

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS

Meeting of May 24, 2022
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair John Shafer, Vice-Chair Dan Dorran, and Commissioner George Murdock

County Counsel Doug Olsen

Guests Present: Riley Wortman, IT (Administrative Services); Jennifer Blake, HR Director; Dale Primmer, Community Corrections Director; Mark Tanner, Facilities Manager; Tom Fellows, Public Works Director; Lora Franks, Sheriff's Office – Admin. Office Manager; Robert Pahl, Chief Finance Officer

Video link or Calling in: Tom Roberts, Emergency Manager (+see list of attendance, copy on file)

CALL TO ORDER: Chair Shafer called the meeting to order at 9:00 a.m. He reminded all that the meeting is a public forum and there is a call-in option provided. There is time on the agenda to provide input (or for hearings) to provide comment. The meeting is being video and audio recorded and minutes will be taken. Also, meetings are now live-streaming. Comments will become part of the meeting record. If persons wish to speak before the Board, please 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.

Pledge of Allegiance

Awards/Correspondence/Recognitions. – none.

Minutes – Commissioner Murdock moved to approve the minutes of the 5/4/22 meeting. Seconded by Commissioner Dorran. Carried 3-0.

Additions to Agenda – none.

Public Comments – none.

Business Items

1. **Community Corrections Reclassification.** Presented by Dale Primmer, Community Justice Director. Umatilla County Community Corrections currently has a two level classification system for administrative support positions--System Specialist I and II. Given the increasingly technical nature of the work, and reliance upon these positions for daily operations, these positions are better aligned with the Office Assistant IV classification. These duties include managing and entering/tracking essential function of the entire office, data entry into system (state), compliance and etc. Bookkeeper position was deleted with law changes and several positions are vacant with no intent to refill. Budget impact he feels is underspending – it is comfortable on the budget side and positions are better aligned with the reclassification. Work has evolved and he understands dependency of the entire department on these positions. This is an existing, bargained for classification in the CBA. Approval is sought to reclassify System Specialist 1 position, to Office Assistant IV position effective 6/1/22. **Commissioner Dorran moved to approve reclassification as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**

2. **Recording System Software.** Presented by Riley Wortman, IT (filling in for Dan Lonai, Administrative Services Director). The current county recording system was built in-house and does not integrate with the

Helion Assessments system called ORCATS, which is utilized for assessment and taxation purposes. By replacing the current recording system with Helion's recording system, the county would be able to reduce the amount of time to process property ownership changes. The recording system would also connect to the Helion marriage and recording systems the county currently uses. This system upgrade would provide for total integration between all of the current systems and reduce associated staff time. Budget: one-time license at \$17,000; annual support + all upgrades at \$9,000; training, installation, and configuration at \$8,000; data conversion estimated \$5,000-\$10,000; other consulting services at \$150/hour. **Commissioner Murdock moved to authorize the purchase from Helion Software, Inc. as outlined. Seconded by Commissioner Dorrn. Carried, 3-0.**

3. Elections Payable - Postage. Presented by Mr. Wortman. Approval is sought to pay for postage for the upcoming election in the amount of \$20,000. This is a yearly routine expense for conducting elections and has been budgeted. Chair Shafer commented: it's a shame there isn't more voter turnout (estimated around 18%). **Commissioner Murdock moved to approve the payable to USPS for \$20,000. Seconded by Commissioner Dorrn. Carried, 3-0.**
4. Elections Payable - Ballots. Presented by Mr. Wortman. Approval is sought to pay for printing, stuffing, and mailing for the May election to BMS Technologies in the amount of \$6,968.76. This is a yearly routine expense for conducting elections and has been budgeted. **Commissioner Dorrn moved to approve the payable as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
5. Stafford Hansell Center Cameras. Presented by Mr. Wortman. The County insurance provider, CIS has a grant program for risk management, which includes security cameras. The grant requested is for \$8,237.56 (the total cost is \$15,449.03). Security officers are unable to view the outside perimeter of the SHGC and have requested additional cameras. **Commissioner Dorrn moved to authorize the purchase of additional surveillance cameras (from Uni-Tech Communications) in the amount of \$15,449.03. Seconded by Commissioner Murdock. Carried, 3-0.**
6. Public Works Wireless. Presented by Mr. Wortman. Approval is requested to have Uni-Tech install WIFI in all buildings at the Public Works facility in Pendleton. More and more equipment and tools need WIFI access. The cost is \$ 6,159.88 and the county IT department will connect the system to the internet and set up the firewall security device. This will streamline work. **Motion was made by Commissioner Dorrn to authorize the purchase and installation as outlined. Seconded by Commissioner Murdock Carried, 3-0.**
7. Maintenance Payable – Electrical. Presented by Mark Tanner, Facilities Manager. Approval is sought for a payable for electrical work and materials to Double S Electric for the new maintenance facility in the amount of \$6,653.94. **Commissioner Murdock moved to approve the payable as outlined. Seconded by Commissioner Dorrn. Carried, 3-0.**
8. Public Works Purchase. Presented by Tom Fellows, Public Works Director. There is need to purchase treated wood bridge decking for various projects. Past purchases have been made from Voorhees Wood & Manufactured Products. He has had at least three suppliers in the Pacific NW, but two are no longer in business. Attempts have been made to locate other vendors, but no other suppliers have been found in the northwest region. Authorization is sought to purchase bridge decking in the amount of \$16,268.40 as a single seller source and exempt from the competitive bidding process. **Motion was made by Commissioner Dorrn to approve the purchase and adopt Order No. BCC2022-038. Seconded by Commissioner Murdock. Carried, 3-0.**
9. Road Vacation. Presented by Mr. Fellows. This is for vacation of a portion of Rayborn Canyon Road (No. 635). The vacation report summary includes description of the property, which is on the south side of Highway 204. It hasn't been used for any public or right-of-way purposes and there are no utilities. All impacted property owners have signed the petition. Public Works' recommendation is to vacate the road as

outlined. **Commissioner Dorrان moved to adopt Order No. RD2022-04. Seconded by Commissioner Murdock. Carried, 3-0.**

10. Sale of Grader. Presented by Mr. Fellows. The Public Works Department has a used surplus motor grader (2015 CAT 140M with approximately 4400 hours). Wheeler County is interested in purchasing the grader for \$110,000, which is in line with current sales. The last two graders sold at auction brought in about \$90,000. This sale would make sense; approval is requested to sell the grader. **Commissioner Dorrان moved to approve the sale as outlined. Seconded by Commissioner Murdock,** plus a question, how did he arrive at the price? Mr. Fellows, he researched similar equipment, everything else was in the neighborhood of the price of \$110,000. It is consistent with what's on the market. **Motion carried, 3-0.**
11. Public Works Reclassification. Presented by Mr. Fellows. In anticipation of retirements, Public Works would like to take this opportunity to reclassify and refill the Shop Foreman position to a Mechanic II position effective July 1, 2022. Permission is also sought to double-fill the Shop Foreman position with a Mechanic II if the position is able to be filled for the month of June. In the meantime, he will monitor how that's working. **Commissioner Murdock moved to approve reclassification and double-fill as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**

On another Public Works topic, Mr. Fellows noted the county chip seal program is starting today.

12. Ambulance Franchises. Presented by Tom Roberts, Emergency Manager. The Ambulance Service Area Committee is recommending a 1-year extension to the franchise contracts to allow for the application process that has been delayed due to the inability to meet publicly due to COVID. The extension would allow for continuation service and the current application timeline (by month) to prevent a rushed process or have it run into the wildfire season. In response to Commissioner Dorrان regarding receiving applications, Mr. Roberts advised that no applications have been received, because a request for proposals has not been issued. Normally, there is an RFP process with public hearings. Commissioner Dorrان asked when will applications go out now? Mr. Roberts said by September. **Motion was made by Commissioner Dorrان to approve extending the ASA Franchise Agreements NTE 1 year (12 months) and adopt Order No. BCC2022-037. Seconded by Commissioner Murdock. Carried, 3-0.**
13. Ambulance Variance. Presented by Mr. Roberts. Beginning in 2013, the East Umatilla Health District, then the East Umatilla County Ambulance Service Area Health District, has requested from the State of Oregon a variance to allow staffing of the District's ambulance with non-EMT drivers. The district is renewing the request for the State of Oregon to grant a variance for staffing reduction to provide Ambulance service in its area. The need for the variance has been reduced over the past year, but the district wants the flexibility to have in case it is needed. The process requires approval from the Board of Commissioners and the district physician advisor. **Motion was made by Commissioner Dorrان to approve the request for EUCASA Health District and to instruct staff to prepare a letter confirming the approval. Seconded by Commissioner Murdock. Carried, 3-0.**
14. Emergency Management Contract Extension. Presented by Mr. Roberts. Umatilla County has started (and continues) to on-board with the OR-Alert Mass Notification System as provided by the state. The contract with AlertSense ends 6/30/22 and a quote has been requested to extend for three months' service to ensure continuity while completing onboarding with OR-Alert. He wants to be sure all are familiar with the new product regarding messaging in an emergency. The cost is \$5,705.43. Commissioner Shafer asked where do the dollars come from? Mr. Roberts responded, that although not initially budgeted for, but there is about \$25,000 in the Emergency Management budget. Robert Pahl, CFO indicated a budget review will be needed and a transfer may be needed at the last meeting of the fiscal year. **Commissioner Dorrان moved to approve a 3-month extension agreement as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
15. Carpet Replacement. Presented by Lora Franks, Sheriff's office manager. Request is made for approval to move forward with carpet replacement in the Media Center conference room at the Sheriff's Office. This is

the original carpet and is worn and stained. The room is used by many county departments and public agencies throughout the county and state. A quote in the amount of \$7,011.44 was received from Cost Less Carpet in Hermiston for demolition and installation of tile tabs. The tabs can be removed and replaced individually if damaged. The cost can be split among UCSO Administrative, Criminal, Dispatch and Jail divisions. Commissioner Dorran wanted to know if during jail renovation construction will there be traffic? Ms. Franks said they don't anticipate that. **Commissioner Dorran moved to approve carpet replacement as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**

16. Copier Purchase. Presented by Jennifer Blake, HR Director. The HR department received a quote for the purchase of a new copier machine for the FY23-24 fiscal year. Request is to authorize purchase of a Canon C5840 color copier in the amount of \$6,495. Payment will be made in the next fiscal year. **Commissioner Murdock moved to approve the purchase as outlined. Seconded by Commissioner Dorran. Carried, 3-0.**
17. CCS Contribution. Presented by Chair Shafer. To support mental health treatment services in Umatilla County, the Board has approved a budget for payment of \$250,000 to the county mental health treatment services provider, CCS. The intent of the Board is to renew this contribution for an additional three years, for a total of four years, for mental health treatment services in Umatilla County. Commissioner Murdock asked if this was for enhanced crisis response? Chair Shafer said, yes, wthis will be for two vans – one each in Pendleton and Hermiston. **Commissioner Murdock moved to approve the contribution as outlined with the condition of use of funds for enhanced crisis response as noted. Seconded by Commissioner Dorran. Carried, 3-0.**
18. Pipeline Contracts. Mr. Olsen presented. There are seven actions requested. The Central Pipeline Project is proceeding toward construction. There are a number of contracts being drafted to initiate preparation of groundwork for the project and its multiple phases for pipeline and water recharge basin. The project and a number of the contracts are before the Board for approval. Requested actions: 1) Approve design and construction of Central Pipeline Project, including pipeline and recharge basin; 2) Geophysical Survey for utility locates; 3) Columbia River Services for test pit excavation; 4) ALS Kelso for chemical laboratory analysis; 5) ALS Kelso for soil physical properties laboratory analysis; 6) Solinst for water level monitoring instrumentation purchase; and 7) Authorize chair to sign necessary documents for approved contracts. **Commissioner Shafer moved to approve the (1) action as outlined. Seconded by Commissioner Murdock. Carried, 3-0. Commissioner Shafer moved to approve (2) action. Seconded by Commissioner Murdock. Carried, 3-0. Commissioner Shafer moved to approve the (3) action as outlined. Seconded by Commissioner Murdock. Carried, 3-0. Commissioner Shafer moved to approve (4) action. Seconded by Commissioner Murdock. Carried, 3-0. Commissioner Shafer moved to approve the (5) action as outlined. Seconded by Commissioner Murdock. Carried, 3-0. Commissioner Shafer moved to approve (6) action. Seconded by Commissioner Murdock. Carried, 3-0. Commissioner Shafer moved to approve the (7) action as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
19. Vehicle Purchase. Presented by Mr. Olsen. On 11/23/21, the Board approved the purchase of 30 pickups. The vehicles are still back ordered, and the County has the potential for the purchase of Chevrolet pickups. The intent is whichever vehicles become available first, the county will purchase. Request is to authorize the order of 15 Chevrolet pickups through Enterprise Fleet Management. Commissioner Shafer commented on an email he had received from Enterprise to clarify the purpose of the action, which outlined the builds – replaces Chevrolet to get best chance of order and the county will have the option to not accept. Chevrolet is only building 60% of orders; Ford and Dodge are building 40% less. **Commissioner Dorran moved to approve the order of pickups as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
20. West Umatilla Mosquito Control District – Board Renewals. Presented by Mr. Olsen. The terms for two members on the Umatilla County Mosquito Control District Board of Trustees have expired. Jason Luke is willing to be reappointed. Glenn Chowning does not want to be reappointed, and Carrie Shilhanek is

recommended to fill the vacancy. **Commissioner Dorrان moved to adopt Order No. BCC2022-034. And he requested a thank you letter go to Mr. Chowning for his service on the board. Seconded by Commissioner Murdock. Carried, 3-0.**

21. Wildlife Services Budget. Presented by Mr. Olsen. The USDA APHIS has prepared its budget for wildlife services for FY2022-23. The amount of the requested county contribution toward the services is \$90,000, which is the same contribution amount as FY 2021-22. The amount has been budgeted in the proposed county budget. Commissioner Dorrان noted, per the contract, USDA will be requested to provide a bit more complete reporting. **Commissioner Dorrان moved to approve the county contribution of \$90,000 for wildlife services. Seconded by Commissioner Murdock. Carried, 3-0.**
22. PATH Project. Presented by Commissioner Dorrان. Last night, a meeting was held at Hermiston with involved entities. This requested action is to approve accepting the \$1 million legislative grant. The Fiscal agent will be the City of Umatilla. On September 8, 2021, the Board of Commissioners authorized moving forward with a regional homeless shelter on county-owned property at the intersection of Lind and Bensel Roads. Discussion among the participating cities and the county continues, and an intergovernmental agreement for the Practical Assistance through Transitional Housing Project is being drafted, along with a formal lease. Approval is sought for acceptance of a grant from the State of Oregon in the amount of \$1 million for the PATH project, and execution of any available agreements. **Commissioner Dorrان moved to approve and authorize action as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
23. Fee Ordinance Amendment – Public Hearing. Presented by Mr. Olsen. Chair Shafer called the public hearing to order at 9:40 a.m. The proposed fee changes from the departments for the annual update to the comprehensive fee ordinances are before the Board for consideration. The first reading is set for today. Many fees are being deleted. Harris Park has changes, Public Health requires changes, and A&T is requesting increases in some fees.

Chair Shafer asked for any public comment. None were heard. He closed the public hearing at 9:41 a.m. The proposed date for the second reading is 6/29/22. **Commissioner Murdock moved to set the second reading of Ordinance No. 2022-05. Seconded by Commissioner Dorrان. Carried, 3-0.**

Executive Session – none.

Commissioner Reports

Commissioner Dorrان thanked Commissioners Shafer and Murdock and Doug Olsen for attending the [PATH] meeting last night (5/23). Hermiston city council, Umatilla City Council plus many staff – engagement by councils was well received; it was a good kick-off. Commissioner Murdock noted extraordinary visibility of all those attending and Commissioner Shafer agreed, it was very impressive. Commissioner Murdock would like to see Echo and Stanfield more involved.

Meeting adjourned at 9:44 a.m.

Melinda Slatt

Executive Secretary – Board of Commissioners