

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of January 19, 2022
9:00 a.m., Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsel Doug Olsen

Guests Present: Robert Pahl, Chief Finance Officer; Dale Primmer, Community Corrections Director; Jenni Galloway, CARE Coordinator; DA’s office staff; Lori Cimmiyotti, Human Resources

Video link or Calling in: Tom Fellows, Public Works Director; Dale Primmer, Community Corrections Director; Sheriff’s Office: Undersheriff Jim Littlefield; Jennifer Blake, Human Resources Director (+ *see list of video or call-in, copy on file.*)

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/Recognitions/Correspondence Employee of the Quarter: Murdock read the letter of recognition awarded to Zachary Williams in the DA’s office. Great co-worker, door is always open, great mentor – represents the county well with his professionalism. Certificate was presented and picture was taken of Zach and then with the DA’s office staff attending.

Minutes – Commissioner Murdock moved to approve the minutes of the 12/15/21 and 12/29/21 meetings. **Seconded by Commissioner Dorran. Carried 3-0.**

Additions to Agenda – none.

Public Comments – none.

Business Items

1. **Creation of Positions - CARE.** Presented by Dale Primmer, Community Corrections Director. This is the result of LPSCC initiated collaboration of Umatilla County Community Justice (Corrections) in conjunction with the county CARE program, which have entered into an agreement for services related to the Criminal Justice Commission’s Justice Reinvestment Grant. Per this agreement and grant application, CARE will provide two CARE specialists to work with Community Corrections clients and their associated services/needs. All hope for continuation of this strong program. **Commissioner Murdock moved to approve creation of two new CARE specialist positions to service the Justice Reinvestment Program Grant (Range M19, effective 1/1/22 – 6/30/23) with funding a total amount of \$342,200. Seconded by Commissioner Dorran. Carried 3-0.**

2. Creation of Administrative Position - CARE. Jenni Galloway, CARE Coordinator. In addition to the two positions approved in the previous business item, CARE has expanded with additional staff and needs office support. This will bring the program to six FTE staff. A new administrative aide is requested with associated duties. Funding will come from the CARE budget as well as a portion from the JRI grant through Community Corrections. **Commissioner Murdock moved to approve an additional 1 FTE Administrative Aide position, Range 14, effective 2/1/22. Seconded by Commissioner Dorrn. Carried 3-0.**
3. Dispatch Payment. Presented by Capt. Karen Primmer, Dispatch Manager. Approval is sought for the annual renewal for maintenance and support of the Dispatch RIMS server and hardware payable to Dell in the amount of \$5,916.23. This was originally on plan to update in 2022, when it will be out of warranty. Per IT's recommendation, this maintenance is in order to avoid any issues. She explained it is for server and all storage arrays – for warranty purposes. This is in the budget plan for replacement but the county doesn't want a lapse in warranty. **Commissioner Dorrn moved to approve. Seconded by Commissioner Murdock. Carried 3-0.**
4. Position Reclassification – Sheriff's Office. Doug Olsen presented. The Sheriff has been seeking to reclassify two positions, based on added duties to the positions and comparable positions in other local agencies. The monthly fiscal impact will be about \$1,300. Undersheriff Littlefield was on-line available for questions. There were none. **Commissioner Dorrn moved to approve reclassification of the West/Front Office Clerk positions to Law Enforcement Records Specialist position, Range 5-35, effective 7/1/21. Seconded by Commissioner Murdock. Carried, 3-0.**
5. Jail Interim Position. Presented by Undersheriff Littlefield. Approval is sought to double-fill the jail commander position for the month of January. The current Captain will be retiring at the end of January and double-fill will allow cross-training and transition followed by appointing an interim Captain effective 1/1/22. This is for Lt. Kenny Franks who has been in training with Capt. Hearn. Commissioner Dorrn asked if this is an interim position with intent to go out for posting? Undersheriff: the plan is to transition Lt. Franks into Captain. position and then promote within to fill the Lt. position at the appropriate time. **Commissioner Dorrn moved to approve double-filling the Jail Commander position for the month of January 2022. Seconded by Commissioner Murdock. Carried 3-0.**
6. Law Enforcement Commute Authorization. Mr. Olsen presented. This is the annual review and approval of law enforcement employees allowed to commute in county-owned vehicles. Community Corrections removed its position, otherwise the positions are the same as 2021. **Commissioner Dorrn moved to adopt Order No. BCC2022-005. Seconded by Commissioner Murdock. Motion carried, 3-0.**
7. Employee Commute Authorization. Mr. Olsen presented. This is the annual review and approval of employees (non-law enforcement) allowed to commute in county-owned vehicles. The new assistant director position in the Public Works department has been added to this list, otherwise the positions are the same as 2021. **Commissioner Dorrn moved to adopt Order No. BCC2022-006. Seconded by Commissioner Murdock. Motion carried, 3-0.**
8. Walla Walla River Road Bridge Contract. Tom Fellows, Public Works Director, presented. The county issued an invitation to bid to install the new bridge crossing the South Fork Walla Walla River Road (also known as Harris Park Bridge (County Bridge No. 439)). Seven bids were submitted and the recommendation is to award the contract to the lowest bidder meeting the requirements: Harry Johnson Plumbing & Excavation, Inc. in the base amount of \$600,397.50. This is funded through the state bridge program with reimbursement. The county writes the original check and the state reimburses except for 10.2% (match). Eventually, the county may receive some FEMA dollars for this bridge; if so, there is agreement with the state to funnel funds back into the state bridge program. **Commissioner Murdock moved to approve intent**

to award contract for bridge construction as outlined. Seconded by Commissioner Dorran. Motion carried, 3-0.

9. Maintenance Payable. Dan Lonai, Administrative Services Director, presented. Approval is sought for payment to HMS Commercial Service for repairs to the courthouse chiller by installing a new pot feeder (piping), in the amount of \$8,394.60. Parts are taking a long time, therefore, it is time to get the order placed. This is a repair (not replacement), coming out of general fund dollars. **Commissioner Dorran moved to approve payment to HMS Commercial Service, Inc. Seconded by Commissioner Murdock. Motion carried, 3-0.**
10. Fair Payable. Mr. Olsen presented. Approval is sought for payment to EOTEC for bleacher rental for the 2021 Fair, and parking management for the 2019 and 2021 Fairs, in the total amount of \$22,600.00. Commissioner Dorran commented with concern on the length of time invoices are coming in from EOTEC. **Commissioner Dorran moved to approve payment. Seconded by Commissioner Murdock, with comment about renting bleachers. Motion carried, 3-0.**
11. Position Reclassification. Robert Pahl, CFO, presented. Finance and Public Health are seeking to reclassify the position of Accounting Assistant IV. There are two such positions in Finance and one in Public Health at Range 16. The request is based on added duties and responsibilities and critical thinking required. The proposal is to reclassify the positions to Fiscal Assistant, Range 18, with general fund impact of approximately \$9,000 and \$4,500 to the Public Health budget. The general fund increase is included in the current budget. **Commissioner Murdock moved to approve the reclassification. Seconded by Commissioner Dorran. Motion carried, 3-0.**
12. Housing Authority Board Appointment. Mr. Olsen presented. There is a vacancy on the Umatilla County Housing Authority Board. Cara Hosley is recommended to be appointed to fill the vacancy. Commissioner Dorran asked if the housing authority brings back an annual report or is there any reporting structure? Mr. Olsen: they are a separate entity for fiscal purposes with a separate budget and separate audit. They can be requested to provide this information to this Board. The Housing Authority manages quite a few facilities. **Commissioner Dorran moved to approve and adopt Order No. BCC2022-004. Seconded by Commissioner Murdock. Motion carried, 3-0.**
13. Hospital Authority Board Appointments. Mr. Olsen presented. Terms for three members on the Hospital Authority Board have expired. One is not eligible for reappointment. Tracy Hamby is recommended to be appointed to fill the vacancy. Commissioner Dorran and Linda Hall are eligible for reappointment. **Commissioner Murdock moved to approve and adopt Order No. BCC2022-003. Seconded by Commissioner Shafer. Motion carried, 3-0.**
14. Umatilla Business Center Project. Chair Shafer presented. The City of Umatilla is submitting a grant application for additional funding for its Business Center Project. As part of the application, the City is requesting that the County commit funding toward the project from the Annual Improvement Payment made under the long-term enterprise zone agreement, in the amount of \$1,000,000 funded through the County Commitment payments agreed to as part of the long-term agreement. The annual amounts are \$450,000 and are expected to start in November 2023. The proposal is to pay these strictly from the County Commitment payment so that if annual amounts are not sufficient in 2024 and 2025, part of the 2026 allocation will be utilized to make up the balance. **Commissioner Murdock moved to approve the commitment of \$1,000,000 toward the City of Umatilla Business Center Project to be paid from the County Contribution of the Annual Improvement Payment for the East Wanapa project in 2024, 2025 and, if needed, from the 2026 allocation. Seconded by Commissioner Dorran. Motion carried, 3-0.**

15. Commissioner Assignments. Chair Shafer presented. The liaison assignments for the Commissioners for 2022 are before the Board for approval. The assignments are for departments liaisons and community benefit plan board appointments. **Commissioner Murdock moved to approve. Seconded by Commissioner Dorran. Motion carried, 3-0.**
16. City of Stanfield Infrastructure Grant. Chair Shafer presented. Approval is sought for county commitment of funding of up to \$140,000 toward infrastructure improvements for the city. The funds would be used for extension of walkways and utilities in the city light industrial park. Funding would be for economic development in the City of Stanfield. **Chair Shafer moved to approve payment of up to \$140,000 to the City of Stanfield as outlined. Seconded by Commissioner Dorran.** Commissioner Murdock asked if it is possible to use ARA funds? Mr. Pahl: yes. Based on that and if so, Commissioner Murdock wanted to put Stanfield's project on any such list. **Carried, 3-0.**
17. Meacham East Livestock District – Hearing CANCELLED. The public hearing scheduled for this meeting regarding the proposed Meacham East Livestock District was been cancelled at the request of the petitioner. Mr. Olsen advised if this comes back with new proposed boundaries, a new hearing would be set. And Commissioner Murdock noted the county has been in continuous conversation with the proponents. Commissioner Dorran asked for clarification, will the process starts over again if the boundary changes again? Mr. Olsen: correct; it will require new notices and posting.

Executive Session – none.

Commissioner Reports

Commissioner Murdock noted the death of Ryan Neal, Port of Morrow Director, and **Commissioner Murdock made motion to send condolences to the family. Seconded by Commissioner Dorran. Carried, 3-0.**

Commissioner Dorran mentioned long time Fair board member who recently passed away, condolences for Buzz Brazeau.

Commissioner Shafer also agreed and another big loss to our region – Mayor Virginia Carnes, Pilot Rock. So many people have been lost. Commissioner Murdock noted her service is January 30.

Adjourned at 9:34 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Board of Commissioners