

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of July 17, 2024  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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

**Guests Present:** Robert Pahl, Umatilla County Chief Financial Officer; Jim Littlefield, Under Sheriff; Captain Karen Primmer, Justice Center; Carol Johnson, Umatilla County Senior Planner; Dan Lonai, Umatilla County Director of Administrative Services; Robert Waldher, Umatilla County Community Development Director; Riley Wortman, Umatilla County IT Director; Sheldon Delph, Chair of Weston Cemetery; Martie McQuain, Maintenance Supervisor.

**Video link or Calling in:** Captain Sterrin Ward, Justice Center; Jennifer Blake, Human Resources 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 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 Shafer.

**Awards/Correspondence/Recognitions.** Commissioner Dorran: Captain Primmer has been recognized as Manager Telecommunicator of the year for the State of Oregon. Praise was given to Captain Primmer, Congratulations Captain Primmer!

**Additions to Agenda** – None.

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

**Business Items**

1. **Cemetery District Annexation** – Presented by Doug Olsen, County Counsel. Chair Shafer opened the public hearing at 9:02am. The county received a petition to annex approximately 1.5 acres into the Weston Cemetery District. The petition was signed by the property owner, as well as the cemetery district board. They were notified of the public hearing as required by law. Commissioner Dorran invited Mr. Sheldon Delph to provide further information. Mr. Delph is a representative of both Kees Cemetery Board and Weston Cemetery Board. He provided information and history on both cemeteries. Kees Cemetery is non-profit, there is no support other than individual donors. This would benefit Weston Cemetery by adding 150 extra burial sites. The benefit to Kees Cemetery would be it can continue as a 501-C3. Mr. Delph recommended moving forward the annexation, and reports both boards are in support and in favor of this. There were no additional

individuals that wanted to comment. The public hearing was closed at 9:07am **Commissioner Timmons moved to adopt order No. BCC2024-047. seconded by Commissioner Dorrn. Carried, 3-0.**

2. Development Code Update – Chair Shafer opened the public hearing at 9:08am. Commissioner Shafer read the opening statement for a land use matter. Umatilla County proposes text changes to the Umatilla County Development Code (UCDC) EFU zoning Sections 152.058, 152.059, 152.060, GF zoning Section 152.084 and corresponding EFU and GF Conditional Use and Land Use Decision Sections 152.617 (I) (EE) and (I) (FF). Changes also include reorganizing the County Development Code Non-Conforming Sections 152.591 – 152.600 and insertion of applicable facilities from County Plans into the Type II Land Division Code Section 152.684 for the land division of properties not zoned EFU and GF. Chair Shafer asked for staff report, report given by Carol Johnson, Umatilla County Senior Planner. Commissioner Dorrn asked under ORS 152.617 regarding the square foot requirements between 2,500 and 10,000 square feet, are there other provisions that include over 10,000 square feet? Currently getting temporary and permanent fresh pack facilities, the goal is to get these at the next to or in turn rows or end of the field some of the melon fields are 30,000 square feet. Johnson described other types of permits for these. They should be grandfathered in if they went through the proper steps at the time. Commissioner Timmons commented there was a lot of work that went into this. There were no public comments. Chair Shafer closed the public hearing at 9:22am. **Commissioner Dorrn moved to approve changes to adopt Ordinance No. 24-09. Seconded by Commissioner Timmons. Carried, 3-0.**
3. Dispatch Payment – Hermiston RIMS - Presented by Captain Karen Primmer, Umatilla County Sheriff's Office. Approval is sought for payment of yearly fee for the updates, service and maintenance for the current Computer Aided Dispatching Program (RIMS) for City of Hermiston police agency, in the amount of \$19,996. **Commissioner Dorrn moved to approve the payment in the amount of \$19,996.00. Seconded by Commissioner Timmons. Carried, 3-0.**
4. Dispatch Payment – Agency RIMS – Presented by Captain Karen Primmer, Umatilla County Sheriff's Office. Approval is sought for the remainder of the yearly fee for the updates, service and maintenance for the current Computer Aided Dispatching Program (RIMS) for all other agencies in the amount of \$95,705 to Sunridge Systems. **Commissioner Dorrn moved to approve the payment in the amount of \$95,705.00. Seconded by Commissioner Timmons. Carried, 3-0.**
5. Shredder Purchase – Undersheriff Jim Littlefield presented with Captain Ward via phone. Approval is sought for the purchase of a shredder. A robust media shredder is needed to ensure proper disposal of computer hard drives, tablets, cell phones and flash drives containing sensitive information related to evidence in criminal cases and law enforcement records. This shredder is compact, designed specifically for this purpose, can be powered off a normal outlet and fits into our secure file room. After researching, discovered prices are basically the same or higher. There is a 1 year warranty. Purchase is requested for DAHLE 808 MS Media Shredder for \$7,395.00. Chair Shafer asked is it similar to a paper shredder for mobile devices. Littlefield responded yes essentially. **Commissioner Timmons moved to approve the purchase of media shredder (DAHLE 808 MS media Shredder, 115v) in the amount of \$7395.00. Seconded by Commissioner Dorrn. Carried, 3-0.**

6. Gettman Road Transfer - Presented by Doug Olsen, Umatilla County Counsel. As a result of existing and planned improvements to Gettman Road, the City of Hermiston is willing to accept transfer of jurisdiction of the road for the portion between Highway 207 and the railroad. An agreement has been drafted to document the planned transfer, with formal jurisdiction transfer taking place at a later date. Commissioner Dorrان explained that there is a housing development going in, they need to open up a whole new development for the additional house. City constructs streets at a different standard than the county does. **Commissioner Dorrان moved to approve Gettman Road transfer agreement. Seconded by Commissioner Timmons. Carried, 3-0.**
7. Fire Sprinkler Replacement – Presented by Dan Lonai, Director of Administrative Services. Lonai introduced Marty Mcquain the new facilities supervisor. Some of the fire sprinklers in the Sheriff's Office at the Justice Center no longer meet code and need to be replaced. American Sprinklers has submitted a quote for \$9,790 to replace the sprinkler heads. **Commissioner Dorrان moved to approve authorization payment amount of \$9,790.00 to American Sprinklers for replacement of out of date sprinkler heads. Seconded by Commissioner Timmons. Carried, 3-0.**
8. IT Training Room Upgrades – Presented by Riley Wortman, Umatilla County IT director. Our training room computers and monitors, used to train new county employees, are very outdated. IT has budgeted to replace them this year and have a quote from Dell computers for both the desktops and monitors. **Commissioner Dorrان moved to approve purchase of 9 desktops and 9 monitors in the amount of \$8,583.30. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Public Health Payable – Presented by Doug Olsen, Umatilla County Counsel. Approval is sought for payable for public health staff training and planning session with facilitator. The payable is before the Board due to the amount. Requesting approval of payable to Center for Ethical Leadership. **Commissioner Timmons moved to approve payable to Center for Ethical Leadership in the amount of \$5,366.17. Seconded by Commissioner Dorrان. Carried, 3-0.**
10. Fair Board Appointment – Presented by Commissioner Dorrان. Previously the Board appointed Michael Cutburth as a Board elect to the Fair Board to replace Andy Wagner when his term expires at the end of 2024. Due to employment constraints, Mr. Wagner has now resigned from the Fair Board. The request is to appoint Mr. Cutburth for the remainder of the term, so that he is a full board member for this fair. **Commissioner Dorrان moved to adopt Order No. BCC2024-046. Seconded by Commissioner Timmons. Carried, 3-0.**
11. Fair Fans Purchase – Presented by Doug Olsen, Umatilla County Counsel. Approval is sought for the payment for the purchase of three 14 feet commercial fans for the swine barn at the fair. Payment is before the Board for approval due to the amount. Asking for approval of payment in the amount of \$9,582.30 for fair barn fans. Chair Shafer asked where the funds come from. Commissioner Dorrان it comes out of their budget, they do have sponsors for the fans. The reason for the fans is due to the expansion of the barns and need to cool it. Commissioner Timmons inquired if there was still a sprinkler/mist system above the hogs. Commissioner Dorrان yes there is, there is already some fans, some of the fans will go in the show ring. **Commissioner Timmons moved to approve payment in the amount of \$9,582.30 for Fair Fans Purchase. Seconded by Commissioner Timmons. Carried, 3-0.**

12. Fair Payable – Presented by Doug Olsen, Umatilla County Counsel. Approval is sought for fair payable for printing by Intermountain ESD in the amount of \$5,530.18. **Commissioner Dorrان moved to approve payable in the amount of \$5,530.18. Seconded by Commissioner Timmons. Carried, 3-0.**
13. DA Deputy CBA Ratification - Presented by Jennifer Blake, Umatilla County Human Resources Director. The AFSCME Deputy District Attorney contract expired June 30, 2024. Approval is sought for the Board to approve a new 3 year contract effective July 1, 2024. **Commissioner Dorrان moved to approve 3 year contract AFSCME Local 3742-4 effective July 1, 2024. Seconded by Commissioner Timmons. Carried, 3-0.**
14. Budget Order Rescinding - Presented by Robert Pahl, Umatilla County Chief Financial Officer. Previously the Board adopted two budget orders making changes to the fiscal year ending June 30, 2024. The two changes are not necessary for the budget, and it requested that the two orders be rescinded. **Commissioner Dorrان moved to adopt Order No. Budget2024-74. Seconded by Commissioner Timmons. Carried, 3-0.**
15. DKS Contract – Presented by Commissioner Dorrان. The Board previously approved a contract with DKS Associates for design of the asset management and situational awareness system. The cost for the services was \$228,125. The amount did not include three subcontracted components of the system, which total \$220,000. There are reserves in the budget to cover a portion of this additional cost, but approximately \$77,000 will be needed to complete the project. Commissioner Timmons what are the options? Commissioner Dorrان 1) We can complete the contract as written. 2) They proposed a reduction of \$14,000, this option would end up putting more work on our planning department to pick up direct interaction with sub-contractors. 3) Say no and see what happens. Commissioner Timmons inquired if we move forward with the contract when/what will we see? Commissioner Dorrان it is supposed to be finalized and back to us in October. We have already seen some portions of it. **Commissioner Dorrان moved to approve additional funding in the amount of \$77,000.00 for the DKS contract. Seconded by Commissioner Timmons. Carried, 3-0.**

**Executive Session** – Employment/Real Property – ORS 192.660(2)(a, b, e, h) – None

**Commissioner Reports:**

Commissioner Timmons: Fair, fair, fair, I have been a parent. I have been a superintendent, I have judged fairs. You don't realize how much time and effort goes into the fair. So much goes on behind the scenes. Dan is extremely involved, I want to applaud those folks.

Commissioner Dorrان: I can say all the same things, we are already started. Several events have taken place already and will continue through the next few weekends. The numbers on the animal side are pretty huge, Farm City Rodeo turned away record number of cowboys already. They went ahead and accepted 130 breakaway ropers.

Commissioner Shafer: Encouraged everyone to come see the parade August 3, and reminded of the new route. Acknowledged the passing of former State Senator and Senate President, Peter Courtney, and acknowledged thanked him for his service.

Meeting adjourned by Chair Shafer at 9:56 a.m.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners