

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of November 10, 2021
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair George Murdock, Vice-Chair John Shafer, and Commissioner Dan Dorran

County Counsel absent

Guests Present: Deputy Rowen Hayes, UCSO; Mayor John Turner, Pendleton; Robb Corbett, Pendleton City Manager; Dale Primmer, Community Corrections Director

Video link or Calling in: Dan Lonai, Administrative Services Director; Tom Roberts, Emergency Manager; Kim Beck, CDDP Manager (Human Services Director); Robert Pahl, Chief Finance Officer; Undersheriff Jim Littlefield (+ *see list of video or call-in, copy on file.*)

CALL TO ORDER: Chair Murdock called the meeting to order at 9:00 a.m. He reminded all that the meeting is a public forum and there is a call-in option provided. There is time on the agenda to provide input or for hearings to provide comment. The meeting is being video and audio recorded and minutes will be taken. Also, meetings are now live-streaming. Comments will become part of the meeting record. If persons wish to speak before the Board, please identify yourself and state where you live in order to be heard on the record – also note if you are speaking on behalf of others.

Pledge of Allegiance

Awards/Correspondence/Recognition. Commissioner Dorran read a recognition letter from H. Hassan, Oregon Department of Public Safety Standards and Training, regarding Deputy Jerod Munsterman, to Sheriff Rowan advising he is a recipient of Victor G. Atiyeh award for Outstanding Student Award for Basic Corrections Class. This award is presented to one who displays exceptional ethics, professionalism, leadership, as well as positive attitude -- the highest honor a student can receive from the DPSST. Congratulations, Deputy Munsterman! A high honor for him, and the county.

Chair Murdock advised that Commissioner Shafer was inducted into the Athena-Weston sports hall of fame over the weekend. Congratulations!

Minutes – Commissioner Shafer moved to approve the Board minutes from the meeting of 10/20/21. **Seconded by Commissioner Dorran. Carried, 3-0.**

Additions to Agenda – none.

Public Comments – none.

Business Items

[Chair Murdock moved item #14 to first item in deference to the City of Pendleton]

1. City of Pendleton Agreement. Presented by Commissioner Murdock. The purpose of this action is for development of an agreement between the county and city regarding creation of a revolving loan fund for economic development; initially funds would be used to develop property near the Red Lion. He met with city council the night before. The program would come from funds approved in the county's general fund for economic development in the amount of \$2 million for the specific use of new projects – not existing projects. Authorization is sought to approve this fund. Commissioner Shafer asked to clarify if this would be a one-time action. Agreed by Chair Murdock. **Commissioner Shafer moved to approve establishing a revolving loan fund of \$2 million in agreement with the City of Pendleton and sign an agreement accordingly. Seconded by Commissioner Dorrn, with comments.** He felt this is a great project and the city is very deserving; he supports the project, but without an agreement to review he is hesitant to take any official action. He then asked to table the action. He wants to see the agreement; he can't move forward at this time. Chair Murdock advised he wouldn't vote to table. **Chair Murdock moved to go forward with approving the action as outlined. Commissioner Shafer seconded. Carried 2-1 (Commissioner Dorrn voting no).** Chair Murdock noted that county counsel, Doug Olsen, is out of the office until 11/29. He will follow-up with him upon his return.

Mayor Turner addressed the Board. Funds would be used for infrastructure in developing housing. Of the 12 largest employers in Pendleton, 500 jobs are open, but the city doesn't have affordable housing. A project has been in the making for several years. Robb Corbett, City Manager, added he respected Commissioner Dorrn's position. He echoes the mayor's comments regarding importance of the project. Commissioner Shafer agreed many opportunities are lost without housing. Mr. Corbett added that is a consistent comment for many opportunities. Pendleton's economic future depends on it.

2. Elections Payable - Maintenance. Dan Lonai, Administrative Services Director, presented. A payable is before the Board for approval. This payable is for maintenance with voter registration system with the state. \$7,776 is budgeted to pay to Oregon Centralized Voter Registration system for Umatilla County's share. It has been the same amount each year. A caveat is the state is in the process of purchasing a new system, so next year or one after that, it may change (increase). **Commissioner Dorrn moved to approve the payable to the Secretary of State as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**
3. Elections Payable - Envelopes. Mr. Lonai presented. This payable submitted for Board approval is for secrecy sleeves for ballots. \$5,245 is budgeted. **Commissioner Shafer moved to approve the payable. Seconded by Commissioner Dorrn.** With comment: regarding after-hours tours in elections area – incredible comments/compliments by folks who toured the courthouse in the last two weeks. Is there plan for more formal storage for administrative things? i.e. envelopes -- he clarified this is about raw envelopes stored until election. Mr. Lonai advised that most envelopes are stored at a secure facility off site; ballots are printed at another facility then they go for stuffing with direct shipment to a post office. The reason for this was to cut down errors of hand-stuffing (inserting, and ballots into envelopes). Elections has a small stockpile of envelopes here, mainly for change of address or those who didn't receive envelopes for whatever reason. **Carried, 3-0.**
4. Guardian Care Center Boiler Contract. A contract for replacement of the boiler at the Guardian Care facility is before the Board for consideration. Upon issuing an invitation to bid for replacement of the boiler, two bids were received. Staff recommends going with the lower bid: Apollo Heating & Air in the amount of \$35,575. **Commissioner Dorrn moved to approve and award the contract to Apollo Heating & Air for the Guardian Care Center boiler. Seconded by Commissioner Shafer. Carried, 3-0.**
5. CDDP Hourly Position. Kim Beck, Human Services Director (and CDDP Manager). Approved is sought for continuing employment for a person to work more than 10 hours/week for the remainder of the year in the CDDP. The individual handles licensing for some facilities, and is in the process of training a successor. **Commissioner Shafer moved to approve continuing employment at 10 hours/week through 12/31/21.**

Seconded by Commissioner Dorrان. Question regarding pay? Ms. Beck advised pay would be at the same hourly rate as current salary. **Carried, 3-0.**

6. Emergency Management Conference Contract. Presented by Tom Roberts, Emergency Manager. Approval is sought for authorization to update teleconference system at the emergency operations center. Mr. Roberts commented on history of connection, and that for recent emergency event, audio was not sufficient. He communicated with IT (Riley Wortman) who worked with UniTech to test the operations center with a system to see if it would work. It was very successful. Over the last year at the justice center, there has been testing a “whole room” teleconferencing and VTC system (installed by Uni-Tech), first in the emergency operations center and later into the larger media room. The system/set up worked well in both locations. Request is made to spend \$18,895 as quoted to retain the system and complete installation in both rooms. A State Homeland Security Program grant through Oregon Emergency Management was awarded up to \$20,000 with zero match requirement. **Commissioner Dorrان moved to approve contract with Uni-Tech Communications as outlined with authorization not to exceed \$18,895. Commissioner Shafer seconded. Carried, 3-0.**
7. Emergency Management Study Request for Proposals. (Commodity Flow Study). Presented by Mr. Roberts. This is mainly an extension due to delay in 2020 by COVID. Approval is sought to issue an request for proposals for services under last year’s Hazardous Mitigation Emergency Plan grant through the State Fire Marshal’s Office. Award amount was \$26,040 total and was to conduct a commodity flow study in the county. Due to COVID restrictions, the project could not be done before the end of the grant agreement period. Extension has been given until 9/2/22 to complete. There is a match requirement (soft match) of \$6,510. **Commissioner Shafer moved to approve the issuance of a request for proposals as outlined, not to exceed \$26,040 including soft match. Commissioner Dorrان seconded. Carried, 3-0.**
8. Emergency Management Exercise Request for Proposals. Presented by Mr. Roberts. This is another extension due to delay by COVID in 2020. Request is made to issue a request for proposals for tabletop exercises funded from last year’s HMEP grant through the State Fire Marshal’s Office. The award amount is \$10,000 total to conduct two tabletop hazardous materials emergency response exercises in the county. As with the prior item, due to COVID restrictions before the end of the original agreement, an extension has been allowed until 6/1/22 to complete the project. There is a grant match requirement (soft match) of \$2,550.00. Commissioner Dorrان asked if he anticipated doing these exercises in 2022? Mr. Roberts advised they will need to be a fast turnaround due to funding stream requirements by the state. Commissioner Dorrان requested he contact the Finance office and the Commissioners by May 2022 if he feels the exercises are unable to be finished by June, 2022. **Commissioner Dorrان moved to approve the issuance of a request for proposals as outlined, not to exceed \$10,000 and soft match, and to be completed by the end of FY22. Commissioner Shafer seconded. Carried, 3-0.**
9. Emergency Management Snow Machines Purchase. Presented by Mr. Roberts. Authorization is requested to purchase two Ski-Doo Summit Edge snow machines at the quoted total cost of \$31,448. Phase 2 of the SHSP grant is for off-road/trail ability in conjunction with larger Polaris UTV purchased in phase 1. The grant award was for \$27,418 (no match requirement). The price increase is \$4,030. Cost offset may be available should the other SHSP grant project come in under budget. There would be potential of state reimbursement – with their agreement. This would be a single source purchase. Undersheriff Littlefield (on-line) added this will replace old machines that don’t meet needs for access in rescues. In addition to grant funds, the Sheriff’s Office receives \$10,000 from the Sheriff’s Snowmobile Association. He thanked Mr. Roberts for getting the grants for the purpose of Sheriff’s Office programs. Senior Deputy Hayes runs the snowmobile program. For critical injury events rescue up-to-date machines are needed. The reliability is not there at this time. **Commissioner Shafer moved to approve the expenditure of \$31,448.00, using the Emergency**

Management grant, with any shortage to be funded through the snowmobile grant fund (not impacting the general fund budget). Commissioner Dorran seconded. Carried, 3-0.

10. Vehicle Purchases. Presented by Robert Pahl, Chief Finance Officer. Authorization is sought to purchase up to 30 vehicles through the Enterprise Fleet Management program. This includes up to 15 Ford Escape models, and 15 Jeep Compass models. This would allow the county to maximize return on sale of vehicles and update the fleet. Funding is available through the Fleet Management Fund. This will continue to update vehicles and sell old vehicles and will also allow turn-around more quickly to retain resale value. **Commissioner Shafer moved to approve the purchase as outlined and authorize signing the documents. Seconded by Commissioner Dorran. Carried 3-0.**
11. Harris Park Bridge. Presented by Commissioner Dorran for Tom Fellows, Public Works Director (out today). The county issued a request for proposals for the purchase of a prefabricated modular steel vehicular bridge to replace the old one near Harris Park that was damaged in the 2020 flooding (a temporary (wooden) bridge was put in place soon thereafter). Two proposals were received. The recommendation is to award the contract to the lowest proposal from True North Steel Bridge in the amount of \$239,361. It is hoped to get this bridge in the coming spring. **Commissioner Dorran moved to approve and to award the contract to True North Steel Bridge. Seconded by Commissioner Shafer. Carried 3-0.**
12. Bridge Replacement Request for Proposals. Presented by Commissioner Doran. Authorization is sought to issue a request for proposals to purchase a prefabricated modular steel vehicular bridge to replace the old one on Mac Hoke Road (commonly known as Nolan Bridge) that was damaged in the 2020 flooding. Funding has not been identified yet. We must get an RFP done as soon as possible. Today's request is to get the process going and get hard numbers to get in line for replacement ASAP with permitting requirements. Commissioner Shafer asked where does this fall in line with the Thorn Hollow Bridge? Commissioner Dorran advised the ability to demolish that bridge was missed during the fish window this year. With FEMA discussion, it may be allowed under an emergency to do the work this winter. There was delay due to permitting and federal regulations. Also, the Tribe has a thorough review of permits. Both added to the delay. **Commissioner Dorran moved to authorize the RFP as outlined. Seconded by Commissioner Shafer.** Mr. Pahl, for clarification, asked what does the bridge need to be when we are done? Commissioner Dorran advised Anderson-Perry Engineers is in the process of finalizing the designs and priority is in place for all bridges. **Carried 3-0.**
13. Collective Bargaining Agreement. Presented by Mr. Pahl for Jennifer Blake, Human Resources Director. He was part of the negotiating team with the Deputy District Attorneys. The county and AFSCME DDA unit have been negotiating a successor agreement to a collective bargaining agreement that expired 6/30/21. Terms have been tentatively approved and the proposed agreement was ratified by the bargaining unit. The Board is requested to ratify the agreement for the county. Changes include a revised salary schedule and cost of living increases of 4% for each year of the three years of the agreement. **Commissioner Shafer moved to ratify and to sign the Collective Bargaining Agreement with AFSCME Local Union 3742-4 through 6/30/24. Seconded by Commissioner Dorran. Carried 3-0.**
14. Columbia Rail Project. Presented by Commissioner Dorran. The county been asked to provide a letter of support for a grant application for the Columbia Rail project for rail improvements to add 2,500 feet of new siding track near Spofford and new switches in Milton-Freewater (served by private lease under UPRR). This would be under the 2021 Connect Oregon grant, which is available on a quick turn-around. Today's action is to ratify the support letter for the grant application. **Commissioner Dorran moved to approve a support the letter as outlined. Seconded by Commissioner Shafer. Carried 3-0.**

Commissioner Reports

Commissioner Shafer – noted all are attending the AOC annual conference in Eugene, November 15-19. Commissioner Murdock will be installed as President of AOC for next year. Congratulations!

Commissioner Dorran – wanted to thank our Veterans for the sacrifices of all. All communities have a memorial of some type honoring Veterans tomorrow – November 11th. We support our Veterans and there is high pride in this county.

Commissioner Murdock – would accept a motion **for the county’s support of Veteran’s day and thanks to all for their service – so moved by Commissioner Dorran. Seconded by Commissioner Shafer. Carried, 3-0.**

Executive Session – none.

Adjourned at 9:44 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners