

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of October 21, 2015  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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- Commissioners Present:** Chair George Murdock and Vice-Chair Larry Givens
- Absent:** Commissioner Bill Elfering
- County Counsel:** Doug Olsen
- Members and Guests Present:** Dale Primmer, Director of Community Justice; Paul Chalmers, Director of Assessment & Taxation; Jennifer Blake, Human Resources Director; Tom Fellows, Public Works Director; Leane Welch, Tillamook County Public Works Director; and Tamra Mabbott, Planning Director

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**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. Chair George Murdock welcomed all and reminded those present that the meeting is a public forum. It is being recorded and minutes will be taken. Comments will become part of the record. If persons wish to speak before the Board, please come to the podium, identify yourself and state where you live for the record.

**Pledge of Allegiance.** Those in the room stood, saluted the flag and recited the Pledge of Allegiance led by Commissioner Givens.

**Acknowledgment of Minutes of Previous Meetings.** Commissioner Givens moved to approve the meeting minutes of 9/2/15 and 9/9/15. Seconded by Chair Murdock. Carried, 2-0.

**Additions to Agenda.** None, other than there will be an Executive Session.

**Presentations/Acknowledgment of Visitors:** Tom Fellows, Public Works Director, introduced Leane Welch, Public Works Director at Tillamook County, our “sister county”. She will be visiting for next two days to tour the county and see how things work. Welcome to Leane Welch.

**Recognitions/Correspondence:** Chair Murdock read a thank you letter received from Sheriff Turner who commended officers Gregory, Faber and Schaffner at the Walla Walla County Fair. The law enforcement team has great collaboration. Positive public feedback was received about the Walla Walla Fair and appreciation for the secure and safe family environment. The county continues to receive many thank yous from FFA and 4H members for financial support. In particular, he read a letter from Emile Davis thank you for supporting her and FFA and 4H at the Milton-Freewater Junior Livestock Show. In addition, he noted thank yous were also received from Stanfield FFA Chapter, Pilot Rock Woolly Wranglers, Mac Hi FFA, Barnyard Buckaroos, Echo FFA and Weston-McEwen FFA.

## Agenda – Business Items

1. Electronic Surveillance Equip Purchase. Dale Primmer, Community Justice Director, presented information previously on different occasions (including during the budget process in May). This is for local surveillance – agreement with custody and work release (in the past). Due to budget cuts the department need was to use surveillance equipment with changing technical advancements for “house arrest” now with cell use vs. landline, equipment needs have changed. Alcohol consumption notification is now monitored as well with new equipment. The cost is about \$26,000. **Commissioner Givens moved to approve purchase of additional electronic surveillance equipment for a total cost of \$25,950. Seconded by Chair Murdock. Carried, 2-0.**
2. Authorization for Bids – Community Corrections. Mr. Primmer requested approval/ authorization for the County Shop to request bids for up to two vehicles, not necessarily to purchase at this time. One vehicle would be used for Parole Officers and one would be used for general transportation. **Commissioner Givens moved to approve the County Shop to seek bids for 2 new cars. Seconded by Chair Murdock. Carried, 2-0.**
3. Authorize Vehicle Purchase – Assessment & Taxation. Paul Chalmers, A&T Director, presented. Based on the responses from the last RFP, he requested the Board reject all bids and change the specifications for another round of RFPs. There is \$16,000 available from the Fleet Management Fund. **Commissioner Givens moved to approve going out for bids again for a new or slightly used mid-sized car in an amount of \$16,000. Seconded by Chair Murdock. Carried, 2-0.**
4. Workforce Development Project. Chair Murdock noted a memorandum of agreement jointly with the County and BMCC to contract with Susan Bower to do a workforce survey and ultimately for a project for skilled workforce training in conjunction with housing need in the area. There are multiple economic development activities, and this project would be to identify niches that are not being filled. Tamra Mabbott, Planning Director, has been assisting Commissioner Elfering with economic development efforts. Partnership with BMCC and Susan Bower at EO Business Source is an opportunity that seems to align well with workforce and economic development. He noted that Commissioner Elfering has worked over the last year with an economic development focus. The first piece is a study by Susan Bower. The concept has been worked over last several months. February 2016 is the timeline for completion of a study. Chair Murdock noted this is not to compete with efforts of other entities – not retraining, but working on specific technical skills to mesh with needs of employers. **Commissioner Givens moved to approve the Memorandum of Understanding with Blue Mountain Community College. Seconded by Chair Murdock. Carried, 2-0. In addition, Chair Murdock moved to approve the contract with Susan Bower for a study in the amount of \$8,500. Seconded by Commissioner Givens. Carried, 2-0.**
5. Ambulance Services Ordinance Amendments. Chair Murdock opened the public hearing at 9:20 a.m. for the second reading of the Ordinance, by Doug Olsen. He noted changes were suggested by the State of Oregon to meet their requirements. There was no public comment. **Commissioner Givens moved to adopt Ordinance No. 2015-08, In Amending Umatilla County Ambulance Service Ordinance No. 96-06 County Code. Seconded by Chair Murdock. Carried, 2-0.**

6. Elections Payable. Mr. Olsen noted this is for annual maintenance of Elections software and has been budgeted. **Chair Murdock moved to approve the payable to the Secretary of State in the amount of \$47,776. Seconded by Commissioner Givens. Carried, 2-0.** Commissioner Givens noted that the new drive up ballot boxes located in the parking lot behind the courthouse are getting a lot of use.
7. Road Gate. Tom Fellows, Public Works Director, reported that Rod Anderson, property owner, came to his office and provided him an agreement signed by property owners on the North Fork of McKay Creek. The request is to put in a road gate to close it. He does not know about problems property owners are experiencing. He asked Doug Olsen to review the form of agreement. Mr. Olsen then drew up a second document based on the standard gate agreement form and that is what is suggested for Board review before moving forward. Mr. Olsen noted the agreement is for a security agreement during times of “civil unrest and criminal threat”, and also due to fact the response time of law enforcement is lengthy because of the remote location. Mr. Fellows advised the location includes three residences as well as property owned by the Boy Scouts of America. He noted Rod Anderson (who owns a construction company) requested that he do the work on the road since he has the property equipment for it. County Public Works has not graded the road for many years.

Commissioner Givens asked about possibly having the county vacate the road so that the property owners would own and maintain it. He wanted to be sure no one is landlocked. Mr. Olsen said it could be removed from the county road system, but it would be a public road, or it could also be vacated. If removed from the county road inventory, the county would have jurisdiction but not maintenance responsibility. Mr. Fellows noted other roads have permits allowing gates, but they do not have private residences behind them. He is concerned about emergency response not being able to access with a locked gate. Mr. Olsen advised vacation would need a public hearing. **Commissioner Givens moved to direct staff to look into the possibility of vacating that portion of North Fork McKay Creek Road. Seconded by Chair Murdock. Carried, 2-0.** Chair Murdock commented the road is in good shape (he recently toured it during the B2H discussion). Mr. Fellows advised he will notify the parties (Mr. Anderson) of the Board action today.

8. Appointments to Planning Commission. Mr. Olsen reported. Approval is sought to appoint Tami Green to the Planning Commissioner for the vacancy caused by the resignation of John Standley. The term for Don Marlatt has also expired and reappointment is sought. **Chair Murdock moved to approve/adopt Order No. BCC2015-85. Seconded by Commissioner Givens. Carried, 2-0.**
9. Approve Grants for Adams Community Benefit Plan. Mr. Olsen advised the Adams Community Benefit Plan Board met and recommended three grants for approval for the 2015 grant year. **Commissioner Givens moved to approve grants and adopt Order No. BCC2015-084. Seconded by Chair Murdock. Carried, 2-0.**
10. Approval Payable for HAREC Office Expansion Grant. Chair Murdock noted the grant was discussed at the staff meeting on Monday. This is a product of Commissioners Elfering and Murdock meeting with Phil Hamm, Director of the OSU Hermiston Agricultural Research &

Extension Center, and Mary Corp, OSU Extension Service. Expansion of the office coincides with creation of BMCC's new teaching and learning center located at HAREC, continuing to expand the Experiment Station presence in Hermiston. **Commissioner Murdock moved to approve the payable in the amount of \$20,000 toward the cost of the HAREC office addition. Seconded by Commissioner Givens.** Commissioner Givens noted he had recently toured HAREC and the Don Horneck Memorial Lab while Congressman Walden was there. The building is up but not operational as yet. He also noted ground preparation for the BMCC structure. A reversionary clause in the agreement for the grounds themselves has been lifted through congressional action. The Commissioners noted potatoes grown at the Experiment Station were donated to Oregon Food Bank with help of Stahls and others. **Motion carried, 2-0.**

11. Payable for Historic Rivoli Theater Grant. **Commissioner Givens moved to approve a grant and payable to Historic Rivoli Theater Performing Arts Center in the amount of \$7,500 (from the community development budget). Seconded by Chair Murdock. Carried, 2-0.**
12. CTUIR Health Center CDBG. Chair Murdock reported. The Tribes are requesting a letter of support for the application for a Community Development Block Grant to construct a new health center. CTUIR is requesting \$500,000 for phase 1 construction of a new health center. UCo Health and Tribal Health have a close working relationship. He was involved in a joint meeting to discuss this project. **Chair Murdock moved to approve a letter of support to go with the CTUIR application to the Department of Housing and Urban Development. Seconded by Commissioner Givens. Carried, 2-0.**
13. Approve Payables to Watersheds and Soil & Water Conservation. Commissioner Givens noted these contributions are already in the budget, but he wants to look at those contributions and their value in next year's budget cycle (in particular to Water Resources). **Commissioner Givens moved to approve the payables = \$10,000/each to Umatilla Basin Watershed Foundation, Umatilla County Soil & Water Conservation and to Walla Walla Basin Watershed. Seconded by Chair Murdock. Carried, 2-0. Commissioner Givens moved to instruct CFO Robert Pahl to examine obligations regarding contributions and the degree to which Umatilla County is legally obligated for funding Water Resources. Seconded by Chair Murdock. Carried, 2-0.**
14. LGPI Dues and Training. Jennifer Blake, Human Resources Director, reported. The first request is for the membership fee (\$2,500 per year) for Local Government Personnel Institute which specializes in assisting cities and counties working with union environments. It would provide HR expertise, cost analysis, representation at labor negotiations and some technical support. She feels this is timely and will allow the County to add more resources for managers. In response to Commissioner Givens question about prior LGPI membership, she advised the County was not a member for the last two years. **Commissioner Givens moved to approve LGPI services/membership. Seconded by Chair Murdock. Carried, 2-0.**

Chair Murdock asked to consider directing Jennifer Blake, HR Director, and Doug Olsen, legal counsel, to create a specified training module regarding both union contracts and topics related to managing in a union environment. This would be part of risk management tool for managers. Ms. Blake noted there is a second request. It would allow a Senior Labor Attorney to train a "Management 101", hosted off-site and a cost of \$2,000 (but may be less with the membership).

If approved, she would like to have the attorney come in January or February. Again, it is a timely resource for managers on the forefront. Chair Murdock felt this would be part of training module; Mr. Olsen clarified. **Chair Murdock moved to create training module before approving the training request. There was no second.** Discussion included training is separate from the LGPI membership fee. Ms. Blake noted the training is three hours and would be new for many of the County's managers. She felt it is important to come in at different times and would only be added with Chair Murdock's recommendation. It would be specified for an ongoing training program (like the module concept Chair Murdock mentioned). This particular training is one component. Mr. Olsen asked if the training should be approved before a training module would be created. Ms. Blake agreed; she felt the training would allow better assessment for future needs. **Chair Murdock moved to have a mandatory training module created for managers working in a union environment, which would include this training piece component of \$2,000. Commissioner Givens seconded. Carried, 2-0.**

Chair Murdock recessed into Executive Session at 9:52 a.m. Separate minutes were taken.

Chair Murdock called the meeting back to order at 10:05 a.m. **Commissioner Givens moved to grant the request for leave without pay to an employee for 60 days. Seconded by Chair Murdock. Carried, 2-0.**

The meeting adjourned at 10:08 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary  
Umatilla County Board of Commissioners