

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of April 26, 2023
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair Dan Dorran, Vice-Chair John Shafer, and Commissioner Timmons
County Counsel Doug Olsen

Guests Present: Kyle Waggoner, Umatilla SWCD District Manager, Tom Straughan, UCSWCD Director, Mark Tanner, Umatilla County Maintenance Manager, Jim Littlefield, Umatilla County Undersheriff, Sterrin Ward, Umatilla County Civil Captain, Riley Wortman, Umatilla County IT Manager, Megan Davchevski, Umatilla County Planning Manager

Video link or Calling in: Trish Neal

CALL TO ORDER: Chair Dorran 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 was led by Chair Dorran

Awards/Correspondence/Recognitions. Commissioner Timmons gave recognition to Lori Smith for National Administrative Assistant Day.

Minutes – Commissioner Shafer moved to approve the minutes from the 03/29/2023 and 04/05/2023 Board meetings. Seconded by Commissioner Timmons. Carried, 3-0.

Additions to Agenda – None.

Public Comments and Recognition of Visitors This is the time for public input for anything not on the regular agenda. None.

Business Items

1. **SWCD Proposal** – Presented by Kyle Waggoner, SWCD and Tom Straughan, SWCD Board Director. Approval is sought for the proposal and authorization for the contract with SWCD for continued coordinator role services in amount of \$20,000. The Umatilla County Soil and Water Conservation District has submitted a proposal to the Board to continue the flood coordinator role services for fiscal year 2023-24. Mr. Waggoner shared a presentation about current and future projects. Comm Dorran also shared that Mr. Waggoner orchestrated two town halls meetings that brought together agencies. **Commissioner Shafer moved to accept the proposal and authorize the contract with SWCD for continued coordinator role services in an amount of \$20,000. Seconded by Commissioner Timmons. Carried, 3-0.**

2. Outdoor Mass Gatherings – Presented by Megan Davchevski, Umatilla County Planning Division Manager. Approval is sought a permit for an outdoor mass gathering. A permit for an outdoor mass gathering has been applied for with the Planning Division. The event is the Camas Prairie Cowboy Convention scheduled for two days, June 23 and 24, 2023. Expected attendance at the event is 600 people per day. Karen Parker, Ukiah Rodeo Board Member, shared that they did have 600 on the first day last year. She also shared that it is the 100 class reunion that same weekend. She wanted to thank the Commissioner for all the work they have done. **Commissioner Timmons moved to approve permit for outdoor mass gathering. Seconded by Commissioner Shafer. Carried, 3-0.**

3. National Historic Month - Presented by Chair Dorran. A proclamation to declare May 2023 National Historic Preservation Month is before the Board for consideration, recognizing the importance of historic preservation and the local contribution to preserving historic county places. Trish Neal, Weston Area Development Association, spoke about what the group does and the importance of having this proclamation. They are in the process of writing grants to be able to restore the commercial area downtown Weston. **Commissioner Timmons moved to adopt Order No. BCC2023-020. Seconded by Commissioner Shafer. Carried, 3-0.**

4. AWERE Grants – Presented by Robert Waldher, Community Development Director. Approval is sought to approve AWERE grants. The Athena-Weston Education and Resource Enhancement (AWERE) Grant Committee met April 7, 2023 to review grant requests. A total of \$74,500.00 is available for the 2023 funding cycle. The AWERE Grant Committee recommends the Board of Commissioners approve funding the grants: Athena Mainstreet Association - Stahl Building Updates - \$2,836 2. City of Weston - Parks Building Heating & Insulation - \$10,000. Gem, Inc. - Tables and Chairs - \$5,243. American Legion Post 130 - Legion Hall Renovation - \$6,970 5. Athena Library - Learning Station - \$4,500 6. East Umatilla Fire & Rescue District - Fire Rescue UTV - \$11,500. Umatilla County Pioneer Association - Signage Project - 2,000 8. Weston Cemetery District - Water System Upgrades - \$1,500 9. Kees Blue Mountain Cemetery - GPR Survey and Marker - \$2,000 10. Athena-Weston School District - Pickleball Court Renovation - \$19,951 11. Weston Community Church - Basement Floor Replacement - \$8,000. Mr. Waldher also shared that they will making sure to let future applicants are aware that the funds are less for next year. Comm Shafer gave kudos to the committee on the projects that got picked. Comm Timmons asked there was anyone that requested funding that didn't get selected. Mr. Waldher shared that the school district had requested two additional projects but decided to prioritize the projects and only ask for one. The superintendent thought she could get Wildhorse funding for one of the projects. **Commissioner Shafer moved to adopt Order No. BCC2023-018. Seconded by Commissioner Timmons. Carried, 3-0**

5. Economic Development Grants – Presented by Robert Waldher, Community Development Director. Approval is sought for funding recommendation for Spring 2023 Community and Economic Development Grant Requests: Milton-Freewater CDP - \$9,815, Helix Parks & Recreation District - \$25,000, Milton-Freewater Junior Show - \$10,000. The Umatilla County Community and Economic Development Grant Committee met April 19, 2023 to review grant requests. A total of four grant requests were received for the spring funding cycle and the committee recommends the Board of Commissioners approve funding for three of the grants

The intent of these grants is to fund community projects that have a lasting impact on the community, and the one grant was to fund an event. **Commissioner Timmons moved approve funding recommendations for Spring 2023 Community and Economic Development Grant Requests : Milton-Freewater CDP - \$9,815, Helix Parks & Recreation District - \$25,000, Milton-Freewater Junior Show - \$10,000. Seconded by Commissioner Shafer. Carried, 3-0.**

6. Property Auction – Presented by Doug Olsen, County Counsel. Authorization is sought to conduct the annual auction to sell property foreclosed on for delinquent property tax. Twenty properties are available for sale. The date for the proposed auction is May 23, 2023. There are a number of properties that are left over from last year and are at a reduced minimum bid. **Commissioner Shafer moved to adopt Order No. TX2023-02. Seconded by Commissioner Timmons. Carried, 3-0**
7. Elections Payable - Presented by Dan Lonai, Umatilla County Administrative Services Director. Approval is sought for the payable to Ryder Elections Services in the amount of \$20,368.96 for ballots for the upcoming election. This is a yearly routine expense for conducting an election, and has been budgeted. This is for the printing of May ballots. **Commissioner Shafer moved to approve payable as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
8. Trailer Purchase - Presented by Jim Littlefield, Umatilla County Undersheriff. Approval is sought to award contract for the purchase of a cargo trailer from American Trailer Sales in the amount of \$10,185. In October 2022, the county received a grant from the state Homeland Security Program, for \$10,500 to fund the purchase of an enclosed utility trailer to transport resources and support emergency operations and missions. The BOC approved the grant in November 2022. After distributing a request for proposals, we received two proposals: American Trailer Sales - \$10,184 Verde Inc. - \$10,895. The recommendation is to award the contract to the lower proposal, which also has an earlier delivery time. **Commissioner Shafer moved to award contract for the purchase of a cargo trailer from American Trailer Sales. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Post-Employment Retirement - Presented by Jim Littlefield, Umatilla County Undersheriff. Approval is sought for hiring of PERS retiree as Temporary Special Employee under the restrictions of Personnel Policy 4.7 with benefits and salary consistent with current position. An employee is retiring effective July 1, 2023. The request is to allow the employee to return in current capacity after July 2, 2023. **Commissioner Timmons moved to approve hiring of PERS retiree as Temporary Special Employee under the restrictions of Personnel Policy 4.7 with benefits and salary consistent with current position. Seconded by Commissioner Shafer. Carried, 3-0.**
10. CHL Card Printer - Presented by Sterrin Ward, Umatilla County Civil Captain. Approval is sought for the purchase of a new CHL Card Printer for \$5,123.10. The CHL Card printer has stopped recognizing color ribbons and needs to be replaced to continue printing cards. This is a specialized machine that prints the cards in color and laminates the cards. There is a quote from CDW-G that includes a 4 year warranty, which has Oregon contract pricing of \$5,123.10. This purchase has been forecasted in the budget and is statutorily required. This item will have a four-year warranty. Comm. Timmons asked if this item is getting a lot of use right now and Captain Ward shared that there is about 8,000 CHL and they are processing paperwork every day. **Commissioner Shafer moved to approve purchase as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**

