

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION / AGENDA WEDNESDAY, September 19, 2012
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, Oregon

Public Comment: Individuals wishing to address the Commission on items **not already listed on the Agenda** may do so during the first half-hour. To speak at other times please wait for the current speaker to conclude. Raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to three minutes, unless extended by the Chair.

Departments: Are encouraged to have their issue added to the Agenda in advance. When that is not possible the Commission will attempt to make time to fit you in during the first half-hour or between listed Agenda items.

NOTE: This Agenda is subject to last minute changes. **Meetings are ADA accessible.** For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900. Wasco County does not discriminate against individuals with disabilities.

9:00 a.m.

CALL TO ORDER

Pledge of Allegiance

Items without a designated appointment may be rearranged to make the best use of time.

- Corrections or Additions to the Agenda
- Administrative Officer - Tyler Stone: Comments
- [Discussion Items](#) (Items of general Commission discussion, not otherwise listed on the Agenda) [Girls Helping Girls Grant](#), [Medicaid Amendment #2](#), [Proclamation – Oregon Days of Culture](#), [Road Specialist Position](#), [NORCOR Resolution](#), [Treasurer’s Report](#), [VSO Intake Coordinator](#), [Proposed Road Vacation](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 8.15.2012](#), [9.5.2012](#), [1.4.2012](#), [1.25.2012](#), [Delinquent Property Taxes](#), [NORCOR Inspection Resolution](#)

9:30 a.m. [Wasco County Investment Policy](#) – Chad Krause

9:50 a.m. [Proposed Amendments to Planning Commission By-laws](#) – John Roberts

10:10 a.m. [Emergency Notification System Policy](#) – Mike Davidson

10:30 a.m. [Wetlands](#) – Annette Liebe

11:00 a.m. [Title III Obligation](#) – Monica Morris, Tyler Stone, Kathy White

11:15 a.m. [Library Service District Meeting](#) – Minutes Approval

NEW / OLD BUSINESS
COMMISSION CALL / REPORTS
ADJOURN



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
SEPTEMBER 19, 2012

PRESENT: Rod L. Runyon, Chair of Commission
Scott C. Hege, County Commissioner
Sherry Holliday, County Commissioner
Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 9:00 a.m. Chair Runyon opened the Regular Session of the Board of Commissioners. There were no additions or corrections to the agenda. No department heads came forward to be heard outside of the scheduled items.

Open to the Public – Home at Last

Dennis Morgan, 7447 7 Mile Hill Road, The Dalles, OR, asked to be heard as a representative for a group of citizens concerned about recent changes made to management at the local animal shelter, Home at Last (HAL). He explained that while they understand the County does not have jurisdiction over the non-profit shelter, it is renting a County building and has received public funds. The HAL board recently terminated the business manager, Steve Drynan. Their biggest concern is how the decision was made. In the first year of Mr. Drynan's tenure, HAL revenue doubled and saw another increase in the second year. They assert that performance should be rewarded; he should not have been summarily dismissed.

Commissioner Hege asked what the response has been when concerns have been shared with the HAL board. Mr. Morgan responded that the only explanation they have received is that the board wanted to appoint an executive director; they did not explain why Mr. Drynan was not considered for that position. He went on to report that the tenor of the HAL meeting held last night was oppressive with only about 1/3 of the people wishing to be heard able to

speak. He felt like the decision to terminate Mr. Drynan was a personal one; there are two couples serving on the board who he believes vote in blocks. He added that Dr. Brown, a local veterinarian who has done a lot of pro bono work for the shelter, has written a letter of protest.

The Board, along with Mr. Stone, explained that most of the public funds directed to HAL came from the City of The Dalles and that this was the last year of that funding. The County only functions as a landlord for HAL. Commissioner Holliday pointed out the County had also relinquished animal control responsibilities to the City of The Dalles.

Steve Bennett, 1810 Liberty Way, The Dalles, OR, joined the discussion to ask if the lease would be available for review. Mr. Stone replied affirmatively. Mr. Bennett pointed out that like any other business, HAL must be responsive to their customers to succeed; if they fail, then responsibility for animal control will revert back to the City and/or the County.

Phil Swaim, 916 E. 13th Street, The Dalles, OR, came forward to say that last night's meeting was moved to a different day and time with only one day's notice. The meeting was closed in 15 minutes.

The Board thanked the members of the public for bringing this to their attention. They also applauded the progress made by HAL over the last few years; it has been a great addition to the County. They assured them that although they have no authority over HAL, they would continue to watch its progress keeping in mind that the County will bear some responsibility for animal control should HAL fail.

Discussion Item – Girls Helping Girls

Molly Rogers, Director of Youth Services, brought forward the Girls Helping Girls funding agreement with South Wasco County School District #1 for \$9,435.00 which is part of the approved budget through the Commission on Children and Families. Ms. Rogers met with the Superintendent of Schools and he is excited about the project. They are already working on a curriculum with Elaine Castles, Phd., who has been working with the schools in South Wasco County. Commissioner Hege asked if other schools were using this program. Ms. Rogers said that other districts in the County are using other programs; this is a pilot program being developed in a contained environment. It may be that other

districts will use it in the future. Funding for this program comes through the State Children & Youth and Families & Youth Investment.

{{{Commissioner Hege moved to approve the funding agreement for Girls Helping Girls. Commissioner Holliday seconded the motion which passed unanimously.}}}

Discussion Item – Oregon Days of Culture Proclamation

Corliss Marsh from the Wasco Cultural Trust Coalition provided the Board with a fact sheet outlining their role in the community and how the funds they administer have been spent. They give priority to programs that focus on children and/or have a county-wide scope. They are hoping to more widely advertise the grant availability this year. Chair Runyon offered that we could place a link on the County website.

Further discussion occurred around the variety of grants that have been awarded. Commissioner Hege asked that she explain the tax credit. She explained that if a taxpayer makes a donation to an eligible organization and matches that donation with a donation to the Oregon Cultural Trust, the donation to the Trust is deducted from their tax obligation – up to \$500.00 for an individual or \$1,000.00 for a couple. A list of eligible organizations is available on the State website.

{{{Commissioner Holliday moved to proclaim October 1st through October 8th Oregon Days of Culture Week. Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion Item – Road Specialist Position

Marty Matherly, Public Works Director, explained that they have a road department employee who currently holds a Road Tech II position. He is due for an increase from step 4 to step 5. His performance review is good and Mr. Matherly plans to approve the step increase. This individual has considerable experience in road maintenance work and equipment operation and is occasionally being asked to perform jobs that are outside of his job description. His experience and abilities qualify him for a Road Specialist position; however, starting him as a step one Road Specialist would mean a decrease in pay. Mr. Matherly proposes starting him at step three which would pay the same as a step 5 for Road Tech. This move would have no budget impact but would recognize

this employee's skills and allow the Road Department to use him to full advantage.

{{{Commissioner Hege moved to accept Mr. Matherly's recommendation to move said employee from Road Tech 4 to Road Specialist 3. Commissioner Holliday seconded the motion which passed unanimously.}}}

Discussion Item – Road Vacation

Mr. Matherly is in receipt of a valid petition to vacate a portion of the public right of way of St. Charles Avenue in Tygh Valley, OR – T4S, R13E, Section 3. The petitioners have paid the initiation fee. He is asking the Board to direct him to prepare a written report on the proposed vacation which will then come before the Board for consideration.

Some discussion followed around where the road is located and how residents might keep traffic off of the road if vacated.

{{{Commissioner Hege moved to approve Order 12-038 directing the public works director to prepare his report on the proposed vacation of a portion of St. Charles Avenue, a public road located in Wasco County, Oregon. Commissioner Holliday seconded the motion which passed unanimously.}}}

Chair Runyon called a recess at 9:46 a.m.

Session reconvened at 9:50 a.m.

Agenda Item – Proposed Amendments to Planning Commission By-laws

John Roberts, Planning Department Director, reminded the Board that revising the Planning Commission By-laws had been made a work program priority and that there had been two sessions with the BOCC to discuss changes. There are two significant changes being recommended:

1. The addition of two alternate commissioners by appointment – the alternates would participate in meetings without a vote and act as representatives for absent members. This system would also serve to educate possible future commissioners.
2. Modify the appointment process – rather than the process being conducted entirely by the Board an advisory committee would be formed

to bring recommendations to the Board for consideration. The committee would consist of the Planning Director, Chair and Vice Chair of the Planning Commission, a County Commissioner and the Planning Director from the City of The Dalles.

The rest of the proposed changes are more along the lines of housekeeping corrections to language.

Commissioner Holliday pointed out that there are other cities within the county that may want a voice. The Board agreed that the city position on the advisory committee should be opened to all cities within the County.

Chair Runyon expressed some interest in serving on the advisory committee as did Commissioner Hege. It was decided that Chair Runyon would serve as the BOCC representative to the Planning Commission Advisory Committee.

Commissioner Holliday voiced some concern about the language stating that if a Planning Commissioner misses more than 3 meetings in a year will be dismissed from the Commission. Chip Wood, Planning Commission member, offered that the Commission was trying to avoid having a Commissioner go out of town on vacation for months and not attending.

Looking at the by-laws the Board concluded that the language offered the Commission flexibility in deciding what would be considered legitimate absences.

{{{Commissioner Hege moved to adopt Ordinance 12-015 with the changes to Section 2(c) to eliminate a specific city's planning director and allow for any County city's planning director to serve on the advisory committee. Commissioner Holliday seconded the motion which passed unanimously.}}}

The Board was in consensus for Mr. Roberts to go forward in advertising for the alternate commissioners.

Discussion Item – Medicaid Agreement Amendment

Ms. Rogers returned to explain that the amendment is an adjustment to reconcile with Federal funding. It is not a large increase, but it is necessary to document the change.

Some discussion followed to explore the logistics of the funding and the match.

{{{Commissioner Hege moved to approve Amendment 2 to Oregon Commission on Children and Families 2011-2013 County Healthy Start – Medicaid Administrative Activities Intergovernmental Agreement WAS1113-MAC. Commissioner Holliday seconded the motion which passed unanimously.}}}

Agenda Item – Emergency Notification Policy

Mike Davidson, Wasco County Emergency Manager, brought forward the Wasco County Emergency Notification System Policy and Procedure Manual which he explained is related to the reverse 9-1-1 system being implemented by the County.

Commissioner Hege asked as to the status of the system. Mr. Davidson replied that the system has been uploaded for land lines. The registration process for other methods of notification is at the ready; they are engaging in staff training prior the release. Once the training is complete, they will post a link on the County website and heavily advertise the service. Citizens requesting notifications will be entering their information directly into the system. Setting up the system is work intensive, but maintenance is not.

Mr. Stone commended Mr. Davidson and the entire emergency response team for the work they have done to bring this to the county.

{{{Commissioner Holliday moved to approve the Wasco County Emergency Notification System Policy and Procedure Manual. Commissioner Hege seconded the motion which passed unanimously.}}}

**Consent Agenda – Minutes: 8.15.2012, 9.5.2012, 1.4.2012, 1.25.2012,
Dismissing Delinquent Property Taxes, NORCOR Inspection
Resolution #12 - 016**

{{{Commissioner Hege moved to approve the Consent Agenda. Commissioner Holliday seconded the motion. Some discussion followed regarding one taxpayer who has several accounts on the dismissal list. A member of the audience explained that this person makes it well known that he does not pay his taxes until 60 days past due. The Board agreed that Sylvia Lowen, Chief Tax Deputy, would be the person to answer that question. The motion passed unanimously.}}}

Discussion Item – NORCOR Resolution

Commissioner Holliday reported that she, along with Chief Deputy Sheriff Lane Magill, Mr. Stone, DA Nisley and Ms. Rogers reviewed the resolution and made some changes to the language. Those changes have been submitted to the larger group for approval. Gilliam County has accepted the changes but may make some additional adjustments to the document.

Mr. Stone, explained that the numbers being used in the formula were fictitious numbers so that no one could get locked into specific numbers. The resolution will come back before the Board once it has been finalized. Today he is asking that the Board consider the current changes for approval.

Commissioner Hege asked what the timeline is for the resolution. Commissioner Holliday replied that the goal is to have it all completed by October 19th.

Commissioner Hege asked for an explanation of the language changes. Commissioner Holliday responded that they had removed the word "consensus" because in the mediation process that word had been a good deal of difficulty with that particular word. They had added the "good faith" language to encourage all parties to work toward the good of the whole.

*****It was the consensus of the Board to accept the language and move the process forward.*****

Department Head – Hosting Hope Event

Ms. Rogers announced that in response to tragic events that have occurred over the last few weeks in The Dalles, they will be hosting an event called Hope in The Dalles which will help to refocus the community on the positive aspects of living in The Gorge. The event is scheduled for September 22nd from 6:30-8:30 p.m. at The Dalles City Park on Union Street. She invited the Board to attend.

Chair Runyon asked what will happen to monies currently managed by WCCCF. Ms. Rogers suggested that she could return to present that information at a future session.

Agenda Item – Wetlands Report

Annette Liebe, Regional Solutions Coordinator, reviewed a document (attached) entitled *Addressing Wetland Constraints for Industrial Lands Preparedness*. She and others have been talking with the Port of The Dalles about options for addressing issues to make sites more shovel-ready. All the options will require the creation of a local wetlands inventory. They have a meeting later today with the Port, the City of The Dalles, MCCED and others to talk about regional permitting and how to raise the necessary funds to make that happen.

In regard to Walmart, the biological opinion had presented some challenges due to anticipated copper in run-off from the parking lot. Walmart was able to obtain clarification regarding the testing that will be required and has now reinitiated their permitting process.

Some discussion occurred regarding the benefits of regional permitting and the multiple uses of an inventory. Mr. Roberts stated that even without regional permitting, a wetlands inventory would be useful. The majority of industrial zoned land in the County is in The Dalles.

Karen Swirsky with the Department of Land Use commended Mr. Roberts on the work he has done to help streamline the permitting process.

Discussion Item – VSO Intake Coordinator

Mr. Stone reviewed his recommendation for a salary for the part-time VSO Intake Coordinator. He looked at the job description as compared to the current salary structure. He included both class I and K for consideration. Budget hearing discussions had indicated a starting wage of \$15.00 per hour. Class I begins at \$15.56 while class K begins at more than \$17.00 per hour.

Discussion ensued regarding the factors going into this decision: training costs, investing in a part-time position which may be seen by an employee as an opportunity to gain skills for a position elsewhere, whether the position will be

represented or not, what the intent of the budget committee was, what an appropriate title would be, and how sustainable the position will be.

{{{Chair Runyon moved to place this position in Class I at Step 1 with the title Veterans Service Assistant. Commissioner Holliday seconded the motion which passed unanimously.}}}

Agenda Item – Title III Obligation

Ms. White reviewed her memo to the Board outlining their options and responsibilities regarding the obligation of Title III funds. Mr. Roberts reported to the Board that after discussions with the local Fire Chief, the Emergency Manager and others, he has concluded that the current Community Fire Plan was not in need of updating and that such an undertaking would be unnecessarily time consuming and expensive.

{{{Commissioner Holliday moved to announce the Board's intent obligate all 2012 Wasco County Title III funds to Reimbursement for Search and Rescue or Other Emergency Services performed on National Park Service or Bureau of Land Management Lands. Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion Item – Treasurer's Report

No discussion. Chair Runyon expressed his hope that in the future the Treasurer would agree to meet with the Board to discuss the Wasco County Investment Policy and how it compares with other Oregon Counties.

Chair Runyon recessed the BOCC session to open the Library Service District meeting at 11:32 a.m.

Session reconvened at 11:33 a.m.

Commission Call

Dan Erickson, newly appointed to the Gorge Commission, presented the Board with tickets to a fund raising event to be held at the Discovery Center on behalf of the Gorge Commission. The tickets are for the County Administrator and one or more Board members.

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Dan Erickson, newly appointed to the Gorge Commission, presented the Board with tickets to a fund raising event to be held at the Discovery Center on behalf of the Gorge Commission. The tickets are for the County Administrator and one or more Board members.

Ms. White asked the Board to judge an employee contest for National Knock Knock Joke Day, October 31st; they all agreed. She also explained that she is working to get the minutes up-to-date before the audit begins. She will be turning her attention to Board appointments once the minutes are up-to-date for the year. Board positions currently vacant include the Fair Board, the VSO Advisory Committee, the Selective Service Board and the Library Board.

Further discussion occurred regarding Mr. Erickson's appointment. The Board invited him to appear any time to report on Gorge Commission activities.

Commissioner Holliday will be on vacation from Friday, September 20th until Monday, October 1st. She will have her cell phone.

Mr. Stone will be out of the office for the remainder of the week.

Chair Runyon announced that Friday, September 21st is National POW/MIA Day. There will be an event at 6:00 p.m. at Kelly View Point.

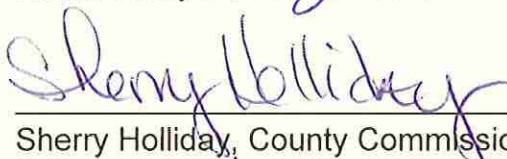
The meeting was adjourned at 11:56 a.m.

At 11:28 p.m. Chair Runyon adjourned the session.


WASCO COUNTY BOARD
OF COMMISSIONERS



Rod L. Runyon, Chair of Commission



Sherry Holliday, County Commissioner



Scott Hege, County Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
SEPTEMBER 19, 2012**

DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. [Girls Helping Girls Grant](#) – Molly Rogers
2. [Medicaid Amendment #2](#) – Molly Rogers
3. [Oregon Days of Culture Proclamation](#) – Corliss Marsh
4. [Road Specialist Position](#) – Marty Matherly
5. [NORCOR Resolution](#) – Commissioner Holliday
6. [Treasurer's Report](#) – Chad Krause
7. [VSO Intake Coordinator](#) – Tyler Stone
8. [Proposed Road Vacation](#) – Marty Matherly

ON HOLD:

1. Wasco County website improvement

Discussion Item
WCCCF Grant

- [Girls Helping Girls Grant](#)



FUNDING AGREEMENT

A. DESCRIPTION

This Agreement is entered into on behalf of Wasco County (designated in this document as "Grantor") and the entity below (designated in this document as "grantee"). Wasco County is represented in the negotiation of this agreement through the Wasco County Commission on Children & Families. The contact person regarding this agreement is the WCCCF Administrator OR Coalition Coordinator.

Grantor Contact: Molly Rogers, Director, Youth Services (541) 506-2667

Grantee: South Wasco County School District # 1
 PO Box 346/306 Deschutes Avenue
 Maupin, OR 97037

Contacts: Ryan Wraught, Principal
 Dr. Elaine Castles, Coordinator

Title: Girls Helping Girls Grant

Total Amount: \$9,435

Funding Period: July 1, 2012- June 30, 2013

Amount	Funding Stream	OUTCOME	Approved Program Description
\$9,435	Youth Investment	3.02.09 Work skills, attitudes and/or behavior.	<p>School District will provide coordinated services to respond to chronically acting out, non-delinquent females. The focus will be to change the "mean girl" and "bullying" environments that are interrupting the learning process and impacting school culture.</p> <p>An evidence based curriculum will be used. A pre & post test or other comparable survey tool will be used to track impact. Funds will be used to purchase curriculum, train staff, and support implementation of the curriculum. Implementation will occur for all 7th and 8th grade girls, once a week, during health class, for the first semester of the school year with evaluation for continuation to the next semester.</p> <p>Wherever possible, the district will provide administrative support and systemic linkages to needed resources including mental health and family supports.</p>

B. REQUIREMENTS

1. This funding is made subject to the condition that the entire amount will be expended for the purposes of providing services as identified:
 - Under the approved program description
 - Designated funding stream
 - In accordance with state statute and administrative code.
2. The Grantor must be promptly notified about any of the following during the funding period:
 - Change in program contact personnel of the organization
 - Change in address or phone number
 - Change in name of the organization
 - Change in 501c3 non-profit status
 - Any development that significantly affects the operation of the program or organization.
3. The Grantee shall provide the Grantor with reporting documents as outlined in Section E of this agreement.
4. The Grantee shall abide by all provisions of this agreement and shall keep adequate supporting records to document expenditure of funds and the activities supported by these funds.
5. If the Grantee fails or becomes unable to perform the specific functions of program implementation, or if conditions arise that make the program untenable, then Grantee may terminate the agreement with thirty (30) day written notice.
6. Grantee is solely responsible for the ethical, moral, and legal nature of its programs, including those segments purchased through these funds. All persons employed by the Grantee shall be employees of the Grantee and not the Grantor. Except for claims arising solely from the negligence of the Grantor, its officers, employees or agents, the Grantee agrees to indemnify and hold the Grantor harmless from and against all actions, suits, claims and demands for loss of damage, including property damage, personal injury, and wrongful death, arising out of or in connection with Grantees performance of this agreement.
7. The Grantee will perform services as an equal opportunity employer. Grantee shall not deny services or discriminate on the basis of race, color, creed, national origin or duration of residence, and there shall be no discrimination in selection, compensation, or other employment practices with respect to personnel coming under the auspices of the Grantee, and the Grantee will otherwise comply with the provision and requirements of Title IV of the Civil Rights Act of 1974, and all requirements issued by the Department of Justice.
8. Grantee acknowledges and agrees to comply with applicable provisions of the Americans with Disability Act 42 USC 12101 et seq.
9. Grantee acknowledges and agrees to comply with the provision of the Oregon Equal Access Law, ORS 417.270.
10. Grantee acknowledges and agrees to be culturally competent. Culturally competency means the development of behaviors, attitudes and policies that enable providers to deliver services in ways that meet the needs of a variety of diverse cultures.
11. Grantee acknowledges that any and all products provided by the Grantor for use or implementation of the approved program description are the sole property of the Grantor and must be returned upon completion of the program and/or funding period.

C. PAYMENT

1. Upon receipt of the signed agreement, funder will forward payment in full.
2. Payments are contingent upon the Grantee satisfactorily conducting the program substantially as reflected in timely reports required herein.
3. **Payments are subject to the availability of funds.** In the event that sufficient funds shall not be appropriated for the payment of consideration required under this agreement, then Grantor may terminate the agreement with written thirty (30) days notice.
4. If the Grantee fails or becomes unable to perform the specific functions of program implementation, or if conditions arise that make the program untenable, or if Grantee materially breaches this agreement, all funds that may be deemed unearned, unjustified, or inappropriately expended must be returned to the Grantor.

D. UNEXPENDED FUNDS

If the funds have not been completely expended at the end of the funding period, June 30, 2011 then Grantee agrees to immediately notify the Grantor's designated contact person. All funds determined to be under-expended, unexpended, or unencumbered for authorized expenditures shall be returned to the Grantor or deducted by the Grantor from payment.

E. REPORTS AND EVALUATIONS

1. Grantee agrees to provide reporting as designated according to the following schedule.

	Reporting Due Date
Quarter 1	October 30, 2012
Quarter 2	January 30, 2012
Quarter 3	April 30, 2013
Quarter 4	July 30, 2013

2. At any time, the Grantor may request a representative of the program to appear at a regularly scheduled meeting to provide updates.
3. At any time, the contact person or their designee may conduct site visits of the program.
4. A final report and/or presentation may be requested by the Grantor. This report/presentation may include program challenges and successes, a detailed summary of progress on the approved programs, as well as a dialog with the Commission regarding future program goals and targets.

F. IRS STATUS

It is the understanding of the Grantor that the Grantee organization has obtained a determination from the Internal Revenue Service that it qualifies as a section 501(c)(3) organization.

If there is any change in the Grantee's status or classification, the Grantee must promptly notify the Grantor's designated contact person.

G. SIGNATURES

Grantee:

Ryan Wraught, Principal, South Wasco County School District

Date

Elaine Castles, Ph.D., Coordinator

Date

Rod Runyon, Wasco County Commissioner, Chair

Date

Sherry Holliday, Wasco County Commissioner

Date

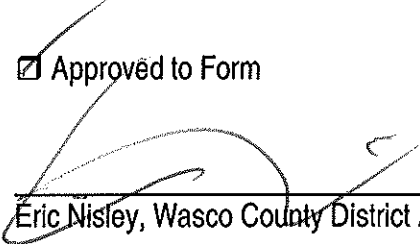
Scott Hege, Wasco County Commissioner

Date

Molly Rogers, Director, Wasco County Youth Services &
Wasco County Commission on Children & Families

Date

Approved to Form



Eric Nisley, Wasco County District Attorney

9-10-12
Date

Discussion Item
Medicaid Amendment

- [Medicaid Amendment #2](#)

**AMENDMENT 2 TO
OREGON COMMISSION ON CHILDREN AND FAMILIES 2011-2013 COUNTY
HEALTHY START - MEDICAID ADMINISTRATIVE ACTIVITIES
INTERGOVERNMENTAL AGREEMENT WAS1113-MAC**

This Amendment Number 2 (this “Amendment”) to Oregon Commission on Children and Families 2011-2013 Healthy Start – Medicaid Administrative Activities Intergovernmental Agreement between the parties hereto and dated as of July 1, 2011 (as amended from time to time, the “Agreement”), is entered into, as of the date of the last signature hereto, by and between the State of Oregon acting by and through its State Commission on Children and Families (“Agency”) and Wasco County acting by and through its Local Commission on Children and Families (“County”). Capitalized words and phrases used but not defined herein shall have the meanings assigned to them in the Contract.

RECITALS

WHEREAS, the Agency and County wish to modify the Award set forth in Section III of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Section III, Consideration, Paragraph B, of the Agreement is hereby modified to read:

Payment for all Work performed under this Agreement shall be subject to the provisions of ORS 293.462. The maximum, not to exceed amount for the total cost of providing Medicaid administrative activities under this Agreement is \$55,000. COUNTY shall reimburse AGENCY 50% of this amount for the State match portion.

2. Agency shall adjust the disbursement of the Award to County consistent with the change in the Award made by this Amendment.
3. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
4. The parties hereto ratify and approve the Agreement as herein amended.
5. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

STATE OF OREGON ACTING BY AND THROUGH
ITS STATE COMMISSION ON CHILDREN AND FAMILIES

By: _____
Name: _____
Title: _____
Date: _____

WASCO COUNTY ACTING BY AND THROUGH
ITS LOCAL COMMISSION ON CHILDREN AND FAMILIES

By: _____
Name: _____
Title: _____
Date: _____

Discussion Item Proclamation

- [Explanatory Email](#)
- [Oregon Days of Culture Proclamation](#)



Kathy White <kathyw@co.wasco.or.us>

Oregon Days of Culture

2 messages

Bethany Williams <williams.bethany.r@gmail.com>
To: KathyW@co.wasco.or.us

Tue, Sep 4, 2012 at 10:29 AM

Dear Ms. White,

Since 2003, when the Oregon Cultural Trust awarded its first round of grants, the Trust has invested \$89,655.93 in Wasco County.

We're hoping the Board of Commissioners will proclaim October 1st - 8th as Oregon Days of Culture **during or prior to** that week, and I'm enclosing a document to that end.

For more information about Oregon Days of Culture, please visit the site: <http://oregondaysofculture.org/>

As soon as we know a proclamation is scheduled, we'll use our resources to alert local residents and drive them to its reading. So please let me know where and when to send them.

Sincerely,

Bethany Williams

[Sheepscot Creative](#)

On the Behalf of [Oregon Cultural Trust](#)

541-720-2629



Proclamation Template 2012.doc

28K

Kathy White <kathyw@co.wasco.or.us>
To: Tyler Stone <tylers@co.wasco.or.us>

Tue, Sep 4, 2012 at 10:55 AM

Hi, Tyler-

Looking for some direction - just add it to an upcoming agenda? (see message below)

[Thank you,](#)

[Kathy White](#)
Executive Assistant

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PROCLAMATION
COUNTY OF WASCO, OREGON

“OREGON DAYS OF CULTURE”

October 1 – 8, 2012

WHEREAS, culture draws us together in common purpose, understanding and celebration; and

WHEREAS, Oregon’s 1,300 arts, heritage and humanities nonprofits – museums, libraries, theaters, historical societies, arts centers and heritage sites – are the heart of our communities; and

WHEREAS, The Oregon Cultural Trust presents Oregon Days of Culture, October 1 – 8, 2012, during National Arts and Humanities Month, to encourage Oregonians to Celebrate! Participate! And Give! to Oregon culture; and

WHEREAS, October 8, 2012 marks the 10th Anniversary of Oregon’s innovative cultural tax credit, encouraging new public and private investment in Oregon culture; and

WHEREAS, the Oregon Cultural Trust is smart public policy, like vote-by-mail, the bottle and beach bills, that makes Oregon a proud thought-leader nationwide; and

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WHEREAS, supporting culture, by giving to cultural nonprofits and to the Oregon Cultural Trust, is vital to preserving the past, sustaining the present and creating the future.

NOW, THEREFORE, THE WASCO COUNTY BOARD OF COMMISSIONERS hereby proclaims October 1 – 8, 2012 to be:

“OREGON DAYS OF CULTURE”

in Wasco County, Oregon, and call upon Oregonians, especially during that eight-day week, to participate in Oregon culture, to celebrate its vibrancy and depth, and to give to the arts, heritage and humanities to ensure their future vitality.

DATED this 19th day of September, 2012.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Chair, Commissioner

Sherry Holliday, Commissioner

Scott C. Hege, Commissioner

Discussion Item
Road Specialist Position

- [Explanatory Email](#)
- [Matrix](#)



Kathy White <kathyw@co.wasco.or.us>

Road Specialist Position

2 messages

Marty Matherly <martym@co.wasco.or.us>

Thu, Sep 6, 2012 at 3:51 PM

To: Kathy White <kathyw@co.wasco.or.us>

Cc: Tyler Stone <tylers@co.wasco.or.us>

Hi Kathy,

Please put me on the BOC discussion list for the next BOC meeting. Topic is "Road Specialist position".

The discussion will be about a road department employee who currently holds a Road Tech II position. This month, he is due for a step increase from step 4 to step 5. His performance review is good and I plan to approve the step increase.

This individual has considerable experience in road maintenance work and equipment operation and is occasionally being asked to perform jobs that is out of Road Tech II job description. His experience and abilities qualifies him for a Road Specialist position.

One justification.....the department is short handed and we are looking for ways to improve our maintenance efficiencies. One improvement we need to do is split a road blading route in The Dalles District. It's too large for one operator. (Operating a grader is in the Road Specialist job description, not Road Tech II). We would give this reduced route to this individual.

Our need is....move this individual from the Road Tech II, step 5 position to Road Specialist, step 3 position. This move has no budget change in this budget year. The scale in both are \$17.90, see the matrix attached.

I'll need BOC approval for starting this individual at step three in the Road Specialist classification.

Please share this email with the BOC.

Thank you,

Marty

--

Marty Matherly
Public Works Director
Wasco County
2705 East 2nd Street
The Dalles, Oregon 97058
541-506-2646
martym@co.wasco.or.us

Roads_PDF09062012_00000.pdf
1348K

Kathy White <kathyw@co.wasco.or.us>
To: Marty Matherly <martym@co.wasco.or.us>

Thu, Sep 6, 2012 at 3:59 PM

Thank you, Marty. I will add you to the agenda; will 15 minutes be enough time?

WASCO COUNTY PERSONNEL ACTION

Submit original to Human Resources.

Originating Department:

ROAD DEPT.

Effective Date:

09/01/2012

Last Name: First Name: Middle Name:

Address: City: The Dalles State: OR Zip: 97058

Previous PERS Member Yes No PERS Retiree Yes No M F Union Non-Union

Status	Class Code	Classification Title	Position Status	Salary or Rate	Additional Pay	Step
From:	5506	ROAD TECH II	Regular	17.00		4
To:	5506	ROAD TECH II	Regular	17.90		5

PROPOSED ACTION

(check appropriate items):

- | | | | |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> Appointment | <input type="checkbox"/> Promotion | <input type="checkbox"/> Demotion | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Leave w/o pay | <input type="checkbox"/> Reclassification | <input type="checkbox"/> % C.O.L.A |
| <input checked="" type="checkbox"/> Salary Change | <input type="checkbox"/> Return form LOA | <input type="checkbox"/> Layoff | <input type="checkbox"/> Other |

The position is or will be: Temporary Regular Full-time Part-time FTE _____

Name of last incumbent Benefit Eligible Yes No

TERMINATION INFORMATION

Reason for Separation

(Be specific use Remarks space below)

- | | | | |
|--------------------------------------|--|--|---------------------------------|
| <input type="checkbox"/> Resignation | Date Hired <input type="text"/> | | |
| <input type="checkbox"/> Discharged | Last Day Worked <input type="text"/> | Rate of Pay <input type="text"/> | Sick Leave <input type="text"/> |
| <input type="checkbox"/> Retirement | Date Terminated <input type="text"/> | Department <input type="text"/> | Vacation <input type="text"/> |
| <input type="checkbox"/> Other | Date Notice Given <input type="text"/> | Rehire Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Employee Number Position Number (HR Use) Line Item 20222528151264 Saif Code: 5506

REMARKS or explanation of action proposed:

STEP INCREASE FROM 4 TO 5

EMPLOYEE SIGNATURE: (Required for all personnel actions.)

I hereby voluntarily consent to the Personnel Action described above, without coercion or compulsion.

_____ Date	_____ Employee's Signature
HUMAN RESOURCES APPROVAL	
_____ Approved By _____	I hereby certify that the facts stated above are correct.
_____ Disapproved Date _____	_____ Signature of appointing power
_____	_____ Date entered and signed: Title

Job Title	Steps					
	1	2	3	4	5	6
Planner I	2,859.19 16.50	3,002.37 17.33	3,154.30 18.20	3,311.69 19.10	3,475.63 20.06	
Planning Assist	2,487.59 15.28	2,613.28 16.08	2,744.44 16.89	2,884.34 17.75	3,027.51 18.64	
Prop Appraiser Trainee	2,487.59 15.28	2,613.28 16.08	2,744.44 16.89	2,884.34 17.75	3,027.51 18.64	
Property Appraiser I	2,884.34 17.75	3,027.51 18.64	3,179.44 19.57	3,335.73 20.52	3,502.96 21.55	
Prop Appsr II/Data Entry	3,335.73 20.52	3,504.05 21.56	3,681.11 22.65	3,863.63 23.77	4,058.18 24.98	
Property Appraiser III	3,503.80 21.54	3,680.99 22.63	3,863.34 23.75	4,058.06 24.95	4,259.98 26.19	
Road Maint. Supervisor	18.22	19.15	20.11	21.11	22.17	
Road Tech I	12.71	13.35	13.99	14.70	15.45	
Road Tech II	14.70	15.44	16.23	17.00	17.90	
Road Specialist	16.23	17.00	17.90	18.77	19.72	
Secretary I	2,042.75 12.58	2,144.40 13.19	2,253.70 13.87	2,366.27 14.54	2,483.22 15.28	
(Co. Court's Secretary I position is confidential and not represented)						
Secretary II	2,329.11 14.33	2,444.96 15.05	2,567.37 15.80	2,697.44 16.61	2,831.87 17.42	
(Co. Court's Secretary II position is confidential and not represented)						
Sign Specialist	16.26	17.08	17.94	18.83	19.77	
Tax Collect. Deputy	2,505.07 15.41	2,630.77 16.18	2,761.92 17.00	2,897.46 17.82	3,042.82 18.73	
Victim Assist. Coord.	2,505.07 15.41	2,630.77 16.18	2,761.92 17.00	2,897.46 17.82	3,042.82 18.73	
Weed Control Assist. II	2,859.19 16.50	3,002.37 17.33	3,154.30 18.20	3,311.69 19.10	3,475.63 20.06	
Weed Control Assist. I	14.70	15.44	16.23	17.00	17.90	

It is the intent of the Agreement that the minimum time of service in any range will be Step 1 to Step 2 is one year; Step 2 to Step 3 is one year; Step 3 to Step 4 is one year; Step 4 to Step 5 is one year; Step 5 to Step 6 is two years, except for Public Works employees which is two years between Step 4 and Step 5.

Progression from one step to another is not automatic with minimum time, but is subject to the recommendation of the Supervisor and/or Appointing Officer.

Appendix A

Discussion Item
NORCOR

- [Draft NORCOR Resolution – Tracking Changes](#)

A JOINT RESOLUTION ESTABLISHING THE ALLOCATION OF COSTS FOR THE COUNTIES SUBSIDIES OF NORCOR CORRECTIONS AND ADOPTING THE FORMULA FOR FUNDING

WHEREAS, Northern Oregon Corrections (hereinafter NORCOR) is an intergovernmental corrections entity formed under the authority of Oregon Revised Statutes, Chapter 190, consisting of the Counties of Gilliam, Hood River, Sherman and Wasco as member counties; and

Whereas, Member Counties of NORCOR met in joint mediation on August 9, 2012 for the purpose of defining an equitable method of distributing the costs of the four counties portion of the NORCOR budget annually; and

Whereas, the Member Counties arrived at a formula which served the combined interests of the several counties and agreed that each county would consider this formula in an open meeting of the governing board for approval before any county is bound by this formula; and

Whereas, The Counties agree to act in good faith, and

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Now, Therefore, be it hereby resolved that the allocation policy and conditions are approved by the member counties as follows;

This formula, once approved by each member county will continue in operation until changed by consensus of the member counties in open session action of the NORCOR Board of Directors.

Annually beginning with the year 2013-14 the NORCOR Board of Directors will examine and approve a budget for the operation of NORCOR Corrections in the normal process prescribed by law.

The portion of this budget which is not funded by other revenues and becomes the responsibility of the member counties will be allocated as follows;

Since NORCOR is situated in The Dalles, Wasco County bears additional costs, such as the costs associated with crimes committed in the facility. The NORCOR formula is designed to compensate Wasco County for those costs by exempting it from a portion of the budget (10% in the first year and 7.5% thereafter) and then to allocate among the Counties the cost of running NORCOR based upon a weighted average of each County's use of the adult and youth beds. The percentage of use is calculated on a five year rolling average, to ease the impacts of peaks and valleys in bed usage.

The funding formula

1) Each NORCOR County's individual share of the overall budget will be initially based upon the following formula:

The County's % of use of the adult beds times the overall adult budget
plus
the County's % of use of the juvenile beds times the overall juvenile budget

For example, for the last five years, applying this formula results in the following individual contribution amounts:

Adult: \$3,500,000 Juvenile: \$791,000 Overall

W: 63.08% = \$2,207,800 39% = \$308,490

H: 25.56% = \$ 894,600 51% = \$403,410

S: 6.14% = \$ 214,900 2% = \$ 15,820

G: 5.22% = \$ 182,700 9% = \$ 71,190

100.00% 101%3

Each county's percentage of the overall budget in this example is therefore as follows:

W: $\$2,207,800 + \$308,490 / \$4,291,000 = 58.6\%$

H: $\$ 894,600 + \$403,421 / \$4,291,000 = 30.2\%$

S: $\$ 214,000 + \$ 15,820 / \$4,291,000 = 5.4\%$

G: $\$ 182,700 + \$ 71,190 / \$4,291,000 = 5.9\%$

100.1%

2) However, for the fiscal year 2013, Wasco County will be held harmless for 10.00% of the budget. Thereafter, Wasco County will be held harmless for 7.5% of the budget. The other three Counties will share in paying that portion of the budget based upon their proportionate share of use of the facilities.

In this example, the shares are calculated as follows:

$$30.2\% + 5.4\% + 5.9\% = 41.5\%$$

$$H: 30.2\%/41.5\% = 72.8\%$$

$$S: 5.4\%/41.5\% = 13.1\%$$

$$G: 5.9\%/41.5\% = 14.2\%$$

Applying those percentages to the current budget gives the following additional contributions from Hood River, Sherman and Gilliam counties:

$$\$4,291,000 \times 10\% = \$429,100$$

$$H: 72.8\% \times \$429,100 = \$312,385$$

$$S: 13.1\% \times \$429,100 = \$56,212$$

$$G: 14.2\% \times \$429,100 = \$60,932$$

$$\$429,529$$

3) Applying the complete formula to the current budget yields the following contribution amounts in this example:

$$\$4,291,000 - \$429,100 = \$3,861,900$$

$$W: 58.6\% \times \$3,861,900 = \$2,263,073$$

$$H: (30.2\% \times \$3,861,900) + \$312,385 = \$1,478,679$$

$$S: (5.4\% \times \$3,861,900) + \$56,212 = \$264,755$$

$$G: (5.9\% \times \$3,861,900) + \$60,932 = 288,784$$

$$\$4,295,2914$$

4) $\$4,291,000 \times 100.1\% = \$4,295,291$, meaning that when the rounding error is removed the formula works.

Effective date: This resolution will be in full force and effect for fiscal year 2013-2014 upon the ratification of the governing board of each member county.

Gilliam County:

Pat Shaw, Judge

Date

Hood River:

Ron Rivers, Chair

Date

Sherman:

Gary Thompson, Judge

Date

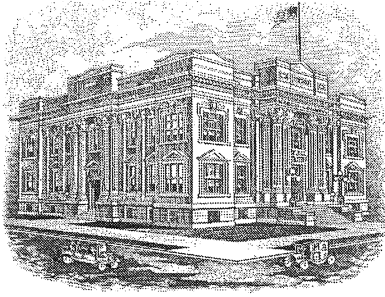
Wasco:

Sherry Holliday, Chair

Date

Discussion List Item
Treasurer's Report

- [9-10-2012 Treasurer's Report](#)



WASCO COUNTY

Finance Department

Treasury
Chad Krause
Treasurer

Suite 207
511 Washington Street
The Dalles, Oregon 97058-2268
(541) 506-2772
Fax (541) 506-2771

September 10, 2012

TO: Wasco County Board of Commissioners
FROM: Chad Krause, Wasco County Treasurer
RE: Monthly Financial Statement

As of September 1, 2012, Wasco County had cash on hand of **\$15,738,568.06**

Funds on deposit at US Bank (a qualified depository for public funds under ORS 295):

\$ 965,634.70

Funds available to earn interest do so at the annualized rate of 0.005%

Funds on deposit in the Local Government Investment Pool:

\$ 14,772,933.36

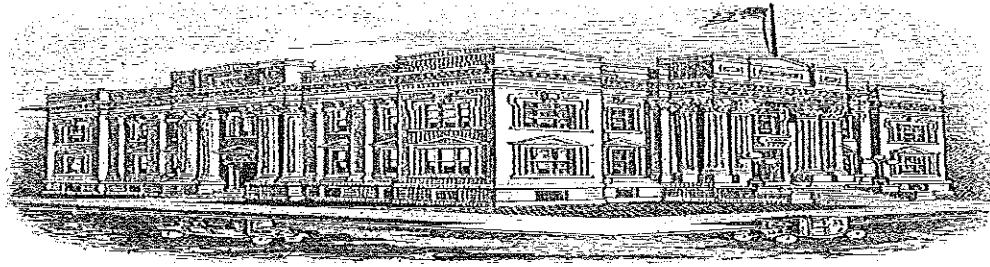
Funds available to earn interest do so at the annualized rate of 0.500%

Total outstanding warrant indebtedness of Wasco County: \$793,214.43

Discussion Item
VSO Intake Coordinator

- [Salary Justification](#)
- [Job Description](#)
- [Essential Functions](#)

WASCO COUNTY



Our Vision

Excellence in Government to best serve the citizens of Wasco County

Mission Statement

The mission of Wasco County Government is to ensure the provision of essential public services in a customer-friendly, forward-thinking and fiscally responsible manner that is open and accessible to all

Job Title	Intake Coordinator	Department	Administration
Reports To	Veterans' Service Officer.	Salary Grade	
Union	Non-Represented	EEO Class	Administrative
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Revision Date	12/28/2011

Summary:

Under general supervision of the Veteran Service Officer, interviews, assists and advises military veterans and their dependents of the benefits and services to which they are entitled by law; does pre claim processing and some processing of applications additionally this position does claims paperwork for benefits and services; and performs related duties as required.

Essential Functions:

- Counsels, assists and advises applicants and their eligible dependents on matters concerning veterans' service benefits in the areas of: vocational rehabilitation and education assistance, compensation and pension for both service-related and non-service-related disabilities, insurance, hospitalization, funerals, veteran loans, surviving spouse and children's benefits, and community resources available to veterans and eligible dependents.
- Explain benefits and processing procedures and answers questions; when necessary, visits veterans in their homes or other locations to obtain information.
- Prepares claims for processing through appropriate channels.
- Processes basic and intermediate level claims.
- Obtain, review, assemble and compile documents and/or other evidence required in support of claims and forwards to proper agencies for processing.
- Discusses and resolves difficult cases with the Veterans' Service Officer.
- Reviews and complies with legal and regulatory changes affecting veterans' service benefits.
- Prepares or assists in preparation of reports; maintains records and files.
- Prepares appropriate correspondence as necessary.
- Maintains proficiency in the laws, regulations and other related matters affecting veterans and eligible dependents.
- Any employee may be required by their manager to perform any of the duties described in his/her position description, and other duties which may be necessary or desirable and for which the employee is qualified.

Scope and Accountability:

The Intake Coordinator reports to the department head and assist veterans and their eligible dependents in understanding and obtaining available benefits.

Knowledge, Skills, and Abilities:

Education: Equivalent to completion of the twelfth grade.

Possess a valid Oregon driver's license by date of appointment.

Knowledge of modern office procedures and practices, basic computer equipment and operation, and the ability to type at a speed sufficient to ensure satisfactory job performance.

Required Qualifications:

- United States Armed Forces veteran status preferred. (A DD214 form or equivalent indicating honorable service in a branch of the United States military forces constitutes acceptable proof of possession of this qualification.)
- Within 2 years of service will obtain certification through ODVA.
- Within 3 years of service will obtain advanced certification through ODVA and dual certification through DAV or equivalent.

Desirable Qualifications:

- One year of extensive public contact experience involving interviewing or counseling to obtain information from individuals to determine, on the basis of policies, laws or regulations, the acceptance, rejection or categorization of applications or claims.
- Knowledge of general community resources (their organization and functions).
- Certification through one of the various Veteran claim processing entities. (DAV, ODVA, etc.)
- Knowledge of Veteran Law.

Work Environment:

Environment and physical requirements of the position, as necessary.

Specific Tasks Involved:

Ability to learn to interpret and apply laws, rules and regulations pertaining to benefits and services available to veterans and eligible dependents, understand and follow complex written and verbal instructions, communicate effectively both orally and in writing, make accurate mathematical calculations, maintain confidentiality and control of sensitive information.

Interview individuals with tact, courtesy and sensitivity, and establish and maintain positive, effective work relationships with others.

Prepare clear, concise applications, claims, reports and correspondence

APPROVED:

Department Manager

Date

Human Resources

Date

ESSENTIAL FUNCTIONS, PHYSICAL DEMANDS AND WORK ENVIRONMENT CHECKLIST

POSITION: Intake Coordinator
DEPARTMENT: Administration/Veteran's Services

BODY MOVEMENTS	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Bend/Stoop			X		
Crouch/Squat		X			
Kneel		X			
Twist			X		
Crawl	X				
Balancing					X
Walk-Level Surfaces				X	
Walk-Uneven Surfaces			X		
Working at Heights	X				
Climb-Ladder	X				
Climb-Stairs/Inclines			X		

Additional Comments: Conducted in typical office environment.

MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Lift					
Up to 10 lbs.			X		
11-25 lbs.			X		
26-50 lbs.		X			
51-75 lbs.	X				
Over 75 lbs.	X				

Additional Comments: i.e. Typically lifting files or case of paper and carries short distance.

Carry	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Up to 10 lbs.			X		
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				

Additional Comments: i.e. Typically carries files or case of paper for short distance.

Push	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Up to 10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				

Additional Comments: Pushing/Pulling file drawers.

Pull	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Up to 10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				

Additional Comments: Pushing/Pulling file drawers.

Upper Extremities	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Use of Hands					X
Grasp/Grip					X
Pinch/Squeeze				X	
Reach – Overhead			X		
Reach – Shlder Level				X	
Use of Office Tools					X
Computer Usage					X

Additional Comments: Conducted in typical office environment.

Revised: 09/18/12

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	6-8	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On level surfaces
Stand / Walk	2-6	On level surfaces
Overall Job Strength:	Sedentary	

COMMUNICATION	{Mark "X" if critical for job}.	
Hearing	X	In person and phone
Vision	X	
Talking	X	In person and phone
Writing	X	Reading. Write legibly.

Additional Comments:

ENVIRONMENT AND EXPOSURES	{Mark "X" if critical for job}.	
General Office	X	
Noise Level	X	Ambient
Weather Conditions		
Airborne Exposures		
Bloodborne Pathogens		
1 st Aid/CPR Certificate		

OTHER JOB DEMANDS	Yes/No	Comments
Independent udgment	Yes	Reactive and Proactive
Analytical Ability	Yes	
Active Listening	Yes	Attentive
Problem Solving	Yes	
Self Accountability	Yes	
Conflict Resolution	Yes	
Positive Regard for Others	Yes	Team player, Congenial & respectful
Flexibility/Adaptability	Yes	
Public Relations	Yes	
Attention to Detail	Yes	Accuracy required
Time Management	Yes	Organizational skills
Objectivity	Yes	
Leadership Skills	No	
Frequent Interruptions	Yes	
Study/Apply New Skills	Yes	
Computer Usage	Yes	Proficiency & competency
Driving	Yes	Travel - multiple orksites
CDL Licensure	No	

Additional Comments:

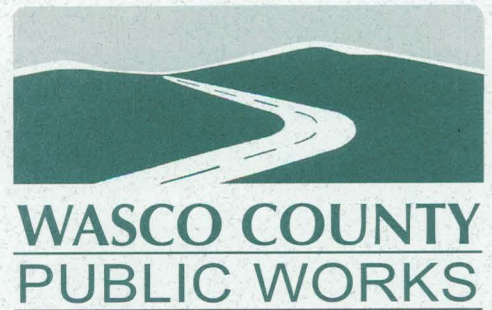
Conflict Resolution: May encounter frustrated and/or potentially angry clients; facilitate positive outcome.

Analyzed By: _____
 Supervisor's Name, Title

Date Reviewed: _____

Discussion Item
Proposed Road Vacation

- [Road Department Memo](#)
- [Petition](#)
- [Map](#)
- [Order 12-038](#)



September 19, 2012

2705 EAST 2ND STREET
THE DALLES, OR 97058-4097

541-506-2640

FAX-506-2641

To: Wasco County Board of Commissioners

From: Marty Matherly *Marty*
Public Works Director
Wasco County

Re: Petition to Vacate
A Portion of St. Charles Avenue
Lying within the SW $\frac{1}{4}$ of the
S/W $\frac{1}{4}$ of Section 3, T. 4S.,
R. 13E., W.M.

The Wasco County Road Department received a properly prepared petition by the landowners to vacate a portion of the public right of way of St. Charles Avenue in Tygh Valley, Oregon, T4S, R13E, Section 3.

The petition included the required information:

1. A legal description of the road proposed to be vacated.
2. A statement of the reason for requesting the vacation of the road.
3. Names and addresses of all persons affected by the road proposed to be vacated.
4. Notarized signatures of either owner's of 60 percent of the land abutting the road proposed to be vacated or 60 percent of the owners of land abutting the road proposed to be vacated.

The petitioners also deposited with the County Road Department a check for \$500.00 which is the correct fee for initiating a petition for vacation of road or public right of way.

Action needed would be the Wasco County Board of Commissioners Direct the County Road Official to prepare a Written Report on the proposed vacation.

The report must contain:

1. An assessment of whether the vacation would be in the public interest.
2. A description of the ownership of the road proposed to be vacated.
3. A description of the present use of the road proposed to be vacated.

P E T I T I O N

TO THE WASCO COUNTY COURT
511 WASHINGTON STREET
THE DALLES, OREGON 97058

Gentlemen:

We the following undersigned property owners of Wasco County, hereby petition you to vacate the following described portion of:

DESCRIPTION (A PORTION OF ST. CHARLES AVENUE LYING WITHIN
(THE SW 1/4 OF THE SW 1/4 OF SECTION 3, T4S,
(R13E, W.M.

Attached hereto and by this reference made a part hereof is a map marked Exhibit "A", which shows in detail the above described road or street.

REASON TO VACATE (THE ONLY 3 HOME OWNERS
(ON THIS STREET.
(PEOPLE KEEP USING THIS STREET AS
A SHORT CUT TO WAMIC MARKET RD.

List of All Abutting Landowners

Address

SAMUEL GADDIS

P.O. BOX 261 Tygh Valley, OR

TIMOTHY TATE

12305 S.W. KATHARISTO

TIGARD OR. 97223

MERLE A. DAVIS

57598 HAVENS AVE.

CLARA I. DAVIS

TYGH VALLEY OR. 97063

All petitioners must be owners of property abutting the road sought to be vacated. Each petitioner must attach a signature page signed before a Notary. If 100% of the abutting landowners sign the petition, the road may be vacated without Public Hearing.

PETITIONED ROAD: St. Charles Ave

NAME OF PETITIONER: Merle A. Davis

CLARA I. DAVIS
57598 HAVENS AVE.
TYGH VALLEY OR. 97063
(ADDRESS)

Merle A Davis
(SIGNATURE)

Clara I Davis

STATE OF ORE)

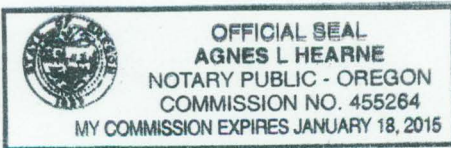
COUNTY OF Wasco)

ss.

Date 7-26, 2012

Personally appeared the above named MERLE A DAVIS AND CLARA I DAVIS
and acknowledged the foregoing instrument to be a voluntary act and deed. Before me:

Agnes L Hearne 8/1/2012



Notary Public for OREGON (State)
My Commission Expires: JAN 18, 2012

Note: If ownership is jointly held, simply add another signature line.

PETITIONED ROAD: St Charles AVE

NAME OF PETITIONER: Sam GADDIS

PO Box 261
Tygh Valley or 97063
(ADDRESS)

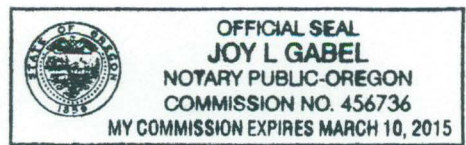
Samuel Gaddis
(SIGNATURE)

STATE OF ORE
COUNTY OF WASCO

ss.

Date 7-25, 192012

Personally appeared the above named Samuel Gaddis
and acknowledged the foregoing instrument to be a voluntary act and deed. Before me:



Joy L. Gabel
Notary Public for Or (State)
My Commission Expires: 3-10-15

Note: If ownership is jointly held, simply add another signature line.

PETITIONED ROAD: ST. CHARLES AVE

NAME OF PETITIONER: _____

(ADDRESS)

(SIGNATURE)

Timothy O. Tate
Sue Ann Tate

STATE OF Oregon)

COUNTY OF Multnomah)

ss.

Date August 6, 192012

Personally appeared the above named Timothy O. Tate and Sue Ann Tate
and acknowledged the foregoing instrument to be a voluntary act and deed. Before me:

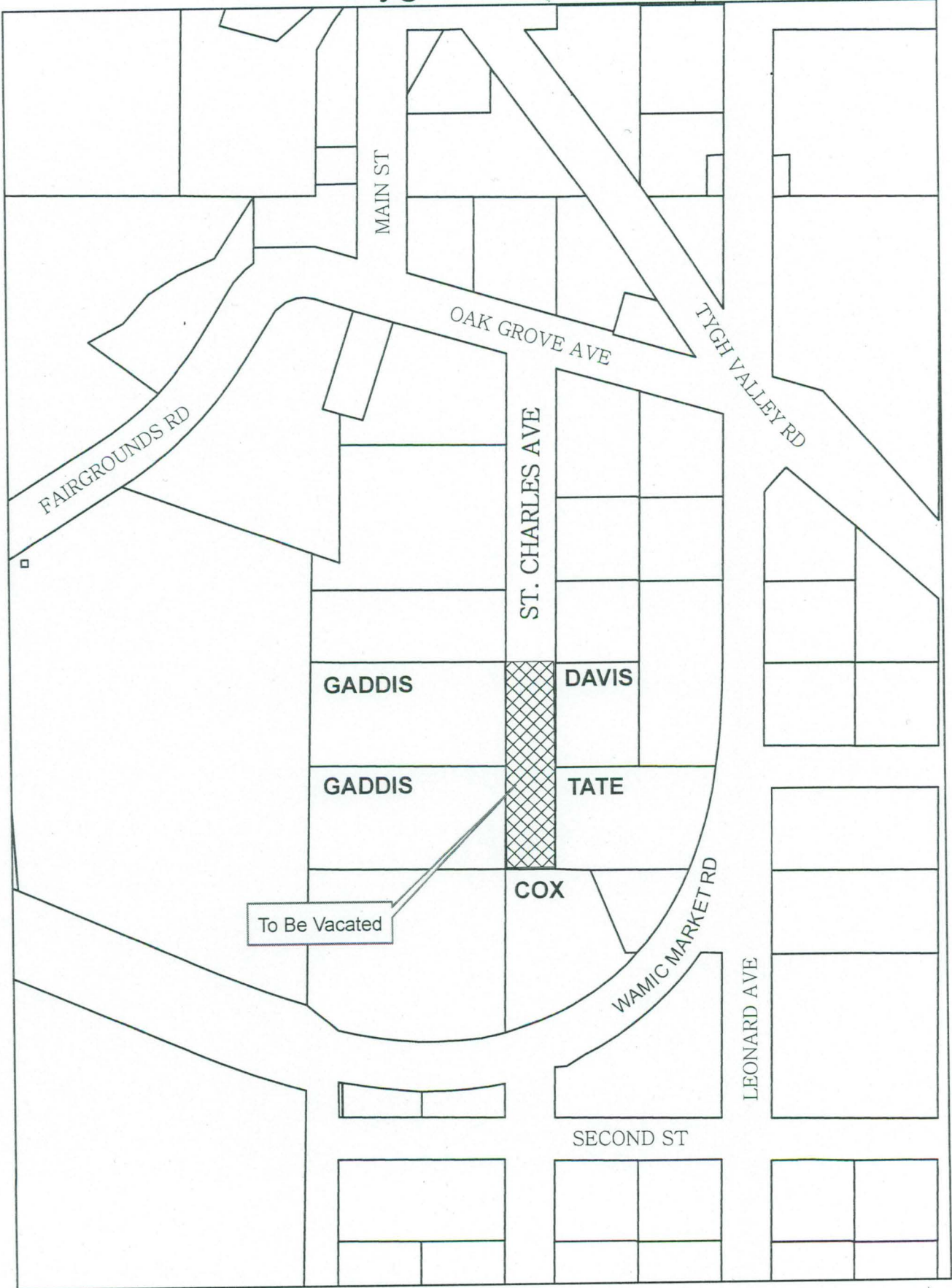
Nicole Renee Wrigley



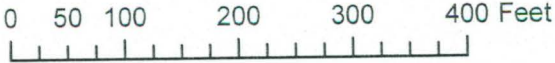
Notary Public for Oregon (State)
My Commission Expires: August 11, 2012

Note: If ownership is jointly held, simply add another signature line.

St. Charles Ave Vacation Tygh Valley



Date: 9/10/2012



IN THE COUNTY BOARD OF COMMISSIONERS
OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF DIRECTING THE)
PUBLIC WORKS DIRECTOR TO PREPARE)
HIS REPORT ON THE PROPOSED VACATION) O R D E R: 12-038
OF A PORTION OF ST. CHARLES AVENUE,)
A PUBLIC ROAD LOCATED IN WASCO)
COUNTY, OREGON.)

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Commissioners being present; and

IT APPEARING TO THE BOARD OF COMMISSIONERS: That a Petition, a copy of which is attached hereto and by this reference made a part hereof, has been duly filed seeking the vacation of a portion of St. Charles Avenue located in Wasco County, Oregon described as follows:

A PORTION OF ST. CHARLES PUBLIC ROAD

LEGAL DESCRIPTION

That portion St. Charles Avenue lying within the SW ¼ of the SW ¼ of Section 3, Township 4 South, Range 13 East, Willamette Meridian, Wasco County, Oregon.

Attached hereto and by this reference made a part hereof is a map marked Exhibit "A" showing the location of the above described road.

IT FURTHER APPEARING TO THE BOARD OF COMMISSIONERS: That pursuant to ORS 368.346 when a vacation proceeding has been initiated by Petition the Wasco County Board of Commissioners shall direct the County Road Official to prepare and file with the County Board of Commissioners a written report pursuant to ORS 368.346(1).

NOW, THEREFORE, IT IS HEREBY ORDERED: That the County Director of Public Works examine the above-described road and file a written report pursuant to ORS 368.346(1).

DATED this 19th day of September, 2012.

WASCO COUNTY BOARD OF COMMISSIONERS

Rod Runyon, Commission Chair

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Sherry Holliday, Commissioner

Scot Hege, Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
SEPTEMBER 19, 2012**

CONSENT AGENDA

1. [Minutes](#)
 - a. [8.15.2012 Regular Session](#)
 - b. [9.5.2012 Regular Session](#)
 - c. [1.4.2012 Regular Session](#)
 - d. [1.25.2012 Regular Session](#)
2. [Delinquent Property Taxes](#)
3. [NORCOR Inspection Resolution](#)

Consent Agenda Item Minutes

- [8.15.2012 Regular Session](#)
- [9.5.2012 Regular Session](#)
- [1.4.2012 Regular Session](#)
- [1.25.2012 Regular Session](#)



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
August 15, 2012

PRESENT: Scott C. Hege, County Commissioner
Sherry Holliday, County Commissioner
Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 9:00 a.m. Chair Runyon opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. No department heads or members of the public came forward to be heard outside of the scheduled items.

Discussion Item – U.S. Forest Service Agreement Modification #1

Marty Matherly, Public Works Director, explained that the original agreement is for noxious weed control in Mt. Hood National Forest. Additional funding has become available which will allow them to expand the area being treated for weed control. The agreement expires at the end of this calendar year. They will likely return in January with a modification to extend the agreement.

Further discussion ensued regarding the language of the agreement which seemed to indicate some contribution by the County, however, it was determined that the project is financed entirely by the grant.

{{{Commissioner Holliday moved to approve US Forest Service Grant/Agreement #11-PA-110600-009 Modification #1. Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion Item – 2012 Elections for National Forest Related Safety Net Payments

Arthur Smith, Projects Manager, explained that although the payments had been scheduled to end, the federal government extended them for one more year to allow counties to adjust. There are two questions: 1) Whether or not to accept the full payment 2) How to distribute funds between Title II and Title III. Title II funds are designated for special projects on Federal Lands as determined by the Resource Advisory Council (RAC). Mr. Smith is the Wasco County representative to the RAC. Title III funds are restricted to carrying out search and rescue on federal lands, developing community wildfire protection plan or carrying out activities under the Firewise Communities program. Unspent Title III funds must be returned.

Although 15-20% may be designated to Title II/III projects, Wasco County has traditionally elected to designate 15% as any more than that reduces the funding for roads. Considering that unused Title III funds must be returned, Mr. Smith recommended electing to channel all 15% to Title II projects.

Mr. Stone asked Monica Morris, Finance Manager, if the County is anticipating any additional monies since the Board is considering no designation to search and rescue. Ms. Morris explained that the county will be returning \$24,000.00 at the end of September; after that date, there is no budget for search and rescue – funding for that would have to be taken from the general fund.

Commissioner Holliday pointed out that once the federal funding ends, the county will have to pay for the searches anyway. She added that she has seen it done both ways – all to Title II or some to each.

There was further discussion regarding the gamble of not designating any money to search and rescue and the distinct possibility of having to return any funds not used.

{{{Commissioner Holliday moved to accept the recommendation of Mr. Smith to accept the full funding, allocating 15% to Title II. Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion Item – Intergovernmental Agreement #4659 Amendment #1

Robert Martin, Community Corrections Director, explained this is an amendment to a treatment grant directed toward treatment of measure 57 offenders. The funds will be distributed in two payments; one payment will come immediately and the second in January, 2013. They will use the money to fund treatment slots with a local provider for intensive outpatient treatment. He added that they were able to carry over funding from the last fiscal year. Since they are permitted to carry-over funding and their program is small, this funding will extend beyond the life of the agreement.

{{{Commissioner Hege moved to approve IGA #4659 Amendment #1. Commissioner Holliday seconded the motion which passed unanimously.}}}

Chair Runyon recessed at 9:31 a.m.
Session reconvened at 9:34 a.m.

Agenda Item – VSO Advisory Committee Recommendations

Steve Lawrence, Chair of the VSO Advisory Committee, reminded the Board that although Hood River is no longer sharing a Veterans Service Officer with Wasco County; however, the name of the committee remains Wasco/Hood River Counties Veterans Service Advisory Committee. They would like to change the name to Wasco County Veterans Service Advisory Committee. He added that since Klickitat County is contributing funds to the office in support of their veterans being seen there, they may look at adding a representative from that county to the committee. Currently, Klickitat County is exploring the possibility of starting their own veterans' advisory group.

{{{Chair Runyon moved to change the name to Wasco County Veterans Service Office Advisory Committee. Commissioner Hege seconded the motion which passed unanimously.}}}

Mr. Lawrence went on to present the Committee's recommendation to use the \$25,000.00 coming in from Klickitat County along with \$7,000.00 from the General Fund to increase the newly created half-time VSO assistant position to full-time. He acknowledged that it would be for this year only with the possibility

of an extension based on future funding from Klickitat County. He pointed out that Russell Jones, Veterans Service Officer, has to reserve two days per week for paperwork which significantly reduces the number of veterans he can see.

Mr. Stone pointed out that there is \$19,000.00 in the budget for a RARE participant which the County has not been able to secure. Those funds could be made available to support the full-time position.

Mr. Lawrence asserted that one of the reasons Wasco County has not been able to retain a Veterans Service Officer long enough for them to attain the necessary certification for full access to veterans' information is the overwhelming workload.

Ms. Morris cautioned there would be additional unemployment costs if that employee had to be laid off or cut back at the end of a year. She also pointed out that the cost of a second part-time employee would include a work station and training.

Jim Burres, VSO Volunteer, came forward to say that it has taken four years of hard work to get a full-time Veterans Service Officer and a half-time support person. The money generated by successful claims comes into our county.

Commissioner Hege commended the work that is being done and pointed out that the money does not come into the County coffers where it could be applied to the Veterans Service Office expenses. He also expressed his opinion that it should be the federal government supplying the support for the Veterans since they were federal employees.

*****Following further discussion regarding the training, union status, and sustainability of the proposed position, the Board's consensus was to give some time to the newly created half-time position to see how it settles out and revisit the possibility of making it full-time at a future session.*****

**Agenda Item – Historic Columbia River Highway Advisory Committee
Presentation and Appointment Application**

Mark Berry, member of the HCRHAC, told the board that the Historic Columbia River Highway stretches from Chenoweth Creek to the Sandy River. He shared a brochure with the Board (attached). They are currently trying to connect Moffet Creek to McChord Creek with availability scheduled in 2013.

Mr. Berry went on to say that the Committee was in support of Judy Davis, the sole applicant for the vacant position on the Committee. Ms. Davis has been attending their meetings and they believe her skills will be an asset to the committee.

{{{Commissioner Holliday moved to appoint Judy Davis to the Historic Columbia River Highway Advisory Committee. Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion Item – Stacker Butte Project

Mike Davidson, Emergency Manager, reviewed the three quotes submitted for the completion of the emergency generator project for the Stacker Butte site. After consulting with Fred Davis, Facilities Manager, Mr. Davidson concluded that a liquid cooled generator would provide the most reliable, long-term service. The Hege Electric bid was the only one of three bids to include a liquid cooled generator. They did the work for the last generator that was installed. All three bids are within the budget for the project. Mr. Davidson recommended accepting the Hege Electric Bid, option 2, for a liquid-cooled generator.

{{{After further discussion regarding tank capacity and generator output, Commissioner Holliday moved to accept Mr. Davidson's recommendation to award the bid to Hege Electric for option 2 of their quote. Commissioner Hege seconded the motion which passed unanimously.}}}

Agenda Item – CCO Representation

Barbara Seatter, Executive Director for Mid-Columbia Center for Living, was scheduled for this discussion but did not appear. Teri Thalhofer, North Central Public Health District Director, came forward to speak to the Board regarding the appointment of a representative from Wasco County to the Columbia Gorge Health Council (CGHC).

Ms. Thalhofer expressed her surprise at the appointment of Molly Rogers, Youth Services Director, as Wasco County's representative to the CGHC. She felt that Public Health and Mental Health will experience some risk in the new CCO system and should have representation. She asked the Board to consider changing their decision to appoint Ms. Rogers stating that she believes the Board

places citizens at risk by not having the expertise of Public Health or Mental Health at the table. She further stated that the County is statutorily responsible to provide public and mental health services and should have a representative from one of those entities to help ensure those responsibilities can be met.

Chair Runyon responded that Mr. Stone and Commissioner Hege have attended all CCO meetings and he was inclined to heed their counsel regarding this decision. He continued by saying that each candidate was discussed prior to taking a vote on the appointment. He added that it was the Board's intention to select someone who could broadly represent the County rather than someone with a more narrow scope of interest. He assured Ms. Thalsofer that were they to discover that the appointment was not working as planned, the Board could replace the appointee.

Ms. Thalsofer strongly urged the Board to consider making that change now. She stated that very important funding decisions would be made at the ground level by the governance committee (CGHC). She reiterated her belief that the Board is putting the citizens of the community at risk by not having the expertise of mental/public health at the table.

Chair Runyon said that he was under the impression that Ms. Thalsofer was not interested in the appointment. She responded that that was not true; she would be willing to rearrange her priorities in order to have that expertise at the table.

Commissioner Hege interjected that as he understands it, decisions about where and through whom funds will be channeled will not be made by CGHC. Mr. Stone responded that provider contracts will be between Pacific Source and the providers; where the CGHC comes in is in directing funds into various programs.

Ms. Thalsofer cautioned the Board that decisions could be made that would take Family Planning, as an example, out of the hands of Public Health and place it in private hands where historically it has not been handled in a way that would provide services to the most vulnerable populations.

Commissioner Holliday voiced her support for Ms. Rogers, saying that she has done a good job of representing the County's interests in other areas in the past.

Ms. Thalhofner agreed but reminded the Board that Ms. Rogers has not been heavily involved in the creation of the CCO and does not have the necessary expertise to represent the County's public/mental health interests.

Chair Runyon asked Ms. Rogers if she had anything to add. Ms. Rogers echoed Commissioner Holliday by saying that over the past 15 years she has represented the County in a variety of ways that did not always fall within her area of expertise. In those instances, she sought advice from the experts and asked a lot of questions to help her gain a complete picture. She commended Ms. Thalhofner for her diligence in servicing not only the more populous area of the county, but the rural areas as well. She pointed out that while Public Health and Mid-Columbia Center for Living serve multiple counties, she represents Wasco County only; that was an important element in the Board's decision. She assured the Board that she would be reaching out to Mr. Stone, Ms. Thalhofner and Ms. Seatter to help her understand all the facets of each issue.

Chair Runyon expressed his support for Ms. Rogers saying that she has proven herself to be a thorough researcher and good County representative. He articulated his confidence in her willingness to advise them were she to find she is not up to the job.

Ms. Thalhofner criticized the Board for not consulting with Public/Mental Health prior to making their decision saying that it sets a precedence that concerns her.

Commissioner Holliday said she was not sure anything said today would have changed her decision had she heard it prior to the decision they made. She reminded Ms. Thalhofner that the Board is aware of her position on the Governor's Early Learning Council and her work load in the process of separating Public Health from Wasco County. Those obligations create a heavy workload and this appointment is time intensive.

Ms. Thalhofner cautioned the Board once again about the risk they were taking.

Chair Runyon thanked her for her input. Commissioner Holliday stated that in the future she will try to do a better job of seeking out Ms. Thalhofner regarding health care issues.

Commissioner Hege added that the Board's expectation is not to create problems for Public/Mental Health nor would they tolerate that. He encouraged

Ms. Thalhoffer as well as Ms. Seatter to come before the Board if they find that Ms. Rogers is not doing an adequate job of representing the County. He expressed his frustration with the process of creating CCO's and doesn't see that they will bring much change; he is worried that everyone is protecting their own interests and not concerned for the greater good.

Ms. Thalhoffer responded that she was only interested in fulfilling her statutory obligations in whatever fashion best served the community.

Chair Runyon communicated his expectation that both Public Health and Mental Health would work with Ms. Rogers in order to do best the possible job for the citizens of Wasco County.

Ms. Thalhoffer pointed out that the County would be incurring further staffing costs by having a County employee serve as their representative and that it would not be the most cost-effective choice.

*****It was the consensus of the Board to stand by their selection, reviewing it as needed.*****

Discussion Item – Spotted Owl Habitat Designation Comments

John Roberts, Planning Director, briefly reviewed the letter (included in Board packet) he drafted to US Fish and Wildlife regarding their planned spotted owl habitat designation. In preparation he reviewed comments from many other counties. He believes the most significant point is the lack of knowledge around the impact the barred owl is having on the spotted owl population. The proposed action will have a considerable negative effect on revenue for Oregon counties. About 76% of Wasco County federal lands will be affected.

The Board suggested the following changes to the letter:

- Bold the following sentence, located in the next to last paragraph of the letter: "In light of the aforementioned, we request the Fish and Wildlife Service seriously consider excluding Wasco County lands from a critical habitat designation."
- Remove the words "seriously consider" from same sentence and change the word "excluding" to "exclude."

Commissioner Hege added that this issue has not been well enough publicized. The other members agreed; Commissioner Hege volunteered to contact the newspaper.

*****The consensus of the Board was to send the letter with the above mentioned changes.*****

Discussion Item – MCCFL Amendment

Debby Jones, Prevention Coordinator, explained that the original contract is for pass-through dollars from the state. More funding has become available; the amendment is to allow those dollars to come through. No matching funds are required. An adjustment to their plan was necessary to demonstrate how the additional \$17,500.00 will be used.

{{{Commissioner Holliday moved to approve Amendment #2 to Wasco County Prevention Agreement between Mid-Columbia Center for Living and Wasco County. Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion Item – MCCOG State Review

Chair Runyon mentioned that the State review of AAA/MCCOG will soon be underway. A letter from DHS, included in the Board packet, outlines the process.

Discussion Item – Discovery Center Funding Update

Chair Runyon explained that discussions are ongoing with the City of The Dalles, Discovery Center Management, and Wasco County to find a solution to funding issues for Crates Point. Recommendations will be brought to the Board in September. In the meantime, supplemental budgets are being prepared for Public Health and the Sheriffs Department. If a supplemental budget becomes necessary for the bond payment, it will be done at a later date.

Discussion Item – Public Health Contracts

Ms. Thalhofer shared with the Board that Public Health had been visited by the CDC yesterday. The CDC was favorably impressed with their emergency preparedness program. She also announced that Wasco County will be hosting a session of the Early Learning Council September 12th and 13th. The 12th will be presentations from community partners with the business meeting set for the 13th. She will provide an agenda when one becomes available. She went on to explain the Public Health contracts being considered by the Board:

1) OHA (DHS) Agreement #135575 Amendment #9 – This is a standard contract with the only change being that it will run for two years rather than one.

{{{Commissioner Hege moved to approve Agreement #135575 Ninth Amendment to Oregon Health Authority 2011-2013 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Holliday seconded the motion which passed unanimously.}}}

2) Interagency Agreement between North Central Health District WIC Program and North Central ESD Early Education – This is a renewal of an information sharing agreement wherein Public Health agrees to provide height, weight and nutrition information for children shared across programs.

{{{Commissioner Holliday moved to approve the Interagency Agreement between North Central Health District WIC Program and North Central ESD Early Education. Commissioner Hege seconded the motion which passed unanimously.}}}

3) Amendment to Agreement for Professional Services (David Staehnke) – This is the renewal of an agreement Public Health has with David Staehnke to provide fleet maintenance – taking vehicles for oil changes, repairs or tire changes, washing and detailing, etc.

{{{Commissioner Holliday moved to approve the Amendment to Agreement for Professional Services (David Staehnke). Commissioner Hege seconded the motion which passed unanimously.}}}

4) Nutritional Services Maternity Support Home Visiting Agreement Memorandum of Understanding 2012-2013 – This is an agreement with Mid-Columbia Children’s Council which provides Head Start for Wasco and Hood River Counties. NCHD provides data and educational support. No money is exchanged.

{{{Commissioner Hege moved to approve the Nutritional Services Maternity Support Home Visiting Agreement Memorandum of Understanding 2012-2013 with MCCC. Commissioner Holliday seconded the motion which passed unanimously.}}}

5) Donna Silverberg Consulting and North Central Public Health District Business Associate Contract – Donna Silverberg is the facilitator chosen by the Board of Health to lead the discussions for the separation of North Central Public Health District from Wasco County at the end of the fiscal year. She came to The Dalles at the end of July and interviewed several people and was give the names of additional people to talk with for background information.

Ms. Morris asked if Ms. Thalsofer thought the hours were underestimated for the contract. Ms. Thalsofer responded that she would have to defer to Ms. Silverberg’s experience in the estimate of time needed to complete the project. Commissioner Hege pointed out that there is a “not to exceed” clause in the agreement that limits the dollar amount to \$3,700.00 which should protect the County should she exceed the time she has estimated. The primary goal of the facilitation is to smooth the progress of negotiations to determine what is the administrative in-kind for which Wasco County will be responsible.

{{{Commissioner Holliday moved to approve the Donna Silverberg Consulting and North Central Public Health District Business Associate Contract. Commissioner Hege seconded the motion which passed unanimously.}}}

Agenda Item – NACo Prescription Drug Program

Mr. Stone reminded the Board that he had previously brought forward the idea of a prescription drug program that could be offered to the public through the County. At that time, the Board had decided to wait until the NACo reimbursement program became available for their review. There are two options

– one slightly lowers the cost to consumers while the other provides some revenue to the County. Ms. Thalhofer added that if Public Health were to administer the program, they would want that revenue. Although Caremark would provide the brochures, it would be up to the County to distribute and maintain them.

Commissioner Holliday understood that Gilliam County had decided against this program and wondered why. Ms. Thalhofer explained that Gilliam County has only one pharmacist and did not want to negatively impact his business which might cause them to lose his services.

Chair Runyon asked Ms. Thalhofer if she preferred one option over the other. She answered that she would want to do more research before responding. She said she would research and return to the Board with an opinion.

At noon Chair Runyon recessed the Regular Session to go into Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

At 12:45 p.m. Chair Runyon reconvened the Regular Session.

Department Head – Liquor License Update

Sheriff Eiesland reported that about three weeks ago one of his deputies found the Pastime Saloon owner's daughter working behind the bar, serving her boyfriend who was on probation with a no-alcohol clause. Sheriff Eiesland wrote a letter to the OLCC which he also sent to the Mayor of Dufur.

The owner of Pastime attended the Dufur City Council meeting where he claimed his daughter was not working behind the bar. Sheriff Eiesland reminded him that he had attended a previous meeting at which he promised his daughter would no longer be affiliated with Pastime in any way which turned out to be a lie. Mayor Smith is in support of the Sheriff's action.

Discovery Center Funding Continued

Commissioner Hege expressed his desire to go forward with any necessary budget cuts to meet the County's bond obligation. Mr. Stone asserted that he is

proposing that the City of The Dalles reinstate the \$25,000.00 they have contributed annually toward the payment of the bond. He added that there may be support in the City Council for that proposal.

Some discussion followed regarding the timing of supplemental budgets and how the bond issue became the responsibility of the County. The Board explored sources for funding should the City not contribute. While funds could be taken from contingency, Mr. Stone suggested that they might come from MCCED.

The Board is reluctant to move any funds now and send the message that the County is willing to shoulder the expense alone when the responsibility belongs as much if not more to the City of The Dalles.

The consensus of the board was to go forward with the September supplemental budget for the Sheriff's Department and Public Health, holding on a supplemental budget for the Crates Point bond unless or until it became necessary.

Department Head - Finance

Ms. Morris asked to be heard regarding an interaction she had outside the session with Mark Berry, former Mayor of Mosier, who had presented previously during the session. She reported that he had told her how much he appreciated how transparent and forthcoming the County was in their meetings and processes and how well the County staff interacted with one another and the Board.

Discussion Item – Miller Nash Agreement for Legal Services

Mr. Stone reported that County Counsel had advised against signing the agreement which had no time limit or scope for Wasco County. Jason Conger, lead attorney, assured Mr. Stone that the document is just an agreement letter outlining responsibilities; however, he will confer with DA Nisley and re-contact Mr. Stone.

Commissioner Hege noted that there is no stop-loss for the County. He wants to make sure that the County's obligation does not exceed the initial payment of \$3,500.00. Mr. Stone agreed to add that to the discussion.

Discussion Item – VSO Funding Assistance Agreement

Commissioner Hege pointed out that Hood River needed to be removed from the language in the agreement since they are no longer partnering with Wasco County for veterans' services. Some discussion regarding the scope of work and reporting followed with the conclusion that the Wasco County budget will need to reflect the directing of these funds towards the Veterans Service Office. In addition, tracking of the numbers of Klickitat County veterans being served by the Wasco County VSO should continue.

{{Commissioner Hege moved to approve the Interlocal Funding Assistance Agreement between Klickitat County and Wasco County, Oregon for Veterans Services with the above mentioned changes. Commissioner Holliday seconded the motion which passed unanimously.}}

Discussion Item – Treasurer's Report

Ms. White provided a series of graphs demonstrating the fluctuations in the County accounts. Chair Runyon thanked her for her work but explained that he does not want her to expend her time on that, he would prefer to hear directly from the Treasurer. Mr. Stone advised that while the Board cannot direct the Treasurer, they do have control of his budget. Ms. Morris suggested that the Board ask the Treasurer to present the current investment policy so that they can discover if there should be changes or updates to the policy. In addition, she offered that Webb Bush has been helpful to the County in regard to bond issues and might be willing to help with investments.

*****The Board was in consensus to invite the Treasurer to present the current investment policy at an upcoming Board session.*****

Consent Agenda – Minutes, Collections Contract #2819, Tax Collector IGA

Ms. White explained that the State had found they had made an error on the date for the Collections Contract previously approved by the Board. This is an identical document with the date corrected. Mr. Lynn, County Assessor/Tax Collector, could not attend but Commissioner Holliday explained that this is an

annual agreement with the State for document publishing, processing and delivery.

**{{{Commissioner Holliday moved to approve the consent agenda.
Commissioner Hege seconded the motion which passed unanimously.}}}**

Commission Call

Chair Runyon announced he would be working at the Fair Thursday. Some general discussion followed regarding a planned gun raffle that had not been approved by the Fair Board. The issue had been raised last year and the vendor counseled regarding the proper procedure for holding a raffle at the fair. The Fair Board is opposed to raffling a weapon at the Fair which is a public, family event.

Commissioner Holliday reported on the NORCOR mediation. It was a long meeting and she felt that they had been well represented. Although, DA Nisley had advised that they hold their ground, they felt they needed to work towards a collaborative solution. Sheriff Eiesland has expressed his concern that the facility will shrink as a result of the new funding configuration.

Judge Crowley tried to convince the Wasco County contingency that they had an advantage in having NORCOR in their County. Sheriff Eiesland pointed out that while it is convenient, Wasco County bears the burden of releasing prisoners and dealing with the crimes they commit once released. More information is expected regarding how it will work going forward.

Commissioner Hege spoke to E-On about the Antelope wind energy project; their engineer made a site visit and the project is moving forward. PGE is going out for proposals for 300 megawatts of renewable power. If successful, they can begin construction in 2013.

Mr. Stone inquired what action, if any, the Board wanted to take regarding Summit Ridge. He expressed his dissatisfaction with the current consultant. Commissioner Hege also expressed some trepidation about the new arrangement following the passing of Paul Woodin who had previously worked with the County for the agreements. He suggested that they open discussion with the leaders of CREA (Community Renewable Energy Association) to clarify the process. He offered to explore the possibilities on behalf of the Board.

At 1:35 p.m. Chair Runyon adjourned the session.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Chair of Commission

Sherry Holliday, County Commissioner

Scott Hege, County Commissioner



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
SEPTEMBER 5, 2012

PRESENT: Scott C. Hege, County Commissioner
Sherry Holliday, County Commissioner
Tyler Stone, County Administrator
Kathy White, Executive Assistant

At 9:00 a.m. Chair Runyon opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. No department heads or members of the public came forward to be heard outside of the scheduled items. Mr. Stone added the Oregon County Opportunities Grant cycle to the Discussion List.

Discussion Item – Surplus Vehicles Disposition

Lane Magill, Wasco County Chief Deputy Sheriff, appeared to report on the disposition of recently surplussed County vehicles:

- 2007 Ford Ranger was moved to the City of The Dalles for Animal Control.
- 1979 Ambulance went to the sale - sold for \$680.00 which netted \$520.00 for the County.
- 1996 Jeep Cherokee was auctioned on Craig's List with a minimum bid requirement of \$3,500.00 and was sold for \$5,620.50. There was a lot of interest in the vehicle during the 30-day auction process. The Kelley Blue Book value was \$4,600.00.
- The Ford Explorer is being moved to the City of Maupin; we are waiting for an official letter of request from them.
- 2002 Impala is being auctioned on Craig's List. The auction closes today with one bid of \$2,850.00.

Public – Home at Last

Robb VanCleave, President of the Board for Home at Last Animal Shelter, came before the Board to express his gratitude for the County's continued partnership with Home At Last.

Discussion Item – Child Support Position

Elizabeth Osborne, Chief Legal Secretary for the Wasco County District Attorney, explained that their current Child Support Specialist, Joyce Meyrick, will be retiring in the next 2-3 years. Ms. Meyrick has 30 years of experience and is a great asset to the County. It would be to the County's advantage to have her spend some of her time training her replacement; it is a complicated job and training will take some time.

Kylee VanOrman, currently the Front Desk Receptionist for the District Attorney's Office, has demonstrated the necessary customer service skills and expressed an interest in the Child Support Specialist position. The State of Oregon will pay for 66% of the training. Ms. Osborne suggested 9-15 hours of training per week dependent upon Ms. Meyrick's schedule and direction and assured the Board that they have the staff to cover the front desk during training hours. They would like to begin training on September 17th.

Further discussion ensued regarding safety of the location of the Child Support Specialist's office. The Board commended the District Attorney's Office for looking so far ahead to plan for a smooth transition.

Discussion Item – NORCOR Funding

Commissioner Holliday wanted to give the Board the opportunity to ask Mr. Stone about the NORCOR Funding Formula. The NORCOR group will meet next week and the Resolution will come before the Wasco County Board of Commissioners for adoption consideration at their next regularly scheduled session. Commissioner Holliday expressed concern over the large increase this formula will mean to the smaller counties involved.

**Discussion Item – Amendment to Agreement for Professional Services
(Public Health)**

Teri Thalhofer, Director of North Central Public Health, explained the amendment as a renewal of Spanish translation services for Public Health documents that are to be used or shared with the public. Translated documents are reviewed in-house prior to payment for services. The annual cost for services varies with the number and size of documents being translated in any given year.

Mr. Stone added that he had spoken to Ms. Thalhofer yesterday regarding the need to test the contract against the County Contracting Policy to be sure Ms. Cox is independent and not an employee.

{{{Commissioner Hege moved to approve the Amendment to the Agreement for Professional Services between Wasco County and Maria del Pilar Cox. Commissioner Holliday seconded the motion which passed unanimously.}}}

Agenda Item – Supplemental Budget

Monica Morris, Finance Manager, explained that the Public Health Funds Grant was awarded in the 2011-2012 Fiscal Year to be expended in that same FY. Following the approval of the Wasco County Budget document for the 2012-2013 FY, the State increased the amount of the grant from \$12,500.00 to \$37,000.00 and extended the deadline for expenditure to September 30, 2012 which falls in the new fiscal year. A supplemental budget is required in order to make those funds available.

{{{Commissioner Holliday moved to adopt Resolution #12-015 In the Matter of the Fiscal Year 2012-2013 Supplemental Budget for the Health Grants Fund. Commissioner Hege seconded the motion which passed unanimously.}}}

Ms. Morris went on to say that the Sheriff's Department received a Homeland Security grant in the last fiscal year which was not fully expended in the 2011-2012 FY; due to an oversight it was not included in the budget for the 2012-2013 FY. This order will allow those funds to be moved from Contingency to the

Sheriff's Department Law Enforcement Division Account to expend the remainder of the grant funds.

{{{Commissioner Hege moved to approve Order #12-036 Transferring \$12,039.00 from General Fund Contingency to the Sheriff's Department Law Enforcement Division Account. Commissioner Holliday seconded the motion which passed unanimously.}}}

Discussion Item – Capital Outlay Road Equipment

Marty Matherly, Public Works Director, explained that they had budgeted for the purchase of a new dump truck in the 2012-2013FY. He recently learned that Lane County is reorganizing which includes downsizing their roads department and surplussing equipment. Mr. Matherly went to Eugene to see the equipment available – it is all in great shape, with reasonable mileage and has been well maintained by Lane County. For \$30,000.00 less than was budgeted for one dump truck, Wasco County can acquire two dump trucks, a grader equipped with a scarifier and a pull-behind roller; the equipment is approximately 20 years newer than what is currently in use in Wasco County. The equipment is scheduled to go up for auction at the end of September, but we have the opportunity to purchase it prior to the auction. Mr. Matherly requested the consent of the Board to change the original purchase plan to take advantage of this opportunity.

*****The Board was in consensus for Mr. Matherly to go forward with the purchase and commended his efforts to make best-use of taxpayer funds.*****

Discussion Item – BLM Trout Creek Comment Request

Commissioner Holliday reported that this had been discussed at the recent Deschutes Management meeting. Of the three options presented, she believes Option 2 which will close the trail during nesting season is the most reasonable. If the Board agrees on this option, she can work with Ms. White on a letter to the BLM in support of Option 2.

{{{Commissioner Hege moved to proceed with a letter to BLM in support of Option 2. Chair Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Early Learning Council

Ms. Thalhofer, member of the Governor's Early Learning Council, announced that the ELC will be holding meetings in The Dalles on September 12th and 13th. During their time here she hopes to emphasize how we work regionally throughout the five counties. One group will visit North Sherman Preschool where they have Head Start slots within the preschool. Another group will visit preschools in The Dalles. She also hopes to help them understand the challenges of working in rural communities where distance can impact connections.

Ms. Thalhofer encouraged the Board members to attend the community forum being held on September 12th from 6:30 – 8:30 p.m. at Columbia Gorge Community College. In addition she invited them to attend the Government Affairs Breakfast September 13th and the ELC business meeting from 9:00 a.m. to 1:00 p.m. that day where they will be hearing reports and public comment without response. She hopes to highlight the Home Visiting Program, the P-3 initiative and Hood River's relatively new program to provide health care for uninsured children.

Discussion Item – Compensation Study

Mr. Stone explained to the Board what contract rules will apply to the contract process for the compensation study budgeted for the 2012-2013 FY. The contract will be classified as a personal services contract. The pertinent rules are found in 3(b) - informal solicitation of competitive bids. He is seeking approval to go forward under the contracting rule criteria for personal services cited in 3(b) of the Wasco County Contracting Rules.

{{{Commissioner Holliday moved to proceed with the selection of a contractor for the Compensation Study based on the selection criteria outlined in section 3(b) of the Wasco County Contracting Rules. Commissioner Hege seconded the motion which passed unanimously.}}}

Agenda Item – Smoke/Tobacco Free Policy Survey Results

Mary Gale, Community Health Promoter, was joined by Ms. Thalhofer in presenting the Tobacco Free Policy Survey results (see Power Point

presentation included in Board Packet). Ms. Gale reminded the Board that she had put forward the idea of a Tobacco Free Policy in April and had perceived some resistance from the Board to create a policy more stringent than the State tobacco policy.

She had sought help from the State in creating the survey and is pleased with the 70% response rate. The survey was presented both electronically and hard copy. Sixty-six percent of respondents took the time to add comments representing both ends of the spectrum.

Commissioner Hege expressed frustration with the apparent perception on the part of some smokers that cigarette butts are not trash. Ms. Gale pointed out that discarded cigarette butts are often the way children begin to smoke.

Ms. Gale reported that 72% of respondents from North Central Public Health, LaClinica, and MCCFL support a tobacco free policy. She suggested starting with those three buildings as a test of the policy. She suggests setting it to begin in 6 or 8 months which will allow them run-up time to prepare everyone.

Commissioner Holliday pointed out how difficult it is to balance the desire of the people to keep government out of their personal business with the responsibility of promoting a healthy environment. Commissioner Hege added that we are basically the landlord for the proposed buildings and he does not want to create a policy without their input.

Ms. Gale offered to meet with the various stakeholders and return to the Board with a report. In addition, she stated they are already talking to the various providers to explore options for nicotine replacement.

*****The Board's consensus was to continue this discussion until Ms. Gale has had an opportunity to meet with partners and can provide them with more information.*****

Agenda Item – Property Request

John Roberts, Planning Director, reported that an appeal for a Conditional Use Permit (PLAAPL-11-09-0001 of PLACUP-10-08-0018 (Delzell and Rouzie): Status of application, change of property ownership and request to withdraw appeal of denial of a conditional use permit an subject to standards review) had been withdrawn. The property has changed hands therefore the previous owner does not wish to pursue the appeal. They have begun conversations with the new owner regarding the existing enforcement issue; Mr. Roberts would like to take the Board to see the land.

Agenda Item – Property Request

Mr. Roberts advised the Board that his staff has been back-filling the Code Compliance Position while they search for a replacement for Keith. Jeanette Montour, Senior Planner, is leaving to join the Foreign Service. They will back-fill her position and post it internally. He would like to fill the position at Step 3 which requires Board approval. Ms. Montour is at Step 4. If that position is filled internally, he will then have to post an Associate Planner position; he does not expect to be fully staffed until mid- to late-October.

{{{Commissioner Hege moved to allow Mr. Roberts to hire for the Senior Planner position at Step 3. Commissioner Holliday seconded the motion which passed unanimously.}}}

Consent Agenda - Minutes

Chair Runyon removed the Library District minutes from the consent agenda as they must be approved at a publically-noticed Library District meeting.

{{{Commissioner Holliday moved to approve the consent agenda without the Library District minutes. Commissioner Hege seconded the motion which passed unanimously.}}}

Department Head - Fire Suppression

Paul Ferguson, Information Systems Manager, provided the Board with a copy of the 7.12.12 proposal from Michael Pease (Fire Pro, LLC) to install a FM-200 Clean Agent Fire Suppression System to protect the 9-1-1 IT Room per plans and specifications provided. This is a budgeted item for this year. He solicited quotes from 7 contractors (see attached) but received only one which was from our current vendor who has provided good service. Mr. Ferguson seeks an exception to the contracting process in accordance with Section 29: Wasco County Special Exemptions 2(b).

{{{Commissioner Hege moved to authorize the purchase of 911 IT Room FM-200 System from Fire Pro, LLC for \$12,220.00 based on the procedures outlined by Mr. Ferguson. Commissioner Holliday seconded the motion which passed unanimously.}}}

Agenda Item - Emergency Generator

Mike Davidson, Emergency Manager, and Mr. Matherly came forward to brief the Board regarding an emergency generator being stored at Public Works for nearly a year. The County acquired the generator free of charge when surplus from the Federal Government; installation costs have prevented its use. The City of The Dalles has expressed interest in installing it at their Public Works facility. Mr. Davidson stated that he doesn't like to see it sit idle and at least one of the area Public Works would have power in an emergency.

Commissioner Holliday asked if it damages the equipment to have it sit idle. Mr. Matherly replied that it does not.

Commissioner Hege pointed out that our Public Works building needs to have a generator; if we give this one away we then have two hurdles to that goal rather than one.

Mr. Stone suggested that the generator at the Court House, which is not big enough to power the entire building, would be large enough to power Public

Works. Perhaps the larger one in storage could be used at the Court House and the smaller unit could be installed at Public Works.

*****After further discussion, the consensus of the Board was to keep the generator and have Mr. Matherly, Mr. Davidson, Mr. Stone and Fred Davis, Facilities Manager, work together to find a solution to the installation road block.*****

Commission Call

Commissioner Hege reported that Center for Living has decided not to pursue the current round of the block grant for Community Development due to all the changes. They will restart the process in the fourth quarter. In addition, he said LaClinica is considering leasing space to CFL in their new building as a way to bring mental and physical health together.

Chair Runyon announced that the dedication ceremony for the City of The Dalles' new dock would be held tomorrow as well as the Kiwanis' annual steak feed.

At 11:28 p.m. Chair Runyon adjourned the session.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Chair of Commission

Sherry Holliday, County Commissioner

Scott Hege, County Commissioner



WASCO COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
JANUARY 4, 2012

PRESENT: Sherry Holliday, Chair of Commission
Scott C. Hege, County Commissioner
Rod L. Runyon, County Commissioner
Tyler Stone, Administrative Officer
Kathy McBride, Executive Assistant

At 9 a.m. Chair Holliday opened the Regular Session of the Board of Commissioners. There were no corrections or additions to the agenda.

Public Comment – Code Compliance/Animal Shelters

Richard Murray came forward to lodge a complaint regarding Curry and Wilson who he believes are not in compliance with County Code. He would like to have sanctions enforced against their property. The codes enforcement officer visited the property but would not allow Mr. Murray to accompany him.

In addition, Mr. Murray stated his opinion that the county should access funds from the National Humane Society to support Home at Last. He also believes there should be more advertisement to generate financial support for the local animal shelter.

ELECTION of Board of County Commissioners Chair

Commissioner Hege expressed appreciation for the stellar work Chair Holliday has done as Chair. He went on to say that he supports rotation of the Chair duties; not only is it a learning experience, but it is added work that he believes all should take their turn at shouldering. Commissioner Hege suggested Commissioner Runyon serve as Chair for the coming calendar year.

Commissioner Runyon had no objection to serving and joined Commissioner Hege in his praise of the work Chair Holliday has done. He believes it is good for the community to see the Board function cooperatively and share responsibilities.

Chair Holliday stated that she had found it very helpful to have the Executive Assistant in close proximity to her office and suggested that as they consider reorganizing, they keep that in mind and locate the Executive Assistant near the Chair's office. Chair Holliday went on to say that this is her tenth and final year as a County Commissioner – it will be an interesting last year.

Chair Holliday moved to elect Commissioner Runyon as Chair of the Wasco County Board of County Commissioners. Commissioner Hege seconded the motion which passed.

Chair Runyon thanked the board and said he appreciated Commissioner Holliday's leadership.

OPEN TO DEPARTMENTS – PUBLIC – Gorge Commission

Rodger Nichols appeared to provide an update on the Columbia River Gorge Commission activities. They have appointed Darren Nichols from Salem, Oregon, as their new Executive Director. They plan to lobby the State Legislature as their budget will zero-out in June.

GENERAL DISCUSSION

Commissioner Holliday stated that Jessica Metta emailed her to invite the board and Mr. Stone to Young Life. She will forward the email to the rest of the Board. They are looking for a 15 passenger van - if anyone knows of a van that would be available.

Commissioner Holliday stated that Jim Weed, NORCOR Administrator, realized there had been miscommunications around what the County's part of the funding was. At the last minute, there were discussions with Hood River County as to what the funding would be. The difference is \$5,689.00. He has recently laid off a person and cut the nurse to two days. He is wondering if we could make up that difference.

Mr. Stone added that the County is obligated to do that. Monica cannot transfer the funds from Contingency without Board approval.

Commissioner Hege moved to transfer \$5,689.00 for the NORCOR short fall. Commissioner Holliday seconded the motion which passed unanimously.

DISCUSSION LIST – DEPARTMENT HEAD MEETINGS

Chair Runyon explained that there is some conflict with the scheduling of the Department Head meetings. Commissioner Holliday suggested developing a list of workable dates. Commissioner Hege stated that he is not sure it will be necessary to attend all Department Head meetings; he wants to attend the first few to determine what Board members' role will be.

After further discussion, the Board decided to leave the Department Head meetings scheduled as they are with Commissioner Holliday organizing them.

CONSENT AGENDA – ORDER TO HOLD PUBLIC HEARING TO CONSIDER THE ADOPTION OF AN ORDINANCE REGULATING AMBULANCE SERVICE

Commissioner Holliday moved to approve the Consent Agenda. Commissioner Hege seconded the motion which passed unanimously.

DAVID JACOBS, OREGON DEPARTMENT OF FORESTRY. Update on the status of the Wasco/Hood River Forestland Classification Committee.

David Jacobs and George Ponte, Central Oregon District Foresters, reminded the Board that a joint Wasco/Hood River County Classification Committee had been formed two years ago. They have completed preliminary classification on land within Wasco County. They expect some resistance as some of the land will be reclassified from grazing to timber land which carries a higher assessment for taxes. In addition, some lands in Southern Wasco County will be reclassified from forest to grazing land.

The next step will be to contact landowners who will see a significant increase in their assessment; they will be invited to a small meeting where they can learn about the process and offer feedback. Then there will be a series of public meetings throughout the county to give people the opportunity to look at the proposed classification maps. Those meetings will be followed by a public hearing and comment period. At the end of that process, Mr. Jacobs will prepare and file maps with the County Clerk. Once the maps are filed, the landowners have 30 days in which to appeal. They hope to complete the process by late spring or early summer. In Wasco County, they expect the assessments to take effect in the 2013-2014 tax cycle.

Mr. Ponte pointed out that it is not all about gain. In raw numbers it will result in 22,000 new acres that they will protect. There will be significant landowners who see a decline in their assessment; some will fall out of the system altogether. The landscape has changed significantly since this was last done in the 1960s. The committee chose not to classify anything that is managed as agriculture.

Commissioner Holliday interjected that at the public hearing in Hood River some people were very angry. However, by the time the meetings were over everybody walked away in pretty good shape. Public outreach was impressive.

Mr. Stone asked what the assessments are. Mr. Ponte replied that in the current fiscal year timber land is assessed at \$1.74 per acre while grazing land is assessed at 60¢ per acre. That does not include an additional 7.7¢ per acre collected for a statewide emergency fire fund.

Commissioner Hege asked who sets the rates. Mr. Ponte replied that he has a budget committee. Once the budget is set the appropriate rates are determined.

Commissioner Hege observed that it is a very unique way of setting rates.

Some further discussion ensued. The Board thanked them for their presentation.

Chair Runyon recessed the session at 9:59 a.m.

Chair Runyon reconvened at 10:02 a.m.

AGENDA ITEM – Road Master’s Report on the proposed vacation of a portion of East 12th Street located in the Urban Growth Area of The Dalles, Wasco County, Oregon.

Marty Matherly, Road Master, stated in April, 2011 the road department had received a petition to vacate a portion of E. 12th Street. He filed a written report on November 1, 2011 and is here to review that report which is included in the Board Packet. The section of road in question is outside the City but within the urban growth area. One-hundred percent of affected landowners are signers to the petition; therefore, a public hearing is unnecessary. The landowners are willing to be responsible for maintaining the existing, dead-end gravel road. The underground and overhead utilities companies have no objection as long as they are granted easement. The City of The Dalles objects to the vacation. Mr. Matherly expected them to appear at this meeting to voice their concerns.

After some discussion, the Board determined that the City’s objections outlined in their letter (see Board Packet) were not valid. The road goes nowhere and a house exists where they would propose to extend the road.

Mr. Matherly added that it will not be final until all the conditions are met.

{{(Commissioner Hege moved to approve Order #12-002 vacating a portion of East 12th Street in the Urban Growth Area of The City of The Dalles. Commissioner Holliday seconded the motion which passed unanimously.)}}

GENERAL DISCUSSION

Budget

Mr. Stone stated we are in the process of getting all required information to our Auditor, part is fixed assets. The way that we purchase currently makes tracking of the assets difficult. We will need to work at the time of purchase capture those assets with our tracking software. We spent the last week going department by department comparing our fixed assets with equipment lists that depts. keep. Every once in a while we find something that is missed. This is just another improvement as we move thru the process.

Mr. Stone added that the Board needs to determine who will sit in on budget with him and Ms. Morris. Chair Runyon expressed an interest in participating.

Radio Appearances

Some discussion occurred regarding Board members appearing regularly on local radio broadcasts. If approved, appearances would be broadcast by seven radio stations.

Hunt Park

Mr. Stone announced that the Hunt Park project is out for bid. They are accepting letters of interest and going through the contracting process. Tenneson will open the bids for review and bring them back to the Board.

Office Space

Mr. Stone explained that discussions had opened several months ago around how to place the Commissioners in a more centralized area where they would be more accessible to the public and be in closer proximity to the Executive Assistant. Also identified as a goal was to secure a space that did not make it necessary for the Board to vacate the meeting room by 3 p.m. or limit the days in which they could use the room. It was determined that whatever the solution, they were not prepared to take on a large scale remodel at this time. One idea that had been considered would entail moving the Executive Assistant to the basement where the Commissioners are already housed; that would leave Room #302 open to use as a meeting room.

Chair Runyon voiced his opinion, seeing all Commissioners as equal, that they should all be in the basement and it would be important that they all have equal access to the Executive Assistant. He suggested that all three Commissioners could be in the basement in the next few days with the Executive Assistant to follow in the next few weeks.

Commissioner Hege offered that his designers have put some plans on paper for the room across the hall. Chair Runyon expressed doubts that they would be able to act on those plans this year.

*****The consensus of the Board was to have Tyler move forward with plans to locate the Board and the Executive Assistant in the basement.*****

Facilities Crew

Commissioner Hege noted that Gene Scherer and his crew have been doing a good job cleaning the 10th Street shop site. They have taken out a lot of weeds and are trying to get a permit to burn the weeds. Mr. Scherer has been talking to Mr. Matherly about the weed issue; perhaps the weeds could be sprayed. He would like to commend them for that work.

Budget Committee

Commissioner Hege stated that there are five people interested in serving on the Budget Committee. It is great to see that level of interest from qualified people. Commissioner Holliday added that in the past we have tried to get people with different interests from different parts of the county. She was pleased to see John Carter throwing his name in the hat.

Commissioner Hege noted that in terms of geography, most are from the northern part of the County. Sherry stated we have a representative from the Wamic Area. Chair Runyon added that he knows several of them pretty well, some a little. He is leaning towards replacing Mel Omeg. He recommends that the Board appoint John Carter because of his agricultural background. Commissioner Holliday agreed. Chair Runyon reviewed the list of applicants.

{{(Chair Runyon moved to appoint John Carter to the Budget Committee to replace Mel Omeg. Commissioner Holliday seconded the motion which passed unanimously.)}}

National Guard Property

Commissioner Holliday stated that it appears the Armory will be relocated which opens up the discussion on the property. After brief discussion around who the players will be in the process, the Board decided to table discussion until they get a more detailed report from the Oregon Military regarding their plans.

Updates to & Maintenance of the County Website

Mr. Stone said that he is still waiting for the AOC to get approval from the State for the grant. The State is open to amendments to allow for purchases of software and hardware. We are still waiting for the AOC to get the go ahead from the State of Oregon on their grant.

Recessed at 11:07 a.m.

Reconvened at 11:30 a.m.

JOHN HUFFMAN, OREGON STATE REPRESENTATIVE – Veterans Home Funding

Congressman Huffman presented the Board with a copy of his letter (included in the Board Packet) to the Legislative Leadership regarding the local match for the Oregon Veterans Homes. He went on to say that the State had turned the local Roseburg match into a State match and is considering reimbursing Linn County for their bond commitment to their Veterans Home; it is equitable that Wasco County be reimbursed as well. Although he does not expect an answer today, he encouraged the Board to get on the record with a letter requesting fair treatment and follow that with a meeting in Salem. He added that he still believes the County has ended up with a good product for their veterans.

Some discussions followed regarding the logistics of returning money to taxpayers should the County receive reimbursement. Commissioner Holliday remarked that when the bond was passed, mills had just been shut down and it was a difficult economic time for taxpayers. Congressman Huffman reiterated that he does not believe the state has the money for reimbursements however, the County needs a “placeholder” request for

when the money does become available; if they do not ask for the money, they will never get it.

Further discussion resulted in consensus of the Board that it was fair and equitable to ask the state for the funds but to support Linn County in their request for reimbursement. Mr. Stone will work with Congressman Huffman to draft a letter for the Board's signature.

Recessed for lunch at 11:54 a.m.

Reconvened at 1:30 p.m.

CONTINUATION OF PUBLIC HEARING - Amendments to the Wasco County Comprehensive Plan

At 1:30 p.m. Chair Runyon called the continuation of the public hearing to order. There were five people in attendance. Chair Runyon reviewed the main points.

John Roberts, Planning Director, stated that he is coming in at the end of the process. His predecessor, Todd Cornett, did a lot of very impressive work updating the comprehensive plan which had not been done in twenty-eight years. He went on to say that it is an important document – it drives what projects are pursued and what kind of inventory is maintained. He would like to update the tables and inventory to include the 2010 Census. More detail as to the changes are included in the Board Packet.

Jeanette Montour, Senior Planner, wanted to be sure the Board and the public understood that although the LUDO ordinance changes to Chapter 19 and the Comprehensive Plan update had started as a combined project, they are actually two separate and unique documents that enjoy some overlap. Working on them simultaneously was done for the sake of efficiency.

Mr. Roberts added that the amendments to chapter 19 will be coming to the board of January 18th. There are two technical advisory committees to deal with those amendments.

Ms. Montour went on to say that it has been very helpful to have fresh eyes reviewing the comprehensive plan; Mr. Roberts has been able to eliminate a lot of redundancy, correct errors and improve language. She added that although they are asking for approval of the plan, it still has room for work and improvement that she hopes will happen in the coming years. Mr. Roberts agreed, saying he would like to see it updated every two to five years.

Further discussion ensued regarding some of the more interesting details of the plan. Mr. Roberts noted that our code has changed to reflect State law. Further discussion developed some modifications to the plan.

Chair Runyon noted that option 2 is the plan the commission recommends. Mr. Roberts responded that he would approve option 2 with the changes made by the Board.

{{{Commissioner Holliday the recommended Comprehensive Plan with the additional changes made by the staff and the Board. Commissioner Hege seconded the motion which passed unanimously.}}}

The board will approve an order in the future.

The public hearing was adjourned at 2:15 p.m.

CONSIDERATION and Appointment of Individuals to the Wasco County Planning Commission.

Chair Runyon noted that there were several applicants for the two open positions. The Planning Commission recommends the reappointment of Russ Hargrave for Position 2 and supports Kenneth McBain for Position 5.

Commissioner Holliday stated she is comfortable with the Planning Commissions recommendations

{{{Commissioner Hege moved to approve the planning Commission's recommendation to appoint Kenneth McBain to Position 5 and reappoint Russ Hargrave to Position 2. Commissioner Holliday seconded the motion which passed unanimously.}}}

Mr. Roberts said that every couple of years he meets with the Planning Commission. They would like to meet with the Board to discuss updating the Planning Commission by-laws. They have an open agenda in February and would like meet on February 7th if the Board is available and willing.

The Board agreed to a joint meeting with the Planning Commission from 3:00-4:00 p.m. on February 7th.

Chair Runyon called a recess at 2:23 p.m.

Reconvened at 2:27 p.m.

Chair Runyon recessed the Regular Session and convened an Executive Session at 2:28 p.m.

Reconvened Regular Session at 3:04 p.m.

Chair Runyon asked if the Board had had an opportunity to review the minutes handed out by Ms. McBride. Both Commissioner Holliday and Commissioner Hege said that they had with nothing jumping out as needing change.

Commissioner Holliday moved to approve the three sets of minutes. Commissioner Hege seconded the motion which passed unanimously.

Public Health Emergency Preparedness 4th Amendment to 2011-2013 Agreement

Chair Runyon brought forward the fourth amendment to the Emergency Preparedness Agreement.

Commissioner Hege questioned whether the grant amendment is a reduction in the grant.

Some discussion ensued regarding conversations that had occurred with Teri Thahofer, Public Health Director, and Monica Morris, Finance Manager.

Sherry moved to approve the Fourth Amendment to Oregon Health Authority 2011-2013 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Hege seconded the motion which passed unanimously.

The Board wants clarification on where they are going to cut.

Public Health Emergency Preparedness 4th Amendment to 2011-2013 Agreement

The Local Health Department Addendum delegating South Gilliam Health Center as an Oregon Immunization Program Provider was discussed.

Commissioner Hege moved to approve the Addendum. Commissioner Holliday seconded the motion which passed unanimously.

The Board adjourned at 3:20 p.m.

WASCO COUNTY BOARD OF
COUNTY COMMISSIONERS

Rod L. Runyon, Chair of Commission

Sherry Holliday, County Commissioner

Scott C. Hege, County Commissioner



WASCO COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL SESSION
JANUARY 25, 2012

PRESENT: Sherry Holliday, Chair of County Commission
Scott C. Hege, County Commissioner
Rod L. Runyon, County Commissioner
Kathy McBride, Executive Assistant

At 9:55 a.m. Chair Runyon opened the meeting. There were no additions or corrections to the agenda.

DISCUSSION - Organizational Structure of the North Central Public Health District.

Teri Thalhofer, Public Health Director, came forward with a PowerPoint. She explained that they had presented to the Board of Health in December, 2011. She went on to say her purpose is to bring Wasco County information about the Health District's operations and to get direction from the Board around what kind of structure they are looking at going forward. She noted that there is some confusion in the public as to whether Public Health stands alone or is a Wasco County Department.

Following Ms. Thalhofer's presentation she provided and reviewed with the Board handouts outlining the three-county budget formula, based on 2010 budget data, the administrative rate, current history/funding status and Wasco County funding. Monica Morris, Wasco County Finance Manager, added a funding analysis spreadsheet to support the discussion.

Ms. Thalhofer explained that none of the Public Health programs are fully funded by the State. The three counties help support their programs, including infrastructure and funding for staff salaries. She estimated that they would experience 60% reduction in services if in-kind and cash contributions were eliminated.

Public Health fees do not fully cover the cost of the service to which they are tied. It is difficult to raise fees to the public. Ms. Thalhofer then provided a handout outlining the

anticipated additional costs. In the 11.5 years she has been with Public Health, they have laid off 3 staff.

Ms. Morris reported that unemployment rules are lenient; an employee who quits may still be eligible for unemployment. She went on to say that the cost of the audit would not decrease without Public Health; she has not heard back from Mr. Courtney regarding the cost adjustment to the County insurance as a result of Public Health separating from the County. Although Eden would need some upgrading, Wasco County would do the work in-house. Public Health would become a new business in the system rather than being part of the County. Bank fees are at their lowest; the County Treasurer had told Ms. Morris you would be doing really well to pay out \$6,000; double is probably more appropriate.

Ms. Thalhofer explained that DA Nisley had recommended an attorney, but she has been unable to get hourly rates and therefore has left that blank in the cost estimate. There will need to be a contract between the Public Health District and Wasco County. It is important to agree upon a definition for "administrative in-kind."

Currently the Wasco County Codes Enforcement Officer handles solid waste enforcement in Wasco County. A more formal relationship will need to exist once Public Health separates from the County. The District currently leads the Solid Waste Advisory Committee for Wasco County. Tri-County Household Hazardous Waste serves three counties. They recommend that the lead agency would become North Central Public Health District.

Ms. Morris said that she had met with Ms. Thalhofer and Kathi Hall, NCPHD Business Manager, to gather information for her analysis. She now understands the monies she had thought would revert to the state are not state award money, it is fees we are receiving, recorded under state revenue. Government Funds is also receiving a fair amount of fee money that needs to be spent on health services. She has also learned that the Health Grant Fund monies are more flexible than she had originally thought; those funds are not always being spent out each year. She referred the Board to her spread sheet to see the actual figures. It will be important to determine the nature of all the funds – are they government or enterprise funds?

Ms. Morris' analysis stopped at her actual of 2011. She advised that if the beginning balance needs to be used for operations, there will need to be a discussion since it is not sustainable. The facts are each year the Health Grants fund is increasing due to fees. If the funds are government funds, we need to address the increase in fund balance and we would treat that revenue fund as we treat all special revenue funds - live within their means; if not able to, ask why and tell us how much they need from the general fund.

Ms. Thalhoffer stated the reason the fund balance stays there is because in 2007 they received a significant decrease in family planning. They are conscious of how the funds will flow between state and federal government and are not in the position of laying off staff prior to the end of the fiscal year. We have already had seen four amendments for their contracts.

Ms. Morris agreed that Ms. Thalhoffer had valid points that would need to be addressed by a board – placing that money in a reserve fund designated for a specific purpose.

Chair Runyon asked if this was new information. Ms. Thalhoffer responded that although discussions were held with a previous County Court the information is new to Ms. Morris and Mr. Stone. It is reviewed tri-annually with the State. The money is designated and will have to be applied back to Public Health.

Ms. Morris recommended that the Board have a discussion and create an action plan that addresses the Health Grants Fund.

Further discussion revealed that fees must support the program in which they were earned. The funds in question are not pass-thru but fee-generated funds. The funds are earning interest. The fee funds must be spent to support programs including administrative costs. They are required to maintain in reserve an amount that is no less than two months of personnel services; no more than four months of materials and services. Ms. Hall stated that they have two months of personnel funds in the un-appropriated balance.

Mr. Stone pointed out that that balance has grown each year. Ms. Hall responded that she would expect that as they have hired additional staff. Ms. Morris supported that saying that she has seen an expense increase in the District over time.

Some discussion followed around the wisdom of various budgeting approaches as they apply to the current situation.

Chair Runyon asked if are we confident as to what is restricted and what is not restricted. Ms. Morris replied that we have not started that yet. She does not know how much those fees are that may reduce other county contributions. Ms. Thalhoffer added that the fees are not sustainable annually. NCPHD's authority to collect fees may be removed.

Mr. Stone interjected that he believes some of these discussions are premature. He has been compiling a list of questions that will need to be addressed as we move through the process. He shared that list with the Board.

Chair Runyon stated that he feels there is a lot of work to be done between Ms. Morris, Ms. Thalhoffer, Ms. Hall and Mr. Stone. Commissioner Holliday added that the Board of

Health has been struggling with the question of whether or not to separate from the county. Since her primary position is to represent the County, she is not comfortable making that decision herself. However, she sees the impact this process has on the District's ability to focus on their primary objectives. She urged the Board to make a decision and start moving forward.

Commissioner Hege asked what has kept it from moving forward up to now. Pat Shaw, Gilliam County Commission Chair and Board of Health member, said she believes it is inexperience and uncertainty that has slowed the process. Ms. Thalhofer added that they initially hoped to mimic Tri Com where the Board has control and runs the business aspect through the Director. However, we cannot support that model of operation. What she is looking for today is a philosophy; some direction for moving forward.

Some discussion followed regarding next steps and direction. Chair Runyon refocused on Mr. Stone's questions and indicated that the financial portion of the process should be addressed first. Ms. Shaw suggested that since making Public Health a separate entity is going to be a huge struggle, they might consider having a written agreement that Public Health employees are actually Wasco County employees for benefits and salaries but governed by the Board of Health. The group agreed that all options should be considered.

Ms. Thalhofer reemphasized her request for clear direction. She is anxious to move forward, but wants to be sure she is moving in the right direction.

Commissioner Holliday stated that they have talked about the size of the board and about ideas to make the process better - reminding them that they have been making forward movement. Chair Runyon restated that it is important to get down to the actual numbers.

Further discussion ensued around the logistics of insurance. Chair Runyon asked that a work session be scheduled on their calendar to get issues resolved.

Chair Runyon called a recess at 11:37 a.m.

The Board reconvened at 11:45 a.m.

BID OPENING - Sale of Wrecked 2005 Dodge Durango.

Chair Runyon opened the bid received for the 2005 Dodge Durango. The bid was for \$51.50 from Matt Morris. Mr. Stone advised that the vehicle is basically junk taking up space in a facility they are trying to clear.

{{{Commissioner Hege moved to accept the bid from Matt Morris for \$51.50. Commissioner Holliday seconded the motion which passed unanimously.}}}

CONSIDERATION AND APPROVAL of the Special Session Consent Agenda of January 25, 2012

Ms. Morris pointed out that Item #4 was not included in the packet.

{{Commissioner Hege moved to approve the Consent Calendar with the exception of Item #4. Commissioner Holliday seconded the motion which passed unanimously.}}

INTENT TO AWARD BID for the Hunt Park Redevelopment Project.

Chair Runyon stated intent to award bid for Hunt Park redevelopment project.

Darrin Eckman, Engineer for Wasco County, was called on to present his recommendation. Mr. Eckman reviewed his recommendation to work with County staff to develop an overall design of the park, putting Phase I and Phase II out for bid.

He recommends that the Board award the Bid to A.G. Ontko Contracting, LLC. He spoke to Greg Ontko numerous times and is comfortable with his bid as submitted. Bid tabulation is the correct amount. There are items for which he is lower than other bidders for the project.

Some discussion occurred.

Tyler stated the only thing to add is we talked about the different proposers on this bid. We did not see any reason to disqualify anyone other than the ones that he is recommending.

Fred Davis, Facilities Manager, stated he spoke to Eric Nisley, Wasco County District Attorney, regarding minor discrepancies on the bid. Based on what he understood there is no justification under our rules to allow us to disqualify him.

Mr. Eckman added that under Oregon law the contractors would be required to issue a bid bond, in this case \$11,000.00. If the Commission decides to enter into a contract; they are then required to issue performance and payment bond for 100% of the bid amount. We are always looking for lien releases throughout the project. The overall budget includes engineering, fees and the drain field.

Mr. Eckman said right now it looks good with \$222,000.00 in construction; it is not a formal budget. Other major components include approximately \$8,800.00 in fees to Wasco Electric Cooperative. In addition the existing sanitation system and drain field is at capacity; therefore the new RV spaces will require an additional drain field which will require a permit from DEQ – approximately \$3,500.00. Also, the water line that is installed in the RV space and sewer line to septic tank require a plumbing permit; the

RV site requires a site development permit from Building Codes which is \$1,500.00 total. Engineering fees will be about \$42,000.00. They are looking at another \$30,000.00 to \$45,000.00 to finish the permitting of DEQ and project management, etc.

Other items discussed: drain field construction for an estimated \$20,000.00, a new water service to the west end of RV park area for an estimated \$3,000.00, extending water service to Ken Webb Kitchen for an estimated \$1,500.00.

Mr. Eckman expressed some concern about providing for contingency on construction; normally 5% is sufficient. With low bid he wants to figure about 15%. He sees the Contingency being used for a change order.

Commissioner Hege would like to see money going back into the general fund. Mr. Stone stated that the new spaces will add additional revenue from the State Parks, which was the intent moving forward with this project. Full service campsites are the most requested; for every one we create we will see more revenue coming in. The County started this process 4 years ago.

Chair Runyon asked for comments from the Fair Board. Ken Polehn, Fair Board member, said he would like to see any available dollars spent on the fairgrounds. Most of the equipment was installed in the 1930s and 1940s and is now failing. The Board wants the fairgrounds to live up to its potential for the County as well as the fair. If we continue making improvements we can do more promotion around the State. As a business model it has a lot of potential to increase the revenues.

Commissioner Holliday stated that at some point the General Fund should be reimbursed. She would like to see that we use some of these funds for marketing; it does it not have to be done immediately.

Ms. Morris asked what the time frame is for when for beginning and completion of the project.

Mr. Eckman replied that if the Commission awarded immediately, construction would begin in mid-February and wrap up the mid-April. He anticipates final completion by June 30.

Commissioner Holliday noted that the full hook-ups in Maupin have waiting list for use. She feels that we will fill up any full spaces we provide.

Mr. Eckman said that if Contingency does not get spent the County would have somewhere between \$20,000.00 and \$50,000.00 to spend. Would the Commission want to entertain the idea of creating more spaces or does the Commission want to keep the project costs at 20 spaces and whatever money that is not expended go back to the state?

Chair Runyon replied that that would probably be a future discussion.

Mr. Polehn interjected that the Fair Board would be in support of that option. Commissioner Holliday agreed saying it is an opportunity we should not miss; there is a need for additional spaces. Mr. Eckman noted that the County could do a change order after the fact.

Commissioner Hege stated that it makes sense to look at the option although he is not ready to commit as much money as we have. He wants to make sure that the 20 spaces are functional. He cautioned that general fund dollars need to be used very carefully; it makes sense to get the money back as quickly as possible and the Fair will realize additional revenue from the improvements being made.

{{{Commissioner Hege moved to accept Tenneson's recommendation to a to accept the bid from A.G. Ontko Contracting, LLC . Commissioner Holliday seconded the motion which passed unanimously.}}}

Mr. Eckman said he will prepare the intent to award today; it needs to be published for 7 days. Hearing no appeal he would present it to the Chair next Wednesday for signature.

The session was adjourned at 12:28 p.m.

The Board signed:

- Resolution in the matter of accepting and appropriating unanticipated Oregon Health Authority PMP Accreditation Readiness Grant Funds in the amount of \$12,500.00 during Fiscal Year 2011-2012.
- Regular Session Minutes of November 9, 2011.
- Regular Session Minutes of December 21, 2011.

WASCO COUNTY BOARD
OF COMMISSIONERS

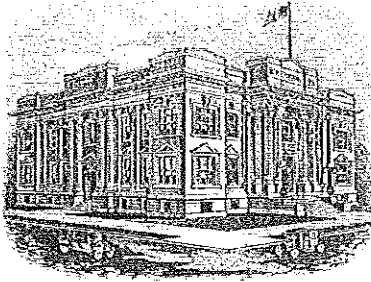
Rod L. Runyon, Chair of Commission

Sherry Holliday, County Commissioner

Scott C. Hege, County Commissioner

Consent Agenda Item
Delinquent Property Taxes

- [Tax Collector Request](#)
- [Property Listings](#)
- [Order 12-037 Canceling Delinquent Real Property Taxes](#)



WASCO COUNTY

Dept. of Assessment & Tax

511 WASHINGTON ST # 208
THE DALLES, OREGON 97058-2237

Assessment (541) 506-2510

Tax (541) 506-2540

Fax (541) 506-2511

TIM R. LYNN
ASSESSOR / TAX COLLECTOR

DONNA MOLLET
CHIEF DEPUTY ASSESSOR

DARLENE LUFKIN
CHIEF APPRAISER

SYLVIA LOEWEN
CHIEF TAX DEPUTY

DATE: September 13, 2012

TO: Wasco County Board of County Commissioners

FROM: Tim R. Lynn
S Wasco County Assessor & Tax Collector
by Sylvia Loewen, Chief Tax Deputy

SUBJECT: Cancelling Property Taxes

I am requesting the Wasco County Board of County Commissioners for an Order Cancelling Delinquent Property Taxes, pursuant to ORS 311.795(2). Said ORS authorizes the Wasco County Board of County Commissioners to cancel all delinquent real property taxes and the interest and penalties thereon, if the total is less than \$5.00.

Please find attached a list of real property accounts that meet this criterion. Please be aware that the accounts that have been lined off this list represent accounts in which this is the total tax amount. Therefore, these accounts will go through the foreclosure process.

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
12804	BURKHART CHARLES V		MAP: 7S 15E 33B 200		
	410 NE MEADOWLARK LN	2011	1.27	.12	1.39
	MADRAS, OR 97741				
				FEEES: :	
				TOTAL DUE:	1.39
4283	CAMPBELL DAVID		MAP: 1N 13E 3CD 10200		
	PO BOX 198	2011	.08	.00	.08
	TROUT LAKE, WA 98650				
				FEEES: :	
				TOTAL DUE:	.08
11688	COLUMBIA EMPIRE FARMS INC		MAP: 7S 15E 1500		
	C/O PAMPLIN R B CORP	2011	2.22	.12	2.34
	PO BOX 1				
	DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	2.34
12644	COLUMBIA EMPIRE FARMS INC		MAP: 6S 14E 4600		
	C/O PAMPLIN R B CORP	2011	.37	.02	.39
	PO BOX 1				
	DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.39
12648	COLUMBIA EMPIRE FARMS INC		MAP: 6S 14E 3000		
	C/O PAMPLIN R B CORP	2011	.29	.02	.31
	PO BOX 1				
	DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.31
12674	COLUMBIA EMPIRE FARMS INC		MAP: 6S 15E 1900		
	C/O PAMPLIN R B CORP	2011	.50	.03	.53
	PO BOX 1				
	DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.53
12675	COLUMBIA EMPIRE FARMS INC		MAP: 6S 15E 2000		
	C/O PAMPLIN R B CORP	2011	.50	.03	.53

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 1 DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.53
12687	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 15E .83	2200 .04	.87
				FEEES: :	
				TOTAL DUE:	.87
12742	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 14E .42	100 .02	.44
				FEEES: :	
				TOTAL DUE:	.44
12792	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 15E .30	500 .02	.32
				FEEES: :	
				TOTAL DUE:	.32
12793	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 15E .51	900 .03	.54
				FEEES: :	
				TOTAL DUE:	.54
12794	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 15E .45	200 .02	.47
				FEEES: :	
				TOTAL DUE:	.47
12798	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP	2011	MAP: 7S 15E .14	300 .01	.15

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 1 DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.15
12810	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 15E .91	2800 .05	.96
				FEEES: :	
				TOTAL DUE:	.96
12814	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 15E .87	2900 .05	.92
				FEEES: :	
				TOTAL DUE:	.92
12817	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 7S 15E .84	3100 .04	.88
				FEEES: :	
				TOTAL DUE:	.88
12871	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 8S 14E .93	1500 .05	.98
				FEEES: :	
				TOTAL DUE:	.98
12887	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 8S 15E .34	700 .02	.36
				FEEES: :	
				TOTAL DUE:	.36
12888	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP	2011	MAP: 8S 15E .84	800 .04	.88

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 1 DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.88
12889	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 8S 15E 900 2.85	.15	3.00
				FEEES: :	
				TOTAL DUE:	3.00
12890	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 8S 15E 1100 1.62	.09	1.71
				FEEES: :	
				TOTAL DUE:	1.71
12892	COLUMBIA EMPIRE FARMS INC C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 8S 15E 1300 1.34	.07	1.41
				FEEES: :	
				TOTAL DUE:	1.41
11722	COLUMBIA EMPIRE FARMS INC ET AL C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 8S 15E 4400 1.30	.07	1.37
				FEEES: :	
				TOTAL DUE:	1.37
12213	DALBERO VEVA D PO BOX 1243 SISTERS, OR 97759	2011	MAP: 6S 16E 36AC 1400 .61	.03	.64
				FEEES: :	
				TOTAL DUE:	.64
8399	DAVIS LARRY L PO BOX 564	2011	MAP: 1N 13E 10AB 7200 4.52	.42	4.94

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	POMEROY, WA 99347				
				FEEES: :	
				TOTAL DUE:	4.94
10931	DELCO GUS & DELAYNE 78819 WOODCOCK RD TYGH VALLEY, OR 97063	2011	MAP: 4S 12E 3400 1.80	.10	1.90
				FEEES: :	
				TOTAL DUE:	1.90
3430	DIXON THOMAS W 313 W 4TH ST THE DALLES, OR 97058	2011	MAP: 1N 13E 3BB 4100 3.52	.19	3.71
				FEEES: :	
				TOTAL DUE:	3.71
6405	EDDY RICHARD J & MARY S 926 E SCENIC DR THE DALLES, OR 97058	2011	MAP: 1N 13E 10BA 7100 .40	.02	.42
				FEEES: :	
				TOTAL DUE:	.42
13536	EDWARDS JOHN & SHANNON 20328 FERNVIEW RD WEST LINN, OR 97068-9256	2011	MAP: 2N 12E 30 1000 .49	.03	.52
				FEEES: :	
				TOTAL DUE:	.52
7851	FADNESS STUART E 2419 W 13TH ST THE DALLES, OR 97058	2011	MAP: 2N 13E 32DB 2900 U01 .38	.02	.40
				FEEES: :	
				TOTAL DUE:	.40
10898	FRANKS-BERRY DARLENE 4730 PIERCE ST WHEAT RIDGE, CO 80033	2011	MAP: 4S 12E 9DB 800 .20	.01	.21
				FEEES: :	
				TOTAL DUE:	.21
7788	FROST JOANNE K FROST AMY J	2011	MAP: 1N 13E 18B 900 .88	.05	.93

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	5160 MILL CREEK RD THE DALLES, OR 97058				
				FEEES: :	
				TOTAL DUE:	.93
15865	GALLAGHER JR DANIEL D 7662 ESTATE CIRCLE LONGMONT, CO 80503-7261	2011	MAP: 2N 12E 4 500 2.63	.14	2.77
				FEEES: :	
				TOTAL DUE:	2.77
11650	HEDGECOKE DALE PO BOX 35 ANTELOPE, OR 97001	2011	MAP: 7S 17E 32CC 1300 .01	.00	.01
				FEEES: :	
				TOTAL DUE:	.01
9686	HENRIKSEN FRANCES A PO BOX 189 BELLEVUE, ID 83313	2011	MAP: 2S 12E 35CD 700 .12	.01	.13
				FEEES: :	
				TOTAL DUE:	.13
11426	HODGEN DAVON C & RORY M 29 S DV COOL RD TYGH VALLEY, OR 97063	2011	MAP: 4S 12E 10BD 600 .01	.00	.01
				FEEES: :	
				TOTAL DUE:	.01
13044	JOHNSON JAN D & JOANNA M PO BOX 250 CLACKAMAS, OR 97015	2011	MAP: 5S 12E 30 500 .65	.06	.71
				FEEES: :	
				TOTAL DUE:	.71
1332	JOHNSTON JEFFREY M BUCHANAN CARRIE J PO BOX 1245 SISTERS, OR 97759	2011	MAP: 2N 13E 17BD 1300 1.75	.09	1.84
				FEEES: :	
				TOTAL DUE:	1.84
11655	KASEBERG DARELL D PO BOX 40	2011	MAP: 7S 17E 32CC 2200 1.34	.07	1.41

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	ANTELOPE, OR 97001				
				FEEES: :	
				TOTAL DUE:	1.41
13662	KEYS TYLER W		MAP: 2N 12E 12BA 200		
	270 WOODCREST RD	2011	1.44	.13	1.57
	KEY BISCAVNE, FL 33149				
				FEEES: :	
				TOTAL DUE:	1.57
8741	KING FRANK		MAP: 1S 12E 18 500		
	WILLIAMS LORI	2011	1.64	.09	1.73
	15185 S BEATON RD				
	OREGON CITY, OR 97045				
				FEEES: :	
				TOTAL DUE:	1.73
8295	LANGE LARRY J & FRANCES		MAP: 1N 13E 4CC 6400		
	729 SUNSET VALLEY DR	2011	.01	.00	.01
	THE DALLES, OR 97058				
				FEEES: :	
				TOTAL DUE:	.01
15298	LESCHUK NATALIA		MAP: 1S 12E 5000		
	2921 NW 9TH AVE	2011	2.48	.13	2.61
	CAMAS, WA 98607				
				FEEES: :	
				TOTAL DUE:	2.61
1222	LYNCH BRADFORD L		MAP: 2N 12E 22 5400		
	PO BOX 114	2011	.40	.02	.42
	HERMISTON, OR 97838-0114				
				FEEES: :	
				TOTAL DUE:	.42
11528	MAGILL JOHN B RT		MAP: 4S 13E 4200		
	MAGILL JUDY L RT	2011	3.96	.37	4.33
	5707 E 32ND ST LOT 633				
	YUMA, AZ 85365-1240				
				FEEES: :	
				TOTAL DUE:	4.33
15059	MARTIN MARIETTA ALUMINUM CORP		MAP: 2N 13E 28 800		
	C/O THOMPSON RAY	2011	.03	.00	.03

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 8048 BLDG 100 RM U4632 PHILADELPHIA, PA 19101-8048				
				FEEES: :	
				TOTAL DUE:	.03
15060	MARTIN MARIETTA ALUMINUM CORP C/O THOMPSON RAY PO BOX 8048 BLDG 100 RM U4632 PHILADELPHIA, PA 19101-8048	2011	MAP: 2N 13E 28 800 .01	.00	.01
				FEEES: :	
				TOTAL DUE:	.01
15064	MARTIN MARIETTA ALUMINUM CORP C/O THOMPSON RAY PO BOX 8048 BLDG 100 RM U4632 PHILADELPHIA, PA 19101-8048	2011	MAP: 2N 13E 33 100 .04	.00	.04
				FEEES: :	
				TOTAL DUE:	.04
9737	MC MANIGAL JOHN W & MARLENE 63470 CENTER RIDGE RD DUFUR, OR 97021	2011	MAP: 2S 15E 900 2.52	.13	2.65
				FEEES: :	
				TOTAL DUE:	2.65
8100	MELTON LINDA E 21333 SE ALDER ST GRESHAM, OR 97030	2011	MAP: 1N 13E 2DB 300 U02 1.81	.17	1.98
				FEEES: :	
				TOTAL DUE:	1.98
82075	MIDWEST RAILCAR CORPORATION ATTN MICHELLE NATION CPA 4949 AUTUMN OAKS DR SUITE B MARYVILLE, IL 62062	2011	MAP: .23	.01	.24
				FEEES: :	
				TOTAL DUE:	.24
10441	MILLER JAMES A ET AL 11805 SW LYNNFIELD LN PORTLAND, OR 97225	2011	MAP: 4S 13E 1300 .01	.00	.01
				FEEES: :	
				TOTAL DUE:	.01
13147	MYERS GARY LLOYD O'DELL PEGGY E	2011	MAP: 5S 11E 25A 2100 1.11	.06	1.17

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ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	1815 SE SHEARETT PORTLAND, OR 97202				
				FEEES: :	
				TOTAL DUE:	1.17
11926	NORDSTROM PAUL R & RAYNA L 6794 NE JUNIPER RIDGE RD REDMOND, OR 97756	2011	MAP: 4S 14E 32DA 3200 2.00	.11	2.11
				FEEES: :	
				TOTAL DUE:	2.11
11711	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 2000 1.14	.06	1.20
				FEEES: :	
				TOTAL DUE:	1.20
11714	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 3000 3.53	.19	3.72
				FEEES: :	
				TOTAL DUE:	3.72
11715	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 2900 3.31	.18	3.49
				FEEES: :	
				TOTAL DUE:	3.49
11723	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 4500 .93	.05	.98
				FEEES: :	
				TOTAL DUE:	.98
11726	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP	2011	MAP: 8S 15E 5000 .18	.01	.19

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 22005 PORTLAND, OR 97269-2005				
				FEEES: :	
				TOTAL DUE:	.19
12875	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 14E 1.68	2800 .09	1.77
				FEEES: :	
				TOTAL DUE:	1.77
12876	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 14E 4.32	2900 .23	4.55
				FEEES: :	
				TOTAL DUE:	4.55
12886	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 3.81	500 .20	4.01
				FEEES: :	
				TOTAL DUE:	4.01
12899	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 1.23	2100 .07	1.30
				FEEES: :	
				TOTAL DUE:	1.30
12902	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP PO BOX 22005 PORTLAND, OR 97269-2005	2011	MAP: 8S 15E 1.53	3000 .08	1.61
				FEEES: :	
				TOTAL DUE:	1.61
12903	PAMPLIN JR R B ET AL C/O PAMPLIN R B CORP	2011	MAP: 8S 15E 1.66	2900 .09	1.75

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 22005 PORTLAND, OR 97269-2005				
				FEEES: :	
				TOTAL DUE:	1.75
14228	PINE HOLLOW FIRE DEPT CORP C/O BARLOW WATER IMPROVEMENT 11 S COUNTY RD #B WAMIC, OR 97063	2011	MAP: 4S 12E 4DC 800 .25	.01	.26
				FEEES: :	
				TOTAL DUE:	.26
17151	PRATT NORMAN L & JOAN P 5915 HWY 35 MT HOOD PARKDALE, OR 97041	2011	MAP: 1N 13E 2CD 6401 2.33	.12	2.45
				FEEES: :	
				TOTAL DUE:	2.45
10759	RAMIREZ GREG & CORRINE E 27601 SE SUNRAY DR BORING, OR 97009	2011	MAP: 4S 11E 14CB 4700 .26	.01	.27
				FEEES: :	
				TOTAL DUE:	.27
11577	REIMER JUNE 1456 TARA LN TERRY, MS 39170-8461	2011	MAP: 8S 17E 5BA 1000 .88	.05	.93
				FEEES: :	
				TOTAL DUE:	.93
15835	REYNOLDS CHONG C ET AL 12 SW 4TH ST MADRAS, OR 97741	2011	MAP: 2N 12E 16B 1201 .04	.00	.04
				FEEES: :	
				TOTAL DUE:	.04
46	ROBERTS DARRELL L HORNUNG TRACIE A PO BOX 613 MOSIER, OR 97040	2011	MAP: 2N 11E 1CB 2100 .01	.00	.01
				FEEES: :	
				TOTAL DUE:	.01
12215	RODAKOWSKI SY C/O RODAKOWSKI BRAD	2011	MAP: 6S 16E 36AC 2000 1.77	.09	1.86

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	19875 SW MILITARY LN BEAVERTON, OR 97007-8731				
				FEEES: : TOTAL DUE:	1.86
12280	RODAKOWSKI SY C/O RODAKOWSKI BRAD 19875 SW MILITARY LN BEAVERTON, OR 97007-8731	2011	MAP: 6S 16E 36DB 2900 1.46	.08	1.54
				FEEES: : TOTAL DUE:	1.54
222	SAWYER LAWRENCE L ET AL 20744 SW BINGO LANE ALOHA, OR 97006	2011	MAP: 1N 12E 900 .65	.03	.68
				FEEES: : TOTAL DUE:	.68
12234	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36AC 4100 1.04	.06	1.10
				FEEES: : TOTAL DUE:	1.10
12237	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36AC 4600 3.27	.17	3.44
				FEEES: : TOTAL DUE:	3.44
12238	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36AC 4700 2.88	.15	3.03
				FEEES: : TOTAL DUE:	3.03
12253	SHANIKO CORP C/O PAMPLIN R B CORP	2011	MAP: 6S 16E 36AC 6500 .41	.02	.43

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 1 DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	.43
12256	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36DB 200 .94	.05	.99
				FEEES: :	
				TOTAL DUE:	.99
12296	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36DB 4700 4.50	.24	4.74
				FEEES: :	
				TOTAL DUE:	4.74
12297	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36DB 4800 4.50	.24	4.74
				FEEES: :	
				TOTAL DUE:	4.74
12298	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36DB 4400 3.27	.17	3.44
				FEEES: :	
				TOTAL DUE:	3.44
12306	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36DB 5700 .94	.05	.99
				FEEES: :	
				TOTAL DUE:	.99
14897	SHANIKO CORP C/O PAMPLIN R B CORP	2011	MAP: 6S 16E 36DB 4600 3.27	.17	3.44

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	PO BOX 1 DUNDEE, OR 97115				
				FEEES: :	
				TOTAL DUE:	3.44
14898	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36DB 4500 3.27	.17	3.44
				FEEES: :	
				TOTAL DUE:	3.44
15237	SHANIKO CORP C/O PAMPLIN R B CORP PO BOX 1 DUNDEE, OR 97115	2011	MAP: 6S 16E 36AC 4900 3.80	.20	4.00
				FEEES: :	
				TOTAL DUE:	4.00
6877	SIMEON RICHARD A ET AL 15111 NE ROSE PKWY PORTLAND, OR 97230-4524	2011	MAP: 1N 11E 14 500 .09	.00	.09
				FEEES: :	
				TOTAL DUE:	.09
1423	SPRAGUE JAYSON C & JULIE 970 INDIAN CREEK RD HOOD RIVER, OR 97031	2011	MAP: 2N 11E 11 800 .03	.00	.03
				FEEES: :	
				TOTAL DUE:	.03
10116	STEELE DAVID & PAMELA 408 NE 156TH PORTLAND, OR 97230	2011	MAP: 2S 12E 10 1000 2.45	.13	2.58
				FEEES: :	
				TOTAL DUE:	2.58
12671	SULLIVAN GAIL PO BOX 372 WINTERS, CA 95694	2011	MAP: 6S 14E 19B 1500 A01 .99	.05	1.04
				FEEES: :	
				TOTAL DUE:	1.04
14856	TAMMY HALL FLORAL 405 1/2 E 2ND ST	2011	MAP: 1N 13E 3BD 2200 A03 1.48	.08	1.56

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TAX MISCELLANEOUS PRINTS

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OWNERS WITH OPEN BALANCES

ACCOUNT #	OWNER	YEAR	TAX AMT	INTEREST	TOTAL DUE
	THE DALLES, OR 97058				
				FEEES: :	
				TOTAL DUE:	1.56
14273	WASCO ELECTRIC COOP INC PO BOX 1700 THE DALLES, OR 97058	2011	MAP: 4S 14E 1600 .38	.02	.40
				FEEES: :	
				TOTAL DUE:	.40
10640	WEBB JOSHUA & RACHEL PO BOX 451 TYGH VALLEY, OR 97063	2011	MAP: 4S 13E 10BB 700 1.12	.06	1.18
				FEEES: :	
				TOTAL DUE:	1.18
409	WILEY CECELIA D PO BOX 244 MOSIER, OR 97040	2011	MAP: 2N 12E 31 1300 .92	.05	.97
				FEEES: :	
				TOTAL DUE:	.97
413	WILEY CECELIA D PO BOX 244 MOSIER, OR 97040	2011	MAP: 2N 12E 31 1000 .67	.04	.71
				FEEES: :	
				TOTAL DUE:	.71
2463	WINGO LARRY & EUSTOLIA 1108 STARLIGHT DR THE DALLES, OR 97058	2011	MAP: 2N 13E 30CA 3400 .10	.01	.11
				FEEES: :	
				TOTAL DUE:	.11
4962	WINTERS JEFFREY & CATHY 3895 BROWNS CREEK RD THE DALLES, OR 97058	2011	MAP: 1N 13E 4AB 6400 1.52	.08	1.60
				FEEES: :	
				TOTAL DUE:	1.60
7303	WOOD JACK M & KATHY V 1721 E 16TH ST	2011	MAP: 1N 12E 22CC 100 1.47	.08	1.55

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Wasco County

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TAX MISCELLANEOUS PRINTS

OWNERS WITH OPEN BALANCES

<u>ACCOUNT #</u>	<u>OWNER</u>	<u>YEAR</u>	<u>TAX AMT</u>	<u>INTEREST</u>	<u>TOTAL DUE</u>
	THE DALLES, OR	97058			
				FEEES: :	
				TOTAL DUE:	1.55

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF CANCELING) O R D E R
DELINQUENT REAL PROPERTY TAXES.) #12-037

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That ORS 311.795(2) authorizes a Board of Commissioners to cancel all delinquent real property taxes and the interest and penalties thereon if the total is less than \$5.00; and

IT FURTHER APPEARING TO THE BOARD: That the Wasco County Department of Assessment & Tax has requested by the attached and by this reference incorporated herein memorandum that the Board of Commissioners cancel the listed real property taxes.

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1 - ORDER

NOW, THEREFORE, IT IS HEREBY ORDERED: That the attached list of real property tax accounts amounting to less than \$5.00 on September 19, 2012, be canceled effective September 20, 2012.

DATED this 19th day of September, 2012.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Chair of Commission

Sherry Holliday, Commissioner

Scott C. Hege, Commissioner

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Consent Agenda Item
NOCOR Inspection

- [Inspection Resolution](#)

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE INSPECTION)
OF THE NORTHERN OREGON REGIONAL) R E S O L U T I O N
CORRECTIONAL FACILITIES.) #12-016

WHEREAS, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

WHEREAS, that pursuant to ORS 169.040(1) the Board of Commissioners of a County with a local correctional facility located therein is the inspector thereof; and

WHEREAS, that the above noted inspections must be conducted once per each regular term; and

WHEREAS, that on the 19th day of June, 2012, the Wasco County Board of Commissioners, consisting of Commission Chair Rod Runyon, County Commissioner Sherry Holliday and County Commissioner Scott

Hege, conducted a full inspection of the Northern Oregon Regional Correctional Facilities (NORCOR), specifically the cleanliness of the facility and the health and discipline of the persons confined; and

WHEREAS, that during said inspection the Board heard reports on the operation and function of NORCOR's Juvenile Detention by Detention Manager Jeff Justesen and Executive Director James Weed; and

WHEREAS, that during said inspection the Court heard reports on the operation and function of NORCOR's Adult Corrections by NORCOR Executive Director James Weed; and

NOW, THEREFORE, IT IS HEREBY RESOLVED: That it appears NORCOR's Adult Corrections and Juvenile Detention Facilities are sufficiently clean, its health facilities are adequate, its inmates are sufficiently monitored and well disciplined, and the facilities appear in good operating order; and

IT IS HEREBY FURTHER RESOLVED: That the Board of Commissioners' inspection found no deficiencies of the NORCOR operations; and

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IT IS HEREBY FURTHER RESOLVED: That no report to the District Attorney is necessary.

DATED this 19th day of September, 2012.

WASCO COUNTY BOARD
OF COMMISSIONERS

Sherry Holliday, Chair of Commission

Scott C. Hege, County Commissioner

Rod L. Runyon, County Commissioner

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Agenda Item
Investment Policy

- [2003 Wasco County Investment Policy](#)

WASCO COUNTY
May, 2003

FILED
WASCO COUNTY

2003 MAY 23 P 3:29

**INVESTMENT POLICY GUIDELINES FOR
ALL BUDGETED FUNDS & TREASURER'S TRUST FUNDS
EXCLUDING THE UNSEGREGATED TAX FUND**

REBRETTON COATS
COUNTY CLERK

SCOPE:

This policy applies to activities of Wasco County with regard to investing the financial assets of all funds (including bond and net proceeds funds), except for the Unsegregated Tax Fund. Unsegregated Taxes will be invested in a separate account and will not be commingled with other moneys for the purpose of investing. Other than bond proceeds or other unusual situations, the total of all funds ranges from approximately \$6,500,000.00 to \$13,000,000.00. This policy provides direction for the following funds:

- A. General Fund
- B. Capital Project Funds
- C. Road Department Funds
- D. All Other Budgeted Funds
- E. Treasurer's Trust Funds

These funds will be invested in compliance with Oregon Law. Investments of any tax-exempt borrowing proceeds and any related debt service funds will comply with the arbitrage restrictions in all applicable Internal Revenue Codes.

INVESTMENT OBJECTIVES:

It shall be the policy of Wasco County to maximize the investment of its' surplus funds within the guidelines set forth herein. The primary objective of Wasco County's Investment Policy is the preservation of capital and the protection of investment principal. Investments shall be made first on the basis of legality, safety and liquidity, respectively, then on the rate of return, attempting to attain a market rate of return throughout budgetary and economic cycles.

DELEGATION OF AUTHORITY:

The Wasco County Treasurer is the designated investment officer of Wasco County and is responsible for investment decisions, under the review of the Wasco county Court. In the absence of the investment officer, the Chief Treasurer's Deputy shall perform the duties. The investment officer is responsible for setting investment policy and guidelines subject to review and adoption by the Wasco County Court and, if required, review and comment by the Oregon Short-Term Fund Board. Further, the Wasco County Treasurer will be responsible for the day-to-day operations of the investment process which includes but is

not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, producing necessary reports, and supervising staff. In addition to the active management of the investment portfolio, the Wasco County Treasurer is responsible for the maintenance of other written administrative procedures consistent with this policy and the requisite compliance. Finally, the Wasco County Treasurer shall be responsible for committing adequate financial support for staffing, training, telecommunications and computer hardware, systems and software, and any other necessary resources deemed appropriate for incremental benefit to the investment and cash management programs.

INVESTMENT STANDARD PRUDENCE:

Investments shall be made under the prudent investor's rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

SECURITY SAFEKEEPING:

Purchased investment securities will be delivered by either Fed book entry; DTC; or physical delivery, and held in third party safekeeping with a designated custodian. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of securities will be on a delivery versus payment basis. The custodian shall issue a safekeeping receipt to the Wasco County Treasurer listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, cusip number, purchase or sale price, transaction date, and other pertinent information. Delivery versus payment will also be required for all repurchase transactions and with the collateral priced and limited in maturity in compliance with ORS 294.035(11). Demand and time deposit shall be collateralized through the state collateral pool as required by statute for any excess over the amount insured by an agency of the United State government.

ACCOUNTING METHOD:

Wasco County shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

INTERNAL CONTROLS:

The Wasco County Treasurer shall maintain a system of written internal controls which shall be reviewed and tested by the independent auditor annually or upon any extraordinary event, i.e. turn-over of key personnel, the discovery of any inappropriate activity.

REPORTING REQUIREMENTS:

The investment officer shall generate daily and monthly reports for management purposes. In addition, the Wasco County Court will be provided monthly reports which will include but not necessarily be limited to: portfolio activity, instruments held, market valuation, as well as any narrative necessary for clarification.

INVESTMENT POLICY ADOPTION:

This investment policy will be formally adopted by the Wasco County Court. If investments exceeding a maturity of eighteen months are contemplated, further review and comment by the Oregon Short-Term Fund Board will be sought and thereafter this policy will be readopted annually even if there are no changes (ORS 294.135a).

AUTHORITY TO INVEST FOR OTHER ENTITIES:

The Wasco County Treasurer shall not serve as the custodian for the investment of funds on behalf of any other jurisdiction, agency, district or entity, except where required by statute. In such cases, the governing body of said other jurisdiction, agency, district or entity shall annually furnish to the Wasco County Treasurer, a written order authorizing the Wasco County Treasurer to invest the funds pursuant to Oregon Revised Statutes and in conformance with the Investment Policy and further indemnifying and holding the County harmless from and against any and all claims, liabilities, demands, actions or damages incurred in connection with, or in any way relating to, such investment. Such order shall be spread upon the minutes or journal of the governing body. The governing body of said other jurisdiction, agency, district or entity shall furnish a copy of the minutes upon which the order has been spread along with the written order authorizing investing.

QUALIFIED INSTITUTIONS:

The investment officer shall maintain a list of all authorized broker/dealers and financial institutions which are approved for investment purposes or investment dealings. Any firm is eligible to make an application to Wasco County and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the Wasco County Treasurer's discretion. At the request of Wasco County, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of Condition (Call report) for review. Further, there should be in place, proof as to all the necessary credentials and licenses held by employees of the broker/dealers who will have contact with Wasco County as specified by but not

2003-0176 (2)

necessarily limited to the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc. Wasco County shall conduct an annual evaluation of each firm's credit worthiness to determine if it should remain on the list. If the investment officer is unable to analyze an institution's creditworthiness to some degree, then deposits in that institution shall be limited to the amount which is covered by FDIC or FSLIC insurance (\$100,000). Securities broker/dealers not affiliated with a bank shall be required to have an office located in Oregon and be classified as reporting dealers affiliated with the Federal Reserve as primary dealers.

INVESTMENT MATURITY:

Maturity limitations shall depend upon whether the funds being invested are considered short-term or long-term funds. All funds shall be considered short-term except those reserved for capital projects i.e. bond proceeds and special prepayments being held for debt retirement. Except for special situations, as directed by the Wasco County Treasurer, investments shall be limited to maturities not exceeding 18 months (ORS 294.135).

Funds considered short-term will be invested to coincide with projected cash needs or with the following serial maturity:

50% minimum to mature under three months.

25% maximum to mature over one year out to eighteen months.

For Funds considered long-term (over eighteen months) shall be held to a maximum maturity of three years. Maturities shall be structured to meet anticipated cash needs. For example, investments of capital project funds shall be timed to meet projected contractor payments.

PORTFOLIO DIVERSIFICATION:

The investment portfolio shall remain sufficiently liquid to meet Wasco County's operating requirements. Investments shall be diversified by type and financial institution in order that risks be minimized. However, it is recognized it may be necessary for the purpose of liquidity or yield to at times be 100% invested with the Local Government Pool.

PERMITTED INVESTMENTS:

The County will maintain a diversity of investment according to type and institution as follows:

PERMITTED INVESTMENTS:	PERCENT OF PORTFOLIO:
U.S. Treasury Bills, Notes and Bonds & Strips	100% Maximum
Federal Agency Bonds & Discount Notes	100% Maximum
Oregon Short-Term Investment Pool (1)	100% Maximum
Banker's Acceptances (2)	25% Maximum
Time Certificates of Deposit & all other interest-bearing accounts (3)	
Commercial Banks (FDIC Insured)	\$100,000.00
Commercial Banks (over \$100,000)	60% Maximum
Commercial Paper (4)	25% Maximum
Repurchase Agreements (5)	10% Maximum

No other type of investment or deposit shall be permitted without the prior express written approval of the Wasco County Treasurer and the Wasco County Court. The purchase of financial forwards or futures and leveraged investment purchases are not allowed.

(1) Oregon Short-Term Investment Pool: The maximum amount to be placed in the Short-Term Investment Pool shall be \$30,000,000 as per ORS 294.810.

(2) Banker's Acceptances: All Banker's Acceptances will be purchased from Oregon Financial Institutions.

(3) Time Certificates of Deposit and All Other Interest Bearing Accounts: All Time Certificates of Deposits and other interest bearing accounts will be with Oregon Financial Institutions only.

A. Investment and deposits with banks having total institutional deposits of less than \$2,000,000 shall be limited at all times to the FDIC Deposit Insurance limits of \$100,000.00.

B. Investments and deposits with banks for investment in excess of \$100,000, having total institutional deposits exceeding \$2,000,000, shall be secured by collateral certificates as required by ORS Chapter 295, to the extent that the amount invested in or deposited with any such bank exceeds \$100,000. In no event shall the amount invested or deposited with any bank exceed 10% of such bank's total institutional deposits, except during the real property tax collection period between November 1st and December 8th each year, during which period such limitation may be exceeded for a period of not more than 30 days.

(4) Commercial Paper: Must be in accordance with ORS 294.035 (9) inclusive.

(5) Repurchase Agreements: These shall be done in accordance with ORS 294.035(11).

COMPETITIVE SELECTION OF BIDS OR OFFERS:

Before the investment officer invests funds or sells securities prior to their maturity, competitive offers or bids will be sought from two institutions. The most favorable offer or bid will be awarded the transaction.

COLLATERALIZATION OF DEPOSITS:

Certificates of deposit and demand deposits with qualified institutions will be collateralized through the state collateral pool as required by Oregon law. (Oregon statutes provide for a collateral pool which protects ONLY UP TO 25% of public deposits.)

PERFORMANCE EVALUATION:

The performance of Wasco County will be measured against the performance of the Local Government Investment Pool, using monthly net yield of both portfolios as the yardstick.

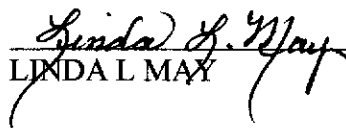
POLICY REVIEW:

Nothing herein shall be deemed to limit the power of the investment officer and the Wasco County Court to impose additional restrictions and conditions on investments and deposits in any bank, should such restrictions and conditions be deemed reasonably prudent under the circumstances.

The Wasco County Treasurer shall obtain written authorization from the Wasco County Court before any exception to the above is made.

Dated this 21st day of May, 2003.

WASCO COUNTY TREASURER


LINDA L MAY

Adopted this 21st day of May, 2003

WASCO COUNTY COURT



DAN ERICKSEN, COUNTY JUDGE




SCOTT MCKAY, COUNTY COMMISSIONER



SHERRY HOLLIDAY, COUNTY COMMISSIONER

APPROVED AS TO FORM:



Eric Nisley, District Attorney

Agenda Item
Planning Commission By-laws

- [Introductory Email](#)
- [Staff Report](#)
- [Proposed Changes](#)
- [Revised ByLaws](#)
- [Ordinance](#)



Kathy White <kathyw@co.wasco.or.us>

BOC

John Roberts <johnr@co.wasco.or.us>
To: Kathy White <kathyw@co.wasco.or.us>

Thu, Sep 6, 2012 at 10:03 AM

Here is the description for the hearing:

ADMINISTRATIVE PROJECT (PLALNG-12-05-0001): Proposed amendments to the planning commission bylaws (i.e., Wasco County Planning Commission Rules and Regulations) and the following substantive issues: Interview process, reappointment procedures, alternate positions, and other amendments to clarify and update the bylaws as deemed necessary.

I will send you a staff report, attached/revised bylaws and ordinance for adoption by next Wednesday/Thursday for packets.

I would think this is a 15-20 minute discussion.

[Quoted text hidden]



Wasco County Planning Department

“Service, Sustainability & Solutions”

2705 East Second St. • The Dalles, OR 97058
Phone: (541) 506-2560 • wcplanning@co.wasco.or.us
www.co.wasco.or.us/planning

To: Wasco County Board of Commissioners (“Board”)
From: John Roberts, Planning Director
Date: For September 19, 2012 Hearing
Re: PLALNG-12-05-0001
Update to Wasco County Planning Commission Rules and Regulations (Bylaws)

BACKGROUND

Oregon Revised Statutes (ORS) 215.030 establishes the membership and role of a county planning commission. Moreover, ORS 215.030(7) allows a local governing body to provide by ordinance alternative rules to govern the planning commission. The rules and regulations governing the planning commission were last updated and adopted on June 4, 1990 (approximately 22 years ago).

In early 2011 the Board expressed to the planning department some apprehensions regarding the planning commission appointment and reappointment process. In response to these concerns on March 2, 2011, the Acting Planning Director presented and discussed with the Board proposed changes to the Planning Commission Rules and Regulations focused on the reappointment process. For a number of reasons, the effort to bring closure to these potential changes stalled and there was no resolution on the reappointment issue or process. The new planning director identified bringing closure to updating the rules and regulations as an important work program priority.

As a result work sessions were held on **February 7 and April 3, 2012** between the Board and planning commission. The work sessions were intended to provide a venue to address the initial apprehensions raised, and discuss or flesh out possible amendments to the Planning Commission Rules and Regulations. The works sessions were valuable to both parties and a summary of the significant discussion points are as follows:

- The planning commission should include two alternates to the commission. These alternates would serve an active role on the commission and vote when a regular planning commissioner was not present. Serving as an alternate was described as being analogous to an “on-ramp” to be appointed on the planning commission.
 - The designated alternates should be expected to participate in every meeting.
 - If two alternates are designated to be on the planning commission, one should be designated as a first alternate and the other designated as the second alternate. This would clarify who votes in light of a regular commission member being absent or lack of quorum.
- Planning commission members should be recommended to the county commissioners by a five member advisory committee comprised of the Planning Commission Chairperson and Vice-Chairperson, Planning Director, County Commissioner or appointee and one City of The Dalles Planning Commissioner. This committee should undertake the process necessary to identify and

recommend candidates for the planning commission.

- The re-appointment process should start 90 days in advance of a term expiring.
- Vacancies for the planning commission should only be advertised when a reappointment is not recommended.
- Longevity on the planning commission is good and as such a limit for terms served should not be pursued. Diversity in experience, background, and geography in the county amongst planning commissioners is also encouraged.
- The chairperson and planning director should use their discretion to provide feedback to newly appointed planning commissioners after their first year of service (i.e., peer-review process).
- An application for a vacancy should not automatically imply you will be interviewed for the position.
- A “code of conduct” similar to the Gorge Commission should be explored to be included in the planning commission manual.
- The planning commission should have the ability to remove a planning commissioner if 3 meetings in 1 year are missed.
- The exact location and time of the planning commission meeting does not need to be specified in the rules and regulations. Mentioning the planning commission normally meets at 3:00 p.m., unless the commission determines otherwise, is acceptable.

Note - In addition to the aforementioned issues, administrative or “housecleaning” changes were made to enhance the organization, readability and create better consistency.

PLANNING COMMISSION RECOMMENDATION

On September 4, 2012 the planning commission reviewed the proposed Planning Commission Rules and Regulations and provided minor suggestions to improve grammar (which have been addressed). At the hearing the planning commission unanimously moved to: 1) recommend the Board approve the proposed update to the rules and regulations as submitted, 2) select a Board member to serve on the Advisory Committee, and 3) explore appointing Alternates based on the new bylaws.

OTHER

City of The Dalles Community Development Department was contacted to inform them of the proposed makeup of the Advisory Committee (i.e., one member of the Advisory Committee shall be a City of The Dalles planning commissioner appointed by the city’s planning commission). City staff took this issue/proposal to their planning commission for discussion on September 6th. At that meeting Jeff Stiles was appointed as the city’s representative.

ATTACHMENTS

Attachment A: The changes discussed and proposed to the Planning Commission Rules and Regulations are attached (hereafter referred to as the “bylaws”). These changes identify proposed amendments

through “track changes.”

Attachment B: Represents a clean version of the updated bylaws to be signed by Board.

Attachment C: Ordinance to adopt the bylaws.

RECOMMENDATION

It is recommended the Board:

- Identify and discuss any outstanding issues and suggest appropriate changes.
- Make a motion to adopt the updated bylaws (Attachment Ordinance).
- Appoint a Board member (or Board appointee) to serve on the Advisory Committee.

ATTACHMENT A

Proposed Changes to the
Wasco County Planning Commission Rules & Regulations

Recommended new language and changes are identified by
Track Changes: ~~strikethrough~~ and underline

Prepared by: John Roberts, Planning Director

BYLAWS

WASCO COUNTY PLANNING COMMISSION
RULES AND REGULATIONS

Adopted: ???/??/2012

WHEREAS, the Wasco County Planning Commission wishes to adopt BYLAWS in order to provide RULES AND PROCEDURES for its members, meetings and activities. Therefore the Wasco County Planning Commission and Board of Commissioners hereby adopted the following:

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SECTION I – ORGANIZATION OF THE PLANNING COMMISSION

A. The Wasco County Planning Commission (“Commission”) shall be composed of seven members, and may have up to two alternate members (“Alternate”), appointed by the Wasco County Board of Commissioners (“Board”).

- Alternate members shall be expected to attend all meetings and serve in a participatory role.
- An Alternate member shall serve as a regular member when a regular member is absent.
- If two Alternates are designated to be on the Commission, one should be designated as the first Alternate and the other designated as the second Alternate.
- In the event a member of the Commission is absent the first Alternate would assume a voting role. If two members of the Commission are absent both Alternates would assume a voting role.

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A.B. The ~~Planning Commission~~ (“Commission”) shall, at or before its first meeting, in each year, elect or install one of its members to serve as Chairperson and another to serve as Vice-Chairperson. Nominations for Chairperson and Vice-Chairperson shall be by oral motion, duly made and seconded, placing a name for ~~Planning~~ Commission consideration.

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~~B. Nominations for Vice-Chairperson shall be by oral motion, duly made and seconded, placing a name for Planning Commission consideration.~~

~~C. Appointment to the Planning Commission, which shall consist of seven (7.) members, shall be made by the County Court.~~

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~~D. The Planning Commission shall review all applications prior to appointment by the Court, and shall recommend all candidates that the Commission feels are qualified, Candidates for membership~~

ATTACHMENT A

~~shall submit a resume of qualifications for consideration by the Commission. The Commission may call any applicant for membership to appear for a personal interview before the Commission. Interviews shall be held at such time and place as the Chairperson directs.~~

C. Members of the Commission shall be appointed for four-year terms, or until their respective successors are appointed and qualified.

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D. New members or Alternates of the Commission may receive an evaluation from the Commission Chairperson and Planning Director during or after their initial term.

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E. A member of the Commission or Alternate who misses three (3) meetings in one year may be asked to resign or removed upon a motion, second, and majority vote by the Commission. Any vacancy shall be filled by the Board for the unexpired term of the predecessor in the office.

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F. A member of the Commission or Alternate may be removed by the Board for findings of misconduct, nonperformance of duty, or three unexcused absences from regular meetings in one year. Any vacancy shall be filled by the Board for the unexpired term of the predecessor in the office.

E.G. Members of the Commission and Alternates shall serve without compensation other than reimbursement for duly authorized expenses.

F.H. Diversity in experience, background, and geography in the county amongst Commission members is encouraged. As such ~~m~~Members of the Commission shall be residents of the various geographic areas of ~~the~~ Wasco County. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit, as individuals, or be members of any partnership or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.

~~G. Before taking office, each appointed member shall execute the following oath or affirmation:~~

~~*"I do solemnly swear (or affirm) that I will support the Constitution and laws of the United States and of the State of Oregon, and that I will diligently apply the ordinances of Wasco County, and that I will faithfully discharge the duties of Wasco County Planning Commissioner, to which office I have been appointed."*~~

~~H.I.~~ Upon taking the oath, ~~e~~Each appointed member shall be heard and vote upon any matter before the Commission, provided however, that no member shall vote nor participate in any matter as to which he may be disqualified pursuant to ~~S~~section IV of these rules. The ~~C~~hairperson is a voting member of the Commission.

~~I.J.~~ The Chairperson of the ~~P~~lanning Commission shall be the Presiding Officer at all Planning Commission meetings.

~~J.K.~~ The Vice-chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall have at such times the authority to sign appropriate documents.

~~K.L.~~ In the absence of the Chairperson and Vice-Chairperson, the remaining members shall elect a temporary Presiding Officer.

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~~L-M.~~ All decisions of the Chairperson shall be subject to review by a majority of the-of ~~Planning~~ Commission members present upon motion duly made and seconded; which motion shall have priority over all other matters.

~~M-N.~~ A majority of the appointed members, when present at any Commission meeting, shall constitute a quorum. A quorum is not necessary for the Commission to conduct work sessions, continue agenda items or to talk about discussion items.

~~N-O.~~ When a matter is called for a vote, the Chairperson shall, before a vote is taken, state the question before the ~~Planning~~ Commission in general terms, *and shall* announce the decision of the ~~Planning~~ Commission after such vote.

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~~P.~~ Decisions shall be rendered by those ~~p~~Planning ~~c~~Commissioners present, and the majority vote of those members present shall prevail. In cases of a tie vote, the decision shall be deemed a denial of the motion before the Commission.

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~~Q-O.~~ A member of the Commission may not vote on minutes for a meeting that a member did not attend. A member may not vote on a project which has been heard at a series of meetings, where the member has not been present at all meetings where the project was considered unless that member has listened to the tape recording of the meeting(s) from which they were absent.

~~R.~~ The Commission will normally meet at 3:00 p.m., on the first Tuesday of each month 7:00 p.m., on the first Monday of each month in the court rooms of the Wasco County Courthouse, The Dalles, Oregon or in such ~~other~~ location approved by a majority of the Commission. When such regular meeting date falls upon a legal holiday, the following ~~Tuesday~~Monday shall be the regular meeting date.

~~S.~~ In addition to the foregoing regular meeting dates, the Commission shall meet or conduct special meetings, at such other times, dates and places as may be deemed appropriate or necessary.

~~P-T.~~ A regular meeting shall be cancelled if no business is scheduled for discussion. The Planning Department shall notify Commission members if a meeting is to be cancelled.

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SECTION II - METHOD OF NOMINATION & APPOINTMENT: Members and alternates shall be nominated, appointed or re-appointed according to the following procedures:

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~~Q-A.~~ Selection of applicants to the ~~Planning~~ Commission shall be accomplished through an open process when there is a vacancy or a reappointment is not recommended, which shall include, at a minimum:

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- 1) Notification to Wasco County Planning Commission Advisory Committee ("Advisory Committee") of all Area Advisory Committee members by the Planning Director of Planning that a vacancy has occurred;
- 2) A publication of a public service announcement sent to local media outlets notice in a local newspaper, inviting application or recommendations for membership by a specified date.

~~Members shall be appointed for four year terms, or until their respective successors are appointed and qualified. A member may be removed by the governing body, after hearing, for misconduct or nonperformance of duty; or any member who misses three (3) meetings in one year may be removed. Any vacancy shall be filled by the governing body for the unexpired term of the~~

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~~predecessor in the office.~~

B. Candidates for membership or alternate position shall submit an application for consideration to the Advisory Committee and Board. It shall be the responsibility of the Planning Department to advise applicants of the time commitment required of members for the review of staff reports and regular attendance and expectations at meetings. Applicants shall indicate their ability to meet this commitment prior to consideration of their candidacy.

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C. The Advisory Committee will undertake the process necessary to identify and recommend candidates for the Commission. The Advisory Committee shall review all applications and forward a recommendation for appointment to the Board. The Advisory Committee shall be composed of:

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- Commission Chairperson
- Commission Vice Chairperson
- Board of County Commissioner or designee
- Wasco County Planning Director
- City of The Dalles Planning Commissioner appointed by the City's planning commission.

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The Advisory Committee may call any applicant for membership to appear for a personal interview before the Committee. Interviews shall be held at such time and place as the Chairperson directs. The Board may interview any or all applicants prior to making an appointment. Said appointment shall be made as soon as practicable after the close of the application period.

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D. A member of the Commission whose term is expiring shall be notified 90 days prior by the Planning Department. If the member desires to be reappointed, the Advisory Committee reserves the right to: 1) conduct an interview; 2) make a recommendation to the Board; and/or 3) require the member to re-apply as provided in the Commission bylaws. The Board may interview the member before making the reappointment. Said process shall take place in a practicable timeline and will determine whether the position will be advertised.

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E. Before taking office, each appointed member shall execute the following oath or affirmation:

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"I do solemnly swear (or affirm) that I will support the Constitution and laws of the United States and of the State of Oregon, and that I will diligently apply the ordinances of Wasco County, and that I will faithfully discharge the duties of Wasco County Planning Commissioner, to which office I have been appointed."

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SECTION III - PLANNING COMMISSION STAFF

A. The ~~Wasco County Planning~~ Director ~~of Planning and Development of Wasco County~~ or a member of the Director's staff shall serve as Secretary to the ~~Planning~~ Commission and shall keep an accurate, permanent, and complete record of all proceedings before the ~~Planning~~ Commission.

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B. The ~~Planning~~ Director ~~of Planning and Development~~ shall be responsible for the preparation of ~~Planning~~ Commission minutes.

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C. Subject to the direction of the ~~Board County Court~~ and the ~~Planning~~ Commission and its Chairperson, the ~~Planning~~ Director ~~of Planning and Development~~ and the Director's staff shall

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perform the following duties:

- 1) Conduct all correspondence of the Commission, send out all notices required by law or ordinances, attend all meetings and hearings of the Commission, keep the dockets and minutes of the Commission's proceedings, compile all required records, and maintain the necessary files and indexes.
 - 2) Enter into the record the number of appeals or applications, the name of the appellant or applicant, a short description by address and legal description of the premises; the nature of the appeal or application; and the final disposition after the case has been disposed of.
 - 3) Enter in the record all continuances, postponements, dates of sending notices, and other steps taken or acts done by the Commission or its officers on behalf of the Commission.
 - 4) Enter in the minutes the decision relating to each case acted on by the Commission, together with the vote of each member of the Commission, those absent or failing to vote being so marked, together with all other actions of the Commission and the full reasons for its decisions.
 - 5) The ~~Planning~~ Director ~~of Planning and Development~~ shall not permit any ~~records property~~ of the Commission to be removed from the Planning ~~Department's~~ Office without authority of the Chairperson, except that he may produce records and files for inspection upon the ~~request~~ order of a court of competent jurisdiction. Upon request, the public records and writings of the Commission shall be available for examination and copying by any interested person at the Planning ~~Department's and Development~~ Office during the regular office hours thereof, provided that such inspection or copying will not endanger the safety of such public records or writing.
- D. The District Attorney or his deputy shall act as legal advisor to the Commission in the conduct of all hearings.
- E. In addition to the ~~Planning~~ Director ~~of Planning and Development~~ and the District Attorney, the following officers of the County, or their delegates, shall be considered staff to the Commission: the Roadmaster, the Surveyor, ~~North Central Public Health District employees, the Sanitarians,~~ the Assessor, and the County Extension Agents. The Commission Chairperson shall recognize members of the staff in all proceedings before the Commission.

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SECTION ~~IVH~~ - INITIAL HEARING ON PROPOSED ACTIONS

- A. Hearings on proposed actions shall be conducted in compliance with ~~Chapter 2 section 2.140.13~~ of the Wasco County Land Use & Development Ordinance ~~or Wasco County National Scenic Area Land Use & Development Ordinance.~~
- B. ~~To the extent practicable, t~~he Commission shall conduct a hearing upon an application within sixty (60) days of ~~an application being deemed complete and in the order in which the applications are deemed complete by the Planning Department receipt of the application in the order in which they are filed with Planning and Development Office.~~
- C. In all cases, the ~~Planning~~ Commission shall enter findings based upon evidence in the whole record before it to justify its decision.
- D. No action shall be taken unless a staff report is prepared by the ~~Planning~~ Director ~~of Planning and Development~~ and mailed ~~or sent~~ to the members of the Commission at least seven (7) days prior to the hearing.

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E. The action at the public hearing may be to approve the application as submitted, deny the application, or approve the application with conditions deemed necessary to carry out the intent of the Wasco County Comprehensive Plan or Columbia River Gorge National Scenic Area Management Plan. The hearing **may** be continued to a date certain upon majority vote of the Commission. A continuance shall also be granted to any party so requesting if new information regarding the application has been presented by the applicant after the notice of public hearing is sent.

F. If there is no continuance, the record shall remain open for at least seven (7) days, only if a party so requests.

G. In all cases, the Chairperson shall state the Commission's decision upon the close of the hearing.

H. If the application is denied by the ~~Planning~~ Commission or by the ~~Board County Court~~ upon review, no new application for the same request shall be accepted for at least one (1) year from the date of final order on the action.

I. Conditional approvals shall be limited as follows:

- 1) Time limitations shall be set by the ~~Planning~~ Commission in which compliance with conditions shall be met.
- 2) Such conditions shall be conceived to fulfill public needs for protection from potentially adverse effects of the proposed use and public service demands created by the proposed use.
- 3) Changes or alterations to conditions may ~~shall~~ be processed as a new application.

~~J. Failure to fulfill any condition established by the Planning Commission within the required time limit shall be grounds for revocation of the approval.~~

~~K. A bond, in a form acceptable to the District Attorney or a cash deposit from the property owners or contract purchasers in such an amount as will assure compliance with the conditions imposed pursuant to this section may be required. Such bond shall be posted at the time that a contract containing the conditions of approval is filed with the County Clerk.~~

~~L. J.~~ The ~~Planning~~ Commission may adjourn any hearing in order to obtain additional information it feels is necessary to make reasonable decision. Persons previously notified need not be notified of the resumption of said hearing, unless the ~~Planning~~ Commission so orders, if the date and time of the continued hearing is announced at the adjournment of the initial hearing.

~~M. K.~~ The following persons only, if making a appearance of record, are hereby defined as "parties", and shall be entitled, either themselves or through counsel, to a full hearing before the ~~Planning~~ Commission and, upon such participation, to review by the ~~Board~~ OCC and the Courts:

- 1) The applicant.
- 2) Those persons entitled to personal notice pursuant to Chapter 2 of either the Wasco County Land Use ~~&and~~ Development Ordinance or the Wasco County National Scenic Area Land Use ~~&and~~ Development Ordinance.
- 3) Other persons that demonstrate to the ~~Planning~~ Commission that the proposed action affects a substantial right of those persons.

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~~N.L.~~ "Appearance of record" shall mean either:

- 1) An oral statement made at the initial hearing on the proposed action. The statement shall clearly identify the individual and his or her address, and the identity of the person being represented, if applicable; or
- 2) A written statement submitted prior to the closing of the hearing, signed by the individual making the statement or his or her representative, and clearly indicating how the individual has standing as a party. The statement shall be submitted to the Planning ~~Director, Planning Department staff and Development Office~~ or to the Commission at the hearing.

~~O.M.~~ A verbatim record of the proceeding shall be made by oral, written, or mechanical means, which record need not be transcribed except upon review of the record.

~~P.N.~~ The Commission Chairperson may set reasonable time limits for oral presentations to the end that parties are encouraged to submit as much evidence as possible in writing prior to the hearing and the Chairperson may exclude or limit cumulative, repetitious or immaterial matter.

~~Q.O.~~ All exhibits received shall be marked so as to provide identification upon review. Such exhibits shall be returned when the period for review has expired, but shall otherwise be preserved by the ~~Planning Director of Planning~~. Evidence may be received, subject to a later ruling as to its admissibility.

SECTION ~~IV~~ - CONFLICT OF INTEREST AND EX PARTE CONTACT

- A. A ~~Planning~~ Commission member shall not participate in any proceedings in which any of the following has a direct or substantial financial interest: the member, the member's spouse, brother, sister, child, parent, parent ~~-in-law~~, cousin, niece, nephew, employer or partner in any business of which he or she is then a member or has been a member within the previous two years, or in any business with which he or she is negotiating or has an arrangement or understanding concerning prospective partnership or employment.
- B. Any actual or potential financial or other interest that would lead to bias or partiality shall be disclosed at the hearing where the action is considered.
- C. Any party to any action may, in relation to an action, challenge the impartiality of any member before or during the hearing on the action. A challenge must include the facts relied upon by the challenging party, relating to the members alleged bias, prejudice, or personal interest, or other facts from which the party has concluded that the member cannot participate in the decision in an impartial manner.
- D. In the event of a challenge for bias, the member shall respond in a statement of capacity to participate in the hearing, which shall be part of the record. The statement shall refer to the challenge and include the reasons why the member wishes to participate or be disqualified. The statement of capacity to hear shall not be subject to cross examination, but shall be subject to rebuttal by the challenging party.
- E. The members of the ~~Planning~~ Commission shall not:
 - 1) Communicate, directly nor indirectly, with any party or his representatives in connection with

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- any issue involved except upon notice and an opportunity for all parties to participate; nor,
- 2) Take notice of any communication, reports, staff memoranda, or other materials prepared in connection with the particular case unless the parties are afforded an opportunity to contest the material so noticed; nor,
- 3) Inspect the site with any party nor their representative unless all parties are given an opportunity to be, present.

F. If *ex parte* contact cannot be avoided by a member of the Commission, disclosure of the contact should be made by the member at the opening of the appropriate hearing. Such disclosure shall be subject to the same rules as for a statement of bias or conflict of interest.

G. Requests for disqualification based upon bias or *ex parte* contact, pursuant to subsections A through F of this section, shall be considered by the entire Commission present, and be granted upon majority consent (excluding the individual disclosing or challenged concerning bias or *ex parte* contact). The Commission shall consider the evidence in the record and decide whether the individual can reasonably be expected to render an impartial decision.

H. In the event a member of the Commission is disqualified, the remaining members shall hear the application. In the event of no quorum, the application will be rescheduled to a future meeting.

SECTION VI - BURDEN OF PROOF

The burden of proof is placed upon the applicant seeking approval of the proposed action. Such proof shall show that:

- A. The proposed action ~~fully~~ complies with applicable statewide planning goals, Oregon Revised Statutes and Oregon Administrative Rules, and the Wasco County Comprehensive Plan or Columbia River Gorge National Scenic Area Management Plan ~~applicable map elements, goals, and policies of the Comprehensive Plan;~~
- B. The proposed action is in accordance with the applicable standards and criteria of the Wasco County Land Use & Development Ordinance or Wasco County National Scenic Area Land Use & Development Ordinance; ~~and~~
- C. Granting the request is in the public interest, and that public interest is best served by granting the request at this time.

SECTION VII - ~~REPEALER~~ & SEVERABILITY

These ~~bylaws~~ rules and regulations repeal and replace all previous versions.

If any part of these bylaws is for any reason held invalid, such shall not affect the remainder of these bylaws.

SECTION VII - AMENDMENTS

Any member of the Board, Commission or Planning Department may propose amendments to these

Wasco County Planning Commission Bylaws, § _____, Insert Adoption Date _____

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bylaws. An amendment must be approved by the Board to become effective.

Adopted this _____ day of _____, 2012.

Wasco County Planning Commission

Chairman

CONFIRMED _____ Date

Wasco County Board of Commissioners

Signatures

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BYLAWS

WASCO COUNTY PLANNING COMMISSION

Adopted: September 19, 2012

WHEREAS, the Wasco County Planning Commission wishes to adopt BYLAWS in order to provide RULES AND PROCEDURES for its members, meetings and activities. Therefore, the Wasco County Planning Commission and Board of Commissioners herby adopted the following:

SECTION I – ORGANIZATION OF THE PLANNING COMMISSION

- A. The Wasco County Planning Commission (“Commission”) shall be composed of seven members, and may have up to two alternate members (“Alternate”), appointed by the Wasco County Board of Commissioners (“Board”).
- Alternate members shall be expected to attend all meetings and serve in a participatory role.
 - An Alternate member shall serve as a regular member when a regular member is absent.
 - If two Alternates are designated to be on the Commission, one should be designated as the first Alternate and the other designated as the second Alternate.
 - In the event a member of the Commission is absent, the first Alternate would assume a voting role. If two members of the Commission are absent, both Alternates would assume a voting role.
- B. The (“Commission”) shall, at or before its first meeting in each year, elect or install one of its members to serve as Chairperson and another to serve as Vice-Chairperson. Nominations for Chairperson and Vice-Chairperson shall be by oral motion, duly made and seconded, placing a name for Commission consideration.
- C. Members of the Commission shall be appointed for four-year terms, or until their respective successors are appointed and qualified.
- D. New members or Alternates of the Commission may receive an evaluation from the Commission Chairperson and Planning Director during or after their initial term.
- E. A member of the Commission or Alternate who misses three (3) meetings in one year may be asked to resign, or may be removed upon a motion, second, and majority vote by the Commission. Any vacancy shall be filled by the Board for the unexpired term of the predecessor in the office.
- F. A member of the Commission or Alternate may be removed by the Board for findings of misconduct, nonperformance of duty, or three unexcused absences from regular meetings in one year. Any vacancy shall be filled by the Board for the unexpired term of the predecessor in the office.
- G. Members of the Commission and Alternates shall serve without compensation other than reimbursement for duly authorized expenses.
- H. Diversity in experience, background, and geography in the county among Commission members is encouraged. As such, members of the Commission shall be residents of the various geographic

areas of Wasco County. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit, as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of business, trade or profession.

- I. Each appointed member shall be heard and vote upon any matter before the Commission, provided however, that no member shall vote or participate in any matter as to which he may be disqualified pursuant to Section V of these rules. The Chairperson is a voting member of the Commission.
- J. The Chairperson of the Commission shall be the Presiding Officer at all Planning Commission meetings.
- K. The Vice-chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall have at such times the authority to sign appropriate documents.
- L. In the absence of the Chairperson and Vice-Chairperson, the remaining members shall elect a temporary Presiding Officer.
- M. All decisions of the Chairperson shall be subject to review by a majority of the Commission members present upon motion duly made and seconded. The motion shall have priority over all other matters.
- N. A majority of the appointed members, when present at any Commission meeting, shall constitute a quorum. A quorum is not necessary for the Commission to conduct work sessions, continue agenda items or to talk about discussion items.
- O. When a matter is called for a vote, the Chairperson shall, before a vote is taken, state the question before the Commission in general terms, and shall announce the decision of the Commission after such vote.
- P. Decisions shall be rendered by those planning commissioners present, and the majority vote of those members present shall prevail. In cases of a tie vote, the decision shall be deemed a denial of the motion before the Commission.
- Q. A member of the Commission may not vote on minutes for a meeting that a member did not attend. A member may not vote on a project that has been heard at a series of meetings, where the member has not been present at all meetings where the project was considered. However, a member of the Commission may vote if that member has listened to the tape recording of the meeting(s) from which they were absent.
- R. The Commission will normally meet at 3 p.m., on the first Tuesday of each month in such location approved by a majority of the Commission. When such regular meeting date falls upon a legal holiday, the following Tuesday shall be the regular meeting date.
- S. In addition to the established regular meeting dates, the Commission shall meet or conduct special meetings, at such other times, dates and places as may be deemed appropriate or necessary.
- T. A regular meeting shall be cancelled if no business is scheduled for discussion. The Planning Department shall notify Commission members if a meeting is to be cancelled.

SECTION II - METHOD OF NOMINATION & APPOINTMENT: Members and alternates shall be nominated, appointed or re-appointed according to the following procedures:

- A. Selection of applicants to the Commission shall be accomplished through an open process when there is a vacancy or a reappointment is not recommended, which shall include, at a minimum:
- 1) Notification to the Wasco County Planning Commission Advisory Committee (“Advisory Committee”) by the Planning Director.
 - 2) A public service announcement sent to local media outlets, inviting application by a specified date.
- B. Candidates for membership or alternate position shall submit an application for consideration to the Advisory Committee and Board. It shall be the responsibility of the Planning Department to advise applicants of the time commitment required of members for the review of staff reports and regular attendance and expectations at meetings. Applicants shall indicate their ability to meet this commitment prior to consideration of their candidacy.
- C. The Advisory Committee will undertake the process necessary to identify and recommend candidates for the Commission. The Advisory Committee shall review all applications and forward a recommendation for appointment to the Board. The Advisory Committee shall be composed of:
- Commission Chairperson
 - Commission Vice Chairperson
 - Board of County Commissioner or designee
 - Wasco County Planning Director
 - City of The Dalles Planning Commissioner appointed by the City’s planning commission.

The Advisory Committee may call any applicant for membership to appear for a personal interview before the Committee. Interviews shall be held at such time and place as the Chairperson directs. The Board may interview any or all applicants prior to making an appointment. Said appointment shall be made as soon as practicable after the close of the application period.

- D. A member of the Commission whose term is expiring shall be notified 90 days prior by the Planning Department. If the member desires to be reappointed, the Advisory Committee reserves the right to: 1) conduct an interview; 2) make a recommendation to the Board; and/or 3) require the member to re-apply as provided in the Commission bylaws. The Board may interview the member before making the reappointment. Said process shall take place in a practicable timeline and will determine whether the position will be advertised.
- E. Before taking office, each appointed member shall execute the following oath or affirmation:

"I do solemnly swear (or affirm) that I will support the Constitution and laws of the United States and of the State of Oregon, and that I will diligently apply the ordinances of Wasco County, and that I will faithfully discharge the duties of Wasco County Planning Commissioner to which office I have been appointed."

SECTION III - PLANNING COMMISSION STAFF

- A. The Wasco County Planning Director or a member of the Director's staff shall serve as Secretary to the Commission and shall keep an accurate, permanent and complete record of all proceedings before the Commission.
- B. The Planning Director shall be responsible for the preparation of Commission minutes.
- C. Subject to the direction of the Board and the Commission and its Chairperson, the Planning Director and the Director's staff shall perform the following duties:
 - 1) Conduct all correspondence of the Commission, send out all notices required by law or ordinances, attend all meetings and hearings of the Commission, keep the dockets and minutes of the Commission's proceedings, compile all required records, and maintain the necessary files and indexes.
 - 2) Enter into the record the number of appeals or applications, the name of the appellant or applicant, a short description by address and legal description of the premises; the nature of the appeal or application; and the final disposition after the case has been disposed of.
 - 3) Enter in to the record all continuances, postponements, dates of sending notices, and other steps taken or acts done by the Commission or its officers on behalf of the Commission.
 - 4) Record in to the minutes the decision relating to each case acted on by the Commission, together with the vote of each member of the Commission, those absent or failing to vote being so marked, together with all other actions of the Commission and the full reasons for its decisions.
 - 5) The Planning Director shall not permit any records of the Commission to be removed from the Planning Department's Office without authority of the Chairperson, except that he may produce records and files for inspection upon the request of a court of competent jurisdiction. Upon request, the public records and writings of the Commission shall be available for examination and copying by any interested person at the Planning Department's Office during the regular office hours thereof, provided that such inspection or copying will not endanger the safety of such public records or writing.
- D. The District Attorney or his deputy shall act as legal advisor to the Commission in the conduct of all hearings.
- E. In addition to the Planning Director and the District Attorney, the following officers of the County, or their delegates, shall be considered staff to the Commission: the Roadmaster, the Surveyor, North Central Public Health District employees, the Assessor, and the County Extension Agents. The Commission Chairperson shall recognize members of the staff in all proceedings before the Commission.

SECTION IV - INITIAL HEARING ON PROPOSED ACTIONS

- A. Hearings on proposed actions shall be conducted in compliance with Chapter 2 of the Wasco County Land Use and Development Ordinance or Wasco County National Scenic Area Land Use and Development Ordinance.
- B. To the extent practicable, the Commission shall conduct a hearing upon an application within sixty days of an application being deemed complete and in the order in which the applications are deemed complete by the Planning Department.

- C. In all cases, the Commission shall enter findings based upon evidence in the whole record before it to justify its decision.
- D. No action shall be taken unless a staff report is prepared by the Planning Director and mailed or sent to the members of the Commission at least seven days prior to the hearing.
- E. The action at the public hearing may be to approve the application as submitted, deny the application, or approve the application with conditions deemed necessary to carry out the intent of the Wasco County Comprehensive Plan or Columbia River Gorge National Scenic Area Management Plan. The hearing may be continued to a date certain upon majority vote of the Commission. A continuance shall also be granted to any party so requesting if new information regarding the application has been presented by the applicant after the notice of public hearing is sent.
- F. If there is no continuance, the record shall remain open for at least seven days, only if a party so requests.
- G. In all cases, the Chairperson shall state the Commission's decision upon the close of the hearing.
- H. If the application is denied by the Commission or by the Board upon review, no new application for the same request shall be accepted for at least one year from the date of final order on the action.
- I. Conditional approvals shall be limited as follows:
 - 1) Time limitations shall be set by the Commission in which compliance with conditions shall be met.
 - 2) Such conditions shall be conceived to fulfill public needs for protection from potentially adverse effects of the proposed use and public service demands created by the proposed use.
 - 3) Changes or alterations to conditions may be processed as a new application.
- J. The Commission may adjourn any hearing in order to obtain additional information it feels is necessary to make reasonable decision. Persons previously notified need not be notified of the resumption of said hearing, unless the Commission so orders, if the date and time of the continued hearing is announced at the adjournment of the initial hearing.
- K. The following persons only, if making a appearance of record, are hereby defined as "parties," and shall be entitled, either themselves or through counsel, to a full hearing before the Commission and, upon such participation, to review by the Board and the Courts:
 - 1) The applicant.
 - 2) Those persons entitled to personal notice pursuant to Chapter 2 of either the Wasco County Land Use and Development Ordinance or the Wasco County National Scenic Area Land Use and Development Ordinance.
 - 3) Other persons that demonstrate to the Commission that the proposed action affects a substantial right of those persons.
- L. Appearance of record shall mean either:

- 1) An oral statement made at the initial hearing on the proposed action. The statement shall clearly identify the individual and his or her address, and the identity of the person being represented, if applicable; or
 - 2) A written statement submitted prior to the closing of the hearing, signed by the individual making the statement or his or her representative, and clearly indicating how the individual has standing as a party. The statement shall be submitted to the Planning Director, Planning Department staff or to the Commission at the hearing.
- M. A verbatim record of the proceeding shall be made by oral, written, or mechanical means, which record need not be transcribed except upon review of the record.
- N. The Commission Chairperson may set reasonable time limits for oral presentations to the end that parties are encouraged to submit as much evidence as possible in writing prior to the hearing and the Chairperson may exclude or limit cumulative, repetitious or immaterial matter.
- O. All exhibits received shall be marked so as to provide identification upon review. Such exhibits shall be returned when the period for review has expired, but shall otherwise be preserved by the Planning Director. Evidence may be received subject to a later ruling as to its admissibility.

SECTION V - CONFLICT OF INTEREST AND EX PARTE CONTACT

- A. A Commission member shall not participate in any proceedings in which any of the following has a direct or substantial financial interest: the member, the member's spouse, brother, sister, child, parent, parent in-law, cousin, niece, nephew, employer or partner in any business of which he or she is then a member or has been a member within the previous two years, or in any business with which he or she is negotiating, or has an arrangement or understanding concerning prospective partnership or employment.
- B. Any actual or potential financial or other interest that would lead to bias or partiality shall be disclosed at the hearing where the action is considered.
- C. Any party to any action may, in relation to an action, challenge the impartiality of any member before or during the hearing on the action. A challenge must include the facts relied upon by the challenging party, relating to the members alleged bias, prejudice, or personal interest, or other facts from which the party has concluded that the member cannot participate in the decision in an impartial manner.
- D. In the event of a challenge for bias, the member shall respond in a statement of capacity to participate in the hearing, which shall be part of the record. The statement shall refer to the challenge and include the reasons why the member wishes to participate or be disqualified. The statement of capacity to hear shall not be subject to cross examination, but shall be subject to rebuttal by the challenging party.
- E. The members of the Commission shall not:
- 1) Communicate, directly nor indirectly, with any party or his representatives in connection with any issue involved except upon notice and an opportunity for all parties to participate; nor,
 - 2) Take notice of any communication, reports, staff memoranda, or other materials prepared in connection with the particular case unless the parties are afforded an opportunity to contest the material so noticed; nor,

- 3) Inspect the site with any party or their representative unless all parties are given an opportunity to be, present.
- F. If *ex parte* contact cannot be avoided by a member of the Commission, disclosure of the contact should be made by the member at the opening of the appropriate hearing. Such disclosure shall be subject to the same rules as for a statement of bias or conflict of interest.
- G. Requests for disqualification based upon bias or *ex parte* contact, pursuant to subsections A through F of this section, shall be considered by the entire Commission present, and be granted upon majority consent (excluding the individual disclosing or challenged concerning bias or *ex parte* contact). The Commission shall consider the evidence in the record and decide whether the individual can reasonably be expected to render an impartial decision.
- H. In the event a member of the Commission is disqualified, the remaining members shall hear the application. In the event of no quorum, the application will be rescheduled to a future meeting.

SECTION VI - BURDEN OF PROOF

The burden of proof is placed upon the applicant seeking approval of the proposed action. Such proof shall show that:

- A. The proposed action complies with applicable statewide planning goals, Oregon Revised Statutes and Oregon Administrative Rules, and the Wasco County Comprehensive Plan or Columbia River Gorge National Scenic Area Management Plan.
- B. The proposed action is in accordance with the applicable standards and criteria of the Wasco County Land Use and Development Ordinance or Wasco County National Scenic Area Land Use and Development Ordinance.
- C. Granting the request is in the public interest, and that public interest is best served by granting the request at this time.

SECTION VII – REPEAL & SEVERABILITY

These bylaws repeal and replace all previous versions.

If any part of these bylaws is for any reason held invalid, such shall not affect the remainder of these bylaws.

SECTION VII – AMENDMENTS

Any member of the Board, Commission or Planning Department may propose amendments to these bylaws. An amendment must be approved by the Board to become effective.

Adopted this 19th day of September 2012

Wasco County Board of Commissioners

Rod Runyon, Chair

Scott Hege, Commissioner

Sherry Holliday, Commissioner

IN THE COUNTY COURT OF THE STATE OF OREGON
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE WASCO COUNTY PLANNING)
DEPARTMENT'S REQUEST TO APPROVE THE)
PROPOSED CHANGES TO THE WASCO COUNTY)
PLANNING COMMISSION RULES AND REGULATIONS) ORDINANCE 12-015
RELATED TO INTERVIEW PROCESS,)
REAPPOINTMENT PROCEDURES, ALTERNATE)
POSITIONS AND TO MAKE OTHER AMENDMENTS)
APPROPRIATE FOR WASCO COUNTY. (FILE)
NUMBER PLALNG-12-05-0001))

1

2 NOW ON THIS DAY, the above-entitled matter having come on regularly for
3 consideration, said day being one duly set in term for the transaction of public business
4 and all of the Wasco County Board of Commissioners being present; and

5 WHEREAS, the following have been identified to be amended in the Wasco
6 County Planning Commission Rules and Regulations: (1) Language related to the
7 interview process, reappointment procedures and alternate positions; (2) Language
8 related to enhancing the readability, clarity and consistency; (3) Reformatting for better
9 organization; and (4) Other amendments appropriate for Wasco County.

1 WHEREAS, in January of 2012 the Wasco County Planning Department
2 identified updating the Wasco County Planning Commission Rules and Regulations as
3 a work program priority. The work program priority was acknowledged by the Wasco
4 County Economic Development Commission in February of 2012; and

5 WHEREAS, the Wasco County Board of Commissioners met with the Wasco
6 County Planning twice to discuss proposed changes to the Wasco County Planning
7 Commission Rules and Regulations at work sessions conducted by Wasco County
8 Planning Department staff on February 7 and April 3, 2012; and

9 WHEREAS, on 4 September 2012, at the hour of 3:00 PM at the Gorge
10 Discovery Center downstairs classroom the Wasco County Planning Commission held a
11 legally notified public hearing to review proposed changes to the Wasco County
12 Planning Commission Rules and Regulations; and

13 WHEREAS, on 4 September 2012, the Wasco County Planning Commission
14 deliberated and, on a vote of 5 to 0 recommended approval of the proposed updates to
15 the Wasco County Planning Commission Rules and Regulations to the Wasco County
16 Board of Commissioners; and

17 WHEREAS, that on 19 September 2012 at the hour of 9:50 AM at the Wasco
18 County Court House, located at 511 Washington St, The Dalles, Oregon, the Wasco
19 County Board of Commissioners met to conduct a legally notified public hearing on the
20 above matter and reviewed recommendations by the Wasco County Planning
21 Commission and staff; and

22 WHEREAS, that on 19 September 2012 at the hour of 9:50 AM at the Wasco
23 County Court House, the Wasco County Board of Commissioners deliberated, and on a

1 vote of 3 – 0, approved the recommendation on the above matter and as contained in
2 Attachment B to the staff report titled “Bylaws – Wasco County Planning Commission”,
3 dated September 19, 2012,

4 NOW THEREFORE IT IS HEREBY ORDERED, that the request by the Wasco
5 County Planning Department to amend the Wasco County Planning Commission Rules
6 and Regulations are hereby approved.

7
8 THE WASCO COUNTY BOARD OF COMMISSIONERS ORDAIN AS FOLLOWS:

9
10 SECTION ONE: The proposed changes to the Wasco County Planning Commission
11 Rules and Regulation are approved in light of the background information presented in
12 the staff report to the Wasco County Board of Commissioners dated September 19,
13 2012.

14
15 SECTION TWO: The amendments contained in Attachment B “Bylaws - Wasco County
16 Planning Commission”, Dated September 19, 2012, are ADOPTED and by reference
17 made part of this Ordinance.

18
19 SECTION THREE: The amendments are necessary and appropriate and shall become
20 effective on September 19, 2012.

21
22 SECTION FOUR: **Severability:** If any provision of the Bylaws is held to be invalid by
23 any court of competent jurisdiction, such invalidity shall not affect the validity of any

1 other provision of the Bylaws. The Bylaws shall be construed as if such invalid
2 provision had never been included.

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SIGNED this 19th day of September, 2012

BOARD OF COUNTY COMMISSIONERS

Approved as to Form:

Rod Runyon, Chair

Eric J. Nisley
Wasco County District Attorney

Scott Hege, Commissioner

Sherry Holliday, Commissioner

Agenda Item
Emergency Notification System Policy

- [Emergency Notification System Policy and Procedures Manual](#)

Wasco County



Strategic Preparedness Planning

Wasco County Emergency Notification
System

Policy and Procedures Manual

DRAFT

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Appendices:

- A. Columbia Gorge Operational Ares EAS operations Plan
- B. Example of Memorandum of Understanding

1. Purpose and Scope

The purpose of this Policy and Procedures Manual is to provide guidance and direction for the implementation and activation of the Wasco County Emergency Notification System (ENS). The policies and procedures contained in this manual shall apply to all authorized first response agencies with a qualifying need to initiate an emergency message to any segment of Wasco County's population.

2. Policy Statement

It is the policy of Wasco County that the Emergency Notification System is made as widely available as possible to all authorized first response agencies in the County.

In order to achieve the implementation of this policy the Wasco County Board of Commissioners has adopted this Policy and Procedures Manual that will be utilized to guide the implementation and use of the Emergency Notification System.

3. Governance

The existing Emergency Management Advisory Group (EMAG) shall appoint members to act as a Review Committee for the Wasco County Emergency Notification System. Membership of the Review Committee shall consist of representatives of the following disciplines:

- Law Enforcement
- Public Works
- Urban Area Fire Department
- Rural Area Fire Department
- Central Dispatch
- Emergency Management
- Public Health

Responsibilities of the Review Committee are:

- a. Appoint by consensus a Committee Chair and Secretary;
- b. Review and update, as necessary, the provisions of the Wasco County Emergency Notification System Policy and Procedures Manual;
- c. Review activations of the Wasco County Emergency Notification System to ensure compliance with the provisions of this Manual;
- d. Development and maintenance of the necessary Memorandums of Understanding to ensure the viability of the Wasco County Emergency Notification System.
- e. Review any documented complaints about the functions of the Emergency Notification System and develop effective recommendations to address any such complaints.

4. Authorized Users

Authorized users of the Emergency Notification System are identified as:

Wasco County Sheriff's Office
Wasco County Central Dispatch
Wasco County Emergency Management
Wasco County Public Works
North Central Public Health District (limited to Wasco County for Citizen Alert System notifications)
City of The Dalles Police Department
City of The Dalles Public Works
Mid-Columbia Fire & Rescue (MCF&R)
Chiefs of rural volunteer fire departments

(NOTE: With the exception of primary 911 funding organizations [Wasco County, City of The Dalles and MCF&R] all user agencies are required to execute an MOU with Wasco County before the ENS system can be utilized)

5. System Description

The Emergency Notification System (ENS) was primarily developed to provide first response personnel with a tactical means to warn Wasco County citizens of an immediate threat to public safety. Secondary features of the system are available for internal agency use to provide messaging to identified response groups i.e. Search and Rescue, volunteers, etc. and non-emergency (informational) public messaging.

System Components:

The Emergency Notification System is designed to incorporate the deployment of two sources to provide emergency public warnings. The components consist of the Emergency Alert System (radio and television emergency announcements, conducted via local broadcast media) and the Citizen Alert telephonic alert system.

Emergency Alert System:

Equipment to operate the Emergency Alert System (EAS) is installed at the Wasco County Central Dispatch facility. The elements of the EAS system include an EAS message encoder and software, VHF radio to transmit EAS messages to local broadcasters and reception equipment on the broadcaster end of the system. The EAS system serves Wasco, Hood River, Sherman and Gilliam Counties. Any alert transmitted via the EAS system is transmitted to all four counties. Procedures for accessing only the EAS system are contained in the Columbia Gorge Operational Area Emergency Alert System (EAS) Operations Plan. That Plan is incorporated into this Manual as Appendix A.

Citizen Alert Notification System:

The Citizen Alert Notification System provides the ability to make emergency notifications via landline telephones, cellular, text and e-mail systems. To make notifications to listed landline telephones the white and yellow pages telephone data bases for all Wasco County zip codes are utilized and those notifications can be made without an opt-in option.

Alerts transmitted to unlisted land line phones and via cellular telephone, text messaging and e-mail require a registration process where citizens can register the various devices they wish to receive notifications on. The system currently allows registration via a link on the Wasco County Website.

A second feature of the Citizen Alert Notification System allows internal notifications to specified groups. The internal notification feature, called Aware, can be used to call-out or alert tactical teams, reserve police officers, Search and Rescue personnel, volunteer fire fighters and other groups. These groups are provided as examples only and notification capabilities can be designed to accommodate whatever needs are identified by authorized system users.

An additional feature allows authorized users to issue non-emergency messaging. Examples of non-emergency messages could include road closures, water outages, construction projects, etc. Non-Emergency messages are sent only to those citizens that have opted in to receive them and can only be utilized by authorized users.

6. Emergency Alert Deployment

The ENS system should be considered for deployment when a serious threat to public safety is identified. Threats or potential threats to public safety can occur from a variety of sources which include, but are not limited to:

- Wildfires
- HAZMAT incidents
- Floods
- Public Health Emergencies
- Severe Weather
- Major Law Enforcement Events
- Missing Persons (i.e. walk away from a care facility or a lost child)

Authorized users of the Emergency Notification System will comply with the policies and procedures contained in this Manual. Authorized users are

defined as the primary 911 funding organizations (Wasco County, City of The Dalles and Mid-Columbia Fire & Rescue) and those agencies that have executed a Memorandum of Understanding (MOU) with Wasco County to utilize the Wasco County Emergency Notification System (Refer to Appendix B for an example of the ENS MOU).

All ENS public safety threat activations will occur through the Wasco County Dispatch Center and can only be initiated by an authorized user.

7. Emergency Messaging Process

To determine if an event qualifies for activation of the ENS system the following questions must be considered:

- Does a threat exist that is of an immediate danger to the life, health or property of the potentially affected population?
- Can ENS activation provide notification to the affected population that will result in significant results?
- Has the targeted area been identified (i.e. four block area surrounding 1000 Main St. or a 2 mile radius from incident location)?
- Has the requester developed the text of the message to be transmitted?
- Will an EAS message or a Citizen Alert message be used, or will both components be activated?

The requesting agency MUST consider and answer these critical questions before requesting activation of the ENS. The requesting agency MUST identify the specifics of the targeted area for notification and provide Central Dispatch with the exact wording to be contained in the emergency message. (Refer to attached System Illustration and Wasco County ENS Checklist)

If the determination is made to use the EAS system only, the requester must follow the procedures outlined in the Columbia Gorge Operational Area Emergency Alert System (EAS) Operation Plan (Refer to Appendix A). If the requester is utilizing both components of the ENS, or only the Citizen Alert component, the procedures contained in this manual apply.

When the emergency situation has ended, or the threat that caused the ENS activation has been mitigated, the initiating agency shall ensure that a cancellation notification is sent to the same recipients that initially received the emergency notification.

8. Internal Notifications

Internal notifications and call-outs of specialized teams or volunteers in response to an emergency will be conducted through the Wasco County Central Dispatch Center. Authorized users will work with Dispatch personnel to identify and create individual team or function emergency notification or call-out lists.

ENS call-out lists will be utilized exclusively for emergency response notifications.

9. Non-Emergency Notifications

A component within the Citizen Alert System allows for non-emergency message delivery to those citizens that have registered to receive them. Non-emergency messaging services are limited to the primary 911 Central Dispatch funding organizations therefore those with access to that component of the system are:

- Wasco County
- City of The Dalles
- Mid-Columbia Fire & Rescue

Non-emergency messages could contain information about:

- Street and road closures
- Traffic delays due to construction activities
- Temporary water outages
- Crime notifications
- Health information
- Safety information

Non-emergency messaging will not be conducted through the Wasco County Central Dispatch Center. Users of the non-emergency alert notification capability will log into the system and create and send messages from their own agencies.

10. Restrictions

The use of the Emergency Notification System shall be limited to the functions identified in this manual. Unauthorized use or access, or messaging on behalf of an unauthorized user, is strictly prohibited.

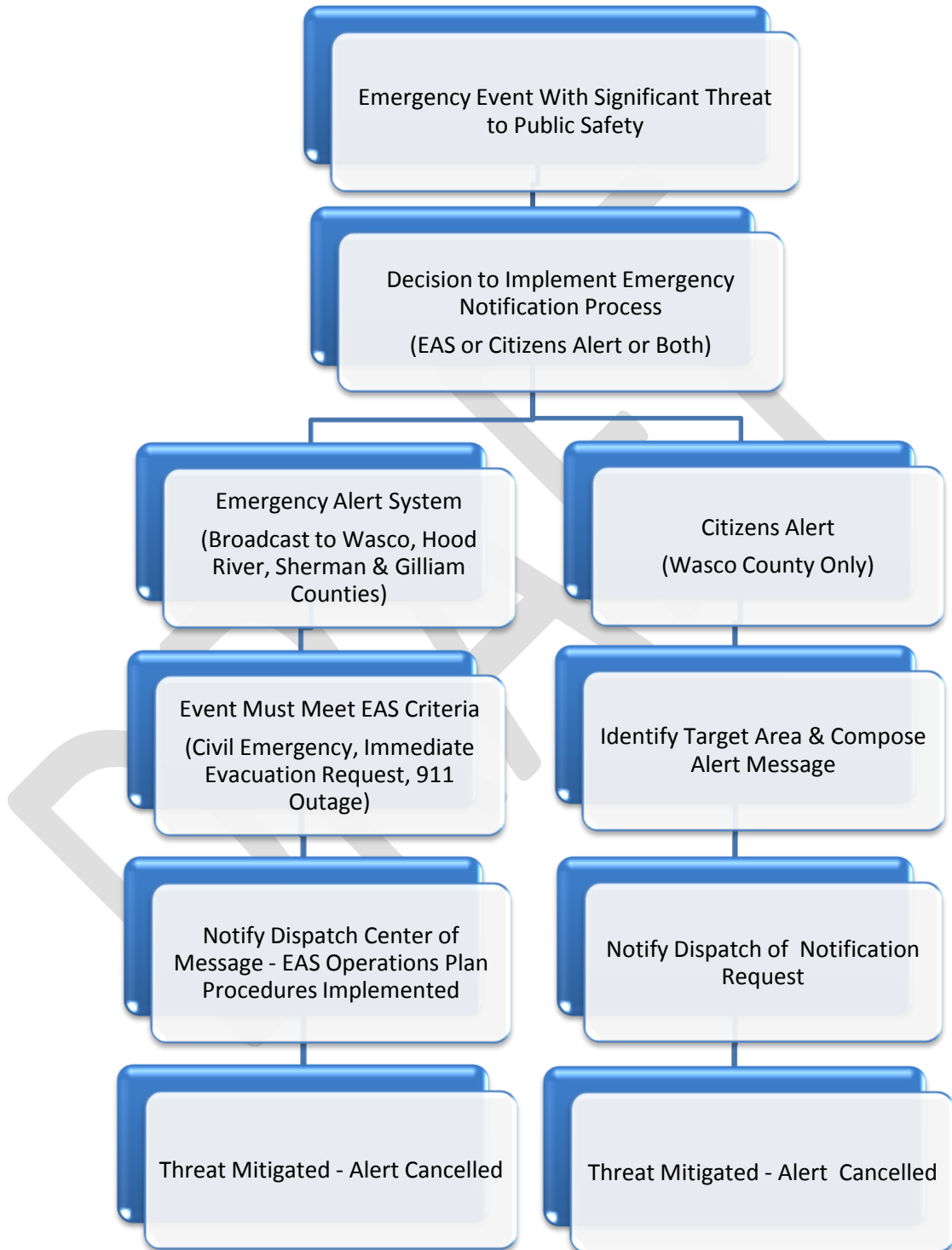
11. Review Process

Any time ENS activation occurs a review of the activation will be conducted by the Wasco County Emergency Notification System Review Committee. The Committee shall evaluate if the request met the activation criteria and if proper procedures were followed to request the activation. The Committee will also evaluate the effectiveness of the activation to the extent possible (i.e. did the activation generate calls to 911, was the time of day appropriate for an activation, etc.) If the activation failed, the reason(s) for the failure will be documented and appropriate corrective actions will be identified. Corrective actions to ensure the availability and viability of the ENS system must be initiated without delay.

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EMERGENCY NOTIFICATION SYSTEM ACTIVATION PROCESS ILLUSTRATION



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WASCO COUNTY ENS ACTIVATION REQUEST CHECKLIST

CRITICAL QUESTIONS APPLICABLE TO ENS ACTIVATION

- Does a threat exist that is of an immediate danger to the life, health or property of the potentially affected population?
- Can ENS activation provide notification to the affected population that will result in significant results?
- Has the targeted area been identified (i.e. four block area surrounding 1000 Main St. or a 2 mile radius from incident location)?
- Has the requester developed the text of the message to be transmitted?
- Will an EAS message or a Citizen Alert message be used, or will both components be activated?

Requesting Person:
Requesting Agency:
Date:
Time (Military Time):

Request Type:

- System Citizen Alert System E Emergency Alert

- ___ CEM (Civil Emergencies)
___ EVI (Immediate Evacuation Request)
___ TOA (911 Outage Alert)
___ Other (Specify)
-

Targeted Area (be specific)

Complete Reverse Side)

Message

Message transmitted to Wasco County Dispatch Center

Transmittal method:

Fax (541-298-1913)

E-Mail (911@co.wasco.or.us)

Telephone (541-296-5454)

Radio

Acknowledgement of Receipt of Message Received

A copy of this checklist must be forwarded to Wasco County Dispatch at the conclusion of the activating event.

Agenda Item
Wetlands

- [No documents have been submitted for this item – Return to Agenda](#)

Agenda Item
Title III Obligation

- [Memo](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: TITLE III INITIATION/OBLIGATION
DATE: 9/13/2012

TITLE III INITIATION

*The deadline for a county to initiate Title III projects is **September 30, 2012**. The county's initiation of a Title III project must be documented. The Forest Service recommends that the county document its initiation of Title III projects in the meeting minutes of its county governing body which reflect the county's agreement to use the funds for the authorized uses in Title III.*

I believe you satisfied this requirement at the 8.22.2012 Special Session. Here is an excerpt from the minutes of that meeting:

*****As a result of the new information that Title III monies can be rolled forward annually, Commissioner Hege moved to amend the previous motion and now designate 8% to go to Title II funds and 7% to go to Title III funds for a total of 15% of the actual payment allocated to the Title II/Title III projects. Commissioner Holliday seconded the motion which passed unanimously.*****

TITLE III OBLIGATION

*The deadline to obligate Title III funds is **September 30, 2013**. The Forest Service recommends that a county's procedure for and documentation of its obligation of Title III funds be consistent with its procedures to obligate funds from other Federal sources.*

A participating county may use Title III funds for authorized uses only after providing for a 45-day public comment period. The comment period is initiated by the county's publication of a description of the proposed use in a publication of local record. The Forest Service recommends that the county keep a copy or other verification of the publication of its proposed uses of Title III in its records.

The county can publish its intention to reserve Title III funds to reimburse for qualifying emergency services AND THE AMOUNT IT WILL RESERVE, ESTIMATED FROM PAST EXPERIENCES.

COMMUNITY WILDFIRE PROTECTION PLAN

Monitoring and updating an existing community wildfire protection plan is a reasonable interpretation of "developing" a plan in a dynamic environment where vegetation and other landscape conditions are continuously changing through natural processes or through human activity.

CONCLUSIONS

- The Board has already satisfied the requirements to initiate Title III expenditures
- The Board has until September, 2013 to obligate those funds.
- If the Board chooses to obligate funds to more than one authorized use, it must determine the dollar amount being obligated to each category.
- The intent to obligate Title III funds must be publically noticed and allow for a 45-day public comment period.
- Once funds are obligated, they may not be expended for any other purpose.
- Unused funds may be rolled forward.

Agenda Item
Library Service District

- [Please refer to District Packet – Return to Agenda](#)

ADDRESSING WETLAND CONSTRAINTS FOR INDUSTRIAL LANDS PREPAREDNESS

The North Central Regional Solutions Advisory Committee has identified industrial lands preparedness as a regional priority for the Regional Solutions Team's focus. As an urban hub for the region, The City of The Dalles contains a substantial portion of the North Central region's industrial land supply with approximately 60 acres of undeveloped and 265 acres of re-developable industrially-zoned land within the urban growth boundary. A key action to move industrial land to project-ready status is the identification of any potential wetland constraints on the sites and addressing the wetland regulatory requirements for sites' development. cursory assessment work done by the Department of State Lands in 2010 for 300 acres of zoned industrial land in The Dalles indicates that nearly 40 of the 300 acres examined is potentially constrained by wetlands.

Because the state and federal wetland permit processes from wetland boundary delineation to permit decision can take six months to one or more years, any efforts to pre-work the wetland challenges now will significantly advance readiness of those sites for industrial development. There are several approaches that could be undertaken now to reduce the time, cost and uncertainty of future wetland permitting requirements.

1. **Local Wetland Inventory (LWI) and Goal 5 Findings:** A rigorous early identification of potential wetland areas within the community is a key first step to improving the readiness of a community's buildable lands inventory, and of particular interest here, the industrial land supply. The Local Wetland Inventory is the land use planning tool that communities typically use to make and codify this effort. Key tasks include:
 - a. Development of maps identifying potential wetland areas to a resolution of 0.5 acres
 - b. Local significance determination for each wetland
 - c. Local protection program development for identified "significant" wetlands, and
 - d. Local adoption of these products.

The estimated cost for this work covering all lands within The Dalles urban growth boundary is about \$80,000. While an LWI would not address the wetland permitting requirements for site development, it would provide local land use regulators, property owners and development interests early information on wetland constraints so that more informed decisions can be made about how, when and where development can or should proceed.

For areas outside of the current urban growth boundary, a "reconnaissance-level" analysis could additionally be undertaken. Such an effort would help the City of The Dalles to make informed decisions about future urban growth area expansion and the potential for wetlands to affect developability in those expansion areas. Potential wetland areas would be identified and mapped using existing published resources with limited ground reconnaissance for verification where

- a. **Wetlands identification** – this effort could overlap the Local Wetland Inventory and further refine the mapping accuracy, e.g., 0.1 acre level of resolution. Full delineation of each site is possible but potentially very expensive.
- b. **Alternatives analysis** – The standard permit process requires a project proponent to evaluate all practicable site and design options to ensure that wetland impacts are avoided or minimized. A regional permit can execute the alternatives analysis at a programmatic level to substantially reduce or eliminate an individual developer’s requirement for further alternatives analysis work.
- c. **Wetland mitigation** – The General Permit can pre-define and approve the wetland mitigation that will be used to offset unavoidable wetland impacts that are identified in the alternatives analysis process. Wetland mitigation may be defined through mitigation bank or in-lieu fee program development.

A complete scope of work for a Regional General Permit is provided as Appendix A.

The cost for developing a General Permit will be driven in large part by the following parameters:

- How broad a coverage area is desired
- The scope of activities to be covered
- Level of wetland identification desired (planning level vs. full delineation)
- Extent to which the mitigation will be defined for the expected wetland losses
- How extensive the endangered species issues will be and to what level those issues will try and be resolved through the General Permit

The cost for a similar scope of work being undertaken by six communities in mid-Willamette Valley is approximately \$250,000 plus in-kind contributions by local and state agency staff. The Willamette Valley project includes 20 industrial sites totaling about 1,200 acres. Wetland identification is being conducted at the planning level. Endangered species issues are not prevalent in this region. Mitigation is primarily addressed by existing wetland mitigation banks in the region. The project sponsor/manager is the Cascades West Council of Governments.

program allows an approved in-lieu-fee “sponsor” to begin selling a certain number of credits once the Corps and DSL have approved the sponsor’s framework plan describing how mitigation site(s) will be identified and built in the future. Once a sale is made, the sponsor then has up to three years to identify, gain regulatory approval, and begin development of the mitigation site.

Task 6 - Conduct Listed Species Review:

This task will assess the likelihood that future projects within the designated development areas will have an adverse effect to ESA-listed species. For those sites or areas where potential adverse effect is identified, this task will identify best management practices, conditions and restrictions that could reduce those effects to a less than significant level. This task could seek some form of programmatic consultation with the National Marine Fisheries Service and/or US Fish & Wildlife Service as a means to reduce or eliminate any further consultation obligation a future individual project proponent might otherwise incur.

Task 7 - Conduct Cultural Resources Review:

This task will assess the study area for known and potential cultural resources and develop a process by which future projects would complete surveys and mitigation actions where necessary.

Task 8 – Cumulative Impacts Analysis:

This task will assess what the historic aquatic resource losses have been in the region, what the projected future losses may be, and how those figures compare to what the General Permit could authorize.

Task 9 - Develop Provisional Water Quality Certification:

This task involves coordination with the Department of Environmental Quality to define what the standard conditions would be to assure that state water quality standards will be met and define what the remaining documentation requirements will be for an individual project proponent to receive final certification for their specific project.

Task 10 - Define Individual Project Approval Process:

This task will define the process by which a future project proponent will gain final approval from DSL and the Corps. This will include defining the required elements of the application for final approval, how the agencies’ final review process will occur, and parameters and timeframe for final decision.

Task 11 - Define Term, Renewal and Amendment Processes for the General Permit:

This task will identify the term of the General Permit (likely 5 years) the process and information requirements for renewing the permit, and the process and information requirements if future permit amendments are sought (e.g., to add in new sites, modify a condition of the General Permit, etc.).

WASCO COUNTY CULTURAL TRUST COALITION

FACT SHEET

Wasco County Cultural Trust Coalition is an Oregon public benefit no-member, nonprofit charitable organization, organized and existing within the Oregon Cultural Trust.

The purpose shall be to set policy for the organization, administer funds from the Oregon Cultural Trust and other sources and lead the community in implementing the County Cultural Plan. The Coalition shall receive, hold and distribute funds to augment allocations from the state endowment pursuant to ORS 359.426(3)(b) and ORS 359.436.

The role of the Coalition is to fulfill the following functions:

- 1. Maintain and make available a county-wide inventory of the stewards and providers of culture in Wasco County.**
- 2. Maintain an up-to-date action plan for cultural development goals and priorities that pertain to Wasco County.**
- 3. Award grants to qualified applicants with funds from the Oregon Cultural Trust and such other funds as the coalition may obtain from other sources.**

Distribution of funds: Through a competitive grant application process.

Grants are rated by priorities addressed in the cultural plan.

Priorities:

- 1. Expand cultural access for children.**
- 2. Develop and expand awareness of multi-cultural assets throughout Wasco County.**
- 3. Encourage cultural opportunities throughout the County.**

Source of funds: Oregon Cultural Trust distribution based on its Trust fund.

Trust fund is combination of endowments, donations, sale of license plates, etc. Oregon Cultural Trust donations are an Oregon tax credit if a matching donation was given to an arts and culture non profit in the state.

Fiscal agent for the coalition is the Four Rivers Community Corporation.

**Kay Ericksen...Harriet Langfeldt...Corliss Marsh...Diana McElheran
Celeste Minnis... Steve Schafroth...Phil Swartz...Carolyn Wright**

www.wascoculturaltrust.org

1401 E. 21st Street.....The Dalles.....Oregon.....97058.....541.296.8618

Current facts:

2013 distribution from Oregon Cultural Trust \$7723

Applications will be available October 1 at libraries, art center, chamber office or on our website: www.wascoculturaltrust.org. Deadline: December 15

2012 award granted: \$6840.

2012 grantees include:

After School Productions

Mosier School Project

Columbia Gorge Community College Foundation—Spring Humanities Series

Masqueraders---Missoula Childrens Theater

Julie Reynolds---Rajneeshee Project

Fort Dalles Museum

Wonderworks

Colonel Wright/Teal Everts---Oregon Trail overnight trip

What the County Commissioners can do:

1. Publicize the Oregon Cultural Trust and its connection to Wasco County Cultural Trust Coalition.
2. Promote donations to local or state non profit arts and culture organizations and a matching donation to the Oregon Cultural Trust for a tax credit.
3. Seek out new members for appointment to the Wasco County Cultural Trust Coalition.

Websites: www.culturaltrust.org

County Coalition: www.wascoculturaltrust.org

WASCO COUNTY CULTURAL TRUST COALITION