

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of November 6, 2019  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair George Murdock, Vice-Chair John Shafer, and Commissioner Bill Elfering

**County Counsel:** Doug Olsen

**Members and Guests Present:** Robert Pahl, County Chief Finance Officer; Tom Fellows, County Public Works Director; Jennifer Blake, County Human Resources Director; Paul Comrie/Comrie RV, Hermiston; Amy Ashton-Williams, County Human Services Director; Digna Moreno, County Juvenile Division Supervisor; Dale Primmer, County Community Corrections Director; Bob Waldher, County Planning Director; Undersheriff Jim Littlefield; Gail Nelson, County Economic Development Coordinator; Phil Wright, East Oregonian

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**CALL TO ORDER:** Chair Murdock called the meeting to order at 9:00 a.m. He reminded those present that the meeting is a public forum. It is being video and audio recorded and minutes will be taken. Comments will become part of the meeting record. If persons wish to speak before the Board, please come to the podium, 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. He noted there is a point for public input before business items for other than agenda items.

**Pledge of Allegiance** was led by Commissioner Shafer.

**Awards/Correspondence/Recognition.** None.

**Minutes** – Commissioner Elfering moved to approve the Board minutes from the meeting of 10/16/19. Seconded by Commissioner Shafer. Carried, 3-0.

**Additions to Agenda** – none.

**Public Comments** – none.

**Business Items**

1. **Position Reclassification – Juvenile Division.** Dale Primmer, Community Corrections Director, presented. In 2015, the department reorganized its structure. The proposal is to reclassify the Juvenile Supervisor position at Range 30 to Assistant Director over the Juvenile Division at Range 34 and to draw down the General Fund contribution to his wage to offset the increase in the position cost. It is budget neutral. He also noted he had discussed the proposal beforehand with the Commissioners, Human Resources and Finance Office. **Commissioner Shafer moved to approve the position reclassification (effective 11/1/19). Seconded by Commissioner Elfering. Carried, 3-0.**
  
2. **Highway 395 North Corridor Amendments – Public Hearing.** Chair Murdock turned over the gavel to Commissioner Elfering, who called the hearing to order at 9:10 a.m. The staff report was presented by Bob Waldher, Planning Director. A PowerPoint presented outlining the proposed amendments.

After that, in response to Commissioner Elfering’s question about public participation, Mr. Waldher advised public notices were sent to all property owners. The Planning Commission also held a public meeting.

Development Code requires measure 56 notice including adjacent owners regarding public workshops/involvement showed very good participation. In addition, an online public workshop was provided – not as successful, but it gave opportunity to participate. He pointed out that existing business and uses are not affected – this amendment is for new uses and also remodel, expansion plans of an existing business would need to meet threshold requirements. He feels, over time, current business owners are making property façade improvements voluntarily.

Commissioner Elfering then asked for proponents – there were none. He then asked for any opponents – those in opposition.

Paul Comrie, 80658 N Hwy 395 (Comrie RV). He expressed concern as a current owner – about notification. And, part of his problem is coming up with funds to make improvements. He asked if there is grant money available. He appreciates being heard regarding compliance. He noted that today is the first he had heard of potential grants. Commissioner Elfering suggested looking at the county website.

Mr. Comrie noted he has a night watchman as his business has had issues with theft and damage. He is interested in looking at solutions for his business. Mr. Waldher noted this is mostly design standards/aesthetics. He spoke about grant funding, noting the committee is looking for an easily accessible grant fund program. Maybe a cost sharing approach. The long-term goal is to improve aesthetics. He spoke to septic system comments. Mr. Comrie didn't like having requirements dictated without being heard out. Also, fines go along with non-compliance. As current business owner, he understands this particular item is not a requirement of current business owner.

Commissioner Shafer spoke to his comment of being hard to get hold of and noted Commissioners and staff phone numbers are readily available and he should feel free to call with questions.

Commissioner Elfering then called for public agency comments – there were none. He asked for rebuttal – there was none. He closed the public hearing @ 9:39 a.m.

Deliberation/discussion. Commissioner Shafer thanked staff for hard work on this program. Commissioner Murdock added he felt the improvements over last 5+ years have the Highway 395 corridor looking better. And Commissioner Elfering noted the committee has been meeting 5+ years. Some businesses have enhanced their property already. He reminded that new businesses will be required to comply. Commissioner Murdock also noted development on E. Punkin Center Road is leading to better looking public appearance in the Hermiston area. **Commissioner Murdock moved to accept the findings. Seconded by Commissioner Shafer. Carried, 3-0.** Doug Olsen pointed out there is also an ordinance requiring Board action. **Commissioner Murdock moved to adopt Ordinance No. 2019-09. Commissioner Shafer seconded. Carried, 3-0.**

3. Fee Ordinance Amendment - Planning - Public Hearing. Commissioner Elfering called the hearing to order at 9:43 a.m. He outlined procedure. Staff report was presented by Mr. Waldher. This is seeking approval to reduce a conditional use fee (currently \$750) to \$350 to align more closely with work involved for a temporary hardship dwelling. Applicants could use a break and this would be a benefit to them. There was no additional testimony. Commissioner Elfering closed the hearing @ 9:45 a.m. **Commissioner Shafer moved to adopt Ordinance No. 2019-10. Seconded by Commissioner Murdock. Carried 3-0.**

[Commissioner Elfering turned the gavel over to Chair Murdock.]

4. Milton-Freewater Facility Lease. Mr. Olsen presented. Public Works Department was approached by a business to store propane on part of the County's Milton-Freewater facility property, part of the unused portion. Regarding the lease amount, they have asked to reduce it to \$700/month for the first 2 years to help pay for the set up costs, then \$900/month for the remainder of term – 20-year lease. This use won't interfere with any use by the County or the wells monitoring project by the Watermaster, which is also the property. **Commissioner Elfering moved to approve. Seconded by Commissioner Shafer. Carried, 3-0.**
5. Powerline Road Agreement. Mr. Olsen presented. This is for the transfer of the jurisdiction on a portion of Powerline Road to the City of Umatilla. The transfer would include to the edge of UGB to allow for planning authority to match road jurisdiction so the City of Umatilla is not requiring improvements on a County Road or vice versa to city street requirements. Proposal is to help/assist with transfer to include payment in an amount of \$200,000 to help in improvements and engineering studies. Commissioner Shafer spoke to Umatilla's City Manager who expressed concerns about actual location. He talked about the batch plant closing, contractor work and short timeframe. Mr. Olsen added there is a pending development and this action would help get that moving forward. **Commissioner Shafer moved to approve. Seconded by Commissioner Elfering. Carried, 3-0.**
6. Pickup Purchase. Tom Fellows, Public Works Director, presented. Approval is sought for the purchase of two pickups (2020 Ford F-250 XL) - pickups for supervisors in Milton-Freewater and Stanfield; to be purchased off state contract from Northside Ford Truck Sales @ \$29,719.43/each. In response to Commissioner Elfering's question about local dealership opportunity, Mr. Fellows advised area vendors are not interested in using the state contract. He did not go out for bid based on his experience plus they have not come in lower than state contracts. Commissioner Elfering urged still offering an opportunity to local dealers even if they can't make the price. Mr. Fellows noted it takes staff time to use that process, but it can be done. He also noted he is looking at Enterprise Rentals for the Road Department vehicles in the future. Unfortunately, high mileage doesn't match up with Enterprise's requirements. It would be replacing every 1-2 years vs. 5-6 with that in mind (mileage). **Commissioner Shafer moved to approve purchase. Seconded by Commissioner Elfering. Carried, 3-0.**
7. Drilling & Blasting Gravel Pit. Mr. Fellows presented. This is for a new site for aggregate crushing at Gerking Flat gravel pit. The county issued a request for proposals. The only proposal received is from Ryno Works. Looking at a total of \$82,500 contract (\$2.75 cubic yard). This is consistent with the last quarry site they shot. Mr. Olsen noted the last contract was \$2.95. **Commissioner Elfering moved to approve contract. Seconded by Commissioner Shafer. Carried, 3-0.**
8. Milton-Freewater School Agreement. Undersheriff Littlefield presented. The Milton-Freewater School District approached the Sheriff's Office for an agreement for a School Resource Officer. They also talked with the local police department, which does not object to the agreement with the Sheriff's Office. The Deputy has been at the school for about a month. It provides good connections and opportunity to partner with program building. Commissioner Shafer noted Sr. Deputy Darren Parsons is the officer. **Commissioner Elfering moved to approve the agreement. Seconded by Commissioner Shafer. Carried, 3-0.**
9. Sheriff's Office Payable – Vests. Undersheriff Littlefield presented. This payable is for the purchase of additional vests for the Sheriff's Office. Primary funding will come from their reserve budget. The shelf life is five years. They are in an ongoing process of replacing soft armor. **Commissioner Shafer moved to approve payable to 911 Supply for six vests in the amount of \$6,025. Seconded by Commissioner Elfering. Carried, 3-0.**

10. Creation of Position – Human Services. Amy Ashton-Williams, Human Services Director, presented. She is requesting approval of one additional peer mentor position to be paid with grant funding from the State of Oregon (Adult Viral Hep C initiative) for high risk individuals. The position will assist in getting medical treatment. There are currently five peer mentors (two in the Emergency Department. Grant funding goes from 10/1/19 through 8/31/20. It is a CDC grant and is very specific to substance use disorder population – high spreaders of Hepatitis C. At this time, the position is only funded for 11 months. **Commissioner Shafer moved to approve the new position. Seconded by Commissioner Elfering. Carried, 3-0.**
11. Election Payable – Envelopes. Mr. Olsen presented. A payable for Elections is before the Board for approval due to the amount. This payable is for envelopes for the upcoming election; a routine yearly expense. (Total = \$6,150.50). **Commissioner Shafer moved to approve the payable. Seconded by Commissioner Elfering. Carried, 3-0.**
12. IT Payable. Mr. Olsen presented. Another payable is before the Board due to the amount. This is to purchase computers and maintenance for the main courthouse virtual server system. It is a budgeted expense. (Payable to Dell, total = \$17,036.94). **Commissioner Shafer moved to approve the payable. Seconded by Commissioner Elfering. Carried, 3-0.**
13. HVAC Controls Upgrade. Mr. Olsen presented. Upgrades/software are needed to the HVAC controller. This is an unanticipated maintenance need. Although it is not on the needs list, it has been discussed for a couple of years. The quote from HMS Commercial Service is for a total cost of \$21,242. **Commissioner Elfering moved to adopt Order No. BCC2019-069 (authorizing contract for service and materials by alternative contracting method). Seconded by Commissioner Shafer. Carried, 3-0.** Chair Murdock noted the importance of going back over the preventative maintenance plan/list, which needs to be updated based on needs and actions taken.
14. HR Answers Report. Jennifer Blake, Human Resources Director, presented. This is final report for the Oregon Pay Equity Act study, which was completed by HR Answers. Only one grouping was identified as having an issue. The subject departments have been notified; four changes in total required pay equity adjustments. With Board approval, she is looking to move forward. **Commissioner Elfering moved to accept the report and approve for the pay adjustments for the one classification. Seconded by Commissioner Shafer.** The Board thanked Ms. Blake for her and her department's hard work. **Carried, 3-0.**
15. Personnel Policy Update. Ms. Blake presented. Approval is sought for a new personnel policy to document county practice of no working from home. With adoption, it would be formally in writing, but has always been the practice the County. It was noted that several departments have confidentiality issues if working off site. **Commissioner Elfering moved to approve Personnel Policy 2.16. Seconded by Commissioner Shafer. Carried, 3-0.**
16. Post-Retirement Employment. Ms. Blake presented. This is for a staff position. The employee would retire 12/31/19 and return to work in current capacity after 1/1/2020 with consistent benefits and salary as allowed by a change in law allowing PERS retirees to work full-time without hour restrictions. **Commissioner Shafer moved to (reluctantly) approve. Seconded by Commissioner Elfering. Carried, 3-0.**
17. Letter of Support – Garrett Public Market. Commissioner Shafer presented. The Milton-Freewater Downtown Alliance is looking to work on downtown space for a permanent public mar, which would be built

on UPRR owned property; they are asking for a County support letter to the railroad. **Commissioner Shafer moved to approve. Seconded by Commissioner Elfering. Carried, 3-0.**

**Executive Session** – none.

**Commissioners' Reports** - none.

The meeting adjourned at 10:13 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary, Umatilla County Board of Commissioners