

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION / AGENDA WEDNESDAY, February 20, 2013
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 and at other times throughout the meeting; please wait for the current speaker to conclude and 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) [Staff Retirement](#), [Vacating Appointments](#), [Uncollectible Taxes](#), [Treasurer's Report](#), [Resolution Amending Budget](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 2.6.2013](#)

9:30 a.m. [Road Vacation Hearing](#) – Marty Matherly

10:00 a.m. [Recess to Library Service District Session](#)

10:30 a.m. [Emergency Declaration Ordinance](#) – Mike Davidson

10:40 a.m. [Oregon Emergency Management Matching Funds](#) – Mike Davidson & Monica Morris

10:50 a.m. [Budget Adjustment – Appropriating Funds](#) – Mike Davidson & Monica Morris

11:00 a.m. [Contracting Rules Resolution](#) – Arthur Smith

11:10 a.m. [Grants of Easement](#) – Arthur Smith

11:20 a.m. [Notice of Violation](#) – Kate Foster

11:30 a.m. [Regional Home Repair Program](#) – David Peters, Mid-Columbia Housing Resource Center

11:50 a.m. [Young Life Expansion Legislation](#) – Linda Swearingen

LUNCH

2:00 p.m. [Early Learning Systems Update](#) – Molly Rogers

2:45 p.m. [Recess to 4-H & Extension Service District](#)

NEW / OLD BUSINESS
COMMISSION CALL / REPORTS
ADJOURN



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 20, 2013

PRESENT: Rod L. Runyon, Chair of Commission
Scott C. Hege, County Commissioner
Steve Kramer, 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.

Discussion List – Staff Retirement

Chair Runyon invited Civil Deputy Sunny Talatzko to the front of the room where he presented her with a retirement certificate, congratulated her on her upcoming retirement and thanked her for more than 14 years of service. Chief Tax Deputy Sylvia Loewen added that she had worked with Sunny and appreciated her can-do attitude. The Board and Mr. Stone also offered their thanks and congratulations.

Discussion List – Wholly Uncollectible Taxes

Ms. Loewen explained that the taxes were owed by a deceased person who had had manufactured home on property they did not own; the home has since been destroyed. Commissioner Hege, referencing another home that had come before the Board in January, noted that it seems a little odd that both homes had been destroyed. Ms. Loewen explained that she had seen both homes and, in her opinion, they needed to be destroyed. She went on to say that it is unusual to have uncollectible taxes occur in close proximity to one another; the last one that came through occurred in 2010.

{{{Commissioner Kramer moved to approve Order #13-069 in the matter of the cancellation of certain uncollectible personal property taxes.
Commissioner Hege seconded the motion which passed unanimously.}}}

Discussion List – Amending Budget Resolution

Finance Manager Monica Morris explained that the auditor had determined that the LB form required by the state and included in Budget Resolution #12-010 did not meet auditing standards which require more detail. She went on to say that in the future the LB Forms will still be provided to the State, but the detail being included in this amending resolution will be included in future budget resolutions. She added that all the fiscal numbers in the amending resolution remain the same as those in Resolution #12-010; the added detail is the only change.

{{{Commissioner Hege moved to approve Amended Resolution #13-004 in the matter of amending the fiscal year 2012-2013 budget, tax levy and appropriations.}}}

Discussion List – Vacating Appointments

Ms. White explained that Dallas Swafford, recently appointed to the Veterans Services Advisory Committee, had declined the appointment due to potential conflicts with his work for the Veterans Home. He will still attend the meetings, but will not be a voting member. Dwight Langer, recently reappointed to the Compensation Committee called Ms. White to say that he had thought he had let someone know last spring that he was not interested in being reappointed. She went on to say that neither appointment had been recorded by the clerk and that a consensus to withdraw the appointments would be all that was needed.

*****The Board was in consensus to withdraw the appointment of Dallas Swafford to the Veterans Services Committee and Dwight Langer to the Compensation Committee.*****

Ms. White reported that the Veterans position has already been advertised. The Board asked that she advertise for the Compensation Committee position.

Discussion List – Treasurer's Report

There were no questions or comments regarding the February Treasurer's Report.

Consent Agenda – 2.6.2013 BOCC Regular Session Minutes

*****The Board approved the 2.6.2013 BOCC Regular Session Minutes.*****

Commission Call

Commissioner Kramer related his experiences at the recent County College Session. He has made some solid connections and is now part of an email circle with several other County College attendants.

Administrative Officer

Mr. Stone stated that he has begun an internal audit of Information Services functions as part of the overall plan to find efficiencies throughout the County. He is working with MCCOG and IS to review IS policies and procedures. Although there have been only two meetings, Mr. Stone is pleased with the progress being made.

Chair Runyon commented that IS is a large part of the County budget; identifying efficiencies in IS may have big benefits.

Department Heads – Public Works

Public Works Director Marty Matherly reported that the third meeting of the Roads Advisory Committee met last night and was well attended. He felt there had been good discussion regarding the shortfall being faced in upcoming budget cycles. They began exploring possibilities of alternate funding resources as well as contingency plans for drastic reductions in funding. The next meeting will be held at 3:00 p.m. on February 26th.

Agenda Item – Road Vacation Public Hearing

At 9:30 a.m. Chair Runyon opened a Public Hearing regarding the proposed vacation of a portion of St. Charles Ave in Tygh Valley, Oregon which is located in Wasco County. He outlined the rules of the public hearing and invited anyone wishing to be heard to sign-in on a sheet provided for that purpose. Those signing in were:

Benny Cox	82620 Oak Grove Ave	Tygh Valley, OR
Janice Satanas	PO Box 236	Tygh Valley, OR
Merle Davis	57598 Havens Ave	Tygh Valley, OR
Gerald Tripp	82741 Hwy 216	Tygh Valley, OR
Sam Gaddis	57654 St. Charles Ave	Tygh Valley, OR

Chair Runyon introduced Mr. Matherly to present the staff report. Mr. Matherly reminded the Board that in September of 2012 he had received a petition to

vacate a portion of St. Charles Ave in Tygh Valley. The reason stated in the petition was that the road was being used as a shortcut to Wamic Market Road. Mr. Matherly provided a history of St. Charles Ave which was named as a County road in 1892. In 1949, Wasco County realigned the road; a portion of the road was abandoned. In 1973 the Cox property section of St. Charles was abandoned effectively making the remainder of the road a dead end. St. Charles Ave. is gravel and in poor condition.

He went on to say that the Public Utility District did not oppose the vacation as long as they were granted a right of way. Tygh Valley Water District and the Tygh Valley Fire Department are both opposed. He added that if the vacation is done, two parcels would be landlocked; access easement would need to be granted for those two parcels.

Mr. Matherly stated that there is no value to the public other than access to private property. He recommended granting the vacation as long as easements were granted to the PUD, Water and Fire Districts. If landowners are not willing to grant those easements, he recommends against granting the vacation.

Some discussion ensued regarding building on areas where an easement has been granted. Mr. Matherly stated that as long as they meet the requirements of access, they could build; that would be part of the process through the planning department.

Commissioner Hege inquired about a prescriptive easement. Mr. Matherly responded that a prescriptive easement would be a legal process not involving the Board.

Chair Runyon called on Ben Cox to come forward to be heard.

Mr. Cox explained that he has lived in the area for decades; the old St. Charles that was closed really never existed and could only be traveled on horseback. He went on to say that the existing road is regularly used by residents, delivery people, etc.; if Wamic Market Road is blocked in any way, St. Charles Ave. provides an important detour. He believes that if the road is vacated, the lack of access will stifle future progress. He pointed out that if it becomes private property, there are some who may fence it completely blocking access.

Chair Runyon asked Janice Satanas to come forward and be heard.

Ms. Sanatas said there was little she could add to Mr. Cox's statement. She agrees that the road should not be vacated. Commissioner Hege asked if she used the road. She replied that she uses it daily adding that she has four children who may want to do something with the lot and will need that access.

Chair Runyon called upon Merle Davis to come forward and be heard.

Mr. Davis identified himself as one of the petitioners for the vacation. He explained that the properties around St. Charles Ave. have been rezoned as commercial. Although the existing residences are grandfathered in, future construction will have to be commercial in nature. He stated he did not see the negative impact outlined by the previous speakers. He stated he is willing to grant easements. He went on to explain that he rents spaces for motor homes and campers; he is challenged by people parking along St. Charles which makes it difficult to move the recreational vehicles on and off the property.

Chair Runyon asked Mr. Davis if he would be willing to grant easement to adjoining property owners to drive on the road to access their homes. Mr. Davis said he would, that it is not his intention to block access; he wants to be able to legally tell people not to park in front of his property.

Gerald Trip, Director of the Tygh Valley Water Board, came forward and stated that the Water Board is firmly opposed to the vacation. He said the Water District owns a 20 foot easement and that there is 10" pipe going all the way through St. Charles Ave. He said the road has been washed out and they will be graveling it. If St. Charles is vacated and people put up fences and gates, it will become much more difficult and costly to access pipes. He added that if properties are subdivided, the access will become even more critical. Mr. Trip provided Mr. Matherly with a copy of the easement he had referenced. Mr. Matherly said he would look into it.

Chair Runyon called Sam Gaddis to come forward and be heard.

Mr. Gaddis stated that the road is washed out and virtually impassable by anything but off-road vehicles. He went on to say that the road is attractive to

drunks on 4-wheelers and he has experienced a lot of trouble from them. He went on to say that he does not have trouble with people parking.

Chair Runyon responded that if vacated, parking along the road would probably not be permitted. He asked if that would cause a hardship for Mr. Gaddis who replied that it would. Mr. Gaddis went on to say there aren't that many cars being parked along the road. Chair Runyon asked how vacating the road would stop the 4-wheelers from using it. Mr. Gaddis responded that he would gate it. He went on to say that you can only travel the road on a 4-wheeler; the road is not maintained.

Mr. Davis stated that his only interest was to prevent people from parking in front of his property; he has no intention of gating what would be his half of the road. He just wants legal grounds to prevent the parking.

Chair Runyon asked if anyone else wished to be heard. Ms. Satanas said she was not aware that they could have businesses there. Chair Runyon explained that it would apply to future building.

Commissioner Hege asked if there are businesses outside the RV storage. The response from several citizens was that there is a small motel at the end of the road.

Chair Runyon again asked if there were any further comments. There being none, he closed the public testimony portion of the hearing and explained that the Board would now deliberate with three possible outcomes: take action to grant or deny the vacation, schedule the matter for later Commission deliberation, or postpone the matter for additional staff work or other reason preferable to a date and time certain. He asked the Board to voice their opinions.

{{{Commissioner Kramer, based on the information presented today, moved to deny the road vacation request. Commissioner Hege seconded the motion. Chair Runyon stated that he believes the issues could be resolved by the neighbors communicating and working to help one another. Commissioner Hege added that when an area is zoned for commercial use people usually do not want to vacate streets; when you start gating, you create problems. He stated that he does not see a good reason to vacate the road. He agrees with Chair Runyon in that the issues

could be worked out with some cooperation. Chair Runyon noted that it is important that the Water District follow-through with their stated intent to gravel the road. Chair Runyon called for a vote. Commissioner Kramer's motion to deny the road vacation request passed unanimously.}}

Mr. Davis stated that he will seek legal remedy to his parking problem. Mr. Gaddis chided the Board for their decision.

The Board thanked everyone for their input. Chair Runyon closed the public hearing at 10:27 a.m. and called a three minute recess.

The session reconvened at 10:30 a.m.

Chair Runyon recessed from the regular session at 10:30 a.m. in order to open a meeting of the Wasco County Library Service District.

The session reconvened at 10:43 a.m.

**Agenda Item – An Ordinance Regulating Local Emergency Declarations
in Wasco County**

Chair Runyon read the title of the Ordinance into the record and reviewed the focus of the ordinance which has been discussed at previous sessions.

{{{Commissioner Hege moved to approve Ordinance #13-002 in the matter of an ordinance regulating local emergency declarations in Wasco County. Commissioner Kramer seconded the motion which passed unanimously.}}

Discussion Item – Organizational Chart

Mr. Stone asked to add the organizational chart to the discussion list. He brought forward the chart, revised based on input from the Board at a previous session. Commissioner Hege suggested that Civil Service did not need to be listed saying that it was more detail than needed. Mr. Stone responded that it could be removed along with loss control and grant administration. The Board also thought it would be a good idea to name both service districts.

The consensus of the Board was to accept the organizational chart with the aforementioned changes.

Agenda Item – Oregon Emergency Management Matching Funds

Emergency Manager Mike Davidson and Ms. Morris explained that this issue had been resolved earlier in the week and therefore there was no longer a need to bring it before the Board.

Agenda Item – Budget Adjustment: Accepting and Appropriating Funds

Mr. Davidson explained that the grant was submitted in order to purchase two back-up desktop units for 9-1-1, part of a larger project. The grant will not fully pay for both units which cost \$13,000. In addition it will cost approximately \$4,000.00 to add radios to each console along with the cost of installation.

Ms. Morris said she had little to add except that the Sheriff plans to pay for the balance of the project from fund 324; there is money there to do that.

Mr. Davidson added that he has contacted the partners paying into this system and gained their approval.

Commissioner Hege commented that the equipment would not be housed in a County facility, but will be located at the Fire Department. He inquired as to the discussion with them for the use of space and any costs associated with that use. Mr. Davidson replied that there is no written agreement but it is his intention to obtain one. He went on to say that the Fire Department has funding for this project and that he and they have identified surplus furniture to equip the room. The Fire Chief has committed to a minimum of five years of use of their space.

Commissioner Hege noted that he has heard rumored that the State has been pushing the regionalization of call centers and that Wasco County has been identified as part of a region that extends from Hood River to Moro. He also pointed out that there is a regional call center east of The Dalles and that in the future we may engage in reciprocal back-up with Jefferson County. He wondered if perhaps there is not a need for us to have a back-up that may prove to be redundant.

Mr. Davidson responded that the idea of regionalization has been on the table since 1992 but has never come to fruition. He added that they have explored other options, for instance Wasco County can provide some cross-over for Hood River but coverage is limited; while the back-up center cannot provide full coverage it can provide more coverage.

{{{Commissioner Kramer moved to approve Resolution #13-006 in the matter of accepting and appropriating unanticipated State Homeland Security grant funds in the amount of \$12,687.00 during fiscal year 2012-2013. Commissioner Hege seconded the motion which passed unanimously.}}}

Agenda Item – Contracting Rules

Project Manager Arthur Smith explained that several months ago he began meeting with Mr. Stone, Facilities Manager Fred Davis, and Mr. Matherly to review and update the Wasco County Contracting Rules. One of the major changes is the formatting which is much more user friendly and should serve to lead even the novice through successful contracting on behalf of Wasco County. Most of the other changes to the rules bring them in line with State regulations. This does not affect the internal purchasing process, only the contracting process.

Ms. Morris pointed out that right now certain documents are required for internal purchases; not all of that documentation is required under the new rules. While the internal controls remain the same, the supporting documents will be different.

Commissioner Hege stated that it sounds as if most of the changes were language clean-up.

Mr. Stone replied that along with marrying the changes, a big issue for Wasco County is for staff that doesn't often do purchasing to be able to navigate the system – the new rules should help to clarify and simplify the process for infrequent users.

{{{Commissioner Kramer moved to approve Resolution #13-005 in the matter of the adoption of amended rules governing public contracts in Wasco County. Commissioner Hege seconded the motion which passed unanimously.}}}

Mr. Stone commended Mr. Smith for all his hard work.

Agenda Item – Grants of Easements

Mr. Smith introduced Road Surveyor Lyle Stevens who explained that the easements were housecleaning. While working on a project, it was discovered that the Anderson & Perry bridge study had never followed through with the

recording of easement. The County surveyors have now surveyed and finalized the study; the Port of The Dalles has already signed the easement. Mr. Smith explained their intent to vacate portion of it so the park can improve their parking area. The project affects two lots which is why there are two easements before the Board.

GRANT OF EASEMENT #1: A parcel of land being located in the NW ¼ of Section 28 and the SW ¼ of Section 21, Township 2 North, Range 13 East, W.M., Wasco County, Oregon and being a portion of that property described in that deed to the Port of the Dalles, recorded July 13, 1967 as Microfilm No. 67-1052, Wasco County Deed Records, said parcel being 60 feet in Width (30 feet on each side of the centerline) and being a portion of River Trail Way as said road has been relocated.

GRANT OF EASEMENT #2: A parcel of land being located in the NW ¼ of Section 28, Township 2 North, Range 13 East, W.M., Wasco County, Oregon and being a portion of that property shown as Lot 30 of Chenoweth Creek Industrial Subdivision and Property Line Adjustment, Filed as 99-5492 in the Office of the Wasco County Clerk on October 19, 1999 and belonging to the Port of The Dalles. Said parcel being 60 feet in Width (30 feet on each side of centerline) and being a portion of the River Trail Way as said road has been relocated.

{{{Commissioner Hege moved to approve both grants of easement as described above. Commissioner Kramer seconded the motion. Commissioner Hege asked if these roads were being transferred to the City of The Dalles. Mr. Smith responded affirmatively saying this is just clean-up to pave the way for the transfer and future development. The motion passed unanimously.}}}

Agenda Item – Notice of Violation
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Codes Enforcement Officer Kate Foster explained that the property in question has two dwellings where there should be only one. Unfortunately, the property is owned by two people, one having 2/3 interest and the other 1/3 interest. Each has a dwelling on the property with no desire to cohabitate. They plan to place the property on the market. The notice of violation will inform future owners that one building will have to be removed in order to be in compliance with code.

{{{Commissioner Hege moved to approve Hearings Officer Order #13-070. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Regional Home Repair Program

David Peters, representing the Mid Columbia Housing Resource Center, explained that he is applying for a grant to fund grants to homeowners for home repairs. It does not directly affect the County; however, a requirement of the grant is to obtain the Intergovernmental Agreement in order to allow residents of Wasco County to benefit from the program.

Mr. Stone asked who the grantee would be. Mr. Peters responded that the City of The Dalles will be the applicant; the County will not be named.

{{{Commissioner Kramer moved to approve the Intergovernmental Agreement in Support of a Community Development Block Grant from the 2013 Community Development Block Grant Program Administered by the Oregon Business Development Department Infrastructure Finance Authority. Commissioner Hege seconded the motion which passed unanimously.}}}

Mr. Peters went on to say that the housing program for the unemployed is phasing out but there is a new program that helps people who are now in a position to pay their mortgage but are behind in the payments. The program makes a one-time payment to bring the homeowner current; it is a loan but becomes a grant if the homeowner remains in their home for five years. He added that there is information on their website that will assist homeowners facing judicial foreclosure to access programs to help them navigate the system.

Mr. Stone observed that the grant program covers a large geographical area. He asked what will determine who is awarded grant funds. Mr. Peters responded that they have already begun advertising the program and have received applications. There are no Sherman County applicants which narrows the field. Although they have yet to set priority policies, they plan to do so. Historically, they have had more applicants than they can serve in Wasco County and less in Hood River.

Chair Runyon inquired as to any expected cutbacks. Mr. Peters replied that it is a HUD program and he has not heard of any anticipated cutbacks.

Chair Runyon recessed the session at 11:37 a.m.

The session reconvened at 11:50 a.m.

Agenda Item – Young Life Expansion Legislation

Linda Swearingen, lobbyist for Young Life, announced that a bill will be brought forward today by Oregon State Representative Huffman that allows Young Life to expand. Young Life believes that in the next two or three decades they will have an opportunity to expand and would like to expand outside their current footprint. Their first expansion would be in Jefferson County with Wasco expansion down the road. Young Life's current footprint encompasses 70 acres with clustering of activity areas. The legislation allows for four new sites covering no more than a total of 100 acres; overnight beds are not to exceed 1,500 for the four sites combined. Young Life is in the planning phase with execution to occur over a long period of time.

She went on to say that in Wasco County Young Life would follow the County's conditional use process – submitting application to be reviewed by the Planning Department and open for public comment. Planning could choose to send the application on to the Planning Commission which could, in turn, send the application on to the Board of County Commissioners. Young Life recognizes that there are other community partners such as Fish and Wildlife, the Bureau of Land Management, the State Historic Preservation Office and others affected by the expansion who will want to participate in the process. She stated Young Life pledges due diligence. They have identified 4,000 acres (in purple on the map included in Board Packet) as the expansion area – those identified acres are included in the proposed legislation. Some of the acreage is BLM land; upcoming federal legislation may give Young Life an opportunity to acquire federal land.

Chair Runyon stated that it seems as though Wasco County is being given no choice but will bear liabilities associated with the expansion. Even though most of the land is in Jefferson County, the only entrance to the land is through Wasco County. He related that the Board has been out to the site to assess the situation. He reminded Ms. Swearingen that the County has put the brakes on many projects due to budget constraints; the expansion will cost the County.

Ms. Swearingen remarked that Chair Runyon raised valid concerns. She suggested that a Memorandum of Understanding between the County and Young Life, outlining costs department by department, will help them come to grips with the financial issues. She related that Young Life is open to working out

identified then there can be an understanding as to how those costs will be compensated. Young Life would like to have those costs factored in as part of their fund raising process.

Chair Runyon pointed out that Planning Director John Roberts has raised issues and passed those concerns along. He went on to say that it is important that we are confident in Young Life's willingness to work with us.

Commissioner Hege asked if the legislation being dropped today is the same draft they have already seen. Ms. Swearingen responded that it is, adding that Mr. Roberts' suggestions as well as some from Jefferson County will be added in committee as amendments.

Commissioner Hege noted that at the most recent managerial meeting, department heads were asked to identify the fiscal burdens their departments would bear as a result of Young Life expansion. Ms. Swearingen responded that she would encourage that process and reinforced the idea of an MOU being beneficial to all. The expectation is that Young Life would pay a fee for County impacts.

Commissioner Hege asked how the acreage was determined. Ms. Swearingen replied that it was geography; Young Life wanted to access their existing infrastructure and/or have the ability to create new infrastructure. They are also looking for some geographical separation for the various groups using their facilities.

Mr. Stone pointed out that it appears that some public use land will be taken out of public use. Ms. Swearingen explained that if the transfer occurs, Young Life would own the land. She went on to say that two-thirds of the BLM land is not currently accessible to the public; with the transfer, the public would gain access through Young Life's efforts to clear and maintain roads. If the federal legislation does not pass, Young Life could only build on land they own.

Commissioner Hege asked if campers would stay within each camp without transferring between camps. Ms. Swearingen responded, "That is the goal; transfers would be a rare occurrence.

Chair Runyon noted that in a pre-meeting he had heard that there had been complaints about small fees; he is encouraged by the information Ms. Swearingen has provided today.

Ms. Swearingen reiterated the benefit to Young Life of front-loading fees to allow for targeted fund-raising adding that she believes the MOUs should be annually renewed to allow for adjustments.

Senior Planner Joey Shearer pointed out that the state and federal legislation are on parallel paths; he asked what happens if one succeeds and the other does not. Ms. Swearingen said one is not dependent on the other. If Young Life cannot acquire federal lands, they will use only what they own with a smaller footprint. She predicted that out of the 4,000 identified acres, less than 400 would be used.

Chair Runyon recessed the session at 12:35 for lunch.

The session reconvened at 2:00 p.m.

Agenda Item – Early Learning Systems Update

Youth Services Director Molly Rogers displayed and reviewed a PowerPoint presentation (attached). Following a brief legislative history of the early learning changes being implemented throughout the state, Ms. Rogers went on to outline the steps taken within Wasco to prepare to integrate with new the systems and processes. She explained that the three main goals of the governor's initiative are:

1. Children are ready for Kindergarten when they arrive
2. Children are raised in stable and attached families
3. Services are integrated and aligned into one early learning system designed to achieve goals 1 & 2

Ms. Rogers then briefed the Board on recent local meetings with an emphasis on a recent meeting she attended with School District #21, Early Intervention, Public Health, Headstart, The Next Door, OCDC, Child Care Partners, and a representative from the faith based community. The result of that meeting was a consensus on recommendations for moving forward:

The "top" needs to be a public entity – they can maintain the necessary transparency, provide infrastructure and an auditing process. Whoever takes on this role will need to understand there is no monetary profit to be gained; in fact the state funds may not cover all costs. In addition, the managing agency will need to assign a dedicated staff person.

The group determined that the following groups should be represented on the HUB's Board of Directors:

- A Commissioner/Judge from each county participating in the HUB - The group developed the plan to be used regionally, encompassing multiple counties.
- Education – one superintendent elected by all districts involved.
- DHS – a key partner with a unique perspective
- Public Health – one representative
- Child Care Partners – one representative
- Early Intervention – one representative
- Oregon Preschool Providers – one representative
- ESD – one representative
- Healthy Start – one representative
- Business Community – one representative
- Parents – one representative

Ms. Rogers added that there is some concern that the Board will grow too large to be effective. While subcommittees could offer a solution there is not likely to be funding to support them. There are two currently standing committees – the Early Childhood Committee affiliated with the WCCCF and P-3 affiliated with School District #21 – that may offer a starting point. The Board will have to determine how to best address that issue. The group recommends that work be done in subcommittees with decision making falling to the HUB Board.

Ms. Rogers stated that the presented plan has been shared with the Early Childhood Committee and the Wasco County Commission on Children and Families; both have approved the plan. Suggestions from those two bodies were to add representatives from preschools and the faith based community to the Board.

Mr. Stone asked Ms. Rogers, based on her experience with the larger group, if she believes there will be support for a model like this. Ms. Rogers responded that she believes there already is some support. She added that working with the group to develop this model, they found that no matter what approach they took they always ended up with a model that looked like this one. While some still believes the Commission system will be "saved," she is confident they will be closed as scheduled; in any case, we should be prepared and need to begin dialog with neighboring counties for collaboration. She said that it would be worth having conversations with all of our neighboring rural counties – Hood River, Sherman, Gilliam, Wheeler, Morrow and Jefferson.

Chair Runyon asked if anyone else in the state is further along. Ms. Rogers replied that Wasco is really ahead in of the other counties in the state in preparing for the coming changes. She acknowledged anxiety that exists based the unknown and the fear of the managing entity forcing unwanted change. Whoever the entity, Ms. Rogers believes that this model will provide a safety net that will prevent families and children from falling through the cracks like to be created by the transition. To be an early submitter, Wasco County needs to be ready in May; based on the CCO process, she believes there can be a monetary value in being first. She added that our system is already a model for the state.

***** The Board was in consensus for Ms. Rogers to set up meetings with Wasco County's prospective partners.*****

Ms. Rogers said she would go forward with the meetings, inviting Commissioner Kramer to attend as the Board's representative since he already serves on the Wasco County Commission on Children and Families. She said she would also notify the rest of the Board of meeting times and places should they wish to attend.

Commissioner Hege reminded Ms. Rogers of the budgetary challenges Wasco County is facing. Ms. Rogers noted that she has been asked if Wasco County is positioning itself to act as the HUB; her response has been to say that, while Wasco County has the capacity to take that on, it is not their goal – it would only fall to Wasco County if there were to be no other willing and acceptable entity. She added that it may well be that the physical location for the HUB may be The Dalles but that doesn't necessitate the County being the acting agent.

Mr. Stone asked Ms. Rogers, based on her experience with the larger group, if she believes there will be support for a model like this. Ms. Rogers responded that she believes there already is some support. She added that working with the group to develop this model, they found that no matter what approach they took they always ended up with a model that looked like this one. While some still believes the Commission system will be "saved," she is confident they will be closed as scheduled; in any case, we should be prepared and need to begin dialog with neighboring counties for collaboration. She said that it would be worth having conversations with all of our neighboring rural counties – Hood River, Sherman, Gilliam, Wheeler, Morrow and Jefferson.

Chair Runyon asked if anyone else in the state is further along. Ms. Rogers replied that Wasco is really ahead of the other counties in the state in preparing for the coming changes. She acknowledged anxiety that exists based the unknown and the fear of the managing entity forcing unwanted change. Whoever the entity, Ms. Rogers believes that this model will provide a safety net that will prevent families and children from falling through the cracks like to be created by the transition. To be an early submitter, Wasco County needs to be ready in May; based on the CCO process, she believes there can be a monetary value in being first. She added that our system is already a model for the state.

***** The Board was in consensus for Ms. Rogers to set up meetings with Wasco County's prospective partners.*****

Ms. Rogers said she would go forward with the meetings, inviting Commissioner Kramer to attend as the Board's representative since he already serves on the Wasco County Commission on Children and Families. She said she would also notify the rest of the Board of meeting times and places should they wish to attend.

Commissioner Hege reminded Ms. Rogers of the budgetary challenges Wasco County is facing. Ms. Rogers noted that she has been asked if Wasco County is positioning itself to act as the HUB; her response has been to say that, while Wasco County has the capacity to take that on, it is not their goal – it would only fall to Wasco County if there were to be no other willing and acceptable entity. She added that it may well be that the physical location for the HUB may be The Dalles but that doesn't necessitate the County being the acting agent.

Ms. Rogers concluded by saying that the governor is lobbying for budget cuts in PERS and Corrections, if he is unsuccessful there will be funding challenges for HUBS. Funding for Early Learning has increased but mostly at the nursery level and the funds are not administrative.

Chair Runyon commended Ms. Rogers saying that one of the greatest decisions the Board made was to select Ms. Rogers to lead the way in this process.

Ms. Rogers reported that she attended the CCO retreat on February 8th with another meeting scheduled next week. The transformation plan was submitted to the State and one piece was returned. She asked to return to the Board in April to brief the Board; she will bring Coco Yackley, CCO Operations Consultant.

Chair Runyon recessed the session at 2:42 p.m. to open a session of the Wasco County 4-H Extension Service District.

The session reconvened at 3:03 p.m.

Chair Runyon adjourned the session at 3:05 p.m.

Summary of Actions

Consensus

- Approval of the 2.6.2013 BOCC Regular Session Minutes.
- Withdraw the appointments of Dallas Swafford to the Veterans Services Committee and Dwight Langer to the Compensation Committee.
- Accept the Wasco County organizational chart with the following changes – remove Civil Service, Loss Control and Grants Administration from the chart, add the names of both Service Districts.
- Direct Ms. Rogers to set up meetings with Wasco County's prospective partners to open discussions regarding the formation of a regional HUB.

Motions Passed

- Approval of Amended Resolution #13-004 in the matter of amending the fiscal year 2012-2013 budget, tax levy and appropriations.
- Approval of two grants of easement:
 - GRANT OF EASEMENT #1: A parcel of land being located in the NW ¼ of Section 28 and the SW ¼ of Section 21, Township 2 North, Range 13 East, W.M., Wasco County, Oregon and being a portion of that property described in that deed to the Port of the Dalles, recorded July 13, 1967 as Microfilm No. 67-1052, Wasco County Deed Records, said parcel being 60 feet in Width (30 feet on each side of the centerline) and being a portion of River Trail Way as said road has been relocated.
 - GRANT OF EASEMENT #2: A parcel of land being located in the NW ¼ of Section 28, Township 2 North, Range 13 East, W.M., Wasco County, Oregon and being a portion of that property shown as Lot 30 of Chenoweth Creek Industrial Subdivision and Property Line Adjustment, Filed as 99-5492 in the Office of the Wasco County Clerk on October 19, 1999 and belonging to the Port of The Dalles. Said parcel being 60 feet in Width (30 feet on each side of centerline) and being a portion of the River Trail Way as said road has been relocated.
- Approval of Hearings Officer Order #13-070 – Notice of Violation to owner of the property identified as 4S 12E 9AC 700 (account number 11310) in Deed number 2002-003048 of the Wasco County Clerk Records which is in violation of the Wasco County Code Compliance and Nuisance Abatement Ordinance (WCCNAO) Section 2.090 (A) Illegal Dwelling.
- Approval of Ordinance #13-002 in the matter of an ordinance regulating local emergency declarations in Wasco County.
- Approval of Order #13-069 in the matter of the cancellation of certain uncollectible personal property taxes.


WASCO COUNTY COURT
REGULAR SESSION
FEBRUARY 20, 2013
PAGE 19

- Approval of Resolution #13-005 in the matter of the adoption of amended rules governing public contracts in Wasco County
- Approval of Resolution #13-006 in the matter of accepting and appropriating unanticipated State Homeland Security grant funds in the amount of \$12,687.00 during fiscal year 2012-2013.
- Approval of the Intergovernmental Agreement in Support of a Community Development Block Grant from the 2013 Community Development Block Grant Program Administered by the Oregon Business Development Department Infrastructure Finance Authority.
- Denial of the road vacation request for a portion of St. Charles Ave in Tygh Valley, OR.

WASCO COUNTY BOARD
OF COMMISSIONERS


Rod L. Runyon, Commission Chair


Scott Hege, County Commissioner


Steve Kramer, County Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 20, 2013**

DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. [Staff Retirement - BOCC](#)
2. [Vacating Appointments – Kathy White](#)
3. [Uncollectible Taxes – Sylvia Loewen](#)
4. [Treasurer's Report](#)
5. [Resolution #13-004 Amending Budget Resolution – Monica Morris](#)

ON HOLD:

1. Wasco County website improvement
2. Admin move

Discussion List Item
Staff Retirement

- [No documents have been submitted for this item – RETURN TO AGENDA](#)

Discussion List Item
Vacating Appointments

- [Memo](#)
- [Email – Dallas Swafford](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: VACATING APPOINTMENTS
DATE: 2/15/2013

EXPLANATION OF APPOINTMENTS

Compensation Committee: Dwight Langer contacted me following the receipt of his appointment and explained that last year he had asked to not be reappointed to this committee; I suspect that information got lost in transition.

Veterans Services Advisory Committee: Dallas Swafford contacted me following the receipt of his appointment and explained that while he would like to remain involved with the committee, he cannot accept the appointment (see attached email).

While both appointments were voted upon by the BOCC at the last session, neither has been officially filed by the Clerk and therefore a vacating order is not necessary. All that will be necessary is a motion rescinding the appointments.



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

Advisory Commitee

2 messages

Dallas Swafford [REDACTED]
To: kathyw@co.wasco.or.us

Thu, Feb 7, 2013 at 10:17 AM

To whom it may concern:

It is with disappointment that I must decline/resign my recent appointment to the Wasco County Veterans Services Advisory Committee. The reason I must decline is that there is a concern that being a voting member of any committee or board may present a conflict of interest in certain circumstances. I do, however, wish the opportunity to be able to attend meetings and be involved with other local organizations that advocate for veterans. If you have any questions or concerns call me at [REDACTED] or stop by the Veterans' Home.

Very respectfully,

Dallas Swafford

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The surest way not to fail is to be determined to succeed

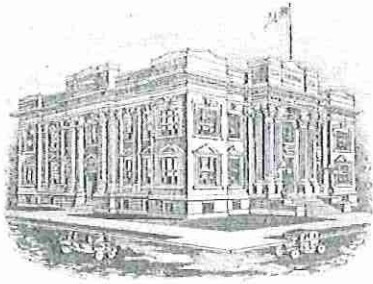
Kathy White <kathyw@co.wasco.or.us>
[REDACTED]

Thu, Feb 7, 2013 at 10:36 AM

Discussion List Item

Uncollectible Taxes

- [Request](#)
- [List of Wholly Uncollectible Taxes](#)
- [Tax Details](#)
- [Affidavit – Wasco County Tax Collector](#)
- [Affidavit – Wasco County District Attorney](#)
- [Order #13-069 Cancelling Uncollectible 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: February 8, 2013

TO: Wasco County Board of County Commissioners

FROM: Tim R. Lynn *TL*
Wasco County Assessor/Tax Collector

SUBJECT: Cancellation of Uncollectible Personal Property Taxes

I am requesting the Wasco County Board of County Commissioners for an Order Cancelling Uncollectible Personal Property Taxes, pursuant to ORS 311.790.

Please find attached the Personal Property account that meets the necessary criterion.

FORGIVING LIST OF WHOLLY UNCOLLECTIBLE TAXES PURSUANT TO ORS 311.790

ACCOUNT:	NAME:	YEAR:	AMOUNT:	REASON UNCOLLECTIBLE:
#70960	LA DOUCEUR, PHILIP A	2011	\$116.87	DECEASED 09-07-2006
		2012	\$83.23	MANUFACTURED STRUCTURE DISMANTLED. ONE WRT TO BE RELEASED AT COUNTY EXPENDITURE; SEE ATTACHED SHEETS.

ASMT YR 2012 TAX YR 2012 MOBILE
REF 70960 LA DOUCEUR PHILIP A
Batch & Amt C/O JANSSEN VICKY
N .00 332 S DAVIS RD
Mo I/D Year TYGH VALLEY, OR 97063
2 I 2013

TAX PAYMENT ENTRY
MAP# 4S 12E 10CC 800 00
CODE 13 REAL 14933
URGENT-COMMENT SCR

COMMENTS

YEAR	TAX AMOUNT	- TAX PAID	= TAX DUE	+ INT/-DIS	= TOTAL DUE	S	M	J
2011	100.75		100.75	16.12	116.87	S		
2012	82.13		82.13	1.10	83.23	S		

TOT: 1070.33 887.45 182.88 17.22 282.10 FEES: 82.00
Payor Typ Chk Amount Year Date Int One Int Two Discount Rcpt#
LA DOUCEUR P SP Y 20813
1-PR 2-SR 3-EN 9-FE 10-RC 11-TR 12-HS 14-FO 15-M5 16-JV 17-AS 20-CM 21/2-PR/NX

IN THE COUNTY COURT OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE CANCELLATION)
OF CERTAIN UNCOLLECTIBLE PERSONAL) A F F I D A V I T
PROPERTY TAXES.)

STATE OF OREGON,)
) ss.
County of Wasco.)

I, TIM R. LYNN, being first duly sworn on oath depose and say: That I am the duly qualified and acting Tax Collector in and for the County of Wasco; That the attached list of personal property taxes was prepared in my office and under my direction; That I have examined said list and investigated the feasibility of collection of said taxes; That from my investigation I have determined that the owner is deceased and the manufactured structure has been dismantled; and That in my opinion said taxes are wholly uncollectible by virtue of these facts; and Further that I make this Affidavit in support of a Motion for an Order of this Court declaring the said taxes to be uncollectible

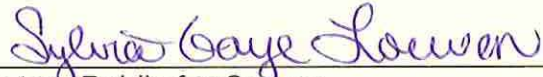
and directing me as Tax Collector of this County to cancel said uncollectible personal property taxes.

DATED this 8th day of February, 2013.



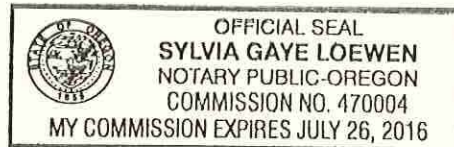
Tim R. Lynn
Wasco County Tax Collector

SUBSCRIBED AND SWORN to before me this 8th day of
February, 2013.



Notary Public for Oregon

My Commission Expires: July 26, 2016



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

IN THE MATTER OF THE CANCELLATION)
OF CERTAIN UNCOLLECTIBLE PERSONAL) A F F I D A V I T
PROPERTY TAXES.)


STATE OF OREGON,)
) ss.
County of Wasco.)

I, ERIC J. NISLEY, being first duly sworn on oath depose and say:

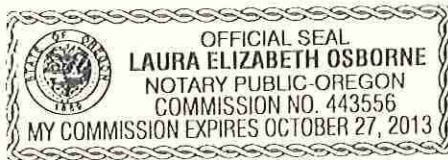
That I am the duly elected, qualified and acting District Attorney for the State of Oregon in and for the County of Wasco; That based upon the Affidavit of Tim R. Lynn, Tax Collector of said County, I have determined that the attached list of taxes of personal property represents a list of uncollectible personal property taxes which are delinquent and are now wholly uncollectible by virtue of the fact the owner is deceased and the manufactured structure has been dismantled. Further that I make this Affidavit in support of a written application under ORS 311.790 for an Order


directing the Tax Collector to cancel such personal property taxes as uncollectible.

DATED this 13th ^{February} day of ~~January~~, 2013.


Eric J. Nisley
Wasco County District Attorney

SUBSCRIBED AND SWORN to before me this 13th day of
February, 2013.




Notary Public for Oregon
My Commission Expires: 10/27/2013

IN THE BOARD OF COUNTY COMMISSIONERS
OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE CANCELLATION)
OF CERTAIN UNCOLLECTIBLE PERSONAL) O R D E R
PROPERTY TAXES.) #13-069

NOW ON THIS DATE, the above-entitled matter having come on regularly to be heard upon the Motion of the District Attorney for an Order declaring certain taxes upon personal property to be now uncollectible and directing the Tax Collector to cancel said personal property taxes; it appearing to the Board from the Affidavits of Tim R. Lynn, Tax Collector of this County, and Eric J. Nisley, District Attorney for Wasco County, that the taxes listed in the complaint are wholly uncollectible.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Tim R. Lynn, Tax Collector for Wasco County, cancel the taxes listed in the motion on file in this matter, attached hereto, and by this reference incorporated herein, as

uncollectible personal property taxes; it is further ordered that this Order be entered in the Journal of the Board of County Commissioners.

DATED this 20th day of February, 2013.

WASCO COUNTY BOARD OF
COUNTY COMMISSIONERS

Rod Runyon, Commission Chair

Scott Hege, County Commissioner

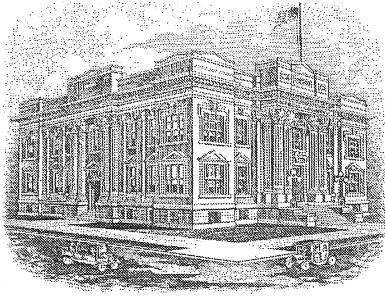
Steve Kramer, County Commissioner

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Discussion List Item
Treasurer's Report

- [February 2013 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

February 8, 2013

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

As of February 1, 2013, Wasco County had cash on hand of **\$22,288,869.92**

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

\$ 1,203,529.40

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

Funds on deposit in the Local Government Investment Pool:

\$ 21,085,340.52

Funds available to earn interest do so at the annualized rate of 0.600%

Total outstanding checks of Wasco County: \$192,297.87

Discussion List Item
Amending Budget

- [Memo](#)
- [Resolution #13-004 Amending the 2012-2013
Budget Resolution](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: AMENDING BUDGET RESOLUTION
DATE: 2/15/2013

EXPLANATION OF AMENDING RESOLUTION

As you may recall, the auditor found that the original budget resolution did not contain enough detail in the attachment. Monica has developed that detail which you will find as the attachment to the amending resolution.

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

IN THE MATTER OF AMENDING THE)	AMENDED
FISCAL YEAR 2012-2013 BUDGET, TAX)	RESOLUTION
LEVY AND APPROPRIATIONS)	#13-004

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 being present; and

WHEREAS, it has been determined through the audit process that more detail is necessary to support the budget contained in Resolution #12-010 Adopting the Fiscal Year 2012-2013 Budget, Tax Levy and Appropriations approved on June 6, 2012; and

WHEREAS, the Finance Manager has developed that detail in a Budget Appropriations Schedule.

BE IT RESOLVED that the Wasco County Board of Commissioners hereby reaffirms the adoption of the Fiscal Year 2012-2013 Budget approved by the Budget Committee of the County on May 8, 2012, now on file in the Office of the finance Office in the amount of \$33,742,350.

BE IT FURTHER RESOLVED that the Board of Commissioners of Wasco County, Oregon, hereby reaffirms the taxes imposed as provided for in the adopted budget at the rate of \$4.2523 per \$1,000 of assessed value for operations and in the amount of \$470,097 for bonds; and that these taxes are hereby imposed and categorized for tax year 2012-2013 upon the assessed value of all taxable property within the district as follows:

	<u>Subject to General Government Limitation</u>	<u>Excluded From Limitation</u>
General Fund	\$4.2523/\$1,000	
VA Bond Debt Service Fund		\$470,097.00

BE IT FURTHER RESOLVED that the amounts and for the purposes shown in the attached Budget Appropriations Schedule for the Fiscal Year beginning July 1, 2012, be and hereby are as follows: the total appropriated amount is \$28,235,934, the total unappropriated amount is \$5,506,596 for a total budget of \$33,742,530.

BE IT FURTHER RESOLVED that on June 6, 2012 the County Clerk certified to the Assessor of Wasco County, Oregon, the tax levy made by this Resolution.

The above Amended Resolution Statements were approved and declared adopted on this 20th day of February, 2013.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Commission Chair

Scott C. Hege, County Commissioner

Steve Kramer, County Commissioner

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

FUND	DEPARTMENT	APPROPRIATED	UNAPPROPRIATED
101	ASSESSMENT & TAXATION	656,106	
	COUNTY CLERK	329,651	
	SHERIFF	1,959,612	
	ADMINISTRATIVE SERVICES	2,218,706	
	ADMINISTRATION	3,130,207	
	DISTRICT ATTORNEY	494,482	
	PLANNING	521,116	
	PUBLIC WORKS	82,743	
	YOUTH SERVICES	520,397	
	NON-DEPARTMENTAL	1,240,920	
	CONTINGENCY	373,628	
	TOTAL GENERAL FUND	11,527,568	2,374,032
201	PERSONNEL EXPENSE	1,715,772	
	MATERIALS & SERVICES	406,430	
	CAPITAL OUTLAY	74,150	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	37,947	
	TOTAL HEALTH GRANTS FUND	2,234,299	174,696
202	PERSONNEL EXPENSE	1,665,297	
	MATERIALS & SERVICES	1,249,738	
	CAPITAL OUTLAYS	665,587	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	300,000	
	TOTAL PUBLIC WORKS FUND	3,880,622	2,712,622
203	PERSONNEL EXPENSE	24,487	
	MATERIALS & SERVICES	134,770	
	CAPITAL OUTLAYS	-	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	15,243	
	TOTAL COUNTY FAIR FUND	174,500	6,500
204	MATERIALS & SERVICES	309,890	
	TOTAL COUNTY SCHOOL FUND	309,890	
205	PERSONNEL EXPENSE	59,929	
	MATERIALS & SERVICES	8,000	
	CAPITAL OUTLAYS	6,000	
	INTERFUND TRANSFERS	3,850	
	CONTINGENCY	-	
	TOTAL LAND CORNER PRESERV. FUND	77,779	132,121
206	MATERIALS & SERVICES	38,500	
	INTERFUND TRANSFERS	60,000	
	TOTAL FOREST HEALTH PROGRAM FUND	98,500	
207	PERSONNEL EXPENSE	168,608	
	MATERIALS & SERVICES	194,740	
	CAPITAL OUTLAYS	-	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	61,586	

TOTAL HOUSEHOLD HAZ WASTE FUND		424,934	30,279
208	MATERIALS & SERVICES	207,969	
	INTERFUND TRANSFERS	242,231	
TOTAL SPECIAL ECON DEV PYTS FUND		450,200	
209	MATERIALS & SERVICES	30,000	
	INTERFUND TRANSFERS	3,000	
	CONTINGENCY	94,500	
TOTAL LAW LIBRARY FUND		127,500	
210	MATERIALS & SERVICES	193,400	
	INTERFUND TRANSFERS	5,000	
	CONTINGENCY	-	
TOTAL DISTRICT ATTORNEY FUND		198,400	
211	PERSONNEL EXPENSE	30,909	
	MATERIALS & SERVICES	33,800	
	CAPITAL OUTLAYS	138,380	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	33,897	
TOTAL MUSEUM FUND		236,986	6,068
213	MATERIALS & SERVICES	-	
	INTERFUND TRANSFERS	62,000	
TOTAL ANIMAL CONTROL FUND		62,000	
219	PERSONNEL EXPENSE	180,165	
	MATERIALS & SERVICES	172,500	
	CAPITAL OUTLAYS	-	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	26,448	
TOTAL WEED & PEST CONTROL FUND		379,113	58,778
220	PERSONNEL EXPENSE	783,641	
	MATERIALS & SERVICES	124,675	
	CAPITAL OUTLAYS	-	
	INTERFUND TRANSFERS	32,768	
	CONTINGENCY	46,000	
TOTAL 911 COMMUNICATIONS FUND		987,084	
223	PERSONNEL EXPENSE	16,324	
	MATERIALS & SERVICES	52,631	
	CAPITAL OUTLAYS	110,000	
	INTERFUND TRANSFERS	-	
	CONTINGENCY	42,145	
TOTAL PARKS FUND		221,100	11,500
227	PERSONNEL EXPENSE	508,840	
	MATERIALS & SERVICES	218,700	
	CAPITAL OUTLAYS	-	
	INTERFUND TRANSFERS	209,465	
	CONTINGENCY	99,153	
TOTAL COMMUNITY CORRECTIONS FUND		1,036,158	

229	MATERIALS & SERVICES	45,500
	INTERFUND TRANSFERS	30,000
	CONTINGENCY	59,500
TOTAL COURT FACILITIES SECURITY FUND		135,000
232	PERSONNEL EXPENSE	186,110
	MATERIALS & SERVICES	316,300
	CAPITAL OUTLAYS	-
	INTERFUND TRANSFERS	9,000
	CONTINGENCY	59,990
TOTAL COMM ON CHILDREN & FAM FUND		571,400
233	MATERIALS & SERVICES	32,400
	INTERFUND TRANSFERS	-
	CONTINGENCY	-
TOTAL KRAMER FIELD FUND		32,400
237	MATERIALS & SERVICES	22,650
	CAPITAL OUTLAYS	5,000
	CONTINGENCY	-
TOTAL CLERK RECORDS FUND		27,650

321 ROAD RESERVE FUND

MATERIALS & SERVICES/CAPITAL OUTLAYS 2,755,490

322 CAPITAL ACQUISITIONS FUND

CAPITAL OUTLAYS 649,775

324 911 EQUIPMENT RESERVE

CAPITAL OUTLAYS 231,842

325 911 CAPITAL RESERVE FUND

INTERFUND TRANSFERS 6,274

326 FACILITY CAPITAL RESERVE FUND

CAPITAL OUTLAYS 322,750

327 GENERAL OPERATING RESERVE FUND

CAPITAL OUTLAYS 551,000

404 VA BOND DEBT SERVICE FUND

DEBT SERVICE 443,488

417 CRATES POINT DEBT SERVICE FUND

DEBT SERVICE 82,232

GRAND TOTAL COUNTY FUNDS

28,235,934

appropriated
unappropriated

28,235,934

5,506,596

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 20, 2013**

CONSENT AGENDA

1. [Minutes](#)

a. [2.6.2013 Regular Session Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 6, 2013

PRESENT: Rod L. Runyon, Chair of Commission
Scott C. Hege, County Commissioner
Steve Kramer, 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. The following items were added to the Discussion List:

1. Emergency Management Budget Analysis – added by Sheriff Eiesland & Emergency Manager Mike Davidson.
2. Budget Adjustment Order #13-069 - \$1,610 to cover the unbudgeted overage for the Sheriff's vehicle purchase. Added by Finance Manager Monica Morris
3. Organizational Chart – added by Administrative Officer Tyler Stone
4. Holding BOCC sessions at different times and different venues – added by Chair Runyon
5. Creating a process to allow partners/private citizens to participate in road maintenance – added by Chair Runyon
6. Delegating authority to Administrative Officer to conduct department head performance reviews – added by Chair Runyon

Discussion List – Liquor License

Sheriff Eiesland came forward to explain that businesses serving and/or producing liquor outside of city limits apply to for their OLCC license through the County who can or not recommend the issuance of a license. In the past, the

Wasco County Sheriff has reviewed and signed the application; Sheriff Eiesland is asking if the Board wants to be involved in the process.

After some discussion, the Board concluded that they want to be aware of new businesses serving/producing liquor in the area and that it should come before the Board, with input from the Sheriff, in open session so the public also has the opportunity to be aware. In addition, they would like a process that would include notifying the Planning Department and Public Health as they may have some oversight responsibilities.

Further discussion ensued regarding the application before the Board. Sheriff Eiesland reported that the owners have assured him they do not intend to have a tasting room. He reminded the Board that when liquor licenses come up for renewal, the OLCC contacts him to discover if his department has experienced any problems with the licensee.

It was the consensus of the Board to approve the liquor license application submitted by Hood River Cidery, Inc.

Discussion List – Emergency Management Budget Analysis

Mike Davidson, Emergency Manager, came forward to explain that due to restoration of Office of Emergency Management funding, there is an opportunity for an additional \$4,000 in funding if the County is willing to match that amount. Sheriff Eiesland suggested that since the Sheriff's department will be receiving income from the Emergency Notification System, the matching funds might come from there. However, he is not comfortable doing so without consulting with partners utilizing that system.

Commissioner Hege asked how the funds would be used. Reminding the Board of Mr. Davidson's upcoming retirement, Sheriff Eiesland explained that he would like to use the funds to hire and start Mr. Davidson's replacement at least a month in advance of his retirement. The funds are not currently available to pay two salaries for that period of time. He would like to use the funds to support a smooth transition by having sufficient training time for the new Emergency Manager.

The Board asked Finance Manager Monica Morris if there were funds available to make the match. Ms. Morris responded she would need some time to explore the possibilities.

Commissioner Hege asked if there was enough time to bring it back before the Board at the next session. Sheriff Eiesland responded that there was plenty of time. The Board directed Ms. Morris to research possibilities for matching funds.

Open to Public – Lead Abatement

Chip Wood pointed out that if the Board goes forward with plans under consideration to remove a wall in Room 302, they should be aware that there is certainly lead paint and there will have to be abatement if it is removed.

Discussion List – Budget Adjustment

Ms. Morris reminded the Board of discussions at previous sessions regarding the purchase of Sheriff's Department Vehicles which would cost \$1,610 more than had been budgeted for the purchases. She explained that Sheriff Eiesland had directed her to move the money from the Radio Maintenance and Repair Fund to the Vehicle Fund with the approval of the Board. She added that the Sheriff's Department had spent only 8% of their Radio Maintenance budget for the year.

Commissioner Hege made note that the dollar figure for the transfer in the title of the order does not match the dollar amount stated on page 2 of the order.

{{{Commissioner Hege moved to approve Order #13-069 transferring \$1,610 from General Fund Radio Maintenance and Repair to General Fund Vehicles during Fiscal Year 2012-2013 with the noted correction to page 2. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – Magnet School Grant Letter of Support

*****After brief discussion of the merits of the program that would be funded by the US Department of Education and its Magnet Schools Assistance Program, the Board was in consensus to sign the letter of support included in the Board Packet.*****

Discussion List – Proposed Emergency Declaration Ordinance

Chair Runyon read the title of the proposed Emergency Ordinance into the record: Ordinance #13-002 IN THE MATTER OF AN ORDINANCE REGULATING LOCAL EMERGENCY DECLARATIONS IN WASCO COUNTY.

Mr. Davidson briefly explained that the purpose of the ordinance is to clearly outline who would have authority to declare and manage a local emergency that does not rise to the level of a state-managed emergency.

The Ordinance will be considered for adoption at the next session of the Board of County Commissioners.

Mr. Davidson provided the Board with copies of the State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials (attached).

Commissioner Hege asked about the NIMS courses for which the Board had been provided links. Mr. Stone and Mr. Davidson encouraged all the members of the Board to take the courses. Mr. Stone advised setting aside a block of time. Teri Thalhofer, North Central Public Health District Director, added that the courses cover basic, common sense information for dealing with emergencies. Mr. Davidson expressed his appreciation for the effort being made by the Board and Administrative Officer to take the courses. He will need a copy of their certificates of completion.

Agenda Item – Teven Lien

Planning Director John Roberts explained that he is not seeking eviction, but rather administrative action required by code. He went on to say that this particular issue has been in process since 2004.

Chair Runyon echoed Mr. Roberts, stating that this is a process that began prior to the terms of any of the Commissioners currently holding office and emphasized the fact that no one is being evicted.

Codes Enforcement Officer Kate Foster added that the amount of the lien had been approved previously but not signed. She has contacted Mr. Teven who flatly refuses to do anything to bring his property into compliance. She advised him of the action that would be taken.

{{{Commissioner Hege moved to approve Hearings officer Order #13-067 in the case of Thomas Teven. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – Customer Success Story

Chair Runyon asked Mr. Roberts to provide some background for the Customer Success Story included in the Board Packet. Mr. Roberts explained that they have been conducting more interdepartmental meetings trying to understand each other's processes and find ways to work collaboratively. The story reflects the result of those efforts and illustrates how both the public and county staff have benefitted.

Chair Runyon pointed out that what might have taken several days was resolved in just one day. Commissioner Hege referenced the previously discussed liquor license and pointed out there may be another opportunity to create efficiencies by collaborating on that process.

Commissioner Kramer added that he had met with the City Codes Enforcement Officer Nikki Lesich who had expressed her pleasure with the relationship Ms. Foster has developed with the City.

Discussion List – Veterans Services Advisory Committee

Commissioner Hege asked if all the appointments are supported by the Committee. Chair Runyon responded that they are.

{{{Commissioner Kramer moved to approve Order #13-035 appointing Dallas Swafford to the Wasco County Veterans Services Advisory Committee. Commissioner Hege seconded the motion which passed unanimously.}}}

{{{Commissioner Hege moved to approve Order #13-036 appointing Donna Lawrence to the Wasco County Veterans Services Advisory Committee. Chair Runyon seconded the motion which passed unanimously.}}}

{{{Commissioner Kramer moved to approve Order #13-037 appointing Jim Burres to the Wasco County Veterans Services Advisory Committee. Commissioner Hege seconded the motion which passed unanimously.}}}

{{{Commissioner Hege moved to approve Order #13-038 appointing Gary Pratt to the Wasco County Veterans Services Advisory Committee. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – MCCOG Appointment

{{{Commissioner Hege moved to approve Order #13-068 appointing Carolyn Wood to the Mid-Columbia Council of Governments Board of Directors as recommended by the City of The Dalles. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – Board of Health Appointment

Discussion ensued around the two candidates who have expressed an interest in serving on the Board of Health – Carri Ramsey-Smith from DHS whose term recently expired and Dr. William Hamilton affiliated with Mid-Columbia Medical Center. Ms. Thalsofer explained that under the current bylaws the Board of Health must have a representative from social services and that Wasco County had verbally agreed to make that one of their appointments. She went on to say that the bylaws have been revised but not adopted; the revisions remove the restrictions placed on appointments regarding the vocation of the appointee but will require residence in the County from which they receive the appointment. Once the revised bylaws have been adopted, new appointments can be made.

Mr. Stone stated that he feels it is important that the local hospital have a voice on the Board of Health; Dr. Hamilton will no longer be able to serve as an appointee from Sherman County as he resides in Wasco County. Mr. Stone will notify MCMC that the Board can reconsider Dr. Hamilton's appointment in July if the revised bylaws are adopted.

{{{Commissioner Kramer moved to approve Order #13-051 appointing Carri Ramsey-Smith to the North Central Public Health District Board of Health. Chair Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Title III Submissions

Ms. White explained that the submissions included in the Board Packet were for search and rescues executed on Federal lands and therefore eligible for reimbursement through the Title III fund obligated by Board for Search and Rescue. Ms. Morris needs the consent of the Board in order to transfer the funds to cover the cost of the search and rescue activities.

*****The Board was in consensus to have Ms. Morris transfer the funds to cover the cost of the submitted search and rescue activities.*****

Consent Agenda – Minutes and Appointments

Chair Runyon reviewed the items included on the Consent Agenda.

**{{{Commissioner Hege moved to approve the Consent Agenda.
Commissioner Kramer seconded the motion which passed unanimously.}}}**

Agenda Item – Vehicle Committee Recommendations

Ms. Morris reported that the purpose of the most recent Vehicle Committee Meeting was to talk about Public Health separating from Wasco County and what impact that would have on the vehicle program. The Committee recommends that Public Health continues in the roll down program and maintains membership on the committee. However, the Committee feels that Public Health should no longer participate in the new vehicle purchases.

Ms. Thalhofer interjected that it would not be an issue for Public Health.

*****Following a brief discussion, the Board was in consensus to follow the recommendations of the Vehicle Committee.*****

Discussion List – Holding BOCC Sessions at Different Times & Locations

Chair Runyon explained that although sessions held in other locations have not always been well-attended, it is important to create opportunities for citizens outside The Dalles to attend sessions without travel or missed work hours. He has asked Ms. White to look for opportunities to have sessions outside The Dalles when there is an item on the agenda that might be of particular interest to residents in other parts of the county. He asked that members of the Board as well as department heads work with Ms. White in discovering those opportunities.

Commissioner Hege proposed that the Road Advisory Committee might provide a linchpin for meetings outside The Dalles. He also encouraged occasional evening meetings in The Dalles.

Youth Services Director Molly Rogers suggested that the Board might reach out to outlying areas to have presentations before the Board highlighting activities, events or programs that are occurring in their local communities. She pointed out that Maupin would be a good candidate and that other departments may have similar suggestions. She added that Tygh Valley would also be a good candidate for a presentation.

Chair Runyon asked Ms. Rogers to work with Ms. White to develop that idea.

Discussion List – Creating a Process to Allow Partners/Private Citizens to Participate in Road Maintenance

Chair Runyon opened the discussion by saying that there are liability and legal issues in regard to roads that are not heavily traveled; private citizens want to help maintain these roads but face restrictions. The Road Advisory Committee will be looking at this issue.

Mr. Stone reported that the newly-formed Road Advisory Committee has met twice, spending most of their time educating members with the second meeting focusing on budget issues. They are considering adding four or five members to bring in other parts of the County.

Commissioner Kramer interjected that he did not think the Committee would actually be expanding; rather they would be replacing members who have discovered that they do not have the necessary time to participate in the Committee. He added that Jon Oshel from the Association of Oregon Counties will be coming in to talk to the Committee about funding and the legislative environment.

Mr. Wood, a member of the Wasco County Budget Committee, asked if they have a timeline for presenting to the Budget Committee.

Mr. Stone replied that he is not confident there is time for that. The County has 2-2.5 years before we are out of money; we need to develop solutions now.

Commissioner Hege added that any information they can provide will help them to have impact on the budget process.

Chair Runyon asked Ms. Morris if she should have a role in that. Ms. Morris responded that there should be input from Finance.

Commissioner Hege stated that he would like to see something come out of this to help the County pare back in the upcoming budget in preparation for cutbacks. For the last two years we have said well we are still working on it and we are hoping the solution comes; he believes we need to take some action in this next budget and not just say we are going to blow through another year and spend

another extra million dollars taking the beginning funds balance down. He went on to say that unless something happens in the next couple of months that suggests there will be some other funding for roads, it is inappropriate to spend blindly. He stated that something needs to happen in this next budget year that at least stems some of the bleeding.

Agenda Item – Mediation Resolution

Ms. White explained that she has just recently become aware of the biennial grant process which has historically been coordinated by Wasco County for Wasco, Wheeler, Gilliam, Hood River and Sherman Counties. The resolution before the Board declares the five counties' intent to participate in the RFA process to secure funding for a Community Dispute Resolution Program which is currently Six Rivers Mediation for all five counties. She went on to say that all five counties will apply for funding separately but the funding will go to one program accessed by all five.

The Board asked who uses the program. Ms. White replied that the schools and juvenile department among others access their services. Mr. Stone added that the County has recently used them.

{{{Commissioner Hege moved to approve the Joint Resolution In the Matter of Participation in Funding Activities of the Oregon Office for Community Dispute Resolution. Commissioner Kramer seconded the motion which passed unanimously.}}}

Chair Runyon recessed the session at 10:18 a.m.

The session reconvened at 10:21 a.m.

Agenda Item – Public Health Contract: National Association of County and City Health Officials Agreement

Ms. Thalhoffer explained that this is the first time they have applied for this funding which supports the Medical Reserve Corps facilitated by Public Health. The \$4,000 in funding would be used for recruitment and non-emergency training events for the volunteers who can be activated by the Emergency Manager in the case of an emergency. She added that this is the third year and last year Public Health has had an AmeriCorps volunteer to coordinate this program.

{{{Commissioner Hege moved to approve the National Association of County and City Health Officials Agreement Contract MRC 13-24664. Commissioner Kramer seconded the motion which passed unanimously. }}}}

Discussion List – Delegating Authority to the Administrative Officer to Conduct Department Head Performance Reviews

Chair Runyon stated that although some of the department heads are elected officials and therefore not under the authority of the Administrative Officer, he would like to designate and authorize the Administrative Officer to conduct performance reviews for all non-elected department heads and make it available to elected department heads. He asked for the opinions of the other members of the Board.

Commissioner Hege agreed that it would be appropriate to authorize the Administrative Officer to conduct the reviews adding that using the 360 degree review system, the Board would still have the opportunity to participate in the process. He went on to say that even though elected officials are not subject to review by the Administrative Officer, he would like to offer them the opportunity to participate in the feedback portion of a 360 degree review system as they could gain valuable insights that could help them improve systems and policies within their departments.

*****The Board was in consensus to authorize Mr. Stone to conduct performance reviews for non-elected department heads.*****

Discussion List – Organizational Chart

Chair Runyon remarked that this is an ongoing discussion and highlighted the County's need for a clear organizational chart. He suggested that a line be added to connect the staff of elected officials to the Administrative Officer to make it clear that department staff are employees of the County and fall under the authority of the Administrative Officer.

Ms. Thalhoffer suggested that the County needed a clear policy to support that so that employees understand the chain of authority in the County.

Chair Runyon responded that the policy may come; the organizational chart is the first step towards creating that policy. Commissioner Hege agreed that the chart is a good place to start.

Mr. Stone added that throughout the state other counties face the same dilemma; for example, in some counties the Sheriff has authority over staff while others feel it is the county administration that should hold that responsibility.

Ms. Thalhofer pointed out that the current county personnel policy is out of date. Ms. Morris agreed saying that when it was written, Public Works and Planning were housed in the Courthouse and covered by a policy that indicates "Courthouse staff." Now that they are in a separate building it is no longer clear that the policy applies to them.

Chair Runyon also suggested that names be removed from those positions beneath elected officials so that it encompasses all staff rather than designated staff.

Ms. Morris stated that it will be useful to know what the reporting structure is when creating job descriptions.

Commission Call

Commissioner Kramer reported he would be meeting in open forum with the new acting Regional Forester for the Barlow District along with the Fire/Fuel and Aviation Management. They discussed will be discussing what is and is not working and talked about planning for the future.

Chair Runyon reported being on a conference call with the Veterans subcommittee for the AOC. They reviewed the many bills related to veterans' issues. He asserted to the group that anything going forward toward the building of the Veterans home in Lebanon should include some compensation for Wasco County since the home here had to be built without state funding; acknowledging that Representative Huffman has already pursued this issue to no avail. He also supported VSO officers located on college campuses and reminded the group that it is also important at community colleges located in rural areas.

Mr. Wood asked if a conversation had been started with City Manager Nolan Young regarding the Google money which he suggested could be used for veterans' services.

Mr. Stone responded that they had not; Chair Runyon added that they would like to enter those discussions soon.

Chair Runyon adjourned the session at 10:45 a.m.

Summary of Actions

Consensus

- To approve the liquor license application submitted by Hood River Cidery, Inc.
- To sign the letter of support for NWSD #21's application for grant funding through the US Department of Education and its Magnet Schools Assistance Program.
- To have Finance Manager Monica Morris transfer the funds to cover the cost of the submitted search and rescue activities.
- To approve the recommendations of the Vehicle Committee: Public Health should continue in the Wasco County vehicle roll-down program and maintain a member on the vehicle committee beyond the separation of Public Health from the County. In addition, Public Health will not participate in the Wasco County new vehicle purchase program following the separation.
- To authorized the Administrative Officer to conduct performance reviews for non-elected department heads.

Motions Passed

- Order #13-069 transferring \$1,610 from General Fund Radio Maintenance and Repair to General Fund Vehicles during Fiscal Year 2012-2013 with the noted correction to page 2.

- Hearings officer Order #13-067 in the case of Thomas Teven.
- Order #13-035 appointing Dallas Swafford to the Wasco County Veterans Services Advisory Committee.
- Order #13-036 appointing Donna Lawrence to the Wasco County Veterans Services Advisory Committee.
- Order #13-037 appointing Jim Burres to the Wasco County Veterans Services Advisory Committee.
- Order #13-068 appointing Carolyn Wood to the Mid-Columbia Council of Governments Board of Directors.
- Order #13-051 appointing Carri Ramsey-Smith to the North Central Public Health District Board of Health.
- Consent Agenda.
 - 1.9.2013 Regular Session Minutes
 - 1.16.2013 Regular Session Minutes
 - Compensation Committee
 - Order #13-061 Appointing Dwight Langer
 - Courthouse Safety Committee
 - Order #13-040 Reappointing Elizabeth Osborne
 - Order #13-041 Reappointing Merry Crawford
 - Hospital Facility Authority Board of Directors
 - Order #13-062 Reappointing Dennis Haener
 - Order #13-063 Reappointing John Mabrey

- Order #13-064 Reappointing Mel Omeg
- Order #13-065 Reappointing Sidney Rowe
- Order #13-066 Reappointing David Griffith
- Mt. Hood Economic Alliance Board
 - Order #13-045 Appointing Steve Kramer
 - Order #13-046 Reappointing Ken Bailey
- Museum Commission
 - Order #13-047 Reappointing Susan Buce
 - Order #13-048 Reappointing Marvin Polehn
- NCPHD Board of Health
 - Order #13-051 Reappointing Carri Ramsey-Smith
- NORCOR Budget Committee
 - Order #13-049 Reappointing Jay Waterbury
- Oregon Consortium
 - Order #13-039 Appointing Rod Runyon
- Public Works Safety Committee
 - Order #13-052 Reappointing Dan Sanders
 - Order #13-053 Reappointing Justin Bales
 - Order #13-054 Reappointing Mike Chaddic
 - Order #13-055 Appointing David Troxel
- Wasco County Commission on Children and Families
 - Order #13-056 Appointing Steve Kramer

- Order #13-057 Appointing Linda Lawing
 - Order #13-058 Appointing Bill Sheirbon
 - Order #13-059 Reappointing Teri Thalhofer
 - Order #13-060 Reappointing Prudence Amick
- Joint Resolution In the Matter of Participation in Funding Activities of the Oregon Office for Community Dispute Resolution.
 - National Association of County and City Health Officials Agreement Contract MRC 13-24664.

WASCO COUNTY BOARD
OF COMMISSIONERS

Rod L. Runyon, Commission Chair

Scott Hege, County Commissioner

Steve Kramer, County Commissioner

Agenda Item
Road Vacation Hearing

- [Memo](#)
- [Affidavit of Publication](#)
- [Letter from Tygh Valley Fire Chief](#)
- [Road Vacation Report](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: ROAD VACATION HEARING
DATE: 2/15/2013

EXPLANATION OF HEARING

This first came before the Board at the September 19, 2012, session of the BOCC during which the Board directed the Roads Master to prepare a report on the proposed vacation. The Roads Master presented his report at the January 9, 2013, which included information that the petition does not contain the acknowledged signatures of owners of 100% of property abutting the public property proposed for vacation. He requested a public hearing to consider whether the proposed vacation is in the public interest.

This hearing was publically noticed in The Dalles Chronicle on January 31, 2013 and February 10, 2013 (see attached affidavit). In addition, notices were published throughout the County:

Antelope Post Office
Dufur Community Library
Dufur Post Office
Maupin Post Office
Mosier Post Office
Mosier Valley Library
Shaniko Post Office
Southern Wasco County Library
The Dalles - Wasco County Library
The Dalles Post Office
Tygh Valley Post Office

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Wasco County Board of Commissioners on February 20, 2013, at the hour of 9:30 a.m., in meeting room #302, in the Wasco County Courthouse, The Dalles, Oregon, for the purpose of considering the vacation of a portion of St. Charles Avenue; said roadway being located in Tygh Valley, Wasco County, Oregon, being more particularly described as follows:

A PORTION OF ST. CHARLES AVENUE PUBLIC ROAD

LEGAL DESCRIPTION

That portion of St. Charles Avenue lying within the SW 1/4 of the SW 1/4 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.

More detailed information on the subject may be obtained from the office of the Director of Public Works, 2705 East Second Street, The Dalles, Oregon, telephone # (541) 506-2640.

ANY PERSON desiring to speak either for or against the proposed vacation may do so in person or by attorney at the Public Hearing. Also, written objections may be filed with the Wasco County Clerk by persons in the affected area.

Jan. 31, Feb. 10, 2013
#5834

Affidavit of Publication

STATE OF OREGON, { SS
County of Wasco

I, Cecilia Fix, being first duly sworn, depose and say that I am the principal clerk of The Dalles Chronicle, a newspaper of general circulation, published in Hood River, Oregon in the aforesaid state and county of Wasco; that I know from my personal knowledge that the **Hearing**, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper once in each of two consecutive weeks in the following issues:
January 31, & February 10, 2013

Cecilia Fix

Subscribed and sworn to before me this 13th day of February 2013

Shirley A. Ringlbaauer
Notary Public for Oregon
My commission expires 1-9-16



To Mr. Marty Matherly

Wasco County Public Works Director

Regarding the vacation of a portion of St.Charles Avenue in Tygh Valley lying within the SW ¼ of the SW ¼ of Section 3.Township 4 South, Range 13 East, Willamette Meridian, Wasco County, Oregon.

After talking further with the Tygh Valley Water District Director Jerry Tripp, We are both in agreement that it is not in the best interest for either District or the public to allow the closer of this portion of St Charles Avenue in Tygh Valley.

- 1) Access ability for Water District to maintain and if need to repair the High Pressure Water Main running through the entire length of St Charles Avenue.
- 2) Fire Control, It would hamper and limit access for Fire Personnel and Equipment to combat any possible structures and open land Fires in that area. If it is changed and is blocked off, it will create a One Way In and One Way Out scenario which puts all responders and residents at risk.


Gary Duree

Chief Tygh Valley

Rural Fire Protection District

541-806-0636

tvfiredep@yahoo.com

IN THE COUNTY BOARD OF COMMISSIONERS

OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE PROPOSED)	
VACATION OF A PORTION OF)	
ST. CHARLES AVENUE, A PUBLIC)	REPORT OF PUBLIC WORKS
ROAD LOCATED IN WASCO)	DIRECTOR
COUNTY, OREGON)	

TO THE HONORABLE COUNTY COURT OF WASCO COUNTY, OREGON:

In compliance with the Order of the County Court dated September 19, 2012, I have investigated the Public Road described as follows:

A PORTION OF ST. CHARLES AVENUE PUBLIC ROAD

LEGAL DESCRIPTION

That portion of St. Charles Avenue lying within the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ 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.

Background

The petitioners, who own the majority of the land on both sides of the right-of-way, wish to vacate this section of St. Charles Avenue. They state their reason on the petition as follows: The section of public road fronting the petitioner's property is being used as a short cut to Wamic Market Road and they would like this traffic stopped. The existing road south of the petitioner's property is a private road accessing Wamic Market Road.

The original Plat of the Unincorporated Town of Tygh Valley was filed on June 15, 1892. St. Charles Avenue was named on the Plat as public right-of-way for road purposes. This section of right of way was used as a county road for many years. In 1949, Wasco County re-built the road with new alignment and abandoned most of the old roadway that was located in the St. Charles public right-of-way.

In February of 1973, the southern portion of St. Charles right-of-way that accessed the new alignment of Wamic Market Road was vacated. This vacated portion shows on Exhibit "A" as part of the "Cox" partial.

Now, this petition is requesting to vacate a portion of St. Charles Avenue as shown on Exhibit "A".

Facts and Findings

The road is a gravel road that is in poor condition. The public road is a dead-end that does not connect with Wamic Market road.

Northern Wasco County PUD has facilities on the Davis property and a service drop that crosses St. Charles Avenue. They require an access and maintenance easement for the service drop.

Centurylink does not have any facilities in this portion of St. Charles Avenue.

Tygh Valley Water District's maintenance operator verbally reported that they have a water main in this portion of right-of-way and was not comfortable with the proposed vacation, even if an access and maintenance easement is granted. However, a member of the TV Water Board verbally indicated the Board would be willing if an easement is granted. A written reply from the Board has not been received.

Tygh Valley Fire District was notified of the proposed vacation request but has not responded.

Wasco County Planning Department feels that the request complies with Chapter 21, Section 21.030.H.1 of the Wasco County Land Use and Development code.

Access to Public Right-of -Way: Petitioners that own parcels 4S 13E 3CC 4500 and 4S 13E 3 CC 6400 must provide an access easement to guarantee access to the remaining right-of-way of St. Charles Avenue for parcels 4S 13E 3CC 6500 and 4S 13E 3CC 4500.

The County has no current or future road needs in this area.

Fiscal Impact

The right-of-way would revert to private ownership and onto the tax roles. The county does not have maintenance responsibilities now, so vacation would have no fiscal impact to the Road Division.

Public Hearing

The petition does not contain the acknowledged signatures of owners of 100% of property abutting the public property proposed for vacation. Therefore, upon receipt of this report, the Board of commissioners needs to establish a time and place for a hearing to consider whether the proposed vacation is in the public interest.

Notice of the hearing shall be provided under ORS 368.401-368.426 by posting, mailing and publication.

Recommendation

This portion of roadway has no value to the public other than accessing private property. It is a dead-end road having only one direction for legal access to the public road system.

Currently, the public is using the private road on parcel 4S 13E 3CC 4300 to access Wamic Market Road from St. Charles Avenue. Using this roadway is trespassing and there is a sight distance issue as this road connects with the county road.

I recommend that the proposed vacation be denied if the Tygh Valley Water or Fire District opposes the request. However, if, during or before the public hearing, these districts choose to support the vacation if they receive proper utility easements, I would then, recommend that the proposed vacation be granted with the following conditions:

All of the property owners that have access to this road will need to grant easements for ingress and egress for any purpose or use and these documents must be recorded against all affected property in the Wasco County Deed Records. This condition would be part of the Order to Vacate.

The property owners abutting the proposed vacation will need to grant Northern Wasco County PUD, Tygh Valley Water District and the Tygh Valley Fire District the appropriate utility easements.

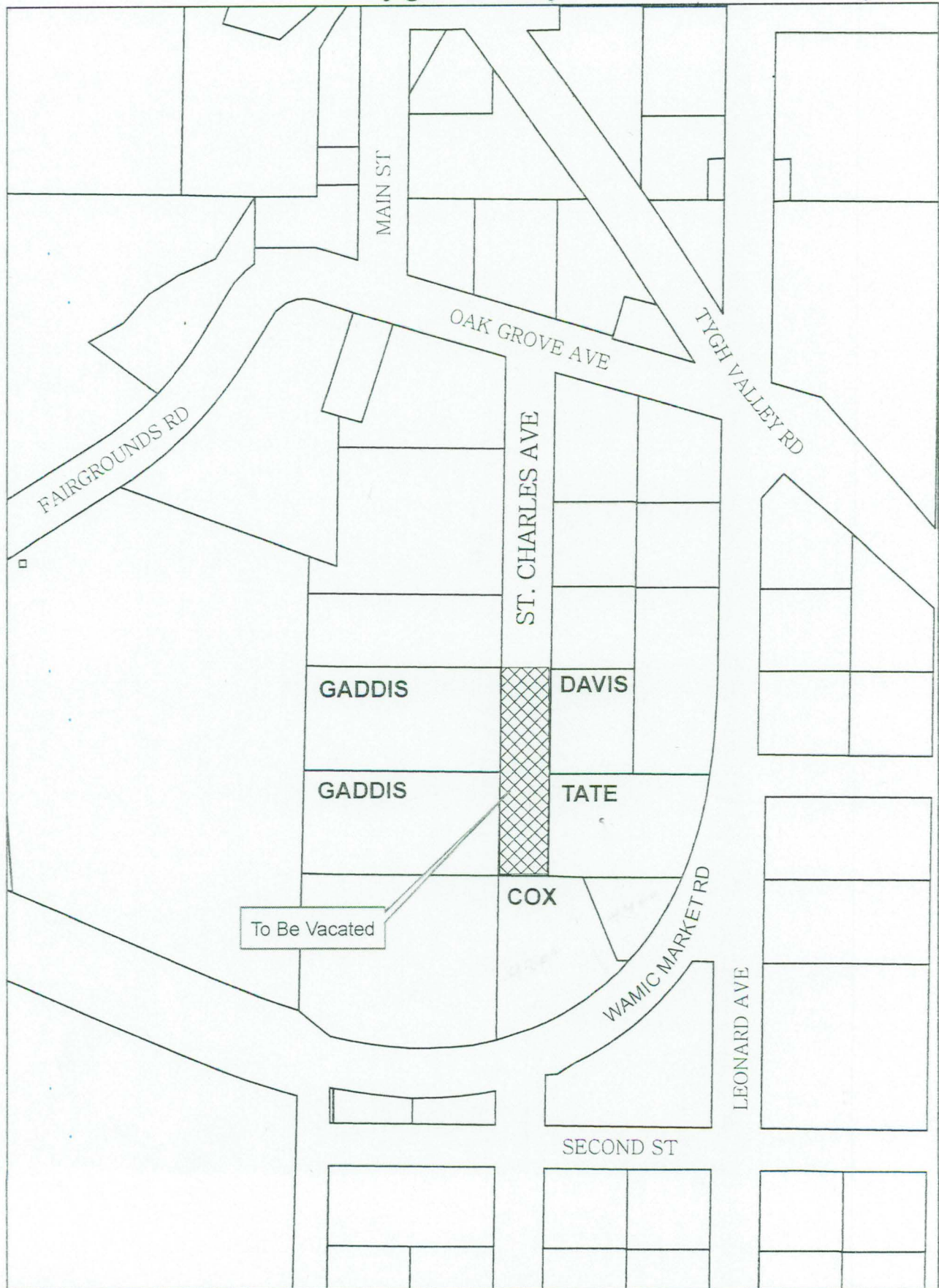
DATED this 9th day of January, 2013.



MARTY MATHERLY
Public Works Director

St. Charles Ave Vacation Tygh Valley

**EXHIBIT
"A"**



Date: 9/10/2012

0 50 100 200 300 400 Feet



Agenda Item
Emergency Declaration Ordinance

- [Memo](#)
- [Ordinance #13-002 In the Matter of an Ordinance Regulating Local Emergency Declarations in Wasco County](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: EMERGENCY DECLARATION ORDINANCE
DATE: 2/15/2013

EXPLANATION OF ORDINANCE

This first came before the Board at the January 16, 2013, session of the BOCC during which the Board directed the Emergency Manager to go forward with the adoption process.

ORS 203.045 Requires that any ordinance being considered for adoption “may be read by title only if no member of the governing body present at the meeting request that the ordinance be read in full,” and must be read “in open meeting of that body on two days at least 13 days apart.”

The first reading of the title of the ordinance was at the regularly scheduled Wasco County Board of Commissioners February 6, 2013 session. The second reading will be at the regularly scheduled February 20, 2013 session.

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF AN ORDINANCE)	
REGULATING LOCAL EMERGENCY)	ORDINANCE
DECLARATIONS IN WASCO COUNTY)	#13-002

THE BOARD OF COMMISSIONERS OF WASCO COUNTY, OREGON,
ORDAINS AS FOLLOWS:

WHEREAS, ORS 401.032(2) states, "It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local level. The state shall prepare for emergencies, but shall not assume authority or responsibility for responding to an emergency unless the appropriate response is beyond the capability of the city and county in which the emergency occurs, the city or county fails to act, or the emergency involves two or more counties; and

WHEREAS, Wasco County will, to the extent practicable, prepare for, respond to, recover from and mitigate emergencies that occur in Wasco County with local resources; and

WHEREAS, when an emergency condition exists that is beyond the County's ability to effectively respond and recover from with local resources, the County will

submit a request for Emergency Declaration to the Governor as provided for in ORS 401.165(1) and (2).

NOW THEREFORE, the Commission ordains that in order to effectively respond to and recover from a locally declared emergency, the following provisions are established under the authority of ORS 401.039 to assist the Board of Commissioners with local emergency response activities:

Sections:

1. Definitions
2. Authority of County
3. Declarations of Local Emergency
4. Authority of County Administrator
5. Emergency Measures
6. Succession of Authority
7. Penalty

Section 1 – Definitions

- A. “Board” means the Wasco County Board of Commissioners.
- B. “Chair” means the Chairperson of the Wasco County Board of Commissioners.
- C. “County Administrator” means the Wasco County administrator.
- D. “Sheriff” Means the chief law enforcement officer of Wasco County.
- E. “Emergency” has the same meaning as ORS Chapter 401.025 (1):

“1) “Emergency” means a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to:

- (a) Fire, explosion, flood, severe weather, landslides or mud slides, drought, earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war; and
- (b) A rapid influx of individuals from outside this state, a rapid migration of individuals from one part of this state to another or a rapid displacement of individuals if the influx, migration or displacement results from the type of event or circumstance described in paragraph (a) of this subsection.

F. "Emergency Area" means the geographical area, as identified by the County through an Emergency Declaration, where an emergency exists.

G. "Emergency management functions" has the same meaning as that found in ORS 401.305(5):

- 5) The emergency management functions shall include, as a minimum:
 - a. Coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities;

- b. Establishment of an incident command structure for management of a coordinated response by all local emergency service agencies; and
- c. Coordination with the Office of Emergency Management to integrate effective practices in emergency preparedness and response as provided in the National Incident Management System established by the Homeland and Security Presidential Directive 5 of February 28, 2003.”

H. “Unavailable” means for any reason rendering the individual unable to perform official acts.

Section 2 – Authority of County

In accordance with ORS Chapter 401 the County shall have the authority and responsibility to respond to emergencies.

Section 3 – Declaration of Local Emergency

- A. The Board may declare that a local state of emergency exists; such declarations shall:
 - 1) Be in writing and limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.
 - 2) State the factors which give rise to the emergency and shall designate all emergency areas covered by the declaration.
 - 3) Be immediately communicated to the public at large.

- B. If time is of the essence the Chair, or County Commissioner by seniority in the absence of the Chair, or successor pursuant to Section 6 or this Ordinance, may declare a local state of emergency; however, a majority of the Board must adopt the declaration at the first available opportunity.

Section 4 – Authority of County Administrator

- A. If authorized by the Commission, the County Administrator shall be responsible for emergency management functions within the County under an emergency declaration;
- B. If a local state of emergency has been declared and if authorized by the declaration, the County administrator may exercise control over all departments, divisions, and officers of Wasco County for the purpose of addressing the emergency.

Section 5 – Emergency Measures

- A. Upon a declaration of a local state of emergency, the Board, its designated representative, or successor authorized under Section 6 of this Ordinance, may:
 - 1) Establish a curfew for emergency areas;
 - 2) Prohibit or limit public gatherings within the emergency area;
 - 3) Prohibit or restrict vehicular and pedestrian traffic within in an emergency area;
 - 4) Restrict access to, or expel persons from, emergency areas;
 - 5) Order mandatory evacuations of residents within an emergency area;
 - 6) Implement mutual aid agreements;

- 7) Suspend competitive bidding procedures in obtaining necessary goods, services and equipment during the emergency;
- 8) Redirect county funds for emergency use;
- 9) Order all other measures reasonably necessary to protect life, property and the environment, and;
- 10) Petition the Governor of the State of Oregon to declare a state of emergency.

Section 6 – Succession of Authority

- A. If during a state of emergency no members of the Board are available; the powers vested in the Board under this Ordinance shall pass as follow:
 - 1) To the County Administrator; or
- B. If the County Administrator is unavailable, the authority granted in this section shall pass as follows:
 - 1) To the County Sheriff; or
 - 2) If the Sheriff is unavailable, to the Sheriff's Chief Deputy; or
 - 3) If the Sheriff's Chief Deputy is unavailable, to the County Emergency Manager.
- C. The line of succession set forth in this section shall apply to all provisions of this Ordinance except as otherwise provided in Section 3.
- D. Authority granted to county officials under this section shall be limited exclusively to the provisions of this Ordinance.
- E. Authority granted to county officials under this section shall apply only if and when no person holding a higher place in the line of succession is available.

Section 7 – Penalty

Any person who violates any provision of this Ordinance is guilty of a violation.

Violation of the provisions of this Ordinance is punishable, upon conviction, by a fine of not more than \$500.00 for each violation.

THIS ORDINANCE shall take effect on May 21, 2013.

Regularly passed and adopted by the Board of Commissioners of the County of Wasco, State of Oregon, by a _____ to _____ vote this 20th day of February, 2013.

APPROVED AS TO FORM: WASCO COUNTY BOARD
OF COMMISSIONERS

Eric J. Nisley, District Attorney

Rod L. Runyon, Chairman of Commission

ATTEST:

Scott Hege, County Commissioner

Kathy White, Executive Asst.

Steve Kramer, County Commissioner

Agenda Item
Oregon Emergency Management Matching Funds

- [No documents have been submitted for this item – RETURN TO AGENDA](#)

Agenda Item
Budget Adjustment

- [Budget Adjustment Form](#)
- [Resolution #13-006 Accepting and Appropriating Funds](#)

Date	02/13/13	Department	Sheriff
Amount Requested	\$12,687	Requested By	Rick Eiesland
Description of Need	<p>Currently there are not any 911 table top consoles available in the 911 back up center. This grant would allow for partial payment of two 911 table top phone/computer consoles. The anticipated total cost is \$18,000. The difference (about \$6,000) will be expended from Fund 324 911 Equipment Reserve Fund.</p>		
Appropriations	<div>Line Item In:</div> <div>Line Item Out:</div>		
Grant Appropriations	<div>Rev Line Item: 101.16.5131.413.912 – STATE HOMELAND SECURITY - #97.073</div> <div>Exp Line Item : 101.16.5131.53309 – EQUIPMENT - COMMUNICATIONS</div>		
Signature	<div>M Morris</div> <div>resolution please</div>		

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF ACCEPTING AND)	
APPROPRIATING UNANTICIPATED)	
STATE HOMELAND SECURITY)	R E S O L U T I O N
GRANT FUNDS IN THE AMOUNT OF)	#13-006
\$12,687.00.00 DURING FISCAL YEAR)	
2012-2013)	

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 at the time of the adoption of the 2011-2012 Budget Document the Wasco County Sheriff's Office did not anticipate receiving a State Homeland Security Grant; and

IT FURTHER APPEARING TO THE BOARD: That there are no 9-1-1 table top consoles available in the 9-1-1 back-up center; and

IT FURTHER APPEARING TO THE BOARD: That this grant funding would allow for partial payment of two 9-1-1 table top phone/computer consoles.

IT FURTHER APPEARING TO THE BOARD: That ORS 294.326 (2) exempts Grant funds from the budget process if they are received and expended in the same Fiscal Year.

NOW, THEREFORE, IT IS HEREBY RESOLVED: That \$12,687.00 in unanticipated State Homeland Security Grant Funds are accepted to the State Homeland Security #97.073 Account #101.16.5131.413.912 and are appropriated to the Sheriff's Department Fund Account #101.16.5131.53309 entitled "Equipment - Communications" for expenditure on materials and supplies or capital items during Fiscal Year 2012-2013.

Revenue Line Item: 101.16.5131.413.912 – State Homeland Security #97.073

Expense Line Item: 101.16.5131.53309 – Equipment Communications

DATED this 20th day of February, 2013.

WASCO COUNTY BOARD
OF COMMISSIONERS

APPROVED AS TO FORM:

Rod Runyon, Commission Chair

Eric J. Nisley
Wasco County District Attorney

Scott C. Hege, County Commissioner

Steve Kramer, County Commissioner

Agenda Item

Contracting Rules

- [Explanatory Email](#)
- [2013 Contracting Regulations](#)
- [Resolution #13-005 Adopting Amended Contracting Rules](#)



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

Proposed changes to Wasco County's contracting rules

1 message

Arthur Smith <arthurs@co.wasco.or.us>

Tue, Jan 29, 2013 at 11:57 AM

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

Cc: Marty Matherly <martym@co.wasco.or.us>, Tyler Stone <tylers@co.wasco.or.us>, Fred Davis <fredd@co.wasco.or.us>

Kathy,

As you know, Fred, Marty, Tyler and I have been working on changes and updates to Wasco County's public contracting rules for some time now.

Last department head meeting, we reviewed our proposed document with the group. After making a few changes, we are now ready to present the updated public contracting regulations for consideration to the BOC.

If the BOC chooses to adopt the new Public Contracting Regulations, they will need to do it by resolution. It seems straightforward - take the last resolution amending the public contracting rules that was approved on August 3, 2005 and make a few updates. Here is some proposed language that would need to be added:

WHEREAS, additional changes to the County's rules governing public contracts are now being proposed for adoption by the County Commission to address changes made by the Oregon Legislature to ORS 279A, 279B and 279C and to update Wasco County's existing rules to reflect the current business environment and the specific needs of the County departments.

I have attached the proposed public contracting regulations and the previous resolution amending the rules from 2005. I would be happy to work with you on this. Any questions, please contact me. Thanks

Arthur

—

Arthur Smith, Project Manager
Wasco County Public Works
541-506-2645

2 attachments



Wasco County Public Contracting Regulations 2013.doc
120K



Resolution Aug 3, 2005 public contract rules.pdf
104K

WASCO COUNTY

LOCAL CONTRACT REVIEW BOARD

PUBLIC CONTRACTING REGULATIONS – INDEX

GENERAL PROVISIONS

Page 2

1.	Introduction	page 2
2.	Purpose	page 2
3.	Interpretation	page 2
4.	Authority	page 2
5.	Model Rules	page 3
6.	Delegated Authority	page 3
7.	Severability	page 3
8.	Definitions	page 4

PURCHASING PROCESS

Page 8

9.	Types of Purchases	page 8
10.	Purchasing Procedure	page 8

PURCHASING THRESHOLDS

Page 9

11.	Procurement of goods and services	page 9
12.	Contracts for public improvement projects	page 10
13.	Contracts for personal services, other than (A/E) Architectural & Engineering	page 11
14.	Contracts for personal services, (A/E) Architectural & Engineering	page 11

EXEMPTIONS FROM COMPETITIVE SELECTION

Page 12

15.	General Class Exemptions	page 12
16.	Federal Purchasing Programs	page 13
17.	Use or Disposal of Personal Property	page 14
18.	Cooperative Procurements Exemption	page 14
19.	Sole-source Procurements Exemption	page 15
20.	Emergency Procurements Exemption	page 15
21.	Personal Services Contracts, other than A/E	page 16
22.	Personal Services Contracts for A/E	page 17
23.	Public Improvement Exemptions	page 20
24.	Special Procurement Exemption	page 21
25.	Wasco County Special Exemptions	page 22

GENERAL PROVISIONS

1. Introduction

This document defines the purchasing policies and procedures for Wasco County and establishes guidelines for public procurements and contracting. The policies and procedures in this document are established in accordance with the applicable Local Contract Review Board Rules and the Oregon State Revised Statutes.

The provisions of this document and all rules adopted under this document may be cited as the Wasco County Public Contracting Regulations.

2. Purpose

It is the policy of Wasco County in adopting the Public Contracting Regulations to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by:

- (1) Promoting impartial and open competition;
- (2) Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and
- (3) Taking full advantage of evolving procurement methods that suit the contracting needs of Wasco County as they emerge within various industries.

3. Interpretation

In furtherance of the purpose of the objectives set forth above, it is Wasco County's intent that the Wasco County Public Contracting Regulations be interpreted to authorize the full use of all contracting powers and authorities described in ORS Chapters 279A, 279B and 279C.

4. Authority

Except as expressly delegated under these regulations, the Wasco County Board of Commissioners reserves to itself the exercise of all duties and authority of a Local Contract Review Board and a contracting agency under state law, including but not limited to, the power and authority to:

- (1) Approve the use of contracting methods and exemptions from contracting methods for a specific contract or certain classes of contracts;
- (2) Exempt the use of brand name specifications for public improvement contracts;
- (3) Approve the partial or complete waiver of the requirement for the delivery of a performance or payment bond for construction of a public improvement;

(4) Authorize the use of electronic advertisement for contracts in lieu of publication in a newspaper of general circulation;

(5) Hear properly filed appeals of Wasco County's determination of prequalification, debarment or contract award;

(6) Adopt contract rules under ORS 279A.065 and ORS 279A.070 including, without limitation, rules for procurement, management, disposal and control of goods, services, personal services and public improvements;

(7) Award all contracts;

(8) Review the Attorney General's Model Rules to determine whether any modifications to those regulations need to be adopted by Wasco County to ensure compliance with statutory changes; and

(9) Delegate to any employee or agent of Wasco County any of the duties or authority of a contracting agency.

5. Model Rules

The model rules adopted by the Oregon Attorney General under ORS 279A.065 do not apply to the contracts of Wasco County, except for those rules that are specifically referenced and adopted in these regulations. However, the model rules should serve as a reference guide on public contracting issues if those issues are not addressed or provided for in these regulations.

6. Delegated Authority

The following officials of Wasco County are designated as Public Contracting Officers and are hereby authorized to conduct solicitations, enter into small and intermediate procurements and recommend award of public contracts for which there is an appropriation, subject to the provisions of this document:

- (1) Department Heads; and
- (2) Directors or their designees

7. Severability

The provisions in this document are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, or provision, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this document, or the validity of its application to other persons or circumstances.

8. Definitions

The following words and phrases mean:

(1) Addendum or Addenda – An addition or deletion to, material change in, or general interest explanation of a solicitation document.

(2) Competitive bidding or Competitive proposals – The solicitation of competitive offers which follow a formal process by which contracting agencies advertise and issue a written solicitation document, receive, open and award bids or proposals.

(3) Competitive quotes – The solicitation of offers from competing vendors. The solicitation may be by advertisement or a request to vendors to make an offer. The solicitation and the offer must be written, signed and dated by the vendors. The solicitation shall be clear and written to ensure that all quotes are treated equally. The solicitation should also include written specifications.

(4) Contracting agency – A public body authorized by law to conduct procurement. Contracting agency includes, but is not limited to, the Wasco County Board of Commissioners, public contracting officers and any other agents or officials authorized by the Commissioners to conduct procurements on their behalf.

(5) Contract Review Board – The Wasco County Board of Commissioners.

(6) Cooperative procurements – Also referred to as “piggy-backing”, these are procurements conducted by or on behalf of one or more contracting agencies. A cooperative procurement includes but is not limited to multiparty contracts and price agreements. Typically, a contracting agency may establish a contract or price agreement through a cooperative procurement if:

(a) The administering contracting agency’s solicitation and award process for the original contract is an open and impartial competitive process;

(b) The administering contracting agency’s solicitation and the original contract allow other contracting agencies to establish contracts or price agreements under the terms, conditions and prices of the original contract;

(c) The contractor agrees to extend the terms, conditions and prices of the original contract to the purchasing contracting agency; and

(d) No material change is made in the terms, conditions or prices of the contract or price agreement between the contractor and the purchasing contracting agency from the terms, conditions and prices of the original contract between the contractor and the administering contracting agency.

(7) Electronic Procurement - A contracting agency may conduct all phases of a procurement by electronic methods without limitation, including the electronic posting of advertisements or public notice of bids or proposals, receipt of electronic offers, and electronic notice of award.

(8) Emergency – Any circumstances that could not have been reasonably foreseen and create a substantial risk of loss, damage or interruption of services or the substantial threat to property, public health, welfare or safety and requires prompt execution of a contract to remedy the condition, or any other situation as determined by the Wasco County Board of Commissioners as an emergency.

(9) Goods and services – Supplies, equipment, materials and services other than personal services and any personal property, including tangible, intangible and intellectual property and rights and licenses in relation thereto, that a contracting agency is authorized by law to procure.

(10) Grants – An agreement under which a contracting agency receives moneys, property or other assistance, including but not limited to federal assistance that is characterized as a grant by federal law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, from a grantor for the purpose of supporting or stimulating a program or activity of the contracting agency and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions; or

An agreement under which a contracting agency provides moneys, property or other assistance, including but not limited to federal assistance that is characterized as a grant by federal law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, to a recipient for the purpose of supporting or stimulating a program or activity of the recipient and in which no substantial involvement by the contracting agency is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions.

A grant does not include a public contract for a public improvement, for public works, as defined in ORS 279C.800, or for emergency work, minor alterations or ordinary repair or maintenance necessary to preserve a public improvement, when under the public contract a contracting agency pays, in consideration for contract performance intended to realize or to support the realization of the purposes for which grant funds were provided to the contracting agency, moneys that the contracting agency has received under a grant.

(11) Findings – The justification for a contracting agency conclusion. Most commonly used for contract exemptions. Findings may include, but are not limited to, information regarding operation, budget and financial data, public benefits, cost savings, competition in public contracts, quality and aesthetic considerations, value engineering, specialized expertise needed, public safety, market conditions, technical complexity, availability, performance and funding sources.

(12) Invitation to bid (ITB) – All documents, whether attached or incorporated by reference, used for publicly soliciting competitive sealed bids.

(13) Model Rules – The public contracting rules adopted by the Attorney General under ORS 279A.065.

(14) Personal services contract, other than (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, Land Surveying and Related Services – A contract or member of a class of contracts whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to attorneys, auditors, accountants and other licensed professionals, medical personnel including physicians, nurses and therapists, artists, designers, data processing consultants, performers, property managers, educators and investigators.

The procedures that a contracting agency creates to screen and select consultants to provide these services and to select a candidate under this section are at the contracting agency's sole discretion.

(15) Personal services contract for (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, Land Surveying and Related Services – A contract or member of a class of contracts whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, architects, engineers, land surveyors, transportation planners, landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services and owner's representation services or land-use planning services.

A contracting agency shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services on the basis of the consultant's qualifications for the type of professional service required. A contracting agency may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after the contracting agency has selected a candidate.

(16) Procurement – The act of purchasing, leasing, renting or otherwise acquiring goods or services. It includes each function and procedure undertaken or required to enter into a public contract, administer a public contract and obtain the performance of a public contract.

(17) Public contract – A sale or other disposal, or a purchase, lease, rental or other acquisition, by a contracting agency of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. Public contract does not include grants.

(18) Public contracting officer – The person or persons designated by the Wasco County Board of Commissioners charged with the responsibility for conducting solicitations, entering into small and intermediate procurements and making recommendation on the award of public contracts to the Wasco County Board of Commissioners.

(19) Public improvement – Projects for construction, reconstruction or major renovation on real property by or for a public agency. Public improvement does not include projects for which no funds of Wasco County are directly or indirectly used, emergency work, minor alteration, ordinary repair or maintenance necessary in order to preserve a public improvement.

(20) Request for proposals (RFP) – All documents, whether attached or incorporated by reference, used for publicly soliciting competitive proposals.

(21) Responsive bid or Responsive proposal – A bid or proposal that substantially complies with the solicitation documents and prescribed procurement procedures and requirements.

(22) Solicitation documents – An invitation to bid, request for proposals, call for competitive quotes or other documents issued to invite offers from prospective contractors.

(23) Specifications – Any description of the physical or functional characteristics, or the nature of a supply, service or construction item, including any requirement for inspecting, testing or preparing a supply, service or construction item for delivery and the quantities or qualities of materials to be furnished under contract. Specifications generally will state the result to be obtained and describe the method and manner of the work to be performed.

(24) Surplus property – Personal property owned by Wasco County which is no longer needed for use by the department to which such property has been assigned.

PURCHASING PROCESS

9. Types of Purchases

What types of procurement activities are covered by this document?

The purchase of goods and services

These are defined as a contract for any supplies, equipment, materials and services - other than personal services. These types of purchases can also include entering into a lease or rental agreement, the procurement process is the same.

Contracts for personal services

These are defined as a contract to acquire specialized skills, knowledge, or professional, technical or scientific expertise. Such services usually include consultants, designers and other licensed professionals. State statute requires a qualification based selection process for personal service contracts with architects, engineers, land surveyors and related services. Selection for other types of personal services is based on the public agency's process.

Contracts for public improvement projects

These are defined as contracts for projects that perform construction, reconstruction or major renovation work on real property by or for a public agency. These contracts do not include projects where no public agency funds are directly or indirectly used, emergency work, minor alteration, ordinary repair or maintenance.

10. Purchasing Procedure

Generally, most purchases do not require using a formal competitive selection process. However, it is the responsibility of the purchasing agent to verify what procedure to use for their procurement.

Before determining whether to call for price quotes, advertise a notice inviting bids or request for proposals, take the following steps:

Classify what is being procured. Is the purchase for supplies, equipment or other general goods and services? Would this purchase result in a public improvement? Are you seeking services that are professional or technical in nature? Once the purchase has been classified;

Determine the expected cost. Be fair in the pricing assessment. What would you expect to pay for this good or service on the open market with no deals or discounts? It is permissible to call prospective vendors and ask for estimated costs or pricing for budgetary purposes. Check with other agencies for comparative pricing on personal or professional services contracts. Many public improvement project costs will be available or posted on the internet and make good pricing samples, depending on the project relevance.

Note: Public agencies are not allowed to artificially divide one purchase into two or more to try and drive down the estimated price.

Once the expected cost has been established, check the purchasing thresholds to determine what procurement process to use.

PURCHASING THRESHOLDS

11. Procurement of goods and services:

\$0 - \$5,000	Any procurement of goods or services not exceeding \$5,000 is considered a Small Procurement and may be awarded in any manner deemed practical or convenient by the contracting agency, including direct selection or award.
\$5,000 - \$150,000	<p>Any procurement of goods or services exceeding \$5,000 but not exceeding \$150,000 is considered an Intermediate Procurement. When conducting an intermediate procurement, a contracting agency shall seek at least three (3) competitive quotes from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes received. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes.</p> <p>If a contract is awarded, the contracting agency shall award the contract to the contractor whose offer will best serve the interests of Wasco County, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.</p>
\$150,000 +	Any procurement of goods or services exceeding \$150,000 requires the solicitation of competitive offers which follow a formal process. The contracting agency shall advertise and issue written solicitation documents, then receive, open and award either bids or proposals. (Refer to the Invitation to Bid or Request for Proposal procedures)

A purchase may not be artificially divided or fragmented so as to constitute a small or intermediate procurement.

12. Contracts for public improvement projects:

These are contracts for projects that perform construction, reconstruction or major renovation work on real property for a public agency. These contracts do not include projects where no public agency funds are used, or emergency work, minor alteration, ordinary repair or maintenance.

\$0 - \$5,000	The public improvement contract may be awarded in any manner deemed practical or convenient by the contracting agency, including direct selection or award.
\$5,000 - \$100,000	<p>For public improvement contracts exceeding \$5,000 but not exceeding \$100,000, the contracting agency shall seek at least three (3) competitive quotes from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes received. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes.</p> <p>If a contract is awarded, the contracting agency shall award the contract to the contractor whose offer will best serve the interests of Wasco County, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.</p>
\$100,000 +	Any public improvement contract exceeding \$100,000 requires the solicitation of competitive offers which follow a formal process. The contracting agency shall advertise and issue written solicitation documents, then receive, open and award either bids or proposals. (Refer to the Invitation to Bid or Request for Proposal procedures)

Note: The purchasing thresholds for public improvements are lower than the thresholds for procurement of goods and services or personal services contracts. These thresholds are set by Oregon State statute.

13. Contracts for personal services, other than (A/E) Architectural & Engineering:

If the contract is for personal services other than architectural, engineering, photogrammetric mapping, transportation planning, land surveying and related services, then the process to screen and select these consultants are at the contracting agency's sole discretion and price may be used as a selection criteria.

There are no specific dollar limits or purchasing thresholds for these types of personal services contracts.

Contracting agents need to refer to Exemptions from Competitive Selection: 21. Personal Services Contracts, other than (A/E) Architectural, Engineering, Photogrammetric mapping, Transportation Planning or Land Surveying and Related Services for the approved selection method.

14. Contracts for personal services, (A/E) Architectural & Engineering:

If the contract for personal services is for architectural, engineering, photogrammetric mapping, transportation planning, land surveying and related services, then the process to screen and select these consultants shall be on the basis of the consultant's qualifications for the type of professional service required.

A contracting agency may solicit or use pricing policies to determine the consultant's compensation only after the contracting agency has selected a candidate. The process to screen and select these consultants are at the contracting agency's sole discretion as long as the process is qualification based.

Contracting agents need to refer to Exemptions from Competitive Selection, 22. Personal Services Contracts for (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying and Related Services for the approved selection method.

Once the purchasing thresholds have been established, the purchasing agent can then determine if a contract exemption is allowed for their procurement. There are several types of goods, services and classes of contracts that are exempt from the competitive selection process, regardless of price.

EXEMPTIONS FROM COMPETITIVE SELECTION

The following is a list of contracts that are exempt from the competitive selection process.

15. General Class Exemptions

These are general contract exemptions listed in Oregon State statute and can be utilized with no additional findings or action by the local contract review board.

In accordance with ORS 279A.025, the following classes of contracts shall be exempt from competitive selection:

- (1) Contracts between contracting agencies or between contracting agencies and the federal government;
- (2) Insurance and service contracts as provided for under ORS 414.115 - Medical assistance by insurance or service contracts; 414.125 - Rates on insurance or service contracts; requirements for insurer or contractor, 414.135 and 414.145 - Contracts relating to direct providers of care and services, for purposes of source selection;
- (3) Grants; "Grant" means:
 - (a) A Public Contract under which an agency receives money, property or other value from a grantor for the purpose of supporting or stimulating an agency program or activity, and in which no substantial involvement by grantor is anticipated in the contemplated program or activity other than activities associated with monitoring compliance with grant conditions; or
 - (b) A Public Contract under which an agency provides money, property or other value to a recipient for the purpose of supporting or stimulating a program or activity of the recipient, and in which no substantial involvement by agency is anticipated in the contemplated program or activity other than activities associated with monitoring compliance with grant conditions.
- (4) Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which a public body is or may become interested;
- (5) Acquisitions or disposals of real property or interest in real property;
- (6) Sole-source expenditures when rates are set by law or ordinance for purposes for source selection;
- (7) Procurements by a contracting agency from an Oregon Corrections Enterprises program;
- (8) Energy savings performance contracts;
- (9) Contracts, agreements or other documents entered into, issued or established in connection with:

(a) The incurring of debt by a public body, including but not limited to the issuance of bonds, certificates of participation and other debt repayment obligations, and any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents establish are general, special or limited;

(b) The making of program loans and similar extensions or advances of funds, aid or assistance by a public body to a public or private body for the purpose of carrying out, promoting or sustaining activities or programs authorized by law; or

(c) The investment of funds by a public body as authorized by law, and other financial transactions of a public body that by their character cannot practically be established under the competitive contractor selection procedures of ORS 279B.050 to 279B.085;

(10) Contracts for employee benefit plans as provided in ORS 243.105 (1), 243.125 (4), 243.221, 243.275, 243.291, 243.303 and 243.565.

16. Federal Purchasing Programs Exemption

When the price of goods or services has been established by an agency of the federal government, the county may purchase those goods and services without a subsequent competitive process.

(1) As authorized by ORS 279A.180, a contracting agency may make procurements without competitive selection under a local government purchasing program administered by the United States General Services Administration (GSA) as provided in this section:

(a) The procurement must be made in accordance with procedures established by GSA for procurements by local governments and approved by the contract review board. The contracting agency shall provide the contract review board a copy of the documentation from GSA establishing permission to purchase under the federal program.

(b) The price of the goods or services must be established under price agreements between the federally approved vendor and GSA.

(c) The price of the goods or services must be less than the price at which such goods or services are available under state or local cooperative purchasing programs that are available.

17. Use or Disposal of Personal Property Exemption

(1) As authorized by ORS 279A.185, a contracting agency may dispose of personal property upon a determination made by the contracting agency that the method of disposal is in the best interest of the county. Factors that may be considered include costs of the sale, administrative costs and public benefits. The contracting agency shall maintain a record of the reason for the disposal method selected and the manner of the disposal. Personal property may be used or disposed of by any of the following methods:

- (a) Without competition, transfer or sell to another public agency.
 - (b) By publicly advertised auction to the highest bidder.
 - (c) By publicly advertised invitation to bid.
 - (d) By liquidation sale using a commercially recognized third-party liquidator.
 - (e) Establish a fixed sale price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
 - (f) By trade-in, in conjunction with the acquisition of other price-based items.
 - (g) By donation to any organization operating within or providing a service to residents of Wasco County.
- (2) Personal property which has an estimated value of less than \$5000, or for which the costs of sale are likely to exceed the sale proceeds, may be disposed of by any means determined to be cost effective. Personal property of this nature cannot be given to any employee of the county, or their immediate relatives.

18. Cooperative Procurement Exemption

Also referred to as “piggy-backing”, cooperative procurements are purchases conducted by or on behalf of one or more contracting agencies. A cooperative procurement includes but is not limited to multiparty contracts and price agreements. Typically, a contracting agency may establish a contract or price agreement through a cooperative procurement if:

- (a) The administering contracting agency’s solicitation and award process for the original contract is an open and impartial competitive process;
- (b) The administering contracting agency’s solicitation and the original contract allow other contracting agencies to establish contracts or price agreements under the terms, conditions and prices of the original contract;

(c) The vendor agrees to extend the terms, conditions and prices of the original contract to the purchasing contracting agency; and

(d) No material change is made in the terms, conditions or prices of the contract or price agreement between the vendor and the purchasing contracting agency from the terms, conditions and prices of the original contract between the vendor and the administering contracting agency.

(1) As provided by ORS 279A.200 to 279A.225, cooperative procurements may be made without competitive solicitation.

(2) A contracting agency may participate in, sponsor, conduct or administer a cooperative procurement for the purchase of any goods or services, but not for public improvements.

19. Sole-source Procurements Exemption

(1) As authorized by ORS 279B.075, a contracting agency may award a contract for goods or services without competition when the local contract review board determines in writing that the goods or services, or classes of goods or services, are available from only one source. The local contract review board shall have the authority to determine the geographic parameters when utilizing a sole-source exemption. Typically, the sole-source determination will be within the boundaries of the state of Oregon, but a broader geographic area can be utilized.

(2) The determination of a sole-source must be based on written findings that include, but are not limited to:

(a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

(b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;

(c) That the goods or services are for use in a pilot or an experimental project;

(d) Other findings that support the conclusion that the goods or services are available from only one source.

(3) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.

20. Emergency Procurements Exemption

(1) As authorized by ORS 279B.080, a contracting agency may make or authorize others to make emergency procurements of goods or services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor.

21. Personal Services Contracts, other than (A/E) Architectural, Engineering, Photogrammetric mapping, Transportation Planning or Land Surveying and Related Services Exemption

As authorized by ORS 279A.055, the local contract review board may designate certain service contracts or classes of service contracts as personal services contracts.

(1) Pursuant to the authority granted by ORS 279A.055, the following service contracts or classes of service contracts are designated as personal service contracts:

(a) Contracts whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to attorneys, auditors, accountants and other licensed professionals, medical personnel including physicians, nurses and therapists, artists, designers, data processing consultants, contracts for services of a specialized, creative or research-oriented nature, performers, property managers, educators and investigators.

(b) Personal services include incidental materials such as written reports or opinions and other supplemental materials required for providing the services.

(2) As authorized by ORS 279A.070 the local contract review board shall create procedures for screening and selection of persons to perform personal services and architectural, engineering and land surveying or related services.

(3) Pursuant to the authority granted by ORS 279A.070 the procedures for screening and selection of persons to perform personal services shall be by one of the following methods:

(a) Direct appointment. The criteria for when this selection process may apply include:

(i) When the type of work needed has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant and the new contract is a continuation of that work; or

(ii) An emergency exists.

(b) Informal solicitation of competitive quotes from three (3) prospective consultants. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes; or

(c) Formal solicitation of competitive sealed proposals.

(4) The evaluation of any quotes or proposals may include, but is not limited to the consideration of:

(a) Specialized experience, capabilities and technical competence that may be demonstrated by the proposed approach and methodology to meet the project requirements;

(b) Resources available to perform the work and the proportion of the candidate staff's time that would be spent on the project, including any specialized services, within the applicable time limits;

(c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;

(d) Ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses;

(e) Availability to the project locale;

(f) Familiarity with the project locale; and

(g) Proposed project management techniques.

22. Personal Services Contracts for (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying and Related Services Exemption

As authorized by ORS 279C.105, a contracting agency may enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services and related services.

A contracting agency that is authorized to enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services and related services shall adopt procedures to screen and select persons to perform such services under ORS 279C.110 or 279C.120.

A local contract review board by ordinance, resolution, administrative rule or other regulation may designate certain personal services contracts or classes of personal service contracts as contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services.

(1) A contracting agency shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services on the basis of the consultant's qualifications for the type of professional service required.

A contracting agency may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after the contracting agency has selected a candidate.

(2) The procedures that a contracting agency creates to screen and select consultants and to select a candidate under this section are at the contracting agency's sole discretion.

(3) Subject to the requirements of the provisions of subsection (1) of this section, the contracting agency may adjust the procedures to accommodate the contracting agency's scope, schedule or objectives for a particular project if the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for the project does not exceed \$250,000.

A contracting agency's screening and selection procedures under this section, regardless of the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for a project, may include considering each candidate's:

(a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;

(b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;

(c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;

(d) Ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses;

(e) Availability to the project locale;

(f) Familiarity with the project locale; and

(g) Proposed project management techniques.

(4) If the screening and selection procedures results in the contracting agency's determination that two or more candidates are equally qualified, the contracting agency may select a candidate through any process the contracting agency adopts that is not based on the candidate's pricing policies, proposals or other pricing information.

(5) The contracting agency and the selected candidate shall mutually discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to compensation level and performance schedule, based on the scope of services. The compensation level paid must be reasonable and fair to the contracting agency as determined solely by the contracting agency. Authority to negotiate a contract under this section does not supersede any provision of ORS 279A.140 or 279C.520.

(6) If the contracting agency and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the contracting agency, the contracting agency shall, either orally or in writing, formally terminate negotiations with the selected candidate. The contracting agency may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

(7) Notwithstanding the provisions of subsection (1) of this section, a contracting agency may directly appoint a consultant if the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for the project do not exceed \$100,000.

(8) Notwithstanding the provisions of subsections (1) and (7) of this section, a contracting agency may directly appoint a consultant for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services in an emergency.

23. Public Improvement Exemptions

(1) All contracts for public improvements shall be based upon competitive sealed bidding or competitive sealed proposals except:

(a) Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals under ORS 279.835 to 279.855.

(b) A contract for goods or services if the value of the contract is less than \$5,000.

(c) Privately-constructed public improvements. A contracting agency may contribute funding to a privately-constructed public improvement project without subjecting the project to competitive selection requirements if the following conditions are met:

(i) The contribution may not exceed 25% of the total cost of the project;

(ii) The contracting agency must comply with all applicable laws concerning the reporting of the project to the Bureau of Labor and Industries as a public works project;

(iii) The general contractor to the project must agree in writing to comply with all applicable laws concerning reporting and payment of prevailing wages for the project;

(iv) The funds contributed to the project may not provide a financial benefit to the owner of the development for which the project is being constructed, other than benefits shared by all members of the community; and

(v) The contract for construction of the project must be amended, as necessary, to include all contractual terms and conditions required by the contracting agency.

(2) The contract review board may exempt a public improvement contract or a class of public improvement contracts from the competitive selection process upon approval of the following findings submitted by the contracting agency seeking the exemption:

(a) It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and

(b) The awarding of public improvement contracts under the exemption will result in substantial cost savings to the contracting agency or the public. In making the finding, the local contract review board may consider the type, cost and amount of the contract, the number of persons available to bid and other such factors as may be deemed important.

(3) In granting exemptions for public improvement contracts, the local contract review board shall:

(a) Direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition.

(b) Require and approve or disapprove written findings that support the awarding of a particular public improvement contract or class of public improvement contracts, without competitive selection.

(c) Before final adoption of the findings, the contracting agency shall hold a public hearing.

(d) Notification of the public hearing shall be published in at least one trade newspaper of general statewide circulation a minimum of fourteen (14) days before the hearing.

(e) The notice shall state that the public hearing is for the purpose of taking comments on the draft findings for an exemption from the competitive selection process. At the time of the notice, copies of the draft findings shall be made available to the public.

(f) At the public hearing, the contracting agency shall offer an opportunity for any interested party to appear and present comment.

(4) A public improvement contract may be exempted from the requirements of this section if emergency conditions require prompt execution of the contract. A contracting agency may declare that an emergency exists. If an emergency is declared, any contract awarded under this emergency must be awarded within 60 days following the declaration.

24. Special Procurements Exemption

A special procurement can be either a class-special procurement or a contract-specific special procurement.

A class-special procurement is a contracting procedure that does not utilize a competitive selection process for the purpose of entering into a series of contracts over time for the acquisition of a specified class of goods or services.

A contract-specific special procurement is a contracting procedure that does not utilize a competitive selection process for the purpose of entering into a single contract or a number of related contracts for the acquisition of specified goods or services on a one-time basis or for a single project.

(1) To seek approval of a special procurement, the contracting agency shall submit a written request to the local contract review board. The written request shall describe the proposed contracting procedure, the goods or services or the class of goods or services to be acquired and the circumstances that justify the use of a special procurement.

(2) The local contract review board may approve a special procurement if the board finds that the written request demonstrates that the use of a special procurement will:

- (a) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (b) Result in substantial cost savings to the contracting agency or to the public; or
- (c) Otherwise substantially promote the public interest in a manner that could not practically be realized by complying with requirements for a competitive selection process.

(3) Public notice of the approval process for a proposed special procurement must be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed, and in as many additional issues and publications as the contracting agency may determine.

(4) If a contract is awarded through a special procurement, the contracting agency shall award the contract to the contractor whose offer the contracting agency determines in writing to be the most advantageous to the contracting agency.

25. Wasco County Special Exemptions

A local contract review board is authorized to exempt certain public contracts or classes of contracts from the competitive selection process but in doing so, must approve findings of fact.

The findings to be approved in order to grant such exemptions include:

- (1) That it is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and
- (2) The awarding of public improvement contracts under the exemption will result in substantial cost savings to the contracting agency or the public. In making the finding, the local contract review board may consider the type, cost and amount of the contract, the number of persons available to bid and other such factors as may be deemed important.
- (3) Additional information used to justify the contracting agency's conclusion includes:
 - (a) Operational, budget and financial data;
 - (b) Public benefits;
 - (c) Value engineering;
 - (d) Specialized expertise required;
 - (e) Public safety;
 - (f) Market conditions;
 - (g) Technical complexity; and
 - (h) Funding sources.

The purpose of the findings and conclusions included herein is to update Wasco County's existing rules to reflect the current business environment and the specific needs of the county departments, while recognizing the value of open and fair competition.

Except where otherwise provided, the contracting agency utilizing an exemption shall make a record of the method of award.

Adoption of these exemptions herein is supported by the listed *Findings* for public contract exemptions, included with each listed exemption and those applicable sections of ORS 279 chapters A, B and C.

The following classes of contracts may be awarded in any manner in which the contracting agency deems appropriate, including by direct appointment or purchase, subject to the specific exemption criteria:

Small procurement – Any procurement of goods or services not exceeding \$5,000.

(a) The procurement may be awarded in any manner deemed practical or convenient by the contracting agency, including direct selection or award.

(b) The procurement may not be artificially divided or fragmented so as to constitute a small procurement.

Finding – This exemption would raise the direct purchase limit to \$5,000, which is also the current limit for the State of Oregon.

This exemption allows contracting agencies flexibility and would not delay or encumber simple or everyday type purchases. Larger purchases could not be divided up so as to constitute a small procurement.

Intermediate procurement – Any procurement of goods or services exceeding \$5,000 but not exceeding \$150,000.

(a) The procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement.

(b) When conducting an intermediate procurement, a contracting agency shall seek at least three (3) competitive quotes from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes received. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes.

(c) If a contract is awarded, the contracting agency shall award the contract to the contractor whose offer will best serve the interests of Wasco County, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

Finding - This exemption changes the lower end of the competitive quote limit to \$5,000 and the upper limit for competitive quotes would be \$150,000. These are also the current intermediate procurement limits for the State of Oregon. This exemption does not encourage favoritism or diminish competition in the awarding of public contracts because competitive quotes are used. This exemption would also result in substantial cost savings by not delaying or encumbering this size of procurements. Larger purchases could not be divided up so as to constitute an intermediate procurement.

Advertising – Contracts for the purchase of advertising, including that intended for the purpose of giving public notice.

Finding – Advertising contracts are usually limited to specific companies in given geographic locations and is further limited by the needs of the contracting agency. Additionally, state law requires the designation of an official newspaper for public notices. The rates for legal notices in many cases are regulated by statute. It may be necessary to target certain geographic areas or classes of members of the audience.

Contract amendment or change order – Any contract amendment, including change orders, extra work, field orders, or other change in the original specifications which changes the original contract price or alters the work to be performed. Before utilizing this exemption, the following should be considered:

(a) The amended contract does not substantially alter the scope or nature of the project, subject to extraordinary or unforeseen conditions.

(b) The original contract imposes a binding obligation on the parties covering the terms and conditions regarding changes in the work.

(c) The amount of the aggregate cost change resulting from all amendments creating new obligations does not exceed 100% of the initial contract price.

Finding – This exemption allows for change orders and extra work on projects already awarded by competitive selection. This exemption encourages competition from quality contractors by allowing for additional work or goods or services without further competitive selection where additional work may not have been anticipated, where work is in progress, and allowing the contractor to complete performance without justifiable delay. The cost savings are substantial due to the time saved in project or performance completion, within dollar limitations. Any contract amendments or change orders, singularly or in total, above 100% of the original contract price would require additional competitive selection, subject to emergency, extraordinary or other unforeseen circumstances.

Equipment maintenance – Contracts for the purchase of service, equipment or supplies for the maintenance, repair or conversion of existing equipment if required for the efficient utilization of the equipment.

Finding – Purchases under this exemption allow the contracting agency to obtain materials or services necessary for the maintenance, repair or conversion of existing equipment. The parts or service are often unknown and the cost cannot be determined without extensive dismantling or testing. Time is also a factor for utilization of the equipment.

Additionally, work performed under this exemption is often in support of maintenance agreements or warranties that are obtained as part of a purchase process for new equipment. This maintenance is required in order to maintain warranty coverage. Warranty work is unique to the manufacturer of the equipment. Use of a competitive selection would invalidate the warranty and cost the county more for maintenance work in the future. This exemption would encourage competitors to deliver good quality products and to stand behind their products for the benefit of the public.

Price regulated items – Contracts for the purchase of goods or services where the rate or price is established by federal, state or local regulatory authority.

Finding – The contracting agency has no authority to alter prices established by federal or state law. Using a competitive selection process would not provide useful information since each would be the same price. The contracting agency would incur unnecessary expenses with little or no benefit. Since federal and state contracts are subject to similar public contracting requirements, any established price would have presumably arisen from a competitive selection process.

Copyrighted materials – Contracts for the purchase of copyrighted materials where there is only one supplier available for such goods.

Finding – By definition, there is no alternate vendor and no competition for copyrighted items. The contracting agency shall ensure that all purchases are in accordance with federal and state laws protecting copyrighted or trademarked items.

Data processing – Contracts for the purchase or acquisition of data processing hardware or software, including maintenance contracts or support contracts specific to that hardware or software.

Finding – The materials included within this exemption are specialty items that must be compatible with existing equipment. It is also important to keep data processing materials consistent by maintaining existing purchasing programs with existing vendors. Due to the technical complexity of these materials, there are only a limited number of vendors. In addition, the need to rely on the most dependable vendor is critical. Therefore, the purchase of data processing hardware and software does not lend itself to a competitive selection process.

Allocated petroleum products – Contracts for the purchase of petroleum products and their transportation if such purchase is required to be made from a particular supplier as a result of a federal allocation or if purchase from other than an established supplier could jeopardize an allocation or future supply or transport of such petroleum products.

Finding – Prices for these items are highly volatile. The suppliers' long term customers are provided regular and consistent service, even in times of very high demand. The same argument is true for the haulers. New customers have trouble acquiring these products at reasonable prices, because many companies serve only their preferred accounts during these times of high demand.

In the past, when these products were not available as scheduled, the county had crews waiting on the job, at tremendous public expense. The oiling season, when the county utilizes these products, is a very short time duration. Every day that is lost, for whatever reason, is a day that cannot be regained. The county has been using the current supplier and current hauler long enough to receive preferred customer service.

The county will continue to monitor product prices and delivery rates, primarily using the State of Oregon bid prices and other contracting agency price quotes for comparison.

Asphalt concrete and rock, for maintenance – Contracts for the purchase of asphalt concrete and rock where the material is to be used for maintenance.

Finding – (asphalt concrete for maintenance) Currently, there are only two suppliers of asphalt concrete in our geographic area. When the county needs asphalt concrete for maintenance purposes, competitive quotes are solicited from both suppliers. Since there are a limited number of suppliers in our area, using a formal competitive selection process would not encourage more competition and the use of quotes does not create favoritism.

This exemption also results in a substantial cost savings to the county. If a formal competitive selection process instead of quotes were required to purchase this maintenance material, the same suppliers would bid, but the time, effort and money spent on the process would be considerable.

This exemption also gives the county necessary flexibility. Many times when the county needs asphalt concrete one of the suppliers is busy or committed to selling their product to other purchasers. This exemption ensures that the county can acquire materials when needed and prevents downtime for maintenance crews.

Finding – (rock for maintenance) Wasco County owns several small rock pits. These pits are located throughout the county and were acquired to provide maintenance rock for roads in those geographic areas. The county's need for maintenance rock varies from area to area and from year to year.

Because of the small quantities that are needed and the fact that many of the county pits have limited access and are located in remote areas, there are very few contractors that will bid on these jobs. When the county does have need for maintenance rock, competitive quotes are solicited from a list of contractors with small, portable crushers. The use of a less formal selection process allows more flexibility in selecting a contractor. Prospective bidders can be contacted, visit the work site, check their schedules and submit quotes. Meaningful competition is still achieved through this method of procurement.

This exemption is also of great benefit because it allows the county to purchase maintenance rock from farmers or other landowners that own rock pits. The ability to purchase this material directly from landowners as opposed to using a formal competitive selection process and having the rock trucked in, results in a substantial cost savings to the county.

Wasco County special exemptions conclusion

Based on the aforementioned findings, it is unlikely that the subject class exemptions will encourage favoritism in the awarding of public contracts and would not substantially diminish competition. The special exemptions would result in substantial cost savings to Wasco County and the public and awarding such contracts pursuant to these exemptions would also substantially promote the public interest in a manner that could not otherwise be realized.

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

IN THE MATTER OF THE ADOPTION OF AMENDED)	
RULES GOVERNING PUBLIC CONTRACTS IN)	RESOLUTION
WASCO COUNTY, OREGON)	#13-005

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 being present; and

WHEREAS, On March 24, 1976, this Board adopted an Ordinance pursuant to ORS 279.055 designating this Board as the Local Contract Review Board for Wasco County; and adopting temporary rules for governing public contracts in Wasco County; and

WHEREAS, on May 26, 1976, this Board adopted permanent rules to govern public contracts in Wasco County, Oregon; and

WHEREAS, on November 21, 2001, February 16, 2005, and August 5, 2005, this Board adopted Resolutions amending the rules governing public contracts in Wasco County, Oregon; and

WHEREAS, additional changes to the County's rules governing public contracts are now being proposed in order to more closely align with Oregon State contracting rules.

NOW, THEREFORE, IT IS HEARBY RESOLVED: That after thorough consideration this Board adopts the attached and by this reference incorporated herein amended rules governing public contracts in Wasco County, Oregon; and

IT IS HEREBY FURTHER RESOLVED: That it is the Board's findings that these amended rules, which include the exemption of certain classes of public contracts, will unlikely encourage favoritism in the award of public contracts and the awarding of public contracts pursuant to the exemptions will result in substantial cost savings to Wasco County.

DATED this 20th day of February, 2013

Wasco County
Board of County Commissioners

Rod Runyon, Commission Chair

APPROVED AS TO FORM:

Scott Hege, County Commissioner

Eric J. Nisley
Wasco County District Attorney

Steve Kramer, County Commissioner

Agenda Item
Grants of Easement

- [Easement Grant #1](#)
- [Easement Grant #2](#)

Account No.:
Property Address:

After Recording Return to:
Commissioners Journal

GRANT OF EASEMENT

KNOWN ALL MEN BY THESE PRESENTS, that **PORT OF THE DALLES, a municipal corporation of the State of Oregon**, hereinafter called grantor, for the consideration of \$10.00 does hereby grant, bargain, sell and convey unto **WASCO COUNTY, a political subdivision of the State of Oregon**, hereinafter called the Grantee and unto Grantee's successors and assigns, an easement for the construction, operation, and maintenance of a county bridge and a county road over and across the property of GRANTORS described as follows, situated in Wasco County, Oregon:

A parcel of land being located in the NW ¼ of Section 28 and the SW ¼ of Section 21, Township 2 North, Range 13 East, W.M., Wasco County, Oregon and being a portion of that property described in that deed to the **Port of the Dalles**, recorded July 13, 1967 as Microfilm No. 67-1052, Wasco County Deed Records, said parcel being 60 feet in Width (30 feet on each side of centerline) and being a portion of River Trail Way as said road has been relocated, which centerline is described as follows:

Commencing at the centerline intersection of River Road and River Trail Way as shown on the survey filed in Book 15, Page 099A in the Office of the Wasco County Surveyor. Said intersection being South 37 degrees 29 minutes 20 seconds East a distance 1320.82 feet from the Northwest Corner of said Section 28; thence North 11 degrees 23 minutes 09 seconds West along said centerline of River Trail Way a distance of 134.97 feet to the beginning of a circular curve; said curve being concaved to the right, having a central angle of 64 degrees 17 minutes 28 seconds and a radius of 164.04 feet; (the long chord of which bears North 20 degrees 45 minutes 34 seconds East 174.56 feet) to the True Point of Beginning of the portion of River Trail Way constructed in the spring of 2008; thence North 50 degrees 17 minutes 02 seconds East a distance of 372.96 feet to a point on said centerline, said point hereafter known as Point A; thence continuing North 50 degrees 17 minutes 02 seconds East a distance of 364.40 feet to the beginning of a circular curve, said curve being concaved to the right, having a central angle of 08 degrees 20 minutes 55 seconds and a radius of 656.55 feet; (the long chord of which bears North 54 degrees 27 minutes 30 seconds East 95.58 feet) to a point on the centerline of the original roadway described in Wasco County Deed Document 72-1667; thence continuing on said centerline North 58 degrees 37 minutes 57 seconds East a distance of 108.06 feet to the beginning of a circular curve, said curve being concaved to the right, having a central angle of 19 degrees 34 minutes 00 seconds and a radius of 716.20 feet; (the long chord of which bears North 68 degrees 24 minutes 57 seconds East 243.40 feet); thence North 78 degrees 11 minutes 57 seconds East a distance of 564.27 feet to the

terminus of River Trail Way and original roadway per said Wasco County Deed Document 72-1667.

Together with a strip of land 60 feet in width lying 30 feet on each side of the following described centerline:

Beginning at the above mentioned Point A on the centerline of River Trail Way; thence North 32 degrees 20 minutes 02 seconds West a distance of 228.13 feet to a point in the Westerly property line of that parcel of land described in said Document No. 67-1052. The side lines shall be lengthened or shortened to intersect with said Westerly property line.

As per map filed as J-14-3A & 3B, in the Wasco County Surveyor's Office.

TO HAVE AND TO HOLD the above described easement, appurtenant unto said Wasco County, its successors and assigns forever.

This parcel of land contains 36,018 square feet or 0.83 acres, more or less, outside the existing right of way.

Attached hereto and by this reference made a part hereof is an Exhibit Map showing this parcel of land marked Exhibit A.

GRANTOR

PORT OF THE DALLES, an Oregon
Municipal Corporation

By [Signature]
D.M. Courtney, President

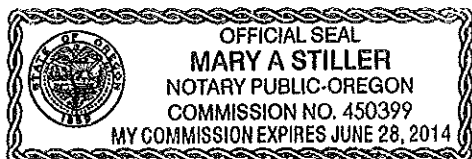
By [Signature]
David Griffith, Secretary

STATE OF OREGON)
) ss.
County of Wasco)

February 6, 2013

Personally appeared D. M. Courtney and David Griffith, who, being sworn, each for himself and not one for the other, did say that the former is the President and the latter, is the Secretary of Port of The Dalles, a municipal corporation, that said instrument was signed on behalf of said corporation by authority of its governing body; and each of them acknowledged said instrument to be its voluntary act and deed.

Before me:



[Signature]
Notary Public for Oregon
My commission expires 6/28/2014

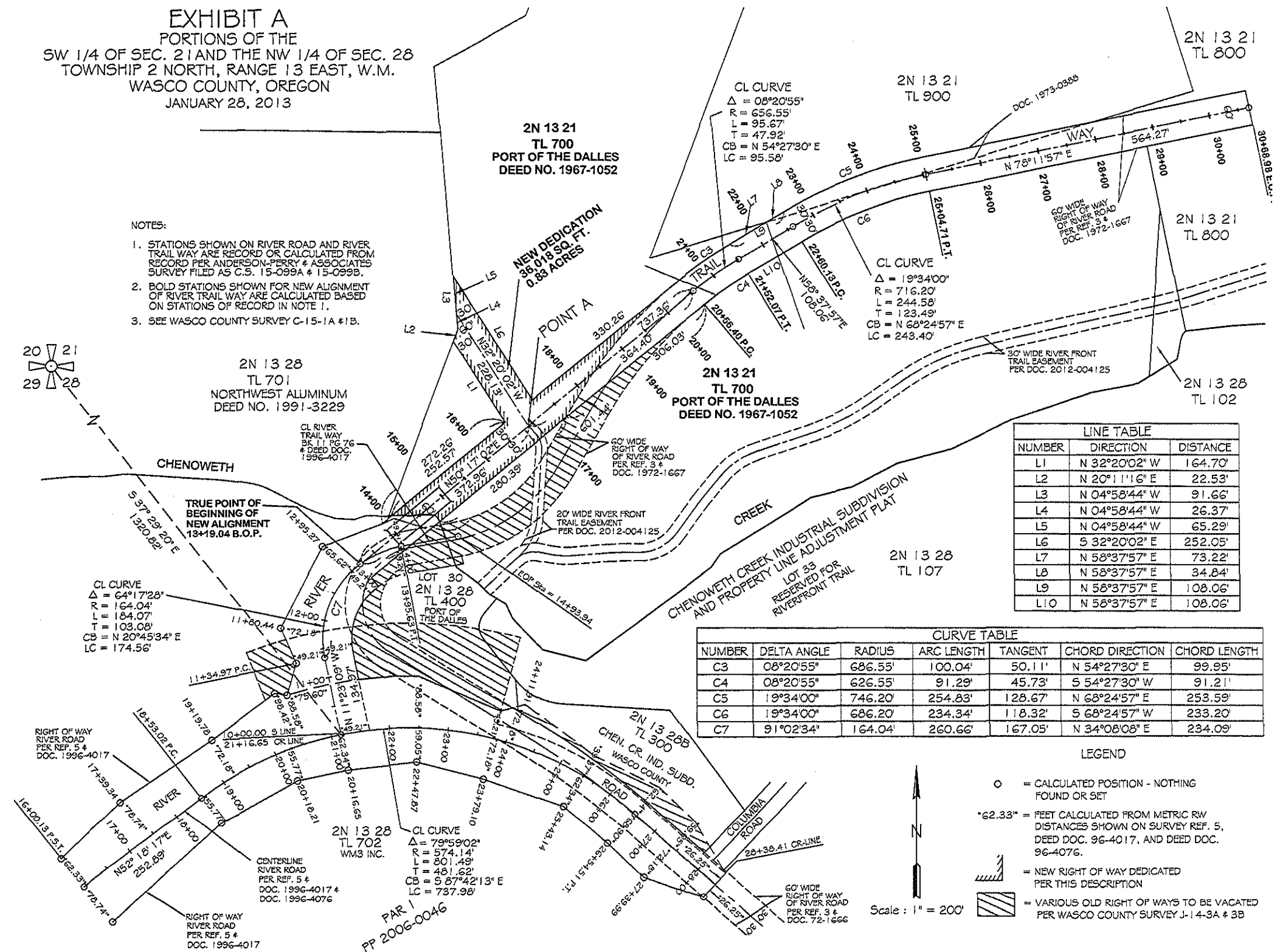
PORTIONS OF THE

JANUARY 28, 2013

1. STATIONS SHOWN ON RIVER ROAD AND RIVER TRAIL WAY ARE RECORD OR CALCULATED FROM RECORD PER ANDERSON-PERRY & ASSOCIATES SURVEY FILED AS C.S. 15-099A & 15-099B.
2. BOLD STATIONS SHOWN FOR NEW ALIGNMENT OF RIVER TRAIL WAY ARE CALCULATED BASED ON STATIONS OF RECORD IN NOTE 1.
3. SEE WASCO COUNTY SURVEY C-15-1A & B.

CURVE TABLE						
NUMBER	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD DIRECTION	CHORD LENGTH
C3	08°20'55"	686.55'	100.04'	50.11'	N 54°27'30" E	99.95'
C4	08°20'55"	626.55'	91.29'	45.73'	S 54°27'30" W	91.21'
C5	19°34'00"	746.20'	254.83'	128.67'	N 68°24'57" E	253.59'
C6	19°34'00"	686.20'	234.34'	118.32'	S 68°24'57" W	233.20'
C7	91°02'34"	164.04'	260.66'	167.05'	N 34°08'08" E	234.09'

Scale : 1" = 200'



Dated this 20th day of February, 2013

WASCO COUNTY
BOARD OF COMMISSIONERS

Rod Runyon, Commission Chair

Scott C. Hege, County Commissioner

APPROVED AS TO FORM:

Steve Kramer, County Commissioner

Eric J. Nisley
Wasco County District Attorney

SIGNATURE	GRANT OF EASEMENT NW ¼ OF SECTION 28 & THE SW ¼ OF SECTION 21,
PAGE	TOWNSHIP 2 NORTH, RANGE 13 EAST – 30 FEET ON EACH SIDE OF THE
	CENTERLINE

Account No.:
Property Address:

After Recording Return to:
Commissioners Journal

GRANT OF EASEMENT

KNOWN ALL MEN BY THESE PRESENTS, that **PORT OF THE DALLES**, a municipal corporation of the State of Oregon, hereinafter called grantor, for the consideration of \$10.00 does hereby grant, bargain, sell and convey unto **WASCO COUNTY**, a political subdivision of the State of Oregon, hereinafter called the Grantee and unto Grantee's successors and assigns, an easement for the construction, operation, and maintenance of a county bridge and a county road over and across the property of GRANTORS described as follows, situated in Wasco County, Oregon:

A parcel of land being located in the NW ¼ of Section 28, Township 2 North, Range 13 East, W.M., Wasco County, Oregon and being a portion of that property shown as Lot 30 of Chenoweth Creek Industrial Subdivision and Property Line Adjustment, filed as 99-5492 in the Office of the Wasco County Clerk on October 19, 1999 and belonging to the **Port of the Dalles**. Said parcel being 60 feet in Width (30 feet on each side of centerline) and being a portion of River Trail Way as said road has been relocated, which centerline is described as follows:

Commencing at the centerline intersection of River Road and River Trail Way as shown on the survey filed in Book 15, Page 099A in the Office of the Wasco County Surveyor. Said intersection being South 37 degrees 29 minutes 20 seconds East a distance 1320.82 feet from the Northwest Corner of said Section 28; thence North 11 degrees 23 minutes 09 seconds West along said centerline of River Trail Way a distance of 134.97 feet to the beginning of a circular curve; said curve being concaved to the right, having a central angle of 64 degrees 17 minutes 28 seconds and a radius of 164.04 feet; (the long chord of which bears North 20 degrees 45 minutes 34 seconds East 174.56 feet) to the True Point of Beginning of the portion of River Trail Way constructed in the spring of 2008; thence North 50 degrees 17 minutes 02 seconds East a distance of 372.96 feet to a point on said centerline, said point hereafter known as Point A; thence continuing North 50 degrees 17 minutes 02 seconds East a distance of 364.40 feet to the beginning of a circular curve, said curve being concaved to the right, having a central angle of 08 degrees 20 minutes 55 seconds and a radius of 656.55 feet; (the long chord of which bears North 54 degrees 27 minutes 30 seconds East 95.58 feet) to a point on the centerline of the original roadway described in Wasco County Deed Document 72-1667; thence continuing on said centerline North 58 degrees 37 minutes 57 seconds East a distance of 108.06 feet to the beginning of a circular curve, said curve being concaved to the right, having a central angle of 19 degrees 34 minutes 00 seconds and a radius of 716.20 feet; (the long chord of which bears North 68 degrees 24 minutes 57 seconds East 243.40 feet); thence North 78 degrees 11 minutes 57 seconds East a distance of 564.27 feet to the

EXHIBIT A

PORTIONS OF THE

SW 1/4 OF SEC. 21 AND THE NW 1/4 OF SEC. 28

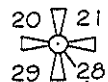
TOWNSHIP 2 NORTH, RANGE 13 EAST, W.M.

WASCO COUNTY, OREGON

JANUARY 28, 2013

NOTES:

1. STATIONS SHOWN ON RIVER ROAD AND RIVER TRAIL WAY ARE RECORD OR CALCULATED FROM RECORD PER ANDERSON-PERRY & ASSOCIATES SURVEY FILED AS C.S. 15-099A & 15-099B.
2. BOLD STATIONS SHOWN FOR NEW ALIGNMENT OF RIVER TRAIL WAY ARE CALCULATED BASED ON STATIONS OF RECORD IN NOTE 1.
3. SEE WASCO COUNTY SURVEY C-15-1A & 1B.



2N 13 28
TL 701
NORTHWEST ALUMINUM
DEED NO. 1991-3229

NEW DEDICATION
PORTION OF LOT 30
& PROP. LINE ADJ. PLAT
1236 SQ. FT.
0.03 ACRES

CHENOWETH

TRUE POINT OF
BEGINNING OF
NEW ALIGNMENT
13+19.04 B.O.P.

CL CURVE
 $\Delta = 64^{\circ}17'28''$
 $R = 164.04'$
 $L = 184.07'$
 $T = 103.08'$
 $CB = N 20^{\circ}45'34'' E$
 $LC = 174.56'$

RIGHT OF WAY
RIVER ROAD
PER REF. 5 &
DOC. 1996-4017

CENTERLINE
RIVER ROAD
PER REF. 5 &
DOC. 1996-4017 &
DOC. 1996-4076

RIGHT OF WAY
RIVER ROAD
PER REF. 5 &
DOC. 1996-4017

PAR 1
PP 2006-0046

POINT A

LOT 30
2N 13 28
TL 400
PORT OF THE DALLES

CHENOWETH CREEK INDUSTRIAL SUBDIVISION
AND PROPERTY LINE ADJUSTMENT PLAT
LOT 33
RESERVED FOR
RIVERFRONT TRAIL

CHEN. CR. IND. SUBD.
WASCO COUNTY

CL CURVE
 $\Delta = 08^{\circ}20'55''$
 $R = 656.55'$
 $L = 95.67'$
 $T = 47.92'$
 $CB = N 54^{\circ}27'30'' E$
 $LC = 95.58'$

2N 13 21
TL 900

CL CURVE
 $\Delta = 19^{\circ}34'00''$
 $R = 716.20'$
 $L = 244.58'$
 $T = 123.49'$
 $CB = N 68^{\circ}24'57'' E$
 $LC = 243.40'$

LINE TABLE		
NUMBER	DIRECTION	DISTANCE
L1	N 32°20'02" W	164.70'
L2	N 20°11'16" E	22.53'
L3	N 04°58'44" W	91.66'
L4	N 04°58'44" W	26.37'
L5	N 04°58'44" W	65.29'
L6	S 32°20'02" E	252.05'
L7	N 58°37'57" E	73.22'
L8	N 58°37'57" E	34.84'
L9	N 58°37'57" E	108.06'
L10	N 58°37'57" E	108.06'

CURVE TABLE						
NUMBER	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD DIRECTION	CHORD LENGTH
C3	08°20'55"	686.55'	100.04'	50.11'	N 54°27'30" E	99.95'
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C7	91°02'34"	164.04'	260.66'	167.05'	N 34°08'08" E	234.09'

LEGEND

○ = CALCULATED POSITION - NOTHING
FOUND OR SET

*62.33" = FEET CALCULATED FROM METRIC RW
DISTANCES SHOWN ON SURVEY REF. 5,
DEED DOC. 96-4017, AND DEED DOC.
96-4076.

= NEW RIGHT OF WAY DEDICATED
PER THIS DESCRIPTION

= VARIOUS OLD RIGHT OF WAYS TO BE VACATED
PER WASCO COUNTY SURVEY J-14-3A & 3B

Scale: 1" = 200'

Dated this 20th day of February, 2013

WASCO COUNTY
BOARD OF COMMISSIONERS

Rod Runyon, Commission Chair

Scott C. Hege, County Commissioner

Steve Kramer, County Commissioner

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Agenda Item
Notice of Violation

- [Explanatory Email](#)
- [Hearings Officer Order #13- 070](#)
- [Recorded Notice of Violation](#)



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

BOC documentation for February 20th session (DENBO)

Kate Foster <katef@co.wasco.or.us>

Thu, Feb 14, 2013 at 11:55 AM

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

Note: This information will be presented by staff at the public hearing to provide additional details.

Summary:

- The Planning Department received a complaint in the summer of 2012 about two potential illegal dwellings and an RV hooked up/plugged in on one 3.26-acre property zoned Agricultural-Recreational (AR).
- The previous Code Enforcement Officer initiated contact with the property owners: Mr. James Denbo (2/3 interest) and Mr. Mike Burch (1/3 interest) and resolved the RV issue. Planning researched the dwellings on the property to determine legal status and options for permitting.
- Planning concluded only one dwelling is legal and allowed on the property. The second structure used as a dwelling is too large to meet the guest house standards and the property is too small to be divided in order to end up with one dwelling on each parcel. The owners looked into a potential property line adjustment with adjacent properties to obtain the approximate .74 acre needed to divide the parcel without success.
- This two-dwelling situation is unique in that the ownership is split on the property and the two owners are not related to each other. Normally, in this type of situation, the two people or families are related or friends and the property is under one ownership. If that happens, one of the dwellings can be converted to non-residential use and the people residing in the dwelling that is vacated move in with the other family members; no change in ownership occurs. In this case, one owner has 1/3 interest in the property (not the structures) and lives in one of the dwellings on the property and the other owner has 2/3 interest in the property and lives in the other dwelling.
- Due to the split ownership, the property owners have decided put the property up for sale later in the year so that a single owner can purchase it and do the work needed to comply with the Codes, ending up with only one legal dwelling. We want to ensure the potential buyers are aware that the two-dwelling situation is not legal in its current state and will need to be remedied upon ownership change; as such, we request the recorded notice of violation be placed on the deed.

Staff Recommendation: Approve and sign the Hearing's Officer Order authorizing the recordation of the notice of violation and the accompanying Recorded Notice of Violation document.

Attachments:

- draft "Hearing's Officer Order"
- draft "Recorded Notice of Violation"

SPACE ABOVE RESERVED FOR RECORDER'S USE



Wasco County Code Compliance
"Working For Our Community"

2705 East Second Street The Dalles, OR 97058
Phone: (541) 506-2564; Fax (541) 506-2561
Website: www.co.wasco.or.us/planning/codepg.html



HEARING'S OFFICER ORDER #13-070

This Notice references the use or condition of the property identified as 4S 12E 9AC 700 (account number 11310) in Deed number 2002-003048 of the Wasco County Clerk Records which is in violation of the Wasco County Code Compliance and Nuisance Abatement Ordinance (WCCNAO) Section 2.090 (A) Illegal Dwelling.

The following is affirmed by the Hearings Officers on this Wednesday, February 20, 2013 at The Dalles, Oregon:

1. The violation(s) is valid as stated in the "Notice of Failure to Comply: Violation Recorded on Deed" sent to owners of record: DENBO JAMES ET AL (2/3 interest) AND BURCH MIKE (1/3 interest) on January 24, 2013.
2. A "Notice of Violation" (copy attached) will be recorded with the Wasco County Clerk on the deed to the property noted above.

Approved as to Form:

Wasco County Code Compliance Hearings Officers:

Eric J. Nisley, Wasco County District Attorney

Rod Runyon: Chair, County Commission

Scott Hege: County Commissioner

Steve Kramer: County Commissioner

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



Wasco County Code Compliance
"Working For Our Community"

2705 East Second Street The Dalles, OR 97058
 Phone: (541) 506-2564; Fax (541) 506-2561
 Website: www.co.wasco.or.us/planning/codepg.html



RECORDED NOTICE OF VIOLATION

Property Owners:	DENBO JAMES ET AL (2/3) AND BURCH MIKE (1/3)	Map and Tax Lot:	4S 12E 10BB 03600
File Number:	CODENF-12-07-0024	Account Number:	11310
Property's legal description is contained within Deed 2002-003048 of the Wasco County Clerk Records.			

Wasco County determines a violation of Section 2.090 (A) of the Wasco County Code Compliance and Nuisance Abatement Ordinance (WCCNAO), an illegal dwelling, exists on the aforementioned property. The property owners were notified and the issue remains unresolved. If the violation is not resolved, some or all of the following may be pursued by Wasco County in addition to this recorded notice of violation:

1. Property placed on hold with the Planning Department; and/or
2. Assessment of monetary penalties; and/or
3. County abatement of violation at owner's expense; and/or
4. Property lien to recover all County charges, fees, and penalties.

Dated this Wednesday, February 20, 2013, at The Dalles, Oregon

HEARINGS OFFICERS:

 Rod Runyon: Chair, County Commission

 Scott Hege: County Commissioner

 Steve Kramer: County Commissioner

State of Oregon, County of Wasco County

This instrument was acknowledged before me on _____ 20____ by:

Notary Public – State of Oregon

My Commission expires: _____ 20____

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

Agenda Item
Home Repair Program

- [Explanatory Email](#)
- [Intergovernmental Agreement In Support of a
Community Development Block Grant](#)



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

Another Home Repair program

1 message

Dave Peters [REDACTED]

Fri, Jan 25, 2013 at 2:10 PM

Reply-To: [REDACTED]

To: KathyW@co.wasco.or.us

Hi Kathy. I need to get on the agenda for a Commissioner meeting fairly soon. CCHC is going to be submitting a new application for a regional home repair program and I would like to talk to the Commissioners about it. Wasco County is not going to be the applicant with us, but we need an intergovernmental Agreement signed if we want people in Wasco County to be able to participate. I will get you a copy of the agreement early next week if not later today.

Thanks.

David Peters

Mid Columbia Housing Resource Center

Columbia Cascade Housing Corp.

312 Court St. Suite 419

The Dalles, OR 97058

[REDACTED]

[REDACTED]

**Intergovernmental Agreement In Support Of a Community Development Block Grant
From The 2013 Community Development Block Grant Program
Administered By the Oregon Business Development Department,
Infrastructure Finance Authority**

Agreement Title: Sponsorship of the Mid-Columbia Regional Home Repair Program

Agreement Date: January 28, 2013

Signatory parties: **City of The Dalles, Wasco County, Hood River County, Sherman County, City of Cascade Locks, City of Hood River, City of Dufur, City of Maupin, City of Mosier, City of Shaniko, City of Antelope, City of Moro, City of Rufus, City of Wasco, and the City of Grass Valley** Agreement: The above signatory parties agree to jointly sponsor a housing rehabilitation program provided through a Community Development Block Grant (CDBG), administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize The City of The Dalles as the lead agency that will be responsible for applying, receiving and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage a housing rehabilitation grant fund to provide assistance to low income homeowners to repair their homes.

Constraints: One-hundred percent (100%) of the benefitted owner occupied household occupants must have incomes below the federal low- and moderate-income limit (80% of the median family income as adjusted by family size).

Only persons who reside within the boundaries of the cities and unincorporated/nonentitlement county areas of the signatory parties are to receive the housing rehabilitation funding.

Columbia Cascade Housing Corporation will enter into a sub-recipient agreement with the lead agency, The City of The Dalles to manage the housing rehabilitation program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signator.

Multiple Parties: In the event that one or more of the signatories identified above decline to sign this agreement, it remains sufficient for all other signatories to receive the benefits of the agreement.

So Agreed:

City of The Dalles

Date

Intergovernmental Agreement In Support Of A 2011 Community Development Block Grant From The
United States, Department Of Housing And Urban Development, Administered By The Oregon
Business Development Department, Infrastructure Finance Authority

Wasco County	Date
Hood River County	Date
Sherman County	Date
City of Cascade Locks	Date
City of Hood River	Date
City of Dufur,	Date
City of Maupin	Date
City of Mosier	Date
City of Shaniko	Date
City of Antelope	Date
City of Moro	Date
City of Rufus	Date
City of Wasco	Date
City of Grass Valley	Date

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Agenda Item
Young Life Expansion Legislation

- [Draft Legislation](#)
- [Washington Family Ranch Summary](#)
- [Proposed Areas for Camps](#)

AN ACT

Relating to

Be It Enacted by the People of the State of Oregon:

SECTION 1.

(1) As used in this section:

(a) “Young Life - Washington Family Ranch” means a youth camp in Wasco County and Jefferson County, further described as certain real property consisting of approximately 62,000 acres owned by Young Life, a Texas nonprofit corporation, in Township 8 South, Ranges 18 and 19 East of the Willamette Meridian, in Wasco County, and Township 9 South and Ranges 18 and 19 East of the Willamette Meridian, in Jefferson County, Oregon.

(b) “Young Life Expansion Area” means certain property containing approximately 4,000 acres that is located in the southern portion of Sections 35, 36 of Township 8 South, Range 18 East of the Willamette Meridian and in portions of Sections 21, 28 of Township 8 South, Range 19 East of the Willamette Meridian in Wasco County, and in Jefferson County in Township 9 South, Range 18 East of the Willamette Meridian, including all of Sections 2 and 11, and portions of Sections 1, 12, 14, 25, 26, 35, 36 and in Township 9 South, Range 19 East of the Willamette Meridian in a portion of sections 5, 6, 30, and 31. The expansion area includes both property owned by BLM and Young Life.

(2) Subject to approval of a site plan submitted to the County with applicable land use jurisdiction, the Young Life – Washington Family Ranch may expand in the expansion area as an outright permitted use:

(a) Without taking an exception under ORS 197.732 to any of the statewide land use planning goals.

(b) Notwithstanding provisions of the acknowledged comprehensive plan or land use regulations of Wasco County or Jefferson County except as:

(1) Provided otherwise in this section; or

(2) Necessary to protect the public health and safety.

(c) Without adopting changes to the acknowledged comprehensive plan or land use regulations of Wasco County or Jefferson County.

(d) In one or more phases.

(3) The expansion area may include the uses authorized under this section:

(a) Contain up to 1,500 overnight beds.

(b) The expansion area may contain up to four separate campsites. Each campsite may not exceed 100 acres.

(c) Include developed recreational facilities including, but not limited to the following:

(1) Recreational facilities such as open areas suitable for ball fields, volleyball courts, soccer fields, archery or shooting ranges, hiking and biking trails, horseback riding or swimming, tennis courts, gymnasium, aquatic recreation facilities, zip lines, climbing facilities, go-cart tracks;

(2) Cooking and eating facilities;

(3) Sleeping quarters, including cabins, tents, RV hookups, or other structures;

(4) Bathing and laundry facilities;

(5) Camp activity buildings, not including primary cooking and eating facilities, club and meeting rooms, supply, snack and gift shops;

(6) Toilet, sewer, water facilities;

(7) Covered areas that are not fully enclosed;

(8) Administrative, maintenance, and storage buildings, permanent structure for administrative services, first aid, equipment and supply storage, and for use as an infirmary if desired;

(9) Sleeping quarters for medical care providers, (e.g. Doctor, Registered Nurse, Emergency Medical Technician, etc.);

(10) Sleeping quarters for youth camp participants;

(11) Caretaker’s residence;

(12) Sleeping quarters for staff, volunteers, contract workers, employees;

(13) Fire suppression equipment and facilities;

(14) Access roads, parking areas, necessary transportation ways;

(15) Greenhouses.

(d) Not include sites for new residential dwellings unless otherwise permitted under existing law or developed for employees of the Young Life - Washington Family Ranch.

(e) Development may only occur on property owned by the Young Life - Washington Family Ranch in the expansion area.

(f) The uses authorized by this section that are to be developed on or after _____, 20____, must be constructed in the Young Life Expansion Area.

(4) Roads, utility corridors and utility facilities necessary to serve the Young Life Expansion Area are authorized as outright permitted uses. Roads servicing the Expansion Area:

(a) Must be all-weather roads.

(b) Roads must be wide enough to accommodate emergency equipment.

(5) Upon receipt of an application for approval of a site plan for the Young Life Expansion Area the County shall approve the site plan if the county finds that the site plan:

(a) Demonstrates that the important natural features of the development area and property, including but not limited to habitat of threatened or endangered species, streams, rivers and significant wetlands, will be retained. Wasco/Jefferson County may authorize alteration of important natural features, including the placement of structures that maintain the overall values of the natural features, under the county's applicable acknowledged comprehensive plan and land use regulations.

(b) Demonstrates that the expansion area will be managed to provide significant public benefits in the form of:

(1) Wildlife and aquatic habitat improvements, including tree planting, enhancement of riparian areas and restoration of meadows for wildlife.

(c) Contains design criteria and standards that promote sustainability in the expansion area. The criteria and standards must promote energy and water conservation, reduce, based on consultation with the State Department of Fish and Wildlife, adverse impacts of development on wildlife and reduce, based on consultation with the State Forestry Department, wildfire risk.

(d) Demonstrates that camp facilities will be clustered to minimize adverse impacts on fish and wildlife.

(e) Minimize adverse impacts on Native American cultural sites.

(6) The following applies to the County's review of the site plan application:

(a) The County shall apply only the provisions of this section and the County's site plan review code as the applicable standards and criteria for approval or an amendment of the site plan.

(b) The application for site plan review shall be processed pursuant to the County's procedural review provisions of its acknowledged comprehensive plan and land use regulations.

(c) Upon approval of the site plan, the applicant need only submit for building permits.

(7) The site plan may be amended pursuant to the administrative review process ; or if the planning director determines that the proposed change may impact the findings made pursuant to subsection (5) of this section, refer the amendment to the Wasco/Jefferson County Planning Commission for review. If the planning director refers a proposed amendment to the commission, the commission shall approve the proposed change if the site plan, as amended, remains consistent with the requirements of this section.

Washington Family Ranch Youth Camp Expansion

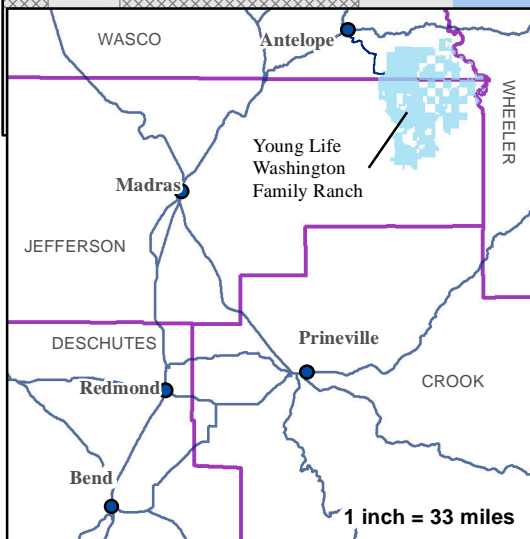
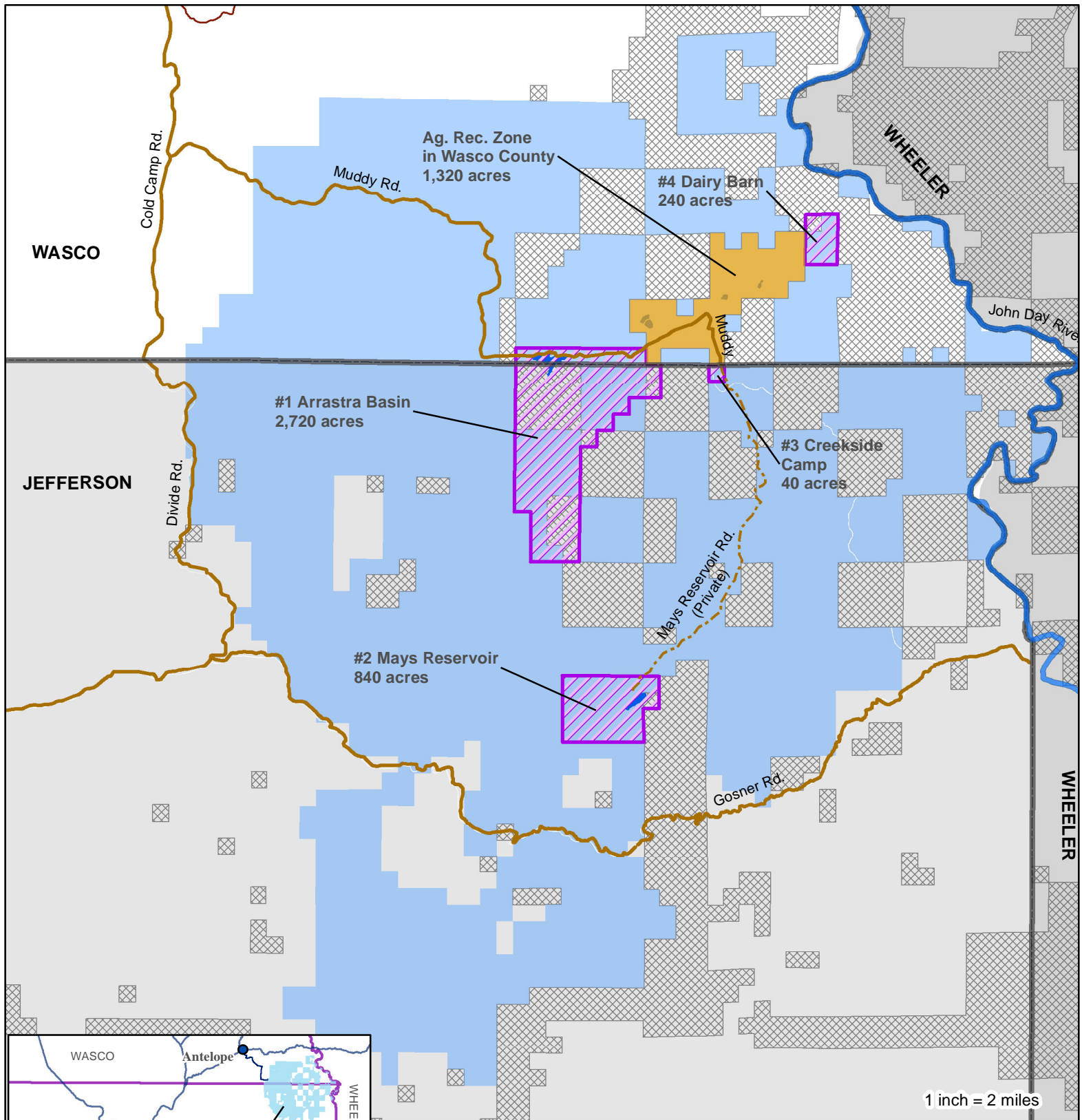
Legislation would allow Washington Family Ranch to expand its youth camp in Wasco and Jefferson County.

- Oregon Land Use Law doesn't allow expansion of the current youth camp.
- The legislation would allow for an additional 1,500 overnight beds and up to four additional campsites on no more than a 100 acre foot print for each individual camp.
- A total of 4,000 acres of the 62,000 acre ranch would be designated as the expansion area. The campsites would only occur within the expansion area.
- The expansion would utilize existing infrastructure when possible and would minimize duplication of some facilities and services.
- Access to expanded camp facilities would utilize existing access roads where possible.
- Legislation would require Young Life to file a site plan with the impacted county. As with all county site plan submittals, the camp expansion would require a public process.

Washington Family Ranch is owned and operated by Young Life, a non-profit organization. The youth ranch is located near Antelope, Oregon in both Wasco and Jefferson counties. The current camp facilities are situated in Wasco County and the expansion area lies primarily in Jefferson County.

The ranch includes two camps: Canyon, a high school camp, opened in 1999, and Creekside, a middle school camp, opened in 2011. The ranch hosts thousands of children every summer from all over the United States. The ranch also hosts family camps, camps for individuals with disabilities and single mothers with children. When the youth camps are not in session they rent out their facilities to other groups and government entities.

The Dennis Washington Family donated the "Big Muddy Ranch," to Young Life in the late 1990's. The Big Muddy Ranch was once the home of thousands of followers of Bhagwan Shree Rajneesh. During the Bhagwan's brief ownership, over a hundred million dollars had been invested in infrastructure, and both commercial and residential development. The commune housed up to 5,000 people on a year round basis with a peak visitor population of up to 15,000. The Washington family acquired the Rajneeshee commune once it fell into bankruptcy.



Young Life / Washington Family Ranch Jefferson & Wasco County, Oregon

Legend

- Existing Young Life Camps
Ag./ Rec. Zone - Wasco Co.
Total: 1,320 acres
- Young Life - Washington Family Ranch
- Proposed Camp Sites Expansion
Total: Approx. 4,000 acres
- BLM

Young Life - Washington Family Ranch

BLM

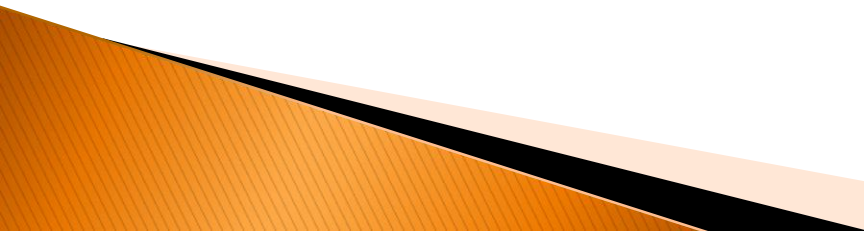
Agenda Item
Early Learning Systems Update

- [No documents have been submitted for this item – RETURN TO AGENDA](#)

Wasco County Approach to Early Learning System Work

Molly Rogers, MJM
Department of Youth Services

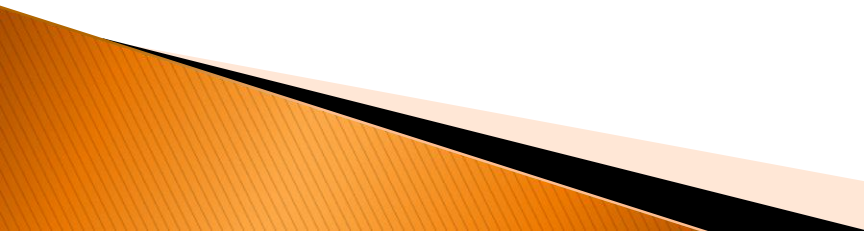
Short History and Background

- ▶ 2011 HB 4165 created the new Early Learning Council as part of the Governor's education transformation.
 - ▶ 2012 Early Learning Council formed and started the transformation work. (Teri Thalhofer from North Central Public Health is a Member.)
 - ▶ 2013 Report to the Legislature for Community-Based Coordinators of Early Learning Services.
- 

Key Elements of Change

- ▶ Aligning and integrating services at the state and community level to ensure children are ready for kindergarten;
 - ▶ Focusing on children with the highest risk;
 - ▶ Tracking individual, service, and system outcomes with a dedicated willingness to change approaches that do not deliver results.
- Early Learning Council Report to the Legislature, February 4, 2013, p 2.

Wasco County's Approach

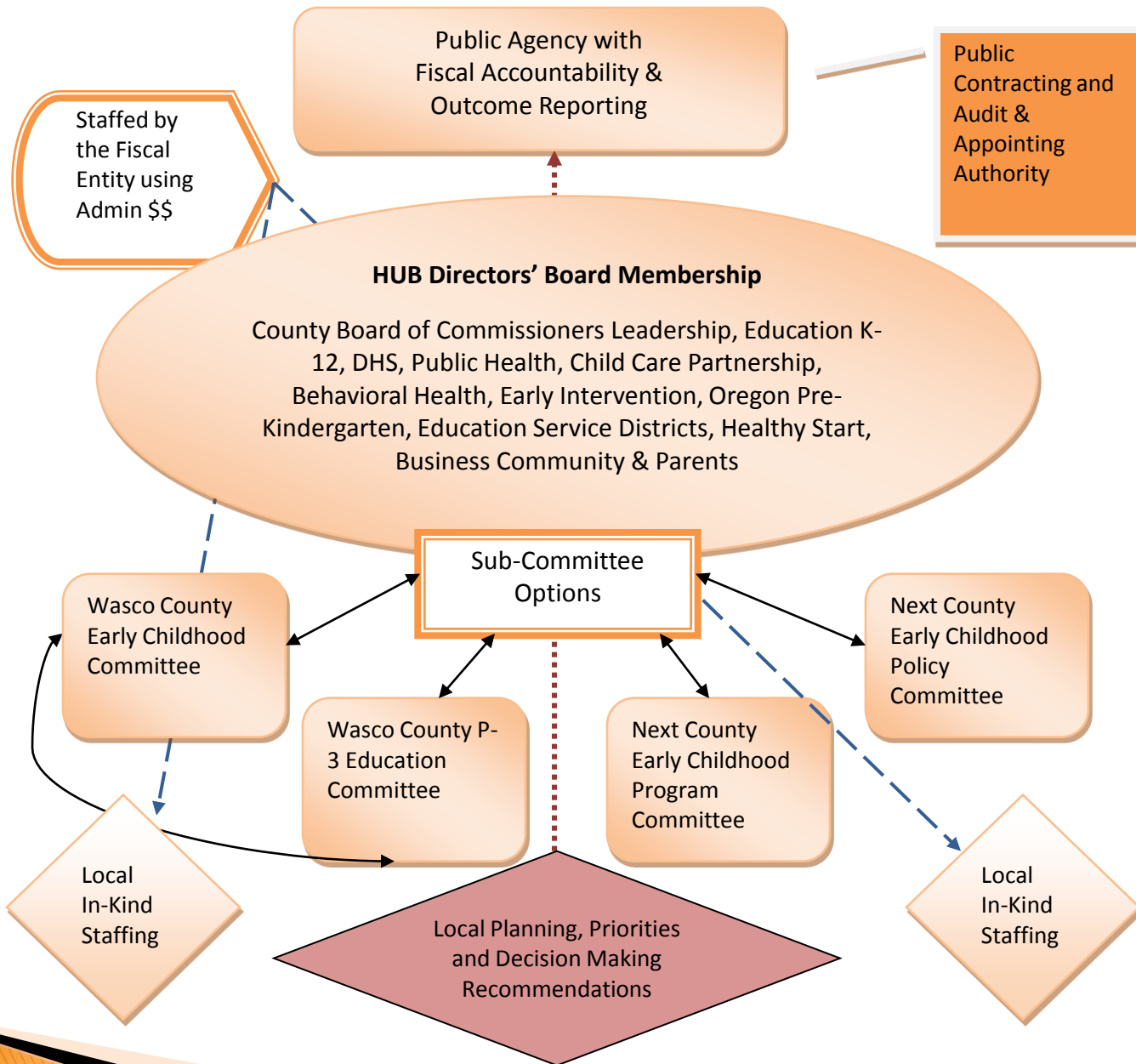
- ▶ Summer 2012 – Administrator, Christa Rude began conversations about the upcoming transformation with Wasco County Commission on Children and Families and sub-committees.
 - ▶ Fall 2012 – Contract with Columbia Gorge Community College to assist in the transformation journey.
 - ▶ Winter 2012 – Initial meeting called by Mid-Columbia Children's Council (Headstart)
- 

- ▶ Winter 2012 – Facilitated discussion held at CGCC with 40 people present representing six counties.
- ▶ Early Childhood Committee Follow-up with Wasco County Early Childhood partners present.
- ▶ Sub-committee of leadership worked to create a design.
- ▶ Columbia Gorge ESD held a meeting to talk about goals and outcomes for the HUB's.
- ▶ Upcoming facilitated meeting with Early Childhood decision makers in Wasco County.


Overarching Goals

- ▶ Children are ready for Kindergarten when they arrive;
- ▶ Children are raised in stable and attached families;
- ▶ Services are integrated and aligned into one early learning system designed to achieve Goals 1 & 2.

- Early Learning Council Report to the Legislature, February 4, 2013, p 8.



Next Steps

- ▶ Continue the conversations with neighboring counties to find common ground for collaboration.
 - ▶ Receive input and direction from Board of County Commissioners.
 - ▶ Develop the structure to make decisions about the final selection of the HUB that Wasco County will become a part of moving forward.
 - ▶ Be prepared to submit an application when RFA is released in May 2013 by the Early Learning Council as early responders.
- 

COLUMBIA GORGE OREGON OPEN CAMPUS

OSU Recipe to Market

Sarah Masoni, Product and Process Development Manager

Cost: \$150 (Scholarships may be available. Please Contact Dani Annala at 541-386-3343)

OSU Recipe to Market is an introductory course for Food Entrepreneurs that want to learn more about taking their product to market. Students will spend a day at the OSU Food Innovation Center in Portland, OR where they will make a tomato sauce, learn about scales, formulation, pH, water activity and brix. Students will tour Whole Foods and conduct a product review of the store looking at categories of foods, and discussing shelf placement and branding. The day will end by learning about packaging, label design, and shelf life studies.

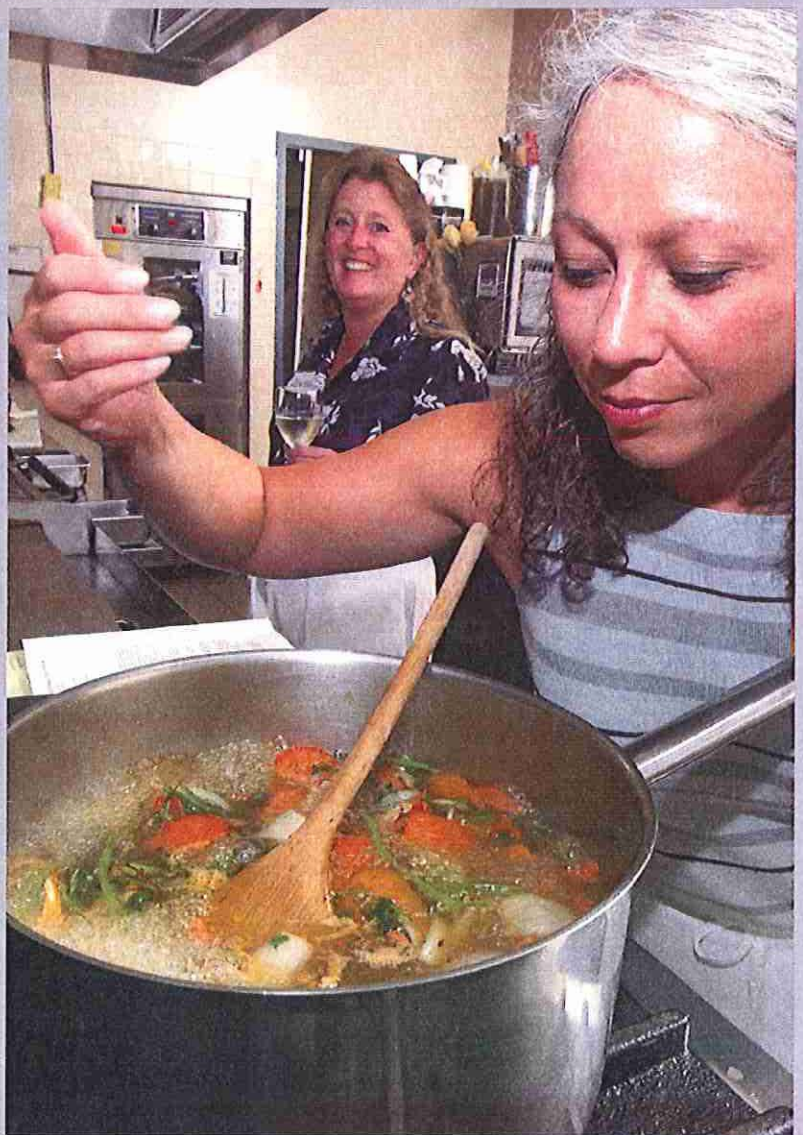
MONDAY, MAY 6

8:30 A.M - 4:30 P.M.

Transportation Provided

Meet at 8:30am at CGCC Hood River Campus

Register through CGCC Student Services by calling The Dalles: 541-506-6011/ Hood River: 541-308-8211 or online at www.cgcc.cc.or.us



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OSU Mastery of Aging Well

The OSU Mastery of Aging Well course will be offered in a five session series. Each lesson will consist of a 40 minute online training followed by a question answer period with a local expert on the topic as well as information on local resources and take home activities.

Cost \$10.00 per session (Scholarships May be Available. Please Contact OSU Open Campus Coordinator Dani Annala at 541-386-3343)



**THURSDAY
APRIL 18
10:00AM-NOON**

Ilea Bouse, MS in
Gerontology, CMC

Memory Difficulties: Covers how memory works and why it sometimes doesn't, with special focus on how to improve memory and recall.

**THURSDAY
APRIL 25
10:00AM-NOON**

Dr. Denise Dion, MD
Geriatrics

Depression in Later Life: Offers an overview of depression and aging, including information on what predisposes aging adults to the risk of depression.

**THURSDAY
MAY 2
10:00AM-NOON**

Dr. Kristen Dillon, MD

Medication Jeopardy: Outlines the risks attached to taking medications and how age influences risk.

**THURSDAY
MAY 9
10:00AM-NOON**

Lauren Kraemer, MPH

Physical Exercise in Later life: Demonstrates how exercise/activity programs can help aging adults stay independent and physically able.

**THURSDAY
MAY 16
10:00AM-NOON**

Kelly Chambers, MS,
RD, CDE

Food as Medicine: Is a provocative presentation about eating and aging, with a review of nutritional recommendations for the aging adult.

Class to be Held at CGCC Campus The Dalles

Register through CGCC Student Services by calling The Dalles: 541-506-6011/Hood River: 541-308-8211 or online at www.cgcc.cc.or.us Please identify which courses you want to attend.



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Appearance Record

NAME	ADDRESS	CITY	STATE
Benny Cox	82620 Oak Grove Ave	Tygh Valley	Or.
Janice Satanas	97600 Leonard Ave P.O. Box 236	Tygh Valley	OR
Merle Owens	57598 HAVENS AVE	Tygh	OR
Gerald Tupp	82741 Hwy 216	Tygh Valley	OR
Jim Heer	57654 ST Charles		
<u>SAM GADDIS</u>			

DATE: _____