

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of March 6, 2024  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Vice-Chair Cindy Timmons and Commissioner Dan Dorran  
**Commissioner Absent:**  
**County Counsel** Doug Olsen

**Guests Present:** Robert Pahl, Umatilla County Chief Financial Officer; Tom Fellows, Umatilla County Public Works Director; Dan Lonai, Umatilla County Administrative Director ; Gina Miller, Umatilla County Code Enforcement; Rich Estes Code Enforcement; Megan Davchevski, Planning Division Manager; Josh Roberts, Lieutenant Sheriff’s Office; Mark Tanner Umatilla County Facilities Manager; Paul Wolverton Captain UCSO; Mike McHenry SWAC/PSSI Chair;

**Video link or Calling in:** Chair John Shafer

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**CALL TO ORDER:** Vice-Chair Timmons called the meeting to order at 9:01 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 Vice-Chair Timmons.

**Awards/Correspondence/Recognitions** Commissioner Timmons, there are 4 challenge coin award recipients. The first is Lexie Futter. Commissioner Timmons read a letter commenting on Lexie being an outstanding nurse who truly cares for her patients. She willingly takes on extra responsibilities. She works hard to keep up on current healthcare practices. Congratulations Lexie!

The next coin is for Kendra Stone who has worked hard and contributed to the success of the environmental health program. Her duties involved site evaluations, issuing of permits, follow up with complaints and more. During her training she was able to achieve one of the goals for the environmental health program, passing the National Environmental Health Association exam. The exam covers health concerns regarding food, drinking water, waste water, radiation, soil and air. This exam can be difficult. She volunteered a lot during COVID. Congratulations Kendra!

The next 2 were present and called up to receive their coins, Gina Miller and Rich Estes, from the code enforcement program are recognized for their outstanding work for their recent abatement for several nuisance properties, requiring a great deal of planning and collaboration with other agencies. Congratulations on a job well done!

**Additions to Agenda** – None.

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

**Business Items**

1. **Collection Franchise Fee** – Vice Chair Timmons opened the public hearing at 9:08 am – Presented by Doug Olsen, Umatilla County Counsel. On October 24, 2023, Community Development Director Bob Waldher presented a proposal to increase the Collection Franchise Fee from 2% to 3.5% for County Solid Waste Franchises. On January 9, 2024, the Solid Waste Committee voted to recommend this increase proposal to the Board of Commissioners for final approval. The first reading of the Ordinance amendment was held on February 7, 2024. The Ordinance is before the Board for a second reading and potential adoption. Vice-Chair Timmons asked for public comments or questions in favor or, in opposition to or neutral. There were none. Vice-Chair Timmons closed the public hearing at 09:12 am. **Commissioner Dorrان moved to adopt Ordinance No. 2024-02. Seconded by Commissioner Timmons. Carried, 3-0.**
2. **STIF Policy Amendment** – Presented by Megan Davchevski, Planning Division Manager. Following the COVID-19 Pandemic, the STIF Advisory Committee developed a System Sustainability (Reserve Fund) and Policy. On February 7, 2024, the Umatilla County Transportation Advisory Committee met and recommended approval of the proposed amendments to the policy. The changes include expanding use for funds and placing additional requirements for funding. **Commissioner Dorrان moved to adopt amended STIF System Sustainability Policy. Seconded by Commissioner Timmons. Carried, 3-0.**
3. **Sheriff's Office Camera Purchase** – Presented by Josh Roberts, Lieutenant Sheriff's Office. UCSO has received a federal grant through the Small Rural and Tribal Body-Worn Camera program in the amount of \$29,400. UCSO already uses Motorola (formerly WatchGuard) cameras and has existing infrastructure in place, making it beneficial to continue to purchase from Motorola Solutions. UCSO has received a quote from Motorola Solutions for thirty (30) V700 body-worn cameras, which are the newest camera offered by Motorola. The quote also includes needed accessories such as camera mounts, video transfer stations, etc. The total cost of the requested purchase is \$32,675.00. The amount of this purchase that exceeds \$29,400 will be applied to the matching funds component of the grant. Commissioner Dorrان asks will this leave you with some reserve cameras or will this use all of the cameras. Also, the one to one grant, do we need to match the \$29,400? Mr. Roberts confirmed it will leave him with a few extras for anticipated growth or replacement of broken or damaged equipment. Yes, we would have to match the \$29,400 but we can use any kind of funds to do that. Our records clerks average about 40 hours a month processing video requests, their wages can be applied to the grant match. There is a 2 year window to match that, it is a 2 year grant. **Commissioner Timmons moved to approve the purchase from Motorola Solutions in the amount of \$32,675.00. Seconded by Commissioner Dorrان. Carried, 3-0.**
4. **Sheriff's Evidence Vault** - Presented by Josh Roberts, Lieutenant Sheriff's office. UCSO's evidence vault is over 20 years old. Industry standards have changed over the last two decades, and the property room vault requires upgrades. UCSO wants to add locking doors to several of the vault shelves to better secure certain items to meet the industry standards. This project will also help move UCSO closer to accreditation, as property and evidence handling is a large portion of that

process. UCSO has researched options to modify its current storage shelves and determined SpaceSaver Specialists, Inc. as the sole source to perform this work. The cost of the project is \$12,985.00. UCSO has received a grant from City/County Insurance (CIS) for \$5,000.00 to help cover the cost. The remainder of the cost will be paid through Criminal Division fund. Commissioner Timmons clarified the price, there is a discrepancy in the amount listed in the background information versus the amount in the requested action. The correct amount is \$12,958.00 **Commissioner Dorran moved to approve the purchase/installation of SpaceSaver locking doors for shelving for a total cost of \$12,958.00. Seconded by Commissioner Timmons. Carried, 3-0.**

5. SHGC Generator Controls – Presented by Mark Tanner, Umatilla County Facilities Manager. Both of the transfer switch controls have failed for the Stafford Hansell Government Center generator. Staff is having to manually switch over the generator in the event of a power loss. A proposal has been submitted to replace the controls for a cost of \$10,226.70. The purchase and services are before the Board for approval. Commissioner Timmons asks how often this happens? Mr. Tanner, not very often, this is the first work we have done on that type of thing on this generator since 2006 Commissioner Dorran asks how often do you have to start the generator? Mr. Tanner, the generator automatically cycles once a month. **Commissioner Dorran moved to approve payment in the amount of \$10,226.70 to Power Systems West for controller replacement. Seconded by Commissioner Timmons. Carried, 3-0.**
6. Maintenance Payable - Presented by Mark Tanner, Umatilla County Facilities Manager. Approval is sought for maintenance division payable for light replacement as part of the office remodel at the Stafford Hansell Government Center for the veterans office. The payment is before the Board due to the amount. **Commissioner Dorran moved to approve payable to Double S Electric Inc. in the amount of \$6,758.92. Seconded by Commissioner Timmons. Carried, 3-0.**
7. Justice Center Controls – Presented by Mark Tanner, Umatilla County Facilities Manager. The County issued a request for proposals for the purchase and installation of the replacement of the network building controller at the Justice Center. One proposal was received from HMS Commercial Service in the amount of \$304,029. The recommendation is to cancel the request for proposals and reissue. A call from another company was received the day the bids were due. They would like to have another bid. **Commissioner Dorran moved to reject this bid and move forward with the bidding process. Seconded by Commissioner Timmons. Carried, 3-0.**
8. Guardian Care Facility Roof - Presented by Mark Tanner, Umatilla County Facilities Manager. The County issued a request for proposals for the re-roofing of the Guardian Care facility. Two proposals were received: C & C Constructions Services - \$26,900 Palmer Roofing - \$20,113 The recommendation is to award the contract to the lower proposal. Commissioner Dorran asked if they pay for prevailing wage? Mr. Tanner, no, less than \$50,000. **Commissioner Dorran moved to approve contract for the re-roofing of the Guardian Care facility by Palmer Roofing in the amount of \$20,113.00. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Elections Payable – Presented by Dan Lonai, Director of Administrative Services. Approval is sought for a payable for ballot envelopes for the upcoming election. The invoice is \$8,668, which is over \$5,000 and requires Commissioner approval. This is a yearly routine expense for conducting an election, and has been budgeted. Commissioner Timmons asks how many of these envelopes

do you get back? Mr. Lonai, it depends on the election, primary 40-50%, presidential 70-80%, some elections might not make 20%, out of 50,000. **Commissioner Timmons moved to approve the payable to CENVEO in the amount of \$8,668.00. Seconded by Commissioner Dorran. Carried, 3-0.**

10. Tractor Purchase - Presented by Tom Fellows, Umatilla County Public Works Director. Harris Park is requesting the approval of the purchase of a tractor that will replace the current John Deere 2003 4210 tractor with backhoe attachment. Two options for this replacement were researched: RDO equipment (John Deere) and Agri Service (Massey Ferguson). Both machines are comparable and equally equipped. Both machines are quoted under Sourcewell contract. The Agri-Service machine is fully equipped at a cost of \$38,885.08 with a trade of \$8,200 for a total of \$30,685.08. The RDO machine fully equipped is \$43,444.86 with a trade value of \$7,000 for a total of \$36,444.86. The department recommendation is that the board approve the purchase of the Massey Ferguson tractor from Agri-Service in the amount of \$30,685.08. **Commissioner Dorran moved to approval of purchase A MF18535MH tractor from Agri Service in the amount of \$30,685.08. Seconded by Commissioner Timmons. Carried, 3-0.**
11. Wolf Depredation Prevention Payables – Presented by Doug Olsen, Umatilla County Counsel. The Wolf Depredation Advisory Committee met and reviewed the applications for compensation for wolf deterrents. The grants and the payments are before the Board for approval. Payments include request from five producers that incurred expenses. **Commissioner Dorran moved to adopt Order No. BCC2024-029. Seconded by Commissioner Timmons. Carried, 3-0.**
12. Red Cross Proclamation - Presented by Doug Olsen, Umatilla County Counsel. A proclamation to declare March 2024 Red Cross month is before the Board for consideration, recognizing the importance and assistance the organization provides in Umatilla County. **Commissioner Dorran moved to adopt Order No. BCC2024-30. Seconded by Commissioner Timmons. Carried, 3-0.**
13. Property Purchase – Presented by Doug Olsen, Umatilla County Counsel. A property has been identified as a potential new site for the Fair office. The request is to authorize a commissioner to proceed with negotiations for purchase of the property. If the negotiations are successful then it would come back for formal approval. Chair Shafer asks this isn't to purchase the property today. Mr. Olsen responds, this is to negotiate an offer to potential sale. The actual sale would come back to the board for approval. **Commissioner Dorran moved to approve moving forward with this property negotiation. Seconded by Commissioner Timmons. Carried, 3-0.**
14. Commissioner Assignments - Presented by Doug Olsen, Umatilla County Counsel. The liaison assignments for the Commissioners for 2024 are before the Board for approval. The assignments are for department liaison and community benefit plan board appointments. Basically the same as last year with a few changes due to rotation of the chair. Commissioner Timmons asks what are the movements? Mr. Olsen responds the only one that rotates is legal. Commissioner Timmons so legal always go to the chair? Mr. Olsen, yes. **Commissioner Dorran moved to approve the Commissioner Liaison Assignments. Seconded by Commissioner Timmons. Carried, 3-0.**
15. Pipeline Phase 3 Contract – Presented by Doug Olsen, Umatilla County Counsel. As Phase 1 of the construction of the Central Pipeline project nears completion, Phase 2 continuing the pipeline onto the former depot property will begin as soon as possible. Phase 3 of the project will follow for the

construction of the recharge basin. To keep the construction schedule on track, it is proposed to contract with the current contractor, Tapani, for the remainder of the project. An estimate for the construction cost has been received, and the matter is before the Board for approval. Hopefully the rest of the construction will continue to go smoothly. Commissioner Timmons asks, we are getting close to the end of phase 1, how long do you expect phase 2 and 3 to go on? Mr. Olsen, phase 2 is still dependent on some of the approvals from the Corps. Once the approval is received, supposed to be a matter of a few months, with Phase 3 to follow. **Commissioner Shafer moved to adopt Order No. BCC2024-028. Seconded by Commissioner Dorrn. Carried, 3-0.**

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

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorrn: None

Commissioner Timmons: None

Meeting adjourned by Vice-Chair Timmons at 09:36 a.m.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners