

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of January 2, 2020
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsel: Doug Olsen

Members and Guests Present: Kim Weissenfluh, CDDP Program Manager; Angie McNalley, Fair Coordinator; Steve Wallace, Fair Board Chair; Matt Kenny, Public Works-Survey; Sheriff's Office: Sheriff Terry Rowan, Undersheriff Jim Littlefield; Robert Pahl, Chief Finance Officer; Dan Lonai, Administrative Services Director; Joseph Fiumara, Public Health Director; DA's office: Kathleen Davidson, Dan Primus, Kellie Sims; Stacey Burchard

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. Employee Excellence – Employee of the Quarter presented by Chair Murdock to Stacey Burchard in the DA's office. He read the nomination letter of her peers, commending Stacey's outstanding customer service and, in particular, taking on recording grand jury deliberations, a new state mandate. Stacey has taken on this additional duty seamlessly. Congratulations and good job! Chair Murdock pointed out the personal experience in the Commissioners' office earlier in the year when grand jury was held there. She was presented with a certificate, a Yeti mug, 8 hours' paid time off slip, and the reserved parking spot at the courthouse. A photo was taken with the Commissioners and then with Stacey's family, who was present.

Minutes – Commissioner Elfering moved to approve the Board minutes from the meeting of 12/18/19. **Seconded by Commissioner Shafer. Carried, 3-0.**

Additions to Agenda – none.

Public Comments – none.

Business Items

1. **Board Officers 2020.** This designates Chair as Commissioner Shafer, and Vice-Chair as Commissioner Murdock for 2020. **Commissioner Elfering moved to adopt Order No. BCC2020-01. Seconded by Commissioner Murdock. Carried, 3-0.** Commissioner Murdock turned over the gavel to now Chair Shafer.
2. **Audit Report.** Presented by Cameron Anderson, Barnett Moro, the county's contract auditor, which provided financial statement review. Audit reports were previously presented to Commissioners as well as to the Secretary of State, and will soon be submitted to the appropriate federal government agency. He elaborated on the report, noting all financials are materially correct. This is a good clean audit; no findings or internal control matters were revealed. He explained the county's balance sheet, income statement– net change went up about \$3.4 million with \$29 million in fund balance left at the end of the fiscal year. Overall, he thanked Robert Pahl and Finance Office staff for a smooth process.

Commissioner Murdock advised he attended the audit exit conference recently adding it is important to remember the County has a \$19 million budget. He also commended Mr. Pahl and staff for this wonderful positive report. **Commissioner Murdock moved to accept the FY2018-19 County Audit. Seconded by Commissioner Elfering. Carried, 3-0.** Chair Shafer also thanked Mr. Anderson and commended finance office staff.

3. Fair Board Appointments. Angie McNalley, Fair Coordinator, introduced new Fair Board chair, Steve Wallace. The matter before the Board is to appoint a board member elect to replace Steve Anderson when his term expires at the end of 2020. She explained the process of interviews/selection, noting Mike Engelbrecht was the successful applicant for a term beginning in 2021, based on his community and volunteer experience – he runs Barrett Business Solutions in Hermiston. Commissioner Elfering added other applicants were also good and will be more involved in the coming year. In addition, Mr. Olsen noted Robert Wolfe’s position expired and he is willing and able to serve for another term (2019-2021). **Commissioner Murdock moved to approve Order No. BCC2020-002. Seconded by Commissioner Elfering. Carried, 3-0.**
4. Fee Ordinance – public hearing. Chair Shafer called the public hearing to order at 9:16 a.m. This is the second reading for amendments to the fees charged by the Surveyor Office. The staff report was given by Matt Kenny, Public Works-Surveyor Supervisor. Regarding county surveyor staff, this ordinance provides an update for fees changes, which were outlined in the first reading at the 12/18/19 Board meeting. He explained these fees will be to cover the cost for the surveyor, as well as adding a deputy surveyor position.

Chair Shafer called for public comments. There were none. There were no other staff comments. He closed the public hearing at 9:19 a.m.

Commissioner Elfering moved to adopt Ordinance No. 2019-13. Seconded by Commissioner Murdock. Carried, 3-0.

5. Surveyor Office Restructure. Doug Olsen, County Counsel, presented. Public Works (oversees Surveyor) is proposing to set a contract for the surveyor with set monthly amount and also to have surveyor services provided by the assistance of a deputy surveyor; this would be a reclass of Matt Kenny’s position (to Range 33, beginning 1/1/20). Mr. Olsen advised Mr. Krumbein wanted to be present, but he was not available today. The Board can opt to table this; however, Mr. Krumbein was present at the last meeting (12/18/19). **Commissioner Murdock moved to approve contract and reclassification. Seconded by Commissioner Elfering. Carried, 3-0.**
6. Livestock Road. Presented by Mr. Kenny. This is to consider legalization of a segment of NW Livestock Road. ODOT has standards for this particular location. He noted the proposed development may cause need for a 4-way intersection. Mr. Olsen noted action is to set a public hearing for determination of legalization of this road at its current location. **Commissioner Elfering moved to adopt Order No. RD2020-01. Seconded by Commissioner Murdock. Carried, 3-0.**
7. Administrative Services Payable. Presented by Dan Lonai, Administrative Services Director. This is for the annual maintenance of the elevator at the courthouse, a regular budgeted item for a total of \$14,530.68. **Commissioner Murdock moved to approve the payment. Seconded by Commissioner Elfering. Carried, 3-0.**
8. Election Payable. Presented by Mr. Lonai. This is for current year maintenance for the Oregon Centralized Voter Registration System; Umatilla County’s portion is \$7,776 to the Secretary of State. Commissioner Elfering asked about the state looking to mandate county’s pay return postage for voting. Mr. Lonai responded that would be under a separate meter and would require submission for reimbursement. **Commissioner Elfering moved to approve payment to Secretary of State in the amount of \$7,776. Seconded by Commissioner Murdock. Carried, 3-0.**

9. Criminal Deputy Position. Sheriff Rowan noted prior discussion with the Board. There was established a parole/probation position for absconders utilizing a criminal deputy, however, the funding formula changed through this biennium for Community Corrections. It required suspension of that program. Using contracts between the Sheriff's Office and other sources bringing in funding, it is felt the deputy, Westmoreland, could go back to patrol duties while keeping an eye for funding coming back through the state to reinstate the program. He and Dale Primmer, Community Corrections Director, agree Deputy Westmoreland has done a good job – it is a viable program. Today, they are seeking approval to follow through with the plan to create a Criminal Deputy position at the Sheriff's Office beginning 1/1/20.

Sheriff Rowan went on to talk about backfill; he hopes if some level of funding from the state allows reinstatement of the parole/probation absconder position, he wants to keep in mind backfill of the position. To clarify, if state funding is restored, the Sheriff would identify someone at the time from an existing deputy position.

Commissioner Murdock added there are several things in motion. Regarding the school resource officer at Milton-Freewater, request was made to use funding from that to fund 75% (or so) of the deputy position. During the last 2-3 months, there were discussions about the position of Deputy Parsons (the school resource officer). Today, action is to create a position in the Sheriff's Office and use part funding. Sheriff Rowan added he felt through the contract with the M-F School District, that position is sustainable for the next three years. This makes things cleaner regarding Deputy Westmoreland's to return to patrol position while waiting for word on restoring funding to Community Corrections. Commissioner Murdock noted this is a good move in order to have a deputy in the north county since Deputy Parsons is certified and could respond to emergencies, if needed. There is good coverage there. **Commissioner Elfering moved to approve creation of Criminal Deputy position. Seconded by Commissioner Murdock. Carried, 3-0.**

10. CDDP Schedule. Presented by Kim Weissenfluh, Program Manager, Community Developmental Disabilities Program. She requested that operating hours for the CDD Program be allowed to change to 7 a.m. to 6 p.m. Monday-Thursday and on appointment basis on Fridays. **Commissioner Murdock moved to approve beginning 1/1/20. Seconded by Commissioner Elfering. Carried, 3-0.**
11. Public Health Temporary Employee. Presented by Joe Fiumara, Health Director. He requested approval for temporary hiring employees for Environmental Health inspections (2-3 different individuals each working 80-120 hours during the 6-month cycle). Borrowing from other counties is something that is done using funds/fees as available. There is no general fund impact. Inspections are required by statute and he closely follows scheduling. Commissioner Murdock noted he previously met with Mr. Fiumara to discuss this and he recommends action. **Commissioner Murdock moved to approve. Seconded by Commissioner Elfering. Carried, 3-0.**

Commissioner Murdock asked Mr. Fiumara to share an update of UCo Health. Mr. Fiumara noted at a recent conference of health officials, six committees were established for health modernization. Three individuals from UCo Health are represented on three of the committees – himself, Alisha Southwick and Amanda Walsborn. In addition to having a strong voice on subcommittees, Umatilla County has been asked to participate and has a very active role in statewide work. There is a good voice from Eastern Oregon.

Executive Session – none.

Commissioners' Reports – none.

The meeting adjourned at 9:41 a.m.

Respectfully submitted, *Melinda Slatt*, Executive Secretary, Umatilla County Board of Commissioners