

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Administrative Meeting of June 23, 2021  
9:00 a.m. (Google Meet)  
Umatilla County Courthouse, Pendleton, Oregon

\*\*\*\*\*  
**Commissioners participating:** Chair George Murdock, Vice-Chair John Shafer, and Commissioner Dan Dorran  
**County Counsel:** Doug Olsen  
**Guests:** Robert Pahl, CFO; Jennifer Blake, HR Director; Bob Waldher, Planning Director; Mark Tanner, Facilities Manager; Mark Ribich, Umatilla Chamber of Commerce; Ken Bonney (all appearing remotely)

\*\*\*\*\*

Chair Murdock called the meeting to order at 9:00 a.m. With the Google meeting/virtual only format, there was no flag salute and other formalities.

**Business Item:**

1. **Budget Transfers.** Presented by Mr. Pahl. There was one budget transfer: Budget Order 2021-81 (General Fund - Surveyor) requires an increase in Materials & Services of \$10,000 and a decrease of \$10,000 in Contingency.  
**In the matter approving a Budget Transfer pursuant to ORS 294.463 for FY ending 6/30/21: Commissioner Shafer moved to adopt Budget Order No. 2021-81 (Program 4564 – Surveyor). Seconded by Commissioner Dorran. Carried, 3-0.**
  
2. **Outdoor Mass Gathering Permit.** The matter before the board is to take action on a permit for outdoor mass gathering (concert on 7/31/21) submitted by Ken Bonney. Presented by Bob Waldher, Planning Director. He introduced Mark Ribich, Umatilla Chamber of Commerce, and Ken Bonney, property owner. He continued with an overview of the request. Kelly Nobles contacted them a few weeks ago about an event in the Power City area on a 40-acre property owned by Mr. Bonney. Slated for 7/31 – he inquired about permits. Land is EFU zoned – commercial gatherings are pretty restricted, but this is an outdoor mass gathering with not more than 3,000 attendees and etc., which is not a land use decision. This is similar to the hill climb event in Pendleton a few years ago. It is a temporary license to hold the event through a zoning permit (copy provided to the Commissioners). Also, the applicant provided a power point to go through. Mark Ribich continued: “Party in the Pasture” is an opportunity to re-engage public and business partners – getting back to normal! Free public concert July 31, 3 pm – 10 pm. At “Camp Freedom” on Hwy 395N. He explained details of event.

Chair Murdock asked about the seating plan – can people choose to spread out if they want? Mr. Ribich and Mr. Bonney: yes, people can bring their own chairs for separation. Mr. Ribich noted that advertising will include COVID protocols and all pertinent details. ODOT has been contacted, since the main entrance is off Highway395. They are supportive and advised there is adequate lighting and signage. Chair Murdock added the activity won’t be monitored on many levels; however, Public Health will have an interest in the vendors. Mr. Waldher agreed. In addition, Mr. Ribich commented about a recent event he attended on the coast where they had vaccines available at the entrance – if that is needed in this case, they can make it happen. Commissioner Shafer thanked them for the information and commented an event like this has been hoped to happen for a long time. **Commissioner Shafer**

**moved to approve. Commissioner Dorrان seconded.** He agreed with thanks to Mr. Ribich and Mr. Bonney. He looks forward to the event and commented about the great support of the area. **Carried, 3-0.**

3. Exempt & Administrative Salary Schedule. Jennifer Blake, HR Director, presented. This is to set the COLA increase of 3% for exempt and administrative staff. Usual practice is to follow highest COLA in union contracts to not create compression issues. The highest COLA is to match this proposal of 3%. **Commissioner Shafer moved to approve the COLA increase for exempt and administrative salary schedule at 3%, effective 7/1/21. Commissioner Dorrان seconded** with questions: is it to select the contract in place for that determination? Ms. Blake explained the practice is to be increased by the highest COLA of contracts currently in place (i.e. if Sheriff's office is the highest, the county would follow that). Again, the county doesn't want to create compression issues. **Carried, 3-0.**
4. Pipeline Personal Services Contracts. Commissioner Shafer reported. This is to assist in construction and financing of the Ordnance pipeline project. A number of personal services contracts are before the Board for approval. He outlined three entities that are sought to contract with: 1) IRZ Consulting for engineering services = up to \$675,000. 2) Campbell Environmental for environmental services = up to \$2,500. And, 3) GSI Water Solutions for soil characterization services = up to \$221,500. Mr. Olsen requested three separate motions. Commissioner Dorrان, before action, asked about the general contractor of this project? Mr. Olsen advised a contract for general will be decided on later. Whether we are the general contractor for the project, or a separate contractor, is unknown yet. This is a preliminary step to get funding for the project. Commissioner Dorrان, regarding the design part, what percentage? Mr. Olsen advised it is 100%. And will include some options. Chair Murdock called for actions. **First is IRZ Consulting. Commissioner Shafer moved to approve the contract. Seconded by Commissioner Dorrان. Carried, 3-0. 2) Campbell Environmental. Commissioner Shafer moved to approve the contract. Seconded by Commissioner Dorrان. Carried, 3-0. 3) GSI Water Solutions. Commissioner Shafer moved to approve the contract. Seconded by Commissioner Dorrان. Carried, 3-0.**
3. Maintenance Equipment. Commissioner Shafer presented. This is multiple items for potential purchase for use by the maintenance division to be used for snow removal and other purposes. Mark Tanner, Facilities Manager, elaborated. With purchase vs. outside contracting and renting, equipment could be used year-round. Today action is requested since on 7/1 prices go up 8%. The vendor advised him in order to save money, this option was given. In response to Commissioner Dorrان's question about the effect on current contract for snow removal, Mr. Tanner noted only snow removal contract is for the courthouse parking lot, which would probably continue, but with our own equipment, staff could use it on sidewalks and then continuing to clear after initial removal/clearing. And, sanding could be done with this equipment. In response to a question by Commissioner Dorrان about the Sheriff's Office and Community Corrections, he advised staff could be used. Those parking areas are all done through our maintenance department. Commissioner Dorrان, what about Hermiston? Mr. Tanner advised staff could do that too. Commissioner Dorrان felt that could be a problem.

Mr. Tanner advised a sweeper attachment is an item included today (for sanding removal). The sweeper attachment can be added to two pieces of equipment – cost is \$2,500. Commissioner Dorrان had concerns due to Sheriff's Office and also Hermiston regarding removing sanding/gravel after last year. He would want to look at a package that lets our maintenance crews do a start to finish process. Mr. Tanner advised this equipment can be also used for landscaping projects, which is normally rented – one of the reasons he selected the equipment presented. It equates to about \$18,000 in rental equipment costs, on average. In response to Commissioner Shafer's question regarding snow removal last year (a huge amount), Mr. Tanner believed it was around \$10,000 and up to \$15,000. Robert Pahl, CFO, also noted the contract for main parking lot snow removal would still be \$10,000. Mr. Tanner agreed, but

the contract would eventually go away. He explained they come in the middle of night to clear the parking lot, then county staff comes in and spreads gravel in parking lot (ice) and sidewalks. This equipment would allow dealing with other locations vs. using shovels. Having extra equipment would allow us to not have to wait to work on one building and then go to the next -- except in the case of sanding. He feels it is a pretty minimal part since a truck can do that in about 15 minutes and go to the next building – actual snow removal takes a few hours. He clarified that snow removal is to focus on sidewalks and sanding is to do parking lot – we already having sanding equipment for sidewalks. If snow happens all during the day, we would have equipment to remove it whereas snow removal contract is limited to one day, then not available for about a week.

Commissioner Dorran commented, with a limited amount of rental places, he is willing to take a shot at this proposal. **Commissioner Dorran moved to approve the expenditure, with not to exceed \$3,000 extra for a “broom – sweeper” and a large tractor.** Chair Murdock asked about funding – what is the source? Commissioner Shafer asked if ARPA funds could be used? Mr. Pahl didn’t believe this fits into ARPA guidelines. And, in addition, this is the first he has heard of this proposal. Chair Murdock is cognizant of funds with some savings although it is still about \$100,000; however, he’s concerned about due diligence of working with the Finance office. Commissioner Shafer, to clarify his earlier comment – what about funds that were put back from ARPA into the general fund? Mr. Pahl agreed that might fit – funds reapplied. **Commissioner Shafer seconded. Commissioners Shafer and Dorran – aye. Chair Murdock – no, with idea it didn’t have due diligence before coming before the Board Carried, 2-1.**

The meeting adjourned at 9:43 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary, Umatilla County Board of Commissioners