

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Administrative Meeting of June 12, 2013
2:00 p.m., Room 121, County Courthouse
Pendleton, Oregon

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

COUNTY COUNSEL: Doug Olsen

MEMBERS & GUESTS PRESENT: Paul Chalmers, Umatilla County Assessment and Taxation Director; Bob Heffner, Umatilla County Budget Officer; Gina Miller, Umatilla County Code Enforcement Administrative Assistant; Dan Lonai, Umatilla County Administrative Services Director; Connie Caplinger, Umatilla County Executive Assistant

CALL TO ORDER

The meeting was called to order at 2:03 p.m. Chair Givens reminded all present that the meeting was a public forum.

BUSINESS ON AGENDA

Approval of Minutes: The minutes of the Administrative meeting of April 23, 2013; Administrative meeting of May 21, 2013; Board of Commissioners' meeting of May 15, 2013; and, Administrative meeting of May 30, 2013 were presented for approval. **Commissioner Elfering moved to approve the minutes of April 23, May 21, May 15 and May 30 as written. Commissioner Givens seconded. The motion carried 2-0.**

Additions to agenda:

Courthouse Air Conditioner Repair

Consent Agenda:

1. Approve payable to Umatilla County Road Department
2. Authorization of payment to Unitech Communications Inc - \$4388
3. Authorization of payment to Perkins Coie - \$4211.97
4. Authorization of payment to Pendleton Auto Body - \$2065.80

There was a brief discussion of the damage to the planning vehicle related to the Pendleton Auto Body payable. **Commissioner Elfering moved to approve the consent agenda as presented. Commissioner Givens seconded and the motion carried 2-0.**

Agenda Items:

1. **Room 130 remodel: Audio Visual system:** Dan Lonai reviewed the progress on the project since it was approved on May 30th. The state courts determined that, after furnishing Room 130, there was \$3,000 left in its budget, which they have agreed to contribute to the Audio Visual system. Therefore, the equipment must be ordered before the end of the fiscal year.

Dan Lonai stated that the equipment to be installed included 2 television monitors, audio hardware so that laptops, video-teleconferences and sound and video equipment could be utilized in the room. The sound equipment included a mixer and microphones. Doug Olsen added that because of the cost, UniTech would be identified as the sole source for the equipment and installation to ensure the system was compatible with the county's phone and data networks. The monitors and related equipment would be purchased from another provider.

Commissioner Givens asked Bob Heffner for a status on the budget for the remodel. Bob Heffner replied that the project would require a transfer, which was on the agenda for the meeting.

Dan Lonai commented that the county's share of the project was to be funded from the courthouse improvement fund, which carried the savings from the energy efficiency projects and was intended for other energy efficiency projects in the county. He would, therefore, wish to replace those funds when the opportunity arose.

Commissioner Elfering, in the matter of authorizing contract for services and materials from Uni-Tech Communications by alternative contracting method – single seller – for audio-visual system, moved approval of Order Number BCC2013-055. Commissioner Givens seconded. The motion carried 2-0.

2. **Replacement of Room 130's flooring:** Dan Lonai reported that the flooring in Room 130 would need to be replaced. The quote received for false wood vinyl flooring was \$5,880.67 and would come out of the next fiscal year's budget. **Commissioner Elfering moved approval of the purchase of new flooring for room 130 from Pendleton Floors for \$5,880.67. Commissioner Givens seconded and the motion carried 2-0.**

3. **Award Contracts for Purchase of Vehicles:** Doug Olsen reported that an RFP was issued for two vehicles and when the bids were opened and recommended vehicles chosen, the aggregate cost of the two vehicles exceeds the fleet management fund balance for the 2012-13 fiscal year. Bob Heffner noted that the vehicle management plan's proposed limit could not be exceeded without amending the policy.

Doug Olsen stated that the board could opt to roll the funds to the next fiscal year, which would still result in the need to revise the management plan. Paul Chalmers noted that their 4-wheel drive vehicle replacement would not be needed until later in the calendar year.

Commissioner Givens suggested that the county revise the vehicle management plan, approve the vehicle purchase for the planning department, and the Assessment and Taxation Department could either choose a different vehicle or re-post for bids for its vehicle. Paul Chalmers proposed that the Assessment and Taxation Department could wait until after the beginning of the new fiscal year to purchase the vehicle it identified as its choice.

Commissioner Elfering moved to award the contract to purchase a vehicle for the planning department

to Tom Denchel Ford for a 2013 Ford Fusion in the amount of \$18,950. Commissioner Givens seconded. The motion carried 2-0. The board agreed to carry the Assessment and Taxation Department's vehicle purchase over to the new fiscal year.

4. **Appointments to Solid Waste Committee:** Doug Olsen reported that for the two vacancies on the Solid Waste Committee, there were 5 applicants. It was recommended that Dave Faux of Hermiston should be appointed to Tom Harper's vacated position and Dennis Olson, formerly the county planning director, should be appointed to Mike Monroe's position.

Gina Miller reported that both were well qualified for the membership. Dave Faux had established the group Volunteers Against Litter on River Road in the Hermiston area and was very consistent in engaging the community to assist with the clean-up of River Road between Hermiston and Umatilla. Dennis Olson was the retired planning director for the county and would bring that experience to the committee.

She also brought a request from the Solid Waste Committee for some sort of manner of honoring Tom Harper and memorializing Mike Monroe, both of whom were long-time contributors to the solid waste committee's work. The request was that the honoraria would be jointly from the board and from the planning department.

Commissioner Elfering moved that certificates honoring Tom Harper and memorializing Mike Monroe jointly by the Board of Commissioners and the planning department should be prepared for presentation at the next solid waste committee meeting. Commissioner Givens seconded and the motion carried 2-0. Commissioner Elfering, in the matter of appointment of David R. Faux and Dennis A. Olson to Umatilla County Solid Waste Committee, moved approval of Order Number BCC2013-054. Commissioner Givens seconded. The motion carried 2-0.

5. **Budget transfers (4):** Bob Heffner presented four budget transfers as set forth below.

a. **Fair, Budget Order 2013-63:** The fair required a \$19,715 increase to its materials and services line to maintain authorized expenditures through the end of this fiscal year. Those funds would be taken from the fair's contingency. **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 2013-63. Commissioner Givens seconded and the motion carried 2-0.**

b. **Courthouse Facility Improvement, Budget Order 2013-64:** Bob Heffner reported that this transfer was to fund the installation of the audio visual system in Room 130. **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 2013-64. Commissioner Givens seconded. The motion carried 2-0.**

c. **West County Facility Maintenance, Budget Order 2013-65:** This transfer was necessitated by numerous repairs at the west county building in the past fiscal year. **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 2013-65. Commissioner Givens seconded and the motion carried 2-0.**

d. **Foreclosed Property, Budget Order 2013-66:** The foreclosed property fund required a \$100

increase to its transfers out to reimburse the tax collector's fund for the fiscal year. **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 2013-66. Commissioner Givens seconded. The motion carried 2-0.**

6. **Courthouse Air Conditioner Repair:** Connie Caplinger reported that the courthouse air conditioner's compressor broke down the morning of this meeting. Maintenance determined that it must be replaced in order to restore the heating and cooling system to operation. **Commissioner Elfering moved approval of the payable for the replacement of the courthouse compressor in the amount of \$4,500 to Murphy's Heating and Air. Commissioner Givens seconded and the motion carried 2-0.**

7.

Other Discussion: None.

Public Input:

Harris Park Board: Gina Miller commented that she had submitted an application to the Harris Park Board some time ago, noting that there were currently two vacancies on the board. She was inquiring to the board as to the status of her application as there had been no response and it had been well over a year and a half since the application was submitted. Commissioner Elfering was to investigate the status.

Milton-Freewater Ambulance District Board: Gina Miller, a member of the ambulance district board, announced that Dan Kilmer would be replacing Jack King, who had decided to retire rather than file to run for election again. Dan Kilmer was elected in the May election cycle.

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

ADJOURNMENT

The meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Laura Headley
Executive Secretary
Umatilla County
Board of Commissioners