

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of July 19, 2017
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsel: Doug Olsen

Members and Guests Present: Mike Ciraulo, Pendleton Fire Dept. Chief; Jeff Root, EUCAAHD-Medic 400 Administrator; Carol Speed, GOBHI; Rick George, Lifeways Director; Kim Weissenfluh, County Developmental Disabilities Program Director; Digna Moreno, County Juvenile Dept. Supervisor; Tom Fellows, County Public Works Director; Mary Corp, OSU Extension Administrator, Claire Sponseller, OSU Extension County Leader; Dan Lonai, County Administrative Services Director; Tom Roberts, County Emergency Manager; Robert Pahl, County Chief Finance Officer; Gina Miller, County Planning-Smoke Management Coordinator; Dale Primer, County Community Justice Director.

CALL TO ORDER

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

Pledge of Allegiance was led by Commissioner Murdock.

Chair Givens 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. There is a long agenda today, so we will go as efficiently as possible.

Awards/Correspondence/Recognition. Chair Givens advised many thank you notes have been received from 4H and FFA kids from the Milton-Freewater Junior Livestock Show and Sale. Commissioner Elfering summarized the thank you cards received 7/14 and more on 7/17: Blair Bracher (steer), Mack Murdock (steer), Mason Murdock (steer), Kendall West (lamb), Alivia Fine (lamb), Kaidence Fine (lamb), Gina Hampton (hog), Riley Hampton (pig) and Brielle Youncs (lamb), Isel Tejada Urenda (beef), Malory Walborn (lamb), Tugg Hamby, Cherry Lynn Machado (market steer), Luke White (pig), Macy Pearl Machado (steer), Cali Alanis (sheep), Rebecca Schnetzky (show hog), Madison Pryor (lamb), Paylyn Richartz (pig). The County supports the youth livestock shows in the County – funds are provided to boost or “bump” the amounts the kids receive to equalize the sales.

Minutes of Previous Meeting. Commissioner Murdock moved to approve the minutes of the 6/18/17 Board meeting and the 7/5/17 Board meeting. Seconded by Commissioner Elfering. Carried, 3-0.

Additions to Agenda. None.

Public input for those items other than on agenda. Chair Givens advised this is the time for public input (for other than a scheduled item on the agenda) and also for recognition of visitors. None today.

Presentations. None.

Business Items:

1. **Potential County Service District.** Mary Corp, OSU Extension Regional Administrator and Director of the Columbia Basin Ag Research Center. They are looking to form a new service district to help with funding for activities in Extension and ag research at HAREC and CBARC. Over the last few years they have met with citizen advisors with the outcome being to move forward with a service district. Today, they are asking the Commissioners to initiate/acknowledge the process. Commissioner Elfering clarified noting part of the process is a timing matter. Ms. Corp added part of process is to go to each incorporated city in Umatilla County for a resolution to be part of the service district. After that time, they would come back to the Board for formal approval to go forward to ballot in May. In response to Commissioner Murdock's question, Ms. Corp noted 25 of 36 counties in Oregon have service districts.

Chair Givens asked Doug Olsen, as legal counsel, to explain the process. Mr. Olsen advised state statutes provide for two ways to form a district, one by petition and the other by Board approval. A requirement for either would be to obtain consent from each city council to consent to be included in the district. If the consent is obtained, the Board of Commissioners could initiate the formation, at which time it would be referred to voters for creation of service district, including establishing a tax rate as part of the election process. Chair Givens reiterated the decision is not made by the Commissioners; it goes to the citizen voters to make that choice by election. The action before the Board is just to indicate its willingness to initiate the formation, but not any official action to initiate the formation. **Commissioner Elfering moved to approve and adopt Order No. BCC 2017-046. Seconded by Commissioner Murdock. Carried, 3-0.**

2. **CDDP Organization Plan.** Kim Weissenfluh, Program Manager for CDDP, presented. The proposal is 4 -part: 1) Create 2 new service coordinator positions by reclassifying "Program Specialist" positions to create coordinator positions; there would be cost savings as well as allowing duties for billing (forecasting to bring in \$11,000 in billings). 2) Continue to pay .25 to .5 FTE salary for Office Manager Melvalee Carter. Through elimination of a position and rearranging in order to provide administrative support of CDDP; the proposal would include a time study with changes in positions. 3) Move forward with remodeling three remaining rooms at the old juvenile detention facility (7 of 10 cells were remodeled last year on the main level) and they still need three more rooms for needed office space. Also to finish painting from the last remodel. 4) Request to go out for bids for a full service copy machine to meet expanded needs – cost savings is anticipated. Commissioner Murdock advised he has been involved in the process for some time and is fully supportive. Regarding budget, Mr. Pahl, CFO, noted the DD program is in budgetary position to accomplish the changes. **Commissioner Murdock moved to approve all 4 items as outlined in the request for CDDP. Seconded by Commissioner Elfering. Carried, 3-0.**
3. **Maintenance Plan.** Dan Lonai, Administrative Services Director, presented. This is a 4-year plan for facilities preventative maintenance. The plan is listed by year to meet priorities established by the Maintenance Department. Budget changes and priority changes may require shifting as needed. Mr. Lonai elaborated about some big items and reasons for priorities. Commissioner Murdock noted he has met with Mr. Lonai and also Mark Tanner, Maintenance Supervisor, for many months. This is basically infrastructure – it is very necessary but not glitzy. Preventative maintenance is very important and must be done. Funding has been set aside and ideas for use have been handled as needed. Commissioner Elfering fully agreed with Commissioner Murdock's comments. Mr. Lonai advised the list is not the actual budget – it is more a priority list with estimates; unforeseen circumstances must be considered and may cause changes. Commissioner Murdock noted the need for a systematic basis so as to avoid deferred

maintenance. He commented some entities have to issue bonds to pay for expensive maintenance items. Chair Givens noted it is a good common-sense approach to take care of County preventative maintenance. Commissioner Murdock also noted it is not just the courthouse and the Stafford Hansell building -- there are 15 or 16 other facilities. **Commissioner Elfering moved to approve the maintenance plan for county facilities. Seconded by Commissioner Murdock. Carried, 3-0.**

4. Postage Machine. Mr. Lonai presented. The current machine was on 5 year lease, which expired earlier this year. The County has been paying over \$500/month for maintenance and licensing fees. He proposes a \$400/month lease or purchase of a new machine. The old machine is breaking down, it is inefficient and repairs are becoming more difficult. Savings would be realized and lease vs. purchase are the options. He would like to go out for a Request For Proposals for a postage machine, which run about \$15,000. The mail machine is used by the whole courthouse with a rotating schedule of trained Administrative Services staff. **Commissioner Murdock moved to approve issuing a Request for Proposals for a new postage machine. Seconded by Commissioner Elfering. Carried, 3-0.**

5. Palmer Payable. Mr. Lonai presented. His department has been working on County facilities buildings in Milton-Freewater. This payable pertains to the roof on the A&D now known as the "Broadway Building" as part of the RFP, which was let in two parts. The Board approved re-roofing on 4/26/17. \$16,000 was to replace the roof and \$10,000 was to replace the awning. The company (Palmer Roofing) went ahead and replaced the awning (was shake roof, but is now metal) although it wasn't a part of the awarded bid; there apparently was a misunderstanding about the work scope, thus the additional \$10,000 bill. Mr. Lonai noted maintenance staff has been pulled away for many different things, including helping extra at the Fair in their new location at EOTEC. **Commissioner Murdock moved to approve the payable to Palmer Roofing Co. in the amount of \$27,110. Seconded by Commissioner Elfering. Carried, 3-0.** Mr. Lonai noted the awning is much better and will last a lot longer. Commissioner Elfering commented about issue of contractors doing more work than was intended (this is the second in the last several months); he asked what is the process of a contractor notifying Mr. Lonai if there are changes? Especially when it is costing the County more. There was discussion about a contract and was it signed? Mr. Olsen and Mr. Lonai advised there was a signed contract for the \$16,000 part – but not the extra \$10,000. There was more discussion about how staff could handle issues in the future like this; when a contract is signed, apparently follow up is needed to be sure there aren't misunderstandings and a contractor just gets paid. Commissioner Murdock added with the improvements happening in Milton-Freewater, area newspapers have asked about an open house.

6. Update ASA Franchise. Mr. Olsen presented. With the formation of the East Umatilla County Ambulance Area Health District in Athena-Weston, and its absorption of the East Umatilla County Health District on 7/1/2017, the ambulance franchise should be transferred to the new district. **Commissioner Murdock moved to adopt Order No. BCC2017-044. Seconded by Commissioner Elfering. Carried, 3-0.**

7. Ambulance Services Plan Update. A public hearing was called to order by Chair Givens at 9:33 a.m. This is first reading. Staff report was made by Mr. Olsen. Approval is sought to update the ordinance. The advisory committee has reviewed the plan over a period of about a year or so to meet state requirements. Changes are recommended for the first reading. Chair Givens then asked for comments from the public. None were heard in favor. He asked for those in opposition. None were heard.

Mike Ciraulo, Pendleton Fire Department Chief also Chair of the Ambulance Services Committee came forward. He urged favorable consideration with unanimously suggested changes by the Committee to enhance services. Tom Roberts, Emergency Manager and also Administrator of the Ambulance Service

Plan came forward; he pointed out key items of importance including adding a non-emergency clause and the plan duration was increased to five years (from three years) for the purpose of putting the Ambulance Plan in the Master Plan cycle to align the dates. Mr. Olsen noted the format will comply with state requirements. Mr. Roberts elaborated on format requirements of the state that an Administrative Rule requires a specific order, but there won't be much language change. Chair Givens closed the public hearing at 9:39 a.m. Deliberations - none. **Commissioner Murdock moved to approve the second reading of Ordinance No. 2017-12 at a hearing set for 9 a.m. on August 2, 2017. Seconded by Commissioner Elfering. Carried, 3-0.**

8. Lifeways Grant Payable. (Item was moved up on the agenda to accommodate visitors). Commissioner Elfering presented. This is an economic development grant request that the Grants Committee recently approved for a \$10,000 grant award. Rick George, Lifeways, advised there is a new psychiatric facility to be built in Hermiston. It is unique in that it will bring about 45 jobs to the area where the need is great for mental health treatment. They will also be getting a certificate of need in the Medicare system for the elderly. He added that public hearings will be held in the next 6-8 wks. **Commissioner Elfering moved to approve the payable to Lifeways in the amount of \$10,000. Seconded by Commissioner Murdock. Carried, 3-0.**
9. Commendation. Commissioner Murdock presented. Some young people in Ukiah working for the Youth Conservation Corps Crew saved lives through their quick action when they spotted a fire on a porch and put it out. They were able to get the people out of the house. He read the commendation in full. He named Ben Coombs, Austin Kendall, Tovias Niel, Quinton Orr, Khai Robertson and Colton Schock. In addition, he noted the same crew was involved a week later where they secured a crash site of an injured motorcycle rider until emergency workers arrived. The young people have saved lives – their work and assistance is applauded. **Commissioner Murdock moved to adopt Order No. BCC2017-045. Seconded by Commissioner Elfering. Carried, 3-0.**
10. Burn Ban. Gina Miller, Code Enforcement and staff liaison to the Smoke Committee, presented. This is the annual non-agricultural burn ban. Umatilla County is last to enact the ban this year; others have enacted burn bans including CTUIR, City of Pendleton and Umatilla County Fire District #1. This ban to reduce smoke particles; it doesn't impact agricultural burning for normal processes. Typically it is lifted in late September or early October. Chair Givens added that red flag warnings can occur which would keep people from burning in barrels (residential). Ms. Miller added that Alert Sense is available to notify the public on an emergency bases – about half of the county ag producers have signed up for the text alert system. **Commissioner Elfering moved to adopt Order No. BCC2017-043 (to impose the Non-Agricultural Burn Ban). Seconded by Commissioner Murdock. Carried, 3-0.** Ms. Miller will prepare the press notice.
11. Authorize Vehicle Purchase. Dale Primmer, Community Justice Director. His department plans to expand staff pursuant to Justice Reinvestment funds. The vehicle he uses will transfer to a new employee. He is seeking to go out for bid to the state contractor and also to local vendors. He would like an SUV to accommodate his travel – oftentimes out of county and traveling a lot down the Columbia Gorge plus he needs a larger vehicle to accommodate suitcases and equipment. He is looking for a smaller to mid-size SUV. Tom Fellows, Public Works Director, noted a state contract would cover all types of vehicles; and Commissioner Elfering agreed it would be also good to work with local vendors. **Commissioner Elfering moved to approve seeking bids. Seconded by Commissioner Murdock. Carried, 3-0.**

12. Post-PERS Employment. Mr. Primmer presented. Patty Wynn (Parole Officer) wants to retire August 1 after having worked for the County 20 years. Post- PERS hiring has worked well in his department as it saves the County money and provides continued service with experienced personnel. There was discussion about cash-out (of vacation time); Mr. Olsen clarified and added vacation and sick leave accruals would be an HR discussion. **Commissioner Elfering moved to approve hiring a PERS retiree as Temporary Special Employee from 8/1/17. Seconded by Commissioner Murdock. Carried, 3-0.**

13. Watermaster Transition. Mr. Olsen presented. As part of the transition of Watermaster employees, the State has proposed two agreements regarding the transfer to state. First, for 2017-18 funding to be paid for the Assistant Watermaster for the Umatilla Basin (particularly in the Walla Walla sub-basin). Second is for the two employees funded by the Bureau Of Reclamation Contract. The State is negotiating the assumption of the contract, but a new contract has not yet been signed directly between the two agencies. Until such time, the State is proposing the County receive funds for a short-term, through September or earlier if the contract is completed. \$100,000 is budgeted to be paid to the state to cover some payroll expenses. Rather than \$100,000, there would be offset for leave accruals to be paid separately for the other two employees. The Board proposal is \$66,000 and Mr. Olsen noted he has revised the intergovernmental agreement which has been presented for State consideration. Commissioner Elfering also added an additional appropriation to this office by State with understanding the County is cutting back support. He asked how the BOR contract is paid. Mr. Olsen advised it would go to the department – not to employees –they are State employees effective 7/1/17. **Commissioner Elfering moved to approve authorizing two contracts. Seconded by Commissioner Murder. Carried, 3-0.**

14. Watermaster Payable. Mr. Olsen advised this is a payable to the Oregon State Watermaster Resources Department for \$33,899.80 for employee leave balance payout for the two employees transferred to the State (the bulk is BOR). **Commissioner Murdock moved to approve the payable. Seconded by Commissioner Elfering. Carried, 3-0.**

15. Painting Payable. Mr. Olsen presented. This is for the painting of the Milton-Freewater building in the amount of \$6,069. **Commissioner Elfering moved to approve the payable to A Sharp Painting. Seconded by Commissioner Murdock. Carried, 3-0.**

16. CIS Trust Payable. Mr. Olsen presented. This is the deductible portion of an employment claim settled by CIS. **Commissioner Elfering moved to approve the payable of \$6,294.31 to CIS Trust. Seconded by Commissioner Murdock. Carried, 3-0.**

17. EOCA Payable. Mr. Olsen presented. This is annual dues assessment for the Eastern Oregon Counties Association – it is less this year. **Commissioner Murdock moved to approve the payable of \$14,200 to Union County (fiscal agent). Seconded by Commissioner Elfering. Carried, 3-0.**

18. Linear Crusher Request for Proposals. Mr. Fellows presented. Permission is sought for a request for proposal based on the State Transportation Package to preserve County roads. This is a machine he has considered for some time. He went to a demonstration of the equipment earlier this year. He felt it would be good equipment as addition to use on gravel roads and also reclamation of paved roads. Chair Givens commented the equipment is more efficient and makes a good base for spreading gravel. It is an attachment for a Cat. If all is done in August, a huge cost savings would be realized (about \$37,000 plus delivery would be a couple of months vs. a year plus). Mr. Fellows commented that a Montana county has realized about 50% return on investment in a year. He will still need rock crusher, but it is a new tool to bring more efficiencies. **Commissioner Elfering moved to approve issuance of a Request for**

Proposals. Seconded by Commissioner Murdock. There was discussion about the Governor signing the Transportation Package; it was unsure, however, with or without the package, the machine could be funded since purchase is not tied to the Transportation Package. **Carried, 3-0.**

19. Road Transfer. Mr. Olsen presented. This is regarding Highland Street in the City of Hermiston. As a result of proposed development and further improvements to the road, the City of Hermiston is willing to take over jurisdiction of a portion of W. Highland Extension. An agreement for the transfer is before the Board to approve. This portion is from State Highway to 15th Street (a little over 2,000 ft). **Commissioner Elfering moved to approve and sign an agreement. Seconded by Commissioner M. Carried, 3-0.**

Other: Regarding the Watermaster, Mr. Fellows advised they have been storing equipment for some time at the Road Department and now they have transferred to the State, how will that work? Mr. Olsen agreed that issue (and possibly others) needs to be addressed. The Watermaster is the State's obligation/responsibility since July 1. He also noted the need to look at equipment to determine if it is County-owned. Mr. Pahl agreed the situation is changed as State agency vs. a County department and was not sure how they stored equipment and accounted for it. County funds paid for equipment so there is need to determine inventory, maintenance, storage, etc. Mr. Fellows suggested payment for storage should be considered.

There was no executive session.

Commissioner Reports.

Chair Givens as well as Commissioner Elfering will leave after the Board meeting to go to Columbus OH for the annual NACo conference. Commissioner Murdock will be staying in the county. He asked about the Fair – with it right around the corner, are there things he needs to be aware of that need action in Chair Givens' absence? Chair Givens noted the mobile unit is being moved from behind the Stafford Hansell building to EOTEC for security and first aid during the Fair. Mr. Pahl noted he has received a list of sponsorships from Cyndie Driscoll (Sponsorships Coordinator), which he will compare to receivables. The Fair Board is working on the grass and the lights are on at the Rodeo grounds. The Fair Board will meet that night for updates, but potential emergencies are still unknown. Chair Givens advised the EOTEC Manager (Heather Cannell) has resigned; however, she will work through the end of Fair. Chair Givens advised the goal for the County is that the Fair is up and running. When it is done, issues and responsibilities of EOTEC need to be addressed; it was stressed the County is not responsible for the operation of the event center. Commissioner Murdock expressed concern about the financial aspect – money needs are pressing; and Chair Givens noted some Fair Board members are paying for things themselves – making do to get the Fair ready to go.

Chair Givens advised he would not attend the Fair Board meeting that night. Commissioner Murdock objected to spending County money on EOTEC. And Chair Givens added the City may be concerned the County is not putting in enough. The EOTEC Board should provide information if that is the case. The security building (the modular moved from Stafford Hansell Center) could be used as the Fair Office, but it is not in a good visible location close to the main event center. Mr. Olsen was instructed to pursue ownership or rental similar to what Farm City Rodeo has. Commissioner Elfering suggested maybe the building could be used as a donation of value on the property the County has contributed. Commissioner Murdock liked the idea of moving Fair staff off-season to a separate building – that would solve the problem of County employees staffing EOTEC. The building is about 60 ft. long and should accommodate the Fair office. He reiterated the Fair is a tenant and a separate office would establish the fact. Commissioner Murdock pointed out the Board's deep concern about disproportion share of time by City of Hermiston to County as far as EOTEC is concerned.

Chair Givens talked about ticket collecting, money collecting and what will County staff be working on? He is not sure about Rodeo tickets and how that will relate to the county.

Regarding parking for Commissioners, Chair Givens advised it will be behind EOTEC by the HVAC system -- there will be reserved parking stickers. Regarding Fair parade, he is working with Ms. Driscoll about vehicles -- the Brachers have a 6-person surrey available that is a good possibility this year vs. borrowing pickups from a local dealership. Regarding candy throwing, Commissioner Murdock felt throwing candy keeps them from interacting with spectators.

In response to Chair Givens' question, Mr. Pahl advised of contingency budget for the Fair Board; it is a new budget year and there is some carry-over from the moving fund. Commissioner Murdock suggested moving the mobile unit to EOTEC is a legitimate expense to be covered in that budget. Chair Givens advised he would visit with Gay Newman about bills and spending and encumbrances on behalf of the Fair should go through Mr. Pahl as CFO. Commissioner Murdock advised he is only concerned about surprise or extraordinary expenses during the time Chair Givens is out of the office.

The meeting adjourned at 11 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners