



WASCO COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
MARCH 3, 2010

PRESENT: Dan Ericksen, Chair of County Commission
Sherry Holliday, County Commissioner
Bill Lennox, County Commissioner
Kathy McBride, Executive Assistant

OPEN TO PUBLIC

At 9:05 a.m. the meeting was called to order by Chairman Dan Ericksen.

Ericksen noted that he met yesterday with Janna Hage and Nikki Lesich regarding Home At Last.

Janna Hage, Director of Home At Last, stated that she met with the Board of County Commissioners six weeks ago about their budget situation with the operation of the animal shelter. The only solution to their funding shortage is a Local Option Levy which will help to cover the cost of the operation of the shelter. Lincoln County was successful in November, 2009, passing their levy by 70%. Hage is requesting that they be allowed to take a levy request to the citizens of Wasco County and see if they support the shelter operation. For 10 years they have been operating the shelter with volunteers.

Home At Last's current budget is \$280,000; they need \$320,000 during Fiscal Year 2010-2011, which will allow them to hire an Executive Director or Development Director. Hage stated that due to the economy their donations and fund raisers are flat. While the needs for their services have increased.

Hage noted that last year they conducted five major events to keep their doors open. There is no one who is paid who is in charge of fund raising. None of their other programs are getting any attention. They are a regional shelter.

Niiki Lesich, Mayor of The Dalles, stated that she is here as a long time supporter of Home At Last. She is here representing the City of The Dalles. When you look at it as

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a business; if the volunteers and staff are focus on the budget you cannot focus on a marketing strategy. It does not allow time to work on the symptoms. When looking at lack of leadership you are not looking at the shelter as a business as a whole. The strong direction of a director is to be able to handle the day to day business and improve the ordinances. The volunteers are exhausted. Janna Hage is a remarkable leader. They are asking for the County to bring it to the citizens to see if they will support it.

Hage stated without additional funding they will close the shelter on June 30, 2010. At this point they cannot renew their contract with the County. They will not have the funds to make it through next year. They do not mean to make a threat. She does not want to close the shelter. They have done everything that they can do.

Hage stated that many of the animals that they accept are from people who cannot afford their animals any longer. They have noticed that the older dogs are having health problems and their owners cannot afford health care. They are also getting puppies. Hage noted that they have not touched the spay and neuter program.

Some discussion occurred.

Commissioner Holliday asked for Sheriff Rick Eiesland to comment on Home At Last's request and if the County were to get the animal shelter back.

Sheriff Eiesland stated that he is not going to get the shelter back. He is not mandated as Sheriff to operate the shelter. If the majority of the public wants the service they will step up to the plate to support it. The County previously ran the shelter a couple days per week.

Sheriff Eiesland referenced the experience some Counties have had with a Local Option Levy to support law enforcement. He stated that once you get a tax levy it goes good for the first couple of years. It takes only one time when the public does not support it and then they are laying off deputies. In November they pass another levy and by then the laid off deputies have jobs in other places. It is a vicious cycle.

Sheriff Eiesland stated as to the animal shelter we are asking the public to support an operating levy for a non-profit organization.

Ericksen stated that the difference is that the County cannot do without the Sheriff's Office. There is a significant difference; size of levy and impact.

Commissioner Holliday asked what the cost would be.

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Hage stated that they are proposing \$0.20 per thousand, which would generate approximately \$320,000. She has not sat down with the Assessor's Office, nor have they anticipated their donations.

Hage noted that Lincoln County's tax levy included their animal control program along with the cost of operating the shelter.

Some discussion occurred regarding including the cost of the County's Animal Control Program in with the proposed levy.

Ericksen felt that the County would be better off by keeping our Animal Control Officer in the County's budget and keeping the levy at a low level and maintaining the obligation as a County expense. We are better off to maintain the position and pay as we go.

Sheriff Eiesland stated that he spoke to Animal Control Officer Brad Heinige. Officer Heinige enjoys working with Home At Last. If the County were to take the shelter back Officer Heinige would look seriously at retiring because of the physical aspect of the duties.

Hage stated that the Resolution and Ballot Measure would need to be submitted by March 18th for the May, 2010 Primary Election.

Ericksen stated in his meeting yesterday with Hage and Lesich that it appeared that it would take a huge contribution from Klickitat County to make Home At Last even consider continuing to operate the shelter. Unless they have something more secure they are just spinning their wheels.

Commissioner Lennox stated that animal control is an emotional thing wherever you are. It takes a lot of resources. Most people are supportive. The program has grown considerably. The citizens need to decide if they support a regional shelter. His only question is does it take away from other taxing districts.

Karen LeBreton Coats, County Clerk, stated that it would affect other taxing districts. The local option levies are the first to lose if you are under compression.

Further discussion occurred.

Ericksen suggested that a hearing be scheduled on March 17th. That a public announcement be sent out and that Tim Lynn, Wasco County Assessor/Tax Collector, be consulted as to the impact of a \$0.20 per thousand Local Option Tax Levy.

Sheriff Eiesland stated that 82% of the dogs that are lodged are from within the City of The Dalles. He is not sure if it is fair to tax people in South County when 82% of the services are in the City of The Dalles.

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Commissioner Lennox stated that he feels it is best that it is equal to everyone in Wasco County. The shelter serves everyone.

Commissioner Holliday asked if their funding request means that Home At Last will no longer continue to charge what they have been charging. Will their services be free, or will the citizens be taxed and still have to pay a fee?

Hage stated they are looking at a five year levy, which would be a building time to get the administration infrastructure under them. If they are using the service they need to be paying for that service. Their purpose is to grow and to be sustainable 20 to 30 years down the road. She does not feel it will be a free service. They will still budget for fees and continue to hold fund raisers.

Commissioner Lennox sees this as a very complicated process. He would hope to move it forward as quickly as possible. The budget has grown considerably. Sometimes we need to tighten up things to weather the storm. There are a lot of questions. He is uncomfortable moving so quickly without flushing out all of the options.

Hage stated that she would love to have those conversations if we had more time. We just do not have the time. They are currently open five days per week, Tuesday through Saturday from 11 a.m. to 5 p.m.

Kathy McBride, Executive Assistant, stated that we need to be aware that statute may not allow us to approve the Resolution on March 17th if a legal notice and public hearing are required.

Ericksen suggested that Commissioners Holliday and Lennox discuss this matter further on March 10th, with the Board making a decision on March 17th, if allowed.

Lesich stated as elected officials we have the responsibility for this service. As to what level of responsibility that is, that is for a conversation amongst the two entities.

Commissioner Lennox stated that he feels there is a discrepancy between the fertile and non-fertile licensing fee. If we could work on the enforcement piece we could bring in more revenue.

Commissioner Holliday stated when you talk about raising taxes the County takes a beating for it. She asked that they put a positive spin on the issue rather than a negative spin that the county and the city are not funding the program. People will be shocked on what it costs to fund the shelter.

Hage stated that most people think we get funding from the state, city and county. Seventy percent of their funding comes from fund raisers. They will have a huge job ahead of them if the County said yes. It will be their job to get the word out.

The Board will plan to discuss this issue on March 10th and 17th.

Skip Tschanz and Sylvia Loewen, representing United Way, met with the Board to request that they be allowed to distribute United Way campaign information through payroll.

Tyler Stone, Administrative Officer, stated that he does not have a problem with the literature going out. He would prefer that the literature be distributed to the Departments directly. Stone would also prefer that employees pay a flat contribution instead of a monthly contribution through a payroll deduction.

Sylvia Loewen noted that the United Way campaign does not start until August or September.

Skip Tschanz stated that they have rebuilt their agency. They serve a five county area. Ninety-eight cents of every dollar goes to a local agency. They raised \$185,000 during 2008 and \$125,000 in 2009. Tschanz left with the Board a sample of the information that they would like the County to distribute to employees.

OPEN TO DEPARTMENTS

Molly Rogers, Wasco County Youth Services Director, stated that she is here on behalf of Christa Rude, Commission on Children and Families Administrator, who is home ill. They are requesting the Board's approval in refilling the position left vacant at the Commission on Children and Families, (See attached Exhibit A). They are proposing that the current Secretary II Position be split into two part time positions, Office Specialist II and a Special Projects Coordinator. The positions are funded by the state.

Rogers noted that the State Commission on Children and Families will be asked to take a 16% cut going into the 2011-2013 Biennium. They are more capable of managing those types of reductions with part time employees. It is fiscally sound to move forward in this way. The part time positions would have no benefits.

Rogers stated that this proposal does have some impacts to the operation of the office. They are proposing that the office would be open from 10 a.m. to 3 p.m. with a half hour lunch break.

Rogers noted the process that this request went through. The Wasco County Wage and Classification Committee is recommending approval of the request since the positions are funded by state dollars. Under state statute the County is required to employ 2 FTEs. Their request was reviewed by both the local and state Commission on Children and Families.

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Some discussion occurred regarding the duties, responsibilities and pay level for the Coordinator position.

{{{Commissioner Holliday moved to accept the recommendation of the Wasco County Wage and Classification Committee that the Secretary II Position at the Commission on Children and Families be replaced with an Office Specialist II and Special Projects Coordinator Positions at less than .5 FTE., and that the Special Projects Coordinator be established at the Exempt, Class "L" classification level. Commissioner Lennox seconded the motion; it was then passed unanimously.}}}

Rogers noted in closing that the new Juvenile Work Crew begins working on Friday.

Karen LeBreton Coats, County Clerk, discussed with the Board her proposal to contract with Neopost for their postage machine needs. The County currently has a contract with Pitney Bowes, which expires in September. The Board was presented with a handout, (Attached as Exhibit B).

Some discussion occurred on Coats recommendation.

Coats noted that the County could rollover the balance due to Pitney Bowes to the Neopost Lease Agreement with no interest. The County is currently paying \$692 per month. With a roll over the cost to the County will be \$543 per month. Coats has received a bid proposal from Pitney Bowes and Neopost; both are under a state contract. If the Neopost proposal is accepted it would be for a five year commitment.

The Agreement with Neopost is listed on the Consent Calendar for the Board's consideration.

PRESENTATION on economic development in Wasco County; *presented by Jessica Metta, Wasco County Economic Development Coordinator.*

Jessica Metta, Wasco County Economic Development Coordinator, presented the economic development report at this time, (Attached as Exhibit C).

Metta informed the Board of the meeting that was held to discuss businesses who are struggling in this economy. Metta presented a handout which will be placed on businesses webpage, (Attached as Exhibit D).

Some discussion occurred.

At 10:36 a.m. the Board recessed.

At 10:41 a.m. the Board reconvened.

APPROVAL of an Enforcement Action by the Wasco County Hearing Officers.

Keith Cleveland, Wasco County Code Compliance Officer, met with the Board of County Commissioners regarding the approval of an enforcement action by the Wasco County Hearing Officers.

Cleveland provided the Board with background information (Attached as Exhibit E) as to the land use violation on property owned by Bridewill Properties LLC and what Cleveland has done in regards to the violation complaint. The illegal structure is a cabin. He has been unable to verify that there are no utilities since the property was posted. When the property dries out Cleveland will go out and verify that there are no utilities.

Some discussion occurred.

Cleveland noted that there does not appear, on the aerial photographs, that there is any other major structure. He could not verify if there is a wood stove. According to the County's Ordinance we can go all the way to tearing down the structure. The County's policy has been to work with the property owner to get the structure legalized if possible. This matter came to the County's attention by means of a complaint.

Cleveland noted that the Assessor's Office has no record of the value of the structure. He needs to come up with a process in determining the value. There are about seven violations up on Ketchum Road. Several property owners are trying to work through the process to get their structure legalized; they have hired land use attorneys.

{{{Commissioner Lennox moved to approve Hearings Officer Order #10-019 for Notice of Violation for Bridewill Properties LLC Et Al. Commissioner Holliday seconded the motion; it was then passed unanimously.}}}

Commissioner Lennox invited Cleveland to come with him to the next KODL Coffee Break Program on March 15th to talk about the Code Compliance Program. He will first check with Al Wynn from KODL Radio to be sure it is alright to bring Cleveland along.

Other Business:

Marty Matherly, Wasco County Roadmaster, met with the Board regarding the Oregon Trail Rally. He presented to the Board a handout which shows the routes proposed by the Oregon Trail Rally and the routes as amended by the Wasco County Public Works Department (Attached as Exhibit F). Matherly stated that the Public Works Department has developed general conditions for the permitting process. He feels that the

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conditions will meet all of our safety requirements. The last two pages of the handout are the permits for the site specific conditions.

Matherly asked if the Board is comfortable with his proposal and if they support him submitting the alternative routes and permit to the Oregon Trail Rally for their consideration.

Some discussion occurred.

Commissioner Lennox stated that he feels satisfied with the Public Works Department's recommendation.

The Board complimented Matherly for the time and effort he spent on this matter.

Chairman Ericksen stated that these are the roads that the Oregon Trail Rally could use this year. Depending on how things go this year we may be able to expand the Rally next year. He feels the Public Works Department's recommendation meets the needs of the County.

*****It was the consensus of the Board of County Commissioner's to support Marty Matherly, Wasco County Roadmaster, recommended routes for the Oregon Trail Rally***.**

BID OPENING for Roof Replacement on the Wasco County Clinic Building.

Chairman Ericksen declared that this is the time to open the bids received for the Roof Replacement on the Wasco County Clinic Building. The bid received from AM-1 Roofing Inc, out of Bend, Oregon, has been rejected due to the bid being received past the deadline.

Fred Davis, Facilities Manager, informed the Board that Commissioner Holliday has agreed to be on the review committee. The bid process was changed after the County received the \$490,000 grant to install solar panels and insulation at the LaClinica Building.

Bids opened are as follows:

Roof Toppers, Vancouver, Washington - \$426,000.

Sky Lakes Construction Co, White City, Oregon - \$362,981.02

Snyder Roofing, Portland, Oregon – \$404,892.

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McDonald & Wetle, Portland, Oregon - \$323,211.00

Spearhead Roofing, Klamath Falls, Oregon - \$407,000

Quality Tile Roofing, Boise, Idaho - \$428,222 (60 mil)
- \$434,910 (80 mil)

Staff will review the bids submitted and will return on March 10th to recommend to the Board the award of the Bid for the Roof Replacement Project.

The Board recessed at 11:25 a.m.

The Board reconvened at 1:36 p.m.

The Board considered the fee waiver request from the Oregon Department of Fish & Wildlife (Attached as Exhibit G).

Discussion occurred.

Commissioner Lennox asked if the State of Oregon waives the fees charged to the County. He was told that they do not.

Chairman Ericksen informed the Board of the reason behind the fence being built to keep out the deer and elk from the farmer's fields.

{{{Commissioner Holliday moved to waive \$300 of the Planning & Development Department's Conditional Use Permit Fee for the Oregon Department of Fish & Wildlife. Commissioner Lennox seconded the motion; it was then passed unanimously.}}}

Commissioner Lennox stated that at the last Board meeting he agreed to write a letter in regards to the proposal from the U.S. Department of Energy to use the Hanford Nuclear Reservation as a permanent nuclear waste disposal site for waste from across the United States. He did some research and realized that there are some pros and cons. There is a bill that would monitor clean up pollution in the Columbia River Gorge. He is recommending that the County not take a stand at this time.

The Board has no problem with not writing a letter.

CONSIDERATION AND APPROVAL of the Regular Session Consent Calendars of March 3, 2010, (Attached as Exhibit H).

{{{Commissioner Holliday moved to approve the Regular Session Consent Calendar of March 3, 2010, as presented. Commissioner Lennox seconded the motion; it was then passed unanimously.}}}

CONSIDERATION of items listed on the Discussion List of March 3, 2010, (Attached as Exhibit I).

Item #10 - Some discussion occurred regarding the Association of Oregon Counties 2010 dues statement.

The Board then discussed the request from Home At Last for Wasco County to place on the May, 2010 Ballot a Local Option Tax Levy for the operation of the animal shelter.

Tyler Stone, Administrative Officer, discussed with the Board the use of Recovery Zone Bonds. The deadline to declare the County's intention to utilize the bonds was yesterday. Stone stated that he responded back that it was the intention of the County to utilize this funding. The County has access to \$800,000 in Recovery Zone Bonds. Stone stated that he has identified some potential projects, which are Hunt Park Development, Tenth Street Ball Park Development, Elevator and Sky Bridge between Annex A, and Annex B, and NORCOR. As of yesterday only 18 counties had responded. Of those, probably only a third of those counties will utilize the funding.

Some discussion occurred regarding the NORCOR Building Project. Judge Ericksen stated that the project is estimated to cost a total of \$7 million, of which \$2 million is the cost for the infrastructure. Stone will sit down with Jim Weed, NORCOR Executive Director, to discuss the project if the Board of County Commissioner's want to pursue this funding stream.

*****It was the consensus of the Board of County Commissioners to have Tyler Stone, Administrative Officer, pursue the Recovery Zone Bond funding***.**

Some discussion occurred on undergrounds tanks. Stone informed the Board that the County will not be taking on the removal of the underground tank in front of the LaClinica Building this year as planned. This will result in a turn back of \$25,000.

Stone informed the Board that the \$490,000 grant for the roof and solar panel project at the LaClinica Building is a 100% grant requiring no matching funds.

Eric Nisley, District Attorney/County Counsel, stopped in. He stated that ORS 280.060 requires that the Board adopt a Resolution or an Ordinance calling for an election on the proposed Local Option Tax Levy.

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Nisley was asked by staff if he researched ORS Chapter 250. Nisley had not reviewed this chapter, but indicated that he would do so.

Jim Burris stopped in to provide staff with a copy of a book entitled "The Veterans Survival Guide". This book will provide staff with information pertaining to claims being submitted on behalf of local veterans.

Burris informed the Board that he will be getting reports from other Oregon Counties similar to the audit report that Wasco County received recently. He noted that there were several items that were not included in the audit, such as the purchase of a new copier.

Chairman Ericksen stated that the County's contribution to the Veterans Service Program is \$33,000 and not \$3,000. He informed Burris that staff is working on putting together a five year expenditure history as requested.

Other Business:

Kathy McBride, Executive Assistant, asked the Board what is their preference as to the Economic Development Commission Staffing Contract. Does the Board want staff to send out a Request for Proposal, or do they want to consider approving a new contract with Mid-Columbia Economic Development District.

Some discussion occurred.

Staff was directed to draft a proposed Contract with Mid-Columbia Economic Development District for the continuation of the Economic Development Commission Staffing Contract for Fiscal Year 2010-2011 at a cost of \$40,000.

McBride discussed with the Board the Mid-Columbia Council of Governments Local Dues Assessment for the five small cities in Wasco County.

The Board directed staff to write a letter to the Cities of Mosier, Dufur, and Maupin asking them if they could pick up their own dues next Fiscal Year. If they are unable to pick up the local dues then the County will budget for the expense. The Local Dues Assessments for the Cities of Mosier, Dufur, Maupin, Shaniko and Antelope will be left out of the budget at this time.

Eric Nisley, District Attorney/County Counsel, informed the Board that placing a Local Option Tax Levy on the May 18, 2010 Primary Ballot does not require a public hearing. A portion of ORS 280.080 was read at this time. The Oregon Revised Statutes only requires a meeting and the approval of a Resolution calling for said election.

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Nisley stated that the Board of County Commissioners is required to hold a meeting, not a public hearing. It is not a place to have people testify. He suggested that the Board place the matter on their agenda for Board action.

Some discussion occurred.

Nisley noted that there is a ten day challenge to the ballot title. The Board could adopt a Resolution next week and file it with the County Clerk. The Clerk could then file it with him and start the five day period.

Commissioner Holliday felt that all three Board Members needed to be involved in the decision to place the matter on the ballot.

The Board of County Commissioners prefers a three year Local Option Levy instead of a five year levy. They would like it stated that the funding is for the operations of the animal shelter.


Staff was directed to place the matter on next week's agenda for discussion, with a decision being made at the Board's meeting on March 17, 2010, when Chairman Ericksen is in attendance.

The Board signed:

- Bilateral Compliance Agreement between the Oregon Department of Human Services, Public Health Division, and Wasco County.
- Lease Agreement between Neopost and Wasco County.

The Board adjourned at 3:11 p.m.

WASCO COUNTY BOARD OF
COUNTY COMMISSIONERS



Dan Ericksen, Chair of Commission



Sherry Holliday, County Commissioner



Bill Lennox, County Commissioner



Rec'd 3/3/10
from Molly Rogers
Exhibit A

Wednesday, March 03, 2010
Wasco County Board of County Commissioners
Presented by: Christa Rude, WCCCF Administrator

PROPOSED:

Transition the current Secretary II position into 2 part time positions: Office Specialist II and Special Projects Coordinator. No benefits would be offered.

RATIONALE:

- 1- To clarify distinct roles and keeps operations within the office clear and structured; empowering the selection of personnel with specific sets of skills.
- 2- The fiscal forecast for the state continues to look grim. At this time the 2011-2013 budget is anticipating a 16.5% reduction. This opening gives us increased flexibility in navigating potential reductions while still contributing to the income of at least two families in our county.

SCHEDULING

Debby and I will continue to keep our regular schedules and would likely be in the office except for meetings vacations etc. We are proposing a public schedule of:

M-TH 10AM-3:00 PM (minus a ½ hour break)

- Closing the CCF office to the public on Friday
- Coordinator schedule would be more flexible and relate to the duties assigned including attendance at all regular meetings of the Commission and it's sub-committees

NOTE: Technically the office would still be *open for the majority of the work day* because Debby, I, or the coordinator position would be on the premises. We would only be able to guarantee the hours designated above. Because we are not a direct service entity our foot traffic is limited and is usually connected to scheduled appointments.

STATUTE/ GOVERNANCE

The statute mandating a 2.0 FTE for the local county commission indicates that 1.0 FTE be designated for an upper management position to oversee the operations of the commission. It indicates that the remaining 1.0 FTE may be distributed flexibly.

JOB DESCRIPTIONS

See Attached.

Thank you for your Consideration!

Wasco County Human Resources Job Description

Job Title: SPECIAL PROJECTS COORDINATOR
Department: COMMISSION ON CHILDREN & FAMILIES
Reports To: CCF ADMINISTRATOR
FLSA Status: NON-EXEMPT
Salary Level: EXEMPT, CLASS "L"
Prepared By: EMPLOYEE & ADMIN SERVICES DEPT.
Prepared Date: 2/22/2010
Approved By:
Approved Date:
Position Num:

SUMMARY This position is responsible for providing direct support to the Administrator in relation to the prioritized functions of the Commission on Children & Families through special project work and meeting management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide staff support to the Administrator for all Wasco County Commission on Children & Families Committees and sub-committees to include:

- a.) Prepare for and convene regularly scheduled meetings
- b.) Convene subcommittee meetings as requested by members of the committee and/or supervisors.
- c.) Research and Communicate information relevant to current commission priorities
- d.) Be present at all regularly scheduled meetings, prepare packets, take minutes and provide reminders to designated partners/staff for action items.

Facilitate and provide staff support to the Wasco County Special Projects/Events:

- a.) Working with Administrator, coordinate preparation and promotion of initiatives and special activities or events
- b.) As needed, prepare for and facilitate focus group meetings
- c.) Cultivate and maintain partner participation and volunteers
- d.) Act as point of contact for special projects
- e.) Evaluate progress and challenges and report to Administrator as needed.

Act as liaison between the Commission and partners and County staff and elected officials. Work collaboratively with administrative supervisors and project staff of cooperating agencies.

As directed, seek new resources for designated priorities in Wasco County (including Grant Writing, Fund Raising, Other)

Responsible for record keeping, compilation of data and preparation of reports as required by the Commission on Children and Families or other funding sources as needed.

Perform other duties as assigned by the Commission on Children and Families Administrator.

Must have regular and predictable attendance.

SUPERVISORY RESPONSIBILITIES

Directly reports to the Administrator of the Wasco County Commission on Children & families. Work collaboratively with Commission Members and staff, county staff, and staff of cooperating agencies.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE/SKILLS/ABILITIES

Experience in special project coordination and systems management. Demonstrated communication skills, both oral and written. Ability to work within guidelines and budgets. Demonstrated capacity to establish and maintain relationships with local and state partners. Ability to speak before public groups. Willingness and ability to analyze and resolve problems in a professional manner. Computer skills required. Grant writing experience preferred.

EDUCATION and/or EXPERIENCE

An Associates or Bachelor's Degree in a professional field preferred. Possess a combination of three years experience working with special projects, diverse groups and systems coordination.

LANGUAGE SKILLS

Excellent oral and written communication and interpersonal skills. Bilingual English/Spanish preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid driver's license at the time of employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

WASCO COUNTY
Job Description

Job Title: OFFICE SPECIALIST II
Department: COMMISSION ON CHILDREN & FAMILIES
Reports To: BUSINESS MANAGER
FLSA Status: NON-EXEMPT
Classification: NON-REP CLASS "F"
Position Number: FE0F-01
Prepared By: EMPL & ADMIN SVC DEPT
Prepared Date: 05/22/07
Approved By: COMMISSION ON CHILDREN & FAMILIES ADMINISTRATOR
Approved Date:
Position Num: FE0F-

SUMMARY

Performs complex specialized clerical duties for which typing skill is required, word processing, personal computer, records maintenance and operating a variety of office machines of limited complexity. Maintain client billing system. Performs a variety of services for customers at counter. Acts as lead staff for the front office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- As lead staff, ensures quality of services and ongoing customer service attitude of all front office staff.
- Maintains front office schedule including breaks and lunches. Supervisor will approve requested time off for front office staff.

Ensures that health department policies, procedures, and work practices are communicated and in place.

Assists the public and directs them to appropriate staff, provides interpretation services as needed.

Receives monies and posts to departmental accounts.

Ensures all chargeable work is correctly and accurately logged and billed using client billing system. Reconciles problems by consulting procedures; process transactions; computer fees and payments.

Enters data; proofread and verify accuracy of inputted data.

Transfers or refers calls to proper sources; provide information which requires the interpretation of office or program policies and procedures in order to facilitate office operations or assist the general public.

Maintains files of stored documents; update and purge files according to health department guidelines.

Process invoices; review invoices for accuracy; maintain records and files regarding transactions and accounts.

Effectively operates complex equipment and office machinery; may serve as departmental liaison with service and vendor personnel when problems occur; reconciles routine problems by consulting technical manuals.

Respond to a Commission on Children & Families emergency as needed.

Must have regular and predictable attendance.

Any other related work as required.

SUPERVISORY RESPONSIBILITIES

Works under the supervision of Business Manager in performance of assigned tasks.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE/SKILLS/ABILITIES Ability to: speak and write efficiently in Spanish and English; orally communicate with individuals and groups; establish and maintain working relationships with individuals, whether public or co-workers from diverse groups and backgrounds. Knowledge of: modern office practices and methods; the operation and maintenance of basic office equipment. Skill to: perform accurate data entry on computer systems.

EDUCATION and/or EXPERIENCE Graduation from a senior high school or GED, preferably supplemented by college or business school training and four (4) years responsible office experience; or any satisfactory equivalent combination of experience and training.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate. Follows blood-borne pathogens protocol and must go through TD screening.

Exhibit B

Vendor Pitney Pitney Neopost

Machine	DM825	DM575	IS480
Speed	200 LPM	175 LPM	155 LPM
WOW Speed	100 LPM	95 LPM	90 LPM
Media Size	13 x 13	10 x 13	10 x 13
Ink Cartridge Capacity	52,500		19,500
Cost Per Cartridge	\$ 166.99		\$ 124.00
CURRENT COST per month*	\$ 692.00		
NEW COST per month	\$ 653.00	\$ 504.00	\$ 543.00

*Current Lease through Sept 2010.

Balance due of approx \$4,000 rolled into new Neopost contract

Wasco County Board of Commissioners**Economic Development Commission Update: March 3, 2010**

EDC News

- **Grant Assistance:** EDC staff applied for and was successful in securing a Cycle Oregon grant for \$3,500 for the Riverfront Trail. Staff will be working with Dufur Parks and Recreation on submitting grants for their pool. Staff continues to supply grant opportunity information to organizations that participate in the needs and issues process along with offers for grant writing assistance.
- **Regional Coordination:** Staff has participated in meetings on behalf of the county regarding regional arts and culture marketing development, regional renewable energy promotion and is investigating options for water system resources for the County's rural communities.
- **Needs and Issues Projects:** The EDC Commissioners heard presentations from 23 groups about their needs and issues projects on February 18 in Dufur. EDC Commissioners are now prioritizing the projects individually and will decide on their collective prioritization on March 18. The full list of projects and the EDC's recommendation for the top ten in the technical assistance and infrastructure categories will be presented for approval by the Board of Commissioners on April 7.
- **Next EDC Meeting:** The EDC will be meeting on March 18, 10am to 12pm at CGCC (Small Boardroom, Building 1). Besides needs and issues prioritization, the EDC will also be discussing next year's budget and holding officer elections.

Other Economic News

- **Presentation on the Leading Edge of Technology in Orchard Management:** The Gorge Technology Alliance welcomes everyone to a presentation by Clark Seavert, an agricultural economist focused on technology adoption in orchards. Besides directing Oregon State University's North Willamette Research and Extension Center, Clark is part of a nationwide group working on a project known as the Comprehensive Automation for Specialty Crops (CASC). CASC is a 4-year project funded by USDA and the industry to develop, test, deploy, and commercialize various systems to improve orchard management, streamline major operations such as harvest, and reduce growers' costs. Clark will be speaking about this research as well as research from Washington State University focused on automation of the cherry harvest. **Event Details:** Tuesday, March 16, 2010, 7:00 p.m. presentation, Columbia Center for the Arts (215 Cascade Ave in Hood River), free to attend.
-

How did the special session add up for Oregon's economy?

Portions from The Statesman Journal, Feb 28, 2010

Some bills passed by both chambers affecting the economy:

ACCESS TO CAPITAL: Small businesses can get easier access to money from two state business funds (Oregon Business Development Fund and the Oregon Entrepreneurial Development Loan Fund.) — lawmakers put \$3 million more into them — and a new fund (Building Opportunities for Oregon Small Business Today, or BOOST) will draw from \$3.5 million in proceeds of tax-law enforcement. BOOST will allow loans up to \$150,000 and grants up to \$2,500 per new full-time job (maximum \$50,000 per year). The purpose of BOOST is to promote access to working capital that results in immediate job growth and job retention through the making of loans and awarding of grants to small businesses in Oregon. (Senate Bill 1017; House Bill 3698)

ENTREPRENEURS: Laid-off workers who invest their severance pay into a new or existing small business can get a deduction on their income-tax returns. (House Bill 3627)

DAY CARE: Parents of 5,500 children from 2,900 families can continue to work through employment-related day care, which otherwise would have expired June 30. The \$12.8 million also keeps 1,500 day-care workers employed. (House Bill 5100)

FORECLOSURES: Families who lost their homes in foreclosures will be protected against banks or other lenders holding so-called 80/20 loans. (House Bill 3656)

UNEMPLOYMENT EXTENSION: Almost 19,000 Oregonians whose benefits are about to expire will get a six-week extension under a bill that Gov. Ted Kulongoski signed Thursday. Another federal extension is pending in Congress. (House Bill 3655)

BIOMASS PLANTS: Some pre-1995 plants that rely on biomass or municipal waste can be counted toward Oregon's goal of 25 percent of power from renewable sources by 2025, and biomass plants can qualify for tax breaks. The bill also allows utilities to prepare for development of hydrogen as an energy source. (House Bill 3674)

SCHOLARSHIPS: More grant money is set aside for college students. (House Bill 5100)

Rec'd Exhibit D
3/3/10
from Jessica
Matta

DOES YOUR BUSINESS NEED HELP IN THIS ECONOMIC DOWNTURN?

Local economic and business assistance organizations have developed a specialized package to help address the problems that face many small business owners in today's economy. We are available to help business owners before they are faced with crucial financial and business decisions.

Our Mission:

1. Meet with the business owner and perform an in-depth analysis of the business.
2. Provide a review of findings with recommendations on how to improve the situation.
3. Assist owner with actual planning and steps necessary to turn the business around.

FOR FREE AND CONFIDENTIAL COUNSELING, CALL:

541-506-6121 or 541-728-6528 in Wasco and Hood River Counties
541-728-6528 in Sherman County
509-493-9275 in Skamania and Klickitat County

Please review the following information to see if this program is right for you.

Use This Checklist To See If Your Business Is In Distress

This checklist was prepared to help the business owner identify early symptoms of a distressed business. Recognizing problems in the business early is key so the business owner has time to take corrective action. The Small Business Development Center and its resource partners have experienced counselors ready to help.

If you answer yes to one or more of these categories please give us a call to see how we can help.

YES

1. Sales are flat or decreasing.	
2. Cost of running business is going up.	
3. Using credit card to pay more and more of business expenses.	
4. Having a hard time coming up with money to pay rent.	
5. Having difficulty paying existing loans.	
6. Overdue on paying your suppliers.	
7. Out of ideas to bring in more profit.	
8. Feel like you need a loan just to keep the business going.	
9. Business problems adding stress to family life.	
10. Business has steadily declined.	

Use These Tips To Help Your Business Turn Around

If you suspect your business is having difficulties due to the downturn in the economy, seek assistance early so the changes you make will have time to make a difference. The Small Business Development Center and its resource partners provide confidential counseling, workshops and seminars on many of the topics listed below.

Ask yourself these questions:

Am I making the necessary decisions vital to the survival of my business?

<input type="checkbox"/>	Have I increased efficiency within my business process?
<input type="checkbox"/>	Have I examined every category of expense to reduce or eliminate it?
<input type="checkbox"/>	Have I examined and implemented cost controls?
<input type="checkbox"/>	Have I analyzed sales and marketing strategy to fit my current situation?
<input type="checkbox"/>	Have I analyzed and improved efficiency of personnel utilization and productivity?

Did I review and improve my inventory management process:

<input type="checkbox"/>	Can I clear out dead & slow moving inventory to free up extra cash? Conduct a (clear out/close out) Sale.
<input type="checkbox"/>	Can I improve inventory turns (thus freeing up cash) by ordering smaller dollar amounts more frequently?
<input type="checkbox"/>	Have I reviewed possibilities of reducing or eliminating carrying inventory?

Do I have money owed to me from receivables outstanding?

<input type="checkbox"/>	Have a written policy on how and when to collect receivables?
<input type="checkbox"/>	Have I made collecting accounts receivable a priority and a regular part of business?
<input type="checkbox"/>	Am I professional, tactful, courteous and firm when collecting?

Are my employees and I paying special attention to existing customers? Make sure you are serving them with excellence.

<input type="checkbox"/>	Have a written customer service policy?
<input type="checkbox"/>	Do I review customer service policy with employees?
<input type="checkbox"/>	Market to existing customer base?
<input type="checkbox"/>	Do I work on overall improvement of my business reputation?
<input type="checkbox"/>	Can I create a customer survey to help improve service and customer experience?
<input type="checkbox"/>	Are the owners or managers a good example to the rest of the employees when it comes to excellent customer service?

Am I utilizing my money where it is most essential to the health of my business?

	Am I keeping current on monthly bills, loans and or credit card payments?
	Am I careful not to throw money into the business using credit or loans without first knowing what is causing the negative cash flow and having a plan to pay the loan back?

Do I know what indicators to look at to see how my business is performing before and after changes are implemented? Review performance indicators each month. Revise your business plan and actions accordingly.

	Bookkeeping: (This feeds the rest of the reports and must be kept current.)
	Sales: (Does your sales trend match your marketing strategy?)
	Cash Flow Projection: (Will show if projected monthly obligations can be met.)
	Expenses: (When tracked can be used to see cost increases in categories.)
	Income & Expense Report: (A monthly snapshot of how your business performed.)

Note: The categories listed above are just a small sample of many items you should be considering when faced with the task of turning your business around. Once all categories are reviewed and an action plan is in place, you must implement those decisions that are vital to the survival of your business. During this time focus on what you are doing well and improve things that are not working so well. Remember to surround yourself with positive people that can help you through this process.

The Small Business Development Center and its resource partners are ready to help you through this process. Just call the correct number for your county for free one-on-one business counseling services.

FOR FREE AND CONFIDENTIAL COUNSELING, CALL:

541-506-6121 or 541-728-6528 in Wasco and Hood River Counties
541-728-6528 in Sherman County
509-493-9275 in Skamania and Klickitat County



Wasco County Code Compliance

"Working for Our Community"

2705 East Second St., The Dalles, OR 97058

Phone: (541) 506-2560 Fax (541) 506-2561

Website: www.co.wasco.or.us



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INITIAL CONTACT LETTER

October 28, 2009

RE: CODENF-09-10-0043

Dear BRIDEWILL PROPERTIES LLC,

It came to our attention that there is a possible illegal dwelling or structure on your property off of KETCHUM RD (tax lot #1N 12E 1200).

Your property is zoned "F2 Forest Zone"; no unpermitted dwellings or structures are allowed on your property¹. Illegal dwellings and structures create fire hazards and sewage concerns that will affect all surrounding properties. Constructing or placing dwellings or structures without receiving prior Planning Department approval is a violation of section 2.090 A and B of the WCCNAO².

Before Wasco County proceeds with any official punitive action (other than double Planning Department fees), you will have an opportunity to try and resolve this issue by contacting the Code Compliance Office (2705 east 2nd St., The Dalles, 541-506-2564).

If you do not contact the Code Compliance Office about this issue by November 9th at 4:00pm I will send out an official Notice of Violation.

Thank-you for your time,

A handwritten signature in black ink, appearing to be 'Keith', written over a horizontal line.

Keith
Wasco County Code Compliance
541-506-2564

C:

Tim R. Lynn Assessor/Tax Collector

Darlene Lufkin Chief Appraiser

Stephanie Ziegler, Mid Columbia Building Codes

John Zalaznik Environmental Health Specialist

¹ Wasco County LUDO SEC 3.120 Access online at: <http://co.wasco.or.us/planning/nsaordinance.html>

² Wasco County Code Compliance and Nuisance Abatement Ordinance. Available online at: http://co.wasco.or.us/planning/Code_ord.html

WASCO COUNTY PLANNING
AND DEVELOPMENT
Todd R. Cornett, Director
2705 East Second Street
The Dalles, Oregon 97058



Phone: (541) 506-2560
Fax: (541) 506-2561
<http://co.wasco.or.us/index.html>

AFFIDAVIT OF MAILING

APPLICANT: Keith Cleveland
FILE: CODENF-09-10-0043

I, Keith Cleveland, do hereby swear that on the 28TH day of OCTOBER, 2009, I was the Code Compliance Officer for the County of Wasco, State of Oregon, and I caused to be mailed to BRIDEWILL PROPERTIES (PO BOX 703, KENO, OR) on the above mentioned date a copy of INITIAL CONTACT LETTER, dated October 28, 2009, and Attachments (if any) as follows:

Signature: _____

State of Oregon)

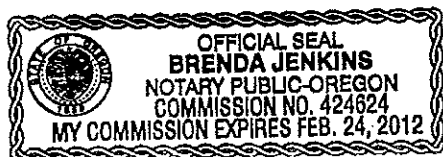
County of Wasco)

Signed and affirmed to me on October 28, 2009 by

KEITH CLEVELAND.

(Notary Signature)
Notary Public

(Title)





Wasco County Code Compliance

"Working for Our Community"

2705 East Second St., The Dalles, OR 97058

Phone: (541) 506-2560 Fax (541) 506-2561

Website: www.co.wasco.or.us



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NOTICE OF VIOLATION

BRIDEWILL PROPERTIES
PO BOX 703
KENO, OR 97627
RE: CODENF-09-10-0043

As person(s) responsible for the use or condition of the following property: 1N 12E 1200 located in Wasco County, Oregon, you are hereby warned, as of this date, that the following condition(s) or use(s) exist on the described premises which are in violation of the Wasco County Code Compliance and Nuisance Abatement Ordinance¹.

1) ILLEGAL STRUCTURE (WCCCNA Section 2090.B)

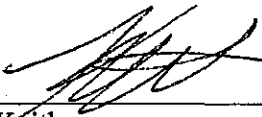
You have 15 days (December 9, 2009) to:

1. Appeal this Notice in writing or
2. Remedy the violation or
3. Call the Code Compliance Officer to work out an abatement plan

Failure to respond to this Notice will result in the following:

1. Flag the property to alert: Lending Institutions, Real Estate Agents, etc **DONE**
2. Issuance of an Order to Correct **NEXT**
3. Recorded Notice of Violation with County Clerk against the property
4. Monetary penalties assessed
5. County enforced abatement
6. Lien against the property for penalties, abatement costs and County charges

Dated this Monday, November 23, 2009, at The Dalles, Oregon
Wasco County Code Compliance Office



Keith
Wasco County Code Compliance

C:
BRUCE WILLIAMS (CO-OWNER)
13141 SE POWELL #22
PORTLAND, OR 97236

¹ Access online at: http://co.wasco.or.us/planning/Code_ord.html

WASCO COUNTY PLANNING
AND DEVELOPMENT
Todd R. Cornett, Director
2705 East Second Street
The Dalles, Oregon 97058



Phone: (541) 506-2560
Fax: (541) 506-2561
<http://co.wasco.or.us/index.html>

AFFIDAVIT OF MAILING

APPLICANT: Keith Cleveland
FILE: CODENF-09-10-0043

I, Keith Cleveland, do hereby swear that on the 23RD day of NOVEMBER, 2009, I was the Code Compliance Officer for the County of Wasco, State of Oregon, and I caused to be mailed to BRIDEWILL PROPERTIEES (PO BOX 703, KENO, OR) AND BRUCE WILLIAMS (13141 SE POWELL, PORTLAND, OR) on the above mentioned date a copy of NOTICE OF VIOLATION, dated November 23, 2009, and Attachments (if any) as follows:

Signature: _____

State of Oregon)
County of Wasco)

Signed and affirmed to me on November 23, 2009 by

KEITH CLEVELAND.



(Notary Signature)

Notary Public
(Title)



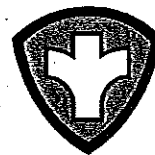
Wasco County Code Compliance

"Working for Our Community"

2705 East Second St., The Dalles, OR 97058

Phone: (541) 506-2560 Fax (541) 506-2561

Website: www.co.wasco.or.us



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ORDER TO CORRECT

BRIDEWILL PROPERTIES
PO BOX 703
KENO, OR 97627
RE: CODENF-09-10-0043

As person(s) responsible for the use or condition of the following premises: 1N 12E 1200 located in Wasco County, Oregon, you are hereby warned, as of this date, that the following condition(s) or use(s) exist on the described premises which are in violation of the Wasco County Code Compliance Nuisance Abatement Ordinance¹.

1) ILLEGAL STRUCTURE (WCCNAO SECTION 2.090)

You have 15 days (February 4th, 2010) to:

1. Appeal this Notice in writing or
2. Remove the violation and contact the Code Compliance Officer or
3. Contact the Code Compliance Officer and work out an abatement plan

Failure to respond to this Notice will result in the following:

1. Flag the property to alert: Lending Institutions, Real Estate Agents (*done*)
2. Recorded Notice of Violation with County Clerk against the deed (*next*)
3. Issuance of Notice of Failure to Comply/Administrative Civil Penalties
4. Monetary penalties assessed
5. County enforced abatement
6. Lien against the property for penalties, abatement costs and County charges

Dated this Tuesday, January 19 2010, at The Dalles, Oregon
Wasco County Code Compliance Office

Keith
Wasco County Code Compliance

C:
BRUCE AND JIM WILLIAMS (PORTLAND, OR)

¹ Access online at: http://co.wasco.or.us/planning/Code_ord.html

WASCO COUNTY PLANNING
AND DEVELOPMENT
Todd R. Cornett, Director
2705 East Second Street
The Dalles, Oregon 97058




Phone: (541) 506-2560
Fax: (541) 506-2561
<http://co.wasco.or.us/index.html>

AFFIDAVIT OF MAILING

APPLICANT: Keith Cleveland
FILE: CODENF-09-10-0043

I, Keith Cleveland, do hereby swear that on the 19TH day of JANUARY, 2010, I was the Code Compliance Officer for the County of Wasco, State of Oregon, and I caused to be mailed to BRIDEWILL PROPERTIES (PO BOX 703, KENO, OR) AND BRUCE AND JIM WILLIAMS (13141 SE POWELL #22, PORTLAND, OR) on the above mentioned date a copy of ORDER TO CORRECT, dated January 19, 2010, and Attachments (if any) as follows:

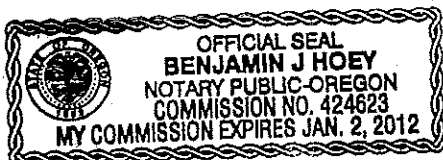
Signature: 

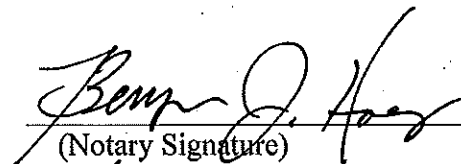
State of Oregon)

County of Wasco)

Signed and affirmed to me on January 19, 2010 by

KEITH CLEVELAND.




(Notary Signature)
Notary Public
(Title)



Wasco County Code Compliance

"Working for Our Community"

2705 East Second St., The Dalles, OR 97058

Phone: (541) 506-2560 Fax (541) 506-2561

Website: www.co.wasco.or.us



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NOTICE OF FAILURE TO COMPLY/ADMINISTRATIVE CIVIL PENALTIES

BRIDEWILL PROPERTIES
PO BOX 703
KENO, OR 97627
RE: CODENF-09-10-0043

As person(s) responsible for the use or condition of the following premises: 1N 12E 1200 located in Wasco County, Oregon, you are hereby warned, as of this date, that the following condition(s) or use(s) exist on the described premises which are in violation of the Wasco County Code Compliance Nuisance Abatement Ordinance¹.

1) ILLEGAL STRUCTURE (WCCNAO SECTION 2.090)

You have 15 days (February 25, 2010) to:

1. Appeal this Notice in writing or
 2. Remove the violation or
 3. Call the Code Compliance Officer to work out an abatement plan
- *If this notice is not appealed it will be submitted to the Hearings Officers for their review. The date and location of the review will be made available upon request; however, this is not a hearing therefore no testimony or comment will be allowed.***

Failure to respond to this Notice will result in the following:

1. Flag the property to alert: Lending Institutions, Real Estate Agents, etc (DONE)
2. Recorded Notice of Violation with County Clerk against the property (NEXT)
Please understand, this records the violation on the property deed which will then be part of the record for potential buyers, lending institutions, etc. to view.

Dated this Tuesday, February 9, 2010, at The Dalles, Oregon

A handwritten signature in black ink, appearing to be "Keith", written over a horizontal line.

Keith
Wasco County Code Compliance
C: BRUCE AND JIM WILLIAMS (PORTLAND, OR)

¹ Access online at: http://co.wasco.or.us/planning/Code_ord.html

WASCO COUNTY PLANNING
AND DEVELOPMENT
Todd R. Cornett, Director
2705 East Second Street
The Dalles, Oregon 97058



Phone: (541) 506-2560
Fax: (541) 506-2561
<http://co.wasco.or.us/index.html>

AFFIDAVIT OF MAILING

APPLICANT: Keith Cleveland
FILE: CODENF-09-10-0043

I, Keith Cleveland, do hereby swear that on the 9TH day of February, 2010, I was the Code Compliance Officer for the County of Wasco, State of Oregon, and I caused to be mailed to BRIDEWILL PROPERTIES (PO BOX 703, KENO, OR) AND BRUCE AND JIM WILLIAMS (13141 SE POWELL #22, PORTLAND, OR) on the above mentioned date a copy of NOTICE OF FAILURE TO COMPLY/ADMINISTRATIVE CIVIL PENALTY, dated February 9, 2010, and Attachments (if any) as follows:

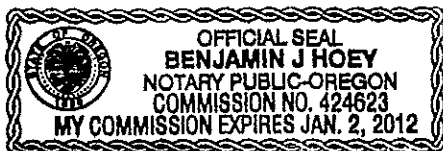
Signature: _____

State of Oregon)

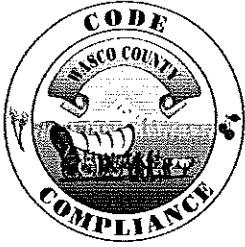
County of Wasco)

Signed and affirmed to me on February 9, 2010 by

KEITH CLEVELAND



(Notary Signature)
Notary Public
(Title)



Wasco County Code Compliance

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HEARINGS OFFICER ORDER #10-XXX

BRIDEWILL PROPERTIES LLC ET AL
PO BOX 703
KENO, OR 97627

RE: CODENF-09-10-0043

This Notice references the use or condition of the following premises: Township 1 North, Range 12E, Tax Lot 1200 located in Wasco County, Oregon, which is in violation of the Wasco County Code Compliance Nuisance Abatement Ordinance¹ due to:

1) ILLEGAL STRUCTURE (WCCNA Section 2.090.B)

The following was affirmed by the Hearings Officers on March 3, 2010:

1. The violation(s) is valid as stated in the NOTICE OF FAILURE TO COMPLY/ADMINISTRATIVE CIVIL PENALTIES sent February 9, 2010.
2. A **Notice of Violation** (copy attached) will be recorded with the Wasco County Clerk on the deed to the property noted above.

Dated this 3rd day of March, 2010, at The Dalles, Oregon.

Wasco County Code Compliance Hearings Officers

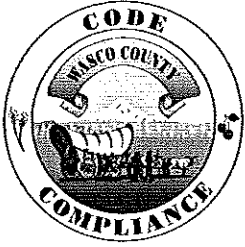
Dan Ericksen, Wasco County Judge

Sherry Holliday, Wasco County Commissioner

Bill Lennox, Wasco County Commissioner

C: BRUCE WILLIAMS (PORTLAND, OR)

¹ Access online at: http://co.wasco.or.us/planning/Code_ord.html



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Website: www.co.wasco.or.us



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RECORDED NOTICE OF VIOLATION

PROPERTY OWNER: **BRIDEWILL PROPERTIES LLC ET AL**

FILE #: **CODENF-09-10-0043**

Wasco County has determined that the following violation(s) exists on:

Southwest quarter of Southeast quarter of Section 7, Township 1 North, Range 12, East of the Willamette Meridian, in the County of Wasco and State of Oregon;

ILLEGAL STRUCTURE: (WCCNAO¹: SECTION 2.090.B)

The property owner was notified and has not resolved this issue. If the violation is not resolved, some or all the following may be pursued by Wasco County:

- >Property placed on hold with the Planning Department
- >Assessment of monetary penalties
- >County Abatement of violation at owner's expense
- >Property lien to recover all County charges and penalties

Dated this Wednesday, March 3, 2010, at The Dalles, Oregon

HEARINGS OFFICERS:

DAN ERICKSEN: COUNTY JUDGE

SHERRY HOLLIDAY: COUNTY COMMISSIONER

BILL LENNOX: COUNTY COMMISSIONER

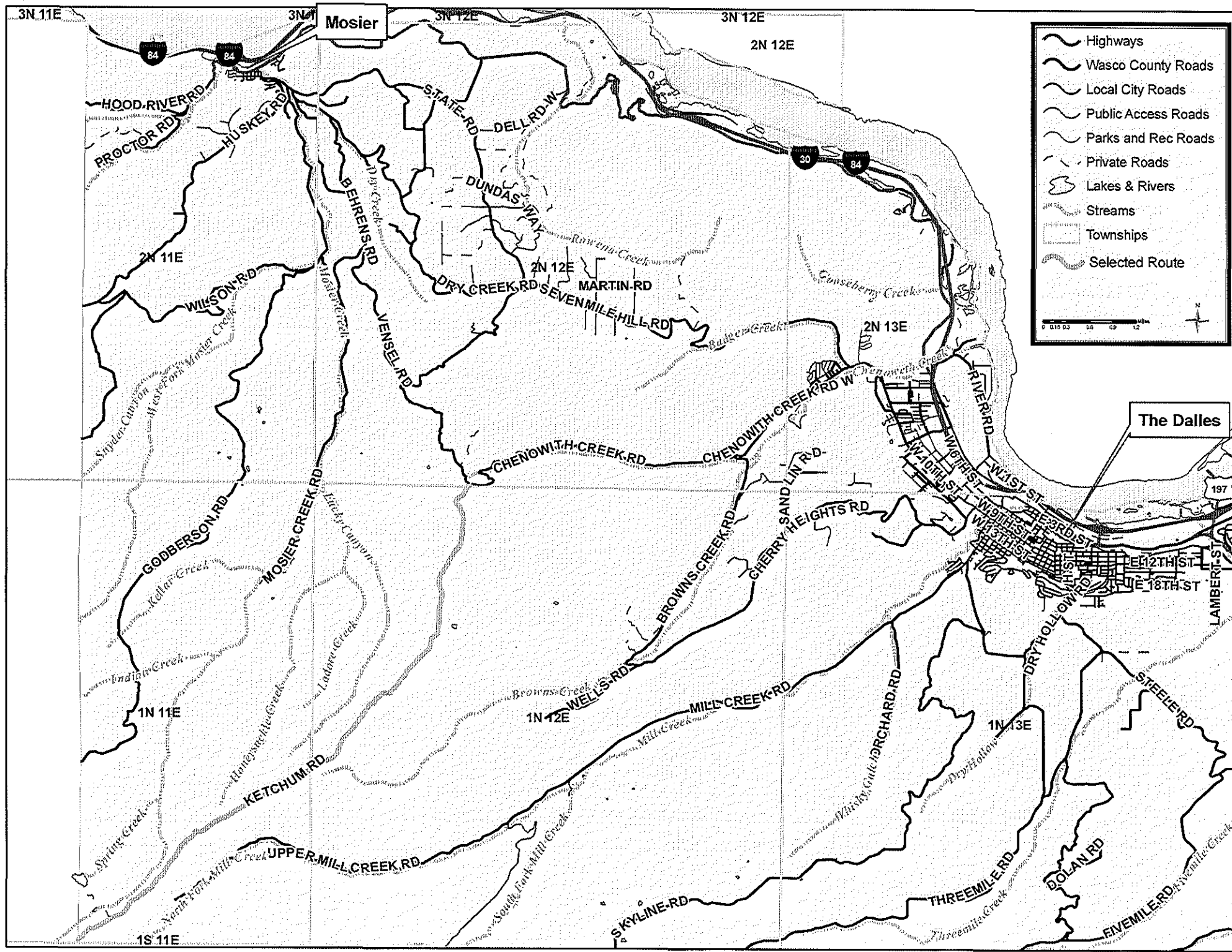
SPACE ABOVE RESERVED FOR RECORDER'S USE

¹ Wasco County Code Compliance and Nuisance Abatement Ordinance

Please return this original document to: The Commissioner's Journal

Notary Public – State of Oregon My Commission expires: _____, 20____

State of Oregon, County of Wasco County
This instrument was acknowledged before me on _____ 20____ by:



OPERATIONS & SPECIAL EVENT PERMIT

GENERAL CONDITIONS

*Applicant must submit a detailed Traffic Control Plan (TCP). The TCP shall address the event routes, spectator routes and spectator sites. All traffic control activities and protective devices used shall meet the requirements of the Manual on Uniform Traffic Control Devices (MUTCD). The TCP must be approved by Wasco County before the proposed event can be permitted.

*Applicant must submit a detailed event schedule. The event schedule shall address the event routes, spectator routes and spectator sites. The event schedule shall also contain a plan for addressing medical emergencies, law enforcement and fire response. The event schedule must be approved by Wasco County before the proposed event can be permitted.

*Applicant shall submit a detailed map showing all routes used to access each proposed stage and spectator site and all routes used to leave the proposed stage and spectator site.

*Spectator sites will NOT be permitted within public rights-of-way and NO spectator parking will be allowed along the public rights-of-way. The applicant shall have event staff on-site to enforce this condition.

*The applicant agrees to provide dust suppression during the proposed event. Approved dust suppression measures include watering the roadway or applying an approved dust agent such as lignin prior to the event. Areas where dust suppression is required include event stages near residences and areas between stages or on spectator routes where residences are located close to the roadway.

*The applicant assumes responsibility for all damage, additional maintenance and repair on all public roads resulting from any activities of the event, including roads between stages and roads used as spectator routes. All costs for damage, additional maintenance and repair shall be the sole responsibility of the applicant.

*The applicant agrees that if they are notified by Wasco County of any necessary road maintenance or repairs resulting from event activities, the applicant shall perform all such required road maintenance or repairs within 48 hours of receipt of such notice. All required road maintenance or repair work will be performed by a certified contractor approved by Wasco County.

Road maintenance and repairs could include, but are not limited to: removing debris or loose material tracked onto roads, adding back lost rock, grading and compacting road surfaces, reshaping damaged ditches, repair or replacement of damaged culverts, digging out soft spots and backfilling with base rock, repair or replacement of damaged signs or delineators, etc.

*The applicant shall be required to obtain a performance bond or an irrevocable letter of credit in the amount of ten thousand dollars (\$10,000). The bond or letter of credit shall be furnished by a surety company authorized to do business in the State of Oregon. If the applicant fails to perform all necessary road maintenance and repairs, Wasco County shall have the right to draw upon this bond or credit.

*Upon completion of the event, all debris, garbage, refuse and waste material that has accumulated because of the event shall be removed. Any banners, markers, signs, flagging and/or tape placed by the applicant shall also be removed.

*The applicant shall obtain and carry public liability and property damage insurance, covering all the applicant's activities and events covered under this permit. The insurance policy shall include as named insured Wasco County, the County Commission and members thereof, its officers, agents and employees. The limits of the liability under the policy shall not be less than \$1,000,000 for each occurrence involving personal injury and \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$5,000,000 covering all claims per occurrence. Coverage shall be by an insurance company authorized to do business in the State of Oregon.

*The applicant agrees that their performance under this permit is at their own risk and that they shall indemnify Wasco County, its agents and employees, and hold them harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this permit, or from the applicant's failure to perform fully hereunder. The applicant further agrees to defend Wasco County, its agents and employees, against all suits, actions or proceedings brought by any third party against them for which the applicant would be liable hereunder.

OPERATIONS & SPECIAL EVENT PERMIT

SITE SPECIFIC CONDITIONS

Ketchum Road:

- *No spectator site is allowed along this route.
- *The applicant shall identify all routes used to access the stage and all routes used to leave the stage and submit that information to Wasco County.
- *The applicant shall notify Mid-Columbia Fire and Rescue of the event and shall provide to them all necessary information – Traffic control plan, event schedule, access routes, etc.
- *The applicant shall notify the Wasco County Sheriff of the event and shall provide to them all necessary information – Traffic control plan, event schedule, access routes, etc.
- *The applicant notify Bob Salle (6855 Chenoweth Creek Road) of the event and shall provide to him all necessary information – Traffic control plan, event schedule, access routes, etc.

Endersby Cut-Off:

- *At the beginning of this stage, no event vehicles or support vehicles will be allowed to park in the Eightmile Road rights-of-way.
- *No spectator site or spectator parking is allowed in the Wasco County rights-of-way.
- *The applicant shall identify all routes used to access the event stage, spectator site and spectator parking area and all routes used to leave the event stage, spectator site and spectator parking area and shall submit that information to Wasco County.
- *The applicant shall notify the Dufur Ambulance and Fire Department of the event and shall provide to them all necessary information – Traffic control plan, event schedule, access routes, etc.
- *The applicant shall notify Pat Smith with the Oregon Department of Transportation of the event and shall provide to him all necessary information – Traffic control plan, event schedule, access routes, etc.
- *The applicant shall notify the Wasco County Sheriff of the event and shall provide to them all necessary information – Traffic control plan, event schedule, access routes, etc.

All Other Dufur Area County Roads:

*No spectator site or spectator parking is allowed in the Wasco County rights-of-way.

*The applicant shall identify all routes used to access the event stages, spectator site and spectator parking area and all routes used to leave the event stages, spectator site and spectator parking area and submit that information to Wasco County.

*The applicant shall notify the Dufur Ambulance and Fire Department of the event and shall provide to them all necessary information – Traffic control plan, event schedule, access routes, etc.

*The applicant shall notify the Wasco County Sheriff of the event and shall provide to them all necessary information – Traffic control plan, event schedule, access routes, etc.

All permit submittals and documents requested under the General Conditions and Site Specific Conditions shall be sent to the Wasco County Roadmaster no later than April 15, 2010. All permit submittals and documents shall be approved and signed by the Roadmaster before the Special Event Permit will be issued.



Oregon

Ted Kulongoski, Governor

Department of Fish and Wildlife

High Desert Region
White River Wildlife Area
78430 Dodson Rd
(541)544-2126
FAX (541) 544-2136

Kathy,

My name is Kenneth Martin and I work for Oregon Department of Fish & Wildlife on the White River Wildlife Area in Wasco County.

We are in the process of filing for a Farm Agriculture Exempt Application and are requesting to be considered for a fee waiver (\$371.00). We want to build an open sided 20' x 30' equipment shed for storing farm implements associated with growing alfalfa for deer and elk. The equipment shed is important to protect farm equipment from inclement weather and to protect the public investments. A volunteer group (Traditional Archers of Oregon) is scheduled to help us construct the building on April 10th.

White River Wildlife Area has about 30,000 acres and is managed for the wildlife. There are about 810 acres of farm ground which consists mostly of club head wheat and summer fallow. A small portion is used to grow alfalfa. About 200 acres of wheat are share cropped annually. The sharecropper receives 2/3 of the crop and 1/3 is left standing for the wildlife. There is around 50 miles of 8' high game fence on the lower portion of the area which helps keep the elk and deer from getting onto private agriculture ground. Since the animals can't migrate to traditional wintering grounds ODFW supplements them in the winter with alfalfa hay and deer pellets. We feed an average of 120 tons of deer pellets and about 40 tons of alfalfa hay annually.

With having such a large area we depend on volunteer service to help us out. ODFW had 915 hours of group volunteer time and 1,393 hours of time donated by volunteer hosts. White River Wildlife Area employees have a great time working with the volunteers and they enjoy helping because they return to help year after year.

ODFW is asking for the fee waiver because we are a public agency trying to preserve Oregon's natural resources and not out to make a profit. The building is going to be used to protect equipment that is used to grow food for the animals when food is hard to find.

Thank you,

Kenneth Martin
Assistant Manager
White River Wildlife Area
78430 Dodson Rd.
Tygh Valley, OR 97063
541-544-2126

WASCO COUNTY PLANNING
AND DEVELOPMENT
Todd R. Cornett, Director
2705 East Second Street
The Dalles, Oregon 97058



Phone: (541) 506-2560
Fax: (541) 506-2561
www.co.wasco.or.us

REQUEST FOR FEE WAIVER

Date Submitted: 2-25-2010

Applicant/Owner Information:

Applicant(s) Oregon Department of Fish & Wildlife Property Owner(s) The State of Oregon

Mailing Address 80560 Shadybrook Rd. Mailing Address

Tygh Valley OR 97063

Phone (H) 541-544-206 (W) 541-544-2126 Phone (H)

(W)

Email josh.moulton@state.or.us

Email Kenneth.d.martin@State.or.us

Explanation For Fee Waiver Request (Please give complete detailed explanation):

Project for public benefit
Storing equipment that is used for producing hay that used
solar to feed wild game (deer & Elk) on State lands

(To be completed by Planning and Development Office)

Fee Structure:

APPLICATION TYPE	TOTAL FEE	OTHER FEES	WAIVABLE PLANNING FEES	
			PLANNING FEE	PENALTY FEE
Conditional Use Permit	\$ 371.00	\$ 71.00	\$ 300.00	0

Other Information:

Fees Verified by:

Planners Signature

(To be completed by Executive Assistant to the Board of County Commissioners)

TOTAL WAIVED FEES: _____

TOTAL FEES NOT WAIVED: _____

Board of County Commissioners Authority signature _____

**WASCO COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
MARCH 3, 2010**

CONSENT CALENDAR

1. Bilateral Compliance Agreement between the Oregon Department of Human Services, Public Health Division, and Wasco County.
2. Lease Agreement between Neopost and Wasco County.

**WASCO COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
March 3, 2010**

DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. Discussion on Model Executive Session News Media Attendance Policy.
2. Discussion on Draft Continuity of Operations Planning Policy.
3. Consideration of the request from Jay LeRoux for an easement or purchase of property for use as a right-of-way to his home located off of East Fifth Street.
4. Continued discussion pertaining to the Oregon Trail Rally.
5. Discussion on evening Work Sessions during 2010.
6. Discussion on establishing regular meetings with County Departments.
7. Discussion on amending the Board of County Commissioners' webpage.
8. Discussion on Home-At-Last's request for funding.
9. Discussion on the suggested date for an inspection of the Fort Dalles Museum and Anderson House and Barn Complex with members of the Museum Commission and City Council. (Afternoon of Sunday, May 2, 2010)
10. Discussion on Association of Oregon Counties 2010 Dues Invoice for Fiscal Year 2009-2010.
11. Consideration of the recommendation of the Wage and Classification Committee in regards to the filling of the vacancy in the Commission on Children and Families Office.
12. Discussion on the email received from the U.S. Census Bureau, dated February 26, 2010.

ON HOLD:

1. Discussion on Amending Document Approval Policy.
2. Discussion on the establishment of an Ordinance that would allow the enforcement of the burn ban.
3. Motion to rescind the Agreement between Wasco County, Oregon, and the North Wasco County School District #21, approved on March 4, 2009.
4. Consideration of the request from Dan Hendrix, Shaniko Volunteer Fire Chief, regarding donation of surplus vehicle.