

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of December 20, 2023  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair Dan Dorran, Vice-Chair John Shafer, and Commissioner Timmons  
**County Counsel** Doug Olsen

**Guests Present:** Paul Wolverton, Umatilla County Criminal Captain; Karen Primmer, Umatilla County Dispatch Captain; Jim Littlefield, Umatilla County Undersheriff; Mark Tanner, Umatilla County Maintenance Manager; Megan Davechevski, Umatilla County Planning Manager; Sage DeLong, Umatilla County Emergency Manager; Robert Wahlder, Umatilla County Community Development Director

**Video link or Calling in:**

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**CALL TO ORDER:** Chair Dorran 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 and ask that they be three minutes or under. 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 Chair Dorran.

**Awards/Correspondence/Recognitions.** Presented by Captain Primmer. Commendation for Aspen Cory and Cherrie Hutchinson, for house fire incident. Challenge coins were presented.

Commissioner Dorran presented a commendation for Captain Ward and her efforts for implementing Measure 114 and leadership in work group for creating of permitting process.

Commissioner Dorran presented a commendation for Dwight Johnson, and his selection for 2023 OSAA Search and Rescue Coordinator of the Year.

Congratulations to all!

**Minutes** – None.

**Additions to Agenda** – None

**Public Comments and Recognition of Visitors.** None

**Business Items**

1. **Sheriff's Office Position** - Presented by Paul Wolverton, Umatilla County Patrol Captain. Authorization is sought to over hire/double fill in the patrol division of the Sheriff's Office, beginning January 2, 2024. An employee intends to retire at the end of June 2024, and a viable candidate has been identified, but would be required to attend the academy. Additionally, we are unable to reserve a spot in the academy until the candidate is hired full time. We believe it will take

3 to 4 months to get a spot at the academy. If we are able to hire the candidate now, we can begin the field training and prepare for DPSST, while the retiring employee is still working, and mitigate a gap in service. It is believed this will have little General Fund impact. **Commissioner Shafer moved to approve over hire/double fill in the patrol division of the Sheriff's Office, beginning January 2, 2024 through June 30, 2024. Seconded by Commissioner Timmons. Carried, 3-0.**

2. Trailer Purchase - Presented by Undersheriff Jim Littlefield. The County issued a request for proposals for the purchase of a new enclosed snowmobile/OHV trailer. One proposal was received from Don Johnson Sales in the amount of \$29,800. The recommendation is to award the contract Don Johnson Sales. To cover the cost, funds will be used from current ATV grant from the Oregon State Parks, sale of older ATV/Snowmobile trailer, and from the annual Oregon State Snowmobile Association contribution. **Commissioner Timmons moved to award the contract for purchase of trailer from Don Johnson Sales for the amount of \$29,800. Seconded by Commissioner Shafer. Carried, 3-0.**
3. Dispatch Console Moving - Presented by Karen Primmer, Umatilla County Dispatch Captain. Approval is sought for contractor to be on site to assist with moving the dispatch consoles, while the replacement of the new carpet and laminate flooring is installed. The quoted prices is \$8,000.00. The dispatch flooring was approved to be replaced back in the summer of 2023. Due to scheduling and supply lines, this has been delayed and is anticipated to be done in mid-January by the approved supplier. The station units intricately tied together, and care must be taken to move. **Commissioner Shafer moved to approve contractor to be on site to assist with moving the dispatch consoles, while the replacement of the new carpet and laminate flooring is installed for the quoted price of \$8,000.00. Seconded by Commissioner Timmons. Carried, 3-0.**
4. Painting Contract- Justice Center - Presented by Mark Tanner, Umatilla County Maintenance Manager. Approval is sought for the notice of intent to award contract for Justice Center painting. The County issued a Request for Proposals for the repainting of the exterior of the Justice Center. Five proposals were received: A Sharp Painter - \$48,750, DePaolo's Painting - \$56,700, Paintmaster Services - \$76,800, Patriot Painting - \$48,980, Tino's Painting - \$61,893.98. The recommendation is to award the contract to the lowest proposal. **Commissioner Timmons moved to approve notice of intent to award contract for Justice Center painting to A Sharp Painter in the amount of \$48,750. Seconded by Commissioner Shafer. Carried, 3-0.**
5. Painting Contract- Juvenile Facility - Presented by Mark Tanner, Umatilla County Maintenance Manager. Approval is sought for the notice of intent to award contract for juvenile facility painting. The County issued a Request for Proposals for the repainting of the exterior of the juvenile facility. Five proposals were received: A Sharp Painter - \$44,640, DePaolo's Painting - \$35,670, Paintmaster Services - \$56,850, Patriot Painting - \$69,875, Tino's Painting - \$35,387.32 The recommendation is to award the contract to the lowest proposal. **Commissioner Shafer moved approve notice of intent to award contract for juvenile facility painting to Tino's Painting in the amount of \$35,387.32. Seconded by Commissioner Timmons. Carried, 3-0.**
6. Maintenance Payable - Presented by Mark Tanner, Umatilla County Maintenance Manager. Approval is sought for payable to Murphy's Heating and Air LLC in the amount of \$6,910.00. for repairs to the HVAC system at the juvenile facility. The payable is before the Board for approval due to the amount. A compressor was lost on the juvenile side, different from the recent

replacement in the CDDP side. **Commissioner Timmons moved to approve payable as outlined. Seconded by Commissioner Shafer. Carried, 3-0.**

7. Administrative Services Policy - Presented by Riley Wortman, Umatilla County IT Manager. Approval is sought to adopt the Cybersecurity policy, policy No. AS- 14.0. This policy is required before the county can qualify for a higher tiered cyber insurance through our property and liability insurance carrier. Enforcement would be the same as other policies, and primarily be complaint driven. **Commissioner Timmons moved to approve Policy No. AS-14.0. Seconded by Commissioner Shafer. Carried, 3-0.**
8. Elections Payable - Presented by Riley Wortman, Umatilla County IT Manager. Approval is sought for payable to Election Systems & Software in the amount of \$10,881.68. This payable is for the ballot reader maintenance. The invoice is \$10,881.68 which is over \$5,000, and requires Commissioner approval. This is yearly routine expense for conducting elections, and has been budgeted. An annual maintenance inspection of the equipment is performed. **Commissioner Shafer moved to approve payable as outlined. Seconded by Commissioner Timmons . Carried, 3-0.**
9. Fair Board Appointments - Presented by Doug Olsen, County Counsel. The terms for some of the Fair Board members have or soon will be expired. All five are eligible for reappointment and are willing to serve another term. The appointments are before the Board for approval. Position 1 - Michael D. Hampton - beginning January 1, 2023 and ending December 31, 2025; Position 2 - Douglas E. Bennett - beginning January 1, 2024 and ending December 31, 2026; Position 4 - John J. Eckhardt - beginning January 1, 2023 and ending December 31, 2025; Position 6 - Kelly W. Burke - beginning January 1, 2024 and ending December 31, 2026; Position 7 - Stephen L. Wallace - beginning January 1, 2024 and ending December 31, 2026. **Commissioner Dorran moved to adopt Order No. BCC2023-048. Seconded by Commissioner Timmons. Carried, 3-0.**
10. Fair Payable - Presented by Doug Olsen, County Counsel. Approval is sought for payable to Shelco Electric Inc. in the amount of \$6,027.07 for onsite fair electrical services for the 2023 fair. The payable is before the Board for approval due to the amount. **Commissioner Dorran moved to approve payable as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
11. River Trail Study - Presented by Robert Waldher, Umatilla County Community Development Director. Approval is sought for authorization to execute contract with Substrate Collaborative Anthropological Research for Cultural Resources Study. The Community Development Department seeks to utilize a portion of ARPA grant funds previously allocated by the Legislature to the Umatilla River Trail project. The funds will be used to support a cultural resources study along Phase 1 of the Umatilla River Trail Project. The cultural resources study is necessary prior to beginning design and construction of the project. The cost estimate for the work is \$13,379. **Commissioner Timmons moved to approve authorization to execute contract with Substrate Collaborative Anthropological Research for Cultural Resources Study. Seconded by Commissioner Shafer. Carried, 3-0.**
12. AWERE Grants - Presented by Robert Waldher, Umatilla County Community Development Director. Approval is sought for extension of AWERE grant completion to September 30, 2024, for the Kees Blue Mountain Cemetery grant in the amount of \$2,000 for GPR Survey, and for the Athena-Weston School District grant in the amount of \$19,951 for pickleball court renovation. In April, 2023, the Board approved grants for the Athena Weston Education and Resource

Enhancement. The projects were to be completed by December 31, 2023. The Kees Blue Mountain Cemetery is requesting additional time to complete the survey. A contractor is unavailable until next year. Another grant to the school district for pickleball also needs additional time to complete the funding for the project. The committee is in support of the extensions. **Commissioner Shafer moved to approve extension of AWERE grant completion to September 30, 2024, for the Kees Blue Mountain Cemetery grant in the amount of \$2,000 for GPR Survey, and for the Athena-Weston School District grant in the amount of \$19,951 for pickleball court renovation. Seconded by Commissioner Timmons. Carried, 3-0.**

13. Planning Commission Appointments - Presented by Megan Davchevski, Umatilla County Planning Manager. The Umatilla County Planning Division requests board approval to fill two vacancies on the Planning Commission. Upon review of an application and an interview, the Planning Division recommends Malcom Millar of the Milton-Freewater area and Andrew Morris of the Umatilla area to serve on the Planning Commission. **Commissioner Shafer moved to adopt Order No. BCC2023-050. Seconded by Commissioner Timmons. Carried, 3-0.**
14. Emergency Management Grant - Presented by Sage DeLong, Umatilla County Emergency Manager. Emergency Management is seeking the approval of payment from the TC Energy Grant to Umatilla Rural Fire Protection District of \$5,000 and the approval of payment from the TC Energy Grant to Umatilla County Fire District 1 of \$5,000. These funds for Umatilla RFPD are earmarked for the purchase of two thermal imaging cameras that will improve the ability to detect leaks and hostile fire events and locate victims. The Umatilla County Fire District 1 funds will be used to acquire three Zoll Automated External Defibrillators (AEDs). **Commissioner Shafer moved to approval of payment to each agency of \$5,000 for a total of \$10,000. Seconded by Commissioner Timmons. Carried, 3-0.**
15. Road Survey - Presented by Doug Olsen, County Counsel. Approval is sought for a survey for a portion of Canal Road. The records do not conform with the location of the road. The legalization process for the road necessitates a survey. **Commissioner Timmons moved to adopt Order No. RD2023-04. Seconded by Commissioner Shafer. Carried, 3-0.**
16. Echo CBP Grants - Presented by Chair Dorran. The Echo Community Benefit Plan committee is recommending funding of two grants for the second round of the community benefit plan for 2023. There are also three grant recipients requesting an extension to complete the grant project. The grants and extensions are before the Board for approval. **Commissioner Shafer moved to approve grants and adopt Order No. BCC2023-049. Seconded by Commissioner Timmons. Carried, 3-0.**
17. Surplus Litigation - Presented by Doug Olsen, County Counsel. Following the US Supreme Court decision holding unconstitutional the law allowing taxing districts to receive the excess from tax foreclosure sales, litigation has begun from former property owners. There is pending litigation in Oregon District Court, where class action against all counties is sought. As with prior similar litigation, a joint defense by the counties is proposed, with sharing the cost of outside counsel. Umatilla County has been asked to participate in the joint defense. **Commissioner Timmons moved to authorize . Seconded by Commissioner Shafer. Carried, 3-0.**
18. Budget Position Requests - Presented by Robert Pahl, Umatilla County Chief Financial Officer. As part of that process, each department was given the opportunity to request additional positions or position reclassifications. After a review of those requests, those receiving positive feedback total approximately \$1.3 million. Approval is sought to adopt authorize inclusion in proposed

budget for 2024-2025 potential position to the extent possible. Commissioners wanted to thank staff and everyone for participating in the process. **Commissioner Timmons moved to authorize inclusion in the proposed budget to the extent possible. Seconded by Commissioner Shafer. Carried, 3-0.**

19. Additional River Intake - Presented by Doug Olsen, County Counsel. Approval is sought to authorize study and option to determine the feasibility of a second river intake as part of the Central Pipeline project. **Commissioner Shafer moved to authorize . Seconded by Commissioner Timmons. Carried, 3-0.**

20. Letter of Support - Presented by Chair Dorrان. The Board of Commissioners has been requested to provide a letter of support for Hacienda Community Development Corporation for its potential housing projects in Umatilla County. The letter is before the Board for review and approval. The letter does not require any County financial commitment. **Commissioner Timmons moved to authorize letter. Seconded by Commissioner Shafer. Carried, 3-0.**

Commissioner Reports:

Commissioner Shafer: None

Commissioner Timmons: None

Commissioner Dorrان: This is his last meeting as the Chair, thank you to all of the department heads for all of their work. My goal personally is to learn something new every day. This has been a great learning experience. Thank Commissioner Timmons and Commissioner Shafer for a great year, Merry Christmas

Meeting adjourned by Chair Dorrان at 10:03 a.m.

*Lori Smith*

Executive Secretary – Board of Commissioners