

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Administrative Meeting of September 23, 2014
9:00 a.m., Room 121, Umatilla County Courthouse
Pendleton, Oregon

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Commissioners Present: Bill Elfering, Chair; George Murdock, Vice-Chair; and Larry Givens, Commissioner

County Counsel: Doug Olsen

Others Present: Scott Fairley, Governor’s Office – Regional Solutions; Kathy Lieuallen, UCSO/Dispatch.

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CALL TO ORDER

The meeting was called to order at 9:02 a.m. Chair Elfering reminded those present the meeting was a public forum.

There were no minutes to review. There were no additions to the agenda.

BUSINESS ON AGENDA

1. Installation of Flooring for Courthouse Second Floor. Doug Olsen provided background. A Request for Proposals was issued and three proposals were received. The recommendation by Administrative Services is to award the contract to Pendleton Floors, the lowest bid, in the amount of \$21,252.98. The County will be reimbursed for the project by State Courts (a grant was received). The work is mainly for the hallway, portions of two courtrooms and a couple of offices. Commissioner Givens asked about asbestos. Mr. Olsen noted Tektonix is working on that part of the floor project – it was a separate bid; the proposal in question today is just for installation and tile. **Commissioner Murdock moved to approve Pendleton Floors to install the new flooring on the second floor for cost of \$21,252.98. Seconded by Commissioner Givens. Carried, 3-0.**

2. Additional Communications Supervisor. Lt. Kathy Lieuallen, Communications Supervisor/911 Manager, made a staff report. The Dispatch Communications Center has a total of 18 dispatchers/call takers. To properly supervise, train, instruct and evaluate all the dispatchers, they would like to make one of the dispatch positions a supervisor (Sgt.) position in addition to the current supervisor. They also want to be able to properly adapt the AQ/QI program. These two positions will be a “working supervisor” filling in for vacancies in the schedule. For the FY14-15 budget, the cost of the position was included in the Personal Service Estimates.

Lt. Lieuallen noted increases in staff workload, concern with possible liabilities, and the need is shown for an additional supervisor in order to train, evaluate and to make sure goals and standards are met. She presented a spreadsheet showing projected changes and budget. Lt. Lieuallen also talked about rotation, scheduling and busy times, also how reclassification would work. She is working through issues with the new system with the goal to improve service. She also noted the quality assurance program still needs to be implemented. **Commissioner**

Murdock moved to approve reclassifying one Telecommunication Position to a Supervisor Position. Seconded by Commissioner Givens. Carried, 3-0.

3. Regional Solutions. Scott Fairley from the Governor's Office-Regional Solutions presented. Regional Solutions is a collaborative for economic development statewide. He provided history. HB 4015 recently changed the advisory committee structure. The Governor will appoint some positions and AOC and LOC will appoint others. He noted the make-up of the advisory committee for this region (comprised of 7 counties). Discussion included size of the committee, types of representation and need to coordinate and communicate. Priorities of Regional Solutions are forests, workforce and water, identifying regional projects and advocating for the area. Discussion continued about future focus and scope of the program. A suggestion was made by Commissioner Givens that Commissioner Elfering would be the best contact in his role as liaison commissioner to economic development.

Mr. Fairley reported two projects in this region were recently approved, each planned to receive \$900,000 – one is to NOWA and one to the Port of Umatilla for infrastructure for transfer of water rights. He also talked about a project from Burns that was initially approved for about \$800,000, but it was not viable, so the two alternate projects will be advanced on the list (one in Ontario and the other in Grant County).

Mr. Olsen will prepare an order for the appointment recommendation of Commissioner Elfering to serve as the representative to the Regional Solutions Advisory Committee.

4. Behavioral Health Advisory Committee. Doug Olsen provided background. The creation and appointments to the BHAC is before the Board for approval. The committee is to replace three existing committees which had many of the same members and overlapping roles: Local Alcohol and Drug Planning Committee, Mental Health Advisory Committee, and Coalition to Reduce Underage Drinking and Drugging. The committee has been functioning for a time. Commissioner Murdock advised he will attend a meeting Thursday of this week and have more information at that time including focus and possible additional members based on discussions. **Commissioner Murdock moved to adopt Order No. BCC2014-067. Seconded by Commissioner Givens. Carried, 3-0.**
5. Appointments to BOPTA. Doug Olsen presented background. The appointments to the Board of Property Tax Appeals are submitted for approval; proposal is to have same members as last year (Commissioners Murdock and Elfering, Ronald Anderson and Michael Carty). **Commissioner Givens moved to adopt Order No. BCC2014-68. Seconded by Commissioner Murdock. Carried, 3-0.**
6. Software Purchase for DA's Office. Doug Olsen presented. As a part of the upgrade to the Karpal records system for the DA's office, it is necessary to use Acrobat Pro software. This will require 22 licenses for the software; the total of \$6,093.78 requires Board approval. There are funds in the budget for the purchase. **Commissioner Givens moved to authorize purchase of Acrobat Pro licenses in the amount of \$6,093.78. Seconded by Commissioner Murdock. Carried, 3-0.**
7. Elections Payable. Doug Olsen presented. The invoice for election envelopes is for \$7,148.40; since it is over \$5,000, it requires Commissioner approval. This is a yearly routine expense for conducting elections and has been budgeted. **Commissioner Givens moved to approve the payable to CENVEO Corporation for envelopes in amount of \$7,148.40. Seconded by Commissioner Murdock. Carried, 3-0.**

8. Watersheds Payables. Doug Olsen presented. Approval is sought for payable to three watershed groups in the amount of \$10,000 each. These contributions have occurred for a number of years; they have been budgeted. Due to the amount, Board approval is necessary. **Commissioner Givens moved to approve the payments in the amount of \$10,000 each to Soil and Water Conservation District, to Umatilla Basin Watershed Council, and to Walla Walla Basin Watershed Council. Seconded by Commissioner Murdock. Carried, 3-0.**
9. Livestock Shows. Commissioner Murdock talked about the Pendleton Jr. Livestock Show, the Eastern Oregon Livestock Show and the Milton-Freewater Jr. Livestock Show – he suggested contributing \$2,500 to the “bump program” to increase the amount of money available to youth from the sale of livestock. Commissioner Givens agreed with supporting junior livestock sales. The contributions would be for this year. **Commissioner Givens moved to approve contributing \$2,500 each to the Pendleton Jr. Livestock Show, the Eastern Oregon Livestock Show and the Milton-Freewater Jr. Livestock Show for the buyer bump incentive program. Seconded by Commissioner Murdock. Carried, 3-0.**
10. Professional Grant Development Workshop. Chair Elfering noted that Tamra Mabbott forwarded this item for discussion as this relates to economic development. The workshop is scheduled for 10/6-8/2014. Grant writing is an important skill for many departments – including economic development. Commissioner Murdock suggested providing the workshop information to Jenna Lorenzen in Public Health and to Carolyn Mason at Human Services. Commissioner Elfering noted that in the near future, Hulette Johnson is looking to retire. He agreed it is a good idea to have more people trained in grant writing. He will do further research.
11. Correspondence. Thank you for funding support from the Green Acres 4-H Club; letter from Sgt. Holcomb thanking the BCC for approval of the new CHL (Concealed Handgun License) printer; thank you letter from the Milton-Freewater Chamber for promoting the area at the State Fair; thank you for funding support from Kinda Cousins 4-H group in Hermiston; thank yous from two Round-Up princesses for funding their stay at the State Fair. Also, Chair Elfering noted the on-line article, “Hermiston is No. 2 in the state for cities on the rise”, large increase in population coming in the near future.
12. Joint BCC/CTUIR Meeting. Chair Elfering has spoken with Dave Tovey from CTUIR about the planned joint meeting scheduled for 09/26/14 – wanting to confirm. Commissioner Givens noted that a budget meeting for DOGAMI is scheduled the same day and he will need to attend the meeting in person for this important issue. It was agreed the joint BCC/CTUIR meeting should be held as planned. Chair Elfering agreed to confirm with Dave Tovey
13. Commissioner Calendars.
 - a. Commissioner Murdock: reported that Dr. Hitzman agreed to be the County Health Officer. He would replace Dr. Walker in that position. Regarding his schedule, he will attend the EOCCO Transitional meeting later that week.
 - b. Commissioner Elfering will attend the East End Mayors meeting later that week. And the week of 9/29, he will go to the Morrow County rededication ceremony; 9/30 he will go to the I-LRA lunch (moved to the Hermiston Convention Center from Boardman).
 - c. Commissioner Givens has DOGAMI interviews, 2 4-hour blocks. On 10/02, he will attend the AOC District meeting in John Day. He also noted future AOC meetings where important discussions will be held, including PILT and consideration of public lands being taken back.

14. Other

An invitation was received from Susan Bower to a going away party on 09/30 for Tammy Dennee who is moving to Salem. Commissioner Givens noted Ms. Dennee serves on the Fair Board; with her leaving, that position will need to be filled.

There was no further business. The meeting adjourned at 10:00 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary

Umatilla County Board of Commissioners