

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

Meeting of April 6, 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; Jennifer Blake, Human Resources; Bob Waldher, Planning Director, Megan Davchevski, Planner; Tom Fellows, Public Works Director; Kim Beck, DD Program & Veterans Services Director; Sheriff Terry Rowan, Undersheriff Jim Littlefield; Dan Lonai, Administrative Services Director; Mark Tanner, Facilities Manager; Tierney Cimmiyotti, Planning Administrative Assistant

**Video link or Calling in:** Wendie Kellington, Carla McLane; Alisha Lundgren, UCo Health Assistant Director (+ see list of attendance, 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**

*Chair Shafer noted Commissioner Dorran will be leaving early to attend a Connect Oregon all-day virtual conference.*

**Minutes** – Commissioner Murdock moved to approve the minutes of the 3/16/22 meeting. Seconded by Commissioner Dorran. Carried 3-0.

**Additions to Agenda** – none.

**Public Comments** – none.

**Awards/Correspondence/Recognitions.** Employee of the Quarter (January-February-March). Tierney Cimmiyotti, Planning Administrative Assistant. He read the recognition submitted by her peers. She is the voice of the planning office – very knowledgeable in land use and zoning -- always happy to help all and a great troubleshooter; a tremendous asset to planning and the county. A photo was taken and she was presented with candy and a county-logo cup, plus paid time-off and a reserved parking spot at the courthouse.

**Business Items**

1. **Food Bank Grant Application – Public Hearing.** Chair Shafer called the public hearing to order at 9:06 a.m. Doug Olsen presented. Previously, the Board approved the County as the applicant for a CDBG Impact Assistant Program grant for emergency food bank funding for the Agape House. As part of that process, a public hearing is scheduled for 4/6/22 to provide information to the public about the grant and allow public input on the project. He read the public notice (including source of funds, allowable uses, eligible projects

and requirements, etc.). The notice was also read in Spanish. Today's public hearing is to receive public input before deciding if the county desires to apply for the CDBG.

Chair Shafer asked for proponents. None.

Chair Shafer then asked for opponents. None were heard. He then asked for public agency comments? None; therefore, no rebuttal. Chair Shafer closed the public hearing at 9:13 a.m.

**Motion was made by Commissioner Murdock to adopt Order No. BCC2022-019. Seconded by Commissioner Dorran. Carried, 3-0.**

2. City of Umatilla Ordinance Co-Adoption – Public Hearing. Chair Shafer called the public hearing to order at 9:14 a.m. Megan Davchevski, Planner, presented. On February 9, 2022, the Board approved the City of Umatilla amendment to declare an ODOT aggregate site as a significant Goal 5 site. On March 1, 2022, the City Council adopted Ordinance 854 to amend its comprehensive plan to include the site as a Goal 5 site. The ordinance is now before the Board for co-adoption.

Chair Shafer asked for proponents. None.

Chair Shafer then asked for opponents. None were heard. Chair Shafer closed the public hearing at 9:15 a.m.

**Motion was made by Commissioner Dorran to adopt Ordinance No. 2022-04. Seconded by Commissioner Murdock. Carried, 3-0.**

3. Road Transfer– Public Hearing. Chair Shafer called the public hearing to order at 9:16 a.m. Doug Olsen presented. As part of the agreement with the City of Hermiston for the dissolution of the Eastern Oregon Trade and Event Center Authority and the transfer of the property, the City agreed to assume jurisdiction over the adjacent County Roads once improvements were made to the roads. The improvements to E. Airport Road and S. Ott Road are now complete, and the transfer may now be accomplished. Following the public hearing, the Board may approve the transfer to the City of Hermiston, then to submit to the city to review/accept the transfer.

Chair Shafer asked for proponents. None.

Chair Shafer then asked for opponents. None were heard. Chair Shafer closed the public hearing at 9:17 a.m.

**Motion was made by Commissioner Dorran to adopt Order No. RD2022-02. Seconded by Commissioner Murdock. Carried, 3-0.**

4. Road Vacation. Mr. Olsen presented. The County received a petition from property owners adjacent to North Street to vacate a portion of the unimproved Public Road (platted in 1910), North Street near Hermiston. Since all of the adjoining property owners signed the petition, a public hearing is not needed. A Road Vacation Report is submitted from the Public Works Department, recommending that the road be vacated. The petition is before the Board for consideration. He also noted virtual attendance by Wendie Kellington and Carla McLane if there are questions. No questions. **Motion was made by Commissioner Dorran to adopt Order No. RD2022-03. Seconded by Commissioner Murdock. Carried, 3-0.**
5. Excavator Purchase. Presented by Tom Fellows, Public Works Director. Approval is requested to purchase a Komatsu PC55MR-5 mini excavator, which was leased in October, 2021 to use for bridge repairs. Since then, the machine has been used for sign placement, culvert installation, and a number of other tasks. There will be more bridge work that makes this machine necessary and desirable. Currently, Modern Machinery will credit 100% of the rent towards the purchase price of the machine. The price is based on the Sourcewell contract and the price of the machine is \$90,844. They have invested \$24,000 in rent on the machine, leaving

a balance of \$67,344 for payoff with the addition of a \$500 document fee. Public Works has available funding in the equipment replacement portion of the budget. **Commissioner Dorrان moved to approve the purchase as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**

6. Harris Park Grant. Presented by Mr. Fellows. Harris Park is seeking approval for an Oregon Parks and Recreation Department grant application for purchase of a new vault toilet to be placed in the new campsite area as part of the park expansion. **Commissioner Murdock moved to adopt Order No. BCC2022-017. Seconded by Commissioner Dorrان. Carried, 3-0.**
7. Sheriff's Office Wellness App Purchase. Undersheriff Littlefield presented. It is great to be here in person. UCSO applied for a \$15,000 grant (1-year duration) from the Good Shepherd Community Health Foundation to purchase a product called the CordicoShield Wellness App for Sheriff staff. The GSCH Foundation awarded a grant in the amount of \$7,500, which will fund one-half of the cost of the product. Request is made to fund the remaining \$7,500 to purchase the product from the department's budget, which will be split among the Criminal, Corrections, and Communications divisions. Chair Shafer commented, "if it's predictable, it's preventable". He fully supports the request. **Commissioner Dorrان moved to approve the purchase as outlined. Seconded by Commissioner Murdock. Carried, 3-0.**
8. Creation of Deputy Positions. Sheriff Rowan presented. He agreed with Undersheriff Littlefield – he's happy to be here in person. Approval is requested for two additional Criminal Deputies based on the continued need for the ability to staff 24/7 patrol county-wide and based on a staffing plan created in 2019. It is key to public safety. Lack of resources is a continuing issue – with OSP as well. In this era, recruitment has been very difficult – trying to fill vacated retirements. Recently there's been another opening with a deputy going to City of Hermiston Police. **Commissioner Dorrان noted he's had lengthy discussions with Sheriff Rowan and moved to approve. Commissioner Murdock supported one position, not two at this time. We need to respect safety and want to continue, but with budget constraints, he wants to do this in steps. No second. Commissioner Dorrان withdrew his motion for two deputies. Commissioner Murdock made a motion to approve one additional deputy position. Seconded by Commissioner Dorrان. Carried, 3-0.**
9. Creation of Transport Position. Sheriff Rowan presented. Approval is requested for one additional full-time Transport Deputy based on the need with the increase in the amount of transports for medical, court, mental health, and out of state. There is currently one Transport Deputy and most transports require two deputies, which creates overtime issues and burnout when utilizing regular full-time staff. Court decisions removes the option to shackling of inmates to court, medical appointments and etc. as noted earlier. The Sheriff's Office is also working on transport regarding mental health crises with CCS (new mental health services provider). They want to use public transport vs. private. It is hoped this will bridge the gap with evaluation moving forward. Commissioner Dorrان strongly supportive of this request. The approximate cost of the position is \$119,168. **Commissioner Dorrان moved to approve. Commissioner Murdock congratulated whomever wrote the recommendation (well-articulated) and seconded the motion. Carried, 3-0.**

*Commissioner Dorrان left at 9:37 a.m. due to another meeting requiring attendance*

10. Creation of Position – DD Program. Presented by Kim Beck, Director for DD and Veterans Services. Approval is requested to create and hire the position of Community Systems Developer, which would lead the implementation efforts of identifying and addressing service inequities in the CDDP and system. It includes requirements within the 2021-23 contract with the state DD office around the Service Equity Study and Implementation Plan. The additional personnel cost would be paid using carryover funds initially, then to be paid from funding received from the ODDS. There is no general fund impact. Liaison Commissioner Shafer and the HR Director were consulted and are supporting the request. **Commissioner Shafer moved to approve creation of the position as outlined. Seconded by Commissioner Murdock. Carried, 2-0.**

11. DD Program Payable. Presented by Ms. Beck. Approval is sought for payment to Jupiter Construction for remodel work in the amount of \$11,000. This is a reimbursement from the state (funds are already available). **Commissioner Murdock moved to approve payment. Seconded by Commissioner Shafer. Carried, 2-0.**
12. Elections Temporary Employees. Dan Lonai, Administrative Services Director, presented. Request is made to create a temporary summer outreach assistant position to develop election outreach materials. Elections has been working with the marketing class at Eastern Oregon University to create an outreach strategy to increase voter turnout and combat misinformation. With the plan now being developed, the Elections Office would use the assistant(s) to implement it. The proposal is to hire two EOU marketing students for two months during the summer. He explained there's a lot of misinformation and this outreach would help resolve issues – get more involvement. He referenced slides (of the campaign) projected on the monitors. We have had bad voter turnout for a while -- nearly the last county in the state (36 counties); want to be a partner (with EOU) and to educate people with voting. The cost per student is \$5,610 (\$15/hour, total of \$11,220). **Commissioner Shafer moved to approve. Seconded by Commissioner Murdock. Carried, 2-0.**
13. Property Auction. Mr. Olsen presented. Authorization is sought to conduct an auction to sell property foreclosed on for delinquent property tax. Ten properties are available for sale. The date for the proposed auction is May 3, 2022. **Commissioner Shafer moved to adopt Order No. TX2022-02. Seconded by Commissioner Murdock. Carried 2-0.**
14. Maintenance Facility Payables. Mark Tanner, Facilities Manager, presented. Approval is sought for four payables for work and materials on the new maintenance facility. Board review/approval is needed due to the amounts. [1] C&H Glass = \$5,090.13. **Commissioner Shafer moved to approve payment of the C& H Glass, windows. Seconded by Commissioner Murdock. Carried, 2-0.** Mr. Tanner advised the windows are on back order, thus the plywood cover at this time. [2] Rob Merriman Plumbing = \$7,327.79 (Mr. Tanner advised that water leaks were everywhere). **Commissioner Shafer moved to approve payment. Seconded by Commissioner Murdock. Carried, 2-0.** [3] Murphy's Heating & Air = \$7,900. Sheet metal for ductwork. The second invoice is for furnace and coil repair at \$3,950. **Commissioner Murdock moved to approve payment. Seconded by Commissioner Shafer. Carried, 2-0.** [4] Tum a Lum Lumber Company = \$15,513.21 (includes various supplies to get the area ready to move in; costs are skyrocketing). **Commissioner Shafer moved to approve payment. Seconded by Commissioner Murdock. Carried, 2-0.**
15. Maintenance Payable. Mr. Tanner presented. Approval is sought for payment for the removal (a dead tree at courthouse on Court Street) and trimming of trees at the courthouse, Columbia Tree Care LLC for \$5,910. **Commissioner Shafer moved to approve payment. Seconded by Commissioner Murdock. Carried, 2-0.**
16. Public Health Software Contract. Alisha Lundgren, Assistant Director Health Department, presented. Approval is sought for the purchase of software. UCo Health has used the Healthspace data system to manage the Food, Pool, and Lodging Program, under OHA guidance. When the onsite septic system program was implemented, they purchased an add-on to manage the data. Healthspace has now migrated to Cloudsuite, therefore it is necessary to enter into a contract to ensure the same migration for the septic system data, which would provide a web-based interface for all collective data and allow for on-line payments plus on-line access to records for installers and the general public. By doing this contract independently, the Health Department maintains span of control of how the system functions and any changes desired. There is no general fund impact; it is supported by fees collected by onsite permits. Approval is sought for the contract with HealthSpace and payment of a fee of \$7,500 for one-time configuration, data conversion, and implementation, along with \$5,000 for annual warranty, hosting, maintenance, and support. The total is \$12,500. **Commissioner Murdock moved to approve the software contract with HealthSpace and payment of a total of \$12,500 for items as outlined. Seconded by Commissioner Shafer. Carried, 2-0.**

17. Public Health Payable. Ms. Lundgren presented. Approval is sought for payment to the Oregon Department of Human Services based on results from an audit of the home office visiting program billing procedures, as notified on 2/20/20 for the period 10/1/13 – 9/30/17. The audit (Medicaid billing) identified that documents submitted for reimbursement had errors. The services were provided, just problem with the billing. As such, the county is required to pay back funds associated with these reimbursements. This is a general fund expense, in the amount of \$10,848.46. She noted all counties were reviewed for the same timeframe and all counties had multiple errors and also have to pay back associated funds. Since 2020, new forms have been implemented for Medicaid billing. **Commissioner Murdock moved to approve payment to DHS as outlined. Seconded by Commissioner Shafer. Carried, 2-0.**
18. Survey Contracts. Presented by Mr. Olsen. Approval is sought for the annual contracts for surveying services for corner search and remonumentation. All cost is paid through the Public Land Corner Preservation fund. Three different areas of contracts are proposed -- PBS Engineering and Environmental = \$223,500. Primm Land Surveying = \$75,811.68. Wells Surveying = \$47,675. **Commissioner Murdock moved to approve the surveying services contracts as outlined. Seconded by Commissioner Shafer. Carried, 2-0.**
19. Approve Grants for AWERE. Commissioner Shafer presented. The Athena-Weston Education and Resource Enhancement Plan board recently met and has recommended funding of the grants for the community benefit plan for 2022. Approval is sought for the grant awards (he read through the 10 projects for a total of \$180,000). **Commissioner Shafer moved to adopt Order No. BCC2022-020. Seconded by Commissioner Murdock. Carried, 2-0.**
20. County Government Month. Presented by Commissioner Murdock. An order is before the Board for consideration in declaring April National County Government Month (through the National Association of Counties). **Commissioner Murdock moved to adopt Order No. BCC2022-018. Seconded by Commissioner Shafer. Carried, 2-0.**
21. City of Ukiah Grant. Presented by Commissioner Murdock. It is proposed to provide a grant to the City of Ukiah to extend its waterlines (approximately 400 feet). There is a grand opening in June of the Camas Prairie Cowboy Convention (event center). The grant of \$40,000 would be paid from available ARA stimulus funds. **Commissioner Murdock moved to approve the grant as outlined. Seconded by Commissioner Shafer. Carried, 2-0.**
22. City of Pendleton Payable. Presented by Commissioner Murdock. Approval is sought for payment for Oxley & Associates for lobbyist services for the FY22 contract through the City of Pendleton in the amount of \$10,000. **Commissioner Murdock moved to approve the payment.** He added benefits of their first achievement was FARM II and jail renovation. **Seconded by Commissioner Shafer. Carried, 2-0.**
23. Supplemental Budgets – Public Hearing. Chair Shafer opened the public hearing at 10:05 a.m. The staff report was presented by Robert Pahl, Chief Finance Officer. There were four supplemental budgets, Budget Orders numbers: 2022-48, (General Fund: GIS Program) requires increases in Local Revenue of \$4,500, in State Revenue of \$22,000, and in Materials & Services of \$26,500. 2022-50 (General Fund: Communicable Disease) requires increases in Local Revenue of \$4,000, in State Revenue of \$1,351,543, in Personnel Services of \$181,709, in Materials & Services of \$25,151, and in Contingency of \$1,148,683. 2022-51 (CARE) requires increases in Local Revenue of \$22,000, in State Revenue of \$14,980, in Personnel Services of \$15,000, and in Materials & Services of \$21,980. 2022-52 (Facilities Reserve) requires increases in Beginning Cash Balance of \$400,000, in State Revenue of \$1,800,000, in Capital Outlay of \$3,200,000, and a decrease in Contingency of \$1,000,000.

Chair Shafer asked for public comments or questions. There were none. Chair Shafer closed the public hearing at 10:07 a.m. Deliberations. None.

**In the matter approving Supplemental Budgets pursuant to ORS 294.471 for FY ending 6/30/22: Commissioner Murdock moved to adopt Budget Order No. 2022-48 (Program 3524 – GIS). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-50 (Program 5513 – Communicable Disease). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-51 (Program 5254 – CARE). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-52 (Program 9040 – Facilities Reserve). Seconded by Commissioner Shafer. Carried, 2-0.**

24. Budget Transfers. The staff report was presented by Mr. Pahl. There were five budget transfers, Budget Orders numbers: 2022-44, (Corrections Assessment) requires an increase in Materials & Services of \$30,000, and a decrease in Transfers Out of \$30,000. 2022-45 (Human Services – Alcohol & Drug) requires an increase in Transfers In of \$30,000 and a decrease in Personnel Services of \$30,000. 2022-46 (GIS Equipment Reserve) requires an increase in Materials & Services of \$6,000 and a decrease in Capital Outlay of \$6,000. 2022-47 (Stimulus Reserve) requires an increase in Capital Outlay of \$1,900,000 and a decrease in Contingency of \$1,900,000. 2022-49 (GF – Home Visit Program) requires a decrease in Personal Services of \$54,450 and an increase in Materials & Services of \$54,450.

**In the matter approving Budget Transfers pursuant to ORS 294.463 for FY ending 6/30/22:**

**Commissioner Murdock moved to adopt Budget Order No. 2022-44 (Program 9011 – Corrections Assessments). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-45 (Program 5487 – A&D Gambling Treatment Services). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-46 (Program 3030 – GIS Equipment Reserve). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-47 (Program 9190 – Stimulus Reserve). Seconded by Commissioner Shafer. Carried, 2-0.**

**Commissioner Murdock moved to adopt Budget Order No. 2022-49 (Program 5510 – Home Visit Program). Seconded by Commissioner Shafer. Carried, 2-0.**

Executive Session – none.

Commissioner Reports – none.

Adjourned at 10:10 a.m.

*Melinda Slatt*

Executive Secretary – Board of Commissioners