

**MALHEUR COUNTY BUDGET BOARD MEETING  
APRIL 24, 2017**

The Malheur County Budget Board met with Judge Dan Joyce, Commissioner Don Hodge, and Commissioner Larry Wilson present; Budget Board Members present were Richard Eiguren, Ron Haidle, and Rod Price; and Budget Officer Lorinda DuBois. Notice of the meeting was published in the Argus Observer.

Also present was Larry Meyer of the Argus Observer.

**BUDGET MESSAGE & APPOINTMENT OF CHAIRMAN**

Present for the Budget Message were: IS Director Frank Goble, Treasurer/Tax Collector Jennifer Forsyth, Planner Alvin Scott, and Circuit Court Management Assistant Lydia Machuca. Judge Joyce gave the Budget Message: *Good Morning everyone and welcome. So, I'm supposed to have a budget message and I really believe in getting to work as soon as we possibly can, but, having said that, we appreciate the work that Lorinda has done on this budget, with having no contingency to start with and the amount of help and work that the staff has done to help us get through this the last three months. And so, I also thank the volunteers - Richard, Ron and Rod for your work and coming forward. And, I don't know if there's anything else, other than the winter storm that got us the worst.*

Commissioner Wilson: .... *did us in*

Judge Joyce: *Yeah, so with that I'm going to appoint Richard as the chair of this deal and turn it over to him since he has the most seniority here.*

Ms. Forsyth and Mr. Scott left the meeting.

**INFORMATION SERVICES (IS) DEPARTMENT**

IS Director Frank Goble met with the Budget Board and discussed Page 3 - Information Services; and Page 84 - IS Tech Fund. IS Tech Fund, funds purchases for servers, licenses, and computers. IS Department is now maintaining the Vector District website at an annual fee of \$1500; and a Lifeways workstation at Community Corrections. Page 3 - Information Services and Page 84 - IS Tech Fund were approved.

Ms. Machuca left the meeting.

**ASSESSOR**

Assessor Dave Ingram met with the Budget Board and discussed Page 5 - Assessor; and Page 69 - GIS Maintenance Fund. The Small Equipment request is for 2 digital cameras; currently have a vacant Clerk position which will be filled July 1. Appraisers have been busy looking at collapsed buildings from the winter storm damage. Page 5 - Assessor; and Page 69 - GIS Maintenance Fund were approved.

## **HEALTH DEPARTMENT**

Health Department Director Angela Gerrard and Nursing Supervisor Rebecca Stricker met with the Budget Board and discussed Pages 28-29 - Health Department; Page 30 - Medical Investigation; and Page 66 - Healthy Start.

Pages 28-29 - Health Department. Revenues are best estimates for the coming fiscal year. Health Fees are for services billed such as insurance and private pay clients. Various expenses were adjusted as needed from the previous year. Currently have a vacant Accounting Specialist position; existing staff is temporarily sharing the position's duties with the hopes of filling the position July 1. The WIC (Women, Infant and Children) Coordinator retired in December and Ms. Gerrard is working with the Court on staffing options to fulfill those duties; one suggested option is to add one day to the Registered Dietician's contract.

Page 30 - Medical Investigations. Funds are for unattended deaths investigated by law enforcement and autopsies.

Page 66 - Healthy Start. This budget is for the Healthy Families grant which funds a home visiting program. It is a regionalized program between three counties.

Ms. Gerrard and Ms. Stricker left the meeting. It was explained that the WIC Coordinator position was removed from the budget; Ms. Gerrard has presented the Court with several proposals for fulfilling the duties and the Court will need to make a decision by the end of June.

Pages 28-29 - Health Department; Page 30 - Medical Investigations; and Page 66 - Healthy Start were approved.

## **JUVENILE DEPARTMENT**

Juvenile Department Director Susan Gregory met with the Budget Board and discussed Pages 15-16 - Juvenile Department; Page 59 - Juvenile Crime Prevention; and Page 77 - Measure 11 Detention.

