

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION / AGENDA WEDNESDAY, FEBRUARY 18, 2015
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, OR 97058

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 five 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: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. **Meetings are ADA accessible.** For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900.

9:00 a.m.

CALL TO ORDER

Items without a designated appointment may be rearranged to make the best use of time. Other matters may be discussed as deemed appropriate by the Board.

- Corrections or Additions to the Agenda
- Administrative Officer - Tyler Stone: Comments
- [Discussion Items](#) (Items of general Commission discussion, not otherwise listed on the Agenda) [State Transportation Funding](#), [Community Dispute Resolution Grant](#), [ODOT Amendment](#), [County Auditor's Contract](#), [Board of Health Appointment](#), [VSAC Appointments](#), [MCEDD Letter of Support](#), [NORCOR Budget Appointment](#), [March Board Session Scheduling](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 2.4.2015 BOCC Regular Session Minutes](#)
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9:30 a.m. [Regional Solutions](#) – Kate Sinner

9:50 a.m. [Wasco County's Affiliation with North Central Public Health District](#)

10:00 a.m. [Wasco County Policies: Legal Access, Records Requests](#) – Tyler Stone

10:15 a.m. [Lot Line Vacation](#) – Patricia Neighbor

10:35 a.m. [Rail Hollow Project](#) – Arthur Smith

10:45 a.m. [Phased Improvements – Planning/Public Works](#) – Arthur Smith & Angie Brewer

11:30 a.m. [Community Corrections/NORCOR Contract](#) – Tyler Stone

BREAK

1:30 p.m. [Work Session](#) (to be held in Deschutes Room in basement of Courthouse)

BREAK

5:30 p.m. [Town Hall](#) – Mosier Senior Center 501 E. 2nd Street, Mosier, OR

NEW / OLD BUSINESS - COMMISSION CALL / REPORTS - ADJOURN

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(m) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 18, 2015

PRESENT: Scott Hege, Commission Chair
Rod Runyon, County Commissioner
Steve Kramer, County Commissioner

STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

Chair Hege opened the session at 9:00 a.m. with the pledge of allegiance. Ms. White asked to add the MCCOG annual dues to the discussion list.

Public Comment – Building Codes

MCCOG Executive Director John Arens read a letter (attached) into the record.

Discussion List – State Transportation Funding

Chair Hege explained that this stemmed from an AOC suggested letter of support for bills being presented in Salem for county transportation funding. Commissioner Kramer said he would like to see the letter go out to Representative Smith and Senator Hansell as well as Senator Ferioli and Representative Huffman. Chair Hege and Commissioner Runyon agreed.

*****The Board was in consensus to send a transportation funding letter of support to Senators Hansell and Ferioli and Representatives Smith and Huffman.*****

Discussion List – Community Dispute Resolution Funding

Ms. White explained that this biennial funding supports mediation for community disputes. She said that Wasco County partners with Gilliam, Sherman, Wheeler, and Hood River Counties for this funding; Wasco County manages the grant process. The Joint Resolution starts the process which will conclude with the selection of a grantee by the Boards/Courts of the participating counties after which OOCDR will enter into a grant agreement with the selected Grantee.

{{{Commissioner Runyon moved to approve the Joint Resolution for the participation in funding activities of the Oregon Office for Community Dispute Resolution. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – ODOT Amendment

Commissioner Runyon noted that this amendment represents more than an \$11,000 increase in funding for special transportation in the Gorge.

{{{Commissioner Runyon moved to approve Amendment #3 to the ODOT Grant Agreement #29535. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – County Auditor's Contract

Mr. Stone stated that this is a renewal contract for the next three years of annual auditing.

{{{Commissioner Kramer moved to approve the contract with Friend and Reagan, P.C. for annual audits. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – Board of Health Appointment

Commissioner Kramer reminded the Board that Carrie Ramsey-Smith had elected to not be reappointed to the Board of Health when her appointment expired at the end of 2014. North Central Public Health District Director Teri Thalhoffer explained that when the newest IGA for the NCPHD was signed it required that Board members reside within the boundary of the County they represent. Dr. Hamilton, a Wasco County resident, previously served as a representative for Sherman County.

Commissioner Runyon commented that this is an excellent appointment.

{{{Commissioner Kramer moved to approve Order 15-011 appointing Bill Hamilton to the North Central Public Health District's Board of Health. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – Veterans Services Advisory Committee Appointment

Commissioner Runyon stated that the Veterans Services Advisory Committee has two vacancies and two applicants. He reported that both applicants had been vetted at the VSAC meeting and recommended for appointment. He explained that Jennifer Borne has military experience and works at the employment office which is a good connection for the veterans group; Pat Combs has been a volunteer at the VSO since it opened and has been very active in veteran's issues.

{{{Commissioner Runyon moved to approve Order #15-012 appointing Jennifer Borne to the Veterans Services Advisory Committee. Commissioner Kramer seconded the motion which passed unanimously.}}}

{{{Commissioner Runyon moved to approve Order #15-013 appointing Patricia Combs to the Veterans Services Advisory Committee. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – State Transportation Funding

Mr. Stone said that the Association of Oregon Counties is encouraging letters of support for a transportation funding package that will be considered in the State legislature. The funding will support a cooperative project in Region 4 to provide transportation for jobs, medical appointments, etc.

*****The Board was in consensus to provide a letter of support for transportation funding being considered by the State legislature.*****

Discussion List – NORCOR Budget Committee Appointment

Commissioner Runyon explained that Police Chief Jay Waterbury's appointment expired; he brought the city perspective to the committee. He observed that Mayor Lawrence can bring that same perspective to the NORCOR Budget Committee. He said that there have been no other applications for the vacancy.

Commissioner Kramer stated that Mayor Lawrence will be an asset to the Committee. Chair Hege agreed, saying that the city perspective is an important component of the Committee.

{{{Commissioner Runyon moved to approve Order #15-014 Appointing Stephen Lawrence to the NORCOR Budget Committee. Commissioner Kramer seconded the motion which passed unanimously.}}}

Discussion List – March Board Session Scheduling

Ms. White reviewed her memo regarding the options for session scheduling in March. Following a brief discussion, the Board elected to keep the March sessions as scheduled.

Discussion List – MCCOG Annual Dues

Ms. White explained that the Finance Office had brought in the invoice for the MCCOG annual dues and asked that its payment be approved by the Board. MCCOG Executive Director John Ahrens said that the dues calculated per capita and the dues are comparable to last year's dues.

*****The Board was in consensus to pay the annual MCCOG dues.*****

Agenda Item – Regional Solutions

Regional Solutions Coordinator Kate Sinner reviewed the presentation included in the Board Packet.

Chair Hege asked how the program might change under the new Governor. Ms. Sinner reported that she would be meeting with the new Governor today and would have more information following that meeting. She added that as far as she knows, there are no planned changes to the program. She said that the advisory committee sets priorities and determines how to leverage resources; it is intended to break down bureaucratic barriers to advance projects.

Ms. Sinner stated that the AOC chooses a Commissioner and a Mayor to represent each region – for this region it is Commissioner Runyon and Mayor Lawrence.

Chair Hege asked how input is gathered from outside the committee and how the

priority list is developed. Ms. Sinner said that the list was established a few years ago and updated about 10 months ago; updates are made through a public meeting process where anyone can have input. She added that the list is fairly fluid.

Commissioner Runyon noted that Ms. Sinner is very active in this region, attending South Wasco County Alliance meetings as well as other local meetings.

Ms. Sinner outlined some of the priorities for this region including attainable housing, water systems, bike hubs, the availability of industrial lands and broadband. She reported that there is a revolving loan fund for housing which is this region's number one priority. The fund is designed to meet the needs of people in low and moderate income brackets. The Cities of Hood River and The Dalles have sent out information to local builders to get more participation in the program which has \$2,000,000 to use for the loan program.

Commissioner Runyon said that the committee was able to make some adjustment which will allow the use of some funds for broadband in southern Wasco County. Ms. Sinner added that the funding for that project will go through this budget session.

Agenda Item – Wasco County's Affiliation with NCPHD
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County Attorney Brad Timmons stated that on December 17, 2014, the Commissioners decided to withdraw from the North Central Public Health District. An IGA signed by the three participating counties – Wasco, Sherman and Gilliam – has a provision for withdrawal which can be done by two-thirds vote or unilaterally by any one member. He noted that there has been discussion as to whether or not Wasco County could withdraw prior to 12.31.2014, or must wait until after that date.

Mr. Timmons went on to say that the partner counties contend that the decision could not be made until after 12.31.2014, and would not be effective until 6.30.2016, while the Wasco County Board of Commissioners had made their decision effective 12.31.2015. He observed that the Section 9 provision for withdrawal is vague at best and there are different ways to interpret that agreement. The decision made by the Wasco County Board of Commissioners was made based on the advice legal counsel and is defensible but there is also an argument on the other side which makes it ripe for litigation. He pointed out that the goal of the Wasco County Board of Commissioners is to work on Public Health rather than fight about it and his assumption is that they would rather work through issues rather than litigate.

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He advised the Board to rescind the 12.17.2014 decision and move forward from there. He said that they can open discussions with partners to attempt to address the issues and can still make the termination decision by 12.31.2015 for an effective date of 6.30.2016.

Commissioner Runyon reported that he had had a phone conversation with Counsel last night to discuss some of these issues.

{{{Commissioner Kramer moved that the Wasco County Board of Commissioners rescind its December 17, 2014 action by unanimous vote of the Commissioners to withdraw from the North Central Public Health District. Commissioner Runyon seconded the motion which passed unanimously.}}}

Commissioner Runyon said that he thinks the county will need to institute a process to get information out in the proper way. Commissioner Kramer agreed, saying that there has already been a meeting with OHA who is helping the County to move forward to provide Public Health for Wasco County.

Mr. Stone said that the original motion included an evaluation of Public Health Services. He reported that that process has begun; they have met with OHA to discuss the department and services and a couple of meetings with Kathy Schwartz who has volunteered to help Wasco County with that process. He said he anticipates additional meetings to examine structure and governance; hopefully, that will start a more robust conversation with stakeholders.

Chair Hege asked how Mr. Stone foresees public involvement in the process. Mr. Stone replied that the group has not gotten that far, but there will be a process developed to address that. Chair Hege asked if Mr. Stone has a time frame for that. Mr. Stone responded that they have only had an initial meeting. Chair Hege said he would like to see a draft plan next month.

Maria Pena, NCPHD employee, asked how this process will affect the employees of NCPHD. Chair Hege replied that there will be no changes today, it will be a process in which the employees will have input. Ms. Pena said she feels it is unfair to the employees; she said they should listen to the people who work there. Commissioner Kramer replied that this issue has been worked on for some time; he is always accessible and yet only one person has called him.

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Brian Stahl of The Dalles read a statement (attached) and said that public service is a privilege and is hard; there will be scrutiny and decisions should be made without emotion or ego. He stated that the Board's decision has not met this standard. He said the Board has an opportunity to continue to make Wasco County a model of County government in the State.

Chair Hege announced that he would move the 10:00 a.m. item to allow more time for public comment.

Dan Spatz said his concerns are around public safety and the wise use of public funds. He said that the December, 2014, decision was premature and should have been preceded by a fiscal impact analysis and a discussion with the other participating counties. He suggested that mediation would be an appropriate path for resolution; he reported that Judge Crowley has offered to act as mediator.

Rodger Nichols asked the Board to describe their area of dispute, noting that they had said it is not the service. Mr. Stone replied that he thinks there needs to be a process in place to support that discussion. Chair Hege agreed saying that it is a good question and an answer will be forthcoming.

Mr. Arens said that this sounds like what is happening around building codes. He stated that they should involve the entire group. He said that the Board is on a path to conduct some form of a process that is in Wasco County's health interest rather than the region's.

Chair Hege replied that he thinks Wasco County has had concerns and they have been out there for a number of years. He said that a process needs to be identified to determine in which direction the County needs to go. He stated that his first priority is the citizens of Wasco County; his allegiance to the region is secondary. He said that there have been a lot of challenges relating to governance.

Chip Wood of The Dalles stated that he served on the Budget Committee for the last 6 years and is familiar with the NCPHD – not much has changed as so much of it is from the State. He asked what would change if it is a department rather than a district.

Chair Hege replied that as a district it is governed by a board – Wasco County has only one Commissioner on that board.

Mr. Wood asked how services would change. Chair Hege replied that the Board is not saying that it will go back to the way it was before – exploration is what is happening. He said that he personally feels that the make-up of the NCPHD Board is an issue. Wasco County is 85% of the funding and population with only one vote on the executive board.

Bill Wolf asked him to explain what he means by one vote since each County has three members on the Board. Chair Hege replied that he was referring to the number of Commissioners.

Kathy McBride of The Dalles said that it took a long time for the former court to develop this district. She asked how many times this issue came before the Board prior to their December vote. She stated that she felt it was unfair for the Board to take the vote after NCPHD had left the meeting. She said she would like to get agendas. Chair Hege replied that he thinks they have clearly gotten that message.

Jenny Gardner of The Dalles asked how the public will know when those questions come to light. Chair Hege said that that is the question he has put to the Administrative Officer and hopes to have that information for the public in the next month. He added that he is sure it will also be in the news.

A citizen of Gilliam County said this came as a surprise to them. He asked the composition of the NORCOR Board. Chair Hege said that it is made up of equal representation from Hood River, Wasco, Sherman and Gilliam Counties. Commissioner Runyon added that there is also a Sheriff on the Board, representing the Sheriffs from all four Counties.

District Attorney Nisley stated that the advice to withdraw did not come from him.

Bill Kerry of The Dalles said that this is government at work – there are a lot of hard feelings on both sides. He stated that it goes back through a number of Courts. He observed that the Board has requested information from NCPHD and was not getting it. He said the anger needs to be removed from the situation and work needs to go toward an agreement. He encouraged everyone to work together.

Agenda Item – Lot Line Vacation

Associate Planner Patricia Neighbor explained that the lot line in question is a

subdivision lot line between two contiguously owned lots in Tygh Valley. Under ORS 368 this is not a land use decision.

She reviewed her staff report included in the Board Packet. She stated that the applicant is the owner of both lots which are zoned residential and surrounded by residential land. She said that the applicant proposes to vacate the line between lot 3 and lot 6 to facilitate construction of a single family home. She stated that the existing lots are ¼ acre each; combining the two will bring the property closer to compliance as the minimum lot size is 2 acres. She reported that there are no adverse impacts expected to adjacent lots and there will be no additional driveway.

{{{Commissioner Kramer moved to approve Order #15-010 accepting vacation of an interior lot line between Lot 3 and Lot 6, Tygh Valley subdivision and adopting findings of fact contained in PLALLV-14-12-003. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Wasco County Policies

Mr. Stone said that these are the same policies in the same form that the Board has seen previously. Ms. White stated that she may have missed sending Mr. Stone an email from the County Clerk who has some concerns about the Records Request Policy.

County Clerk Linda Brown explained that everything in her office is public record and following this policy for every request would encumber the flow of documents through her office. She said that they get daily requests for documents such as marriage licenses, election results and deeds. She said she would need some guidance as to how to apply the policy.

Mr. Stone acknowledged that it is not intended to cover those routine requests and may need some additional language to make that more clear. Commissioner Runyon agreed, saying that the intent is not to slow day to day business. DA Nisley noted that there is already a clause that makes an exception for the Sheriff, District Attorney, and Public Health; this just may need to be spelled out a little more. County Counsel said she would be happy to collaborate to fine tune the language.

*****The Board was in consensus to table the vote on the Legal Access and Records Request policies until further work had been done on the**

documents.***

Agenda Item – Rail Hollow Project

Interim Public Works Director Arthur Smith explained that the MOU lays out the intention of the project but does not bind the County. He said that Public Works had submitted 2.3 miles of road for paving. He stated that the federal government will hire a contractor and County staff will do some of the work which will go toward the match requirement. He said that the work will be done within this fiscal year; he expects the work will begin in April.

Commissioner Kramer asked about the specification for a speed of 35. Mr. Smith replied that they set the specification at the lowest speed limit for the road – for instance if there is a curve in the road that requires a slower speed, which is the speed they will use for specification.

{{{Commissioner Kramer moved to approve the Federal Lands Access Program Project Memorandum of Agreement for the Rail Hollow Overlay. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Phased Improvements – Planning/Public Works

Mr. Smith and Interim Planning Director Angie Brewer reminded the Board that both the Public Works Director and Planning Director had left the County in December. She and Mr. Smith were asked to take a thoughtful and critical look at the two departments for efficiencies. She reviewed the presentation included in the Board Packet. She said that there are opportunities for improvement – some are simple and inexpensive and can be implemented now; others are higher investments that would need to be part of a larger plan.

Mr. Smith said that some of the lower cost initiatives would be to shift the departments' culture to a less siloed model to improve interdepartmental relationships and offer better customer service. Ms. Brewer added that collaboration will increase each department's understanding of the other department's work. She pointed out that many public and private projects require the involvement of both departments – working together will streamline those processes for both the County and the customers.

Mr. Smith said that cross-training will be possible in some areas; rather than sending calls to voicemail, calls may be fielded by the other department if someone in a department is out sick or on vacation. Ms. Brewer commented that both departments have a lot of assets that need to be used to their best advantage.

Ms. Brewer went on to outline some of the proposed changes that will have significant impact. She said that they want to present a more unified message to the public – shared templates for forms and processes, consistent messaging in pamphlets and flyers, etc. She said they also want to have a better layout of their space and share staff whenever possible. She pointed out that each department has someone doing AP and AR – that could be done by one person for both departments. She said that they propose beginning now with the low investment items and phasing into the higher investment items. She said that a better work environment, cross-training for professional growth, periodic review of systems, etc., will make for happier employees and better service.

Mr. Smith observed that a good place to start would be to engage an efficiency expert to explore capital investment strategies for potential long term benefits. He reported that he has talked to one consultant about a concept design with cost models – that would cost between \$5,000 and \$10,000.

He said that they also recommend that the County retain and fill both director positions; each director needs specialized knowledge that would be nearly impossible to find in one person.

Ms. Brewer stated that the exploration has already had positive effects; she and Mr. Smith are working well together and that is branching out to staff.

Commissioner Runyon said that he and Chair Hege had started down this path right after their first election; this will take it to the next level. Chair Hege agreed, saying that this kind of leadership is great to see. He added that he supports everything they have proposed; when it gets to the expenditures they will have to review budgets.

Commissioner Kramer thanked both Interim Directors for their work. He said that he has visited with their staff and morale is high. He said that the team approach is the only way to go and he encouraged the Board to get the positions permanently filled. He added that he would like to commend Ms. Neighbor for her work this

morning as well as the entire staff for their work.

Mike Davis, member of the Planning Commission and the South Wasco Alliance, said he thinks this is very exciting and the SWA endorses these efforts.

Mr. Stone said that three or four weeks into the interim directorships, he walked into their offices and asked them to take a look at this for possibly a one-director plan to see if costs could be cut and efficiencies found to help with the road funding challenges. He said he is very pleased with the outcome and commends the Interims for their work which has also brought staff along in the process – after decades of past practice, that is not easy and they have done it well.

*****The Board was in consensus for the Interim Public Works and Planning Directors to go forward with their plan to improve their departments.*****

Agenda Item – Community Corrections/NORCOR Contract

Mr. Stone explained that this is a follow-up to an item brought to the Board at the last session to secure bed-space for inmates entered into the Mental Recognizant Training program. These beds will be paid for by the remaining Reinvestment Program funds for this fiscal year and will be treated separately – outside our local allotment of beds – so that it does not affect our rolling average. He reported that the contract has been reviewed and approved by NORCOR Administrator James Weed, Sheriff Eiesland, and Community Corrections Director Robert Martin.

Commissioner Runyon asked if County Counsel has reviewed the contract. Ms. Campbell replied that she had and as a result some language has been changed.

{{{Commissioner Runyon moved to approve the Agreement for Housing of the HB3194 Jail Program Inmates, NORCOR and Wasco County Community Corrections. Commissioner Kramer seconded the motion which passed unanimously.}}}

At 11:15 a.m. Chair Hege called for a recess until the 1:30 p.m. work session to be held in the Deschutes Room.

Work Session

Chair Hege opened the work session at 1:30 p.m. and suggested that the Committee

Chair quickly review the process they went through and then have Finance Director Monica Morris talk about the financial implications.

AFSCME Transition Team Chair Judy Urness explained that the Team had met many times to find options that were fair to both the County and the employees. She noted that most of the time was spent on the PERS 6% employee contribution.

Ms. Urness went through the various items, many of which were already the same for both represented and non-represented employees. Some of the suggested changes to the non-represented policy are:

- Vacation – Allow one week of vacation at the end of the initial six-month probationary period rather than having new employees wait a full year before being awarded vacation.
- Vacation Banks – The group recommends staying with awarded rather than accrued vacation. However, for previously-represented employees with banks of accrued vacation the recommendation is to have those employees make a one-time decision to cash-in or keep their banked days. Should an employee elect to keep their bank and then at a future date leave the County's employ, any remaining days in their bank would be cashed out at the rate of pay the employee earned at the time of their decision to maintain the bank.
- PERS Employee Contribution – Currently employees formerly represented by AFSCME have their employee contribution paid for by the County and will have to pay their own once transitioned over to the Compensation Policy. The Team recommends that a 6% increase in wages be applied to formerly represented employees rate of pay to determine at which step they should be moved to in the Compensation Policy salary matrix.
- Compassionate Leave – The Team recommends using the AFSCME language which has a broader definition for what family members qualify an employee for Compassionate Leave.
- Overtime – The Team recommends that overtime be based on going over hours worked in a day rather than in a week.

Ms. Morris prefaced her report by saying that the grid is a working tool that does not fully encompass all of the issues. She pointed out that where she notes that benefits are the same between the represented and non-represented employees, her perspective is that while the language may vary, the application of the benefit is the same.

Ms. Morris explained that when vacation is accrued the employee owns it; any time an employee terminates, vacation in their bank is cashed out at the current rate of pay even though the vacation may have been earned at a lower rate. Awarded vacation is not owned by the employee but is a use/lose system – employees are awarded vacation that must be used in a defined period of time or forfeited. The awarded system helps insure that employees actually take vacation which studies show is good for the employee and therefore good for the County. She stated that the cost savings to the County of having awarded vacation is difficult to quantify as it cannot be predicted how employees will use their vacation banks. Nevertheless, it is a savings to the County – four employees have indicated they will cash out right away; the rest will be keeping a bank that will be paid out at today's rate but PERS will still have to be calculated for some of it. She said that the current value of the former AFSCME employees' banks is approximately \$200,000.

Commissioner Runyon asked how many former AFSCME employees there are currently. Ms. Morris replied that there are 32.

Ms. Morris pointed out that everything surrounding sick leave is the same between the two groups with the exception of certification; for non-represented employees certification is at three days while it is at ten days for represented employees. Jessica Jauken, Transition Team member, noted that the team recommends the ten day certification which is less work for the County and therefore a cost savings.

Ms. Morris reported that compassionate leave is not often used, however the group has chosen to use the more current language contained in the union contract. She observed that the Personnel Ordinance is from 1998 and in need of updating.

Ms. Morris said that the Personnel Ordinance does not address call-back; it does say that you must work greater than 40 hours in a week before being paid overtime. The union contract says overtime is paid if an employee works greater than their scheduled shift in a day which is why finance must be made aware of what shifts are

scheduled in order to calculate overtime. Under the union contract an employee can work less than 40 hours in a week and still receive overtime. She stated that she thinks the real issue is call-back which says that an employee will get paid for a minimum of two hours when called back to work after leaving – no matter how long the employee works upon returning.

Ms. Morris said that for overtime, currently people who are scheduled to work 37.5 hours per week and actually work 40 in a week would get paid the difference as straight time. Last year that extra amount was \$7,400; if paid at overtime rates it would have cost an additional \$4,500. She said there would also be an impact to comp time but it would not be significant.

Ms. Jauken said that for those employees on a 7.5 hour day, those situations do not come up very often but she feels they should be compensated when they do.

Chair Hege observed that this expense can be controlled by each director who should be approving overtime; each director has an overtime budget to follow.

Ms. Morris said that the clothing and equipment allowance is being recommended by the team and is not currently addressed by the Personnel Ordinance. She said that the benefit outlined in the union contract is being applied to those in the union and some who are not upon the Administrative Officer's approval. She said that Taxation and Assessment has asked about clothing for those who are appraising property. For the boot allowance it is up to \$175 per year. Gene Sherer, member of the Transition Team, said that facilities staff get coats as well as boots. Ms. Morris acknowledged that there is some inconsistencies in the application of the benefit. She said that the recommendation is to go forward with the \$175 allowance. She said that if everyone who has access to that used it, it would be \$4,400 per year.

Ms. Morris outlined the costs to move all employees onto the salary survey matrix using the process recommended by the Team. (see attached grid) She said that if everyone moved to the survey and started paying their own 6% PERS contribution it would be a slight savings to the County; if a 6% wage increase were applied to the formerly represented employees current rates of pay to determine their level in the salary survey, it would cost \$58,000 per year; if they moved the formerly represented employees to the salary survey and the County paid all employees' 6% PERS contribution, it would cost \$312,000 annually.

Chair Hege asked if there was anything else the group wanted the Board to know. Ms. Urness said that the Team considered the impact to the County and also tried to make sure the employees were being treated fairly.

Commissioner Runyon thanked Ms. Morris for her input. Commissioner Kramer thanked everyone for their efforts.

Chair Hege said that this will come before the Board at a regular session and a decision will have to be made. Mr. Stone concurred saying that the work session was to inform the Board and give them some time to digest the information before coming to a decision. He said that he would like to see the total cost of implementation of the Team's recommendations.

Dan Boldt, Transition Team member, noted that the single biggest cost is the \$74,000 that is related to moving into the salary matrix – that is an unavoidable cost.

Commissioner Runyon added that he thinks that some work needs to be done to define terms being used in applying benefits. Ms. Morris agreed, saying that she has identified nine items that should be reviewed. However, she does not think that is work for this group who was charged with determining how to meld the two groups into one. She added that the definitions could impact the groups' decisions. She pointed out that currently, there are two governing documents.

Chair Hege said that he agrees that there needs to be one governing document but he does not want to see that delay this transition. Mr. Stone concurred saying that the governing document has been an issue for some time and needs to be addressed.

Chair Hege said that he thinks the County can move forward with the transition and then take on the issue of the governing document. He said he will look to staff for a recommendation. Mr. Stone stated that the recommendation will come from the Transition Team. Chair Hege said he would like to see it put together on one document that presents the transition plan in a straightforward fashion. Mr. Boldt said he thinks whatever decision is made now should trump what is in the Personnel Ordinance until the County is able to update that document.

Chair Hege adjourned the work session at 2:48 p.m.

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Chair Hege opened the Town Hall at 5:36 p.m. and welcomed everyone to the meeting. He said that this is an opportunity for the board to hear from the citizens; they want to hear what is going on in Mosier. He noted that the County has recently been in the news and the Board would be happy to answer questions.

Marc Berry provided an update on the Mosier Fire District Board of Directors. He said that the Board of County Commissioners had appointed a member to the Fire District Board which gave them a quorum authorized to appoint members to the two remaining vacant positions. He reported that the Fire District Board appointed Phil Evans to one of the two positions and would be meeting to fill the final position. All appointments are short-term as there will be an election in May. Commissioner Runyon encouraged him to find a way to keep unappointed applicants involved.

Bryce Molesworth, Co-Chair of the Mosier Watershed Council, outlined the water resource challenges being faced by the community; comingling wells have caused a significant decline in the surface water. He reported that the City of Mosier has fixed their well but there are another 140 comingling wells that need repair. The Council does not want to burden the homeowners with what can be an expensive repair and therefore is trying to identify which wells are leaking and secure funding to support repairs.

Mr. Molesworth went on to say that it is important to make sure no more comingling wells are installed. He said that at the next regular session, the Council would like for the Board of County Commissioners to consider providing a letter of support for special standards that would require drillers to take an extra step through the State to be sure the wells are installed properly. Under the special standards, a State inspector would direct the driller as to how to execute the drilling process for each well. He said that Mosier would be the flagship model for this standard. He added that 8-Mile is starting to experience this same problem.

Kris McNazl said that Mosier would like to put together a letter from Gorge communities for the cleanup of the Hanford site; toxic waste will eventually reach the Gorge communities if left unchecked. She said it is a long-term problem that will take decades to fix – the work needs to begin now. She said that the local DOE is aware of the issue but there is little movement at the federal level – they do not want to dig below ten feet even though the plutonium is fifteen feet below the surface. She said

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 18, 2015
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that they would like to send letters of demand for the federal government to take responsibility and clean up the waste.

Commissioner Runyon said that when an issue affects more than one state, it carries more weight at the federal level. He encouraged them to form an alliance with their neighbors across state lines. Kathy Fitzpatrick said that the Mosier City Council will be considering a letter tonight and will probably bring it to the County for support.

Jan Lezniger asked about the Board's recent position on 2nd amendment rights. She said that she comes from a family of hunters but sees no need for automatic or semi-automatic weapons. She asked if the Board had done any surveys of the community regarding this issue.

Commissioner Runyon replied that the Commissioners are elected based in part on their expressed opinions. He said that he has been very clear about his position from the beginning of his first campaign but is always open to hear from the public. He said that they for this issue in particular, they have received more emails than for any other he can remember. He said that the Board took the position that there are already enough laws on the books to regulate gun ownership – rather than creating more, the existing laws should be enforced. He noted that many Oregon counties have passed ordinances or resolutions which may have to be repealed should the State legislature enact further restrictions. He said that the issue was publicly discussed at three Board sessions starting in December. In addition, there was a large turn-out at the final session in support of the letter. Once the letter went out, Wasco County heard from several other counties who expressed that in hindsight, they wished they had taken the same action. He added that he also has no need for a machine gun.

Chair Hege stated that it is not practical to poll everyone about every decision made by the Board. He said that they try to make sure the issues being considered are out in the public. He said that the agendas are available on the County website and citizens can sign up to have them emailed directly to them. He said that if a citizen sees something on the agenda that peaks their interest, they can contact a Commissioner or attend the session.

A citizen asked if the Board has a position on the tie plant and its toxicity. Commissioner Runyon said that no one has brought that issue to their attention before now. Chair Hege observed that the County has no control over that as it is

WASCO COUNTY BOARD OF COMMISSIONERS
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PAGE 19

within the city limits. He said that does not mean that the County does not have a voice. He noted that on the other side of the issue are the jobs provided by the plant.

Another citizen said that they are well aware of the railroad issues as it is part of the Mosier community. She stated that they may support the railroad but are not always comfortable with the cargo. She asked if there is a way to restrict what is hauled through the community.

Chair Hege said that the County has some role in terms of expansion but the toxic cargo is outside the County's purview. He said that does not mean the County cannot make their position known, add pressure and bring it to the public.

Commissioner Runyon encouraged the citizens to contact their representatives and attend their town halls. He said they hold the town halls to hear from the public. He said he is taking notes tonight on the issues important to Mosier and the Senators and Representatives do so as well – they are listening.

Further discussion ensued about Mosier Main Street and the community efforts to bring new business to Mosier. They also discussed a possible partnership with neighboring communities for a sewer master to bring costs down for all.

Chair Hege closed the Town Hall at 6:35 p.m., thanking everyone for their participation.

Motions Passed

- To approve the Joint Resolution for the participation in funding activities of the Oregon Office for Community Dispute Resolution.
- To approve the contract with Friend and Reagan, P.C. for annual audits.
- To approve Order 15-011 appointing Bill Hamilton to the North Central Public Health District's Board of Health.
- To approve Order #15-012 appointing Jennifer Borne to the Veterans Services Advisory Committee.
- To approve Order #15-013 appointing Patricia Combs to the Veterans Services Advisory Committee.
- To approve Order #15-014 Appointing Stephen Lawrence to the NORCOR Budget Committee.
- That the Wasco County Board of Commissioners rescind its December 17, 2014 action by unanimous vote of the Commissioners to withdraw

from the North Central Public Health District.

- To approve Order #15-010 accepting vacation of an interior lot line between Lot 3 and Lot 6, Tygh Valley subdivision and adopting findings of fact contained in PLALLV-14-12-003.
- To approve the Federal Lands Access Program Project Memorandum of Agreement for the Rail Hollow Overlay.
- To approve the Agreement for Housing of the HB3194 Jail Program Inmates, NORCOR and Wasco County Community Corrections.

Consensus

- To send a transportation funding letter of support to Senators Hansell and Ferioli and Representatives Smith and Huffman.
- To provide a letter of support for transportation funding being considered by the State legislature.
- To pay the annual MCCOG dues.
- To table the vote on the Legal Access and Records Request policies until further work had been done on the documents.
- For the Interim Public Works and Planning Directors to go forward with their plan to improve their departments.

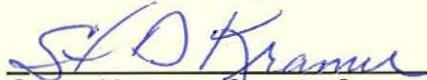
WASCO COUNTY BOARD
OF COMMISSIONERS



Scott Hege, Commission Chair



Rod Runyon, County Commissioner



Steve Kramer, County Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 18, 2015**

DISCUSSION LIST

ACTION AND DISCUSSION ITEMS:

1. [State Transportation Funding](#)
2. [Community Dispute Resolution Grant](#) – Kathy White
3. [ODOT Amendment](#) – Kathy White
4. [County Auditor's Contract](#)
5. [Board of Health Appointment](#) – Commissioner Kramer
6. [Veterans Advisory Committee Appointments](#)
7. [MCEDD Letter of Support](#)
8. [NORCOR Budget Committee Appointment](#) – Commissioner Runyon
9. [March Board Session Scheduling](#)

Discussion Item
State Transportation Funding

- [AOC Email](#)
- [Proposed Letter of Support](#)



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

County Transportation Letter

1 message

Eric Schmidt <eschmidt@aocweb.org>

Mon, Feb 9, 2015 at 4:18 PM

To: 2014-aoc-county-admin-staff <2014-aoc-county-admin-staff@list.aocweb.org>

At Monday's AOC Transportation Steering Committee meeting and also at AOC's Legislative Committee meeting, Oregon county commissioners and judges were asked to send a letter to their respective state representatives and state senators supporting efforts to pass a transportation funding package this session.

It is vitally important that legislators know and understand they have the support of elected county officials while they explore the options for the transportation funding package. Please consider using the draft email below (filling in the blanks of course, even providing your own brief story) and sending it to your legislators. Please cc Mary Stern at AOC so she can keep tabs on which legislators have been contacted.

If you have any questions, please feel free to contact Mary, Mike McArthur or Emily Ackland at AOC.



WASCO COUNTY

Board of County Commissioners

511 Washington Street, Suite 302

The Dalles, Oregon 97058-2237

(541) 506-2520

Fax: (541) 506-2521

Scott Hege, *Chair of the Board*

Rod Runyon, *County Commissioner*

Steve Kramer, *County Commissioner*

Rep. John Huffman
900 Court Street NE, H-477
Salem, OR 97301
Rep.JohnHuffman@state.or.us

February 18, 2015

Dear Representative Huffman,

We have recently learned that the 2015 Oregon Legislature is considering a transportation funding package. Wasco County is in support of increased revenues (gas tax, registration and title fees) distributed to the State/Counties/Cities on a 50/30/20 percent basis.

Many Oregon counties are struggling to maintain their road systems due to the severe reduction in Secure Rural Schools funding not to mention the decreasing gas tax revenues. The shortfall in funding road maintenance is not only challenging but leads to the deterioration of roads and bridges which serve as an important artery for emergency services, education and economic development in Wasco County.

The recently completed Association of Oregon Counties' County Road Needs Study illustrates the additional revenue necessary to maintain and repair Oregon's county roads. The study concludes revenue and expenditure forecasts over the next five years will show a 54% annual shortfall for county road departments which translates into the need for an additional \$505 million per year for counties.

As elected representatives of the citizens of Wasco County, we recognize the voter sensitivity to revenue measures. We have already begun to educate our constituents regarding the need for increased funding to maintain our road system and we will continue that process by supporting your vote for increased revenue for Oregon's transportation infrastructure.

Wasco County Board of Commissioners

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner



WASCO COUNTY

Board of County Commissioners

511 Washington Street, Suite 302

The Dalles, Oregon 97058-2237

(541) 506-2520

Fax: (541) 506-2521

Scott Hege, *Chair of the Board*

Rod Runyon, *County Commissioner*

Steve Kramer, *County Commissioner*

Sen. Ted Ferrioli
900 Court Street NE, S-323
Salem, OR 97301
Sen.TedFerrioli@state.or.us

February 18, 2015

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Wasco County Board of Commissioners

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

Discussion Item
Community Dispute Resolution Grant

- [Memo](#)
- [University of Oregon Introductory Letter](#)
- [Joint Resolution](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: JOINT RESOLUTION FOR COMMUNITY DISPUTE RESOLUTION SERVICES
DATE: 2/12/2015

BACKGROUND

This is a biennial grant process for community dispute resolution funding. We have partnered with Gilliam, Sherman, Wheeler, and Hood River Counties for this funding with Wasco County managing the process. The Joint Resolution starts the process which will conclude with the selection of a grantee by the Boards/Courts of the participating counties after which OOCDR will enter into a grant agreement with the selected Grantee. Although the process will include an RFP for service providers, to my knowledge 6 Rivers Mediation is the only qualified provider in our region.



UNIVERSITY OF OREGON
School of Law

February 2, 2015

Kathy White
Wasco County Court
511 Washington, Suite 101
The Dalles, OR 97058

Dear Kathy White,

This is an invitation for Wasco County to participate in the selection process for the **2015-2017 Community Dispute Resolution Program (CDRP) Grant Funds** pursuant to ORS 36.160.

Assuming funding for 2015-2017 is reauthorized by the 2015 Legislature at the same level as the prior biennium, grant funds for Wasco County will be approximately \$23,410 for the period July 1, 2015 - June 30, 2017. The funding for these grants is currently derived from an appropriation from the general fund for the purpose of providing dispute resolution services in counties and will be allocated per University of Oregon policy.

Enclosed is a review of all of the information necessary to proceed with the Request for Application (RFA) process.

The first step in the local selection process is the County's adoption of a resolution to participate. ORS 36.160 requires that a County notify the Oregon Office for Community Dispute Resolution (OOCDR) of its intent to participate in the selection process to award grant funds. A sample county resolution is provided in the enclosed RFA packet. Upon your County's adoption of the resolution, please send a copy to the OOCDR. Following is the timeline for the 2015-2017 grant process:

- | | |
|-------------------|--|
| By March 13, 2015 | County Commission adopts a resolution of desire to participate in the process. |
| March 31, 2015 | Legal notice published by the County to announce the application process (sample included). The County and OOCDR make RFA packets available to applicants. |

OREGON OFFICE FOR COMMUNITY DISPUTE RESOLUTION

1515 Agate Street, 1221 University of Oregon, Eugene OR 97403-1221

T 541-346-1623 <http://oocdr.uoregon.edu/>

April 30, 2015	Applications must be received by 5:00 p.m. at the County and OOCDR.
May 29, 2015	OOCDR issues notices of eligibility to applicants and County.
June 5, 2015	Any appeals from applicants determined ineligible by OOCDR must be received by 5:00 pm.
June 12, 2015	County Commission selects grantee(s) and notifies OOCDR of selection.
June 30, 2015	OOCDR enters into Grant Agreement with the grantee(s).

According to University of Oregon policy, each County Commission needs to designate a County dispute resolution program coordinator. OOCDR staff provides technical assistance and advice to this County staff person to make sure the process runs as smoothly as possible. If you have received this letter and are not the County's dispute resolution program coordinator, please forward these materials to the proper person.

OOCDR encourages collaboration in all phases of the grantee selection process. In some Counties there will be only one interested and qualified applicant. However, if your County receives applications from more than one qualified applicant, we encourage you to have conversations with all applicants to determine whether there are ways for them to work together to best provide dispute resolution services in your County.

You may elect to opt out of the selection process if you desire. In that case, the Dean of the University of Oregon School of Law will assume the county's role in the process. If this is your choice, please provide OOCDR with a written notice to opt out by March 13, 2015. A sample Opt Out notification form is available upon request.

OOCDR will also provide you with electronic versions of the RFA, as well as a sample 2015-2017 Grant Agreement. Feel free to contact me at 541-346-1623 if you have any questions. Thank you in advance for your support.

Sincerely,



Mark Quinlan, Administrator
Oregon Office for Community Dispute Resolution

Enclosures

Request for Application (RFA) Packet For 2015-2017 OOCDR Grant Cycle
(includes Sample Resolution, Sample Notice, and Sample 2015-2017
Grant Agreement)

BEFORE THE COUNTY COURT/BOARDS OF COMMISSIONERS
FOR GILLIAM, HOOD RIVER, SHERMAN, WASCO AND WHEELER
COUNTIES, OREGON

IN THE MATTER OF PARTICIPATION IN FUNDING)
ACTIVITIES OF THE OREGON OFFICE FOR) JOINT
COMMUNITY DISPUTE RESOLUTION) RESOLUTION

WHEREAS, the County Courts/Boards of Commissioners believes that the
settlement of disputes by mediation may lead to more long-lasting and mutually satisfactory
agreements; and

WHEREAS, the Oregon Legislature has charged the University of Oregon on behalf
of the University of Oregon School of Law (Grantor) with the responsibility to foster the
development of community mediation programs by making grant monies available to
participating Counties; and

WHEREAS, any County wishing to participate must formally notify Grantor of its
desire to be a participant in the expenditure of funds for community dispute resolution
programs within Gilliam, Hood River, Sherman, Wasco and Wheeler Counties, and Gilliam,
Hood River, Sherman, Wasco and Wheeler Counties agree to engage in a selection process
and to select as funding recipients those entities both qualified by the standards and

guidelines adopted by Grantor and capable of and willing to provide community dispute resolution services according to the rules adopted by Grantor.

GILLIAM COUNTY COURT

County Judge Steve Shaffer

Date:_____

HOOD RIVER COUNTY
BOARD OF COMMISSIONERS

Chair Ron Rivers

Date:_____

SHERMAN COUNTY COURT

County Judge Gary Thompson

Date:_____

WASCO COUNTY BOARD OF
COMMISSIONERS

Chair Scott Hege

Date:_____

WHEELER COUNTY COURT

County Judge Patrick Perry

Date:_____

APPROVED AS TO FORM

Kristen Campbell
Wasco County Counsel

Date:_____

Discussion Item

ODOT Amendment

- [Memo](#)
- [Document Processing Form](#)
- [2013 Agreement #29535](#)
- [2014 29535 Amendment #1](#)
- [2014 29535 Amendment #2](#)
- [2015 29535 Amendment #3](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: ODOT 29535 AMENDMENT #3
DATE: 2/12/2015

BACKGROUND

This is the 3rd amendment increasing funding for a contract approved in 2013. The original contract and two previous amendments are included in your packet.

Wasco County Contract Processing Form

To be completed prior to submission to the Board of Commissioners

Date: 2/5/2015 Title of Contract/Agreement: ODOT Grant Agreement #29535 Amdendment 3

Department: Finance

Responsible Staff: Teresa Chavez

Information Systems

Will computer rotation be necessary ? ☐ Yes ☒ No

Will this include ☐ Software Purchase ☐ Installation ☐ Maintenance Agreement?

Will this include a licensing fee? ☐ Yes ☒ No ☐ One-time ☐ Recurring

☐ Information Systems has reviewed this agreement ☒ N/A

Notes: _____

Facilities

Will this agreement require any ☐ maintenance work ☐ new construction?

☐ Facilities has reviewed this agreement. ☒ N/A

Notes: _____

Finance

Is this ☐ a new service or ☒ increasing an existing service? ☐ maintaining an existing service

Dollar Value of Agreement: \$11,445

Is there a match requirement? ☐ Yes ☒ No ☐ Cash ☐ In-kind

Are these funds ☒ already budgeted ☐ need a budget adjustment? ☐ Other – Explain below

Can this agreement be altered as work progresses? ☒ Yes ☐ No

Beginning date of agreement: 07/01/2013

Ending date of agreement: 06/30/2015

Notes: this is amendment 3 to the original agreement

☒ **REVIEWED BY FINANCE**

FILED
WASCO COUNTY

Misc. Contracts and Agreements
Agreement No. 29535
Operating STATE

2013 SEP 10 A 8:11 PUBLIC TRANSIT DIVISION
OREGON DEPARTMENT OF TRANSPORTATION

LINDA BROWN
COUNTY CLERK

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transit Division, hereinafter referred to as "State," and **Wasco County**, hereinafter referred to as "Recipient," and collectively referred to as the "Parties." Recipient is an "STF Agency" as that term is defined in OAR 732-005-0010.

AGREEMENT

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2013** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2015** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 6.b.iv of this Agreement.

2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description and Budget

Exhibit B: Financial Information

Exhibit C: Subcontractor Insurance

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. **Project Cost; Grant Funds.** State shall provide Recipient Grant Funds in an amount not to exceed **\$111,599.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.
4. **Project.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to Section 11.d hereof.
5. **Progress Reports.** Recipient shall submit quarterly progress reports to State no later than 45 days after the close of each quarterly reporting period. Reporting periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <http://www.oregon.gov/odot/pt/>. If Recipient is unable to access OPTIS, reports must be sent to ODOTPTDReporting@odot.state.or.us. Reports shall include a statement of revenues and expenditures for each quarter, including documentation of local match contributions and expenditures. State reserves the right to request such additional information as may be necessary to comply with federal or state reporting requirements.
6. **Disbursement and Recovery of Grant Funds.**
 - a. **Disbursement Generally.** Disbursement Generally. State shall make quarterly installment payments to Recipient within 30 days of the beginning of each calendar quarter described in Section 5. State shall determine the amount of each quarterly payment based on the Grant Funds stated in Section 3 divided by the number of

calendar quarters for which payments are scheduled to be made, with any adjustments as may be determined by State if Grant Funds are adjusted as provided in Section 3.

- b. **Conditions Precedent to Disbursement.** State's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Recipient is in compliance with the terms of this Agreement.
 - iii. Recipient's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. All Grant Funds previously disbursed have been used in accordance with OAR Chapter 732.
 - v. Any audit findings relating to Recipient's use of funds under this Agreement or any other agreement with State have been resolved.
- c. **Recovery of Grant Funds.** Any funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination or expiration of this Agreement must be returned to State. Recipient shall return all Misexpended Funds to State promptly after State's written demand and no later than 15 days after State's written demand. Recipient shall return all Unexpended Funds to State within 14 days after the earlier of expiration or termination of this Agreement.

7. **Representations and Warranties of Recipient.** Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from this federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating

in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded from this federally-assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Records Maintenance and Access; Audit.**

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and subcontractors complies with these requirements. State, the Secretary of State of the State of Oregon (Secretary), the United States Department of Transportation (USDOT), the Federal Transit Administration (FTA) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, USDOT, FTA and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State, the Secretary, USDOT and FTA to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six-year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit State to verify how the Grant Funds were expended.
- d. **Audit Requirements.**
 - i. Recipient shall, at Recipient's own expense, submit to State, Public Transit Division, 555 13th Street NE, Suite 3, Salem, Oregon, 97301-4179 or to ODOTPTDreporting@odot.state.or.us, a copy of, or electronic link to, any annual audit covering the funds expended under this Agreement by Recipient or a party to any subagreement with Recipient, as well as the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Agreement.
 - ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.

9. **Recipient Subagreements and Procurements**

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, "subagreements") for performance of the Project.

- i. All subagreements must be in writing executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
- ii. Recipient agrees to provide State with a copy of any signed subagreement upon request by State. Any substantial breach of a term or condition of a subagreement relating to funds covered by this Agreement must be reported by Recipient to State within ten (10) days of its being discovered.

b. **Subagreement indemnity; insurance.**

Recipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.

Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subrecipients"), nor any attorney engaged by Recipient's Subrecipient(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's Subrecipient is prohibited from defending State or that Recipient's Subrecipient is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's Subrecipient if State elects to assume its own defense.

Recipient shall require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit C to this Agreement.

- c. **Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code and rules.

10. **Termination**

- a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, if:
 - i. Recipient fails to perform the Project within the time specified herein or any extension thereof or commencement, continuation or timely completion of the Project by Recipient is, for any reason, rendered improbable, impossible, or illegal; or
 - ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement; or
 - iii.

Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or

- iv. The Project would not produce results commensurate with the further expenditure of funds; or
 - v. Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.
- b. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice,:
- i. Upon notification to State of its desire to withdraw from eligibility to receive the Grant Funds and providing to State a reason acceptable to State for the withdrawal; or
 - ii. If federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- c. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten days notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

11. **General Provisions**

- a. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- b. **Reserved.**
- c. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- d. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- e. **No Third Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

Recipient acknowledges and agrees that the Federal Government, absent express written consent by the Federal Government, is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Recipient, contractor or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from the this Agreement.

- f. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 11.g. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when

receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.

- g. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.
- h. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, including without limitation as described in Exhibit D. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- i. **Insurance; Workers' Compensation.** All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- j. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- k. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- l. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- m. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein

regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Oregon Transportation Commission on October 20, 2010, approved Delegation Order Number OTC-01, which authorizes the Director of the Oregon Department of Transportation to administer programs related to public transit.

On March 1, 2012, the Director approved Delegation Order Number DIR-04, which delegates the authority to approve this Agreement to the Public Transit Division Administrator.

SIGNATURE PAGE TO FOLLOW

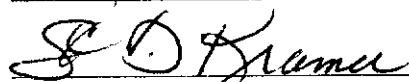
Wasco County/State of Oregon
Agreement No. 29535

Wasco County, by and through its

By 
(Legally designated representative)

Name Rod L. Runyon
(printed)

Date 8/21/2013

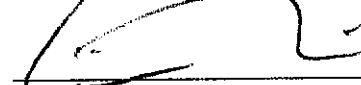
By 

Name STEVEN D. KRAMER
(printed)

Date 8/21/13

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By 
Recipient's Legal Counsel

Date 8-14-13

Recipient Contact:

Teresa Chavez
511 Washington Street, Suite 207
The Dalles, OR 97058
1 (541) 506-~~2677~~ 2777
teresac@wasco.co.or.us

State Contact:

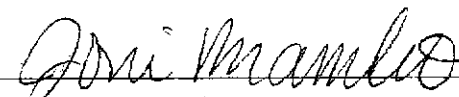
Joni Bramlett
555 13th St. NE, Ste. 3
Salem, OR 97301-4179
1 (541) 388-6185
Joni.D.BRAMLETT@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By 
H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Date 29 August 2013

APPROVAL RECOMMENDED

By 
Date 7/17/2013

By _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By 
Assistant Attorney General

Name _____
(printed)

Date _____

EXHIBIT A

Project Description and Budget

Project Description/Statement of Work

Project Title: Wasco County STF Formula and STO Funds 13-15				
<i>13-15 STF Formula & STO Funds</i>				
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$81,599.00	\$81,599.00	\$0.00	
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$30,000.00	\$30,000.00	\$0.00	
Sub Total	\$111,599.00	\$111,599.00	\$0.00	
Grand Total	\$111,599.00	\$111,599.00	\$0.00	

• **1. PROJECT DESCRIPTION**

Provide financial support for special transportation services benefiting seniors and individuals with disabilities in Wasco County. Funding may be used for the following purposes: maintenance of existing transportation programs; expansion of existing transportation programs; creation of new programs and services; planning for, and development of, access to transportation; capital purchases; and as matching funds for state and federal programs also providing transportation and services to seniors and individuals with disabilities.

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

STF Agency will distribute funds to the following approved subrecipients and projects. STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between the subrecipients and projects identified in this Exhibit A, as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

STF FORMULA SUBRECIPIENT BUDGET JULY 1, 2013 THROUGH JUNE 30, 2014

SUBRECIPIENT: Wasco County
Administration: \$2,000

SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$38,800

SUBRECIPIENT BUDGET JULY 1, 2014 THROUGH JUNE 30, 2015

SUBRECIPIENT: Wasco County
Administration: \$2,000

SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$38,799

3. PROJECT ACCOUNTING and SPENDING PLAN

STF Agency will receive and disburse STF moneys from a separate governmental fund. Any money realized as a result of interest accrued will be added to the moneys and will be reported to State.

See distribution above for estimated spending plan.

4. SPECIAL TRANSPORTATION OPERATING (STO):

The STF Agency will distribute STO funds (availability of funds is contingent on budget action by the State of Oregon Legislature) to the following approved subrecipients and projects. The STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between subrecipients and projects identified in this Exhibit A, as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

The uses of funds of Special Transportation Operating funds are limited to operating expenses defined by OAR 732-005-0010(19): "Operating Expense" means the costs associated with the provision of transportation services. Operating expense does not include expenses associated with procuring or leasing capital equipment. Common operating expenses include, and are not limited to: personnel, insurance, utilities, vehicle and facility maintenance, professional and technical services, security, fuel and tires, purchased transportation services, personnel training, communication and technology maintenance, marketing/public information, and planning integral to the provision of transit services.

STF OPERATIONS - SUBRECIPIENT BUDGET JULY 1, 2013 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$30,000*

•

EXHIBIT B

Financial Information

The information below will assist auditors to prepare a report in compliance with the requirements of the Office of Management and Budget (OMB) Circular A-133.

This Agreement is financed by the funding source indicated below:

State Program	State Funding Agency		Total State Funding
ORS 391.800 through ORS 390.830 and OAR Chapter 732, Divisions 5, 10, and 30	Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		\$111,599.00

Administered By Public Transit Division 555 13th St. NE, Ste. 3 Salem, OR 97301-4179
--

EXHIBIT C

Subagreement Insurance Requirements

GENERAL.

Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which the Recipient is a Party.

TYPES AND AMOUNTS.

i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.

ii. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

iii. **AUTOMOBILE Liability Insurance:** Automobile Liability. Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by State:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include State, its officers, employees and agents as Additional Insureds but only with respect to the contractor's activities to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

"TAIL" COVERAGE. If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made"

coverage is on or before the effective date of the Subcontract, for a minimum of 24 months following the later of: (i) the contractor's completion and Recipient's acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing 24-month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the contractor may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

FILED
WASCO COUNTY

2014 APR 8 PM 3 07

LINDA BROWN
COUNTY CLERK

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 29535
WASCO COUNTY

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Wasco County**, hereinafter referred to as **Recipient**, entered into an agreement on **August 29, 2013**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by State and Recipient that the agreement referenced above, although remaining in full force and effect, shall be amended to add funds.

Page 1, Agreement, Paragraph 3, which reads:

Project Cost; Grant Funds. State shall provide Recipient Grant Funds in an amount not to exceed **\$111,599.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

Shall be deleted in its entirety and replaced with the following:

Project Cost; Grant Funds. State shall provide Recipient Grant Funds in an amount not to exceed **\$141,599.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Wasco County, by and through its

Board of Commissioners

By 
(Legally designated representative)

Name Scott Hege
(printed) Commission Chair

Date April 2, 2014

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By 
Recipient's Legal Counsel

Date 3-29-14

Recipient Contact:

Teresa Chavez
511 Washington Street, Suite 207
The Dalles, OR 97058
1 (541) 506-2677
teresac@co.wasco.or.us

State Contact:

Joni Bramlett
555 13th St. NE, Ste. 3
Salem, OR 97301-4179
1 (541) 388-6185
Joni.D.BRAMLETT@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By _____
H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Date _____

APPROVAL RECOMMENDED

By 

Date 3/14/2014

By _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By N/A
Assistant Attorney General

Name _____
(printed)

Date _____

Revised Exhibit A

Project Description and Budget

Project Description/Statement of Work

Project Title: Wasco County STF Formula and STO Funds 13-15				
<i>13-15 STF Formula & STO Funds</i>				
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$81,599.00	\$81,599.00	\$0.00	
Item #2: Operating				
	\$30,000.00	\$30,000.00	\$0.00	
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$30,000.00	\$30,000.00	\$0.00	
Sub Total	\$141,599.00	\$141,599.00	\$0.00	
Grand Total	\$141,599.00	\$141,599.00	\$0.00	

• **1. PROJECT DESCRIPTION**

Provide financial support for special transportation services benefiting seniors and individuals with disabilities in Wasco County. Funding may be used for the following purposes: maintenance of existing transportation programs; expansion of existing transportation programs; creation of new programs and services; planning for, and development of, access to transportation; capital purchases; and as matching funds for state and federal programs also providing transportation and services to seniors and individuals with disabilities.

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

STF Agency will distribute funds to the following approved subrecipients and projects. STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between the subrecipients and projects identified in this Exhibit A as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

SUBRECIPIENT BUDGET JULY 1, 2013 THROUGH JUNE 30, 2014

*SUBRECIPIENT: Wasco County
Administration: \$2,000*

*SUBRECIPIENT: Mid-Columbia Council of Governments
Administration: \$38,800*

SUBRECIPIENT BUDGET JULY 1, 2014 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Wasco County
Administration: \$2,000*

*SUBRECIPIENT: Mid-Columbia Council of Governments
Administration: \$38,799*

STF SUPPLEMENTAL BUDGET UPON AMENDMENT THROUGH JUNE 30, 2015

The 2013 special session of the State of Oregon Legislature allocated additional funds to the STF program. The STF agency will distribute funds to the following approved project to support operations of the existing transportation program for the elderly, persons with disabilities, and the general public on a seat-available basis:

*SUBRECIPIENT: Wasco County
Operations: \$30,000*

3. PROJECT ACCOUNTING and SPENDING PLAN

STF Agency will receive and disburse STF moneys from a separate governmental fund. Any money realized as a result of interest accrued will be added to the moneys and will be reported to State.

See distribution above for estimated spending plan.

4. SPECIAL TRANSPORTATION OPERATING (STO):

The STF Agency will distribute STO funds (availability of funds is contingent on budget action by the State of Oregon Legislature) to the following approved subrecipients and projects. The STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between subrecipients and projects identified in this Exhibit A as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

The uses of funds of Special Transportation Operating funds are limited to operating expense defined by OAR 732-005-0010(19): "Operating Expense" means the costs associated with the provision of transportation services. Operating Expense does not include expenses associated with procuring or leasing capital equipment. Common Operating Expenses include and are not limited to: personnel, insurance, utilities, vehicle and facility maintenance, professional and technical services, security, fuel and tires, purchased transportation services, personnel training, communication and technology maintenance, marketing/public information, and planning integral to the provision of transit services.

SUBRECIPIENT BUDGET JULY 1, 2013 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Wasco County
Operations: \$30,000*

•

Revised Exhibit B

Financial Information

The information below will assist auditors to prepare a report in compliance with the requirements of the Office of Management and Budget (OMB) Circular A-133.

This Agreement is financed by the funding source indicated below:

State Program	State Funding Agency		Total State Funding
ORS 391.800 through ORS 390.830 and OAR Chapter 732, Divisions 5, 10, and 30	Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		\$141,599.00

Administered By

Public Transit Division
555 13th St. NE, Ste. 3
Salem, OR 97301-4179

AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 29535
WASCO COUNTY

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Wasco County**, hereinafter referred to as **Recipient**, entered into an agreement on **August 29, 2013** and Amendment 1 (one) on **April 7, 2014**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by State and Recipient that the agreement referenced above, although remaining in full force and effect, shall be amended to add funds.

Page 1, Agreement, Paragraph 3, which reads:

Project Cost; Grant Funds. State shall provide Recipient Grant Funds in an amount not to exceed **\$141,599.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

Shall be deleted in its entirety and replaced with the following:

Project Cost; Grant Funds. State shall provide Recipient Grant Funds in an amount not to exceed **\$161,599.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Wasco County, by and through its

Board of County Commissioners

By _____
(Legally designated representative)

Name Chair Scott Hege
(printed)

Date June 25, 2014

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel DT + Ath

Date 6-26-14

Recipient Contact:

Teresa Chavez
511 Washington Street, Suite 207
The Dalles, OR 97058
1 (541) 506-2677
teresac@co.wasco.or.us

State Contact:

Joni Bramlett
555 13th St. NE, Ste. 3
Salem, OR 97301-4179
1 (541) 388-6185
Joni.D.BRAMLETT@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Date 1306 2014

APPROVAL RECOMMENDED

By Joni Bramlett
Date 6/6/2014

By _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name Keith Kutler by email
(printed)

Date June 11, 2014

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

Project Title: Wasco County STF Formula and STO Funds 13-15				
<i>13-15 STF Formula & STO Funds</i>				
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$81,599.00	\$81,599.00	\$0.00	
Item #2: Operating				
	\$30,000.00	\$30,000.00	\$0.00	
Item #3: Operating				
	\$20,000.00	\$20,000.00	\$0.00	
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$30,000.00	\$30,000.00	\$0.00	
Sub Total	\$161,599.00	\$161,599.00	\$0.00	
Grand Total	\$161,599.00	\$161,599.00	\$0.00	

• **1. PROJECT DESCRIPTION**

Provide financial support for special transportation services benefiting seniors and individuals with disabilities in Wasco County. Funding may be used for the following purposes: maintenance of existing transportation programs; expansion of existing transportation programs; creation of new programs and services; planning for, and development of, access to transportation; capital purchases; and as matching funds for state and federal programs also providing transportation and services to seniors and individuals with disabilities.

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

STF Agency will distribute funds to the following approved subrecipients and projects. STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between the subrecipients and projects identified in this Exhibit A, as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

STF FORMULA subrecipient BUDGET JULY 1, 2013 THROUGH JUNE 30, 2014

*SUBRECIPIENT: Wasco County
Administration: \$2,000*

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$38,800*

SUBRECIPIENT BUDGET JULY 1, 2014 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Wasco County
Administration: \$2,000*

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$38,799*

STF SUPPLEMENTAL BUDGET UPON AMENDMENT THROUGH JUNE 30, 2015

The 2013 Special session of the Oregon Legislature allocated additional funds to the STF program. The STF agency will distribute funds to the following approved subrecipients and projects:

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operations (increase hours of service in The Dalles): \$50,000*

3. PROJECT ACCOUNTING and SPENDING PLAN

STF Agency will receive and disburse STF moneys from a separate governmental fund. Any money realized as a result of interest accrued will be added to the moneys and will be reported to State.

See distribution above for estimated spending plan.

4. SPECIAL TRANSPORTATION OPERATING (STO):

The STF Agency will distribute STO funds (availability of funds is contingent on budget action by the State of Oregon Legislature) to the following approved subrecipients and projects. The STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between subrecipients and projects identified in this Exhibit A, as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

The uses of funds of Special Transportation Operating funds are limited to operating expense defined by OAR 732-005-0010(19): "Operating Expense" means the costs associated with the provision of transportation services. Operating Expense does not include expenses associated with procuring or leasing capital equipment. Common Operating Expenses include, and are not limited to: personnel, insurance, utilities, vehicle and facility maintenance, professional and technical services, security, fuel and tires, purchased transportation services, personnel training, communication and technology maintenance, marketing/public information, and planning integral to the provision of transit services.

STF OPERATIONS - subrecipient BUDGET JULY 1, 2013 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$30,000*

Revised Exhibit B

Financial Information

The information below will assist auditors to prepare a report in compliance with the requirements of the Office of Management and Budget (OMB) Circular A-133.

This Agreement is financed by the funding source indicated below:

State Program	State Funding Agency		Total State Funding
ORS 391.800 through ORS 390.830 and OAR Chapter 732, Divisions 5, 10, and 30	Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		\$161,599.00

Administered By

Public Transit Division
555 13th St. NE, Ste. 3
Salem, OR 97301-4179

**AMENDMENT NUMBER 3
ODOT GRANT AGREEMENT NO. 29535
WASCO COUNTY**

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Wasco County**, hereinafter referred to as **Recipient**, entered into an agreement on **August 29, 2013**, Amendment 1 (one) on **April 7, 2014** and Amendment 2 (two) on **July 1, 2014**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by State and Recipient that the agreement referenced above, although remaining in full force and effect, shall be amended to add funds and revise the statement of work.

Page 1, Agreement, Paragraph 3, which reads:

3. Project Cost; Grant Funds. State shall provide Recipient Grant Funds in an amount not to exceed **\$161,599.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

Shall be deleted in its entirety and replaced with the following:

3. Project Cost; Grant Funds. State shall provide Recipient Grant Funds in an amount not to exceed **\$173,044.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."

Wasco County/State of Oregon
Agreement No. 29535

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Wasco County/State of Oregon
Agreement No. 29535

Wasco County, by and through its

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Teresa Chavez
511 Washington Street, Suite 207
The Dalles, OR 97058
1 (541) 506-2677
teresac@co.wasco.or.us

State Contact:

Joni Bramlett
555 13th Street NE
Salem, OR 97301-4179
1 (541) 388-6185
Joni.D.BRAMLETT@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By _____
H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Date _____

APPROVAL RECOMMENDED

By Joni Bramlett
Date 1/26/2015

By _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name _____
(printed)

Date _____

Revised Exhibit A

Project Description and Budget

Project Description/Statement of Work

Project Title: Wasco County STF Formula and STO Funds 13-15				
<i>13-15 STF Formula & STO Funds</i>				
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$81,599.00	\$81,599.00	\$0.00	
Item #2: Operating				
	\$30,000.00	\$30,000.00	\$0.00	
Item #3: Operating				
	\$20,000.00	\$20,000.00	\$0.00	
Item #4: Operating				
	\$11,445.00	\$11,445.00	\$0.00	
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$30,000.00	\$30,000.00	\$0.00	
Sub Total	\$173,044.00	\$173,044.00	\$0.00	
Grand Total	\$173,044.00	\$173,044.00	\$0.00	

• **1. PROJECT DESCRIPTION**

Provide financial support for special transportation services benefiting seniors and individuals with disabilities in Wasco County. Funding may be used for the following purposes: maintenance of existing transportation programs; expansion of existing transportation programs; creation of new programs and services; planning for, and development of, access to transportation; capital purchases; and as matching funds for state and federal programs also providing transportation and services to seniors and individuals with disabilities.

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

STF Agency will distribute funds to the following approved subrecipients and projects. STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between the subrecipients and projects identified in this Exhibit A, as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

STF FORMULA subrecipient BUDGET JULY 1, 2013 THROUGH JUNE 30, 2014

*SUBRECIPIENT: Wasco County
Administration: \$2,000*

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$38,800*

SUBRECIPIENT BUDGET JULY 1, 2014 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Wasco County
Administration: \$2,000*

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operating: \$38,799*

STF SUPPLEMENTAL BUDGET A AND B UPON AMENDMENT, THROUGH JUNE 30, 2015

The 2013 Special session of the Oregon Legislature allocated additional funds to the STF program. The STF agency will distribute funds to the following approved subrecipients and projects:

*SUBRECIPIENT: Mid-Columbia Council of Governments
Operations (increase hours of service in The Dalles): \$50,000*

STF SUPPLEMENTAL C BUDGET UPON AMENDMENT, THROUGH JUNE 30, 2015

In December 2014, the State of Oregon Legislature allocated additional general funds to the STF program. The STF agency will distribute funds at its discretion to the approved subrecipients and projects.

*SUBRECIPIENT: Wasco County
AMOUNT: \$11,445*

3. PROJECT ACCOUNTING and SPENDING PLAN

STF Agency will receive and disburse STF moneys from a separate governmental fund. Any money realized as a result of interest accrued will be added to the moneys and will be reported to State.

See distribution above for estimated spending plan.

4. SPECIAL TRANSPORTATION OPERATING (STO):

The STF Agency will distribute STO funds (availability of funds is contingent on budget action by the State of Oregon Legislature) to the following approved subrecipients and projects. The STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between subrecipients and projects identified in this Exhibit A, as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

The uses of funds of Special Transportation Operating funds are limited to operating expense defined by OAR 732-005-0010(19): "Operating Expense" means the costs associated with the provision of transportation services. Operating Expense does not include expenses associated with procuring or leasing capital equipment. Common Operating Expenses include, and are not limited to: personnel, insurance, utilities, vehicle and facility maintenance, professional and technical services, security, fuel and tires, purchased transportation services, personnel training, communication and technology maintenance, marketing/public information, and planning integral to the provision of transit services.

STF OPERATIONS - subrecipient BUDGET JULY 1, 2013 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Mid-Columbia Council of Governments -
Operating: \$30,000*

Revised Exhibit B

Financial Information

The information below will assist auditors to prepare a report in compliance with the requirements of the Office of Management and Budget (OMB) Circular A-133.

This Agreement is financed by the funding source indicated below:

State Program	State Funding Agency		Total State Funding
ORS 391.800 through ORS 390.830 and OAR Chapter 732, Divisions 5, 10, and 30	Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		\$173,044.00

Administered By Public Transit Division 555 13th Street NE Salem, OR 97301-4179

Discussion Item
County Auditor's Contract

- [Friend & Reagan 3-Year Contract](#)

STANDARD FORM OF CONTRACT

THIS CONTRACT, made this ____ day of February 2015, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555 between **FRIEND & REAGAN, P.C.**, Certified Public Accountants of The Dalles, Oregon, and **WASCO COUNTY** of The Dalles, Oregon, provides as follows:

1. It hereby is agreed that **FRIEND & REAGAN, P.C.**, shall conduct annual audits of the accounts and fiscal affairs of **WASCO COUNTY** for the period beginning **July 1, 2014, and ending June 30, 2017**. The objective of our audit is the expression of an opinion as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with generally accepted auditing standards and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the basic financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement in accordance with generally accepted auditing standards.

2. **FRIEND & REAGAN, P.C.**, agrees that the services they have contracted to perform under this contract shall be rendered by them or under their personal supervision and that the work will be faithfully performed with care and diligence.

3. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the basic financial statements are free of material misstatement, whether caused by error or fraud. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us. In addition, an audit is not designed to detect immaterial errors, fraud, other illegal acts or illegal acts that do not have a direct effect on the basic financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibilities, as auditors, are limited to the period covered by our audit and does not extend to matters Standard Form of Contract that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the basic financial statements and related matters.

Identifying and ensuring that **WASCO COUNTY** complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of **WASCO COUNTY's** compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

4. In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on **WASCO COUNTY'S** basic financial statements. An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the basic financial statements.

5. It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of **FRIEND & REAGAN, P.C.**, are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to **WASCO COUNTY** who shall instruct in writing **FRIEND & REAGAN, P.C.**, concerning such additional services and that a signed copy of each such notification and instruction shall be delivered immediately to the Secretary of State by the Party issuing the same.

6. **WASCO COUNTY** is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. **WASCO COUNTY** is responsible for preparing the basic financial statements. If **FRIEND & REAGAN, P.C.**, prepares the basic financial statements, as provided in paragraph 9, then **WASCO COUNTY** is responsible for adjusting the basic financial statements to correct material misstatements and for confirming to us in their representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole.

7. The audit shall be started as soon after this contract is executed as is agreeable to the Parties hereto and shall be completed and a written report thereon be delivered within a reasonable time, but not later than six months after the end of the fiscal year. Adequate copies of such reports shall be delivered to **WASCO COUNTY**, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

8. In consideration of the faithful performance of the conditions, covenants and undertakings herein set forth, **WASCO COUNTY**, hereby agrees to pay **FRIEND & REAGAN, P.C.**, the following amounts for auditing services only for each audit period unless unusual circumstances are encountered as provided for in paragraph 5:

2014-15	36,660
2015-16	38,490
2016-17	40,400

9. **FRIEND & REAGAN, P.C.** will assist in the preparation of your basic financial statements, but the responsibility for the basic financial statements remains with **WASCO COUNTY**. Should such basic financial statements not be prepared and presented, within a reasonable period of time, it is understood that **FRIEND & REAGAN, P.C.**, shall draft them for **WASCO COUNTY**. The fees for drafting the basic financial statements will be at an hourly rate and in addition to the above fees for auditing services. The hourly rates for these additional fees will be billed as follows:

CLASSIFICATION	<u>RATE PER HOUR</u>
Principal/Partners	\$105
Senior Accountants	85
Junior Accountants	75
Staff Accountants	65
Clerical and Typing	47
Other Staff	37

WASCO COUNTY hereby affirms that the proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

10. It is agreed that **FRIEND & REAGAN, P.C.**, shall be allowed to bill for work in progress.

FRIEND & REAGAN, P.C.

By



RESPONSE:

This contract correctly sets forth the understanding of **WASCO COUNTY**

WASCO COUNTY

By _____

Title _____

Date _____

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Discussion Item
Board of Health Appointment

- [Memo](#)
- [Hamilton Application](#)
- [Order #15-011 Appointing Bill Hamilton to the
NCPHD Board of Health](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: NCPHD BOARD OF HEALTH APPOINTMENT
DATE: 2/12/2015

BACKGROUND

In October, 2014, Carrie Ramsey-Smith notified Wasco County that she would be stepping down from the NCPHD Board of Health with the expiration of her term on December 31, 2014. The vacancy was noticed in The Dalles Chronicle, through the local radio stations and on the County website. In that time, we have received one application to fill the vacancy. That application is included in today's packet.

INFORMATION AND QUALIFICATION FORM**NORTH CENTRAL PUBLIC HEALTH DISTRICT BOARD OF HEALTH
VOLUNTEER POSITIONS
REPRESENTATIVE FROM
WASCO COUNTY, OREGON****BACKGROUND**

The District Board of Health is the policy making body of the District in implementing the duties of local departments of health under ORS 431.416. The District Board of Health adopts rules necessary to carry out its policies. A District Board may, with the permission of the counties involved, adopt schedules of fees for public health services reasonably calculated not to exceed the cost of the service performed.

APPLICATION

Provide personal qualifications for the specific volunteer position.
Supplementary information may be attached. Do not provide confidential information.

POSITION DESCRIPTION: NCPHD Board of Health Member


Name: William C. Hamilton

Address: [REDACTED]

Phone (home) [REDACTED]

Phone (work) [REDACTED]

E-mail address: [REDACTED]

Signature: 

Date: 02/09/2015

Number of years as a Wasco County resident: almost 28 years

Your objectives/goals? Desired contributions and accomplishments?

To promote the health and wellness of the citizens of Wasco County and ensure that they have access to programs and agencies
Through public health

Education (school, college, training, apprenticeships, degrees, etc.)

BS degree _____ Date(s): [REDACTED]

MD degree _____ Date(s): [REDACTED]

_____ Date(s): _____

Date(s): _____

Experience (work, volunteering, leadership roles, achievements etc.)

Private surgical practice The Dalles _____ Date(s): 1987-2010

Mid-Columbia Medical Center VP of Medical Affairs _____ Date(s): 2010-present

The Dalles City Police Reserve Officer _____ Date(s): ~1991-2000

NCPHD Sherman County board member _____ Date(s): ~2013-present

Vocational/Professional Licenses, Awards, Recognition, etc.

OR and WA medical licenses _____ Date(s): 1987-present

Date(s): _____

Date(s): _____

Date(s): _____

Why do you want to serve on the Board of Health

I believe my medical background will help as we navigate the ever-changing face of healthcare. I feel my current employment position has helped develop a healthy and co-operative relationship between the two organizations while keeping in mind at all times I would be appointed to represent the best interests of the citizens of Wasco County and not the best interests of Mid-Columbia Medical Center.

Send completed form to:

**Wasco County Board of Commissioners
511 Washington Street
The Dalles OR 97058
(541) 506-2520
fax (541) 506-2551**

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE REAPPOINTMENT OF)
BILL HAMILTON TO THE NORTH CENTRAL) O R D E R
PUBLIC HEALTH DISTRICT BOARD OF) #15-011
HEALTH.)

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 a vacancy exists on the Board
due to the resignation of Carrie Ramsey-Smith; and

IT FURTHER APPEARING TO THE BOARD: That Bill Hamilton is
willing and is qualified to be appointed to the North Central Public Health
District Board of Health represent the Wasco County on said Board.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Bill Hamilton be and is hereby reappointed to the North Central Public Health District Board of Health for a term to expire on December 31, 2018.

DATED this 18th day of February, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steve D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Discussion Item
Veterans Advisory Committee Appointments

- [Email Recommendation](#)
- [Jennifer Borne Application](#)
- [Pat Combs Application](#)
- [Order #15-012 Appointing Jennifer Borne to the
VSAC](#)
- [Order #15-013 Appointing Pat Combs to the VSAC](#)



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

Veterans advisory committee

1 message

markf@gorge.net [REDACTED] >
To: kathyw@co.wasco.or.us

Tue, Feb 10, 2015 at 5:11 PM

At the VSO advisory board meeting we recommended to the County Commissioners to appoint to the advisory board the names of Jennifer Borne and Pat Combs.

INFORMATION AND QUALIFICATION FORM

Veterans Advisory Committee VOLUNTEER POSITIONS WASCO COUNTY, OREGON

BACKGROUND

The Wasco County Veterans Advisory Committee meets on the first Thursday of each month to address issues related to veterans and veterans' services in Wasco County. They serve as a conduit between local veterans and County government, educating, recommending and advising the Wasco County Board of County Commissioners regarding veterans' issues.

APPLICATION

Provide personal qualifications for this specific volunteer position.
Supplementary information may be attached. Do not provide confidential information.

POSITION DESCRIPTION: Member Wasco County Veterans Services Advisory Committee

Name: Jennifer Borne

Address: [REDACTED]

Phone (home) [REDACTED] Phone (work) [REDACTED]

E-mail address:

Signature: [Signature]

Date: 12/8/14

Number of years as a Wasco County resident: none

Your objectives/goals? Desired contributions and accomplishments? As a committee

member my objective is to provide assistance and input regarding
the needs of our community veterans and their families. My overall
goal is to better serve our veterans by providing meaningful resources
in a compassionate and timely manner.
Approximate hours/week available for this commitment? 2-4

Comments:

Education (school, college, training, apprenticeships, degrees, etc.)

various military training Date(s): 1992-1996 / 2011-2014

Associate of Arts Date(s): 12/2009

Various law enforcement training Date(s): 1999 - 2014

Hostage Negotiator Date(s): 2000 - 2014

Experience (work, volunteering, leadership roles, achievements etc.)

deputy sheriff Date(s): 1999 - 2006

municipal Court marshal Date(s): 2000 - 2014

crisis call center phone line volunteer Date(s): 2009 - 2010

_____ Date(s): _____

General Comments/Additional Relevant Information

I have been recently hired by the Oregon Employment
Department to fill the Disabled Veterans Outreach
Program Coordinator position.

Send completed form to:

Wasco County
511 Washington Street, Suite 101
The Dalles OR 97058
(541) 506-2520
fax (541) 506-2551

INFORMATION AND QUALIFICATION FORM

Veterans Advisory Committee VOLUNTEER POSITIONS WASCO COUNTY, OREGON

BACKGROUND

The Wasco County Veterans Advisory Committee meets on the first Thursday of each month to address issues related to veterans and veterans' services in Wasco County. They serve as a conduit between local veterans and County government, educating, recommending and advising the Wasco County Board of County Commissioners regarding veterans' issues.

APPLICATION

Provide personal qualifications for this specific volunteer position.
Supplementary information may be attached. Do not provide confidential information.

POSITION DESCRIPTION: Member Wasco County Veterans Services Advisory Committee

Name: Patricia F. Combs

Address: [REDACTED]

Phone (home) [REDACTED] Phone (work) [REDACTED]

E-mail address: [REDACTED]

Signature: Patricia Combs

Date: 12 Feb 2015

Number of years as a Wasco County resident: 60

Your objectives/goals? Desired contributions and accomplishments? To help widows and female vets with PTSD, I am a suicide survivor (brother) and understand suicide.

Approximate hours/week available for this commitment? Whatever it takes.

Comments: I am an Atheist + will not tolerate nonsense.

Education (school, college, training, apprenticeships, degrees, etc.)

WHS grad, Order of Molly Ivans ^{Winner} Date(s): [REDACTED]

_____. Date(s): _____

_____. Date(s): _____

_____. Date(s): _____

Experience (work, volunteering, leadership roles, achievements etc.)

5 years Wasco Co. VSO Date(s): Since opening, ongoing

13 years Alpine Veterinary Hosp. Date(s): 1994-2007

_____. Date(s): _____

_____. Date(s): _____

General Comments/Additional Relevant Information

I am a daughter of a Korean Veteran, and
widow of a Vietnam era veteran. Married
35 years.

Send completed form to:

Wasco County
511 Washington Street, Suite 101
The Dalles OR 97058
(541) 506-2520
fax (541) 506-2551

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

IN THE MATTER OF THE APPOINTMENT)	
OF JENNIFER BORNE TO THE WASCO)	O R D E R
COUNTY VETERANS SERVICES ADVISORY)	#15-012
COMMITTEE.)	

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 the Wasco County Veterans
Services Advisory Committee shall consist of seven persons who shall be
appointed by the Wasco County Board of Commissioners; and

IT FURTHER APPEARING TO THE BOARD: that there is a vacancy
on the Committee; and

IT FURTHER APPEARING TO THE BOARD: That Jennifer Borne is willing and qualified to be appointed to the Wasco County Veterans Services Advisory Committee.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Jennifer Borne be and is hereby appointed to the Wasco County Veterans Services Advisory Committee for a term to expire December 31, 2017.

DATED this 18th day of February, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, Commissioner

Steve D. Kramer, Commissioner

APPROVED AS TO FORM

Kristen Campbell
Wasco County Counsel

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

IN THE MATTER OF THE APPOINTMENT)	
OF PATRICIA COMBS TO THE WASCO)	O R D E R
COUNTY VETERANS SERVICES ADVISORY)	#15-013
COMMITTEE.)	

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 the Wasco County Veterans
Services Advisory Committee shall consist of seven persons who shall be
appointed by the Wasco County Board of Commissioners; and

IT FURTHER APPEARING TO THE BOARD: that there is a vacancy
on the Committee; and

IT FURTHER APPEARING TO THE BOARD: That Patricia Combs is willing and qualified to be appointed to the Wasco County Veterans Services Advisory Committee.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Patricia Combs be and is hereby appointed to the Wasco County Veterans Services Advisory Committee for a term to expire December 31, 2017.

DATED this 18th day of February, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, Commissioner

Steve D. Kramer, Commissioner

APPROVED AS TO FORM

Kristen Campbell
Wasco County Counsel

Discussion Item
MCEDD Letter of Support

- [Introductory Email](#)
- [Letter of Support](#)



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

Fwd: Letter of Support request

1 message

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

Wed, Feb 11, 2015 at 8:54 AM

Tyler Stone
Administrative Officer
Wasco County
511 Washington St. Suite 101
The Dalles, OR 97058
541-506-2552
www.co.wasco.or.us

----- Forwarded message -----

From: **Amanda Hoey** <amanda@mcedd.org>
Date: Wed, Feb 11, 2015 at 8:43 AM
Subject: Letter of Support request
To: Tyler Stone <tylers@co.wasco.or.us>
Cc: Rod Runyon <rodr@co.wasco.or.us>

Hi Tyler,

MCEDD is seeking renewal of funds for our Mobility Management work. It would be helpful to have a letter of support from Wasco County, if the Commission is willing. I have attached a draft as a sample.

We have to submit the application in early March. Let me know if consideration by the Commission would be possible. And if you need any additional information, you can contact me or Michele Spatz, Mobility Manager (michele@mcedd.org).

Amanda

--

Amanda Hoey
Executive Director
Mid-Columbia Economic Development District
515 East 2nd Street
The Dalles, OR 97058
541-296-2266
www.mcedd.org



Draft LOS Wasco County.docx
21K



WASCO COUNTY

Board of County Commissioners

511 Washington Street, Suite 302

The Dalles, Oregon 97058-2237

(541) 506-2520

Fax: (541) 506-2521

Scott Hege, *Chair of the Board*

Rod Runyon, *County Commissioner*

Steve Kramer, *County Commissioner*

Amanda Hoey

Mid-Columbia Economic Development District

515 East 2nd Street

The Dalles, OR 97058

February 18, 2015

Dear Ms. Hoey,

Wasco County supports the Mid-Columbia Economic Development District's application for the ODOT Region 4 Transit Funds to continue the Gorge TransLink Alliance Mobility Manager project. Wasco County has been an active participant in the current mobility management project to help coordinate transportation services via Gorge TransLink, an alliance of transportation providers in the Mid-Columbia region, encompassing Wasco, Hood River and Sherman counties in Oregon and Klickitat and Skamania counties in Washington. This project is critical to the Mid-Columbia region and its ability to cooperatively plan and implement services designed to increase the effectiveness and efficiency of transportation providers thereby supporting local communities with better access to jobs, medical attention, and other aspects crucial to quality of life in our rural region.

The continuance of this program will be very valuable to the area's transportation providers as they work together to improve the accessibility of public transportation in our geographic area and increase the overall mobility of residents in the Mid Columbia region. The Mobility Manager project is important to Wasco County and we hope ODOT will continue its financial support in the 2015-2017 biennium.

Wasco County Board of Commissioners

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

Discussion Item
NORCOR Budget Committee Appointment

- [Order #15-014 Appointing Stephen Lawrence to the NORCOR Budget Committee](#)

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

IN THE MATTER OF THE APPOINTMENT)
OF STEPHEN LAWRENCE TO THE NORCOR) ORDER
BUDGET COMMITTEE) #15-014

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 Jay Waterbury's appointment to the Northern Oregon Regional Correctional (NORCOR) Facility Budget Committee will expired on December 31, 2014 creating a vacancy; and

IT FURTHER APPEARING TO THE BOARD: That Stephen Lawrence is willing and is qualified to be appointed to the NORCOR Budget Committee.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Stephen Lawrence
be and is hereby appointed to the NORCOR Budget Committee; said term to expire
on December 31, 2015.

DATED this 18th day of February, 2015.

WASCO COUNTY
BOARD OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Discussion List Item
March BOCC Schedule

- [Memo](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: MARCH BOCC SCHEDULE
DATE: 2/17/2015

BACKGROUND & RECOMMENDATION

The first week in March, Chair Hege will be in Washington, D.C. with Community Outreach Team and therefore will not be able to attend the session scheduled for that week. The Board can choose to go forward with the 3.4.2015 session as scheduled or elect to reschedule or cancel the session. I will bring to the session some possible dates for rescheduling along with a list of items tentatively scheduled for March to assist you in making an informed decision.

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 18, 2015**

CONSENT AGENDA

1. [2.4.2015 BOCC Regular Session Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
FEBRUARY 4, 2015

PRESENT: Scott Hege, Commission Chair
Rod Runyon, County Commissioner
Steve Kramer, County Commissioner

STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

At 9:00 a.m. Chair Hege opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. Chair Hege added Building Codes to the Discussion List.

Public Comment – Resource Fair

Scott McKay, Executive Director of Mid-Columbia Senior Center, announced that the Network on Aging is planning a 50+ Resource Fair on May 16th at The Dalles Armory. He reported that many community partners will be participating including Mid-Columbia Medical Center, Mid-Columbia Community Action Council, North Wasco County Parks and Recreation District, Mid-Columbia Senior Center, Flagstone Senior Living, and many others. He explained that having the County participate at some level would allow them to reduce the rate they pay for the venue – a savings of \$1,600. He stated that there would be no financial obligation for the County as they will pay for the venue through vendor fees.

Commissioner Kramer asked if this is a County-wide event or just for The Dalles. Mr. McKay replied that it is for the entire County.

Chair Hege commented that it seems like a great idea and asked how long the

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Network on Aging has been in existence. Mr. McKay responded that it was formed about 8 years ago but has been active in Wasco County for the past 4 years. He added that they have tried to get the word out to area seniors through an annual calendar; this is the first year they have tried a resource fair. He added that Mr. Thomas from Hearts of Gold is helping them to organize the event.

*****The Board was in consensus to support and participate in the 2015 50+ Resource Fair to be held in May, 2015.*****

Discussion List – Second Amendment Rights
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Commissioner Runyon reminded the Board that in December they had discussed what was happening in the State legislature regarding Second Amendment Rights. He stated that in his opinion there are enough laws on the books and there is no need for additional legislation. He said that in January, the Board was in consensus to draft a letter to the legislature expressing Wasco County's position.

Commissioner Runyon reported that other Oregon counties have or plan to pass an ordinance or resolution, but he feels that the letter is more direct and succinctly covers all the relevant points. Since the State legislature will be considering this in the near future, it is important to get the letter out to them soon. He read the letter (included in the Board Packet).

{{{Commissioner Runyon moved to approve sending the letter in support of second amendment rights to all Oregon State legislators and all Oregon county governments. Commissioner Kramer seconded the motion which passed unanimously.}}}

Coleman Dawkins of The Dalles asked why a letter and not an ordinance. Commissioner Runyon replied that until it is known what the State is going to do, an ordinance is premature; what is important now is that our voice is heard.

Wayne Lease, Washington resident, agreed saying that what the State does may modify the constitution.

James Bisset of The Dalles thanked the Board for being proactive in addressing this issue.

Commissioner Runyon noted that this issue has not been taken up by the Association of Oregon Counties. He stated that he will be at the AOC on Monday and expects

this to be a big part of the discussion.

Greg Senchy thanked the Board for taking action.

Discussion List – Building Codes

Mr. Lease stated that he has narrowed the issue down to one of three issues – nonfeasance, misfeasance, or malfeasance and offered definitions of each of the three terms.

Mr. Stone said that Mr. Lease has been coming to the Board of Commissioners for over a year regarding the management of Building Codes in Wasco County; the County has been discussing this and it is time to study the problem – talk to the local building community and the State about building codes in Wasco County. He suggested that a group of stakeholders and interested parties be formed to study the issue and come back with recommendations.

Mr. Lease said that when he first started looking into this there was a lot of information; over time, he has been able to eliminate a lot of the rabbit trails and he believes his work will help the group get started. He observed that OAR 455.210 will be extremely important because it addresses all disciplines. He offered to provide all of his research to Mr. Stone.

Mr. Stone said he would like to see a committee of approximately five people – one state representative and he can talk about who else would be appropriate to fill out the group. He said that they will need to have the expertise of someone from the building community. He said that changes may be necessary but they will have to determine exactly what is needed and what the best way to get there is.

Commissioner Runyon stated that MCCOG houses building codes in Wasco County and the group will be looking at that program. Mr. Lease said that the services at Building Codes are fine, but the administration of funding is in question. He stated that MCCOG is comingling and loaning money to other agencies they oversee and an audit would be necessary to really discover what is happening. He noted that they are the only Building Code agency in the State asking for the large fee increases they are asking. Commissioner Runyon reminded everyone that Mr. Lease is expressing his own opinions.

Chair Hege asked Mr. Stone for a timeline. Mr. Stone said that he would hope to

have some preliminary recommendations in the next few months. Chair Hege asked for a progress report in a month.

*****The Board was in consensus to authorize Mr. Stone to form a group to explore Building Codes in Wasco County.*****

Agenda Item – Mosier Fire District Board of Directors Appointment

Mosier Fire District Board member Glenn Bartholomew explained that they had had the unfortunate circumstance of having two Board member recalled and another resign leaving them without a quorum to appoint people to fill unexpired terms. He said that the remaining two Board members are looking to the Wasco County Board of Commissioners to appoint a member which will create a quorum and allow them to appoint people to fill the remaining two unexpired terms.

Chair Hege noted that this will be a short-term appointment as all three positions will be up for re-election in May. He asked if the board has the option of appointing both applicants as both are highly qualified.

Commissioner Kramer asked if the Fire District Board intends to appoint whichever applicant is not appointed by the Board of Commissioners. Mr. Bartholomew replied that it is possible, but there are eight or ten people who have expressed interest in being considered for the vacant positions. He said that once they have a quorum, they will solicit applications for the other two open positions.

Commissioner Kramer said that the packet includes a recommendation from the Fire District to appoint Joanne Rubin. Based on that recommendation he said he is prepared to make a motion.

{{{Commissioner Kramer moved to approve Order 15-009 appointing Joanne Rubin to the Mosier Fire District Board of Directors. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – HB 3194 Reinvestment Funds

Sheriff Rick Eiesland stated that HB3194 was passed last year to reduce the number of inmates in state prisons and allocate them by early release back to the counties with commensurate funding for Community Corrections to manage that population with programs and additional jail space. He explained that an MRT program had been started in the jail to help with the transition and get lives back on track by

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starting the transition while still in jail. He explained that the MRT program requires a 30-day minimum jail stay but often these offenders are released early due to a low matrix score. He suggested that the remaining Reinvestment funds be used for Community Corrections to enter into a contract with NORCOR to have an additional 7 beds which they could manage outside the matrix to house MRT program participants for the minimum 30-day stay.

Commissioner Kramer asked if NORCOR and Community Corrections have weighed in on this idea. Sheriff Eiesland reported that both are in support of the plan. He added that with the matrix system, Wasco County used only 44 beds last month.

Commissioner Runyon asked if the plan needs to be approved through the Local Public Safety Coordinating Council. Sheriff Eiesland replied that next year LPSCC will be more involved as there will be more state-imposed restrictions on the funding; however, this year counties have broad discretion. He added that Finance Director Monica Morris is looking into the possibility that the County is permitted to use 10% of the funds for the administration of the grant.

Mr. Stone said that the contract will need to be separate and distinct so as not to add to the County's rolling average. He added that the management of those beds will be challenging. He stated that the Sheriff does an excellent job of managing the County beds through the matrix; there will need to be something in place to prevent Community Corrections from exceeding their allotted beds and spilling population over to County beds. Sheriff Eiesland responded that he will get separate daily reports for both inmate populations.

Sheriff Eiesland added that five inmates from the County beds are allowed in the MRT program. He stated that he had asked Community Corrections Director Robert Martin how many more the program can support. Mr. Martin had said the program could take up to ten more participants.

{{{Commissioner Runyon moved to grant Sheriff Eiesland and Mr. Stone the authority to negotiate a contract between Community Corrections and NORCOR for an additional seven beds for Community Corrections inmates participating in the MRT program. Commissioner Kramer seconded the motion which passed unanimously.}}}

Agenda Item – State Homeland Security Grant Program

Chief Deputy Lane Magill explained that Emergency Manager Kristy Beachamp is working on an application for State Homeland Security Grant funding for two projects:

- The Wasco Amateur Radio Services repeater replacement for 2015. All of the WARS repeater sites are privately owned and are getting older. We felt it important to get those updated as the County uses them as well. It will cost approximately \$22,050 for that project.
- The Bake Oven repeater site needs an upgrade as well as a back-up generator. The site is located on private property; the County pays rent for the use of that site but it is our equipment. He reported that twice in the last year that site has been down – once for a period of 3-weeks. It is an integral part of the radio communication structure. That work will cost approximately \$33,627.

He went on to explain that Finance has been kept informed and there is not a match requirement for either project. He said he would bring documents back to the Board should the grant funding be awarded. He said he should know in March or April.

Chair Hege asked what other projects the County has funded through this program. Chief Deputy Magill replied that the mobile terminal repeater sites, radio equipment for all the emergency service agencies outside the city limits, mobile radios for patrol cars, and portable radios for deputies have all been funded through this program. He explained that it is a competitive bids process; Wasco is one of the few counties in the state that is NIMS compliant and has an active communications strategic plan – that makes it much easier to get funding.

Chief Deputy Magill explained that Ms. Beachamp could not be here today as she is serving on the State Homeland Security Grant Funding Committee for the approval and review of application. He said the advantage to that for Wasco County is it keeps us informed as to what is happening at the State level.

Agenda Item – Chinook Street Clean-up

Interim Public Works Director Arthur Smith explained that a significant rainfall had caused some damage to Chinook Road which was dedicated to the public in 1952 but

is not part of the County road system. The County Road Department cannot do work on a non-county road without the direction of the Board of Commissioners. He reported that he had talked with the City of The Dalles and Chenoweth PUD regarding the damage to Chinook. He said that a culvert partially on Donovan's property and partially on Chenoweth PUD property plugs up easily and seems to be a major contributor to the flooding that occurred.

Mr. Smith went on to say that the City of The Dalles street sweeper had come through to clear away remaining debris. He noted that this is not be interpreted as an ongoing responsibility for the City, but rather a one-time occurrence. He said that the situation is in hand and there is no need for further action.

Commissioner Kramer expressed concern for 10th Street's safety as it is a well-traveled street. Mr. Smith said he did not see it as an issue; this was a unique occurrence that inundated all the systems.

A citizen stated that the Donovan build included modifications that do not seem to be working. He asked who authorized the alteration to the system. Mr. Smith replied that the modification was done by Tenneson Engineering and approved by the City of The Dalles. He suggested that the citizen contact Jim Schwinof, City Inspector.

Agenda Item – Legal Access Policy

Mr. Stone explained that when the County hired Timmons Law as County Counsel, there was no formal process in place to access legal services as departments had previously accessed the District Attorney as needed. He stated that there needs to be a way to capture what legal issues are being brought forward as well as a way to control costs and make sure actions are appropriate.

Mr. Stone said that this is a draft policy and the intent is to keep it as simple as possible. The basic premise is for department requests to flow through the Commission office to collect the requests and determine how to proceed. The policy includes a form to help departments initiate that process.

County Counsel Kristen Campbell added that she thinks it will be an effective policy that will encourage inquiry and make it simple to move requests forward. She said that this will also allow the gatekeepers to have knowledge of what is coming up throughout the County and identify redundant requests which can be addressed with education for departments.

Mr. Stone added that some requests that come in will not need to go to County Counsel; for instance, employment law questions can be handled through the insurance carrier with a cc to County Counsel so they are aware.

Chair Hege said that he believes the Management Team should have some input before the policy is enacted. Commissioner Kramer concurred. Commissioner Runyon said that he thinks it is a good idea and will encourage cohesiveness.

*****The Board was in consensus to send the Legal Access Policy to the Management Team for review and feedback before taking any action to adopt the policy.*****

Discussion Item – FEMA Reimbursement

Mr. Stone asked to add the FEMA Reimbursement to the Discussion List. He explained that this is the reimbursement submission form (attached) to recover some of the costs of fighting the 2014 Rowena wildfire.

{{{Commissioner Kramer moved to approve the submission of the FEMA reimbursement form, FEMA5073-FM-OR, to recover some of the costs incurred by the County in the fighting of the 2014 Rowena wildfire. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – The Dalles Watershed Council Appointment

{{{Commissioner Kramer moved to approve Order #15-006 appointing John Dodd to The Dalles Watershed Council. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion Item – National County Government Month Proclamation

Commissioner Runyon explained that the National Association of Counties is recommending passage of a proclamation recognizing April as National County Government Month. He said that he would like to encourage the Board to highlight that as they go about their activities throughout the County. He said that there are materials being sent out by NACo but the County is free to develop their own with information relevant to Wasco County.

Chair Hege asked if there are any specific activities Commissioner Runyon would like to engage in regarding this proclamation. Commissioner Runyon replied that there is nothing specific; he thinks the Town Halls are a great part of what the Board is doing to highlight County government.

Consent Agenda – 1.21.2015 Minutes/Watershed Reappointments
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**{{{Commissioner Kramer moved to approve the Consent Agenda.
Commissioner Runyon seconded the motion which passed unanimously.}}}**

Chair Hege called for a recess at 10:24 a.m.

The session reconvened at 10:27 a.m.

Chair Hege opened an Executive Session pursuant to ORS 192.660(2)(h) conferring with legal counsel and ORS 192.660(2)(f) to consider information or records exempt by law from public inspection. He instructed the media to not report on the executive session except the topic as just outlined.

At 10:53 a.m. Chair Hege closed the Executive Session and reconvened the Regular Session.

{{{Commissioner Runyon moved to engage Pauly, Rogers & Company out of Tigard, OR for the purpose of conducting an audit of procedures and reconciliation as described in their proposed engagement letter. He further moved that Mr. Stone be appointed as contact person for Pauly, Rogers & Company and be granted the authority to engage additional personnel to conduct the financial business of Wasco County. Commissioner Kramer seconded the motion which passed unanimously.}}}

Chair Runyon read the following press release into the record:

Wasco County Announces Response to Audit Results

The results of the Wasco County June 30, 2014 year-end financial audit, which was released on January 31, 2015, identified various deficiencies in the policies and practices within the Treasurer's Office.

While the audit report does not evidence wrongdoing, it underscores weaknesses in procedures involving petty cash, bank reconciliations and the reconciliation of tax

deposits. Consistent with its paramount commitment to fiscal accountability, and upon the advice of County Counsel, the Wasco County Board of Commissioners has retained a neutral, outside accounting firm to thoroughly investigate the deficiencies identified in the audit report and to assist the County in devising policies and procedures to resolve the identified weaknesses.

Commission Call

Commissioner Runyon noted that there is some movement in Congress to get SRS funding out to the Counties suffering from the loss of timber receipts. He stated that the amount is small as compared to past years, but at least it is still alive in Congress.

Commissioner Kramer announced that the Forest Collaborative is moving forward. There will be an open informational meeting at Dufur School cafeteria at 2:00 p.m. on February 25th. He announced that Emily Jane Davis from Oregon State University and Field Representative Phil Chang from Senator Merkley's office will be on hand to help. In addition Kate Sinner and Kameron Sams will be on hand. The Soil and Water Conservation District is co-convenor.

Chair Hege recessed the regular session and announced that a work session would be held at 1:30 p.m. in the Deschutes Room located in the basement of the Courthouse.

Agenda Item – Work Session

Mr. Stone said that Commissioner Kramer has asked for some work sessions that allow an opportunity for the discussion of upcoming issues. Today's topic will come back to the Commission in a more formal setting, but today's work session will allow staff to provide background and receive feedback before making a formal recommendation.

Mr. Stone went on to say that the Directors of Planning and Public Works retired/transferred in December of 2014; this presents an opportunity to discuss both the building configuration and the administrative structure in that space. With new leadership comes new thinking and in December he asked Interim Directors Arthur Smith and Angie Brewer to explore the possibility of combining the two departments under single leadership. They were charged with determining if the idea would be worth pursuing and if so, what would that look like.

Mr. Smith provided some history of the Public Works building and some discussion ensued as to how both departments came to be housed there. He explained that since

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he has been there the two departments have operated independently of each other. He observed that this exploration has opened a lot of questions.

Ms. Brewer agreed saying that it has helped her gain a much more thorough understanding of Public Works and what they do – they have been able to identify some ways in which they might cooperate and share responsibilities to save resources. She said they did their best to remove personal ownership from the equation to allow them to look practically at the organization. She said they looked at their customer base and relationships with community partners; they looked at permitting processes and timelines for efficiencies. She said that while they have always gotten along well on a staff to staff level, they have not made any concerted effort to be a team. Mr. Smith noted that at one time, Planning paid rent to Public Works for use of office space. Chair Hege observed that there had been a lot of long-term employees with a strongly established culture.

Mr. Smith reviewed his memo (attached) and concluded that while there are many improvements they have identified, combining the two departments under a single director would create an overall lack of leadership for staff and cause the Director to be a step removed from each of the two departments.

Ms. Brewer reviewed her memo (attached) and noted that the Planning Department's staff is considerably smaller than Public Works' staff and there is an opportunity to leverage staff to the advantage of both. Currently the Planning department is short staffed - more staff would mean better counter coverage and a happier public along with fewer interruptions for the Planning staff making them more efficient.

She went on to identify some of the efficiencies they have considered – shared databases, shared site visits/photos and more regular interaction to promote a better understanding of one another's operation to be sure decisions do not negatively impact the other's operation. She also offered an explanation of areas where they found combining processes would slow progress. She concluded by saying that she would suggest that the two departments work in a more coordinated way without consolidating.

They reviewed the presentation (attached) which concluded with a list of low and high cost initiatives that could bring efficiencies and improve customer experience – the goal is to shift interdepartmental culture and improve functionality. The highest cost item, a Community Development Center – planning, transportation,

WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
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PAGE 12

environmental health, etc. – would have the potential for improving customer service and sending a better message while adding efficiencies and lowering costs. The change in culture should improve employee satisfaction which would naturally create higher customer satisfaction. Ms. Brewer said what they would ask for is a phased investment for improvements; many of the low-cost/no-cost items can be done now. She pointed out that at the morning session the Board highlighted the value of County Government and this would be a way to take that next step forward; the Courthouse has a great presence – that can be duplicated at Public Works and Planning.

Commissioner Runyon commended Mr. Smith and Ms. Brewer on the quality of the work that went into the reports. He stated that this is a great opportunity and he is excited to see the two departments working together for the good of all. He thanked Mr. Stone for facilitating the work. He observed that the building will definitely need to be reworked if it is to be user-friendly – he suggested that if they are able to have a central office for the public that they call it the County Development Center as “Community” may confuse people who associate that term with more municipal organizations. He said even if none of the predicted cost savings are realized, the improvement in customer service will be of great benefit.

Mr. Stone reminded the Board that there are funding challenges in the Road Department for the maintenance of the County road system. He pointed out that the public is not often aware of the restrictions on where the money to fund that work must come and there will need to be some public education for any capital improvement expenditures. The public will need to understand that any dollars being spent to improve public buildings are not funds that could be used for roads under current State law.

Mr. Stone asked for direction on how to approach hiring permanent directors for both Director positions. Chair Hege stated that he would like Mr. Stone to determine that process and come back to the Board with a recommendation.

Commissioner Kramer commented on the high level of teamwork that has been displayed and expressed his pride in County staff – for the most part, the staff works well as a team. Finance Director Monica Morris concurred saying that Mr. Smith and Ms. Brewer took the ask seriously, set a tone of integrity and invested effort and energy to produce a quality report even knowing that they could lose their position(s) through the process.

Alternate Planning Commissioner Mike Davis stated that this is an important exercise and stated that he believes the Board is doing a great job which energizes citizens to volunteer. He said what comes from this work may be a model for other departments to integrate whenever possible.

Commissioner Kramer reported that he had attended last night's The Dalles City Council meeting. He stated that they instituted a 3-year freeze on new roads and he wonders if that includes taking County roads that are in the City or the UGB. Mr. Stone responded that he had spoken to the City Manager Nolan Young yesterday; Mr. Young had indicated that he would like to get the appropriate City/County staff together to discuss that issue. Mr. Stone said he thinks the City is ready to look at the streets that are already up to standard and talk about how to get the remaining ones up to those standards as well.

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

Summary of Actions

Motions Passed

- **To approve sending the letter in support of second amendment rights to all Oregon State legislators and all Oregon county governments.**
- **To approve Order 15-009 appointing Joanne Rubin to the Mosier Fire District Board of Directors..**
- **To grant Sheriff Eiesland and Mr. Stone the authority to negotiate a contract between Community Corrections and NORCOR for an additional seven beds for Community Corrections inmates participating in the MRT program.**
- **To approve the submission of the FEMA reimbursement form, FEMA5073-FM-OR, to recover some of the costs incurred by the County in the fighting of the 2014 Rowena wildfire.**
- **To approve Order #15-006 appointing John Dodd to The Dalles Watershed Council.**
- **To approve the Consent Agenda: 1.21.2015 Minutes, The Dalles Watershed Council Reappointments.**
- **To engage Pauly, Rogers & Company out of Tigard, OR for the purpose of conducting an audit of procedures and reconciliation as described in their proposed engagement letter and that Mr. Stone be appointed as**

contact person for Pauly, Rogers & Company and be granted the authority to engage additional personnel to conduct the financial business of Wasco County.

Consensus

- **To support and participate in the 2015 50+ Resource Fair to be held in May, 2015.**
- **To authorize Mr. Stone to form a group to explore Building Codes in Wasco County.**
- **To send the Legal Access Policy to the Management Team for review and feedback before taking any action to adopt the policy**

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott Hege, Commission Chair

Rod Runyon, County Commissioner

Steve Kramer, County Commissioner

Agenda Items

Regional Solutions

- [Presentation](#)

Regional Solutions: North Central Region

PROGRAM SUMMARY AND ATTAINABLE HOUSING DEVELOPMENT FUND
FEBRUARY, 2015



Regional Solutions Program: Why was it created?

- ❑ A long line of Oregon Governors have recognized the diversity of Oregon and the state's unique regional needs (origins back to Governor Tom McCall)
- ❑ The program was established with the goal to approach community and economic development regionally, by working at the local level to identify priorities, solve problems, and seize opportunities to get specific projects completed
 - ❑ Regions align with US Economic Development Districts (MCEDD)
- ❑ Such an approach leverages opportunities to address the highest regional priorities for long-term economic growth
 - ❑ Leverages community (public, private and civic) resources to shape the region's future and accelerate and complete on-the-ground projects



Regional Solutions

JOHN A. KITZHABER, M.D.
GOVERNOR

Valley North Coast

- North Coast Region
Sen. Betsy Johnson
- Mid-Valley Region
Sen. Jackie Winters
- South Valley Region
Sen. Lee Beyer

Southern Oregon

- South Coast Region
Keith Tynchuk
- Southern Oregon Region
Bill Thomdike

Metro

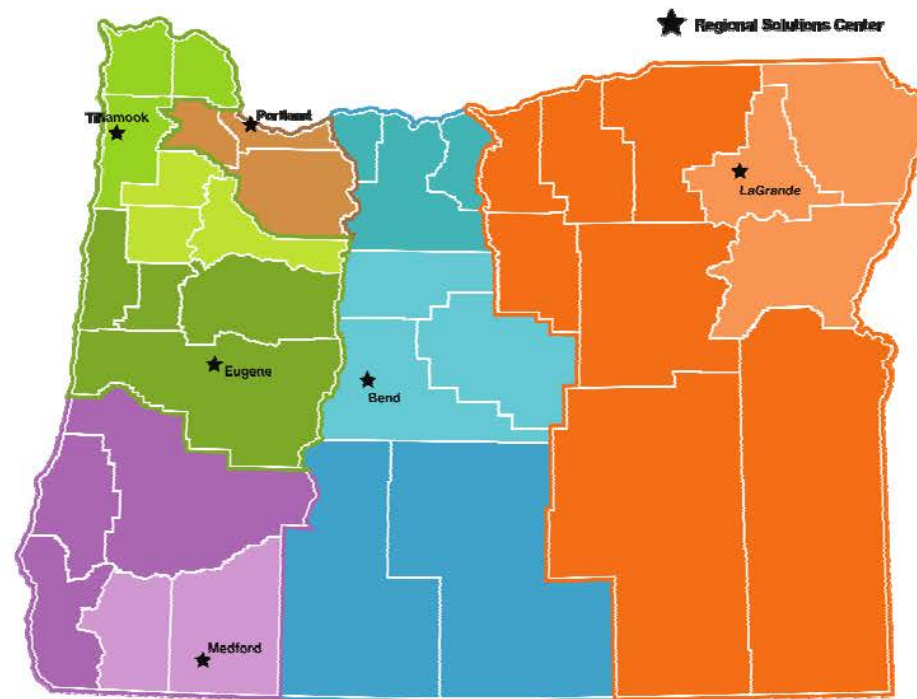
- Metro Region
Bill Wyatt

Central Oregon

- Central Region
Mike Holm
- North Central Region
Mike McArthur
- South Central Region
Jane O'Keefe

Eastern Oregon

- Greater Eastern Oregon Region
Cam Preus
- Northeast Oregon Region
Tim Seydel



Regional Solutions Program:

Who participates and what do they do?


☐ **Regional Solutions Advisory Committee:**

- ☐ Identify high level priorities for the region
- ☐ Connect resources from the community to expand collective capacity to solve problems and seize opportunities

☐ **Regional Solutions Team Members:**

- ☐ Work in collaboration with other state agencies, local, county and federal governments, as well as the private and civic sector on priorities and projects for which a single agency solution is not sufficient
- ☐ Lead, track and report on projects that are related to their agency's mission

☐ **Regional Coordinator:**

- ☐ Serve as catalyst for action
 - ☐ Assist in staffing the Advisory Committee
 - ☐ Bring government and other sectors together to undertake projects
 - ☐ Develop work plan for each priority including agency involvement, expected outcomes, targets and milestones
- 

North Central Region: Advisory Committee

Executive Committee:

Mike McArthur , Convener	Rod Runyon , Association of Oregon Counties rep.	Steve Lawrence , League of Oregon Cities rep.
Jeff Anderson , Philanthropy rep.	Scott Reynier , Business rep.	

Additional Advisory Committee members:

Ken Bailey , businessman and orchardist	Amanda Hoey , MCEDD Executive Director	Andrea Klaas , Port Representative, Port of The Dalles
Carol Mackenzie , Mayor of Wasco	Maui Meyer , Hood River County Commissioner and businessman	Jeff Nicol , Gorge Tech Alliance and CGCC Small Business Development Center Director
Judge Gary Thompson , Sherman County;	Frank Toda , President, Columbia Gorge Community College	

North Central Region: Team Member

- ❑ **Kate Sinner**, Coordinator, Office of the Governor
 - ❑ **Scott Edelman**, Department of Land Conservation and Development
 - ❑ **Brad Dehart**, Oregon Department of Transportation
 - ❑ **Alan Daniels**, Department of Environmental Quality
 - ❑ **Mike Ladd**, Water Resources Department
 - ❑ **Kim Travis**, Oregon Housing and Community Services
 - ❑ **Carolyn Meece**, Business Development, Business Oregon
 - ❑ **Loren Schultz**, Infrastructure Finance Authority, Business Oregon
 - ❑ **Kirk Jarvie**, Department of State Lands
 - ❑ **Rob DelMar**, Oregon Department of Energy
 - ❑ **Chris Parkins**, Oregon State Parks and Recreation
- 

Regional Solutions Program: Results


Strategic Investments and Leveraging

- ❑ Since 2011, more than \$142 million in state funds has been co-invested with more than \$499 million of county, municipal, private, philanthropic, and other funds to contribute to the state's economic vitality
- ❑ Investments have resulted in significant progress in addressing infrastructure needs, industrial lands readiness, and workforce housing needs, and have supported local businesses through loans, grants, and incentives


Regulatory Alignment

- ❑ State agencies have integrated and aligned permitting requirements and removed barriers to business retention and expansion in order to quickly respond to issues

Regional Leadership

- ❑ Over 100 local elected officials, business representatives, foundation representatives, and citizens have been appointed to serve on one of the 11 Regional Solutions Advisory Committees
- 

How Regional Solutions Can Be Helpful To You

- ❑ To elevate a project so that the proper state agency staff is involved
 - ❑ Utilizes a holistic approach to community-based priorities
 - ❑ Point of access for communities and project proponents in region
 - ❑ Aligns state agency positions and resources related to a specific issue or project so that the state can speak with one voice
 - ❑ Seeks creative ways to make projects easier, better, and faster
- 

North Central Region: Priorities

Infrastructure focus on:

- Waste water
- Water
- Telecommunications/broadband
- public transportation, access, freight

Providing support for business clusters:

- Value added agriculture
- Fermentation sciences
- Technology
- Arts and culture
- Health care
- Renewable energy
- Tourism and recreation

Work force training

Availability of industrial land


Regulatory integration/streamlining

Attainable housing

Urban area boundaries in the National Scenic Area and need for clarity from Columbia Gorge Commission re: amendments

North Central Region: Projects from Priorities

Infrastructure

- ☐ Giles French RV Park
 - ☐ Biggs Junction Truck Parking
 - ☐ The Dalles Riverfront Access – Washington Street
 - ☐ Antelope water system improvement
 - ☐ Squally Point Trail Connection
 - ☐ Wamic water system access to Pine Hollow Irrigation District
 - ☐ Agora
 - ☐ Gorge Hubs
 - ☐ Broadband in Rural Communities
 - ☐ Transit and Transportation Coordination
- 
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North Central Region: Projects from Priorities (continued)

Attainable Housing

- ☐ Heritage Heights
- ☐ Workforce Housing in Hood River
- ☐ Goal 10 in Hood River
- ☐ ODOT Maintenance Facility

Providing support for business clusters

- ☐ Port of Cascade Locks Sail Park Expansion

North Central Region: Projects from Priorities (continued)

Availability of Industrial Land


- ☐ North Chenoweth Certified Industrial Site
 - ☐ South Wasco County
 - ☐ Port of Hood River Waterfront Infrastructure
 - ☐ Lower Hanel Mill Industrial Land
 - ☐ Pine Grove Industrial Park
 - ☐ Cascade Locks (City and Port) Infrastructure
- 

North Central Region: Projects from Priorities (continued)

Urban area boundaries in the National Scenic Area and need for clarity from Columbia Gorge Commission re: amendments

- ❑ The Dalles periodic review and potential UGB expansion

Regulatory Integration/Streamlining

- ❑ Wetland Technical Assistance for the City and Port of The Dalles
 - ❑ Energy Facility Siting – Brush Canyon Wind
- 

North Central Priority Project: Attainable Housing

- ❑ **Advisory Committee identified the need for attainable housing as the top regional issue**


- ❑ **Local leverage**

- ❑ Sherman County established a attainable housing loan fund
- ❑ Hood River County and the City of Hood River committed funds, along with DLCD, to develop a Buildable Lands Inventory and Housing Stock Needs Analysis


- ❑ **Local leadership**

- ❑ Elected officials at the city and county level have committed to code and policy changes to facilitate attainable housing development


- ❑ **State support**

- ❑ Funds and technical assistance committed by DLCD and Oregon Housing and Community Services
 - ❑ Regional Solutions Program secured \$2 million for the “Attainable Housing Development” revolving loan
- 

Attainable Housing Development Fund

- ❑ \$2 million – available February 2015
 - ❑ Designed to provide loan resources to address a shortage of quality housing stock at price ranges and rental levels which are commensurate with the financial capabilities of workers and households in the region
 - ❑ Uses are intended to include pre-construction, rehabilitation and loan guarantees
 - ❑ Goals for the fund include development of tangible assets through housing development, providing opportunities for those in the region to live where they work and supporting the middle market of 80-120% median family income
- 

Attainable Housing Development Fund (continued)

- ☐ Project must be located in Hood River, Wasco or Sherman County
 - ☐ Project will result in real property or rehabilitated property assets through housing development
 - ☐ Project is supported by a city or county
 - ☐ Project funds housing development meeting the needs of individuals at 80-120% median family income (MFI)
 - ☐ Project has significant financial leverage
- 

Attainable Housing Development Fund (continued)

Q: How can someone apply?

A: Applications will be reviewed by Regional Solutions Housing Subcommittee and the MCEDD Loan Board

Contacts:

- Kate Sinner with North Central Regional Solutions (Kate.Sinner@Oregon.gov)
- Amanda Hoey at MCEDD (Amanda@mcedd.org)

Thank you! – and - Questions?

Kate Sinner

North Central Regional Solutions Coordinator

Office of Governor John A. Kitzhaber, M.D.

E-mail: Kate.Sinner@Oregon.gov

Mobile: 971-273-8819



Agenda Items
Wasco County's Affiliation with North Central
Public Health District

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

Agenda Items

Wasco County Policies

- [Memo](#)
- [Legal Access Policy](#)
- [Public Records Requests Policy](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: POLICIES – LEGAL ACCESS & PUBLIC RECORDS REQUEST
DATE: 2/13/2015

BACKGROUND

LEGAL ACCESS POLICY: This policy was brought before the Board at the 2.4.2015 Board Session where the Board asked that it be reviewed by the Management Team prior to consideration by the Board. On 2.12.2015, Administrative Officer Tyler Stone presented the Legal Access Policy to the Management Team. To date, there have been no suggested changes.

PUBLIC RECORDS REQUEST POLICY: Public Records Requests have been a rare occurrence for Wasco County, but a recent series of requests for public records has revealed the need for a policy that will allow staff to capture and track requests to ensure we are meeting the public's need for information efficiently and effectively.

WASCO COUNTY POLICY FOR ACCESSING LEGAL COUNSEL

The identification of areas of existing or potential legal concern by Wasco County employees is highly encouraged. However, for several reasons including, but not limited to, the efficient and economic use of County resources, requests for legal services shall be made pursuant to the following:

Wasco County employees, including Department Directors/Managers, may *not* independently seek legal consultation on County matters except through the process outlined by this policy. County legal issues are not to be discussed with counsel other than County Counsel unless expressly authorized by the County Administrative Officer or Board of Commissioners.

Wasco County employees shall bring any and all existing or potential legal concerns pertaining to County business to the attention of their Department Director/Manager. Department Directors/Managers shall determine if the issue should be escalated to the County Administrative Officer for consideration. Department Directors/Managers may consult with their professional association and/or counterparts in other Oregon counties regarding general topics or issues that are not of a confidential nature.

Department Directors/Managers who have determined that legal consultation is appropriate and/or necessary shall request legal services by submitting their request using the “Request for Legal Services” form (Exhibit A) through interoffice mail or in-person delivery to the Assistant to the Board of Commissioners. All requests should be placed in a routing envelope marked “Confidential.”

ADOPTED this 4th Day of February, 2015 and effective immediately.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Exhibit A

Wasco County Request for Legal Services (Please attach copies of relevant documents)

Date: [Click here to enter a date.](#)

Department: [Choose an item.](#)

Contact Person:

Date Needed: [Click here to enter a date.](#)

Are you aware of any Wasco County Ordinances/Codes or State Statute that applies: ☐ Yes ☐ No

If yes, please explain:

Have you already sought counsel from a colleague or professional organization? ☐ Yes ☐ No

If yes, what relevant information did you acquire?

Please describe the legal issue you are bringing forward:

Send requests to Executive Assistant to the Board of Commissioners through interoffice mail – mark the envelope **CONFIDENTIAL**.

Wasco County
Request for Legal Services
(Please attach copies of relevant documents)

Date: _____ Department: _____

Contact Person: _____ Date Needed: _____

Are you aware of any Wasco County Ordinances/Codes or State Statute that applies: ☐ Yes ☐ No

If yes, please explain:

Have you already sought counsel from a colleague or professional organization? ☐ Yes ☐ No

If yes, what relevant information did you acquire?

Please describe the legal issue you are bringing forward:

Send requests to Executive Assistant to the Board of Commissioners through interoffice mail – mark the envelope CONFIDENTIAL.

Wasco County Public Records Request Policy

1. Purpose

The purpose of this Public Records Request Policy is to provide guidance to Wasco County staff on how to coordinate a public records request from any entity or citizen making that request and ensure all request comply with ORS 192.410-192.505.

These rules apply to all County Departments, except for special procedures in the following Departments:

- (1) Sheriff's Office for law enforcement reports
- (2) Health Department for protected health information; and
- (3) District Attorney for all records

2. Policy

This policy is to provide guidelines and overall general procedures countywide. Directors will inform all affected employees within their department of this policy and its requirements.

The County Administrative Officer shall designate an individual to act as the County's centralized public records contact person for tracking public records requests submitted to all County departments.

Department Directors shall act as Public Records Custodians of their respective departments and will assist the centralized public records contact person where necessary. Department Directors should know and train their employees on what public records are available in their departments and what sensitive information those

records may contain. At no time will any Director/Manager release information without first submitting a Public Records Request Form to the centralized public records contact person and receiving a response from that designated person or the County Administrative Officer.

The centralized public records contact person will receive public records training and shall be responsible for arranging training and compliance of the of the applicable ORS.

3. Definitions

(1) “Custodian” means:

- (a) The person described in ORS 7.110 for purposes of court records; or
- (b) A public Body mandated, directly or indirectly, to create, maintain, care for or control a public record. “Custodian” does not include a public body that has custody of a public record as an agent of another public body that is the custodian unless the public record is not otherwise available.

(2) “Person” includes any natural person, corporation, partnership, firm, association or member or committee of the County.

(3) “Public body” includes every state officer, agency, department, division, bureau, board and commission; every county and city governing body, school district, special district, municipal corporation, and any board, department, commission, council, or agency thereof; and any other public agency of this state.

(4) “Public record”

- (a) “Public record” includes any writing that contains information relating to the conduct of the public’s business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.

- (b) “Public record” does not include any writing that does not relate to the conduct of the public’s business and that is contained on a privately owned device.
- (5) “Writing” means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

4. Procedures

- (1) When a County employee receives a public records request, the following procedures will apply:
 - (a) Immediately notify the centralized public records contact person of the public records request and provide a copy of any written request and completed Public Records Request Form (Exhibit A).
 - (b) Notification to the centralized public records request contact person should be done as soon as possible but no later than 2 days from receipt.
 - (c) Upon receipt of a public records request, whether written or verbal, the County staff person receiving the public records request must complete the Wasco County Public Records Request Form (Exhibit A) to the extent possible based on information known or offered by the requestor. Forward the completed Wasco county Public Records Request Form along with any written or documented request to the centralized public records contact person for data input.
 - i. NOTE: A public records request does not have to be in writing as a prerequisite for completing a public records request.
 - (d) ORS does not require agencies to change formats of an existing public record to comply with a public records request. Public Records may be provided in the format of an existing record and do not have to be

altered by scanning and downloading to provide electronically or downloading to a computer disk or flash drive.

- (e) ORS does not require the County to produce an employee to answer questions regarding the records produced and employees will refrain from commenting on requests.
- (f) Once the centralized public records contact person has received the information, a tracking number will be assigned, detailed data regarding the public records request will be input into a data base. The employee will be requested to coordinate with the centralized public records contact person for the compilation of the requested records to completion.
- (g) The centralized public records contact person will direct all correspondence to County Counsel.
- (h) The centralized public records contact person will document and maintain communication with the County department possessing the public records through to completion and will document and notify the department when all aspects of the public records request have been satisfied.
- (i) For those public records requests that become and/or are made on behalf of litigation, County Counsel must be notified in order to ensure compliance with the requirements of law.
- (j) If litigation is pending or reasonably anticipated, records relating to that litigation should not be disposed of in any manner and the County Administrative Officer and County Counsel should be provided notice. The County Administrative Officer and/or County Counsel will provide notice when it is permissible to dispose of records relating to litigation.
- (k) E-mail which is a public record but contains exempt information should be produced but the exempt information must first be redacted.

If in doubt as to whether an e-mail message is a public record or contains exempt information, the Department Director should contact the County Administrative Officer who will consult with County Counsel as necessary.

(2) Acknowledgement

The County shall provide a response acknowledging receipt of the written request as soon as practicable and without unreasonable delay. The County may request additional information or clarifications from the requester for the purpose of expediting its response to the request. The response must include one of the following:

- (a) A statement that the County does not possess, or is not custodian of, the requested public record.
- (b) Copies of all requested public records for which the County does not claim an exemption from disclosure under ORS 192.410 to 192.505.
- (c) A statement that the County is the custodian of at least some of the requested public records, and estimate of the time the County requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees the requestor must pay as a condition of receiving the public records.
- (d) A statement that the County is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure will be provide within a reasonable time.
- (e) A statement that the County is uncertain whether it possesses the public record, and that a search for the record will be conducted and an appropriate response will be made as soon as practicable.
- (f) A statement that state or federal law prohibits the County from acknowledging whether the record exists or that acknowledging

whether the record exists would result in the loss of federal benefits or other sanction. This statement must include a citation to the state or federal law relied upon by the County.

5. Exceptions to Public Records Information

- (1) Although documents that perpetuate, communicate, or formalize knowledge are public records, not all information found in that public record is necessarily subject to dissemination or release. For example, employee personnel files are public records. However, information such as social security numbers is protected and is not to be released.
- (2) The following public documents/instruments are examples that may include sensitive material that is either exempt from public records law or some other statutory exemption:
 - (a) 911 recordings
 - (b) Patient Information
 - (c) Employee records (Retirement records, drug screenings, medical records)
 - (d) Attorney Client Communications
- (3) This list is not all-encompassing. County departments should seek guidance from the centralized public records contact person or County Administrative Officer who should review ORS 192.501 – 192.505 and/or consult with County Counsel if they are unsure of what constitutes sensitive information prior to release of the public record(s).
- (4) All public records requests involving personnel files will be directed to Human Resources with notice to the centralized public records contact person and the County Administrative Officer to ensure compliance with the law.

6. Fees

- (1) All fees imposed for duplication of public records will comply with the law and will be charged at the rates outlined in the Wasco county Fee Ordinance.

- (2) County maps, aerial photographs, large format photos may be reproduced and charge a fee to cover the materials used for those duplications. Also, departments may include a reasonable labor and overhead charge associated with the duplication.
- (3) Where the nature or volume of a request requires extensive use of information technology resource or extensive clerical or supervisory assistance, the County may charge a special reasonable service charge based on the cost actually incurred for the extensive use of information technology resource or the labor cost of the personnel that is actually incurred for the clerical or supervisory assistance required. "Extensive" means taking more than 15 minutes to locate, research, review, redact, copy or remain present while the requestor copies and/or answers questions and re-file the material.
- (4) To assess the fee for employee hours spent in excess of 15 minutes, County departments will ascertain the hourly rate paid plus benefits costs to the county positions(s) compiling and providing the duplication.
- (5) Occasionally, requestor may need to review records directly. The County shall permit records to be inspected, copied and photographed, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. Because of exemptions, there may be sensitive information the public is not authorized to see. These reviews need to be scheduled after consultation with the County Administrative Officer and/or County Counsel.
- (6) Deposits: If a request requiring extensive resource by nature, County Departments may require a "deposit" before starting the reproduction. The member conducting the request should review the materials needed, develop and estimate for the cost for reproduction, and notify the requesting person or entity of the amount to reproduce the records and the need for a deposit. Any requestor having an account delinquent more than thirty days will be required to pay in advance the estimated cost of providing the public records documents requested.
- (7) Cost overages will be billed the balance; extra monies will be refunded.

(8) Once the County Department has received the fees associated with reproduction, the County department must provide the copied information.

7. Fee Reduction/Waivers

- (1) A request for a fee reduction or waiver must be submitted with the Request for Public Records Form. The request must include sufficient information and evidence to allow the County Board of Commissioners to determine whether a reduction or waiver of the Fee is in the public interest because making the record available would primarily benefit the public.
- (2) A Department receiving a waiver request should forward the request to the Board of Commissioners as soon as possible.
- (3) The Board of Commissioners shall decide whether to waive or reduce the Fee.

ADOPTED this 18th Day of February, 2015 and effective immediately.

WASCO COUNTY
BOARD OF COMMISSIONERS

Scott C. Hege, Commission Chair

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Exhibit A

Wasco County Public Records Request Form (Electronic fill-in)

Your First Name: [Click here to enter text.](#)

Your Last Name: [Click here to enter text.](#)

Your Street Address: [Click here to enter text.](#)

Your Apartment Number/PO Box: [Click here to enter text.](#)

Clearly describe what you want. Include identifying material, such as names, places and the period of time about which you are inquiring. If you think they will help to include what you are looking for, attach news clips, reports and other documents describing the subject or your research:

Agency/Office/Department you are requesting documents from? [Choose an item.](#)

Person's last name if known: [Click here to enter text.](#)

Agency/Office: [Click here to enter text.](#)

Fee Limit

Enter a dollar limit for the amount of fees you are willing to pay. The department will be told to notify you if the amount will exceed this. If you set an amount up front, the County will begin to process your request and you can retain some control over the ultimate amount you will have to pay.

Amount \$

Wasco County
Public Records Request Form
(Hard copy fill-in)

Your First Name: _____

Your Last Name: _____

Your Street Address: _____

Your Apartment Number/PO Box: _____

City: _____ State: _____ Zip Code: _____

Clearly describe what you want. Include identifying material, such as names, places and the period of time about which you are inquiring. If you think they will help to include what you are looking for, attach news clips, reports and other documents describing the subject or your research:

Agency/Office you are requesting documents from? _____

Person's last name if known: _____

Fee Limit

Enter a dollar limit for the amount of fees you are willing to pay. The department will be told to notify you if the amount will exceed this. If you set an amount up front, the County will begin to process your request and you can retain some control over the ultimate amount you will have to pay.

Amount \$ _____

Agenda Item
Lot Line Vacation

- [Staff Report](#)
- [Order #15-010 Vacating an Interior Lot Line](#)



Wasco County Planning Department

"Service, Sustainability & Solutions"

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

STAFF REPORT & RECOMMENDATION Prepared for the Board of County Commissioners

FILE # PLALLV-14-12-0003

HEARING DATE: February 18, 2015

PREPARED: February 11, 2015

REQUEST: Vacation of subdivision lot line between two contiguously owned lots

RECOMMENDATION: Approval, with conditions

APPLICANT/OWNER INFORMATION:

Applicant/Owner: David Colburn, 80906 Shadybrook Rd., Tygh Valley, OR 97063

PROPERTY INFORMATION:

Zoning: TV-R Tygh Valley Residential Zone

Environmental Protection District 2: Geologic Hazard (EPD-2)

Location: Lot 3 and Lot 6 of Block 18, Tygh Valley Lots Subdivision. More specifically described as:

	<u>Map & Taxlot</u>	<u>Old TL</u>	<u>Acct#</u>	<u>Acres</u>
Lot 3	4S 13E 10 BB 700	900	10640	0.26
Lot 6	4S 13E 10 BB 700	900	10640	0.26

ATTACHMENTS:

Options & Staff Recommendation
Staff Report

PREPARED FOR THE DIRECTOR BY:

Patricia Neighbor, Associate Planner

OPTIONS & STAFF RECOMMENDATION

Oregon Revised Statutes (ORS) 368.326 to 368.366 allows a county governing body to vacate interior subdivision lot lines through a defined process and, when certain conditions are met, without a public hearing. This process is an alternative to the more frequently utilized pathways found in ORS Chapter 92 – Subdivisions and Partitions.

ORS Chapter 368, which primarily provides authority and requirements involving county roads, presents a pathway for lot line vacation that does not generally require the hiring of a private engineer or surveyor. Additionally, a decision described in ORS 368.326 to 368.366 does not result in a “land use decision” as defined in ORS 197.015(11). This means that the traditional land use requirements related to procedure, public involvement, and notification do not apply to lot line vacations reviewed under Chapter 368.

The following Staff Report provides important background information and addresses the applicable standards. After reviewing the applicable regulations, Staff has identified the following four options for the Board of County Commissioners.

Board of County Commissioner Options:

1. Approve the petition for the subdivision lot line vacation, and accept the proposed conditions and findings contained in the Staff Report.
2. Approve the petition for the subdivision lot line vacation with amended conditions and findings.
3. Deny the petition with amended findings that the request does not comply with the Wasco County Land Use & Development Ordinance, Oregon Revised Statutes, or any other applicable standards.
4. If additional information is needed, continue the hearing to a date and time certain to allow the submittal of additional information.

Staff Recommendation:

Staff recommends **Option 1** – Approve the petition for the subdivision lot line vacation, accept the proposed conditions and findings contained in the following Staff Report, and require as a **condition of approval** the recording of the order with the Wasco County Clerk and the filing of the order with the Wasco County Assessor.

STAFF REPORT

I. APPLICABLE STANDARDS

Oregon Revised Statutes (ORS)

- 368.326 Purpose of vacation proceedings; limitation
- 368.331 Limitation on use of vacation proceedings to eliminate access
- 368.341 Initiation of vacation proceedings; requirements for resolution or petition; fees
- 368.351 Vacation without hearing
- 368.356 Order and costs in vacation proceedings

II. BACKGROUND

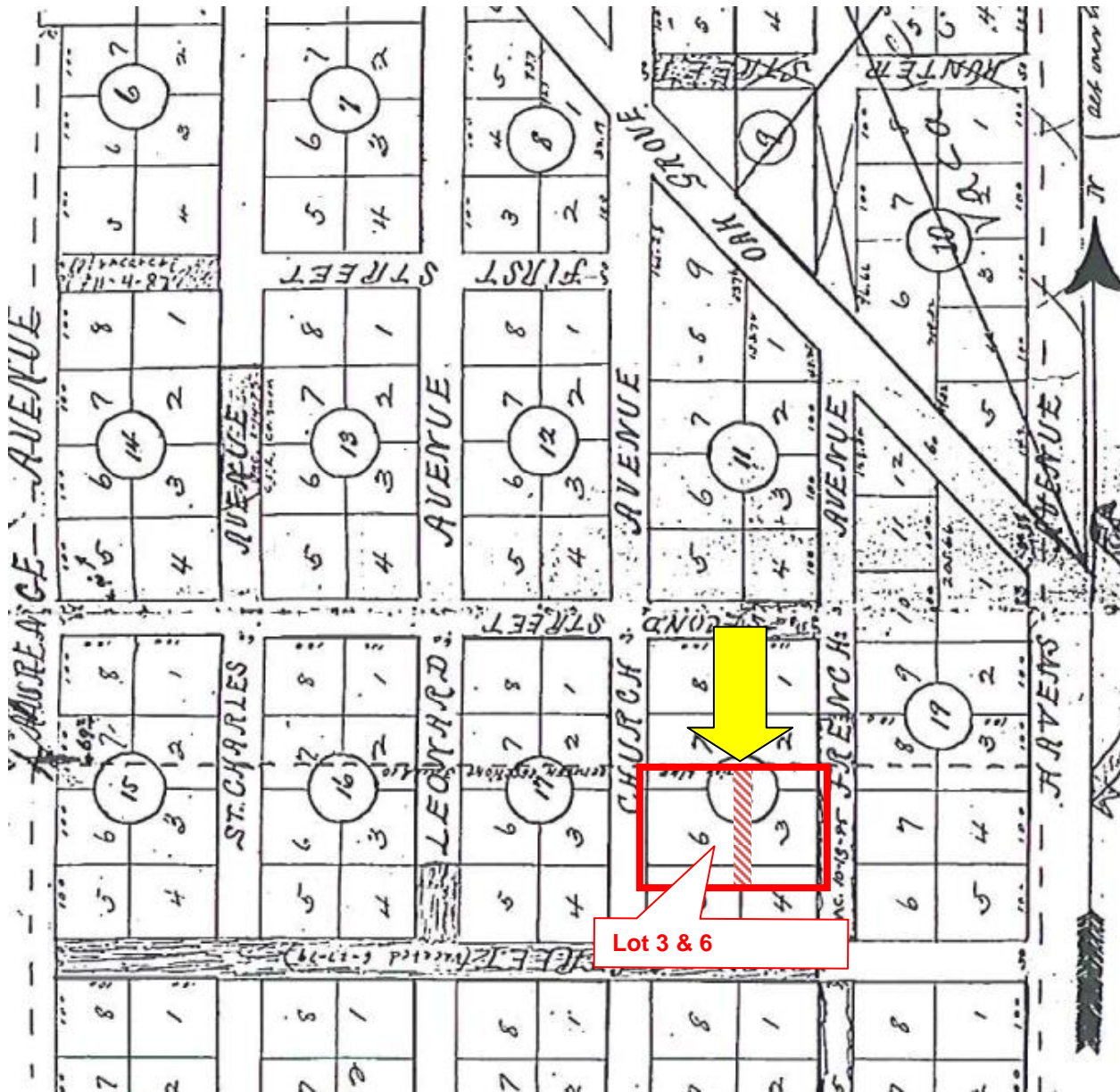
- A. Legal Parcel:** The two subject subdivision lots are legally described as Lot 3 and Lot 6 of Block 18, Tygh Valley Lots. Both lots were lawfully established by a subdivision plat recorded with the Wasco County Clerk on June 15, 1892.
- B. Site Description:** The subject parcels are in Tygh Valley, 0.33 of a mile southeast of Highway 197 and 0.75 of a mile northwest of the White River. The parcels are approximately 800 feet south of Tygh Valley Road and immediately east of Church Street. Each parcel is approximately 0.26 acres in size. Staff verified during the January 20, 2015 site visit that existing structural development on Lot 6 consists of a 37' x 35' x 16' outbuilding. Lot 3 is undeveloped. A gradual rise runs north to south through the parcels. The parcels are vegetated with pine trees along the north property lines.
- C. Surrounding Land Use:** According to Wasco County GIS maps, parcels immediately surrounding the subject parcel are zoned for residential use (TV-R), and are similarly sized. Parcels 300 feet to the north and east are zoned for commercial use (TV-C). Parcels 1,180 feet southwest of the subject property are zoned A-1 (160) for agricultural use.
- D. Land Use History:** Except for the 1892 subdivision that created the subject parcels, no past land use approvals have been issued for either parcel.
- E. Statutory Authority:** Oregon Revised Statutes 368.326 to 368.366 allows a county governing body to vacate interior subdivision lot lines through a defined process and without a public hearing if certain conditions are met. This process does not constitute a land use regulation or land use decision. This means that the common land use requirements related to procedure, public involvement, and notification do not apply to lot line vacations processed under these referenced statutes.

F. Maps

Map 1

Tygh Valley Lots Subdivision

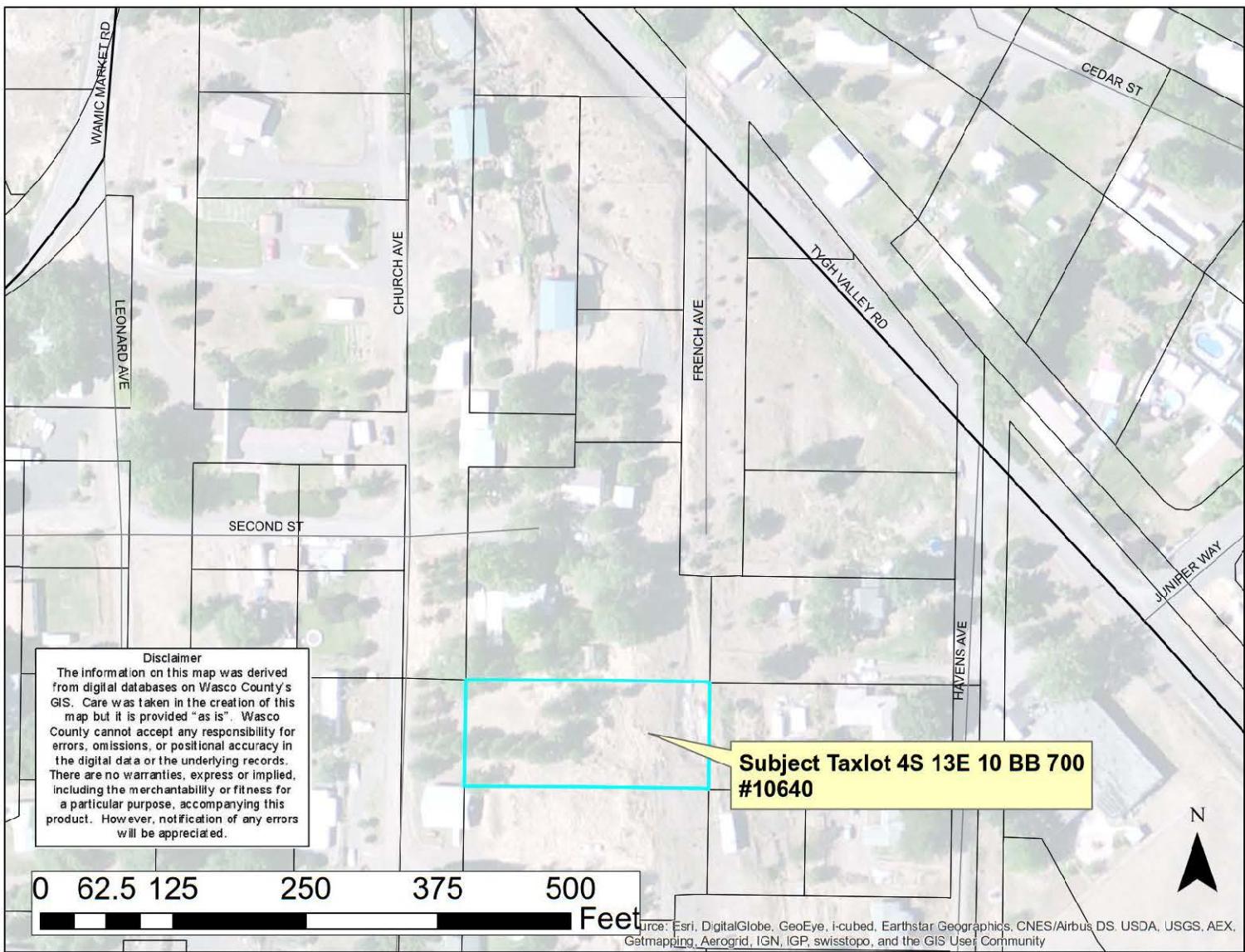
Lot 3 and Lot 6 are proposed to be vacated. The property line to be vacated is striped.
The arrow indicates (points to) the line to be vacated.



Map 2

Vicinity Map

Shows the approximate location of the subject lots (shown as consolidated) overlaid on an aerial photo to provide a general reference to the vicinity. Note: The aerial does not match up accurately with the lot lines.



III. FINDINGS OF FACT

Oregon Revised Statute (ORS) 368.326 to 368.366

368.326 Purpose of vacation proceedings; limitation.

ORS 368.326 to 368.366 establish vacation procedures by which a county governing body may vacate a subdivision, part of a subdivision, a public road, a trail, a public easement, public square or any other public property or public interest in property under the jurisdiction of the county governing body. The vacation procedures under ORS 368.326 to 368.366:

- (1) Shall not be used by the county governing body to vacate property or an interest in property that is within a city.*
- (2) Are an alternative method to the method established under ORS chapter 92 for the vacation of a subdivision.*

FINDING: Applicant is requesting the vacation of a subdivision lot line between two contiguously owned properties. The subject lot line is located between Lot 3 and Lot 6, Block 18, of Tygh Valley Subdivision. The subdivision lots are not located in an incorporated city.

368.331 Limitation on use of vacation proceedings to eliminate access.

A county governing body shall not vacate public lands under ORS 368.326 to 368.366 if the vacation would deprive an owner of a recorded property right of access necessary for the exercise of that property right unless the county governing body has the consent of the owner.

FINDING: Deed 2014 - 4078, filed with the Wasco County Clerk on December 23, 2014, grants the subject parcels, Lot 3 and Lot 6, to David Colburn. Staff finds that the property line vacation will not deprive any owner of a recorded property right of access.

368.341 Initiation of vacation proceedings; requirements for resolution or petition; fees.

- (1) A county governing body may initiate proceedings to vacate property under ORS 368.326 to 368.366 if:*
 - (a) The county governing body adopts a resolution meeting the requirements of this section;*
 - (b) The person who holds title to property files with the county governing body a petition meeting the requirements of this section and requesting that the property be vacated; or*
 - (c) The owner of property abutting public property files with the county governing body a petition meeting the requirements of this section and requesting vacation of the public property that abuts the property owned by the person.*

FINDING: Applicant David Colburn holds title to both lots, as documented by deed 2014 - 4078 filed with the Wasco County Clerk December 23, 2014. On December 18, 2014 David Colburn submitted a petition that meets the requirements of this section and requests that the property line be vacated. Subsection (c) is not applicable to this request because the subject property is not public property.

- (2) A county governing body adopting a resolution under this section shall include the following in the resolution:
- (a) A declaration of intent to vacate property;
 - (b) A description of the property proposed to be vacated; and
 - (c) A statement of the reasons for the proposed vacation.

FINDING: The resolution adopted by the Wasco County Board of Commissioners must include the information listed above.

- (3) Any person filing a petition under this section shall include the following in the petition:
- (a) A description of the property proposed to be vacated;
 - (b) A statement of the reasons for requesting the vacation;
 - (c) The names and addresses of all persons holding any recorded interest in the property proposed to be vacated;
 - (***)
 - (f) Signatures, acknowledged by a person authorized to take acknowledgments of deeds, of either owners of 60 percent of the land abutting the property proposed to be vacated or 60 percent of the owners of land abutting the property proposed to be vacated; and
 - (g) If the petition is for vacation of property that will be redivided in any manner, a subdivision plan or partitioning plan showing the proposed redivision.

FINDING: Applicant submitted an application describing the property to be vacated as Lot 3 and Lot 6, Block 18, of Tygh Valley Subdivision. More specifically described as:

	<u>Map & Taxlot</u>	<u>Old TL</u>	<u>Acct#</u>	<u>Acres</u>
Lot 3	4S 13E 10 BB 700	900	10640	0.26 +/-
Lot 6	4S 13E 10 BB 700	900	10640	0.26 +/-

Applicant stated the reason for the vacation, “to facilitate construction of a home and placement on lot considering required setbacks, topography and existing septic and drain field.” A lot line vacation will enable structural development in the center of the taxlot to meet property development setbacks. Each lot is approximately 115 feet wide; the taxlot is a total of approximately 230 feet wide. A lot line vacation will enable Applicant to construct a new home (on existing Lot 3) without relocating an existing septic drain field, that is located in the center of Lot 3. The application includes the name and address of David Colburn, who holds the recorded interest in the property proposed to be vacated. Per deed 2014-4078 filed with the Wasco County Clerk December 23, 2014, David Colburn is the sole owner of land abutting the proposed lot line vacation. He submitted a signed and notarized petition for the lot line vacation along with the application that includes his address. No further division of the property will be allowed because the consolidated lot will not meet the minimum property size standard for the zone provided in the Wasco County LUDO and state statute.

- (4) The county governing body may require a fee for the filing of a petition under this section.

FINDING: Per the Wasco County Planning Department fee schedule, a fee of \$1000 was collected with the application for the lot line vacation.

368.351 Vacation without hearing.

A county governing body may make a determination about a vacation of property under ORS 368.326 to 368.366 without complying with ORS 368.346 if the proceedings for vacation were initiated by a petition under ORS 368.341 that indicates the owners' approval of the proposed vacation and that contains the acknowledged signatures of owners of 100 percent of private property proposed to be vacated and acknowledged signatures of owners of 100 percent of property abutting public property proposed to be vacated and either:

- (1) The county road official files with the county governing body a written report that contains the county road official's assessment that any vacation of public property is in the public interest; or*
- (2) The planning director of the county files a written report with the county governing body in which the planning director, upon review, finds that an interior lot line vacation affecting private property complies with applicable land use regulations and facilitates development of the property subject to interior lot line vacation.*

FINDING: Applicant submitted a petition with acknowledged signatures of 100 percent of private property to be vacated; all of the property to be vacated is owned by the applicant. This Staff Report serves as the Planning Director's written report to the county governing body in which the Planning Director finds that an interior lot line vacation complies with applicable land use regulations and facilitates development of the subject property to interior lot line vacation. Under the current lot configuration, development of a dwelling is not practicable due to the existing accessory structure, septic system, and setback standards. Staff finds that the proposed lot line vacation will facilitate development of a dwelling on the subject property by allowing a dwelling to be constructed to meet applicable setback requirements without the removal of an existing septic system or existing outbuilding. The proposed lot line vacation will also increase conformity with the 2-acre minimum lot size of the TV-R Zone.

Given this information, staff finds that consideration and determination of the proposed lot line vacation can proceed without a hearing.

368.356 Order and costs in vacation proceedings.

- (1) After considering matters presented under ORS 368.346 or 368.351, a county governing body shall determine whether vacation of the property is in the public interest and shall enter an order or resolution granting or denying the vacation of the property under ORS 368.326 to 368.366.*
- (2) An order or resolution entered under this section shall:*
 - (a) State whether the property is vacated;*
 - (b) Describe the exact location of any property vacated;*
 - (c) Establish the amounts of any costs resulting from an approved vacation and determine persons liable for payment of the costs;*
 - (d) Direct any persons liable for payment of costs to pay the amounts of costs established; and*
 - (e) If a plat is vacated, direct the county surveyor to mark the plat as provided under ORS 271.230.*
- (3) When an order or resolution under this section becomes final, the county governing body shall cause the order to be recorded with the county clerk and cause copies of the order to be filed with the county surveyor and the county assessor. The order or resolution is effective when the order or resolution is filed under this subsection.*
- (4) Any person who does not pay costs as directed by an order under this section is liable for those costs.*

FINDING: The order or resolution granting or denying the proposed lot line vacation shall be recorded with the Wasco County Clerk, filed with the Wasco County Assessor, and sent to the Wasco County Surveyor. Staff notified the Wasco County Surveyor of the petition. With a **condition of approval**, the request complies with ORS 368.356.

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

IN THE MATTER OF ACCEPTING VACATION OF)	
AN INTERIOR LOT LINE BETWEEN LOT 3 AND)	ORDER
LOT 6, TYGH VALLEY SUBDIVISION,)	#15-010
AND ADOPTING FINDINGS OF FACT)	
CONTAINED IN PLALLV-14-12-0003)	

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 County Commissioners being present; and

IT APPEARING TO THE BOARD: On February 18, 2015, a petition was received from David Colburn to vacate an interior subdivision lot line between Lot 3 and Lot 6, Tygh Valley Subdivision; and

IT FURTHER APPEARING TO THE BOARD: The petition complies with the applicable provisions of ORS 368.326 to 368.356. Furthermore, the petition complies with ORS 368.351, which provides for the vacation of property without a public hearing, because 100 percent of the owners of private property to be vacated submitted acknowledged signatures on the subject petition and the Planning Director

has filed a written report that the request complies with applicable land use regulations and facilitates development of the subject property; and

IT FURTHER APPEARING TO THE BOARD: Attached hereto, and by this reference made a part hereof, is a map marked Exhibit A, which shows in detail the lot line to be vacated; and

IT FURTHER APPEARING TO THE BOARD: The lot line vacation will increase conformity with the 2-acre minimum lot size of the Tygh Valley Residential Zone and facilitate the construction of a dwelling; and

IT FURTHER APPEARING TO THE BOARD: There are no known public utilities within the proposed vacation; and

IT FURTHER APPEARING TO THE BOARD: No property will be denied legal access by this vacation; and

IT FURTHER APPEARING TO THE BOARD: That the Wasco County Board of County Commissioners met at the hour of 9:00 a.m., Wednesday, February 18, 2015, in the Wasco County Courthouse, Room 302, in The Dalles, Oregon, for a review of the Applicant's petition to vacate an interior subdivision lot line. The Commissioners reviewed the record, heard the Staff recommendation, and then voted _____ to _____ to approve the petition.

NOW, THEREFORE, IT IS HEREBY ORDERED: That the petition to vacate the interior subdivision lot line is hereby granted and this order shall be recorded in the deed records of Wasco County. The Wasco County Surveyor shall mark upon the Surveyor's Copy of the plat, with permanent ink, that portion so vacated, and shall make

the notation “Vacated” upon said copy of the plat, giving the book and page of the deed record in which the order is so recorded, as provided under ORS 271.230; and

IT IS FURTHER ORDERED: That in support of this action, the Board hereby adopts the Conditions of Approval and Findings of Fact contained in Staff Report PLALLV-14-12-0003; and

IT IS FURTHER ORDERED: This order shall be recorded with the Wasco County Clerk and filed with the Wasco County Assessor.

SIGNED this 18th day of February, 2015.

WASCO COUNTY BOARD
OF COMMISSIONERS

Scott C. Hege, Commission Chair

APPROVED AS TO FORM:

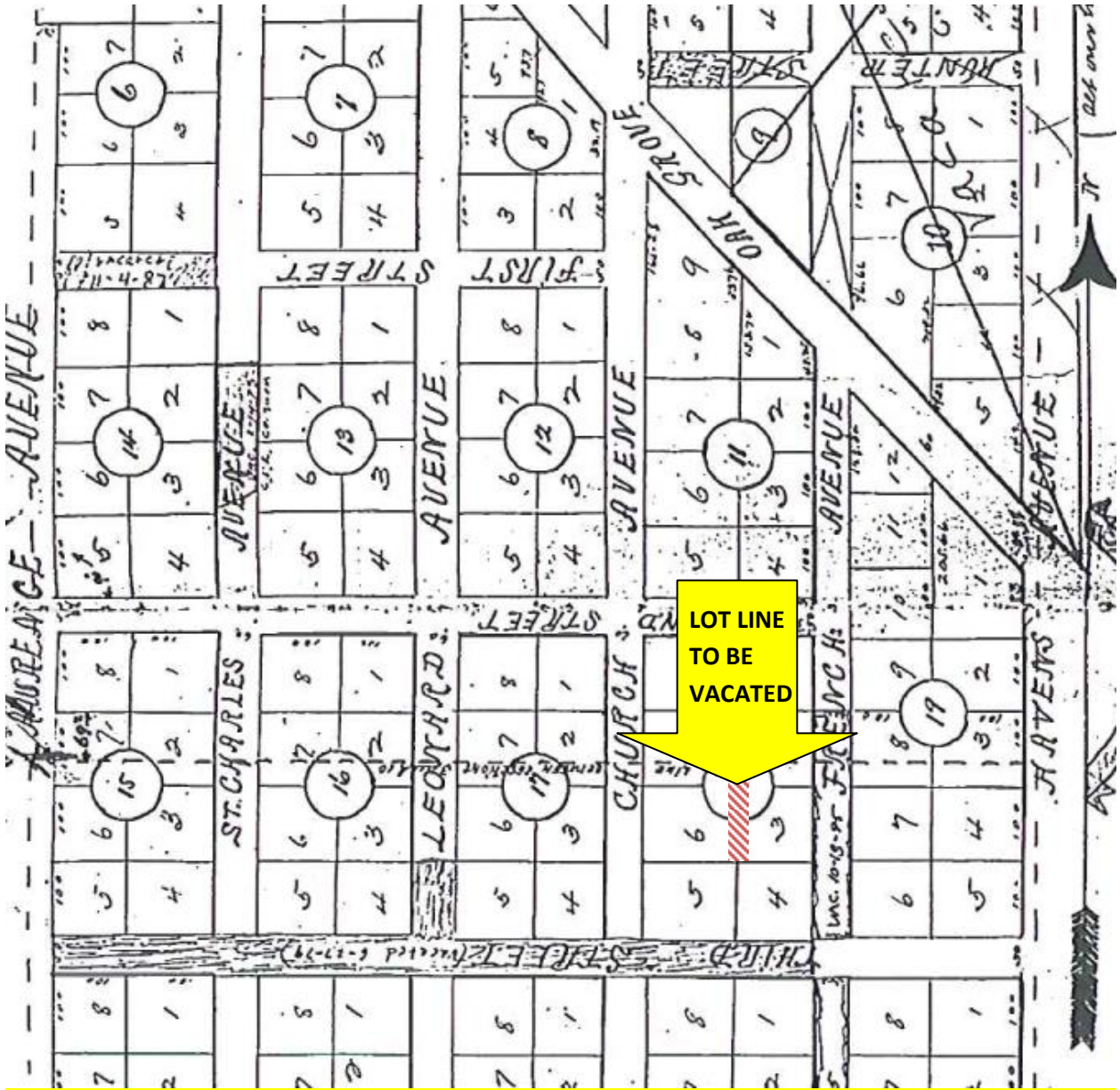
Rod L. Runyon, County Commissioner

Kristen Campbell
Wasco County Counsel

Steve D. Kramer, County Commissioner

EXHIBIT A

LOT LINE TO BE VACATED



Agenda Item
Rail Hollow Project

- [Memo](#)
- [FLAP Project Memorandum of Agreement](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: RAIL HOLLOW FLAP PROJECT
DATE: 2/12/2015

BACKGROUND

In April, 2014 the Board signed Resolution 14-010 supporting the efforts of the Wasco County Public Works Department to obtain needed funding through the Preventative Maintenance Project Oregon Federal Lands Access Program. This Memorandum of Understanding is part of the process for that program funding.

Federal Lands Access Program Project Memorandum of Agreement

Project / Facility Name: OR WASCO 104(1), Rail Hollow Overlay

Project Route: Dufur Market Road, County Road 104

State: Oregon

County: Wasco

Owner of Federal Lands to which the Project Provides Access: Mount Hood National Forest

Entity with Title or Maintenance Responsibility for Facility: Wasco County

Type of Work: Final development of plan; specification; and estimates; and construction management for surfacing overlay construction of approximately 2.30 miles of road.

This Agreement does not obligate (commit to) the expenditure of Federal funds nor does it commit the parties to complete the project. Rather, this Agreement sets forth the respective responsibilities as the project proceeds through the project development process.

Parties to this Agreement: Federal Highway Administration, Western Federal Lands Highway Division and Wasco County, Oregon.

The Program Decision Committee approved this project on June 18, 2014.

AGREED:

Wasco County, Oregon

Date



Western Federal Lands Highway Division

2.6.2015

Date

Approved as to Form:

Kristen Campbell

Wasco County Counsel

A. PURPOSE OF THIS AGREEMENT:

This Agreement documents the intent of the parties and sets forth the anticipated responsibilities of each party in the development, construction, and future maintenance of the subject project. The purpose of the Agreement is to identify and assign responsibilities for the environmental analysis, design, right-of-way, utilities, acquisition and construction as appropriate for this programmed project, and to insure maintenance of the facility for public use if improvements are made. The parties understand that any final decision as to design or construction will not be made until after the environmental analysis required under the National Environmental Policy Act (NEPA) is completed (this does not prevent the parties from assigning proposed design criteria to be studied in the NEPA process). Any decision to proceed with the design and construction of the project will depend on the availability of appropriations at the time of obligation and other factors such as issues raised during the NEPA process, a natural disaster that changes the need for the project, a change in Congressional direction, or other relevant factors.

If Federal Lands Access Program funds are used for the development or construction of this project, Wasco County agrees to provide a match funding according to the Match Agreement signed on January 7, 2015.

B. AUTHORITY:

This Agreement is entered into between the signatory parties pursuant to the provisions of 23 U.S.C. 204.

C. JURISDICTION AND MAINTENANCE COMMITMENT:

Wasco County, Oregon has jurisdictional authority to operate and maintain the existing facility and will operate and maintain the completed project at its expense.

D. FEDERAL LAND MANAGEMENT AGENCY COORDINATION:

Wasco County has coordinated project development with the Mount Hood National Forest, Barlow Ranger District.

Each party to this agreement who has a primary role in NEPA, design or construction should coordinate their activities with the Mount Hood National Forest.

E. PROJECT BACKGROUND / SCOPE:

The proposed project would begin at the intersection of the Dufur Bypass Road and the Dufur Valley Road, approximate Milepost (MP) 0.00 and would end at approximate MP 2.30 of Dufur Valley Road. This project is located in Sections 33, 34, and 35, Township 1 South, Range 13 East, Willamette Meridian.

The project should include cleaning, sweeping, crack sealing, tack coat of asphalt, asphalt concrete pavement overlay, application of aggregate for shoulder and approach transitions and striping for MP 0.00 to MP 2.30.

The project will be designed in accordance with the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highway and Streets, 2004 Edition.

F. PROJECT BUDGET:

See the Match Agreement signed on January 7, 2015.

G. ROLES AND RESPONSIBILITIES:

FHWA is responsible for obtaining environmental clearance for the proposed roadway improvements, and will administer the other phases of project development such as survey, geotechnical investigation, preliminary and final design. The FHWA will obtain, or will require the contractor to obtain, all necessary Federal, State, or local permits. FHWA will seek input from Wasco County Public Works Department throughout development of the project.

The Wasco County Public Works Department will participate in the project's development to the extent that their capabilities and resources permit.

During Project Development, Wasco County will:

- Appoint a representative who will be the primary contact for FHWA's Project Manager.
- As applicable, provide overall direction regarding agency policy, standards, procedures and administration.
- Review and approve the plans and specifications at each phase of the design.
- Ensure that completed plans, specifications and estimates (PS&E), are consistent with the intended outcome.
- Upon receipt of acceptable plan, specifications and estimates (PS&E), provide written concurrence prior to bids being solicited by FHWA for construction.

During the construction phase, FHWA will appoint a Project Engineer to oversee and inspect the work to ensure a quality product. The construction will be governed by the FP-14, Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects. The Project Engineer is FHWA's designated contact during the construction phase.

The Wasco County Public Works Department will:

- Appoint a representative who will be the primary contact for FHWA's Project Engineer.
- Assist FHWA in considering proposed design changes, evaluate change impacts, and provide construction oversight as needed in issues related to their respective agency, and ensuring that requests meet the requirements intended in the PS&E.
- Review for approval all proposed design changes (change orders).
- As "in-kind" match, will prepare the road surfacing for overlay by cleaning, sweeping and crack sealing prior to the FHWA contractor mobilization on site.
- As "in-kind" match, after the asphalt overlay is complete, will construct aggregate transitions on shoulders & approaches and stripe the new pavement throughout the project.
- Attend final inspection upon completion of construction.
- Upon completion of construction, a final inspection will be convened by FHWA with attendees from the Mount Hood National Forest and Wasco County Public Works Department, and if it is determined the project has been constructed in substantial conformity with the approved plans and specifications, the Partner Agencies will be asked for their final acceptance of the constructed project.

H. SCHEDULE:

The following project milestones will apply to the project. Significant variation in dates will be addressed via FHWA's Change Management process and coordinated with Wasco County.

NEPA Complete	January 30, 2015
Final PSE Complete	March 13, 2015
Advertisement	April 10, 2015
Construction Start	July 2, 2015

I. PROPOSED DESIGN STANDARDS:

The following design criteria will be applied on the project:

Functional Classification:	Rural Local Access
Design Speed:	35 MPH
Surface Type:	Asphalt Concrete Pavement
Design Volume:	≤ 400 ADT

Isolated exceptions to standards, such as individual curves that will not meet the selected design speed, will be documented and approved by FHWA and presented to the Wasco County Public Works Department for concurrence.

J. FUNDING:

The Match Agreement executed on January 7, 2015 contains the funding source and amounts for the project.

K. MATCHING SHARE REQUIREMENTS:

The Match Agreement executed on January 7, 2015 contains the terms and conditions of how the required match will be met. All records associated with valuations or costs shall be accessible and maintained for three years following project close-out.

L. PROJECT TEAM MEMBERS – POINT OF CONTACT:

The following table provides the points of contact for this project. They are to be the first persons to deal with any issues or questions that arise over the implementation of each party's role and responsibility for this agreement.

NAME / TITLE	ORGANIZATION	TELEPHONE NO. / E-MAIL
Arthur Smith Acting Public Works Director	Wasco County	(541) 506-2645 arthurs@co.wasco.or.us
Bradley Cross County Road Surveyor	Wasco County	(541) 506-2644 bradleyc@co.wasco.or.us
Scott C. Hege County Commission Chair	Wasco County	
Tom Lonergan Project Manager	FHWA	(360) 619-7899 thomas.g.lonergan@dot.gov
Denise Steele Environmental Specialist	FHWA	(360) 619-7593 denise.steele@dot.gov
Dan Slanina Highway Design Manager	FHWA	(360) 619-7617 dan.slanina@dot.gov

M. CHANGES / AMENDMENTS / ADDENDUMS:

The agreement may be modified, amended, or have addendums added by mutual agreement of all parties. The change, amendment, or addendum must be in writing and executed by all of the parties.

The types of changes envisioned include, but are not limited to, changes that significantly impact scope, schedule, or budget; changes to the local match, either in type or responsibility; change that alters the level of effort or responsibilities of a party. The parties commit to consider suggested changes in good faith. Failure to reach agreement on changes may be cause for termination of this agreement.

A change in composition of the project team members does not require the agreement to be amended.

It is the responsibility of the project team members to recognize when changes are needed and to make timely notifications to their management in order to avoid project delivery delays.

N. ISSUE RESOLUTION PROCEDURES MATRIX:

Issues should be resolved at the lowest level possible. The issue should be clearly defined in writing and understood by all parties. Escalating to the next level can be requested by any party. When an issue is resolved, the decision will be communicated to all levels below.

O. TERMINATION:

This agreement may be terminated by mutual written consent of all parties. This agreement may also be terminated if either the NEPA process or funding availability requires a change and the parties are not able to agree to the change. Any termination of this agreement shall not prejudice any rights or obligations accrued to the parties prior to termination. If Federal Access funds have been expended prior to termination, the party responsible for the match agrees to provide a match in the applicable percentage of the total amount expended on the project prior to the termination.

Agenda Item
Phased Improvements – Planning/Public Works

- [Summary Memo](#)
- [2.4.2015 Work Session Memos](#)
- [Presentation](#)



Wasco County Planning Department

"Service, Sustainability & Solutions"

Wasco County Public Works

"We pledge to make Wasco County's roads safe for the traveling public, to the best of our abilities and within our means."

To: Wasco County Board of County Commissioners
Tyler Stone, County Administrator

From: Angie Brewer, Interim Planning Director
Arthur Smith, Interim Public Works Director

Date: February 11, 2015

Subject: Materials for February 18, 2015 Board of County Commissioner's meeting

In early December 2014, we were asked to take a critical look at current department functions and determine whether it is feasible to consolidate the Public Works and Planning departments into a single Community Development Department managed by a single Director. We met several times to discuss and assess the roles, responsibilities and requirements of our departments, services provided to the public, and associated timelines. A summary of that effort is attached to this memorandum.

Through this process we identified opportunities for improvement. Both departments have concluded that several efficiencies and enhancements could be achieved - some requiring a relatively low investment, and others requiring a higher level of investment but offering more significant long-term benefits. It was also concluded that consolidation of the Public Works and Planning departments under one department or director is not practicable due to a lack of overlap in professional experience and skill sets, department responsibilities, customers and permit process timelines.

Low-investment immediate strategies can shift department cultures and improve functionality as a team. See list attached. The outcome of these smaller investments would be that departments work better together because the relationships are stronger, we understand the other's goals and needs, we have a mutual level of respect for one another and we help each other where we can.

Capital investment long-term strategies will create a vibrant, functional and helpful one-stop center for all projects that require permits in the County, and provides a competitive advantage to the County for future opportunities. See list attached. Coupled with implementation of low-investment strategies, the outcome of a larger strategic investment would be a more efficient use of County resources with significantly better long-term results. Sharing support services and equipment amongst several departments should increase the redundancy in critical skill sets, professional growth and job satisfaction, decrease maintenance and service contracts, eliminate noncritical redundancies, and foster a team culture. *Applicants would no longer need to drive to four locations for their permit process* (see attached map). Improving the experience customers have while visiting the County facility and working with County staff will serve multiple goals, including making Wasco County a more attractive region to invest in.

A transparent, easily navigated and efficient organization that functions as a cohesive team and implements a good program with forward thinking goals and up-to-date plans, will provide the County with a cutting edge community development program and competitive advantage for future opportunities.

Our Recommendation

We have discussed needs and opportunities at length and are excited about this opportunity to present you with our recommendations:

1. Retain and fill department director positions and adequately staff each department to meet the mandated functions and responsibilities.
2. Immediate implementation of low-investment strategies to improve staff relationships and department efficiencies.
3. Engage an efficiency expert to explore work space planning needs and facility options for improved department functions.

A strategic, long-term investment in an improved Transportation, Land Use and Development Center will provide a solid foundation from which to leverage future opportunities and continued program improvements. We respectfully request the Board's consideration of a phased investment using capital improvement funds to create an integrated space that better meets the needs of County residents and the general public, provides a more positive work environment for the County employees, and sets a new standard for effective local government serving transportation, land use and development. We have highly skilled and friendly staff who strive to provide high levels of service every day. Their talents could be more effective in an environment that lends itself to a more collaborative approach and is more welcoming to our customers. We urge you to consider the significant long-term benefits an improved transportation, land use and development facility could provide.

Thank you for the opportunity to share our ideas and recommendations. Through this process we found that we work well together as department leaders, share a common vision for our departments moving forward and are actively seeking creative solutions.

Please let us know if there are any questions or a need for additional detail.

AB/AS



Wasco County Planning Department

"Service, Sustainability & Solutions"

Wasco County Public Works

"We pledge to make Wasco County's roads safe for the traveling public, to the best of our abilities and within our means."

To: Wasco County Board of County Commissioners
Tyler Stone, County Administrator

From: Angie Brewer, Interim Planning Director
Arthur Smith, Interim Public Works Director

Date: January 30, 2015

Subject: Discussion Materials for February 4, 2015 Board of County Commissioners Work Session

- Assessment of Department Needs and Opportunities
- Staff Recommendation and Request

The Public Works and Planning departments have coexisted in the same facility for many years. For the most part, the two departments have functioned independently of one another with very little overlap of personnel, services and non- structural equipment. In early December 2014, the Public Works Director and the Planning Director left Wasco County employ. The Interim Directors (Arthur Smith and Angie Brewer) were asked to take a critical look at current department functions and determine whether it is feasible to consolidate the two departments into a single Community Development Department that would potentially include Public Works, Surveying, Planning, Environmental Health, Household Hazardous Waste, Weeds, and a collective administrative support structure, all managed by a single Director.

After a few days of settling into our new roles, we met several times to discuss the following:

- Roles, requirements and responsibilities of our departments – any overlap or redundancy?
- What services do we provide to the public?
- Who are our customers and how do we interact with them?
- What kinds of permits do we issue, and on what timelines?
- Is there a way to consolidate permitting processes when an applicant needs a permit from both?
- What has the interaction of the two departments been in the past?
- What is the staff culture in this building?
- What could it "look like" if the two departments were combined under one director?
- What are the pros and cons of consolidation?

In between meetings we met with our respective staff to solicit feedback and additional ideas. Assistance was also offered by the County Finance Manager to provide any needed salary cost analysis numbers. As result, we provided individual memorandums on behalf of our departments to the County Administrator (attached). These memorandums summarize what we feel was a thoughtful and critical assessment of department needs and any opportunities afforded by consolidation. Both departments have concluded that several efficiencies could be achieved by working together more collaboratively (see list below), but traditional consolidation of the Public Works and Planning departments under one

department or director is not feasible at this time due to a lack of overlap in professional experience and skill sets, department responsibilities, customers and permit process timelines. It was also concluded that if needed, the Planning Department could expand to include other program services more closely related to land use, resource protection and new development requiring permits (e.g. if Environmental Health and Household Hazardous Waste programs relocate). The possible expansion of the Planning Department on a smaller scale could also result in the creation of a Community Development Department within the shared facility.

As explained in the attached memorandums, the Public Works Department has concluded that it can reasonably accomplish its mandated tasks and current projects with the existing staffing (preserve the Director position but not fill Arthur's former position as Project Manager). The Planning Department has concluded that it cannot reasonably accomplish its mandated tasks and current projects without re-filling vacant positions (preserve the Director position and the Senior Planner position). The Planning Department has also concluded that if other programs and departments are integrated into the Planning Department to form a Community Development Department, planning staff levels may need to be reevaluated. Specifically, staff discussed the likely need to modify the Senior Planner position to a Principal Planner to more accurately reflect the level of management responsibilities. Staff also discussed the likely need for an entry level planning position or shared position to provide customer service and manage ministerial permit projects to improve the ability of Associate Planners to make timely progress on more complex permitting projects. Additionally, the Planning Department has identified the need for temporary term-length positions for long-range planning projects to update Comprehensive Plans and Ordinance documents (estimated to be 2 to 3 years in length).

After vetting our preliminary findings with the County Administrator, our conversation evolved from "what could it look like under one director" to "how can we better serve the public" and "how can we function more efficiently as a team?" We have discussed ways to retain our existing department functions, improve services and provide a more unified presence to the public. We agree that there are low-investment improvements that could be made to advance current functions and service levels, as well as high-level investments that could provide significant results if implemented as part of a larger, long-term strategy (see page 3 for a list).

List of Improvement Strategies

Low-investment strategies for improving the status quo:

- Team building exercises to improve staff-to-staff relationships and work atmosphere
- Consistent messaging to public via shared template documents (e.g. educational brochures)
- Cross-training for necessary redundancies in critical skills/tasks (create backups)
- Regular coordination of department goals, projects and needs
- Leverage shared goals for grants and other partnership opportunities (e.g. TSP projects)
- Coordinated administrative needs where possible (postage, subscriptions, etc.)
- Carpool and consolidate vehicle trips when possible for fuel efficiencies

Goal: Shift in department culture and improved functionality as a team.

The outcome of these smaller investments would be that departments work better together because the relationships are stronger, we understand the other's goals and needs, we have a mutual level of respect for one another and we help each other where we can.

