

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, February 8, 2023 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

*Zoom Meeting Information on Page 2*

1. **Call to Order and Pledge of Allegiance - 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on topics not on the agenda
3. **Open Agenda:** The Board may introduce subjects not on the agenda
4. **Consent Calendar**
  - a. Minutes: November 9, 2022
  - b. Grant Agreement with Willow Creek Terrace Assisted Living Facility
5. **Public Hearing:** Planning & Zoning Map Amendment to Add a New Rock Quarry to the Goal 5 Inventory; Applicant: Morrow County Public Works (Tamra Mabbott, Planning Director)
6. **Business Items**
  - a. Update from Blue Mountain Community College (Mark Browning, President)
  - b. Commissioner Position 1 Candidates – five minute presentation from each candidate; Commissioners to ask questions
  - c. Position Reclassification and New Employee Requests (Lindsay Grogan, Human Resources; John Bowles, Sheriff’s Office; Kevin Ince, Finance; Eric Imes, Public Works; Glen Diehl, Justice Court; Mike Gorman, Assessment & Tax; Robin Canaday, Public Health)
  - d. County Phone System Replacement Procurement (Kevin Ince, Finance; Jordan Standley, IT Director)
  - e. Ordinance No. ORD-2023-2: Changing Board of Commissioners Meetings to the First and Third Wednesdays (Justin Nelson, County Counsel)
  - f. Wheatridge Wind East, Amended Strategic Investment Program Agreement, Increase 450 MW to 500 MW (Justin Nelson)
  - g. Request to Issue Request for Proposals for Labor Attorney Services (Lindsay Grogan)
7. **Department Reports**
  - a. Probation & Parole Semi-Annual Report (Gina Wilson)
  - b. Tourism Semi-Annual Report (Karie Walchli, Contracted Consultant)
  - c. Finance Dept. Quarterly Report (Kevin Ince)
  - d. Treasurer’s Monthly Report (Jaylene Papineau)
  - e. Planning Department Monthly Report (Tamra Mabbott, Director)
8. **Correspondence**
9. **Commissioner Reports**
10. **Signing of documents**
11. **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 Chair David Sykes at (541) 256-0379.

### **Zoom Meeting Information**

<https://zoom.us/j/5416762546>

Password: 97836

Meeting ID: 541-676-2546

#### **Zoom Call-In Numbers for Audio Only Using Meeting ID 541-676-2546#:**

- 1-346-248-7799
- 1-669-900-6833
- 1-312-626-6799
- 1-929-436-2866
- 1-253-215-8782
- 1-301-715-8592

#### **Zoom Specific Notes:**

- The chat function of Zoom is generally not reviewed by the Board of Commissioners or Staff during the meeting.
- If joining by a browser, use the raise hand icon to indicate you would like to provide public comment, if and when allowed. If using a phone, press \*9 to indicate you would like to speak and \*6 to unmute when you are called on.
- Morrow County provides the option for Zoom Translated Captions.
  - Instructions: <https://support.zoom.us/hc/en-us/articles/6643133682957-Enabling-and-configuring-translated-captions>
  - If you need further assistance, please contact Justin Nelson at [jnelson@co.morrow.or.us](mailto:jnelson@co.morrow.or.us)



**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):**

An audio version of the November 9, 2022 minutes were approved by the Board on December 14, 2022; a written version was available at that time.

Written minutes are used as a research tool by staff and the public. For ease of researching minutes, a written version would be helpful as it's not practical to listen to a nearly two-hour audio recording.

Attachment:

November 9, 2022 Draft Minutes

**2. FISCAL IMPACT:**

N/A

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

If removed from the Consent Calendar:

Move to approve the written minutes of the November 9, 2022 BOC Meeting.

Attach additional background documentation as needed.

**Morrow County Board of Commissioners Meeting Minutes**  
**November 9, 2022**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Jim Doherty, Commissioner Melissa Lindsay, Commissioner Don Russell, Kevin Ince, Roberta Lutcher, Justin Nelson, Lisa Pratt, Mike Hughes

**Present Via Zoom**

Sandi Pointer, Del Turner, Ronda Fox, Julie Baker, David Sykes, SaBrina Bailey-Cave, Mary Killion, Mike Gorman, Heidi Turrell, Erin Anderson, Ana Pineyro, Torrie Griggs, Kirsti Cason, Erika Lasater, Katie Imes, Rick Stokoe, Diane Kilkenny, Karen Pettigrew, Yvonne Morter, Kelsey Crocker, Jaylene Papineau, Linda Skendzel, Anna Browne, Lisa Mittelsdorf, Aaron Moss, Robin Canaday, Kathy Street

**City & Citizen Comments** – None

**Open Agenda**

- Commissioner Lindsay requested to add a discussion regarding a letter of support for Randy Jones with the Department of Environmental Quality (DEQ), to continue his efforts on the Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Committee.
- County Counsel, Justin Nelson, asked to talk about the start time for next week's Board of Commissioners (BOC) meeting; and to decide a date for a BOC meeting at the Morrow County Government Center in Irrigon.
- Chair Doherty said he planned to bring an agenda item today (ambulance transport license request from Boardman Fire Rescue District) and he was happy to hear there were productive talks between John Murray, Chief Mike Hughes and Ken Browne. He said he built on that and talked to the Oregon Health Authority; the contracted mediator, Elizabeth Heckathorn; medical service providers; and ambulance service providers and short of some of the documentation the Board has discussed, there was potential for some movement. He said he visited with Mr. Nelson, this morning about adding it to the agenda, but his recommendation was to suspend it and allow him to get together with the parties and craft something that can come back on the Consent Calendar, maybe even next week. Chair Doherty said things could be parsed out and if it was withdrawn from the Consent Calendar, it could be set it over to the following week.
- Chair Doherty noted the membership dues invoice from the Northeast Oregon Water Association (NOWA) would be removed from the agenda and processed through Accounts Payable since the amount was budgeted during the annual Budget Committee Meetings in May.

**Consent Calendar**

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

1. *Accounts Payable and Payroll Payables*
2. *Minutes: October 26<sup>th</sup> and November 2<sup>nd</sup>*
3. *Amendment 8 to Oregon Health Authority Intergovernmental Agreement #169524 for the Financing of Public Health Services; and authorize Chair Doherty to sign on behalf of the County*

Commissioner Lindsay seconded. Unanimous approval.

### **Business Items**

#### Resolution No. R-2022-24: Approving the Morrow County Credit Card Use Policy

Kevin Ince, Finance Director

Mr. Ince explained a Work Session on this topic was held October 26<sup>th</sup> and the version presented today encompasses the changes requested on that day. He provided a brief overview of the changes.

*Commissioner Russell moved to approve Resolution No. R-2022-24: In the Matter of Transfer of Morrow County Credit Card Policy; to replace the current Morrow County Credit Card Policy last revised on March 2, 2016; and direct the Finance Director to implement the policy.*

*Commissioner Lindsay seconded. Discussion: Mike Gorman, Assessor/Tax Collector, said he was concerned about the requirement for a detailed receipt or invoice. He said there have been some cases where a detailed receipt, especially for meals, wasn't available. He said he ran into this with the prior Finance Director and staff and he didn't think the department should be on the hook to reimburse the County for lack of a receipt they couldn't get. This seemed extreme, he added. Commissioner Lindsay said the last time she got a handwritten receipt, she asked for a detailed receipt. In her experience as treasurer for the Association of Oregon Counties, the auditor required AOC to reduce its number of credit cards. Part of this is to make sure the County can hold the flexibility for staff, and follow best practices for the Finance Department, she explained. Mr. Ince said there will be some level of discretion and it was not the intention to penalize through policy, but more the intention to make every effort to add transparency to all transactions. Were this the private sector, subject to IRS regulations...an itemized receipt would be an absolute requirement...just to offer a comparison, he said. Commissioner Russell asked if he could add handwritten detail to a receipt that lacked detail. Mr. Ince said that would not work. Commissioner Russell then said he would need to make sure receipts meet the requirement for detail. Vote: Unanimous approval.*

#### Payday Policy Change

Lindsay Grogan, Human Resources Director

Ms. Grogan said the request was to change the payroll date from every other Thursday to every other Friday. She listed the reasons for the request and said signed Letters of Agreement were obtained from both unions, Teamsters and AFSCME.

*Commissioner Russell moved to approve the proposed payroll policy which changes the biweekly payday from Thursday to Friday. Commissioner Lindsay seconded. Discussion: Commissioner Lindsay said the fact Ms. Grogan ran this past the unions made it clear to her. Commissioner Russell said it would be a one-time hit to employees but if the unions agreed, he was behind it to give the payroll manager an opportunity for a little extra time. Ms. Grogan said it will take effect December 1<sup>st</sup> and an all-staff email will be sent to make sure they have three weeks of lead time in case changes are needed to automatic bill pays, things like that. Commissioner Russell asked when the second half of the 5% payroll bonus will come out. Ms. Grogan replied, the first payroll in December. Vote: Unanimous approval.*

#### Access Agreement with DEQ – Former Ione Gas Station

Commissioner Lindsay said DEQ and the Environmental Protection Agency (EPA) were committed to this project that will ultimately get a property back into good standing for the economic development of the community. She said the property came into County ownership through foreclosure.

The agreement described the work as – to facilitate the environmental investigation of, and performance of removal or remedial actions, at the property located at 320 Main Street, Ione.

*Commissioner Russell moved to approve the Access Agreement with the Oregon Department of Environmental Quality. Commissioner Lindsay seconded. Commissioner Lindsay asked to amend the motion to specify all three Commissioners would sign. Vote: Unanimous approval.*

**Break:** 9:33-9:38 a.m.

#### Updated Contract with Ducote Consulting

Tamra Mabbott, Planning Department Director

Ms. Mabbott explained the funds allocated in the April 2021 contract have been exhausted. Ms. Mabbott requested the contract be renewed so Planning can continue to work with Nick Ducote on grants for several trail projects. The rate increased from \$90 per hour to \$100 per hour, she added. After a discussion about the County's Request for Proposals for Grant Writing Services, Commissioner Russell requested a Work Session to ensure there is some degree of coordination between departments requesting grant writing assistance.

*Commissioner Lindsay moved to approve the updated contract with Ducote Consulting; effective November 9, 2022 and shall end no later than 60 days after the completion of the project; not-to-exceed amount \$10,000; and authorize Chair Doherty to sign on behalf of the County. Commissioner Russell seconded. Vote: Unanimous approval.*

#### LUBGWMA Committee Discussion

Commissioner Lindsay distributed copies of the draft letter and explained Randy Jones, DEQ Regional Solutions Team, has been instrumental in the activities of the LUBGWMA Committee. He is set to retire at the end of the year and she asked the Board to consider signing the letter urging DEQ to continue his employment on a part-time basis through 2023. The letter will be signed jointly by the Umatilla County Board of Commissioners, she said.

*Chair Doherty moved to join Umatilla County in supporting Randy Jones, as presented in the letter. Commissioner Lindsay seconded. Vote: Unanimous approval.*

#### Upcoming BOC Meetings

The Board agreed to the following:

- Start the November 15<sup>th</sup> meeting at 9:15 a.m. to accommodate the schedule at the Association of Oregon Counties Annual Conference in Eugene.
- Hold a BOC Meeting at the Morrow County Government Center Building in Irrigon on November 23<sup>rd</sup>.

#### **Old Business**

### Continuing Discussion on the County-Owned Cistern

The land on which the County-owned cistern is located is owned by the Willow Creek Valley Economic Development Group (WCVEDG), according to Commissioner Lindsay. Housing development infrastructure work has been occurring but the cistern issue needed to be resolved, she said. After discussion, Commissioner Lindsay said she would work with Eric Imes, Public Works Director, and return with more detailed information for the Board on November 23<sup>rd</sup>.

### **Department Reports**

- The Surveyor's Quarterly Written Report, submitted by Matt Kenny, was reviewed
- The Planning Department Monthly Report, submitted by Ms. Mabbott, was reviewed
- The Treasurer's Monthly Report, submitted by Jaylene Papineau, was reviewed in her absence

### **Commissioner Liaison Reports**

- Commissioner Russell said he spoke to Mr. Gorman and he requested a Work Session to discuss a policy for foreclosed property sales. The Work Session should include the Sheriff's Office, County Counsel, Finance Department and Treasurer.
- Commissioner Lindsay said yesterday's meeting of Department Directors & Elected Officials went well. She said she viewed IT and the Surveyor as similar to other contractors, like the tourism consultant, and perhaps they should fall under the Finance Director for management rather than having an assigned Commissioner Liaison. Commissioner Lindsay requested Mr. Ince bring the topic back for a more formal discussion. She also said the Commissioners need to make sure when having conversations with any departments, if they involve some directives and that Commissioner is not the liaison, that the liaison or County Counsel be included. She said a few conversations or directives have been given that she thought inappropriate without further conversations.
- Chair Doherty said the firm doing the wage study would like to meet with the Board on November 23<sup>rd</sup>, possibly in Executive Session.

### **Correspondence**

- Letter to the Commissioners from Morrow County resident, Lisa Pratt. Ms. Pratt also serves on the Boardman Fire Rescue District Board. In the eight-page correspondence, including attached documentation, she asked the Board to explain how there is not a need for additional ambulances in Boardman.

### **Commissioner Reports**

Brief reports were provided.

### **Signing of documents**

**Adjourned:** 10:55 a.m.



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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

Willow Creek Terrace Assisted Living submitted an application on January 13, 2022 to the county for \$150,000 in ARPA/SLFRF relief funds to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs due to the COVID-19 pandemic.

On January 18, 2023, the Morrow County Board of Commissioners approved the application from Beneficiary.

The County has drafted an agreement to specify how the grant funds can/should be spent to allow the county to remain in compliance with the ARPA/SLFRF relief fund requirements placed on the county.

## **2. FISCAL IMPACT:**

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

Motion to approve the Morrow County Beneficiary Agreement between Morrow County and Willow Creek Terrace Assisted Living.

Attach additional background documentation as needed.

**MORROW COUNTY  
BENEFICIARY AGREEMENT**

***American Rescue Plan Act of 2021  
Coronavirus State and Local Fiscal Recovery Funds***

This Agreement is entered into by and between Morrow County, a political subdivision of the State of Oregon, hereinafter referred to as "County," and Willow Creek Terrace Assisted Living, an Oregon non-profit corporation, hereinafter referred to as "Beneficiary."

**Recitals**

- A. **WHEREAS**, on March 11, 2021, the American rescue plan act ("ARPA") was signed into law and established the coronavirus state fiscal recovery fund and coronavirus local fiscal recovery fund, together which make up the coronavirus state and local fiscal recovery funds ("SLFRF") program. The SLFRF program is to provide support to state, territorial, local and tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses; and
- B. **WHEREAS**, nonprofits may be impacted by the pandemic and receive ARPA/SLFRF assistance as a beneficiary, per U.S. Treasury 31 CFR Part 35; and
- C. **WHEREAS**, the total ARPA/SLFRF funds allocated to the County, as published by the U.S. Treasury, is \$2,253,747, may award funds to organizations that meet ARPA/SLFRF eligibility requirements; and
- D. **WHEREAS**, Willow Creek Terrace Assisted meets the U.S. Treasury definition of a Beneficiary, a private non-profit organization, and submitted an application on January 13, 2023, to the County for \$150,000 in ARPA/SLFRF relief funds to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs due to the COVID-19 pandemic; and
- E. **WHEREAS**, on January 18, 2023, the Morrow County Board of Commissioners approved the application from Beneficiary; and
- F. **WHEREAS**, Beneficiary is willing to execute this Agreement obligating itself to comply with the terms and conditions hereof and to fulfill such obligations in a manner complementary to and in furtherance of its obligations arising from the Agreement it executed with County for receipt of the funds described herein.

**Agreement**

**NOW THEREFORE**, for good and sufficient consideration, including the terms and conditions herein, it is agreed by and between the parties hereto as follows:

1) **Incorporation**

- a) The foregoing Recitals are incorporated herein by reference, provided, however, that the Recitals are not to be deemed to modify the express provisions hereinafter set forth. This Agreement includes the following exhibits which are incorporated herein:

**Exhibit A (The Application)**

2) **Term of Agreement**

- a) Unless terminated or extended, this Agreement covers the expenditure period of January 18, 2023 to June 30, 2024, or, until all grant funds have been expended by the Beneficiary.
- 3) **Award Funding**
- a) County has agreed to make an award of funds to Beneficiary in the total amount of \$150,000 (the "Grant"). Grant disbursements shall be a one-time payment of funds to Beneficiary eligible under category Negative Economic Impact, Aid to Nonprofit Organizations.
  - b) Grant distributions will be made by County to Beneficiary upon execution of this Agreement.
- 4) **Use of Grant Proceeds**
- a) Beneficiary agrees that the Grant to Beneficiary is to be used for Beneficiary's business operating expenses, which include, but are not limited to:
    - i) Payroll and employee benefits;
    - ii) Rent or mortgage;
    - iii) Utilities;
    - iv) Inventory;
    - v) Supplies;
    - vi) Unemployment insurance;
    - vii) Professional licensing costs; and
    - viii) Licenses and permits.
  - b) Beneficiary agrees the Grant to Beneficiary must not be used for expenses other than those for the operations of the Beneficiary business, including, but not limited to:
    - i) Paying off non-business debt, such as personal credit cards for purchases not associated with the business;
    - ii) Personal expenses such as travel unrelated to the business operations, buying a new family car or making repairs to a business-owner's home; and
    - iii) Supporting other businesses in which Beneficiary's owner may have an interest.
- 5) **Record Retention and Access**
- a) Beneficiary must establish and maintain records, including financial documents, sufficient to enable County to determine whether Beneficiary has complied with the terms of this Agreement, and to assist County in meeting its recordkeeping requirements. Such records may include, but are not limited to:
    - i) Records documenting compliance with the terms of this Agreement, including records sufficient to permit the tracing of the Grant funds to a level of expenditures adequate to establish that such funds have been used according to the terms of this Agreement.
  - b) Beneficiary acknowledges and agrees that County shall have access to records and documents related to expenditures of funds provided by the Grant to perform examinations and audits and make excerpts and transcripts. It is agreed and understood by both parties that access and review of records is necessary to audit compliance of ARPA/SLFRF funds provided to County.
  - c) Beneficiary must retain all of its records relating to this Agreement, including supporting documentation, for five (5) years from the date of execution, unless a longer period is required as set forth in the exceptions in 2 CFR 200.334.
- 6) **Award Funding**
- a) Grant distributions will be made by County to Beneficiary upon execution of this Agreement.
- 7) **Mis-expenditures and Excess Payments**
- a) Upon County's identification of a mis-expenditure or excess payment, County shall notify Beneficiary thereof. Upon Beneficiary's identification of a mis-expenditure or excess payment, Beneficiary shall notify County thereof.

- b) Upon County's identification of a mis-expenditure or excess payment, County shall notify Beneficiary thereof. Upon Beneficiary's identification of a mis-expenditure or excess payment, Beneficiary shall notify County thereof.
  - c) Within 30 days of Beneficiary identifying a mis-expenditure or excess payment, Beneficiary shall make full payment to County. Within 30 days of receiving notice from County of a mis-expenditure or excess payment, Beneficiary shall make full payment to County.
- 8) **Termination**
- a) Immediately upon written notice by County to Beneficiary, or at such later date as County may establish in such notice, if Beneficiary is in default.
- 9) **Governing Law; Venue; Consent to Jurisdiction**
- a) This Agreement shall be governed by the laws of the State of Oregon without regard to principles of conflicts of law. Venue shall be in the Morrow County Circuit Court. Both parties consent to the jurisdiction of the Morrow County Circuit Court in all disputes arising out of this Agreement.
- 10) **Compliance with Applicable Law**
- a) Beneficiary shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Agreement.
- 11) **Additional Pass-through Requirements**
- a) The Federal laws and regulations that apply to this Grant include:
    - i) **Civil Rights Laws.** Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§2000d et seq.) and Treasury's implementing regulations at 31 CFR part 22, and the government-wide regulations contained in 28 CFR part 42, subparts Cand F, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
    - ii) **Fair Housing Laws.** The Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. §§ 3601 et seq.) which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
    - iii) **Disability Protections.** Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
    - iv) **Age Discrimination.** The Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107) and Treasury's implementing regulations at 31 CFR part23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
    - v) **Americans with Disabilities Act.** Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
- 12) **No Third-Party Beneficiaries**
- a) County and Beneficiary are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- 13) **Notices**
- a) Any notice of termination or other communication having a material effect on this Agreement shall be served by email or U.S. Mail on the signatories listed.

**County Contact Person:** Kevin C. Ince, Morrow County Finance Director  
**Contact Telephone Number:** 541-676-5615  
**E-Mail Address:** kince@co.morrow.or.us  
**Mailing Address:** 110 North Court St., P.O. Box 867, Heppner, OR 97836

**14) Insurance and Workers' Compensation**

- a) The Beneficiary shall maintain at all times commercial general liability insurance, property damage insurance, and professional if applicable, covering its activities and operations under this Agreement. Beneficiary agrees to provide County with a copy of required insurance upon request.

**15) Beneficiary Status**

- a) Beneficiary is not an officer, employee or agent of the County, with respect to work performed under this Agreement. This Agreement shall not be construed as creating an agency, partnership, joint venture, employment relationship or any other relationship between the parties other than that of independent parties.

**16) Indemnity**

- a) Beneficiary shall agree to defend, indemnify, and hold harmless County, its officers, agents, and employees from damages arising out of this Agreement's acts of the Beneficiary, its officers, agents, and employees acting within the scope of their employment and duties in performance of this agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution, Article XI, Section 7.

**17) Entire Agreement**

- a) This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind all parties unless in writing and signed by both parties and all necessary County approvals have been obtained. The failure of County to enforce any provision of this Agreement shall not constitute a waiver by County of that or any other provision.

**18) Certifications And Signature of Beneficiary's Authorized Representative**

- a) The undersigned certifies under penalty of perjury both individually and on behalf of Beneficiary that by signature on this Agreement for Beneficiary, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Beneficiary and that Beneficiary is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**BENEFICIARY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT BENEFICIARY HAS READ THIS AGREEMENT, UNDERSTANDS IT, HAS THE LEGAL AUTHORITY TO BIND, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**WILLOW CREEK TERRACE ASSISTED LIVING**

Authorized Signature:  Date: 2-6-2023

Printed Name: JEFF L. BAILEY

Title: BOARD MEMBER, SECRETARY & TREASURER

**MORROW COUNTY SIGNATURES  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
David Sykes, Chair

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

\_\_\_\_\_  
Jeff Wenholz, Vice Chair

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

\_\_\_\_\_  
Commissioner Position 1 Vacant

EXHIBIT 'A'  
APPLICATION

**2023 MORROW COUNTY  
ARPA FUNDS APPLICATION**

**Organization Name:** Willow Creek Terrace Assisted Living

**Project Title:** COVID Impact Mitigation

**ARPA Funding Category:** Aid to Nonprofit Organizations

**Organization Information**

Legal Name of the Organization: Willow Creek Terrace Assisted Living

Doing Business As (DBA) Name (if applicable): \_\_\_\_\_

Employer Identification Number:  \_\_\_\_\_

Organization Street Address: 400 Frank Gilliam Drive

City: Heppner State: OR Zip Code: 97836

Organization Mailing Address: (if different from street address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization Website: www.willowcreekterrace.com  
(Please enter "N/A" if none)

Applicant Name: Jeff Bailey

Applicant Title: Secretary and Treasurer

Applicant Mailing Address: (if different from organization mailing address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Phone: ( 541 ) 676-0004 Applicant E-mail: JBailey@beobank.com

**Roberta Lutcher**

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**From:** Jeff Bailey <J.Bailey@beobank.com>  
**Sent:** Friday, January 13, 2023 2:36 PM  
**To:** Roberta Lutcher  
**Subject:** Assisted Living request

**STOP and VERIFY This message came from outside of Morrow County Gov**

Dear Commissioners,

Thank you for the opportunity to correspond with you again pertaining to the financial assistance request for Willow Creek Valley Assisted Living Corporation. We are asking you for a grant of \$100,000. If additional funds are available we could truly use \$150,000. Our 2022 operating results show a net income loss of approximately \$90,000. Our 2023 budget projects improvement, but still a loss of \$43,000. We are optimistic that with financial assistance we can get the financial woes of COVID behind us. I am happy to report that we currently have full occupancy. If this continues we should beat our budget.

Thank you again for your consideration and the work you do for Morrow County.

Jeff Bailey  
Secretary and Treasurer

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

(For BOC Use)
Item #
5

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

Presenter at BOC: Tamra Mabbott
Department: Planning
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers: January 27, 2023
Requested Agenda Date: February 8, 2023

Land Use Hearing: Add the Ella Pit to Comprehensive Plan Goal 5 Inventory; Add Significant Resources Overlay Zone; Approve Conditional Use Permit; Ordinance No. ORD-2023-1

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
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:
Tamra Mabbott January 27, 2023 Department Director Required for all BOC meetings
County Administrator Required for all BOC meetings
Justin Nelson County Counsel \*Required for all legal documents
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):**

Morrow County Public Works applied to permit a new rock quarry to be located in the Ione area. The application includes an amendment to the Comprehensive Plan Goal 5 aggregate resource inventory, rezoning the 20-acre site to add the Significant Resource Overlay Zone and a Conditional Use Permit.

On December 6, 2022 Planning Commission voted unanimously to recommend to the Board of Commissioners approval of the above amendments and the Conditional Use Permit application.

## **2. FISCAL IMPACT:**

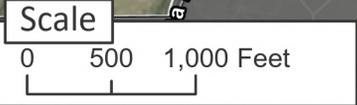
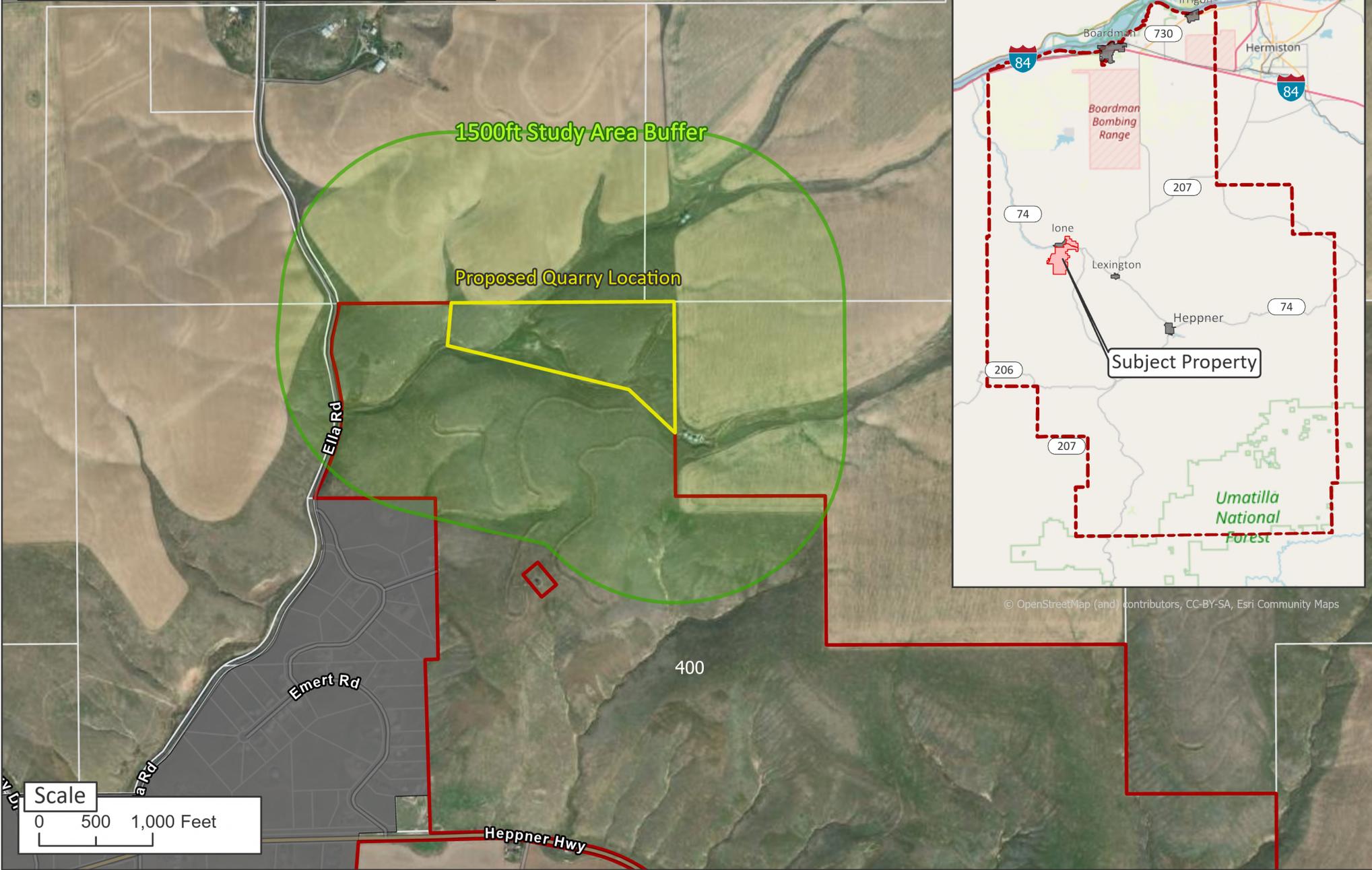
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## **3. SUGGESTED ACTION(S)/MOTION(S):**

Adopt the Findings and approve the Comprehensive Plan amendment, the Zoning Map amendment and the Conditional Use Permit application.

Attach additional background documentation as needed.

# 1500ft Impact Study Area



**CUP-N-357-22**  
**AC-141-22**  
Morrow County  
Public Works  
1S24E TL400

Legend

Taxlot

Subject Parcel

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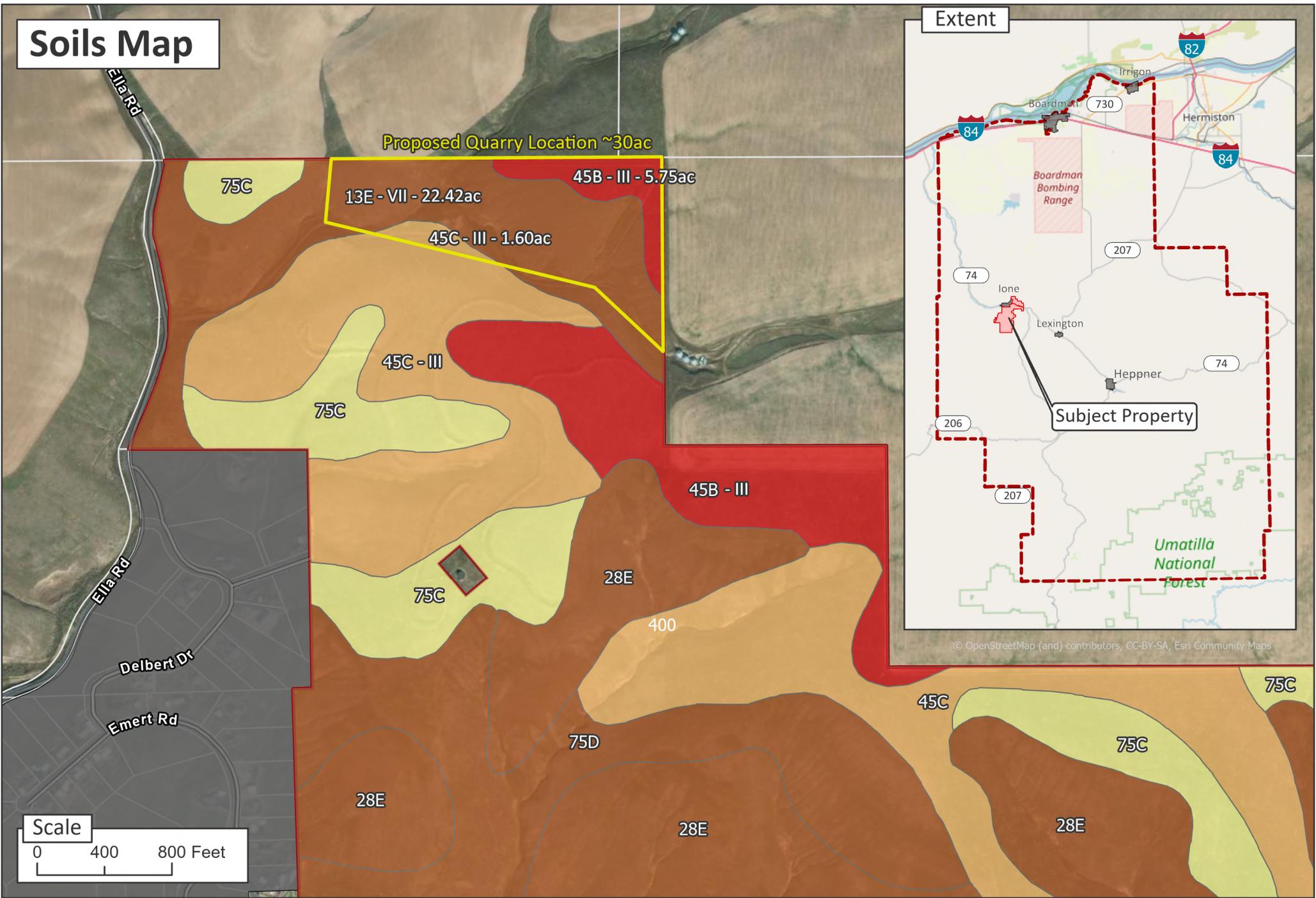
Cartography By: Stephen Wrecsics  
Morrow County Planning Department  
Coordinate System: NAD83 Oregon GIC Lambert ft  
Datum: North American 1983  
Projection: Lambert Conformal Conic

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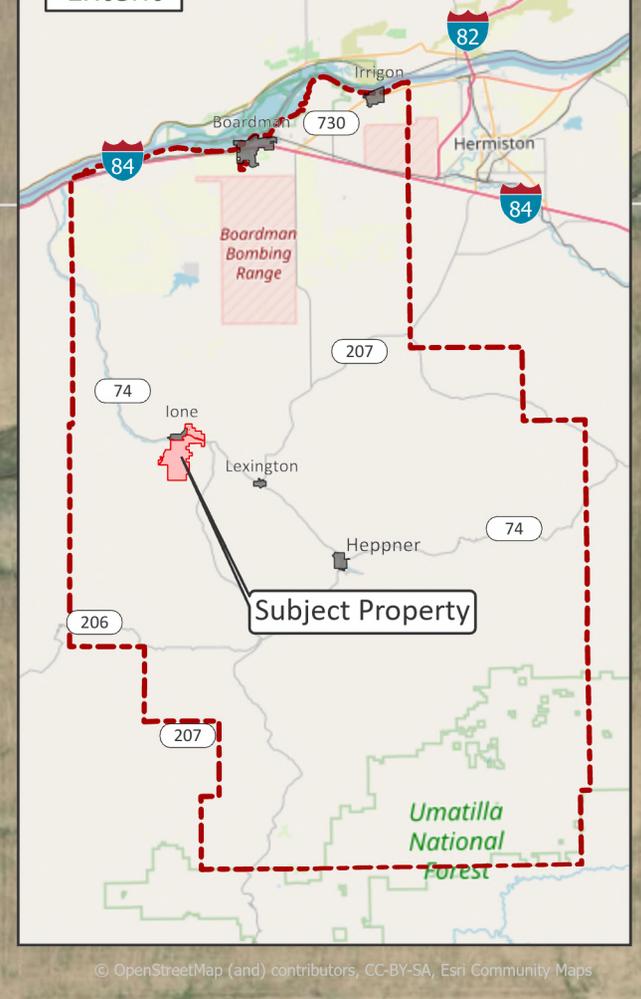
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# Soils Map

Proposed Quarry Location ~30ac



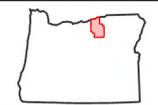
## Extent



**CUP-N-357-22**  
**AC-141-22**  
 Morrow County  
 Public Works  
 1S24E TL400

### Legend

- Taxlot
- Subject Parcel



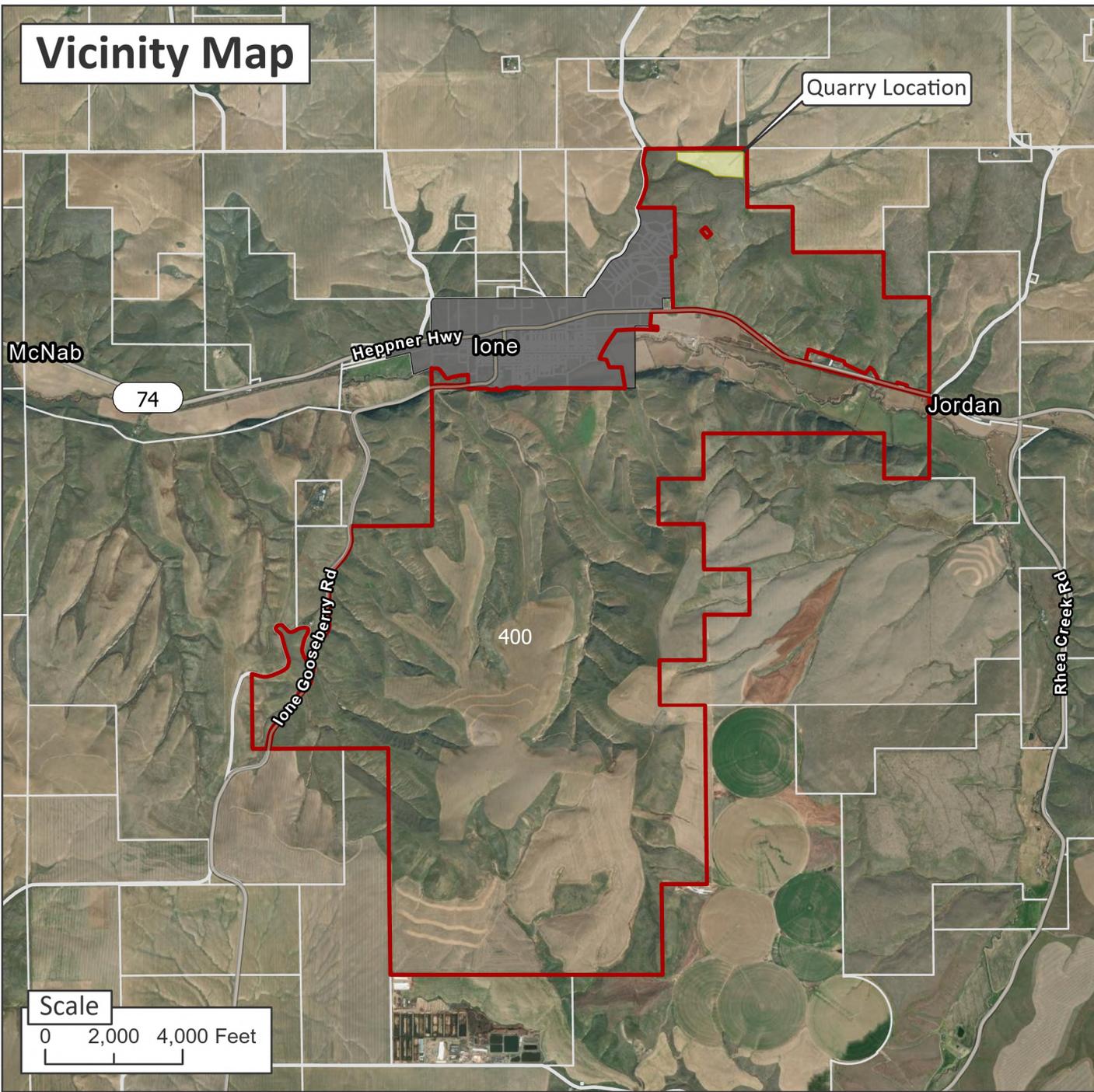
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Cartography By: Stephen Wrecsics  
 Morrow County Planning Department  
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 Datum: North American 1983  
 Projection: Lambert Conformal Conic



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# Vicinity Map



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**CUP-N-357-22**  
**AC-141-22**  
 Morrow County  
 Public Works  
**1S24E TL400**

**Legend**

Taxlot

Subject Parcel

Date Saved: 10/25/2022 8:03 AM

Cartography By: Stephen Wrecsics  
 Morrow County Planning Department  
 Coordinate System: NAD83 Oregon GIC Lambert ft  
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**BEFORE THE BOARD OF COMMISSIONERS  
FOR MORROW COUNTY, OREGON**

AN ORDINANCE AMENDING THE MORROW )  
COUNTY COMPREHENSIVE PLAN )           ORDINANCE NO. ORD-2023-1  
TO ADD A SIGNIFICANT AGGREGATE )  
SITE TO THE GOAL 5 INVENTORY )

**WHEREAS**, ORS 203.035 authorizes Morrow County to exercise authority within the County over matters of County concern; and

**WHEREAS**, Morrow County adopted a Comprehensive Land Use Plan which was first acknowledged by the Land Conservation and Development Commission on January 30, 1986, with the Economic Element update acknowledged May 2016; and

**WHEREAS**, the Morrow County Planning Department accepted an application from Morrow County Public Works Department to amend the Goal 5 inventory and add the Ella Pit as a Significant Aggregate Resource; and

**WHEREAS**, the Morrow County Planning Commission held a public hearing on December 6, 2022 and voted unanimously to recommend the Board of Commissioners amend the Goal 5 Inventory of the Comprehensive Plan and to approve Conditional Use Permit CUP-N-457-22; and

**WHEREAS**, the Morrow County Board of Commissioners held a public hearing on February 8, 2023 and voted to adopt the Findings and amend the Ella Pit to the Goal 5 inventory as a significant aggregate resource and approve the Conditional Use Permit CUP-N-457-22.

**NOW THEREFORE THE MORROW COUNTY BOARD OF COMMISSIONERS ORDAINS AS FOLLOWS:** THAT THE MORROW COUNTY BOARD OF COMMISSIONERS AMENDS THE GOAL 5 INVENTORY OF SIGNIFICANT AGGREGATE RESOURCES IN THE COMPREHENSIVE PLAN.

**Section 1 Title of Ordinance:**

This Ordinance shall be known, and may be cited, as the “2023 Goal 5 Aggregate Resources Amendment – Ella Pit”

**Section 2 Attached Documents:**

1. Board of Commissioners Findings of Fact Plan Amendment (AP-141-22) and Comprehensive Plan Map Amendment AC-142-22 and Conditional Use Permit CUP-N-357-22
2. Comprehensive Plan (Updated) List of Significant Goal 5 Aggregate Resources

**Section 3 Effective Date:**

This Ordinance shall be effective 90 days from February 22, 2023, on June 15, 2023

Date of First Reading:           February 8, 2023  
Date of Second Reading:       February 22, 2023

**ADOPTED BY THE MORROW COUNTY BOARD OF COMMISSIONERS THIS 22<sup>nd</sup> DAY OF FEBRUARY 2023.**

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

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David Sykes, Chair

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Jeff Wenholz, Vice Chair

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Vacant, Commissioner Position 1

Approved as to Form:

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Morrow County Counsel

**Morrow County Board of Commissioners**  
**Final Findings of Fact**  
**AC(M)-141-22, AC(Z)-142-22, CUP-N-357-22**  
**Goal 5 Aggregate Site**

REQUEST: to amend the Comprehensive Plan to add a 20-acre aggregate resource to the county Goal 5 significant aggregate resource inventory, amend the Comprehensive Plan and Zoning Ordinance Maps to include the site within the Significant Resource Overlay Zone and approve mining activity.

APPLICANT: Morrow County Public Works Department  
365 West Highway 74, PO Box 428  
Lexington, OR 97839

OWNER: JJMC, LLC  
PO Box 4  
Ione, OR 97843

PROPERTY DESCRIPTION: Tax Lot 400 of Assessor's Map 1S 24

PROPERTY LOCATION: Proposed quarry is part of a large parcel (approximately 4,916 acres). Quarry site is located north and east of the city of Ione off Ella Road.

FINDINGS OF FACT:

I BACKGROUND INFORMATION:

Morrow County Public Works seeks to establish a new aggregate site to provide resource for rock crushing for material for county roads.

The quarry site is large enough to provide more than 500,000 tons of aggregate material and the applicant has applied for protection as a site that will produce more than 500,000 tons. The applicant has not yet submitted test results from a lab however, according to Public Works Director and staff the quarry will provide high quality material that will meet ODOT standards for abrasion, degradation and soundness. Public Works has arranged to have samples and will submit the results. The rock will be used by Morrow County Public Works Department for road maintenance and construction. County may choose to use the material for other needs in the future. The proposed location of the quarry is important in order to minimize hauling costs from outside the Ione area.

Surrounding Land Uses. The surrounding land uses is primarily agriculture although the city boundary abuts a portion of the subject parcel. The city limits are outside of the 1,500-impact area. City of Ione is just south and west of the proposed quarry site.

Quarry Site Operation and Reclamation. The applicant has provided information that indicates the area of extraction is approximately 20 acres in size and will be mined in phases as the aggregate is needed. Waste rock or overburden will be used for building and leveling the area for the processing site. Where the applicant is Morrow County an operating permit from DOGAMI is not required as county adopted Ordinance MC-C-3-98 which exempts Morrow County from Oregon mining permit requirements of ORS 517.702 to 517.987. County and contractors are otherwise required to comply with surface mining safety and reclamation.

II SUMMARY OF APPLICABLE CRITERIA To approve the request the Board of Commissioners will be required to adopt findings to show that the request meets the necessary criteria. Those criteria are presented below in bold print with responses in regular print.

**Morrow County Zoning Ordinance Section 3.010 Exclusive Farm Use Zone CONDITIONAL USES PERMITTED. In an EFU Zone, the following uses and their accessory uses are permitted subject to demonstration of compliance with the requirements of Article 6 of this Ordinance and Section (G) below:**

**11. Operations conducted for the mining, crushing or stockpiling of mineral, aggregate and other mineral resources or other subsurface resources subject to ORS 215.298 and Article 6 of this Ordinance.**

**Morrow County Zoning Ordinance Section 3.200 Significant Resource Overlay Zone. The purpose of the Significant Resource Overlay Zone is to protect significant mineral resources, scenic areas, natural areas, and fish and wildlife habitat in Morrow County, and to permit development which is compatible with such protection.**

**A. Application. The Significant Resource Overlay Zone shall be applied to those sites designated as a Significant Resource Site on the Morrow County Comprehensive Plan Goal 5 Resource Map, and determined to be worthy of full protection or limited protection against conflicting uses.**

If approved the proposed site would be identified as "significant" under Goal 5 and the Significant Resource Overlay Zone would be applied. Section 3.200 is attached.

**B. Permissible Uses. If a use or activity permitted outright in the underlying zone, or a use or activity requiring a zoning permit in the underlying zone is listed in Section 3.200 E as a conflicting use or activity, it shall become a conditional use subject to the provisions of Article 6 and the provisions of this ordinance.**

C. CATEGORIES.

**1. Aggregate and Mineral Sites. The Zoning Map will be amended to apply the Overlay Zone to an approved mining site including an impact area. Mineral and aggregate sites approved in Morrow County may have an impact area of up to 1500 feet when permitted under certain Comprehensive Plan approval processes. Based on the Comprehensive Plan**

**analysis development in an Overlay Zone impact area is subject to the following standards:**

- a. Uses permitted Outright. Uses permitted outright in the underlying zone, except conflicting uses described in the Comprehensive Plan Analysis may be permitted subject to the standards and criteria of the underlying zone.**
- b. Uses Allowed Conditionally. Uses permitted conditionally in the underlying zone and conflicting uses shall be reviewed as conditional uses subject to the standards and criteria of the underlying zone and the criteria listed in paragraph 4 below.**
- c. Prohibited Uses. Uses identified through the Comprehensive Plan analysis as incompatible with mining in all instances shall not be permitted within the impact area.**
- d. Approval Criteria for proposed uses allowed conditionally in the impact area. The applicant must demonstrate compliance with the following criteria:**
  - i. The proposed use will not interfere with or cause an adverse impact on lawfully established and lawfully operating mining operations;**
  - ii. The proposed use will not cause or threaten to cause the mining operation to violate any applicable standards of this Section or County approval in the Comprehensive Plan;**
  - iii. An application for a new noise or dust sensitive use shall demonstrate that the mining operation in the adjacent extraction area will maintain compliance with DEQ noise control standards and ambient air quality and emission standards as measured at the new noise or dust sensitive use. If deemed necessary by the Planning Director, the applicant for a new noise sensitive use shall submit an analysis prepared by an acoustical engineer, demonstrating that the applicable DEQ noise control standards are met or can be met by a specified date. If noise mitigation measures are necessary to ensure continued compliance on the part of the mining operation such measures shall be a condition of approval. If noise mitigation measures are inadequate to ensure compliance with DEQ noise control standards, the noise sensitive use shall not be approved within the impact area.**

**(MC OR-1-2013)**

The above criteria would apply to future conditional uses located within the impact area. Given most of the land in the impact area is zoned Exclusive Farm Use there is a limited number of circumstances that may be restricted. The same is true for the very small area of residential zoned lands in the impact area.

- iv. Mineral Resource Sites. Lots or parcels which abut a significant mineral resource site (active or potential) may be required to establish dwelling setbacks in excess of those required in the underlying zone. The required setback shall be determined by the Planning Director after meeting with the applicant and the owner of the mineral resource land to ensure visual and**

**sound screening between present and future uses on the properties. Such setback shall be no less than 100 feet and no greater than 600 feet.**

Parcels abutting the proposed site primarily include lands zoned EFU, however, city limits abut a portion of the tax lot. See attached map.

The quarry location is on a bluff above city limits which should provide visual and sound screening. Future allowed uses expected to be in conflict with the quarry are analyzed in the Oregon Statewide Planning Goals; Oregon Revised Statutes Division 23, Procedures and Requirements for Complying with Goal 5 660-023-0180(5) Section, below. For future dwellings that may be permitted on parcels located inside the impact area the property line setback will be 100 feet.

**Morrow County Zoning Ordinance Article 8 Amendments Section 8.050 Burden and Criteria: The proponent of the application or permit has the burden of proving justification for its approval. The more drastic the request or the greater the impact of the application or permit on the neighborhood, area, or county, the greater is the burden on the applicant. The following criteria shall be considered by the Planning Commission in preparing a recommendation and by the County Court in reaching their decision.**

**A. That conditions have changed since the adoption of the Comprehensive Plan and zoning map that warrant an amendment, or that there was a mistake in the original designation.**

This amendment is required by the Oregon Revised Statutes and Oregon Administrative Rules. No conditions have changed or mistake was made in the original designation of the Comprehensive Plan.

**B. That public services and facilities are sufficient to support a change in designation, including but not limited to, streets and roads (refer to the Transportation System Plan and Transportation Planning Rule).**

The proposed Plan amendment to add a new aggregate site will not require changes to existing roadways. The mining activity and use is in compliance with the county TSP.

**1. Amendments to the zoning ordinance or zone changes which significantly affect a transportation facility shall assure that land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:**

- a. Limiting allowed land uses to be consistent with the planned function of the transportation facility or roadway;**
- b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses consistent with the requirement of the Transportation Planning Rule; or,**
- c. Altering land use designations, densities, or design**

requirements to reduce demand for automobile travel to meet needs through other modes.

**2. A plan or land use regulation amendment significantly affects a transportation facility if it:**

- a. Changes the functional classification of an existing or planned transportation facility;**
- b. Changes standards implementing a functional classification;**
- c. Allows types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility; or**
- d. Would reduce the level of service of the facility below the minimal acceptable level identified in the Transportation System Plan. (MC-C-8-98)**

The proposed quarry will generate a modest volume of traffic only seasonally and will not cause change the functional classification of the primary and secondary access roads.

**C. That the proposed amendment is consistent with unamended portions of the Comprehensive Plan and supports goals and policies of the Comprehensive Plan, that there is a public need for the proposal, and that the need will be best served by allowing the request. If other areas in the county are designated for a use as requested in the application, then a showing of the necessity for introducing that use into an area not now so zoned and why the owners there should bear the burden, if any, of introducing that zone into their area.**

The proposed amendment is consistent with unamended portions of the Comprehensive Plan and otherwise supports adopted goals and policies. Morrow County Public Works has identified a need for aggregate material in the vicinity of Ione. The proposed quarry contains appropriate quality material for the long-term supply needs of the Public Works Department. Listing the site in the Comprehensive Plan's list of significant Goal 5 protected resources is appropriate to preserve the long-term use of this resource.

**D. The factors listed in ORS 215.055 or others which relate to the public need for healthful, safe and aesthetic surroundings and conditions.**

ORS 215.055 was repealed in 1977. This approval includes a condition to implement dust abatement measures.

**III. OREGON REVISED STATUTES 215.298 Mining in exclusive farm use zone; land use permit. (1) For purposes of ORS 215.213 (2) and 215.283 (2), a land use permit is required for mining more than 1,000 cubic yards of material or excavation preparatory to mining of a surface area of more than**

one acre. A county may set standards for a lower volume or smaller surface area than that set forth in this subsection.

(2) A permit for mining of aggregate shall be issued only for a site included on an inventory in an acknowledged comprehensive plan.

This application will require a determination of Goal 5 significance by the Board of Commissioners in order for mining to be permitted. If approved the site will be included on Morrow County's inventory of significant aggregate sites in the Comprehensive Plan. This application includes approval of a Conditional Use Permit.

2. Oregon Case Law; Oregon Case Law LUBA Beaver State Sand and Gravel v. Douglas County, 43 or LUBA 140 (2002). The ORS 215.298 provision allows a mining operation on EFU-zoned lands if the site is on an "inventory" in a comprehensive plan. Because under the 1982 Goal 5 rule the term "inventory" referred to an inventory of significant mineral sites, ORS 215.209 allows mining in an EFU zone only if the site is on a comprehensive plan inventory of significant mineral sites, not if the site is on a separate list of non-significant sites. This action takes into account the LUBA Case described above. The aggregate mine will be placed on the Comprehensive Plan list of significant mineral sites.

3. STANDARDS OF THE OREGON ADMINISTRATIVE RULES, DIVISION 23 FOR GOAL 5 LARGE SIGNIFICANT SITES, OAR 660-023-0180(3)(5), (7), OAR 660-023-040 and OAR 660-023-050.

OAR 660-023-0180 Mineral and Aggregate

This application can be found to comply with Statewide Planning Goal 5 where it complies with OAR 660-023-0180(3) for Mineral and Aggregate Resources.

OAR 660-023-0180 Mineral and Aggregate Resources

(3) [Large Significant Sites] An aggregate resource site shall be considered significant if adequate information regarding the quantity, quality, and location of the resource demonstrates that the site meets any one of the criteria in subsections (a) through (c) of this section, except as provided in subsection (d) of this section:

(a) A representative set of samples of aggregate material in the deposit on the site meets applicable Oregon Department of Transportation (ODOT) specification for base rock for air degradation, abrasion, and soundness, and the estimated amount of material is more than 2,000,000 on the Willamette Valley, or more than 500,000 tons outside the Willamette Valley;

(b) The material meets local government standards establishing a lower threshold for significance than subsection (a) of this section; or

(c) The aggregate site was on an inventory of significant aggregate sites in an acknowledged plan on September 1, 1996.

(d) Notwithstanding subsections (a) and (b) of this section, except for an

**expansion area of an existing site if the operator of the existing site on March 1, 1006, had unenforceable property interest in the expansion area on that date, an aggregate site is not significant if the criteria in either paragraphs (A) or (B) of this subsection apply:**

**(A) More than 35 percent of the proposed mining area consists of soil classified as Class I on Natural Resource and Conservation Service (NRCS) maps on June 11, 2004; or**

**(B) More than 35 percent of the proposed mining area consists of soil classified as Class II, or of a combination of Class II and Class I or Unique soil, on NRCS maps available on June 11, 2004, unless the average thickness of the aggregate layer within the mining area exceeds: (i) 60 feet in Washington, Multnomah, Marion, Columbia, and Lane counties; (ii) 25 feet in Polk, Yamhill, and Clackamas counties; or (iii) 17 feet in Linn and Benton counties.**

Adequate information has been provided to the Planning Department regarding the quality, quantity and location of the aggregate and it does meet (a) above. The test results are attached. Based on the test results, the site can be deemed a significant resource. The quarry area is comprised of predominantly Gravel very gravelly loam, a class VII soil (USDA Soil Survey of Morrow County Area, 1983). According to Eric Imes, Public Works Director, the 20-acre site will produce approximately 650,000 tons of aggregate. The application complies with this standard.

**IV. OREGON ADMINISTRATIVE RULES 660-023-0180(5) [Large Significant Sites]**  
**For significant mineral and aggregate sites, local governments shall decide whether mining is permitted. For a PAPA application involving an aggregate site determined to be significant under section (3) of this rule, the process for this decision is set out in subsections (a) through (g) of this section. A local government must complete the process within 180 days after receipt of a complete application that is consistent with section (8) of this rule, or by the earliest date after 180 days allowed by local charter.**

**(a) The local government shall determine an impact area for the purpose of identifying conflicts with proposed mining and processing activities. The impact area shall be large enough to include uses listed in subsection (b) of this section and shall be limited to 1,500 feet from the boundaries of the mining area, except where factual information indicates significant potential conflicts beyond this distance. For a proposed expansion of an existing aggregate site, the impact area shall be measured from the perimeter of the proposed expansion area rather than the boundaries of the existing aggregate site and shall not include the existing aggregate site.**

An impact area map is attached to these findings. The existing uses within the impact area are agriculture, mainly grazing and dryland wheat farming as well as uses in the city of Ione.

**(b) The local government shall determine existing or approved land uses within the impact area that will be adversely affected by proposed mining operations and shall specify the predicted conflicts. For purposes of this section, "approved land uses" are dwellings allowed by a residential zone on existing platted lots and other uses for which conditional or final approvals have been granted by the local government. For determination of conflicts from proposed mining of a significant aggregate site, the local government shall limit its consideration to the following:**

**(A) Conflicts due to noise, dust, or other discharges with regard to those existing and approved uses and associated activities (e.g., houses and schools) that are sensitive to such discharges;**

The quarry site is located on a tall bluff north east of city of Ione. The 1500-foot buffer area applies to the subject parcel (tax lot 400) and other farm ground. The subject parcel is very large and abuts a residential subdivision known as the Emert Addition. However, the 1500-foot impact area is a significant distance from the Emert Addition and other residences. There are two farm buildings within the 1500-foot impact area but no dwellings. The quarry activities do not appear to create noise, dust or other discharges that would impact those structures or farm use in the impact area or outside of the parcel boundaries.

**(B) Potential conflicts to local roads used for access and egress to the mining site within one mile of the entrance to the mining site unless a greater distance is necessary in order to include the intersection with the nearest arterial identified in the local transportation plan.**

**Conflicts shall be determined based on clear and objective standards regarding sight distances, road capacity, cross section elements, horizontal and vertical alignment, and similar items in the transportation plan and implementing ordinances. Such standards for trucks associated with the mining operation shall be equivalent to standards for other trucks of equivalent size, weight, and capacity that haul other materials;**

Access will be Ella Road to State Highway 74. Traffic will include mining and rock crushing equipment seasonally. Haul truck volumes will be very low except during peak season for road paving and applying gravel. Even then, truck traffic will average 10-12 truck trips per day, with a maximum of 25 truck trips at peak. There are no proposed mitigating measures. Also, see the discussion in Article 8 Amendments on page 5.

**(C) Safety conflicts with existing public airports due to bird attractants, i.e., open water impoundments as specified under OAR chapter 660, division 013;**

There is no airport within the impact area, or anywhere nearby. The closes airport identified by the Comprehensive Plan is located at Lexington. There are no proposed mitigating measures.

**(D) Conflicts with other Goal 5 resource sites within the impact area that are shown on an acknowledged list of significant resources and for which the requirements of Goal 5 have been completed at the time the PAPA is initiated;**

No significant resources have been identified on the site, or within the impact area. There are no proposed mitigating measures.

**(E) Conflicts with agricultural practices; and**

Agricultural use within 1,500 feet is primarily grazing. The property owner does not anticipate that mining activities will interfere with current farming practices.

**(F) Other conflicts for which consideration is necessary in order to carry out ordinances that supersede Oregon Department of Geology and Mineral Industries (DOGAMI) regulations pursuant to ORS 517.780; No other conflicts have been identified.**

**(c) [If conflicts exist, measures to minimize] The local government shall determine reasonable and practicable measures that would minimize the conflicts identified under subsection (b) of this section. To determine whether proposed measures would minimize conflicts to agricultural practices, the requirements of ORS 215.296 shall be followed rather than the requirements of this section. If reasonable and practicable measures are identified to minimize all identified conflicts, mining shall be allowed at the site and subsection (d) of this section is not applicable. If identified conflicts cannot be minimized, subsection (d) of this section applies.**

For this application, the only conflict mentioned is the possibility of fugitive dust, which can be easily mitigated with a gravel surface on the haul roads. Reasonable and practicable measures are identified that will minimize the identified conflict and mining should be allowed at the site.

**(d) [If conflicts cannot be minimized then conduct an Economic, Social, Environmental and Energy (ESEE) analysis.] The local government shall determine any significant conflicts identified under the requirements of subsection (c) of this section that cannot be minimized. Based on these conflicts only, local government shall determine the ESEE consequences of either allowing, limiting, or not allowing mining at the site. Local governments shall reach this decision by weighing these ESEE consequences, with consideration of the following:**

**(A) The degree of adverse effect on existing land uses within the impact area;**

**(B) Reasonable and practicable measures that could be taken to reduce the identified adverse effects; and**

**(C) The probable duration of the mining operation and the proposed post-mining use of the site.**

Mitigations can be added here in the future if conflicts are identified. Conflicting

uses have not been identified. Insert table of conflicting uses if applicable.

**(e) Where mining is allowed, the plan and implementing ordinances shall be amended to allow such mining. Any required measures to minimize conflicts, including special conditions and procedures regulating mining, shall be clear and objective. Additional land use review (e.g., site plan review), if required by the local government, shall not exceed the minimum review necessary to assure compliance with these requirements and shall not provide opportunities to deny mining for reasons unrelated to these requirements, or to attach additional approval requirements, except with regard to mining or processing activities:**

**(A) For which the PAPA application does not provide information sufficient to determine clear and objective measures to resolve identified conflicts;**

**(B) Not requested in the PAPA application; or**

**(C) For which a significant change to the type, location, or duration of the activity shown on the PAPA application is proposed by the operator.**

The application review did not reveal any conflicts. Comprehensive Plan may be amended based on the Board of Commissioners adopted findings.

(f) Where mining is allowed, the local government shall determine the post-mining use and provide for this use in the comprehensive plan and land use regulations. For significant aggregate sites on Class I, II and Unique farmland, local governments shall adopt plan and land use regulations to limit post-mining use to farm uses under ORS 215.203, uses listed under ORS 215.213(1) or 215.283(1), and fish and wildlife habitat uses, including wetland mitigation banking. Local governments shall coordinate with DOGAMI regarding the regulation and reclamation of mineral and aggregate sites, except where exempt under ORS 517.780.

The present use of the site is grazing. The site will be reclaimed after the mining operation is no longer in operation

**(g) Local governments shall allow a currently approved aggregate processing operation at an existing site to process material from a new or expansion site without requiring a reauthorization of the existing processing operation unless limits on such processing were established at the time it was approved by the local government.**

The proposed site is a new site.

## **V. COMPREHENSIVE PLAN GOAL 5 INVENTORY**

This proposed amendment to the Morrow County Comprehensive Plan is to add the Ella Pit to the list of Goal 5 protected, significant resources aggregate sites. The following proposed changes will be made in Chapter Page 7 of 31, adopted

10-01-13

Open Space, Scenic and Historic Area Aggregate mines with Goal 5 Protection. A list of aggregate sites, attached, includes both those with protections under Goal 5 and those located on farmland required to be listed in the Comprehensive Plan. Some were declared significant when the Comprehensive Plan was adopted in 1980 and acknowledged in 1986, and others were on Morrow County's inventory of significant aggregate sites as of September 1, 1996, thus meeting the requirements of OAR 660-023-0180(3)(c). The remainder, approved since that date, were protected under the rules prescribes in OAR 600 Division 23, some being protected under Goal 5 with the majority being on farmland and meeting the requirements of listing in the Comprehensive Plan (MC OR-1-2013) See attached Inventory.

**VI ARTICLE (6) CONDITIONAL USES, Morrow County Zoning Ordinance.**

**6. Operations for the exploration, mining and processing of geothermal resources as defined by subsection (4) of ORS 522.005, aggregate and mineral resources.**

**SECTION 6.020. GENERAL CRITERIA.** In judging whether or not a conditional use proposal shall be approved or denied, the Commission shall weigh the proposal's appropriateness and desirability, or the public convenience or necessity to be served against any adverse conditions that would result from authorizing the particular development at the location proposed and, to approve such use, shall find that the following criteria are either met or can be met by observance of conditions.

**A. The proposal will be consistent with the Comprehensive Plan and the objectives of the Zoning Ordinance and other applicable policies and regulations of the County.**

The subject quarry area is a rocky hillside used for grazing. Stockpiling, screening, crushing and hauling of aggregate is located on land zoned for Exclusive Farm Use where mining and mining activities are allowed as a Conditional Use. This application also includes a Plan Amendment to add the aggregate resource to the Comprehensive Plan as a significant site and a Zoning Map Amendment to apply the Aggregate Resources Overlay Zone. With the adoption of the Plan and Map Amendments and the applicable criteria in the MCZO, the proposed quarry complies with this standard.

**B. If located within the Urban Growth Boundary of a city, that said city has had an opportunity to review and comment on the subject proposal.**

This requirement does not apply as the property is not located within the Urban Growth boundary of any city.

**C. The proposal will not exceed carrying capacities of natural resources or public facilities.**

The mining operation area is not located within a designated Critical Groundwater Area as defined in Administrative Rule by the Oregon Department of Water Resources (OWRD). Water for dust abatement and crushing was not addressed in the application but presumably water will be hauled in with a water truck. The applicant will use water from a permissible source. The mining operation area is

within the Ione Rural Fire Protection District and the District was mailed a copy of the preliminary Staff Report. The applicant has not stated how solid waste will be removed from the proposed site. There is no current sewage disposal method at the site, but a portable restroom may be set up for use during mining activity. Based on this the application can be found to not exceed carrying capacities of natural resources or public facilities and therefore complies with this standard.

#### **SECTION 6.025 RESOURCE ZONE STANDARDS FOR APPROVAL**

**Note: These county standards are the same as ORS 215.298.**

**A. In the Exclusive Farm Use Zone, a conditional use may be approved only when the County finds that the use will not:**

- 1. Force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; or**
- 2. Significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.**

The proposed mining activity is common throughout central and southern Morrow County and historically has been compatible with adjacent farming and grazing. Dust from mining activities can be a nuisance or negative impact to some farming operations and therefore dust abatement is recommended as a condition of approval.

Where these county standards are the same as ORS 215.298, the land use is found to comply with both state and local standards in this regard.

#### **SECTION 6.030. GENERAL CONDITIONS.**

**In addition to the standards and conditions set forth in a specific zone, this article, and other applicable regulations; in permitting a new conditional use or the alteration of an existing conditional use, the Commission may impose conditions which it finds necessary to avoid a detrimental impact and to otherwise protect the best interests of the surrounding area or the County as a whole. These conditions may include the following:**

**A. Limiting the manner in which the use is conducted including restricting the time an activity may take place and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.**

The mining activities will remain within the boundaries of the permitted area and is expected to create minimal environmental effects.

If an air quality permit is required by the Department of Environmental Quality, for example for the operator or permittee of the portable rock crusher, said operator shall be required to secure appropriate permits from the DEQ. To ensure the discharges of contaminants and dust created by the mining operation comply with the applicable DEQ ambient air quality and emissions standards, this is listed as a condition of approval.

Hours of operation were not mentioned in the application. As noted above, Planning Department proposes that this permit not limit hours of operation unless complaints are filed.

This application can be found to be in compliance with this standard.

**B. Establishing a special yard or other open space or lot area or dimension.** Given the distance from neighboring lands and property lines, there does not appear to be a need to impose additional setbacks other than required in the underlying zone and to comply with reclamation requirements. The application can be found to comply with this standard.

**C. Limiting the height, size or location of a building or other structure.** There are no plans for a permanent structure at the mining site. If a structure is found to be needed, whether temporary or permanent, a zoning permit will be required.

**D. Designating the size, number, location and nature of vehicle access points.** Ella Road will provide the single point of access to the quarry area.

**1. Where access to a county road is needed, a permit from Morrow County Public Works department is required. Where access to a state highway is needed, a permit from ODOT is required.**

Although applicant is Morrow County Public Works, an Access Permit should be approved for the new use.

**2. In addition to the other standards and conditions set forth in this section, a Traffic Impact Analysis (TIA) will be required for all projects generating more than 400 passenger car equivalent trips per day. A TIA will include: trips generated by the project, trip distribution for the project, identification of intersections for which the project adds 30 or more peak hour passenger car equivalent trips, and level of service assessment, impacts of the project, and mitigation of the impacts. If the corridor is a State Highway, use ODOT standards. (MC-C-8-98)**

The application did not address traffic impacts or estimate traffic volume. However, based on estimates from Public Works, truck traffic during hauling will be far below the 400-passenger car equivalent trips per day. Identified road impacts are addressed below. No TIA is deemed necessary.

**E. Increasing the amount of street dedication, roadway width or improvements within the street right-of-way.**

Additional street dedication is not proposed and is not warranted. The mining activity will utilize a private roadway that connects to Ella Road.

**1. It is the responsibility of the land owner to provide appropriate access for emergency vehicles at the time of development. (MC-C-8-98)**

The subject site is in the Ione Rural Fire Protection District, which has been provided a copy of the Preliminary Findings.

**F. Designating the size, location, screening, drainage, surfacing or other**

**improvement of a parking area or loading area.**

The applicant provided a site plan that shows the general area for mining activity. A more specific site plan may be submitted in the future by the applicant or operator. The location is remote and parking will be provided on site. The applicant did not specify how dust will be controlled but presumably it will be water from a water truck on site. Drainage from the mining will need to be contained on site.

**G. Limiting or otherwise designating the number, size, location, height, and lighting of signs.**

The application did not indicate whether signs will be used for the aggregate site. Safety signs such as “trucks crossing” may be installed temporarily during hauling periods.

**H. Limiting the location and intensity of outdoor lighting and requiring its shielding.**

The application did not identify outdoor lighting. It is expected that, when needed, lights may be used during hours of operation. It is recommended that lighting be limited during non-operating hours.

**I. Requiring diking, screening, landscaping or another facility to protect adjacent or nearby property and designating standards for its installation and maintenance.**

Morrow County will utilize these methods to mitigate impacts to nearby properties.

**J. Designating the size, height, location and materials for a fence.**

Signs are not proposed in the application. Any fence 6 feet in height or taller will require a Zoning Permit.

**K. Protecting and preserving existing trees, vegetation, water resources, wildlife habitat or other significant natural resources.**

The mining area will occur within an area that has very limited vegetation. There are no existing trees; vegetation is minimal and includes limited forage for grazing. There are no known water resources on site; water for dust abatement and for processing will be hauled in with a water truck. This preliminary Staff Report will be provided to Oregon Department of Fish and Wildlife (ODFW) and Oregon Water Resources Department with an opportunity to provide comment and to recommend conditions of approval.

The County has been established as a Weed Control District and requires that noxious weeds be controlled by local landowners. It is the duty of the landowner (or operator if by contract) to destroy or prevent the establishment and spread of identified noxious weed species. It is therefore recommended and listed as a Condition of Approval that the landowner make diligent and practical effort to eradicate weeds at the aggregate site that have been listed as “weeds of economic importance” and to prevent their spread.

**L. Other conditions necessary to permit the development of the County in conformity with the intent and purpose of this Ordinance and the policies of the Comprehensive Plan.**

This mining operation will be subject to MC-C-3-98 the Morrow County Surface Mining Ordinance.

**SECTION 6.050. STANDARDS GOVERNING CONDITIONAL USES.**

**A conditional use shall comply with the standards of the zone in which it is located and with the standards set forth in this subsection.**

**Local Permit Approval Criteria: An application for mineral or aggregate mining must address provisions found in Article 6 Conditional Uses Section 6.020 General Criteria, Section 6.025 Resource Zone Standards for Approval when in a Farm or Forest Zone, and the following:**

**1. Proposed hours and/or days of operation. The conditions as to when the mining and processing would be restricted to specific hours of operation or days when mining operations would be limited. For operations conducted after dark, limiting the location and intensity of outdoor lighting and requiring its shielding.**

See above discussion under Criteria 6.030(A) above.

**2. Limiting or otherwise designating the number, size, location, height, and lighting of signs. Signs other than safety signs must comply with the sign requirements in Section 4 of the Zoning Ordinance.**

See above discussion under Criterion 6.030(G).

**3. A rock crusher, washer or sorter shall not be located within 500 feet from a residential or commercial use unless it can be established that the use will meet DEQ performance standards for noise and not be expected to cause a noise nuisance at nearby residential or commercial uses. In farm or forest use zones the processing of rock, aggregate or minerals shall not be within one-half mile of a noise sensitive area if the operation operates more than nine hours per day or for more than five days per week. (ORS 467.120(2)).**

The nearest dwelling is more than 1500 feet away.

**4. All water necessary for the proposed operation shall be appropriated and legally available to the site.**

There are no known water sources on site. Water will be supplied with a water truck. Oregon Water Resources Department has been identified as an affected agency and has been provided a copy of the Preliminary Findings of Fact and may submit comments. Otherwise, the quarry operation will obtain water from an appropriate source for use in dust abatement.

**5. The discharge of airborne contaminants and dust created by mining**

**shall comply with applicable DEQ ambient air quality and emissions standards, or approval shall be conditioned to ensure that such standards will not be violated.**

The application does not identify the name of the rock crushing company. However, Morrow County contracts with a private rock crushing company. Morrow County Public Works will do the hauling and excavating after rock crushing is stockpiled. The owner of the rock crusher is responsible to hold appropriate DEQ air permits.

**6. A Reclamation Plan approved by DOGAMI will be required for mining operations. When reviewing an applicant's submittal regarding a proposed reclamation plan, Morrow County will review the plan against the following criteria:**

- a. A description of the present land use and planned beneficial use of the site following the mining activity. The applicant must demonstrate that the planned beneficial use is compatible with the Comprehensive Plan and Zoning Ordinance.**
- b. Provisions for the backfilling, recontouring, topsoil replacement, seedbed preparation, mulching, fertilizing, selection of plant species, seeding or planting rates, and schedules;**
- c. Provisions for adequate setbacks and slopes to protect adjacent property and public safety;**
- d. A proposed time schedule for surface mining and reclamation procedures for the removal or disposal of all equipment, refuse, structures, and foundations from the permit area except permanent structures that are part of an approved Reclamation Plan.**

Morrow County is not required to comply with DOGAMI reclamation since county adopted Ordinance MC-C-3-98. Morrow County will comply with reclamation requirements set forth in ORD MC-C-3-98.

**7. In accordance with the Transportation System Plan, the requirements of the Public Works Department or the Oregon Department of Transportation shall be complied with regarding the minimization of potential conflicts to local roads used for access and egress to the mining site.**

Morrow County Public Works will design and permit an appropriate access for the quarry.

**8. Designating the size, number, location and nature of vehicle access points.**

- a. Where access to a county road is needed, a permit from Morrow County Public Works department is required. Where access to a state highway is needed, a permit from ODOT is required.**

**See above discussion under Criterion 6.030(D) above.**

- b. In addition to the other standards and conditions set forth in**

**this section, a Traffic Impact Analysis (TIA) will be required for all projects generating more than 400 passenger car equivalent trips per day. A TIA will include: trips generated by the project, trip distribution for the project, identification of intersections for which the project adds 30 or more peak hour passenger car equivalent trips, and level of service assessment, impacts of the project, and mitigation of the impacts. If the corridor is a State Highway, use ODOT standards. (MC-C-8-98)**

See above discussion under Criterion 6.030(D). Application does warrant a TIA. Application is in compliance with this standard.

**9. Increasing the amount of street dedication, roadway width or improvements within the street right-of-way. It is the responsibility of the land owner to provide appropriate access for emergency vehicles at the time of development. (MC-C-8-98)**

See above discussion under Criterion 6.030(E).

**10. An application for a mining operation contiguous to an existing operation approved under this section shall be evaluated in conjunction with the existing site when it appears the sites will be managed and operated as one.**

The proposed mining operation is not contiguous to an existing approved operation.

**11. Ensuring adequate space for parking and loading.**

See above discussion under Criterion 6.030(F).

**12. Approvals for or that include operations that batch and blend mineral and aggregate into asphalt cement may not be authorized within two miles of a planted vineyard. (one or more vineyards totaling 40 acres or more that are planted as of the date the application for batching and blending is filed).**

This criterion is not applicable as the subject property is not within two miles of a planted vineyard.

**13. A plan for the control of noxious weeds. (MC OR-1-2013)**

**The applicant shall provide to the Morrow County Weed**

**Coordinator/Inspector a weed plan for the control of noxious weeds and “weeds of economic importance.” This shall include a pre-mining weed survey. This is listed as a condition of approval.**

VII AGENCIES NOTIFIED: Amanda PUNTON and Dawn HERT Department of Land Conservation and Development; Teresa Penninger, Oregon Department of Transportation; Nicholas Tatalovich, DOGAMI; Department of Environmental Quality, Bend Region Office, Air Quality Specialist; Mike Gorman, Morrow County Assessor; Eric Imes, Morrow County Public Works; Ione Rural Fire Protection District

**VIII HEARING DATES:**

Planning Commission  
North Morrow Government Building  
December 6, 2022

Board of Commissioners  
February 8, 2023  
Bartholomew Building, Heppner

**IX FINAL DECISION.**

Based upon the unanimous recommendation of the Planning Commission, Morrow County Board of Commissioners hereby makes the following decision:

1. Adopt the Findings.
2. Add the 20-acre aggregate site to the list of Goal 5 Significant Aggregate Resources in the Comprehensive Plan.
3. Apply the Aggregate Resources Overlay Zone.
4. Approve the Conditional Use Permit.

Decision includes allowing mining at the subject property subject to the following Conditions of Approval;

**CONDITIONS OF APPROVAL:**

1. The quarry operator shall comply with mining and operating permits in accordance with County Ordinance MC-C-3-98.
2. Quarry will be operated in accordance with state and federal Mine Safety regulations.
3. Operating hours shall be 7 Am to 4 PM. However, Public Works Director may request the Planning Director authorize extended hours for emergency or special circumstances.
4. The applicant and operator shall take appropriate measures to abate blowing dust and sand.
5. Once adopted, the Goal 5 protection and the Significant Resources Overlay Zone requires that any new use within 1,500 feet from the quarry that would have the potential to conflict with the protected mining site, such as a residential use, or uses that would cover or prevent access to the site, shall be evaluated as required and shown to not conflict with the mining use. For mitigation purposes, appropriate conditions of approval for the new use may be required.
6. Provide to the Morrow County Weed Coordinator/Inspector a weed plan for the

control of noxious weeds and “weeds of economic importance.” This shall include a pre-mining weed survey.

7. Provide verification from DEQ that the mining operation complies with applicable DEQ ambient air quality and emissions standards and submit the air permit, if applicable.
8. Provide water for dust abatement and mining.
9. Site shall remain free of garbage and debris and will otherwise comply with the Solid Waste Ordinance.
10. Upon reclamation, the site shall be returned to appropriate farm or grazing use or wildlife habitat.

MORROW COUNTY BOARD OF COMMISSIONERS

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David Sykes, Chair

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Jeff Wenholz, Vice Chair

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Vacant, Commissioner

DATE: \_\_\_\_\_

Attachments:

Vicinity Map

Soils Map

1,500 Impact Study Area Map

Comprehensive Plan Goal 5 Significant Resource Inventory

./planning/amendments/2023/Morrow County Ella/BOC Final Findings





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

(For BOC Use)
Item #

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

Presenter at BOC: Lindsay Grogan
Department: Human Resources
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers: 2/6/2023
Requested Agenda Date: 2/8/2023

Classification Review - FTE Asks - FY 2023-2024

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 45 Minutes
Purchase Pre-Authorization
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:

Department Director Required for all BOC meetings
County Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Lindsay Grogan 1/18/2023 Human Resources \*If appropriate

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):**

Review of the FTE asks for the fiscal year 2023-2024.

There are thirteen completed applications for your review. Documentation is attached.

- 1) The Sheriff's Office will present their asks for:
  - a) Patrol Deputies (3)
- 2) The Finance Director will present his ask for an Accounting Tech position.
- 3) Public Works Director and Supervisors will present their asks for:
  - a) Park Ranger
  - b) Administrative Assistant
  - c) Janitor
  - d) Assistant Pesticide Applicator
- 4) The Justice of the Peace will present his ask for Court Clerk 1 position.
- 5) The Assessor will present his asks for:
  - a) A&T Office Specialist
  - b) Appraiser 1
- 6) The Public Health Director will present her ask for a Health Equity Coordinator
- 7) The Loop Transit Manager will present his ask for a PT Driver II

Review of the Reclassification Requests for the fiscal year 2023-2024.

- 1) The Sheriff's Office will present the reclassification of:
  - a) Civil Deputy - Erik Patton

## **2. FISCAL IMPACT:**

Increased personnel costs. Dependent on what's approved.

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

Review each FTE Ask and Reclassification for the FY 2023-2024 for approval or denial.

☒ Attach additional background documentation as needed.

initial evaluation, Morrow County will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

## **U. Job Classification**

The purposes of a classification plan are:

- To provide the fundamental basis of the compensation program and other aspects of the personnel program.
- To provide like pay for like work.
- To establish Qualification standards for each class and a basis for recruiting, testing and other selection purposes.
- To provide managers with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relevant relationships between individuals and groups of positions.
- To assist managers in determining personnel service costs and projections for annual budget requirements.
- To provide a basis for developing standards of work performance.
- To establish lines of promotional opportunity.
- To indicate employee training needs and development potential.
- To provide uniform and meaningful titles for all positions.
- To develop written descriptions, including performance criteria, for all classes.
- To standardize class titles such that each indicates a definite range of duties and responsibilities and has the same meaning throughout County employment.

*Titles and Job Descriptions* - Each position shall have a job description that includes a concise description of the duties and responsibilities of the position. Position descriptions take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments.

*Maintenance of Job Descriptions* - Department Heads are responsible for notifying the HR Director of any material changes in positions. The HR Director will review the Job Description and the placement of the position on the pay scale according to the CLASSIFICATION PROCESS below.

*New Positions* - Only the BOC may authorize the addition of any new positions and allocate positions to an appropriate pay scale, based on the recommendation of the HR Director.

Appeals regarding the assigned pay scale may be submitted by the Department Head and shall be submitted within 30 days of written notification of the approval of the new position and the pay scale. Appeals shall be handled according to CLASSIFICATION PROCESS below.

Justifications of the need for the position including a description of the duties and responsibilities that are anticipated to be assigned to the proposed position are expected to accompany any request for a new position.

## **V. Reclassification**

Positions may be reclassified whenever the duties of the position change significantly. See Classification Process for the procedures to reclassify.

Reclassification of a position shall not be used as a substitute for disciplinary action or to avoid restrictions concerning compensation.

Reclassification of a position shall also not be used as a reward for exceptional performance. Submitters must be mindful of reclassifying the position instead of the employee.

Reclassification will have the following effect on employee status:

**To a Higher Salary Range** - When a position is reclassified to a class that carries a higher salary range and the incumbent meets the qualifications established for the class, the employee will serve the appropriate probationary period in the new class. If the incumbent does not meet the necessary qualifications, the rules governing transfer, demotion or layoff will apply.

**To the Same Salary Range** - When a position is reclassified within the same salary range, or there is a change in title or description that does not constitute an upgrading or down grading of the class, the incumbent will retain the same probationary or regular status in the new class. Any exception to this rule must be based on a finding that the new class requires knowledge, skills or abilities which the incumbent does not possess.

**To a Lower Salary Range** - When a position is reclassified due to an employee request that some responsibilities be transferred to other positions, it will be considered a voluntary reduction in duties and will result in a corresponding reduction in pay. When a position has been reclassified as a result of a reduction in duties and responsibilities for operational considerations, it will be considered an "involuntary" reduction in duties and will result in a wage freeze.

## **W. Classification Process**

Initial Classification/Reclassification Process

### **Initial Classification**

To begin the process for a new position, the position will be thoroughly defined through the completion of a job description. Attached to the job description shall be the FTE

Ask Executive Summary document from the Department Head (Submitter) stating the specific skills and duties of the position. Specifically focus on the following five (5) factors: Mental, Physical, Social, Work Environment, and Accountability.

1. In order to establish an appropriate pay range, the Human Resource Director will evaluate the application and job description for placement on the pay range scale based on the JOBMEAST™ method. A salary survey will also be conducted of counties of similar population. The Human Resources Director shall survey the three counties larger and the three counties smaller than Morrow County, based on the population information provided in the Oregon Blue Book. All forms of compensation will be reviewed, including but not limited to wage, insurances, retirement, holidays, etc. All efforts to provide information from the 6 counties mentioned above will be made, however, if these counties within the size do not have a position similar then other counties will be used to provide substantial findings.
2. Human resources will have 30 days to complete this process and notify the submitter with the results. If there is a delay in the process, the submitter will be notified prior to the expiration of the 30 days.
3. A written notice of findings will be prepared by HR. The results will be presented to the submitter, his/her department head, or the department Director, and the County Administrator. The submitter will be instructed that if they are unsatisfied with the decision, they may pursue an appeal to the appeal committee within seven calendar days.
4. If no request is received within seven calendar days Human Resources will take the findings to the Board of Commissioners for decision. Human Resources will notify the employee of the decision.
5. If the submitter requests an appeal, Human Resources will have 45 days from the date of the request to complete the appeal process.
6. Upon completion of the appeal committee's considerations, a written notice of decision will be prepared. The results of the appeal committee deliberations will be presented to the submitter, their direct supervisor or department Director, and the County Administrator. The submitter will be instructed that if they are unsatisfied with the appeal committee's findings, they may request to elaborate in-person to the appeal committee or they may pursue an appeal to the commissioners. Either of these requests will need to be received within 7 calendar days of the day they were notified of the findings. If no request is received within 7 calendar days, human resources will take the findings to the commissioners for consent.
7. If the submitter requests to elaborate in-person to the appeal committee, a meeting will be scheduled and conducted. The appeal committee will notify the submitter via written notice of decision. The submitter will be instructed that if they are unsatisfied with the appeal committee's findings, they may pursue an appeal to the commissioners. The request must be received within 7 calendar days of receiving the written notice. If no request is received within 7 calendar days, human resources will take the findings to the commissioners for consent.

8. If the submitter requests to appeal to the Commissioners, the HR Director will advise the Commissioners of the request and will prepare all information regarding the reclassification request to date for their review. The Commissioners will review the appeal request in a public meeting within 30 days of the request for appeal from the submitter. The submitter may elaborate in person. The Commissioners will approve or deny the findings of the appeal committee. The results of the commissioner's deliberations will be provided to the submitter in a final notice of decision.
9. The decision of the Board of Commissioners is final.

### **Reclassification**

A reclassification shall include the application, a redline updated job description, and a copy of the position's overhead costs. The reclassification application may only be submitted by the department head or the employee in the position (submitter). In order to have a position considered for reclassification, the department head or the submitter must deliver the completed application to the Human Resource Director before November 1 for consideration for the next fiscal year starting July 1.

1. The Human Resources Director will review the application for completeness and conformity to standards and inform the submitter that the reclassification request will be processed.
2. In order to establish an appropriate pay range, the HR director will evaluate the application and job description for placement on the pay range scale based on the JOBMEAST™ method.
3. Human Resources, Administration, and Finance will meet and review the application and attachments.
4. Human resources will have 30 days to complete this process and request a meeting with the submitter. If there is a delay in the process, the submitter will be notified prior to the expiration of the 30 days.
5. A written notice of decision will be prepared by HR. The results will be presented to the submitter, his/her department head, or the department Director, and the County Administrator. The submitter will be instructed that if they are unsatisfied with the decision, they may pursue an appeal to the appeal committee within seven calendar days.
6. If no request is received within seven calendar days human resources will take the findings to the Board of Commissioners for concurrence. Human Resources will notify the employee of the decision. If the Commissioners do not approve of the findings of the HR Director they may request a review by the appeal committee.
7. If the submitter or the Commissioners requests an appeal, human resources will have 45 days from the date of the request to complete the appeal process.
8. Upon completion of the appeal committee's considerations, a written notice of decision will be prepared. The results of the appeal committee deliberations will be presented to the submitter, their direct supervisor or department Director, and

the County Administrator. The submitter will be instructed that if they are unsatisfied with the appeal committee's findings, they may request to elaborate in-person to the appeal committee or they may pursue an appeal to the commissioners. Either of these requests will need to be received within 7 calendar days of the day they were notified of the findings. If no request is received within 7 calendar days, human resources will take the findings to the commissioners for consent.

9. If the submitter requests to elaborate in-person to the appeal committee, a meeting will be scheduled and conducted. The appeal committee will notify the submitter via written notice of decision. The submitter will be instructed that if they are unsatisfied with the appeal committee's findings, they may pursue an appeal to the commissioners. The request must be received within 7 calendar days of receiving the written notice. If no request is received within 7 calendar days, human resources will take the findings to the commissioners for consent.
10. If the submitter requests to appeal to the Commissioners, the HR Director will advise the Commissioners of the request and will prepare all information regarding the reclassification request to date for their review. The Commissioners will review the appeal request in a public meeting within 30 days of the request for appeal from the submitter. The submitter may elaborate in person. The Commissioners will approve or deny the findings of the appeal committee. The results of the commissioner's deliberations will be provided to the submitter in a final notice of decision.
11. The decision of the Board of Commissioners is final.

**Appeal Committee** – Once the appeal request is received the appeal committee will be notified of the request.

The appeal committee shall consist of the following;

- a. One employee representative and two alternates (from any of the three Morrow County bargaining units).
- b. One (1) management representative and one alternate.
- c. One (1) elected official, however, not a member of the Board of Commissioners, and one alternate.
- d. Human Resources Director

The members of the appeal committee may not work in the same department as the submitter. Alternates may be appointed in order to maintain an unbiased committee.

Each member, except the HR Director, will serve a three-year term, with one employee, management representative, or elected official being replaced each calendar year. The HR Director is a permanent ex officio member and shall act as a facilitator for the committee but shall be without a vote. Each member of the appeal committee will receive information and training regarding the classification system and the evaluation process. The appeal committee shall meet on an as-needed basis.

The appeal committee will be provided with all of the material submitted on the position to date including the application and job description, the Human Resource Director's notice of decision, and the request for appeal.

The appeal committee will review the appeal request and prepare their findings within 45 days of the date of the request.

*\*\* JOBMEAST™ is a tool for evaluating job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allows for the comparison of duties and skills as job factors.*

### **III. Compensation**

#### **A. Payroll Policies**

The HR Department shall prepare the Board of Commissioners a pay plan which shall prescribe a minimum, a maximum and any Intermediate rates of pay appropriate for each position. Employees should refer to their pay scale to identify the number of steps and ranges for their employee group.

Human Resources shall periodically compare the current County salary rates, compensation policies, and personnel developments with those of other public employers within the same job market. Changes in the cost of living shall also be considered. Established salaries are based on current information and are subject to change.

#### Payday

Employees will be paid biweekly. Paydays are generally every other Thursday, for both non-exempt and exempt employees. Time sheets are due to the HR/Payroll Department with the approval of both the employee and Supervisor by 12:00 noon on Monday of the week that paychecks are issued.

Morrow County does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from Morrow County, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to Morrow County for someone else to receive the check.

Paychecks will not be issued without a time sheet unless approved by a member of the Board of Commissioners.

FY 2023 FTE Ask and Reclassification

Declined  
 Withdrew  
 Approved

Reclassification									
Department	Position Title	Reclass App Rcvd	Job Descrp Changes Rcvd	Current Pay Range	New Position Title	New Pay Range	Current Monthly	New Monthly	Monthly Wage
MCSO	Dispatcher	X	X	Adv 6	Civil Deputy	3883-4388	\$ 4,815	\$ 5,055	\$ 240
				TEAMSTERS		TEAMSTERS			

Incomplete/Denied  
 Advance to BOC  
 Approved by BOC

FTE Ask												
Department	Position Title	FTE Exec Summ Rcvd	Job Descr Rcvd	Current FTE	New Total FTE	Difference	Monthly	Add Benefits?	Total \$ Cost	Notes	Salary Survey	
MCSO	Patrol Deputies (3)	X	X	10	13	3.0+	\$ 4,561	Yes	\$93,200	Adding 3 FTEs; Existing position	N/A - Existing salary range	
							Uncert		\$459,585			
Finance	Accounting Tech	X	X	1	1	0.0+	\$ 3,722	N/A		Replacing Accounting Clerk. Partial Funding, Existing Position.	N/A - Existing salary range \$346 monthly wage increase	
							Gen 9		\$5,233			
Public Works	Park Ranger	X	X	1	2	1.0+	\$ 4,055	Yes		Adding FTE; Existing position	N/A - Existing salary range	
							Non 11		\$95,363			
Public Works	Administrative Assistant	X	X	1	2	1.0+	\$ 3,722	Yes	\$87,860	Adding FTE; Existing position	N/A - Existing salary range	
							Gen 9		\$66,060			
Public Works	Janitor	X	X	0	1	1.0+	\$ 2,645	Yes	\$81,736	Replacing Janitorial Contract with FTE	Baker - Bldg Mnt - \$2812-3412; Lake- \$3656; Curry- \$2950-3420; Grant - Custod. - \$3115	
							Gen 2		\$38,264			
Justice Court	Court Clerk 1	X	X	0.6	1	0.4+	\$ 3,545	Yes	\$85,072	Moving Part-Time EE to Full-Time EE	N/A - Existing salary range	
							Gen 4,E		\$38,470			
Assesment & Tax	Appraiser 1	X	X	4	5	1.0+	\$ 4,525	Yes	\$100,682	Adding FTE; Existing position	N/A - Existing salary range	
							Gen 13		\$106,182			
Assesment & Tax	A&T Office Specialist	X	X	2.0	2	0.0+	\$ 3,722	N/A	\$77,900	Replacing A&T Clerk. Partial Funding, Existing Position.	N/A - Existing salary range \$177 monthly wage increase	
							Gen 9		\$2,816			
Public Health	Health Equity Coordinator	X	X	0	1	1.0+	\$ 5,238	Yes	\$111,647	New Position. Grant Funded PE 75. Pre-approved for 22-23	Baker - None; Lake - None; Curry- None; Grant-None	
							Gen 16		\$121,647			
Transit	Driver 2	X	X	3	3.5	0.5+	\$ 3,137	No	\$16,607	Adding a PT position to allow demand response driving	N/A - Existing salary range	
							CDL		\$16,607			
Public Works	Pesticide Applicator	X	X	0	0.5	0.5+	\$ 3,790	No	\$24,397	Adding a new positon; PT, No Benefits; > 19 hours a week	N/A	
					(988 hours)		Road		\$26,237			
Total FTE Ask						9.4+			\$899,936			

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Patrol Deputy (~~x2~~) (x3)  
 (Attach Job Description)  
 Teamsters Basic Step 2 - \$4561  
 Pay Scale and Pay Range Uncertified \$4,127 to Advanced 6 years \$5,826

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	Total: \$3,543,233.00	Included in wages	Total for Sheriff's Office: \$787,820	\$350,000 for all office vehicles	<b>\$4,681,053</b>
<b><u>PROJECTED COST</u></b>	Total: \$3,642,281		Est. \$797,820	\$460,000 Every four years. (Vehicle)	\$
<b><u>DIFFERENCE</u></b>	\$99,048 \$164,196	\$115,389	Est. 10,000 equipment replaced as needed. \$15,000	\$110,000 \$165,000	<b>\$459,585</b>

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<u>YEAR</u>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	10	10	10

**Personnel Services History for the last three (3) years.**  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<u>YEAR</u>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	\$3,439,950.31	\$3,429,045.72	\$3,543,233

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

**If other, Please explain:**

Heppner has contracted and paid for 2 Patrol Deputies including the cost of vehicles.

Irrigon has contracted and paid for 1 Patrol Deputy including the cost of vehicle.

**E. Where will the position be located physically? Is there space for them?**

Providing Law Enforcement services county wide with Offices in Heppner and Irrigon. There is no added cost for office space or office equipment.

**F. Quantify what has occurred in your department to request an FTE?**

Morrow County Continues to grow and we are seeing over 20,000 travelers on I-84 and additional 8,000 employees in the Port area everyday. This, in addition to the county wide law enforcement demands. We currently have a thin 24 hour coverage county wide. Meaning we have one patrol deputy on per shift to cover a large county. We need more personnel to provide the required and demanded law enforcement services for the public. I have been requesting two additional patrol deputies since 2016 and those requests were not granted. Over the last few years we have seen an increase in speeds and severity of crime. The need was great in 2016 and is greater now.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

Adding three Patrol Deputy positions would allow MCSO to provide a more stable and consistent 24 hour coverage and provide more law enforcement services county wide. With three more deputies we would be able to provide more south county coverage, improve deputy safety and provide overall improved services to all citizens and visitors of Morrow County.

## Position Description

**Date Prepared:** October 28, 2022

**Position Title:** Patrol Deputy

**Department:** Sheriff's Office

**Supervisor:** Patrol Sergeant

**Position Overview:**

Under the leadership and supervision of the Patrol Sergeant, deputies answer calls for service, enforce traffic laws and investigate cases as assigned. Serve civil process and transport prisoners.

**Resource Influenced:** NA

**Annual Operating Budget:** NA

**Total employees in your chain of command:** NA

**Reporting positions:** NA

**Working Environment:**

Work is primarily performed within the boundaries of Morrow County serving the citizens of Heppner, Irrigon, Lexington, Boardman and Lone. Deputies work 10 hours shifts and provide 24 hour patrol coverage. The deputy position is subject to call out and the hazards associated with performing law enforcement duties.

**Qualifications:**

- 1) 21 years of age
- 2) Valid Oregon Driver's License.
- 3) High school diploma or GED
- 4) U.S. Citizen
- 5) Pass a full background investigation
- 6) Complete physical and psychological testing
- 7) Equipment used – Shotgun, rifle, pistol, body armor, radio, computer, vehicle, copy/fax machine, telephone, DVD, photography equipment and recording equipment.
- 8) Knowledge and ability to apply federal, state, local laws, regulations and ordinances.
- 9) Ability to conduct the processing of a crimes scene.
- 10) Ability and skill to utilize accepted practices and techniques in the performance of all patrol deputy duties.
- 11) Abide by accepted policies, procedures, practices and techniques of the Morrow County Sheriff's Office.
- 12) Ability to organize and direct the execution of search warrants.
- 13) Ability to effectively use oral and written communication in the performance of duties and responsibilities.

- 14) Successfully complete DPSST training and agency FTEP within the 18-month probationary period.

**Essential Job Functions:**

The essential functions include, but are not limited to, the following. Additional functions may be identified or assigned as directed by the Sheriff.

- 1) Complete reports and necessary documentation.
- 2) Attend required training and exercises as required
- 3) Conduct investigations as assigned.
- 4) Participate in search and rescue trainings and missions.
- 5) Respond to calls for service from citizens and law enforcement agencies as required.
- 6) Patrols roads, highways and business areas in the enforcement of traffic and criminal laws;
- 7) Operates radar equipment in the enforcement of automobile speed regulations;
- 8) Conducts investigations and interrogations, gathers evidence and takes statements of offenders;
- 9) Maintains records and prepares reports necessary for efficient investigations, crime prevention, prosecution and office procedures;
- 10) Makes arrests, lodges prisoners, transports prisoners and patients under custody to institutions, courts and on extraditions
- 11) Assist citizens by providing emergency medical services with first aid and CPR
- 12) Serves subpoenas, warrants of arrest and other civil instruments;
- 13) Provides information to the public and answers inquiries regarding laws and ordinances;
- 14) Appears in court as a witness;
- 15) Performs maintenance on assigned equipment, vehicles and weapons.

**Patrol Deputy - Teamsters – Basic step 2**

**FY 22-23**

YR.SALARY	\$54,732.00
HEALTH&DENTAL FAMILY	\$16,791.36
FICA	\$3,393.38
RETIRE	\$13,573.54
UNEMP	\$667.80
DISAB.	\$62.40
LIFE	\$61.32
W.C. 7720	\$1,554.39
MEDICARE	\$793.61
HRA VEBA	\$1,500.00
LIFE FLIGHT	\$65.00
TOTAL	\$38,462.80
OVERHEAD	\$18.49
AVG HR COST	\$26.31
AVG OT COST	\$39.47
TOTAL COST PER HR	<b>\$44.81</b>
TOTAL COST W/OT	<b>\$57.96</b>
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$93,194.80</b>

8/3/2022



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Patrol Deputies (3)

TO: John Bowles, Sheriff  
Brian Snyder, Undersheriff  
FROM: Lindsay Grogan, Human Resource Director  
DATE: February 3, 2022  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Patrol Deputy positions.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Patrol Deputy position would be listed at the current scale of the Teamsters Contract. Next fiscal year's scale is not bargained yet. Thus, we used the salary of a basic step 2 as an estimate for the uncertified starting wage. We are estimating a salary of a \$4,561 a month or \$54,732 a year. These would be hourly non-exempt positions. The total projected overhead for this position is \$93,200.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the compassion of duties and skills as job factors.*

**Morrow County**  
**APPLICATION FOR RECLASSIFICATION**

IMPORTANT:

- 1) An employee applying for reclassification must complete this application and submit it to their Supervisor. The Supervisor will make comments and sign the document. The document will then be delivered to Human Resources where it will be processed for completeness. If the application is not fully completed it will not be considered.
- 2) Human Resources will complete a report of the job description as per current process (Job Meas), and discuss the application with the County Administrator and the Finance Director. Upon completion of the review the Reclassification request will be delivered to the Board of Commissioners for approval.
- 3) Note: Employees who have been reclassified are ineligible for another reclassification for at least 3 years from the date of the last reclassification.

**EMPLOYEE INFORMATION**

Name: Erik Patton Phone/Ext.: \_\_\_\_\_

Years in this position/date assumed this job: 2004 Dispatch Started helping in Civil in 2016 and started working fulltime in civil in 2017.

Current Job Title: Dispatcher Present Salary Range: Advanced step 6/L2

Requested Job Title: Civil Deputy Requested Salary Range: Create the Civil Deputy pay scale at 5% above the advanced dispatcher pay scale.

Department: Sheriff' Office Department Code: \_\_\_\_\_

General Ledger Code: \_\_\_\_\_

Supervisor(s): Melissa Camarillo Title(s): Administrative LT

Basis for Reclassification (Rationale): Erik was hired on 09-01-2004 as a Dispatcher for the Morrow County Sheriff's Office. Over the years the demand and need for addition help in the Civil Division has and continues to increase. The duties Erik has been working, out of class as an operational need, are Civil, Records, CHL and MSAG. SEE POSITION DESCRIPTION. In the past, getting additional FTE's, I will say was not successful. While the duties and requirements did not go away and continued to increase. This led to staff having to wear many

hats and cover multiple duties. This led to us having to pull Erik from dispatch to complete the duties required in the Civil Division. Where we are now. We are not asking for additional FTE. This is a reclass. We would like to take Erik and reclass his FTE to a Civil Deputy. We will not be filling Erik's dispatch spot and if reclassified it will be come the Civil Deputy Position.

Date of Last Reclassification:

None

**MENTAL REQUIREMENTS**

Major function(s) of your position: *In one or two sentences, state the overall purpose of your position.*

To meet the increasing needs/ requirements in Civil, Records, CHL and MSAG.

*MENTAL REQUIREMENTS: A mental requirement is a duty or an action, responsibility or combination of several steps you take in performing your job. Please list in priority order the major/essential duties you currently perform. Duties may include such activities as transcribing dictation, wiring an electrical outlet, typing letters, sorting mail, planting trees, maintaining general files, operating work processing equipment, answering phones, etc. In the left-hand column, please identify the date the duties were added or changed. To the right of each duty listed, rate each duty statement for frequency and importance. If you believe the duty is outside of your current classification, place an "X" in that column.*

**FREQUENCY IMPORTANCE**

D = Performed once or more daily  
 W = Performed once or more weekly  
 M = Performed once or more monthly  
 Y = Performed once or more yearly.

E = Essential (Major Focus of Position)  
 NE = Non-Essential (Minor Focus of Position)

Date  
 Added or  
 Class Changed

Frequency/  
 Outside  
 Importance of

\_\_\_\_\_ 1. SEE POSITION DESCRIPTION

\_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_

**MENTAL REQUIREMENTS (Continued)**

Please provide information below describing the basic knowledge, abilities, special requirements and equipment operation required, in order to perform your work. Do not include information learned on the job (e.g., policies of the division, a specific software package).

KNOWLEDGE is the body of information applied directly to the performance of a function or duty. *Show only the knowledge essential for full performance of your work, not the knowledge you personally possess. (e.g., Government accounting, computer programming languages, office procedure,)*

Kind of Knowledge: \_\_\_\_\_ SEE POSITION DESCRIPTION \_\_\_\_\_

How Used: \_\_\_\_\_

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### PHYSICAL REQUIREMENTS

PHYSICAL REQUIREMENTS are the competence to perform an observable duty and usually ends in an observable product. *(e.g., type at a rate of 60 words per minute, perform arithmetic calculations with speed and accuracy)*

Ability: \_\_\_\_\_ SEE POSITION DESCRIPTION \_\_\_\_\_

### PHYSICAL REQUIREMENTS (Continued)

EQUIPMENT OPERATION: List any equipment or machines used in the course of your work (e.g., personal computer, forklift, dishwasher, adding machine).

\_\_\_\_\_  
\_\_\_\_\_  
  
SPECIAL REQUIREMENTS: List any licenses, registration or certificates REQUIRED for your position (e.g., driver's license, first aid certificate)

\_\_\_\_\_  
\_\_\_\_\_  
  
**PHYSICAL EFFORT**

List any lifting, prolonged standing, walking, crouching, kneeling, running, climbing, and upper body twisting you are required to perform in the course of your work. Please include the frequency (always, sometimes, occasional) and weights (25 lbs., 50 lbs. etc.).

\_\_\_\_\_  
\_\_\_\_\_  
  
**HUMAN RELATIONS REQUIREMENTS**

Human Relations Requirements refer to the depth of communication skills and human relations abilities which are necessary to achieve work results. This can be as simple as effectiveness to deal with others or as complex as the need to affect behavioral change in others.

**Please answer the following questions in percentage of time used. Both categories should total 100%**

- 1. Communicating with peers in your immediate group \_\_\_\_\_
- 2. Communicating with peers in within the organization  
Outside of your group \_\_\_\_\_
- 3. Communicating with peers inside and outside the  
Organization representing a variety authority levels \_\_\_\_\_
- 4. Continuous interaction with a highly diverse set of  
Individuals, boards, agencies, and general public,  
Both in and outside the organization. \_\_\_\_\_
- TOTAL 100%

- A. Ordinary Conversation skills to exchange routine  
information and maintain harmony among work  
associates. \_\_\_\_\_
- B. Providing well developed verbal skills to present and  
Exchange technical or complex information with  
Individuals or small groups. \_\_\_\_\_
- C. Highly developed verbal skills required to communicate  
Technical concepts or ideas to large groups. Skilled at  
Influencing the behavior of others. \_\_\_\_\_
- D. Strategy to develop relationships in difficult situations.  
Convincing others and persuading them to decision or  
Action in both small and large settings. \_\_\_\_\_
- TOTAL 100%

## WORK ENVIRONMENT

Performance environment measures special job demands which contribute to the difficulty of your work assignments. Tight Deadlines, quotas, heavy or uncontrolled work flow and the need to make immediate judgement calls all relate to your performance environment. Every job has measureable disturbances and interruptions that require the need to shift attention while making deadlines.

**Rate these Performance Environment Issues on a Scale of 1 – 5 with 1 being the least common in your job and 5 being most common in your position.**

Interruptions	1	2	3	4	5
Deadlines	1	2	3	4	5
Uncontrollable Workflow	1	2	3	4	5
Attention to Detail	1	2	3	4	5
Irregular work hours	1	2	3	4	5

(overtime/weekends/excessive travel)

List the physical work environment conditions you are exposed to including: extreme cold, heat or noise; working outdoors; chemicals; mechanical hazards or hazardous materials.

Type of Work Environment	Describe amount of time spent at this
Setting at Computer	
Walking	
Standing	
Working outside in freezing temps	
Working outside in temps over 90 deg.	

### ACCOUNTABILITY

Describe the types of decisions you make, types of decisions referred to others, and how your work is assigned and reviewed.

**Types of decisions made without prior approval:** Describe your decision-making responsibilities. In addition, indicate the actions you take in order to facilitate the completion of your job. *For example: "Decide which overnight delivery service is used based upon price and service."*

What specific decisions do you make without obtaining prior approval?

Processing Civil Papers, and Completing in-depth background checks for CHL's to be reviewed and approved or denied by the Sheriff.

**Types of decisions referred to a higher authority:** Indicate the authority you receive direction from (*most likely the lead person or immediate supervisor*), how that individual provides instructions (written procedures, verbal, other), who reviews and approves your work and who would you go to if there was a question. *For example: "Work directions are given orally by the supervisor (title) and by written guidelines and the supervisor answers format questions."*

What specific decisions do you refer to a lead person, supervisor, or manager?

Scheduling is set by the Civil Sgt. and approved by the Administrative LT. All CHL's are approved or denied by the Sheriff.

### ACCOUNTABILITY - CONTINUED

Describe the way in which your work is assigned and reviewed. Describe the frequency and type of guidance provided by your supervisor.

#### Supervision Received:

How are your work assignments received?

Work assignments are received from the Administrative LT through the Civil Sgt. Appoint requested at received from the public.

Who reviews your work?

Civil Sgt, Administrative Lt and the Sheriff.

How often is your work reviewed?

Bi-Weekly or as needed by the Sheriff and works closely daily with the Administrative LT. and Civil Sgt. as a team.

### POSITION RESOURCES

*Identify the procedure manual, references, tables, laws, rules, etc. used to assist you in performing your duties and responsibilities (e.g., contracts, administrative regulations).*

Reference Title	Reason

### ADDITIONAL INFORMATION

Please use this space to provide any additional information relevant to your application for reclassification.

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## NECESSARY FORMS AND DOCUMENTS

The following materials are needed along with the employee's application in order for the reclassification application to be complete.

a. **Completed application with all necessary signatures and comments.** Deliver application, and proposed job description to your Supervisor or department head for their signature and comment and they will deliver completed application to Human Resources.

***\*\* Please make Job Description changes in Red.***

Note: A request for reclassification received by Human Resources before November 1, 2022 will be effective July 1, 2023 for the Fiscal year. For the purposes of this rule a request shall be interpreted as a completed Application for Reclassification that has been signed and submitted by the employee.

## APPLICANT'S ACKNOWLEDGEMENT

PLEASE READ CAREFULLY

I certify that all of the statements made on this application are complete and correct to the best of my ability. I understand that this request will be reviewed by Human Resources, Finance Director, and the County Administrator. I further understand that Human Resources may modify my reclassification and salary range. Based on the application, the supervisor's recommendation, Human Resource's classification report, and approval of the Board of Commissioners, the decision of the County shall be final.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR(S), DEPARTMENT HEAD**

Review the completed application in particular the duties and responsibilities described by the employee. Please comment on the accuracy of this application and sign below. Attach additional comments if necessary.

NOTE: Reclassification should be based on the level of responsibility and scope of the applicant's position not as a method of reward for performance or outstanding achievement. Only consider the absolute necessary knowledge and abilities essential to perform the duties and responsibility of the position. The signatures of the supervisor(s) or department head do not indicate agreement with the applicant's request.

SUPERVISOR'S COMMENTS: *(Applicants with more than one supervisor must have each supervisor comment on the reclassification application.)*

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The CHL application volume has increased each year. With the passage of M114 we anticipate a large increase in the work load for the CHL Unit. The overall volume of records request during the second half of 2022 compared to the first half of 2022 tripled with the hiring of the Deputy District Attorney. The Civil Processes are very specific on their requirements and it is very exacting work, Erik is already familiar with these processes and has had the training. He is already a very valuable member of the Civil/Records Unit. His position is extremely necessary to keep up with our work load.

SIGNATURE OF SUPERVISOR: Melissa A. Camarillo DATE: January 27, 2023

DEPARTMENT HEAD COMMENTS:

As seen in the above comments from Administrative LT Melissa Camarillo this reclassification is more than needed. I agree with everything above. We have to have a person in the Civil Position to complete the demanded and required work. Again, this is not an FTE ask. We are looking to reclassify the current position.

SIGNATURE OF DEPARTMENT HEAD: John A. Bowles, Sheriff DATE: January 27, 2023

HUMAN RESOURCES JOB DESCRIPTION JOB MEASUREMENT FINDINGS

Sheriff's Office Scale is not able to be evaluated by Job Meas. Looked at job description qualifications and duties and determined the suggested wage of 5% increase was appropriate.

SIGNATURE OF HR DIRECTOR Lindsay Anogan DATE 2/3/23

REVIEW PANEL COMMENTS:

N/A – No Administrative Team at the time.

SIGNATURE OF PANEL SPOKESPERSON Lindsay Anogan DATE 2/3/23

FINAL NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

## JOB DESCRIPTION

**Date Prepared:** January, 2023

**Position Title:** Civil Deputy

**Department:** Sheriff's Office

**Supervisor:** Civil Sergeant

### **Position Overview:**

This position is generally assigned to process Concealed Handgun Licenses (CHL). Other duties will include general Records Unit work, processing of civil service papers, Master Street Addressing Guide (MSAG), Morrow County Sheriff's Office website maintenance and other duties as assigned. General supervision is received from the Civil Sergeant.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** None

**Reporting Positions:** None

**Working Environment:** Work will be completed at the Morrow County Sheriff's Office, Heppner and Irrigon locations. The **Civil Deputy** will spend hours sitting and using office equipment and computers. The deputy will also have to do some lifting of supplies and materials from time to time. This employee will be working in a busy area of the office with frequent interruptions; employee should be able to maintain a high level of accuracy with attention to detail in this environment.

Ability to comprehend complex issues and commit these issues to writing.  
Ability to maintain confidentiality

**Job Duty Outline:**

- I. Complete the office functions and procedures of the Civil Division of the Morrow County Sheriff's Office.
  - A. Respond to informational inquiries from the public, agencies, and organizations regarding civil issues.
  - B. Answer the telephone in a professional and courteous manner.
  - C. Prepare and process civil papers, such as restraining orders, stalking orders and evictions.
  - D. Process Concealed Handgun License applications.
    1. Coordination of appointments
    2. Maintain CHL historical records
    3. Complete thorough, complete CHL background investigations
    4. Stay current of Oregon firearm laws and guidelines
    5. Receive and process fees
  - E. Duties as assigned in the Records Unit, such as providing police reports and background checks as well as duties in MSAG.
  
- II. Department Organization
  - A. Communicate with other Sheriff's Office employees to effectively and efficiently coordinate civil programs for progress and status.
  - B. The listed job duties are not inclusive of all assigned work. Administration reserves the right to assign other duties as needed and necessary.

Erik Patton  
FY 22-23 Longevity 3

YR.SALARY	\$57,782.40
HEALTH&DENTAL EMP+CHILDREN	\$16,791.12
FICA	\$3,582.51
RETIRE	\$14,330.04
UNEMP	\$610.80
DISAB.	\$62.40
LIFE	\$61.32
W.C. 7720	\$1,508.12
MEDICARE	\$837.84
HRA VEBA	\$0.00
AIR LIFE	\$59.00
TOTAL	\$37,843.15
OVERHEAD	\$18.19
AVG HR COST	\$27.78
AVG OT COST	\$41.67
TOTAL COST PER HR	\$45.97
TOTAL COST W/OT	\$59.86
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$95,625.55</b>

CURRENT

Erik Patton  
FY 23-24 L-3 Longevity

YR.SALARY	\$60,671.52
HEALTH&DENTAL EMP+CHILDREN	\$16,791.12
FICA	\$3,761.63
RETIRE	\$15,046.54
UNEMP	\$610.80
DISAB.	\$62.40
LIFE	\$61.32
W.C. 7720	\$1,583.53
MEDICARE	\$879.74
HRA VEBA	\$0.00
AIR LIFE	\$59.00
TOTAL	\$38,856.08
OVERHEAD	\$18.68
AVG HR COST	\$29.17
AVG OT COST	\$43.75
TOTAL COST PER HR	\$47.85
TOTAL COST W/OT	\$62.43
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$99,527.60</b>

PROPOSED



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Reclassification Request – Civil Deputy

TO: Sheriff Bowles & Undersheriff Snyder , MCSO  
FROM: Lindsay Grogan, Human Resources  
DATE: February 3, 2023  
RE: 2022/2023 Reclassification Summary – Civil Deputy

Thank you for your reclassification application and job description for the Civil Deputy position.

Typically, Reclassification requests are to be reviewed by the administrative team and then sent to the Board for concurrence. Since the Administrator position is vacant, the administrative team will be bypassed, and the decision will move straight to the Board of Commissioners for review.

Erik Patton is currently a Communications Officer. The advanced Communications Officer range is on the Teamsters scale at \$3,698 - \$4,719 a month. The reclassification is requesting a change in compensation due a change in primary job duties.

For the past several years, Erik Patton has not been performing the primary duties of the Communications Officer, instead he is accountable full time in the Civil office. His job duties largely consist of; processing civil service papers, including the licensing of concealed handguns, and other office duties.

Based on review of the new responsibilities listed in the modified job description, the position would best be described as a Civil Deputy. This position reports directly to the Civil Sergeant. The reclassification would place the new range between that of a Communications Officer and Patrol Deputy. The new range would be \$3,883 - \$4,955 a month.

Your application will be presented to the Board of Commissioners for review on February 8<sup>th</sup>, 2023. Please come prepared to present your request for reclassification.

If you are not satisfied with decision you may pursue an appeal to the appeal committee within 7 calendar days, as outlined in the Morrow County Employee Handbook Classification Process, page 24 and 25.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Accounting Technician  
 (Attach Job Description)

Pay Scale and Pay Range AFSCME General Range 9 - \$3,722 - \$4,751

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	\$40,716	\$14,104			\$54,820
<b><u>PROJECTED COST</u></b>	\$44,644	\$15,389			\$60,053
<b><u>DIFFERENCE</u></b>	\$3,928	\$1,285			\$5,233

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	3	3	3

**Personnel Services History for the last three (3) years.**

(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	\$535,581	\$520,934	\$583,344

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

This position will be funded primarily through the funding previously appropriated for the Accounting Clerk position. The difference of \$5,233 will be funded with General Funds.

**E. Where will the position be located physically? Is there space for them?**

Bartholomew Building in the Finance Office same location as current Accounting Clerk.

**F. Quantify what has occurred in your department to request an FTE?**

Realignment of existing job duties and definition and assignment of new duties.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The additional duties assigned to this position will facilitate with providing additional internal control oversight, segregation of duties, and improved financial reporting. This will enable the department to better safeguard and track public funds and increase visibility and transparency in reporting.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Nov 2022  
**Position Title:** Accounting Technician  
**Department:** Finance  
**Supervisor:** Finance Director

**Position Summary:** Under the direct supervision of the Finance Director, the Accounting Technician processes accounts payable, helps to maintain the fixed asset inventory, reviews and reconciles accounts receivable, provides backup and assistance to County Treasurer, and assists with general office and accounting tasks for Morrow County.

**Supervisory Responsibilities:** None

### Qualifications:

- Education: Associate Degree in accounting, bookkeeping or a related subject, or equivalent.
- Experience: One year in office setting related to Accounts Payable, Accounts Receivable, Fixed Asset Accounting, Cost Accounting, and/or General Bookkeeping.
- Skill: Ability to type 50 words per minute, accurately

### Skills/Abilities:

- Equipment used: Personal computer and peripherals, telephone, copy machine, fax machine, adding machine, postage meter, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.
- Knowledge and ability to implement standard office procedures such as filing, telephone, and face to face reception.
- Ability to learn and use the procedures and processes established by the Morrow County Finance Department.
- Ability to implement county procedures, regulations, and requirements with respect to procurement, budget, safety, operations, and organization.

- Ability to effectively use oral and written communication in the performance of duties and responsibilities.

#### **Job Duties/Responsibilities:**

- Prepare general ledger postings and journal entries
- Perform quarterly reconciliations of funds and accounts
- Provide accounting support and assistance to County Departments and personnel
- Investigate and recommend solutions to accounting discrepancies and problems
- Process Accounts Payable
- Review invoices and payments to ensure compliance with County procurement policies and contracts for materials and services
- Review and audit credit card statements to ensure compliance with the Morrow County Credit Card Program.
- Perform fixed asset accounting and maintenance is accounting system
- Reconcile accounts receivable, and cash receipts monthly
- Assist with the annual audit
- Provides support and assistance with annual budgeting process
- Provides assistance and backup to the Morrow County Treasurer by making and posting deposits as required
- Monitor department and fund activity for budget compliance and alert Finance Director and/or Treasurer to potential issues
- Administer 'County Wide' vendor accounts for procurement
- Perform general offices tasks including:
  - Answering phones
  - Receiving customers in the Finance Department
  - Update Finance Department web page as needed
  - Sort, organize and file records and documents
- Performs related duties as assigned to meet business needs.

#### **Essential Job Functions:**

**Working Environment:** Work is performed primarily in County offices and may include travel to other county facilities or within the state for training.

#### **Physical:**

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 50 pounds occasionally.
- Ability to enter and retrieve data from County computers and software.
- Ability to answer phones and transfer calls if appropriate.

***Mental:***

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.
- Ability to read, write and comprehend English.
- Ability to perform basic math functions.
- Ability to greet customers in the office and on the phone in a courteous and professional manner.
- Regular and predictable attendance.
- Work as a cohesive part of the team.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

<b>ACCOUNTING CLERK</b>	
<b>FY 23-24 RANGE 6B</b>	
YR.SALARY	\$40,716.00
HEALTH&DENTAL	\$0.00
FICA	\$2,524.39
RETIRE	\$10,097.57
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C.	\$44.79
MEDICARE	\$590.38
LIFE FLIGHT	\$65.00
TOTAL BENEFITS	\$14,103.93
HOURLY OVERHEAD	\$6.78
AVG HR COST	\$19.58
TOTAL COST W/BENEFITS HR.	\$26.36
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$54,819.93</b>

11/30/2022

**ACCOUNTING TECH**

**FY 23-24 RANGE 9A**

YR.SALARY	\$44,664.00
HEALTH&DENTAL	\$0.00
FICA	\$2,769.17
RETIRE	\$11,076.67
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C.	\$49.13
MEDICARE	\$647.63
LIFE FLIGHT	\$65.00

TOTAL BENEFITS	\$15,389.40
HOURLY OVERHEAD	\$7.40
AVG HR COST	\$21.47
TOTAL COST W/BENEFITS HR.	\$28.87
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$60,053.40</b>

11/30/2022



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Accounting Technician

TO: Kevin Ince, Finance Director  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 1, 2022  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Accounting Tech position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Accounting Tech position would be listed at the current scale of the AFSCME General Contract. The position is in range 9 of the pay scale. This is an hourly non-exempt position, starting at \$3,722 per month or \$44,664 annually. To ensure the promotion policy procedure is followed, this budgeted amount does allow for the Accounting Clerk incumbent to receive a minimum of a 5% increase and will replace the current budgeted position of the Clerk. The total projected overhead for the position is \$60,054. The overhead for the current position is \$54,820. Which results in an estimated amount of \$5,234 in regards to this FTE ask.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the compassion of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Park Ranger  
 (Attach Job Description)

Pay Scale and Pay Range Non Union Range 11 - \$4,055 - \$5706 mo

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	56,340	40,366	0	0	\$96,706
<b><u>PROJECTED COST</u></b>	\$105,002	\$87,068	?	?	\$192,068
<b><u>DIFFERENCE</u></b>	\$48,662	\$46,701	?	?	<b>\$95,363</b>

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	1	1	1

**Personnel Services History for the last three (3) years.**

**(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)**

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	229,494	236,684	236,684

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

100% Grant Funded by Oregon Parks and recreation department ATV Operations and Maintenance Grant and parks camping revenues.

**E. Where will the position be located physically? Is there space for them?**

Parks Department /OHV, Cutsforth, Anson Wright Parks. Yes, there is space for a new FTE.

**F. Quantify what has occurred in your department to request an FTE?**

Parks has always been short handed since I have become parks manager. Due to the Increase in number of park users, more trails, trail maintenance, more amenities,activities, events and services The Parks Department and users would benefit from having a new full time employee.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

Better serve the parks department in maintenance,customer service and over all condition of the parks.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Dec 2018, Nov 2022  
**Position Title:** OHV Park Ranger  
**Department:** Public Works - Parks  
**Supervisor:** Parks General Manager

**Position Summary:** Under the supervision of the Parks General Manager, the Park Ranger performs a variety of maintenance tasks throughout the three (3) County Parks. This position is grant funded. The Park Ranger is responsible for keeping all aspects of the Parks System operating and in good condition. They will be assisting the general manager in the accurate reporting of purchases and inventory of all maintenance materials used. The position will provide a daily activity log to Parks General Manager.

**Supervisory Responsibilities:** Limited

### Qualifications:

- Education: High School Diploma or GED
- Experience: Two years' experience in all forms of general maintenance. Trail maintenance is preferred.
- Certification: Must be able to obtain Woodland Fire Fighting certification within 18 months of employment.
- Certification: Must obtain First Aid certification within 9 months of employment.

### Skills/Abilities:

- Equipment Used: Pickup truck, snow-plow, dozer, CAT, Skid steer, trailer, dump truck, backhoe, tractor, mowers, Quad, 4x4 Utility Vehicle, assorted hand and power tools.
- Office equipment used: Personal computer, telephone, GPS, personal electronic devices, and other as necessary.
- Must be able to maintain any and all related equipment. Must possess a thorough knowledge of mechanics in order to maintain park equipment and make minor repairs.

- Knowledge, ability and skill to problem solve with respect to a wide variety of equipment, mechanical systems and maintenance situations involving trail work and forestry problems.
- Knowledge of trail maintenance, design and repair preferred.
- Knowledge of basic electrical wiring preferred.
- Knowledge of computer operation preferred.
- Knowledge of basic carpentry skills preferred
- Ability to assist general manager in guidance to employees and volunteers at remote job sites.
- Ability to learn and implement county procedures, regulations and requirements with respect to procurement, safety, operations and organization.
- Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- Ability to use timber related equipment.
- Ability to interact with the public in a courteous and helpful manner.

**Job Duties/Responsibilities:**

- The Park Ranger will assist the general manager to oversee any and all construction projects at the parks as well as assist the general manager when not on site with guidance of all volunteer help and projects to ensure quality work and safety practices are followed. This may be from 2 to 10 people. They will be assisting the general manager to track and document projects which are carried on in the park during the absence of Parks General Manager. This person will keep an accurate list of those projects and see to it that they are implemented properly, following the Park Master Plan.
- Repair and maintenance of all Parks Operations Systems
  - Assist general manager to maintain a maintenance schedule for existing parks infrastructure, including routine inspection and patrol.
  - Inspect and maintain all trail infrastructure systems in good repair, all equipment.
  - Perform repairs, as needed.
  - Perform scheduled trail maintenance, as required.
  - Respond to any emergency involving trail maintenance in a timely manner.
  - Perform snow removal, as required.
- Park Ranger- OHV Park Operations.
  - Assist general manager with guidance of all OHV Park employees and volunteers while doing project work.

- Work closely with the Parks General Manager and assist when needed in the care of all Parks campgrounds
- Perform scheduled trail improvements as weather and conditions permit.
- Report daily, by email, with the Parks General Manager of all activity.
- When general manager is not on site, provide guidance to volunteers in the Trail System.
- Maintain all equipment and buildings in good repair.
- Plan projects in the OHV Park Trail System.
  - Identify Projects and report to general manager.
  - Identify supplies and equipment needed for projects and their costs.
  - Develop a plan of action for the project.
  - When general manager is not on site, supervise all labor involved in the project, including contract labor and volunteers.
  - Provide written updates as required by Parks General Manager
- Perform all tasks in a safe and efficient manner.
- Perform fixed asset inventory and maintain records.
- Department Organization
  - Communicate with other department employees to effectively and efficiently assist to coordinate work programs.
  - Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** Work is performed at the Morrow County Parks. Work is performed without regard to weather conditions. Lifting heavy objects is an integral part of this position. Flexible work schedule required. This position will be working a 40-hour work week and will be required to have the ability to work a flex schedule in order to facilitate their presence on weekends and during large and small park-hosted events.

**Physical:**

- Ability to lift up 50 pounds or more on a frequent basis.
- Ability to walk on all terrain, in all weather conditions.

- This position includes outdoor work in all weather conditions, including temperature extremes.
- Eye-hand coordination and manual dexterity are essential.
- Ability to operate motorized vehicles and motorized equipment.

***Mental:***

- Ability to speak, read and comprehend English.
- Ability to read and comprehend instruction and maintenance manuals.
- Ability to communicate with Park patrons in a calm and professional manner during occasionally stressful situations.
- Ability to organize projects and tasks with changing priorities.
- Ability to deal with shift changes on an as-needed basis.
- Regular and predictable attendance.
- Work as a cohesive part of the team.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

<b>PARK RANGER</b>		
<b>23-24 RANGE 11A</b>		<b>NON UNION</b>
YR.SALARY		\$48,661.32
HEALTH&DENTAL		\$27,806.16
FICA		\$3,017.00
RETIRE		\$12,068.01
UNEMP		\$667.80
DISAB.		\$62.00
LIFE		\$52.00
W.C. 5511		\$2,257.89
MEDICARE		\$705.59
AIRLIFE		\$65.00
TOTAL		\$46,701.45
OVERHEAD		\$22.45
AVG HR COST		\$23.39
AVG OT COST		\$35.09
TOTAL COST		\$45.85
TOTAL COST W/OT		\$57.54
<b>YEARLY COST PLUS BENEFITS</b>		<b>\$95,362.77</b>

11/30/2022



P.O. Box 593  
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(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Park Ranger

TO: Eric Imes, Public Works Director  
Greg Close, Parks General Manager of Operations  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 1, 2022  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Park Ranger position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Park Ranger position would be listed at the current range of the Non-Union pay scale. The scale for that position (plus a 3% estimated COLA) is on range 11 and is \$4055 - \$5706 a month. This is an hourly non-exempt position. The total projected overhead for this position is \$95,363.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the compassion of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Administrative Assistant  
 (Attach Job Description)

Pay Scale and Pay Range Range 9 AFSCME General \$3,722 - \$4,751

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	\$20,000	<b>\$1,800</b>	<b>\$100</b>	<b>\$0</b>	<b>\$21,800</b>
<b><u>PROJECTED COST</u></b>	\$44,664	\$43,196		\$0	\$87,860
<b><u>DIFFERENCE</u></b>	\$24,664	\$41,396	\$100	\$0	<b>\$66,060</b>

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b><u>FTE</u></b>	1.5	1.5	1.5

**Personnel Services History for the last three (3) years.**  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b><u>FTE</u></b>	\$112,500 (approx.)	\$115,700 (approx.)	\$119,100 (approx.)

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

This will be funded partially by replacing the part time office assistant.

I'm recommending the funding goes as follows:

50% funded by Roads 202-220-510-1003 \$43,600

25% funded by General 101-120-510-1006 \$21,800

25% funded by Parks 238-300-510-1006 \$21,800

**E. Where will the position be located physically? Is there space for them?**

The position will be located in the Public Works Office in Lexington. The office space is currently in the front office portion of the building.

**F. Quantify what has occurred in your department to request an FTE?**

With continued economic growth in Morrow County, office staff has become increasingly stretched thin in our daily operations. Eliminating the Public Works Office Support Position and adding an additional Administrative Assistant position will help the Road Department increase efficiencies by assisting Public Works with: data entry, research, organization of the road files and equipment files, communicating with the public, assisting with budget management, etc.

One of my goals for Public Works it to become more proactive rather than reactive. Adding this FTE will help.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

This would benefit Morrow County by making more time available to Public Works Staff to increase efficiencies in: budgeting, planning and implementing the road plan, collaborating with other departments, working with infrastructure developers, working on other Public Works projects, etc.

The benefit to the citizens of Morrow County would include: faster response time to questions and concerns, a holistic approach to road projects and maintenance, implementation of a road maintenance program. A little more help in the office will help us all become better public servants to the citizens of Morrow Co



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Oct 2022  
**Position Title:** Administrative Assistant  
**Department:** Public Works – Roads, Airport, Waste Management, Parks, and General Maintenance  
**Supervisor:** Management Assistant

**Position Summary:** The Administrative Assistant, under the limited supervision of the Management Assistant is responsible for assisting in organization of the Morrow County Public Works office. This includes grant writing and reporting, budget development and management, public relations and project research and supervision. This position assists in operations and administrative work at the parks, transfer stations, General Maintenance, and airport divisions of the Public Works office.

**Supervisory Responsibilities:** Assist in coordinating for Park Hosts

### Qualifications:

- Education: Associates Degree in business or a related field.
- Experience: Two years of experience working in an office setting.
- Combination: Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the described duties.
- Valid Oregon Driver's License.

### Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.
- Knowledge of computer programs such as Word, Outlook, Excel, and Photoshop.
- Knowledge of basic accounting principles and ability to understand and input accurate data into the computerized accounting system.

**Working Environment:** Work is performed primarily in County offices and may include travel for training, procurement, and collaboration. On occasion some field work is required.

**Physical:**

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to forty pounds occasionally.

**Mental:**

- This position is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under challenging, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

**P.W. ADMIN ASSISTANT**

**23-24 RANGE 9A**

YR. SALARY	\$44,664.00
HEALTH&DENTAL	\$27,806.16
FICA	\$2,769.17
RETIRE	\$11,076.67
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C. 5511	\$49.13
MEDICARE	\$647.63
AIRLIFE	\$65.00

TOTAL	\$43,195.56
OVERHEAD	\$20.77
AVG HR COST	\$21.47
AVG OT COST	\$32.21
TOTAL COST	<b>\$42.24</b>
TOTAL COST W/OT	<b>\$52.98</b>
<b>YEARLY COST PLUS BENEFITS</b>	<b>\$87,859.56</b>

11/30/2022

Fiscal Year	ALL PARKS 2001-2002	ALL PARKS 2002-2003	ALL PARKS 2003-2004	ALL PARKS 2004-2005	ALL PARKS 2005-2006	ALL PARKS 2006-2007	ALL PARKS 2007-2008
Camping Fees	\$ 23,688	\$ 11,358	\$ 32,795	\$ 33,995	\$ 38,652	\$ 52,694	\$ 55,908
Cabin Fees	\$ -	\$ -	\$ -	\$ -	\$ 361	\$ 7,777	\$ 13,023
4-H Building	\$ -	\$ -	\$ 225	\$ 125	\$ 100	\$ 250	\$ 250
Refunds	\$ -	\$ -	\$ (1,466)	\$ (289)	\$ -	\$ (30)	\$ (94)
<b>FY TOTAL</b>	<b>\$ 23,688</b>	<b>\$ 11,358</b>	<b>\$ 31,554</b>	<b>\$ 33,831</b>	<b>\$ 39,113</b>	<b>\$ 60,691</b>	<b>\$ 69,087</b>

Office Staffing

Karen Wolff	Karen Wolff	Karen Wolff	Karen Wolff	Sandi Pointer	Sandi Pointer	Sandi Pointer
Sandy Day ?	Sandy Day ?	Sandy Day	Sandy Day	C. April Miller	C. April Miller	Kirsti Cason
		Betty Gray	C. April Miller	Betty Gray	Betty Gray	Betty Gray
			Betty Gray		Kirsti Cason (Temp.)	

Sometime in this time frame started accepting credit cards. Only in MCPW Office.

ALL PARKS 2008-2009	ALL PARKS 2009-2010	ALL PARKS 2010-2011	ALL PARKS 2011-2012	ALL PARKS 2012-2013	ALL PARKS 2013-2014	ALL PARKS 2014-2015	ALL PARKS 2015-2016
\$ 56,605	\$ 51,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,577
\$ 16,428	\$ 13,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,126
\$ 400	\$ 555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,845
\$ (245)	\$ (255)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,586)
<b>\$ 73,188</b>	<b>\$ 65,532</b>	<b>\$ -</b>	<b>\$ 128,962</b>				

NO DATA AVAILABLE NO DATA AVAILABLE NO DATA AVAILABLE NO DATA AVAILABLE NO DATA AVAILABLE

Sandi Pointer  
Kirsti Cason  
Betty Gray Staci Osmin

Site Rates (12/2011) 9/2013 Reservation  
increase \$3.00 System Hercules  
across board AKA Leasiure  
Interactive  
started accepting  
credit/debit cards  
at parks and  
online reservations  
could also be made

<b>ALL PARKS</b> 2016-2017	<b>ALL PARKS</b> 2017-2018	<b>ALL PARKS</b> 2018-2019	<b>ALL PARKS</b> 2019-2020	<b>ALL PARKS</b> 2020-2021	<b>ALL PARKS</b> 2021-2022	<b>ALL PARKS</b> 2022-2023
\$ 111,572	\$ 154,342	\$ 156,377	\$ 106,318	\$ 222,758	\$ 183,865	\$ -
\$ 31,682	\$ 33,212	\$ 33,916	\$ 17,534	\$ 32,733	\$ 42,297	\$ -
\$ 2,020	\$ 1,500	\$ 1,772	\$ 450	\$ 3,000	\$ 3,000	\$ -
\$ (14,465)	\$ (17,185)	\$ (7,523)	\$ (13,402)	\$ (2,327)	\$ (2,327)	\$ -
<b>\$ 130,809</b>	<b>\$ 171,868</b>	<b>\$ 184,542</b>	<b>\$ 110,900</b>	<b>\$ 256,163</b>	<b>\$ 226,834</b>	<b>\$ -</b>

FAIR Capsites New

Sandi Pointer						
Kirsti Cason						
Staci Osmin						

Site Rates (03/2017) increased \$5.00 across board excluding: BBQ Buildings, cabins and gazebos

Solar Eclipse 8/2017

9/2019 Reservation System ResNexus and CMS as processor

COVID-19 cancellations & reopen with restrictions

Kirsti Cason

	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>
30% General. - 101120-510-1006	14528	15671	16121
40% Road - 202220-510-1003	20360	20971	21495
10% Cutsforth - 238200-510-1006	5090	5243	5374
10% Anson Wright - 238238-510-1006	5090	5243	5374
10% OHV - 238300-510-1006	5090	6361	5374
	<b>50158</b>	<b>53489</b>	<b>53738</b>
HEALTH & DENTAL FAMILY		\$25,845.40	
FICA		\$3,250.46	
RETIRE		\$13,001.85	
UNEMP		\$502.20	
DISAB.		\$62.00	
LIFE		\$52.00	
W.C. 8810		\$57.67	
MEDICARE		\$760.19	
AIRLIFE		\$59.00	
	total	<b>\$ 97,079.77</b>	

Staci Osmin Breakout.

33% Cutsforth - 238200-510-1005	5954	6361	6600
33% Anson Wright - 238238-510-1005	5954	6361	6600
34% OHV - 238300-310-4312	6134	6553	6800
	<b>18042</b>	<b>19275</b>	<b>20000</b>
FICA		\$1,209.81	
RETIRE		\$0.00	
UNEMP		\$253.67	
DISAB.		\$0.00	
LIFE		\$0.00	
W.C. 8810		\$21.46	
MEDICARE		\$282.94	
	total	<b>\$21,042.88</b>	



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Public Works Administrative Assistant

TO: Eric Imes, Public Works Director  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 1, 2022  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Administrative Assistant position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Administrative Assistant position would be listed at the current range of the AFSCME General pay scale. The scale for that position next fiscal year is on range 9 and can be estimated at \$3722 a month. This is an hourly non-exempt position. The total projected overhead for this additional position is \$87,860.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Morrow County Janitor  
 (Attach Job Description)

Pay Scale and Pay Range AFSCME General Range 2 - \$2,645 -\$3,376

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>					\$120,000 contract
<b><u>PROJECTED COST</u></b>	\$33,336	\$40,400	\$8,000??		\$81,736
<b><u>DIFFERENCE</u></b>					+\$38,264

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	\$120,000.	\$120,000	\$120,000

**Personnel Services History for the last three (3) years.**  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	0	0	0

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

Currently the janitorial needs are met through a Contracted company, currently outsourced with two different companies, the North end of the County is different than the South County buildings, due to location of their staffing. This results in a higher than average turnover rate. The budget for this currently is \$120,000. A fully funded employee with desirable benefits would be a beneficial to our community. County already provides all paper and soap products.

**E. Where will the position be located physically? Is there space for them?**

This position would be located with the General Maintenance staff which are currently housed in the General Maintenance building at the Lexington airport. This is a position which does not need office space just a vehicle so there is space for them.

**F. Quantify what has occurred in your department to request an FTE?**

The staffing for the contractor is a struggle as they don't provide their staff with full time benefitted wage. In result, does not get the desired or quality help and not getting the work completed as desired. Only get cleaning done by contractor by scheduled days, rather being available at all times for cleaning which is desirable.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The benefit to the County would be a competitive wage for a resident keeping funds in house, and believe a cost effective service, with no delay in service. Having a staff member full time, County would have access readily available in the event of needing something completed at any time. Assisting in General Maintenance duties with knowledge of repairs and issues that need addressed.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Oct 2022  
**Position Title:** Janitor  
**Department:** Public Works, General Maintenance  
**Supervisor:** General Maintenance Supervisor?

**Position Summary:** Under the limited supervision of the General Maintenance Supervisor, this position is responsible for performing janitorial duties for North and South County Government owned buildings, which include; Bartholomew Building, Courthouse, Airport, Sheriff, Public Works Office and Shop, Boardman Office, Irrigon Government Building, and Irrigon Sheriff's Annex.

**Supervisory Responsibilities:** None

### Qualifications:

- Education: High school diploma or GED is desirable.
- Experience: 1 year of cleaning techniques and effective sanitation practices is desirable. Previous experience or training in chemical and sanitation awareness.

### Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, electronic devices, automobile.
- Cleaning Equipment: Dispensers for paper products, mops, squeegees, brooms, brushes, vacuum and other necessary equipment to complete the task.
- Basic knowledge of cleaning products and when to use them, knowledge of safety guideline when working with chemicals or willing to learn.

### Job Duties/Responsibilities:

- Responsible for maintaining the cleanliness of the facility, including interior janitorial and minor repair.
- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and Sanitize restrooms and common areas.
- Clean sinks, countertops, microwaves and refrigerators in common break rooms.
- Restock supplies in bathrooms, break rooms and common areas.

- Empty all trash cans and replace liners, clean receptacles as necessary.
- Dusting and cleaning baseboards.
- Cleaning windowsills.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper leveling, dilution and use of all chemicals.
- Wearing proper personal protective equipment at all times.
- Notify General Maintenance of paper supplies and cleaning supplies needed.
- Includes cleaning all types of bodily fluids, removing trash filled with food, liquids and other items, lifting heavy bags of trash, and scrubbing floors.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** Work is performed primarily in County offices and may include travel to other county facilities or within the state for training. Usually work indoors, but may work outdoors on tasks as backup such as sweeping walkways and shoveling snow. Spend most of the time walking, standing, or bending while cleaning. Good communication skills both written and verbal. Proven ability to work with and communicate with front line employees as well as upper level management team.

**Physical:**

- Ability to repeat the same movements, hands to handle, control, or feel objects, tools or controls.
- Handle physical demand of the job, including standing and walking for most of the shift, bending, climbing, and lifting at least 50 pounds.

**Mental:**

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Good communication and interpersonal skills
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

**JANITOR**

**23-24 RANGE 2B**

YR.SALARY	\$33,336.00
HEALTH&DENTAL	\$27,806.16
FICA	\$2,066.83
RETIRE	\$8,267.33
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C. 5511	\$930.07
MEDICARE	\$483.37
AIRLIFE	\$65.00
TOTAL	\$40,400.56
OVERHEAD	\$19.42
AVG HR COST	\$16.03
AVG OT COST	\$24.04
TOTAL COST	<b>\$35.45</b>
TOTAL COST W/OT	<b>\$43.46</b>
<b>YEARLY COST PLUS BENEFITS</b>	<b>\$73,736.56</b>

11/30/2022



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Janitor

TO: Eric Imes, Public Works Director & Sandi Pointer, Management Assistant  
FROM: Lindsay Grogan, Human Resource Director  
DATE: January 18, 2023  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Janitor position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Janitor position would be listed at the current scale of the AFSCME General Contract. The position is in range 2 of the pay scale. This is an hourly non-exempt position, starting at \$2,645 per month or \$31,740 annually. It is my understanding that this position is intended to eliminate the need for a contracted janitorial service. The total projected overhead for the position is \$73,737.

A salary survey was conducted of the 3 smaller and 3 larger Counties from Morrow, and hereafter are the results. Baker County's wage for a building maintenance/janitor is \$2,812 - \$3,412 a month. Lake County's wage for the janitor position is \$3,656 a month. Curry County pays their Janitor position \$2,950 - \$3420. Lastly, Grant County has a Custodian position which is compensated at \$3,115 a month. The County's current wage scale has the Janitor position listed at \$2,645 - \$3,376 per month. After evaluation, it seems to be comparable to similar Counties.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

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# FTE Ask Executive Summary

# Morrow County Oregon

A. Position Description & Dept. Assistant Pesticide Applicator  
 (Attach Job Description)

Pay Scale and Pay Range Part Time (988 hrs) \$21.87/hour - Maint. Spec.

B. What is the TOTAL cost to Morrow County?

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	0	0	0	0	0
<b><u>PROJECTED COST</u></b>	\$24,397	0	\$1840	0	\$26,237
<b><u>DIFFERENCE</u></b>	\$24,397	0	\$1840	0	\$26,237

C. FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	1	1	1

Personnel Services History for the last three (3) years.

(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	\$132,326	\$120,468	\$120,468

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

Transfer from Roads  
80% Roads  
20% General

**E. Where will the position be located physically? Is there space for them?**

The position will be located in the field.

**F. Quantify what has occurred in your department to request an FTE?**

This position has been filled in past years and has been cut. Years of stagnate weed management and lack of adequate funding has resulted in the poorest of poor roadside conditions on our road right of ways. Over burden work load and unsatisfactory spraying applications has led to this request. The need for more County weed coordination and collaboration with public and agencies needs to be addressed and the part time position will alleviate that demand witch requires more of the Weed Coordinators time.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The main benefit is the hours involved in unnecessary weed clean up on our gravel road right of ways. Each year, every blade operator spends an estimated average of two weeks blading weeds off their maintained roads totaling 10 weeks of unnecessary prep work. The benefit to the citizens is two fold primarily being safety and of economic importance. The weed infestation involving our paved roads obscure vision, signs and guide posts. There is an increase in mowing cost, increase hazard from fire, clogged drainage areas, hindered travel. The worst being upheaval of paved roads and complete destruction of paved shoulders.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Jan, 2023

**Position Title:** Assistant Pesticide Applicator

**Department:** Weed Department

**Supervisor:** Weed Coordinator

**Status:** Temporary/Seasonal Employee

**Position Summary:** The Assistant Pesticide Applicator will assist with County roadside spraying in Spring and Fall as their primary position. The assistant will also be involved with some spraying on grant projects and contract work as needed. This may also include some Integrated Pest Management (IPM) activities (i.e. Biological controls, seeding, etc.)

**Supervisory Responsibilities:** None

### Qualifications:

- Education: High School Diploma or Equivalent
- Licensed: Public Pesticide Applicator with the Oregon Department of Agriculture in the categories of Right of Way and Regulatory Weed or ability to obtain in 90 days
- Valid Oregon Driver License
- Experience: Two years of experience in related field work.

### Skills/Abilities:

- Knowledge or ability to calculate application rates and equipment calibration
- Ability to perform all duties with minimal supervision and direction
- Basic computer/tablet/phone skills
- Organizational and time management skills
- Knowledge of weed control methods (biological, mechanical, culture, chemical) and their environmental effects.
- Knowledge of and ability to safely handle chemicals and application equipment
- Skills and ability to establish and maintain effective working relationships with county employees, Weed Board members and landowners.

### **Job Duties/Responsibilities:**

- Loading, mixing, and accurate application of chemicals to road right of ways
- Following all labels and laws associated with each application
- Ability to complete daily paperwork and spray reports
- Plant Identification skills
- Ensure a clean and safe environment for self, fellow employees and the public
- Safely apply chemical applications when needed and always within compliance with federal, state and local regulations (such as EPA, Department of Agriculture, and Department of Environmental Regulation) and safety procedures
- Knowledge and ability understand and implement accepted weed management practices
- Communicate with other department employees to effectively and efficiently coordinate weed projects
- Attend weed conferences and meetings for continuing education credits

### **Essential Job Functions:**

**Working Environment:** Work is performed primarily in and around the County and may include travel for training. Personal Protective Equipment will be mandatory to prevent exposure to harmful chemicals. Work at times is performed in the field with possible exposure to weather conditions and extremes, and toxic or caustic chemicals or fumes.

### **Physical:**

- Ability to sit for extended periods of time while spraying and operating equipment
- Other physical requirements include walking, bending, stooping, filing chemicals on upper shelves, lifting heavy boxes up to 50 pounds occasionally.
- Must be able to carry back pack weighing 40+ pounds
- Must be able to hike over steep, rocky and uneven terrain
- Must be able to work in inclement weather conditions
- Regular and predictable attendance

### **Mental:**

- Ability to handle stressful situations when interacting with the public and/or County employees

- Ability to perform complex math problems
- Ability to learn and implement the practices and producers of the Morrow County Public Works Department

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

**Temp Weed Applicator  
FY 22/23 988 Hrs**

YR.SALARY	\$21,597.68
HEALTH&DENTAL EMP+CHILDREN	\$0.00
FICA	\$1,339.06
RETIRE	\$0.00
UNEMP	\$259.17
DISAB.	\$0.00
LIFE	\$0.00
W.C. 7720	\$887.67
MEDICARE	\$313.17
HRA VEBA	\$0.00
AIR LIFE	\$0.00
TOTAL	\$2,799.06
OVERHEAD	\$2.83
AVG HR COST	\$21.86
AVG OT COST	\$32.79
TOTAL COST PER HR	\$24.69
TOTAL COST W/OT	\$35.62
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$24,396.74</b>



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## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent PTE Ask – Assistant Pesticide Applicator

TO: Eric Imes, Public Works Director & Corey Sweeney, Weed Coordinator  
FROM: Lindsay Grogan, Human Resource Director  
DATE: February 3, 2023  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Part Time Equivalent PTE Ask application and job description for the Assistant Pesticide Applicator position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Applicator position would be listed at the Maintenance Specialist scale of the AFSCME Road Contract. This is an hourly non-exempt position, that would be no more than 19 hours a week. The wage scale starts at \$21.87 to \$27.91 an hour. The total projected overhead for the position is \$26,237 which is calculated on 988 hours maximum in a year.

FTE Ask presentations are scheduled for a Board of Commissioners Meeting on February 8<sup>th</sup>, 2023. Please be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

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Glen G. Diehl, Justice of the Peace

**JUSTICE COURT**

P.O. Box 1125

541-676-5644

Heppner, OR 97836

October 10, 2022

Lindsay Grogan,  
Human Resources Manager

Re: Justice Court Clerk I Position

Dear Lindsay,

I am requesting the County Commission grant an increase / reclassification from part time, 24 hours per week to Full time, 40 hours per week, for the Court Clerk 1's position in Irrigon.

Back in mid-2018, then Judge Annetta Spicer requested the reduction of the Court Clerk 1's hours from 40 hours per to 24 hours per week. Judge Spicer tells me that this was done in an effort to keep the then court clerk employed with the court. Judge Spicer has since told me that she now realizes this was a mistake due to the volume of work that needs to be done in the Court.

Since taking office in January, 2020 I have witnessed first hand the strain and short comings this reduction in hours has placed on not only the Court, but the public as well.

I am asking the proposed reclassification, be changed effective July 1, 2023, and that Mrs. Jones receive the appropriate benefits as of that date.

I have enclosed a copy of the prior job description that the clerk is required to perform

Sincerely,

Glen G. Diehl

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. Position Description & Dept. justice Court Clerk I  
 (Attach Job Description)

Pay Scale and Pay Range Range 4 AFSCME General - \$2,917- \$3,722

B. What is the TOTAL cost to Morrow County?

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b>CURRENT COST</b>	<del>\$25,522</del> 24,899	<del>\$21,080</del> 19,773	<del>83,270</del>	0	<del>\$46,602</del> 44,672
<b>PROJECTED COST</b>	<del>41,496</del> \$42,540	<del>32,942</del> \$42,532	<del>83,270</del>	0	<del>74,438</del> \$85,072
<b>DIFFERENCE</b>	<del>16,597</del> \$17,018	<del>13,160</del> \$21,452	0	0	<del>29,766</del> \$38,470

C. FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)

<u>YEAR</u>	2020-2021	2021-2022	2022-2023
<b>FTE</b>	1.6	1.6	1.6

Personnel Services History for the last three (3) years.  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<u>YEAR</u>	2020-2021	2021-2022	2022-2023
<b>FTE</b>	258,899	259,813	259,813

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

This is an increase from part time (.6) position to a full time position and will be funded by the existing .6 wages, plus .4% General Fund. to equal full funding.

**E. Where will the position be located physically? Is there space for them?**

This position will be primarily located in Irrigon at the Irrigon Justice Center.

As this is an increase from a part time position to full a full time position. She will continue to use her same office.

**F. Quantify what has occurred in your department to request an FTE?**

Please NOTE: this request is to move an existing part time employee to Full Time.

In order to accommodate an employee, in mid-2018, then Judge, Annetta Spicer requested the reduction of the Court Clerk I's hours from 40 hours per week to 24 hours per week. Judge Spicer has since told me that she now realizes this was a mistake due to the volume of work that needs to be done in the Court. Since taking office in January, 2020 I have witnessed firsthand the strain and short comings this reduction in hours has placed on not only the Court, but the public as well.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

By ensuring that we have a Clerk each and every day regardless of vacations and/or sick time, Justice Court will be able to assist and serve the public in a more expedient and efficient way.

Moving this position back to a "full time position" will allow us to better serve our public.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** 2009, 2015, Jan 2023  
**Position Title:** Court Clerk I  
**Department:** Justice Court  
**Supervisor:** Justice of the Peace

**Position Summary:** Under the limited supervision of the Justice of the Peace, the Court Clerk I coordinates the operation of the Irrigon Justice Court. This includes receiving fine payments. In addition, the Court Clerk I is responsible for the clerical, secretarial, and receptionist duties for the Justice Court.

**Supervisory Responsibilities:** None

### Qualifications:

- Education: High School Diploma or GED
- Experience: None
- Preferred Language: English/Spanish bilingual preferred.

### Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.
- The communication skills necessary to handle requests and questions in a competent and professional manner.
- A thorough knowledge of secretarial techniques and procedures and the ability to implement them.
- Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- Ability to learn and implement county procedures, regulations and requirements with respect to safety, operations and organization.
- Ability to become certified to access the LEDS database.

### Job Duties/Responsibilities:

- Maintain docket book/court calendar coordinating the operation of the Court.
  - Assign a court number and establish appropriate files for traffic and game citations and misdemeanor filings.
  - Enter data for each case into the appropriate database.
  - Complete and send a suspension of Driver's License notice to those people in default status and to the Department of Motor Vehicles and then to Collections.
  - Maintain file of License suspensions and closed cases.
- Manage the Court's receipt and disbursement of funds.
  - Receive fine payments in person or by mail.
  - Record payments and deposit funds in checking account.
- Perform clerical, secretarial and receptionist duties for the Irrigon Justice Court.
  - Receive and respond to requests, inquiries and questions both over the telephone or face-to-face.
  - Develop and maintain a system for managing the files and records of the Justice Court.
  - Maintain the professional physical appearance of the Justice Court office.
  - Be able to access the LEDS database to provide information to the Judge for purposes of sentencing.
- Department Organization
  - Communicate with other department employees to effectively and efficiently coordinate work programs.
  - Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
  - Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.
- Performs related duties as assigned to meet business needs.

### Essential Job Functions:

**Working Environment:** Work is performed primarily in County offices and may include travel to other county facilities or within the state for training.

### **Physical:**

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 40 pounds occasionally.
- Ability to use personal computer to make data entries.
- Ability to use multi-line telephone system.

***Mental:***

- Able to observe and comprehend Court proceedings
- Ability to read, write, and comprehend English.
- Basic math skills.
- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

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Signed and Reviewed

Date

**JUSTICE COURT CLERK 4E**

**48 HR PER PAY PERIOD .6 FTE FY 23-24**

YR.SALARY	\$25,521.60
HEALTH&DENTAL EMP.+ SPOUSE	\$12,233.04
FICA	\$1,582.34
RETIRE	\$6,329.36
UNEMP	\$357.30
DISAB.	\$62.00
LIFE	\$52.00
W.C. 8810	\$28.07
MEDICARE	\$370.06
LIFE FLIGHT	\$65.00
TOTAL	\$21,079.17
OVERHEAD	\$16.89
AVG HR COST	\$20.45
TOTAL COST PER HR	<b>\$37.34</b>
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$46,600.77</b>

**JUSTICE COURT CLERK 4E**

**80 HR PER PAY PERIOD 1. FTE FY 23-24**

YR.SALARY	\$42,540.00
HEALTH&DENTAL EMP.+ SPOUSE	\$27,806.16
FICA	\$2,637.48
RETIRE	\$10,549.92
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C. 8810	\$74.69
MEDICARE	\$616.83
LIFE FLIGHT	\$65.00
TOTAL	\$42,531.88
OVERHEAD	\$20.45
AVG HR COST	\$20.45
TOTAL COST PER HR	\$40.90

**YEARLY SAL. PLUS BENEFITS \$85,071.88**

11/30/2022

*FY 2020-21*

01-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>REVENUES</b>					
*****					
<b>CHARGES FOR SERVICES</b>					
01-109-3-40-4139 FEES	8,000.00	317.00	4,573.35	3,426.65	57.17
01-109-3-40-4146 CONT. LEGAL EDUCATION	0.00	260.00	2,724.00 (	2,724.00)	0.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>8,000.00</b>	<b>577.00</b>	<b>7,297.35</b>	<b>702.65</b>	<b>91.22</b>
<b>FEES, FINES</b>					
01-109-3-50-5012 FINES	250,000.00	28,306.56	306,699.91 (	56,699.91)	122.68
<b>TOTAL FEES, FINES</b>	<b>250,000.00</b>	<b>28,306.56</b>	<b>306,699.91 (</b>	<b>56,699.91)</b>	<b>122.68</b>
<b>MISCELLANEOUS REVENUE</b>					
01-109-3-60-4187 MISC REVENUE	15,000.00	2,531.00	24,347.63 (	9,347.63)	162.32
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>15,000.00</b>	<b>2,531.00</b>	<b>24,347.63 (</b>	<b>9,347.63)</b>	<b>162.32</b>
<b>REIMBURSEMENTS</b>					
01-109-3-80-7075 REIMBURSED ITEMS	0.00	0.00	742.34 (	742.34)	0.00
<b>TOTAL REIMBURSEMENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>742.34 (</b>	<b>742.34)</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>273,000.00</b>	<b>31,414.56</b>	<b>339,087.23 (</b>	<b>66,087.23)</b>	<b>124.21</b>
<b>EXPENDITURES</b>					
*****					
<b>PERSONNEL SERVICES</b>					
01-109-5-10-1001 JUSTICE OF THE PEACE	79,641.00	9,733.68	79,862.24 (	221.24)	100.28
01-109-5-10-1002 COURT CLERK	46,671.00	5,878.71	41,267.07	5,403.93	88.42
01-109-5-10-1003 COURT SECURITY	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1170 CLERK	23,215.00	2,722.32	27,358.11 (	4,143.11)	117.85
01-109-5-10-1301 FICA	9,235.00	927.39	8,428.67	806.33	91.27
01-109-5-10-1302 WORKERS COMP	761.00	5.92	290.53	470.47	38.18
01-109-5-10-1303 PACIFIC MUTUAL	37,083.00	4,130.04	36,650.51	432.49	98.83
01-109-5-10-1304 DEFINED CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1305 AOC - MEDICAL	53,603.00	7,058.88	59,318.30 (	5,715.30)	110.66
01-109-5-10-1306 DENTAL INSURANCE	3,676.00	461.16	3,877.62 (	201.62)	105.48
01-109-5-10-1309 UNEMPLOYMENT INSURANCE	773.00	101.46	835.80 (	62.80)	108.12
01-109-5-10-1316 PRINCIPAL FINANCIAL GR	186.00	15.60	187.20 (	1.20)	100.65
01-109-5-10-1317 UNITED HERITAGE LIFE	156.00	12.93	155.16	0.84	99.46
01-109-5-10-1320 VACATION ACCRUALS	1,811.00	1,569.07 (	1,569.07)	3,380.07	86.64
01-109-5-10-1321 MANDATED MEDICARE	2,088.00	216.90	1,971.31	116.69	94.41
<b>TOTAL PERSONNEL SERVICES</b>	<b>258,899.00</b>	<b>29,695.92</b>	<b>258,633.45</b>	<b>265.55</b>	<b>99.90</b>
	<i>Budget</i>		<i>Actual</i>		
<b>MATERIALS &amp; SERVICES</b>					
01-109-5-20-2110 STATIONERY OFFICE FORM	1,800.00	0.00	0.00	1,800.00	0.00
01-109-5-20-2130 OTHER OFFICE SUPPLIES	0.00	0.00	2,543.97 (	2,543.97)	0.00
01-109-5-20-2210 BOOKS PERIODICALS PUBL	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2251 GASOLINE	1,300.00	36.08	343.05	956.95	26.39
01-109-5-20-2283 OPERATING SUPPLIES	5,300.00	1,472.03	4,227.64	1,072.36	79.77

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2021

01-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
01-109-5-20-2411 STATE DUES	1,000.00	250.00	250.00	750.00	25.00
01-109-5-20-2415 OTHER PROFESSIONAL ORG	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2441 COURT APPOINTED ATTORN	45,000.00	0.00	24,320.00	20,680.00	54.04
01-109-5-20-2448 JURORS AND WITNESS FEE	2,000.00	0.00	11.49	2,011.49	0.57-
01-109-5-20-3311 LODGING AND MEALS	2,200.00	0.00	0.00	2,200.00	0.00
01-109-5-20-3319 CONT. LEGAL EDUCATION	2,200.00	0.00	1,984.00	216.00	90.18
01-109-5-20-3323 MILEAGE	1,100.00	0.00	0.00	1,100.00	0.00
01-109-5-20-3710 REPAIR & MAINT AUTO -	500.00	0.00	655.83	155.83	131.17
01-109-5-20-3713 INTERPRETERS FEES	6,600.00	616.80	6,507.63	92.37	98.60
01-109-5-20-3714 COMPUTER PROGRAM MAINT	6,500.00	0.00	4,753.46	1,746.54	73.13
TOTAL MATERIALS & SERVICES	75,500.00	2,374.91	45,574.09	29,925.91	60.36
CAPITAL OUTLAY					
01-109-5-40-4402 OFFICE EQUIPMENT	8,000.00	0.00	0.00	8,000.00	0.00
TOTAL CAPITAL OUTLAY	8,000.00	0.00	0.00	8,000.00	0.00
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TOTAL EXPENDITURES	342,399.00	32,070.83	304,207.54	38,191.46	88.85
REVENUE OVER/(UNDER) EXPENDITURES (	69,399.00)	(656.27)	34,879.69	(104,278.69)	50.26-

MORROW COUNTY, OREGON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

FY 21-22

.01-GENERAL FUND  
JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>REVENUES</b>					
=====					
<b>CHARGES FOR SERVICES</b>					
01-109-3-40-4139 FEES	8,000.00	668.00	4,230.77	3,769.23	52.88
01-109-3-40-4146 CONT. LEGAL EDUCATION	0.00	158.00	1,982.24 (	1,982.24)	0.00
TOTAL CHARGES FOR SERVICES	8,000.00	826.00	6,213.01	1,786.99	77.66
<b>FEES, FINES</b>					
01-109-3-50-5012 FINES	250,000.00	17,548.83	211,349.07	38,650.93	84.54
TOTAL FEES, FINES	250,000.00	17,548.83	211,349.07	38,650.93	84.54
<b>MISCELLANEOUS REVENUE</b>					
01-109-3-60-4187 MISC REVENUE	15,000.00	1,442.54	16,987.74 (	1,987.74)	113.25
TOTAL MISCELLANEOUS REVENUE	15,000.00	1,442.54	16,987.74 (	1,987.74)	113.25
<b>REIMBURSEMENTS</b>					
01-109-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
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TOTAL REVENUES	273,000.00	19,817.37	234,549.82	38,450.18	85.92

**EXPENDITURES**  
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<b>PERSONNEL SERVICES</b>					
01-109-5-10-1001 JUSTICE OF THE PEACE	78,609.00	7,256.14	79,211.56 (	602.56)	100.77
01-109-5-10-1002 COURT CLERK	46,420.00	4,485.20	47,170.44 (	750.44)	101.62
01-109-5-10-1003 COURT SECURITY	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1170 CLERK	23,964.00	2,169.44	24,619.87 (	655.87)	102.74
01-109-5-10-1301 FICA	9,238.00	1,019.88	9,665.98 (	427.98)	104.63
01-109-5-10-1302 WORKERS COMP	952.00	279.51	329.77	622.23	34.64
01-109-5-10-1303 PACIFIC MUTUAL	36,951.00	3,449.87	37,865.36 (	914.36)	102.47
01-109-5-10-1304 DEFINED CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1305 AOC - MEDICAL	54,922.00	2,424.29	55,234.70 (	312.70)	100.57
01-109-5-10-1306 DENTAL INSURANCE	3,508.00	151.73	3,507.70	0.30	99.99
01-109-5-10-1309 UNEMPLOYMENT INSURANCE	881.00	86.26	897.33 (	16.33)	101.85
01-109-5-10-1316 PRINCIPAL FINANCIAL GR	186.00	15.60	187.20 (	1.20)	100.65
01-109-5-10-1317 UNITED HERITAGE LIFE	156.00	12.93	155.16	0.84	99.46
01-109-5-10-1320 VACATION ACCRUALS	1,866.00	0.00	0.00	1,866.00	0.00
01-109-5-10-1321 MANDATED MEDICARE	2,160.00	0.00	1,004.99	1,155.01	46.53
TOTAL PERSONNEL SERVICES	259,813.00	21,350.85	259,850.06 (	37.06)	100.01

Budget

Actual

**MATERIALS & SERVICES**

01-109-5-20-2110 STATIONERY OFFICE FORM	1,800.00	0.00	104.88	1,695.12	5.83
01-109-5-20-2130 OTHER OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2210 BOOKS PERIODICALS PUBL	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2251 GASOLINE	1,300.00	115.53	1,102.24	197.76	84.79
01-109-5-20-2283 OPERATING SUPPLIES	5,300.00	479.80	4,016.60	1,283.40	75.78

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

101-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
.01-109-5-20-2411 STATE DUES	1,000.00	0.00	0.00	1,000.00	0.00
.01-109-5-20-2415 OTHER PROFESSIONAL ORG	0.00	0.00	0.00	0.00	0.00
.01-109-5-20-2441 COURT APPOINTED ATTORN	45,000.00	1,050.00	24,565.80	20,434.20	54.59
.01-109-5-20-2448 JURORS AND WITNESS FEE	2,000.00	0.00	0.00	2,000.00	0.00
.01-109-5-20-3311 LODGING AND MEALS	2,400.00	0.00	535.82	1,864.18	22.33
.01-109-5-20-3319 CONT. LEGAL EDUCATION	2,400.00	0.00	300.00	2,100.00	12.50
.01-109-5-20-3323 MILEAGE	1,100.00	0.00	0.00	1,100.00	0.00
.01-109-5-20-3710 REPAIR & MAINT AUTO -	550.00	0.00	62.95	487.05	11.45
.01-109-5-20-3713 INTERPRETERS FEES	6,600.00	450.89	5,250.78	1,349.22	79.56
.01-109-5-20-3714 COMPUTER PROGRAM MAINT	6,500.00	0.00	4,878.46	1,621.54	75.05
TOTAL MATERIALS & SERVICES	75,950.00	2,096.22	40,817.53	35,132.47	53.74
CAPITAL OUTLAY					
.01-109-5-40-4402 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	335,763.00	23,447.07	300,667.59	35,095.41	89.55
REVENUE OVER/(UNDER) EXPENDITURES (	62,763.00) (	3,629.70) (	66,117.77)	3,354.77	105.35

Fy 22-23

Personnel Services

J1-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>REVENUES</b>					
=====					
<b>CHARGES FOR SERVICES</b>					
01-109-3-40-4139 FEES	8,000.00	0.00	336.00	7,664.00	4.20
01-109-3-40-4146 CONT. LEGAL EDUCATION	0.00	0.00	265.28	265.28	0.00
TOTAL CHARGES FOR SERVICES	8,000.00	0.00	601.28	7,398.72	7.52
<b>FEES, FINES</b>					
01-109-3-50-5012 FINES	250,000.00	0.00	26,024.68	223,975.32	10.41
TOTAL FEES, FINES	250,000.00	0.00	26,024.68	223,975.32	10.41
<b>MISCELLANEOUS REVENUE</b>					
01-109-3-60-4187 MISC REVENUE	15,000.00	0.00	2,564.11	12,435.89	17.09
TOTAL MISCELLANEOUS REVENUE	15,000.00	0.00	2,564.11	12,435.89	17.09
<b>REIMBURSEMENTS</b>					
01-109-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>273,000.00</b>	<b>0.00</b>	<b>29,190.07</b>	<b>243,809.93</b>	<b>10.69</b>
<b>EXPENDITURES</b>					
=====					
<b>PERSONNEL SERVICES</b>					
01-109-5-10-1001 JUSTICE OF THE PEACE	78,609.00	0.00	19,463.30	59,145.70	24.76
01-109-5-10-1002 COURT CLERK	46,420.00	0.00	11,365.20	35,054.80	24.48
01-109-5-10-1003 COURT SECURITY	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1170 CLERK	23,964.00	0.00	6,048.86	17,915.14	25.24
01-109-5-10-1301 FICA	9,238.00	0.00	2,555.33	6,682.67	27.66
01-109-5-10-1302 WORKERS COMP	952.00	0.00	11.59	940.41	1.22
01-109-5-10-1303 PACIFIC MUTUAL	36,951.00	0.00	9,145.54	27,805.46	24.75
01-109-5-10-1304 DEFINED CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1305 AOC - MEDICAL	54,922.00	0.00	14,663.74	40,258.26	26.70
01-109-5-10-1306 DENTAL INSURANCE	3,508.00	0.00	910.38	2,597.62	25.95
01-109-5-10-1309 UNEMPLOYMENT INSURANCE	881.00	0.00	202.35	678.65	22.97
01-109-5-10-1316 PRINCIPAL FINANCIAL GR	186.00	0.00	46.80	139.20	25.16
01-109-5-10-1317 UNITED HERITAGE LIFE	156.00	0.00	38.79	117.21	24.87
01-109-5-10-1320 VACATION ACCRUALS	1,866.00	0.00	0.00	1,866.00	0.00
01-109-5-10-1321 MANDATED MEDICARE	2,160.00	0.00	0.00	2,160.00	0.00
<b>TOTAL PERSONNEL SERVICES</b>	<b>259,813.00</b>	<b>0.00</b>	<b>64,451.88</b>	<b>195,361.12</b>	<b>24.81</b>
	<i>Budget</i>		<i>Actual</i>		
<b>MATERIALS &amp; SERVICES</b>					
01-109-5-20-2110 STATIONERY OFFICE FORM	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2130 OTHER OFFICE SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
01-109-5-20-2210 BOOKS PERIODICALS PUBL	925.00	0.00	0.00	925.00	0.00
01-109-5-20-2251 GASOLINE	1,430.00	0.00	281.91	1,148.09	19.71
01-109-5-20-2283 OPERATING SUPPLIES	5,300.00	0.00	345.95	4,954.05	6.53

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 6TH, 2022

01-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
01-109-5-20-2411 STATE DUES	1,000.00	0.00	0.00	1,000.00	0.00
01-109-5-20-2415 OTHER PROFESSIONAL ORG	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2441 COURT APPOINTED ATTORN	49,500.00	0.00	3,500.00	46,000.00	7.07
01-109-5-20-2448 JURORS AND WITNESS FEE	2,200.00	0.00	0.00	2,200.00	0.00
01-109-5-20-3311 LODGING AND MEALS	2,600.00	0.00	0.00	2,600.00	0.00
01-109-5-20-3319 CONT. LEGAL EDUCATION	2,600.00	0.00	225.00	2,375.00	8.65
01-109-5-20-3323 MILEAGE	1,200.00	0.00	0.00	1,200.00	0.00
01-109-5-20-3710 REPAIR & MAINT AUTO -	605.00	0.00	69.95	535.05	11.56
01-109-5-20-3713 INTERPRETERS FEES	7,260.00	0.00	1,022.50	6,237.50	14.08
01-109-5-20-3714 COMPUTER PROGRAM MAINT	7,150.00	0.00	2,187.36	4,962.64	30.59
TOTAL MATERIALS & SERVICES	83,270.00	0.00	7,632.67	75,637.33	9.17
CAPITAL OUTLAY					
01-109-5-40-4402 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	343,083.00	0.00	72,084.55	270,998.45	21.01
REVENUE OVER/(UNDER) EXPENDITURES (	70,083.00)	0.00 (	42,894.48) (	27,188.52)	61.21

FY 22-23

Materials & Services

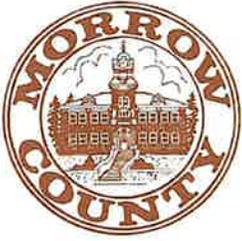
01-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
01-109-5-20-2411 STATE DUES	1,000.00	0.00	0.00	1,000.00	0.00
01-109-5-20-2415 OTHER PROFESSIONAL ORG	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2441 COURT APPOINTED ATTORN	49,500.00	0.00	3,500.00	46,000.00	7.07
01-109-5-20-2448 JURORS AND WITNESS FEE	2,200.00	0.00	0.00	2,200.00	0.00
01-109-5-20-3311 LODGING AND MEALS	2,600.00	0.00	0.00	2,600.00	0.00
01-109-5-20-3319 CONT. LEGAL EDUCATION	2,600.00	0.00	225.00	2,375.00	8.65
01-109-5-20-3323 MILEAGE	1,200.00	0.00	0.00	1,200.00	0.00
01-109-5-20-3710 REPAIR & MAINT AUTO -	605.00	0.00	69.95	535.05	11.56
01-109-5-20-3713 INTERPRETERS FEES	7,260.00	0.00	1,022.50	6,237.50	14.08
01-109-5-20-3714 COMPUTER PROGRAM MAINT	7,150.00	0.00	2,187.36	4,962.64	30.59
<u>TOTAL MATERIALS &amp; SERVICES</u>	<u>83,270.00</u>	<u>0.00</u>	<u>7,632.67</u>	<u>75,637.33</u>	<u>9.17</u>
<i>Budget</i>			<i>Actual</i>		
CAPITAL OUTLAY					
01-109-5-40-4402 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL EXPENDITURES	343,083.00	0.00	72,084.55	270,998.45	21.01
REVENUE OVER/(UNDER) EXPENDITURES (	70,083.00)	0.00 (	42,894.48)	( 27,188.52)	61.21

*FY-22-23 Materials & Services*

01-GENERAL FUND  
 JUSTICE COURT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>REVENUES</b>					
=====					
<b>CHARGES FOR SERVICES</b>					
01-109-3-40-4139 FEES	8,000.00	0.00	336.00	7,664.00	4.20
01-109-3-40-4146 CONT. LEGAL EDUCATION	0.00	0.00	265.28	(265.28)	0.00
TOTAL CHARGES FOR SERVICES	8,000.00	0.00	601.28	7,398.72	7.52
<b>FEES, FINES</b>					
01-109-3-50-5012 FINES	250,000.00	0.00	26,024.68	223,975.32	10.41
TOTAL FEES, FINES	250,000.00	0.00	26,024.68	223,975.32	10.41
<b>ISCELLANEOUS REVENUE</b>					
01-109-3-60-4187 MISC REVENUE	15,000.00	0.00	2,564.11	12,435.89	17.09
TOTAL MISCELLANEOUS REVENUE	15,000.00	0.00	2,564.11	12,435.89	17.09
<b>REIMBURSEMENTS</b>					
01-109-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL REVENUES	273,000.00	0.00	29,190.07	243,809.93	10.69
<b>EXPENDITURES</b>					
=====					
<b>PERSONNEL SERVICES</b>					
01-109-5-10-1001 JUSTICE OF THE PEACE	78,609.00	0.00	19,463.30	59,145.70	24.76
01-109-5-10-1002 COURT CLERK	46,420.00	0.00	11,365.20	35,054.80	24.48
01-109-5-10-1003 COURT SECURITY	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1170 CLERK	23,964.00	0.00	6,048.86	17,915.14	25.24
01-109-5-10-1301 FICA	9,238.00	0.00	2,555.33	6,682.67	27.66
01-109-5-10-1302 WORKERS COMP	952.00	0.00	11.59	940.41	1.22
01-109-5-10-1303 PACIFIC MUTUAL	36,951.00	0.00	9,145.54	27,805.46	24.75
01-109-5-10-1304 DEFINED CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
01-109-5-10-1305 AOC - MEDICAL	54,922.00	0.00	14,663.74	40,258.26	26.70
01-109-5-10-1306 DENTAL INSURANCE	3,508.00	0.00	910.38	2,597.62	25.95
01-109-5-10-1309 UNEMPLOYMENT INSURANCE	881.00	0.00	202.35	678.65	22.97
01-109-5-10-1316 PRINCIPAL FINANCIAL GR	186.00	0.00	46.80	139.20	25.16
01-109-5-10-1317 UNITED HERITAGE LIFE	156.00	0.00	38.79	117.21	24.87
01-109-5-10-1320 VACATION ACCRUALS	1,866.00	0.00	0.00	1,866.00	0.00
01-109-5-10-1321 MANDATED MEDICARE	2,160.00	0.00	0.00	2,160.00	0.00
TOTAL PERSONNEL SERVICES	259,813.00	0.00	64,451.88	195,361.12	24.81
<b>MATERIALS &amp; SERVICES</b>					
01-109-5-20-2110 STATIONERY OFFICE FORM	0.00	0.00	0.00	0.00	0.00
01-109-5-20-2130 OTHER OFFICE SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
01-109-5-20-2210 BOOKS PERIODICALS PUBL	925.00	0.00	0.00	925.00	0.00
01-109-5-20-2251 GASOLINE	1,430.00	0.00	281.91	1,148.09	19.71
01-109-5-20-2283 OPERATING SUPPLIES	5,300.00	0.00	345.95	4,954.05	6.53



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## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Court Clerk 1

**TO:** Glen Diehl, Justice of the Peace  
**FROM:** Lindsay Grogan, Human Resource Director  
**DATE:** December 1, 2022  
**RE:** 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Court Clerk 1 position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Court Clerk 1 position would be listed at the current scale of the AFSCME General Contract. The position is in range 4 of the pay scale. This is an hourly non-exempt position. To ensure the correct policy procedure is followed, this budgeted amount will allow for the part time Clerk 1 incumbent to receive their current wage and will replace the current budgeted position of the part time Clerk. The estimated monthly salary is at 4e which is \$3545 a month for the next fiscal year. The total projected overhead for the full-time position is \$85,072. The overhead for the current position is \$46,600. Which results in an estimated amount of \$38,470 in regards to this FTE ask.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Assessment & Tax Office Specialist, Assessme  
 (Attach Job Description)

Pay Scale and Pay Range AFSCME General Range 9 - \$3,722-\$4,751

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	\$42,540	\$32,544	\$0	\$0	\$75,084
<b><u>PROJECTED COST</u></b>	\$44,664	\$33,235	\$0	\$0	\$77,900
<b><u>DIFFERENCE</u></b>	\$2,214	\$691	0	0	<b>\$2,816</b>

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	7	7	7

**Personnel Services History for the last three (3) years.**

(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	\$689,374	\$699,313	\$734,995

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

General Fund and Caffa Grant

**E. Where will the position be located physically? Is there space for them?**

Court House - Yes

**F. Quantify what has occurred in your department to request an FTE?**

This is not a request for an additional FTE, this a request for a promotion of a current employee from an Assessment & Tax Clerk to an Assessment & Tax Office Specialist, following the HR Director's instruction. The employee I wish to promote has demonstrated a strong work ethic, has learned her current job and performs exceeding expectations.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

To recognize the employee's accomplishments and promote them to continue the excellent customer service and contribution to Morrow County Government.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** June 2008; August 2021  
**Position Title:** Assessment & Taxation (A&T) Office Specialist  
**Department:** Assessor's Office  
**Supervisor:** County Assessor/Tax Collector

**Position Summary:** The A&T Office Specialist will aid the Assessor/Tax Collector, Deputy Assessor/Tax Collector, and other office staff with department functions within the Assessment and Tax Office. Specifically, the A&T Office Specialist will aid the Assessor and Deputy with the review and processing of property tax exemption applications and related exemption documents, processing tax payments, identifying properties by legal description, preparing sales questionnaires, creating new accounts, deleting accounts, and adjusting values as directed. The A&T Office Specialist prepares the documents to turn over the daily tax receipts to the Treasurer. The A&T Office Specialist assists the public that comes into the office and handles telephone inquiries. In addition, the A&T Office Specialist will assist in maintaining the assessment roll, tax roll, personal property valuation, review of special district budgets, and processing deeds.

**Supervisory Responsibilities:** None.

### Qualifications:

- Education: High School Diploma or Equivalent
- Experience: Minimum one year of office experience required  
Previous County Assessment & Tax Experience Preferred

### Skills/Abilities:

- Ability to read, write and comprehend English.
- Ability to accurately perform basic math skills.
- Ability to learn and understand the assessment and taxation process.
- Ability to interpret and use the Oregon Revised Statutes and Administrative Rules.
- Knowledge of the taxation process, budgets, levies, bonded debt, taxing districts and tax rates.
- Knowledge of and ability to use legal documents pertaining to the ownership of property.

- Knowledge and ability necessary to read legal descriptions by township, range and section, by lot and block, and by meets and bounds descriptions; understand plats, subdivisions and partitions.
- Knowledge of the tax collection process, refunds, balancing, tax turnovers, etc.
- Knowledge of the foreclosure and bankruptcy processes.
- Knowledge of Veterans Exemption and Senior Deferral programs.
- Ability to learn and utilize the process and procedures relating to the maintenance of the assessment and tax roll.
- Ability to learn and utilize the processes and procedures of the valuation of personal property.
- Ability to learn and utilize the processes and procedures required for the review and analysis of special district budgets.
- Ability to learn and utilize the processes and procedures for processing deeds in the Assessor's Office.
- Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
- Regular and predictable attendance.
- Equipment used: Personal computer, 10-key calculator, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.

**Job Duties/Responsibilities:**

- Manage the day to day operation of the Assessment & Taxation Office.
  - Monitor and assign work to the Assessment & Taxation Clerks.
- Maintain the Assessment Roll & Tax Roll.
  - Monitor the processing of Journal Vouchers.
  - Review assessments, abatements, omitted properties, clerical errors, destroyed properties, appraisal input and other processes which necessitate an update of the assessment records and tax collection records.
  - Periodic review to verify that the assessment roll balances.
  - Periodic review to verify tax roll balances.
- Process personal property returns.
  - Mail personal property forms to business owners annually.
  - Review each personal property return.

- Determine which depreciation schedule to use for each item of equipment.
    - Monitor the filing date for penalties.
  - Conduct physical inspections of business in order to inventory personal property reported on the return.
  - Participate in meetings with the Board of Ratio Review, Department of Revenue and Tax Court to defend and present information on personal property.
- Review and analyze the Special District Budget Certifications.
  - Review district budget certifications in accordance with DOR and Statutory requirements.
  - Contact appropriate individual to remedy any problem or question with submitted budget proposal.
- Process deeds.
  - Review deeds for proper legal description.
  - Complete sales questionnaire.
  - Submit deeds to Data Analyst.
  - Modify assessment records to reflect change of ownership.
  - Review assessment map changes from DOR
  - Review partition plats and subdivisions
- Department Organization
  - Communicate with other department employees to effectively and efficiently coordinate work programs.
  - Communicate with employees from other departments and agencies in order to coordinate and implement the work program.
  - Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.
- Department of Consumer & Business Services
  - Maintain MHODS system records with DCBS.
  - Process ownership changes to manufactured structures.
  - Process Moving Permits for MS.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** Work is performed primarily in the County Courthouse and may include travel to other county facilities or within the state for training.

**Physical:**

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Ability to enter and retrieve data in Assessment & Tax Software.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 40 pounds frequently.

**Mental:**

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to explain sometimes complex calculations in a manner that is understandable to the general public.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

**A&T CLERK**

**FY 23-24 RANGE 7B**

YR.SALARY	\$42,540.00
HEALTH&DENTAL	\$17,845.80
FICA	\$2,637.48
RETIRE	\$10,549.92
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C.	\$46.79
MEDICARE	\$616.83
LIFEFLIGHT	\$65.00
<b>TOTAL BENEFITS</b>	<b>\$32,543.62</b>
HOURLY OVERHEAD	\$15.65
AVG HR COST	\$20.45
<b>TOTAL COST W/BENEFITS HR.</b>	<b>\$36.10</b>
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$75,083.62</b>

11/30/2022

**A&T OFFICE SPEC.**

**FY 23-24 RANGE 9A**

YR.SALARY	\$44,664.00
HEALTH&DENTAL	\$17,845.80
FICA	\$2,769.17
RETIRE	\$11,076.67
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C.	\$49.13
MEDICARE	\$647.63
LIFEFLIGHT	\$65.00
TOTAL BENEFITS	\$33,235.20
HOURLY OVERHEAD	\$15.98
AVG HR COST	\$21.47
TOTAL COST W/BENEFITS HR.	\$37.45
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$77,899.20</b>

11/30/2022



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(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – A&T Office Specialist

TO: Mike Gorman, Assessor and Tax Collector  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 1, 2022  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the A&T Office Specialist position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Office Specialist position would be listed at the current scale of the AFSCME General Contract. The position is in range 9 of the pay scale. This is an hourly non-exempt position, starting at \$3,722 per month or \$44,664 annually. To ensure the promotion policy procedure is followed, this budgeted amount does allow for the A&T Clerk incumbent to receive a minimum of a 5% increase and will replace the current budgeted position of the Clerk. The total projected overhead for the position is \$77,900. The overhead for the current position is \$75,084. Which results in an estimated amount of \$2,816 in regards to this FTE ask.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. **Position Description & Dept.** Appraiser I, Assessment & Tax  
 (Attach Job Description)

Pay Scale and Pay Range General Employee Range 13 - \$4,525- \$5,775

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	\$0	\$0	\$0	\$0	\$0
<b><u>PROJECTED COST</u></b>	\$54,300	\$46,382	\$500	\$5,000	\$106,182
<b><u>DIFFERENCE</u></b>	\$54,300	\$46,382	\$500	\$5,000	<b>\$106,182</b>

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	7	7	7

**Personnel Services History for the last three (3) years.**  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	2020-2021	2021-2022	2022-2023
<b><u>FTE</u></b>	\$689,374	\$699,313	\$734,995

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

General Fund and Caffa Grant

**E. Where will the position be located physically? Is there space for them?**

Court House - Yes

**F. Quantify what has occurred in your department to request an FTE?**

Morrow County has experienced substantial growth in recent years. Many new residential subdivisions are being created in the North end of the County. Legislative property tax exemptions are increasing and becoming more complicated. The current staffing level for Assessment & Tax is not adequate.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

With this FTE, we can continue to fulfill statutory obligations by having accurate appraisals, processing the increasing number of exemptions, processing the many new subdivisions and partition plats for properties in Morrow County.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Nov 2008, Sept 2022  
**Position Title:** Appraiser I  
**Department:** Assessor's Office  
**Supervisor:** County Assessor and Tax Collector

**Position Summary:** Under the supervision of the County Assessor, the Appraiser I appraises residential property within Morrow County for ad valorem purposes. The position also has responsibilities with special assessments and appeals.

**Supervisory Responsibilities:** None

### Qualifications:

- Education: High School Diploma or Equivalent
- Certification: Current certification as an Oregon State Registered Appraiser
  - Must meet statutory and Oregon Administrative Rule requirements for continuing education.
- License: Must possess valid Oregon Driver's License

### Skills/Abilities:

- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.
- Knowledge of the taxation process, budgets, levies, bonded debt, taxing districts and tax rates.
- Knowledge of and ability to use legal documents pertaining to the ownership of property.
- Knowledge and ability necessary to read legal descriptions by township, range and section, by lot and block, and by metes and bounds descriptions; and understand plats, subdivisions and partitions.
- Knowledge or ability to learn to use the County's GIS program.
- Knowledge and ability to use basic math, geometry (calculating areas, volumes, etc.), and complex and specialized math equations.

- Ability to use spreadsheet software and to perform the necessary analysis.
- Ability use word processing and charting software.
- Ability to learn and use the County's assessment program and computer assisted appraisal system.
- Knowledge and ability to utilize the Assessment Structure, including a proficiency in reading and interpreting the Oregon Revised Statutes and Administrative Rules as they relate to appraisal and property assessment.
- Knowledge and ability to utilize Appraisal Theory, including a working knowledge of construction quality and techniques, market and income analysis, physical depreciation, functional obsolescence and economic obsolescence, the principles of anticipation, balance, change, competition, conformity, contribution, utility, supply and demand, substitution, etc.
- A practical knowledge of governmental impacts which affect valuation: zoning, contaminated properties, underground storage requirements, hazardous wastes, power line easements and restrictions, building codes, water rights, water and septic restrictions.
- Knowledge of the various exemption and deferral programs available to the public.
- Ability to learn and implement county and office procedures, regulations, and requirements with respect to procurement, budget, safety, operations and organization.
- Basic knowledge of County tax collection system.

**Job Duties/Responsibilities:**

- Appraise property
  - Perform a systematic analysis of the factors that bear upon the value of real estate.
    - Identify properties; Physically inspect properties; Inventory properties; Classify properties according to type; Analyze properties for highest and best use; Identify zoning; Develop diagram cards for each property; Identify omitted properties.
  - Bare land valuation.
    - Calculate size in terms appropriate to type; Evaluate property value according to guidelines determined for the appraisal study area; Apply necessary adjustments that enhance or detract from the property's value; Consider soil type, production capabilities and availability of water for farm properties.

- Improved property valuation.
  - Identify and record type and quality of construction, utility and design; Calculate replacement costs; Evaluate physical depreciation, functional obsolescence and economic obsolescence; Determine the value based on appraisal area studies and standards and utilizing knowledge, skill, experience and appraisal judgment.
- Narrative Appraisals
  - Generate narrative appraisal reports for individual properties upon request of supervisor; Analyze market information including bare land sales, comparable property sales and income information.
- Represent the Morrow County Assessor's Office at appeal hearings.
  - Prepare documents including appraisal analysis and narrative reports in compliance with the procedures and requirements of the Oregon Tax Court.
  - Assist the legal counsel with documentation of appeals to the Oregon Tax Court.
  - Represent the County Assessor's Office at appeals before the Board of Property Tax Appeals and Oregon Tax Court.
- Process special assessments and exemptions.
  - Determine if property meets the criteria for special assessment or exemption.
  - Generate correspondence to the property owner relating the status of the property.
  - Process applications according to the procedures and requirements mandated by law.
- Participate in the benchmark appraisal process.
  - Appraise properties identified as representative of the Appraisal Study Area.
  - Perform independent cost research for items such as decks, fencing, garden sheds, pump houses, site developments, etc.
- Perform public relations services in the area of assessment and appraisal.
  - Answer specific questions and discuss various aspects of the appraisal process with the property owner.
- Department Organization.
  - Communicate with other department employees to effectively and efficiently coordinate work programs.
  - Communicate with employees from other departments and agencies in order to coordinate and implement the work program.

- Communicate with members of the general public in order to coordinate work programs and provide appropriate information about county activities.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** Work is performed primarily in County offices and in the field. May include travel to other county facilities or within the state for training. The appraisal inspections occur throughout the year in various weather conditions and require the use of four-wheel-drive vehicles and travel in remote areas of the County.

**Physical:**

- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 50 pounds occasionally.
- Ability to physically locate property by use of maps.
- Knowledge and ability to operate a four-wheel-drive vehicle.

**Mental:**

- Ability to effectively use oral and written communication in the performance of duties and responsibilities.
- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

**APPRAISER 1**

**FY 23-24 RANGE 13A**

YR.SALARY	\$54,300.00
HEALTH&DENTAL	\$27,806.16
FICA	\$3,366.60
RETIRE	\$13,466.40
UNEMP	\$667.80
DISAB.	\$62.00
LIFE	\$52.00
W.C.	\$108.60
MEDICARE	\$787.35
LIFEFLIGHT	\$65.00
TOTAL BENEFITS	\$46,381.91
HOURLY OVERHEAD	\$22.30
AVG HR COST	\$26.11
TOTAL COST W/BENEFITS HR.	<b>\$48.40</b>
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$100,681.91</b>

11/30/2022



## HUMAN RESOURCES

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(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Appraiser 1

TO: Mike Gorman, Assessor and Tax Collector  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 1, 2022  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Appraiser 1 position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Appraiser position would be listed at the current range of the AFSCME General pay scale. The scale for that position next fiscal year is on range 13 and can be estimated at \$4525 a month. This is an hourly non-exempt position. The total projected overhead for this additional position is \$100,682.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** Public Health - Health Equity Coordinator  
 (Attach Job Description)

Pay Scale and Pay Range AFSCME Gen 16 - \$5110 - \$6522

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>					
<b><u>PROJECTED COST</u></b>	\$64,392	\$47,255	\$10,000		\$121,647
<b><u>DIFFERENCE</u></b>	\$64,392	\$47,255	\$10,000		\$121,647

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b><u>FTE</u></b>	11	11	10.9

**Personnel Services History for the last three (3) years.**

(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b><u>FTE</u></b>	\$841,000	\$1,180,000	\$1,180,000

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

OHA has developed new PE - 75, to cover Nitrate in Water emergency in Umatilla and Morrow Counties.

\$117,000, allotted to Morrow County for FY 2022-2023.

**E. Where will the position be located physically? Is there space for them?**

Boardman Public Health Building (Docken Building)

**F. Quantify what has occurred in your department to request an FTE?**

State of Emergency was declared re: unsafe drinking water due to high nitrates for private well owners in the Lubgwama region, posing a risk to health of people that consume the water. Work has been done to test domestic wells, offer short term solutions through water deliveries to those effected and working with the state and other agencies to provide filters to those that test high for nitrates.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

Access to clean drinking water for all Morrow County citizens, and a reduction in health disparities that may come from consuming unhealthy water



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Nov 2022  
**Position Title:** Health Equity Coordinator – PE 75  
**Department:** Public Health  
**Supervisor:** Public Health Director

**Position Summary:** Receives administrative direction and is directly accountable to the Public Health Director. Under the limited supervision and general direction of Public Health Director to provide Public Health (PH), leadership to collaborate with community partners including local, regional, and state, establish plans/goals to promote health services, health education, outreach with a health equity lens including broad based socio-inequity focus, coordinate assigned PH Program Element activities using the Health Equity goals, Regional Climate Goals, and PH Modernization goals including working to achieve optimal health in all culturally diverse populations in rural/frontier Morrow County.

**Supervisory Responsibilities:** None

### Qualifications:

- Education: Bachelor Degree in public health, education, public administration, or related field or any combination of education and experience related to public health practice, community health, environmental health, or relevant fields as determined by the hiring authority.
- Experience: Two or more years' experience in public health practice, programs, community health development to include assessment, planning, implementation, and evaluation, and working/engaging with community partners to increase health care access and cultivating relationships across diverse populations, exercising initiative, communicate orally and in writing in a clear, concise, effective manner.
- Language: Bilingual in English and Spanish required. Other languages encouraged.

### Skills/Abilities:

- Public speaking to include impromptu and prepared presentations to stakeholder groups.

- Maintain excellent interpersonal relationships within culturally diverse populations throughout Morrow County.
- Possession of valid driver's license with satisfactory driving record.
- Equipment used- Telephone, mobile phone, automobile, personal computer, Excel program, utilize word processing software and the internet with a high level of competence.
- Ability to work independently and as a part of a team.
- Ability to exercise independent judgement to make responsible decisions.
- Ability to provide accurate information, education, and training to the public and those contacted in the course of work.
- Ability to work effectively with clients/community and assist them in satisfactory solutions of health challenges; establish and maintain cooperative relations with public and private social and health agencies; analyze situations accurately and take effective actions; communicate and write effectively; and maintain standards of confidentiality at all times.
- Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.

#### **Job Duties/Responsibilities:**

- Assessing, developing, implementing, and monitoring progress with assignments by Public Health Director for public health program elements in regards to health, equity, regional climate plan, collaborating with local, regional, and statewide partners to set goals for program success and evaluating existing plans.
- Actively promote the mission of Morrow County Health Department
- Collaborate and assist with regional Climate Planning Coordinator.
- Assist with creation of regional and local plans towards the formation of the Health Equity and Climate Adaptation plans.
- Develop and submit written plans in a timely manner and in conformance with OHA requirements, which may include monthly, quarterly, and annual reports.
- Research and support evidence-based strategies to address health equity and climate planning.
- Research and coordinate appropriate organization-wide professional development.

- Coordinate and facilitate health equity projects from start to finish.
- Promote awareness through social media and other avenues.
- Responsible for developing work plan in coordination with OHA and responsible for ensuring activities in the work plan are completed by required timelines.
- Assist in outreach of hard to reach populations to obtain input for planning activities and to increase Morrow County's cultural competency as an organization.
- Assist as needed with grant applications and the acquisition for other Morrow County Health Department projects.
- Provide public health information at the community level in a manner appropriate to the audience.
- Develop/establish a continuous health equity monitoring, reporting, communications, and evaluating system.
- Participate in occasional after hours or weekend events as needed to include: conferences, community meetings, workshops, media events, and public health emergencies.
- Other duties may be assigned in relation to public health mission.

**Essential Job Functions:**

**Working Environment:** Work is accomplished from Morrow County Health Department, offsite locations within Morrow County, including regional with possible other state locations.

**Physical:**

- May be exposed to communicable diseases, irregular working hours as determined by community circumstances, and occasional overnight travel.
- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
- Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 40 pounds occasionally.

**Mental:**

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

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Signed and Reviewed

Date

	Mental	Physical	Social	Envir.	Accnt.	Total Job	Skill
<u>Recommended Title</u>	<u>LD</u> <u>PC</u>	<u>PS</u> <u>Eff.</u>	<u>HR</u> <u>SC</u>	<u>PE</u> <u>WC</u>	<u>AC</u> <u>IM</u>	<u>Value</u>	<u>Grade</u>

Need a technical refresher?



Click on the red triangle?

<b>Health Equity Coordinator</b>	e1	6	a2	3	b1	5	b1	4	b2	5	1961	16
Test 2	e1	6	a2	3	b1	5	b1	4	b2	5	1961	16
Test 3	e1	6	a2	3	b1	5	b1	4	b2	5	1961	16
Test 4	c1	3	a2	2	b2	4	a2	2	b2	4	1197	7
Test 5	c1	3	a2	2	b1	4	a2	2	b2	5	1231	7
Test 6	c1	3	a2	2	b1	4	a2	2	b2	6	1304	8
Test 7	c1	3	a2	2	b1	4	a2	2	b2	7	1231	7
Test 8	c1	3	a2	2	b1	4	a2	2	b2	8	1304	8
Test 9											#N/A	#N/A

**RN 16B 1FTE**

22-23 FY	
YR.SALARY	\$64,392.00
HEALTH&DENTAL	\$25,345.80
FICA	\$3,992.30
RETIRE	\$15,969.22
UNEMP	\$667.80
DISAB.	\$62.40
LIFE	\$51.72
W.C.	\$167.42
MEDICARE	\$933.68
AIRLIFE	\$65.00
TOTAL BENEFITS	\$47,255.34
HOURLY OVERHEAD	\$22.72
AVG HR COST	\$30.96
TOTAL COST W/BENEFITS HR.	\$53.68
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$111,647.34</b>

10/26/2022



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Public Health Equity Coordinator

TO: Robin Canaday, Public Health Director  
FROM: Lindsay Grogan, Human Resource Director  
DATE: January 18, 2023  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Health Equity Coordinator position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Equity Coordinator position would be listed on range 16 of the AFSCME General Contract scale. This is an hourly non-exempt position, ranging from \$5,238 - \$6685 per month or \$64,392 annually at step B. The total projected overhead for the position is \$111,648.

A salary survey was conducted of the 3 smaller and 3 larger Counties from Morrow, and hereafter are the results. None of the similar Counties had a similar position to this and they were unable to provide survey results.

On November 23, 2022, The Board of Commissioners approved this FTE prematurely for the period up to June 30, 2023. The Board approved this position ahead of the deadline, as there was a grant provided for this type of work specifically and needed to be expended by the end of the fiscal year.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

To: AFSCME – Darren Holden  
From: Lindsay Grogan, HR Director  
Date: December 8, 2022  
Re: New Position – Health Equity Coordinator

On November 23, 2022 the Morrow County Board of Commissioners approved a new program element in the Public Health Department. This program will be funding a Health Equity Coordinator position. The normal procedure would make this new position effective July 1, 2023. However, Morrow County has received full grant funding for the position that must be spent by June 30, 2023. Oregon Health Authority has stated that it fully intends on funding this program annually.

As per the Collective Bargaining Agreement, Article 1. Scope of Agreement, Section 1.4 “New Positions: When any new position which is properly in the bargaining unit is establish, the County shall designate a job classification and pay rate for the position. The Union shall be notified thirty (30) days and shall be afforded an opportunity to meet and discuss the matter. If the Union does not agree that the rate set for the classification is proper, the Union may submit the issue as a grievance under the procedures of Article 5. In any event, the County may implement and fill the position when it deems appropriate.”

The Health Equity Coordinator will be on the same range as our Community Health Nurse position. This will fall on range 16 of the General Employee Wage Scale as a non-exempt position.

Attached is:

- A copy of the Job Description for the position.
- The JobMeas™ formula identifying the wage placement.

As always, you are welcome to call or email me if you need additional information.

Sincerely,

*Lindsay Grogan*



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

(For BOC Use)
Item #
5a

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

Presenter at BOC: Robin Canaday
Department: Public Health
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers: 11/21/2022
Requested Agenda Date: 11/23/2022
Program Element #75; Lower Umatilla Basin Groundwater Management Area Services

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 10 minutes
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity: Oregon Health Authority
Contractor/Entity Address: 800 NE Oregon St, Suite 930, Portland, OR 97232
Effective Dates - From: Through: 06/30/2023
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:
Robin Canaday 11/21/2022 Department Director Required for all BOC meetings
Administrator 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
\*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):**

Program Element 75: Lower Umatilla Basin Groundwater Management Area Services

Oregon Health Authority Issued the above Program Element (along with a work plan) to assist with carrying out the work to support safe drinking water for domestic well owners in Morrow County effected by high Nitrate levels.

**2. FISCAL IMPACT:**

Amount coming to Morrow County to be determined. Funding coming from State that has to be expended by June 30, 2023.

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

Motion to direct Public Health to work with HR to implement Program Element 75

Attach additional background documentation as needed.

**From:** [Roberta Lutcher](#)  
**To:** [Lindsay Grogan](#)  
**Subject:** RE: Minutes - PE 75  
**Date:** Thursday, December 8, 2022 3:18:48 PM

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Here's what I have in my notes:

Chair Doherty moved to direct Public Works to work with HR to implement and accept Program Element 75. Commissioner Lindsay: Friendly amendment to change to Public Health. Chair Doherty restated the motion directing Public Health to work with HR to implement and accept Program Element 75. Commissioner Lindsay seconded. Vote: Unanimous approval.

*Roberta Lutcher*  
*Executive Assistant*  
*Morrow County Administration & Board of Commissioners*  
*541-676-5613 (5303)*  
*P.O. Box 788*  
*110 N. Court St.*  
*Heppner, OR 97836*  
*Email: [rlutcher@co.morrow.or.us](mailto:rlutcher@co.morrow.or.us)*



**From:** Lindsay Grogan <[lgrogan@co.morrow.or.us](mailto:lgrogan@co.morrow.or.us)>  
**Sent:** Thursday, December 8, 2022 3:15 PM  
**To:** Roberta Lutcher <[rlutcher@co.morrow.or.us](mailto:rlutcher@co.morrow.or.us)>  
**Subject:** Minutes - PE 75

Hi Roberta,

Do you have the minutes from the November 23<sup>rd</sup> meeting? I am looking for the motion from the Commissioners about the Public Health Program Element 75 position.

Thank you,

## **Program Element # 75: Lower Umatilla Basin Groundwater Management Area Services**

**OHA Program Responsible for Program Element:** Public Health Division/Center for Health Protection  
Environmental Public Health/Domestic Well Safety

- 1. Description.** Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below, to deliver **Lower Umatilla Basin Groundwater Management Area Services**.

This Program Element is intended to fund Morrow and Umatilla Local Public Health Authorities (LPHAs) to hire one staff each to support local implementation of the Oregon Health Authority's (OHA) Public Health Workplan to reduce exposure to high levels of nitrates in domestic well drinking water found in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA). Local implementation activities include support for well water screening events for up to 4500 wells, obtaining water samples, support actions to provide residents access to OHA-funded water treatment systems, engage in activities to identify potential alternative water sources and provide community engagement and technical assistance.

In accordance with Oregon's Groundwater Quality Protection Act of 1989, the Oregon Department of Environmental Quality (DEQ) and Oregon Department of Agriculture (ODA) declared the LUBGWMA in 1990 due to regional nitrate-nitrogen concentrations in groundwater exceeding 7 milligrams per liter (mg/L). This area straddles the northern portions of Morrow and Umatilla counties, and encompasses the cities of Hermiston, Boardman, Irrigon, Stanfield, Echo and nearby unincorporated areas. Over the past 30 years DEQ, ODA and local governmental and nongovernmental organizations have partnered to establish a groundwater management area committee, provide regular nitrate level monitoring, develop educational materials and identify and organize data to track compliance with the voluntary community action plan designed to reduce groundwater nitrate concentrations. However, monitoring well network data show these actions have not sufficiently reduced the nitrate-nitrogen levels to the federal Safe Drinking Water standard of 10 mg/L.

The federal Safe Drinking Water Act defines high nitrate as a level exceeding 10 mg/l. Exposure to nitrate levels from 11 mg/L to 100 mg/L means the water is not safe to drink for babies or people who are or may become pregnant. High nitrate concentrations in drinking water can cause methemoglobinemia (decreased ability of the blood to carry oxygen to tissues). At these levels it is relatively safe in the short-term for healthy adults to drink for up to a year. Exposure longer than a year may pose a risk, and OHA advises people who fit this description to consult with their health care provider. Nitrate levels above 100 mg/L mean the water is not safe to drink or use to cook. It is safe for other uses, such as bathing, washing dishes, doing laundry or watering your garden. Nitrate levels at or below 10 mg/L mean the water is safe for all uses, including drinking.

OHA, together with DEQ, ODA and the Oregon Water Resources Department (WRD) have been in conversation with the US Environmental Protection Agency (EPA) about the state response to elevated nitrates in the LUBGWMA for a number of years. OHA's component of the state response is to coordinate and support implementation of a workplan, described below, focused on understanding and reducing risks to people who rely on domestic wells for drinking water. The workplan is intended to be carried out in partnership with LPHAs of Morrow and Umatilla counties, community-based organizations (CBO) and other local partners.

The Oregon Legislature provided funding to OHA to staff the effort, provide contract support to environmental laboratories to test domestic wells, provide contract support to water treatment professionals to install and maintain point-of-use water treatment in qualified households, provide contract support to community-based organizations to support outreach and education, and provide

contract support to LPHAs to deliver **Lower Umatilla Basin Groundwater Management Area Services**. For each component of the workplan, all partners will work together to demonstrate accountability for the resources allocated for this work. As an example, OHA will require laboratory reports showing high levels of nitrates as proven need for water treatment service and supplies.

Workplan activities include:

- Conduct outreach and education. OHA, LPHA and partner CBO staff will work together to adapt existing and develop new culturally and linguistically accessible communication materials focused on households with lower income, including people of color and disproportionately at-risk communities; conduct outreach and education campaigns with partners and community members.
- Conduct well water screening events, support sample collection and result interpretation. OHA received resources to sample domestic well water quality to inform the well user about existing water quality issues and assist water treatment professionals in providing effective water treatment. OHA, LPHA and partner CBO staff will partner in the following and related actions to ensure successful uptake of domestic well testing resources.
  - Hold community screening events for well owners/users to bring samples of water for onsite evaluation to indicate whether follow up testing is needed.
  - When and where necessary (for example, when transportation of samples to laboratories is a burden), coordinate community-wide follow up sample collection events.
  - Provide educational support to interpret test results and provide guidance to well users.
- Support water treatment and maintenance activities. OHA will contract with one or more local water treatment companies to install certified point-of-use treatment systems and to provide two rounds of replacement filters in households found to have nitrate levels exceeding 10 mg/L. OHA, LPHA and partner CBO staff will work together to direct well users with elevated nitrate concentrations to drinking water treatment resources provided by OHA.
- Exploration of long-term solutions. OHA, LPHA and CBO partner staff may work together with other state and local agency partners and community members to identify opportunities and funding sources to implement potential long-term solutions, including drilling a new well to a safer source or connecting to existing/forming new community water systems with regulated water treatment.
- Support OHA analysis of demographic and environmental data. LPHA will coordinate with and provide available data to OHA in its preparation of a demographic analysis of affected communities and health assessment of nitrate risks.

All changes to this Program Element are effective the first day of the month noted in Issue Date of Exhibit C Financial Assistance Award unless otherwise noted in Exhibit C of the Financial Assistance Award.

## 2. **Definitions Specific to Lower Umatilla Basin Groundwater Management Area Services.**

- a. **LUBGWMA:** The Lower Umatilla Basin Groundwater Management Area boundaries are defined in the north as the Columbia River, in the south as the 2N/3N Township boundary, in the east as the 29E/30E Range boundary and in the west as the 22E/23E Range boundary (also the Morrow / Gilliam County line). For more information see <https://lubgwma.org/>.

3. **Alignment with Modernization Foundational Programs and Foundational Capabilities.** The activities and services that the LPHA has agreed to deliver under this Program Element align with Foundational Programs and Foundational Capabilities and the public health accountability metrics (if applicable), as follows (see Oregon’s Public Health Modernization Manual, ([http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public\\_health\\_modernization\\_manual.pdf](http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf)):

a. **Foundational Programs and Capabilities** (As specified in Public Health Modernization Manual)

Program Components	Foundational Program					Foundational Capabilities						
	CD Control	Prevention and health promotion	Environmental health	Population Health	Access to clinical preventive services Direct services	Leadership and organizational competencies	Health equity and cultural responsiveness	Community Partnership Development	Assessment and Epidemiology	Policy & Planning	Communications	Emergency Preparedness and Response
<i>Asterisk (*) = Primary foundational program that aligns with each component</i>						<i>X = Foundational capabilities that align with each component</i>						
<i>X = Other applicable foundational programs</i>												
<b>Conduct outreach and education</b>			*	X			X	X			X	
<b>Conduct well water screening events, support sample collection and result interpretation</b>			*	X	X		X	X			X	
<b>Support water treatment and maintenance activities</b>			*	X	X		X	X		X		

b. **The work in this Program Element helps Oregon’s governmental public health system achieve the following Public Health Accountability Metric, Health Outcome Measure:** Not applicable.

**The work in this Program Element helps Oregon’s governmental public health system achieve the following Public Health Accountability Metric, Local Public Health Process Measure:** Not applicable.

4. **Procedural and Operational Requirements.** By accepting and using the Financial Assistance awarded under this Agreement and for this Program Element, LPHA agrees to conduct activities in accordance with the following requirements:

LPHA must:

a. Submit local program budget to OHA for approval.

- b. Use funds for this Program Element in accordance with its local program budget, which has been approved by OHA. Modification to the local program budget may only be made with OHA approval.
- c. Direct staff to participate in meetings with OHA, LPHA and partner CBO staff to plan activities and discuss ongoing progress.
- d. Conduct outreach and education.
  - (1) Direct staff to work together with OHA and partner CBO staff to adapt existing and develop new culturally and linguistically accessible communication materials focused on households with lower income, including populations historically experiencing health inequities.
  - (2) Direct staff to work together with OHA and partner CBO staff conduct outreach and education campaigns with partners and community members.
- e. Conduct well water screening events, support sample collection and result interpretation. Direct staff to partner in the following and related actions to ensure successful uptake of domestic well testing resources.
  - (1) Hold community screening events for well owners/users to bring samples of water for onsite evaluation to indicate whether follow up testing is needed.
  - (2) When and where necessary (for example, when transportation of samples to laboratories is a burden), coordinate community-wide follow up sample collection events.
  - (3) Provide educational support to interpret test results and provide guidance to well users.
- f. Support water treatment and maintenance activities. Direct staff to work together with OHA and partner CBO staff to refer well users with elevated nitrate concentrations to drinking water treatment resources provided by OHA.
- g. Support exploration of long-term solutions. Staff may work together with state and other local agency partners to identify opportunities and funding sources to implement potential long-term solutions, including drilling a new well to a safer source or connecting to existing/forming new community water systems with regulated water treatment.
- h. Support OHA analysis of demographic and environmental data. Direct staff to coordinate with and provide available data to OHA in its preparation of a demographic analysis of impacted communities and health assessment of nitrate risks.

5. **General Revenue and Expense Reporting.** LPHA must complete an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of this Agreement. These reports must be submitted to OHA each quarter on the following schedule:

<b>Fiscal Quarter</b>	<b>Due Date</b>
First: July 1 – September 30	October 30
Second: October 1 – December 31	January 30
Third: January 1 – March 31	April 30
Fourth: April 1 – June 30	August 20

6. **Reporting Requirements.**

- a. LPHA must support and contribute in an ongoing basis to progress and accountability reporting as requested by and or developed for policy makers or affected communities.

- b. Share any LPHA-produced materials developed and data collected specific to the LUBGWMA domestic well water to OHA. Examples of materials and data may include, but are not limited to:
  - (1) Web content,
  - (2) Formal written reports or memos,
  - (3) Letters to decision-making bodies,
  - (4) Fact sheets,
  - (5) Presentations,
  - (6) Maps depicting well data,
  - (7) Laboratory reports of well test results, and
  - (8) Lists of households having received treatment systems.

**7. Performance Measures.**

- a. LPHA must operate the **Lower Umatilla Basin Groundwater Management Area Services** in a manner designed to make progress toward achieving the following Public Health Accountability Metric, Local Public Health Process Measure: Not applicable.

**Attachment 1**  
**Local Program Budget**

# State of Oregon Workplan: Protecting Public Health from Nitrate Exposure in the Lower Umatilla Basin Ground Water Management Area

## Background

In accordance with Oregon's Groundwater Quality Protection Act of 1989, the Oregon Department of Environmental Quality (DEQ) and the Oregon Department of Agriculture (ODA) declared the Lower Umatilla Basin a Groundwater Management Area (LUBGWMA) in 1990 because regional nitrate-nitrogen concentrations exceeded 7 milligrams per liter (mg/L). This area encompasses Hermiston, Boardman, Irrigon, Stanfield, Echo and surrounding areas in Morrow and Umatilla counties. An interagency group formed after the GWMA declaration conducted a four-year hydrogeological investigation to determine the extent and potential sources of contamination. The identified sources of excess nitrate in groundwater included fertilizers, septic systems, wastewater treatment effluent, animal wastes, industrial wastes, and food processing waste waters (source: LUBGWMA, <https://lubgwma.org/>).

Exposure to high nitrate and nitrite concentrations in drinking water can cause methemoglobinemia (decreased ability of the blood to carry oxygen to tissues), which is a serious health concern for infants and pregnant or nursing women. Related symptoms include decreases in blood pressure, increased heart rate, headaches, abdominal cramps, vomiting and in some cases death.

At the national level, research has found "relatively high nitrate concentrations...in some privately owned wells with shallow depths and permeable soils. Drinking of water from such sources, combined with nitrate intake from the diet, may result in overexposure to nitrate in some individuals."<sup>1</sup> The Oregon Health Authority (OHA) estimates there are approximately 4,500 domestic wells in the LUBGWMA, serving an estimated 12,000 household members.<sup>2</sup> The demographics of the area tend to be, compared to the state, more ethnically diverse (Hispanic: Umatilla 28%, Morrow 38%, Oregon 13%), higher representation of American Indian/Alaska Native populations (Umatilla 4.3%, Morrow 2.5%, Oregon 1.8%) and with a higher poverty rate (persons in poverty: Umatilla 13.9%, Morrow 12.7%, Oregon 11.4%) (source: US Census Bureau, <https://www.census.gov/quickfacts/fact/table/morrowcountyoregon,umatillacountyoregon,OR/PST045219>).

Oregon's groundwater quality protection program consists of several programs spread among different state agencies. Four state agencies, OHA, DEQ, ODA and the Oregon Water Resources Department (WRD) implement the majority of federal and state programs relating to groundwater. OHA is the primacy agency administering and enforcing drinking water quality standards for public water systems

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<sup>1</sup> Agency for Toxic Substances and Disease Registry. 2017. Toxicological Profile for Nitrate and Nitrite. Accessed 12/07/2021 at <https://www.atsdr.cdc.gov/toxprofiles/tp204.pdf>.

<sup>2</sup> OHA developed this estimate by overlaying the DEQ LUBGWMA boundary on Oregon WRD-provided domestic well locations and estimating household size as 2.7 members which is a rounded from Umatilla and Morrow County rates.

(PWS) under the Safe Drinking Water Act (SDWA) and Oregon law. PWSs are required to monitor, report results and, where necessary, treat water to ensure nitrates in drinking water do not exceed Maximum Contaminant Levels (MCLs). Several PWSs in the area have been impacted by nitrate contamination in the past and have had to either install treatment or drill deeper wells. Currently, all but one PWS in the LUB GWMA are meeting MCL requirements for nitrates.<sup>3</sup> DEQ is responsible for implementing a range of programs that may directly or indirectly affect groundwater quality (including wastewater permitting, onsite septic management, underground injection control, water reuse, biosolids management, hazardous waste, cleanup and tanks programs), and also is responsible for overseeing the implementation of the state's Groundwater Quality Protection Act and rules. DEQ's laboratory provides monitoring support to many program areas relating to groundwater, including groundwater monitoring for the Groundwater Management Areas.

Nitrate challenges in the Lower Umatilla Basin come from a variety of sources and have included contributions from industrial land application and confined animal feeding operations. The LUBGWMA was established, as required by Oregon statute, to allow for the identification and implementation of practices that will reduce nitrate loading and reduce groundwater nitrate concentrations below 7 mg/L. To accomplish such tasks, the LUBGWMA Committee was formed and is composed of local area residents and governments representing a broad range of interests within the local area and basin. Under statute, several additional agencies are required to be involved, including Morrow & Umatilla County and city planning agencies, DEQ, OHA, WRD, ODA, and Oregon State University's (OSU) extension agricultural research center. Umatilla and Morrow County Soil and Water Conservation Districts (SWCDs) are also involved. Morrow SWCD is designated the lead agency for developing and implementing the Second Local Action Plan.

Sampling efforts in the LUBGWMA have included initial reconnaissance sampling, regular sampling, synoptic events, and real estate transaction data that have included public water supply systems, domestic drinking water wells, monitoring wells from cleanup sites and permitted facilities, industrial, and irrigation wells. These data show varied nitrate levels from non-detect to elevated concentrations above the MCL of 10 mg/L. While these data are not exhaustive, they can provide insight into areas of concern that are the focus of the actions described by OHA and additional actions described by DEQ and ODA.

Based on historical sampling efforts of private drinking water wells in the area primarily for nitrate and due to limited regulatory authority over private drinking water wells in Oregon, local and state agencies have recommended installation of resin or reverse osmosis based systems to remove the contaminants from households. Some limited households have installed these systems, but complete data are not available. At least 2 of the 30 wells DEQ monitors have these systems.

In addition, concurrent with work on nitrates in the LUBGWMA, state agencies and EPA worked on perchlorate concerns in the area in early to mid 2000's which led to some analyses and evaluations addressing both contaminants, including DEQ and EPA's CERCLA programs conducting a Preliminary Assessment/Site Investigation of the area for perchlorate. As part of that work, EPA, DEQ and others

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<sup>3</sup> The one exception is the Hat Rock State Park, where the treatment system recently failed. The Park is currently closed for the season and the ranger is provided with bottled water until the treatment system can be corrected.

conducted a study to test the effectiveness of the reverse osmosis treatment systems for removing both nitrate and other contaminants such as perchlorate.

The Local Advisory Committee convened as part of the Groundwater Management Area designation and process has developed two action plans to identify voluntary practices that will reduce nitrate loading and reduce groundwater nitrate concentrations. The First Action Plan was developed in December 1997. The Second Action Plan, finalized in October 2020, identifies and relies upon voluntary actions that will reduce groundwater nitrate concentrations while sustaining this reduction so that public and private drinking water remains safe to drink.

The sections below describe work that OHA will do supported by additional actions on the part of DEQ and ODA to carry out public health interventions to reduce human exposures to nitrates in domestic well water in LUBGWMA.

## **I. OHA Workplan Components**

Oregon's goal is to eliminate LUBGWMA domestic well water consumer exposure to high nitrates, which under the federal Safe Drinking Water Act is defined as a level above 10 mg/l. While efforts are underway to reduce the introduction of nitrates into the groundwater, additional efforts are needed to protect public health from exposure to elevated nitrates in domestic well tap water. This can be accomplished through enhanced outreach and education, increased domestic well sampling and, where necessary, point of use or whole house domestic water treatment or substitution with bottled/trucked water. OHA has identified four elements of a workplan to accomplish this goal. The "Implementation Resources and Needs" section discusses opportunities and constraints to implement these workplan elements based on anticipated staff and financial resources.

- A. **Outreach and education.** Conduct an outreach and education program with development of culturally and linguistically accessible materials targeting low-income households, including people of color and vulnerable communities. This would include local outreach and education support from (and resources to) local public health authorities, community-based organizations (CBOs), non-governmental organizations (NGOs) and possibly the Yellowhawk federal tribal health center on the Confederated Tribes of the Umatilla Indians reservation. Once the program coordinator position is filled (projected for spring 2022), a two-phase outreach and communications plan can be developed to first (Phase 1) harness currently available materials and partnerships. This first phase could begin in summer 2022. Given grants resources detailed below, Phase 2 development of new outreach materials by partners in conjunction with community members could commence by winter 2023. This recognizes that new legislatively approved resources would not be available until late summer 2023 and time would be needed to develop and execute mini grants. These materials would be ready to incorporate in outreach events and activities by fall 2024.
- B. **Hazard assessment.** Conduct a detailed hazard assessment of available nitrate data for LUBGWMA wells and demographic analysis of affected communities. Once the new environmental epidemiologist position is filled (projected for spring 2022), this project would assume primary importance and could be performed using currently available data, to be

completed by the end of calendar year 2022. Collection and incorporation of new data into the hazard assessment would come later.

- C. Domestic well water screening, testing and interpretation. Hold community screening events for well owners to bring sample jars of water for onsite evaluation to indicate whether follow up testing is needed. OHA will provide testing vouchers or fund access to well water testing for nitrates, ideally as part of an expanded scope that includes lead, bacteria and arsenic. OHA will also provide educational support to interpret test results and provide guidance to well users. OHA will facilitate and coordinate resources to local and tribal public health authorities and local CBOs and NGOs to partner in these actions to ensure successful uptake of domestic well testing resources. Commencement and activities for this component could commence in fall of 2023, however, are dependent upon availability on outreach and education resources in component (A) and on additional resources needed to conduct community screening, and partnerships with outreach partners and contracts with environmental laboratories. OHA will request these resources for this component as part as a policy option package to the Oregon Legislature in spring 2023. Availability of federal grants or funding could supplement these resources and activities could commence sooner dependent on completion of the health hazards component in (B).
- D. For well users with test results indicating high levels of contaminants, offer relief in the form of bottled/trucked potable water, installation and maintenance of water treatment systems or connection to nearby community water systems. Given availability of water testing results as well as contract resources detailed below, these activities could commence in fall or winter 2023.

## II. OHA Implementation Resources and Needs

There are currently very limited OHA resources allocated to addressing domestic well concerns in Oregon. Additional staff, pass-through funding to partners and contractual support for environmental laboratories and water treatment professionals are needed to successfully fulfill this workplan. Needed resource considerations, and the status of each, include:

- A. Staffing:
  - a. Domestic Well Safety Program Coordinator- A program coordinator (Program Analyst 2) would lead implementation of the workplan, including guiding outreach development and delivery, develop and track grants and contracts, coordinate and or conduct data entry, and meet program administrative requirements. OHA lost federal Centers for Disease Control funding for this position in August 2020. The OHA's Public Health Division, Environmental Public Health Section (EPH) recently received approval to use short term (through June 2023) state funding to recruit and fill the position on a limited duration basis. Based on available funds coordination, Phase 1 outreach and education activities (component (I)(A Phase 1) will occur through June 2023. OHA plans to request a permanent, state-funded position from the 2023 Oregon Legislature.
  - b. Environmental Epidemiologist- OHA has new permanent funding from the 2021 legislative session and is currently actively recruiting for an environmental

epidemiologist (Epidemiologist 2) to conduct the detailed hazard assessment and demographic analysis to support LUBGWMA work as indicated in component (I)(B).

- B. Grants and contracts: OHA would need to obtain funding to accomplish the following activities. Absent federal funding, OHA plans to request funding support for these activities with a legislative request in spring 2023:
- a. Provide mini grants for local and tribal public health authorities and local community based and nonprofit organizations to develop and deliver culturally and linguistically accessible outreach and education materials (workplan component (I)(A Phase 2)), hold outreach events (including rapid colorimetric nitrate tests) and support local domestic well users in navigating the process of testing and treating domestic well water (workplan component (I)(C)).
  - b. Contract with accredited environmental laboratories to provide domestic well testing free of charge to consumers (workplan component (I)(C)).
  - c. Contracts for alternative sources of water for consumers in the form of bottled/trucked potable water, and installation and ongoing maintenance of water treatment systems (workplan component (I)(D)). Coordination of state and local agency resources would also be conducted to provide alternative sources of drinking water. Relief in the form of connection to nearby community water systems would require negotiation of terms with those systems.
- C. Other services and supplies: Resources are needed to operate and maintain staff travel expenses, telecommunications, databases and applications.

OHA plans to submit a Domestic Well Safety Program funding request (Policy Option Package, or POP) to the 2023 Oregon Legislative Session. That POP would include request for position authority and funding for a permanent Program Analyst, funding for grants to local partners and contracts for services and supplies described above. In addition, OHA will seek to identify federal grants that might fund additional program activities.

### III. DEQ Workplan Components

- A. Ongoing Activities: DEQ continues to help facilitate the LUBGWMA local advisory committee as the lead state agency on implementation of the Second Action Plan. In this plan, the committee describes plans to develop nutrient and irrigation best management practices and guidelines. The committee also plans to pursue a United States Geological Survey (USGS) led effort to study, characterize, and develop a comprehensive groundwater and hydrology transport model for the Lower Umatilla Basin. Additional activities that DEQ is currently involved in include:
- a. Permitting of sources with the potential to discharge nutrients that could affect groundwater:
    - i. DEQ's regulatory waste discharge permits are designed to reduce nitrate loading to the groundwater from various potential sources, including food processing industrial wastewater discharges and large-scale septic systems, and

will continue to do so. DEQ is reviewing permits as they are renewed to evaluate conditions and land application practices to ensure requirements reflect land application at agronomic rates with focus on areas where we believe there are higher levels of nitrates in groundwater and where domestic wells are present.

- ii. DEQ provides oversight of solid waste permits which includes split sampling at regional landfills and other potential sources for groundwater impacts.
  
- b. DEQ provides on-going groundwater monitoring activities which includes sampling, analysis, and reporting from a representative well network (~30 sites per event).
- c. DEQ and EPA are providing direct oversight of the Umatilla Depot Superfund restoration activities including operating a groundwater pump and treat system to reduce nitrate sources.
- d. DEQ's groundwater, state revolving fund (SRF) and aquifer storage and recovery/aquifer recharge (ASR/AR) programs continue to work with regional stakeholders on water supply infrastructure projects, many of which include utilization of Columbia River water during the winter in an effort to dilute nitrate concentrations within groundwater.
- e. DEQ facilitates the use of financial incentives to encourage the use of technologies that reduce nitrate contributions from septic systems to groundwater, including promoting Clean Water Loans and the new onsite septic financial aid program offered through DEQ to make repairs more affordable as described in the Second Action Plan and in the following section.

**B. Additional/Pending Activities:**

- a. DEQ will evaluate available data (recent and historic) to provide consultation and support to OHA as they develop targeted outreach and testing efforts described under Items II. A-C of this workplan. Specifically, DEQ will use available data and mapping to make recommendations on where to focus outreach and sampling efforts within the LUBGWMA to address areas of greatest risk for potential private drinking water contamination.
- b. DEQ is providing onsite septic system resources to assist with repair and replacement of onsite septic programs with an emphasis on low/moderate income households. Two types of resources will be available in 2022:
  - i. Onsite septic system loan program (administered via Craft3, a non-profit Community Development Financial Institution)
  - ii. An additional financial aid program will be developed and funded through a \$15M ARPA appropriation, that may provide grants, in addition to loans, for low/medium income households to address repair or replacement of failing onsite septic systems.

- c. Pursue funding and legislative concepts in 2023 that would support enhanced DEQ capacity for groundwater monitoring to support efforts to characterize water quality conditions and changes over time, and staffing to support groundwater assessment, SRF projects, water quality permitting, and agronomy work.

#### IV. ODA Workplan Components

##### A. Ongoing Activities, Confined Animal Feeding Operations Permit Program:

ODA and DEQ operate the Confined Animal Feeding Operations (CAFO) Permit Program, including groundwater protections through CAFO National Pollutant Discharge Elimination System (NPDES) and Water Pollution Control Facility (WPCF) water quality permit programs through a MOU (7-2021) that describes each agency's roles and responsibilities. ODA currently lists 13 permitted CAFOs in the LUBGWMA. All 13 are registered to an NPDES CAFO Permit with five facilities on Individual CAFO NPDES Permits and eight facilities registered to the No. 1-2016 CAFO General NPDES Permit. All the Individual Permit holders are large CAFOs. For the General Permit registrants, one is small, one is medium and six are large CAFOs.

- a. The existing CAFO permitting program provides robust, comprehensive oversight of the CAFOs requiring permit coverage in the LUBGWMA. ODA and DEQ jointly issue CAFO Individual and General Permits that prohibit any nutrient discharge to surface or ground waters of the state and contain a numeric effluent limit of zero (0) mg/l of nitrate (subject to lab quantitation limits).
- b. The permits also require an ODA-approved Nutrient Management Plan that details how all nutrient applications from all sources will conform with ODA-approved agronomic rate calculations and permit conditions.
- c. The large, individually permitted CAFOs all have groundwater monitoring wells required by their permits. All permits require extensive permittee inspections, sampling and record keeping documenting compliance. ODA conducts routine inspections at a minimum of one every 10 months and more frequently on the larger, individual permitted facilities.

##### A. Additional/Pending Activities:

- a. ODA will continue to work with DEQ to make changes to CAFO permits as they are reviewed, or as new applications are received for the LUBGWMA. Current permit changes being implemented in the LUBGWMA are as follows:
  - i. Require surveillance nitrate sampling for all drinking water wells located on the respective CAFOs.
  - ii. Require any new Large Tier I or II CAFO or existing CAFO implementing changes that would create a new Large, Tier II CAFO to undergo a two-step permitting process. In step one, upon receipt of a complete application and design package and completion of the public notice and participation process, the agencies would grant approval to construct the new or expanded CAFO facilities. As part of the

public participation process ODA has increased its outreach by engaging the Environmental Justice Task Force as well as reaching out directly to the nine federally recognized Tribes of Oregon. In step two, once the new or expanded facilities are constructed, they must be inspected for operability and approved prior to occupation and operation.

- iii. Require any new or substantially modified earthen manure and process wastewater storage facility to have a double layer synthetic liner with a leak detection system.
- b. There are a group of other livestock and irrigated agriculture operations located in the LUBGWMA that are defined as non-point sources and are regulated by ODA's Agricultural Water Quality Program (AGWQ). The AGWQ program has supported grant applications for Soil and Water Conservation Districts to work with landowners on best management practices dealing with water quality issues including water conservation and manure and nutrient management. The AGWQ program also responds to complaints and ensures compliance through inspections of operations with potential risk to surface and groundwater. The normal pre-inspection process involves an assessment of risk to both surface and groundwater resources.
- c. Under HB 5006 (2021) Statewide Adjustments and Budget Reconciliation Adjustments, Section 91 added General Fund for the agriculture water quality management program including in part \$500,000 one-time funding to continue work related to the State's GWMA's. Of this, \$250,000 is to contract with a facilitator to coordinate a task force around the LUBGWMA with state agencies and local partners. The other \$250,000 will be used to complement existing research ODA is doing related to fertilizers and nitrate levels that are impacting groundwater.

## **V. Conclusion**

Based on these current and planned activities, OHA along with DEQ and ODA have developed a workplan to better protect public health from excessive nitrate levels in drinking water in the LUBGWMA. Oregon's state agencies are committed to better identifying the communities exposed to nitrates in drinking water, communicating the risks of exposure to affected private well owners and users, providing access to private well testing and reducing the risk of exposure to those well users.

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** (1) PTE - Transit Driver II - Public Transit  
 (Attach Job Description)

Pay Scale and Pay Range General ASFME - 5B

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	0	0	0	0	0
<b><u>PROJECTED COST</u></b>	16,607	0	0	0	16,607
<b><u>DIFFERENCE</u></b>	16,607	0	0	0	16,607

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b><u>FTE</u></b>	0	0	3

**Personnel Services History for the last three (3) years.**

**(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)**

<b><u>YEAR</u></b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b><u>FTE</u></b>	133,773	172,319	384,278

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

These positions will be funded with STIF Discretionary Funding FY 22-23, this is considered an unsustainable funding source. Morrow County would plan to incorporate these FTE's into the STIF Formula funding which is considered sustainable funding.

**E. Where will the position be located physically? Is there space for them?**

This position performs his/her duties in the field operating a transit vehicle and at a bus storage facility. Morrow County is at capacity with bus storage space, Morrow County is actively working on identifying a site for additional bus storage space and driver amenities.

**F. Quantify what has occurred in your department to request an FTE?**

Morrow County Public Transit has been planning to implement new fixed route service starting in Boardman with the POM-Boardman Circular and in the future adding a Heppner-Boardman and Arlington-Boardman route. This position requires a CDL which is required to operate buses over 14 passengers.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The benefit to Morrow County will allow fixed-route transit service in Morrow County and will connect with Kayak Public Transit, providing a resource to encourage economic development, access to services and employment which promotes quality of life and livability in Morrow County.

This position will also offer lower tier drivers an opportunity to move up in the department which could help to retain and recruit employees.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** January 2023  
**Position Title:** Transit Driver II  
**Department:** Public Transit – The Loop  
**Supervisor:** Transit Program Manager  
**Status:** Part-time, safety-sensitive position, subject to drug and alcohol testing and CDL standards.

**Position Overview:** Under the general supervision of the Morrow County Transit Program Manager, the Transit Driver II is responsible for safely operating transit vehicles, assisting elderly and physically disabled public riders on and off of the vehicle. Transports the public along Morrow County’s fixed/deviated routes and the demand response services as assigned. This position is grant-funded. If funding ceases, this position may be vacated.

**Working Environment:** The work and responsibilities are performed inside and outside of a transit vehicle, traveling safely on roads in all weather conditions, while maintaining timely scheduled rides; and keeping the vehicle clean, fueled, and routinely checked for service. Duties are performed in an outdoor environment. Work typically is in a sitting position while driving a vehicle. Subject to adverse weather and traffic conditions; exhaust fumes, diesel and gasoline fuel, and equipment noises. The position requires the ability to work with individuals who have a variety of different physical/medical conditions. The position requires the driver to assist those he/she is transporting into the transit vehicle and to their seat when necessary. Varied shifts; may need to work early morning and late evening shifts. Must report to work at scheduled time and location and seldom be absent from work.

### Qualifications:

- High school diploma or equivalent.
- Minimum age requirement- must be at least 21 for insurance purposes.
- Valid Oregon Driver’s License required. Valid Oregon Commercial Driver License “Class B” (CDL) with a passenger endorsement and have

current Department of Transportation (DOT) medical examiner's certificate or able to obtain within 30 days of hire.

- Experience driving with the public preferred.
- Must satisfactorily pass pre-employment drug and alcohol screening and background check, and ongoing testing following the Department of Federal Transportation Administration (FTA) regulations, is required.
- Bilingual in English/Spanish is a plus.

#### **Skills/Abilities:**

- Strong oral and written communication.
- Excellent customer service and customer relations skills.
- Knowledge of or ability to learn basic office practices, computer skills, email, and dispatching software.
- Ability to effectively use oral, written, and electronic communication with staff, agencies, and the general public in the performance of duties and responsibilities.
- Ability to understand and comply with county policies and procedures.
- Knowledge or ability to learn the transit program procedures, regulations, and requirements concerning safety, operations, and organization.
- Must practice safe driving obeying all traffic laws; adherence to safety and security rules and regulations applicable to the transportation of passengers including the general public, persons with disabilities, and the elderly.
- Ability to resolve conflicts and customer complaints in a courteous, professional manner.
- Maintain punctual and regular, reliable attendance to ensure dependable service to our passengers; complete all work (including paperwork) promptly.
- Ability to remain flexible in handling changes that may occur without much prior notification.
- Must follow all safety rules and regulations related to transit services and dealing with emergencies.
- Undergo all training required, including but not limited to, CPR and Bloodborne certification and wheelchair securement training.
- Knowledge of the local and regional geographical areas, road systems, and locations of landmarks or special venues or the ability to learn this information.

#### **Job Duty Outline:**

- Complete vehicle pre/post-trip inspections as required and utilizing methods designated by the Oregon Department of Transportation (ODOT) and the Federal Transit Administration (FTA). Prepare and submit vehicle

inspection report and advise the dispatcher of any immediate repairs or irregularities needing attention.

- Maintain an “On-Call” status for vehicle breakdowns, accidents, and driver relief.
- Attend driver training sessions and driver meetings as assigned.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, according to the Loop Passenger Service and Operational Guidelines Manual.
- Provide passengers with information on how to use Morrow County transit services and make connections with other transit providers.
- Assist with problem-solving by documenting complaints; make recommendations for changes that would improve policy or procedures and improve the public transit program and services it provides to the public.
- Assist in training new hires in policy, procedures, transit skills, and learning the various routes and services.
- Complete and submit legible daily trip sheets to the dispatcher for immediate logging, data entry, and filing, as needed.
- Operate all passenger transit vehicles on various routes and schedules providing service to the general public, persons with disabilities, and the elderly.
- Assist passengers as needed with boarding or disembarking vehicles including assistance with wheelchairs, competently using wheelchair lift to board passengers with a variety of wheeled mobility devices. Properly secure passengers in wheeled mobility devices.
- Promote good passenger relations by providing positive interaction and courteous treatment of passengers by engaging our passengers in a polite, tactful, and professional manner while assisting with seating, questions, directions, and other public service-related matters; assure passenger comfort, safety, and security.
- Complete, prepare and submit any required paperwork accurately and as scheduled; including, but not limited to timesheets, trip incident forms, accident forms, vehicle inspection forms, maintenance records, and vehicle equipment records.
- Fuel vehicles and turn in receipts.
- Maintain communication with the transit dispatcher and Public Transit supervisory staff as instructed with a mode of communication provided by the program for driver use to report unusual conditions, such as reportable incidents, vehicle collisions, road conditions, passenger safety and security issues, traffic or vehicle equipment problems.
- Utilize universal health and safety precautions when handling blood, urine,

feces, vomit, and/or other potentially infectious materials to prevent disease transmission.

- Must remain calm and in control following an incident involving a passenger and/or other vehicles including directing the evacuation of the bus, if necessary; responsible for passenger safety and security following a bus evacuation, responsible for mitigating passenger injury; responsible for vehicle safety and security following an incident.
- Maintain courteous and professional conduct with co-workers, passengers, and the general public at all times projecting a positive public image of our public transit program and services offered.
- Responsible for the interior and exterior cleanliness of vehicles including outdoor work in inclement weather, daily pick up, and sanitation of the vehicle interior.
- Care for and turn in lost and found articles to the dispatcher.
- Completes necessary paperwork, including maintenance and service records.
- Reports all accidents and completes required paperwork.
- Perform other duties as assigned.

## **Essential Job Functions**

### **Physical:**

- Ability to meet Oregon Driver's License and Commercial Driver's License standards at all times and maintain DOT medical certificate.
- Sit in a transit vehicle for extended periods without a break and work longshifts, when needed.
- Able to properly and safely operate transit vehicles, conduct an inspection of vehicles, and assist passengers when boarding/de-boarding a transit vehicle following the Americans with Disability Act (ADA).
- Adheres to all policies regarding transit vehicles operating along fixed/deviated routes and for demand response services. This includes safely driving a passenger vehicle following all state and federal requirements.
- Maintains knowledge of all fixed/deviated routes, stop locations, stop, and cross-connection times.
- Ability to maneuver wheeled passenger devices.
- Lift up to 50 lbs.

### **Mental:**

- Ability to understand and comprehend written and oral instructions.
- Ability to read, write and comprehend English.

- Ability to communicate effectively in both written and verbal form.
- Ability to perform basic math functions.
- Ability to maintain the confidentiality of work-related information and materials.
- Ability to work with passengers and the public in occasionally stressful situations.
- Ability to greet passengers and the public courteously and professionally.
- Ability to explain County Transit practices and policies to a wide range of audiences, with diplomacy and tact, some of whom may be angry or agitated.
- Ability to use persuasiveness or assertiveness skills, as well as sensitivity to the point of view of others.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems efficiently and effectively.
- Ability to work as a team and willingness to support and backup fellow shift employees.

**ADA Statement:**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

X

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Signed and Reviewed

CDL Driver General AFSCME  
FY 22/23 Step B 988 Hrs

YR.SALARY	\$14,899.04
HEALTH&DENTAL EMP+CHILDREN	\$0.00
FICA	\$923.74
RETIRE	\$0.00
UNEMP	\$178.79
DISAB.	\$0.00
LIFE	\$0.00
W.C. 7720	\$388.87
MEDICARE	\$216.04
HRA VEBA	\$0.00
AIR LIFE	\$0.00
TOTAL	\$1,707.44
OVERHEAD	\$1.73
AVG HR COST	\$15.08
AVG OT COST	\$22.62
TOTAL COST PER HR	\$16.81
TOTAL COST W/OT	\$24.35
<b>YEARLY SAL. PLUS BENEFITS</b>	<b>\$16,606.48</b>



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(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask –Transit Driver II

TO: Benjamin Tucker, Transit Manager  
FROM: Lindsay Grogan, Human Resource Director  
DATE: February 3, 2023  
RE: 2023/2024 FTE Ask Review

Thank you for your detailed Part Time Equivalent FTE Ask application and job description for the Transit Driver II position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Transit Driver II position would be listed at the current range of the AFSCME General pay scale. The scale for that position is on range 5 is listed at \$2988 - \$3813 a month. This is an hourly non-exempt part time position. The job is a demand response position with no more than 19 hours a week. The total projected overhead is \$16,607.

FTE Ask presentations are scheduled for a Board of Commissioners Meeting on February 8<sup>th</sup>, 2023. Please be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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

The Approved Budget for Fiscal Year 2022-2023 included a county wide phone system upgrade project. This project will transition the current Plain Old Telephone Service (POTS) system to a Voice Over Internet Protocol (VOIP) system. This will also include replace of all of the current phones and associated hardware as well.

This is an Intermediate Procurement with an initial contract value of \$52,577.45 for the purchase and installation of the equipment required for this upgrade. Pursuant to Oregon procurement laws, our IT vendor solicited quotes from three different vendors. The system quoted to Morrow County by CrossTalk Solutions is the option that we would like to proceed with. A summary of the quotes received by the County is below:

	<b>CrossTalk</b>	<b>Lumen Hosted VoIP</b>	<b>T&amp;S Hosted VoIP</b>
<b>Initial Cost</b>	\$ 52,577.45	\$ 5,027.80	\$ -
<b>Recurring Costs</b>	\$ 262.60	\$ 3,772.60	\$ 3,310.64
<b>Total Cost (5 yr)</b>	\$ 68,333.45	\$ 231,383.80	\$ 198,638.40

The CrossTalk quote is substantially lower cost than the other two systems that were quoted. The most significant reason for this is that the other two solutions are hosted with the vendors providing all of the ongoing hardware and software support for the duration of their service agreements. With the CrossTalk solution, the County will own all of the hardware and our contracted IT Department will be providing all of the ongoing support for the system under the scope of our current agreement and included in the cost we are currently paying. The Hermiston IT team has experience with administration and support of the CrossTalk system as it is the same system that was recently installed by them for the City of Hermiston.

Since this procurement is over the \$30,000 threshold set by the current County Procurement Policy, authorization by the Board of Commissioners is required for us to proceed.

## 2. FISCAL IMPACT:

\$52,577.45 initial cost; \$262.60/month ongoing

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

Motion to authorize the IT Department to proceed with the procurement of the CrossTalk phone system as recommended.

Attach additional background documentation as needed.



**Crosstalk Solutions, LLC**

PO Box 70333  
Springfield, OR 97475

# Estimate

# EST-008170

Bill To

**Morrow County Government**

P.O. Box 867  
Heppner, OR 97836

Ship To

ATTN:

100 S Court St  
Heppner, OR 97836  
United States

Estimate Date : January 18, 2023

Valid Until : February 15, 2023

Sales person : Patrick Collins

Subject :

Morrow County Government

#	Item & Description	Qty	Rate	Amount
1	System Admin Pro FreePBX Sys Admin Pro commercial module	1.00 License	39.00	39.00
2	FreePBX Endpoint Manager FreePBX Endpoint Manager + UCP for ECM commercial modules (25 year license)	1.00 License	199.00	199.00
3	Paging Pro Paging Pro - includes outbound Notifications, Valet-Style (Airport-Style) Paging, Prepend Recording, and Scheduled Pages	1.00 License	95.00	95.00
4	Parking Pro FreePBX Parking Pro commercial module	1.00 License	125.00	125.00
5	FreePBX Extension Routing FreePBX Extension Routing commercial module	1.00 License	39.00	39.00
6	Yealink T58W (no camera) Yealink T58W VoIP phone with Camera (no power adapter)	115.00 pcs	294.99	33,923.85
7	Yealink T43U The Yealink T43U IP Phone is an upgraded version from the already reliable superseding Yealink models with added enhancements like dual firmware images, dual USB ports and wideband Opus codec.	20.00 pcs	109.99	2,199.80
8	Grandstream HT814 Grandstream HT814 4 port FXS	2.00 pcs	99.00	198.00
9	Grandstream HT818 Grandstream 8 port FXS	4.00 pcs	159.00	636.00

#	Item & Description	Qty	Rate	Amount
10	Yealink WMB-T4S Wall Mount Bracket T41P/T42G/T41S/T42S	5.00	10.00	50.00
11	Yealink WMB-T5X Yealink Wall Mount Bracket for T5X series phones	5.00	10.00	50.00
12	Yealink Power Adapter (PS5V2000US) Yealink Power Supply for T29X, T32X, T38X, T46X, T48X, and T5 series phones.	60.00 pcs	12.00	720.00
13	Crosstalk PBX Turnkey Setup Crosstalk PBX full turnkey setup includes Best Practice Design Session, all setup/documentation/testing, administrative training for key personnel, user guides for phones/voicemail, 30 days of post-deployment support, and phone number porting assistance (as needed).	1.00 Service	8,675.00	8,675.00
			Sub Total	46,949.65
			Zero Tax (0%)	0.00
			Shipping charge	600.00
			<b>Total</b>	<b>\$47,549.65</b>

Notes

Thanks for your business!

Terms & Conditions

Crosstalk Solutions return policy: <https://crosstalksolutions.com/return-policy/>

**Quote Number:** 58465552  
**Customer:** Morrow County  
**Lumen Products:** CPE  
**Lumen Installation:** Yes  
**Lumen Maintenance:** Centurion On-Site Maintenance  
**Created On:** 1/5/2023  
**Expiration Date:** 2/4/2023  
**Account Manager:** Daphne Massouras  
**Sales Engineer:** Lyssa Holmes  
**Pramata #:**  
**Customer Notes:**

Catalog Number	Description	Unit Price	Qty	Total Price	Service Term (Months)
<b>LOCATION: Main Site</b>					
<b>Materials</b>					
4243908F2#50	TA 908e 50 SESSION SBC - Total Access 908e including Session Border Controller Feature Pack. Includes 1 GigE 10/100/1000BaseT interface, 2 10/100BaseT Ethernet, 4 T1 interfaces, 8 FXS ports. In addition to stateful inspection firewall, B2BUA, SIP proxy, and full featured business class router, the SBC feature pack includes robust features such as SIP header manipulation and media anchoring for normalization between disparate SIP networks. Supports 50 simultaneous sessions.	\$ 2,065.33	1	\$ 2,065.33	
<b>Support</b>					
CCM-1100AS580122N	30 minute phone response, next business day replacement of failed parts available Monday - Friday 8 a.m. - 5 p.m. (local time) covers TA 904, 908, 912, 916, NetVanta 6310, NetVanta 6330 8FXS, NetVanta 6330 16FXS, NetVanta 6240 8FXS, NetVanta 6240 16FXS, NetVanta 6250 16 FXS, NetVanta 16 FXS with Lifeline	\$ 257.33	1	\$ 257.33	12
<b>Implementation</b>					
QINTR-ADTRAN	Integration	\$ 2,658.67	1	\$ 2,658.67	

AM-INSTALL-BASIC-R	Basic router install. Regular Mon-Fri hours. WAN / LAN Connectivity. For onsite installations: Building access with suitable installation space, proper ventilation, clear access, and correct power source is required. Lumen will unbox/power/place. For all installations: Lumen will set passwords/apply device name/apply ip addressing/enable required ports/ configure standard required protocols/enable standard required features/test functionality/test connectivity/back up and save configuration.	\$ -	1	\$ -	
PM-INSTALL-BASIC-R	Basic router install. After hours, weekends, holidays. WAN / LAN Connectivity. For onsite installations: Building access with suitable installation space, proper ventilation, clear access, and correct power source is required. Lumen will unbox/power/place. For all installations: Lumen will set passwords/apply device name/apply ip addressing/enable required ports/ configure standard required protocols/enable standard required features/test functionality/test connectivity/back up and save configuration.	\$ -	1	\$ -	
<b>Shipping and Handling</b>					
Shipping & Handling	Shipping & Handling	\$ 46.47	1	\$ 46.47	
				<b>Materials Total</b>	<b>\$2,065.33</b>
				<b>Support Services Total</b>	<b>\$257.33</b>
				<b>Implementation Total</b>	<b>\$2,658.67</b>
				<b>Shipping and Handling Total</b>	<b>\$46.47</b>
				<b>Grand Total Price to Customer</b>	<b>\$5,027.80</b>

**Terms and Conditions Governing This Order**

**1.** This confidential Order may not be disclosed to third parties and is non-binding until accepted by Lumen, as set forth in section 2. "Lumen" is defined for purposes of this Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group and its affiliated entities providing Services under this Order. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified.

**2.** The Service identified in this Order is subject to the Lumen or CenturyLink Master Service Agreement(s) or Master Service Agreement(s), Public Safety Version, and applicable Service Schedule(s) between CenturyLink Communications, LLC d/b/a Lumen Technologies Group and Customer (or its affiliate if expressly provided for under such affiliate Master Service Agreement). If Customer has not executed a Lumen or CenturyLink Master Service Agreement or Master Service Agreement, Public Safety Version, with CenturyLink Communications, LLC d/b/a Lumen Technologies Group but has executed a services agreement for applicable services with an affiliate of Lumen ("Affiliate Agreement"), then the terms of the most recent Affiliate Agreement will apply to the Service (to the extent not inconsistent with this Order); in such cases, the current standard Service Schedule applicable to the Services will apply. If Lumen and Customer have not executed a Lumen or CenturyLink Master Service Agreement or Master Service Agreement, Public Safety Version,, and/or applicable Service Schedule(s) governing the Service and have not executed an Affiliate Agreement, Lumen's current standard Master Service Agreement/Service Schedule(s) will govern, a copy of which are available upon request. The Lumen entity providing Services is identified on the invoice. Notwithstanding anything in any Affiliate Agreement to the contrary, Lumen will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which Lumen will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Schedule. Lumen will deliver a written or electronic notice that the Service is installed (a "Connection Notice"), at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month, and rates are subject to change upon 30 days' notice from Lumen. If the Affiliate Agreement governs and does not include early termination charges and if Customer cancels or terminates Service for any reason other than Lumen's uncured default or if Lumen terminates due to Customer's uncured default, then Customer will pay Lumen's standard early termination liability charges as identified in the Ancillary Fee Schedule at: [www.lumen.com/ancillary-fees](http://www.lumen.com/ancillary-fees). "Affiliate Agreement" for CenturyLink Communications, LLC d/b/a Lumen Technologies Group or any companies that were affiliates of CenturyLink Communications, LLC before the merger with Level 3 Communications ("Merger") means only an applicable Interexchange Carrier (IXC) network agreement, e.g. CenturyLink Total Advantage Agreement, CenturyLink Total Advantage Express Agreement, or CenturyLink Wholesale Services Agreement (each, an Affiliate Agreement). Affiliate Agreement also includes an Agreement between Customer and any entity that was an affiliate of Level 3 Communications before the Merger.

**3.** Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

**4.** All transport services ordered from Lumen will be treated as interstate for regulatory purposes. Customer may certify transport service as being intrastate (for regulatory purposes only) in a format as required by Lumen, but only where the transport services are sold on a stand-alone basis, the end points for the service are located in the same state and neither end point is a Lumen provided IP port ("Intrastate Services"). Where Customer requests that services be designated as Intrastate Services, Customer certifies to Lumen that not more than 10% of Customer's traffic utilizing the Intrastate Services will be originated or terminated outside of the state in which the Intrastate Services are provided. Such election will apply prospectively only and will apply to all Intrastate Services stated in this Order.

**5.** Charges for certain Services are subject to (a) a monthly property tax surcharge and (b) a monthly cost recovery fee per month to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit [www.lumen.com/taxes](http://www.lumen.com/taxes).

**6.** Customer will pay Lumen's standard: (a) expedite charges (added to the NRC) if Customer requests a delivery date inside Lumen's standard interval duration (available upon request or in Control Center at <https://www.centurylink.com/business/login/>) and (b) ancillary charges for additional activities, features or options as set forth in the Ancillary Fee Schedule, available at [www.lumen.com/ancillary-fees](http://www.lumen.com/ancillary-fees). If Lumen cannot complete installation due to Customer delay or inaction, Lumen may begin charging Customer and Customer will pay such charges.

**7.** Charges/Orders. Items described in the Catalog Number and Description columns above reflect the Lumen Services ordered and identified above the table. Despite anything to the contrary, NRCs are NOT waived unless this Order or an Order Addendum expressly states NRCs are waived or the NRCs appear in the waived column in the above table(s). If a Cancellation Charge requires Customer to pay the amount of any waived or discounted NRC, the NRC will be the amount stated in this Order or Order Addendum or shown in the "Waived NRC" column in the above table(s) despite anything to the contrary. If in this Order Customer is upgrading, moving, disconnecting or otherwise changing an existing Service, cancellation charges may apply as set forth in the Agreement.

**8.** MLTS Equipment. BY SIGNING THIS ORDER FOR MLTS EQUIPMENT, AS APPLICABLE, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE "ACCESS TO EMERGENCY SERVICES" CONTAINED IN THE APPLICABLE SERVICE SCHEDULE ATTACHED TO THE LUMEN OR CENTURYLINK MASTER SERVICE AGREEMENT OR MASTER SERVICE AGREEMENT, PUBLIC SAFETY VERSION, OR IN THE "ACCESS TO EMERGENCY RESPONSE SERVICES" SECTION OF THE TERMS AND CONDITIONS IN THE APPLICABLE STANDARD SERVICE SCHEDULE. IF I HAVE NOT EXECUTED A LUMEN OR CENTURYLINK MASTER SERVICE AGREEMENT OR MASTER SERVICE AGREEMENT, PUBLIC SAFETY VERSION, OR AN AFFILIATE AGREEMENT WITH AN APPLICABLE SERVICE SCHEDULE, I FURTHER ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DISCLOSURE OF LIMITATIONS SET FORTH IN THE EMERGENCY SERVICES ADVISORY AVAILABLE AT <http://www.centurylink.com/legal/HVTCSTP/011advisory.pdf>

**9.** Due to recent supply chain disruption, Lumen may adjust pricing due to changes in manufacturer costs. If such change is required, Lumen will provide an updated Order Form Contract (i.e. Order). Customer will have option to sign or decline to sign the new Order within 1 business day of receipt. Should Customer decline to sign the updated Order, Lumen shall cancel the impacted Order(s). Lumen further reserves the right to bill for partial shipment of orders should unforeseen delays beyond Lumen's control effect delivery of CPE.

Customer Representative: \_\_\_\_\_

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

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

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

LUMEN

**Customer Notes / Project Description**

Due to recent supply chain disruption, Lumen may adjust pricing due to changes in manufacturer costs. If such change is required, Lumen will provide an updated Order Form Contract (i.e. Order). Customer will have option to sign or decline to sign the new Order within 1 business day of receipt. Should Customer decline to sign the updated Order, Lumen shall cancel the impacted Order(s).



SpectrumVoIP™

# Formal Proposal

Prepared For:

Prepared By :

Tom Hessing

Company Name: Morrow County Government

Phone :

208-861-7790

Phone Number :

Email Address :

tom@tstelecom-llc.com

Contact Email :

DATE:

January 20, 2022



**WE HELP YOU  
IMPROVE  
COMMUNICATIONS**

The word on the street

# Why do Companies Choose SpectrumVoIP

SpectrumVoIP, Inc. is a global provider of Cloud Unified Communications. Our flagship product is our cloud-based, "hosted" phone system which delivers the most extensive and feature-rich telecommunication platform available.

Our cloud-based communications and collaboration platform offers much more than traditional office phone systems. Our Everything Plan includes a comprehensive set of business capabilities that unify voice, video, team messaging and CRM integrations, conferencing and online meetings, call center, and fax.

## SpectrumVoIP Highlights



-  Stratus Web Portal
-  Unlimited Support
-  Unlimited Training
-  Text and Chat
-  Video Collaboration
-  Mobile Integration
-  Conference Bridges
-  Fax to Email

## Our Onboarding Process

SpectrumVoIP has perfected the "white glove treatment" that every customer gets when signing up for service. We believe that if the customer is setup and installed right in the beginning, the support burden is lower, and the customer satisfaction is higher. It's much easier to invest in the customers onboarding experience upfront, than having to piece it together later.



# About Us



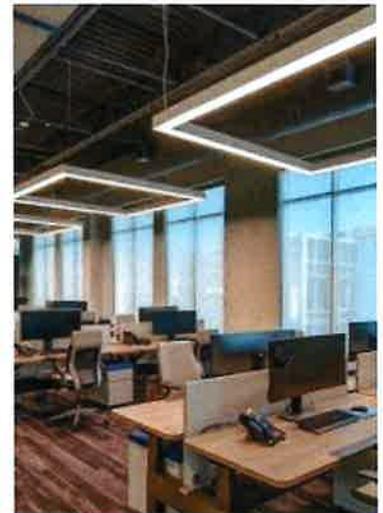
**Over 16 Years**  
Providing Hosted  
VoIP Service



**Over 150,000**  
Happy Clients  
Using Our Service



Privately Owned  
and Operated in  
**Plano, TX (HQ)**



Service in  
**50 States** and  
**15 Countries**

Enterprise Class Service | Small Business Price

# State of the Art Equipment



YEALINK T43U



YEALINK T46U



YEALINK CP965



YEALINK A30 VIDEO COLLAB KIT



PAGING



YEALINK W60P



YEALINK WH66



POLY VVX 450



POLY X50 VIDEO COLLAB  
KIT



# SpectrumVoIP — We Invented Unlimited

## UNLIMITED FEATURES

- One flat rate plan
- No additional charges
- No upfront fees
- All features the Stratus Platform offers

## PLATFORM & TECH ADVANTAGES

- Stratus Customer Portal renowned “Ease of Use”
- Rapid tech upgrades
- Future proof your business, no additional charge

## UNLIMITED EXPERIENCE

- Unlimited Training
- Professional Installation
- Unlimited Support

## VOICE FEATURES

- Auto Attendants
- Click to Call/Screen Pop
- Video and Audio Conferencing
- Call Forwarding (manual or programmed auto)
- Monitor, Coach, and Join
- Call Center Queuing
- Caller ID Name & Number
- Dial by Name Directory
- DIDs with local presence
- Page & Intercom
- 3 or 4 Extension Dialing (multiple sites)
- Individual Voicemails
- Presence Monitoring (BLF/Speed dials)
- Message / Music on Hold (Customizable)

## MOBILITY FEATURES

- Find Me / Follow Me
- Voicemail to Email Notification
- Mobile Application
- Softphone
- Remote work from home

## STABILITY FEATURES

- Prioritized Voice (QOS) w / Router
- Automatic Failover in case of internet failure to second source
- Automatic Failover to other locations or message with power failure
- Multiple Data centers

## MANAGEMENT FEATURES

- Stratus Admin Portal
- Stratus Reception Console
- Call Center Reporting
- Stratus User Portal
- Call Logging
- Call Recording



Stratus**MEETING**  
Powered By **SpectrumVoIP™**

**START HERE.**  
**BE EVERYWHERE.**



## Goodbye Zoom Charges

StratusMEETING is an HD video conferencing and screen sharing solution. You can host video conference calls and share content while collaborating with anyone from anywhere. It is a browser driven video conferencing solution accessed through your Stratus portal.

## Built for modern teams

Join video meetings whenever and wherever! All you need is a computer, a Chrome browser, and internet. With StratusMEETING, you can support up to 25 simultaneous video sessions and additional audio-only participants. You can also go into Presentation Mode with up to 1000 viewers.





# Our Process

## 01 Account Set-up

1. Documents are signed and approved
2. Account is assigned to a Project Manager

## 03 Scheduling

1. Verify project details
2. Finalize install date & time

## 05 Porting

1. Number review
2. Request porting
3. Confirm FOC (Fair Order Commitment)
4. FOC (Number ports to SpectrumVoIP)

## 02 Meet Your Project Manager

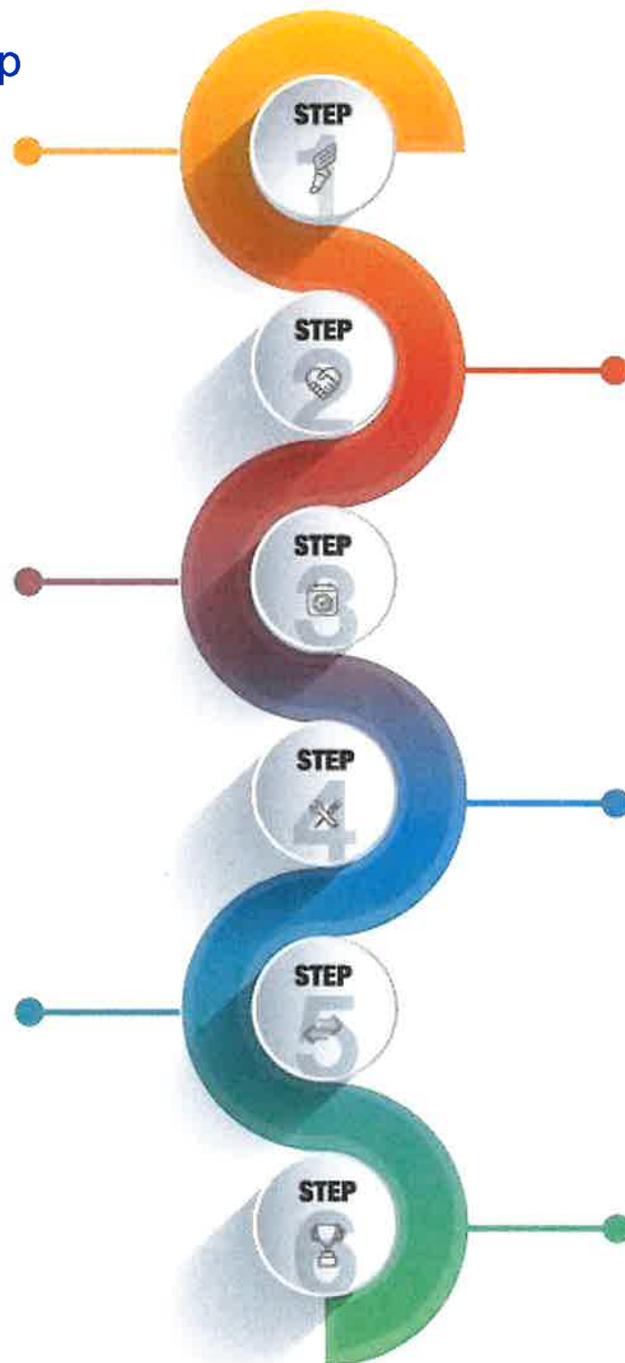
1. First touch phone call
2. Order new internet, if applicable
3. Complete project checklist

## 04 Installation

1. Install equipment
2. Setup and training

## 06 Account Completion

1. Customer service call to verify completion
2. Finalize all paperwork
3. Customer signs delivery and acceptance form
4. Billing is setup for customer





# Customer Experience



## Technical Support

- Dial **HELP (4357)** on your desk phone or email [support@spectrumvoip.com](mailto:support@spectrumvoip.com)
- 24/7 Technical support located in Plano, Texas
- 1st tier support for all your employees from minor changes to major support
- Technical engineer for in-depth troubleshooting
- Ability to create reports and wallboards
- Assist with equipment warranty

## Training Team

- Basic Training at the time of install
- Free Webinar training anytime for anyone
- Technical Portal training for IT department
- Video Tutorials and Training Books available
- Additional support and insight at <https://spectrumvoip.com> and Support tab

## Customer Success Team

- Available at **469-429-2500**, Option 1
- Ongoing assistance thru the lifecycle of your contract
- Billing team available to answer questions
- Portal access for billing and visibility to your account
- Review services and assist with changes
- Provide insight to new technology available





# Our Solution at a Glance

## All-Inclusive Cloud Communications and Collaboration System



- Integrated voice, fax, conferencing, video meetings and instant messaging. Unified Communication delivers collaboration for every employee in every location.
- Best-in-class on-boarding solution
- Unifies the way employees, customers, and partners communicate with one another
- Designed for mobile and remote workforce
- Enterprise-grade reliability, guaranteed quality of service, and security with best-in-class security encryption standards
- Simple per-user pricing; no separate maintenance and support contracts
- Low Total Cost of Ownership (TCO) and savings on Capital Expenditure (CAPEX)

## Ease Of Management



- Manage all offices and users with a single easy-to-use interface from anywhere, including mobile devices
- Enjoy complete administrative control, self-service capabilities for users, and reduced dependence on service providers
- We provide quick, simple, system setup and user activation
- Scales as your business grows

## Open Platform



- Over 100 ready-to-use integrations with business cloud apps, including Microsoft Office 365, Salesforce, Zendesk, Eleads, SugarCRM, NetSuite, Zoho, Redtail, HubSpot, and more
- Developer platform with open APIs and SDKs to enhance business workflows with custom functionalities



## Global Availability

- Deploy and manage a single solution globally
- Instantly provision and activate employees in countries with local capabilities
- Number availability in over 80 countries for local business presence
- Bi-lingual technical support





- \* All promotions and discounts based on approval.
- \* Toll free numbers are billed per minute at 2.9¢ per minute and have a 100-minute min per month of \$2.90.
- \* SpectrumVoIP is unaffiliated with Charter/Time Warner/Spectrum Business.
- \* SpectrumVoIP will pay customer up to \$ \_\_\_0\_\_\_ for Early Termination Fees.
- \* **Desired Install Date** (average time for 20 or less phones: 3-4 weeks)
- \* Telecom Tax and e911 Recovery Fee may be billed cumulatively once per year. E911 Fee is billed per site.
- \* SMS/ MMS will incur monthly usage charges. See table in terms of service
- \* Cellular and Internet taxes and fees may not be included in proposal.
- \* By signing this quote, Customer agrees to the Terms of Service found at <https://www.spectrumvoip.com/privacy-terms/>

**Customer Initials :** \_\_\_\_\_

**Customer Initials :** \_\_\_\_\_

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

Applicant warrants all credit and financial information submitted to SpectrumVoIP™ and /or its assignees to be true and accurate and hereby authorizes all banking institutions and credit reporting agencies to release information via telephone, mail, internet, or facsimile as requested for the purpose of making a credit decision. The undersigned individuals specifically authorize SpectrumVoIP™ and/or its assigns to obtain personal credit bureau and/or personal income tax records, for the making, extension, or renewal of this credit decision or collection of the resulting account. A fax or photocopy of this authorization shall be as valid as the original. **Not a Contract — But an Indication of Interest**

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

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

**Printed Name:** \_\_\_\_\_

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

**Federal Tax ID:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Name Listed with Sec of State:** \_\_\_\_\_

Document No. DOC-0001168580  
 Scenario: SM10293483



**Customer Information and Contract Specifications**

Customer Name: MORROW COUNTY - OR  
 Account Number: 3-A67698

Currency: USD  
 Monthly Recurring Charges (MRC): \$675.00  
 Non Recurring Charges (NRC): 0

**Service Order**

Service Address	Description	Order Type	Term (Months)	Qty	Unit MRC	Unit NRC	Total MRC	Total NRC
325 WILLOW VIEW DR HEPPNER OREGON 97836 2072 UNITED STATES	Lumen Cloud Communications	New	36	1				
	LCC Specialty Lines - 4G Router			4	\$25.00		\$100.00	
	<b>Subtotal</b>						<b>\$100.00</b>	<b>\$0.00</b>
100 S COURT ST HEPPNER OREGON 97836 7303 UNITED STATES	Lumen Cloud Communications	New	36	1				
	LCC Specialty Lines - 4G Router			9	\$25.00		\$225.00	
	<b>Subtotal</b>						<b>\$225.00</b>	<b>\$0.00</b>
101 NW BOARDMAN AVE BOARDMAN OREGON 97818 8045 UNITED STATES	Lumen Cloud Communications	New	36	1				
	LCC Specialty Lines - 4G Router			4	\$25.00		\$100.00	
	<b>Subtotal</b>						<b>\$100.00</b>	<b>\$0.00</b>
215 NE MAIN AVE IRRIGON OREGON 97844 6999 UNITED STATES	Lumen Cloud Communications	New	36	1				
	LCC Specialty Lines - 4G Router			6	\$25.00		\$150.00	
	<b>Subtotal</b>						<b>\$150.00</b>	<b>\$0.00</b>
365 OR-74 LEXINGTON OREGON 97839 UNITED STATES	Lumen Cloud Communications	New	36	1				
	LCC Specialty Lines - 4G Router			4	\$25.00		\$100.00	
	<b>Subtotal</b>						<b>\$100.00</b>	<b>\$0.00</b>
	<b>Totals</b>						<b>\$675.00</b>	<b>\$0.00</b>

\*If the Service Address column above is blank, no Service Address is required for the Service or the Service Address is identified as a data center in the Description column.

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**Terms and Conditions Governing This Order**

1. "Lumen" is defined for purposes of this Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group and its affiliated entities providing Services under this Order. This confidential Order may not be disclosed to third parties and is non-binding until accepted by Lumen, as set forth in section 4. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified.

2. If a generic demarcation point (such as a street address) is provided, the demarcation point for on-net services will be Lumen's Minimum Point of Entry (MPOE) at such location (as determined by Lumen). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, Lumen is not liable for such services.

3. The Service identified in this Order is subject to the Lumen or CenturyLink Master Service Agreement(s) and applicable Service Schedule(s) between CenturyLink Communications, LLC d/b/a Lumen Technologies Group and Customer (or its affiliate if expressly provided for under such affiliate Master Service Agreement). If Customer has not executed a Lumen or CenturyLink Master Service Agreement with CenturyLink Communications, LLC d/b/a Lumen Technologies Group but has executed a services agreement for applicable services with an affiliate of Lumen ("Affiliate Agreement"), then the terms of the most recent Affiliate Agreement will apply to the Service (to the extent not inconsistent with this Order); in such cases, the current standard Service Schedule applicable to the Services will apply. If Lumen and Customer have not executed a Lumen or CenturyLink Master Service Agreement and/or applicable Service Schedule(s) governing the Service and have not executed an Affiliate Agreement, Lumen's current standard Master Service Agreement/Service Schedule(s) will govern, a copy of which are available upon request. The Lumen entity providing Services is identified on the invoice.

Notwithstanding anything in any Affiliate Agreement to the contrary, Lumen will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which Lumen will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Schedule. Lumen will deliver a written or electronic notice that the Service is installed (a "Connection Notice"), at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month at the existing rates, subject to adjustment by Lumen on 30 days' written notice. If the Affiliate Agreement governs and does not include early termination charges and if Customer cancels or terminates Service for any reason other than Lumen's uncured default or if Lumen terminates due to Customer's uncured default, then Customer will pay Lumen's standard early termination liability charges as identified in the Ancillary Fee Schedule at: [www.lumen.com/ancillary-fees](http://www.lumen.com/ancillary-fees). "Affiliate Agreement" for CenturyLink Communications, LLC d/b/a Lumen Technologies Group or any companies that were affiliates of CenturyLink Communications, LLC before the merger with Level 3 Communications ("Merger") means only an applicable Interexchange Carrier (IXC) network agreement, e.g. CenturyLink Total Advantage Agreement, CenturyLink Total Advantage Express Agreement, or CenturyLink Wholesale Services Agreement (each, an Affiliate Agreement). Affiliate Agreement also includes an Agreement between Customer and any entity that was an affiliate of Level 3 Communications before the Merger.

4. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or

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punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

5. Charges for certain Services are subject to (a) a monthly property tax surcharge and (b) a monthly cost recovery fee per month to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit [www.lumen.com/taxes](http://www.lumen.com/taxes).

Quote is valid for 90 days

### Signature Block

<b>Customer: MORROW COUNTY - OR</b>
<b>Total MRC: \$675.00</b> <b>Total NRC: 0</b>
Signature:
Name:
Title:
Date:

Customer and the individual signing above represent that such individual has the authority to bind Customer to this Agreement.

**Document Generation Date: 01-17-2023**



Customer Name: MORROW COUNTY - OR

Order #: Q-01320192

Order Generation Date: 1/12/2023 3:54:48 PM

Cutoff/Expiration Date: 2/26/2023

Currency: USD

Customer Information	Account Information	Prepared By
<b>Name:</b> MORROW COUNTY - OR <b>Primary Contact:</b> <b>Primary Contact Phone:</b> <b>Primary Contact Email:</b> <b>Billing Contact:</b> <b>Billing Contact Phone:</b> <b>Billing Contact Email:</b>	<b>BPID:</b> 608368 <b>Billing Account:</b> <b>Billing Address:</b> PO BOX 788 HEPPNER, OR 97836 <b>Contract ID#:</b> New (Internal Use Only)	<b>Name:</b> Karrie Evans <b>Phone:</b> <b>Email:</b> karrie.evans@lumen.com

Order

**Pricing Table**

Product	Qty	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
Lumen Hosted VoIP	1	325 WILLOW VIEW DR HEPPNER OR 97836		Total Seat Band: 26-200 Seats	36 Months	\$0.00	\$0.00	
	135		Seat Type : Standard		36 Months	\$2,295.00	\$3,915.00	\$3,915.00
	135		VVX 301		36 Months	\$540.00	\$0.00	
	135		Webex4BW - Soft Phone Only		36 Months	\$0.00	\$0.00	
<b>Service Sub Total:</b>						<b>\$2,835.00</b>	<b>\$0.00</b>	

"Terms and Conditions for Lumen Hosted VoIP Service"

Lumen Hosted VoIP terms and conditions are located in the Lumen Hosted VoIP Service Exhibit.

1. Lumen Hosted VoIP Pricing. Lumen will charge Customer and Customer will pay the rates set forth in this Order and in the Lumen Hosted VoIP Service Rate Sheet located at <http://www.centurylink.com/legal/HostedVoIP/ALaCarteRatesv1.pdf>. In the event of a conflict, the following order of precedence will apply in descending order of control: this Order, the Lumen Hosted VoIP Service Rate Sheet, and any other pricing documents.

1.1 Seat Pricing. Seat pricing tables are found in the Lumen Hosted VoIP Service Rate Sheet. Charges are based on the Initial Term length, and the total number of seats across all locations. Customer will review the seat range pricing before making modifications in the VoIP portal.

1.2 Phone Upgrade Pricing. Pricing for phone upgrades is found in the Lumen Hosted VoIP Service Rate Sheet.

1.3 Additional Charges. Please see the Lumen Hosted VoIP Service Rate Sheet for additional charges, which includes pricing for additional features such as Hunt Groups, Auto Attendant, Receptionist Web Console, Business Communicator, Voice Mail Seats, Available TNs, white page listings, and directory assistance; the terms and pricing for LD/TF Offer; Upgrade/MACD charges; and other charges. Any reference to "Basic White Page Listing" in the table above is also known as "Basic business white page listing" in the Lumen Hosted VoIP Service Rate Sheet.

1.4 MACD. In the event customer chooses to move, add, change or delete a Lumen Hosted VoIP Service or a portion of such Service, Customer must access the VoIP portal at <https://centurylink.com/voip> to place orders. Modifications made by Customer in the VoIP portal may impact pricing for Services ordered under this Order.

1.5 911. Service is subject to the 911 Emergency Service Acknowledgment below.

**911 EMERGENCY SERVICE ACKNOWLEDGMENTS:**

Customer Initials: \_\_\_\_\_

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE "ACCESS TO EMERGENCY RESPONSE SERVICES" SECTION CONTAINED IN THE APPLICABLE SERVICE EXHIBIT/SERVICE SCHEDULE ATTACHED TO THE LUMEN OR CENTURYLINK MASTER SERVICE AGREEMENT OR, THE "911 EMERGENCY SERVICE" SECTION OR "EMERGENCY CALLING CAPABILITY" SECTION CONTAINED IN THE APPLICABLE SERVICE EXHIBIT/SERVICE SCHEDULE ATTACHED TO AN AFFILIATE AGREEMENT, OR IN THE "ACCESS TO EMERGENCY RESPONSE SERVICES" SECTION OF THE TERMS AND CONDITIONS IN THE APPLICABLE STANDARD SERVICE EXHIBIT/SERVICE SCHEDULE IF I HAVE NOT EXECUTED A LUMEN OR CENTURYLINK MASTER SERVICE AGREEMENT OR AN AFFILIATE AGREEMENT WITH AN APPLICABLE SERVICE EXHIBIT/SERVICE SCHEDULE. I FURTHER ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DISCLOSURE OF LIMITATIONS SET FORTH IN THE EMERGENCY SERVICES ADVISORY AVAILABLE AT

<http://www.centurylink.com/legal/HVIQSIP/911advisory.pdf>.

Opportunity ID#: 58762657

OMR#: R505635



Customer Name: MORROW COUNTY - OR  
Order #: Q-01320192  
Order Generation Date: 1/12/2023 3:54:48 PM  
Cutoff/Expiration Date: 2/26/2023  
Currency: USD

Service(s) Total for Services priced in this Order		
	Monthly Recurring Charges (\$)	Non-Recurring Charges (\$)
<b>Total</b>	<b>\$ 2,835.00</b>	<b>\$ 0.00</b>

## SLED Terms and Conditions Governing This Order

1. "Lumen" is defined for purposes of this Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group or its affiliated entities providing Services under this Order. This Order is subject to the applicable state or municipal public records laws governing Customer and is non-binding until accepted by Lumen, as set forth in section 4. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen.

2. Prior to installation, Lumen may notify Customer in writing (including by e-mail) of price increases due to off-net vendors or increased construction costs. Customer has 5 business days following notice to terminate this Order without liability; or otherwise, Customer is deemed to accept the increase.

3. Unless otherwise agreed by the parties in writing, the demarcation point for on-net services will be Lumen's Minimum Point of Entry (MPOE) at such location (as determined by Lumen). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, Lumen is not liable for such services.

4. The service(s) identified in this Order (the "Service(s)") is/are subject to the current, unexpired services agreement between Customer and Lumen ("Existing Agreement") provided that, if a service attachment describing the Services is not included in the Existing Agreement, then the current standard applicable Lumen Service Attachment(s) will apply in addition to the Existing Agreement. If Customer and Lumen do not have a current Existing Agreement, then the current applicable Lumen Master Service Agreement(s), State, Local and Education Government Agencies Version, Public Safety Version for public safety services, or E-Rate Version for E-Rate eligible services (each, a "Lumen MSA"), and applicable Service Attachment(s) for the Services described in this Order, will govern, copies of which are available upon request. Customer will accept and pay all charges indicated on invoices for the Services.

Notwithstanding anything in any Existing Agreement to the contrary, Lumen will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which Lumen will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Exhibit/Service Schedule. Lumen will deliver a written or electronic notice that the Service is installed (a "Connection Notice"), at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month at the existing rates, subject to adjustment by Lumen on 30 days' written notice. If the Existing Agreement governs and does not include early termination charges and if Customer cancels or terminates Service for any reason other than Lumen's uncured default or if Lumen terminates due to Customer's uncured default, then Customer will pay Lumen's standard early termination liability charges as identified in the then standard applicable Service Exhibit(s)/Service Schedule(s). If such Service Exhibit(s)/Service Schedules(s) does not contain early termination charges, Customer will pay Lumen's standard early termination charges described in its then standard applicable Lumen MSA.

5. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. All transport services ordered from Lumen will be treated as interstate for regulatory purposes. Customer may certify transport service as being intrastate (for regulatory purposes only) in a format as required by Lumen, but only where the transport services are sold on a stand-alone basis, the end points for the service are located in the same state and neither end point is a Lumen provided IP port ("Intrastate Services"). Where Customer requests that services be designated as Intrastate Services, Customer certifies to Lumen that not more than 10% of Customer's traffic utilizing the Intrastate Services will be originated or terminated outside of the state in which the Intrastate Services are provided. Such election will apply prospectively only and will apply to all Intrastate Services stated in this Order.

7. Charges for certain Services are subject to (a) a per month property tax surcharge and (b) a per month cost recovery fee to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit [www.lumen.com/taxes](http://www.lumen.com/taxes) or the RSS, if indicated by the applicable Service Exhibit(s)/Service Schedule(s).

8. Unless otherwise set forth in a Service Attachment, Customer will pay Lumen's standard: (a) expedite charges (added to the NRC) if Customer requests a delivery date inside Lumen's standard interval duration (available upon request or in Control Center at <https://www.lumen.com/login>) and (b) unless otherwise set forth in a Service Attachment, the ancillary charges for additional activities, features or options as set forth in the Ancillary Fee Schedule, available at [www.lumen.com/ancillary-fees](http://www.lumen.com/ancillary-fees). If Lumen cannot complete installation due to Customer delay or inaction, Lumen may begin charging Customer and Customer will pay such charges.

9. Charges/Orders. Despite anything to the contrary, NRCs are NOT waived unless this Order expressly states NRCs are waived or the NRCs appear in the waived column in the above table(s). If a Cancellation Charge requires Customer to pay the amount of any waived or discounted NRC, the NRC will be the amount stated in this Order or shown in the "Waived NRC" column in the above table(s) despite anything to the contrary. If in this Order Customer is upgrading, moving, disconnecting or otherwise changing an existing Service, cancellation charges may apply as set forth in the Agreement.





Customer Name: MORROW COUNTY - OR

Order #: Q-01320265

Order Generation Date: 1/17/2023 6:38:02 AM

Cutoff/Expiration Date: 3/3/2023

Currency: USD

Customer Information	Account Information	Prepared By
<b>Name:</b> MORROW COUNTY - OR <b>Primary Contact:</b> <b>Primary Contact Phone:</b> <b>Primary Contact Email:</b> <b>Billing Contact:</b> <b>Billing Contact Phone:</b> <b>Billing Contact Email:</b>	<b>BPID:</b> 608368 <b>Billing Account:</b> <b>Billing Address:</b> PO BOX 788 HEPPNER, OR 97836 <b>Contract ID#:</b> New (Internal Use Only)	<b>Name:</b> Daphne Massouras <b>Phone:</b> (602) 865-0118 <b>Email:</b> daphne.massouras@lumen.com

Order

**Pricing Table**

Product	Qty	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
IQ SIP Trunk	1	325 WILLOW VIEW DR HEPPNER OR 97836		Seat Band: 151+ Seats Total Session Band: 1-100 Sessions	36 Months	\$0.00	\$0.00	
	1		Premium Seat		36 Months	\$2.00	\$0.00	
	23		Enterprise Session		36 Months	\$230.00	\$0.00	
	180		Standard Seat		36 Months	\$12.60	\$0.00	
	180		Enhanced E911 Service (per TN)		36 Months	\$18.00	\$0.00	
<b>Service Sub Total:</b>						<b>\$262.60</b>	<b>\$0.00</b>	

"Terms and Conditions for CenturyLink IQ SIP Trunk Service"

CenturyLink IQ SIP Trunk terms and conditions are located in the CenturyLink IQ SIP Trunk Service Exhibit.

1. CenturyLink IQ SIP Trunk Pricing. Lumen will charge Customer and Customer will pay the rates set forth in this Order and in the SIP Trunk Rate Sheet located at <http://www.centurylink.com/legal/IQSIP/ALaCarteRatesv1.pdf>. In the event of a conflict, the following order of precedence will apply in descending order of control: this Order, the SIP Trunk Rate Sheet, and any other pricing documents.

1.1 Seat Pricing. Seat pricing tables are found in the Rate Sheet for SIP Trunk Service. Customer will review the seat range pricing in the SIP Trunk Rate Sheet before making modifications in the VoIP portal.

1.2 CTAC Customer Support. Pricing for CTAC customer support is located in the Rate Sheet for SIP Trunk Service. Charges are not prorated. Service is subject to availability.

1.3 Additional Charges. Please see the Rate Sheet for SIP Trunk Service for additional charges, which includes the terms and pricing for the LD/TF Offer, Upgrade/MACD, session types and other charges. Any reference to "Basic White Page Listing" in the table above is also known as "Basic business white page listing" in the SIP Trunk Rate Sheet.

1.4 MACD. In the event customer chooses to move, add, change or delete an IQ SIP Trunk or a portion of such Service, Customer must access the VoIP portal at <https://centurylink.com/voip> to place orders. Modifications made by Customer in the VoIP portal may impact pricing for Services ordered under this Order.

1.5 911. Service is subject to the 911 Emergency Service Acknowledgment below.

**911 EMERGENCY SERVICE ACKNOWLEDGMENTS:**

Customer Initials: \_\_\_\_\_

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE "ACCESS TO EMERGENCY RESPONSE SERVICES" SECTION CONTAINED IN THE APPLICABLE SERVICE EXHIBIT/SERVICE SCHEDULE ATTACHED TO THE LUMEN OR CENTURYLINK MASTER SERVICE AGREEMENT OR, THE "911 EMERGENCY SERVICE" SECTION OR "EMERGENCY CALLING CAPABILITY" SECTION CONTAINED IN THE APPLICABLE SERVICE EXHIBIT/SERVICE SCHEDULE ATTACHED TO AN AFFILIATE AGREEMENT, OR IN THE "ACCESS TO EMERGENCY RESPONSE SERVICES" SECTION OF THE TERMS AND CONDITIONS IN THE APPLICABLE STANDARD SERVICE EXHIBIT/SERVICE SCHEDULE IF I HAVE NOT EXECUTED A LUMEN OR CENTURYLINK MASTER SERVICE AGREEMENT OR AN AFFILIATE AGREEMENT WITH AN APPLICABLE SERVICE EXHIBIT/SERVICE SCHEDULE. I FURTHER ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DISCLOSURE OF



Customer Name: MORROW COUNTY - OR

Order #: Q-01320265

Order Generation Date: 1/17/2023 6:38:02 AM

Cutoff/Expiration Date: 3/3/2023

Currency: USD

LIMITATIONS SET FORTH IN THE EMERGENCY SERVICES ADVISORY AVAILABLE AT  
<http://www.centurylink.com/legal/HV/QSIP/911advisory.pdf>.

Service(s) Total for Services priced in this Order		
	Monthly Recurring Charges (\$)	Non-Recurring Charges (\$)
<b>Total</b>	<b>\$ 262.60</b>	<b>\$ 0.00</b>

## SLED Terms and Conditions Governing This Order

1. "Lumen" is defined for purposes of this Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group or its affiliated entities providing Services under this Order. This Order is subject to the applicable state or municipal public records laws governing Customer and is non-binding until accepted by Lumen, as set forth in section 4. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen.

2. Prior to installation, Lumen may notify Customer in writing (including by e-mail) of price increases due to off-net vendors or increased construction costs. Customer has 5 business days following notice to terminate this Order without liability; or otherwise, Customer is deemed to accept the increase.

3. Unless otherwise agreed by the parties in writing, the demarcation point for on-net services will be Lumen's Minimum Point of Entry (MPOE) at such location (as determined by Lumen). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, Lumen is not liable for such services.

4. The service(s) identified in this Order (the "Service(s)") is/are subject to the current, unexpired services agreement between Customer and Lumen ("Existing Agreement") provided that, if a service attachment describing the Services is not included in the Existing Agreement, then the current standard applicable Lumen Service Attachment(s) will apply in addition to the Existing Agreement. If Customer and Lumen do not have a current Existing Agreement, then the current applicable Lumen Master Service Agreement(s), State, Local and Education Government Agencies Version, Public Safety Version for public safety services, or E-Rate Version for E-Rate eligible services (each, a "Lumen MSA"), and applicable Service Attachment(s) for the Services described in this Order, will govern, copies of which are available upon request. Customer will accept and pay all charges indicated on invoices for the Services.

Notwithstanding anything in any Existing Agreement to the contrary, Lumen will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which Lumen will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Exhibit/Service Schedule. Lumen will deliver a written or electronic notice that the Service is installed (a "Connection Notice"), at which time billing will commence. At the expiration of the Service Term, Service will continue month-to-month at the existing rates, subject to adjustment by Lumen on 30 days' written notice. If the Existing Agreement governs and does not include early termination charges and if Customer cancels or terminates Service for any reason other than Lumen's uncured default or if Lumen terminates due to Customer's uncured default, then Customer will pay Lumen's standard early termination liability charges as identified in the then standard applicable Service Exhibit(s)/Service Schedule(s). If such Service Exhibit(s)/Service Schedules(s) does not contain early termination charges, Customer will pay Lumen's standard early termination charges described in its then standard applicable Lumen MSA.

5. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. All transport services ordered from Lumen will be treated as interstate for regulatory purposes. Customer may certify transport service as being intrastate (for regulatory purposes only) in a format as required by Lumen, but only where the transport services are sold on a stand-alone basis, the end points for the service are located in the same state and neither end point is a Lumen provided IP port ("Intrastate Services"). Where Customer requests that services be designated as Intrastate Services, Customer certifies to Lumen that not more than 10% of Customer's traffic utilizing the Intrastate Services will be originated or terminated outside of the state in which the Intrastate Services are provided. Such election will apply prospectively only and will apply to all Intrastate Services stated in this Order.

7. Charges for certain Services are subject to (a) a per month property tax surcharge and (b) a per month cost recovery fee to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit [www.lumen.com/taxes](http://www.lumen.com/taxes) or the RSS, if indicated by the applicable Service Exhibit(s)/Service Schedule(s).

8. Unless otherwise set forth in a Service Attachment, Customer will pay Lumen's standard: (a) expedite charges (added to the NRC) if Customer requests a delivery date inside Lumen's standard interval duration (available upon request or in Control Center at <https://www.lumen.com/login>) and (b) unless otherwise set forth in a Service Attachment, the ancillary charges for additional activities, features or options as set forth in the Ancillary Fee Schedule, available at [www.lumen.com/ancillary-fees](http://www.lumen.com/ancillary-fees). If Lumen cannot complete installation due to Customer delay or inaction, Lumen may begin charging Customer and Customer will pay such charges.

9. Charges/Orders. Despite anything to the contrary, NRCs are NOT waived unless this Order expressly states NRCs are waived or the NRCs appear in the waived column in the above table(s). If a Cancellation Charge requires Customer to pay the amount of any waived or discounted NRC, the NRC will be the amount stated in this Order or shown in the "Waived NRC" column in the above table(s) despite anything to the contrary. If in this Order Customer is upgrading, moving, disconnecting or otherwise changing an existing Service, cancellation charges may apply as set forth in the Agreement.



10. Compliance with Laws. The parties comply with all laws and regulations applicable to the execution of this Order and to the provision of Services by Lumen, including, as applicable, procurement laws or regulations regarding cumulative purchases of Services by Customer.

11. E-Rate and/or RHC/HCF Funding. If Customer applies for or seeks E-Rate and/or RHC/HCF funding for the Service(s) to be provided under this Order, Customer's Service(s) will be governed by a current eligible Existing Agreement, or if Customer and Lumen do not have a current eligible Existing Agreement, the Lumen E-Rate MSA or Lumen SLED MSA with the E-Rate and/or RHC/HCF Program Addendum will apply and must be executed contemporaneously with this Order.

12. If your network service utilizes TDM technologies, then the following apply: (a) During the Service Term and on 60 days' prior written notice, Lumen may re-provision Customer's off-net TDM services ("Service Re-provision"). If Customer objects to the Service Re-provision, Customer may terminate the affected service by notifying Lumen in writing within 30 days of the date of the Service Re-provision notification; and (b) During the Service Term, Lumen may increase rates for off-net TDM services. Lumen will provide Customer 60 days' prior written notice before implementing the increase ("Rerate Notice"). If Customer objects to the increase, Customer must notify Lumen in writing within 30 days of the date of the Rerate Notice whether Customer will (i) receive the affected service on a month-to-month basis or (ii) terminate the affected service, subject to early termination liability charges. Under subsection (ii), Customer's requested disconnect date must be within 90 days of the Rerate Notice. Unless Customer so notifies Lumen, the affected service will continue to be provided at the increased rates.

<b>Customer: MORROW COUNTY - OR</b>
_____
Authorized Signature
_____
Name Typed or Printed
_____
Title
_____
Date

## Kevin Ince

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**From:** Jordan Standley <jstandley@hermiston.or.us>  
**Sent:** Wednesday, February 1, 2023 5:18 PM  
**To:** Kevin Ince  
**Subject:** RE: Morrow Co Government, VoIP quotes

**STOP and VERIFY This message came from outside of Morrow County Gov**

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That all looks good, thanks!!

**From:** Kevin Ince <kince@co.morrow.or.us>  
**Sent:** Wednesday, February 1, 2023 8:45 AM  
**To:** Jordan Standley <jstandley@hermiston.or.us>  
**Subject:** RE: Morrow Co Government, VoIP quotes

Jordan,

Please take a look at this agenda cover sheet to verify that I got it all correct.

Kevin C. Ince, CMA  
Morrow County Finance Director  
Office: (541) 676-5615  
Mobile: (541) 256-0871  
P.O. Box 867  
110 N. Court St.  
Heppner, OR 97836  
Email: [kince@co.morrow.or.us](mailto:kince@co.morrow.or.us)



**From:** Jordan Standley <jstandley@hermiston.or.us>  
**Sent:** Tuesday, January 31, 2023 10:42 AM  
**To:** Kevin Ince <kince@co.morrow.or.us>  
**Subject:** Morrow Co Government, VoIP quotes  
**Importance:** High

**STOP and VERIFY This message came from outside of Morrow County Gov**

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Hi Kevin,

Attached are the 3 quotes we received for VoIP solutions for Morrow County Government and below is a description of each:

#### T&S Telecom

- Hosted VoIP Solution using Spectrum VoIP
- Pricing based on 5 year contract
- Service and Support provided by Spectrum
- VoIP service for 135 phones and 6 fax line analog adapters - \$3,310.64
- Total one-time installation fees - \$0.00
- Total Monthly Reoccurring Cost - \$3,310.64

#### Lumen

- Hosted VoIP Solution
- Pricing based on 3 year contract
- Service and Support provided by Lumen
- VoIP service for 135 phones Monthly Reoccurring Cost - \$2,835.00
- Required Lumen Specialty Line Service for fax ability, Monthly Reoccurring Cost - \$675.00
- Required Lumen SIP Trunk Service, Monthly Reoccurring Cost - \$262.60
- Required Lumen Session Boarder Controller (SBC) - \$5,027.80 one-time installation fee
- Total one-time installation fees - \$ 5,027.80
- Total Monthly Reoccurring Cost - \$3,772.60

#### CrossTalk FreePBX

- On-Premise VoIP
- No contract. If additional service is needed by CrossTalk we would purchase blocks of time
- Service and Support provided by your own IT Department who is already trained to support CrossTalk FreePBX systems
- VoIP purchase and installation including 135 phones and 6 fax line analog adapters - \$47,549.65 one-time installation fee
- Required Lumen Session Boarder Controller (SBC) - \$5,027.80 one-time installation fee
- Required Lumen SIP Trunk Service, Monthly Reoccurring Cost - \$262.60
- Total one-time installation fees - \$52,577.45
- Total Monthly Reoccurring Cost - \$262.60

Please let me know if you have any questions or concerns.

Thanks,  
Jordan

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Jordan Standley  
Information Technology Director  
180 NE 2<sup>nd</sup> Street  
Hermiston, OR 97838  
Office - (541) 667-5090  
Direct - (541) 667-5013  
[www.hermiston.or.us](http://www.hermiston.or.us)



# 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 4, 2023, the Board of Commissioners directed county counsel to draft documents to amend the current "County Court" schedule listed in Morrow County Ordinance No. MC-C5 (adopted 11/4/1981). MC-C5 directed the Morrow County Court to hold meetings the first four Wednesdays of each month starting at 9:00 a.m., with Meetings on the first, second, and third Wednesdays each month in Heppner, and the fourth Wednesday in Irrigon.

This updated ordinance does the following:

1. Changes from four to two regularly scheduled Board of Commissioner meetings each month.
2. Updates terminology: County Court to Board of Commissioners.
3. Does not set specific location of meeting, to allow Commissioners to alternate from different cities and locations in Morrow County so long as they comply with public notice in the Oregon Public Meetings Law.

## **2. FISCAL IMPACT:**

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

Motion to approve Ordinance No. OR-2023-2.

Attach additional background documentation as needed.

An Ordinance Setting Meetings )  
for the County Court..... )

ORDINANCE NO. MC-C5

WHEREAS regular meetings of the Morrow County Court are necessary for routine conducting of County business,

The County Court of Morrow County ordains as follows:

Section 1 The Morrow County Court shall meet to conduct business on the first four Wednesdays of each month at 9:00 a.m. There shall be no meetings on any fifth Wednesday. <sup>regularly scheduled</sup>

Section 2 Meetings on the first, second and third Wednesdays of each month shall be held at the Morrow County Courthouse in Heppner, Oregon. The meeting on the fourth Wednesday of each month shall be held at the Morrow County Courthouse annex in Irrigon, Oregon. The meeting place may be changed by giving at least 24 hours notice to members of the County Court, the public and the news media.

Section 3 When the regularly scheduled meeting falls on a holiday the meeting shall be continued until the next regularly scheduled meeting date.

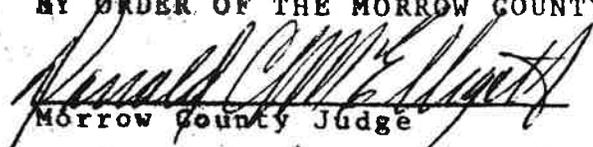
Section 4 Special meetings may be called by any two members of the County Court upon 24 hours notice to the other County Commissioners, the news media and the general public. In the case of an actual emergency, a special meeting may be held upon such notice as is appropriate to the circumstances.

Section 5 This ordinance shall repeal any prior ordinances in conflict with the terms of this ordinance.

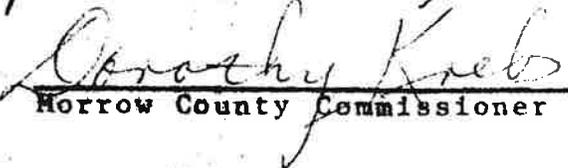
Section 6 In as much as it is necessary for the health, safety and welfare of the citizens of Morrow County that this ordinance have effect November 1, 1981, an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from November 1, 1981, after its passage and approval.

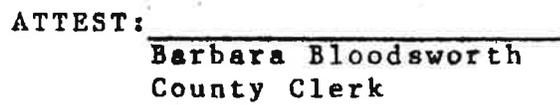
Passed by the Court and approved this 4 day of November, 1981.

BY ORDER OF THE MORROW COUNTY COURT

  
Morrow County Judge

  
Morrow County Commissioner

  
Morrow County Commissioner

ATTEST:   
Barbara Bloodsworth  
County Clerk

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

AN ORDINANCE SETTING MEETING )            ORDINANCE NO. ORD-2023-2  
SCHEDULE FOR THE MORROW )  
COUNTY BOARD OF COMMISSIONERS)

**WHEREAS**, regular meetings of the Morrow County Board of Commissioners are necessary for conducting of Morrow County business; and

**WHEREAS**, the meeting schedule of the Morrow County Board of Commissioners has not been updated or amended since 1981 (Morrow County Ordinance MC-C5); and

**WHEREAS**, the Morrow County Board of Commissioners wishes to update the language of the Ordinance and update meetings times.

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

- Section 1: Morrow County Ordinance MC-C5 is repealed in its entirety and replaced by this updated Ordinance.
- Section 2: The Morrow County Board of Commissioners shall meet to conduct business on the first and third Wednesday of each month, beginning at 9:00 a.m. (PST).
- Section 3: The public shall be notified of the location of the meetings on the published agenda of the Board of Commissioners. The public shall be noticed as required by Oregon Public Meetings Law (Oregon Revised Statutes 192.610-192.710),
- Section 4: When the regularly scheduled meeting falls on a holiday, the meeting shall be continued until the next regularly scheduled meeting date, unless the Board of Commissioners elects to hold a special meeting of the Morrow County Board of Commissioners.
- Section 5: Special Meetings of the Morrow County Board of Commissioners may be called as authorized by Oregon Public Meetings Law (Oregon Revised Statutes 192.610-192.710).
- Section 6: Nothing in this Ordinance prohibits the Morrow County Board of Commissioners from changing the date, time, and location of a meeting, if those changes are allowed under Oregon Public Meetings Law (Oregon Revised Statutes 192.610-192.710).
- Section 6: This ordinance shall be effective on March 1, 2023.

Dated this 8<sup>th</sup> day of February 2023.

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

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David Sykes, Chair

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Jeff Wenholz, Vice Chair

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Vacant, Commissioner

Approved as to Form:

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Justin Nelson  
OSB #074460  
Morrow County Counsel



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

(For BOC Use)
Item #
6f

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

Presenter at BOC: County Counsel
Department: County Counsel / Assessor
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers:
Requested Agenda Date: 2/8/2023

Wheatridge SIP Amendment- 450MW to 500MW

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
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:

Department Director Required for all BOC meetings
County Administrator Required for all BOC meetings
County Council \*Required for all legal documents
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):

NextEra Energy has requested a amendment to the current Wheatridge SIP agreement to allow increase capacity of the wind energy facility from 450MW to 500MW.

## 2. FISCAL IMPACT:

Potential for up to \$400,000.00 additional funding for Morrow County based upon the \$8,000 per MW.

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

Motion to approve the "Amendment to Amended and Restated Oregon Strategic Investment Agreement For Wind East Portion of Wheatridge Facilities"

Attach additional background documentation as needed.

**AMENDMENT TO AMENDED AND RESTATED  
OREGON STRATEGIC INVESTMENT PROGRAM AGREEMENT  
FOR EAST WIND PORTION OF “WHEATRIDGE FACILITIES”**

MORROW COUNTY, a political subdivision of the State of Oregon, (“County”) and WHEATRIDGE EAST WIND, LLC, (“East Wind”), a Delaware limited liability company authorized to do business in the State of Oregon, enter into this Amendment (the “Amendment”) to Amended and Restated Strategic Investment Program (“SIP”) Agreement dated March 20, 2019 (the “Amended and Restated SIP Agreement”) as of February 8, 2023 (“Effective Date”) with respect to the portion of the Agreement assigned to East Wind. The County and East Wind are sometimes collectively referenced in this Agreement as “Parties.”

**WITNESSETH:**

**WHEREAS**, the Oregon Legislature has established the SIP to promote industrial competitiveness and to improve employment in the area where projects are to be located by encouraging businesses engaged in projects to hire local employees (See ORS 307.123 and ORS 285C.600 – 285C.620.); and

**WHEREAS**, the SIP encourages local governments to enter into agreements with key industries to attract and retain long-term investment and employment; and

**WHEREAS**, the County and Wheatridge Wind Energy, LLC, a Delaware limited liability company (“Wheatridge Wind”), entered into a SIP agreement dated September 6, 2017 (the “Original SIP Agreement”), with respect to a commercial wind energy generation project, known as Wheatridge Wind Energy Facility (“Wind Facility”), as more fully described in the Original SIP Agreement; and

**WHEREAS**, the County, Wheatridge Wind, and Wheatridge Solar Energy Center LLC, a Delaware limited liability company, entered into the Amended and Restated SIP Agreement, which amended and restated the Original SIP Agreement to add a commercial solar energy generation and battery storage project, known as Wheatridge Solar Energy Facility (“Solar Facility”), as more fully described in the Amended and Restated SIP Agreement; and

**WHEREAS**, the Wind Facility operates, or will operate, pursuant to a certificate issued by the Oregon Energy Facility Siting Council (“EFSC”), as that certificate may be amended from time to time (“Wind Site Certificate”) for a facility with a capacity up to 500 MW; and

**WHEREAS**, as described in the Original SIP Agreement, Wheatridge Wind planned to locate within the County the Wind Facility with a capacity up to 450 MW, with the remainder of the capacity allowed for by the Wind Site Certificate in a wind facility located in Umatilla County; and

**WHEREAS**, because of this initial allocation decision the Original SIP Agreement and the Amended and Restated SIP Agreement each described the Wind Facility in the County subject to a SIP agreement as a facility with a capacity of up to 450 MW; and

**WHEREAS**, by October 2020, two wind facilities with a total capacity of 300 MW were built in the County (the “Built Wind Facilities”), and Wheatridge Wind assigned all of its right, title, and interest in and to the Amended and Restated SIP Agreement for the Built Wind Facilities to Wheatridge

Wind II, LLC, a Delaware limited liability company, with respect to the 200 MW facility pursuant to a Partial Assignment and Assumption Agreement (the “Partial Assignment and Assumption Agreement”) and to Portland General Electric, an Oregon corporation, with respect to the 100 MW facility, pursuant to an Assignment and Assumption Agreement; and

**WHEREAS**, as part of the Partial Assignment and Assumption Agreement, Wheatridge Wind assigned all of its right, title, and interest in and to the Amended and Restated SIP Agreement with respect to the 150 MW of unbuilt wind capacity to East Wind; and

**WHEREAS**, East Wind proposes to build and operate in the County a commercial wind energy generation project with a capacity of up to 200 MW (the “New Wind Facility”), so that the total Wind Facility in the County, including the Built Wind Facilities, would be up to 500 MW – the total capacity allowed by the Wind Site Certificate; and

**WHEREAS**, any remainder of the capacity allowed by the Wind Site Certificate would be at a facility located in Umatilla County, and the portion in Umatilla County is outside the scope of the Amended and Restated SIP Agreement; and

**WHEREAS**, the New Wind Facility is expected to create temporary construction jobs and permanent full-time jobs in the County; and

**WHEREAS**, East Wind shall utilize local Morrow County businesses to the maximum extent possible, while also considering cost effectiveness of the New Wind Facility, which benefits the County; and

**WHEREAS**, Wheatridge Wind and the County negotiated the Original SIP Agreement and the Amended and Restated SIP Agreement, and the Oregon Economic and Community Development Department (“OECD”) approved the SIP application (the “Application”) for the Original SIP Agreement and the Amended and Restated SIP Agreement; and

**WHEREAS**, the Parties wish to amend the portion of the Amended and Restated SIP Agreement associated with the unbuilt capacity assigned to East Wind to allow for a New Wind Facility with a capacity of up to 200 MW; and

**WHEREAS**, this Amendment only increases the allowed capacity of the New Wind Facility and has no impact on any other provisions of the Amended and Restated SIP Agreement, including with respect to the Built Wind Facilities or the Solar Facilities; and

**WHEREAS**, it is the intent of this Amendment to provide the competitive tax structure in the County that is essential for East Wind to provide a source of renewable energy in Oregon and to contribute to the State of Oregon’s quality of life; and

**NOW, THEREFORE**, in consideration of the mutual covenants of the Parties, each to the other giving, the Parties do hereby agree as follows:

1. **Amendment to “450 MW” in the Amended and Restated SIP Agreement.** Each and every reference to “450 MW” in the Amended and Restated SIP Agreement with respect to the Wind Facility is amended to “500 MW”:

1.1 In the opening paragraph, “for a wind energy resource with installed capacity up to 450 MW” is amended to “for a wind energy resource with installed capacity up to 500 MW.”

1.2 In the fourth Whereas Clause, “for a facility capacity up to 450 MW” is amended to “for a facility capacity up to 500 MW.”

1.3 In the fourth sentence of Section 1 (Project Definition and Scope), “may add to (up to a maximum nameplate capacity of 450 MW)” is amended to “may add to (up to a maximum nameplate capacity of 500 MW).”

2 **Scope of this Amendment.** The sole effect of this Amendment is to increase the capacity of the New Wind Facility from 150 MW to 200 MW. This Amendment does not make any other changes to the Amended and Restated SIP Agreement and has no impact on the Built Wind Facilities or the Solar Facility.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement effective the 8<sup>th</sup> day of February 2023.

<p><b>MORROW COUNTY</b></p> <p>_____</p> <p>David Sykes, Chair</p> <p>_____</p> <p>Jeff Wenholz, Commissioner</p> <p>_____</p> <p>Vacant, Commissioner</p>	<p><b>WHEATRIDGE EAST WIND, LLC</b></p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
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Approve as to Form:

\_\_\_\_\_  
Justin W. Nelson  
Morrow County Counsel  
OSB #074460

**AMENDMENT TO AMENDED AND RESTATED  
OREGON STRATEGIC INVESTMENT PROGRAM AGREEMENT  
FOR EAST WIND~~EAST~~ PORTION OF “WHEATRIDGE  
FACILITIES”**

MORROW COUNTY, a political subdivision of the State of Oregon, (“County”) and WHEATRIDGE EAST WIND~~EAST~~, LLC, (“East Wind~~East~~”), a Delaware limited liability company authorized to do business in the State of Oregon, enter into this Amendment (the “Amendment”) to Amended and Restated Strategic Investment Program (“SIP”) Agreement dated March 20, 2019 (the “Amended and Restated SIP Agreement”) as of February 8, 2023 (“Effective Date”) with respect to the portion of the Agreement assigned to East Wind~~East~~. The County and East Wind~~East~~ are sometimes collectively referenced in this Agreement as “Parties.”

**W I T N E S S E T H :**

**WHEREAS**, the Oregon Legislature has established the SIP to promote industrial competitiveness and to improve employment in the area where projects are to be located by encouraging businesses engaged in projects to hire local employees (See ORS 307.123 and ORS 285C.600 – 285C.620.); and

**WHEREAS**, the SIP encourages local governments to enter into agreements with key industries to attract and retain long-term investment and employment; and

**WHEREAS**, the County and Wheatridge Wind Energy, LLC, a Delaware limited liability company (“Wheatridge Wind”), entered into a SIP agreement dated September 6, 2017 (the “Original SIP Agreement”), with respect to a commercial wind energy generation project, known as Wheatridge Wind Energy Facility (“Wind Facility”), as more fully described in the Original SIP Agreement; and

**WHEREAS**, the County, Wheatridge Wind, and Wheatridge Solar Energy Center LLC, a Delaware limited liability company, entered into the Amended and Restated SIP Agreement, which amended and restated the Original SIP Agreement to add a commercial solar energy generation and battery storage project, known as Wheatridge Solar Energy Facility (“Solar Facility”), as more fully described in the Amended and Restated SIP Agreement; and

**WHEREAS**, the Wind Facility operates, or will operate, pursuant to a certificate issued by the Oregon Energy Facility Siting Council (“EFSC”), as that certificate may be amended from time to time (“Wind Site Certificate”) for a facility with a capacity up to 500 MW; and

**WHEREAS**, as described in the Original SIP Agreement, Wheatridge Wind planned to locate within the County the Wind Facility with a capacity up to 450 MW, with the remainder of the capacity allowed for by the Wind Site Certificate in a wind facility located in Umatilla County; and

**WHEREAS**, because of this initial allocation decision the Original SIP Agreement and the Amended and Restated SIP Agreement each described the Wind Facility in the County subject to a SIP agreement as a facility with a capacity of up to 450 MW; and

**WHEREAS**, by October 2020, two wind facilities with a total capacity of 300 MW were built in the County (the “Built Wind Facilities”), and Wheatridge Wind assigned all of its right, title, and interest in and to the Amended and Restated SIP Agreement for the Built Wind Facilities to Wheatridge Wind II, LLC, a Delaware limited liability company, with respect to the 200 MW facility pursuant to a Partial Assignment and Assumption Agreement (the “Partial Assignment and Assumption Agreement”) and to Portland General Electric, an Oregon corporation, with respect to the 100 MW facility, pursuant to an Assignment and Assumption Agreement.

**WHEREAS**, as part of the Partial Assignment and Assumption Agreement, Wheatridge Wind assigned all of its right, title, and interest in and to the Amended and Restated SIP Agreement with respect to the 150 MW of unbuilt wind capacity to [East Wind-East](#).

**WHEREAS**, [East Wind-East](#) proposes to build and operate in the County a commercial wind energy generation project with a capacity of up to 200 MW (the “New Wind Facility”), so that the total Wind Facility in the County, including the Built Wind Facilities, would be up to 500 MW – the total capacity allowed by the Wind Site Certificate; and

**WHEREAS**, any remainder of the capacity allowed by the Wind Site Certificate would be at a facility located in Umatilla County, and the portion in Umatilla County is outside the scope of the Amended and Restated SIP Agreement; and

**WHEREAS**, the New Wind Facility is expected to create temporary construction jobs and permanent full-time jobs in the County; and

**WHEREAS**, [East Wind-East](#) shall utilize local Morrow County businesses to the maximum extent possible, while also considering cost effectiveness of the New Wind Facility, which benefits the County; and

**WHEREAS**, Wheatridge Wind and the County negotiated the Original SIP Agreement and the Amended and Restated SIP Agreement, and the Oregon Economic and Community Development Department (“OECDD”) approved the SIP application (the “Application”) for the Original SIP Agreement and the Amended and Restated SIP Agreement; and

**WHEREAS**, the Parties wish to amend the portion of the Amended and Restated SIP Agreement associated with the unbuilt capacity assigned to [East Wind-East](#) to allow for a New Wind Facility with a capacity of up to 200 MW; and

**WHEREAS**, this Amendment only increases the allowed capacity of the New Wind Facility and has no impact on any other provisions of the Amended and Restated SIP Agreement, including with respect to the Built Wind Facilities or the Solar Facilities; and

**WHEREAS**, it is the intent of this Amendment to provide the competitive tax structure in the County that is essential for [East Wind-East](#) to provide a source of renewable energy in Oregon and to contribute to the State of Oregon’s quality of life;

**NOW, THEREFORE**, in consideration of the mutual covenants of the Parties, each to the other giving, the Parties do hereby agree as follows:

1. **Amendment to “450 MW” in the Amended and Restated SIP Agreement.** Each and every reference to “450 MW” in the Amended and Restated SIP Agreement with respect to the Wind Facility is amended to “500 MW”:

1.1 In the opening paragraph, “for a wind energy resource with installed capacity up to 450 MW” is amended to “for a wind energy resource with installed capacity up to 500 MW”.

1.2 In the fourth Whereas Clause, “for a facility capacity up to 450 MW” is amended to “for a facility capacity up to 500 MW”.

1.3 In the fourth sentence of Section 1 (Project Definition and Scope), “may add to (up to a maximum nameplate capacity of 450 MW)” is amended to “may add to (up to a maximum nameplate capacity of 500 MW)”.

2. **Scope of this Amendment.** The sole effect of this Amendment is to increase the capacity of the New Wind Facility from 150 MW to 200 MW. This Amendment does not make any other changes to the Amended and Restated SIP Agreement and has no impact on the Built Wind Facilities or the Solar Facility.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement effective the 8<sup>th</sup> day of February, 2023.

<p><b>MORROW COUNTY</b></p> <p>_____</p> <p>David Sykes, Chair</p> <p>_____</p> <p>Jeff Wenzholz, Commissioner</p> <p>_____</p> <p>Vacant, Commissioner</p>	<p><b>WHEATRIDGE <u>EAST WIND</u>-<del>EAST</del>, LLC</b></p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
---	--

Approve as to Form:

\_\_\_\_\_  
\_\_\_\_\_

Justin W. Nelson  
Morrow County Counsel  
OSB #074460

**AMENDED AND RESTATED  
OREGON STRATEGIC INVESTMENT PROGRAM AGREEMENT  
“WHEATRIDGE FACILITIES”**

MORROW COUNTY, a political subdivision of the State of Oregon, (“County”) and WHEATRIDGE WIND ENERGY, LLC (“Wheatridge Wind”), a Delaware limited liability company authorized to do business in the State of Oregon, and WHEATRIDGE SOLAR ENERGY CENTER, LLC (“Wheatridge Solar”), a Delaware limited liability company that will be timely authorized to do business in the State of Oregon, enter into this Strategic Investment Program (“SIP”) Agreement (“Agreement”) as of March 2019 (“Effective Date”), for a wind energy resource with installed capacity up to 450 MW, a solar energy resource with installed capacity up to 150 MW, and battery storage up to 150 MW, all to be located in the County. The County, Wheatridge Wind, and Wheatridge Solar are sometimes referenced in this Agreement individually as “Party” and collectively as “Parties.”

**WITNESSETH:**

**WHEREAS**, the Oregon Legislature has established the SIP to promote industrial competitiveness and to improve employment in the area where projects are to be located by encouraging businesses engaged in projects to hire local employees (See ORS 307.123 and ORS 285C.600 – 285C.620.); and

**WHEREAS**, the SIP encourages local governments to enter into agreements with key industries to attract and retain long-term investment and employment; and

**WHEREAS**, the County and Wheatridge Wind entered into a SIP Agreement dated September 6, 2017 (the “Original SIP Agreement”) with respect to a commercial wind energy generation project, known as Wheatridge Wind Energy Facility (“Wind Facility”), as more fully described in the Original SIP Agreement; and

**WHEREAS**, Wheatridge proposes to build and operate in the County a commercial wind energy generation project, known as Wheatridge Wind Energy Facility (“Wind Facility”), pursuant to a certificate issued by the Oregon Energy Facility Siting Council (“EFSC”), as that certificate may be amended from time to time (“Site Certificate”) for a facility capacity up to 450 MW; and

**WHEREAS**, Wheatridge Solar proposes to build and operate in the County a commercial solar energy generation and battery storage project, known as Wheatridge Solar Energy Facility (“Solar Facility”), pursuant to a certificate issued by the Oregon Energy Facility Siting Council (“EFSC”), as that certificate may be amended from time to time (“Solar Site Certificate”) for a facility capacity up to 150 MW solar and 150 MW battery storage; and

**WHEREAS**, the Wind Facility and the Solar Facility (each, a “Facility,” and collectively, the “Facilities”) are expected to create temporary construction jobs and permanent full-time jobs in the County; and

**WHEREAS**, Wheatridge Wind and Wheatridge Solar each shall utilize local Morrow

County businesses to the maximum extent possible, while also considering cost effectiveness of the Facilities, which benefits the County; and

**WHEREAS**, Wheatridge Wind and the County negotiated the Original SIP Agreement, and the Oregon Economic and Community Development Department (“OECD”) approved the SIP application (the “Application”) for the Original SIP Agreement; and

**WHEREAS**, the Parties wish to amend and restate the Original SIP Agreement to include the Solar Facility; and

**WHEREAS**, it is the intent of this SIP Agreement to provide the competitive tax structure in the County that is essential for Wheatridge Wind and Wheatridge Solar to provide a source of renewable energy in Oregon and to contribute to the State of Oregon’s quality of life; and

**WHEREAS**, this Agreement provides the terms and conditions under which the County agrees to amend and restate the Original SIP Agreement to provide tax abatement for the Project, as defined below, in exchange for performance by Wheatridge Wind and Wheatridge Solar of their obligations as specified herein;

**NOW, THEREFORE**, in consideration of the mutual covenants of the Parties, each to the other giving, the Parties do hereby agree as follows:

1. **Project Definition and Scope.** The “Project” means all tangible and intangible Property (whether held in fee, leasehold or by contract) having the County as its tax situs, consisting of (a) the wind turbine generators which may be installed or placed in service in phases or stages in the County during the term of this Agreement, as well as all associated property (the “Associated Property”), including without limitation roads and civil construction work, meteorological monitoring towers, operations and maintenance facilities, foundations, inverters, transformers, collection and transmission lines, electrical towers and poles, underground and overhead electrical conductors, one or more substations, land, and associated supporting infrastructure and facilities, as more fully described in the Application; and (b) the solar arrays that may be installed and placed in service in phases or stages in the County during the term of this Agreement, as well as all Associated Property, including without limitation solar modules, tracker systems, posts, inverters, energy battery storage facilities (up to 150 MW), roads and civil construction work, meteorological monitoring units, operations and maintenance facilities, foundations, transformers, collection and transmission lines, electrical towers and poles, underground and overhead electrical conductors, one or more substations, land, and associated supporting infrastructure and facilities. Unless otherwise determined by Wheatridge Wind or Wheatridge Solar, as applicable and as described below, the Project further includes repairs, replacements, modernization, renovations and remodeling of such Property made during the term of this Agreement. For purposes of this Agreement, the Project shall first exist when the real market value of the foregoing Property is at least \$25 million. Subject to the Site Certificate and State and local land use laws, Wheatridge Wind may add to (up to a maximum nameplate capacity of 450 MW) or subtract from (but not below \$25 million) the Property that constitutes the Wind Facility portion of the Project (including repairs, replacements, modernization, renovations or remodeling). Subject to the Site Certificate and State and local land use laws, Wheatridge Solar may add to (up to a maximum nameplate capacity of 150 MW of solar and 150 MW of energy battery storage) or subtract from (but not below \$25 million) the Property that constitutes the Solar Facility portion of

the Project (including repairs, replacements, modernization, renovations or remodeling). For purposes of this Agreement, "Property" has the meaning assigned to that term in ORS 308.505 through 308.681.

In the event Wheatridge Wind or Wheatridge Solar desires to repower or expand its Facility within the SIP Exemption Period, the County shall have the right to re-open negotiation with Wheatridge Wind or Wheatridge Solar, as applicable, of a new "Per-Megawatt Amount, as defined in Section 4.2.3 and 4.2.4, for the Facility regarding the amount of any increase in Project installed electrical capacity and repowering or expansion shall not occur until such renegotiation is concluded, or the affected parties agree to waive this provision, to the satisfaction of each affected Party.

**2 SIP Exemption Period.** The "SIP Exemption Period" shall begin, as defined in ORS 307.123(1)(b), in and for the Property Tax Year during which the Project commences Commercial Operation and has a real market value equal to, or in excess of, \$25 million, and shall continue thereafter for 15 Property Tax Years as provided by ORS 307.123(1)(b). As used in this Agreement, "Commercial Operation" shall mean that the Project first produces electrical energy and that electrical energy is transmitted into the regional transmission grid for delivery to a power purchaser, and "Property Tax Year" means each period of 12 months beginning July 1.

**3 Condition Precedent.** Except for the obligations set forth in Sections 5.1 and 6.1., the obligations set forth herein and this Agreement replacing the Original SIP Agreement are conditioned upon approval by the OECDD, or its designee, of this agreement.

**4 Exemption, Payments and Related Obligations.**

4.1 Each Property Tax Year during the SIP Exemption Period, on or before October 25, the County shall submit to:

4.1.1 Wheatridge Wind and any Assignee under Section 10 a statement describing its calculations and an invoice for amounts due under this Agreement for the Wind Facility. The invoiced amounts shall be paid by Wheatridge Wind no later than the following December 1.

4.1.2 Wheatridge Solar and any Assignee under Section 10 a statement describing its calculations and an invoice for amounts due under this Agreement for the Solar Facility. The invoiced amounts shall be paid by Wheatridge Solar no later than the following December 1.

4.2 In consideration for participating in the SIP with respect to the Project, Wheatridge Wind, Wheatridge Solar, and any Assignee under Section 10 agrees to pay the amounts as set forth below:

4.2.1 Ad Valorem Property Taxes On Non-Exempt Amounts. The first \$25 million in real market value of the Project, subject to annual increase at the rate of three percent (3%), shall be taxable at its assessed value as provided by ORS 307.123 and 308.146. Property taxes on such value will be payable in accordance with ORS 311.505. The remainder of the real market value of the Project shall be exempt from taxation as provided by ORS 307.123. The tax imposed pursuant to this provision shall be divided between the Facilities based on the ratio of the applicable Facility's real market value to the total real market value of the Facilities as of January

1 of the applicable year (the "Facility Ratio").

422 Community Service Fee ("CSF"). For each year of the SIP Exemption Period:

4.2.2.1 Wheatridge Wind shall pay to the County a CSF, in an amount equal to twenty-five percent (25%) of the taxes that would, but for the exemption, be due on the exempt Property of the Wind Facility in each assessment year, but not exceeding the product of (a) \$500,000 and (b) the Facility Ratio for the Wind Facility.

4.2.2.2 Wheatridge Solar shall pay to the County a CSF, in an amount equal to twenty-five percent (25%) of the taxes that would, but for the exemption, be due on the exempt Property of the Solar Facility in each assessment year, but not exceeding the product of (a) \$500,000 and (b) the Facility Ratio for the Solar Facility.

423 Wind Facility Additional Amount. If for any Property Tax Year of the SIP Exemption Period, the Wind Facility Statutory Amount is less than the Wind Facility Minimum Revenue amount for the property tax year, then Wheatridge Wind shall pay to that County an amount equal to the difference between the Wind Facility Minimum Revenue Amount and the Wind Facility Statutory Amount (the "Wind Facility Additional Amount"). Each year, no later than October 25, the County shall provide Wheatridge Wind with a statement describing its calculations and the Wind Facility Additional Amount due, if any, for the Property Tax Year ended on the prior June 30, and Wheatridge Wind shall pay any Wind Facility Additional Amount to the County within sixty (60) days of receipt of the calculations. The Wind Facility Additional Amount shall be payable in addition to any property taxes and CSF for the year. For purposes of this Agreement, the following definitions apply:

"Wind Facility Statutory Amount" means the sum of (i) the ad valorem property taxes due from Wheatridge Wind for the property tax year pursuant to Section 4.2.1, and (ii) the aggregate CSF amount described in Section 4.2.2.1.

"Wind Facility Per-Megawatt Amount" means \$8,000.00.

"Wind Facility Minimum Revenue Amount" means the product of (a) the connected nameplate capacity (in Megawatts) of the Wind Facility as of January 1 of that year multiplied by (b) the Wind Facility Per-Megawatt Amount for the Property Tax Year.

424 Solar Facility Additional Amount. If for any Property Tax Year of the SIP Exemption Period, the Solar Facility Statutory Amount is less than the Solar Facility Minimum Revenue amount for the property tax year, then Wheatridge Solar shall pay to that County an amount equal to the difference between the Solar Facility Minimum Revenue Amount and the Solar Facility Statutory Amount (the "Solar Facility Additional Amount" and, with the Wind Facility Additional Amount, the "Additional Amount"). Each year, no later than October 25, the County shall provide Wheatridge Solar with a statement describing its calculations and the Solar Facility Additional Amount due, if any, for the Property Tax Year ended on the prior June 30, and Wheatridge Solar shall pay any Solar Facility Additional Amount to the County within sixty (60) days of receipt of the calculations. The Solar Facility Additional Amount shall be payable in

addition to any property taxes and CSF for the year. For purposes of this Agreement, the following definitions apply:

“Solar Facility Statutory Amount” means the sum of (i) the ad valorem property taxes due from Wheatridge Solar for the property tax year pursuant to Section 4.2.1, and (ii) the aggregate CSF amount described in Section 4.2.2.2.

“Solar Facility Per-Megawatt Amount” means \$8,650.00 per MW for Solar array.

“Solar Facility Minimum Revenue Amount” means the product of (a) the connected nameplate capacity (in Megawatts) of the solar array panels as of January 1 of that year multiplied by (b) the Solar Facility Per-Megawatt Amount for the Property Tax Year. The nameplate capacity of any battery storage shall not be taken into account in determining the Solar Facility Minimum Revenue Amount.

425 County Education Enhancement Program. County recognizes the economic benefits that come from an adequately funded education system in Morrow County. County has determined that providing funding for the creation and continued funding of a STEM (Science, Technology, Engineering, and Mathematics) program will assist in educating the students of Morrow County and act as incentive for families to move to Morrow County and create further economic development. County further believes that providing art and music opportunities to students helps provide a well-rounded education for students in Morrow County. In furtherance of these goals, County has determined that the following funds received from this SIP Agreement shall be directed to schools in Morrow County:

STEM Program: \$600,000.00 yearly. Amount will be distributed on a yearly basis, based upon continued need and approval of a Memorandum of Understanding Agreement between the County and school district.

Art and Music Programs: \$400,000.00 yearly. Amount will be distributed on a yearly basis, based upon continued need and approval of a Memorandum of Understanding Agreement between the County and school district.

Funding of the County Education Enhancement Program for STEM, Art, and Music will be contingent upon County receiving adequate funding each year from this SIP Agreement. Funding is also contingent upon County and school districts entering into a Memorandum of Understanding that details the uses of the funding, and is agreeable to County and school districts receiving the funding. Nothing in this Section imposes on Wheatridge Wind or Wheatridge Solar an obligation to make a payment beyond the payments required by Section 4.2.1, Section 4.2.2, Section 4.2.3 and Section 4.2.4.

426 County Cost of Preparation of SIP Agreement. In addition to the above, Wheatridge agrees to reimburse the County an additional Five Thousand dollars (\$5,000) for the costs incurred for the Amended and Restated Agreement preparation, including staff, legal, administrative, and professional fees. Payment shall be made within ninety (90) days of the signing

of the Agreement.

43 First-Source Hiring Agreement. Wheatridge Solar and Wheatridge Wind shall each enter into first-source hiring agreements with an appropriate third party acceptable to the County in substantially the form required pursuant to OAR 123-070-1000 to -1900. The County is to be designated a third-party beneficiary of the agreement and is entitled to enforce its terms. If the third-party provider is unable to perform the first-source hiring agreement to the satisfaction of Wheatridge Wind, and Wheatridge Solar or the County, then the Parties shall cooperate in procuring the services of a substitute provider.

44 Property Tax Statements and Information. Wheatridge Wind and Wheatridge Solar shall notify the County on an annual basis, at the time of the filing with the Oregon Department of Revenue ("DOR") of the annual statement for property tax purposes covering the Project, of the connected nameplate capacity (in Megawatts) of the Project as of January 1 of that year.

45 State Road Repair Agreement. Wheatridge Wind and Wheatridge Solar agree to coordinate with and reasonably satisfy requests of Oregon Department of Transportation (ODOT) for repair of any State highways impacted by project construction traffic and, in addition, reimburse County its direct, out-of-pocket cost of any repair or extraordinary maintenance of County roads resulting from Wheatridge Wind and Wheatridge Solar's construction of the Project.

## **5 County Obligations.**

5.1 Within nine (9) days after the Effective Date, the County shall request that the OECDD approve the SIP Agreement.

5.2 The County shall be solely responsible for determining how to dispose of the CSF (pursuant to Oregon rules and statute) and the Additional Amount, including paying any portions that are due or payable to any other jurisdictions. In no event shall Wheatridge Wind or Wheatridge Solar have any liability in connection with any disagreement, error, or conflict between the County and any other jurisdiction related to the division, allocation, or distribution of such amounts or related to the County Education Enhancement Program described in Section 4.2.5. In no event shall Wheatridge Wind or Wheatridge Solar have any liability or obligation to any other person with respect to the CSF, the Additional Amount, or the Section 4.2.5 County Education Enhancement Program after it has discharged its duty to pay as set forth in Section 4 above, and the County shall hold Wheatridge Wind and Wheatridge Solar harmless with respect to any claims to the contrary, to the extent allowed and permitted by the Oregon Constitution and other Oregon law.

6 **Joint Obligations.** In addition to the other obligations set forth in this Agreement, the Parties shall:

6.1 Cooperate with the OECDD and the DOR to secure approval of the SIP and take such steps as may, from time to time, be reasonably necessary to maintain the Project's tax exemption.

6.2 Provide such information and resources to each other as may be reasonably necessary to ensure proper calculation of the amounts due under this Agreement.

7. **Ad Valorem Property Taxes.** Nothing herein shall govern the assessment, payment, or collection of ad valorem property taxes on the portion of the Project that is taxable as described in Section 4.2.1 of this Agreement or on Property unrelated to the Project.

**8 Miscellaneous Provisions.**

81 The laws of the State of Oregon shall govern this Agreement. Venue is in the Circuit Court of the State of Oregon for the County of Morrow. The Parties agree that in case of any disputes that arise under this Agreement they shall first attempt to resolve such disputes through good-faith negotiations between authorized representatives for both Parties for a period of thirty (30) days before filing any litigation.

82 Wheatridge Wind shall cause to be installed and utilize an Aircraft Detection Lighting System (ADLS) on each wind tower installed in the Wind Facility, so long as use has been authorized by the Federal Aviation Administration (FAA) and comply with all FAA rules and regulations.

83 Unless defined herein, the terms herein shall be given their normal and customary meaning, except that terms relating to the payment of Property taxes and fees included in this SIP agreement shall be construed consistently with the tax laws and rules of the State of Oregon. No provision shall be construed against a Party simply because that Party drafted the provision.

84 Failure to make payment in full of the CSFs or the Additional Amounts by the due date shall result in interest being charged on the past due balance in the same amount as is provided by law for late payment of ad valorem property taxes.

85 If Wheatridge Wind fails to pay the Section 4.2.2.1 portion of the CSF by the end of a Property Tax Year in which it is due, the tax exemption for the Wind Facility portion of the Project shall be revoked and the property shall be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the Section 4.2.2.1 portion of the CSF remains unpaid. If an unpaid CSF is paid after the exemption is revoked, the property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year SIP Exemption Period.

The County shall have the right to enforce payment of any and all amounts due to it by Wheatridge Wind and/or any permitted assignee (including interest, as provided in Section 8.4) through an appropriate action to collect such amounts. In the event suit or action is instituted to enforce compliance with any of the terms, covenants, or conditions of this Agreement, or to collect the payment amounts due hereunder, if Wheatridge Wind is found to be in default of this Agreement, it agrees to pay in addition to the costs and disbursements provided by statute, such additional sums as the court may adjudge reasonable for attorneys' fees, consulting fees, and other out-of-pocket expenses allowed plaintiff in any suit or action, provided County is the prevailing party. Wheatridge Wind also agrees to pay and discharge all reasonable costs and expenses actually incurred, including County's reasonable attorney fees, reasonable consulting fees, and other reasonable expenses that arise from enforcement of any provisions of this Agreement, even though no suit or action is commenced.

86 If Wheatridge Solar fails to pay the Section 4.2.2.2 portion of the CSF by the end of a Property Tax Year in which it is due, the tax exemption for the Solar Facility portion of the Project shall be revoked and the property shall be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the Section 4.2.2.2 portion of the CSF remains unpaid. If an unpaid CSF is paid after the exemption is revoked, the property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year SIP Exemption Period.

The County shall have the right to enforce payment of any and all amounts due to it by Wheatridge Solar and/or any permitted assignee (including interest, as provided in Section 8.4) through an appropriate action to collect such amounts. In the event suit or action is instituted to enforce compliance with any of the terms, covenants, or conditions of this Agreement, or to collect the payment amounts due hereunder, if Wheatridge Solar is found to be in default of this Agreement, it agrees to pay in addition to the costs and disbursements provided by statute, such additional sums as the court may adjudge reasonable for attorneys' fees, consulting fees, and other out-of-pocket expenses allowed plaintiff in any suit or action, provided County is the prevailing party. Wheatridge Solar also agrees to pay and discharge all reasonable costs and expenses actually incurred, including County's reasonable attorney fees, reasonable consulting fees, and other reasonable expenses that arise from enforcement of any provisions of this Agreement, even though no suit or action is commenced.

87 The Parties hereby agree to this Agreement in its entirety.

88 The County and Wheatridge Wind understand and agree that the County will only get the full benefit of its bargain with respect to the Wind Facility if it receives all payments covered by this Agreement and due by Wheatridge Wind. The "Wind Facility Default Amount" shall mean the amount equal to Wind Facility Minimum Revenue Amount for the Property Tax Year in which the Wind Facility Default occurred, multiplied by the number of Property Tax Years remaining in the SIP Exemption Period. "Wind Facility Default" shall mean the material breach of this Agreement by Wheatridge Wind that is not cured default within thirty (30) days after Wheatridge Wind receives notice thereof from the County.

88.1 In the event that Wheatridge Wind fails to pay the amounts due pursuant to Sections 4.2.2.1 and 4.2.3 for a given Property Tax Year, then in addition to any other remedies allowed at law or in equity, the following shall apply:

8.8.1.3. This Agreement and the SIP exemption with respect to the Wind Facility may thereupon be terminated at the County's election after thirty (30) days' written notice to Wheatridge Wind.

8.8.1.4. Wheatridge Wind shall thereupon be obligated to pay to the County the Wind Facility Default Amount, which shall represent the County's liquidated damages. The County shall submit to Wheatridge Wind an invoice for the amount of liquidated damages due, together with a statement setting forth its calculations. If Wheatridge Wind becomes liable for liquidated damages under this provision, it shall pay such invoiced amounts on or before sixty (60) days after its receipt of the County's invoice; provided, however, in the event Wheatridge Wind does not agree with the County's calculations, Wheatridge Wind and the County shall

attempt to resolve such disputes through good faith negotiations between authorized representatives of each Party to occur during such sixty (60) day period.

882 In accordance with Oregon Law, in the event of an overpayment of the Section 4.2.2.1 portion of the CSF or any Wind Facility Additional Amount, the County shall either issue an overpayment refund check or return the incorrect payment and request that Wheatridge Wind reissue payment in the correct amount. In the event of a return of overpayment, the County assessor shall establish a reasonable schedule for payment of the amount actually due under this Agreement.

883 If Wheatridge Wind fails to pay the Section 4.2.2.1 portion of the CSF or any Wind Facility Additional Amount by the end of the Property Tax Year in which it is due, and no cure is made within thirty (30) days after Wheatridge Wind receives written notice from the County of such failure, the tax exemption for the Wind Facility portion of the Project shall thereupon be suspended. The Wind Facility Property shall thereupon be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the amounts due under this Agreement remain unpaid. If the unpaid amounts are paid after the exemption is suspended, the Wind Facility Property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year exemption period.

Nothing in the Section 8.8 shall impact this Agreement or the SIP Exemption with respect to the Solar Facility.

8.9 The County and Wheatridge Solar understand and agree that the County will only get the full benefit of its bargain with respect to the Solar Facility if it receives all payments covered by this Agreement and due by Wheatridge Solar. The "Solar Facility Default Amount" shall mean the amount equal to Solar Facility Minimum Revenue Amount for the Property Tax Year in which the Solar Facility Default occurred, multiplied by the number of Property Tax Years remaining in the SIP Exemption Period. "Solar Facility Default" shall mean the material breach of this Agreement by Wheatridge Solar that is not cured default within thirty (30) days after Wheatridge Solar receives notice thereof from the County.

89.1 In the event that Wheatridge Solar fails to pay the amounts due pursuant to Sections 4.2.2.3 and 4.2.4 for a given Property Tax Year, then in addition to any other remedies allowed at law or in equity, the following shall apply:

8.9.1.5. This Agreement and the SIP exemption with respect to the Solar Facility may thereupon be terminated at the County's election after thirty (30) days' written notice to Wheatridge Solar.

8.9.1.6. Wheatridge Solar shall thereupon be obligated to pay to the County the Solar Facility Default Amount, which shall represent the County's liquidated damages. The County shall submit to Wheatridge Solar an invoice for the amount of liquidated damages due, together with a statement setting forth its calculations. If Wheatridge Solar becomes liable for liquidated damages under this provision, it shall pay such invoiced amounts on or before sixty (60) days after its receipt of the County's invoice; provided, however, in the event Wheatridge

Solar does not agree with the County's calculations, Wheatridge Solar and the County shall attempt to resolve such disputes through good faith negotiations between authorized representatives of each Party to occur during such sixty (60) day period.

892 In accordance with Oregon Law, in the event of an overpayment of the Section 4.2.2.2 portion of the CSF or any Solar Facility Additional Amount, the County shall either issue an overpayment refund check or return the incorrect payment and request that Wheatridge Solar reissue payment in the correct amount. In the event of a return of overpayment, the County assessor shall establish a reasonable schedule for payment of the amount actually due under this Agreement.

893 If Wheatridge Solar fails to pay the Section 4.2.2.2 portion of the CSF or any Solar Facility Additional Amount by the end of the Property Tax Year in which it is due, and no cure is made within thirty (30) days after Wheatridge Solar receives written notice from the County of such failure, the tax exemption for the Solar Facility portion of the Project shall thereupon be suspended. The Solar Facility Property shall thereupon be fully taxable for the following Property Tax Year and for each subsequent Property Tax Year for which the amounts due under this Agreement remain unpaid. If the unpaid amounts are paid after the exemption is suspended, the Solar Facility Property shall again be eligible for the exemption, beginning with the Property Tax Year after the payment is made. Reinstatement of the exemption shall not extend the 15-year exemption period.

Nothing in the Section 8.9 shall impact this Agreement or the SIP Exemption with respect to the Wind Facility.

8.10 All notices and other communications required or permitted under this Agreement shall be in writing and shall be either hand delivered in person, sent by facsimile, sent by certified or registered first-class mail, postage pre-paid, or sent by nationally recognized express courier service. Such notices and other communications shall be effective upon receipt if hand delivered or sent by facsimile, three days after mailing if sent by mail, and one day after dispatch if sent by express courier, to the following addresses, or such other addresses as either Party may notify the other Party in accordance with this Section 8.5.

If to Wheatridge Wind, to:  
Wheatridge Wind Energy, LLC  
700 Universe Blvd  
Juno Beach, FL 33408  
Facsimile No.: (561) 691-7307  
Telephone No.: (561) 329-4550  
Attention: Business Manager

If to Wheatridge Solar, to:  
Wheatridge Solar Energy Center, LLC  
700 Universe Blvd  
Juno Beach, FL 33408  
Facsimile No.: (561) 691-7307  
Telephone No.: (561) 329-4550  
Attention: Business Manager

If to County, to:  
Morrow County Assessor  
Post Office Box 247  
Heppner, Oregon 97836  
Facsimile No.: (541) 676-5610  
Telephone No.: (541) 676-5607  
Attention: County Assessor

9. **Merger.** This Agreement constitutes the complete and exclusive agreement between the Parties with respect to the SIP, and supersedes all prior agreements and proposals, oral or written and any other communication between the Parties on this matter. No waiver, modification, amendment or other change will be binding on either Party, except as a written addendum, signed by authorized agents for both Parties.

10. **Assignment.** Upon prior written notice to the County, but without prior approval by the County, Wheatridge Wind and Wheatridge Solar may each may assign, in whole or in part, its rights and release its obligations under this Agreement to any assignee of its choosing; provided, however, that the assignee must satisfy all applicable requirements under ORS 285C.600 to 285C.620 and must agree to assume the obligations, conditions, requirements and other terms of this Agreement and, further provided, that no assignment shall be permitted unless (a) all payments due the County under this Agreement, as of the date of the assignment, have been paid in full and (b), in the case of a partial assignment, the parties to the assignment and the County agree on procedural issues arising from the partial assignment including, but not limited to, the division of payments required by this agreement and the impact of nonpayment by a party to the partial assignment. The County's agreement to such procedural issues shall not be unreasonably withheld.

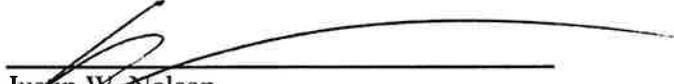
11. **Term.** The term of this Agreement shall extend from the effective date, specified below, until the date on which Wheatridge Wind and Wheatridge Solar shall have made the last installment payment it is obligated to make to the County pursuant to Section 4.2.3, 4.2.4 and 4.2.5, provided Wheatridge Wind and Wheatridge Solar is not in default under the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the 20<sup>th</sup> day of March 2019

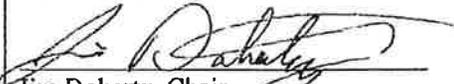
<p><b>MORROW COUNTY</b></p> <p> Jim Doherty, Chair</p> <p> Don Russell, Commissioner</p> <p><i>Refrained</i> Melissa Lindsay, Commissioner</p>	<p><b>WHEATRIDGE WIND ENERGY, LLC</b></p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
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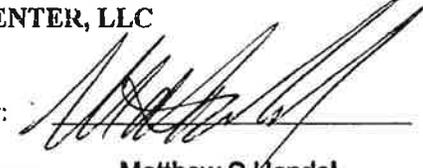
	<p><b>WHEATRIDGE SOLAR ENERGY CENTER, LLC</b></p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
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Approve as to Form:

  
Justin W. Nelson  
Morrow County Counsel  
OSB #074460

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the 20<sup>th</sup> day of March 2019

<p><b>MORROW COUNTY</b></p> <p> Jim Doherty, Chair</p> <p> Don Russell, Commissioner</p> <p><i>Refrained</i> Melissa Lindsay, Commissioner</p>	<p><b>WHEATRIDGE WIND ENERGY, LLC</b></p> <p>By:  Name: <u>Matthew S Handel</u> Title: <u>Vice President</u></p>
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	<p><b>WHEATRIDGE SOLAR ENERGY CENTER, LLC</b></p> <p>By:  Name: <u>Matthew S Handel</u> Title: <u>Vice President</u></p>
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Approve as to Form:

  
Justin W. Nelson  
Morrow County Counsel  
OSB #074460

MORROW COUNTY, OREGON **CJ2019-0202**  
Commissioners' Journal 11/08/2019 1:06:41 PM



I, Bobbi Childers, County Clerk for Morrow County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Bobbi Childers - County Clerk





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

(For BOC Use)
Item #
69

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

Presenter at BOC: Lindsay Grogan
Department: Human Resources
Short Title of Agenda Item:

Date submitted to reviewers: 2/3/2023
Requested Agenda Date: 2/8/2023

(No acronyms please)

Request to Issue Labor Attorney Request for Proposals

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
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:

Department Director Required for all BOC meetings
County Administrator Required for all BOC meetings
J. Nelson via email 2-3-23 County Council \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Lindsay Grogan 2/3/2023 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 requested, a Request for Proposal has been prepared for Employment/Labor Attorney services. We would like to confirm with the Board of Commissioners to issue this RFP.

## 2. FISCAL IMPACT:

To be determined based on proposals.

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

Approval to issue the Labor Attorney Request for Proposal.

Attach additional background documentation as needed.

Request for Proposal  
**Morrow County Legal Services**  
**Labor Attorney**

Issued: February 13, 2023  
Responses Due: March 31, 2023

Notice is hereby given that Morrow County, through its Board of County Commissioners, is soliciting proposals for human resource contract legal services. Proposals must be received by 5:00pm on March 31, 2023. No proposals will be considered after that time.

Morrow County ("County") is seeking proposals from employment law firms to support the County in collective bargaining negotiations, grievances, arbitration, other related areas as needed involving the County's collective bargaining agreements, and labor and employment law issues upon request. It is the intent of the County to engage legal counsel services from an individual attorney or attorneys from a qualified law firm. The County seeks these services to begin on or around July 1, 2023.

Interested parties are invited to submit written proposals for the provision of these services. In order to be considered, submissions must address each of the requests for information included in this document. In addition, information regarding rates and fees outlined must be submitted as well.

This notice, along with any additional information will be posted to the County website at [www.co.morrow.or.us](http://www.co.morrow.or.us)

One (1) original plus one (1) digital copy of the proposal must be sealed and returned to:

Morrow County  
Attn: Lindsay Grogan, Human Resource Director  
PO Box 593, Heppner OR 97836  
Email: [lgrogan@co.morrow.or.us](mailto:lgrogan@co.morrow.or.us)

All submissions must be plainly marked with "Labor Attorney Services RFP."

## **Background**

Morrow County has a population of over 12,300 people in an area of 2,050 square miles – the County’s government seat sits in Heppner, a small city of approximately 1,200 residents. The County currently has two bargaining units; AFSCME with two sub locals, and TEAMSTERS.

## **Scope**

The Labor Attorney is required to provide legal advice and counsel to the County on employment matters relating to collective bargaining practices and organization of unions. This firm will take the lead in representing the County in collective bargaining sessions. Additionally, the attorney will represent the County in all mediation, grievances and arbitration sessions. The firm will also provide counsel on other employment related matters upon request. The applying attorney or firm must be licensed in the State of Oregon and demonstrate that they or their firm is/are current members in good standing of the State Bar of Oregon.

## **Response Content**

The response must be organized in sections containing the following information and should be limited to twenty (20) pages.

Firms submitting responses to Morrow County’s request shall provide reasonably detailed descriptions of their proposal and qualifications to provide the services in a manner suitable to the County as detailed further in this Request for Proposals.

## **Experience of Firm**

Please provide an overview of the experience of the firm for labor negotiations, grievances, and arbitration representation relating to collective bargaining agreements on behalf of a local County government.

Provide a minimum of three public sector references for the individual(s) whom would be assigned to Morrow County. Where possible, provide clients that have had experience with the same labor organizations as Morrow County.

List all other County/City governments within the local area, that the firm (or more specifically the individual(s) proposed as attorneys for Morrow County) represents.

While it is understandable that the County would not necessarily be the only client of the individual(s) assigned to Morrow County, describe how this individual(s) and the firm will

balance other projects so that the response to Morrow County is done so as to not cause any delays in services.

Describe the individual(s) experiences dealing with AFSCME or TEAMSTERS. Please tell us about the educational background of those attorneys proposed to be working with Morrow County. A narrative of the qualifications of the person(s) proposed to work directly for the County should include:

- Legal training, years of practice, area of specialization; include date of admittance to Oregon State Bar, undergraduate degrees, law degrees and any other degrees held; and
- Years of labor law practice; and
- Bargaining experience and demonstration of a satisfactory court track record; and
- Identify any professional affiliations/detail experience in representing Oregon county government(s) as its labor attorney.

### **Project Approach**

Describe the firm's approach in regards to public sector collective bargaining. Explain what the County may expect from the individual(s) assigned to Morrow County in preparing for negotiations with AFSCME/TEAMSTERS. Also, include a response on why you believe your firm and the individual(s) assigned to Morrow County are the most qualified to represent the County. Lastly, describe any innovative approaches that will be used to save or reduce costs associated with providing the needed or required legal services.

### **Fees**

Morrow County requests an hourly rate (however, if a flat-fee proposal or a portion of a flat-fee proposal is proposed, the County would consider such an arrangement) for services associated with presentation and legal counsel on collective bargaining negotiations with both unions. The firm should describe how rate increases will be proposed and history of rate increases in the last 5 years.

### **Additional Information**

In addition to the materials requested above, please address the following subjects and questions. Further information, not specifically requested may also be provided:

- Describe the level of coverage carried. What is the malpractice insurance coverage including general comprehensive liability and professional liability insurance?

- A statement ascertaining that within the last five years has the organization, its officers, partners, employees, shareholders or principals been a party in any litigation or other legal proceedings as a defendant relating to the services provided by the entity.
- State whether the firm, its officers, partners, principals, agents or employees, that are expected to perform services under this RFP, have been disciplined, admonished, warned, or had any license, registration, charter, certification or any similar authorization to engage in the legal profession suspended or revoked for any reason.
- Has the firm been disqualified or terminated by any municipal, county, state government or other public agency?
- Identify any conflicts of interest that your firm may have in representing Morrow County.
- Please share any other information you feel would be helpful to the County as they make the decision on the Labor Attorney.

**Selection Criteria:**

It is the intent of the County to award the contract to the most qualified firm(s) or individual(s) that best meets the needs and interests of Morrow County. A selection committee consisting of the administrative team will make the contract award recommendation. The Morrow County Board of Commissioners will make the final decision.

Submissions in response to this RFP will be judged by the selection criteria and the results of the selection committee interview.

The following selection criteria shall be considered in awarding a contract for the services described herein:

- Qualifications of the individuals who will perform the tasks and the amount of their respective participation.
- Experience in providing the professional services requested by the County (references related thereto will impact this criteria).
- Ability to perform the tasks in a timely manner, including staffing and familiarity with the subject matter and Morrow County (references will impact this area).
- Thoroughness and completeness of the applicant's submission.
- Experience working with County's existing unions.
- Rates
- Interview

## **Terms and Conditions**

The County reserves the right to conduct interviews with all or select proposers. Not all individuals/firms submitting proposals may be interviewed. The County reserves the right to seek clarification of proposals and the right to negotiate a final contract which is in the best interests of the County. The County reserves the right to renegotiate terms as needed to obtain the most cost advantageous services. The County reserves the right to reject any and all submittals, to re-advertise or to otherwise proceed when the best interest of the County will be realized. The County will not be responsible for any costs by the firm in preparing, submitting or presenting its response to the RFP. This RFP does not commit the County to award a contract. All responses will be treated as confidential unless otherwise required by law. The County reserves the right to cancel this RFP, if doing so would be in the public interest. The County reserves the right to waive any and all informalities if in the public interest.

Questions about this Request for Proposals shall be directed to Lindsay Grogan, Morrow County HR Director at 541-676-5620 or [lgrogan@co.morrow.or.us](mailto:lgrogan@co.morrow.or.us) .

7a



### MORROW COUNTY PAROLE & PROBATION

Dan Robbins, Director  
P.O. Box 130  
Irrigon, OR 97844  
Phone: 541-314-5222  
Fax: 541-922-5944

John Bowles, Sheriff  
Brian Snyder, Undersheriff

#### Yearly Report

#### January 2022 to December 2022

Morrow County Parole and Probation we currently have a director, two probation deputies, a work crew supervisor, and a support staff.

January 2020 we had 105 on our caseloads

January 2021 we had 102 on our caseloads

January 2022 we had 107 on our caseloads

January 2023 we have 96 on our caseloads

From 01/2022 to 12/2022 we have given 52 sanctions with an average of 16 units per sanction.

January through September 2022 one of our Probation Deputies was still on light duty because of an on-the-job injury during training in 2021. On September 1, 2022, she came back to full duty.

June 2022, we interviewed for our support staff person. We offered the position to the number one that we interviewed. She came in on her first day and she stated that she wanted more money than what we were paying. She was here less than an hour. We then offered position to our second choice, and she started in September. She is still currently in training and picking things up. She will be a great asset as soon as she gets fully trained.

July 2022 our Work Crew Supervisor was having trouble getting a crew together for work crew. We adjusted his schedule to two days for work crew and two days court security. This is working better for us. Work Crew supervisor is still having some problems getting a crew for the 2 days. He has not had a full crew in a long time. Most of the time he has 1-3 offenders on crew. If this continues in the spring and beginning of summer I can see the work crew program going away.

#### Work crew January 2022 to December 2022

162	Scheduled crew days
1.57	Average clients per day
47	Number of times there was no crew on scheduled day
38	Number of times with only one client
115	Number of days with one or more clients
77	Days with more than one client



# 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):**

Karie Walchli is a private consultant contracted to serve as Tourism Coordinator for Morrow County. Ms. Walchli will be giving an update of her work in 2022 and presenting the "Morrow County Destination Development Report."

See attached Report.

## **2. FISCAL IMPACT:**

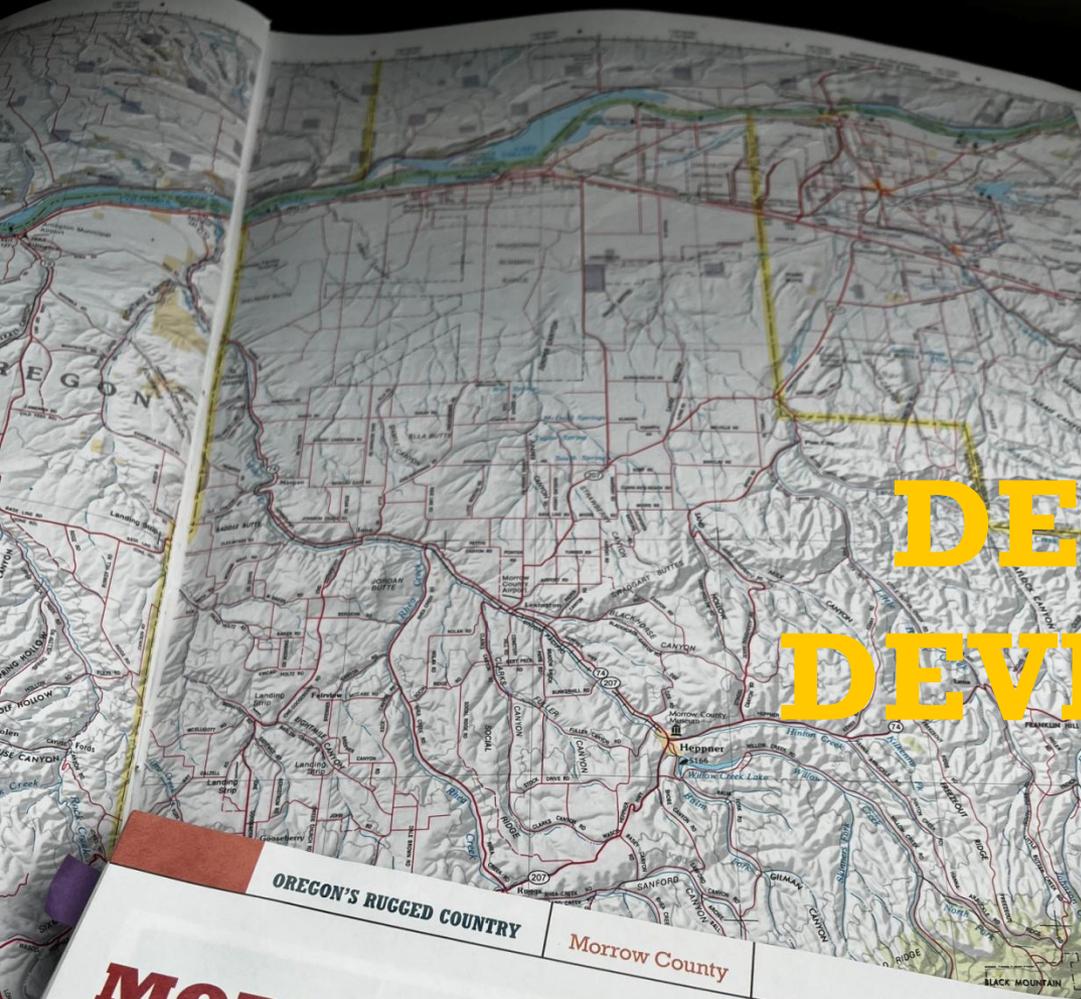
N/A

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

N/A

Attach additional background documentation as needed.

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# MORROW COUNTY DESTINATION DEVELOPMENT REPORT

OREGON'S RUGGED COUNTRY

Morrow County

## MORROW COUNTY

**EMBRACE THE GREAT OUTDOORS.**

Morrow County has a rich history, from the Morrow County Courthouse that survived the great 1903 flood to the vast Columbia River that now flows over the original town of Boardman. Today, as you travel in the diverse county, you will find a beautiful view of the Columbia River, thousands of miles of scenic views, and friendly small towns.

### ADVENTURE ABOUNDS

#### WATER RECREATION

Willow Creek flows from the mountains and eventually into the Columbia River. Near Heppner, Willow Creek fills the namesake reservoir which creates a 125-acre lake. The lake is home to trout, bass and other fish, making it a popular spot for fishing. Cool off in swimming pools at the Willow Creek Water Park in Heppner. Morrow County, a swimmer's paradise.

*Building tourism in a manageable, sustainable way that will stimulate the local economy, protect, and enhance local resources and foster community pride — without compromising the qualities that make the place so special.*

# Destination Development

## Destination Development

- ❖ Serves to create a robust, sustainable destination and tourism economies that offer authentic, memorable and positive experiences for travelers (visitors) that preserve, enhance and celebrate the local landscape and culture.

## Destination Management

- ❖ Driving demand for travel experience and optimizing the economic impact of tourism to the local economy that is strategically aligned with initiatives to improve the visitor experience in smart sustainable ways while enhancing and protecting our local assets.

# Destination Development Process & Purpose

- ❖ To help Morrow County and its rural communities develop and offer authentic experiences to travelers.
- ❖ To strengthen Morrow County's position as a destination while also stimulating the local economy, protecting and enhancing local resources, and fostering community pride.



Oregon's visitors and residents are looking for experiences in every region—no matter how far off the beaten path. Visitors are especially interested in taking advantage of Oregon's abundant outdoor recreational activities, natural and cultural landscapes, and food and farm experiences.

~ Travel Oregon

# Destination Development

## Identify Tourism Opportunities

To find out:

- ❖ What are considered Morrow County tourism assets
- ❖ What experiences will bring visitors to Morrow County
- ❖ What assets / events / opportunities can be expanded on
- ❖ What challenges / concerns do the communities have in tourism development
- ❖ What would the communities like to see developed

# Desired Outcomes

- ❖ Raise awareness of tourism development and the impact that a positive tourism footprint can have on a community
- ❖ Deepen the familiarity of tourism assets and the possible opportunities centered on their expanded development
- ❖ Build collaboration opportunities with Morrow County, its communities and tourism industry stakeholders
- ❖ Build awareness so that destinations and public lands are being stewarded and help visitors recognize and respect the land
- ❖ Address the challenges and concerns that the communities have on tourism development

# Program Deliverables

- ❖ Five communities, studio input series & online survey
- ❖ Formation of Commissioner appointed tourism committee
- ❖ Development of Explore Morrow County (Morrow County Tourism) as a DMO
- ❖ Develop a strategic plan and a marketing plan based on findings – committee driven
- ❖ Select action items for 2023
- ❖ Seek grants to fulfill strategic plan action items

# Destination Development

## Tourism Product Development

### Key principles of product development

- ❖ Identify the need – information gathered from studio input sessions
- ❖ Formation of DMO & Committee
- ❖ Develop Draft Strategic Plan
- ❖ Align goals with regional and state tourism pillars if applicable
- ❖ Develop Marketing Plan
- ❖ Seek funding
- ❖ Work cohesively with communities, lodging, restaurants, retail, attraction, event locations, farm trail businesses
- ❖ Collaborate & network with regional and state RDMO's

### Integrating Purpose & Social Impact into Product: Three Layers of Impact...Intersecting



"A tourism product is anything that can be offered for attraction, acquisition or consumption. It includes physical objects, services, personalities, places, organizations and ideas. Generally, tourism product is designed as an augmented product, which is the totality of benefits that a traveler receives. **People do not buy products; they buy the expectation of its benefits.**"

~ Business-Marketing.com

# State & Regional Pillars

## Travel Oregon & Eastern Oregon Visitors Association

### ❖ Agritourism

Agritourism can be defined as a form of commercial enterprise that links agricultural production and/or processing with tourism to attract visitors onto a farm, ranch, or other agricultural business for the purposes of entertaining and/or educating the visitors while generating income for the farm, ranch, or business owner.



### ❖ Outdoors

Recreation done outside, most commonly in natural settings. The activities that encompass outdoor recreation vary depending on the physical environment they are being carried out in. These activities can include fishing, hunting, backpacking, horseback riding, rock climbing, boating, kayaking, etc.— and can be completed individually or collectively. Outdoor recreation is a broad concept that encompasses a varying range of activities and landscapes.



### ❖ Cultural & Heritage

Travel that lets you experience the places, artifacts and activities that authentically represent the stories and people of the past and present, including cultural historic and natural resources.



# Morrow County Destination Development Process

- ❖ Exploring Morrow County in person
- ❖ Researching Morrow County history via county website, various online sites, local newspaper, social media
- ❖ Researching historic economic development impact from tourism (Dean Runyan reports & various report's)
- ❖ Developed Press Release for Heppner Gazette Times and N. Morrow Times
- ❖ Reviewing past editorial in publications, EOVA Trip planner (2007 to current)
- ❖ Developing contact list
- ❖ Conversations with community leaders. in person , via phone call or zoom
- ❖ Connecting with local, regional and state for call outs on digital photos, editorial
- ❖ Constructing the Destination Development presentation, assessment /Studio Input outline
- ❖ Gathering and documenting assets (locations, attractions, events, eat, stay, play, explore)
- ❖ Developing/Implementing digital database of assets for media, OTIS (Oregon tourism information system)
- ❖ Revamped Morrow County Tourism Facebook page - Explore Morrow County (Morrow County Tourism)
- ❖ Developed Explore Morrow County Instagram page
- ❖ Social Media (posting, research, interaction, calendar development to align locally, regionally & w/ state)
- ❖ Updating contact/information list
- ❖ Liaison mtg. w/ Comm. Doherty & Tamra Mabbott
- ❖ Constructing/Finalizing MC Destination Development preview presentation for each community (collecting appropriate digitals & data)
- ❖ Met with community leaders (city council meeting) to present what the Community Studio Input meeting would consist of
- ❖ Constructing/Finalizing MC Destination Development Community Input Studio presentation for each community. (collecting appropriate digitals & data)
- ❖ Developing digital and PDF assets to promote studio input sessions. Sharing with each community for wider distribution on social media, contact lists, community forums, etc.
- ❖ Paid advertising of Community Studio Input session on social media
- ❖ Held a Destination Development Studio Input in each Morrow County community
- ❖ Ongoing research for grants for destination development projects
- ❖ Developing summary of information collected from conversations with community leaders, presentation preview and community studio input series.
- ❖ Developing & implementing comprehensive interactive public online survey to involve community members who were not able to come to in person meeting. Received 25 participants with great input
- ❖ Gathered data from online survey along with information gathered from community input
- ❖ Statewide DD research – connecting with regional and state level industry partners
- ❖ Researching, reviewing and investigating information from Travel Oregon's Destination Boot Camp
- ❖ Constructed and presented findings on Destination Development Studio Input series

# County Population 2020 Census



## Morrow County Oregon Population Dashboard (2020 Census Data)

### Morrow County Race by Percentage



White	58.73%
Hispanic or Latino	39.2%

Race by Percentage

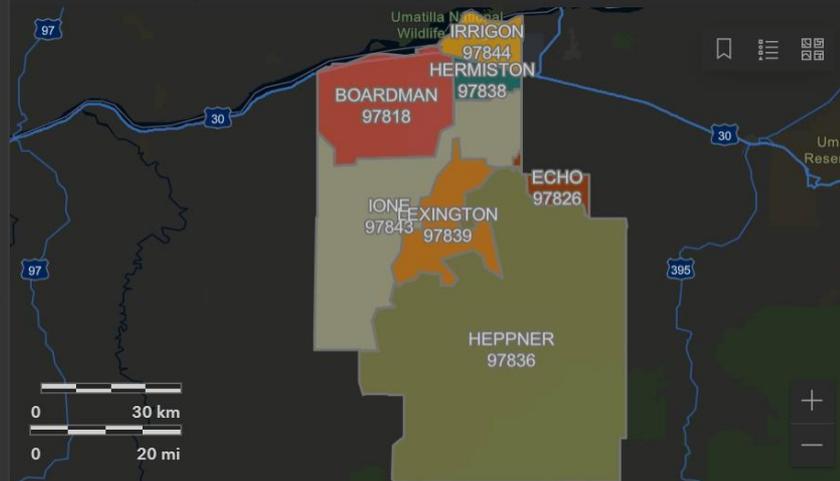
Race by Number

### Total Morrow County Population

12,186

Total Population

### Morrow County Population by Zip Code Click on Zip Code for Population Data



State of Oregon GEO, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, Bureau of ... Powered by Esri

Population by Census Tract

Population by Zip Code

### Population in Visible Census Blocks

12,186

(Morrow County Only)

### Housing Estimates in Visible Census Blocks.



Total occupied housing units	4.2k
Total vacant housing units	503

# Tourism's Direct Economic Impact Morrow County - 2019

## TRAVEL IMPACTS AND VISITOR VOLUME SUMMARY 2019

- ❖ Total travel spending directly supported 250 tourism related jobs
- ❖ Total Direct Travel Spending in Morrow County \$17,100,000.00

## VISITOR SPENDING IMPACTS 2019

- ❖ The Amount of visitor spending that supports 1 Job - \$63,333.00, so...
- ❖ For every \$100 a visitor spends, it **contributes** \$33.00 to employee earnings
- ❖ For every \$100 a visitor spends it **generates** \$4.03 to local & state tax revenues

# Tourism's Direct Economic Impact Morrow County - 2020

## Morrow County / Summary Trend

### Direct Travel Impacts 2003-2020p

	2003	2012	2013	2014	2015	2016	2017	2018	2019	2020	Avg. Annual % Chg.	
											2019-20	2003-20
<b>Spending (\$Million)</b>												
Total (Current \$)	10.8	13.4	14.7	14.4	14.5	14.9	15.8	16.5	17.1	13.0	▼ -24.2%	▲ 1.1%
Other	1.0	1.9	1.8	1.7	1.4	1.3	1.4	1.6	1.7	1.0	▼ -38.4%	▲ 0.2%
Visitor	9.8	11.5	12.9	12.6	13.2	13.6	14.4	14.8	15.4	11.9	▼ -22.7%	▲ 1.2%
<b>Earnings (\$Million)</b>												
Earnings (Current \$)	2.7	3.1	3.4	3.4	3.6	3.8	4.1	4.7	5.2	4.6	▼ -11.8%	▲ 3.2%
<b>Employment (Jobs)</b>												
Employment	200	160	170	180	170	180	190	220	250	210	▼ -13.5%	▲ 0.4%
<b>Tax Revenue (\$Million)</b>												
Total (Current \$)	0.3	0.4	0.4	0.4	0.4	0.5	0.5	0.6	0.6	0.5	▼ -14.0%	▲ 3.2%
Local	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	▼ -17.8%	▲ 17.5%
State	0.3	0.4	0.4	0.4	0.4	0.5	0.5	0.6	0.6	0.5	▼ -14.0%	▲ 3.2%

Other spending includes resident air travel, travel arrangement and convention services, and ground transportation of visitors traveling to other Oregon destinations.

Details may not add to totals due to rounding. Percent change calculated on unrounded figures.

Earnings and Employment include CARES act support, data limitations prevent disaggregation.

# Tourism's Direct Economic Impact Morrow County - 2021

## Morrow County / Summary Trend

### Direct Travel Impacts 2003-2021p

	2003	2013	2014	2015	2016	2017	2018	2019	2020	2021	Avg. Annual % Chg.	
											2020-21	2003-21
<b>Spending (\$Million)</b>												
Total (Current \$)	10.8	14.7	14.4	14.5	14.9	15.8	16.5	17.1	9.2	13.9	▲ 50.8%	▲ 1.4%
Other	1.0	1.8	1.7	1.4	1.3	1.4	1.6	1.7	0.8	1.5	▲ 86.6%	▲ 2.3%
Visitor	9.8	12.9	12.6	13.2	13.6	14.4	14.8	15.4	8.4	12.4	▲ 47.5%	▲ 1.3%
<b>Earnings (\$Million)</b>												
Earnings (Current \$)	2.7	3.4	3.4	3.6	3.8	4.1	4.7	5.2	4.5	5.4	▲ 18.5%	▲ 3.9%
<b>Employment (Jobs)</b>												
Employment	200	170	180	170	180	190	220	250	200	230	▲ 14.0%	▲ 0.8%
<b>Tax Revenue (\$Million)</b>												
Total (Current \$)	0.3	0.4	0.4	0.4	0.5	0.5	0.6	0.6	0.4	0.6	▲ 31.0%	▲ 3.4%
Local	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	▲ 55.8%	▲ 16.3%
State	0.3	0.4	0.4	0.4	0.5	0.5	0.6	0.6	0.4	0.6	▲ 30.9%	▲ 3.3%

**Notes:**

Calendar year 2020 has been revised since the release of the April 2021 report.

(Current \$) reflects dollar amounts that are not adjusted for inflation.

CARES Act support is included in 2020, and any additional stimulus supporting jobs in 2021 would be included.

The category "Other" represents a portion of resident spending on air travel to leave Oregon and travel arrangement activity.

Local taxes include lodging tax (TLT), food & beverage tax (where applicable), auto rental tax (where applicable), airport facility charges (where applicable).

State taxes include lodging tax (TLT), personal & business income tax, and motor fuel excise taxes.

# Visitor Spending Eastern Oregon 2021

County	Population 2021	Spending (Millions)	Earnings (Millions)	Employ. (Jobs)	Local Tax (000's)	State Tax (000's)	Total Tax (000's)
Baker*	16,847	\$55.8	\$19.0	810	\$786	\$1778	\$2564
Gilliam +	2005	\$3.9	\$1.2	50	\$0	\$134	\$134
Grant*	7272	\$13.1	\$3.4	190	\$125	\$376	\$501
Harney ++	7575	\$19.2	\$8.5	370	\$373	\$643	\$1015
Malheur +	31,693	\$52.4	\$16.0	600	\$1260	\$1634	\$2894
Morrow +	12,303	\$13.9	\$5.4	230	\$5	\$561	\$566
Sherman	1907	\$3.9	\$1.0	30	\$26	\$130	\$156
Umatilla ++++	79,988	\$173.9	\$65.1	2470	\$2251	\$6001	\$8253
Union *+	26,212	\$41.4	\$16.7	610	\$813	\$1364	\$2176
Wallowa*+	7545	\$26.8	\$18.5	730	\$426	\$1130	\$1557
Wheeler +	1451	\$4.2	\$0.8	40	\$0	\$118	\$118
<b>EASTERN OREGON</b>		<b>\$408.5</b>					
Travel spending in Oregon increased 64.8% from \$6.6 billion in 2020 to \$10.9 billion in 2021. (2019 \$12.8 billion) * = County TLT collected    +=City TLT collected							

# Top Findings

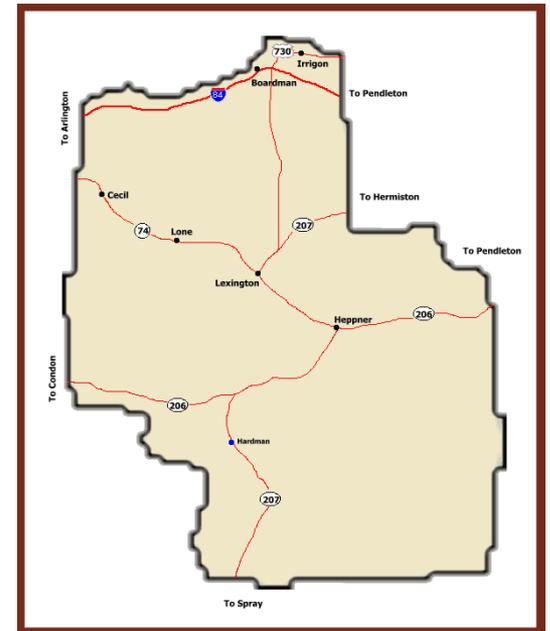
## Studio Input Sessions

Information is compiled from:

- ❖ Five community studio input sessions (approx: 128 +/- attendees)
- ❖ Online survey (25 submissions)
- ❖ Various outreach calls to community leaders (15 contacts)

Information is shown as:

- ❖ Community and County Wide
- ❖ Assets
- ❖ Opportunities
- ❖ Challenges
- ❖ Wish List
- ❖ Concerns



# Top Findings - Heppner

ASSET	OPPORTUNITY	CHALLENGE	WANTS	CONCERNS
Ground zero to outdoor, hunting, cycling opportunities	Hunting Basecamp for supplies, cold storage	Location that would benefit the community?	Events <ul style="list-style-type: none"> <li>• Music Festival</li> <li>• Agritourism, Harvest Festival, experiences</li> <li>• History, Ghost Tours, Genealogy opportunities</li> <li>• Hunting Competition, Hunt Forage &amp; Farm</li> </ul>	Capacity, garbage, food availability  Restaurant hours of operation Getting the drive through traffic to stop
St. Patrick's Celebration	Expanding St. Patrick's Day Event	Volunteers		Having enough lodging options
Rich History (museums)	Educational experiences, living history event	Volunteers	Living history event	Having enough lodging options
Historic downtown	Build on the small town charm		Trail system in town	Restaurants hours of operation coordinating with travelers
Fair & Rodeo	Marketing the county events			
108-mile Blue Mountain Century Scenic Bikeway	Broaden the experience.	Volunteers	Expand the event	Safety
Willow Creek RV & Water Park	Host events	Limited expansion	More RV Spots for visitors	
Willow Creek Country Club	Host competitions			Having enough lodging options

# Top Findings - Ione

ASSET	OPPORTUNITY	CHALLENGE	WANTS	CONCERNS
Bedroom community		Housing Many people work out of town	Main street beautification process	Sewer issue
4 <sup>th</sup> of July event	Partnerships	volunteers	To expand	Keeping the tradition going
Ione City Park & RV	Events to capture travelers on Hwy 74	Volunteers	Music events to draw people into the community	Funding, volunteers
Located on the Blue Mt. Scenic Byway	Hwy 74 Event to draw cyclist or motorcyclist (could partner with Lexington)	Restaurants' hours of operation, catching travelers	Hwy 74 Event to draw cyclist or motorcyclist (could partner with Lexington)	Capacity

# Top Findings - Lexington

ASSET	OPPORTUNITY	CHALLENGE	WANTS	CONCERNS
Gas Station	Using as a marketing tool post community information for travelers	Enticing visitors to stop for a while	Educated front line staff. This is a gateway to South Morrow County for visitors	
Located on the Blue Mt. Scenic Byway	Hwy 74 Event to draw cyclist or motorcyclist (could partner with lone)	Marketing	Hwy 74 Event to draw cyclist or motorcyclist (could partner with lone)	Capacity, volunteers
Broken Spoke Restaurant	Great place for travelers to stop. Could post tourism information	Hours of operation		Can enough foot traffic be generated to keep normal hours of operation
Friendship Park, Gristmill Park	Resting spot Cyclist motorcyclist	Parking & signage	Vintage car show (add tractors) Could be used to showcase local history	
Old School House	Could house small businesses, Make into Air BNB opportunity	Communication with current owner	Preserving local history	Cost
Airport	Could also host a car show or event	FAA laws and regulations	Expand	Cost, Capacity
May Pole Festival	Build on the new event	Volunteers	Build on the new event	

# Top Findings - Boardman

ASSET	OPPORTUNITY	CHALLENGE	WANTS	CONCERNS
Columbia River	Water Festival Competitions Guided fishing/ history	CORPS, limited space	Water sport rentals, fishing supplies	Infrastructure issues Unappealing Main St.
Marina & RV Park	Water Festival	During major events, RV spots booked by locals	To expand RV spots Water sport rentals	
Marker 40 golf	Host a competition for Charity?	Needs to be marketed	Advertise it more	Would like to get South county more involved
SAGE Center	Educational opportunities, Festivals, Partnerships		Expanding facilities	
Rec. Center	Educational opportunities, Competitions	For Events is there enough hotel rooms?		Does it bring in visitors?
Heritage Trail	Birding Festival 5/10K event Fundraising / grants for trail	Making it accessible for all people	Trails – walking/biking path expansion	Cost, volunteers
4 <sup>th</sup> of July & Harvest Festival, fishing tournaments	Growing local partnerships	Parking	Event venue, amphitheater “Rolling on the River” Car show, music	Funding Not enough law enforcement to deal with a large capacity of people
POM	Education the visitor on what is special about the POM	Getting enough interest to make the investment of tours	More guided tours	
				Downtown infrastructure, retail opportunities, More choices for restaurants

# Top Findings - Irrigon

ASSET	OPPORTUNITY	CHALLENGE	WANTS	CONCERNS
Heritage Trail	LARGE DESIRE to connect all county communities with a unified trail system	Funding, volunteers Accessibility for all people	Connect walking path along river	
Columbia River, Marina & Park, Fish Hatchery	Guides & Outfitters Water sport rentals Bait shop Waterfront Venues/event	CORPS, tribes' partnerships limited space Expand RV park	Improve swimming area	Tour boats
Umatilla Wildlife Refuge	Birding opportunities - festival	Working with Corp of Engineers	Birding events or fishing competitions	
Watermelon Festival	Expand event, New partnerships	Funding, volunteers	Community Center, Amphitheater	Funding, volunteers

# Top Findings – County Wide

ASSET	OPPORTUNITY	CHALLENGE	WANTS	CONCERNS
Columbia River	Birding or Fishing Festival Tournaments,	Access	Water Sports Rentals, Bait & Tackle shop	Hotel capacity
County Parks •Anson Wright •Cutsforth •OHV Park	Winter activities Open during winter to utilize trails	Limited ability to expand Foot traffic vs. motorized traffic?	Working with the parks system & forest system	What alliances can be built to develop opportunities & events
National Forest	Places to draw in the drive through market	High footprint during hunting season, need resources (restaurant hours, garbage issues, supplies, hotel room)	Hunting season activities Supply locations for hunting, fishing, camping, RV-ing	Large area to cover Partnerships
Rich History	Create a living history event	Funding, volunteers	Restoring old buildings,	Loosing historical buildings
Heritage Trail	Expanding on natural stopping spot for travelers	Development of accessibility for all people	Development & Promoting	
Part of the Blue Mt. Scenic Byway	Expanding on natural stopping spot for travelers	Partnerships	Venues to host events	
			Full range of local print material (there are a lot of the same brochure, different print)	
			A website/app that has all info of tourism assets for county	

# Top Findings – County Wide (continued)

## Concerns

County transparency

Funding opportunities

Housing issues

To be able to support shoulder season

Maintaining small town character

More hotel, restaurant & retail options

Some believe the communities' have other things needing focus rather than tourism

Front line hospitality, knowledge of Morrow County assets to share with visitors

"I do not want them (assets) developed. I do not feel Morrow County needs to rely on tourism." – online survey

Making event or location family friendly, secure area for kids

"Gentrification" – online survey

# Key Outcomes

- ❖ Raised awareness of the impact of the tourism dollars foot print in rural communities
- ❖ Each community showed eagerness for a county wide trail system – connecting the communities
- ❖ Desire in utilizing natural resource assets to develop opportunities around birding, fishing, fun runs (Heritage Trail, Umatilla National Wildlife Refuge, Umatilla National Forest )
- ❖ Desire to share history so generations won't forget
- ❖ Desire for rental access to draw visitors to area – kayaks or paddle boards, bikes, hiking equipment
- ❖ Desire for a hunting, fishing, camping and RV-ing supply store
- ❖ Desire for more or events i.e.: music festival, living history programs
- ❖ Eagerness in building a community that will entice the younger generations to stay and be engaged in, and that will bring in new business and visitors
- ❖ Realizing that there are hurdles to overcome to move forward: infrastructure, funding, housing, frontline help, community safety, business hours of operation
- ❖ Getting the vision to align between all community entities

# Morrow County Destination Development

## Moving Forward – What's Next

### ORGANIZATIONAL INFRASTRUCTURE

- Set - Explore Morrow County (Morrow County Tourism) as a DMO (Destination Marketing Organization)
- Commissioner Approved Tourism Committee
  - Define support from developed tourism committee
  - Establish expectation between entities involved
- Develop Mission Statement
- Branding – What does that look like?

### STRATEGIC PLAN - DRAFT

- Incorporate defined plans gathered from studio input sessions
- Examine strengths, weaknesses, resources available, and opportunities
- Anticipate issues
- Create vision, articulates organizations purpose, and set strategic goals that are long-term and forward-focused
- Decide and implement goals and objectives
  - Action items 1,3 & 5 year goals
- Define networking & collaborations with local attractions, business, event committees and state & regional DMO's

### MARKETING PLAN – DRAFT

- Develop a marketing and communications strategy for Morrow County Tourism as a DMO – Explore Morrow County
- Create a social media presence / quarterly campaigns that align with state and regional efforts
- Develop content creation centered around strategic goals
- Create a content library of Morrow County assets for marketing purposes
- Create events calendar for publications
- Create itineraries that align with regional marketing pillars
- Engage and empower tourism stakeholders
- Build partnerships with organizations that mutually benefit from collaborative marketing
- Create the buy-in with partners
- Analyze current market trends
- Seek funding



# Final Thoughts

- ❖ Tourism is vital to rural community development
- ❖ Rural community vitality depends on communities maintaining adequate infrastructure, having access to services, enhancing business and economic opportunities and establishing policy settings to foster positive outcomes
- ❖ Vitality also relies on communities “rethinking” assets, developing networks, building local cooperation and acting on local passion and motivation
- ❖ A comprehensive agenda involves engagement
- ❖ Foster community confidence through education
- ❖ Align development with rural values

*Thank You*

**Karie Walchli**  
Oregon's Rugged Country  
Representing  
**Morrow Co. Tourism**  
**Umatilla Co. Tourism**

**[kariewalchli@gmail.com](mailto:kariewalchli@gmail.com)**

**Follow Morrow County Tourism – EXPLORE MORROW COUNTY  
on Facebook & Instagram**



## Finance Department

P.O. Box 867 • Heppner OR 97836  
(541) 676-5615

Kevin Ince  
Finance Director  
kince@co.morrow.or.us

**TO:** Board of Commissioners  
**FROM:** Kevin C. Ince, Finance Director  
**Date:** November 1, 2022 – January 31, 2023  
**SUBJECT:** Finance Department Quarterly Report

### I. General

General activities in the Finance Department for this quarter were primarily focused on annual audit related activities, activities surrounding the chart of accounts project. These two activities consumed the most significant amount of time, aside from regular day-to-day accounting activities.

### II. 'In Progress' Projects & Significant Activities

There are a number of project type activities that are currently in progress within the Finance Department that were identified and started throughout the quarter. The details of the specific projects and significant activities are provided below.

**Fiscal Year 2021-2022 Financial Audit:**

**Status: COMPLETE**

The annual financial audit was completed by the deadline of December 31, 2022. Morrow County received an “unqualified” (or “clean”) audit opinion.

**OpenGov Re-Implementation:**

**Status: BEHIND SCHEDULE**

This project remains behind schedule but has progressed significantly. As of the end of the quarter, the rebuild and restructuring of the existing chart of accounts has been completed. The effective ‘Start’ date for us to ‘cut over’ to the new chart of accounts is February 6, 2023. Following this date, OpenGov will move forward and finalize the reconfiguration on their end.

**Project & Grant Accounting**

**Status: COMPLETED**

In the last quarter’s report, this project was in ‘Pending’ status. The Project and Grant Accounting functionality has been set up and configured in InCode. We roll out this functionality along with the new chart of accounts.

**Procurement: Amazon Business Account**

**Status: COMPLETED**

In the last quarter’s report, this project was in ‘Pending’ status. This implementation has been completed and rolled out County wide. Employees have been utilizing this service.

**Financial Policy Updates: Credit Cards**

**Status: COMPLETED**

In the last quarter's report, this project was in 'Pending' status. The credit card policy was approved by the Board of Commissioners and implemented.

**Morrow County Grant Writing Consultants**

**Status: COMPLETED**

In the last quarter's report, this project was in 'Pending' status. Master Service Agreements have been executed with Ducote Consulting and PARC Resources for providing grant writing services to Morrow County. Communication on the usage and process of utilizing these consultants has been provided to all department heads.

7d



# TREASURER

Jaylene Papineau

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

Date Prepared: February 1, 2023

BOC Agenda Date: February 8, 2023

## Subject: Monthly Treasurer Report-December

Re: Treasurer's Monthly Financial Statements as per ORS 208.090

### Earning Yield and Interest Rates: December

<u>Bank</u>	<u>Prior Month</u>	<u>Current Month</u>	<u>Change</u>	<u>Total Interest</u>
LGIP	2.68%	3.04%	.36%	\$137,565.48
Bank of Eastern Oregon-Accounts Payable	0.05%	0.05%	.00%	\$93.51
Bank of Eastern Oregon-Payroll	0.05%	0.05%	.00%	\$1.75
Bank of Eastern Oregon-Unsegregated Property Tax	0.05%	0.05%	.00%	\$62.22
Community Bank (Quarterly)	0.02%	0.02%	.00%	\$0.01

**December Total Interest:** Interest (less fees) was \$137,752.96

### Outstanding checks:

Outstanding checks in the BEO-AP account total, as of December 31<sup>st</sup>, 2022 is \$194,606.69. No other bank accounts had outstanding checks.

### December Treasurer Distribution:

Property Tax to Distribute:	\$714,156.06
Wind Tower Community Service Fees to Distribute:	\$1,726,593.00
<u>Paid to Taxing Districts:</u>	<u>\$ 1,884,812.22</u>

**Transfer Requests:** I received One Taxing District transfer of funds request and One bond payment request from my custodial Districts in December.

- The statement for the Local Government Investment Pool (LGIP) and the Pooled Cash Report are included.
- By the end of December, the LGIP Interest should be approximately, 3.10% per notice from the Oregon State Treasury. (Notice is attached).

Please let me know if you have any questions.

Jaylene Papineau  
Morrow County Treasurer  
541-676-5630  
PO Box 37  
Heppner, OR 97836



OREGON  
STATE  
TREASURY

### Account Statement - Transaction Summary

For the Month Ending **December 31, 2022**

MORROW CO - MORROW COUNTY - 4206

Oregon LGIP	
Opening Balance	52,503,724.30
Purchases	2,835,876.76
Redemptions	(1,574,392.20)
<hr/>	
<b>Closing Balance</b>	<b>\$53,765,208.86</b>
Dividends	137,566.83

Asset Summary		
	December 31, 2022	November 30, 2022
<b>Oregon LGIP</b>	53,765,208.86	52,503,724.30
<b>Total</b>	<b>\$53,765,208.86</b>	<b>\$52,503,724.30</b>



## Account Statement

For the Month Ending **December 31, 2022**

**MORROW CO - MORROW COUNTY - 4206**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					<b>52,503,724.30</b>
<b>Opening Balance</b>					<b>52,503,724.30</b>
12/01/22	12/01/22	Redemption - ACH Redemption	1.00	(9,500.00)	52,494,224.30
12/01/22	12/01/22	LGIP Fees - ACH Purchase (11 @ \$0.05 - From 4206) - November 2022	1.00	(0.55)	52,494,223.75
12/01/22	12/01/22	LGIP Fees - ACH Redemption (8 @ \$0.05 - From 4206) - November 2022	1.00	(0.40)	52,494,223.35
12/01/22	12/01/22	LGIP Fees - Received ACH (4 @ \$0.10 - From 4206) - November 2022	1.00	(0.40)	52,494,222.95
12/02/22	12/02/22	Redemption - ACH Redemption	1.00	(100,000.00)	52,394,222.95
12/05/22	12/05/22	SFMS Fr:Oregon Health Authority OHA public Health Program	1.00	1,682.57	52,395,905.52
12/08/22	12/08/22	Transfer to Ione School District #2 - IONE SCHOOL DISTRICT #2	1.00	(90,947.76)	52,304,957.76
12/08/22	12/08/22	Transfer to Boardman, City of - BOARDMAN CITY OF/ WEST URA	1.00	(4,890.05)	52,300,067.71
12/08/22	12/08/22	Transfer to Boardman, City of - BOARDMAN CITY OF	1.00	(167,306.56)	52,132,761.15
12/08/22	12/08/22	Transfer to Boardman, City of - BOARDMAN CITY OF / CENTRAL URA	1.00	(9,399.52)	52,123,361.63
12/08/22	12/08/22	Transfer to Blue Mountain Community College - BLUE MOUNTAIN COMMUNITY COLLEGE	1.00	(176,183.24)	51,947,178.39
12/08/22	12/08/22	Transfer to InterMountain Education Service Dis - INTERMOUNTAIN ESD	1.00	(126,430.50)	51,820,747.89
12/08/22	12/08/22	Transfer to Boardman Park and Recreation - BOARDMAN PARK & REC/RECREATION CENTER	1.00	(51,239.41)	51,769,508.48
12/08/22	12/08/22	Transfer to Boardman Park and Recreation - BOARDMAN PARK AND RECREATION	1.00	(41,949.67)	51,727,558.81
12/08/22	12/08/22	Transfer to Morrow County School District #1 - MORROW COUNTY SCHOOL DISTRICT #1	1.00	(780,013.52)	50,947,545.29
12/09/22	12/09/22	Purchase - ACH Purchase	1.00	867,853.14	51,815,398.43
12/09/22	12/09/22	Purchase - ACH Purchase	1.00	292.24	51,815,690.67
12/09/22	12/09/22	Purchase - ACH Purchase	1.00	110,202.61	51,925,893.28
12/09/22	12/09/22	Purchase - ACH Purchase	1.00	1,448,684.34	53,374,577.62



**Account Statement**

For the Month Ending **December 31, 2022**

**MORROW CO - MORROW COUNTY - 4206**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
12/09/22	12/09/22	Redemption - ACH Redemption	1.00	(324.11)	53,374,253.51
12/12/22	12/12/22	Redemption - ACH Redemption	1.00	(55.00)	53,374,198.51
12/15/22	12/15/22	SFMS Fr:Oregon Health Authority CFAA Monthly Allotment	1.00	123,456.34	53,497,654.85
12/19/22	12/19/22	ODOT - ODOT PYMNT	1.00	117,167.81	53,614,822.66
12/20/22	12/20/22	ODOT - ODOT PYMNT	1.00	26,488.20	53,641,310.86
12/20/22	12/20/22	SFMS Fr:Administrative Services, Dept of County Cigarette Tax	1.00	607.68	53,641,918.54
12/20/22	12/20/22	SFMS Fr:Youth Authority, Oregon Juvenile Basic	1.00	1,221.00	53,643,139.54
12/20/22	12/20/22	Redemption - ACH Redemption	1.00	(2,780.35)	53,640,359.19
12/22/22	12/22/22	SFMS Fr:Oregon Health Authority CFAA Special Payments	1.00	654.00	53,641,013.19
12/22/22	12/22/22	Redemption - ACH Redemption	1.00	(330.00)	53,640,683.19
12/30/22	12/30/22	Redemption - ACH Redemption	1.00	(13,041.16)	53,627,642.03
12/30/22	01/03/23	Accrual Income Div Reinvestment - Distributions	1.00	137,566.83	53,765,208.86



OREGON  
STATE  
TREASURY

### Account Statement

For the Month Ending **December 31, 2022**

MORROW CO - MORROW COUNTY - 4206

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Closing Balance</b>					<b>53,765,208.86</b>
	<b>Month of December</b>	<b>Fiscal YTD July-December</b>			
<b>Opening Balance</b>		52,503,724.30	36,295,536.43	<b>Closing Balance</b>	53,765,208.86
<b>Purchases</b>		2,835,876.76	47,706,938.30	<b>Average Monthly Balance</b>	53,212,888.82
<b>Redemptions</b>		(1,574,392.20)	(30,237,265.87)	<b>Monthly Distribution Yield</b>	3.04%
<b>Closing Balance</b>		<b>53,765,208.86</b>	<b>53,765,208.86</b>		
<b>Dividends</b>		137,566.83	421,998.99		

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
101-100-1-10-1500		GENERAL FC W/TREASURER	20,663,342.53 (	1,642,753.96)	19,020,588.57
200-100-1-10-1500		HERITAGE TRAIL FC W/TREAS	27,373.90	6,043.27	33,417.17
201-100-1-10-1500		ROAD EQUIP FC W/TREASURER	970,287.86	148,099.41	1,118,387.27
202-100-1-10-1500		ROAD FC W/TREASURER	3,061,507.04	1,778,322.09	4,839,829.13
203-100-1-10-1500		FINLEY BUTTES FC W/TREASURER	673,727.97	43,415.21	717,143.18
204-100-1-10-1500		YOUTH/CHILD FC/TREASURER	37,088.07	0.00	37,088.07
205-100-1-10-1500		AIRPORT FC W/TREASURER	116,549.78	11,661.40	128,211.18
206-100-1-10-1500		LAW LIBRARY FC W/TREASURER	35,788.19 (	134.78)	35,653.41
207-100-1-10-1500		911 FC W/TREASURER	781,330.26 (	41,727.97)	739,602.29
208-100-1-10-1500		SURVEYOR PRES FC/TREASURER	284,881.00	2,228.09	287,109.09
210-100-1-10-1500		FINLEY BUTTES LIC. FC W/TREAS	1,515,699.23 (	235,828.47)	1,279,870.76
211-100-1-10-1500		MCSO CO SCHOOL FC W/TREAS	0.83 (	0.83)	0.00
212-100-1-10-1500		ISD COMMON SCH FC W/TREASURER	0.05 (	0.05)	0.00
214-100-1-10-1500		FAIR FC W/TREASURER	276,852.51 (	6,737.43)	270,115.08
215-100-1-10-1500		COMP EQUIP FC W/TREASURER	93,029.14	5,272.42	98,301.56
216-100-1-10-1500		STF FC W/TREASURER	724,407.28 (	23,337.94)	701,069.34
217-100-1-10-1500		PROGRAMMING RES FC W/TREASURER	45,313.86	47,005.85	92,319.71
218-100-1-10-1500		ENFORCEMENT FC W/TREAS	20,120.67 (	72.96)	20,047.71
219-100-1-10-1500		VIDEO LOTTERY FC W/TREAS	34,369.05 (	25,475.35)	8,893.70
220-100-1-10-1500		VICTIM/WITNESS FC W/TREAS	853.81	28,335.13	29,188.94
222-100-1-10-1500		WILLOW CREEK FEES FC W/TREAS	116,740.17 (	92,784.53)	23,955.64
223-100-1-10-1500		CAMI GRANT FC W/TREAS	36,288.56	35.54	36,324.10
224-100-1-10-1500		WEED EQUIP RES. FC W/TREAS	27,433.98	1,329.71	28,763.69
225-100-1-10-1500		STF VEHICLE FC W/TREAS	118,693.33 (	40,226.14)	78,467.19
226-100-1-10-1500		FAIR ROOF FC W/TREAS	27,818.86	578.70	28,397.56
227-100-1-10-1500		HEPPNER ADMIN BLDG FC W/TREAS	3,567,404.83	2,029,512.80	5,596,917.63
228-100-1-10-1500		SAFETY COMMITTEE FC W/TREAS	14,233.05	5,176.51	19,409.56
229-100-1-10-1500		BLEACHER RESERVE FC W/TREAS	21,198.19	58.91	21,257.10
231-100-1-10-1500		JUSTICE COURT FC W/TREAS	52,414.55 (	11,403.58)	41,010.97
233-100-1-10-1500		CLERKS RECORD FC W/TREAS	24,408.49	224.04	24,632.53
234-100-1-10-1500		DUII IMPACT FC W/TREAS	30,115.05	83.69	30,198.74
236-100-1-10-1500		FAIR IMPROV. FUND FC W/TREAS	1,033,766.64	4,126.33	1,037,892.97
237-100-1-10-1500		BUILDING PERMIT FC W/TREAS	1,930,494.92 (	7,169.86)	1,923,325.06
238-100-1-10-1500		PARK FC W/TREAS	574,016.72 (	51,771.00)	522,245.72
240-100-1-10-1500		EQUITY FC W/TREAS	273,331.42	759.59	274,091.01
241-100-1-10-1500		BUILDING RESERVE FC W/TREAS	739,679.33 (	110,757.06)	628,922.27
243-100-1-10-1500		LIQUOR CONTROL FC W/TREAS	887.24	2.46	889.70
245-100-1-10-1500		WPF FC W/TREASURER	( 1,742.27)	4,000.00	2,257.73
321-100-1-10-1500		FOREST SERVICE FC W/TREAS	87,390.23	242.86	87,633.09
322-100-1-10-1500		COURT SECURITY FC W/TREAS	63,414.69	770.44	64,185.13
500-100-1-10-1500		ECHO WINDS FC W/TREAS	44,384.08	46,810.80	91,194.88
501-100-1-10-1500		SHEPHERDS FLAT FC W/TREAS	380.00	1,004,827.40	1,005,207.40
502-100-1-10-1500		MO CO ENTERPRIZE ZO FC W/TREAS	0.00	0.00	0.00
504-100-1-10-1500		STO FC W/TREAS	151,261.47 (	21,431.91)	129,829.56
510-100-1-10-1500		P & P FC W/TREAS	330,198.11 (	74,368.79)	255,829.32
514-100-1-10-1500		IONE SD B & I FC W/TREAS	42,448.18	89,305.32	131,753.50
515-100-1-10-1500		BOARDMN URB REN FC W/TREAS	9,399.89 (	7,244.95)	2,154.94
516-100-1-10-1500		RADIO DIST FC W/TREAS	35,532.14	22,013.22	57,545.36
521-100-1-10-1500		PGE CARY FC W/TREAS	2,203,195.59 (	1,799,280.47)	403,915.12

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
522-100-1-10-1500		SHERIFF RES FUND/TREAS	17,131.22	47.61	17,178.83
523-100-1-10-1500		WHEATRIDGE WIND FC W/TREAS	2,856,338.25 (	725,253.13)	2,131,085.12
524-100-1-10-1500		ORCHARD WIND FC W/TREAS	131,417.84 (	125,899.85)	5,517.99
540-100-1-10-1500		RESILIENCY FUND W/TREAS	6,048,153.84 (	875,000.00)	5,173,153.84
617-100-1-10-1500		MO CO HEALTH DIST FC W/TREAS	196,409.89	150,236.54	346,646.43
620-100-1-10-1500		BLACK MNT FC W/TREAS	0.00	0.00	0.00
621-100-1-10-1500		CITY OF BOARDMAN B & I FC W/TR	18,737.88 (	13,948.08)	4,789.80
622-100-1-10-1500		CITY OF HEPPNER B & I FC W/TRE	0.00	0.00	0.00
623-100-1-10-1500		CITY OF IRRIGON B & I FC W/TRE	11,826.04 (	9,036.20)	2,789.84
624-100-1-10-1500		CITY OF LEXINGTON B & I FC W/T	31,855.31 (	12,766.53)	19,088.78
626-100-1-10-1500		MAN. STRUCTURE OMBUDSMAN	324.12 (	247.65)	76.47
628-100-1-10-1500		WILLOW CREEK PARK B & I FC W/T	3,682.73	10.23	3,692.96
630-100-1-10-1500		PORT OF MORROW FC W/TREAS	17,580.72	11,949.22	29,529.94
631-100-1-10-1500		CITY OF BOARDMAN FC W/TREAS	148,575.23 (	113,811.18)	34,764.05
632-100-1-10-1500		CITY OF HEPPNER FC W/TREAS	32,987.04 (	25,295.85)	7,691.19
633-100-1-10-1500		CITY OF IONE FC W/TREAS	4,483.50 (	3,430.06)	1,053.44
634-100-1-10-1500		CITY OF IRRIGON FC W/TREAS	14,357.45 (	10,989.35)	3,368.10
635-100-1-10-1500		CITY OF LEXINGTON FC W/TREAS	2,155.00 (	1,642.47)	512.53
636-100-1-10-1500		BOARDMAN F&R FC W/TREAS	127,028.22	21,850.71	148,878.93
637-100-1-10-1500		BOARDMAN F&R DIST BOND	27,682.70 (	14,748.92)	12,933.78
638-100-1-10-1500		HEPPNER RFPD FC W/TREAS	4,796.01	80,824.96	85,620.97
639-100-1-10-1500		IRRIGON RFPD FC W/TREAS	8,669.15 (	6,634.96)	2,034.19
640-100-1-10-1500		IONE RFPD FC W/TREAS	583,995.45	106,593.93	690,589.38
641-100-1-10-1500		S GILLIAM RFPD FC W/TREAS	125.14	1.80	126.94
642-100-1-10-1500		BOARDMAN CEMETERY FC W/TREAS	3,979.77 (	3,062.60)	917.17
643-100-1-10-1500		HEPPNER CEMETERY FC W/TREAS	3,763.00 (	2,880.91)	882.09
644-100-1-10-1500		IONE-LEX CEMETERY FC W/TREAS	4,063.13	31,117.01	35,180.14
645-100-1-10-1500		IRRIGON CEMETERY FC W/TREAS	1,699.81 (	1,301.68)	398.13
646-100-1-10-1500		WILLOW CREEK PARK FC W/TREAS	11,507.95	64,345.86	75,853.81
647-100-1-10-1500		BOARDMAN PARK FC W/TREAS	41,951.33 (	32,283.00)	9,668.33
648-100-1-10-1500		IRRIGON PARK FC W/TREAS	6,754.26 (	5,172.32)	1,581.94
649-100-1-10-1500		BOARDMAN PK B&I FC W/TREASURER	51,241.42 (	39,161.90)	12,079.52
650-100-1-10-1500		MO CO UNIFIED REC FC W/TREAS	2,290,381.26	66,208.89	2,356,590.15
651-100-1-10-1500		HEPPNER WATER CONTROL FC W/TRE	754.95 (	578.43)	176.52
652-100-1-10-1500		MO CO SCHOOL DIST FC W/TREAS	780,043.54 (	499,216.57)	280,826.97
653-100-1-10-1500		MO CO SCHOOL B & I FC W/TREAS	247,521.46	1,546.32	249,067.78
654-100-1-10-1500		UMATILLA-MORROW ESD FC W/TREAS	126,435.50 (	6,941.28)	119,494.22
655-100-1-10-1500		CHAPLAINCY PROG FC W/TREAS	14.70	0.04	14.74
658-100-1-10-1500		BMCC FC W/TREASURER	135,780.20 (	80,693.99)	55,086.21
659-100-1-10-1500		BMCC B & I FC W/TREASURER	40,410.01 (	24,269.26)	16,140.75
660-100-1-10-1500		NORTH MO VECTOR CONT FC W/TREA	49,063.82 (	5,598.39)	43,465.43
662-100-1-10-1500		IONE LIBRARY DIST FC W/TREAS	107,353.88	35,387.38	142,741.26
663-100-1-10-1500		OREGON TRAIL LIB FC W/TREAS	47,372.69	18,798.90	66,171.59
665-100-1-10-1500		STATE & FED WILDLIFE FC W/TREA	6,231.93	0.00	6,231.93
666-100-1-10-1500		STATE FIRE PATROL FC W/TREAS	12,974.22 (	9,931.61)	3,042.61
668-100-1-10-1500		TAX APPEALS FC W/TREAS	387,220.71	1,076.10	388,296.81
669-100-1-10-1500		SCHOLARSHIP TRUST FC W/TREAS	11,173.85	31.05	11,204.90
670-100-1-10-1500		ADV COLL 04-05 FC W/TREAS	0.00	0.00	0.00
671-100-1-10-1500		ADV COLL 03-04 FC W/TREAS	8,960.55	25.07	8,985.62
672-100-1-10-1500		ADV COLL 05-06 FC W/TREAS	0.00	0.00	0.00
673-100-1-10-1500		PREPAID TAX FC W/TREAS	0.00	0.00	0.00

MORROW COUNTY, OREGON  
 POOLED CASH REPORT (FUND 999)  
 AS OF: DECEMBER 31ST, 2022

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
674-100-1-10-1500	SALE OF CO LAND FC W/TREAS	0.00	0.00	0.00
675-100-1-10-1500	TREASURER TRUST FC W/TREAS	1,178.31	3.27	1,181.58
676-100-1-10-1500	IONE RFPD RESERVE FC W/TREAS	825,175.13	2,291.48	827,466.61
680-100-1-10-1500	PERSONAL PROPERTY SALES FC W/T	0.00	0.00	0.00
681-100-1-10-1500	COUNTY A & T FC W/TREAS	10,472.72	4,691.31	15,164.03
683-100-1-10-1500	PILOT ROCK RFPD FC W/TREAS	2,038.64	29.41	2,068.05
684-100-1-10-1500	FINLEY BUTTES CLOSURE FC W/TRE	1,292,268.37	3,591.24	1,295,859.61
685-100-1-10-1500	STATE HOUSING FC W/TREAS	16,252.84	9,237.28	25,490.12
686-100-1-10-1500	IONE LIBRARY BLDG FC W/TREAS	132,046.03	366.69	132,412.72
688-100-1-10-1500	IONE SCHOOL DIST FC W/TREAS	48,503.10	106,815.70	155,318.80
690-100-1-10-1500	HEPPNER RURAL FIRE DIST BOND	1,937.64	32,623.39	34,561.03
691-100-1-10-1500	CITY OF HEPPNER BND FC W/TREAS	2,861.29	( 2,187.52)	673.77
695-100-1-10-1500	M.C. RET. PLAN TR. FC W/TREAS	0.06	0.00	0.06
697-100-1-10-1500	UNSEG TAX INT FC W/TREAS	0.00	0.00	0.00
698-100-1-10-1500	INTEREST EARNED FC W/TREAS	0.00	0.00	0.00
699-100-1-10-1500	UNSEGREGATED TAX FC W/TREAS	<u>1,065.59</u>	<u>0.00</u>	<u>1,065.59</u>
TOTAL CLAIM ON CASH		57,916,076.86	( 814,549.14)	57,101,527.72

CASH IN BANK - POOLED CASH

999-100-1-10-1501	AP POOLED BEO	1,876,552.48	714,273.94	2,590,826.42
999-100-1-10-1502	PAYROLL BEO	476,942.04	( 454,260.74)	22,681.30
999-100-1-10-1503	STATE TREASURY POOL	52,503,724.30	1,261,429.56	53,765,153.86
999-100-1-10-1507	COMMUNITY BANK	100.22	0.00	100.22
999-100-1-10-1508	US BANK	0.00	0.00	0.00
999-100-1-10-1509	PROP TAX COLL BEO	<u>3,062,245.56</u>	<u>( 2,339,732.41)</u>	<u>722,513.15</u>
SUBTOTAL CASH IN BANK - POOLED CASH		57,919,564.60	( 818,289.65)	57,101,274.95

WAGES PAYABLE

999-100-2-60-6001	WAGES PAYABLE	( <u>500.00</u> )	<u>0.00</u>	( <u>500.00</u> )
SUBTOTAL WAGES PAYABLE		( <u>500.00</u> )	<u>0.00</u>	( <u>500.00</u> )

TOTAL CASH IN BANK - POOLED CASH 57,920,064.60 ( 818,289.65) 57,101,774.95

DUE TO OTHER FUNDS - POOLED CASH

999-100-2-40-4002	DUE TO OTHER FUNDS	<u>57,920,547.33</u>	( <u>818,289.65</u> )	<u>57,102,257.68</u>
TOTAL DUE TO OTHER FUNDS		<u>57,920,547.33</u>	( <u>818,289.65</u> )	<u>57,102,257.68</u>

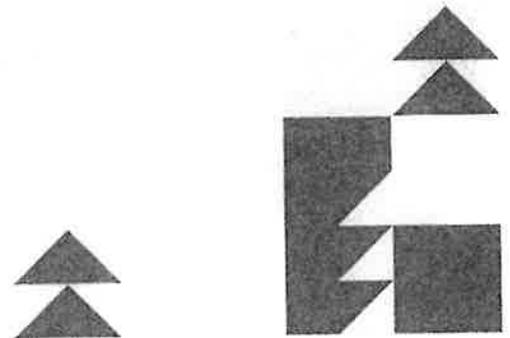
**Jaylene Papineau**

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**From:** Local-Gov-News <local-gov-news-bounces@omls.oregon.gov> on behalf of OST NEWSLISTS via Local-Gov-News <local-gov-news@omls.oregon.gov>  
**Sent:** Tuesday, December 6, 2022 1:38 PM  
**To:** local-gov-news@omls.oregon.gov  
**Subject:** [Local-Gov-News] Oregon State Treasury | OSTF Rate Change

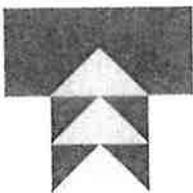
**STOP and VERIFY This message came from outside of Morrow County Gov**

# Oregon Short Term Fund



## Rate Change

Effective Thursday, December 8, 2022, the Oregon Short Term Fund (OSTF) rate will change from 2.85% to 3.10%. Additional information about the OSTF, including historical rate data, is available online [here](#).



**OREGON  
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TREASURY**

867 Hawthorne Ave SE  
Salem, OR 97301-5241

503.378.4000

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**Jaylene Papineau**

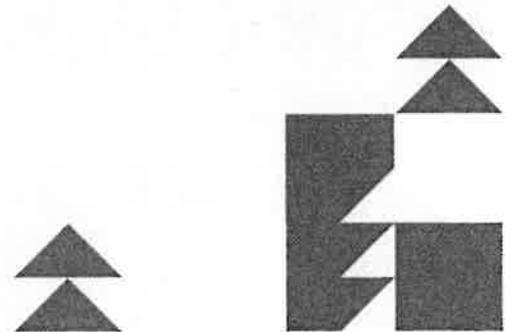
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**From:** Local-Gov-News <local-gov-news-bounces@omls.oregon.gov> on behalf of OST NEWSLISTS via Local-Gov-News <local-gov-news@omls.oregon.gov>  
**Sent:** Thursday, January 5, 2023 9:48 AM  
**To:** local-gov-news@omls.oregon.gov  
**Subject:** [Local-Gov-News] Oregon State Treasury | OSTF Rate Change

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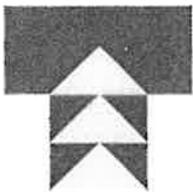
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# Oregon Short Term Fund



## Rate Change

Effective Friday, January 6, 2023, the Oregon Short Term Fund (OSTF) rate will change from 3.10% to 3.35%. Additional information about the OSTF, including historical rate data, is available online [here](#).



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Salem, OR 97301-5241

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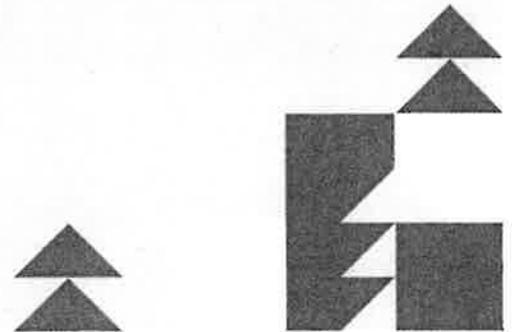
**Jaylene Papineau**

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**From:** Local-Gov-News <local-gov-news-bounces@omls.oregon.gov> on behalf of OST NEWSLISTS via Local-Gov-News <local-gov-news@omls.oregon.gov>  
**Sent:** Thursday, January 26, 2023 9:29 AM  
**To:** local-gov-news@omls.oregon.gov  
**Subject:** [Local-Gov-News] Oregon State Treasury | OSTF Rate Change

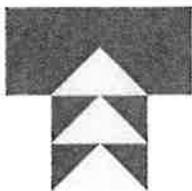
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# Oregon Short Term Fund



## Rate Change

Effective Friday, January 27, 2023, the Oregon Short Term Fund (OSTF) rate will change from 3.35% to 3.75%. Additional information about the OSTF, including historical rate data, is available online [here](#).



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MEMORANDUM

To: Morrow County Board of Commissioners  
From: Tamra Mabbott, Planning Director  
CC: Planning Commission  
BOC Date: February 8, 2023  
RE: Monthly Planning Update

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**Mission Statement**

*Morrow County Planning Department provides guidance and support to citizens for short term and long-range planning in land use, to sustain and improve the county's lands for future generations. Our goal is to foster development where people can live, work & play.*

<b><u>Planning Permits</u></b>	<b><u>January 2023</u></b>
<b><u>Zoning Permits</u></b>	10
<b><u>Land Use Compatibility Reviews</u></b>	7
<b><u>Land Partitions</u></b>	0
<b><u>Land Use Decisions</u></b>	2
<b><u>Rural Addresses</u></b>	6
<b><u>Property Lines Adjustments</u></b>	0
<b><u>Replat</u></b>	0
<b><u>Other</u></b>	1

**Energy Projects** Staff held multiple meetings with applicants and state agencies to review renewable energy applications. List of pending and approved projects can be found here: <https://www.co.morrow.or.us/planning/page/renewable-energy-1>

Staff reviewed the first amendment, RFA1, to Site Certificate for the Boardman to Hemingway 500 kV transmission line project approved by the state Energy Facility Siting Council (EFSC) on September 29, 2022. The amendment includes realignment of the transmission line and haul roads affecting about four parcels in Morrow County. State will be forwarding final reports, approximately eight total, to the five affected Oregon counties. On January 18<sup>th</sup> Planning and Public Works staff met with a team of consultants working on various permits for Idaho Power Company. It was a good opportunity to coordinate in advance the various permits. Staff held other meetings with IPC to discuss land use permits.

**Morrow County Heritage Trail**

Staff worked with Ducote Consulting and submitted two grant applications: Oregon Community Paths Program (OCP) grant from Oregon Department of Transportation and Recreational Trails

Program (RTP) grant from Oregon Parks and Recreation. If awarded, both grants will help fund the connection between Irrigon and Boardman. The OCP grant would fund preliminary engineering design for two sections of trail (east of Refuge to city of Irrigon and west of Refuge to city of Boardman). The RTP grant would include an accessibility and maintenance assessment of select parts of the trail.

Planner Stephanie Case and High School Intern Caren Cardenas organized a committee to review Interpretive panels and met on January 25, 2023. It was an informative meeting including interested parties. Staff will now work toward incorporating the ideas into the new panel designs. The next meeting has not been scheduled at this time, however the goal is to have draft panels ready to review early this Spring, with the intention of installing early Summer. People interested in serving on a short-term committee to help design the Interpretive Panels please contact Stephanie at [scase@co.morrow.or.us](mailto:scase@co.morrow.or.us) or (541) 922-4624 Ext 5506.

### **Willow Creek Valley**

Planning Director and the three city managers have bi monthly meetings with Points Consulting for the Goal 9 Economic Development Update for the three Willow Creek Valley Cities. The update, led by consultant Brian Points and his staff, have submitted the initial report and a draft background economic analysis. An open house and work session will be in each city in February. Residents and interested community members are encouraged to attend and provide input on the preliminary lands analysis.

Heppner, February 13<sup>th</sup> City Hall at 6:00 pm

Lexington, February 14<sup>th</sup> City Hall at 5:00 pm

Lone, February 14<sup>th</sup> City Hall at 7:00 pm

Staff have been coordinating with city of Lone and Anderson Perry on their wastewater project. The drain field will be located on land outside city limits. Permits and interagency review is underway.

**Data Centers** Several new data center projects are underway in the Boardman area. Each new data center now undergoes a pre-application meeting which is fostering a smoother process for permitting and for interagency review. Staff have regular meetings with various consultants. A pre-application was held for a new data center located near the Boardman Coal Plant. That project will include a zone change and exception to statewide planning goals.

### **WATER**

Planning Director is overseeing the contract with GSI Water Solutions Inc. A work with Board of Commissioners is planned for February 8<sup>th</sup> in the afternoon in Heppner at the Bartholomew Building. The consultant will share an outline of four water topics. There will also be discussion about establishing a county water committee comprised of landowners representing all geographic areas of the counties as well as different industry and interests.

On January 13<sup>th</sup>, Jessica Keys of Senator Merkely's office hosted a meeting with Umatilla and Morrow County and the Environmental Protection Agency (EPA) to facilitate a forthcoming grant application for the \$1.7 million congressional earmark for drinking water data collection and

research of alternative systems. The funding was made to Morrow County but the research project will include all domestic wells located in the LUBGWMA in Morrow and Umatilla County.

On January 27<sup>th</sup>, Planning and Public Health Directors from Morrow and Umatilla Counties met, along with Commissioner Jeff Wenholz and Umatilla County Commissioner Dan Dorran to discuss the \$1.7 million congressional earmark for the drinking water nitrate problem in the region. In order to access the funds, county must submit an application to the Environmental Protection Agency (EPA).

The attached “Summary and Chronology of LUBGWMA and Drinking Water” was prepared as a tool to understand various administrative, legal and other components of water quality regulations, history and new projects.

Work on the Lower Umatilla Basin Groundwater Management Area (LUBGWMA) Committee continues.

**Columbia Development Authority** Planners from the region have been meeting in preparation of the army depot land transfer and future development opportunities.

#### **Access to Transportation**

A final survey has been adopted and will be translated into Spanish and English for the Rural Transit Equity project. Planning Director continues work with Eastern Oregon University’s Rural Economic Vitality (REV) Program and Department of Land Conservation & Development (DLCD) on the project which will help county and businesses better understand the transportation and transit needs of traditionally underrepresented populations. The project is funded by a DLCD pilot program, the Rural Transit Equity Grant. Many large employers in the Port Industrial Park have agreed to distribute the survey which is expected to be released first or second week in February. Look for the survey on the Planning Department webpage. All residents and employers from all regions of the county are encouraged to take the survey.

**Code Enforcement** activity has resumed in full now that the Compliance Planner has returned full time. We are glad to have her back in the office.

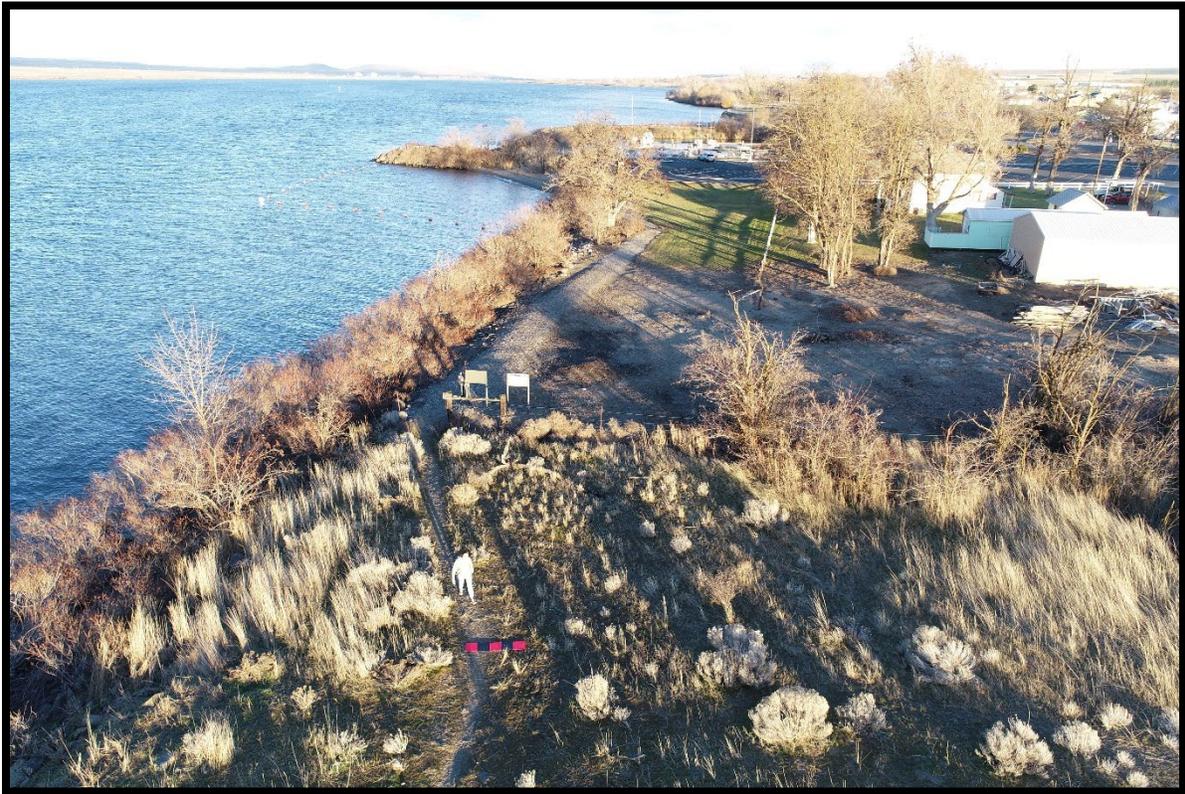
- 1 new complaint- Animal Density /CAFO
- 1 complaint- Several head of Cattle on small property along I84, CAFO contacted and will be working on this complaint with Compliance planner.
- 4 Closed Complaints- RV as dwelling, Junk & Weeds, Stop use for unpermitted shop.
- 1 complaint- RV used to care for mother, no longer using it as a dwelling.
- 2 Complaint- Compliance met by clean-up of property. No longer waist high weeds or junk.
- 1 Complaint- Zoning permit completed for shop, Compliance met
- Communicating with 9 non-permitted trucking business operations located in residential zones.
- 2 Conditional Use Permits for Home occupations under review for compliance. Tentatively to go before Planning Commission March 28,2023
- Other outstanding/ongoing cases - 29

**Oregon Legislature** Bill Tracking for the 2023 legislative session has begun. Staff will continue to monitor land use and other natural resource bills of importance to Morrow County. Significant bills will be shared with Board of Commissioners so they may consider providing formal testimony.

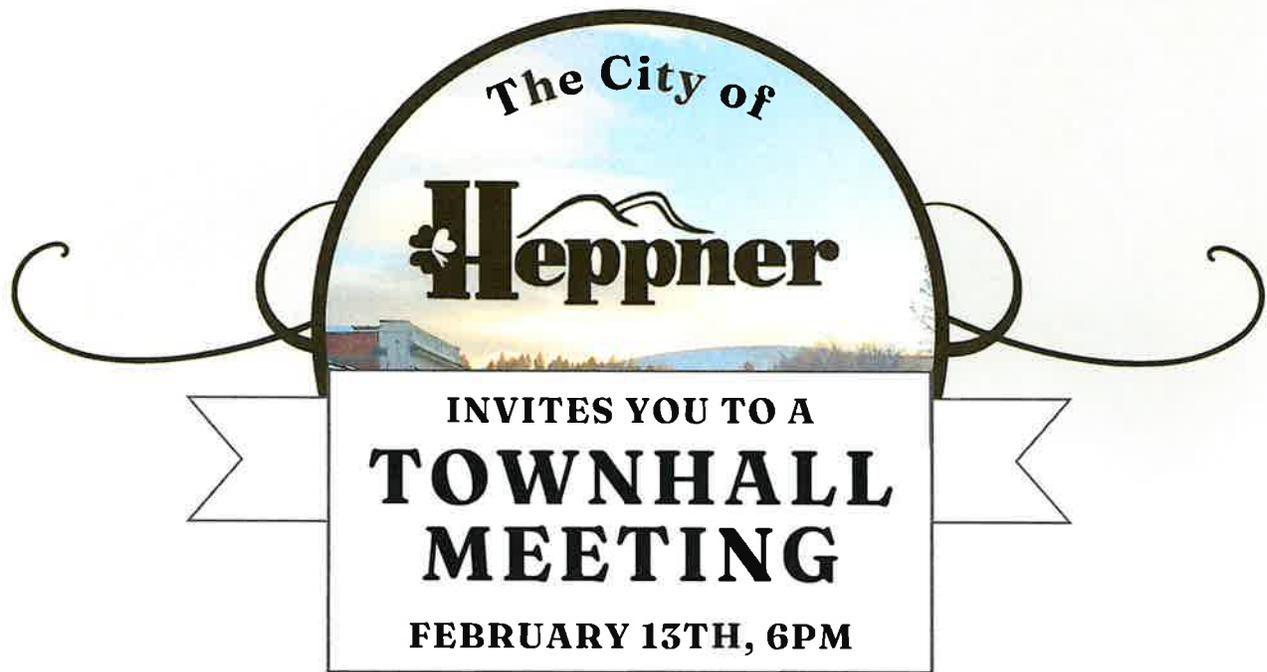


**Drone News**

GIS Planning Technician Stephen Wrecsics and County Intern Caren Cardenas utilized the department’s drone to help capture imagery to support the Recreational Trails Program Grant application. Below are a few photos of the trail.



GROUNDWATER	DRINKING WATER
<p>Federal Law: Clean Water Act</p> <p>State: Regulates groundwater</p> <ul style="list-style-type: none"> <li>• <b>Department of Environmental Quality (DEQ)</b></li> <li>• <b>Oregon Department of Agriculture (ODA)</b> <ul style="list-style-type: none"> <li>○ Ag Water Quality Management Area Plans and Rules: Nonpoint source of pollution from ag/farming practices</li> </ul> </li> </ul> <p>Oregon Groundwater Quality Protection Act of 1989 (ORS 468B.150-190)</p> <ul style="list-style-type: none"> <li>• Purpose: Prevent groundwater contamination; preserve groundwater for present and future uses</li> <li>• Contamination levels shall be used to trigger specific governmental actions</li> </ul> <p><u>Lower Umatilla Basin Groundwater Management Area (LUBGWMA)</u></p> <ul style="list-style-type: none"> <li>• (1990) DEQ declares Lower Umatilla Basin (LUB) a Groundwater Management Area due to regional nitrate-nitrogen concentrations exceeded 7 mg/L.</li> <li>• Purpose: identify and implement practices to reduce nitrate to concentrations below 7 mg/L and repeal GWMA declaration.</li> <li>• Voluntary approach: LUBGWMA Committee, ODA and DEQ agree to implement a voluntary approach, complemented by the implementation of DEQ and ODA-issued water quality permits for point sources.</li> <li>• Assessment of “Local Action Plan” annually with . DEQ responsible to determine if mandatory actions or regulatory changes are necessary to achieve the goal of groundwater protection.</li> <li>• Data collected since the 1990s via bimonthly, quarterly, and synoptic sampling events, including through DEQ Well Network (today 31 wells; 29 domestic and 2 irrigation)             <ul style="list-style-type: none"> <li>○ First Action Plan (Dec 1997) <a href="#">Lower Umatilla Basin Groundwater Management Area Action Plan   LUBGWMA</a></li> <li>○ Second Action Plan (Oct 2020) <a href="#">Second Lower Umatilla Basin Groundwater Management Area Local Action Plan</a></li> </ul> </li> <li>• Sources/Concerns: irrigated agriculture, land application of food processing water, septic, CAFOS; US Army Depot</li> <li>• <i>Rate of growth slowed, but the trend continues up</i></li> <li>• \$500k funding for OSU post doc research.</li> <li>• 2022/2023 LUBGWMA Reorganization: 11 voting member categories</li> </ul>	<p>Federal Law: Safe Drinking Water Act. EPA enforces nitrate standard; maximum contaminant level (MCL) 10 parts per million (ppm) (10 mg/L)</p> <p>State: Regulates drinking water</p> <ul style="list-style-type: none"> <li>• <b>Oregon Health Authority (OHA)</b> <ul style="list-style-type: none"> <li>○ Regulates public water systems to meet federal standard 10 gm/L</li> <li>○ Provides domestic well safety info</li> <li>○ 1989 law requires testing with home sales</li> </ul> </li> </ul> <p><u>Public Water Systems in LUBGWMA <a href="#">Second Lower Umatilla Basin Groundwater Management Area Local Action Plan</a></u></p> <ul style="list-style-type: none"> <li>• 19 larger (cities); 15 smaller</li> <li>• LUBGWMA Public Water Supply Goals (DEQ, OHA, ODA)             <ul style="list-style-type: none"> <li>○ Public water systems tested higher than 7 mg/L</li> <li>○ Private wells (OHA Real Estate Transaction database/limited data)</li> </ul> </li> <li>• “Nitrate is difficult and expensive to remove from public drinking water systems”</li> <li>• DEQ and OHA: Source Assessments public water systems; identify areas well draws water; travel time of contamination from potential sources</li> </ul> <p>Jan 2020 <a href="#">Petition to EPA for Emergency Action/Safe Drinking Water Act, Section 1431</a></p> <ul style="list-style-type: none"> <li>• December 2020: State agencies submit workplan to EPA</li> <li>• July 2022: EPA letter to the State requiring “minimum components” of an adequate work plan to address the immediate public health risks.</li> <li>• Sept 2022: State Emergency Board approves OHA request for \$882,000: OHA/County FTE; testing and filters</li> </ul> <p>June 2022 Morrow County Emergency Declaration</p> <p>March - December 2022 Mo-Um County Public Health Departments domestic well testing program Prelim results: above 10 mg/L: Morrow 40%; Umatilla 20-25% (14% of OHA estimated 4,500 wells tested)</p> <p>January 2023 – June 2023 domestic well testing continues with state voucher program</p> <p>FY 2023 Congressionally Directed Spending \$1.675</p> <ul style="list-style-type: none"> <li>• Spring 2022 Mo/Um Co submit request</li> <li>• Collect Data; “Design and Plan” long-term solutions; possible extension of public water systems/regional</li> <li>• December 2022 Interior Appropriations passed</li> <li>• Spring 2023 counties to submit Application to EPA for CDS funding</li> </ul>



**GOAL 9: ECONOMIC DEVELOPMENT**

The communities of the Willow Creek Valley along with the Morrow County Planning Department need your help to plan for future commercial and industrial land use. At this meeting our consulting partners will provide information about the supply of developable employment lands and regional economic trends and opportunities. We need your insights on commercial areas and growth opportunities to feed into this evaluation. This effort contributes to Oregon's statewide planning Goal 9: Economic Opportunities Analysis requirements.

Facilitated by



**POINTS**  
CONSULTING

To learn more, ask questions, and provide input to better our community, join us at **6PM, prior to the Heppner council meeting** 111 N. Main Street, Heppner Oregon  
Or by Zoom at <https://us02web.zoom.us/j/84145078149>

Contact [heppner@cityofheppner.org](mailto:heppner@cityofheppner.org)  
or 541-676-9618 with questions.  
Snacks will be provided.



<https://cityofheppner.org/>

**We'll see you there!**

In partnership with the Morrow County Planning Department





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Facilitated by



**POINTS**  
CONSULTING

To learn more, ask questions, and provide input to better our community, join us at **5PM, prior to the Lexington council meeting**  
**425 F Street, Lexington Oregon**

Or by Zoom at <https://us06web.zoom.us/j/81234015000?pwd=YkM5bXRqYkgvdG9yNlhwQjNWM3g3dz09>

Contact [lexington.oregon@gmail.com](mailto:lexington.oregon@gmail.com)  
or 541-989-8515 with questions.  
Snacks will be provided.

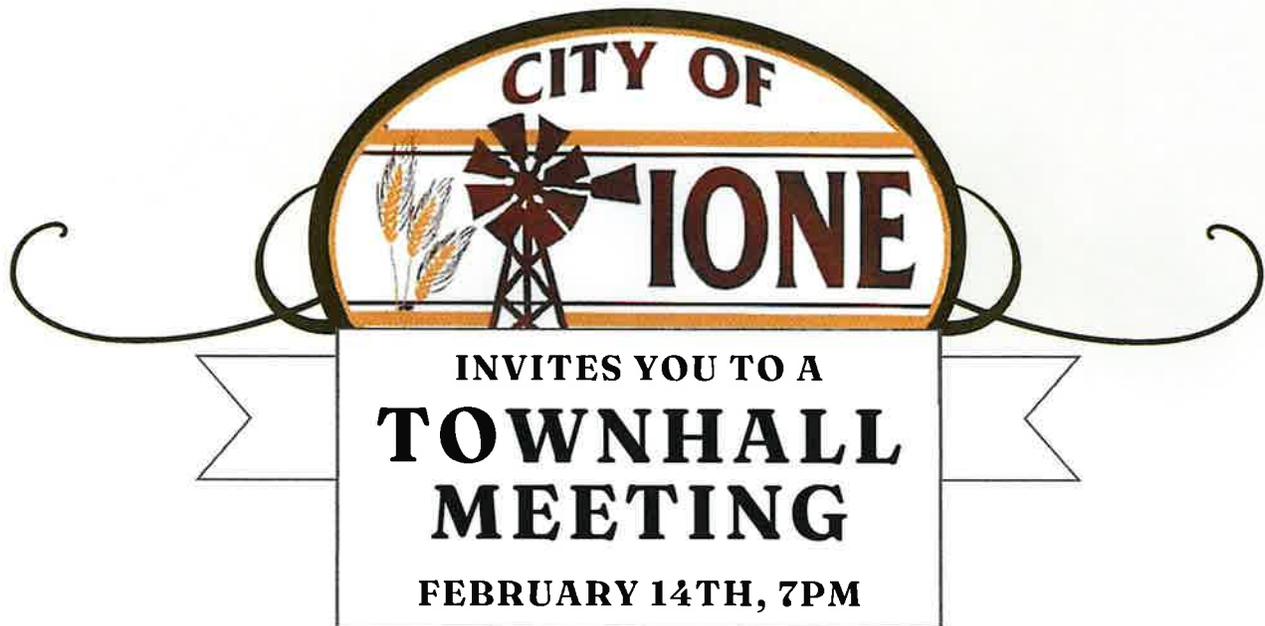


[lexingtonoregon.com](http://lexingtonoregon.com)

**We'll see you there!**

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CONSULTING

To learn more, ask questions, and provide input to better our community, join us at **7PM, following the lone council meeting**  
**385 W. 2nd Street, Ione Oregon**

**Or by Zoom at <https://us06web.zoom.us/j/84708402334>**

Contact [cityofioneor@gmail.com](mailto:cityofioneor@gmail.com)  
or 541-422-7414 with questions.  
Snacks will be provided.



[cityofioneoregon.gov](http://cityofioneoregon.gov)

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