

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
**Administrative Meeting**

Meeting of December 29, 2025  
10:30 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; Nick Warner

**Guests Present:** Robert Pahl, Umatilla County Chief Financial Officer; Dan Lonai, Umatilla County Administrative Director

**Video link or Calling in:** None

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**CALL TO ORDER:** Chair Timmons called the meeting to order at 10:30 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. **Maintenance Payable - Elevator** – Presented by Dan Lonai, Director of Administrative Services. A payable is before the Board for approval due to the amount. The payment is for repairs to the Stafford Hansell Government Center elevator. **Commissioner Shafer moved to approve payable to Otis Elevator Co. in the amount of \$14,700. Seconded by Commissioner Dorran. Carried, 3-0.**
2. **Maintenance Purchase - Flooring** – Presented by Dan Lonai, Director of Administrative Services. The County Courthouse's Room 325 is slated to receive new epoxy flooring, which the maintenance department will install. Due to the material cost exceeding \$5,000, approval from the Board is required. The maintenance department is formally requesting authorization to purchase the necessary flooring material, with a maximum expenditure of \$5,600. **Commissioner Dorran moved to approve the purchase of the flooring material for Room 325 not to exceed \$5,600. Seconded by Commissioner Shafer. Carried, 3-0.**
3. **IT Payable** - Presented by Dan Lonai, Director of Administrative Services. Approval is sought for a quote and payment for the Virtu software license renewal. The software is used by the Sheriff's Office, Public Health, District Attorney, Juvenile and Elections. The quote is \$7,830, which is over \$5,000 and requires Commissioner approval. This is a yearly expense and has been budgeted.

**Commissioner Shafer moved to approve payment of quote for Virtu in the amount of \$7,830.00. Seconded by Commissioner Dorran. Carried, 3-0.**

4. Tourism Website – Presented by Bob Waldher, Community Development Director. The Community Development Department in partnership with the county’s tourism coordinator request approval to contract with Duquette Media to develop a standalone “Explore Umatilla County” website. Given the county’s growing social media engagement, adding a dedicated tourism website would elevate the county’s exposure and expand capacity for future marketing campaigns. A strong website presence would also complement and connect with the county’s current tourism initiatives such as Farm to Square and the Farm Trails Program. Duquette Media has prepared a proposal for content and website development. Staff propose using the Economic Development Advertising Fund to facilitate this project. The new site, which will brand itself as Umatilla County using an already purchased domain from an online source. In addition, Umatilla County’s IT team will have access to it. The Standalone site would have a direct link to the County’s website and many other highlighted attractions for Umatilla County.

Mr. Pahl inquired about ongoing cost – It is estimated to be \$350 annually and has been included in the tourism contract. The tourism coordinator will be responsible for renewal. **Commissioner Dorran moved to authorize Community Development to contract with Duquette Media, not to exceed \$10,000 to develop a standalone “Explore Umatilla County” website. Seconded by Commissioner Shafer. Carried, 3-0.**

5. Fair Board Appointments - Presented by Commissioner Dan Dorran. Appointments of Board Elect members to the Fair Board are before the Board for approval. The terms for two members will be expiring at the end of 2027. As has been the practice, the vacancies have been advertised and applicants interviewed, with recommendations for board elect appointments with formal terms beginning in 2027. This allows for the board elect members to train during the 2026 fair. Those recommended for appointment are Moises Lopez and Nick Kennedy. **Commissioner Dorran moved to adopt Order No. BCC2025-049. Seconded by Commissioner Shafer. Carried, 3-0.**
6. Hospital Authority Board Appointments – Presented by Doug Olsen, County Counsel. Appointments to the Board of Directors of the Hospital Facility Authority are before the Board for approval. The terms for Stephanie Gentry and Tim Seymour will be expiring at the end of 2025. Both are eligible for reappointment and are willing to serve another term. **Commissioner Shafer moved to adopt Order No. BCC2025-050. Seconded by Commissioner Dorran. Carried, 3-0.**
7. Road Sign Budget - Presented by Doug Olsen, County Counsel. At the December 17, 2025 meeting an ordinance for ATV/UTV Use on County Roads, Ordinance No. 2025-08, was adopted. The ordinance will require a budget for signage indicating roads open to ATV/UTV use. The initial budget requested is \$30,000. The funds will come from line #52600-540014. **Commissioner Shafer moved to approve the proposed budget of \$30,000 for ATV/UTV use Ordinance for Placement of signs. Seconded by Commissioner Dorran. Carried, 3-0.**

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

Commissioner Reports: None

Meeting adjourned by Chair Timmons at 10:44 am.

*Kelsey Bailey*

Executive Secretary – Board of Commissioners