

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**

Meeting of March 2, 2022  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair John Shafer, Vice-Chair Dan Dorran, and Commissioner George Murdock

**County Counsel** Doug Olsen

**Guests Present:** Robert Pahl, Chief Finance Officer; Megan Davchevski, Planner/STF Coordinator

**Video link or Calling in:** Tom Fellows, Public Works Director; Dan Lonai, Administrative Services Director; Mark Tanner, Facilities, Manager; Troy Baker, WWBWC Executive Director; Tom Roberts, Emergency Manger (+ *see list of video or call-in, copy on file.*)

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**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 Murdock acknowledged the work of our first responders in the last couple of weeks (I-84 east of Pendleton 180+ vehicle pileup with snowstorm, then explosion at Shearer’s Foods in Hermiston the next day). Incredible service in risky work. Wonderful job!

**Minutes** – Commissioner Murdock moved to approve the minutes of the 2/2/22 meeting and the 2/9/22 meeting. Seconded by Commissioner Dorran. Carried 3-0.

**Additions to Agenda** – none.

**Public Comments** – none.

**Business Items**

1. **Presentation by Walla Walla Basin Watershed Council.** Troy Baker, WWBWC Executive Director, presented. This is the annual presentation regarding projects completed in 2021 and those coming in 2022 (PowerPoint projected on monitors), including secured funding, investment, assessment/analysis/monitoring, strategic plan, outreach, and collaboration.

Commissioner Dorran asked about building a reservoir (Pine Creek). Mr. Baker advised there are preliminary plans to build it. Fish need to move freely in the river; it is not yet the preferred alternative. The Warm Springs site is down a way off of Butler Road and also consideration of piping water out of the Columbia. Research continues for the preferred option. Commissioner Dorran agreed the need is there, but he’s apprehensive (i.e. Klamath basin). There are big water issues throughout Oregon, including potential removal of reservoir dams.

2. Grader Purchase. Presented by Tom Fellows, Public Works Director. Authorization is sought to purchase a John Deere motor grader from Pape' Machinery under a Sourcewell contract in the amount of \$663,767. With a 44% discount, the amount to the county will be \$397,592 with a guaranteed buy-back price at 5 years of 5,000 hours for \$200,000. This is a budgeted purchase and is part of the department's annual equipment replacement list. **Commissioner Dorrان moved to approve the purchase of a 672GP motor grader from Pape' Machinery in the amount of \$397,592. Seconded by Commissioner Murdock. Carried 3-0.**
3. Emulsified Oil Contract. Mr. Fellows presented. The county issued its annual invitation to bid for cationic emulsified asphalt, which is to be used for 2022 road chip sealing projects. Upon receipt of three bids, the recommendation is to award the contract to the lowest bidder: Albina Asphalt for \$519/ton (delivered). **Commissioner Dorrان moved to approve the contract as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
4. Well Improvement Contract. Mr. Fellows presented. Harris Park is preparing for maintenance and improvements to the only existing well on-site. With the major flood in February 2020, one of the two wells was completely washed out. The park then consolidated all park water (potable and irrigation) into the one remaining well. Well repairs and maintenance (currently 20 years old) are recommended prior to the upcoming camping season. Three quotes were requested and the recommendation is to purchase the pump and equipment from Widner Electric (local contractor out of Milton-Freewater) in the amount of \$9,115.14 plus installation of the equipment in the amount of \$9,762.05. **Commissioner Murdock moved to authorize purchase as outlined from Widner Electric for the total amount of \$18,877.19. Seconded by Commissioner Dorrان. Carried, 3-0.**
5. Roofing Contract. Mark Tanner, Facilities, Manager, presented. The county issued a request for proposals for reroofing the maintenance facility. One proposal was received from Palmer Roofing in the amount of \$185,000. It is recommended to award the contract to Palmer Roofing. This will happen during the summer, into next budget year. Commissioner Dorrان: with that delay, would it be worth it to go out in 60 days (for a better price)? Mr. Tanner advised that three companies declined to bid; he believes it is because they are busy and it's hard to get materials. Palmer is ordering their materials at this time. Dan Lonai, Administrative Services Director, added he wouldn't suggest putting things off with supply chain issues. **Commissioner Murdock moved to approve the contract to Palmer Roofing as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
6. Insulation Request for Proposals. Mr. Tanner presented. The Administrative Services Department is seeking to issue a request for proposals to place insulation in the remainder of the flat roof portion of the new maintenance facility. In response to Chair Shafer's question, Mr. Tanner advised it is about 3,600 sq. ft. In addition, an application will be sought with the Oregon Energy Trust for any available incentives (the county could get roughly \$6,000 - \$8,000 for putting in this insulation -- or about \$1.60/sq. ft.). Commissioner Murdock assumed that Chair Shafer is tracking the costs of the new facility. Correct. **Commissioner Murdock moved to authorize issuing a request for proposals for insulation as outlined. Seconded by Commissioner Dorrان. Carried, 3-0.**
7. Maintenance Payable. Mr. Tanner presented. Approval for payment is sought to HMS Commercial Service, Inc. in the amount of \$16,886.52 for repairs to the chiller unit at the Stafford Hansell Government Center. Work was done back in August or September. They were able to get the unit running, but they were waiting to determine if any more work was needed. There were 100 degree temperatures and the chiller couldn't keep up. **Commissioner Dorrان moved to approve payment as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
8. Election Payable. Mr. Lonai presented. Approval is requested for payment to Election Systems & Software in the amount of \$9,945.00 for ballot reader maintenance. This is a yearly routine expense for conducting elections and has been budgeted. Commissioner Dorrان asked if this is part of the original agreement? Is it warranty? How does it work? Mr. Lonai: this is counting equipment and we pay licensing fees plus any

updates, requirements by law, and etc. Mr. Olsen added it is for two licenses and extended warranty. **Commissioner Dorrان moved to approve payment as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**

Commissioner Murdock, regarding the legislature tinkering with election laws, asked Mr. Lonai to provide an update to a near future Board meeting. He agreed, noting some things are dying and some are moving forward (also at the federal level). He will provide a summary soon.

9. STF Grant Amendment. Presented by Ms. Davchevski, Planner and Transit Coordinator. The Hermiston Senior Center has an agreement with the county to provide seniors rides in town. They are requesting their contract be amended to cover costs for delivering meals (Meals on Wheels) to the seniors, which also provides check ins. She spoke with the region ODOT representative who said others in the state have also requested this. On 3/1, the STF committee met and recommended approval of this request. **Commissioner Dorrان moved to approve the modification request to the Hermiston Senior Center. Seconded by Commissioner Murdock.** He also commented: the Senior Center is popular and successful. He is very supportive. **Carried, 3-0.** Commissioner Murdock asked her to relay the county’s strong support of this program.
10. Development Plan Contract. Ms. Davchevski presented. Authorization is sought for awarding the contract for a transportation development plan. Upon issuing a request for proposals, two were received and a small committee reviewed, evaluated and scored. The recommendation is to award the contract to Kittleson & Associates. **Commissioner Dorrان moved to approve awarding the contract for development of a transportation plan to Kittleson & Associates. Seconded by Commissioner Murdock. Carried, 3-0.**
11. Ambulance Service Area Committee Appointments. Tom Roberts, Emergency Manger, presented. The update of appointments to the Ambulance Service Area Committee is before the Board for consideration. Some appointments expired, so reappointments are requested and as well as some new appointments, with terms ending 2/28/24. **Motion was made by Commissioner Dorrان to adopt Order No. BCC2022-012. Seconded by Commissioner Murdock. Carried, 3-0.**
12. Fair Payable. Approval for payment is sought to Simply Catering for the Fair Appreciation Dinner (held February 19<sup>th</sup>) in the amount of \$4,550. **Commissioner Dorrان moved to approve payment as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
13. Adams Community Benefit Plan Grants. Commissioner Dorrان presented. The Adams Community Benefit Board has recommended funding of the grants for the plan year for 2022: City of Adams for \$49,885 (city park creek bank stabilization construction cost); and Adams Public Library for \$32,379.14 (park revitalization – playground structure). **Commissioner Dorrان moved to approve the grants and adopt Order No. BCC2022-014. Seconded by Commissioner Murdock. Carried, 3-0.**
14. Personnel Policy Update. Jennifer Blake, Human Resources Director, presented. Several policies are up for review and approval – mostly housekeeping items. There are no major changes. One recommendation by CIS (insurance) was to remove one policy. In response to Commissioner Dorrان’s request for a “redline” (comparison) version regarding changes, Ms. Blake can provide that to him. Mr. Olsen reiterated there were very few changes except for updating. **Commissioner Murdock moved to approve and adopt Personal Policies Nos. 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5, 3.6, 3.7, 3.9, 3.12, 3.13, and 3.14. Seconded by Commissioner Dorrان. Carried, 3-0.**
15. Sale of Property. Presented by Mr. Olsen. Authority is sought for sale of property to the CTUIR, which is located near Gibbon, unimproved property, foreclosed on in 2017. Some issues with the title affected the price. The offer from CTUIR is \$28,000 and meets statutory requirements. **Commissioner Dorrان moved to adopt Order No. BCC2022-015 and authorize the Chair to sign documents. Seconded by Commissioner Murdock. Carried, 3-0.**

16. COVID Regulations Update. Presented by Mr. Olsen. With the lifting of the state masking restrictions on 3/12/22, the Board needs to address if changes are needed for county staff and offices, including wearing of masks in county buildings, opening of county offices, and other measures taken in response to the COVID pandemic. Also implemented were things like extra cleaning, blocking water fountains and temperature taking. **Commissioner Murdock moved to lifting restrictions to point existing prior to the emergency.** Chair Shafer spoke to security screening, which wouldn't change at the courthouse front doors. Commissioner Murdock also noted state courts will follow the county lead (per Judge Hill's communication/official word). **He also includes in the motion to approve adopting any guidelines relative to quarantine and similar subjects implemented by the state, effective after March 11, 2022. Seconded by Commissioner Shafer. Carried, 3-0.**
17. American Red Cross Proclamation. Presented by Commissioner Dorrان. Before the Board is a proclamation to declare March 2022 Red Cross month, and recognizing the importance and assistance the organization provides to Umatilla County. This is important and timely in that blood giving is needed urgently. **Commissioner Dorrان moved to adopt Order No. BCC2022-011. Seconded by Commissioner Murdock. Carried, 3-0.**
18. City of Umatilla Grant Letter. Presented by Mr. Olsen. The Board previously approved the county providing funding of \$1,000,000 to the City of Umatilla Business Center project. A support letter for the grant and funding commitment is before the Board for review and approval. **Commissioner Dorrان moved to approve a letter of support for the City of Umatilla Business Center and authorize the Chair to sign. Seconded by Commissioner Murdock. Carried, 3-0.**
19. Compensation Committee. Presented by Mr. Olsen. The annual appointments to the Compensation Review Committee are before the Board for approval. Chris Bettencourt, Pat Hagen, and Molly Tucker Hasenbank are recommended for appointment. **Motion was made by Commissioner Murdock to adopt Order No. BCC2022-013. Seconded by Commissioner Dorrان. Carried, 3-0.**

Executive Session – none.

### Commissioner Reports

Commissioner Dorrان commented the weather pattern is similar to two years' floods – 2019 and 2020. He has been closely watching weather all over the county. Also on the emergency side, the county is still in drought situation, but the state "order" regarding drought has expired. He suggested looking at that declaration in the next couple of weeks.

Commissioner Murdock appreciates seeing people at board meetings going forward. It is good to see directors at meetings in person and appreciates their involvement.

Commissioner Shafer nothing.

Adjourned at 9:56 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary – Board of Commissioners