

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS

Meeting of November 30, 2022
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair John Shafer, Vice-Chair Dan Dorrn, and Commissioner George Murdock
County Counsel Doug Olsen
Guests Present: Andrew Huwe; Cindy Timmons; Lt. Josh Roberts; Robert Pahl, Chief Finance Officer; Dan Lonai, Administrative Services Director; Mark Tanner, Facilities Manager; Rachael Reynolds, Assessment & Taxation Director

Video link or Calling in:

CALL TO ORDER: Chair Shafer called the meeting to order at 9:00 a.m. He reminded all that the meeting is a public forum and there is a call-in option provided. There is time on the agenda to provide input (or for hearings) to provide comment. The meeting is being video and audio recorded and minutes will be taken. Also, meetings are now live-streaming. Comments will become part of the meeting record. If persons wish to speak before the Board, please identify yourself and state where you live in order to be heard on the record – also note if you are speaking on behalf of others.

Pledge of Allegiance

Awards/Correspondence/Recognitions. Commissioner Dorrn gave a reminder of the county roads town hall on December 6, 2022 at BMCC theater in Pendleton.

Minutes – None.

Additions to Agenda – None.

Public Comments and Recognition of Visitors This is the time for public input for anything not on the regular agenda. None were heard.

Business Items

1. **Mac Hoke Road Bridge Contract.** Presented by Doug Olsen. The County issued an Invitation to Bid for the installation of the replacement Mac Hoke Road (also known as Nolin) Bridge. Five bids were received: Don Jackson Excavation LLC - \$1,510,669.77 Legacy Contracting, Inc. - \$1,486,293 Marcum & Sons LLC - \$1,043,642.25. Selby Bridge Company, Inc. - \$1,375,515 Tapani, Inc. - \$1,127,403.75. The recommendation is to award the contract to the lowest bidder. Commissioner Dorrn advised that the bid was over the original allocation, but the same information as has been heard over again – inflation. However, the quality of the contractors and the bids are impressive **Commissioner Dorrn moved to approve awarding the contract and Notice of Intent to award contract to Marcum & Sons LLC in the amount of \$1,043,642.25. Seconded by Commissioner Murdock. Carried, 3-0.**
2. **HELP Grants.** Presented by Doug Olsen. The Helix Enhancement Launch Program committee is recommending funding of grants for the 2022 community benefit plan. The grants are before the Board for approval. Total of about \$7,000 for two projects: \$3,486 to Helix School District and \$3,486 to the City of Helix. **Commissioner Dorrn moved to adopt Order No. BCC2022-061. Seconded by Commissioner Murdock. Carried, 3-0.**

3. HELP Board Appointments. Presented by Mr. Olsen. The terms for two members on the Helix Enhancement Launch Program board have expired and there is also a vacancy. Jack Bascom and Jerry Terjeson are willing to be reappointed. Brad Bixler is recommended to fill the vacancy representing the Helix School District. **Commissioner Dorrان moved to adopt Order No. BCC2022-062. Seconded by Commissioner Murdock. Carried, 3-0.**
4. Purchase of WatchGuard V300 body cameras. Presented by Lt. Josh Roberts. In November 2021, the Board authorized a lease with BanCorp for several new vehicles. Attached to that lease were seven WatchGuard Vista body cameras. Due to supply chain issues, the cameras have been on extended backorder. Additionally, Motorola (who now owns WatchGuard) has announced the Vista cameras are being discontinued and replaced with newer V300 cameras. Emergency Responder Services (ERS) originally ordered the Vistas. The Vista order has been cancelled and a refund of \$9,423.00 has come to the county. UCSO has received a quote for the V300 cameras and required additional equipment. The total cost for seven (7) V300 cameras and related equipment is \$12,555.00. Actual impact to budget is about \$3,100. In response to Commissioner Dorrان about yearly maintenance, Lt. Roberts noted the county has opted not to contract for maintenance; when a camera dies, it's about \$900 and more cost effective to replace. **Commissioner Dorrان moved to approve the purchase of seven WatchGuard V300 cameras as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
5. Justice Center Refrigeration. Presented by Mark Tanner, Facilities Manager. The county issued an invitation to bid for replacement of the walk in cooler and freezer at the justice center. A bid was received from Ledbetters' Refrigeration to replace the walk-in cooler and freezer in the jail kitchen. In response to Commissioner Dorrان, Mr. Tanner advised the equipment is readily available based on his recent conversation with Ledbetters (two weeks ago). **Commissioner Dorrان moved to award the contract to Ledbetters as outlined (in the amount of \$40,840.18). Seconded by Commissioner Murdock. Carried, 3-0.**
6. Creation of Position. Rachael Reynolds, Director of Assessment & Taxation. Approval is sought to create a new supervisor of cartography position . With the increase in work and mapping and emergency management aspect over the years, GIS work has expanded within various departments. She and Bob Waldher (Planning Director) recommend including GIS under one department to serve the entire county. There is a lot of coordination and a supervisor is needed. Because of the big increase in workload and layers need updating useable for digital format, another cartography position is being requested separately. Job descriptions have been drafted with extensive duties and experience required for this new position. Analytics is a new addition as well. Smaller counties contract with the state, but that work has been inadequate. Umatilla County has been approached by smaller counties to do this for fees. Commissioner Murdock commented that he's noticed in recent years that A&T has become streamlined and more efficient over the last few years. **Commissioner Murdock moved to approve creation of a GIS Supervisor/Cartographer position. Seconded by Commissioner Dorrان. Carried, 3-0.**
7. Creation of Additional Cartographer Position. Rachael Reynolds presented. This is a continuation of the previous item. It is for the creation of an additional cartographer position. Commissioner Dorrان commented he's relied more and more on GIS work – special projects. They do great work. Commissioner Murdock noted smaller counties lack capacity and feels Umatilla County has stepped up to serve them as well with quality services. **Commissioner Murdock moved to approve creation of an additional Cartographer position. Seconded by Commissioner Dorrان. Carried, 3-0.**
8. BLM Comment Letter. Presented by Commissioner Dorrان. He asked Mr. Olsen to draft a letter asking for a sit-down discussion with BLM before entertaining an MOU (Memo of Understanding) to participate in a new management plan for the South Fork of the Walla Walla River. **Commissioner Dorrان moved to approve the comment letter and authorize the Board Chair to sign it. Seconded by Commissioner Murdock. Carried, 3-0.**

9. **Community Development Grant.** Commissioner Murdock advised he met with DA Primus to address the District Attorney office and Guardian Care Center supporting a 2-day regional program regarding child abuse and neglect, which, unfortunately, has increased in the last few years. **Commissioner Murdock moved to approve a Community Development grant in the amount of \$25,000 to fund to assist in sponsoring the workshop.** Chair Shafer commended DA Primus on his leadership of this effort. **Seconded by Commissioner Dorrان. Carried, 3-0.**
10. **Finance Office Computer Purchase.** Presented by Mr. Pahl. Authorization is sought for purchase of computers for the finance office to upgrade existing equipment to be compatible with the new software. This conversion is coming soon. **Commissioner Murdock moved to approve the purchase of computers from Price Computers in the amount of \$9,666.80. Seconded by Commissioner Dorrان. Carried, 3-0.**
11. **Supplemental Budgets – Public Hearing.** Chair Shafer called the public hearing to order at 9:20 a.m. Robert Pahl, CFO, gave the staff report. There were 15 supplemental budgets for appropriations not known at the adoption of the budget: Budget Order numbers: 2023-27 (Parks Program) requires increases in Beginning Cash of \$31,359, in Personnel Services of \$13,359, and in Contingency of \$18,000. 2023-28, (Parks-County Trails Program) requires increases in Transfers In of \$250,000 and in Materials and Services of \$250,000. 2023-29 (Sheriff’s Department-Dispatch Program) requires an increase in Transfers In of \$225,941 and in Personnel Services of \$225,941. 2023-30, (Human Services –Mental Health Reserve) requires a decrease in Beginning Cash of \$248,000, an increase in Local Revenue of \$58,000, and a decrease in Contingency of \$190,000. 2023-31 (Fair Improvement) requires an increase in Federal Revenue of \$1,000,000 and an increase in Materials & Services of \$1,000,000.

2023-32 (Sheriff’s Department-Dispatch Program) requires increases in Beginning Cash of \$509,777, in Personnel Services of \$259,777, and in Contingency of \$250,000. 2023-33, (Community Justice Department – Justice Reinvestment Program) requires increases in Beginning Cash of \$165,530, in Personnel Services of \$5,530, and in Contingency of \$160,000. 2023-34 (Economic Development Program) requires increases in Beginning Cash of \$577,897, in Personnel Services of \$52,897, and in Contingency of \$520,000. 2023-36, (Public Works – Weed Department) requires increases in Transfers In of \$62,454, in Personnel Services of \$28,454, and in Materials & Services of \$34,000.

2023-37 (Fair Program) requires increases Beginning Cash of \$73,692, in Local Revenue of \$400,000, in Personnel Services of \$14,692, in Materials & Services of \$403,000, and in Contingency of \$52,000. 2023-38, (Prepaid Taxes Program) requires increases in Beginning Cash of \$78,000, and in Materials & Services of \$78,000. 2023-39 (CARE Program) requires increases in Beginning Cash of \$277,000, in Personnel Services of \$46,101, and in Contingency of \$230,399. 2023-40, (Community Benefit Plans – Local Improvement Program) requires increases in Beginning Cash of \$1,000,000, in Local Revenue of \$1,750,000, in Materials & Services of \$1,000,000, and in Contingency of \$2,400,000. 2023-41 (Courthouse Security Program) requires a decrease in Local Revenue of \$60,000, an increase in Transfers In of \$60,000, an increase in Personnel Services of \$53,197, and an increase in Materials & Services of \$6,803. 2023-45, (Law Library Program) requires increases in Beginning Cash of \$16,000 in Materials & Services of \$24,000 and a decrease in Contingency of \$8,000. There were no questions from the Board. There were no comments from the public. Chair Shafer closed the public hearing at 9:27 a.m.

In the matter approving Supplemental Budgets pursuant to ORS 294.471 for FY ending 6/30/23: Commissioner Murdock moved to adopt Budget Order No. 2023-27 (Program 1005 – Parks). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-28 (Program 4006 – County Trails). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-29 (Program 1509 – Dispatch). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-30 (Program 5450 – Mental Health Reserve). Seconded by Commissioner Dorrان. Carried, 3-0.

Commissioner Murdock moved to adopt Budget Order No. 2023-31 (Program 4023 – Fair Improvement). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-32 (Program 1527 – Community Corrections). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-33 (Program 1532 – Justice Reinvestment). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-34 (Program 1029 – Economic Development). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-36 (Program 4575 – Weed). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-37 (Program 4042 – County Fair). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-38 (Program 3006 – Prepaid Taxes). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-39 (Program 5254 – CARE). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-40 (Program 1650 – Local Improvement). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-41 (Program 9079 – Court Security). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-45 (Program 3514 – Law Library). Seconded by Commissioner Dorrان. Carried, 3-0.

12. Budget Transfers. Mr. Pahl presented. There were four budget transfers, Budget Orders numbers: 2023-35 (Public Works Program) requires increases in Personnel Services of \$195,272, in Materials & Services of \$528,500, and a decrease in Contingency of \$723,772. 2023-42, (Dispatch Reserve Program) requires an increase in Materials & Services of \$21,000 and a decrease in Contingency of \$21,000. 2023-43 (Fleet Management Program) requires increases in Materials & Services of \$37,000, in Capital Outlay of \$100,000 and a decrease in Contingency of \$137,000. 2023-44, (General County-General Fund Program) requires an increase in Transfers Out of \$348,395 and a decrease in Contingency of \$348,395.

In the matter approving Budget Transfers pursuant to ORS 294.463 for FY ending 6/30/23:

Commissioner Murdock moved to adopt Budget Order No. 2023-35 (Program 4530 – Public Works). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-42 (Program 1519 – Dispatch Reserve). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-43 (Program 9076 – Fleet Management). Seconded by Commissioner Dorrان. Carried, 3-0.
Commissioner Murdock moved to adopt Budget Order No. 2023-44 (Program 9001 – General County). Seconded by Commissioner Dorrان. Carried, 3-0.

13. Executive Session – none.

No Commissioner Reports:

Meeting adjourned at 9:33 a.m.

Melinda Slatt

Executive Secretary – Board of Commissioners