

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of April 1, 2015  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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

**County Counsel:** Doug Olsen

**Members and Guests Present:** Paul Chalmers, A&T Director; Doug Beamer, NAIFA President and Member; Scott Sager, NAIFA Blue Mountain Chapter; Bob Heffner, Budget; Dave Faux, VALORR Project Manager; Tom Fellows, Public Works Director; Meghan DeBolt, Public Health Director; Undersheriff Jim Littlefield; Tamra Mabbott, Planning Director; Gina Miller, Code Enforcement (Planning Department)

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**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. Chair George Murdock welcomed all and reminded those 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, identify yourself and state 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**

Chair Murdock read correspondence. (1) A thank you letter from George & Sue Diggins to Deputies Nathan Good and John Ritz for helping their granddaughter (Katie Cutler) who was in need. (2) Extensive commendations relative to Dispatch, which he summarized. Undersheriff Littlefield recognized good Dispatch staff. Citizens and other agencies provide great feedback about their work. Commissioner Elfering also noted good feedback for deputies' work. He received a letter where a woman had called in a panic to Dispatch; the call was disconnected at other end. Dispatch called back and talked to the husband who said there were no problems. However, the operator felt there was more to it and asked questions of the man while deputies were in route. It turned out to be spousal abuse in progress and the husband was subsequently arrested. It was a case where the Dispatcher had great knowledge and insight – wonderful handling of a dangerous situation. Chair Murdock noted this is the second or third Board meeting in a row where Dispatch, Civil, and Criminal have been commended for great work! Always good to hear.

**Minutes.** Commissioner Givens moved to approve the minutes of the December 17, 2015 Board meeting. Seconded by Commissioner Elfering. Carried, 3-0.

**Additions to Agenda.** None.

**Public Input/Recognition of Visitors.** Chair Murdock noted there will be special presentation from NAIFA Blue Mountain Chapter. He asked Scott Sager and Doug Beamer to come to the podium.

1. Mr. Sager advised it is a professional group, the National Association of Insurance and Financial Advisors. Involvement and origins go back a long way with Umatilla County. Guardian Care was established while Commissioner Dennis Doherty was in office. NAIFA provided needed funding for seed money to start the program. Upon those discussions, Mr. Sager approached their Board (now Commissioner Bill Elfering was a State Farm agent at that time). The group could not donate time, but could donate money. Contributions of \$5,000 have been made annually. With budget constraints of counties they did not have extra money for the benefit of the public. He again approached his board to request \$5,000 for use similar to Guardian Care.

He introduced President Doug Beamer of the NAIFA Board. Doug Beamer presented a \$5,000 check to the Board of Commissioners for a pool of funds to be used for seed money as the Board determines. Commissioner Elfering noted the great partnership of NAIFA and the County Board of Commissioners. Money is generated and goes back into the community. Keep up the good work!

2. Chair Murdock advised the Board of Commissioners is invited annually to participate in a scholarship event at Tamastlikt Cultural Center. Last year at the scholarship recognition event, they were looking for high school student to manage the County booth at the Fair. He discovered a young lady there (Cassie Wagner) who was indeed hired to manage the County Fair Booth. She did a wonderful job, and may come back this summer. She went on to OSU last fall. Scott Sager advised he would invite the Board of Commissioners to the luncheon fundraiser in June for scholarships all over Eastern Oregon. It is a great program with wonderful community benefits. Commissioner Givens added his sincere thanks for great benefit to students in Eastern Oregon.
3. On April 8, there will be a first ever Public Health Awareness Dinner at Hamley's Slickfork Saloon. Meghan DeBolt, Public Health Director, advised proceeds go to CARE and Nurse Family Partnership. They also work with Guardian Care Center. The event starts at 5 pm with dinner at 6:30. During dinner, there will be 10 to 15 minute presentations about CARE, Nurse Family Partnership, and School Based Health, as well as the Early Learning Center. Three special awards will be given out.
4. Chair Murdock noted the County Wellness Committee has launched new program. There are 20 teams of 5 employees each who are exercising / walking to get fit.

## **Agenda**

1. Volunteers Against Litter On Old River Road. Dave Faux, SW Alderbrooke Place, Hermiston presented. This covers Old River Road from Hermiston to Umatilla. A Memorandum of Agreement started about 11 years ago with the County. He noted it is hard to find volunteers; however, he wants to take on the project of clean up and asked about a new (or revised) Memorandum of Agreement. Doug Olsen said this could be done. Mr. Faux wanted to include 14 to 18 year olds (now limited to starting at age 18), but with adult supervision. 2,250 pounds of trash have been picked up in that area. Mostly paper, plastic and small items. Unfortunately, there is drug paraphernalia and other hazardous items. He appreciates the Board of Commissioners paying for new garbage grabbers, but they were stolen while he was taking a break from cleaning! He also thanked Della Beers for the Community Service help. Mr. Faux

wants the drive on Old River Road to be pleasant and safe. Commissioner Elfering commended Mr. Faux for his efforts and feels that area is an asset. Mr. Faux mentioned a possible grant from the Railroad and the possibility of a pathway called “rails to trail”. He will pursue information and update the Board. Chair Murdock advised the Board could give approval and direct Mr. Olsen to update the Memorandum of Agreement as discussed. He thanked Mr. Faux for his hard work and the presentation.

Mr. Faux also spoke briefly about the website “In Serve”, which gives all an opportunity to volunteer. He provided a hand-out to the Board.

Ms. Mabbott noted she could speak with Mr. Faux along with Gina Miller in Code Enforcement in the Planning Department about a program where expenses could be reimbursed in regard to his clean- up efforts.

Mr. Faux requested the Board consider a speed limit be posted at 45 mph if possible and also make the Old River Road a safety corridor. Commissioner Givens asked Mr. Faux to work with Tom Fellows, Public Works Director, for road requirements.

2. Hermiston Urban Growth Area. Tamra Mabbott presented. The Joint Management Agreement with Hermiston is in need of updating. This would align with transfer of roads and would provide an opportunity for discussion. With periodic review, it is a good time for discussion of policy and ways to work together to transfer roads. She noted a draft letter to Hermiston as an invitation to a meeting for discussion. Tom Fellows, Public Works Director, talked about Hermiston and the fact they have been approachable and will work with the Board; Hermiston is open to accepting transfer of roads. However, the JMA does need updating. **Commissioner Elfering moved to approve the letter and initiate the action to discuss the Joint Management Agreement. Commissioner Givens seconded. Carried, 3-0.**
3. Reclassify Position – Planning. Ms. Mabbott presented. Planning is requesting to reclassify its current vacant Planner position to a Senior Planner position and to increase from Range 22 to Range 25. The person who is to interview is experienced and knowledgeable; she feels flexibility of salary for a Senior Planner would help to fill the position that Shane Fink is vacating. Mr. Olsen noted for clarification that the budget has been addressed, but Board action is required for this fiscal year. Discussion continued about hiring of planners and level of position. The Board previously approved a planner position. Chair Murdock asked if this is Shane’s position being reclassified. Ms. Mabbott clarified, the Senior Planner is a Range 25 and the Planner position is Range 22. A new position was authorized; but this is for replacing an open position. Hopefully, two Planners will be hired by May 1<sup>st</sup>. Chair Murdock noted the fiscal impact. Ms. Mabbott will accommodate timing to lessen fiscal impact as the Board sees fit. The FTE cost is about \$6,000. **Commissioner Givens moved to approve reclassification of position to Senior Planner. Seconded by Commissioner Elfering. Carried, 3-0.** Discussion: this is to be effective whenever it is filled.
4. Motor Grader Purchase. Tom Fellows, Public Works Director, reported. This is a continuing process of equipment being updated -- graders are on a five to six-year cycle. It is the most cost effective way to keep equipment in good operational condition. **Commissioner Givens moved to approve/authorize purchase of a CAT 140M2 motor grader from Western States Cat in the amount of \$158,453.78. Seconded by Commissioner Elfering. Carried, 3-0.** Chair

Murdock asked Mr. Fellows to give the Budget Committee an update about proposals for equipment. He agreed to do so. Chair Murdock said it is a good program – he wants the Budget Committee to be aware of it and to memorialize it.

Chair Murdock added he has heard positive comments at the East End Mayors meeting yesterday – he relayed compliments to the road department. Commissioner Elfering asked about a schedule of road work. Mr. Fellows advised a preliminary idea of schedule. Assigned areas and employees change routes to go over all roads where they are aware of and consider weather and traffic. He feels coverage is very good. Each grader covers about 200 miles. Mr. Fellows felt a set schedule would not be the best; he felt that some roads would be missed. Chair Murdock noted Umatilla County has a unique understanding of roads, uses and needs – based on feedback from farmers/ranchers and citizens. Mr. Fellows added that road crews know farming practices and the best times to put forth efforts for the best result. Commissioner Givens noted there are elements to grading county roads based on weather conditions and uses (by farmers and citizens).

