

## **MALHEUR COUNTY BUDGET BOARD MEETING MINUTES**

**April 21-22, 2020**

The Malheur County Budget Board convened on **April 21, 2020** at 9:00 a.m. in the County Court Office of the Malheur County Courthouse to consider the 2020/2021 budget with Judge Dan Joyce, Commissioner Don Hodge and Commissioner Larry Wilson present; and Budget Board Members Richard Eiguren, Ron Haidle and Rod Price present. Budget Officer Lorinda DuBois was present either electronically or in-person. Those persons discussing the budget with the Budget Board were present electronically or telephonically as were any members of the media and public. Notice of the meeting was published in the Argus Observer and on the County website and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument #[2020-1441](#)

### **BUDGET MESSAGE & APPOINTMENT OF CHAIRMAN**

Judge Joyce: Welcome all, I normally have a really short message and it's probably going to be as short this year. The way we're setup in here was obviously caused by the situation we're in with the COVID-19 so there will be no one show up here in person but they will be on the phone and it probably should go relatively smooth the way Kim's got this set up. So, I want to thank Lorinda for her work on this budget; it's been trying obviously. Any comments from the other board members – whether you're budget or county commissioners at this time?

Ron Haidle: Lorinda's summary is very well done.

Judge Joyce: Oh yes, she does a great job.

By consensus Mr. Eiguren was appointed Chair; and Judge Joyce thanked Mr. Eiguren for his six years of service on the Budget Board.

### **INFORMATION SERVICES (IS) DEPARTMENT**

IS (Information Services) Director Frank Goble discussed Page 3 – Information Services; and Page 81 – IS Tech Fund. Mr. Goble noted that the travel/training line-item could be reduced by \$2700 as the training was cancelled due to COVID-19; and explained the need for the requested new Computer Tech position (included in the proposed budget).

Page 3 – Information Services; and Page 81 – IS Tech Fund were approved with travel/training reduced \$2700.

### **COURT SECURITY; DRUG COURT; MEDIATION**

Ms. DuBois reviewed Page 60 – Court Facilities Security; Page 61 – State Drug Court Fund; and Page 62 – State Mediation Fund. These are special fund budgets and can only be used for specific uses designated for the fund.

Page 60 – Court Facilities Security; Page 61 – State Drug Court Fund; and Page 62 – State Mediation Fund were approved.

## **DISTRICT ATTORNEY'S OFFICE**

District Attorney Dave Goldthorpe discussed Pages 9-10 – District Attorney and the various grant budgets. Mr. Goldthorpe explained the request for \$12,000 in the DA (District Attorney) Supplement line-item; the proposed budget is for \$10,000; and the current supplement is \$8,000. The Office Supplies line-item request was increased as each year this line-item is exceeded; Discovery Costs was reduced; and the Small Equipment request is for software, new chairs, and a standup desk. See instrument #[2020-1458](#)

The grants are secure; the grant-funded positions will continue and the grant monies will be received as expected. (Page 11 – VOCA (Victims of Crime Act) Grant/DA; Page 12 – CAMI (Child Abuse Multi-Disciplinary Intervention) Grant/DA; Page 14 – CFA/DA)

A successful homicide prosecution was completed in December; the trial was completed in a week. The DeFrank case was set over again, this time due to COVID-19; the Witness Fees line-item is needed for that case as well as Montwheeler. There is currently a vacant Deputy D.A. position and it is hoped to fill that position in possibly a month.

Mr. Goldthorpe discussed Page 74 – 45<sup>th</sup> Parallel Fund and explained his willingness to have the funds moved to the General Fund if needed to support public safety or other County functions. (Use of these funds must be mutually agreed upon between the Court and District Attorney.)

Page 51 – D.A. Enforcement funds are transferred to the District Attorney General Fund budget.

## **ASSESSOR**

Assessor Dave Ingram discussed Page 6 – Assessor and Page 67 – GIS (Geographical Information System) Maintenance Fund. Small Equipment request is for two (2) office chairs, three (3) printers and software licenses. Department of Revenue has approved the County Assessment Function Funding Assessment (CAFFA) grant application. The GIS Specialist is currently working from home; appraisers are staggering their time working from home, in the field, and in the office.

Page 6 – Assessor; and Page 67 – GIS Maintenance Fund were approved.

## **ENVIRONMENTAL HEALTH**

Environmental Health Director Craig Geddes discussed Page 18 – Solid Waste; and Page 30 – Environmental Health. Solid Waste is for Lytle Boulevard Landfill. Small Equipment request is for a desk, desk dividers, and new carpet in the office. Travel was slightly increased for training of a new Environmental Health (EH) Specialist staff member. Currently the new EH Specialist is mainly working from home studying for her REHS (Registered Environmental Health Specialist) examine; and the Clerk is working from home.

Judge Joyce requested Mr. Geddes update the group on the local ICS (Incident Command System) COVID-19 efforts. County Incident Commander Rich Harriman secured 100 tests; and a drive-thru point of testing will take place possibly next week. Meetings are held weekly with health care providers; and work and education continuing daily with the public.

Page 18 – Solid Waste; and Page 30 – Environmental Health were approved.

## **JUVENILE DEPARTMENT**

Juvenile Department Director Susan Gregory discussed Page 15 – Juvenile Department; Page 57 – Juvenile Crime Prevention; and Page 72 – MS 11 Detention Fund. Ms. Gregory requested a Senior Counselor position to assist with decisions and supervision in her absence; this would not be a new position as a current staff member would be promoted to the position (3 counselors have over 15 years of experience and there currently is not an assistant director position or senior counselor position in the department); the increase to the budget would be approximately \$2,100 for the fiscal year. (The request is not in the proposed budget.) Ms. Gregory also requested that the CSW (Community Service Worker)/Tracker position be reinstated in the budget (this position was eliminated in the 2017/18 budget); and this position is in the proposed budget. Approximately 1643 hours are currently owed by youth and this position is a great asset and helps to achieve consistency for the juvenile work crew. A Work Crew Expenses line-item was added in the budget to pay for meals for the youth during work crew activities; this was a request of the juvenile counselors with the support of Judge Joyce.

Page 57 - Juvenile Crime Prevention budget is grant funds from the state. There is a lot of drug use and mental health issues with the youth. There are a lot of prevention efforts taking place; presentations have taken place in various schools throughout the County.

Page 72 – MS (Measure) 11 Detention Fund. In January 2020 changes were made and Measure 11 youth are no longer automatically handled by the adult system; it is unknown at this time how the new changes will affect the juvenile department. It is hoped that more guidance on the changes will be forthcoming.

## **BUILDING DEPARTMENT**

Building Official Adele Schaffeld discussed Pages 75-76 – Building Department. The Building Department is a special fund and operates solely from revenue received from permit fees that cover the cost of service; there is a 12% State surcharge on all permits of which 4% is used for software. The building program is a State program that is administered locally; the proposed budget does comply with state statutes and rules. Miscellaneous Revenue received this current fiscal year is reimbursement from the State for some software licensing. Building Permit fees and Electrical Permit fees are tracked separately as electrical fees must be spent only on the electrical program. The Baker Contract revenue is for Baker County commercial plan review work Ms. Schaffeld does in addition to her Malheur County work; this is a temporary contract. There are three (3) full-time employees (FTE) in the department. The Extra Clerical line-item is for scanning of records. The Travel line-item was changed to Fuel/Vehicle Maintenance. Capital Outlay is for the purchase of a vehicle for the electrical program. Contracted Inspections is for the services performed by Richard Smith.

Pages 75-76 – Building Department were approved.

## **PLANNING DEPARTMENT**

Planner Eric Evans discussed Page 17 – Planning/Zoning. Planning Commission Expenses was lowered. As much training as possible will be completed by Mr. Evans and the Management Assistant.

Page 17 – Planning/Zoning was approved.

### **GENERAL FUND NON-DEPARTMENTAL REVENUES**

Page 1 – General Fund Non-Departmental Revenues was reviewed and approved. These are revenue sources not tied to a specific department.

### **COUNTY COURT**

Page 2 – County Court was reviewed; the Telephone line-item needs increased to allow for long-distance charges; that line-item was increased to \$1500.

Page 2 – County Court was approved with the Telephone line-item increased to \$1500.

### **COUNTY COUNSEL**

Page 4 – County Counsel was reviewed and approved.

### **ADMINISTRATIVE OFFICE**

Page 7- Administrative Office was reviewed and approved.

### **WATERMASTER**

Page 34 – Watermaster was reviewed and approved. The State Watermaster office is in the Courthouse; the budget is \$1,000.

### **LAW LIBRARY**

Page 48 – Law Library was reviewed and approved.

### **MENTAL HEALTH FUND**

Page 63 – Mental Health Fund was reviewed and approved. Funds are from the State and passed thru to Lifeways for mental health services.

### **WOLF DEPREDATION FUND**

Page 70 – Wolf Depredation Fund was reviewed and approved. These are grant funds from Oregon Department of Agriculture.

### **45<sup>TH</sup> PARALLEL FUND**

Page 74 – 45<sup>th</sup> Parallel Fund was reviewed and approved; consensus was to leave the fund as is.

The meeting recessed for lunch.

Budget meetings resumed after lunch.

### **EXTENSION SERVICE**

Present for the Extension Service budget discussion and the Extension Tax Service District budget discussion were: OSU (Oregon State University) Eastern Region Regional Director Natalie Kinion; OSU Malheur Experiment Station Director Stuart Reitz; and Extension District Advisory Board Members Jeff Burkhardt and Bob Komoto. Extension Office operations are supported through a combination of County General Funds and Tax Service District funding. The County

provides an Office Manager at the Extension Office. \$8,000 total for Materials and Services is proposed for the fiscal year; this is a 50% reduction from last year.

Page 35 – Extension Service was approved.

The County Budget meeting was closed and the Malheur County Agricultural Educational Extension Service District budget meeting was opened.

### **EXTENSION TAX SERVICE DISTRICT**

Notice of the Malheur County Agricultural Educational Extension Service District budget meeting was published in the Argus Observer. Ms. Kinion reviewed the budget for the Malheur County Agricultural Educational Extension Service District. The budget is to support extension-oriented programs conducted by OSU Extension Service and OSU Experiment Station in Malheur County. Tax Service District funds are split between Extension Service and Experiment Station. The Experiment Station uses the funds for personnel costs. The Extension Service uses the funds for personnel costs and other materials and services. The 4H Program Assistant position was increased to ten (10) weeks. The Extension Office & Admin Supplies line-item was increased for the purchase of security cameras. There may be a need to purchase a vehicle.

The Extension Service District budget was approved.

The Extension Service District session was closed and the County budget session was reopened.

### **COMMUNITY IN ACTION**

Community in Action Housing, Homeless Services, and Youth Programs Manager Heather Echeveste discussed a request for funding to support homeless services; \$15,000 was requested. Approximately 397 meals are served monthly; and 156 bags of shelf stable, easily accessible food are distributed. See instrument #[2020-1444](#)

### **SNAKE RIVER ECONOMIC DEVELOPMENT ALLIANCE (SREDA)**

SREDA Executive Director Kit Kamo discussed a request for funding support from the lottery dollars the County receives for economic development uses; \$5,000 was requested. SREDA is a non-profit, investor supported organization dedicated to diversifying the economy by attracting new investment and jobs; it is a public-private partnership that covers three counties in two states. See instrument #[2020-1442](#) for the written request and other documents.

### **SOIL AND WATER CONSERVATION DISTRICT (SWCD)**

SWCD Director Linda Rowe discussed a request to maintain financial support in the amount of \$10,000. See instrument #[2020-1443](#) for the written request and other documents.

The Budget Board approved the request for \$10,000 to be appropriated from the Technical Assistance line-item in the Economic Development budget on Page 38.

## **DOG CONTROL/ANI-CARE ANIMAL SHELTER**

Amanda Grosdidier submitted a request for funding to continue contract services with Ani-Care Animal Shelter for the 2020/2021 fiscal year at a monthly rate of \$3,083.33. The contract is for the maintenance, care and disposal according to law, of abandoned or stray canines located within the confines of Malheur County; not city limits.

The Budget Board approved the request; it is reflected on Page 20 – Non-Program in the Dog Control line-item.

## **COURTHOUSE**

Maintenance Supervisor Don Dalton discussed Page 16 – Courthouse. Several projects were completed this current fiscal year; no large projects are planned this next fiscal year.

The Budget Board approved Page 16 – Courthouse.

Commissioner Don Hodge left the meeting for the remainder of the day to attend an ESD board meeting.

## **FAIRGROUNDS**

Fairgrounds Manager Lynelle Christiani discussed Pages 54-55 – County Fair Fund. Ms. Christiani explained that the Fair Board is requesting that \$40,000 be removed from the Insurance Proceeds revenue line-item (insurance proceeds funds will be received this current fiscal year and the Fair Board plans to deposit them in a separate account to be used towards improvements of the facility itself – not daily expenses) and that an additional \$10,000 from the Economic Development budget be added into the County Fair Fund revenue budget to fund an additional \$1,545 in the Caretaker line-item; \$2,000 in Water; \$1,000 in Power; \$455 in Travel; \$2,000 in Gas & Oil; \$1,000 in Advertising; \$1,000 in Judges; and \$1,000 in Fair Contracted Services in the Expenses section of the budget. Ms. DuBois explained that the reductions to the expense line-items were due to the proposed budget having a \$20,000 transfer from the Economic Development budget rather than \$30,000 as was requested. Due to COVID-19 and the Governor's shutdown of video lottery machines revenue for Economic Development will be lower (an estimated \$75,000 shortfall). Ms. Christiani explained that if the additional \$10,000 is not added back into the Fair budget then the Repairs, Maintenance line-item should be reduced \$10,000 and those other mentioned expense line-items reinstated as requested. See instrument #[2020-1445](#)

Mr. Price complemented Ms. Christiani and the Fair Board on the improvements they've made and expressed appreciation for their work. Mr. Price inquired of the Board's long-term projects; Ms. Christiani explained there is a 5-10-year project plan and offered to send that to the Budget Board (that plan was received and shared with the Budget Board the next day).

The meeting recessed for the day.