Pages 15-16- Juvenile Department. The Assistant Director position has been removed from the budget. Additionally, the Community Service Coordinator was removed from the budget and Ms. Gregory requested it be reinstated as a part-time position. Ms. Gregory explained that most every juvenile in the juvenile system is assigned community service. The juvenile counselors have been filling in as possible but a part-time person assigned to the position would be beneficial as that person would work weekends when the youth are available. A part-time position would be an additional \$30,362.

Page 59 - Juvenile Crime Prevention (JCP). These are grant funds from the state and are used for detention, electronic monitoring, and work crew wages (community service) to pay restitution to victims. The grant application has been submitted but confirmation on the grant award has not been received yet.

Page 77 - MS 11 Detention. This is Special Fund for Measure 11 Detention youth. Detention costs \$165 per day and Measure 11 youth going to trial are normally held in detention while

awaiting trial, which can be upwards of 12 months. Funds in this budget are not expended until the detention line-items in the other budgets are exhausted.

Page 59 - Juvenile Crime Prevention; and Page 77 - MS 11 Detention were approved.

### **TREASURER/TAX OFFICE**

Treasurer/Tax Collector Jennifer Forsyth met with the Budget Board and discussed Page 7 - County Treasurer/Tax. Manufactured Structure M(/S) Fees to the State were eliminated as the program changed and the State now collects the fee and later distributes the County's share to the County.

Page 7 - County Treasurer/Tax was approved.

### **SWCD**

Soil and Water Conservation District (SWCD) Director Linda Rowe met with the Budget Board. Also present was SREDA Executive Director Kit Kamo. Ms. Rowe reviewed activities of the last year and thanked the County for its support. SWCD requested financial support in the amount of \$10,000.

### **SREDA**

Snake River Economic Development Alliance (SREDA) Executive Director Kit Kamo met with the Budget Board and requested \$2,000 in funding support from the lottery dollars the County receives for economic development uses. Also present was SWCD Manager Linda Rowe. Ms. Kamo reviewed various projects SREDA has been involved in.

### **PLANNING DEPARTMENT**

Planner Alvin Scott met with the Budget Board and discussed Page 18 - Planning/Zoning. There has been a lot of activity and inquires for rebuilding of damaged facilities due to the winter storm damage.

Page 18 - Planning/Zoning was approved.

### **SURVEYOR/ENGINEER**

Surveyor/Engineer Tom Edwards met with the Budget Board and discussed Page 38 - County Surveyor; and Page 46 - Surveyor Corner Preservation. No changes from last year other than costs in Personal Services.

Page 38 - County Surveyor; and Page 46 - Surveyor Corner Preservation were approved.

### **ENVIRONMENTAL HEALTH**

Environmental Health Director Craig Geddes met with the Budget Board and discussed Page 19 - Solid Waste; and Page 31 - Environmental Health. A special trench was permitted at the landfill for onion waste disposal from the winter storm events; it is anticipated that 8 million pounds of onion debris will be disposed in the trench. Additionally, another special trench was permitted for building debris from the winter storm damage. Funds are allocated in the budget for closure of the special trenches.

Page 19 - Solid Waste; and Page 31 - Environmental Health were approved.

The meeting recessed for lunch.

### **EXTENSION SERVICE**

Present for the Extension Service budget discussion and the Extension Tax Service District budget discussion were: Extension Leader Stuart Reitz, Regional Administrator Carole Smith, Clint Shock and Janet Jones from the Experiment Station and Extension District Advisory Board Member Jeff Burkhardt. Mr. Reitz discussed Page 36 - Extension Service with the Budget Board and shared the following: *The Malheur County Extension office operations are supported through a combination of county general fund appropriations and funding through the Tax Service District. The office receives no operating funds from campus. Together, the county-based funds support the day-to-day operations of the office. These combined operating funds are used for utilities, office supplies and equipment, travel, vehicle maintenance, and building maintenance. General fund appropriations are sent to our office account on campus. Tax Service district funds have been held by the county administrator for making payments. For 2017-2018, we are requesting \$16,000 from the county general fund, which is the same level of funding as in 2016-2017. We recognize the financial difficulties facing the county; still we maintain that funding the Extension office is a good investment for the county. We are requesting \$10,000 for IT Services to cover the University Computer service fees (estimated at \$9,480) and related internet connection expenses. We are requesting \$3,000 for travel. There is a companion travel line item in the Tax Service district; however, some travel expenses are easier to handle directly through campus. Each staff member has a travel budget of \$2,500 for travel to a professional development conference or other out of town meetings and workshops. The remaining travel funds support local travel for making farm visits, home visits, and attending local events and meetings. We are requesting \$3,000 for materials and services. Again, there are supplies and materials that most cost-effective to obtain through campus, and we use the campus-based account for payment.*

The County also provides an Office Manager at the Extension Service with a total Personal Services cost of \$60,436.

Page 36 - Extension Service was approved.

The County Budget meeting was closed and the Malheur Agricultural Education Extension Service District budget meeting was opened. Notice of the budget meeting was published in the Argus Observer.

### **EXTENSION TAX SERVICE DISTRICT BUDGET MESSAGE AND BUDGET**

Mr. Reitz presented the FY 2017-2018 Budget Message for the Malheur County Agriculture Extension & Education Tax Service District: *Please find attached the proposed 2017-2018 budget recommendations for the Malheur County Agriculture Extension & Education Tax Service District to support extension-oriented programs conducted by the OSU Extension Service and OSU Experiment Station in Malheur County. The budget advisory board met on March 16th to review the budget. The Malheur County Assessor's office anticipates tax collection for the District will be \$406,544 for the 2017-2018 fiscal year, approximately 8 %*

*above the \$375,428 from the 2016-2017 year. We are anticipating a cash on hand balance at the end of the current budget year of approximately \$293,000. We are using the \$406,544 anticipated tax collection figure for the annual budget. The advisory board subtracted out the shared administrative cost of \$5,000 (administrative fee) from the anticipated tax collection to come up with \$401,544 to be allocated between the two OSU programs in Malheur County. As in the past years, the board supports allocating half of the tax revenue to the Malheur Experiment Station to support extension related projects conducted by the Experiment Station, and one half of the revenues to the OSU Malheur County Extension Office. This amount would be \$200,772 for each of the programs. Liability insurance for the service district is a line item in the budget (\$1,750) and will be equally shared by Extension and the Experiment Station (\$875 each). The Experiment Station obligates all other funds for personnel services (\$129,810) and payroll costs (\$72,962) for Extension related activities conducted by the Experiment Station. This includes a faculty research assistant (80%), a weed control specialist (65%), and a senior biological science research technician (39%). The funds for the OSU Malheur County Extension Office will be allocated to Personnel Services (\$83,326), payroll costs (\$50,584) and Other Materials and Services (\$60,112). Personnel costs cover personnel costs for 1 crops agent (100%) and our "traditional" 4-H agent (50%). Also included is funding for a 4-H assistant to help with the increased workload before and after fair. Other Materials and Services include day-to-day operating expenses, staff travel, and vehicle insurance deductibles of \$5,000 per vehicle, as required by OSU. Funds from the tax service district and the county general fund appropriation are combined to provide the operating budget for the extension office. The Extension office is also proposing a capital outlay of \$25,000 for a vehicle, with this being paid through carry-over funds. With Bill Buhrig's upcoming departure from OSU, we anticipate there will be additional expenses related to refilling his position. These will include interview costs, potential moving expenses for a new hire and startup expenses.*

Public member Paul Skeen joined the session.

Mr. Shock commented on the smooth operations and benefits of the tax service district and noted that the Experiment Station lost 2.5 buildings due to winter storm damage.

Mr. Skeen commented that he is concerned that as salaries increase there is less funding for programing and down the road Extension/Experiment may be in the same situation as they were before the creation of the tax service district. Commissioner Wilson commented that OSU needs to contribute funding and not put the burden on the County and Tax Service District.

The Extension Service Tax District budget was approved.

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

### **COURTHOUSE**

Maintenance Supervisor Don Dalton met with the Budget Board and discussed Page 17 - Courthouse. Capital Outlay includes funding for a lighting project in the jail to convert to an LED lighting system. The project cost estimate is \$57,142 with an Idaho Power rebate of approximately \$24,258. Approximately \$2500 is currently spent annually on light tubes.

Page 17 - Courthouse was approved.

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

Circuit Court Management Assistant Lydia Machuca, Court Operations Supervisor Sharon Schlupe, and Interim Trial Court Administrator Marilee Aldred met with the Budget Board and discussed Page 62 - Court Facilities Security; Page 63 - State Drug Court; and Page 64 - State Mediation.

Page 62 - Court Facilities Security; Page 63 - State Drug Court; and Page 64 - State Mediation were approved.

### **WEED DEPARTMENT**

Weed Inspector Gary Page met with the Budget Board and discussed Page 37 - Weed Control. It is unknown what the BLM (Bureau of Land Management) will actually approve spending of from the BLM grants at this time; the BLM grant Admin Fees are 10% of what is actually spent for the grants. There is a transfer of \$25,000 from Taylor Grazing to support the efforts of the Weed Department; a majority of Mr. Page's efforts are on rangeland. Seasonal Vector District staff are also partially funded in the Weed budget and perform work for the Weed Department; last year a person was hired with weed spraying experience and used primarily in the Weed Department. ODFW (Oregon Department of Fish & Wildlife) has committed to purchasing a trailer to haul the new sprayer that BLM is building and funding for the Weed Department; it will be advisable to allocate funds into Parts & Repairs for future maintenance needs.

Page 37 - Weed Control was approved.

### **POVERTY TO PROSPERITY (P2P)**

Riley Hill met with the Budget Board and requested financial support in the amount of \$5,000 to support the efforts of Poverty to Prosperity and the Career Technical Education (CTE) program. Vale, Nyssa, and Ontario School District, ESD, and TVCC are partners in the CTE program; and efforts are underway to reach out to Harper, Jordan Valley, Annex, and Weiser. Funding from the County and city are used towards programs and materials - not salaries.

Mr. Meyer left the meeting.

### **SHERIFF'S OFFICE**

Sheriff Brian Wolfe and Undersheriff Travis Johnson met with the Budget Board and discussed Pages 22-23 - Sheriff; Pages 24-25 - Jail; Page 26 - MCSO Communication Center; Page 27 - Emergency Management; Pages 47-48 - Community Corrections; Page 50 - Boat License Fund; Page 51 - Corrections Assessment; Page 54 - Task Force Fund; Page 60 - 911 Fund; Page 61 - Traffic Safety Fund; Page 68 - Search and Rescue Fund; Page 76 - Federal Forfeitures Fund; and Page 81 - Work Release Construction Fund.

Pages 22-23 - Sheriff. The BLM (Bureau of Land Management) Backcountry grant is new funding that provides for one full-time backcountry deputy. The City of Vale contract is for three deputies. The BVP Grant is a bullet proof vest grant that funds 50% of the cost of vests up to \$5,000 annually. The Bilingual Differential is a new line-item and was a part of recent union

negotiations. The State Fingerprinting line-item was increased as the State raised their rates. The Radio Expense line-item includes the purchase of 10 portable radio packages (\$13,500). Small Equipment line-item is for a Concealed Handgun License (CHL) ID card machine. Capital Outlay is for the purchase of two patrol vehicles, a copy machine, and the BLM (backcountry grant) vehicle (pickup).

Pages 24-25 - Jail. Includes a \$400,000 transfer from Community Corrections budget to help fund operations of the jail as Community Corrections clients frequently are also clients of the jail; the State budget determines the funding for Community Corrections which could affect this transfer to the jail. The Physicians Services Contract is with Malheur Memorial and includes two fulltime nurses and services of a doctor or physician's assistant two days a week. Small Equipment request is for a printer. Capital Outlay is for a jail repeater system to assist with communications between the jail and courthouse deputy.

Page 26 - MCSO Communication Center. Includes revenue from the 911 Transfer which are monies the State collects on phone lines and then disburses to 911 centers.

Page 27 - Emergency Management. Funds one fulltime emergency services position.

Page 81 - Work Release Construction Fund. The State owns the facility until it is 20 years of age and funds can only be used for maintenance of the facility.

Page 68 - Search & Rescue Fund. Monies the Search & Rescue volunteer members raise. Under state law the maximum the Sheriff can charge for a search is \$500.

Page 61 - Traffic Safety Fund. Commissioner Hodge attends the Traffic Safety Commission meetings.

Page 60 - 911 Fund. Funds are transferred to the MCSO Communication Center budget.

Page 54 - Task Force Fund. The Task Force includes members from the County and various cities and counties in Malheur County and Idaho.

Page 51 - Corrections Assessment.

Page 50 - Boat License Fund. Most of the revenue is from the State Marine Board and funds 1.5 FTE marine deputies.

Pages 47-48 - Community Corrections. Funding is from the State for operations of Community Corrections (parole and probation). Includes a transfer of \$400,000 to the jail budget for operations of the jail.

Page 76 - Federal Forfeitures Fund. Funds can only be used for specific purposes specified by federal law.

Pages 22-23 - Sheriff; Pages 24-25 - Jail; Page 26 - MCSO Communication Center; Page 27 - Emergency Management; Pages 47-48 - Community Corrections; Page 50 - Boat License Fund; Page 51 - Corrections Assessment; Page 54 - Task Force Fund; Page 60 - 911 Fund; Page 61 - Traffic Safety Fund; Page 68 - Search and Rescue Fund; Page 76 - Federal Forfeitures Fund; and Page 81 - Work Release Construction Fund were approved.

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

The Budget Board reviewed and approved Page 1 - Non-Departmental Revenue. This is revenue sources not tied to a specific department.

### **COUNTY COURT**

The Budget Board reviewed and approved Page 2 - County Court.

### **ADMINISTRATIVE OFFICE**

The Budget Board reviewed and approved Page 6 - Administrative Office. The NEOGOV System line-item was increased. Includes a \$45,000 Equipment Reserve Transfer.

### **WATERMASTER**

The Budget Board reviewed and approved Page 35 - Watermaster.

### **LAW LIBRARY**

The Budget Board reviewed and approved Page 49 - Law Library.

### **TAYLOR GRAZING**

The Budget Board reviewed and approved Page 53 - Taylor Grazing. This is a special fund managed by an advisory board.

### **MENTAL HEALTH FUND**

The Budget Board reviewed and approved Page 65 - Mental Health Fund. These are pass-thru funds that come from the State and go to Lifeways for mental health services.

### **RBEG FEDERAL GRANT FUND**

Page 74 - RBEG (Rural Business Enterprise Grant) Grant Fund. This grant is completed and the fund is closed. Page 74 - RBEG Grant Fund was approved.

### **WOLF DEPREDATION FUND**

The Budget Board reviewed and approved Page 75 - Wolf Depredation Fund. This is a small grant through Department of Agriculture.

### **ELEVATOR PROJECT FUND**

The Budget Board reviewed and approved Page 78 - Elevator Project Fund. The elevator construction project is nearing completion.

### **45TH PARALLEL FUND**

The Budget Board reviewed and approved Page 80 - 45th Parallel Fund. Funds can only be expended upon agreement of the District Attorney and County Court.

**INSURANCE RESERVE**

The Budget Board reviewed and approved Page 82 - Insurance Reserve. General Fund transfer in the amount of \$200,000.

**CAR POOL FUND**

The Budget Board reviewed and approved Page 83 - Car Pool Fund.

**GENERAL COUNTY EQUIPMENT FUND**

The Budget Board reviewed and approved Pages 86-87 - General County Equipment Fund.

**ADJOURNMENT**

The budget meeting was adjourned for the day.