

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of September 19, 2018
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsel: Doug Olsen

Members and Guests Present: Kim Weissenfluh, County Developmental Disabilities Program Manager; Capt. Dave Williams, Sheriff’s Office; Alisha Southwick, UCo Health Deputy Director; John Shafer, Sheriff’s Office; Matt Kenny, County Public Works Surveyor; Dan Lonai, County Administrative Services Director; Robert Pahl, County Chief Finance Officer; Jennifer Blake, County Human Resources Director; Undersheriff Jim Littlefield.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. Chair Murdock welcomed all.

Pledge of Allegiance was led by Commissioner Givens.

Chair Murdock reminded those present that the meeting is a public forum. It is being video and audio recorded and minutes will be taken. Comments will become part of the meeting record. If persons wish to speak before the Board, please come to the podium, identify yourself and state where you live for the record. He noted there is a point for public input before business items for other than agenda.

Awards/Correspondence/Recognition. Chair Murdock noted a thank you was received from the Echo FFA Chapter for County support at the Fair livestock auction. Secondly, he recognized as Rotarian of the year at Milton-Freewater, congratulations to Dan Lonai, the County’s Administrative Services Director.

Minutes of Previous Meeting(s). Commissioner Givens moved to approve minutes of the Board’s 8/22/18 and 9/5/18 meetings. Seconded by Commissioner Elfering. Carried, 3-0.

Additions to Agenda. None.

Public input. Chair Murdock advised this is the time for general public input (for other than a scheduled item on the agenda). None.

Business Items:

1. **BOPTA Appointments.** Dan Lonai, Administrative Services Director, presented. Board Of Property Tax Appeals season is coming up and the board will need to be appointed. There are two returning members (Donald Daggett and Christine Wallace). The third one did not want to serve again, so one new member is proposed (Ronald Stevenson). **Commissioner Elfering moved to approve Order No. BCC2018-064. Seconded by Commissioner Givens. Carried, 3-0.**
2. **Courthouse Roof Replacement Contract.** Mr. Lonai presented. The courthouse roof middle section has been leaking for a long time, which has caused problems in the DA’s office (wet and

moldy). The Board previously authorized the issuance of a request for proposals to replace it. Two proposals were received. This section includes a/c units and other heavy things as well as a lot of rock. They have repaired roof leaks over the last five years, but it can't be repaired any longer and needs replacing. **Commissioner Elfering moved to approve the low proposal of \$169,700 to Titan Roofing. Seconded by Commissioner Givens. Carried, 3-0.**

3. Security Training System Purchase. Mr. Lonai presented. Even with county firewalls and virus protection, we are still vulnerable to hacking and issues – i.e. Phishing, Ransom-ware attacks, etc. This request is for staff training with a plan to analyze the system and tailor training of various types of issues. Another component of security training is HIPPA compliance as well as making sure we are taking proper steps to make elections secure – a priority. A three-year contract will provide savings in the long run. The contract is \$9,590.40 with Knowbe4 for Security Awareness Training – half, \$4,795.20 due this year and the other half is due next year. **Commissioner Givens moved to approve the purchase. Seconded by Commissioner Elfering. Carried, 3-0.**
4. Continuation of Remodel to Juvenile Detention Space. Kim Weissenfluh, Community Developmentally Disabled Program Manager, respectfully requested to postpone this item until the next Board (or near future) meeting in order to review the budget.
5. Butler Grade Road Traffic Control Plan. Matt Kenny, Public Works, presented. This is to authorize making a plan to deal with road issues highlighted by recent incidents on Butler Grade Road and inability of larger vehicles to make it up the steep inclines and sharp corners. It would consist of removable barriers in this unique situation. He explained that three signs in each lane that would prevent large trucks from entering the road – an “s” layout. Tom Fellows, Public Works Director, believes there is adequate truck turn around area at the entrance and Mr. Kenny noted the county has a 60 feet right of way. Commissioner Givens asked that a letter from Katie Harlow be read into the record since they couldn't attend the meeting. Chair Murdock read the letter and pictures were projected on the monitors. **Commissioner Givens moved to approve Order No. RD2018-10. Seconded by Commissioner Elfering. Carried, 3-0.**
6. STIF Advisory Committee Bylaws. Presented by Doug Olsen. This request is for an amendment to the STIF Advisory Committee laws that would change required meeting notices. Rather than the 10 day notice, the notice would only have to meet state statutory minimums. This would allow for emergency and special meetings. Commissioner Elfering commended Bob Waldher, County Planning Director, and the committee who have worked hard on the bylaws. **Commissioner Elfering moved to approve the Amended Bylaws of the Statewide Transportation Improvement Fund Advisory Committee. Seconded by Commissioner Givens. Carried, 3-0.**
7. Community Health Systems Developer. Alisha Southwick, UCo Health Deputy Director, presented. The request is for a new position that was not within this year's budget. This position would be grant funded. A SPArC grant was awarded in 2016 to implement Tobacco Retail Licensing. They applied again in August 2018 and are now in the process of receiving funding from OHA sufficient to pay for a Community Health Systems Developer. There is no General Fund impact. She is expecting the official OHA letter awarding funding in an amount of over \$81,000. **Commissioner Elfering moved to approve the creation of the position. Seconded by Commissioner Givens. Carried, 3-0.**

8. Evidence Tech – Backfill. Capt. Dave Williams, Sheriff’s Office, presented. They are looking to hire a current on-call employee for coverage of another employee who will be on leave. This would be part time – about 2 days/week beginning soon for training and then upon leave commencement to handle evidence tech duties. This on-call position is not in the current budget. However, funds potentially would come from savings of an open position in patrol (three months of funding). Unfortunately, that would still leave some expense. They would ask to come back for supplemental budget if needed. The estimated additional cost is \$10,000 (pursuant to the finance office). In response to Commissioner Givens’ question asked about budget, Capt. Williams and Robert Pahl noted that both people would be paid for a time. Commissioner Elfering noted evidence is important to upholding the law. **Commissioner Elfering moved to approve. Seconded by Commissioner Givens. Carried, 3-0.**

9. Sale of Property. Mr. Olsen presented. This item was tabled from the 9/5 Board meeting. There was a request from prior owners to repurchase the property. The minimum amount is for unpaid taxes + 6% interest, in this case, about \$53. The two tax lots are zoned EFU and are in farm deferral. Probably about \$63 of taxes were lost since the county foreclosed in 2001. Paul Chalmers, Assessment & Taxation Director, reported in 2001 the property was acquired and held for potential use; it was left out of surplus sale in anticipation of the Lewis & Clark celebration, however, it was not used. Commissioner Elfering commented about time and effort beyond taxes. Mr. Chalmers agreed staff handling on a year to year basis since 2001 is standard operating procedure with associated costs of publication, certified letters, etc. In addition, for the record the County took title in 2001, but also managed the property seven years prior to that time. In 2001, the Board set the property aside for the Lewis & Clark Trail. Real market value is \$13,000 for one lot and \$57,500 for the second tax lot, located on Highway 730 near Warehouse beach. It is natural habitat, no water and is pretty rocky.

Mr. Olsen noted the property could go through auction at about \$70,000; he doesn’t feel it would be sold at that amount. There are options: The Board can sell it to the prior owners with a minimum of \$53, but it can go higher than that for a purchase price. Chair Murdock recommends, personally, to either put it up for public auction or sell at 15% of the RMV vs. selling for \$53. \$10,500 is the 15% minimum. **Chair Murdock moved to offer the property to the previous owner for \$10,500, which is 15% of the Real Market Value. If rejected, then the property would go to public auction. Then, if not sold at first right, the property could be offered to anybody at the 15% minimum. Seconded by Commissioner Givens. Carried, 3-0.**

10. Human Services Employment. Mr. Olsen presented. This is for approval to hire a person on-call in Human Services. **Chair Murdock moved to approve. Seconded by Commissioner Givens. Carried, 3-0.**

11. Supplemental Budgets – Public Hearing. Chair Murdock called the public hearing to order at 9:43 a.m. Staff report was presented by Robert Pahl, CFO. There are 17 supplemental budgets for appropriations not known at the time of budget adoption, as follows:

2019-02 (General Fund-Board of County Commissioners) requires increases in Beginning Cash Balance of \$47,489 and in Personnel Services of the same amount. 2019-03 (General Fund-Human Resources) requires increases in Beginning Cash Balance of \$4,097 and in Personnel Services of the same amount. 2019-04 (General Fund-Finance) requires increases in Beginning

Cash Balance of \$7,247 and in Personnel Services of the same amount. 2019-05 (Academic Achievement Awards) requires increases in Local Revenue of \$33,000, in Materials & Services of \$10,000 and in Contingency of \$23,000. 2019-06 (Sheriff Special Programs-Sheriff Reserves) requires increases in Local Revenue of \$35,000, in Materials & Services of \$25,000 and in Contingency of \$10,000. 2019-07 (Sheriff Special Programs-Sheriff Snowmobile) requires increases in Local Revenue of \$29,000, in Materials & Services of \$7,000 and in Contingency of \$22,000. 2019-08 (Victim Witness-DUII Program) requires increases in Local Revenue of \$47,000 in Materials & Services of \$7,000 and in Contingency of \$40,000. 2019-09 (Juvenile Work Crew Program) requires increases in Local Revenue of \$12,700 and in Materials & Services of \$12,700. 2019-10 (Prepayment of Taxes Program) requires an increase in Local Revenue of \$32,000 and a decrease in Local Revenue of \$32,000. 2019-11 (Milton-Freewater Facility Improvement Program) requires an increase in Materials & Services of \$10,000 and a decrease in Contingency of \$10,000. 2019-12 (Courthouse Facility Improvement Program) requires an increase in Capital outlay of \$7,500 and a decrease in Contingency of \$7,500. 2019-13 (GIS Equipment Reserve) requires an increase in Capital Outlay of \$5,000 and a decrease in Contingency of \$5,000. 2019-14 (Communication Equipment Reserve) requires increases in Local Revenue of \$11,000 and in Contingency of \$11,000. 2019-15 (General Fund-Home Visit Program) requires an increase in State Revenue of \$9,155, a decrease in Materials & Services of \$3,700 and an increase in Contingency of \$10,442. 2019-16 (General Fund-Communicable Disease) requires a decrease in State Revenue of \$3,965, an increase in Personnel Services of \$5,225 and a decrease in Contingency of \$9,190. 2019-17 (General Fund-Family Planning) requires an increase in Local Revenue of \$2,000, an increase in State Revenue of \$5,000 and a decrease in Contingency of \$48,799. 2019-18 (General Fund-Health Department) requires an increase in State Revenue of \$4,055, an increase in Personnel Services of \$20,587, and decreases in Materials & Services of \$9,750 and in Contingency of \$6,779.

Mr. Pahl added that Orders Nos. Budget2019-02-05 he noted these are programs are now listed on the budget, which hadn't been before. And, all the UCO Health Orders were due to reorganization recently. There were no questions.

Chair Murdock closed the public hearing at 9:51 a.m.

In the matter approving Supplemental Budgets pursuant to ORS 294.471 for FY ending 6/30/19: Commissioner Elfering moved to adopt Budget Order 2019-02 (Program 1004 – Board of Commissioners). Seconded by Commissioner Givens. Carried, 3-0.
Commissioner Elfering moved to adopt Budget Order 2019-03 (Program 1006 – Human Resources). Seconded by Commissioner Givens. Carried, 3-0.
Commissioner Elfering moved to adopt Budget Order 2019-04 (Program 2517 - Finance). Seconded by Commissioner Givens. Carried, 3-0.
Commissioner Elfering moved to adopt Budget Order 2019-05 (Program 1022 – Academic Achievement). Seconded by Commissioner Givens. Carried, 3-0.
Commissioner Elfering moved to adopt Budget Order 2019-06 (Program 1580 – Sheriff Reserves Program). Seconded by Commissioner Givens. Carried, 3-0.
Commissioner Elfering moved to adopt Budget Order 2019-07 (Program 1581 – Sheriff Snowmobile Program). Seconded by Commissioner Givens. Carried, 3-0.
Commissioner Elfering moved to adopt Budget Order 2019-08 (Program 2006 – Victim Witness DUII Program). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-09 (Program 5385 – Juvenile work Crew Program). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-10 (Program 3006 – Prepayment of Taxes Program). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-11 (Program 9088 – Milton-Freewater Facility Improvement Program). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-12 (Program 9089 – Courthouse Facility Improvement Program). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-13 (Program 3030 – GIS Equipment Reserve). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-14 (Program 3035 – Communication Equipment Reserve). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-15 (Program 5510 – Home Visit Program). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-16 (Program 5513 – Communicable Disease). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-17 (Program 5533 – Family Planning). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Elfering moved to adopt Budget Order 2019-18 (Program 5534 – Health Department). Seconded by Commissioner Givens. Carried, 3-0.

Commissioner Reports.

Chair Murdock noted he was advised by Judge Brauer that due to fiscal issues, State Courts offices will close at 3 p.m. on Fridays beginning soon. Security will still work full days on Friday with the continued need at the courthouse.

Executive Session. None.

The meeting adjourned at 9:55 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners