

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Meeting of April 01, 2026
9:00 am, Room 130, Umatilla County Courthouse
Pendleton, Oregon

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

County Counsels: Doug Olsen, Nicholas Warner

Guests Present: Robert Pahl, Umatilla County Chief Financial Officer; Jason Jensen, Umatilla County Chief Financial Officer; Tom Fellows, Umatilla County Public Works Director; Rachael Reynolds, Assessment & Taxation Director; Captain Karen Primmer, UCSO; Captain Sterrin Ward, UCSO; Undersheriff Jim Littlefield, UCSO; Captain Paul Wolverton, UCSO; Lieutenant Justin Russell, UCSO; Elizabeth Cook, Victims Services Director; Kathleen Davidson, DA's Office Manager;

Video link or Calling in: Jennifer Blake, HR Director; John Roberts;

CALL TO ORDER: Chair Dorran 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 - led by Chair Dorran.

Awards/Correspondence/Recognitions – Award of Excellence, Employee of the Quarter was awarded to Elizabeth Cook, Victims Assistance Program Director. A letter of commendation was read highlighting her exceptional work, empathetic disposition, heart and passion. Congratulations to Elizabeth!

Minutes – None

Additions to Agenda – None

Public Comments and Recognition of Visitors – None

Business Items

1. **A & T Purchase** – Presented by Rachael Reynolds, A & T Director. The copier in the A & T office was purchased around 2012. Replacement of this machine is needed due to parts no longer being available. There are three quotes, from Pacific Office Automation, Copiers Northwest and Canon USA. The lowest bidder is Copiers Northwest at \$6,770.00. **Commissioner Shafer moved to approve the purchase of Canon ImageForce C5140 black and white plus color in the amount of \$6,770.00. Seconded by Commissioner Timmons. Carried, 3-0.**

2. Sheriff's Office Purchase - Presented by Captain Paul Wolverton, UCSO. UCSO is requesting to make a second purchase of replacement duty pistols this fiscal year. UCSO has budgeted within this fiscal year for replacing the current Glock duty pistols and also the current Tasers. Both of these updates were to be an incremental changeover occurring over the next 3 years. Earlier this year, UCSO was the recipient of an unexpected donation of Tasers from the Oregon State Police. This donation provided UCSO with 25 T7 Tasers, which fully equips UCSO with what had been planned and budgeted to purchase over the next 3 years. Reallocating the budgeted funds for the tasers, they would like to take advantage of current pricing and availability of the Glock "package" and make a second purchase now. As with the previous purchase of Glock, they will receive some "trade-in" value for the current, .40 caliber Glock duty pistols which will help offset the costs of purchasing the new equipment. The purchases will be made from the Criminal Division budget (15600-550009) weapons and ammo. **Commissioner Shafer moved to approve purchase of (10) ten Glock 45 COA duty pistols and holsters, in the amount of \$9,470.00. Seconded by Commissioner Timmons. Carried, 3-0.**

3. Sheriff's Office Purchase – Armor – Presented by Captain Paul Wolverton, UCSO. UCSO needs new and replacement body armor for several deputies, due to on-going new hires and expiration/wear and tear issues of current Deputy's equipment. All body armor has an expiration date per manufacturers, so this is a recurring need. This year unfortunately there is not a grant for the Federal reimbursement program, which UCSO was awarded in previous years. The current order is to outfit a total of 14 Criminal, Corrections and Civil Deputies with the standard equipment that they have been ordering, for a total of \$25,483.51. **Commissioner Shafer moved to approve the purchase of new and replacement body armor, carriers and associated gear from Criminal, Corrections and Civil Division in the amount of \$25,483.51. Seconded by Commissioner Timmons. Carried, 3-0.**

4. Sheriff's Office Software Payment - Presented by Captain Sterrin Ward, UCSO. Annual Support Fee for UCSO Civil Service software program is before the Board for approval. The program is used to track service of court documents such as criminal subpoenas, restraining orders, small claims, evictions and child support. Annual service fee is \$9,429.49. Amount has been previously budgeted within the FY2026 budget. **Commissioner Timmons moved to approve payment for Annual Support of Civil Serve Software Program in the amount of \$9,429.49. Seconded by Commissioner Shafer. Carried, 3-0.**

5. Sheriff's Office Software Payable – Presented by Captain Karen Primmer, UCSO. The Public Safety Management System ensures online professional standards which assists with Accreditation, training and accountability, and shift scheduling software. The various programs increase work flow, efficiency, allows all staff to review schedules and saves time for administrative staff, due to the access the program provides. It is a total cost of \$9,474.11 for this year, which will be split among the various division of the Sheriff's Office. The Sheriff's Office attempted to cancel the payroll portion of the contract. The Sheriff's Office will cancel the payroll portion before the next renewal date. **Commissioner Shafer moved to approve renewal of the contract with PowerDMS in the amount of \$9,474.11. Seconded by Commissioner Timmons. Carried, 3-0.**

6. Dispatch Payment - Presented by Captain Karen Primmer, UCSO. Dispatch has been in conversations with fire districts to obtain additional alerting software to aid in dispatch for fire agencies. The new Honeywell Phoenix Fire Station Alerting device will interact with RIMS to allow for more individualized dispatching for fires and streamline the dispatching component. The proposal is to split the initial cost among the County, Fire District #1 and Pendleton Fire. Due to the total cost, the matter is before the Board for approval. The annual fees will be split between the three users, the County, FD 1 and Pendleton Fire. **Commissioner Shafer moved to approve payment to RIMS in the amount of \$9,250.00 for Honeywell Phoenix software link, installation and support. Seconded by Commissioner Timmons. Carried, 3-0.**
7. EMPG Grant Agreement – Presented by Nicholas Warner, Deputy County Counsel. Umatilla County has been awarded the FY2025 Emergency Management Performance Grant (EMPG) through the Oregon Department of Emergency Management. The total award is \$158,668, consisting of \$79,334 in federal funds and a required \$79,334 local match. The required local match has already been accounted for and budgeted within the Emergency Management program and does not require additional County funding. Approval of this agreement allows the County to accept and execute the grant and continue funding core emergency management functions for the 2025–2026 performance period. **Commissioner Dorran moved to approve EMPG Grant Agreement (Grant #25-529) with Oregon Department of Emergency Management. Seconded by Commissioner Timmons. Carried, 3-0.**
8. Emulsion Contract - Presented by Tom Fellows, Public Works Director. The County issued its annual invitation to bid for cationic emulsified asphalt (CRS-2). The asphalt is to be used for 2026 road chip sealing projects. Three bids were received: Albina Asphalt - \$500/530/ton + \$175/hour; Ergon Asphalt & Emulsion - \$497/529/ton + \$140/hour; Idaho Asphalt - \$735/785ton + \$250/hour . The recommendation from the department is to award the contract to the overall lowest bid. **Commissioner Shafer moved to approve contract for cationic emulsified asphalt for 2026 purchase with Ergon Asphalt & Emulsions. Seconded by Commissioner Timmons. Carried, 3-0.**
9. Public Works Payable – Presented by Tom Fellows, Public Works Director. On February 18, 2026, the Board awarded a contract to Courtney Well Drilling LLC for placement of drilling well casings for bridge foundation repair, for an amount of \$61,126.00. The cost was based on drilling 200 feet. Due to the nature of the soil, it was necessary to drill deeper--300 feet. The additional depth increased the cost of drilling and casing by \$22,919.20. The payable is before the Board for approval due to the increase in the amount. **Commissioner Timmons moved to approve payable to Courtney Well Drilling LLC in the amount of \$84,044.20. Seconded by Commissioner Shafer. Carried, 3-0.**
10. Maintenance Payable - Presented by Nicholas Warner, Deputy County Counsel. A payable is before the Board for approval due to the amount. The payment is for the annual maintenance and service agreement for the Stafford Hansell Government Center elevator. **Commissioner Timmons moved to approve payable to Otis Elevator Co. in the amount of \$8,353.68. Seconded by Commissioner Shafer. Carried, 3-0.**

11. Board Payable – Presented by Doug Olsen, County Counsel. As a creditor of the estate, the county-initiated probate for James Clements. The property has been cleaned up and sold for \$50,000. The assets of the estate were not sufficient to pay all of the claims against the estate. The State of Oregon has a priority claim for past assistance paid. After the payment of the administrative costs, the remaining sale proceeds will be paid to the state. The payable is before the Board due to the amount. **Commissioner Timmons moved to approve payable to the State of Oregon in the amount of \$40,087.29. Seconded by Commissioner Shafer. Carried, 3-0.**

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

Commissioner Reports: None

Meeting adjourned by Chair Dorran at 9:38 am.

Kelsey Bailey

Executive Secretary – Board of Commissioners