MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of November 5, 2025
9:00 am, Room 130, Umatilla County Courthouse
Pendleton, Oregon

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Commissioners Present:	Chair Cindy Timmons and Vice-Chair Dan Dorran
Commissioner Absent:	John Shafer
County Counsel	Doug Olsen, Nick Warner
Guests Present:	Robert Pahl, Umatilla County Chief Financial Officer; Tom Fellows, Umatilla County Public Works Director; Dan Lonai, Umatilla County Administrative Director; Lt. Josh Roberts, Umatilla County Sheriff's Office; Steve Craigen, Records & Elections Supervisor; Bob Waldher, Umatilla County Community Development Director; Megan Davchevski, Umatilla County Planning Manager; Kim Beck, Human Services Director; Sgt Rowen Hayes, Umatilla County Sheriff's Office; Mark Morgan, Hermiston Assistant City Manager;
Video link or Calling in:	Sage DeLong, Umatilla Co Emergency Manager; B Danielle Schulte, CTUIR Senior Planner; Jennifer Blake, Umatilla County HR Director; 509-***-**84 unknown caller

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CALL TO ORDER: Chair Timmons called the meeting to order at 9:00 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.

Awards/Correspondence/Recognitions – Commissioner Dorran commented on the amazing number of farmers, agencies and other attendees including the Fire Marshall, at the recent Rural Fire Protection Area (RFPA) meeting for the Juniper Canyon area. Hats off to a multi-decade effort organizing the RFPA to protect an unprotected area of the county.

Minutes – Commissioner Dorran moved to approve the minutes from October 1, 2025 and October 15, 2025 Board meetings. Seconded by Commissioner Timmons. Carried, 2 - 0.

Additions to Agenda – None

Public Comments and Recognition of Visitors – None

Business Items

1. Road Transfer – Public Hearing – Presented by Doug Olsen, Umatilla County Counsel. Chair Timmons opened the public hearing at 9:03 am. In July, 2025, the Board approved an agreement with the City of Hermiston for the transfer of the road jurisdiction for a portion of SE 10th Street. The public hearing for the road transfer is now before the Board as part of the formal transfer process. Notice of the hearing has been posted as required.

   Mark Morgan, City of Hermiston, Assistant City Manager, expressed gratitude for the County's cooperation on this item. With anticipated growth of around 1200 housing units along the 10th Street corridor over the next 10 years, the city having control will be a more efficient process when it comes to utility planning and maintaining roadways. Chair Timmons closed the public hearing at 9:06 am. **Commissioner Dorran moved to adopt Order No. RD2025-03. Seconded by Commissioner Timmons. Carried, 2-0.**

2. East End Bridge Project - Presented by Tom Fellows, Public Works Director. The bridge on Blue Mountain Station Road over Couse Creek needs to be replaced. Engineering for the project will be contracted with Anderson Perry, purchasing a modular bridge, and majority of the project being completed by county staff. The project and the contract are before the Board for approval. Estimated cost for the engineering services is $22,000. **Commissioner Dorran moved to approve the bridge replacement project and contract with Anderson Perry & Associates. Seconded by Commissioner Timmons. Carried, 2-0.**

3. Public Works Purchase - Presented by Tom Fellows, Public Works Director. The Public Works Department is requesting permission to purchase a new flip axle for the 55-ton lowboy trailer. This axle will be in addition to the 3 axles currently on the trailer. The additional axle is necessary to haul the new crusher components purchased earlier this year. The cost of the axle purchased on Sourcewell is $17,892.50. **Commissioner Dorran moved to authorize purchase of a new PITTS FA15 Flip Axle from Peterson Motors Co. in the amount of $17,892.50. Seconded by Commissioner Timmons. Carried, 2-0.**

4. Sheriff's Vehicle – Presented by Lt. Josh Roberts, UCSO Criminal Division. Umatilla County Fire District #1 (UCFD1) has done some repairs and decommissions on several UCSO vehicles over the last several months. One vehicle up for decommission was unit# 312, a 2011 Ford F-250 Super Cab diesel pickup. The value of the pickup is estimated at $16,000. UCFD1 approached UCSO and requested the County trade the pickup as payment for the outstanding balance of services rendered by UCFD1, which is currently $8,981.00, and provide a credit of $7,019.00 toward future services. The total amount of the trade for payment and future credit is $16,000.00. **Commissioner Dorran moved to**

approve the trade of unit # 312 a 2011 Ford F-250 Super Cab diesel pickup to UCFD1 in a combined amount of $16,000.00 as payment for services rendered, and $7,019.00 in credit toward additional future services. Seconded by Commissioner Timmons. Carried, 2-0.

5. Elections Payable - Envelopes - Presented by Steve Craigen, Records and Elections Supervisor. A payable for 110,000 #10 return ballot packet envelopes for the upcoming elections is before the Board for approval. The invoice is $8,195.00, which is over $5,000 and requires Commissioner approval. This is a routine expense for conducting an election, and has been budgeted. This order for envelopes is enough for two county-wide elections. **Commissioner Dorran moved to approve payable to Cenveo Worldwide Limited in the amount of $8,195.00. Seconded by Commissioner Timmons. Carried, 2-0.**

6. Elections Payable - Scanner – Presented by Steve Craigen, Records and Elections Supervisor. Approval is sought for a payable for maintenance on the ballot envelope scanner. The invoice is $8,589, 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 moved to approve payable to Caldwell Sales Consulting Technologies in the amount of $8,589.00. Seconded by Commissioner Timmons. Carried, 2-0.**

7. Elections Payable – OCVR Annual Maintenance - Presented by Steve Craigen Records and Elections Supervisor. 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 $7,776, which is over $5,000, and requires Commissioner approval. This is a yearly routine expense for voter registration, and has been budgeted. **Commissioner Dorran moved to approve payable to the Oregon Secretary of State in the amount of $7,776.00 for OCVR maintenance. Seconded by Commissioner Timmons. Carried, 2-0.**

8. Maintenance – Stafford Hansell HVAC Controls Expenditure - Presented by Dan Lonai, Director of Administrative Services. Umatilla County is eligible for a $17,000 energy trust grant to upgrade the VAV controllers at the Stafford Hansell building. This grant is set to expire on December 31st. Out of three solicited bids, two responses were received: Holaday Parks in the amount of $25,196.62; and HMS in the amount of $103,495. The recommendation is to proceed with the lower bid through a personal services contract. **Commissioner Dorran moved to approve the bid from and contract with Holaday Parks in the amount of $25,196.62 to upgrade the VAV controllers at the Stafford Hansell building. Seconded by Commissioner Timmons. Carried, 2-0.**

9. Maintenance – CARE Office Carpet/Remodeling Expenditure - Presented by Dan Lonai, Director of Administrative Services. For the new CARE office in the Banner Bank building, three bids were requested to construct a wall, install a door in an existing wall,

and carpet the area. Two bids were received, and Knerr Construction submitted the lowest estimate at $20,178.18. It is recommended to proceed with the lower bid. **Commissioner Dorran moved to approve contract with Knerr Construction in the amount of $20,178.18. Seconded by Commissioner Timmons. Carried, 2-0.**

10. Maintenance – Care Office Security Cameras/Fobs Expenditure - Presented by Dan Lonai, Director of Administrative Services. Uni-Tech has proposed a bid of $9,933.39 to install security cameras in the Veterans and CARE lobbies, as well as FOB access for both entry doors and wiring for the CARE office at the Banner Bank building. The Veterans' portion of this bid is $2,600, with the remaining $7,333.39 allocated to CARE. **Commissioner Dorran moved to approve bid with Uni-Tech in the amount of $9,933.39. Seconded by Commissioner Timmons. Carried, 2-0.**

11. CDDP – Suite Additions LLC Payable - Presented by Nick Warner, Umatilla County Deputy County Counsel. A payable is before the Board for approval due to the amount. The cost is reimbursed and budgeted. **Commissioner Dorran moved to approve payable to Suite Additions LLC in the amount of $5,313.15. Seconded by Commissioner Timmons. Carried, 2-0.**

12. CDDP – Knerr Construction Inc. Payable – Presented by Kim Beck, Director of Human Services. A payable is before the Board for approval due to the amount. The cost is reimbursed and budgeted. **Commissioner Dorran moved to approve the down payment, payable to Knerr Construction, Inc. in the amount of $13,435.50. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Dorran added an amendment to the original motion to approve the entire project in the total amount of $89,570.00. Seconded by Commissioner Timmons. Amendment Carried, 2-0. Commissioner Dorran moved to approve payment to Knerr Construction, Inc. in the amount of $89,570.00 for the project. Seconded by Commissioner Timmons. Carried, 2-0.**

13. CDDP – Training Payable - Presented by Kim Beck, Director of Human Services. Approval is sought for payment for Safety Training. This training will be the culmination of the Service Access Grant received through the American Rescue funds through the State of Oregon. The payable is before the Board due to the amount. **Commissioner Dorran moved to approve payable to Kola Shippentower Thompson in the amount of $6,950.00. Seconded by Commissioner Timmons. Carried, 2-0.**

14. Community and Economic Development Grant Approval - Presented by Bob Waldher, Umatilla County Community Development Director. The Umatilla County Community and Economic Development Grant Committee met October 28, 2025 to review grant requests. A total of nine grant requests were received for the fall funding cycle and the committee recommends the Board of Commissioners approve funding the grants shown on the attached list. **Commissioner Dorran moved to approve funding recommendations**

for Fall 2025 Community and Economic Development Grant requests totaling $88,000. Seconded by Commissioner Timmons. Carried, 2-0.

15. Planning Commission Appointments - Presented by Megan Davchevski, Umatilla County Planning Manager. The Umatilla County Planning Division requests board approval to reappoint several members to the Planning Commission. Three members are willing and able to serve a second full term, ending December 31, 2029: John Standley, Emery Gentry and Sam Tucker. The Planning Division recommends and requests that they be reappointed for one additional term. **Commissioner Dorran moved to adopt Order No. BCC2025-48. Seconded by Commissioner Timmons. Carried, 2-0.**

16. Sale of Property – Presented by Doug Olsen, Umatilla County Counsel. Authorization is sought for the sale of property foreclosed on for delinquent property tax. The tax lot is a small parcel in Milton-Freewater. The property did not sell at the August 20, 2025 auction, with a price of $900. A bid was recently received to purchase the property. The amount meets the minimum bid amount and is before the Board for approval. **Commissioner Dorran moved to adopt Order No. BCC2025-045. Seconded by Commissioner Timmons. Carried, 2-0.**

17. ATV Ordinance - Presented by Doug Olsen, Umatilla County Counsel. The proposed ATV Ordinance is before the Board for further discussion. The county permit requirement has been deleted, with the implication that an Oregon (OHV) permit is still required. The definitions sections for ATV and operating permit have been further defined.

    A proposed map has been added for the area subject to the ordinance and includes all roads, not just permitted roads. Commissioner Dorran suggests that roads permitted for ATV/UTV use be identified clearly on the map. He recommended partnering with the GIS department to create such map.

    Commissioner Timmons communicated with CTUIR about the proposed ordinance. They requested clear signage be posted marking Tribal land. Discussions with Public Works concluded that its budget would allow for about 10 signs per year and that signs should be posted on roads where use may be questionable. Commissioner Dorran suggested identifying the roads that need signage, calculate the number of signs needed and look for a sign budget in addition to the Public Works allotment. Ten signs would only outfit 2.5 roads.

    Should the Commissioners decide to prohibit riding during a burn ban, a notification strategy for operators needs to be determined, possible options include media outreach, a press release, newspaper ads, call-in lines, and/or physically covering existing signs. Commissioner Dorran requested adding language regarding vehicle requirements to include spark/flame arresters.

Josh Roberts requested that the Sheriff's Office be notified if there are complaint areas and target patrols can be assigned. Sgt. Hayes adds a recommendation that anything in relation to an ORS be sited so people can look up the ORS for further information. **Commissioner Timmons requested this item be added to the agenda for November 25, 2025 for a second reading.**

18. Building Improvement Policy – Presented by Nick Warner, Umatilla County Deputy County Counsel. The Commissioners are requesting the approval and adoption of a proposed Building Improvement Policy. The purpose of this policy is to create a standardized yearly process for Board of Commissioner approval of all Building Improvement Projects for all county departments. If approved/adopted, this policy would require all county departments to submit a Building Improvement Application for each project to remodel, improve, or alter existing county facilities as well as a yearly priority list by September 30 for the upcoming fiscal year. This would not include daily maintenance or unpredictable maintenance issues.

    Each department would need to submit any Building Improvement Applications and a relevant priority list by December 31, 2025 for the 2026- 2027 fiscal year. For the subsequent fiscal years, the deadline for submission would be September 30 for the upcoming fiscal year. Types of projects are more of the focus rather than a dollar amount. This would allow for maintenance to allocate more time for facilities maintenance and less construction projects. **Commissioner Dorran moved to adopt the Building Improvement Policy. Seconded by Commissioner Timmons. Carried, 2-0.**

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

Commissioner Reports: None

Meeting adjourned by Chair Timmons at 9:57 am.

Kelsey Bailey

Executive Secretary – Board of Commissioners