

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of March 20, 2024  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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

**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 Services Director; Jennifer Blake, Umatilla County Human Resources Director; Lt Dustin Erickson, Umatilla County Sheriff's Office Lieutenant; Sage Delong, Umatilla County Emergency Manager; Kenny Franks, Umatilla County Sheriff's Office Captain;

**Video link or Calling in:** None

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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 speaks about SARS week. They have put together a really nice video that encapsulates a search and rescue recovery of a woman who fell off the cliffs in Washington. The local SARS has arranged with Destiny Theater in Hermiston for that video to be shown. He encouraged people go to see it, it has won 8 awards. Acknowledgment was given to our team for their work and success in this. Chair Shafer also commented on the quality of this video.

Chair Shafer mentions the loss of Search and Rescue's own Kevin Scheibner. He was thanked for his service.

**Additions to Agenda** – None.

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

**Business Items**

1. **Emergency Management Purchase** – Presented by Sage Delong, Umatilla County Emergency Manager. Umatilla County Emergency Management is seeking the approval of payment to Curtis Blue Line for gas masks and ballistic helmets from the State Homeland Security Grant (23-217) for \$47,033.16. The grant was for the purchase of first responders' personal protective equipment. Pricing is based on a GSA Contract. Commissioner Dorran asks if there will be another round of homeland security grants this year. Mr. Delong, it comes from the Federal side, we are waiting on

the federal side to determine how much that is. Emergency Management is applying for \$90,000 from 2020-2021, they have 3 weeks to write a grant, and are almost done with that. **Commissioner Dorran moved to approve to Allocate State Homeland Security Grant Funding (23-217) to purchase gas masks and ballistic helmets from Curtis Blue Line in the amount of \$47,033.16. Seconded by Commissioner Timmons. Carried, 3-0.**

2. Sheriff's Office Scanner - Presented by Lieutenant Dustin Erickson, Umatilla County Sheriff's Office. Approval is sought for approval to purchase extended warranty for the Courthouse scanner used at the front entry. The extended warranty is quoted at \$5,728.90 and covers all parts and labor except for wear and tear items. So far this year we have had the annual maintenance done and one call for service due to an issue with the conveyor belt operation and UPS battery replacement. Without the warranty we are responsible for the travel, labor, parts and additional money for the corrective maintenance which would be out of pocket. The annual maintenance alone is around \$3,000. Calibration is included in the warranty? **Commissioner Dorran moved to approve the purchase of the annual extended warranty for the scanner located at the Pendleton Courthouse, in the amount of \$5,728.90. Seconded by Commissioner Timmons. Carried, 3-0.**
3. Mission Road Project – Presented by Tom Fellows, Umatilla County Public Works Director. The CTUIR is preparing to submit an application for an ODOT Safe Route to School grant. The application would be to fund improvements to Mission Road. The current request would be to fund construction of sidewalks and crossings on Mission Road. The County would participate in the project management team and allow the improvements on the County Road, but otherwise the project would be administered and constructed by the CTUIR. A letter of support for the grant application is before the Board for review and approval. The improvement will include some crosswalks, bike paths, possibly a flashing pedestrian light. Commissioner Timmons asked about the road to the west. Mr. Fellows, they are looking at going the other direction too. They are doing it in phases. Right now they have funding to go down the west side of 331 from the Casino to the Government Center. **Commissioner Timmons moved to approve County participation in the project and authorize Chair to sign support letter. Seconded by Commissioner Dorran. Carried, 3-0.**
4. Property Tax Appeals - Presented by Dan Lonai, Umatilla County Administrative Services Director. The Board of Property Tax Appeals held its hearings on March 6, 2024. The actions taken by the BOPTA are before the Board for acceptance. Of the 19 appeals filed, nine hearings were held, with resulting adjustments to the assessed value. **Commissioner Timmons moved to adopt Order No. BCC2024-031. Seconded by Commissioner Dorran. Carried, 3-0.**
5. 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. Mr. Tanner recommend we cancel and reissue. Commissioner Dorran confirms that the board would have to reject all bids. Commissioner Timmons asks if this is for HVAC? We seem to do this a lot for all of the different buildings, can we get a list of when these controllers are replaced on what buildings. Mr. Tanner, yes it's for HVAC, these are software upgrades. I can give you a list. Not replacing the controls, but replacing the software, there will be additional controls added and software update. My intention was to get all of these on the same software. **Commissioner Dorran moved to reject all of the bids that**

**came in for the controllers at the Justice Center and proceed with the reissue of the RFP. Seconded by Commissioner Timmons. Carried, 3-0.**

6. Public Health Controlled Access - Presented by Dan Lonai, Umatilla County Administrative Services Director. IT is seeking to install a controlled access system at the Pendleton Health building. This eliminates the need to rekey the building when a key is lost or not returned. Cost to change the system is \$8,232.32. This project was included in the IT budget for this year. **Commissioner Timmons moved to approve payment to Uni-Tech communications to install a controlled access system at the Public Health building in the amount of \$8,232.32. Seconded by Commissioner Dorrان. Carried, 3-0.**
7. Server Upgrade – Presented by Dan Lonai, Umatilla County Administrative Services Director. Umatilla County IT has planned for upgrading the DMZ servers. The current servers are on Windows 2012, which is no longer supported and at end of life. To keep these servers properly secured we are requesting the purchase of upgraded licensing to Server 2022, which is the current version of Windows server. We have pricing from Dell off of the Oregon IT VAR State contract for \$8,371.96. **Commissioner Timmons moved to authorize purchase of upgraded server license for the DMZ servers in the amount of \$8,371.96. Seconded by Commissioner Dorrان. Carried, 3-0.**
8. Personnel Policies - Presented by Jennifer Blake, Umatilla County Human Resources Director. Policy updates 2.8, 4.3, 4.7, 4.17 and new policy 4.18 are before the Board for review and approval. **Commissioner Dorrان moved to adopt updated HR policies. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Executive Session – Employment/Real Property – ORS 192.660(2)(a,b,e,h) – None

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorrان: None

Commissioner Timmons: I am looking forward to this evening, I am going to Hermiston’s Distinguished Citizen’s banquet.

Meeting adjourned by Chair Shafer at 09:38 a.m.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners