

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS

Administrative Meeting of October 24, 2013
9:00 a.m., Room 121, County Courthouse
Pendleton, Oregon

** ** ** **

COMMISSIONERS PRESENT: Larry Givens, Chair; Bill Elfering, Vice Chair;
George Murdock, Commissioner

COUNTY COUNSEL: Doug Olsen

MEMBERS & GUESTS PRESENT: Jim Littlefield, Under-Sheriff; Dave Johnson, Umatilla County Marine Patrol Officer; Tim Roberts, Umatilla County Marine Patrol Program Manager; Dan Lonai, Umatilla County Administrative Services Director; Jay Steiner, Umatilla County Facilities Maintenance Manager

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CALL TO ORDER

The meeting was called to order at 9:02 a.m. Chair Givens reminded all present that the meeting was a public forum.

BUSINESS ON AGENDA

Approval of Minutes: The minutes of the October 16, 2013 Special Meeting with Youth Development Council Representatives were presented for approval. The Board deferred approval to the next meeting.

Additions to Agenda:

Sarah Williams - Leadership Pendleton
Taxpayer access

Consent Agenda: None.

Agenda Items:

1. **Review of Marine Patrol Program and Boat Grant:** Jim Littlefield introduced Tim Roberts and Dave Johnson. Tim Roberts presented an update on the program and noted that the county had been operating the marine patrol program under a grant for the past 20 or more years. On state review, the program was advised that the Marine Patrol Board would provide a grant

toward the purchase of a new boat to replace the current Alomar. The grant funding available was in the amount of \$55,000. The state would take the Alomar in trade, but the amount to be allowed for it went from \$10,000 to maybe \$7,500 and that was dependent on an appraisal of the boat. The boat would need to be taken down to Salem for the appraisal and then picked up and brought back, creating more costs in terms of deputy time, travel needs and fuel for the vehicle hauling the boat. Tim Roberts commented that he believed that the boat would sell in the local area for more than the trade in value, after factoring in the expense of taking it in for appraisal.

Dave Johnson stated that Umatilla County likely had the only boat that was available 24/7/365 and that it was used for rescue and education. The education aspects ran from school presentations to open water contacts with adults during patrol periods. He believed that the Marine Board grant would need to be combined with another \$10,000 to purchase a comparable boat. He expected that the Alomar would sell for \$10,000 if the program sold it rather than traded it.

Commissioner Givens asked about the number of boats in the program. Dave Johnson reported that there were 3. One was stationed above McKay Reservoir, another below the reservoir and another in the Umatilla area.

Commissioner Elfering asked for the boat size. Dave Johnson replied that the Alomar was nineteen feet long. Commissioner Elfering asked Dave Johnson to describe the other boats. Dave Johnson replied that the other two boats were open bow configuration and the new boat would be a jet boat to replace the current closed bow boat which was safer in rough water.

Commissioner Elfering asked when the boats were used. Dave Johnson reported that he was hired full time seasonal and the program was ordinarily shut down before this time of year, but he was conducting a study to present data to the Marine Board to justify keeping the program open until November.

Commissioner Givens asked if there was anyone on the Marine Board from Eastern Oregon and if there was a Corps representative. Dave Johnson replied no. Tim Roberts replied that there was one representative from Baker County, that county's marine deputy.

Tim Roberts commented that Dave Johnson was known for his meticulous maintenance on boats and his reconditioning work to boats. He performed all the maintenance on the county's boats, which was why the boats had a good re-sale value.

Commissioner Givens asked if Walla Walla and Benton Counties no longer had marine patrol programs. Dave Johnson clarified that their seasons terminated as of September and added that the marine patrols' areas of operations were from bank to bank.

He went on to state that with regard to the boat to be purchased, other equipment for the boat would need to be purchased, also, such as radar and radio equipment. Commissioner Elfering

asked if GPS would work for river search work. Dave Johnson replied that GPS was not used for search work. That was why radar was needed.

Commissioner Givens asked if the only sonar boat in the state was based out of Klamath County. Tim Roberts replied that there was another that had a towed sonar unit. The average cost for a sonar unit was \$40,000.

Commissioner Elfering suggested that grant funds could be sought to purchase a sonar unit. Dave Johnson commented that a cooperative effort with the surrounding counties could also be helpful toward the purchase of a sonar unit, but was not sure how often it would be used.

Commissioner Elfering commented that the county experienced a drowning about once a year. Dave Johnson agreed, stating that if it was not in the county it was in a nearby area.

Commissioner Givens asked whether the other Oregon riverfront counties had marine patrol programs. Dave Johnson replied that he understood that Morrow and Gilliam Counties partnered on their marine programs.

Commissioner Givens suggested that the county could cooperate with the Washington counties, if it would not affect grant funding. Tim Roberts commented that the county already had a cooperative agreement in place with Washington.

Doug Olsen commented that a motion was needed to sell the Alomar and authorize the acquisition of a replacement boat at \$55,000. Dave Johnson commented that the final cost on the Rogue Jet boat would likely come close to \$65,000. Tim Roberts added that the additional equipment needed could cause the program to return for authorization to purchase that also. Doug Olsen suggested that the board authorize the program to purchase a boat and equipment up to \$75,000, to adjust for an equipment allowance.

Commissioner Givens stated that he would entertain a motion. **Commissioner Elfering moved to authorize up to \$75,000 for the purchase of a new boat. Commissioner Murdock seconded. The motion carried 3-0 with each, Commissioner Givens, Commissioner Elfering and Commissioner Murdock voting in favor of the authorization.**

Commissioner Elfering moved to authorize the marine patrol program to sell the Alomar boat to the highest bidder. Commissioner Murdock seconded. The motion carried 3-0 with Commissioner Givens, Commissioner Elfering and Commissioner Murdock voting in favor of the motion.

Commissioner Givens commented that the Eastern Oregon Rural Counties Organization (EORCO) might be a place to start for a proposed cooperative effort between counties in support of acquiring sonar equipment. He asked if the sheriff's office would consider presenting a

proposal to the organization. Under-Sheriff Littlefield confirmed that the office would be willing to do so.

Commissioner Givens asked how much sonar equipment would cost. Tim Roberts reported that it ran about \$40,000. Commissioner Givens commented that EORCO might be the avenue to present the concept of cooperation between counties to ensure that sonar capability was nearby.

2. **Nomination to Wildhorse Foundation Board:** Commissioner Givens reported that when the Board met with the Tribes for the annual Board to Board meeting, one of the Tribes' topics was the nomination of someone from the Board of County Commissioners to serve on the Wildhorse Foundation Board of Directors. At that time, the Tribes indicated that they would like a current commissioner to take the county's position on the Wildhorse Board. Commissioner Murdock commented that Rosenda Shippentower requested that the county also change the representative regularly, too. **Commissioner Elfering, in the matter of nomination of George L. Murdock to the Wildhorse Foundation Board of Directors, moved approval of Order Number BCC2013-080. Commissioner Givens seconded. The motion carried 2-0 with Commissioner Elfering and Commissioner Givens voting in favor of, and Commissioner Murdock abstaining from voting on the motion.**

3. **Additional Part-Time Maintenance Position:** Dan Lonai stated that he decided to make the request after observing the workload. He noted that the cost of the position would run approximately \$1,300 to \$1,400 per month and that a staff member in that position could take on the tasks requiring less skilled response. The assistance was particularly needed at the jail, but would also be helpful to catch up projects throughout the county. Currently, his department would be able to cover one month of the position cost.

Commissioner Givens asked how much it would cost to fund the position to the end of the fiscal year. Dan Lonai stated that the cost would be, at the most, \$13,000 and likely less than that.

Commissioner Murdock commented that it was possible that there would be something left in the renovation funds that could be contributed to the position cost, but that would not be known until the project was completed.

Commissioner Givens asked whether there were any alternate plans if there was no residual from the renovation project. Dan Lonai replied that, barring any catastrophic incidents within the county's facilities and administrative services budget, the funds would be available as savings from several programs. Jay Steiner added that with the focus of the position at the jail, a contribution could be arranged from the sheriff's budget, similar to the arrangement already in place for the other maintenance position.

Commissioner Murdock suggested that the Board could authorize the position to the end of the fiscal year on a trial basis.

Commissioner Elfering asked if there was any way to continue the current status of the position. Doug Olsen replied that the Board could continue the position as a temporary part time position to the end of the fiscal year as long there was funding available for it. **Commissioner Murdock moved that the part time temporary position in maintenance be extended to the end of the current fiscal year as long as funding was available to cover the position cost. Commissioner Elfering seconded. The motion carried 3-0 with Commissioner Givens, Commissioner Elfering, Commissioner Murdock all voting in favor of the motion.**

4. **State Courts' propose to repair/replace courthouse:** Commissioner Givens commented that he received a communication from the state courts requesting that the county either repair or replace the courthouse. Specifically, the courts wished to know whether the county would repair the second floor.

Commissioner Murdock proposed that Dan Lonai and Jay Steiner get estimates for materials for new flooring and paint for the jury rooms, with the flooring estimate to include removal of the old flooring and installation of the new. Commissioner Murdock commented that he informed state courts that he did not believe the county would consider re-building the courthouse since it was originally constructed as a bomb shelter and was likely to last well into the next generations.

Jay Steiner reported that he was told that the jury fund was available for such a project. He expected that the largest cost to the project would be the flooring.

Doug Olsen asked what the extent of the flooring project would be. Jay Steiner replied that the flooring project would include the jury rooms and the entire corridor on the second floor.

Commissioner Murdock commented that the state's target cost was somewhere between \$1,000 and \$1 million per his discussion with the courts.

Dan Lonai stated that the renovation of the second floor was already part of the long range plans for the building. Commissioner Murdock commented that it was his intent that the state courts should pay for the renovation to that floor.

Commissioner Givens asked about the courthouse roof condition. Jay Steiner, replied that there was one ongoing problem at the courthouse that was likely covered by warranty and all other facilities' roofs had been replaced within the past few years.

Commissioner Murdock moved to authorize staff to explore the possibilities of jury room flooring and renovation. Commissioner Elfering seconded. The motion carried 3-0 with Commissioner Murdock, Commissioner Elfering and Commissioner Givens all voting in favor of the motion.

Commissioner Murdock moved that county staff should seek grant funding through the Oregon Department of Justice to fund the proposed renovation. Commissioner Elfering seconded. The motion carried 3-0 with Commissioner Elfering, Commissioner Givens and Commissioner Murdock voting in favor.

5. **Jury box modification report:** Dan Lonai reported that the administrative services department was able to adjust its work schedule to accommodate a request from a witness to provide access to the witness box in time for a trial to begin on October 25th.

6. **Establishment of Funds for Mediation Services, Community Services Development and Youth Services Development:**

a. **Mediation Services:** Commissioner Murdock reported that it was recently learned that the Mediation Services' funds were to be kept separate from any other department. **Commissioner Murdock, in the matter of establishing special revenue fund for Mediation Services, moved adoption of Order Number BCC2013-081. Commissioner Elfering seconded. The motion carried 3-0 with Commissioner Elfering, Commissioner Givens and Commissioner Murdock voting in favor.**

b. **Community Services Development and Youth Services Development:** **Commissioner Murdock, in the matter of establishing reserve fund for Community Services Development and in the matter of establishing reserve fund for Youth Services Development, moved adoption of Order Numbers BCC2013-082 and BCC2013-083. Commissioner Elfering seconded.**

Commissioner Murdock commented that for the last 20 years or more, the county would dutifully expend the funds provided for the programs as requested, but the interest and administrative fees were kept in a separate account. However, with the changes in the human services structures, one fund would be designated as part of the Early Learning Council assets and the other with the Youth Development Council. He believed that there was more than \$300,000 in the Community Services Development fund and at least \$200,000 in the Youth Services Development fund with the anticipation that there would be more forthcoming. The goal of the youth services fund would be to expand prevention and remediation with at risk youth. **Question was called. The motion carried 3-0 with Commissioner Elfering, Commissioner Murdock and Commissioner Givens voting in favor of the motion.**

7. **Dissolution of Commission on Children and Families:** Commissioner Elfering moved in the matter of dissolving the Umatilla County Commission on Children and Families, approval of Order Number BCC2013-084. Commissioner Murdock seconded and proposed that a letter of thanks should be sent to the members of the board, asking for the names of those on the board. Doug Olsen replied that the names were listed in the order and

Commissioner Givens read through the names. Doug Olsen commented that the effect of the order would be that the commission would be technically dissolved. **Commissioner Elfering, Commissioner Murdock and Commissioner Givens voted in favor of the motion, which passed 3-0.**

8. **Authorize Purchase of Vehicle:** Doug Olsen reported that only one bid was submitted in response to the RFP for a sedan for the District Attorney's office. The cost of the vehicle was to be paid from the fleet management fund. There would be \$29,000 remaining in that fund with one outstanding RFP. **Commissioner Elfering moved to authorize to purchase the 2013 Chevrolet Malibu from Hubbard Chevrolet in the amount of \$20945.11. Commissioner Murdock seconded.** Commissioner Givens repeated the motion and asked for the vote. **Commissioner Murdock, Commissioner Elfering, and Commissioner Givens all voted in favor of the motion. Motion carried 3-0.**

9. **Authorize Purchase of Office Furniture:** **Commissioner Murdock moved to authorize the purchase of the office furniture from Age of Woods in their quoted amount of \$3,548.** Commissioner Murdock reported that in the process of collecting quotes that it was learned that only the Finance Director and Executive Assistant had the authorization to approve purchases from \$3,001 to \$5,000. There was no mention of commissioner authorization in the policy which effectively set individual commissioner authorization at \$3,000. Therefore, he was submitting a request to award the contract for the furniture in the main space of the office. There was some discussion of modification of Fiscal Policy 1.0. Bob Heffner suggested that the department authorizations should be increased to \$5,000. Commissioner Elfering commented that as the policy and process stood, it seemed there was some unnecessary duplication. The change would allow the commissioners, along with the Finance Director, able to authorize payments of \$3,000 to \$5,000. **Commissioner Elfering seconded and Commissioner Elfering, Commissioner Murdock and Commissioner Givens voted in favor of the motion, which then carried 3-0.**

10. **Leadership Pendleton (addition):** **Commissioner Murdock moved to authorize Sarah Williams to attend the next Leadership Pendleton class.** Commissioner Murdock noted that the leadership programs were offered by at least both the Pendleton and Hermiston chambers, but it did not seem that the county had been active in sending people to the classes. He discussed the possibility of attending with Sarah Williams and she was interested in the class. Commissioner Elfering was supportive and Commissioner Murdock suggested that someone could also attend the Hermiston class. **Commissioner Elfering seconded. Commissioner Murdock, Commissioner Elfering and Commissioner Givens all voted in favor of the motion. The motion carried 3-0.**

11. **Taxpayer access (addition):** The request was made by Paul Chalmers in order to add parking for those people who come to the tax office to make their payments. Commissioner Murdock commented that Dan Lonai was to talk with Paul Chalmers regarding the proposal.

Commissioner Elfering commented that he felt that parking behind the building would pose some difficulty and suggested that street access would be sufficient. Commissioner Murdock commented that a sign on the courthouse lawn directing the public to the door nearest the tax office to help direct people.

Commissioner Givens asked for clarification that Paul Chalmers wanted to dedicate two spaces for taxpayer parking in the lot. Commissioner Murdock confirmed that and reported that he had received permission from ODOT to reserve two parking spaces on Court Street. Commissioner Elfering commented that the request would likely arise again in the following year, if the board agreed to add those spaces. Commissioner Givens requested Paul Chalmers' liaison to advise him of the decision not to take action on the request.

Other Discussion:

Commissioner Elfering reported that he had a long day planned, having started out at the Prison Advisory Committee at 7 a.m. After the current meeting, he would be returning to Hermiston to present the levy information at the Rotary meeting and attending office hours for a short time before leaving for Pilot Rock for the rail spur meeting. Commissioner Murdock reported he planned to attend the rail spur meeting, also. Commissioner Elfering added that after the rail spur meeting, he was scheduled to attend the town hall meeting in Weston.

At the East End Mayors' meeting, Commissioner Elfering reported that Pendleton Mayor Phil Houk stated to him that the city had a source of matching funds for the 8th Street bridge grant set up such that the funds would go to the county's share. Commissioner Murdock commented that since the mayor brought up the bridge project on the radio, he decided to gather the documentation on the county's involvement with the bridge and, once gathered and reviewed, would report on his findings.

Eastern Oregon Rural Counties Organization (EORCO): Commissioner Givens reported that during the phone meeting, the organization determined that the by-laws would be revised to reflect that the dues for each member county would reflect a percentage of the PILT funds received by the member county.

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

ADJOURNMENT

The meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Laura Headley
Executive Secretary
Umatilla County
Board of Commissioners