5. Oil Purchase Contract. Mr. Olsen presented. This is for asphalt oil; each year a request for bids is issued. Bids were to be broken down to reflect delivery cost, but there was some confusion among the bidders. Therefore, he suggested canceling the current bid, rejecting all bids, and re-inviting to bid. There will be a form to help get proper information as needed. Mr. Fellows said there is not a big time crunch. Chip sealing is set for July. He felt it will work out to re-bid and it would be better for the County. **Commissioner Givens moved to reject all bids and re-submit requests for bids as outlined. Seconded by Commissioner Elfering. Carried, 3-0.** Discussion: Mr. Fellows noted quotes are obtained from area suppliers for gas and oil and the lowest bidder is awarded the contract. He felt the State contract is not workable for gas and oil. This local area process has worked well for Public Works.
6. Create New Positions – Public Health. Meghan DeBolt presented. This is for School Based Health and for Health Education programs. First, she wants to hire a supervisor to oversee employees in Pendleton and, next year in Hermiston, there will be School Based Health Centers there. She feels it will be a big operation. There is a coordinator at this time, but Ms. DeBolt felt it would be best for a supervisor to have a nursing degree. In the next couple of years, Milton-Freewater will be looking at an SBH program. The budget is satisfactory for the coming fiscal year – School Based Health position is not a General Fund item. It is supported by State dollars and will also be supported by billing. This position will supervise staff on-site. It is different for a coordinator position. She felt the position could not take on this added responsibility with the expansion of the School Based Health programs going in many schools and in other communities. Chair Murdock noted these are much needed programs and there is adequate budget for them. **Commissioner Givens moved to approve the new SBHC position of Wellness and School Based Health Supervisor. Seconded by Commissioner Elfering. Carried, 3-0.**

Mr. Olsen advised the Board the second position to consider is for SBHC Mental Health Specialist II. The person that currently provides those contract services is retiring next year. The position is funded through a grant. Ms. DeBolt advised she is also researching the option to contract for these services, rather than by an employee. Discussion included being a County employee and the benefit package that goes with it. Mr. Olsen also talked about differences of contractor vs. county employee, pay, benefits, etc. Chair Murdock recommended that Ms. DeBolt work closely with Mr. Olsen as County Counsel in the recruiting process. Commissioner

Elfering asked about the grant continuation. Ms. DeBolt said jobs are contingent upon receipt of grant funding continuing and people are aware of that. She noted the importance of being competitive in recruiting. **Commissioner Givens moved to approve the position of SBHC Mental Health Specialist II with the direction that Ms. DeBolt work with County Counsel and also with Human Resources to determine the best legal ground for providing the services - through a contract or the new position. Seconded by Commissioner Elfering. Carried, 3-0.** All agreed it is to be effective ASAP. Chair Murdock went on to discuss mental health in the county. Services are necessary and discussion needs to include the big picture of public health.

7. Assessor Access to Property. Paul Chalmers, A&T Director presented. He has spoken with County Counsel regarding access to property. Some property owners feel Assessors are trespassing. Thus the need for a County policy when Assessors are on property as part of their job. Mr. Chalmers noted the policy would also be translated into Spanish. Mr. Olsen elaborated. This is an authority question – appraisers are required to physically be on property to perform their jobs. It would be to document the privilege to enter property to perform assessment functions. Commissioner Givens asked historically how this has been handled. Mr. Chalmers advised if a person asks that they not enter the property, it is honored with a note to the file. However, if appealed, there was no standing for tax relief with the note in the file. Chair Murdock asked about the growing trend of technology (like showing the inside of a house on-line and google maps). Commissioner Givens talked about access, appeals of appraised value and etc. Mr. Chalmers advised there is a 5-year window to go back for “omitted property”. There is statutory authority. Commissioner Elfering noted this also applies to planning/land use, code enforcement and also the Sheriff’s Office. Mr. Olsen noted in the County Development Code, it is already in writing that authority is there to go onto property. Mr. Chalmers requested the Board formalize the authority for A&T specifically. **Commissioner Elfering moved to adopted Order No. BCC2015-032. Seconded by Commissioner Givens. Carried, 3-0.**
8. Authorize Sale of Property. Mr. Olsen reported. The County foreclosed on Tax Lot 5N2714-D-300 for delinquent property taxes. The property is near the City of Umatilla on South Shore Drive. The property was listed for \$55,240 according to A&T records. It went through County auction and there is a bid of \$8,286 (statutory minimum allowed) from Encompass Investments, Inc. There is a legal description to be made, including a right of way for county road. The Board viewed maps on their I-pads. Mr. Chalmers advises the property would not be usable by the County, but it would add to the tax rolls if sold. The property could be used for mini-storage or something similar. It has been held for over a year; was up for auction in May last year. The bid was 15% of the A&T market value, which is allowable. Commissioner Givens felt we should get more than 15%. Mr. Chalmers noted the Board has the option of counter-offering. There is no obligation to take it. Mr. Olsen added Realtors can be to sell property, if the Board is interested. **Commissioner Givens moved to reject the offer for tax lot 5N2714-D-300 until County Counsel can determine possibly getting more than the submitted bid with a commercial Realtor. Seconded by Commissioner Elfering. Carried, 3-0.**
9. Budget Transfers. Bob Heffner, Budget, gave the staff report. This is mainly for housekeeping measures. Budget Order 2015-53 (Parks Fund) requires a \$4,000 increase in personnel services to remain within authorized expenditures at year end; support is provided by a transfer of appropriations from the Parks Fund Contingency. Budget Order 2015-54 (Assessment &

Taxation) requires a \$60,000 increase in Materials & Services to remain within authorized expenditures at year end; support is provided by a transfer of appropriations from the A&T Fund Contingency. Budget Order 2015-55 (General Fund – Surveyor) requires a \$1,000 in Materials & Services for copier expenditures; the increase is supported by a transfer of appropriations from the General Fund Contingency. **In the Matter of a Resolution Making a Transfer of Appropriations per ORS 294.463 for the Fiscal Year Ending 6/30/15, Commissioner Elfering moved to adopt Budget Order 2015-53. Seconded by Commissioner Givens. Carried, 3-0. In the Matter of a Resolution Making a Transfer of Appropriations per ORS 294.463 for the Fiscal Year Ending 6/30/15, Commissioner Givens moved to adopt Budget Order 2015-54. Carried, 3-0. In the Matter of a Resolution Making a Transfer of Appropriations per ORS 294.463 for the Fiscal Year Ending 6/30/15, Commissioner Givens moved to adopt Budget Order 2015-55. Seconded by Commissioner Elfering. Carried, 3-0.**

10. Otis Elevator Payable. Mr. Olsen advised this is an annual payable for elevator maintenance at the Stafford Hansell Government Center. **Commissioner Elfering moved to approve the payable to Otis Elevator Co. in the amount of \$5,796.72. Seconded by Commissioner Givens. Carried, 3-0.**

11. Capital Purchases Reserve Fund. Robert Pahl, Chief Financial Officer presented. He proposes a Capital Purchases Management Reserve Fund for items exceeding \$5,000 to help manage the budget better and to help non-general funds finance those things out of department operations as opposed to purchase or lease. He felt it could be better cost savings. Chair Murdock noted he and Mr. Pahl have discussed this. Mr. Pahl proposes an initial amount of \$50,000 (from the Wind Program) could be used to establish the fund for FY16. He proposes it would operate similar to the vehicle replacement program. Chair Murdock saw multiple examples from different departments showing a pattern that inflated budgets for following years when carried-over. Mr. Pahl's proposal will be better management. He feels it helps departments to plan for purchases rather than on an emergency basis. It is better way to evaluate those needs. Commissioner Givens asked about the comparison to the Road Department annual equipment plan. Mr. Pahl felt the Road Department would not be included in this program.

Mr. Pahl gave an example of the Human Resources copier lease vs. purchase where purchasing saved a lot of money. Other departments would have access to the fund with reimbursement from their own department budget; there is a difference between General Fund v. Non-General Fund. Chair Murdock advised the Non-General Fund would be expected to reimburse, but General Fund would not. Mr. Pahl did not feel the General Fund would benefit from this program. Mr. Olsen had questions if all departments should have to make some form of annual reimbursement to the fund. Chair Murdock advised that budget review considerations will be discussed in the fall based on his prior discussions with Mr. Paul and Marie Jones in the Finance Department. There will be a broader discussion about budget and capital outlay could be included in that. Mr. Pahl agreed. **Commissioner Elfering moved to adopt Order No. BCC2015-031 regarding the Capital Purchases Reserve Fund. Seconded by Commissioner Givens. Carried, 3-0.**

12. Director's Hold. Mr. Olsen presented. Lifeways is requesting to add employees to qualify for authority to exercise "Director's Hold". **Commissioner Elfering moved to adopt Order No. BCC2015-030, Designation of Mental Health Services Authorized Individuals. Seconded by Commissioner Givens. Carried, 3-0.**

13. Federal Drought Designations. Mr. Olsen presented. As allowed by federal regulations, the USDA Secretary has declaree Umatilla County as a contiguous county for Drought Designation for 2015. The process this year found two Oregon counties as primary for drought assistance. He is researching if State is to designate Umatilla County for drought designation as well. He is still waiting for response. He is looking to Extension Office for direction. Chair Murdock noted in 2008 it was a combination from the FSA and OSU Extension. They had all information about droughts. Commissioner Givens wanted the County to make the declaration to the State as soon as Mr. Olsen receives word. County agricultural producers will be negatively affected without rain/moisture and reliance upon irrigation will be an issue. Commissioner Elfering asked since the federal secretary has designated Umatilla County, what would the impact on state programs? Chair Murdock felt he should abstain from voting as he might have a conflict of interest (his ranch would receive direct cash payments based on the drought designation. Mr. Olsen agreed. And, he will provide information as soon as he receives it. This item could be handled at future meeting for action.
  
14. Temporary Employee Hire. Mr. Olsen presented. Approval is sought for the Administrative Services Department to employ a PERS retiree to fill a part-time position in the Records Office. The position is budgeted. **Commissioner Givens moved to approve hiring a PERS retiree (from Public Health) as a Temporary Special Employee in Records under restrictions of Personnel Policy 4.7 effective 4/15/15. Seconded by Commissioner Elfering. Carried, 3-0.**
  
15. Bower Payable. Chair Murdock advised at the direction of the Board of Commissioners, Susan Bower has spent considerable time over and above the scope of the contract. She has been involved in a number of personnel matters and continues to do so. In long run, he feels it is a cost-effective engagement. Ms. Bower's expertise has helped with exposure to the County. **Commissioner Givens moved to approve the payable to Susan L. Bower dba Eastern Oregon Business Source in the amount of \$6,700 (for the period October 2014 – March 2015). Seconded by Commissioner Elfering. Carried, 3-0.**

There was no executive session.

#### Commissioner Reports

1. Chair Murdock advised the Union Pacific Railroad has invited the Board of Commissioners to a rail trip on May 4. Space is limited to Commissioners only. He will attend as will Commissioner Givens. Commissioner Elfering will not attend.  
  
He reported that GOBHI recently donated \$50,000 to the CARE Program, which has expanded from 1 to 4 people. CARE has been very well received. Last fall CARE received \$90,000 from Hermiston Schools; a \$125,000 grant was received two years ago; and it has been confirmed that the grant will be extended with another \$125,000 grant.
  
2. Commissioner Elfering advised he will attend CIS Board meetings on 4/2 and 4/3.  
  
He will meet with Susan Bower regarding a strategic plan for the Economic Development Department.

He will be on the KOHU Odds & Ends radio program (Hermiston) Thursday that week and will pass on the message about the Public Health Awareness Dinner at Hamley's Slickfork Saloon on April 8.

There is a definite meeting scheduled on 4/10 for the Umatilla Basin Water Commission. He will obtain key players approval either in person or by phone to wind things up.

On Monday, 4/6, there will be a work session with the Commissioners and Don Chance, Director of the Columbia Development Authority. No others invited at this time. Commissioner Elfering will convene the meeting and chair it.

3. Commissioner Givens reported he met Monday to discuss the Blue Mountain Forest Plan. The purpose by the Forest Service was to reengage the public for comments. The Forest Service stopped the plan based on public comments and roads will not be closed at this time. There will be another meeting to finalize details soon.

He will attend an MPO meeting in Walla Walla. A new director, Tom Glover, has been hired. Emily Ackland from AOC will attend the MPO meeting with him. Last night, he and Ms. Ackland talked about new rules by the EPA and about MPOs and how counties will be required to deal with storm water runoff outside Urban Growth Areas. This will be a big impact on Umatilla County (as well as Walla Walla County). Ms. Ackland is familiar with these topics and will share her experience with MPO.

He reported that AOC has hired Greg Wolf for the AOC-Oregon Solutions Program. Mr. Wolf previously worked in the Governor's office.

Harris Park: Commissioner Givens was there Friday. They have \$10,000 reservation requests. At this time, \$2,500 have paid and stayed there. They opened the park two weeks early this year. Mr. Pahl noted payments of deposits have been received on a fairly regular basis – he felt it is positive improvement this year. Public Works worked on the road including widening for turn-outs. There is no camp host yet. The Park is using a new computer reservation system; staff is still becoming familiar with it.

DOGAMI: There are budget concerns about \$1 million appears to be “missing”. Commissioner Givens will attend DOGAMI meetings Thursday and Friday.

Other Chair Murdock noted for the record that the budget is wrapped and close to going to the printer.

Regarding the April 8<sup>th</sup> Public Health dinner, Commissioner Givens and his wife plan to attend as well as Commissioner Murdock and his wife. Commissioner Elfering cannot attend since he is at the Echo Community Benefit meeting.

There was no further business.

The meeting was adjourned at 11 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary  
Umatilla County Board of Commissioners