

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

Administrative Meeting of January 30, 2013

9:00 a.m.

Doherty Conference Room, Stafford Hansell Government Center  
Hermiston, Oregon

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**COMMISSIONERS PRESENT:** Larry Givens, Chairman; Bill Elfering, Vice Chairman; Dennis Doherty, Commissioner

**COUNTY COUNSEL:**

**MEMBERS & GUESTS PRESENT:** Connie Caplinger, Umatilla County Executive Assistant; Jerry Baker, Candidate Umatilla County Commissioner Position 1; Jack Esp, Candidate Umatilla County Commissioner Position 1; Tom Fellows, Umatilla County Public Works Director; Tamra Mabbott, Umatilla County Land Use Planning Director; Hulette Johnson, Umatilla County Community and Economic Development Director; Robert Pahl, Umatilla County Finance Director (by telephone)

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**CALL TO ORDER**

The meeting was called to order at 8:58 a.m. Chairman Givens reminded all present that the meeting is a public forum.

**BUSINESS ON AGENDA**

**Additions to Agenda:** None.

**Consent Agenda:**

1. Authorization to purchase a used Broce Broom from Oregon State surplus - \$15000
2. Authorization of an RFP for a used Chip Spreader
3. Approval of advance per diem for Rick Partlow
4. Authorize purchase of Drug Court Supplies - \$26577
5. Authorize to purchase a 4x4 pick up from Forest Service not to exceed

**Commissioner Doherty moved approval of the consent agenda as presented. Commissioner Elfering seconded and the motion carried 3-0.**

**Agenda Items:**

1. **Recommendations for Special Transportation Fund discretionary grants:** Robert Pahl stated that he was using the memorandum provided with the request and that it reflected the committee's sentiment. There was enough funding available to fund all the applications, but the committee was split

on the Clearview application because the program did not operate a program that extended services to the elderly. The remainder of the applications fit the criteria for funding and the committee recommended those should be forwarded to the state for funding.

Commissioner Doherty asked for more information on the Clearview application and wanted to know if there were any concerns expected. Robert Pahl explained that Clearview's proposal was to use the funds for fuel necessary to transport refurbished medical equipment. It was submitted as part of the additional funding requests on a call for follow up applications.

Commissioner Doherty expressed some concern related to establishing parity between the providers. Robert Pahl replied that the technical qualifications set by the state caused the denial because the funds must be used for transportation rather than medical supply delivery. He continued, stating that if the Board directed that the program apply on behalf of all the applicants, he would do so, but would also expect that the state would reject the Clearview application.

Connie Caplinger pointed out that the request arrived late because the committee had difficulty obtaining a quorum to review the applications.

Commissioner Elfering asked for a description of the target population. Robert Pahl explained that the program was set up for the elderly and disabled and that the fund origination was actually from the federal agencies.

Commissioner Elfering asked Robert Pahl if the Clearview application was considered marginal and Robert Pahl affirmed that.

Commissioner Givens asked if the board wanted to recommend approval of all the applications and leave the decision on Clearview to the state. Commissioner Doherty responded that he was inclined to approve the recommendations from Robert Pahl and the committee. **Commissioner Elfering moved to approve the recommendations of the Umatilla County Special Transportation Funds Committee as presented on the memorandum of January 29, 2013. Commissioner Doherty seconded and the motion carried 3-0.**

2. **Administrative Services' Identification Badges Policy:** Dan Lonai reported that the topic was brought forward at the direction of the Board Chairman. The badges did not necessarily improve security, but would identify employees and authorized outside contractors. The proposal was to provide further details on visitor procedure.

Dan Lonai added that the maintenance and election employees would be part of a test run on the identification badges as their experiences while acting in the course of their duties contributed to the plan to issue identification badges to county personnel. The commissioners were provided with samples of the

badges to review and Commissioner Givens commented that the lanyards for the ID badges would be required to be break away devices for safety reasons.

Commissioner Elfering commented that in spite of the ongoing discussion as to security, an ID badge would not stop an intruder. Commissioner Givens added that he was still looking into doorway security and the costs.

Commissioner Doherty asked Dan Lonai for his option preference on badge display. Dan Lonai replied that he preferred the lanyard, although for some employees working with equipment that might not be as safe. He suggested that employees should have the option between clip on or lanyard based badges.

Commissioner Doherty stated that he had no problem with the proposal in theory, but would prefer a card with the name in large print and to aid in making the print larger suggested that the logo and the employee title might not be necessary.

Commissioner Elfering asked for the cost of the badging and Dan Lonai reported that the cost was broken down to \$2.50 per badge and \$1 per lanyard. Employees could supply their own lanyards, but they would be required to be breakaway lanyards.

Commissioner Doherty asked how many of the badges would need to be issued. Dan Lonai estimated that it could range from 100 to 312.

Connie Caplinger commented that the board would need to make sure that any motion in favor of the proposal would include that the policy was adopted and signed.

Commissioner Elfering asked how the badges were expected to apply to security. Commissioner Givens stated that it would allow people to identify those authorized to be in the building.

Dan Lonai commented that it was a tough call to say badging would be a security improvement. He felt that the concept was more a customer relations point. Commissioner Givens stated that if a visitor or unbadged person was behind the scenes, then it would be more immediately apparent.

Commissioner Elfering commented that it would seem that the county was not in as much risk as other public entities. Dan Lonai commented that he was able to walk into the Oregon Statehouse without checking in as a visitor. However, he conceded that if there was a need to go into lockdown, the badges would be helpful in identifying authorized personnel in the building. **Commissioner Doherty moved adoption of Umatilla County Administrative Service Policy 7.0. Commissioner Elfering seconded and the motion carried 3-0.**

3. **Intent to award contract:** Connie Caplinger opened by providing the history of the project to date, that the county was in partnership on a community development block grant (CDBG) with Head

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Start to site a facility in the Milton-Freewater area. The bids for the contractor were opened on January 24. Board approval was needed for the Notice of Intent to Award Contract to Integrity Structures of Vancouver.

Commissioner Givens asked for a construction timeline. Dan Daltoso reported that a timeline meeting was scheduled on February 20<sup>th</sup> and the contractor would like to start as soon as possible. The contract period was set for 170 days, making the likeliest completion date August 18<sup>th</sup>. That would also allow the organization time to move in prior to the start of the new year.

Commissioner Givens asked what plans to gain access to the property were in place. Dan Daltoso replied that the primary access point would be from Key behind Blue Mountain Helicopter. Connie Caplinger commented that part of the delay in getting to the construction phase was the difficulty in locating appropriate property due to the flood plain map changes in the community. **Commissioner Doherty moved that the Board accept the staff recommendation and approve the Notice of Intent to Award Contract to Integrity Structures, LLC. Commissioner Elfering seconded. The motion carried 3-0.**

4. **Umatilla Depot transportation planning:** Tamra Mabbott opened the update briefing by explaining that the topic was related to the depot road alignment discussions between the county and the National Guard. Staff was seeking guidance in preparing for the upcoming work group on the project.

The primary interest was involved in surrounding properties to the Depot that, although owned by the Department of Defense, were leased out by local farming operations. The discussion was time sensitive because the real estate transfer to the Oregon National Guard was coming up shortly.

The planners and road masters for the counties surveyed the road conditions across the property in a recent tour. As a result, staff believed and recommended that the roads in the designated areas be set as public roads with the characterization of the road in K Block also under that consideration.

Tom Fellows stated that his impression was that the Oregon National Guard had two goals. The first was that it needed to move forward quickly, triggering a need to survey the roads and then, the need to know which roads it would be responsible for maintaining in the oblique parallelogram shaped portion of the Umatilla County property.

The first proposal was to fence off access across the future Guard property in that space, but that was not doable because it would cut off access to another portion of county road. Tom Fellows stated that although the road maintenance was a necessity, the reuse authority had no funding for it, the county was not willing to take on more roads and although an implementation reuse authority might have the funding potential, he would prefer an agreement making the primary users responsible, the National Guard, for the maintenance.

Another option available would be that the implementation reuse authority could be responsible through revenue from its development to the effect that the roads should be designed as public access roads with the possibility of reimbursement being provided by the users via contract.

Tamra Mabbott commented that there was a likely need for an interchange area management plan (IAMP) for both the I-82 and I-84 access points.

Connie Caplinger reported that there were about 1,000 igloos in the county's space with more immediately adjacent. Each step of the way, County Counsel had recommended that the board should recommend that the road classifications request should state that the county had no objection to the public road classification.

Commissioner Doherty asked Tamra Mabbott what staff was requesting. Tamra Mabbott responded that staff was seeking direction from the board. Tom Fellows pointed out that the transportation piece was a large issue.

Commissioner Elfering commented that it seemed that the only option available besides classification as a public road would be to designate the roads as county roads. Commissioner Doherty stated that the public road designation would provide a vehicle to opt for making the maintenance the responsibility of the roads' users.

Tamra Mabbott commented that it should also reserve the county's option to change the designation at a later time to a county road if desired. Commissioner Givens stated that it seemed that the board agreed by consensus that the county should move forward with an eventual designation of the roads as public roads.

Tom Fellows commented that then the county staff would try to work with the National Guard to get more right of way space for those as portions did not meet the county right of way requirements.

**5. Economic Development grant award:** Connie Caplinger read the text of the order by way of a report, explaining that the award was related to the installation of a natural gas pipeline project for Pioneer Hi-Bred's expansion would total \$350,000.

Funding contributions from the City of Hermiston in the amount of \$100,000, the state in the amount of \$50,000 and the Port of Umatilla and Umatilla County in the amount of \$25,000 would be committed.

Hulette Johnson reported that the county and the state's business development department had been working on the project for a long time. The award approval was timed such that the company could make its expansion announcement public within hours of the award approval due to coordination between public meeting requirements and intellectual property confidentiality needs. The \$25,000 was available and budgeted in the county's economic development program and the extension of the gas pipeline would

also make natural gas links available to others along the route. The company expected further expansion after the current project was fulfilled and the company had been a good partner to the area.

Commissioner Givens reported that the company's current test plots had already created a positive effect in the county economic structure. **Commissioner Elfering, in the matter of approval of expenditure of \$25,000 for extension of natural gas pipeline to Pioneer Hi-Bred site, moved approval of Order Number BCC2013-021. Commissioner Doherty seconded and the motion carried 3-0.**

**Other Discussion:** None.

**Commissioner Input:**

Commissioner Doherty reported that he would be in Salem and Portland for the remainder of the week.

**Public Comments:** None.

**Scheduling of Next Meeting:** The next meeting will be held February 6, 2013.

#### **ADJOURNMENT**

The meeting was adjourned at 10:23 a.m.

Respectfully submitted,

Laura Headley  
Executive Secretary  
Umatilla County  
Board of Commissioners