11. Community Corrections Purchase - Presented by Comm Shafer. Approval is sought for the purchase of replacement ballistic vest and carriers for Parole and Probation Officers in the amount of \$14,543.76 to Uniform 2 Gear. Ballistic vests are a required piece of equipment for Parole and Probation Officers. These vests expire every five years and require replacement. The vendor is the same as is used by the Umatilla County Sheriff's Office. 17 vest are being purchased. **Commissioner Shafer moved to approve purchase as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
12. Community Corrections Storage - Presented by Comm Shafer. Approval is sought for the amount of \$6,078.00 be paid to Space Saver Specialist for file storage in the Hermiston Office. Community Corrections is working with the Umatilla County Maintenance Department in renovating the old VFW in Hermiston for a future Parole/Probation office. This work continues and the department is in need of purchasing a file organization system for that office. **Commissioner Shafer moved to approve purchase as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
13. Maintenance Payable-CC - Presented by Mark Tanner, Umatilla County Maintenance Manager. Approval is sought for a payable to Tum-A-Lum Lumber in the amount of \$5,564.70 for drywall for the new Hermiston Community Corrections facility. The payable is before the Board for approval due to the amount. This amount will be reimbursed by Community Corrections. **Commissioner Shafer moved to approve the payable. Seconded by Commissioner Timmons. Carried, 3-0.**
14. Public Works Purchase - Presented by Tom Fellows, Public Works Director. Public Works Department is seeking Board approval to purchase road stabilization product through an alternative contracting method. The product will be used on Moorehouse and Sagebrush Roads, at a lower cost than chip sealing or paving, and more effective than dust control product. This is a pilot project working with Midwest Industries based on a project in Adams County in Florida. Hoping that this new product will last three to five years with little maintenance. Comm Dorran shared that this pilot project will be one that the whole state is watching and that this product could be a viable financial option. **Chair Dorran moved to adopt order and approve total contracted amount as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
15. Echo Community Benefit Plan Grants - Presented by Chair Dorran. Approval is sought for Echo Community grants. The Echo Community Benefit Plan committee is recommending funding of four grants for the community benefit plan for 2023. The four grants are: Echo Fire Department - \$7,500-Flatbed for Quick Response pickup, Echo Fire Department - \$7,500-Portable monitor, City of Echo - \$2,500-Main Street Christmas lights and decorations, City of Echo - \$6,000-City hall door replacement. Chair Dorran stated that there is diminishing funding and is working the Robert Pahl, CFO, to be able to return the unused money back into the pool. **Chair Dorran moved to approve grants and adopt Order No. BCC2023-019. Seconded by Commissioner Shafer. Carried, 3-0.**
16. Construction Contract - Presented by Doug Olsen, County Counsel. Approval is sought for the notice of intent to award contract for general contractor for Ordnance Pipeline. The County issued a Request for Proposals for the general contractor for the Ordnance Pipeline project. Two proposals were received - from Rotschy Inc. and Tapani Inc. After a technical review of the proposals by the consultants and staff, the recommendation is to award the contract to Tapani. **Commissioner Shafer moved to approve notice of intent to award contract for general contractor for Ordnance Pipeline project to Tapani Inc. in the amount of \$6,718,202. Seconded by Commissioner Timmons. Carried, 3-0.**

17. Tank and Air Compressor Purchase – Presented by Doug Olsen, County Counsel. Approval is sought for the notice of intent to award the contract for purchase of tank and air. The County issued an Invitation to Bid for the purchase of a tank and air compressor pipe for the Ordnance Pipeline project. One bid was received from Hydro-Air Systems for \$555,654. Another bid was received after the time due for bids, so it was non-responsive. After a review of the bid by the consultants and staff, the bid is responsive and the recommendation is to award the contract to the bidder. This would be used near the pump intake on the Columbia River. **Commissioner Shafer moved to approve notice of intent to award contract for purchase of tank and air compressor to Hydro-Air Systems in the amount of \$555,654. Seconded by Commissioner Timmons. Carried, 3-0.**
18. Ambulance Staffing Variance - Presented Doug Olsen, County Counsel. Approval is sought for the request for East Umatilla County Ambulance Service Area Health District to operate using reduced staffing. Beginning in 2013, the East Umatilla Health District, then the East Umatilla County Ambulance Service Area Health District, has requested from the State of Oregon for a variance to allow staffing of the District's ambulance with non-EMT drivers. The district is renewing the request for the State of Oregon to grant a variance for staffing reduction to provide Ambulance service in its area. This is something that has been in place for several years and is a benefit to its ability to provide services. The process requires approval from the Board of Commissioners and the district physician advisor. Dr. Adams has approved the staffing variance. **Commissioner Shafer moved to approve request for East Umatilla County Ambulance Service Area Health District to operate using reduced staffing, and instruct staff to prepare letter confirming approval. Seconded by Commissioner Timmons. Carried, 3-0.**
19. Supplemental Budgets - Chair Dorran opened the public hearing at 9:51 a.m. The staff report was presented by Robert Pahl, Chief Financial Officer. There were six supplemental budgets, Budget Order number 2023-99, (SO Special Programs) requires decrease in Beginning Cash of \$5,000, an increase in Local Revenue of \$10,000 and in Materials & Services of \$65,000, and a decrease in Capital Outlay of \$60,000. Budget Order number 2023-101 (Community Corrections) requires increases in Beginning Cash of \$2,265, in Local Revenue of \$2,500, in State Revenue of \$46,156, in Materials and Services of \$47,656, and in Contingency of \$3,265. Budget Order number 2023-102 (Community Corrections) requires increases in Beginning Cash of \$25,426, in Local Revenue of \$40,200, a decrease in State Revenue of \$5,000, an increase in Materials & Services of \$23,200 and an increase in Contingency of \$37,426. Budget Order number 2023-106 (Facilities Improvements) requires increases in Beginning Cash of \$2,600,000, in Capital Outlay of \$600,000, and in Contingency of \$2,00,000. Budget Order number 2023-108 (Special Services) requires increases in Transfer In of \$50,000 and in Personnel Services of \$50,000. Budget Order number 2023-109 (Community Benefit Plan) requires increases in Local Revenue of \$5,000,000, in Transfer Out of \$1,000,000, and in Contingency of \$4,000,000. Chair Dorran asked for public comments or questions. There were none. Chair Dorran closed the public hearing at 9:54 a.m. Deliberations. None.

In the matter approving Supplemental Budgets pursuant to ORS 294.471 for FY ending 6/30/23:

Commissioner Timmons moved to adopt Budget Order No. 2023-99 (Program 1585–Emergency Management Grants). Seconded by Commissioner Shafer. Carried, 3-0.

Commissioner Timmons moved to adopt Budget Order No. 2023-101 (Program 1532 –Justice Reinvestment Grant). Seconded by Commissioner Shafer. Carried, 3-0.

Commissioner Timmons moved to adopt Budget Order No. 2023-102 (Program 1527 – Community Corrections). Seconded by Commissioner Shafer. Carried, 3-0.

Commissioner Timmons moved to adopt Budget Order No. 2023-106 (Program 9040 – Facilities Reserve). Seconded by Commissioner Shafer. Carried, 3-0.

Commissioner Timmons moved to adopt Budget Order No. 2023-108 (Program 9079 –Court Security). Seconded by Commissioner Shafer. Carried, 3-0.

Commissioner Timmons moved to adopt Budget Order No. 2023-109 (Program 1650 –Local Improvement Distribution). Seconded by Commissioner Shafer. Carried, 3-0.

20. Budget Transfers - Presented by Robert Pahl, Chief Finance Officer. There are ten budget transfers orders before the Board for consideration. Budget Order number 2023-100 (Public Works) requires an increase in Materials & Services of \$1,950,000 and decrease in Contingency of \$1,950,000. Budget Order number 2023-103 (Corrections Assessment) requires an decrease in Local Revenue of \$60,000 and an increase in State Revenue of \$60,000. Budget Order number of 2023-104 (Records Archiving) requires an increases in Materials & Services of \$15,000, in Capital Outlay of \$25,000, and a decrease in Contingency of \$40,000. Budget Order number of 2023-105 (Fleet Management) requires an increases in Materials and Services of \$50,000 and a decrease in Contingency of \$50,000.

Commissioner Shafer moved to adopt Budget Order No. 2023-100 (Program 4530 – Public Works). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-103 (Program 9011 – Corrections Assessment). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-104 (Program 3513 –Records Archiving). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-105 (Program 9076 –Fleet Management). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorran: None

Commissioner Timmons: None

Meeting adjourned by Chair Dorran at 9:58 a.m.

Lori Smith

Executive Secretary – Board of Commissioners