

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of September 18, 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 Dorrان

**County Counsel** Doug Olsen

**Guests Present:** Robert Pahl, Umatilla County Chief Financial Officer; Dan Lonai, Umatilla County Administrative Director, Steve Craigen, Umatilla County Elections and Recording Director;

**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. 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** was led by Vice-Chair Timmons.

**Awards/Correspondence/Recognitions** Commissioner Dorrان, I would like to congratulate Pendleton and Pendleton Round-Up Board of Directors on a successful Round-Up, it was bigger and better than ever. Thank you to them!

Commissioner Timmons, I am surprised at the amount of dinners and get-togethers that people put together during the Round-Up.

**Minutes** – Commissioner Dorrان moved to approve the minutes from February 7, 2024; February 21, 2024; March 6, 2024; March 20, 2024; April 3, 2024; April 24, 2024; May 1, 2024; May 15, 2024; June 5, 2024; June 18, 2024 and September 4, 2024 Board meetings. Seconded by Commissioner Timmons. Carried, 3 - 0.

**Additions to Agenda** – None

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

**Business Items**

1. **Elections Envelope Scanner** – Presented by Dan Lonai, Administrative Services Director. The Elections Division has received a grant and would like to use part of it to purchase a redundant ballot envelope scanner. The scanner is compatible with the current software. The scanner is \$8,700 and the total amount will be paid with grant funds. Since this is a backup scanner, the installation and warranty are not needed and are not included in the request. Eventually we would be able to

run 2 machines simultaneously. We bought the original scanner that we are looking to backup 4 years ago. **Commissioner Dorrان moved to approve the purchase of a ballot envelope scanner from Caldwell Sales in the amount of \$8,700.00. Seconded by Commissioner Shafer. Carried, 3-0.**

2. Elections Envelope Printer - Presented by Steve Craigen, Supervisor Elections and Records. The request is to purchase a new office printer for Elections. This printer purchase is using funds drawn from a \$50,000 grant that the County was awarded August 2025 to help rural counties with election related expenses. There is only one manufacturer of this type of printer that meets the specifications for the department. It is a laser printer, includes an envelope feeder, a conveyor belt and an extra 2 year warranty. The purpose of this printer would be to do our supplemental printing, and to replace the current 9 year old printer. **Commissioner Dorrان moved to approve payable to Kelley Create in the amount of \$20,084.19. Seconded by Commissioner Shafer. Carried, 3-0.**

**Chair Shafer left at 9:13**

3. A&T Flooring ITB – Presented by Dan Lonai, Administrative Services Director. The Assessment & Taxation Department is seeking to have an invitation to bid issued for replacement of the flooring in its offices. The current carpet is roughly 20 years old. The request is to replace the carpeting with a vinyl tile option. Estimates for materials and labor exceed \$10,000. **Commissioner Dorrان moved to authorize issuance of invitation to bid for flooring replacement. Seconded by Commissioner Timmons. Carried, 2-0.**
4. Fair Office Cabling – Presented by Dan Lonai, Administrative Services Director. The new Fair Building in Hermiston needs to have three items installed:
  - A. Access controls (door fobs) installed; we have a quote for \$10,275.70
  - B. Ethernet cables run; the quote is for \$2,490.00
  - C. 8 new security cameras installed; the quote is for \$10,310.68

The quotes are from the same vendor. The items are before the Board for approval. We are asking the Board to approve these three items installed by Uni-Tech. **Commissioner Dorrان moved to approve installation of new door controls in the amount of \$10,275.70. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Dorrان moved to approve new Ethernet cabling installation in the amount of \$2,490.00. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Dorrان moved to approve eight new security cameras be installed in the amount of \$10,310.68. Seconded by Commissioner Timmons. Carried, 2-0.**

5. Burn Ban – Presented by Doug Olsen, Umatilla County Counsel. The lifting of the non-agricultural burn ban is before the Board for consideration. The ban was implemented July 3. As weather conditions have improved and seasonal temperatures have returned, fire potential has lessened. The proposal is to lift the ban as of October 1. **Commissioner Dorrان moved to adopt Order No. BCC2024-059. Seconded by Commissioner Timmons. Carried, 2-0.**
6. Fair Payable - Rentals - Presented by Doug Olsen, Umatilla County Counsel. Approval is sought for payment for rental of generators, forklift, fans and other equipment for the 2024 fair. The payable is before the Board due to the amount. Commissioner Timmons noted there is a day rental charge, week rental charge and a 2 week rental charge, why did we have these fans for 2 weeks?

Commissioner Dorran, it may have been the minimum. Also, the fans were in the barns during cleanup. **Commissioner Dorran moved to approve payable to United Rentals in the amount of \$16,503.20. Seconded by Commissioner Timmons. Carried, 2-0.**

7. Fair Payable - Lodging – Presented by Doug Olsen, Umatilla County Counsel. Approval is sought for payment for lodging for the 2024 fair. The payable is before the Board due to the amount. **Commissioner Dorran moved to approve payable to Best Western Inn in the amount of \$7,873.88. Seconded by Commissioner Timmons. Carried, 2-0.**
8. Fair Payable – Bleacher Rental - Presented by Doug Olsen, Umatilla County Counsel. Approval is sought for payment for bleacher rental for the 2024 fair. The payable is before the Board due to the amount. Commissioner Timmons why don't we buy some bleachers? Commissioner Dorran, we don't really have anywhere to store them, the need changes each year, bleachers are very expensive and there is a high liability with insurance. **Commissioner Dorran moved to approve payable to EOTEC in the amount of \$6,553.20. Seconded by Commissioner Timmons. Carried, 2-0.**
9. Board Meeting Schedule - Presented by Doug Olsen, Umatilla County Counsel. Due to the AOC Fall Conference, the second Board meeting in November will need to be reset. The first meeting in December is also sought to be reset. Also, the first Wednesday in January is a holiday, so it is requested to move the January meeting back. It has also been proposed to move the second January meeting back a week as well. **Commissioner Dorran moved to approve rescheduling of the November 20 meeting to November 26, 2024, December 4 meeting to December 11, 2024, reschedule January 1 meeting to January 2, 2025, and reschedule January 15 meeting to January 22, 2025. Seconded by Commissioner Timmons. Carried, 2-0.**
10. Executive Session – Employment/Real Property – ORS 192.660(2)(a,b,e,h) – None

Commissioner Reports: None

Meeting adjourned by Vice-Chair Timmons at 09:30 a.m.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners