

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of May 18, 2016  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair George Murdock, Vice-Chair Larry Givens and Commissioner Bill Elfering

**County Counsel:** Doug Olsen

**Members and Guests Present:** Susan Bower (independent contractor); Capt. Stewart Harp (UCSO); Susan McHenry (SWAC); Mike Jewett (SWAC), Tammy Sundin (UCCC Office Manager); Capt. Kathy Lieuallen (911 Manager); Marie Simonis (Budget/Finance); Robert Pahl (CFO); Gina Miller (Planning-Code Enforcement); Jennifer Blake (Human Resources Director); Paul Chalmers (Assessment & Taxation Director); Meghan DeBolt (UCo Health Director); Riley Wortman (CIS-Programmer/Analyst); Phil Wright (East Oregonian).

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**CALL TO ORDER**

The meeting was called to order at 9:05 a.m. Chair George Murdock welcomed all.

**Pledge of Allegiance.** Led by Commissioner Givens.

Chair Murdock reminded those present that the meeting is a public forum. It is being video and audio recorded and minutes will be taken. Comments will become part of the meeting record. If persons wish to speak before the Board, please come to the podium, identify yourself and state where you live for the record.

**Awards/Recognitions/Correspondence.** Chair Murdock congratulated Commissioner Elfering, Paul Chalmers (Pendleton City Council) and Dan Primus (District Attorney) who all won their elections.

Commissioner Elfering read a thank you from Sheriff Rowan to the City of Hermiston, Council and Police Department for the painting they sent in honor of “2016 National Telecommunication Week” to be displayed in the Dispatch Center. Also, he read a letter of thanks from the Girl Scouts of Oregon for the contribution to “Me and My Prince Ball” and investment in Girl Scouts. Chair Murdock read a letter from a Hermiston High School counselor to Jenni Galloway, CARE Program, appreciation to Mayra Zepeda for her excellent work and collaboration with students there.

**Acknowledgment of Minutes of Previous Meeting.** Commissioner Givens moved to approve the 4/27/16 Administrative meeting minutes. Seconded by Commissioner Elfering. Carried, 3-0. Commissioner Elfering moved to approve the 4/13/16 Board meeting minutes. Seconded by Commissioner Givens. Carried, 3-0.

**Additions to Agenda.** None. Doug Olsen noted one deletion -- item 5 (Jail Medical Services) will be presented at next meeting.

**Public Comments.** None.

## Agenda – Business Items

1. Electronic Monitoring Devices. Tammy Sundin, Community Corrections Office Manager, reported. The request is for 5 more cellular monitors to be designated to drug court. The others will be for regular use monitoring. These are for cellular tracking vs. in-home tracking (land-lines). Eventually they want to replace all old monitors, to be upgraded to cellular technology. **Commissioner Elfering moved to approve Community Corrections purchase of 5 cellular devises from BI Inc. at a cost of \$17,000. Seconded by Commissioner Givens. Carried, 3-0.**
2. Rate Increase Approval. Mike Jewett, Sanitary Disposal, presented. The last increase was in January, 2013. They did not request an increase until now due to fuel costs going down and recycling going up as well as work load increase. This year there is to be a 58 cent per ton increase by DEQ effective April 1. Increases will be ongoing up to 35% up to 2022. They are also facing increasing fuel costs (almost 8% since March). Based on rate study and increases, it translates to an approximate 7.5% collection increase. If approved, it will impact majority of customers by about \$1.30/month, set for a 2-year period. The Solid Waste Advisory Committee approved and recommends this increase. **Commissioner Givens moved to approve and adopt Order No. BCC 2016-040. Seconded by Commissioner Elfering. Carried, 3-0.** In addition, Mr. Jewett noted a rate increase was applied for at the transfer station, but due to an error by the newspaper, republishing is required to provide proper notice. They will be back in the next few months to present that item.
2. Evaluation Process. Susan Bower, EO Business Source contracting with Umatilla County, reported. A committee was formed to look at the policy of performance evaluations. Jennifer Blake, Human Resources Director, invited her to be part of the process. It began at a Senior Manager meeting in November. She noted the committee members, consisting of a large cross section of the county, which met four times December through March. They looked at best practices, current tools, current policy and what is or is not effective currently. Insights were that the County would greatly benefit by a new performance evaluation tool as well as a self-evaluation tool and to devise a proposal about frequency of evaluations and to add at least two evaluations during probation periods. This is for all levels of the county. Finally, the team felt training and support is critical for effective performance; thus, a training calendar was developed in many areas. Ms. Blake noted she is still in process of finalizing the actual policy, which is not quite ready to sign. The process is presented at this time for information and to be implemented if approved at a later date (soon, hopefully). There are new forms as part of packet. Commissioner Givens asked about specific time/date for evaluations. Ms. Blake advised it is planned that Human Resource is to receive evaluations the first quarter of the year as opposed to previously being based on hire date. This change was agreed on by and large. She noted the Road Department made some good suggestions related to different duties and the best fit of providing optional and tailored questions, so that department is still working on their forms. Mr. Olsen reiterated that the policy (2.12, Performance Evaluation Process and Resources) is not ready for action as more work is needed to present the final version. **Commissioner Givens moved to approve moving ahead with the performance evaluation process as presented. Seconded by Chair Murdock. Carried, 3-0.**
3. Greater Umatilla Enterprise Zone Manager. Mr. Olsen presented. The City of Umatilla is seeking to have its new city manager, Russell Pelleberg, assume responsibility of the Zone

Enterprise Manager as Bob Ward will no longer be able to act in that capacity. **Commissioner Elfering moved to approve Order No. BCC2016-044. Seconded by Commissioner Givens. Chair Murdock noted this resolution is requested by the City of Umatilla and the approved order is requested by their 6/7/16 meeting. Carried, 3-0.**

4. Fingerprint Machine. Capt. Stewart Harp, Jail Commander, presented. At the 5/4/16 meeting, the Board approved purchase of a new fingerprint machine for the jail. The wrong quote was mistakenly forwarded and approved. Today is presented the correct quote for the proper machine with a cost difference of about \$2,000 plus. **Commissioner Elfering moved to adopt Order No. BCC2016-043 for purchase of the fingerprint machine at a cost of \$22,477.** Riley Wortman, CIS Programmer/Analyst, noted the company (Cogent) no longer has the requested machine; it is not available yet (Capt. Harper added it is basically on back order). One option is to purchase a machine that is more expensive or to wait for replacement machine and go from there. An equivalent machine is unknown at this time. Capt. Harp requested authorization to move forward with purchase. Mr. Olsen noted it is possible the machine may become available, so purchase of this machine is still an option. Discussion continued about best way to proceed; comparable machine; cost. Mr. Wortman noted the company makes a certain number of machines and the process of getting quotes started over a year ago; Cogent sold out and commitments were made to other purchasers. Technology will be up to date and there is need to be compatible with computer software, security and etc. The new machine will come with all service contracts. Commissioner Givens expressed concern over locking in with so many unknowns. Mr. Olsen added the company gave several options; the recommendation is to try to lock in on the original machine but the County could always come back for another machine based on what is determined. Chair Murdock noted by no means does the Board want to compromise; they rely on Capt. Harp's and Mr. Wortman's expertise. Capt. Harp noted the present machine has been in use is from about 2003. In addition, Mr. Wortman advised it is XP platform, which has been out of service for over two years – the major reason to replace is there are no security updates. **Motion seconded by Chair Murdock. Carried, 3-0.**
  
5. Creation of Position – Health & Human Services. Meghan DeBolt, UCo Health Director, presented. This is to establish a new position of Developmentally Disabled Service Coordinator. The position is budgeted to take effect 7/1/16, but it is hoped to hire early (6/1/16). After questions about the recruiting process, Ms. Blake noted two candidates for finalists are qualified and she requested to hire two individuals off a current posting. Robert Pahl, CFO, noted funds are available in the next fiscal year; Mr. Olsen added there is money in current fiscal year due to savings. Mr. Pahl agreed. **Commissioner Elfering moved to approve creating the position of DD Service Coordinator and to fill it 6/1/16 as presented. Seconded by Commissioner Givens. Carried, 3-0.**
  
6. DD Office Remodel (Authorize Purchases) – Health & Human Services. Ms. DeBolt presented. They are currently refurbishing old detention cells at the current facility into offices. Quotes were requested and received. Mr. Pahl noted money is in contingency to pay for the about \$40,000 estimate. The action today is requesting to move forward with refurbishing the offices for the right fit. Ms. DeBolt will be meeting with DD staff about office space. Chair Murdock elaborated – DD staff was moved from old office space to the juvenile building that was under-utilized. Staff was housed there, but the set up was not the best – cubicles are open/not private. Different alternatives were discussed including modifying cells to office spaces. He has talked

with Dan Lonai, Administrative Services Director, who put together estimate of costs to convert. It is a building the County owns and is being used. Fiscal has agreed funds are available. It is quite possible maintenance will be utilized for some of the work – it is above regular administrative services, so costs need to be figured out. Mr. Pahl is supportive of that. Commissioner Givens talked about updating the facility – upgrades have meant some energy savings and it is hoped more efficiency will result from the remodel. He commended Dan Lonai for coming up with grant funding for energy savings. Ms. DeBolt noted DD pays rent to Juvenile, which is general fund. Commissioner Elfering asked about pricing. Ms. DeBolt noted Mr. Lonai is good at obtaining best bids from best/suitable vendors. He noted his preference to get bids from multiple vendors whenever possible. Mr. Olsen added, legally, the County does not have to obtain multiple bids for these amounts, but it is done when possible. In some cases, there are not multiple vendors (i.e. doors, glass work). It is possible to seek additional quotes. **Commissioner Givens moved to approve the DD office remodel with the cap of \$39,151.70 subject to obtaining quotes from additional providers. Seconded by Commissioner Elfering. Carried, 3-0.**

7. RIMS /Dispatch Servers. Capt. Kathy Lieuallen, 911 Manager, reported. They used CSSEP servers, which are now over 7 years old and warranty is no longer available. Need for replacement has been known for a while. Dispatch Committee is aware and reserve fund would be used. Budget is \$47,532 from Dispatch Reserve and the rest would be paid from the other reserve fund. Dan Lonai provided the numbers. The proposal is for \$56,600. There are money savings from switches and also the cost of the server was about \$6,000 less. Capt. Lieuallen advised one reserve will be used but there will be some left in the other reserve. Commissioner Elfering noted with the new contribution schedule to Dispatch, funding will be coming in. Capt. Lieuallen advised the server purchase process is to start by end of this fiscal year. Mr. Wortman added the new servers will be like those at courthouse so that CIS is better prepared to work on them. Software compatibility and hardware was assessed. There will be improved performance with newer technology; the current servers are handling information OK, but it is getting close to end of life. **Commissioner Givens moved to approve purchase of the new RIMS servers from Dell in the amount of \$52,555.94, and for cost of switches in the amount of \$3,600. Seconded by Commissioner Elfering. Carried, 3-0.**
  
8. Supplemental Budgets and Budget Transfers. Chair Murdock called the public hearing to order at 9:51 a.m. Marie Simonis, Assistant Director of Finance, reported. There is one supplemental budget and four budget transfers. Budget Order 2016-64 (General County) needs to increase State Revenues \$50,000 by increasing Materials & Services by same amount to adjust additional resources and appropriations unknown at time of budget adoption. Budget Order 2016-65 (Economic Development - *transfer*) needs to increase Personnel Services \$1,000 and decrease Materials & Services by same amount to adjust appropriation allocations. Budget Order 2016-66 (Developmental Disabilities - *transfer*) needs to increase Materials & Services \$24,000 and decrease Contingency by same amount to reflect transfer of appropriations for expenditures unknown at time of budget adoption. Budget Order 2016-67 (Dispatch Reserve - *transfer*) needs to increase Capital Outlay \$2,000 and decrease Contingency by same amount to reflect transfer of appropriation for expenditures unknown at time of budget adoption.

Budget Order 2016-68 (Capital Purchases Management - *transfer*) needs to increase Materials & Services \$4,387 and decrease Capital Outlay by same amount to reflect transfer of appropriation for expenditures unknown at time of budget adoption.

As there were no questions, Chair Murdock closed the hearing at 9:53 a.m.

**Commissioner Elfering moved in the matter of approving a supplemental budget pursuant to ORS 294.471 for F.Y. ending 6/30/16 for Program 9001 – General County to approve and adopt Budget Order 2016-64. Seconded by Commissioner Givens. Carried, 3-0**

**Commissioner Givens moved in the matter of approving a transfer of appropriations per ORS 294.463 for F.Y. ending 6/30/16 for Program 1029 - Economic Development to approve and adopt Budget Order 2016-65. Seconded by Commissioner Elfering. Carried, 3-0**

**Commissioner Elfering moved in the matter of approving a transfer of appropriations per ORS 294.463 for F.Y. ending 6/30/16 for Program 5490 – Developmental Disabilities to approve and adopt Budget Order 2016-66. Seconded by Commissioner Givens. Carried, 3-0**

**Commissioner Givens in the matter of approving a transfer of appropriations per ORS 294.463 for F.Y. ending 6/30/16 for Program 1519 – Dispatch Reserve moved to approve and adopt Budget Order 2016-67. Commissioner Elfering seconded. Carried, 3-0**

**Commissioner Elfering moved in the matter of approving a transfer of appropriations per ORS 294.463 for F.Y. ending 6/30/16 for Program 9077 – Capital Purchases Management to approve and adopt Budget Order 2016-68. Commissioner Givens seconded. Carried, 3-0.**

10. EOTEC Payable. Mr. Pahl noted all needed transfers have been completed in the budget and authorization is sought for a payable to EOTEC in the amount of \$600,000. **Commissioner Givens moved to approve the payable to EOTEC in the amount of \$600,000. Seconded by Commissioner Elfering. Chair Murdock did not vote. Carried, 2-0.**
11. Echo Community Benefit Grant. Commissioner Elfering reported the Echo Community Benefit Plan Committee recommended a grant for 2016 to the City of Echo, \$25,000 for a walking trail project. **Commissioner Elfering moved to approve and adopt Order No. BCC2016-042. Seconded by Commissioner Givens. Carried, 3-0.**
12. HELP Grant. Presented by Commissioner Elfering. The request from the City of Helix is that the County directly pay the title company the grant funds that were awarded, for needed closing costs in purchasing the property. Background: the City was awarded a \$51,000 grant toward purchase of an equipment storage building, but instead negotiated purchasing a piece of property that included a storage building for the amount of \$65,000. **Commissioner Elfering moved to approve/authorize payment from HELP funds in the amount of \$51,000 to AmeriTitle for purchase of property as outlined. Seconded by Chair Murdock. Carried, 3-0.**

There was no executive session.

#### Commissioner Reports.

Commissioner Givens: He attended the EOTEC open house earlier this week; attendance numbers are unknown at this time, but there was a good turnout. The event center is open for business. He is checking with the Road Department about availability of materials for oil abatement on portions (1/4 mile) of Airport Road and Ott Road.

Arrangements are well along for the AOC spring conference to be held here in June. Vendors will present their wares at a kick-off BBQ on Sunday, June 12, before the conference begins and there will be a tour of EOTEC and an event at Sno Road Winery on Monday, June 13.

He will attend the LOAC meeting on Thursday (the first one he's been able to attend in the last year) -- a joint meeting with DLCD in Albany.

May 23-27, he will attend WIR (NACo) conference in Jackson Hole, WY.

Commissioner Elfering: reported on the Umatilla County Economic Summit last week. More than 50 participated; Susan Bower presented workforce study report. Attendees requested more group meetings for the future to discuss economic development in the county.

He will also attend WIR next week.

Chair Murdock: noted he has been attending Pendleton City Council meetings lately. A main topic the last several meetings has dealt with EOCI prison work crews in the community. He noted about 45 minutes of testimony in support of the proposal to allow work crews. Unanimous vote was made to allow work crews in Pendleton. EOCI was the only institution in the state who did not allow this.

Regarding a food center in the 500 block of Pendleton, community partners have been invited to attend an initial meeting next week (date not determined as yet). It is a way to make a permanent home for the farmers market similar to one in Pasco. There is a building coming available – a great community effort for healthier living.

Other: Commissioner Givens asked Mr. Olsen about need for a formal order appointing Chair Murdock to the wolf depredation committee. He requested Mr. Olsen prepare an order for Chair Murdock to replace himself on the wolf depredation committee. Chair Murdock advised he attended the depredation meeting at BMCC last week, which was very well attended.

The meeting was adjourned at 10:04 a.m.

Respectfully submitted,

*Melinda Slatt,*

Executive Secretary, Umatilla County Board of Commissioners