

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS

Meeting of January 14, 2026
9:00 am, Room 130, Umatilla County Courthouse
Pendleton, Oregon

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Commissioners Present: Chair Cindy Timmons, Chair Elect Dan Dorran and Commissioner John Shafer

County Counsel: Nick Warner

County Counsel Absent: Doug Olsen

Guests Present: Robert Pahl, Umatilla County Chief Financial Officer; Shane Mascall, Umatilla County Chief Financial Officer; Undersheriff Jim Littlefield; Captain Paul Wolverton; Martie McQuain, Umatilla County Maintenance Manager; Sage DeLong, Umatilla County Emergency Manager; Stephanie Barnett, Payroll Specialist; Camryn Wanous, HR Specialist; Analyah Cruz, UCo Public Health; Josie George, Accountant; Kristina King, Accountant; Michelle Hall, Fiscal Agent; Detective Michael Ellwood, Joseph Fiumara, UCo Public Health Director; Jennifer Blake, HR Director

Video link or Calling in: Scott Stanton, UCFD1 Chief

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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 – Jennifer Blake unveiled the new official County seal, now the heart of the dais. She noted that today marks the completion of a vision set forth in 2023. Under the leadership of Commissioner Dorran a brand was selected to showcase the County's professionalism and to ensure local residents can identify their tax dollars at work. It is not just a logo but a symbol of strategic fiscally responsible consistency, hard work and commitment. Commissioner Dorran acknowledged the efforts of many and the work that was done to create the County logo and the recognition it receives. He expressed his pride for the County and the people.

Chair Timmons announced the Employee of the Quarter, Michael Ellwood. A letter from his peers commended his consistency in exceeding the requirements of his duties, commitment to community service and meticulous attention to detail. He was given an award and swag bag.

Commissioner Shafer read the commendation letter highlighting Michelle Hall's professionalism, positive can-do attitude, commitment to the team, thoroughness and exceptional work ethic. She was awarded with a Umatilla County Challenge Coin.

Minutes – Commissioner Shafer moved to approve the minutes from December 17 and December 29, 2025 Board meetings. Seconded by Commissioner Dorran. Carried, 3 - 0.

Additions to Agenda – None

Public Comments and Recognition of Visitors – None

Business Items

1. **Board Officers** – Presented by Nick Warner, Deputy County Counsel. As outlined in Order No. BCC2013-078 and the Charter, the Chair position rotates among the three commissioners. The proposed Chair for 2026 is Commissioner Dorran, with Commissioner Shafer as the Vice-Chair. Commissioner Dorran thanked Chairman Timmons for a great year, it was not an easy year, but she was stellar. **Commissioner Shafer moved to adopt Order No. BCC2026-001. Seconded by Commissioner Dorran. Carried, 3-0.** Chair Dorran presided over the remainder of the meeting.
2. **CWPP Update** - Presented by Sage DeLong, Emergency Management Manager. Emergency Management is seeking approval to contract with Northwest Management to update the West Umatilla County Community Wildfire Protection Plan. The plan was originally adopted in 2005 and 2009. The updated plan for the eastern portion of the county was adopted in August 2025. This contract is to update the part of the plan for the western portion. Funding for this contract is through SRS Title III for community wildfire preparedness. Notice of the proposed use for this funding has been published in the East Oregonian. The contracted work will begin after February 1, 2026. **Commissioner Shafer moved to approve contract with Northwest Management for the update of the community wildfire protection plan in the amount of \$44,000.00. Seconded by Commissioner Timmons. Carried, 3-0.**
3. **BCC Copier Purchase** - Presented by Nick Warner, Deputy County Counsel. The copy machine in the BOC is office is well aged. Parts for the current machine will soon be obsolete if not already. Three quotes were obtained comparing two different copy machines, all are Canon products. The ImageRunner C3926i is almost half the speed (26ppm) of the current machine (50ppm) making it noticeably slower. After comparing the C3926i and the Canon ImageFORCE C5140, the recommendation is to purchase the Canon ImageFORCE C5140 (40ppm) from Pacific Office Automation in the amount of \$5183.60 and an estimated monthly charge of \$39.49. This comes with a 5-year contract and includes parts, labor and toner. **Commissioner Shafer moved to approve the purchase of a Canon ImageFORCE C5140 from Pacific Office Automation in the amount of \$5,183.60 up front and an estimated \$40/month. Seconded by Commissioner Timmons. Carried, 3-0.**
4. **Fair Board Appointment** - Presented by Nick Warner, Deputy County Counsel. The term for Robbie Curry on the Umatilla County Fair Board has expired. His is eligible and is willing to serve another term. The reappointment is before the Board for consideration. **Commissioner Shafer moved to adopt Order No. BCC2026-006. Seconded by Commissioner Timmons. Carried, 3-0.**

5. Sheriff's Office Payment – Presented by Captain Paul Wolverton, UCSO. Creative Signs is the company UCSO uses to apply decals to UCSO patrol vehicles. They have invoiced us for applying decals to four vehicles from our 2025 vehicle order. The total price for those four vehicles is \$6,190.00. **Commissioner Shafer moved to approve payment to Creative Signs in the amount of \$6,190.00. Seconded by Commissioner Timmons. Carried, 3-0.**
6. Community Garden Construction Purchase - Presented by Analyah Cruz, Public Health. The community garden being built will need to construct several different garden boxes and gardens. Three quotes have been obtained from contractors to construct the gardens and garden boxes. Since the last presentation, three separate grants were received totaling \$22,500. McLaughlin Excavation LLC came in with the lowest bid. McLaughlin Excavation was willing to consider special pricing knowing it was a community garden and grant funded. They also connected staff with the FFA department to help reduce labor costs when building the garden beds. **Commissioner Timmons moved to approve the purchase of materials and labor for construction of several garden boxes, demonstration garden and children's garden in the amount of \$7,606.12. Seconded by Commissioner Shafer. Carried, 3-0.**
7. Law Enforcement Commute Authorization – Presented by Nick Warner, Deputy County Counsel. The annual review and approval of employees allowed to commute in county owned vehicles is before the Board. This is for law enforcement employees. The same list of positions is proposed as in 2025. Sergeants, Deputies, the Sheriff and Undersheriff bring the total to 26. **Commissioner Shafer moved to adopt Order No. BCC2026-002. Seconded by Commissioner Timmons. Carried, 3-0.**
8. Employee Commute Authorization - Presented by Nick Warner, Deputy County Counsel. The annual review and approval of employees allowed to commute in county owned vehicles is before the Board. This is for non-law enforcement employees. No positions have been added for 2026. **Commissioner Shafer moved to adopt Order No. BCC2026-003. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Economic Development Conference – Presented by Chair Dan Dorran. The Community Development Department seeks approval to utilize Economic Development funds to purchase trade show exhibit space and attend the Data Center World Conference in Washington, DC to be held in April, 2026. The fee for conference registration and trade show exhibit space is \$14,250. Several economic development partners including the cities of Hermiston and Umatilla, and Port of Umatilla have expressed interest in participating in the trade show/conference with Umatilla County and have committed financial resources to help offset the costs of the conference and trade show/marketing display and materials. **Commissioner Shafer moved to authorize Community Development Department to utilize County Economic Development funds and contributions from local economic development partners for attendance at Data Center World Conference. Seconded by Commissioner Timmons. Carried, 3-0.**
10. Budget Committee Appointment – Presented by Nick Warner, Deputy County Counsel. The term of Molly Tucker Hasenbank on the Budget Committee has expired. She is eligible and willing to serve for another term. **Commissioner Shafer moved to adopt Order No. BCC2026-004. Seconded by Commissioner Timmons. Carried, 3-0.**

11. Supplemental Budgets – Public Hearing – Presented by Robert Pahl, CFO. Chair Dorran opened the public hearing at 9:26 am. There are four supplemental budget orders before the Board for consideration. The details of the supplemental budget requests were read to the Board. No public comment was heard. The public hearing was closed by Chair Doran at 9:29. **Commissioner Shafer moved to adopt Order No. Budget2026-20. Seconded by Commissioner Timmons. Carried, 3-0.** **Commissioner Shafer moved to adopt Order No. Budget2026-21. Seconded by Commissioner Timmons. Carried, 3-0.** **Commissioner Shafer moved to adopt Order No. Budget2026-22. Seconded by Commissioner Timmons. Carried, 3-0.** **Commissioner Shafer moved to adopt Order No. Budget2026-23. Seconded by Commissioner Timmons. Carried, 3-0.**
12. Budget Transfers - Presented by Robert Pahl, CFO There is one budget transfer order before the Board for consideration. The description was read to the Board. **Commissioner Shafer moved to adopt Order No. Budget2026-24. Seconded by Commissioner Timmons. Carried, 3-0.**
13. Board Contract – Presented by Nick Warner, Deputy County Counsel. Approval is sought to utilize the contract between NOWA and Brownstein Hyatt Farber Schreck to seek federal legislation related to Columbia River access. NOWA currently is under contract for lobby services, and can add services to seek legislative action to obtain easements at the pipeline intake site for potential upgrades. **Commissioner Shafer moved to approve contract with Northwest Oregon Water Association and Brownstein at a cost of \$8,500 per month to seek federal legislation. Seconded by Commissioner Timmons. Carried, 3-0.**
14. Executive Session – Employment/Real Property – ORS 192.660(2)(a,b,e,h) – None

Commissioner Reports:

Commissioner Shafer: Thanked the Sheriff's Office, Juvenile, Parole, Probation, District Attorney's Office, Hermiston PD, OSP, all agencies that worked so hard on a shooting that occurred over the weekend.

Commissioner Dorran: None

Commissioner Timmons: None

Meeting adjourned by Chair Doran at 09:33 am.

Kelsey Bailey
Executive Secretary – Board of Commissioners