

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**

Meeting of June 18, 2025  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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

**County Counsel** Doug Olsen

**Guests Present:** Robert Pahl, Umatilla County Chief Financial Officer; Dan Lonai, Umatilla County Administrative Director, Captain Karen Primmer, UCSO; Megan Davchevski, Umatilla County Planning Manager; Wendie Kellington, Kellington Law, attorney; Jim Whitney, property owner; Nicole Chamberlin, property owner; Stephen Craigen, Umatilla County Records and Elections Supervisor; Joe Fiumara, Umatilla County Public Health; McKenzie Bowey, Umatilla County GIS Supervisor; Carol Johnson, Umatilla County Planner; Captain Sterrin Ward, UCSO; Brian Lemke, Carpenters Union; John Anderson, Wheatland Insurance Agent;

**Video link or Calling in:** Commissioner Dan Dorrn; Jennifer Blake, Umatilla County Human Resources Director; Tom Fellows, Umatilla County Public Works Director; Griffin Beach, KUMA;

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**CALL TO ORDER:** Chair Timmons called the meeting to order at 9:00 a.m. 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** - Chair Timmons read a letter written by Ron Kilmer, singing praises to Chip and Chad for their hard work in making Harris Park an amazing destination for camping, it is inviting, relaxing and beautiful.

**Minutes** – Commissioner Shafer moved to approve the minutes from June 4, 2025 Board meeting. Seconded by Commissioner Dorrn. Carried, 3 - 0.

**Additions to Agenda** – None

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

### **Business Items**

1. **Whitney Reconsideration – Public Hearing** – The public hearing was opened at 9:04 am by Chair Timmons. The opening statement was read by Chair Timmons. Chair Timmons called for abstentions, bias, conflict of interest, declaration of ex-parte contact and objections to jurisdiction. There were none.

Staff report presented by Megan Davchevski. The applicant is requesting that Umatilla County reconsider the previously adopted text amendment, T-094-24 and supporting Findings of Fact, following the filing of an appeal to the Land Use Board of Appeals (LUBA). Umatilla County previously adopted a permit path and criteria for establishing commercial gatherings and weddings as a Home Occupation in the Exclusive Farm Use Zone with extensive criteria of approval. The applicant requests to amend UCDC 152.617(H) to allow for a subsection of Home Occupations, Host Commercial Gatherings and Weddings by codifying the recently implemented language in OAR 660-033-0130(14)(c) that took effect January 1, 2025.

Two Notices of Intent to Appeal to LUBA were filed on April 11, 2025 by 1000 Friends of Oregon, identified as LUBA Nos. 2025-028 and 2025-029. The appellant later filed a Motion to Consolidate which was granted. Subsequently, Jim Whitney (applicant) and Central Oregon Landwatch filed Motions to Intervene. On May 1, 2025 Umatilla County filed a Notice of Withdrawal for Reconsideration to amend the decision.

The Board has the authority to reconsider the previously adopted Ordinance 2025-03 and Findings of Fact and Conclusion of Law and adopt the language in OAR 660-033-0130(14)(C) as proposed by the applicant.

One comment letter received yesterday afternoon and was provided to all three commissioners via email and hard copy this morning.

Chair Timmons called for proponents. Wendy Kellington, 4500 Cruise Way Suite 340 Lake Oswego, she is the attorney representing the applicant. They fully support the staff recommendation presented today. The changes adopt state law/rules regarding home occupations into the County's code, avoiding disputes in a LUBA appeal. She complimented staff on their efforts and urges the Board to approve the proposal the way staff has presented.

With no other proponents coming forward, Chair Timmons called for opponents. There were none. She called for comment from public agencies. There were none. She called for rebuttal. There was none. Call for request for continuance or to keep the record open. The record will be kept open. Chair Timmons closed the public hearing at 9:14 am.  
**Commissioner Shafer moved to add Exhibit E into the record. Seconded by**

**Commissioner Dorran. Carried, 3-0. Commissioner Shafer moved to adopt the staff report. Seconded by Commissioner Dorran. Carried, 3-0. Commissioner Shafer moved to adopt ordinance 2025-29. Seconded by Commissioner Dorran. Carried, 3-0.**

2. Insurance - Presented by Dan Lonai, Umatilla County Administrative Services Director, he introduced John Anderson from Wheatland Insurance to discuss renewals for work comp, property and liability insurance and cyber security coverage. Mr. Anderson delivered an overview of the renewals including a 6.7% decrease offered by CIS, this has not happened in over seven years. The prior 5-7 years the increase in rates has been in the teens and even 20's. Cowbell Insurance provides a broad range of cyber coverage. Due to increased competition the premiums have decreased for the same amount of coverage.

Worker's Compensation Insurance through SAIF did swing the other way. Increased payroll equals increased premiums. The amount of claims along with frequency of claims also has an impact on premiums. There are a couple of risk management tools and programs to work with for next year in an effort to keep premiums down. **Commissioner Dorran moved to approve insurance coverage and cost of premium as presented for workers compensation, property and liability insurance, cyber security coverage, and health insurance. Seconded by Commissioner Shafer. Carried, 3-0.**

3. Mass Gathering Permit – Presented by Megan Davchevski, Umatilla County Planning Manager. The County Planning Division received a request for an Outdoor Mass Gathering on lands zoned Exclusive Farm Use (EFU). Outdoor Mass Gatherings are allowed on lands zoned EFU per Umatilla County Development Code § 152.058 (K). Outdoor Mass Gathering are limited to gatherings of fewer than 3,000 persons anticipated not to continue for more than 120 hours in any three-month period.

The applicant, Steve Robertson, Delmas Wines - Rocks District AVA, plans a wine and art auction event to be held July 26, 2025, at the Davis Orchards location 53293 Appleton Road, Milton-Freewater, 97862. The auction will be held from 2 pm to 6 pm with anticipated attendance of between 300 to 400 people. All parking will be provided onsite.

Steve Robertson, Delmas Wines, President of Rocks District Wine Growers, provided background on the organization. Mr. Robertson explained the event's purpose to promote the Rocks District and give back to the community by donating funds to support mental and behavioral health services for the Milton-Freewater School District. They are projecting this event to be an annual event and continue to support mental and behavioral health for students of Milton-Freewater over the years. The Rocks District will also join the City in their Friday Nights on Main free event.

The event is a barrel tasting and auction including 25 exclusive wine lots donated by different producers with an option to bid. Davis Orchards will provide a parking lot and

there will be plenty of parking. Over 50 volunteers will be present to direct traffic and people. **Commissioner Shafer moved to approve Outdoor Mass Gathering License and authorize Commissioner Chair to sign. Seconded by Commissioner Dorran. Carried, 3-0.**

4. Burn Ban - Presented by Doug Olsen, Umatilla County Counsel. Due to conditions leading into wildfire season, a burn ban is proposed to begin July 1. The proposal is to include all burning within the ban, including agricultural and non-agricultural burning. **Commissioner Shafer moved to adopt Order No. BCC2025-028. Seconded by Commissioner Dorran. Carried, 3-0.**
5. Elections Payable – Presented by Stephen Craigen, Umatilla County Elections & Records Supervisor. Approval is sought for a payable for envelope printing, inserting and mailing for the 2025 Special election. The invoice is \$8,154.89 less a credit of \$526.35 for a total of \$7,628.54 which is over \$5,000 and requires Commissioner approval. This is a yearly routine expense for conducting an election, and has been budgeted. This election brought a 14.9% return rate.

Mr. Craigen also explained that two contests from the May 20th election ended in a tie. A hand count confirmed the machine count and a tie breaker is scheduled for Wednesday 6/25/2025 at 9 am for the McKay Dam Fire District position. The other contest did not require a tie breaker as one of the candidates was not qualified. The tie breaker will be decided with a deck of cards with the winner cutting the highest card. **Commissioner Shafer moved to approve and sign the attached payable to BMS Technologies in the amount of \$7,628.54. Seconded by Commissioner Dorran. Carried, 3-0.**

