

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of December 21, 2016
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsel: Doug Olsen

Members and Guests Present: Thomas Roberts, Emergency Manager; Teddy Orr, Weed Supervisor; Cameron Anderson, Barnett & Moro; Capt. Kathy Lieuallen, 911 Dispatch; Dan Lonai, Administrative Services Director; Undersheriff Jim Littlefield; Marie Simonis, Budget/Finance Assistant Director; Robert Pahl, Chief Finance Officer; Jennifer Blake, Human Resources Director; Karen Wagner, Senator Merkley's office; Paul Chalmers, Assessment & Taxation Director; Tom Fellows, Public Works Director

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CALL TO ORDER

The meeting was called to order at 9:00 a.m. Chair George Murdock welcomed all.

Pledge of Allegiance was led by Commissioner Elfering.

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/Recognition/ Correspondence. Chair Murdock read thank you cards from Alix Osmin, McKenzie Holwegner for County support to boost livestock sales at the Pend Jr Livestock Show. (He noted the County contributes funds annually to equalize prices of some animals at auctions). Secondly, he read a thank you to the road department from Betty Brunette in appreciation for their hard work in keeping road clear and will help with holding back washouts when weather turns wet. Chair Murdock asked Tom Fellows to pass on thanks to his staff.

Commissioner Elfering read a copy of a letter to Mark Morgan from Clint Spencer, Hermiston Planning Department, regarding development in the airport and EOTEC area where similar road naming is confusing to neighbors and now with more traffic at EOTEC, more issues and traffic snarls are happening (i.e. large delivery trucks cannot turn easily). In addition, addressing issues have arisen (which affects mapping, 911 Dispatch and other emergency services); road naming is jurisdictional authority between City of Hermiston (in their urban growth boundary) and the County. The City is proposing a new name change and will bring it to the County when the process is done.

Minutes of Previous Meeting. None today.

Additions to Agenda. None. Public input for those items other than on agenda. None.

Presentations: None.

Business Items:

1. **Crime Lab Funding.** Change to agenda per Chair Murdock, he requesting moving first to item #20, Proposal to Close Crime Lab since District Attorney Dan Primus is present. Doug Olsen, County Counsel, noted he received word from Commissioner Givens (who is traveling during Christmas break) that he is in support of the resolution. Commissioner Elfering read the Resolution, Order No. BCC2016-089 in support of keeping the crime lab in Pendleton open (1 of only 5 in the entire State; the only one in Eastern Oregon with the closest lab in Clackamas over 200 miles away). DA Primus commented he appreciates the Board voicing opposition to the Governor's plan to close the crime lab; he speaks on behalf of all law enforcement in Eastern Oregon and specifically in Umatilla County. It is a high priority and an issue that needs to be addressed. He elaborated about crime scene investigation is imperative to a case and vitally important to have the capability at hand. If the lab closes, crime scene techs would have to come from Clackamas or Bend causing huge delay problems. Chair Murdock called on Undersheriff Littlefield for his input. He echoed the District Attorney's comments and agreed with the assessment. Tom Roberts, Emergency Manager, added his support of the Board's opposition to close the lab; it is a great benefit to the County. **Commissioner Elfering moved to adopt Order No. BCC2016-089. Seconded by Chair Murdock. Carried, 2-0. In addition, Mr. Olsen noted a positive vote from Commissioner Givens.**

2. **County Audit Report.** Robert Pahl, CFO, presented. The audit was recently completed by Barnett & Moro; he introduced Cameron Anderson from the firm contracted to perform an audit as required by the State of Oregon and also by the federal government due to receipt of federal dollars. Mr. Anderson advised that financial statements for FY15-16 were materially correct and there were no issues with statements. Another requirement is to document testing of internal controls and compliance – no adverse findings or deficiencies were found as to the County's financial process. He thanked the finance office for their assistance over last few months. In response to Commissioner Elfering's question about other audits, Mr. Anderson noted he also audits Morrow County. He is comfortable with Umatilla County's financials (operating on a modified cash basis, which is cash in cash out). **Commissioner Elfering moved to receive and accept the Audit Report for the fiscal year ended 6/30/16. Seconded by Chair Murdock.** He added he had no questions since he was part of the exit interview with Mr. Anderson and Mr. Pahl. **Carried, 2-0.**

3. **Noxious Weed List Update.** Teddy Orr, Umatilla County Weed Supervisor, presented. The county Weed Committee recommended adding to the noxious weed list -- Common Bugloss, Flowering Rush and Mediterranean Sage. Mr. Pahl asked about what impact it is to add weeds to the list – does it increase job responsibilities to him and/or staff and to landowners? Mr. Orr advised it allows access to more funding (grants or otherwise) to add noxious weeds to the list. **Commissioner Elfering moved to adopt Order No. 2016-081. Seconded by Chair Murdock. Carried, 2-0.**

4. **Purchase of Pickup - Weed Department.** Presented by Tom Fellows, Public Works Director. The Board previously granted permission to go out for bids for a new pickup for the weed department. Two proposals were received (Hermiston CDJR and from CDJ of Walla Walla). His recommendation is to go with Hermiston CDJR for a 2017 Dodge Ram 3500 with the low bid of \$38,800; he would like to trade in a pick-up. If not, it would go to auction with disclosure of it starting itself (as documented at a prior Board meeting). **Commissioner Elfering moved to approve and authorize the purchase as outlined. Seconded by Chair Murdock. Carried, 2-0.**

5. Fee Ordinance Amendment. Chair Murdock called the public hearing open at 9:28 a.m. Mr. Olsen presented. First, Harris Park wants to revise fees for 2017. Mr. Fellows added the Park Board reviewed fees and they felt they were a little low in comparison to other similar facilities. The reason for not coming before the Board last June is the park season is April to November. Fee adjustments must be made at the beginning of each calendar year. Second, Assessment and Taxation is asking to add a fee to address changes created by the State resumption of manufactured structures recording. Title transfers are done in the County, but possibly the State will change the process so that our County would have to process manufactured structures from all over the state. Mr. Chalmers advises this is an opt-out or in deal. The request is to facilitate a fee of \$20 for information requests from statewide requests, but the intention is to opt out. No opposition was heard. No other public comments were heard. Chair Murdock closed the hearing at 9:33 a.m. **Commissioner Elfering moved to adopt Ordinance No. 2016-13. Seconded by Chair Murdock. Carried, 2-0.**

6. Survey Orders. Mr. Fellows presented on behalf of Gary Roberts, Surveyor. This is in the Hermiston area – Cottonwood Bend Road and Livestock Road—to legalize the location of the roads. Mr. Olsen added that surveying is the first step for legalization and the Board also is to set a hearing date. There are certain portions of the road that legally need to be surveyed as outlined in four Board Orders as presented. **Chair Murdock moved to adopt Order No. RD2016-07 (Surveying of Cottonwood Bend Rd., County Road No. 1327). Seconded by Commissioner Elfering. Carried, 2-0.**

Chair Murdock moved to adopt Order No. RD2016-08 (Setting a Hearing on the Legalization of Cottonwood Bend Rd.). Seconded by Commissioner Elfering. Carried, 2-0.

Chair Murdock moved to adopt Order No. RD2016-09 (Surveying of NW Livestock Rd., County Road No. 1328). Seconded by Commissioner Elfering. Carried, 2-0.

Chair Murdock moved to adopt Order No. RD2016-10 (Setting a Hearing on the Legalization of NW Livestock Rd.). Seconded by Commissioner Elfering. Carried, 2-0.

7. Purchase of Backhoe. Mr. Fellows noted this equipment is on his list for replacement. Earlier the Board approved a request for proposals for a used backhoe. One proposal has been received. The used backhoe is located in Hermiston and would replace an older machine. He advised the Board previously reviewed about the need for a newer backhoe. Western States submitted a proposal for a 2012 420E IT Caterpillar backhoe in the amount of \$78,500; with a trade in the amount of \$25,000, the total is \$53,500. Budget is available and the price is good. **Commissioner Elfering moved to approve the purchase of the used backhoe as outlined. Seconded by Chair Murdock. Carried, 2-0.**

8. Purchase of Batteries – Sheriff’s Office. Capt. Kathy Lieuallen, 911 Dispatch, presented. The request is for approval of purchasing 30 batteries for backup for the UPS system, in conjunction with a generator. Budget is available in Dispatch. Two quotes were received for special batteries; low bid was from CPSI for \$6,994.89. CPSI also does preventative maintenance. Updated batteries are a requirement of Office of Emergency Management. The batteries are not rechargeable. **Commissioner Elfering moved to approve purchase of batteries, \$6,994.89 from CPSI. Seconded by Chair Murdock. Carried, 2-0.**

9. Emergency Management Grant Project. Tom Roberts, Emergency Manager, presented. He requested permission to submit two grant applications for pass-through grants including letters of Board support for the two projects. The first is a joint effort with Morrow County – looking for funding purchase of ATV units (1 for each county), similar to units used by medical staff with skids in back and additional equipment (transport trailer for a second individual in one trip; as well as hauling trailer and tracks). There would be mutual aid agreements for contiguous counties. Approximately \$90,000 to \$95,000 with 100% funding hoped to receive. The second project is solely for Umatilla County relating to the drone test range for emergency response in real time scenes. He cited examples of Warehouse fire in Oakland where drones were used vs. people to determine need and response. Approximately \$30,000 (budget still being considered). There is also a third potential project for a regional emergency communications study.

Responding to a question about the size of the drones, Mr. Roberts advised it is medium scale (knee high and about 25” tall). Legally, drones must be under 25 pounds as set by the FAA. It would accommodate changing cameras (i.e. standard and infrared, also heavier suspension for adverse weather). He feels since the airport has a test range, the drone project would have better chance of successful award. He has had training.

Regarding the ATVs, Mr. Fellows advised it is a crew cab that could hold 6 people, in theory. A larger size ATV would be good for remote access. **Commissioner Elfering moved to approve grant applications as outlined and to authorize letters of support. Seconded by Chair Murdock with a note that Mr. Roberts would assist with preparation of letters. Carried, 2-0.**

10. Payable to CIS. Capt. Lieuallen reported. This is for an annual license and maintenance fee for the old system dispatch software. Information cannot be pulled out with the new software system. Dan Lonai, Administrative Services Director, added that the CIS database is a proprietary structure and in order to convert data to RIMS (the new system), the County has to pay for release of extracting information. It would be a very lengthy and labor intensive issue. Most companies have allowed databases to continue running with no maintenance; however, this is a different situation – it is a “read only agreement” by the company. **Commissioner Elfering moved to approve \$20,800 payable to Computer Information Systems. Seconded by Chair Murdock. Carried, 2-0.**
11. Sale of Property. Mr. Olsen presented. This is a lot in the City of Ukiah. It went through auction with no bids; the City is now willing to pay \$2,050 (which meets the statutory minimum amount). **Chair Murdock moved to approve the sale and adopt Order No. BCC2016-087.** Question by Commissioner Elfering if the property would go back on the County tax rolls? Paul Chalmers, Assessment & Taxation director, advised the lot is exempt since the City owns it, but if it is sold in the future, then it would be subject to taxes. **Seconded by Commissioner Elfering. Carried, 2-0.**
12. Prevention Education Specialist Position. Mr. Olsen presented. This is to create a position by combining two positions under School Health. Funding is available, plus a grant was received by UCo Health for suicide prevention. The proposal is to merge funding to create a position with grant funds as State earmarked funds. Chair Murdock added the position is contingent upon funding. **Commissioner Elfering moved to approve creation of the position of Prevention Education Specialist under Public Health. Seconded by Chair Murdock. Carried, 2-0.**

13. Legal Secretary Position. Mr. Olsen presented for the DA's office. This would be a promotion from an OAIII to a Legal Secretary effective 11/1/16. **Chair Murdock moved to approve the promotion to Legal Secretary. Seconded by Commissioner Elfering. Carried, 2-0.**
14. Approval for Peer Mentor – Human Services. Mr. Olsen presented. A GOBHI grant was awarded to Human Services for a full-time Peer Mentor position in the Substance Abuse Treatment program. This is before the Board to create the additional position. **Chair Murdock moved to approve a Peer Mentor position for duration of December 2016 through June 2018. Should additional funding or Medicaid billing allow the position to be self-sufficient by then, request would be made to extend the position. Seconded by Commissioner Elfering.**
15. Payable to Karpel – DA's office. Mr. Olsen presented. This is for the annual payment for licensing and maintenance fee for the District Attorney's office software program. **Chair Murdock moved to approve the payable to Karpel Solutions in the amount of \$10,450.02. Seconded by Commissioner Elfering. Carried, 2-0.**
16. RFP to replace County's old phone system. Dan Lonai, Administrative Services Director, presented. Now there are three telephone systems--courthouse, jail/justice center and at Stafford Hansell in Hermiston. The courthouse system was put in in 1995; the jail's at the end of 1998; and at SHGC in 2005 with some minor upgrades. Parts are obsolete and systems are way past useful equipment life. In addition, the systems are not compatible with newer phone systems, causing issues. The County also connects to the UCo Health office on SE Third Street. State courts has a separate phone system and the County switchboard cannot transfer calls there. SHGC is one system with the state courts.

The Request For Proposals would have a separate bid for Pendleton state courts. Also, there are old phone systems at the Road Department on Westgate, Pendleton, and at Sam Cook in Hermiston. Therefore, there is a potential total of 5 phone new systems at 6 locations. Budget is available in capital improvement depending on what bids come back. He noted that Roy Blaine, Trial Court Administrator, has not committed to replacement at the courthouse, but has committed to replacement at the Stafford Hansell building. He elaborated about equipment and features requested in the RFP. Commissioners Murdock and Elfering commented about some features not appearing to work with present system in the Commissioners' office. Mr. Lonai noted the intent to have 4 digit dialing at all county facilities. Fiber is in place with all facilities and there are a lot of options for IT phone systems, mobility and other features and capabilities. **Commissioner Elfering moved to approve issuing a Request for Proposals for a new phone system. Seconded by Chair Murdock. Carried, 2-0.**
17. Eurus Grants from 2015. Mr. Olsen presented. The Eurus Community Benefit Plan Committee has made recommendations for grants. Two requests are before the Board for approval. After a question regarding staffing about the Milton-Freewater Downtown Association by Commissioner Elfering, the consensus was to defer this request to future meeting. **Chair Murdock moved to approve the one grant \$10,000 for the library (Milton-Freewater Friends of the Library for automatic doors) while deferring the other grant request by MFDA of \$10,000 in order to update the status due to the loss of a director. Seconded by Commissioner Elfering. Mr. Olsen would revise Order No. BCC2016-088. Carried, 2-0.**

18. Hospital Authority Board Appointments. Mr. Olsen presented. Terms of two members of the Hospital Authority Board will soon expire and one member has resigned. Proposal is to reappoint Beth O'Hanlon for another term; appoint Don Daggett for a full term and James Setzer to fill the remainder of the unexpired term. **Chair Murdock moved to approve and adopt Order No. BCC2016-086. Seconded by Commissioner Elfering. Carried, 2-0.**
19. CAPECO Emergency Shelter Activities. CAPECO requests approval of its work plan for expending Emergency Solutions Grant to provide emergency shelter activities. **Commissioner Elfering moved to approve the plan and authorize the Chair to sign a certification. Seconded by Chair Murdock. Carried, 2-0.**
20. Hoeft Hall. Mr. Olsen presented. The current Fair lease is up on 12/31/16, there are some large items that are too big for storage at EOTEC. The request is for the ability to keep some storage at the current fairgrounds until 5/1/17. The Hermiston School District is agreeable to extend the lease for Hoeft Hall through 5/1/17 to accommodate storage. He noted he has communicated the County's appreciation to Hermiston School District (Dr. Fred Maiocco, Superintendent) in allowing this storage accommodation. **Chair Murdock moved to approve and authorize execution of the Commercial Lease Extension for Hoeft Hall. Seconded by Commissioner Elfering. Carried, 2-0.**
21. Employee Approval – A&D. This is for an on-call employee. **Chair Murdock moved to approve/authorize employment of the applicant. Seconded by Commissioner Elfering. Carried, 2-0.**
22. Leave Request. This is a request to accommodate leave for an employee. **Commissioner Elfering moved to approve leave. Seconded by Chair Murdock. Carried, 2-0.**

Executive Session. None.

Commissioner Reports. Merry Christmas from the Commissioners.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners