

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of January 3, 2024  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

\*\* \*\* \*\* \*\*

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

**County Counsel** Doug Olsen

**Guests Present:** Mark Tanner, Umatilla County Maintenance Manager; Karen Primmer, Umatilla County Dispatch Captain; McKenzie Bowey, GIS Cartographer; Tom Fellows, Public Works Director; Sage DeLong, Umatilla County Emergency Manager; Rachael Reynolds, Assessment & Taxation Director; Alisha Lundgren, Public Health Deputy Director; Robert Wahlder, Umatilla County Community Development Director; Robert Pahl, Umatilla County CFO; Dan Lonai, Administrator Services Director

**Video link or Calling in:**

\*\* \*\* \*\* \*\*

CALL TO ORDER: Commissioner 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 Commissioner Dorran.

**Awards/Correspondence/Recognitions.** Commissioner Shafer read a thank you letter from the Umatilla County Pioneer Association for the AWERE grant for banners.

Commissioner Shafer acknowledged the employee of the quarter. Steve Churchill with the Records Office is the recipient for the fourth quarter employee of the quarter. His vast knowledge and excellent customer are a great asset to the County. Presented with a certificate and some county goodies. Congratulations to Steve!

Commissioner Timmons brought a stack of thank you notes for the contribution to the Pendleton Junior Show. The Commissioners appreciate the notes and pictures.

**Minutes** – Commissioner Shafer moved to approve the minutes from the November 21, 2023 Board meeting. Seconded by Commissioner Timmons. Carried, 3-0.

**Additions to Agenda** – None

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

## Business Items

1. Board Officers – Commissioner Dorran noted that each year the position of Chair is rotated, as set out in the Board Manual. **Commissioner Dorran moved to adopt Order No. BCC2024-01 with Commissioner Shafer as the Chair, and Commissioner Timmons as the Vice-Chair for 2024. Seconded by Commissioner Timmons. Carried, 3-0.**
2. Public Health Purchase - Presented by Deputy Director Alisha Lundgren. This is for the purchase of an ultrasound device. UCo Health operates a reproductive health clinic in Pendleton and Hermiston. Our Nurse Practitioner has expressed interest in having ultrasounds available to improve services being provided and increase patient safety. In response, we sought out a grant from OHA and have been awarded \$31,000 for the purchase of an ultrasound device and related personnel / training related to the use of the device. Three quotes have been obtained and we recommend the purchase of the Clarius handheld ultrasound device in the amount of \$13,644. **Commissioner Dorran to approve purchase of ultrasound device in the amount of \$13,644. Seconded by Commissioner Timmons. Carried, 3-0.**
3. Dispatch Contract - Presented by Karen Primmer, Umatilla County Dispatch Captain. Approval is sought for payment for continuing quality assurance training and for standard operating procedures. There was a delay in the contractor obtaining staff. The amount for all of the services is \$16,519.78. **Commissioner Dorran moved to approve payment to Moetivations. Seconded by Commissioner Timmons. Carried, 3-0.**
4. GIS Software Purchase - Presented by McKenzie Bowey, GIS Cartographer. Approval is sought for the purchase of software license. As the GIS Department has grown we have become aware for the need of an ESRI Enterprise License and Server. Currently our Cartographers can only work in Parcel Fabric one at a time. With the Enterprise software all of them can be working in Parcel Fabric. This will also expand our dashboard abilities moving forward. The GIS department has been awarded \$23,563.78 for the Enterprise Geodatabase License and Enterprise Server via a grant from ORMAPS. There is a yearly cost of \$5,500 after the initial cost. **Commissioner Dorran moved to Authorize purchase of ESRI Enterprise software license for \$22,000 and Enterprise compatible server in the amount of \$1,563.80. Seconded by Commissioner Timmons. Carried, 3-0.**
5. Canal Road - Presented by Tom Fellows, Public Works Director. A portion of Canal Road does not follow the established course of the road. The portion is between Highway 395 and just North of Feedville Road. It is requested that the Board initiate the legalization process for this segment of the road. **Commissioner Timmons moved to adopt Order No. RD2024-01. Seconded by Commissioner Dorran. Carried, 3-0.**
6. Ambulance Franchises - Presented by Sage DeLong, Umatilla County Emergency Manager. The six ambulance franchises for the ambulance services areas are expiring. All of the current franchisees have submitted applications for renewal, which have been vetted by the advisory committee. The recommendation is to extend the franchises as provided by the Ambulance Service Ordinance, to June 30, 2028. **Commissioner Dorran moved to adopt Order No. BCC2024-006 Seconded by Commissioner Timmons. Carried, 3-0.**

7. EMPG Grant Agreement - Presented by Sage DeLong, Umatilla County Emergency Manager. The Oregon Department of Emergency Management Performance Grant is before the Board for approval. The grant amount is \$74,152. The program is undergoing changes, and funding may change. **Commissioner Dorran moved to approve grant agreement. Seconded by Commissioner Timmons. Carried, 3-0.**
8. Solid Waste Committee Appointment - Presented by Robert Waldher, Umatilla County Community Development Director. Approval for appointment to the Solid Waste Committee. The term for Donald J. Wysocki on the Planning Commission has expired. He has been serving as the Planning Commission representative on the Solid Waste Committee. Another Planning Commission member, Sam Tucker, is recommended to serve as the representative on the committee. **Commissioner Timmons moved to adopt Order No. BCC2024-005. Seconded by Commissioner Dorran. Carried, 3-0.**
9. Economic Development Purchase - Presented by Robert Waldher, Umatilla County Community Development Director. Every two years, Business Oregon partners with Conway Data to develop an "Oregon Focused" issue of Site Selection Magazine. This is a national publication. Umatilla County has an opportunity to advertise in the upcoming issue. 12,500 printed copies of the magazine will be circulated by direct mailing and trade shows. The publication will also be available online in digital form. Recommendation is to purchase the "Investment Profile" advertising option for \$14,000. This will replace some of the other advertising historically purchased by the County through Economic Development funding. **Commissioner Dorran moved to approve payment for investment profile as outlined. Seconded by Commissioner Timmons. Carried, 3-0.**
10. Maintenance Repair Payment - Presented by Mark Tanner, Umatilla County Maintenance Manager. The elevator at the Stafford Hansell Government Center stopped working last week. Emergency repairs were needed to get it working and usable. The cost for the emergency repairs is \$7,800. The payment is before the Board for approval due to the amount. **Commissioner Dorran moved to approve payment to Otis Elevator Company in the amount of \$7,800. Seconded by Commissioner Timmons. Carried, 3-0.**
11. Law Enforcement Commute Authorization - Presented by Doug Olsen, 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. Two positions have been added for this year. Commissioner Dorran questioned the ability to have the civil deputies be included, and would want those positions added to the non-law enforcement group unless documentation can be provided that are in a marked car. **Commissioner Dorran moved to adopt Order No. BCC2024-02 as amended. Seconded by Commissioner Timmons. Carried, 3-0.**
12. Commute Authorization - Presented by Doug Olsen, 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. Commissioner Dorran added the positions of the civil deputies to the list. **Commissioner Dorran moved to adopt Order No. BCC2024-03 as amended. Seconded by Commissioner Timmons. Carried, 3-0.**
13. Finance Position Request - Presented by Robert Pahl, Umatilla County CFO. Finance is seeking to add the position of Accountant. The request is based on the added duties of the office and additional purchasing responsibilities to be taken on following the software conversion, and also

assume some functions currently performed by the CFO and Assistant Director. The proposal is to create the position of Accountant, Range 25. **Commissioner Timmons moved to approve creation of position of accountant. Seconded by Commissioner Dorran. Carried, 3-0.**

14. BOPTA Appointment - Presented by Dan Lonai, Umatilla County Administrative Services Director. Due to the resignation of Bill Elfering, there is a vacancy on the Board of Property Tax Appeals. Commissioner Timmons is eligible and willing to serve. **Commissioner Dorran moved to adopt Order No. BCC2024-004. Seconded by Commissioner Shafer. Carried, 3-0.**
15. Corps Easement - Presented by Doug Olsen, County Counsel. Approval is sought for payment of additional costs related to the Army Corps of Engineers easement for pumpstation and river intake for the Central Pipeline project. The Corps has incurred additional cost for the application, which has resulted in additional administrative fees for the easement. Additional issues have also arisen that require specialized legal services, and outside counsel is sought for assistance in obtaining the easement. Further surveys have also been required for the easement. **Commissioner Shafer moved to authorize payment of administrative fee of \$32,500 to US Army Corps of Engineers, and costs for legal services and surveys. Seconded by Commissioner Timmons. Carried, 3-0.**
16. Hospital Facility Authority Appointment - Presented by Doug Olsen, County Counsel. The term for Joe Fiumara on the Hospital Facility Authority Board has expired. He is eligible for reappointment and is willing to serve another term. The appointment is before the **Commissioner Dorran moved to adopt Order No. BCC2024-007. Seconded by Commissioner Timmons. Carried, 3-0.**

Commissioner Reports:

Commissioner Shafer: None

Commissioner Timmons: None

Commissioner Dorran: Thank you for the past year and what was accomplished. It was a great year and he is looking forward to this year. Thank you to Commissioner Timmons and Commissioner Shafer.

Meeting adjourned by Chair Shafer at 9:50 a.m.

*Lori Smith*

Executive Secretary – Board of Commissioners