

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of May 4, 2023
1:30 p.m., Room 114, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair Dan Dorrان, Vice-Chair John Shafer, and Commissioner Timmons
County Counsel Doug Olsen

Guests Present: Tom Fellows, Umatilla County Public Works Director, Mark Tanner, Umatilla County Maintenance Manager, Megan Davchevski, Umatilla County Planning Division Manager, Savannah Lane, Umatilla County Assistant Director of Budget and Finance

Video link or Calling in: Jennifer Blake, Umatilla County Human Resources Director, Mason Davis, Umatilla County IT, Riley Wortman, IT Manager

CALL TO ORDER: Chair Dorrان called the meeting to order at 1:30 p.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 was led by Chair Dorrان

Awards/Correspondence/Recognitions. None.

Minutes – Commissioner Timmons moved to approve the minutes from the 04/26/2023 Board meeting. Seconded by Commissioner Shafer. Carried, 3-0.

Additions to Agenda – None.

Public Comments and Recognition of Visitors This is the time for public input for anything not on the regular agenda. Commissioner Timmons shared that she attended the National Day of Prayer in Milton Freewater this morning and a state wide proclamation from Governor Kotek was presented today from Senator Hansell to Bob Johns with a room full of people.

Business Items

1. **Air Unit Purchase** – Presented by Mark Tanner, Umatilla County Maintenance Manager. Approval is sought for the notice of intent to award contract for Justice Center make-up unit replacement to Bruce Mechanical in the amount of \$95,600. The County issued an invitation to bid for three replacement make-up air units at the Justice Center. Three bids were received: Bruce Mechanical Inc- \$95,600, HMS Commercial Service Inc- \$137,522, Total Energy Management-\$112,067. The recommendation is to award the contract to the lowest bidder. **Commissioner Shafer moved to approve the notice of intent to award contract for Justice Center make-up unit replacement to Bruce Mechanical in the amount of \$95,600. Seconded by Commissioner Timmons. Carried, 3-0.**

2. Controller Unit Purchase – Presented by Mark Tanner, Umatilla County Maintenance Manager. Approval is sought for the notice of intent to award contract for SHGC network building controller replacement to HMS Commercial Service in the amount of \$100,943. The County issued an invitation to bid for replacement of the network building controller at the Stafford Hansell Government Center. One bid was received from HMS Commercial Service in the amount of \$100,943 The recommendation is to award the contract to the bidder. There was discussion of why there was only one bid and how common that is for this area to only receive a few if not one bid based on our location. **Commissioner Timmons moved to approve the notice of intent to award contract for SHGC network building controller replacement to HMS Commercial Service in the amount of \$100,943. Seconded by Commissioner Shafer. Carried, 3-0.**

3. DEQ Support Request - Presented by Chair Dorran. Approval is sought for the initial contract with HDR and create Program #1032 dedicated to initial tasks associated with LUBGWMA solutions. Umatilla County serves as a member Lower Umatilla Basin Groundwater Management Area (LUBGWMA) committee. The LUBGWMA committee appointed a sub-committee to explore working with an engineering firm to develop a proposal that would assist the committee with preparing a solicitation for solutions that would improve groundwater nitrates in the LUBGWMA. The subcommittee (commissioners and staff from Morrow and Umatilla Counties) have received a proposal from HDR Engineering. The proposal includes a site visit with HDR on 05/05/23 and development of a roadmap and/or solicitation. In order to simplify the contracting process, this request is for Umatilla County to serve as the client and fiscal agent for the first phase of the project, and create a program budget (\$15,000) dedicated to initial tasks associated with LUBGWMA solutions. Comm Dorran shared that even if this does get approved today the LUBGWMA committee could say no if they wanted to. **Commissioner Shafer moved to approve the initial contract with HDR and create Program #1032 dedicated to initial tasks associated with LUBGWMA solutions. Seconded by Commissioner Timmons. Carried, 3-0.**

4. Planning Commissioner Appointment – Presented by Megan Davchevski, Umatilla County Planning Division Manager. The Umatilla County Planning Division requests board approval to fill a vacancy on the Planning Commission. Upon review of an application and an interview with the liaison Commissioner, the Planning Division recommends Kim Gillet of the Hermiston area to serve on the Planning Commission. The candidate will complete the remainder of the term (expires December 31, 2025) vacated by Commissioner Cindy Timmons and is eligible for two additional four-year terms. This announcement was posted in the East Oregonian and on the county website.. **Commissioner Dorran moved to adopt Order No. BCC2023-022. Seconded by Commissioner Shafer. Carried, 3-0.**

5. Grader Purchase– Presented by Tom Fellows, Umatilla County Public Works Director. The Public Works department is requesting authority to purchase a John Deere 672G 6WD motor grader from Pape Machinery. This will be a Sourcewell contract purchase. Purchase price of the new motor grader to Umatilla County after the 44% discount will be \$426,514.00 with a guarantee buy pack price at 5 year or 5000 hours of \$287,488. This purchase is a budgeted purchase and is part of our annual equipment replacement list. Due to the lag time on factory orders this machine is not expected to be delivered until October of 2023. **Commissioner Shafer moved approve the purchase as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**

6. Sale of Vehicle – Presented by Tom Fellows, Umatilla County Public Works Director. The Public Works Department has a used surplus 1977 Bearcat distributor. Harney County is interested in this surplus item for parts and has agreed to purchase it for \$2,000. We previously attempted to auction this truck and only received a bid of \$100 so we pulled it down off the auction prior to the close of the sale. Public Works purchased this distributor in 1994 and used it until 2021. **Commissioner Shafer moved to approve the sale of a 1977 distributor truck to Harney County for \$2,000. Seconded by Commissioner Timmons. Carried, 3-0.**
7. Road Utility – Presented by Doug Olsen, County Counsel. Previously the Board adopted an order requiring that a utility be moved within the right of way of Canal Road. Since that time, discussions have occurred with the utility provider and other parties, and a resolution does appear possible, but additional time is needed, and the order is no longer needed. The request is to rescind the order. **Commissioner Shafer moved adopt Order No. RD2023-03. Seconded by Commissioner Timmons. Carried, 3-0.**
8. Emergency Management Payable - Presented by Chair Dorran. Approval is sought for a payable for renewal of software to support message reader boards for emergency management. The payable is before the Board for approval due to the amount. Comm Timmons asked where these reader boards were located. Comm Dorran shared that there are reader boards one on Gettman Road and another in Milton Freewater, another two are stored at the impound yard at Stafford Hansell and 4 that get moved out of the impound year at EOTEC for the fair. **Commissioner Timmons moved to approve purchase as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**
9. City of Umatilla Agreement Payable - Presented by Doug Olsen, County Counsel. Previously the City of Umatilla and the County signed an agreement regarding the distribution of payments made under a long term rural enterprise zone tax abatement agreement for two projects. An amendment to the agreement is requested to accommodate the Umatilla School District bond issuance. Under the original agreement, the developer agreed to have the property value added to the calculation for the annual bond repayments. Since the District is not a party to the original agreement, assurance is requested to have the bond repayments received by the county paid to the school district. The amendment to the City agreement, as well as a separate agreement with the School District, are before the Board for approval to accommodate the request. Comm Timmons had asked what the term was on this and Mr. Olsen shared that it was 15 years. **Commissioner Shafer moved to approve First Amendment to the LTREZ Distribution Agreement, and Agreement to Transfer and Enforce Payment, and to sign documents. Seconded by Commissioner Timmons. Carried, 3-0.**
10. Budget Transfers - Presented by Savannah Lane, Umatilla County Assistant Director of Finance and Budget. There are ten budget transfers orders before the Board for consideration. Budget Order number 2023-111 (2050 Plan) requires an increases in Materials & Services of \$600,000, in Capital Outlay of \$1,000,000 and decrease in Contingency of \$1,600,000. Budget Order number 2023-112 (Equipment Reserve) requires an increase in Materials & Services of \$5,000 and a decrease in Contingency of \$5,000. Budget Order number of 2023-119 (General Fund) requires an increase in Materials & Services of \$8,000 and a decrease in Contingency of \$8,000. Budget Order number of 2023-120 (General Fund) requires an increase in Materials and Services of \$10,000 and a decrease in Contingency of \$10,000. Budget Order number of 2023-121 (General Fund) requires an increase in Materials and Services of \$235,000 and a decrease in Contingency of \$235,000. Budget Order number of 2023-122 (Parks) requires an increases in Personnel Services of \$10,000, in Capital Outlay pf \$90,000, and a decrease in Contingency of \$100,000. Budget Order number of 2023-123

(PLCP) requires an increase in Materials and Services of \$60,000 and a decrease in Contingency of \$60,000. Budget Order number of 2023-124 (Health Special Programs) requires an increase in Materials and Services of \$26,000 and a decrease in Contingency of \$26,000. Budget Order number of 2023-125 (PERS Reserve) requires an increase in Transfer Out of \$2,000,000 and a decrease in Materials & Services of \$2,000,000. Budget Order number of 2023-126 (Community Benefit Plan) requires an increase in Transfer Out of \$500,000 and a decrease in Contingency of \$500,000.

Comm Timmons had a question about the Stimulus Reserve fund about the change of \$2,000,000 and what that was being used for. Ms. Lane shared that \$500,000 of that went to economic development and the rest went to facilities for a variety of projects.

Commissioner Shafer moved to adopt Budget Order No. 2023-111 (Program 4060 – 2050 Plan). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-112 (Program 3035 – Equipment Reserve). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-119 (Program 3518 –Records & Archives Fund). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-120 (Program 2527 – Finance). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-121 (Program 1004 – Board of Commissioners –General Fund). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-122 (Program 1005 –Parks). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-123 (Program 4521 –PLCP). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-124 (Program 5517 –Healthy Oregon Modernization East). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-125 (Program 9190 –Stimulus Reserve). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Shafer moved to adopt Budget Order No. 2023-126 (Program 1650 –Local Improvement Distribution). Seconded by Commissioner Timmons. Carried, 3-0.

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorran: None

Commissioner Timmons: None

Meeting adjourned by Chair Dorran at 2:00 p.m.

Lori Smith

Executive Secretary – Board of Commissioners