

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of December 17, 2014
9:00 a.m., Rm 130, Umatilla County Courthouse
Pendleton, Oregon

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Commissioners Present: Commissioner George Murdock, Vice-Chair, and Larry Givens, Appearing by phone: Bill Elfering, Chair

County Counsel: Doug Olsen

Members and Guests Present: Steve Robertson, Milton-Freewater Downtown Assoc; Randy Grant, MFDA; J Rodighiero, Milton-Frwtr Kiwanis; Cindy Timmons, M-F Kiwanis; Mike Watkins; Antonio Sierra, EO; Undersheriff Jim Littlefield; Sgt Sterrin Holcomb; Lt Stewart Harp; Lt Kathy Lieuallen; Bob Heffner, Budget Officer; Lt Dave Williamson; Sgt Dwight Johnson; Rick Rambo, MFDA; Tamra Mabbott, Planning Director; Debbie Swenson, County Switchboard; Cameron Anderson, Barnett & Moro; Julie Alford, Planning Dept; Connie Hendrickson, Planning Dept; Jennifer Blake; Human Resources; Gary Roberts, Road Dept.

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CALL TO ORDER

The meeting was called to order at 9:07 a.m. Vice- Chair George Murdock reminded all present that the meeting was a public forum. It is being recorded and minutes will be taken. If persons wish to speak before the BCC, come to the podium, and identify yourself and where you live for the record.

Pledge of Allegiance. Those in the room stood, saluted the flag and recited the Pledge of Allegiance.

Awards/Recognitions/Correspondence

Letter of Commendation to Search and Rescue was received from the Sheriff’s Office; it was read by Vice-Chair Murdock. An elk hunter was lost and injured during hunting season in November; he spent two nights in the woods. There was a great coordinated effort with mission plan by Search and Rescue. A Commendation was made to all involved (including Dwight Johnson, Jan Good, Robert English, Julie Hendren, Travis Lundquist, Cheryl Post, Richard Pullen, and Jonathan Quinlin). Thank you! He requested those in attendance stand to be recognized. Dwight Johnson spoke to the group -- some are paid but many are volunteers. He commended all volunteers for a great effort resulting in Mr. Braatz being found safely. There was a round of applause.

Thank you from Tammy Sundin for the Commissioners’ concern for employee safety (during inclement weather). Sharon Waldren and others from the Health Department – thank you for early closure on Christmas Eve.

Letters regarding the Junior Livestock show – Aliya Munoz – thank you for support at the Show. Farm City Wranglers members, thank you for boosting the price during the Junior Livestock Show. Also a letter from Mr. Wilcox, Ms. Hamby and Ms. Bohlen of Junior Livestock Show – thank you for support from Economic Development for the 69th Annual show.

Vice-Chair Murdock then read a special letter of commendation to Debbie Swenson at the switchboard for all her hard work and care for many years at the Courthouse. Thank you Debbie!

Minutes 11/05/14. Commissioner Givens moved to approve the minutes of the 11/05/14 Board meeting. Seconded by Vice-Chair Murdock. Carried, 2-0.

Additions to Agenda.

None were noted.

Any general comments to make to the Commissioners – none at this time.

Agenda

1. **Milton-Freewater Downtown Association presentation.** Randy Grant presented. He is the recently hired director – just 4 weeks. He noted he would call upon others present to assist with presentation. He distributed to the Commissioners a copy of the grant request application. He referred to the Power Point presentation projected on the monitors. He talked about population and attributes of Milton-Freewater. He went on to talk about Main Street concept and MFDA's Mission. He provided history and advised board representatives are volunteers. The time is right to move forward with the program. Business ventures are contacting Milton-Freewater for starting businesses there. He also talked about MFDA Partners – organizations and clubs, which are broad and diverse. MFDA Foundations were identified, and he went on to elaborate on their accomplishments for 2012-2014 as listed.

[Commissioner Bill Elfering joined by phone.]

Mr. Grant continued - Façade improvements are underway (Kiwanis will add to this item later). He showed pictures on the monitor and elaborated on other accomplishments from 2012-present. Goals were highlighted, including project discovery/strategic plan; interactive community website and more. He discussed goals for the future (2016); funding for 2012-14 by contributor and by amount (and those still pending); funding to M-F from Umatilla County and EURUS; and their Operations budget.

He requested Steve Robertson come forward to outline Project Discovery, Phase 1 in 2015. Mr. Robertson owns a vineyard to the North of Milton-Freewater. He gave background of how the discovery of like businesses are coming to the area in the viticulture business. The ROCS district of is important for international recognition of Milton-Freewater and the area. This will be the only AVA (American Viticulture Area) area in the U.S. and thus is very unique. This is important because it involves Oregon and Washington to work together for the ROCS District – coming in the spring will be a big tasting event. He described his past experience with land use planning and moving forward with like organizations for marketing and public relations of the project as envisioned. A lot of in-kind work will be coming. He elaborated on the concept and where Milton-Freewater is moving forward. This will be a long-term vision and involves not just the town, but surrounding area and into Washington -- and eventually globally. This will be a 2-3 year process. Once the groundwork is done, they are looking to engage many others, ie.

investment community, land use planning, etc. The request is for \$12,500 for the balance of the architectural piece.

Mr. Grant went on to discuss goals and ways to achieve them in 2016 and 2017. He likened it to a puzzle with pieces to put together for the complete picture. Commissioner Givens talked about Downtown Alliance, also downtown, ROC AVA – some is in the county, some is in UGB of City – is there coordination among involved parties – planning, joint management agreement, economic development, and comprehensive planning? Mr. Robertson responded – he has met early on with County Planning, also the City – there will be a lot of coordination moving forward. Commissioner Givens also talked about Milton-Freewater's diversity. Would there be development of a sub-set of the ROC? And, what kind of support is there from other sources? He talked about history of vineyards and the fact the area went through a lot of this same type of project 9 years ago. Mr. Robertson responded that the whole wine community is behind this project – while this was not the case that far back. Walla Walla Valley Wine Alliance (an estimated 80 winegrowers in that area) is on-board at this time. He sees everybody is excited about it. Of the top 100 wines, 6 of the top 10 wines were from the ROCS district. The ROCS district is a serious and unique area to grow premium wines. Mr. Grant elaborated on coordination efforts, which have been very good.

In addition, he also touched on Kiwanis being a part of promoting Milton-Freewater and all it has to offer. He noted challenges and a grass roots efforts to work together. Total amount requested is \$12,500.

Commissioner Elfering mirrored Commissioner Givens' comments about coordination of community effort in the Milton-Freewater area. Rick Rambo came to the podium. He is an original board member of MFDA – they do not want compete with anyone. The goal is to work together and collaborate with all involved. He feels with AVA there is a huge up-side and wine and tourism is becoming a player in the state and into Washington. This is bringing people to the area. MFDA is not competing or underscoring any others. Commissioner Elfering talked about the plan – what is envisioned? Mr. Rambo responded -- the MFDA is a grass roots efforts to bring professionals to make a plan a community is interested in. It is listening to the grass roots to facilitate common ground – a plan with goals. Architects are preparing plans and will work with MFDA. Mr. Robertson, said this is not like what was done in Leavenworth, WA. He noted at this time ideas are being discussed – more a process than a vision.

Commissioner Givens summarized: the Kiwanis also has a proposal that would be presented that day. It appears MFDA is really focusing on a process for economic development in the area and the Kiwanis is trying to do projects to improve the looks of the buildings / facades to work in conjunction with the MFDA. Mr. Rambo agreed with that summary. And also funds were limited for façade work, but there is still the need. Kiwanis is a volunteer organization and the MFDA supports their efforts, they will not compete with that. Commissioner Murdock noted this is not an action item today, it is merely a presentation. He felt the Board should move to the next presentation. Commissioners Elfering and Givens concurred. These are not competing interests. Total request is over \$32,000, \$12,500 requested by the MFDA and the remainder is from the Milton-Freewater Kiwanis.

Vice-Chair Murdock moved on to the Kiwanis presentation. Cindy Timmons made a Power Point presentation and handed out hard copies of it to the Board. Commissioner Elfering noted he has a copy of the grant application. Ms. Timmons advised this is part 2, continued from the

first presentation to the Board. She introduced Vern Rodighiero and Mike Watkins (Milton-Freewater Economic Development Director). She started with background and historical information on the Milton-Freewater Kiwanis. This project is an “opportunity to roll up their sleeves and get to work.” She elaborated on the long-term commitment to Milton-Freewater, a community working together to make it a better place with common goals. She went on to list URA projects from 2012-13, outlining projects and funding amounts (including URA funding contribution to total of each. She then went on to enumerate the 2013-14 projects. The URA project was a 15-year period; she presented grand totals by category and pictures were shown of URA funded projects. They used modern materials, but kept to the historical vision of the buildings. Additional pictures included other properties where the owners took on the work themselves to improve the appearance in keeping with image improvement. Ms. Timmons went on to elaborate on the pictures, noting amenities and what improvements were done by the owners. Kiwanis works together with property owners for hand-in-hand improvements.

Ms. Timmons went on to show a picture of a Milton-Freewater building compared to a building in McMinnville, and she talked about improvements made to the McMinnville building. She noted a friend who lives there says Milton-Freewater is where McMinnville was 20 years ago. It can be done! New buildings and business are coming to Milton-Freewater for a “perfect fit”. All around town buildings coordinate style-wise. There is a foundation to move forward with all working toward same goal. However, this is a process that is never done.

Ms. Timmons returned to the grant request (presented previously to BCC at a November meeting). Commissioner Givens asked why did the City not continue with urban renewal? Mike Watkins replied the urban renewal had a 6/30/14 sunset and he did not know if it could be extended/renewed. Commissioner Elfering agreed with Commissioner Givens. Commissioner Elfering noted he has been a long-time volunteer and applauds those efforts. He noted he will look at the budget and restrictions and advised of the need for equitable distribution throughout the whole county. These two requests would take a large part of the budget. Vice-Chair Murdock noted today’s focus was to take presentations and then to take under advisement then for further discussion about moving forward. Commissioner Givens added the need to identify funding and budget (working with Bob Heffner and Robert Pahl). Ms. Timmons advised that many members sit on more than one board in Milton-Freewater, i.e. CDB representative sits on the MFDA Board; she herself sits on an MFDA committee as well as on the Kiwanis.

Commissioner Elfering requested more of a break-down by amount to come up with the total of \$20,000 requested. Ms. Timmons referred to the budget break-down in the grant request.

The Board thanked MFDA representatives and Ms. Timmons on behalf of Kiwanis for their presentations.

2. Audit Report – FY 2013-14. Robert Pahl, Finance Director, presented Cameron Anderson from Barnett & Moro. Mr. Anderson advised a contract was made for the audit. It was completed as of 12/16/14. He noted the report would be corrected to note Commissioner Elfering is Chair, not Commissioner Givens. Page 6 of report lists out methodology and the opinion of financial statements -- all activities. It is an unmodified opinion, or a “clean” audit. No changes to financial statements. Basic financial statements show the County ended the year with \$20.5 million. General Fund had a balance of \$5.4 million. Overall, County cash went up by about \$1 million. The net position – assets, roads, subtracting out debt, position is: \$94.5 million. Essentially the same as the previous year. This was a single audit – overall. Vice-Chair Murdock

did not have questions – but he met with Mr. Anderson prior to the Board meeting, for the audit presentation and his questions were answered at that time. Commissioner Elfering did not have a copy of the audit before him so he had no questions at that time. Mr. Anderson noted staff does a great job with finances. There were no management letter concerns; a clean audit and no issues. He thanked the Board. **Commissioner Givens moved to accept the auditor’s report as presented. Seconded by Commissioner Elfering. Carried, 3-0.**

3. City of Pendleton Transfer of Roads. Vice-Chair Murdock opened public hearing and read the required statement. Mr. Olsen deferred to Gary Roberts, who is the surveying foreman for County Road Department. Mr. Roberts noted there is a list of roads that he has worked with the City of Pendleton to identify; they are identified in the Road Report dated 12/17/14 provided to the Board (including the agreement, descriptions, and maps). The County is ready to transfer jurisdiction of the roads to the City of Pendleton. There were no comments or other public testimony. Vice-Chair Murdock closed the public hearing. **In the Matter of Transfer of Jurisdiction of County Roads located in the City Limits and Urban Growth Boundary of the City of Pendleton, Commissioner Givens moved to approve Order No. RD2014-29. Seconded by Commissioner Elfering. Carried, 3-0.**
4. Supplemental Budgets. Vice-Chair Murdock opened the public hearing. Bob Heffner, Budget Officer, presented the Orders and elaborated on each: Budget Order No. 2015-27 -- Maternal Child Health requires a \$23,000 increase in Materials & Services appropriations for a change in operational planning – a condition not known at the time of budget preparation – which required a change in financial planning. The increase will be supported by a \$10,000 grant from Wildhorse and \$13,000 transfer of appropriations from Personnel Services category of Maternal Child Health. Budget Order No.2015-28 -- Fleet Management requires a \$160,186 increase in Capital Outlay appropriations to reflect delayed acquisition of vehicles allotted for 2014 but not delivered until the current fiscal year – a condition not known at the time of budget preparation. Fleet Management will address the need with \$140,186 transfer in from the Wind Farm Distribution Program and \$20,000 transfer of appropriations from Fleet Management Contingency. There were no questions from anyone present. Vice-Chair Murdock closed the hearing at 10:32. **In the Matter of a Supplemental Budget for FY ending 6/30/15, Commissioner Elfering moved to approve Budget Order No. 2015-27. Seconded by Commissioner Givens. Carried, 3-0. In the Matter of a Supplemental Budget for FY ending 6/30/15, Motion was made by Commissioner Elfering to adopt Budget Order No. 2015-28. Seconded by Commissioner Givens. Carried, 3-0.**
5. Budget Transfers. Mr. Heffner presented. Budget Order No. 2015-29 -- Nurse Family Partnership requires a \$32,000 increase in Personnel Services appropriations and a \$41,500 increase in Materials & Services to reflect a change in financial planning. The need will be supported with \$32,000 transfer of appropriations from Maternal Child Health Personnel Services and an increase in Materials & Services will require a \$41,500 transfer of appropriations from General Fund Contingency. Commissioner Elfering asked about the Nurse Family Partnership program. Vice-Chair Murdock responded: this took place in August or September and is a product of changing the ways the state and federal government are funding the programs. Moving forward the County needs to be billing for more services. There was a short-term of revenue. Budget Order No. 2015-30 – Planning requires a \$1,500 increase in its Materials & Services for acquisition of five file cabinets; the appropriation increase will require a \$1,500

transfer from the General Fund Contingency. Budget Order No. 2015-31 – Wind Farm Distribution is supporting the Fleet Management Plan and requires a \$140,186 increase in Transfer Out to Fleet Management, a condition not known at the time of budget preparation. Wind Farm Distribution will support the appropriation increase with a transfer of appropriations from the Wind Farm Contingency. There were no questions. **In the matter of a Resolution Making Transfer of Appropriations for FY ending 6/30/15, Commissioner Givens moved to approve Budget Order No. 2015-29. Seconded by Commissioner Elfering. Carried, 3-0. In the Matter of a Resolution Making Transfer of Appropriations for FY ending 6/30/15, Commissioner Givens moved to approve Budget Order No. 2015-30. Seconded by Commissioner Elfering. Carried, 3-0. In the Matter of a Resolution Making Transfer of Appropriations for FY ending 6/30/15, Commissioner Elfering moved to approve Budget Order No. 2015-31. Seconded by Commissioner Givens. Carried, 3-0.**

6. Reclassifications of Positions – Sheriff’s Office. Mr. Olsen presented. There are four different categories for BCC consideration. To recognize past increase of job responsibilities and revenue, the proposal is to reclassify a number of positions in the Sheriff’s Office. The proposal also includes salary increases for several levels of certification to encourage additional training and certification. He elaborated: Sergeants would change from Range 29 to 31, except for the Civil Sergeant, which will reclassify to Lieutenant position at Range 34. Lieutenant, Range 32 to 34, except Jail Commander -- to Range 35. Also to recognize certifications – proposal is for supervisory certifications for Range 31 or higher – at 10%. Certification for Range 34 or higher would be 11% for Management and 12% for Executive. Vice-Chair Murdock asked for a motion and further explanation. **Commissioner Elfering moved to approve the proposed changes. Commissioner Givens seconded.** Commissioner Elfering talked about a lot of work and time spent since March on reclassifications. It is to the point now where items are incorporated that should be, recognizing the efforts to accomplish and the value of expertise and knowledge coming back to the County. He is very supportive. Vice-Chair Murdock noted as matter of record, referred back to Sheriff Rowan, reasons to consider reclassification – mostly significant expansion of dispatch, patrols, civil portion and jail population. All efforts are being made to be efficient and effective. Commissioner Givens added he felt the reclassification of Civil Sergeant to Lieutenant is a good move. **Carried, 3-0.**
7. Pendleton Dispatch Agreement. Lt. Kathy Lieuallen, 911 Manager, presented. After the initial proposal to the Board she met with Robert Pahl (Finance) and Bob Heffner (Budget). She talked about working with Pendleton after the initial work with City of Hermiston. She elaborated on funding and sources. She also talked about adjustments if needed. She will be working on half-year billings to see where she stands at end of December for any adjustments. She is also looking at payment of billings. Vice-Chair Murdock asked Mr. Pahl if he felt the numbers are what is expected. Mr. Pahl advised he will work closely with Lt. Lieuallen during the next process to be sure financing is adequate and to collect on additional resources. Mr. Olsen advised the agreement is set for update and renewal. The amount paid by the City is based on cost and population. The City of Pendleton still needs to approve in addition to the County. **Commissioner Elfering moved to approve the Agreement for Pendleton Dispatch. Seconded by Commissioner Givens. Carried, 3-0.**
8. Creation of Position in Planning Department. Tamra Mabbott, Planning Director presented. Increased activity in M-F has made the need. Also, there is more planning work on Highway 395

in Hermiston. Commissioner Givens talked about extra work over the last many years – the Planning Department is involved in some very large projects, continuing and new or changing. He noted planning staff duties and responsibilities are ever increasing – he is supportive of this new position. Vice-Chair Murdock talked about budget and noted reorganization is helping with some financing. Ms. Mabbott noted the need is increasing for planning – and it is a good link and resource for cross-over to community and economic development. Today, the main work is in present day planning. Commissioner Elfering noted good collaboration of planning with economic development. He felt the direction we are moving is good. Commissioner Givens also noted collaboration of planning, roads and public works. In addition, he talked about the projects: B2H, wind tower projects, and more expansion of transmission lines – need to be up to speed – corridor planning. Ms. Mabbott noted in addition to creation of this new position, she would like to propose at a later date (soon) that a senior planner position be reclassified. Vice-Chair Murdock noted that starting on Friday for two weeks, there will be a display of the B2H transmission line. **Commissioner Givens moved to approve the creation of a new planner position, effective 2/1/15. Seconded by Commissioner Elfering. Carried. 3-0.**

9. Mr. Olsen went back to the Sheriff's Office reclassifications for clarification. **Commissioner Givens moved and that the reclassification of positions as discussed previously would be effective 1/1/15. Seconded by Commissioner Elfering. Carried, 3-0.**
10. Echo Community Benefit Plan Grants. Commissioner Elfering reported. Three projects were recommended by the Echo Community Benefit Plan Board for award from the 2014 funds. Projects were discussed in detail at a recent meeting he attended. **Commissioner Elfering moved to adopt Order No. BCC214-085 approving the three grants. Seconded by Commissioner Givens. Carried. 3-0.**
11. Payable for Columbia Development Authority Grant Match. Commissioner Elfering reported. Authorization is sought for payable to the Port of Morrow for the county portion of the match required for the grant to the CDA. **Commissioner Elfering moved to approve the payable to the Port of Morrow in the amount of \$9,277.20. Seconded by Commissioner Givens. Carried, 3-0.**
12. Sale of Property. Mr. Olsen reported. On 12/3/14, the Board considered bid from Mr. & Mrs. Nobles for property in Hermiston in amount of \$12,000. Counteroffer was made by the Board of \$20,000. This is the formal acceptance of \$20,000 by Clyde and Betty Nobles for purchase of the property in Hermiston. **Commissioner Givens moved to adopt Order No. BCC2014-086. Seconded by Commissioner Elfering. Carried, 3-0.**
13. Appointment of County Administrator for CDDP Contract. Vice-Chair Murdock noted the Contract has been signed and there is a requirement to appoint a county financial assistance administrator who would manage program services, make submissions for disbursements and to manage contract responsibilities. He recommends Mary Olsen be appointed as the Administrator. **Vice-Chair Murdock moved to adopt Order No. BCC2014-087. Seconded by Commissioner Givens. Carried, 3-0.** He advised that Ms. Olsen was attending another meeting or she would be present at the Board meeting today.

14. Environmental Health Vehicles. Mr. Olsen noted the Environmental Health vehicle item should be postponed until decision is made on part of the Health Department about the type of vehicle they want to request. Discussion included possible issues of electric vehicles. The Department is now seeking to reject all proposals and authorize reissuance for three vehicles.

Commissioner Reports

Commissioner Elfering noted he will attend CIS meeting as Board of Trustees in Salem (where he was calling in from). He expressed appreciation for attending by phone.

Commissioner Givens had no pressing issues. He was waiting to see what happens regarding the Milton-Freewater property. The Chamber/Rotary meeting he attended yesterday was well-attended. He and Commissioner Murdock and the Mayor were introduced at yesterday's meeting. Commissioner Murdock has now viewed the possible sites in Milton-Freewater under consideration. Discussion included the possibility of expansion for growth in the future. The maps were a start, but Commissioners Murdock and Givens felt seeing the property in person was better.

There was no further business.

The meeting was adjourned at 11:06 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary
Umatilla County Board of Commissioners