6. Public Health Contract/Position – Presented by Joe Fiumara, Umatilla County Public Health Director. In January, UCo Health opted into Program Element 76, which is the inspection program associated with the State Tobacco Retail Licensing program. This program delegates the inspection process to UCo Health while the state retains licensing and enforcement procedures. Anticipated revenue for administering this program is \$32,775. As part of this, we need to hire young adult inspectors (18-20 years old) to work under the guidance of our Environmental Health inspectors. We would like have 2 individuals on staff at one time to facilitate training, and allow better coordination with Environmental Health Inspector's schedules. **Commissioner Shafer moved to approve state funding contract and for UCo Health to add up to 2 hourly positions, to be compensated at a rate of \$20.00 per hour, and with an anticipated maximum of 80 hours per year. Seconded by Commissioner Dorran. Carried, 3-0.**
7. Public Works Purchase – Presented by Tom Fellows, Umatilla County Public Works Director. The Public Works Department is requesting permission to purchase a used 1991 Schmidt 4x4 snow blower from Oregon State surplus property. The price of the snowplow is \$12,500.00 and, in our estimation, well worth the price. We would plan to use this piece of equipment on our foothill and mountain roads in the winter in an effort to maintain a

better level of service to the public. **Commissioner Dorran moved to authorize purchase of a used Schmidt snow blower for \$12,500. Seconded by Commissioner Shafer. Carried, 3-0.**

Commissioner Dorran left the meeting at 9:44 am.

8. Sheriff's Office Software Purchase – Presented by Captain Sterrin Ward, UCSO. Requesting approval for new purchase of a public record request software system, JustFOIA. This is a subscription based service with technical support, for a total . initial cost of \$9,835.00. This item was previously included in the approved budget proposal for FY2025. The current process is pieced together using multiple processes for one request including email, Excel spreadsheets and PDF documents. JustFOIA would provide a more efficient process and limit errors. It provides unlimited users for no additional cost, unlimited data storage, ability to send large files, audit tracking, HIPAA compliance, and built-in encryptions. **Commissioner Shafer moved to approve purchase of JustFOIA, a public record request software system in the amount of \$9,835.00. Seconded by Commissioner Timmons. Carried, 2-0.**
9. Sheriff's Office Training – Presented by Captain Karen Primmer, UCSO. UCSO is wishing to host the Denise Amber Lee Foundation training – Victim's Plea training. The cost is \$6,500 which covers all costs and expenses. This will be for an 8-hour intense class. UCSO will be charging \$65 per person for attending and that will assist in offsetting the cost. There have already been 36 attendees that have confirmed from our local area. This will benefit patrol as well as dispatch and will be posted on the DPSST website. This training is highly sought after for Law Enforcement. **Commissioner Shafer moved to approve going forward with the training with anticipation of additional agencies assisting in the cost, total cost is \$6,500.00. Seconded by Commissioner Timmons. Carried, 2-0.**
10. Dispatch Warranty Extension – Presented by Captain Karen Primmer, UCSO. The current recording logger warranty was renewed in 2021 for a 4-year contract. This year that contract is up. The request today is to renew the current contract for one more year to give time for us and our partner, Morrow County Sheriff's Office, to research options and save for the expenditure. It is highly likely that we will remain with Gosserco brand due to their quality assurance options and ease of pulling recordings. **Commissioner Shafer moved to approve a 1-year warranty which covers the listed equipment along with all associated clients, operation software and integrations with Gosserco in the amount of \$13,988.08. Seconded by Commissioner Timmons. Carried, 2-0.**
11. Fair Payable - Presented by Doug Olsen, Umatilla County Counsel. A payable is before the Board for approval due to the amount. The payable is for the cost for the fair exhibitors guide book. **Commissioner Shafer moved to approve payable to Minutemen Press of Kennewick in the amount of \$6153.14. Seconded by Commissioner Timmons. Carried, 2-0.**

12. Fair Board Appointment – Presented by Doug Olsen, Umatilla County Counsel. Due to the resignation of Mike Cutburth, there is a vacancy on the Fair Board. The recommendation is to move Board Elect Jose Garcia into the position. **Commissioner Shafer moved to adopt Order No. BCC2025-030. Seconded by Commissioner Timmons. Carried, 2-0.**
13. Supplemental Budgets – Public Hearing – Chair Timmons opened the public hearing at 10:06 am. The staff report was presented by Robert Pahl, Umatilla County CFO. There are two supplemental budget orders before the Board for consideration. The budget orders were summarized to the Board. Public hearing closed at 10:07 am. **Commissioner Shafer moved to adopt Order No. Budget2025-72. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-73. Seconded by Commissioner Timmons. Carried, 2-0.**
14. Budget Transfers - Presented by Robert Pahl, Umatilla County CFO. There are fifteen budget transfer orders before the Board for consideration. The budget transfers were summarized for the Board. **Commissioner Shafer moved to adopt Order No. Budget2025-74. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-75. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-76. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-77. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-78. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-79. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-80. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-81. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-82. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-83. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-84. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-85. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-86. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-87. Seconded by Commissioner Timmons. Carried, 2-0. Commissioner Shafer moved to adopt Order No. Budget2025-88. Seconded by Commissioner Timmons. Carried, 2-0.**
15. PERS Side Account – Presented by Robert Pahl, Umatilla County CFO. The CFO is before the Board to discuss options and obtain guidance for potential side account for PERS. A side account is for a lump-sum payment to prepay a part of pension unfunded actuarial

liability for PERS. There is a State program that will match up to 25% equaling approximately \$480,000 for the County. That money would help to offset part of PERS liability. The application deadline is July 1, funding would be need to be available in March of 2026. **Commissioner Shafer moved to approve a side account for a lump-sum PERS payment and authorize CFO to submit the application for the State program. Seconded by Commissioner Timmons. Carried, 2-0.**

16. HR Payable – Presented by Jennifer Blake, Umatilla County HR Director. A payable is before the Board for approval due to the amount. The payable is for the renewal of the policy manual update and training for HR. The cost is budgeted. **Commissioner Shafer moved to approve payable to Lexipol, LLC in the amount of \$8,753.66. Seconded by Commissioner Timmons. Carried, 2-0.**
17. Fee Ordinance Amendment – Public Hearing – Chair Timmons opened the public hearing at 10:17 am. Presented by Doug Olsen, Umatilla County Counsel. The proposed changes from Departments for the annual update to the Comprehensive Fee Ordinances are before the Board for approval. The First Reading was held June 4, 2025. This is the Second Reading today and it may be considered for adoption. There was no one present that wanted to comment. The public hearing was closed at 10:20 am. **Commissioner Shafer moved to adopt Ordinance No. 2025-07. Seconded by Commissioner Timmons. Carried, 2-0.**
18. Board Meeting Schedule - Presented by Doug Olsen, Umatilla County Counsel. Due to the County Fair, AOC conference, and vacations, several Board meetings are proposed to be reset. **Commissioner Shafer moved to reschedule the August 6, 2025 meeting to August 13, 2025, reschedule the November 19, 2025 meeting to November 25, 2025 and to reschedule the December 3, 2025 meeting to December 10, 2025. Seconded by Commissioner Timmons. Carried, 2-0.**
19. Adams CBP Grant – Presented by Doug Olsen, Umatilla County Counsel. The Adams Community Benefit Plan board is recommending funding of a grant from the community benefit plan for 2025. The grant is before the Board for approval. **Commissioner Timmons moved to approve grant and adopt Order No. BCC2025-029. Seconded by Commissioner Shafer. Carried, 2-0.**
20. Letter of Support – Presented by Doug Olsen, Umatilla County Counsel. The Board has been requested to provide a letter of support for the request to the USACE for funding of the Walla Walla River GI Study. **Commissioner Shafer moved to approve letter and authorize Chair to sign. Seconded by Commissioner Timmons. Carried, 2-0**
21. GEODC Letter of Support – Presented by Doug Olsen, Umatilla County Counsel. The Board has been requested to provide a letter of support for the request to modify the boundaries of GEODC. The modification is to move Gilliam County into the Mid-

Columbia Economic Development District boundaries. Gilliam County has more in common with the socioeconomic conditions of the Mid-Columbia region. **Commissioner Shafer moved to approve letter and authorize Chair to sign. Seconded by Commissioner Timmons. Carried, 2-0.**

22. Letter in Opposition – Presented by Doug Olsen, Umatilla County Counsel. The Board has been requested to join with other counties in the opposition to HB 2725. The proposed legislation impacts which port districts are required to be involved in strategic investment program agreements. **Commissioner Shafer moved to approve and authorize chair to sign the letter. Seconded by Commissioner Timmons. Carried, 2-0.**

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

Commissioner Reports:

Commissioner Shafer: Congratulations to three Umatilla County department heads, Jennifer Blake, Dale Primmer and Rachael Reynolds for their completion of the Proud River Leadership Academy. This was a 9-month course and there were many tasks they had to complete including picking up garbage participating in tours and much more. The County will be looking for others to go attend the class.

Commissioner Dorran: Left the meeting at 9:44 am.

Commissioner Timmons: None

Meeting adjourned by Chair Timmons at 10:25 am.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners