

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of August 25, 2025  
8:00 am, Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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

**County Counsel** Doug Olsen

**Guests Present:** Jennifer Blake, Umatilla County HR Director;

**Video link or Calling in:** None

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**CALL TO ORDER:** Chair Timmons called the meeting to order at 8:02 am. 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** - led by Chair Timmons.

**Business Items**

1. **Fair Payable** – Presented by Doug Olsen, Umatilla County Counsel. A fair payable is before the Board for approval due to the amount. The contract for security at the fair was in the amount of \$51,305.92. Additional security was requested on the midway, at a cost of \$3,281.25. Approval for the payment is before the Board for consideration. Commissioner Dorran explains that extra security was required due to the setup of the parking area. The extra security was greatly valuable, there were lower incidents this year than previous years. **Commissioner Dorran moved to approve payable to RS Management Services, including invoice in the amount of \$3,281.25. Seconded by Commissioner Shafer. Carried, 3-0.**
2. **Position Double Fill** - Presented by Doug Olsen, Umatilla County Counsel. Approval is sought to double fill the position of county counsel. To allow for transition and training, double fill of the position is requested beginning September 1, 2025 to June 30, 2026. Along with the double fill, the position of deputy county counsel will be filled at a salary of \$160,458. This will be the same range as others of the executive committee - HR director and CFO. This request also includes the double fill of the CFO position as of October 1, 2025 to September 1, 2026. **Commissioner Dorran moved to approve double fill of positions and setting salaries. Seconded by Commissioner Shafer. Carried, 3-0.**

3. Contract Ratification – Presented by Doug Olsen, Umatilla County Counsel. The proposed contract, collective bargaining for the Sergeants is not completely ready. One portion of the contract, overtime payments to Sergeants from July 2024 has been agreed upon and is before the Board for approval. Approval today is for payroll purposes. **Commissioner Shafer moved to approve payment for Sergeants' overtime from July 2024. Seconded by Commissioner Dorrn. Carried, 3-0.**
4. Executive Session – Employment/Real Property – ORS 192.660(2)(a,b,e,h) – None

Commissioner Reports: None

Meeting adjourned by Chair Timmons at 8:08 am.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners