

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS

Meeting of October 6, 2021
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon
Public call-in phone number: 541-728-0275

- Commissioners Present:** Chair George Murdock, Vice-Chair John Shafer, and Commissioner Dan Dorran
- County Counsel:** Doug Olsen
- Guests Present:** Robert Pahl, Chief Finance Officer; Rachael Reynolds, A&T Director; Monica Breshears, A&T Appraiser
- Video link or Calling in:** Jennifer Blake, HR Director; Tom Fellows, Public Works Director; Capt. Karen Primmer, 911 Manager; Riley Wortman, IT; Dan Lonai, Administrative Services Director; Mark Tanner, Facilities Manager; Joe Fiumara, UCo Health Director + *see list of video or call-in, copy on file.*

CALL TO ORDER: Chair Murdock 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/Recognition. (employee of quarter). The excellence recipient is awarded to Monica Breshears (A&T department). He read the nomination from her peers, including she is courteous in person and on the phone, has good ideas for streamlining the department (example given of pursuing delinquent tax accounts, with the best return in the last 10 years). She has a positive attitude and is a great role model! A certificate was presented and a photo taken.

Minutes – Commissioner Shafer moved to approve the Board minutes from the meetings of 9/8/21 and 9/22/21. Seconded by Commissioner Dorran. Carried, 3-0.

Additions to Agenda – none.

Public Comments – none.

Business Items

1. **Motor Grader Purchase.** Presented by Tom Fellows, Public Works Director. This is to request authority to purchase a John Deere motor grader from Pape Machinery (through a Sourcewell contract). The price to the County \$349,874.28 with guaranteed buy-back price at 5 years or 5,000 hrs. of \$200,000. This is a budgeted purchase and is part of the annual equipment replacement list. **Commissioner Dorran moved to approve purchase of the motor grader as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**

2. Stack Conveyor. Presented by Mr. Fellows. This is to request authority to purchase a stacker conveyor from Modern Machinery. A conveyor was leased four months ago in an effort to make stockpiling more efficient. This test worked better than expected and now authority is requested to purchase this piece of machinery. Stock piling is more efficient. \$16,000 has been paid in lease payments and Modern Machinery has agreed to offset 100% of the lease payments against the original purchase price of \$51,680, leaving a balance of \$35,680. **Commissioner Dorrان moved to approve purchase of a stacker conveyor as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**
3. Guardrail Supplies Purchase. Presented by Mr. Fellows. This is to authorize purchase of guardrail supplies. Quotes were requested and he is recommending purchase from Coral Sales Co. in the amount of \$8,700.95. In the last two years, a number of guardrails have been damaged. The supervisor provided a list of needed materials and made a recommendation for purchase. **Commissioner Dorrان moved to approve purchase of guardrail supplies as outlined. Seconded by Commissioner Shafer. Carried, 3-0.** Responding to a question, Mr. Fellows advised supplies are in stock. Although the quote was from 8/30, he still believes there is supply.

Chair Murdock recognized Roy Blaine, Trial Court Administrator, who introduced Irma Solis, the new Deputy Trial Court Administrator. Ms. Solis comes from the Mirasol Clinic in Hermiston and is very invested in our community. She adds good dimension to the court's management team. Chair Murdock pointed out she is a Hermiston High School graduate with a degree from EOU in Business Administration. In response to a question, Ms. Solis advised she will split time in Hermiston and Pendleton and also in Heppner in Morrow County. Welcome! Commissioner Shafer appreciated her bio and invited her to feel free to come see the commissioners when time permits.

4. Sheriff's Office Interim Assignment. Presented by Capt. Dave Williamson. Due to absence of a patrol sergeant in the criminal patrol division, request is made to place a senior deputy from the division into a temporary, out of class assignment as interim patrol sergeant, effective 10/1/21. Compensation will be made out of class pay and benefits commensurate with the criminal division Sgt. position until resolution of the current situation. **Commissioner Dorrان moved to approve as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**
5. Dispatch CPE Equipment Purchase. Presented by Capt. Karen Primmer, 911 Manager. The call processing equipment is at end of useful life and needs replacement. State Emergency Management will provide funding for five of the stations, but the county will need to pay for the sixth console. Purchase will include hardware, software, and training on the equipment. Total cost is \$33,058.74 utilizing the HGAC contract with Lumen. Commissioner Shafer expressed concern with our COVID issues in the county, feeling a 6th station is imperative. Capt. Primmer explained some bigger agencies lost almost 15 stations. In response to Commissioner Dorrان's question about an appeal process, she advised there is a process, but she feels the county wouldn't quality for that exception. **Commissioner Shafer moved to approve purchase of Dispatch CPE as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.** Capt. Primmer noted text to 911 will be implemented into this new system as well as real time information whereby a dispatcher will be able to pinpoint the call.
6. Dispatch Payable. Presented by Capt. Primmer. Approval is sought for the RIMS annual support for Dispatch to Sun Ridge Systems in the amount of \$82,261. It is for maintenance and warranty fees. Support is as-needed, but Sun Ridge is on-call 24/7 although there are no specific periodic checks. **Commissioner Dorrان moved to approve payment to Sun Ridge Systems as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**

7. IT Control Panel – Emergency Replacement. Presented by Riley Wortman, IT. Approval is sought to purchase a new control panel at the jail. The first attempt to replace a broken door control panel at the jail with a used panel failed. The contractor, Industrial Systems, provided a quote to replace the panel with a newer model. The price is \$11,450 to procure the touch panel, programming, and onsite replacement (control center at the jail). **Commissioner Dorrان moved to approve the contract with Industrial Systems as outlined. Seconded by Commissioner Shafer.** Robert Pahl, CFO, asked Mr. Wortman to clarify about compatibility when transferring into the new system with the jail remodel. Mr. Wortman didn't know -- an RFP will be issued at a later time. Today's action is an emergency situation with safety concerns. **Carried, 3-0.**
8. HR (and Finance) Software System. Presented by Mr. Wortman. This is seeking approval to purchase new software. The new financial system committee recommends Novatime for the timekeeping portion of the new Financial software system. Approval is sought for contract for implementation in the amount of \$19,770.20 (one-time fee of \$7,459 plus monthly subscription is to be paid for users' access). Total recurring annual fee is \$12,311.20. **Commissioner Shafer moved to approve the contract with Novatime as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
9. Map Conversion Contract. Presented by Dan Lonai, Administrative Services Director. The software (Geomedia) that was used to create and support the county's tax lot maps is not commonly used today. GIS graduates are trained in ArcGIS. Using this old system severely limits a candidate pool for the now open cartographer position. The county plans to start using ArcGIS for new maps, but will need to convert existing maps. A proposal was requested and received to perform the conversion. ArcGIS is the industrial standard and is currently being used by the county's Planning and Assessment offices. Funding would come from GIS equipment reserve. Approval is sought to contract with ProWest for \$21,990 to convert tax lot maps to an ArcGIS format. **Commissioner Dorrان moved to approve a contract with ProWest as outlined. Seconded by Commissioner Shafer. Carried, 3-0.** In response to a question about the process, Mr. Lonai noted before the GIS manager left, data was sent to the vendor with the most current records; they will be converted there. Training will also be involved, possibly off-site.
10. Maintenance Payable. Presented by Mark Tanner, Facilities Manager. Approval is sought for payment to A Sharp Painter in the amount of \$5,608 for painting the Guardian Care Center facility. This project was previously approved from the maintenance list. **Commissioner Shafer moved to approve as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
11. Boiler Request for Proposals. Presented by Mr. Tanner. Approval is sought to obtain bids to replace the boiler (at end of useful life) at the Guardian Care Center facility. The replacement is on the maintenance projects lists and was budgeted for in the current maintenance budget. **Commissioner Shafer moved to approve authorizing an invitation to bid as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
12. Courthouse Air Handlers Contract. Presented by Dan Lonai, Administrative Services Director. The county issued an Invitation to Bid to replace six air handlers at the courthouse. One proposal was received from HMS Commercial Service in the amount of \$574,725, which is the recommendation from Administrative Services Department to award the contract. **Commissioner Dorrان moved to approve and award a contract for replacement of air handlers from HMS Commercial Service as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**
13. Courthouse Rooftop Units Contract. Presented by Mr. Lonai. The county issued an Invitation to Bid to replace seven roof top units at the courthouse. This is for part of the 3rd floor and 2nd floor (state courts/judge's chambers), plus the sally port. One proposal was received from HMS Commercial Service in the amount of \$202,354, which is the recommendation from Administrative Services Department to award the contract. **Commissioner Dorrان moved to approve and award a contract for replacement of air handlers from HMS Commercial Service as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**

14. SHGC Boiler Replacement Contract. Presented by Mr. Lonai. The county issued an Invitation to Bid to replace two boilers at the Stafford Hansell Government Center in Hermiston. One proposal was received from HMS Commercial Service in the amount of \$149,239. This project is on the list for maintenance projects and is budgeted for the current budget. The recommendation from the Administrative Services Department is to award the contract. **Commissioner Shafer moved to approve and award a contract for replacement of boilers from HMS Commercial Service as outlined. Seconded by Commissioner Dorrnan. Carried, 3-0.**
15. Community Rewards. Presented by Joe Fiumara, UCo Health Director. The Community Rewards program has now ended. Three zip codes in Umatilla County reached the 60% threshold of having at least one dose of vaccine before 9/1: 97801 (Pendleton), 97838 (Hermiston), and 97835 (Helix). The CRP board met on 9/23 to review documentation received by those participating organizations and recommendations were made for award – including organization and amounts [totals: 97801 = \$99,257.46; 97838 = \$116,108.95; and 97835 = \$15,936.19. Approval is sought for incentive payments to the participating organizations. **Commissioner Shafer moved to approve payment through the CRP as outlined. Seconded by Commissioner Dorrnan. Also thanks to Joe and staff for a successful program. Carried, 3-0.**
16. Finance Signature Authorization. Presented by Robert Pahl, Chief Finance Officer. In order to conduct county banking, it is necessary to appoint a representative(s) for banking services. The last time the appointment was updated was 2006. It is requested to renew the appointment with the same representatives, Robert Pahl and Marie Simonis. **Commissioner Shafer moved to adopt Order No. BCC2021-074. Seconded by Commissioner Dorrnan.** In response to Commissioner Dorrnan’s question, Mr. Pahl advised the county does business with Umpqua and Columbia State Bank. Umpqua has recently changed its business model, and he’s working on alternatives. **Carried, 3-0.**
17. Finance Copier Purchase. Presented by Mr. Pahl. Authorization is sought to purchase a copier to replace the old one in the finance office, which has been budgeted. The new copier is from Canon and has necessary features with maintenance costs less than the current copier. **Commissioner Dorrnan moved to approve purchase of a Canon copier in the amount of \$5,380. Seconded by Commissioner Shafer.** Commissioner Dorrnan asked about the old copier – is trade-in available? Mr. Pahl advised it was used machine from several years ago and is less than satisfactory, but maybe would work for someone doing not much volume. **Carried, 3-0.**
18. Supplemental Budgets – Public Hearing. Chair Murdock opened the public hearing at 9:34 a.m. The staff report was presented by Robert Pahl, Chief Finance Officer. There were three supplemental budgets, Budget Order number 2022-02 (Bicycle Path Program) requires an increase in Materials & Services of \$100,000 and a decrease in Contingency of \$100,000. 2022-03 (Human Services) requires an increase in Local Revenue of \$169,000 and a decrease in Contingency of \$169,000. 2022-07 (Inmate Welfare–Commissary) requires increases in Beginning Cash of \$123,000, in Local Revenue of \$60,000, in Materials & Services of \$145,000 and in Contingency of \$38,000.

Commissioner Dorrnan asked about the commissary and the new contractor. Mr. Pahl advised the finance department wanted a better tracking of those funds and with an audit suggestion to get more control, his office recently took over management of those funds; it is now in budget. Mr. Olsen added, a fund has been created that is now funding it (it was previously “off-budget”).

Chair Murdock asked for public comments or questions. There were none. Chair Murdock closed the public hearing at 9:37 a.m. Deliberations. None.

**In the matter approving Supplemental Budgets pursuant to ORS 294.471 for FY ending 6/30/22:
Commissioner Shafer moved to adopt Order No. Budget 2022-02 (Program 4504 – Bicycle Path).
Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Shafer moved to adopt Order No. Budget 2022-03 (Program 5451 – Human Services Reserve).
Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Shafer moved to adopt Order No. Budget 2022-07 (Program 1586 – Inmate Welfare).
Seconded by Commissioner Dorrان. Carried, 3-0.**

19. Budget Transfers. Presented by Mr. Pahl. There were three budget transfers: Order 2022-04 (Fair Improvement Program) requires an increase in Materials & Services of \$10,000 and a decrease of \$10,000 in Contingency. Order 2022-05 (Software Reserve Program) requires an increase in Materials & Services of \$250,000 and a decrease of \$250,000 in Contingency. Order 2022-06 (Stimulus Reserve Program) requires increases in Materials & Services of \$737,500, in Capital Outlay of \$250,000, in Transfers Out of \$4,600,000, and a decrease of \$5,587,500 in Contingency.

**In the matter approving a Budget Transfer pursuant to ORS 294.463 for FY ending 6/30/22:
Commissioner Dorrان moved to adopt Order No. Budget 2022-04 (Program 4023 – Fair Improvement).
Seconded by Commissioner Shafer. Carried, 3-0.
Commissioner Dorrان moved to adopt Order No. Budget 2022-05 (Program 9041 – Software Reserve).
Seconded by Commissioner Shafer. Carried, 3-0.
Commissioner Dorrان moved to adopt Order No. Budget 2022-06 (Program 9090 – Stimulus Reserve).
Seconded by Commissioner Shafer. Carried, 3-0.**

Executive Session – none.

Commissioner Reports – none.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners