

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

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**Commissioners Present:** Chair John Shafer, Vice-Chair 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; Captain Paul Wolverton, Sheriff’s Office; Lora Franks, Administrative Office Manager Sheriff’s Office; Captain Kenny Franks, Jail Commander; Lieutenant Josh Roberts, Sheriff’s Office; Teddy Orr, Weed Department Supervisor; Bob Waldher, Community Development Director; Heather Estrada, Director Sheriff’s Office; Berit Thorson, East Oregonian reporter; Yareli Napoles, reporter; Charlet Hotchkiss, Land Use Planner and Interim Public Transit Coordinator; Steve Craigen, Elections and Records Supervisor; Riley Wortman, IT manager; Jessica Blakeman, Hermiston Resident; Undersheriff Jim Littlefield;

**Video link or Calling in:** None

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**CALL TO ORDER:** Chair Shafer called the meeting to order at 9:00 am. 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** Chair Shafer - I want to congratulate our colleague Commissioner Dan Dorran on his resounding victory. I look forward to working with you for the next four years.

Commissioner Dorran - Thank you, thank you!

Commissioner Timmons – I would like to recognize the Elections Department, they did a phenomenal job. The volunteers, the staff, it was a smooth deal. Over 6000 ballots were processed yesterday.

**Minutes** – Commissioner Dorrان moved to approve the minutes from 10/16/2024 Board meeting. Seconded by Commissioner Timmons. Carried, 3 - 0.

**Additions to Agenda** – None

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

**Business Items**

1. Gettman Road Transfer - Public Hearing – Presented by Tom Fellows, Public Works Director. Chair Shafer opened the public hearing at 9:02. Previously the City of Hermiston and the County agreed to a transfer of jurisdiction of a portion of Gettman Road. The formal step to transfer is before the Board. Notice of a public hearing has been posted, and the public hearing is to allow anyone to provide input on the transfer. Following the public hearing, the order can be adopted.

Chair Shafer asked for comment in favor of, Jessica Blakeman, 795 W Gettman Rd, Hermiston OR, stood for comment. With children walking to school, a major concern is having cars fly down that road. She is in favor of the City taking over this stretch of Gettman Road. Gettman seems to be such a dangerous road and there are lots of people walking it. It is used by a lot of people. The school zone is her biggest concern, and would like to see the school zone extended, anything to slow traffic down. When asked if she though moving the road jurisdiction from the County to the City will slow people down, Ms. Blakeman thought people tend to exercise a little more caution when driving on roads with sidewalks and signage, it looks less rural. The chip seal project was appreciated.

Chair Shafer asked for other public comment in favor of, opposed to or neutral, there were none. Chair Shafer closed the public hearing at 9:08 am and returned to the regular meeting. **Commissioner Dorrان moved to adopt Order No. RD2024-06. Seconded by Commissioner Timmons. Carried, 3-0.**

2. Community Corrections Upgrade – Presented by Chair Shafer. Community Corrections is looking to upgrade and modernize the door locks and security of its building. Approval is sought to fob the main doors of the building as well as new crash bars, electric lock and key alike remaining doors. It is budgeted and will not be from the general fund, there are pass-through dollars. **Commissioner Shafer moved to approve the bid in the amount of \$28,700.81 from Uni-tech. Seconded by Commissioner Dorrان. Carried, 3-0.**
3. Sheriff's Office Purchase – Presented by Captain Paul Wolverton, Sheriff's Office. In order to maintain necessary job skills and to comply with Oregon DPSST annual training requirements needed to maintain certification, it is necessary for UCSO Deputies to engage

in a significant amount of firearms training. Approval is sought to purchase ammunition. This is an annually planned expense that is divided between the Criminal and Corrections Division budgets. **Commissioner Dorran moved to approve the purchase of training and duty ammunition in the amount of \$8,051.58 from Dooley Enterprises Inc. Seconded by Commissioner Timmons. Carried, 3-0.**

4. Sheriff's Office Copiers – Presented by Lora Franks, Administrative Office Manager Sheriff's Office. The Sheriff's Office has three copiers that need to be replaced due to the discontinued parts needed to repair the machines. The machines were purchased several years ago; the main copier is 14 years old and has been inactive for three weeks due to parts being unavailable. Quotes were received from two Canon dealers: Copiers Northwest and Canon Solutions America. Based on the recommendation of Robert Pahl, approval is sought to move forward with the purchase of all three copiers from Canon Solutions America, due to the overall cost. The cost for all three machines is \$15,652.00 and would be paid for out of program 90770. **Commissioner Dorran moved to approve the purchase of three copiers from Canon Solutions America in the amount of \$15,652.00. Seconded by Commissioner Timmons. Carried, 3-0.**
5. Sheriff's Office Payable – Presented by Captain Kenny Franks, Jail Commander. Asking for approval for payment of a medical bill. **Commissioner Dorran moved to approve this payable. Seconded by Commissioner Timmons. Carried, 3-0.**
6. LIDAR Unit Purchase – Presented by Lieutenant Josh Roberts, Sheriff's Office. Speeding vehicles is one of the most common complaints received by UCSO. Excessive speed contributes to serious injury/fatal crashes. Therefore, speed enforcement is a vital activity for any police agency. The Sheriff's Office is seeking to replace its aging LIDAR units used for speed enforcement. The current units are nearly 20 years old, were acquired second-hand from OSP, and are failing. UCSO has shopped different LIDAR suppliers and believes the Stalker brand LIDAR units will best meet its need. Each unit costs \$2,844.66. The present request is for two this year and maybe more included in next year's budget. There is an agency approved training course, the academy puts on a course. Anyone that will use these will have to go through training. **Commissioner Timmons moved to approve the purchase of two Stalker brand RLR LIDAR units from Applied Concepts, Inc. for a total of \$5,689.32. Seconded by Commissioner Dorran. Carried, 3-0.**
7. Drone Purchase - Presented by Teddy Orr, Weed Department Supervisor. Chair Shafer recused himself from this discussion and vote. The County issued a request for proposals for the purchase of two drones for the Weed Control Program. Two proposals were received: Advanced Drone LLC - \$30,958 and Agri Spray Drones - \$30,625. The recommendation from the department is to contract with the lower proposal. **Commissioner Timmons moved to authorize contract for the purchase of two drones**

**and related equipment from Agri Spray Drones in the amount of \$30,625.00. Seconded by Commissioner Dorran. Carried, 2-0**

8. Community Development Grants - Presented by Bob Waldher, Community Development Director. The Umatilla County Community and Economic Development Grant Committee met October 21, 2024 to review grant requests. A total of 10 grant requests were received for the fall funding cycle and the committee recommends the Board of Commissioners approve funding eight grants. The list of grants was read by Mr. Waldher. **Commissioner Dorran moved to approve funding recommendations for Fall 2024 Community and Economic Development Grant Requests for eight grants totaling \$82,400. Seconded by Commissioner Timmons. Carried, 3-0.**
  
9. STIF Grants – Presented by Charlet Hotchkiss, Land Use Planner and Interim Public Transit Coordinator. The Umatilla County Transportation Advisory Committee (UCTAC) met on October 24, 2024 to evaluate STIF 5310 and 5310 Small Urban project applications. The UCTAC recommended approval of the following STIF 5310 and 5310 Small Urban project amounts: 1. City of Milton-Freewater (Senior and Disabled Taxi Program): \$96,000.00; 2. City of Hermiston (Senior and Disabled Demand Response Taxi program): \$159,967; 3. City of Pendleton (Senior and Disabled Demand Response Taxi program): \$302,000 **Commissioner Timmons moved to approve Umatilla County STIF 5310 and 5310 Small Urban projects for the listed amount and authorize Transit Coordinator to submit the applications to ODOT: City of Milton-Freewater: \$96,000, City of Hermiston: \$159,967 and City of Pendleton: \$302,000. Seconded by Commissioner Dorran. Carried, 3-0.**
  
10. Community Development Payable – Presented by Charlet Hotchkiss, Land Use Planner and Interim Public Transit Coordinator. ODOT granted Umatilla County a public outreach and safety awareness focused grant from May 2024 through September 2024. Within that grant the county was able to run a number of different advertising campaigns, including a radio ad campaign featuring a recording from local Sheriff Terry Rowan, as well as a social media ad campaign featuring safe driving awareness messages and graphics. The payable for radio and social media ad campaigns promoting safe driving along Highway 11 between Milton-Freewater and Stateline is before the Board for approval. The cost will be reimbursed in full to the County through ODOT Grant Agreement. **Commissioner Dorran moved to approve payable to Elkhorn Media Group in the amount of \$7,450.00. Seconded by Commissioner Timmons. Carried, 3-0.**
  
11. Elections Payable – Ballot Processing – Presented by Steve Craigen, Elections and Records Supervisor. Approval is sought for a payable for envelope printing, inserting and mailing for the 2024 general election. The invoice is \$7,943.53 which is over \$5,000 and requires Commissioner approval. This is a yearly routine expense for conducting an election, and has been budgeted.

Commissioner Dorran asked if people had lost or gotten rid of their return envelopes, how is it handled? Mr. Craigen explained that each envelope has a unique correspondence to bar code. If it is lost, a new ballot has to be issued. A ballot returned without the specific envelope is rejected. **Commissioner Dorran moved to approve and sign the attached payable to BMS Technologies in the amount of \$7,943.53. Seconded by Commissioner Timmons. Carried, 3-0.**

12. Elections Payable - OCVR – Presented by Dan Lonai, Director of Administrative Services. Approval is sought for a payable for the Oregon Centralized Voter Registration System’s maintenance for the current year. The maintenance of the statewide system is split among the state and all 36 Oregon counties. Umatilla County’s share is \$7,216. This is a yearly routine expense for voter registration, and has been budgeted. **Commissioner Timmons moved to approve payable to the Secretary of State in the amount of \$7,216.00 for OCVR maintenance. Seconded by Commissioner Dorran. Carried, 3-0.**
13. Elections Payable - Maintenance – Presented by Steve Craigen, Elections and Records Supervisor. Approval is sought for a payable for maintenance on the ballot envelope scanner. This is a yearly routine expense for conducting an election, and has been budgeted. The division will calculate how much cost per ballot sent and how much cost per ballot cast. **Commissioner Dorran moved to approve payable to Caldwell Sales Consulting Technologies in the amount of \$6,168.00. Seconded by Commissioner Timmons. Carried, 3-0.**
14. IT Fiber Contract – Presented by Riley Wortman, IT manager. IT has obtained two quotes for fiber installation and service at the new Fair Office facility. Blue Mountain Networks: Install is \$20,000 and the lowest service rate is 300M/300M circuit would be around \$800/month on a 3- year contract. Inland Development: Install is \$30,483.13 w/ 25% discount to make it \$22,862.35, service rate is 100M/100M at \$150/month on a 5-year contract. The recommendation is to go with Inland, since it has the lower cost overall. 100 M will be adequate for the needs of the office. **Commissioner Dorran moved to approve install and service from Inland Development in the amount of \$22,862.35. Seconded by Commissioner Timmons. Carried, 3-0.**
15. Fair Expense - Presented by Commissioner Dorran. The expenses for attending the Oregon Fairs Association conference in Redmond are before the Board for review and approval. **Commissioner Timmons moved to approve payment of expenses for Fair Manager/Fair Board travel to and attendance at Oregon Fairs Association Conference in Redmond in the amount of \$6,292.52. Seconded by Commissioner Dorran. Carried, 3-0.**
16. Operation Green Light – Presented by Commissioner Timmons. Operation Green Light for Veterans is a recognition of Veterans by lighting buildings and landmarks in green. An order documenting the support of the Commissioners to Operation Green Light is before

the Board for approval. Maintenance has already installed green lights around the County and will continue through November 11<sup>th</sup>, Veterans' Day. **Commissioner Timmons moved to adopt Order No. BCC2024-062. Seconded by Commissioner Dorrان. Carried, 3-0.**

17. Board Payables- Presented by Commissioner Dorrان. Previously the county Wolf Depredation Advisory Committee reviewed and approved payments for 2023 confirmed depredations. The funding has now been awarded. The payables for the three producers to compensate for depredations for 2023 are before the Board for review and approval. **Commissioner Dorrان moved to approve grants and payable for three producers for livestock losses. Seconded by Commissioner Timmons. Carried, 3-0.**

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

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorrان: Thank you to the Elections

Commissioner Timmons: None

Meeting adjourned by Chair Shafer at 09:50 a.m.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners