

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Board of Commissioners' Meeting of June 5, 2013
9:00 a.m., Room 114, County Courthouse
Pendleton, Oregon

COMMISSIONERS PRESENT: Larry Givens, Chair; Bill Elfering, Vice Chair

COUNTY COUNSEL: Doug Olsen

MEMBERS & GUESTS PRESENT: Connie Caplinger, Umatilla County Executive Assistant; Judy Jenner, Umatilla County Public Health Administrative Assistant; Genni Lehnert-Beers, Umatilla County Public Health Administrator; Bob Stoltz, Umatilla County Print Shop Manager; Bob Heffner, Umatilla County Budget Officer; Robert Pahl, Umatilla County Finance Director; Dan Lonai, Umatilla County Public Works Director; Phil Wright, East Oregonian Senior Reporter; Paul Chalmers, Umatilla County Assessment & Taxation Director; Tamra Mabbott, Umatilla County Land Use Planning Director

CALL TO ORDER

The meeting was called to order at 9:04 a.m. Chair Givens reminded all present that the meeting is a public forum.

BUSINESS ON AGENDA

Employee of the Month: Commissioner Elfering commented that it was always a pleasure to recognize staff members who contributed to the organization's efficiency and atmosphere and that he felt it was important to recognize those members of the staff who did so. **Commissioner Elfering read the resolution in its entirety appointing Judy Jenner the Umatilla County Employee of the Month of May and moved approval. Commissioner Givens seconded. The motion carried 2-0.** Genni Lehnert-Beers announced that Judy Jenner had been appointed the new public health accreditation coordinator.

Approval of Minutes: The minutes of the Board of Commissioners' meeting of May 7, 2013 were presented for approval. **Commissioner Elfering moved approval of the minutes of May 7, 2013 as written. Commissioner Givens seconded and the motion carried 2-0.**

Additions to the agenda:

1. Bid of Foreclosed Property

Consent Agenda:

1. Waive the hiring freeze and authorize recruitment and hire of dispatcher
2. Authorization of payment to Unitech Communications Inc - \$4388

Commissioner Elfering moved that the board approve the consent agenda as presented. Commissioner Givens seconded. The motion carried 2-0.

Agenda Items:

1. **Supplemental Budgets - Public Hearing (2):** Commissioner Givens opened the public hearing at 9:10 a.m. Bob Heffner provided the staff reports for the supplemental budgets as set forth below.

a. **Unitary Assessment, Budget Order 2013-55:** Bob Heffner reported that the supplemental budget was prompted by grant receipts for this program. **Commissioner Elfering, in the matter of a resolution adopting a supplemental budget pursuant to ORS 294.473 for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-55. Commissioner Givens seconded and the motion carried 2-0.**

b. **Economic Development, Budget Order 2013-56:** Bob Heffner reported that this supplemental budget was necessary to properly appropriate funds for the replacement of the director's vehicle. **Commissioner Elfering, in the matter of a resolution adopting a supplemental budget pursuant to ORS 294.471 for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-56. Commissioner Givens seconded. The motion carried 2-0 and the chair closed the hearing at 9:13 a.m.**

2. **Budget Transfers:**

a. **Special Transportation, Budget Order 2013-57:** Bob Heffner reported that funds were to be transferred from contingency to meet the needs of the special transportation providers. **Commissioner Elfering, in the matter of a resolution making a transfer of appropriations pursuant to ORS 294.463 for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-57. Commissioner Givens seconded and the motion carried 2-0.**

b. **General County, Budget Order 2013-58:** Bob Heffner reported that the transfer for this fund was needed to support the additional funds provided for wildlife services. **Commissioner Elfering, in the matter of a resolution making a transfer of**

appropriations pursuant to ORS 294.463 for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-58. Commissioner Givens seconded. The motion carried 2-0.

3. **Comprehensive Fee Ordinance Amendment - Second Reading - Public Hearing:**

Commissioner Givens opened the hearing at 9:16 a.m.

Doug Olsen provided the staff report, noting the 1st reading took place on May 15th. Since that date, a couple changes were proposed, that have been reviewed by the Commissioners.

Environmental Health had some services left off its fee schedule, notably the 5% increase which applied to vending machines and temporary restaurant licenses. Planning proposed to add a research fee in the amount of \$65 per hour for more than 2 hours of research when done in conjunction with an application.

Commissioner Givens opened the floor for public comment at 9:18 a.m. Comment was declined by the members of the public attending and the floor closed within the minute.

Commissioner Givens then conducted the second reading of the ordinance by title only and closed the hearing at 9:18 a.m.

Commissioner Elfering, in the matter of amending Comprehensive Fee Ordinance Number 94-02, as amended, codified at Chapter 39, for county services performed for the public, moved approval of Ordinance Number 2013-06. Commissioner Givens seconded and the motion carried 2-0.

4. **Youth Services Building Roofing Contract Award:** Doug Olsen reported that the board approved an RFP for repairs to the youth services building's roof what was currently leaking. The RFP was issued and one bid was received from Palmer Roofing for \$16,995.

Dan Lonai reported that the roof was a membrane roof which complicated the repairs as that type of roofing was highly specialized. The damage to the roof was primarily over detention and at a joint of the roof. He did not know the square footage of the damaged area, in response to a question from Commissioner Elfering.

Commissioner Elfering asked if he was comfortable with the bid since there was only one bid. Dan Lonai responded that Palmer had done other work for the county and that it was satisfactory.

Commissioner Givens asked if the work could be done in the current fiscal year. Dan Lonai replied that it was not likely. Connie Caplinger noted that the money was reserved in the program's current fiscal year budget. Dan Lonai proposed that the department could run the payable and hold the check until the work was complete.

Commissioner Elfering moved to award the contract to Palmer Roofing in the amount of \$16,995. Commissioner Givens seconded. The motion carried 2-0.

Connie Caplinger noted that the same issue was expected with the cars to be purchased from the current fiscal year budget.

5. Fiscal Policy F-1.0 Amendment - Increase Department Authorization Authority:

Doug Olsen presented the proposal to change the current policy setting out the department authorization at a \$1,000 limit. The amendment would increase the amounts for department authorization to \$3,000. The executive assistant and finance director would authorize amounts from \$3,000 to \$5,000 and anything over \$5,000 and up would require board approval.

Commissioner Givens stated that he asked county counsel to prepare the changes to hopefully cut down on the number of agenda items for meetings.

Dan Lonai commented that he supported the concept, particularly when dealing with computer equipment and software. With inflation, the cost of ordinary equipment purchases often exceeded his current authorization as well as Connie Caplinger's and many times the need for the equipment was urgent. He gave an example of the additional disk space needed for the 911 system. The space was needed as soon as possible because without it the entire system would be inoperable, but because of the cost, it required commissioner approval and without commissioners available the delay could be catastrophic.

Genni Lehnert-Beers agreed that the current authorization limits had been a burden to her department, also.

Commissioner Elfering noted that the scrupulousness of the budget was a strong part of the checks and balances for the spending authority and that the board authorizations took a good deal of time and paper. He supported the change to increase efficiency.

Commissioner Givens apologized for not running the proposal by the department heads. Connie Caplinger commented that the need to increase the authorization limits had been discussed frequently among the department heads. **Commissioner Elfering moved approval of the amendment of Fiscal Policy F-1.0, changing the expenditure limits. Commissioner Givens seconded and the motion carried 2-0.**

6. Bid for foreclosed property: Doug Olsen reported that the property was an unimproved lot in Elk Ridge Subdivision which had been through the public auction process twice and not sold. The county received a bid for \$1306, which was above the legal minimum. Staff recommended that the board approve the sale to Fee Stubblefield.

Commissioner Elfering asked if this was another Lehman Hot Springs property and, if so, if it was adjacent to the other foreclosed properties there. Doug Olsen replied that it was a Hot Springs property, but was situated a few lots away from the other foreclosed properties.

Commissioner Elfering, in the matter of selling to Fee Stubblefield property acquired as a result of delinquent property taxes, moved approval of Order Number BCC2013-053. Commissioner Givens seconded. The motion carried 2-0.

New Business:

1. **Public Health Administrator's resignation:** Connie Caplinger reported that Genni Lehnert-Beers had tendered her resignation. She had completed her certification as a family nurse practitioner and as such she would be going out to practice in her licensed field as a FNP with the expectation that she and her husband were shortly to move to Pueblo, Colorado.

Connie Caplinger introduced Sarah Williams as the current nursing supervisor, expressing the intent to promote her into the interim administrator position.

Commissioner Givens commented that Genni Lehnert-Beers would be missed.

Connie Caplinger commented that when the county hired Genni Lehnert-Beers in 2003, the program needed improvement. She had absolutely taken the program to evolve into one of the leading health departments in the state.

Commissioner Elfering asked Sarah Williams to introduce herself with a brief biography. Sarah Williams stated that she grew up in the local area and attained her certification in 2008 from Carroll College.

2. **Solid Waste Committee applications notebook:** Tamra Mabbott commented that the department had received the notebook back from the commissioner, but had requested direction from board. There was nothing to indicate any sort of direction with the notebook. Commissioner Givens stated that the board was satisfied with the staff recommendations.

Public input: None.

Commissioners' reports:

1. **Commissioner Givens:** Commissioner Givens commended the East Oregonian's editorial on the Lee St Bridge repair request by the city. He added that he would be attending the MPO meeting in Milton-Freewater for the remainder of the day.

2. **Commissioner Elfering:** Commissioner Elfering reported on his upcoming schedule.

Scheduling of Next Meeting: The next meeting will be held June 19, 2013.

ADJOURNMENT

The meeting was adjourned at 9:44 a.m.

Respectfully submitted,

Laura Headley
Executive Secretary
Umatilla County
Board of Commissioners