

UMATILLA COUNTY BOARD OF COMMISSIONERS
WORK SESSION - MINUTES

Meeting of August 26, 2026
3:30 pm, Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsels: Nicholas Warner

Guests Present: Jennifer Blake, HR Director; Dan Lonai, Umatilla County Administrative Director; Riley Wortman, IT Manager; Mason Davis, IT Programmer Analyst; Jason Jensen, CFO

Video link or Calling in: None

CALL TO ORDER: Chair Dorran called the meeting to order at 3:30 pm. He reminded all that the meeting is a public forum and there is a call-in option provided. The meeting is being video and audio recorded and minutes will be taken. Also, meetings are now live-streaming.

Pledge of Allegiance - led by Chair Dorran.

Additions to Agenda – Add a request from the City of Pendleton for a letter of support per Sage, this will be added as # 4. Printed copies of the agenda need Contract Policy added as #2 and City of Weston as #3, they are included on the online agenda.

All three Commissioners attended a successful Economic Summit. The next one is scheduled to be hosted in Pendleton.

Business Items

1. **Umatilla County Website** – Presented by Dan Lonai, Director of Administrative Services, Mason Davis, Programmer Analyst; and Riley Wortman, IT Manager. It has been requested that the Board discuss and give direction on the current County Website as well as upcoming compliance requirements with ADA Standards which now need to be met by April 2027. Historical documents posted on the website are not included as part of the requirement to meet compliance, but anything that is updated after April 2027 must meet compliance requirements. There are products that are capable of taking a non-compliant document and interpreting it in a way that would meet compliance. Commissioner Timmons asks about existing programs (screen readers) that can read documents for people with disabilities. – Part of the Standard is to make sure that the screen readers can read the document posted on the website to successfully assist those folks. A violation for being out of compliance carries an initial fee of up to \$75,000, additional fees can be up to \$150,000. Once the website is in compliance it will be up to the employees that have access to keep it compliant. Oversight of staff updates will need to be in place along with education. Chair Dorran asked about creating the website behind the scenes so that there is not constant change as staff continue to use it. Pros and cons of this method were discussed.
A spreadsheet with price structures from Revize and Civic Plus were compared along with demos from both companies. The quotes to build a new ADA compliant website ranged from \$27,000 annually to more than \$36,000 between the different companies. Implementation will take about

six months. Once the website is built, county staff would still be responsible for making changes to their department's page with the assistance of IT if needed. Additionally, there is an option to have a vendor convert the PDF's into a compliant format without rebuilding the whole website, this would be in the \$10,000 range. There are a few departments that have their own domain and there is an additional charge to move these over. Riley will collect information on the questions raised and present a recommendation from staff on the pinkie to present to at a BOC meeting. Pros to having a new website built is that user interface will be simpler, there are AI functions like a chat bot and accessibility options. Revize is less expensive, the staff that looked into it thought it was also easier to navigate. If the decision is to move forward with having a new website built by someone else it would be cloud based. \$35,000 was budgeted in anticipation of a website overhaul. Pricing for the first year would exceed the \$35,000 due to the initial conversion and setup costs. The reserve fund would likely be an option to cover the difference. Each year after, the annual fee is estimated at \$27,000 or \$36,000 depending upon the company chosen. This was a goal in IT's 5-year plan. IT was encouraged to present three quotes.

2. Contract Policy - Presented by Nick Warner, Deputy County Counsel. It is being requested by County Counsel that the Board of County Commissioners give guidance on how they want to handle procurement of contracts in the future. Specifically, staff would like direction on how small adjustments and authorizations should be handled on overruns. The suggestion from county counsel is to add a statement in the procurement policy regarding amendments to the original contract that alters the cost by less than a certain percentage, it would not be required to go back before the Board for approval. Commissioner Timmons suggested having a cap to the percentage, for example 10% but no more than \$10,000. Jason shares concerns of the amended amount then exceeding the specific budget appropriation. Another option would be to align the cap of the amended amount to be within the persons spending authority. Nick will draft something and bring it back before the Board for edits. Another concern that Jason has is receiving a request for payment/payable with a signed contract, but no pinkies attached. This was discussed and will be handled as the situation arises.
3. City of Weston – Presented by Chair Dorran. The City of Weston has procured a generator, they need a pad and electrical installed. The initial request was for \$96,000 for the cost of the generator and supporting work to receive the generator. It was proposed to not exceed \$20,000 for the County to support the concrete pad and electrical components. Previously, funds were received from the County and Wildhorse. It was discussed that LTREZ money could be used in places other than the County. The City has applied for grants with PP&L, Business Oregon is another option they are pursuing. Chair Dorran offered to invite Annie Williams to a BOC meeting to offer further details. This will be added to the BOC agenda.
4. Letter of Support - Presented by Chair Dorran. Sage DeLong has asked for a letter of support from the Commissioners for the City of Pendleton's proposed battery energy storage and microgrid project at the Wastewater Treatment and Resource Recovery Facility (WWTRRF). Since an immediate response is needed, the letter will be from only one Commissioner and not the entire Board. Kelsey will put this onto the County letterhead.

Commissioner Reports:

Commissioner Timmons: A letter of support was received from Milton-Freewater and she will ensure it gets to County Counsel for review.

Commissioner Shafer: Nothing

Commissioner Dorran: He thanked Commissioner Timmons for bringing IT in to discuss the website.

Meeting adjourned by Chair Dorran at 4:52 pm.

Kelsey Bailey

Executive Secretary – Board of Commissioners