

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of December 18, 2019
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair George Murdock, Vice-Chair John Shafer, and Commissioner Bill Elfering

County Counsel: Doug Olsen

Members and Guests Present: Dan Dorrان, Hermiston; Tom Fellows, Public Works Director; Matt Kenny, Public Works-Survey; Sheriff’s Office: Undersheriff Jim Littlefield, Sheriff Terry Rowan, Capt. Kathy Lieuallen, Sgt. Karen Primmer; Robert Pahl, Chief Finance Officer; Jennifer Blake, Human Resources Director; Alex Castle, East Oregonian; Dave Krumbein, County Surveyor

CALL TO ORDER: Chair Murdock called the meeting to order at 9:00 a.m. He 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 in order to be heard on the record – also note if you are speaking on behalf of others. He noted there is a point for public input before business items for other than agenda items.

Pledge of Allegiance was led by Commissioner Shafer.

Awards/Correspondence/Recognition – none.

Minutes – Commissioner Elfering moved to approve the Board minutes from the meetings of 11/26/19 and 12/4/19. Seconded by Commissioner Shafer. Carried, 3-0.

Additions to Agenda – Doug Olsen noted the addition of #5, Purchase for Public Works.

Public Comments – none.

Business Items

1. **Civil Division Restructure.** Undersheriff Littlefield, Sheriff’s Office, presented. Lt. Holcomb is proposing changes to the structure of the Civil Division – to include having civil process servers be commissioned by the Sheriff as civil deputies, with a separate schedule outside the standard 8 hours/day. Some activities/duties are volatile and emotionally charged. This would provide more personal protection. No requirement for DPSST certification. Commissioner Shafer commented about concerns regarding uniform and would the change require carrying a weapon? Undersheriff Littlefield responded carrying a weapon would be mandatory. At this time, there is no real financial impact. Commissioner Shafer added if we require this, the implication is they may be a full-blown patrol deputy. Undersheriff Littlefield did not believe that was the case, at this time. Chair Murdock added, however, those affected may be expected to be paid as police officers. Again, Undersheriff Littlefield advised, not at this time. He talked about qualifications and training for police officer duties are required for patrol deputies. Commissioner Elfering summarized, the difference appears to be they would have a slightly different uniform, body armor and carry a service weapon. In addition, scheduling would change (more into evening hours). And, they wouldn’t be tasked with duties to act except to notify police as anyone would in the event of an unlawful act. **Commissioner Elfering moved to approve. There was no second.** Commissioner Shafer wanted to vet the proposal more since he has more questions.

Chair Murdock agreed. Commissioner Shafer wanted to speak more with Lt. Holcomb as it is her proposal. He is not comfortable with action at this time.

2. Wenaha Group Contract. Undersheriff Littlefield, presented. This is presented at the request of the Board. Mr. Olsen added the county will be receiving state funding for upgrades to the Umatilla County jail, probably in 2021. The process for selecting an architect has started, but no decision has been made. To assist the county in managing the project, it is proposed that the county contract with Wenaha Group for project management services. Requested action is to approve the contract with Wenaha Group to assist with the jail renovation project, for an amount up to \$150,000 (in the form of a personal services contract). The county will retain the right to make direct contract with the architect. Chair Murdock added the Board and Chief Finance Officer want this oversight with duties of the project manager spelled out. This is a construction project and professional management is needed. The scope of work is important.

[Sheriff Rowan arrived at 9:15 a.m.]. Sheriff Rowan advised of prior discussion with Chair Murdock wherein they don't want to diminish the funds for the project of \$1.6 million. They are looking to have separate funding up to \$150,000 coming from the county. Management is needed to move this project forward. Discussion turned to prior design, needed modifications, end goal is proper environment via renovation. Sheriff Rowan also talked about another piece is services in order to benefit public safety and have a proper place for needs. Chair Murdock is a proponent of the idea of professional management; he and the Board and Sheriff are engaged in this important project. **Commissioner Shafer moved to approve the contract.** Discussion: Commissioner Elfering didn't like a "design and build" process since many times costs are increased; he is not a fan of that. Sheriff Rowan noted the importance of staying within budget – pointing out a good track record of such. Mr. Olsen noted the selected architect will finalize the design and then go out for bid to a general contractor. **Seconded by Commissioner Elfering. Carried, 3-0.**

3. Post Retirement Employment. Capt. Kathy Lieuallen, 911 Dispatch Manager, presented. This is regarding a dispatcher who is retiring effective 12/31/19. She noted the Dispatch center is shorthanded at this time due to various things. The retiring employee has agreed to work on-call to help out for a limited time, and is available due to change in plans. **Commissioner Shafer moved to approve employment of post retirement employee as outlined. Seconded by Commissioner Elfering. Carried, 3-0.**
4. Fee Ordinance – public hearing. Dave Krumbein, County Surveyor, 215 SW 1st. Pendleton. Chair Murdock called the public hearing to order @ 9:22 a.m. Fees changes were outlined in proposed Ordinance No. 2019-13, which is before the Board for a first reading. Main fees going up are for partition plats including a fee per lot – it will be \$500 starting, which is triple the cost of the current fee. Commissioner Shafer asked about Morrow County fees. Matt Kenney, Public Works - Surveyor, advised in comparison of counties, he reviewed with similar population/demographics (e.g. Klamath County and Polk County). The only larger population counties he reviewed were Polk and Benton. Other counties were smaller in population, but had a similar economy. Mr. Kenny noted he is not funded out of the surveyor budget although he performs some of the duties. As a first step, the (surveyor) position needs to be properly funded. Second, need to have adequate overall budget for Surveyor. Mr. Krumbein talked about fees and explained some duties as examples. He also needs to be in the field after construction in order to verify survey pins before houses are built.

Commissioner Elfering asked about fees and revenues. Mr. Krumbein felt it may be up to \$30,000/year (based on the past year). So far, he has received about \$9,000. Chair Murdock commented about development fees. Mr. Krumbein advised in the Portland area, review is about \$4,000 + and the per lot fee is more than proposed here. The value of lots here is much less than elsewhere in state.

Chair Murdock called for public comments. There were none. There were no other staff comments. He closed the public hearing @ 9:13 a.m.

Mr. Olsen noted action today is to set a second reading of the ordinance. January 2, 2020 is the first Board meeting. **Commissioner Elfering moved to set second reading on January 2, 2020. Seconded by Commissioner Shafer. Carried, 3-0.**

5. Public Works Purchase. Mr. Fellows presented. Regarding the bridge on Schroeder Road, due to high water earlier this year, he is looking to get the necessary equipment for the repairs and is seeking to obtain purchase of water gates. The in-water work window runs out in February (it started December 1). There is a time crunch for repairs. Permits are in place, and he is hoping to start repairs to the bridge January 7. Part of that is to put in dams – “water gate” for fish handling, other things to comply with permit. The product -- water gate – is to isolate the project area for proper work. Cost is \$15,000. Commissioner Shafer asked about FEMA funding. Mr. Fellows advised if all lines up and since the damage occurred as a part of the April flood event, FEMA could reimburse a portion of the purchase price. Commissioner Shafer commented there is a match requirement and allowable costs must be reimbursed. Mr. Fellows further explained the product – it can be used in other applications (i.e. in flood events to get water off roadways, dam diversion for culvert projects, etc.); it is reusable for many years. **Commissioner Shafer moved to approve the purchase. Seconded by Commissioner Elfering. Carried, 3-0.**
6. Human Resources Structure. Jennifer Blake, Human Resources Director, presented. With the recent vacancy of the office assistant and a lot of growth in the HR office (e.g. a lot of professional development), the proposal would create continuity and fill possible gaps for services (payroll and benefits works closely with the office specialist position). She proposes to increase the Payroll/Benefits position to Range 28 (current Range is 25) and keep specialist position at Range 18. Chair Murdock noted the risk exposure and importance of the complexities of pay and benefits. **Commissioner Elfering moved to approve the position reclassification. Seconded by Commissioner Shafer. Carried, 3-0.**
7. Echo Community Benefit Plan Grants. Commissioner Elfering presented. He outlined the approved projects and funding – four projects totaling \$56,050. **Commissioner Elfering moved to adopt Order No. BCC2019-72. Seconded by Commissioner Shafer. Carried, 3-0.**
8. West Umatilla Mosquito Control District Board Appointment. Mr. Olsen presented. Cynthia Harvey’s term expired; she is willing to continue serving (a 4-year term). **Commissioner Shafer moved to adopt Order No. BCC2019-071. Seconded by Commissioner Elfering. Carried, 3-0.**

Executive Session – none.

Commissioners’ Reports – none.

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners