

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Administrative Meeting of October 29, 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:** Tom Fellows, Public Works Director; Robert Pahl, Finance Director; Connie Hendrickson, Administrative Assistant - Planning Department; Dan Lonai, Administrative Services Director; Tamra Mabbott, Planning Director

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**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. Chair Elfering reminded those present the meeting was a public forum.

There were no recognitions. There were no additions to the agenda.

Approval of Minutes. **Commissioner Murdock moved to approve the 09/03/14 minutes. Seconded by Commissioner Givens. Carried, 3-0.**

**BUSINESS ON AGENDA**

1. **Lease of Copier.** Chair Elfering asked for the staff report. Connie Hendrickson presented. This is from the Planning Department for a new copier/scanner. Canon Solutions America charges a current base rental fee of \$150/month plus \$.0094 per excess. The quote is for a Canon 5240 color copier with scan and fax; it costs less than the current monthly charge and with a lower per excess rate. Discussion included need for color copying of maps and other documents. Robert Pahl asked about lease vs. purchasing – is there a cost comparison for that? Doug Olsen noted that historically with high volume, lease has been a better cost than purchasing. Mr. Pahl suggested looking at the purchase option as opposed to a lease to see if a better cost could be obtained. Discussion continued about authorizing the lease vs. purchase based on the better deal. Mr. Olsen noted this could be done. **Commissioner Murdock moved to approve the new Canon copier for the Planning Department. Commissioner Murdock added to the motion that the Finance Department and Doug Olson work with Planning and Canon to get the best deal by Friday, 10/31, in order to get the discount. Seconded by Commissioner Givens. Carried, 3-0.**
  
2. **Appointment to Marijuana Dispensary Study Committee.** Tamra Mabbott presented. Clinton Reeder has volunteered to serve on the Marijuana Dispensary Study Committee and Juan Valdez is a counselor with the Umatilla County Alcohol & Drug Treatment Program. Ms. Mabbott noted Mr. Reeder has served for over 30 years as a Planning Commission member and his experience will be invaluable to the Committee. And, Carolyn Mason suggested adding Mr. Valdez as a member and also as a back-up for her with her busy schedule. (Carolyn Mason is currently a

Committee member.) **Commissioner Givens moved to adopt Order No. BCC2014-075. Seconded by Commissioner Murdock. Carried, 3-0.**

3. **Payables for Expert Witness Testimony.** Authorization is sought from the DA's Office for payables that exceed the department limit for expert witness fees. Amounts are \$6,613.33 to Dr. James Bryan and \$14,625 to Richard Hulteng, JD, PhD. **Commissioner Givens moved to approve the payables as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
4. **Temporary Special Employment.** Doug Olsen reported. Bob Heffner has given notice that he is retiring from the position of Budget Officer effective 12/31/14. It is requested that he be employed as a special temporary post-retirement employee for January 1 – June 30, 2015, pursuant to Personnel Policy 4.7. **Commissioner Murdock moved to approve/authorize employment of Bob Heffner as a post-retirement temporary employee as outlined. Seconded by Commissioner Givens. Carried, 3-0.**
5. **Chief Financial Officer Appointment.** The proposal is to appoint Robert Pahl as Umatilla County Chief Financial Officer, who will assume responsibility of the budget. Commissioner Givens asked Mr. Pahl if he will need additional staff in the Finance Department with the increase in duties. He responded that he would know after June 30. **Commissioner Murdock moved to adopt Order No. BCC2014-078 and approve the description for Chief Financial Officer position. Seconded by Commissioner Givens. Carried, 3-0.**

Commissioner Murdock noted as a matter of record that he has submitted a proposal for consideration regarding compensation for this new position. Mr. Olsen talked about the current salary schedule and needing formal action to change the schedule. **Commissioner Murdock moved to move forward with review of his proposal to change the salary schedule to match up with change in positions. Seconded by Commissioner Givens. Carried, 3-0.**

6. **HELP 2014 Grants.** Chair Elfering is the Helix Enhancement Launch Program Committee representative. He noted funds were divided between the City of Helix and Griswold High School. The Committee voted to recommend a total of \$74,000 each to the City and to the High School. **Commissioner Givens moved to adopt Order No. BCC2014-076. Seconded by Commissioner Murdock. Carried, 3-0.**
7. **HELP Board Appointment.** Chair Elfering noted a school board representative recently resigned from the HELP Board. Darrick Cope, School Superintendent, is recommended as the replacement on the HELP Committee. **Commissioner Givens moved to adopted Order No. BCC2014-077 appointing Darrick Cope as a new member of the HELP Board. Seconded by Commissioner Murdock. Carried, 3-0.**
8. **Authorization to Purchase Vehicles.** Mr. Olsen noted authorization is sought of a Request for Proposals for two new or used vehicles for the Environmental Health Program. The mid-sized vehicles will be 45+ mpg. Reserve funds are sufficient to support the purchase of the two vehicles. Commissioner Murdock advised revenue is created by Environmental Health. **Commissioner Givens moved to authorize issuance of a RFP for the purchase of two vehicles as outlined. Seconded by Commissioner Murdock. Carried, 3-0.** Discussion included trade-ins of current vehicles, or available to move into car pool. The intent is to use as trade-in.

9. **Reclassification of Positions – Public Works.** Tom Fellows presented. Background: As part of the reorganization of the Public Works Department, the proposal is to increase the Weed Foreman and Survey Foreman to supervisors (Range 28 to Range 30) since both of the positions require managing budgets and maintaining certification. Basically, those two positions have more requirements than the average foreman and should be compensated accordingly. The changes are budgeted for the current year. **Commissioner Givens moved to approve the positions of Engineering/Survey Supervisor and Vegetation Management Supervisor. Seconded by Commissioner Murdock. Carried, 3-0.**

Harris Park. Commissioner Givens reported changes for the operation are in the works since Hulette Johnson is retiring 12/31/14 and the Parks budget is under the Community & Economic Development Department. Tom Fellows, Public Works Director, will take over oversight of Harris Park. He is working with Stan at the Park as well as Robert Pahl (Finance) and Jennifer Blake (Human Resources) to gather information about the structure, budget and operation thus far. Commissioner Murdock advised he felt Harris Park should be a separate item; Mr. Fellows noted it would be outside of the Public Works Department. Updates will be forthcoming.

10. **Creation of Position – I/DDP.** Commissioner Murdock noted after this morning's meeting with State program representative Trish Baxter, Carolyn Mason (Human Services) and Mary Olsen (CDDP), the County is not going to directly transfer State employees to the DD Program. They will be invited to apply for open positions. The feeling is it would be best to start with all new County employees rather than a direct transfer. The tentative start date for the County taking over the I/DDP is 12/1/14. The State will provide the start-up funds; some current staff will work through the transition. **Commissioner Murdock moved to approve creation of nine new positions for the County Intellectual/Developmental Disability Program. Seconded by Commissioner Givens. Carried, 3-0.**

11. **Flooring Contract for Second Floor.** Doug Olsen presented for Dan Lonai. The bid selected by Pendleton Floors on 09/23/14 did not include the courtrooms and other areas to be tiled, and as a result the low bid was by Cost Less Carpet. Approval is sought to award the contract to Cost Less Carpet in the amount of \$22,368.42. **Commissioner Givens moved to approve the Contract to Cost Less Carpet for second floor flooring as outlined. Seconded by Commissioner Murdock. Carried, 3-0.** Commissioner Murdock advised that Judge Brauer requested the second floor renovation mirror the remodeling done on the first floor with the photos, wainscoting, and painting. It may be about another \$10,000 to \$15,000 for the project and State Courts wants to move forward.

12. **Sale of Property.** Doug Olsen presented. Due to delinquent property taxes, the County acquired an unimproved lot in 2012 in the Elk Ridge Subdivision near Lehman Hot Springs. The lot went through two auctions without being sold. Written bids were received, and the current high bid is from Fee Stubblefield in the amount of \$300. He noted there are DEQ issues with very limited use. **Commissioner Murdock moved to adopt Order No. BCC2014-050 to dispose of the lot. Seconded by Commissioner Givens. Carried, 3-0.**

13. No **Executive Session** was needed.

14. **Commissioner Reports.**

A. Commissioner Givens:

- 1) Gave an update on the County Fair Board. The BCC needs to set a time for the interviews of applicants (2) submitted for the County Fair Board. Melinda Slatt

is to set up the interviews for the BCC to conduct. Possible dates/times were discussed – tentatively Nov. 3.

- 2) MPO Update. It was to be a stand-alone organization; staff and director were employed with contracts to be done by MPO at their 11/5 meeting. The person set to begin work as director gave notice she had accepted another job in Yakima. Thus, the recruiting process will start over again. Commissioner Givens expressed disappointment with the time-consuming task in addition to funding sources concerns.
- 3) DOGAMI Update. Interviews for the CEO position will take place 11/12 in Albany. He plans to return on 11/13 to attend Bob Jenson's recognition celebration in Hermiston.
- 4) Building in Milton-Freewater. He and Dan Lonai toured a building yesterday. It needs a lot of work but has a large parking lot – still many things to consider and will keep looking at possible alternative sites. Discussion followed about tax arrearages, building layout, need for lots of renovation, asbestos issues, but good frontage and parking. Dan Lonai felt it would be about \$8,000 to update the building (electrical, heating, flooring, roof, inside walls/layout). Discussion continued about possibly a modular on the property, use current building as open conference room(s), etc. Mr. Lonai drew a map on the whiteboard showing the layout (L shape) and dimensions, 145' X 75', about 3500 to 4000 sq ft. Need about 9 offices – Watermaster, Veterans, Sheriff's, Planning & Code Enforcement, BCC, Admin (i.e. Records), etc. Discussion turned to other options of buildings in the vicinity, need for adequate and safe parking. Commissioner Murdock noted nearly \$300,000 is available for funding. Discussion went back to modular buildings, types of contract; Commissioner Murdock suggested looking at Marlette who is doing something with Hermiston Schools
- 5) He will have Hermiston office hours Monday afternoon. He will have a lunch meeting with Tamra Mabbott and a DOE representative, Mr. Kilsdonk, to discuss the Planning Department and budget.

B. Commissioner Murdock reported:

- 1) He is meeting regularly each weekly with Public Health and Human Services Departments since they work closely together – good coordination there. Working on the old Hawthorne School for an early childhood project (about \$1 million) – when complete will be turned over to the County as a joint operation with Health and Human Services. The early childhood project could be a model in the state.
- 2) Meeting in Milton-Freewater with Noble Panels along with Greg Smith on Monday. Commissioner Givens advised Noble Panels is looking to add 8 new employees in the near future – a great expanding business. He also noted grant funds made the additional employees possible; talked about grant requirements and possibly with expansion there may be nearly 30 more employees.
- 3) Commissioner Murdock noted a press release regarding the County's reorganization that will be distributed later today.

C. Commissioner Elfering reported:

- 1) He attended a meeting earlier in the week with the Columbia Development Authority. There are two projects looking at the area – good freeway access is a major point. ODOT recommends changes to the intersections at least through construction at the demilitarization site. The projects have good employment

possibilities at estimates of 200 to 300. Another potential project is a solar generating facility with large employment possibility.

- 2) Meeting on 10/31 with the Umatilla Basin Water group, including the Tribe, about water concerns.
- 3) Economic Development. He is moving forward with the transition since Hulette Johnson will be retiring at year end. He is developing a grant application form.

There was no further business. The meeting adjourned at 10:30 a.m.

Respectfully submitted,

*Melinda Slatt*, Executive Secretary  
Umatilla County Board of Commissioners