

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**

Meeting of July 1, 2020  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon  
*Public Call in #: 541-728-0275*

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**Commissioner Present:** Chair John Shafer  
**Commissioners calling in:** Vice-Chair George Murdock and Commissioner Bill Elfering  
**County Counsel:** Doug Olsen  
**Attendance:** Robert Pahl, Chief Finance Officer; Human Services: Mel Carter, Office Manager, and Tabatha Driskell, support staff; Tom Fellows, Public Works Director (via phone)

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**CALL TO ORDER:** Chair Shafer called the meeting to order at 9:00 a.m. He reminded those present that the meeting is a public forum and there is a call-in option provided. The meeting 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 (if present), and 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**

**Awards/Correspondence/Recognition.** Chair Shafer presented the Employee of the Quarter - Excellence Award to Tabatha Driskell. Human Services, support staff. She’s been employed at the county for two years providing great customer service and especially going out of her way to make things work; very knowledgeable with computer problems. She’s a delight to be around and plays a major role in Human Services. Photo was taken and certificate of excellence + 8 hours’ paid time off was presented by Chair Shafer. 2) Letter of thanks from Kal Garton to Public Works – road crew for quality and quick work after recent flood on West Birch Creek south of Pilot Rock. 3) Thank you cards from kids for “bump” funds for Milton-Freewater Junior livestock show (from Kayla Chaney, Kendall West and Raeghan West, and Quinn Duff.)

**Minutes** – Commissioner Elfering moved to acknowledge the Board minutes from the meeting of 6/17/20. **Seconded by Commissioner. Carried, 3-0. Murdock**

**Additions to Agenda** – none.

**Public Comments** – for other than agenda items. None were noted.

**Business Items**

1. **Comprehensive Fee Ordinance – Public Hearing.** Chair Shafer called the hearing to order at 9:07 a.m. The staff report was given by Mr. Olsen. This is the time for annual adjustments to the fees charged by county offices. This is the second reading. One addition was made since the first reading, from the Sheriff’s Office. The proposed change is to clarify that in addition to the research fee, there is an additional time charge due to redacting necessary information. There were no comments/questions. Chair Shafer closed the public hearing at 9:08 a.m. **Motion was made by Commissioner Elfering to adopt Ordinance No. 2020-04. Seconded by Commissioner Murdock. Carried, 3-0.**

2. Emergency Order. Presented by Mr. Olsen. The Board first declared an emergency due to COVID-19 on 3/18/20 for 60 days. The order was extended on 5/6/20, which is now set to expire on 7/6/20. It is proposed to extend the emergency declaration for another sixty days (to 9/4/20). **Motion was made by Commissioner Murdock to adopt Order No. BCC2020-056. Seconded by Commissioner Elfering. Carried, 3-0.**
3. County COVID-19 Emergency Policies. The updated emergency policies due to COVID-19 were presented by Mr. Olsen. Highlights were requested by Commissioner Murdock. The policies include: Emergency expenditures for COVID-19 related expenses may be approved by the budget liaison and chief finance officer without formal Board action; local purchasing should be done when possible; stay home if one is ill; paid leave is available if COVID confirmed cases; continue to distance and limit social contact at the job and wear facemasks; encourage online and appointments for services; employees who are required to work in the field should not go inside homes but rather make residents aware of their presence and handle all communication from a distance outside the residence – exceptions are made for those work mandates they go inside for inspections; out of county travel continues to be eliminated; individual departments should make internal provisions re: sanitary procedures; and all departments are encouraged to keep clear and accurate records of all COVID-19 related expenses (for reimbursement).

Commissioner Murdock also noted encouraging departments to use email and phone vs going to various departments. And also encouraging staff to not come into the courthouse – pass things through a window or use reception/information desk in the lobby for all department interoffice mail. **Motion was made by Commissioner Elfering to approve the COVID-19 Emergency Policies. Seconded by Commissioner Murdock. Carried, 3-0.**

4. Purchase of Vehicles. Presented by Tom Fellows, Public Works Director (via phone). Approval is sought to purchase three used vehicles through Oregon Surplus Property in Salem for a total of \$20,400 – 3 used 4X4 pickups. County employees went through them and recommend purchase. **Motion was made by Commissioner Murdock to approve and authorize purchase of the three used pickups. Seconded by Commissioner Elfering. Carried, 3-0.**

Commissioner Murdock advised of a letter received from a resident @ Hidaway Springs thanking Public Works for the great work performed on the road. Thank you!

5. Ambulance Request. Presented by Mr. Olsen. This is a request from Pilot Rock Rural Fire District Protection and Umatilla County Fire District #1 to provide services within the Pendleton Ambulance area covered by the City of Pendleton Ambulance. All are in support of the request to get approval to allow the use, then to request Oregon Health Authority to all the use of the ambulance for transport from hospitals to other locations. It is basic service – not advanced. **Motion was made by Commissioner Elfering to approve and authorize the Chair to sign the letter of support. Seconded by Commissioner Murdock. Carried, 3-0.**
6. Temporary Burn Ban. Presented by Mr. Olsen. It has been recent practice for the temporary burn ban (for non-ag burns) be implemented annually on July 1 of each year. This is the annual order for consideration for the 2020 fire season. **Motion was made by Commissioner Elfering to adopt Order No. BCC2020-057. Seconded by Commissioner Murdock. Carried, 3-0.**
7. Roofing Payable. Presented by Mr. Olsen. This payable to Palmer Roofing Co. was referred from the Finance Department due to amount: \$8,460. It is for work to finish drains and surround flashing on the Courthouse roof. **Motion was made by Commissioner Murdock to approve the payable as presented. Seconded by Commissioner Elfering. Carried, 3-0.**

8. Juvenile Building Roof. Presented by Mr. Olsen. Authorization is sought to issue a request for proposals to develop a contract for re-covering a portion of roofing of the Juvenile building. **Motion was made by Commissioner Elfering to approve. Seconded by Commissioner Murdock. All Carried, 3-0.**
9. Entrance Ramp Contract. Presented by Mr. Olsen. This is for another component of the new temporary ramp at the courthouse main entrance and is to construct the concrete portion for a handicap “entry island”. The proposed work by Rockin’ P totals \$11,250. In response to Commissioner Elfering’s question, Mr. Olsen advised a concrete island will go out into the parking area and will eliminate one parking space; this was part of the original plan to move security to the first floor front entrance. Due to COVID requirements, this work has to be done now. **Motion was made by Commissioner Elfering to approve the contract as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
10. CDBG Small Business Grant. Presented by Mr. Olsen. This is to request approval to participate in an application with the City of Pendleton for a Community Development Block Grant, which the City hopes to provide small business grants to local businesses impacted by COVID-19. The City will administer the grant through a contract. The County is to agree to be a partner and provide a letter of support. The only true obligation will to use one of the county’s CDBG slots – otherwise the city will take care of all administration, reporting, etc. **Motion was made by Commissioner Elfering to approve. Seconded by Commissioner Murdock. Carried, 3-0.**
11. Eastern Oregon Counties Association Dues. Presented by Mr. Olsen. The request is to approve the annual dues to the Eastern Oregon Counties Association. \$10,000 is the county’s regular dues. Commissioner Murdock asked about the previously agreed to contribution of an additional \$,2500 to the Eastern Oregon Economic Summit. Mr. Olsen advised he will adjust the total to \$12,500. **Motion was made by Commissioner Murdock to approve payment of \$12,500 for EOCA dues. Seconded by Commissioner Murdock. Carried, 3-0.**

Executive Session – none.

### **Commissioners’ Reports**

Commissioner Elfering: he attended a meeting yesterday with the Mid-Umatilla River Coalition group – the initial meeting to discuss a potential project.

Commissioner Murdock: 1) He met with all county school superintendents yesterday. Alisha Lundgren, UCo Health Deputy Director, presented very helpful and pertinent information for leadership at school districts to open schools in the fall. 2) Today at 1:30 there will be a meeting with all cities in the county to discuss CARES funds available, and how to create system to determine dollar amounts and method of distribution. Gail Nelson, Economic Development coordinator will be taking the lead on that. There is need to determine procedures so as not to duplicate efforts by the different agencies. In addition, Roberta Lavadour (from the Center for the Arts) is looking to petition to positively encourage adherence to the Governor’s guidelines for wearing masks within the city, which is agreed to and supported by the county; he signed on personally to support that effort.

Commissioner Shafer: he had opportunity to speak at the Aspen Springs facility (Lifeways) in Hermiston. It is an incredible facility and he feels it will be a great asset to the area.

The meeting adjourned at 9:29 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary, Umatilla County Board of Commissioners