

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

Meeting of January 4, 2023  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair John Shafer, Vice-Chair Dan Dorrان, Commissioner George Murdock, Commissioner Cindy Timmons

**County Counsel** Doug Olsen

**Guests Present:** Jennifer Blake, Human Resources Director; Tom Fellows, Public Works Director; Mark Tanner, Facilities Manager; Paul Seaquist; Sam Tucker; Cherrie Hutchison, UCSO Dispatcher; Sue Peterson; Mark Peterson; Digna Moreno, Juvenile Deputy Director; Nicole Kellas, UCSO Dispatch Sergeant; Karen Primmer, UCSO Dispatch Captain; Kenny Franks, UCSO Jail Captain; Dustin Erickson, UCSO Corrections Lieutenant; Stephanie Barnett, Pay and Benefits Administrator; Bill Elfering, former County Commissioner; Yvonne Elfering; Rachel Reynolds, A&T Director; Senator Bill Hansell; Rachel Lye

**Video link or Calling in:** Dan Lonai , Administrative Services Director

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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** was led by Commissioner Shafer

**Swearing in** of Commissioner Elect Cindy Timmons by Sam Tucker. Pledge was made by Commissioner Elect Cindy Timmons while her husband, Steve Timmons, held the Bible. Swearing in of Commissioner John Shafer by Sam Tucker. Pledge was made by Commissioner John Shafer while his wife, Amy Shafer, held the Bible. Congratulations for serving four more years. Pictures were taken.

**Awards/Correspondence/Recognitions.** Commissioner Dorrان asked Captain Primmer to come up and she deferred to Sheriff Rowan to present an award to Telecommunicator Ben Johnson for 20 years of service as of December 17, 2022 Commissioner Dorrان recognized the Employee of the 4<sup>th</sup> Quarter Cherrie Hutchison, a dispatcher from the Sheriff Office. Commissioner Dorrان recognized the Sheriff Office efforts to do the toy drive throughout the region and thanking Sheriff Rowan. Commissioner Shafer wanted to also congratulate Ben for his years of service.

**Minutes** – Commissioner Dorrان moved to approve the minutes from the 12/21/22 Board meeting. **Seconded by Commissioner Timmons. Carried, 3-0.**

**Additions to Agenda** – None.

**Public Comments and Recognition of Visitors** This is the time for public input for anything not on the regular agenda. None were heard.

## Business Items

1. Election of 2023 Board Officers –Presented by Commissioner Shafer. As outlined in Order No. BCC2013-078 and the Charter, the Chair position rotates among the three commissioners. The proposed Chair for 2023 is Commissioners Dorran, with Commissioner Shafer as the Vice-Chair. **Commissioner Timmons moved to adopt Order No. BCC2023-001. Seconded by Commissioner Dorran. Carried, 3-0.**
2. Commissioner Assignments Presented by Chair Dorran. The department liaison and community benefit plan board appointments are established each January and voted on. Liaison assignments are agreed upon by all commissioners. **Commissioner Timmons moved to approve the commissioner assignments. Seconded by Commissioner Shafer. Carried, 3-0.**
3. Public Works Purchase – Flatbed. Presented by Tom Fellows, Public Works Director. The purchase of a flatbed is being requested. The Public Works Department would like to purchase a new flatbed for the roadside spray cab and chassis that was purchased in October of 2022 from Surplus Property in Salem. Since purchased of the cab and chassis, the department has been looking for a company that can build and deliver a truck bed that would meet our specifications to accept a portable spray unit. NW Farm Supply was able to put together a package that meets our needs for the amount of \$6,599.00. This flatbed will put us on track to complete the spray truck in time for the 2023 spray season. **Commissioner Shafer moved to approve purchase as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
4. Mail Service Contract Presented by Dustin Erickson, Umatilla County Sheriff Office Corrections Lieutenant. Staff has been scanning incoming mail from the general public into the jail facility for the inmates. Now with a body scanner there has been more controlled substances getting into the jail facilities through the mail. Other potential options are more expensive than the one being presented today. Pigeonly is the recommended company and it operates the entire mail system. Mail that would be sent from the public to inmates would go through this system. It would be scanned for any paraphernalia or contraband and an authentic looking copy would be made and redistributed into the facility. There is a three-day turnaround. Cost is significant cheaper than other mail scanners. Pigeonly would be \$4 per inmate per inmate per month. Initial contract in first meeting it was set at 120 inmates but can be adjusted each year based on the Average Daily Population. For the remainder of this fiscal year it would be billed \$480 per month for this service. Other mail scanner options would be \$45,000 to \$75,000 with an additional \$5,000 for maintenance and service contract. Importance for the safety of staff and inmates. Once it has been scanned in at the facility, UCSO staff can print off mail and distribute appropriately. One time use QR code on each envelope. **Commissioner Shafer moved to approve contract with Pigeonly for the remainder of this Fiscal Year and to continue with a new contract for next Fiscal Year. Seconded by Commissioner Timmons. Carried, 3-0.**
5. Sheriff Office Purchase – Bullet proof vest. Presented by Dustin Erickson, Umatilla County Sheriff Office Corrections Lieutenant. The request is to purchase five bullet proof vest with complete systems consisting of outer carrier, panels, and inner concealable carrier. A lot of vest are becoming expired. The average shelf life expectancy of bullet proof vest is 5 years. Looking at purchasing new vest in stages due to cost. The request is for vest for the three on the transport team and two new Sergeants that haven't been fitted for one. Total cost for the five vest is \$7,700.00. **Commissioner Timmons moved to approve purchase as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**

6. Law Enforcement Commute Authorization- Presented by Doug Olsen, County Counsel. Approval is sought to approve the annual review of employees allowed to commute in a county owned vehicle. This is for law enforcement employees and substantially the same as last year and conforms with current practice of who we have been allowing to use vehicles. **Commissioner Shafer moved to adopt Order No. BCC2023-002. Seconded by Commissioner Timmons. Carried, 3-0.**
7. Employee Commute Authorization- Presented by Doug Olsen, County Counsel. Approval is sought to approve the annual review of employees allowed to commute in a county owned vehicle. This is for non-law enforcement employees. Primarily for Public Works and District Attorney employees. However, there is a taxable benefit to the employee to which they are taxed. No new positions have been added this year. **Commissioner Timmons moved to adopt Order No. BCC2023-003. Seconded by Commissioner Shafer. Carried, 3-0.**
8. Van Purchase- Presented by Doug Olsen, County Counsel. Approval is sought for a van for the Agape House. This is part of the CDBG grant that the county sponsors. The bid meets the specifications for the van. The recommendation is to award the contract to Rogers Dodge. **Commissioner Shafer moved to give notice of intent to Rogers Dodge. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Vehicle Purchase- Presented by Doug Olsen, County Counsel. Approval is sought for the purchase of a replacement vehicle for the Board of Commissioners. This vehicle will be acquired through Enterprise Fleet Management. It is a 2022 Jeep Cherokee. **Commissioner Shafer moved purchase 2022 Jeep Cherokee and authorize the Chair to sign the lease. Seconded by Commissioner Timmons. Carried, 3-0.**
10. Board Payable- Presented by Doug Olsen, County Counsel. Approval is sought for a Board payable for NACo leadership academy due to the amount of \$5,985. **Commissioner Shafer moved to approve payable as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
11. Board AOC Payable - Presented by Doug Olsen, County Counsel. Approval is sought for a Board payable for AOC 2023 dues. The payable is before the Board for the approval due to the amount of \$34,560.57. **Commissioner Timmons moved to approve payable as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**
12. Department Ordinance Amendment- Public Hearing-Presented by Doug Olsen, County Counsel. Amendments are before the Board for the county organization ordinance. The changes reflect previous actions taken by the Board of Commissioners, which include renaming of the Planning Department to Community Development Department and realigning its duties to take over Economic Development. This will be the first reading. The public meeting was opened at 9:20 a.m. No comments were heard so public hearing was closed. The proposals is to set the second reading for this ordinance to the first Board of Commissioners meeting in February. **Commissioner Shafer moved to set the second reading for this ordinance to the first Board of Commissioners meeting in February 2023. Seconded by Commissioner Timmons. Carried, 3-0.**
13. Ordinance Pipeline Switch Gear Purchase- Presented by Doug Olsen, County Counsel. Approval is sought to give notice of intent to award contract for purchase of switch gear for the Ordinance pipeline project. It went out for invitation to bid and three bids were received and the recommendation is to go with the lowest bid, Dykman Inc. The other two bids did have some potential problems with them and were a higher amount. The recommendation is to award the

contract to Dykman Inc in the amount of \$316,985. **Commissioner Shafer moved to approve to give notice of intent to award the contract to Dykman Inc. Seconded by Commissioner Timmons. Carried, 3-0.**

14. Ordnance Pipeline Drive Purchase- Presented by Doug Olsen, County Counsel. Approval is sought to give notice of intent to award a contract for purchase of drive for the Ordnance pipeline project. An Invitation to Bid was issued and three bids were received. Dykman Inc. is recommended at \$513,110. There were two lower bids but both had technical issues. The second bid was Stoneway Electric, which did not utilize a manufacturer on the approved list and that bid was \$369,000. Third bid was from Wesco Distribution had deficiencies and is non-responsive. There was insufficient detail, exceptions, and delivery was an issue. Wesco Distribution bid was \$510,980.74. The recommendation from the technical review is to give the notice of intent to award to Dykman Inc for \$513,110. **Commissioner Shafer moved to approve to give notice of intent to award the contract with Dykman Inc. Seconded by Commissioner Timmons. Carried, 3-0.**

15. Executive Session – none.

Commissioner Reports:

Commissioner Timmons: Honored to be here. I am here because of God and the voters and to my family and friends that worked so hard to make this happen. Everyone here, thank you. Thank you for putting me here.

Commissioner Dorrان: Thanks Shafer and Timmons. Great team. Challenges and opportunities in front of us. Congratulations to all.

Commissioner Shafer: Diddo what Timmons said. Honored and blessing to be sitting here in front of you. Thank you and can't wait to serve you for another 4 years.

Meeting adjourned by Comm. Dorrان at 9:35 a.m.

*Lori Smith*

Executive Secretary – Board of Commissioners