

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of October 3, 2018  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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

**County Counsel:** Doug Olsen

**Members and Guests Present:** Theodore Orr, County Weed Department Supervisor; Dale Primmer, County Community Justice Director; Rick Pullen and Faith Pullen; Tammy Sundin, County Community Justice Office Manager; Dan Lonai, County Administrative Services Director; Robert Pahl, County Chief Finance Officer

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**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.** Commissioner Givens read a letter from the City of Ukiah Mayor Clint Barber – thank you to Public Works/Tom Fellows and crew for the great work by the road crew completing a paving project in three days. Commissioner Givens added it is great to receive compliments for recognition of county employees’ hard work.

Chair Murdock acknowledged the Employee of the Quarter recognition for outstanding customer service. Kathy Allen works at the switchboard/information office in the courthouse lobby. She has worked for the County since 2000 in Elections 16 years, then at information office since January 2017. She provides great customer service. Congratulations to Kathy Allen! A picture was taken and will be posted in the lobby area and a county-wide email to employees will announce her achievement.

**Minutes of Previous Meeting.** Commissioner Givens moved to approve minutes of the Board’s 9/19/18 meeting. Seconded by Chair Murdock. Carried, 2-0.

**Additions to Agenda.** None. However, Commissioner Givens talked about the burn ban. Even with a bit of rain, there is not enough to lift the ban at this time.

**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. **Janitorial Service.** Dan Lonai, Administrative Services, presented. He thanked the Board for moving this to the first discussion item so he could attend another meeting. A request for proposals was sought for janitorial services at county facilities. Of the four received, three submitted proposals for all

facilities and one submitted proposals for the two Hermiston buildings. The lowest proposal is G&K Cleaning, which is his recommendation after checking with local businesses they served. The contract will run through June including a probationary period, therefore, the contract probably will start in December. **Commissioner Givens moved to approve contract to G&K Cleaning Services. Seconded by Chair Murdock. Carried, 2-0.**

2. Utility Vehicle Purchase – Weed Department. Theodore Orr, County Weed Department Supervisor, presented. A request for proposals previously was approved by the Board for the purchase of a new utility vehicle. Since there were no responses from a bid request, he went to John Deere and RDO Equipment for bids. In response to Commissioner Givens question, Mr. Orr advised posting was done on the website, but notice wasn't sent out to businesses. He did send notice to Morrow County Grain Growers. Mr. Olsen advised the requirement is just to post, but we can send specific notices out. Commissioner Givens suggested that it would be a good to send out specific notices in addition to posting for a "wider net". **Commissioner Givens moved to approve the purchase from RDO Agriculture Equipment for \$13,646.64. Seconded by Chair Murdock. Carried, 2-0.**
3. Utility Trailer Purchase. Mr. Orr presented. This is a request for the purchase of a new trailer and is related to the last item. This was not bid due to amount (\$2,200) but quotes were sought. The best quote was from NW Farm Supply and that is what he recommends. **Commissioner Givens moved to approve. Seconded by Chair Murdock. Carried, 2-0.**
4. Community Corrections Bookkeeper. Dale Primmer, County Community Justice Director, presented. In 2009-10 the department went through downsizing including laying off and loss of a bookkeeper position (maintained offender accounts at work release center as well as regular payables). Duties were consolidated into existing staff; however, operations have been growing since then and now there is need to recruit and hire a .5 FTE bookkeeper position (Range 20) which is budgeted with no General Fund impact. **Commissioner Givens moved to approve. Seconded by Chair Murdock. Carried, 2-0.**
5. Window Replacement. Mr. Primmer presented. A couple of years ago windows at the Community Corrections facility were actually falling out of their frames due to heat. Original installation was in around 1999. Phase 1 of replacement was taken care of last year. Today's request for phase 2 is in the amount of \$9,351.48, and is budgeted. **Commissioner Givens moved to approve payable to Integrity Glass and Door. Seconded by Chair Murdock. Carried, 2-0.**
6. Planning Commission Appointment. **Commissioner Givens moved to approve Order BCC2018-066 after discussion with Planning Department Director Bob Waldher. Seconded by Chair Murdock.** Mr. Olsen elaborated. Mr. Salter works for the County in a different capacity and there is no conflict or similarity of duties to prevent him from serving. **Carried, 2-0.**
7. IMESD Payable. **Chair Murdock moved to approve the payable to Intermountain ESD for partial position cost in the amount of \$20,854.53.** This person is an ESD employee in a County CARE coordinator specialist position. **Seconded by Commissioner Givens. Carried, 2-0.**
8. Wildhorse Foundation Nomination. Mr. Olsen presented. This is for reappointment of Commissioner Murdock to the Wildhorse Foundation whose term is to expire at the end of November. **Commissioner Givens moved to approve Order No. BCC2018-067. Seconded by Chair Murdock. Carried, 2-0.**

9. Budget Transfers. Mr. Olsen presented in Robert Pahl's absence. There are five budget transfers Orders numbered: 2019-24 (On-Site Septic) requires increase in Personnel Services of \$13,561 and decrease in Contingency in same amount. 2019-25 (Environmental Health) to fund portion of E.H. caused by reorganization of UCo Health – requires increase in Personnel Services of \$6,734 and decrease in Contingency in same amount. 2019-26 (Community Services Development) requires increase in Materials and Services of \$22,000 and decrease in Contingency in same amount. 2019-27 (NAIFA Special Projects) requires increase in Materials & Services of \$4,940 and decrease in Contingency in same amount. 2019-28 (GIS Equipment Reserve) requires increase in Capital Outlay of \$3,000 and decrease in Contingency in same amount.

Commissioner Givens commented about Order 2019-24 On-Site Septic. Chair Murdock added DEQ is continuing to push Umatilla County to also cover/provide services in Morrow County. This will be discussed at next week's joint meeting with Morrow County. It is early in the conversation. Mr. Olsen pointed out On-Site Septic inspection is similar to E.H. as it is fee driven and covers costs.

**In the matter approving Transfers of Budgets pursuant to ORS 294.463 for FY ending 6/30/19: Commissioner Givens moved to adopt Budget Order 2019-24 (Program 5514 – On-Site Septic Program). Seconded by Commissioner Murdock. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2019-25 (Program 5515 – Environmental health Program). Seconded by Commissioner Murdock. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2010-26 (Program 5260 – Community Services Development). Seconded by Commissioner Murdock. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2019-27 (Program 9055 – NAIFA Special Projects). Seconded by Commissioner. Carried, 2-0.**

10. Supplemental Budgets – Public Hearing. Chair Murdock called the public hearing to order at 9:34 a.m. Staff report was presented by Mr. Olsen on behalf of Robert Pahl, Chief Finance Officer. There were five supplemental budgets for appropriations not known at the time of budget adoption:

Budget Orders numbered: 2019-19 (General Fund-Immunizations Program) requires increases in Local Revenue of \$15,000, decrease in State Revenue of \$1,262, and increases in Personnel Services of \$22,127, in Materials & Services of \$5,000, and decrease in Contingency of \$13,389. 2019-20 (General Fund-Civil Program) requires increases in Beginning Cash Balance of \$42,000 and in Materials & Services of the same amount. 2019-21 (General Fund-Veterans Services) requires increases in State Revenue of \$1,321 and in Materials & Services of the same amount. 2019-22 (School Based Health Center) requires decreases in Local Revenue of \$20,500, in State Revenue of \$10,000, in Personnel Services of \$184,021, and increases in Materials & Services of \$117,887 and in Contingency of \$35,634. 2019-23 (Wellness Hubs) requires increases in Local Revenue of \$1,000, in State Revenue of \$181,158, in Personnel Services of \$113,887, in Materials & Services of \$27,400, and in Contingency of \$40,871.

There were no questions. Chair Murdock closed the public hearing at 9:38 a.m.

**In the matter approving Supplemental Budgets pursuant to ORS 294.471 for FY ending 6/30/19: Commissioner Givens moved to adopt Budget Order 2019-19 (Program 5549 – Immunizations Programs). Seconded by Commissioner Murdock. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2019-20 (Program 1558 – Civil Program). Seconded by Commissioner Murdock. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2010-21 (Program 5770 – Veterans Services). Seconded by Commissioner Murdock. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2019-22 (Program 5638 – School Based Health Center). Seconded by Commissioner. Carried, 2-0.**

**Commissioner Givens moved to adopt Budget Order 2019-23 (Program 5640 – Wellness Hubs). Seconded by Commissioner Murdock. Carried, 2-0.**

No Executive Session.

Commissioner Reports.

Commissioner Givens will attend the Metropolitan Planning Organization meeting in Walla Walla at 1:30 p.m.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary,  
Umatilla County Board of Commissioners