

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Administrative Meeting of January 29, 2014
9:00 a.m., Room 121, County Courthouse
Pendleton, Oregon

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

COUNTY COUNSEL: Doug Olsen

MEMBERS & GUESTS PRESENT: Tom Fellows, Umatilla County Public Works Director; Tamra Mabbott, Umatilla County Land Use Planning Director, Dale Primmer, Umatilla County Community Corrections Assistant Superintendent, Lora Franks, Umatilla County Sheriff's Office Administrative Assistant, and Dave Williamson, Umatilla County Sheriff's Office Criminal Lieutenant.

CALL TO ORDER

The meeting was called to order at 9:01a.m. Chair Elfering reminded all present that the meeting was a public forum.

BUSINESS ON AGENDA

Approval of Minutes: The minutes of the January 7, 2014 and January 22, 2014 Administrative Meeting were presented for approval. **Commissioner Givens moved to approve the minutes of January 7, 2014 and January 22, 2014. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted in favor and the motion carried 3-0.**

Additions to agenda: None.

Agenda Items:

1. **Post-PERS Employee Annual Authorization:** Doug Olsen explained the practice was for employees to seek authorization annually but it had not always gotten done. HR decided to make sure this is done. The majority are in Law Enforcement, 1 is in Veteran's and 2 are Code Enforcement Officers. **Commissioner Murdock moved to approve continuation of the post-PERS employees. Commissioner Givens seconded. Commissioner Givens, Commissioner Murdock, and Commissioner Elfering each voted aye. The motion carried 3-0.**

2. **Employee Commute Annual Authorization:** Doug Olsen presented the annual review of 2

Board Orders for the use of county vehicles for commuting. One is for Law Enforcement vehicles and one is for non-law enforcement vehicles. No changes to the non-law enforcement order. There is one addition to the Law Enforcement list. Dale Primmer explained the increased efficiency for Parole and Probation Counselors stationed in Hermiston but living in Pendleton to take a County vehicle home and return the next morning when transporting an offender to be lodged in the Umatilla County Jail near the end of the work day. Overtime costs would be reduced as well. The proposed order reflects this addition. There was some discussion on the District Attorney and Economic Director being included. It was decided not to make any additional changes.

Commissioner Givens, in the matter of annual authorization for use of county owned vehicle to commute, moved approval of Order Number BCC2014-005. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye. The motion carried 3-0.

Commissioner Givens moved in the matter of annual authorization for use of county owned vehicle to commute for Law Enforcement, approval of Order Number BCC2014-006. Commissioner Murdock seconded. Commissioner Givens, Murdock and Elfering each voted in favor. The motion carried 3-0.

3. **Approval for Purchase of Used Wheel Loader:** Commissioner Elfering read the request to purchase a used wheel loader from Western States. Tom Fellows explained we had previously gone out for RFP's and this was the result. This is part of the Public Works budgeted equipment replacement. There was a trade in allowance of \$56,000. **Commissioner Givens moved to approve purchase of used Caterpillar Model 950H wheel loader from Western States in the amount of \$84,000. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye. The motion carried 3-0.**

4. **Approval for New Copier:** The current copier is obsolete and can no longer be serviced. Lora Franks explained the quote from local vendor Craig's Office Supply. The \$187 per month includes service, maintenance and supplies for the copier. **Commissioner Givens moved to approve the 48 month lease of a new copier for the West County Sherriff's Office. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye on the matter. The motion carried 3-0.**

5. **Reclassification of Code Enforcement Aide Position:** Tamra Mabbott requested to reclassify the Code Enforcement Aide with a title change to Code Enforcement/ Planning Assistant, a few additions to the job description and a 2 range salary increase. This would be approximately \$4000 per year budgetary increase. Tamra Mabbott felt this would be absorbed with the vacancy of a Senior Planner for a few months. **Commissioner Givens moved to approve the Reclassification of the Code Enforcement/ Planning Assistant. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye on the motion, which carried 3-0.**

Other Discussion: None

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Public input: None

ADJOURNMENT

The meeting was adjourned at 9:24 a.m.

Respectfully submitted,

Deserae Hall
Specialist
Umatilla County
Human Resources