

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of October 19, 2022  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair John Shafer, Vice-Chair Dan Dorrn, and Commissioner George Murdock  
**County Counsel** Doug Olsen  
**Guests Present:** Planning and Land Use: Bob Waldher, Director; Tamara Ross, Planner; Joseph Hull, Vice-President-McCormack Construction; Cindy Timmons, candidate, Milton-Freewater; Robert Pahl, Chief Finance Officer; Dan Lonai, Administrative Services Director; Mark Tanner, Facilities Manager

**Video link or Calling in:** See sign-in sheet (on file)

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**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 September 21, 2022 Board meeting. Seconded by Commissioner Dorrn. Carried, 3-0.

**Additions to Agenda** – None.

**Public Comments and Recognition of Visitors** Time for public input for anything not on the regular agenda. None.

**Business Items**

1. **Pendleton RCDC Grant.** Presented by Joseph Hull, Vice-President of McCormack Construction, Pendleton Planning Commission member, and also Round-Up City Development Corporation member. He explained RCDC’s mission. A regional sports complex is proposed to enhance economic vitality of Pendleton and the region. Commissioner Murdock asked who would the requested funds go to? Mr. Hull responded, RCDC as the lead. All entities are represented on the RCDC board.

Authorization is sought for a grant from the Local Assistance and Tribal Consistency Fund as part of the American Rescue Plan. The grant would be for the purchase of property for the Pendleton regional sports complex to be developed by the Round-Up City Development Corporation. The complex would include lighted fields for youth softball/baseball and soccer, to be located in Pendleton, and will provide community benefit for youth activities and economic impacts. **Commissioner Murdock moved to approve the grant and payment to Round-Up City Development Corporation in the amount of \$100,000. Seconded by Commissioner Dorrn. Carried, 3-0.** It was clarified the funds would go towards property acquisition.

2. **Hermiston Sportsplex Grant.** Presented by Commissioner Dorrn. This project is to build a 9-field sports complex on EOTEC grounds owned by the City of Hermiston. Funds would go to HEROS. Dollars have

been committed and fundraising is occurring. This regional facility is similar to the first agenda item. It would be great economic development. He went on to elaborate about the benefits of this high impact facility.

Authorization is sought for a grant from the Local Assistance and Tribal Consistency Fund as part of the American Rescue Plan. The grant would be for the Made to Thrive, HEROS at Eastern Oregon Trade and Event Center complex. The complex would include lighted fields for youth soccer, lacrosse, football, to be located at EOTEC, and will provide community benefit for youth activities and economic impacts. **Commissioner Dorrان moved to approve the grant and payment to Made to Thrive, HEROS at EOTEC in the amount of \$100,000 [Hermiston, Oregon sportsplex]. Seconded by Commissioner Murdock. Carried, 3-0.**

3. Road Renaming. Presented by Tamara Ross, Planning department. An application has been received to rename SW "T" Ave., which is part of Westland Estates Subdivision. A new subdivision will be using the public road as access, which will be an extension of the new subdivision access road named Horizon Lane. She also noted that no comments were made during 14-day notice period for the . In response to Commissioner Dorrان's question regarding names and access, Ms. Ross noted a public access road is included in the new subdivision. **Commissioner Dorrان moved to adopt Order No. RD2022-05. Seconded by Commissioner Murdock. Carried, 3-0.**
4. Grant Extension - AWERE. Presented by Bob Waldher, Planning Director. The City of Weston Parks and Recreation Commission requests an extension of its 2022 Athena-Weston Education and Resource Enhancement (AWERE) grant. The grant awarded in 2022 was for \$15,819 to assist with improvements to the kitchen located at the city's park. The Parks and Recreation Commission requests a one-year extension due to contractor and material delays. The AWERE committee voted unanimously on October 4, 2022 via email, recommending approval of the request by the Board of Commissioners. **Commissioner Dorrان moved to approve Weston's Park & Recreation request for an extension of its 2022 AWERE grant awarded under Order No. BCC2020-020, to 12/31/23. Seconded by Commissioner Murdock. Carried, 3-0.**
5. Burn Day Authorization. Presented by Mr. Waldher. Poor air dispersion in recent weeks has led to few burn day designations. Area farmers have requested the county authorize agricultural burning Tuesday, October 18, 2022 through Friday, October 21, 2022, in advance of a changing weather pattern expected during the upcoming weekend. The burn day authorization, if approved, would apply only to smoke management permit holders conducting agricultural burns. Nonagricultural burning will follow normal burn day designations. **Commissioner Dorrان moved to Designate Tuesday, October 18, 2022 through Friday, October 21, 2022 as authorized burn days for smoke management permit holders (agricultural burning). Nonagricultural burning will follow normal burn day designations. Seconded by Commissioner Murdock. Mr. Waldher clarified that property owners within a fire district must follow its regulations. Carried, 3-0.**
6. Elections Payable. Presented by Dan Lonai, Administrative Services director. Approval is sought for a payable for ballots for the upcoming election. The invoice from Ryder Elections Services is in the amount of \$21,084.52. It is a yearly routine expense for conducting an election and has been budgeted. It is before the Board due to the amount (over \$5,000). **Commissioner Murdock moved to approve the payable as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
7. Elections Payable. Presented by Mr. Lonai. Approval is sought for a payable for the Oregon Centralized Voter Registration System's (OCVR) maintenance for the current year. The maintenance of the statewide system is split among the state and all 36 Oregon counties; Umatilla County's share is \$7,776. It is before the Board due to the amount. Cost will go up in next couple years with change over to a new statewide system. This is a yearly routine expense for voter registration and has been budgeted. **Commissioner Dorrان moved to approve the payable as outlined. Seconded by Commissioner Murdock.** Commissioner Dorrان asked, what is the statewide share? Mr. Lonai noted there is a spreadsheet, he thinks the state is to pay one-half and

the counties share in the other one-half. Commissioners would like that information from Mr. Lonai. He will provide it. **Carried, 3-0.**

8. Elections Records Request. Presented by Mr. Lonai. Elections has received a number of requests for records. There are adopted fees for research, copies, and media. Guidance is sought in calculating the fee to be charged. Board input is requested in determining if electronic copies of data should be charged the same as hard copies or just for the research cost. Cost is otherwise 25 cents per page. Other counties use cost of time (for ballot images). **Commissioner Dorrn moved to approve calculating cost only on research time, not on per page fee. Seconded by Commissioner Murdock. Carried, 3-0.**
9. Administrative Services Payable. Presented by Mr. Lonai. Approval is sought for a payable for materials and services for an electronic door system at the Juvenile/DD facility. The payable (to Uni-Tech Communications Inc.) is before the Board for approval due to the amount of \$23,834.72. This matter is back before the Board after being tabled at its 9/21/22 Board meeting. **Commissioner Dorrn moved to approve the payable as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
10. Community Corrections Facilities Payable. Presented by Mr. Lonai. Approval is sought for a payable for materials for the new Hermiston Community Corrections facility. The invoice from Tum-a-Lum Lumber Company of \$5,135.06 is before the Board due to the amount. **Commissioner Murdock moved to approve the payable as outlined. Seconded by Commissioner Dorrn. Carried, 3-0.**
11. Community Corrections Facilities Fencing. Presented by Mark Tanner, Facilities Manager. Approval is sought to issue a request for proposals for the purchase and installation of fencing, including automated gate, around the new Hermiston Community Corrections facility. Specifications will include black vinyl coated chain link fencing. **Commissioner Dorrn moved to authorize issuance of a request for proposals as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
12. Developmental Disabilities Offices Electrical Upgrades. Presented by Mr. Tanner. Authorization is sought to issue a request for proposals for upgrades to the electrical system at the Developmental Disabilities program offices. The upgrades will include installation of new 42 space breaker panel, running new circuit to each individual office, replacement of existing breaker panel in old security control room, removal of existing wire to all offices and clean-up of all connections as needed. Commissioner Dorrn asked if there's any idea of an estimate? Mr. Tanner advised that Kim Beck did an assessment and found it could be about \$45,000 (from a potential bidder). **Commissioner Murdock moved to authorize issuance of a request for proposals as outlined. Seconded by Commissioner Dorrn. Carried, 3-0.**
13. Jail Renovation Payable. Presented by Robert Pahl, chief finance officer. Approval is sought for a payable for inspection and testing as part of the renovations at the county jail. The invoice from GN Northern Inc. is in the amount of \$5,051.08. It is before the Board due to the amount. Commissioner Murdock asked if there's an idea of the percentage of completion? Mr. Pahl didn't know off-hand. The project manager noted, because the project requires independence, that a separate entity must do the testing. Otherwise, it would be a conflict of interest. **Commissioner Dorrn moved to approve the payable as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
14. Jail Cooler/Freezer. Presented by Undersheriff Jim Littlefield and Cpt. Kenny Franks. Cpt Franks: Approval is sought to issue a request for proposals for replacing the equipment for the walk-in cooler and the freezer at the jail. The county has rented a refrigerated trailer to use until a new system is in place. The estimate of replacement by Ledbetter's Refrigeration is about \$38,000. **Commissioner Dorrn moved to authorize issuance of a request for proposals as outlined. Seconded by Commissioner Murdock. Carried, 3-0.** Additional discussion, Cpt. Franks didn't know how long it will take to get units. Rental is about \$2,100/month for the refrigeration trailer. The freezer is still operating at this time.

15. Jail Payable. Presented by Cpt. Franks. Approval is sought to pay an invoice from St. Anthony Hospital for a medical bill. An inmate needed medical treatment due to a fall. It is before the Board due to the amount of \$18,597.87. **Commissioner Dorrان moved to approve the payable as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
16. Position Reclassification – Public Health. Presented by Alisha Lundgren, deputy director of UCo Health. UCo Health has been without an MCH Supervisor since March 4, 2021. Various methods of recruitment have not generated any qualifying applications. The Deputy Director has been fulfilling many of the tasks required by this position. This situation is not sustainable. It is proposed to increase the Clinic Manager position from 0.5 FTE to 1.0 FTE and post for recruitment for a Clinic Manager for a period of 4 months. During this time, the posting for MCH Supervisor would be pulled. Because of program requirements, if the Clinic Manager position is not filled in 4 months, they would pull the posting and repost the MCH Supervisor position. Budget is being considered with this action. **Commissioner Murdock moved to approve the reclassification of Clinic Manager position to full time. Seconded by Commissioner Dorrان. Carried, 3-0.**
17. Copier Purchase. Presented by Ms. Lundgren. UCo Health’s copier/printer in Hermiston broke down and, due to its age, cannot be repaired. Approval is requested to purchase a Canon copier in the amount of \$10,445.98 to be placed in the Pendleton office and the current copier will be moved to the Hermiston office. Existing programs would cover the cost based on a government contract. Some general fund dollars will be used. **Commissioner Murdock moved to approve the purchase of the copier as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
18. IT Equipment Purchase. Presented by Ms. Lundgren. Since UCo Health’s recent move into the new Hermiston location, equipment is needed for conference rooms (1 large and 1 small conference room) with ability for teleconferencing activities, including OWL (audio/visual) units, a computer and TV screens. A quote was prepared by the county IT department. Approval is requested to purchase the equipment in the amount of \$5,445.00. OHA for Public Health Modernization funds will be used for the cost. Chair Shafer noted the space he toured is awesome. Ms. Lundgren noted the office will be open Tuesday–Friday each week and most clinic staff work 4 10-hour days. Public hours will be 8-5 Tuesday-Friday. **Commissioner Murdock moved to approve the purchase as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
19. Board Payable. Presented by Doug Olsen. Approval is sought for a payable for annual membership dues and contribution to Northeast Oregon Water Association. The invoice from NOWA of \$22,000 is before the Board due to the amount. **Commissioner Dorrان moved to approve the payable as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
20. Pipeline Valves. Presented by Mr. Olsen. Authorization is sought to issue an invitation to bid for valve components as part of the construction of the central pipeline project. He explained the components. **Commissioner Shafer moved to authorize an invitation to bid for valves as outlined. Seconded by Commissioner Dorrان.** Commissioner Dorrان asked, who is to be the administrator of the project? Mr. Olsen advised the county is primary, but there are contracted individuals who oversee the project and they also put together the design/engineering. **Carried, 3-0.**
21. Pipeline Pump Station Electrical Gear. Presented by Mr. Olsen. Authorization is sought to issue an invitation to bid for pump station electrical gear package for construction of the central pipeline project. He explained the components. **Commissioner Shafer moved to authorize an invitation to bid for pump station electrical gear package as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**

**Executive Session** – none.

## Commissioner Reports

Commissioner Dorrان gave a quick recap of meetings last week in Washington DC -- Corps of Engineers, BLM, National Motor Freight Traffic Association, and National Truckers Association. He had a great meeting with DOT – many representatives were available. He also spent time in Congressman Bentz’s office and visited a demonstration project in Virginia (digitization of state roads). There are a lot of public access and rural county roads – they are interested in participating in a digital program.

Nothing for Commissioners Murdock or Shafer.

Meeting adjourned at 9:41 a.m.

*Melinda Slatt,*

Executive Secretary – Board of Commissioners