

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of December 5, 2018  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair George Murdock, Commissioner William Elfering and Commissioner Larry Givens

**County Counsel:** Doug Olsen

**Members and Guests Present:** Tom Fellows, Public Works Director; Steve Churchill, Records Office; Rachael Reynolds, Assessment & Taxation Department; Umatilla County Undersheriff Jim Littlefield; John Shafter, Umatilla County Commissioner elect; Gail Nelson, Economic Development Director; Jennifer Blake, Human Resources Director; Dan Lonai, County Administrative Services Director; Robert Pahl, County Chief Finance Officer; Bob Waldher, County Planning Director

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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 age Awards/Correspondence/Recognition.

**Awards/Correspondence/Recognition.** Commissioner Elfering attended the AOC annual meeting. AOC presented a book to Commissioner Givens as a token of appreciation. As Commissioner Givens did not attend the conference, Commissioner Elfering picked up the book and is now presenting it. Chair Murdock talked about letter of thank you from Pendleton High School for participating in the mock interviews. Thirteen county employees assisted in the interviews

**Minutes of Previous Meeting.** Commissioner Elfering moved to approve minutes of the Board's 10/17/18 meeting. Seconded by Chair Givens. 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. **Criminal Deputy Position.** Jim Littlefield, Umatilla County Undersheriff presented. The request is to create a new patrol deputy position and allow hire effective January 1, 2019. The Sheriff's Office was funded for a new position in July but did not fill until October. In addition, a patrol deputy has been on leave. Those fund savings will go to this position. Person in mind would be entry level should it be approved. No certification, so it will be a while to come up to speed. Training would be required. This position was planned to be added as part of the 2019-20 budget, so the request is to add the position now

rather than wait until next fiscal year. Commissioner Murdock noted that it has been vetted by staff. **Carried, 3-0. Commissioner Givens moved to approve the new position effective January 1, 2019, payable. Seconded by Commissioner Elfering. Carried, 3-0.**

2. Dispatch Position Reclass. Undersheriff Littlefield presented. The request is to reclassify a dispatcher position to dispatch sergeant position. With a new sergeant replacing Sgt. Shafer who will leave beginning 1/2/19, the request is to reclassify a dispatcher position to sergeant, and recruit two sergeants, so that there will be a sergeant assigned to each shift. Savings in overtime expenditures will cover the additional cost in the reclassification. **Commissioner Elfering moved to approve the purchase. Seconded by Commissioner Givens. Carried, 3-0.**
3. Security Camera System Payable. Dan Lonai, Administrative Services Director presented. A payable is before the Board because of the amount. A new security system was installed at the Sam Cook Building at the request of the Human Services Department. The final cost was \$5,237. There have been 2 incidents since installation where the security system was used and video pulled. Additional funds were needed for proper installation. The department will reimburse for at least half. **Commissioner Elfering moved to approve the payable to Uni-Tech. Seconded by Commissioner Givens. Carried, 3-0.**
4. Ordinance Amendment for Plats. Doug Olsen presented. This is a proposed change in the Development Code. Chair Murdock opened the public hearing at 9:07. Mr. Olsen explained that this is first reading of the proposed Ordinance No. 2018-06. It is before the Board at the request of the Administrative Services Department and its Records division. Mr. Lonai noted that Oregon State law requires two mylar plat maps be filed along with the original, but does allow the county to change the number. The current ordinance requires three copies; however, the third copy is no longer needed. The State Statute provides that two is adequate and it would be beneficial for Records to not have to store these large extra copies. We digitize those maps. There was no public input. The hearing was closed at 9:08. **Commissioner Elfering moved to set the second reading for Ordinance No. 2018-06 on December 19, 2018 at 9:00 a.m. Seconded by Commissioner Givens. Carried, 3-0.**
5. Post-PERS Employment – DA. Jennifer Blake, Human Resources Director presented. A legal secretary is planning to retire December 31, 2018. The employee is requesting to work post retirement through April 2019 – 4 months with full benefits. **Commissioner Elfering moved to approve the post-PERS employment. Seconded by Commissioner Givens. Carried, 3-0.**
6. Post-PERS Employment – A&T. Rachael Reynolds, Assessment supervisor presented. An individual is planning to retire December 31, 2018. The department needs assistance in training of three new trainees. The retiring employee is willing to work part time following retirement to assist. The request is to allow work part-time post retirement until March 31, 2019, with prorated benefits. Commissioner Murdock noted that this is a good solution. **Commissioner Elfering moved to approve the post-PERS employment. Seconded by Commissioner Givens. Carried, 3-0.**
7. Double-Fill position - Planning. Bob Waldher, Planning Director presented. At end of February 2019 one of planners will leave. Mr. Waldher is looking for approval to double fill the position for 1 month – February – hoping for a hire and cross-training. **Commissioner Givens moved to approve the request. Seconded by Commissioner Elfering. Carried, 3-0.**
8. Copier Purchase. Tom Fellows, Public Works Director presented. The department is requesting to replace its copier. The lease on current machine (Canon) is ending on April; recommendation is to purchase a new copier at a cost of \$6,879 cost rather than leasing. The current machine is continually

breaking down and service technician replacement parts are getting hard to obtain. The new copier requested is better suited to the needs of the department. **Commissioner Elfering moved to approve the purchase. Seconded by Commissioner Givens. Carried, 3-0.**

9. Proposed Board Meeting Schedule – January-March, 2019. Doug Olsen presented. There are three meetings in the first quarter of 2019 that will need to be reset due to a lack of quorum. The January 2 meeting would be moved to January 9, January 16 meeting be moved to January 23, and March 6 to March 13. **Commissioner Elfering moved to approve the resets. Seconded by Commissioner Givens. Carried, 3-0.**
10. Adams Community Benefit Plan Grants. Doug Olsen presented. The Adams Community Benefit Plan Committee met and recommended two grants for approval. Triangle Little League \$10,000 for structure replacement, and the health district \$28,300 for a cardiac monitor. **Commissioner Elfering moved to adopt Order No. BCC2018-078. Seconded by Commissioner Givens. Carried, 3-0.**

11. Supplemental Budgets – Public Hearing. Chair Murdock opened the public hearing at 9:19 a.m. and asked for staff report. Robert Pahl presented. There are four supplemental budgets proposed for appropriations not known at the time of budget adoption, as follows:

2019-29 (Community Corrections) requires an increase in Beginning Cash Balance of \$610,012, a decrease in Local Revenue of \$24,300, an increase in State Revenue of \$123,106, an increase in Personnel Services of \$221,142, an increase in Materials and Services of \$291,959 and a decrease in Contingency of \$195,717. 2019-30 (Community Corrections – Drug Court) requires an increase in Beginning Cash Balance of \$72,453, an increase in Local Revenue of 298,324 and an increase in Materials and Services of \$370,777. 2019-31 (Community Corrections – Transitional Housing) requires an increase in Beginning Cash Balance of \$2,967, an increase Local Revenue of \$2,000, an increase in Materials and Services of \$3,850 and an increase in Contingency of \$1,117. 2019-32 (Community Corrections-Justice Reinvestment Grant) requires an increase in Beginning Cash Balance of \$13,264, an increase in Local Revenue of \$184,959, an increase in State Revenue of \$27,552, a decrease in Personnel Services of \$44,698, an increase in Materials and Services of \$300,351 and a decrease in Contingency of \$29,878. There were no questions or public input. Chair Murdock closed the public hearing at 9:23 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 2019-29 (Program 1527 – Community Corrections. Seconded by Commissioner Givens. Carried, 3-0.**

**Commissioner Elfering moved to adopt Budget Order 2019-30 (Program 1529 – Drug Court). Seconded by Commissioner Givens. Carried, 3-0.**

**Commissioner Elfering moved to adopt Budget Order 2019-31 (Program 1531 – Transitional Housing). Seconded by Commissioner Givens. Carried, 3-0.**

**Commissioner Elfering moved to adopt Budget Order 2019-32 (Program 1532 – Justice Reinvestment Grant. Seconded by Commissioner Givens. Carried, 3-0.**

No Executive Session.

No Commissioner Reports.

The meeting adjourned at 9:23 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary,  
Umatilla County Board of Commissioners

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