

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of October 1, 2025  
9:00 am, Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair Cindy Timmons, Vice-Chair Dan Dorran and Commissioner John Shafer

**County Counsel** Doug Olsen, Nick Warner

**Guests Present:** Robert Pahl, Umatilla County Chief Financial Officer; Dan Lonai, Umatilla County Administrative Services Director; Sage DeLong, Umatilla County Emergency Manager; Steve Craigen, Umatilla County Elections & Records Supervisor; Stephanie Barnett, Umatilla County HR; Camryn Wanous, Umatilla County HR; Captain Karen Primmer, Umatilla County Sheriff's Office; Sergeant Rowen Hayes, Umatilla County Sheriff's Office; Jennifer Blake, Umatilla County HR Director; Dave Stuvland, Umatilla County Records; Tim McElrath, Umatilla County IT; Eric Olson, Umatilla County IT, Mason Davis, Umatilla County IT; Jay Britain, 4007 NE Riverside, Pendleton; Rocky House, 1821 SW 42<sup>nd</sup> St, Pendleton; James Baker, 52108 Seven Hills Rd, MF; Michelle McClellan, Walla Walla Basin Watershed Council Executive Director; Tara Patten, WWBWC Deputy Director; Jill & Allen Stiffler, 330 N 2<sup>nd</sup> St, Athena;

**Video link or Calling in:** Robert Waldher, Umatilla County Community Development Director;

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**CALL TO ORDER:** Chair Timmons called the meeting to order at 9:00 am. She 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** - led by Chair Timmons.

**Awards/Correspondence/Recognitions** - Employee of the Quarter was presented by Chair Timmons. The employee recognition letter was read, it highlighted the qualities, skills and positivity shown by Mason Davis. He was awarded with a swag bag, additional PTO hours, and a designated parking spot for the quarter. Congratulations Mason!

**Minutes** – Commissioner Shafer moved to approve the minutes from September 3, 2025; September 17, 2025 and September 23, 2025 Board meetings. Seconded by Commissioner Dorran. Carried, 3 - 0.

**Additions to Agenda** – None

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

## **Business Items**

1. Walla Walla Watershed Council Presentation – Presented by Michelle McClellan, Executive Director, Walla Walla Basin Watershed Council and Tara Patton Deputy Director. Michelle was initially hired as a consultant and took over as Executive Director about 5 months ago. She introduced two board members in attendance, James Baker and one of the founders and current Chair, John Zerba.

The Walla Walla Watershed Council recently completed a memorandum of understanding with the Umatilla Basin Watershed Council, which involved helping to close out grants and wind down operations. Additionally, a new endowment fund has been established at the Blue Mountain Community Foundation, thanks to board Chair John Zerba. Having an organization that is dependent on grants makes this really important. It helps to ensure a reliable source of unrestricted operating funds going forward. The council will navigate through some uncertain political, legal and funding landscapes.

The council's projects aim to improve watershed health while supporting agriculture and a sustainable economy, reflecting the diverse landscapes and communities of the basin, utilizing a "ridgetop to ridgetop" approach. The assessment and monitoring work helps document current conditions and prioritize restoration actions and monitor effectiveness. The in-stream projects are designed to create healthy and resilient waterways for fish and create a buffering to reduce impacts of drought, floods and wildfires. The upland projects help agricultural producers implement best practices to improve water quality.

Despite several setbacks, the council is also working to maintain and expand the alluvial aquifer recharge program to stabilize groundwater levels. The council operates on a 5-year temporary water right through OWRD and they have applied for renewal, but the application has been held up for 18-months, a process that historically took about six months. OWRD relayed that they experienced an influx of applications. The Commissioners requested written bullet points to recap the timeline and steps taken to renew the application in order to assist the council as this timeline is not acceptable.

They have recently mapped current project areas that were not previously mapped. Many of the project areas are only accessible by foot. Ms. McClellan explained that they have detailed field/safety plans and a safety coordinator in the office. The satellite system can be used to monitor staff locations and she personally utilizes this to check on staff often.

The current strategy is to focus on improving tributary habitat in the Walla Walla Basin due to lack of the tributary's habitat overall and it is a high priority for many including fish agencies, the Walla Walla Water 2050 strategy, and the issue has even been addressed in ESA recovery plans in the area. Private landowners in the tributaries are voluntarily willing to work with the council.

The council is working with two landowners in the Couse Creek area on an idea to put wood structures in the stream to promote habitat growth, diversity and to prevent stream bank erosion. There is a five mile stretch of the North Fork that is being enhanced after the 2020 flood event, this project has been recognized with state-level awards and was included in the Oregon legislature's

allocation for the 2050 project. The concept is to reconnect the floodplain and has shown positive results.

In the Dry Creek and Lower Pine Creek sub-watersheds, habitat assessments are taking place to document current conditions and address issues such as degraded riparian habitat, loss of seasonal surface flow, disconnected floodplains and rural water security concerns. The council is partnering with the city of Walla Walla and the Forest Service to conduct a spring inventory and base flow assessment project with the goal of locating springs and collecting baseline data to track trends.

Another project includes developing a new bilingual website to provide resources for all. The changes in the Federal regulations around pesticides are complicated, the council is looking to assist people in understanding these changes through the website. The council hosts several events each year for students to learn, participate and volunteer. The council is currently engaged in the strategic planning process.

2. ATV Ordinance – Public Hearing – Presented by Doug Olsen Umatilla County Counsel. Chair Timmons opened the public hearing at 9:42 am. The proposed ATV Ordinance is before the Board for the first reading and public hearing. Changes may be made to the ordinance, and it may be set for a second reading. The ordinance would allow ATVs on certain County Roads, and for the area easterly of Highways 11 and 395, and southerly of Highway 74. Changes include helmets requirements.

Jill Stiffler, 330 N 2<sup>nd</sup> Athena, wonders why a Umatilla County permit would be required when the State charges a fee, requires a test and a properly displayed sticker. Rowen Hayes, Umatilla County Sheriff's Office, explained that the County will use the permitting process to ensure compliance with vehicle requirements like insurance, and some of the fee will also offset expenses for signage and tracking. It is also a way to track utilization.

The State and County ordinances differ in the restriction of passengers under the age of 5. The County prohibits passengers under age 5, the County can impose stricter rules than the State, but cannot be more lenient. The age restriction is a safety issue, safety is admittedly the number one concern for the Commissioners.

Allen Stiffler, 330 N 2<sup>nd</sup> St Athena, inquired about the designation of the riding area. – The designated areas was based off of recreational use areas. The Forest Service has been very engaged since the first conversation about ATV/UTV use on County roads. They are not able to be present today due to the Federal shutdown. The intent of the proposed ordinance at this time is for recreation use not travel. Chair Timmons closed the public hearing at 9:59 am.

Commissioner Dorran is not in favor of the ordinance, living in an agricultural based community, roads are setup for agricultural use, trucks carrying produce are much larger today than in the past. Many landowners he has encountered are not in favor of the ordinance. He expressed great concern with ATV/UTV's encountering the many large trucks on the rural roads. He acknowledged the great effort that Commissioner Timmons has put into the proposed ordinance and commended her approach.

Another concern discussed is fire. Review of the equipment every 1-2 years is important for this reason. There were also questions on how operators will be notified if in the instance of a burn ban the Commissioners choose to restrict ATV/UTV use. Sage DeLong, Emergency Manager suggested a media release and posting on the county website in combination with signage. Chair Timmons commented that the ordinance will be reviewed after one year with the intent to evaluate success and make adjustments as deemed necessary. **Commissioner Timmons moved to set the second reading for ATV/UTV ordinance for October 15, 2025. Seconded by Commissioner Shafer. Carried, 3-0.**

3. Controlled Access Addition - Presented by Dan Lonai, Administrative Services Director. There are two estimates to add controlled access (fob) at the north entrance of the courthouse and at election ballot storage. The total for the two doors is \$6,797.26, which is over \$5,000 and requires Commissioner approval. This will allow for two additional doors to have controlled access at a later time. **Commissioner Shafer moved to approve adding controlled access (fob) to two doors in the courthouse in the amount of \$6,797.26. Seconded by Commissioner Dorran. Carried, 3-0.**
4. Window Washing – Presented by Dan Lonai, Administrative Services Director. An estimate was obtained for washing the windows at the Courthouse, Justice Center, Juvenile, Public Health and Stafford Hansell buildings. The estimate is \$5,520, which is over \$5,000 and requires Commissioner approval. This is a yearly routine expense for maintenance and has been budgeted. **Commissioner Dorran moved to approve work and payment to Wambeke Window Washing in the amount of \$5,520.00. Seconded by Commissioner Shafer. Carried, 3-0.**
5. Property Recording Alert System - Presented by Stephen Craigen, Umatilla County Records and Elections Supervisor. This is the proposed contract with Helion Software for the implementation of their Property Recording Alert System. This service will allow the public to register for automated notifications whenever a document is recorded under their name, serving as a proactive measure against potential property fraud. The financial terms are an initial cost of \$2,000 for the first year, followed by an annual fee of \$1,000 for each subsequent year. The cost is free to the public. **Commissioner Shafer moved to approve and have the Chair sign the contract with Helion Software for the Property Recording Alert System. Seconded by Commissioner Dorran. Carried, 3-0.**
6. Sheriff's Office Payable – Presented by Doug Olsen, Umatilla County Counsel. A payable is before the Board for approval due to the amount. The payment is for inmate clothes. Mr. Pahl adds that clothing and personal items are purchased for the residents of the jail regularly. **Commissioner Dorran moved to approve payable to Bob Barker Company in the amount of \$5,870.74. Seconded by Commissioner Shafer. Carried, 3-0.**
7. Emergency Management Payment - Presented by Sage DeLong, Umatilla County Emergency Manager. Umatilla County Emergency Management is seeking approval of payment to Northwest Management Inc. for the completion of the west side CWPP for \$31,710.00; this plan was fully grant-funded and not part of the general fund. **Commissioner Dorran moved to approve payment to Northwest Management Inc. in the amount of \$31,710.00. Seconded by Commissioner Shafer. Carried, 3-0.**

8. Emergency Management Grant – Presented by Sage DeLong, Umatilla County Emergency Manager. Umatilla County Emergency Management is seeking approval of payment for \$5,000 to the City of Pilot Rock for a generator. This is for City Well #1. This was a grant from the Pacific Power Foundation and is not general fund dollars. With a power shutoff during a fire, fire crews are not able to draw water and assist in fighting fires. This is pass-through money from PP&L to the City of Pilot Rock. **Commissioner Dorran moved to approve payment to the City of Pilot Rock in the amount of \$5,000.00. Seconded by Commissioner Shafer. Carried, 3-0**
9. DD Payable - Presented by Doug Olsen, Umatilla County Counsel. A payable is before the Board for approval due to the amount. This is for a vehicle for DD use. The cost is reimbursed and budgeted. **Commissioner Shafer moved to approve payable to Specialty Mobility in the amount of \$29,000.00. Seconded by Commissioner Dorran. Carried, 3-0.**
10. CARE Lease - Presented by Doug Olsen, Umatilla County Counsel. Authorization is sought to lease additional space at the Banner Bank building for CARE offices. The additional monthly cost for the space is \$625. The proposed lease also includes the existing space for Veterans' Services and is for five years. **Commissioner Dorran moved to approve lease and authorize Chair to sign. Seconded by Commissioner Shafer. Carried, 3-0.**
11. Board Payable – Presented by Doug Olsen, Umatilla County Counsel. A payable is before the Board for approval due to the amount. The payment is for the Northeast Oregon Water Association dues. **Commissioner Shafer moved to approve payable to Northeast Oregon Water Association in the amount of \$23,500.00. Seconded by Commissioner Dorran. Carried, 3-0.**
12. Executive Session – Employment/Real Property – ORS 192.660(2)(a,b,e,h) – None

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorran: None

Commissioner Timmons: Introduced Nick Warner as the new Deputy County Counsel. Today is his first day on the job and the first of many meetings for him.

Commissioner Timmons also commented on the number of meetings that have taken place over the last week due to the Federal shutdown happening.

Meeting adjourned by Chair Timmons at 10:37 am.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners