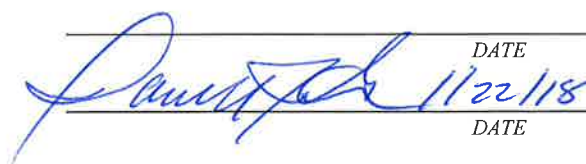


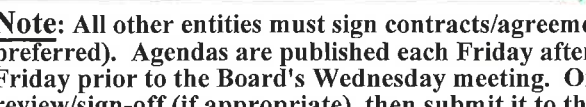
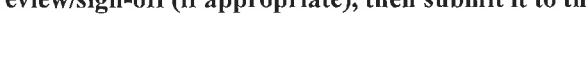
Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? ☐ Yes ☒ No

Reviewed By:

 DATE <u>1/22/18</u>	Department Head	Required for all BOC meetings
 DATE <u>1/22/18</u>	Admin. Officer/BOC Office	Required for all BOC meetings
 DATE <u>1/22/18</u>	County Counsel	*Required for all legal documents
 DATE <u>1/22/18</u>	Finance Office	*Required for all contracts; other items as appropriate.
 DATE <u>1/22/18</u>	Human Resources	*If appropriate

*\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.*

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# **AGENDA ITEM COVER SHEET**

**Morrow County Board of Commissioners**

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

At a recent long range planning meeting the higher than estimated beginning general fund balance was discussed. The beginning fund balance in the amount of \$6,902,922, as of July 1, 2017, was \$1,348,418 higher than budget appropriations. The Board of Commissioners recommended that up to \$1,000,000 be contributed towards the unfunded actuarial accrued liability in the Morrow County Retirement Plan.

The Morrow County Retirement Plan funded ratio at the actuarial date of 7/1/2016 was only 66% (last published report). The Plan's actuarial accrued liability was \$30,537,274 of which \$10,327,388 was unfunded.

In addition, the BOC met with both Milliman (actuary) and McGee Wealth Management (wealth advisors) to discuss options and best practice on the funding. The McGee Wealth Manager, Judith McGee, recommended a minimum funding between 70-80%.

A contribution of \$1,000,000 would increase the funded ratio from 66% to a conservative estimate +70%.

## **2. FISCAL IMPACT:**

Increase general fund - other requirement appropriations in the amount of \$1,000,000 with excess beginning fund balance not appropriated for fiscal year 2017-2018. The funds will then be distributed to the Morrow County Retirement Plan.

## **3. SUGGESTED ACTION(S)/MOTION(S):**

I recommend a motion to approve Budget Resolution R-2018-3 to increase general fund - other requirements budget appropriations, in the amount of \$1,000,000 due to excess beginning fund balance. The appropriation will be used to contribute \$1,000,000 to the Morrow County Retirement Plan.

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

IN THE MATTER OF )  
APPROPRIATIONS FOR FISCAL ) RESOLUTION NO. R-2018-3  
YEAR BEGINNING JULY 1, 2017 )

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2017, for the following purposes:

FUND:		General Fund	
Resource	Amount	Expenditure	Amount
1 Property Tax	\$1,000,000	1 Other Requirements	\$1,000,000
<b>Revised Total Resources</b>	<b>\$17,701,796</b>	<b>Revised Total Requirements</b>	<b>\$17,701,796</b>
		<b>Total APPROPRIATIONS, All Funds</b>	<b>\$ 33,979,320</b>
		<b>Total Unappropriation and Reserve Amounts, All Funds</b>	<b>\$ 3,323,334</b>
		<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 37,302,654</b>

Dated this 24<sup>th</sup> day of January, 2018.

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

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Don Russell, Chair

Jim Doherty, Commissioner

Melissa Lindsay, Commissioner

Attest:

Bobbi Childers, County Clerk

Approved as to Form:

Morrow County Counsel



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

(For BOC Use)  
Item #  
**5b**

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: Kate Knop

Phone Number (Ext): 5302

Department: Finance

Requested Agenda Date: 1/24/2018

Short Title of Agenda Item: **Budget Committee - Staggered Term Period(s) and Reappointment.**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Order or Resolution                              | <input checked="" 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"/> Consent Agenda Eligible        |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input checked="" type="checkbox"/> Discussion & Action |
| Estimated Time:   | Estimated Time: <b>20 minutes</b>                       |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization     |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> Other                          |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000?    ☐ Yes    ☒ No

Reviewed By:

\_\_\_\_\_  
DATE Department Head

Required for all BOC meetings

1/22/18  
DATE Admin. Officer/BOC Office

Required for all BOC meetings

\_\_\_\_\_  
DATE County Counsel

\*Required for all legal documents

1/22/18  
DATE Finance Office

\*Required for all contracts; other items as appropriate.

\_\_\_\_\_  
DATE Human Resources

\*If appropriate

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# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

On January 17, 2018, the Board of Commissioners reviewed ORS 294.414 "Budget committee" statute and discussed the following term dates to be compliant with Oregon law.

The following "staggered" dates are proposed:

Larry Mills

Current Term: April 13, 2016 – June 30, 2018

Next Term Period: July 1, 2018 – June 30, 2019

Next: July 1, 2019 – June 30, 2022

Linda LaRue

Current Term: Feb. 4, 2015 – February 4, 2018

Next Term Period: February 4, 2018 – June 30, 2021

Next: July 1, 2021 – June 30, 2024

Vacant Position #3:

Current Term: Feb. 5, 2014 - June 30, 2020

\*\*Appoint individual to fill out the term

Next Term Period: Appointment Date – June 30, 2020

Next: July 1, 2020 – June 30, 2023

In addition, the reappointment of the "next term" for Larry Mills (July 1, 2018 - June 30, 2019) and Linda LaRue (February 4, 2018 - June 30, 2021) will be discussed.

## 2. FISCAL IMPACT:

N/A

## 3. SUGGESTED ACTION(S)/MOTION(S):

I recommend a motion to approve the revised appointment of budget committee members to a three year, staggered term, so that one-third of the appointive members end each year.

I recommend a second motion reappointing Larry Mills to a period term of July 1, 2018 - June 30, 2019 and Linda LaRue to a period term of February 4, 2018 - June 30, 2021.

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\* Attach additional background documentation as needed.

## **2013 ORS 294.414<sup>1</sup>**

### **Budget committee**

- (1) Except as provided in ORS 294.423 (Governing body of certain municipal corporations to be budget committee), the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.
- (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; **and** if there are no electors willing to serve, the governing body shall be the budget committee.
- (3) The members of the budget committee shall receive no compensation for their services as members of such committee.
- (4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.
- (5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.
- (6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.
- (7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.
- (8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce



or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

- (9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members. [Formerly 294.336]

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<sup>1</sup> Legislative Counsel Committee, *CHAPTER 294—County and Municipal Financial Administration*, [https://www.oregonlegislature.gov/bills\\_laws/ors/2013ors294.html](https://www.oregonlegislature.gov/bills_laws/ors/2013ors294.html) (2013) (last accessed Apr. 27, 2014).

## Request for Proposals and Statement of Qualifications

### Draft

The Community Renewable Energy Association (CREA) is seeking proposals and statement of qualifications to assist it in evaluation of the economic impact on Oregon of compliance with Oregon's renewable portfolio standard for electric generation by relying primarily on in-state generation resources compared to primarily out of state resources.

CREA consists of 14 Oregon counties 1 city, three irrigation districts and a number of small renewable project developers. CREA works with local communities, counties, state and federal agencies, Congress, the Oregon Public Utilities Commission and the Legislature to advocate for improved policies that support development of more community renewable energy in Oregon. Our members and staff help educate policy-makers and interested communities on steps toward progress for renewable energy development. We also work with parties to make projects happen, providing technical expertise for developers, landowners and counties where projects are under consideration.

CREA is specifically concerned about PacifiCorp's recent integrated resource plan which call for it to develop the overwhelming majority of new resources out of the State of Oregon. The IRP states:

Over the 20-year planning horizon, the preferred portfolio includes 1,959 MW of new wind resources, 905 MW of upgraded ("repowered") wind resources, 1,040 MW of new solar resources, 2,077 MW of incremental energy efficiency resources, and 365 MW of new direct load control capacity.

Notably, PacifiCorp's analysis demonstrates that—by 2020 and with all-in economic savings for customers—the company can add 905 MW of repowered wind resources, 1,100 MW of new wind resources, and a new 140-mile 500 kV transmission line in Wyoming to access the new wind resources and relieve congestion for existing capacity.

The 2017 IRP preferred portfolio advances PacifiCorp's commitment to low-cost clean energy with plans to add 1,100 MW of new Wyoming wind resources by the end of 2020. These new zero-emission wind facilities will connect to a new 140-mile, 500 kV transmission line running from the Aeolus substation near Medicine Bow, Wyoming, to the Jim Bridger power plant (a sub-segment of the Energy Gateway West transmission project). This time-sensitive project requires that the new wind and transmission assets achieve commercial operation by the end of 2020 to fully achieve the benefits of federal wind production tax credits (PTCs). In addition to providing significant economic benefits for PacifiCorp's customers, **the wind and transmission project will provide extraordinary economic development benefits to the state of Wyoming.**

Beyond 2020, the preferred portfolio includes an additional 859 MW of new wind—85 MW of Wyoming wind coming online in 2031, and 774 MW of Idaho wind in 2036. New solar resource additions totaling 1,040 MW come on-line over the 2028 to 2036 timeframe. Approximately 77 percent of the new solar is located in Utah (beginning 2031), and the remaining 23 percent is located on the west side of PacifiCorp's system (beginning 2028).

Adding to CREA's concern is the support for an out of Oregon resource plan by the OPUC and Citizens Utility Board staff. Staff of these two organizations have pointed to the increased capacity factor and preferential seasonal wind patterns associated with wind in Wyoming compared to Oregon and greater solar resource in Utah compared to Oregon.

CREA acknowledges the merit of these positions as it relates to minimizing the cost per mwh of energy production at the source of generation. However, as PacifiCorp acknowledges in its IRP this resource plan "will provide extraordinary economic benefits to the state of Wyoming. CREA believes that CUB and OPUC staff are unwilling to incorporate the economic benefit to Oregon if a portion of PacifiCorp's planned resource acquisition were to occur in Oregon rather than Wyoming and Utah. That unwillingness results in the OPUC being asked to make a decision regarding acknowledgment of PacifiCorp's IRP with no context regarding how the purported reduced cost per mwh of generation (and the value of that to PacifiCorp's Oregon customers) is mitigated by the benefit to Oregon's residents and its economy by a greater reliance on generation projects located in Oregon. Additionally, Oregon legislators, in the 2016 legislative session approved increasing Oregon's RPS to 50% in part based upon representations made by Oregon's Investor Owned Utilities that resources would be developed in Oregon with its associated economic benefit to the State, primarily from increased jobs and tax base.

CREA is seeking proposals from qualified firms to provide an analysis of the comparative economic impacts of PacifiCorp's proposed out of state resource procurement plan with an alternative plan assuming 25.742% (or updated resource allocation of PAC's resources to Oregon) of this resource acquisition occurred in Oregon. CREA prefers that this analysis reflects a diverse portfolio of Oregon based resources including wind and solar but also small hydro, (both new and existing projects whose contracts are expiring), biomass, geothermal and co-generation potential that exists in a broad geographic area in Oregon.

### **Desired Qualifications and Experience**

CREA is seeking out Consultants who have:

1. Demonstrated knowledge of renewable energy issues generally in the western states
2. Demonstrated knowledge of renewable resource costs generally and specifically as it relates to wind costs in Wyoming vs Oregon and solar costs in Utah vs Oregon, as well as other renewable cost of a broader portfolio of Oregon based resources
3. Demonstrated knowledge of statutory requirements and policy goals regarding integrated resource planning in the State of Oregon
4. Demonstrated knowledge of statutory requirements regarding the Renewable Energy Portfolio mandates and related legal issues in Oregon

5. Ability to assess economic impact in Oregon of resource portfolio cost differential between out of state vs in-state portfolio as it flows through the retail rates of PacifiCorp's Oregon electric customers
6. Knowledge of job creation potential and state and local government revenue increase potential of an in-state resource procurement

### **Deliverable Work Products**

1. Consultant shall collaborate with CREA in producing a summary handout of job creation, tax base expansion and other benefits from development of an in-state resource procurement strategy vs out of state. Intended audience shall be legislators, local elected officials, OPUC commissioners, and media.
2. Consultant shall produce a more detailed report that is the foundation of the deliverable identified above. The intended audience for this report shall be more technical in nature including OPUC, ODOE and other executive branch staff
3. Consultant shall hold an agreed number of conference calls with CREA staff and interested members during the course of the engagement to assure consultant and CREA are in alignment regarding the deliverables noted above.
4. CREA recognizes that the potential level of detail and complication in this work product could be extensive. CREA's budget would not support such an extensive effort. CREA believes that the purpose in which CREA anticipates using the results of this effort does not support an extensive level of detail. Rather our expectation is that the "80-20 rule" be applied to this engagement. CREA's expectation is that the results of this study are articulated in an order of magnitude context and presented in a way to immunize the results, to the extent practical, from parties whose interests differ from CREA's to engage audiences in overly specific discussions of study details. Input assumptions shall be from publicly available sources, including recent IOU RFPs and information readily available from Federal and state government sources.

### **Assistance From CREA Staff**

CREA staff shall be willing and available to assist Consultant in identifying sources of input assumptions utilized in the study. This information would be provided to Consultant from CREA utilizing PacifiCorp's Integrated Resource Plan recently filed at the OPUC supplemented, as needed by information in PGE's recent IRP and information available from the USDOE. The information will primarily be the differential in the cost of Oregon located resources compared to out of state projects as identified by PacifiCorp expressed on a cost per MWH basis as well as the quantity and schedule of the identified procurement.

## **SUBMITTAL REQUIREMENTS**

To be considered, interested parties must submit by \_\_\_\_\_. \_\_\_\_\_ copies (at least one that is unbound and photo copy ready) of a proposal package that includes the following:

Letter of interest – must be no more than two pages in length, not including references, and include contact information and signature.

Summary of qualifications, experience and availability of key staff members who will be conducting the services provided.

Brief description of the analysis that will be completed, including the methods that will be used, data requirements, and identification of specific areas where CREA assistance will be needed to obtain information that will be used in the analysis.

List of professional references for project Consultants have performed comparable to those in this Request.

Proposed budget which shall include detailed project costs, by task and estimated hours.

### **Governing Law and Venue.**

This Agreement shall be governed by the laws of the State of Oregon and venue for any lawsuit shall be in the Wasco County Superior Court.

### **Process for Questions**

For questions regarding the RFP process or the services being sought, please contact Brian Skeahan via email at [Brian.Skeahan@yahoo.com](mailto:Brian.Skeahan@yahoo.com) or via telephone at 360-431-5072.

### **Submittal**

Submittals must be received by \_\_\_\_\_ at the Community Renewable Energy Association 1113 Kelly Ave, The Dalles, Oregon 97058. Submittals should be marked to the attention of CREA, Brian Skeahan, Executive Director. Digital proposals may be submitted via e-mail to [Brian.Skeahan@yahoo.com](mailto:Brian.Skeahan@yahoo.com). CREA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered.

**Selection**

CREA will select a preferred candidate, based on the interviews, written proposal, and other information, as well as the results of the reference checks, and will contact all candidates about the results.



## PUBLIC WORKS DEPARTMENT

*Airport    General Maintenance    Road Department    Parks    Transfer Stations*

365 W. Highway 74  
P.O. Box 428  
Lexington, OR. 97839  
Phone: (541) 989-9500  
Fax: (541) 989-8352

Matt Scrivner  
Public Works Director

Sandi Putman  
Management Asst.

Eric Imes  
Asst. Road Master

Kirsti Cason  
Administrative Asst.

### **Road Report for January 24<sup>th</sup> 2018**

**Culvert cleaning / Burn weeds:** A portion of the crew spent almost three weeks cleaning culverts and burning weeds that were in culvert inlets. They also burned piled weeds that the graders had piled during the fall blading season.

**Shop / Yard:** A Portion of the crew has been working in the shop and yard cleaning for a few weeks. It was time for some house cleaning projects and a little paint on some walls. Equipment repairs and alternations have been completed on numerous projects.

**Sand Hollow:** There was some trees in the county right of way that were dropping limbs into the roadway and presenting a road hazard. A tree service for Columbia Basin Electric removed the trees down below the power lines and then the road crew completed the removal process and repairing the shoulder of the road.

**Little Butter Creek:** A large culvert on the upper portion of the Little Butter creek road had started getting some erosion. The crew had to haul in some Rip/Rap material to stabilize the bank.

**Big Butter Creek:** Crew removed some large rocks from the edge of the road and shoulder that had been falling during the recent rain storms.

**Willow Creek:** Crew has been cleaning ditch between Black Mountain lane and Shaw Grade road. Areas have accumulated enough material in the ditches that rocks were in the road way almost daily.

**Rhea Creek:** Crew repaired a small stock passage under the road. The metal decking needed to be welded back down and a small area was patched with cold mix asphalt.

**Blackhorse Canyon:** Crew has been working on removing a small bridge. There was a 12' span bridge that was only 18' in width that was having structural issues. 60' of 8' diameter corrugated pipe was installed under the bridge and then backfilled while the bridge deck was removed. The road was closed for 2 days and now is back open to traffic with a 28'-30' roadway.

# Morrow County Sheriff's Office

## Monthly Report

January 24, 2018

### Board of Commissioner Meeting



These are our monthly stats for:  
December 2017

- ❖ Total Arrests – 33
- ❖ 16 - Warrants
- ❖ 4 – Assaults - Various degrees
- ❖ 1 - Burglary
- ❖ 1 - Harassment
- ❖ 3 - Unlawful Use of Motor Vehicle
- ❖ 2 - Criminal Mischief
- ❖ 1 - Criminal Trespass
- ❖ 1 – Parole Violation
- ❖ 3 – Driving While Suspended
- ❖ 1 – Fail to Perform Duties of a Driver

✚ MVA's – 43

✚ CHL's – 11

✚ Civil Paper Service - 50 persons served with civil papers

✚ Traffic Stops – 145 (of these 109 were warnings, 36 received citations) **Safety is the goal.**

#### Misc. Calls

- ✚ 12-13 Large Black Wolf spotted by several different citizens in the past several days in the Gooseberry/Carlson Ln area.
- ✚ 12-17 Stolen Vehicle, Shot fired at private that was following, suspects held at gunpoint by bird hunters. Suspects arrested.
- ✚ 12-30 Deputy in Single Vehicle Accident on Freeway.





## AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 1 of 2)

(For BOC Use)

Item #

6d

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
(See notations at bottom of form)

Staff Contact: Karen Wolff  
Department: Human Resources  
Short Title of Agenda Item:

Phone Number (Ext): x5620  
Requested Agenda Date: 1/24/2018

**Human Resources Quarterly Update**

### 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"/> Consent Agenda Eligible                  |
| <input type="checkbox"/> Public Comment Anticipated:                      | <input type="checkbox"/> Discussion & Action                      |
| Estimated Time:   | Estimated Time:   |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization               |
| <input type="checkbox"/> Contract/Agreement                               | <input checked="" type="checkbox"/> Other <b>Quarterly Report</b> |

☐ N/A

### Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? ☐ Yes ☒ No

Reviewed By:

[Signature] DATE 1/22/18

Department Head

Required for all BOC meetings

[Signature] DATE

County Counsel

Required for all BOC meetings

\*Required for all legal documents

[Signature] DATE 1/22/18

Finance Office

\*Required for all contracts; other items as appropriate.

Human Resources

\*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

# **AGENDA ITEM COVER SHEET**

**Morrow County Board of Commissioners**

**(Page 2 of 2)**

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

As always, Human Resources has been busy. We completed the recruitment for the County Administrator. The Commissioners made a very good decision! We also recruited and filled the Public Works Director position, and then the Assistant Road Master position.

The bad news is that we had two automobile accidents, both of which resulted in total losses on the vehicles. The good news is that our employees will be back to work.

A couple of situations requiring discipline and/or internal investigation have take a great deal of time recently. We have used CIS Pre-Loss Legal extensively. They have been a tremendous resource on these items.

We have had several Work Comp claims this last quarter. We have been working with SAIF to resolve the claim quickly and to bring the employees back on Modified Duty when possible.

The photo shoot for the Department Directors went well and the photos are good. We will make use of these photos in the near future.

## **2. FISCAL IMPACT:**

## **3. SUGGESTED ACTION(S)/MOTION(S):**

☒ Attach additional background documentation as needed.



## 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

A handwritten signature in blue ink, reading "Karen Wolff", is placed over the "From:" line.

Date: January 22, 2018

Re: Human Resources Quarterly Report

Some of the highlights/lowlights from this quarter include:

### November

- Completed the recruitment and Job Offer for the County Administrator. The Commissioner made a great decision!
- Facilitated Performance Evaluation in a Nepotism situation.
- Attended Association of Oregon Counties conference and set up for County Product Tasting.
- Darrell Green joins Morrow County as County Administrator. Assist in orientations and provide support to Darrell.
- Planning Department motor vehicle accident. File insurance claim, file work comp claim.
- Advertise, recruit, review applications and participate in interviews for Public Works Director.
- Continue recruitment for an RN.
- Continue discussion of County Surveyor position and compensation.
- Assist Veteran's Service with new position: Job Description, wage, BOC approval.
- Final documents for Teamsters Collective Bargaining Agreement.

### December

- Labor Management meeting with AFSCME.
- Retirement Program complaint.
- Assist County Administrator and Finance Director in review of Retirement Program.
- Assist with Holiday Potluck.
- Review applications and conduct interviews for Assistant Road Master.
- Sheriff's Deputy motor vehicle accident. File insurance claim, file work comp claim.
- Continue recruitment for an RN.
- Assist Juvenile Department with new position: Job Description, wage, BOC approval.

### January

- Department Director meeting.
- Assist with employee in crisis. Work with Labor Counsel, CIS Pre-Loss Legal and Morrow County Department.
- Begin discussions with Commissioners regarding Compensation Board.
- Begin Compensation Board data collection and analysis.
- Continue recruitment for RN position.
- Assist department with discipline documentation and next steps.

- Participate in Internal Investigation and assist with documentation and next steps.
- Facilitate photo shoot for Department Directors.

### **Recruitments**

- Nov.    - Complete recruitment for County Administrator.  
           - New Employee Orientation – General Maintenance Assistant.  
           - Recruit for Public Works Director.  
           - Continue recruitment for RN position.
- Dec.    - Advertise, recruit and interview for Assistant Road Master.  
           - Continue recruitment for RN.  
           - New Employee Orientation – Assistant Road Master.
- Jan.    - Juvenile Probation Counselor

### **Monthly**

- Send Anniversary Date Reminders
- Safety Committee
- Respond to Unemployment Claims
- Handle SAIF Claims
- Insurance claims
- Correspondence with Unions on various issues.
- Meet with employees and Department Directors as needed.
- Support County Administrator as needed.
- Support Commissioners as needed.
- Continue to update Human Resources page of county web site.

Item #6e

## MORROW COUNTY SURVEYOR

STEPHEN K. HADDOCK, PLS, CFedS

P.O. BOX G

PILOT ROCK, OREGON 97868

(541) 443-2922 ph.

To: Morrow County Commission  
COURT HOUSE  
Heppner, OR 97836

January 24th, 2018

Re: County Surveyor's report.

Dear Morrow County Commissioners,

During 2017 there were a total of 125 documents recorded in the County Surveyor's Office. Of those 58 were surveys discovered in the old county engineer field note books. Those surveys were performed in the early 1900's by various Morrow County engineers. An additional 23 surveys were found in various sources such as the Umatilla County survey records, the Morrow County road records, and in the records of retired surveyors. There were also 15 surveys completed in 2017 and filed for record as required. Of those, 5 were partition plats that are recorded in the county Clerk's office but that are also required to be filed in the County Surveyor's Office. I have already received five surveys for review this year.

Looking forward to 2018, it is my plan to complete a review of the "retired surveyor" records now in my possession and the county road survey files looking for additional unfiled surveys. I also hope to work with the Road Department to change the policy concerning the maintenance, repair and installation of monumentation in county roads.

At the recent Department "Directors" meeting I raised the issue of project delays caused by the destruction of survey monumentation by various forms of construction. In large part this destruction of corner marks is due to the fact that the notice requirements spelled out in the state law are not followed. Carla McLane had a great idea about one way to deal with this issue and that is to prepare a brochure that explains the importance of the property monuments and the costs of their destruction. This brochure can be given to the public when they apply for those types of permits that require excavation and can be placed on the County Surveyor's web page as general information so the land owners can take an active part in protecting their own property rights.

While conducting the recent partition survey I spent a fair amount of time unravelling the history of the section corner monuments reported to be the southwest corner of Section 10 just south of Boardman. The available records show that this corner has four distinct points that have been used to control various surveys over the years. The process of investigating this corner produced some valuable contacts for me in both the Bonneville Power Administration and the Army Corps of Engineers which will be a great help for me as I plan to review and survey to all of the original GLO corner points in and around the Boardman Area later this summer.

Sincerely,



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

**Board of Commissioner Meeting  
Health Dept. Quarterly Update  
January 24, 2018**

**Public Health Modernization**

The 14 county Regional Eastern Oregon Modernization Collaborative has been awarded and the jobs are posted: Communicable Disease Investigator, Communications Specialist and Public Health Data Analyst.

Once staff are hired, this should provide some great support for our local Communicable Disease surveillance, investigation and follow up.

**Immunization**

This is one of the busiest times of the year as we are still offering Immunizations Influenza vaccine and in the middle of Primary Review when School age children are screened to see if their immunization are up to date. The ages specifically targeted are Preschool, Kindergarten, and 7<sup>th</sup> grade. Exclusion Day this year is February 21<sup>st</sup>. CARE Team staff have also been working collaboratively with the schools to assist in identifying children in need and assisting them in accessing vaccines. Additionally, each year on Exclusion Day, we make sure Nurses are available at each clinic site (Heppner, Ione and Boardman) in the morning in an effort to ensure children that are excluded will miss the least amount of school possible before students are allowed to return.

**Nurse Home Visiting position**

One of the currently employed Nurses has opted to transition into the Home Visiting position, creating a vacancy within the CARE Team.

**CARE Team**

As noted above, we will be seeking a Nurse to replace the Full Time Nurse that shared the Nurse Case Manager position within the schools, among other duties.



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Presiding County Commissioner  
Morrow County  
PO Box 788  
Heppner, OR 97836-0788



01/09/2018

97836-0788

The Federal Aviation Administration conducted an aeronautical study concerning a project in Lexington, OR.

The study was completed and the FAA issued a determination.

To access complete details regarding this determination, use the Search Archives link on the Internet at <http://oeaaa.faa.gov> and search by the signature control number below, or contact our office at (816) 329-2523.

We encourage notification via e-mail. After registering for Email notifications, submit a request in writing to our office to be removed from the FAA's postal mailing list.

Signature Control No: 168674436-352707685

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