High-investment strategies for long-term benefits:

- Facility improvements to provide a customer friendly "one-stop-shop" for community development related projects (see attached illustration)
- Rebranding of improved facilities and public services with a focus on the departments contained within the new "Community Development Center"
- A focused effort to work together as a collaborative and cohesive team
- Shared administrative support structure (staff, budgeting, reporting, etc.)
- Shared office equipment and supplies (e.g. photocopier/printer machines and maintenance)
- Shared messaging, outreach and communications

Goal: Vibrant, functional, and helpful one-stop center for all projects that require permits in the County; competitive advantage for future opportunities. Coupled with the low-investment strategies above, the outcome of a larger strategic investment would be a more efficient use of County resources with significantly better long-term results. Sharing support services and equipment amongst several departments should increase the redundancy in critical skill sets (that need back up in case of emergency), diversity of tasks for professional growth and job satisfaction, decrease maintenance and service contracts, eliminate redundancies in office management tasks, and foster a team culture. Improving the experience customers have while visiting the County facility and working with County staff will serve multiple goals, including making Wasco County a more attractive region to invest in. A transparent, easily navigated and efficient organization that functions as a cohesive team and implements a good program with forward thinking goals and up-to-date plans, will provide the County with a cutting edge community development program and competitive advantage for future opportunities.

Our Recommendation

We have discussed needs and opportunities at length and are excited about this opportunity to present you with our recommendations:

1. While fostering an improved team environment, retain department Director positions and adequately staff each department to meet the mandated functions and responsibilities.
2. Invest in long-term strategies for long-term benefits and a significant competitive advantage for the regional community and overall satisfaction of County employees.

We respectfully request the Board's consideration of a phased investment using capital improvement funds to create an integrated space that better meets the needs of County residents and the general public, provides a more positive work environment for the County employees, and sets a new standard for effective local government. We have highly skilled and friendly staff who strive to provide high levels of service every day. Their talents could be more effective in an environment that lends itself to a more collaborative approach and is more welcoming to our customers. We urge you to consider the significant long-term benefits an improved community development facility could provide.

A strategic investment in an improved Community Development Center will provide a solid foundation from which to leverage future opportunities and continued program improvements.

Our vision includes a thoughtfully designed and welcoming "Community Development Center" that greets customers with a vibrant and professional atmosphere. As you enter the facility, you are greeted and directed to the correct department service desk or can more easily self-navigate to the correct location. *Applicants would no longer need to drive to four locations for their permit process* (see attached map). Staff would be better served with an improved layout providing increased functionality between programs and departments, noise control, and a centrally located administrative support staff and support equipment area. We envision the use of educational pamphlets, self-help computer kiosks, work stations to work with staff directly, and a more welcoming reception area.

The phased investment could occur in the following sequence:

Phase 1:

- Confirm which departments will be integrated into the shared building
- Consult with an architect and engineer to develop work space options
- Select development plans and create desired timeline for construction
- Department staffs begins discussing how to work better as a team

Phase 2:

- Post a request for proposals and select a contractor
- Develop timeline for construction and temporary disruptions to staff
- Construction and project completion
- Staff collaborates to develop consistent messaging, templates and education pamphlets
- Staff begins integrating shared administrative services and office equipment

Phase 3:

- Move staff into new spaces
- Complete transition to shared administrative services and equipment
- Staff continues to work together to foster collaborative process and opportunities

Thank you for the opportunity to share our ideas and recommendations. Through this process we found that we work well together as department leaders, share a common vision for our departments moving forward and are actively seeking creative solutions.

Please let us know if there are any questions or a need for additional detail.



MEMO

Subject: Public Works Needs & Opportunities

With the recent changes in leadership, The Public Works and Planning Department's were asked to consider and evaluate the option of not filling the two director positions and instead take a critical look at the department functions and evaluate the potential of having some kind of administrative officer that would oversee both Public Works and Planning.

While the focus during this evaluation process was initially to determine the feasibility or practicability of a new administrative position, it became very clear that the two departments could realize some increased efficiencies and potential cost savings if certain functions or duties were either combined, co-mingled, or at least mutually shared. That process and those ideas will be further assessed in a separate presentation.

Evaluated Impact to Public Works:

Pros:

- Additional administrative oversight could free up some engineering staff time and allow them to direct even more focus on obtaining funding grants, match agreements and other outside contracts.
- An additional administrative officer could take on the management of some ancillary positions such as the Weed Staff and the Office Staff, thereby possibly freeing up some public works time for other duties.
- An administrative officer could allow for more public out-reach and education about the road funding issues. This additional employee could work towards researching other funding solutions, investigating new legislation or help prepare new taxing options or ballot measures.

Cons:

- Adds redundant staffing. With the retirement of the previous director, the department was planning to transition the two engineering positions (Project Manager and Director) into a single position, just as was proposed with the Road Surveyor/County Surveyor. Adding another full time employee whose job functions are primarily administrative in nature would be a duplication of duties and less efficient than the proposed engineering transition plan.

- Adds an additional layer of administration. Integrating a new administrative officer into the department would effectively add a layer of bureaucracy between the public and the department. The Public Works has always prided itself on its commitment to customer service and its consistent and timely response to public requests. Added managerial or administrative supervision would severely limit or delay that response. It is also vital to the efficient operations of the department that there be reliable and consistent coordination between the director, road crew, shop mechanics and engineering staff. Adding more layers of management would make that work model less effective.
- Loss of leadership. Because of the size, scope and responsibilities of the The Public Works Department, a full-time road official that is 100% committed to managing the department and its resources is warranted. In addition to the day-to-day management of the public works employees and road funds, an experienced and dedicated director is also needed for participation in statewide committees, resource groups, community meetings, etc. A full-time, knowledgeable public works director would also provide engineering oversight for roads and bridges, inspection and superintendence over contract work, and would continue to provide regular interaction and coordination between the public works department and the Administrative Officer and Board of Commissioners.

Overall Conclusion and Summary:

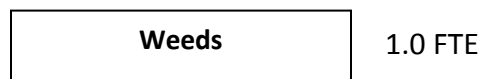
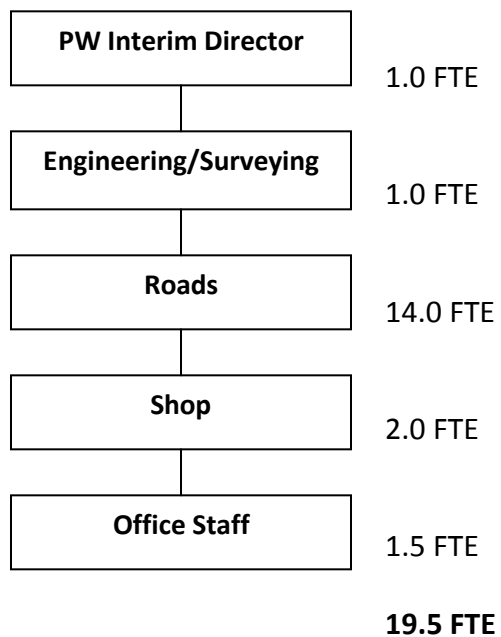
The inclusion of an additional administrative officer position could help free-up or allocate some additional staffing time, but truly will not have any meaningful effect on the Public Works Department's ability to adequately maintain the county roads or provide customer service. Moreover, the proposed position would add an unnecessary layer administration and oversight, and generate a loss of leadership which would make the day-to-day operations less efficient.

Public Works Department – Current Organizational Structure & Flowchart

The current staffing level of the Public Works Department is 19.5 FTE, with an approved budget for 21.5.

The public works department is dedicated to providing quality service to our customers and we understand the reality of operating a large and diverse transportation system within a very constrained budget. Given the uncertainty of any new Federal or State funding, the department will continue to do our best to cost-effectively maintain the county road system as efficiently and professionally as possible.

At this current level of staffing, the department can still fulfill the majority of its responsibilities. The cuts and reductions that were made in 2007 have forced our employees to become as efficient and resourceful as possible and we do not foresee this staffing level having any significant negative impacts on our ability to maintain the road system over the next few years, barring any large-scale emergencies.



This proposed flowchart shows the weed staff as a sub-set of public works. The weed division could be added or absorbed fully into the public works department if necessary, with little or no negative impact to the department.

Memo

To: Tyler Stone, County Administrator

From: Angie Brewer, Interim Planning Director

Date: January 27, 2015

Subject: Planning Department Needs and Opportunities

Following the departure of the Planning Director in early December, you asked me to consider the needs of the Planning Department and any opportunities that may result from the creation of a Community Development Department. That department would potentially contain Planning, Household Hazardous Waste, Public Works, Environmental Health, the County Surveyor and a collective administrative support structure.

Planning Department Mission

The mission of the Planning Department is to encourage land use which strikes a balance between development and resource protection, and which preserves and enhances the character, livability, and economy of Wasco County. In accordance with this mission, the Planning Department manages development review, long range or special project planning, and code compliance. The Planning Department team strives to be solution-oriented and customer service focused, and works to make complex planning processes as transparent and convenient as possible¹.

Current Staff Capacity

We've taken a critical look at staffing needs to accomplish the department mission. Staffing levels have been reduced over a long period of time. Our current staff budget includes 6.0 FTE, with one vacant position while I am simultaneously Interim Director and Senior Planner, two Associate Planners, one Code Compliance Officer and one Planning Coordinator. To be clear, the current planning capacity of the Senior Planner position is significantly reduced while I serve as Interim Director. Last year, the Planning Department processed approximately 200 development applications, a substantial increase from previous years. As the economy continues to improve 2015 is anticipated to be even busier; we are already witnessing this to be true with the number of customer contacts and applications received.

Current staffing levels allow the Planning Department to implement only a portion of its mission statement: providing customer service, managing development reviews and conducting code compliance. Staff work efficiently to make progress on department responsibilities, however the timeliness of customer service and development reviews are beginning to show the effects of the loss a full-time Senior Planner and full-time Director, who previously participated in these roles. Additional staff is needed at least temporarily to make progress on long range or special project planning such as updating the Comprehensive Plan or Land Use Ordinances, which would more fully implement the intended mission of the department. Please see the attached organizational chart identifying staffing levels needed to fulfill our current roles and responsibilities.

¹ Mission statement copied from Wasco County Planning Department website.

Planning Commission Goals and Considerations

At their January 6, 2015 meeting, the Wasco County Planning Commission (PC) asked staff to evaluate options that would make progress on long-range planning goals to better serve residents and improve the efficient use of staff time. Specifically, the PC described three projects: a county-wide strategic plan (vision document); a comprehensive assessment and update to the Land Use Comprehensive Plan; and subsequent updates to the LUDO documents. The PC requested that staff prepare a summary of what resources would be required to update the Comprehensive Plan. As a part of this research, staff is looking into state and federal assistance programs, examples and templates that can be used to streamline process, and any opportunities to leverage resources for other forms of assistance. To accomplish a long-term planning project of this scale, additional temporary staff may need to be brought on for project-based term-length positions (likely 2-3 years).

Response to Proposed Re-organization of Departments

Within the framework of existing staff levels, we have discussed the **opportunities** that may exist in a combined Community Development Department and have identified the following list:

- Improved counter presence – with a larger group there would always be someone to receive customers and get them pointed in the right direction.
- A single point of contact for all phone calls (and for any permit type)
 - Combined administrative support (*many need additional administrative staff*)
- One-stop shopping for customers seeking development review and permits
 - Planning staff would manage extended permit process, coordinating the review with other departments and implementing all applicable rules; producing one staff report
[This scenario would either require members of other departments to participate in the planning customer service and development review process by helping to do research, author findings of fact, and draw conclusions of consistency, OR additional planning staff would need to be hired to maintain extended review framework.]
- If a shared position is focused on the front counter and customer service, Associate Planners could have more focused time working through the development applications, etc.
- Possibility of one shared database, or coalescence of data to geo-reference all information on parcel map (an existing goal that requires a significant effort upfront and ongoing maintenance)
- Combined site visits for multiple permits/department needs and inspections for compliance
- Through more regular interaction, possible improvement of understanding department roles, responsibilities, and coordination of applicable rules between departments
- A single point of contact for all media inquiries
- A single budget process, managed by a single person

Concerns related to the combining of several departments and loss of Planning Director:

- Loss of planning staff capacity when it is already low
- Loss of leadership to provide thoughtful planning for the county, its people, and its resources
- Loss of leadership participating at statewide level (director to director)
- Loss of high-level interaction with other planning departments to ensure the County is current in its legal understandings, practice, efficient operations, and relevant to community needs
- Delayed permit/review times due to multiple steps/regulations applied simultaneously
- Decrease in the quality work and likely increase in litigation (less time per review)
- Decreased accuracy of information provided by staff (not possible to be an expert in everything)
- Competing priorities of departments and shared staff (e.g. road safety vs. planning compliance)
- Financial costs appear to outweigh any savings...

Conclusion

Several organization charts are attached for your review. A combined office arrangement could provide a more welcoming and simplified process for customers. However, it is not clear whether enough overlap in roles, responsibilities, education requirements and process exists between the departments to facilitate a cost savings through department consolidation.

Staff concludes that if the Planning Director position is not filled, or is modified in a way that reduces the existing role, the Senior Planner position would need to be modified to be a Principal Planner to absorb the additional leadership and management responsibilities. In addition, at least one additional Associate Planner and one Assistant Planner would be necessary to absorb the current planning needs and keep up with current workload demands. Additional, possibly temporary, staff would be needed to make progress on long range planning goals.

Staff Recommendation

Pursue opportunities to collaborate with Public Works staff where possible and retain the existing staff structure - adding additional staff as necessary for increased work load and long-range planning projects. This would include 6.0 permanent FTE: Planning Director (1 FTE), Senior Planner (1 FTE), two Associate Planners (2 FTE), one Code Compliance Officer (1 FTE) and one Planning Coordinator (1 FTE). If work load continues to increase, then I recommend adding an entry level planning position to handle customer service and ministerial permit reviews (1 FTE). If long-range projects are made a work plan priority, then I recommend two additional positions for at least a two-year time frame: Long-Range/Special Project Planner (1 FTE) to manage the project(s) and one Assistant Planner (1 FTE) to alleviate the Associate Planners from customer service related interruptions and ministerial development review applications - so they can provide necessary input to the long-range planning projects and continue to make progress on more complex development review proposals (this could be the same entry level planner position mentioned previously). If the Planning Department expands to absorb other programs, then I recommend reevaluating the Senior Planner position and adding an Associate Planner.

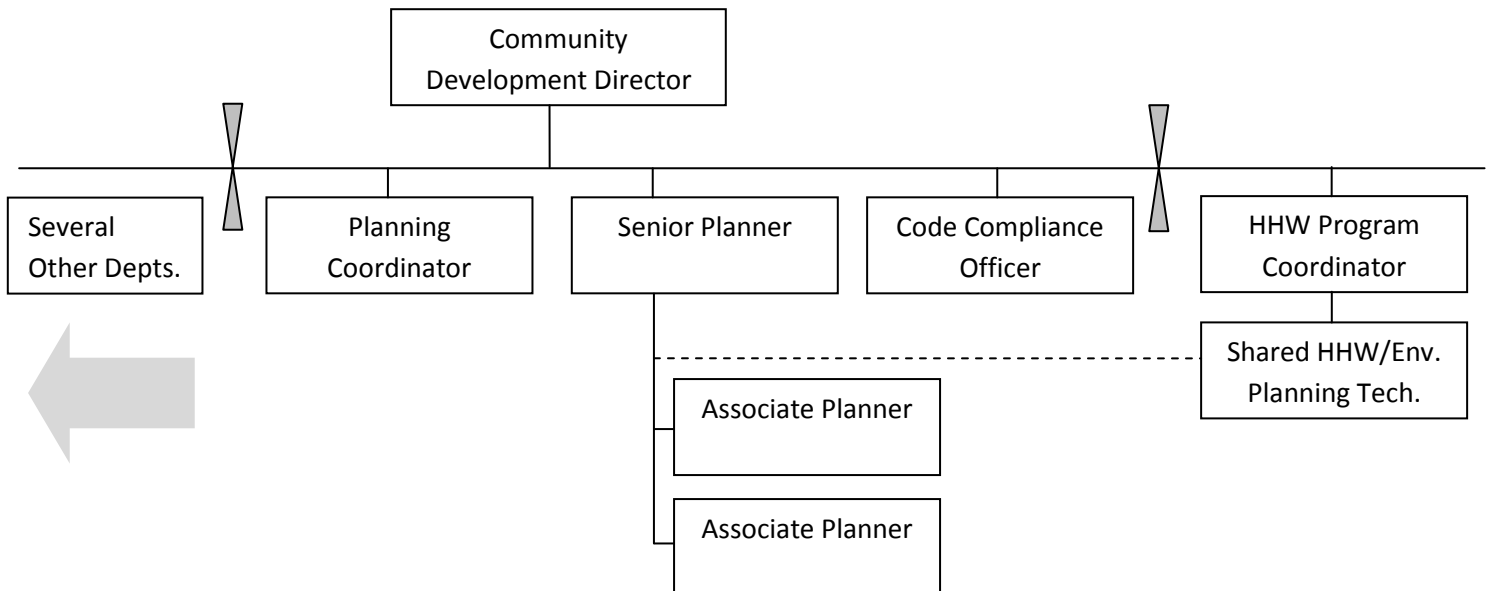
Planning staff has met with the Public Works Department and believes that there may be opportunities to improve the customer's experience through integrated services. To provide the customer with a consistently positive experience in each department, we have discussed the following:

- Modify building entry way to be more welcoming and central to all departments
- Shared reception/front desk to ensure all customers are greeted and routed correctly
- Shared /consistent messaging of Wasco County's goals or vision
- Template documents for informational or educational pamphlets – unified appearance
- Regular coordination amongst departments to further efficiencies and streamline permitting review procedures.

Thank you for allowing staff the opportunity to consider the outcomes of the proposed re-organization and provide you with our best recommendation. Please let me know if you would like to discuss this memo in more detail.

AMB

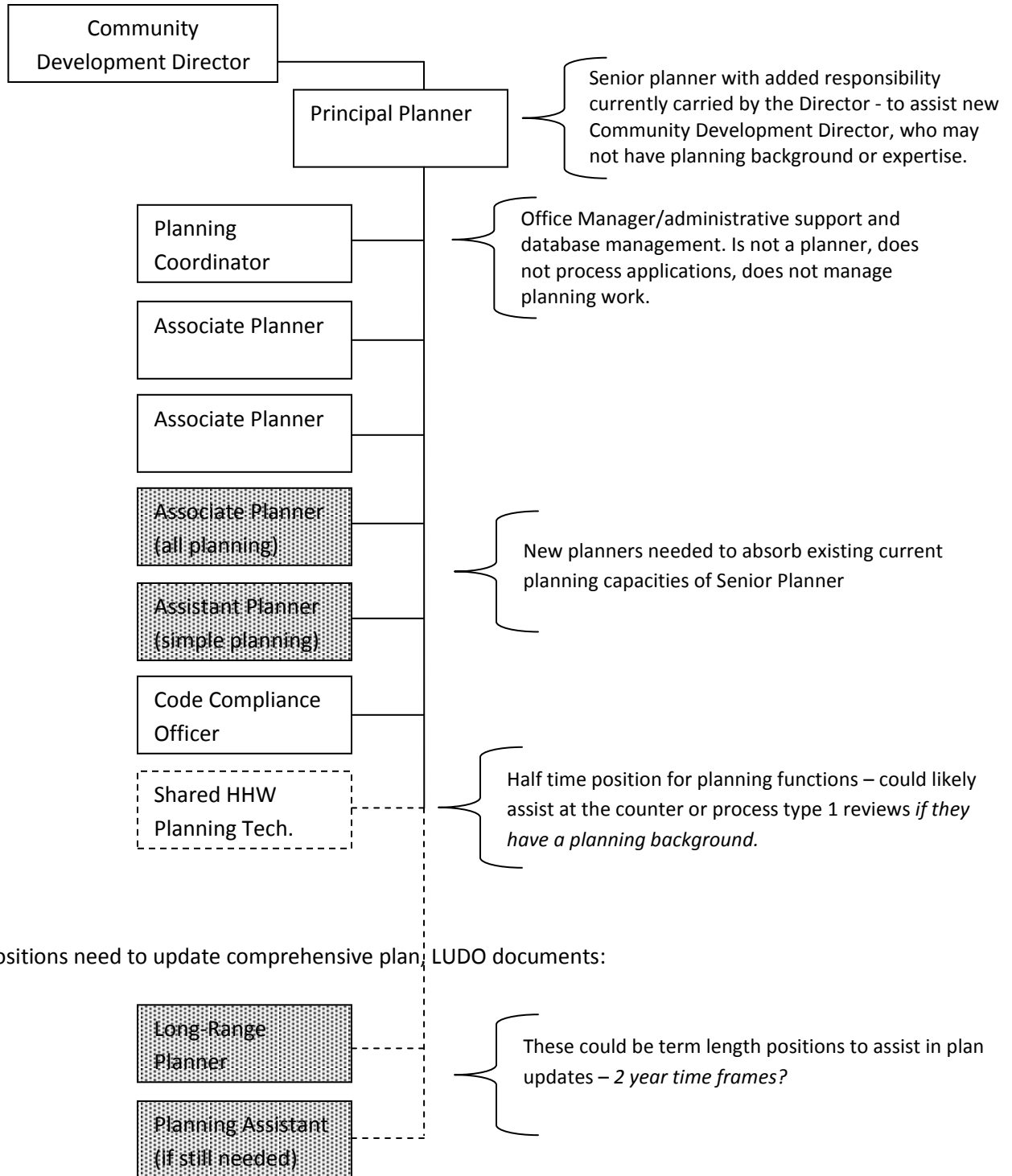
Status quo with removal of Planning Director position:



This organizational chart shows how our current staff would be managed by the new Community Development Director position. *This rate of staffing would reduce current service levels.* Customer service hours would need to be reduced to ensure progress on development review applications. Alternatively, timeframes for development reviews would be delayed. If permits continue to increase, then we will likely see both impacts.

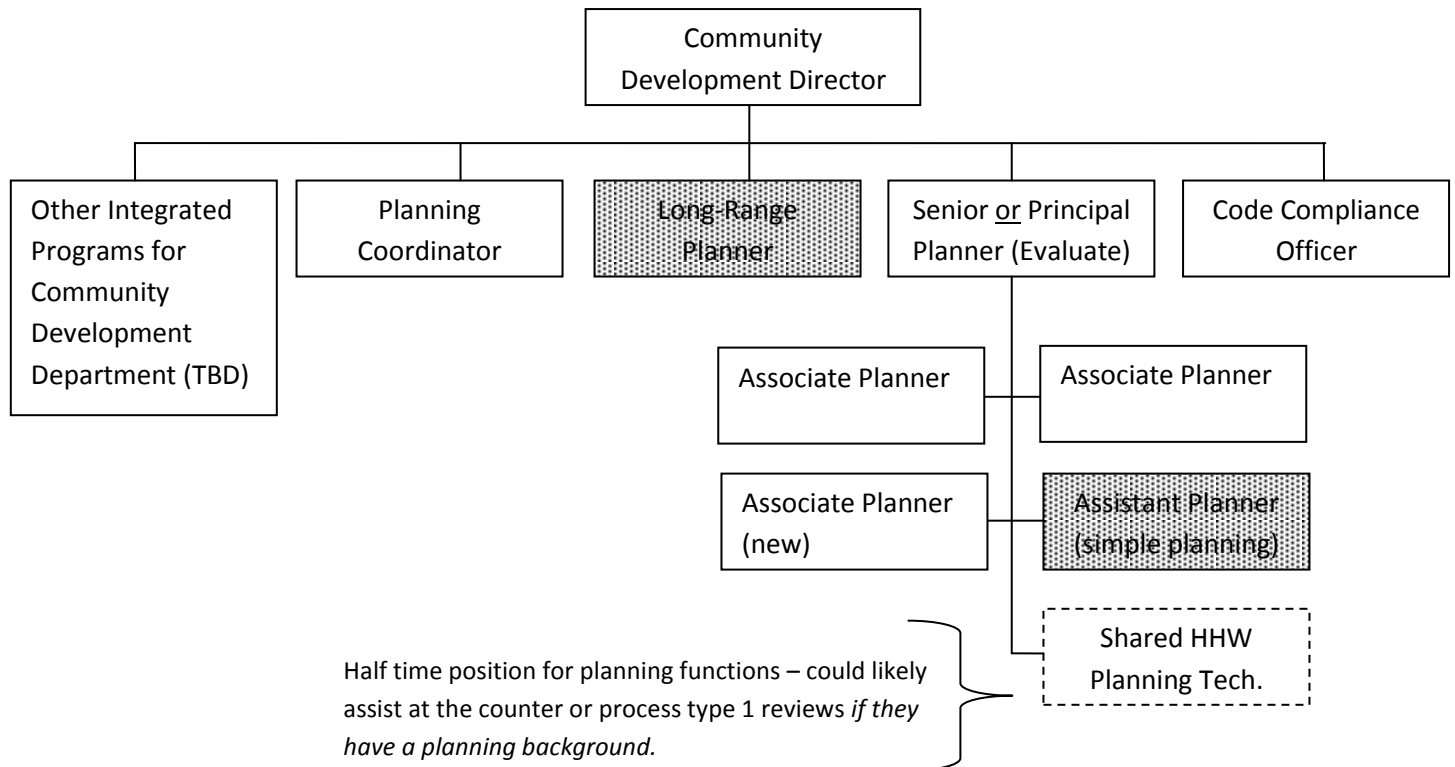
If the departments are re-organized and the Director position is not backfilled:

Organization chart needed to maintain current service levels



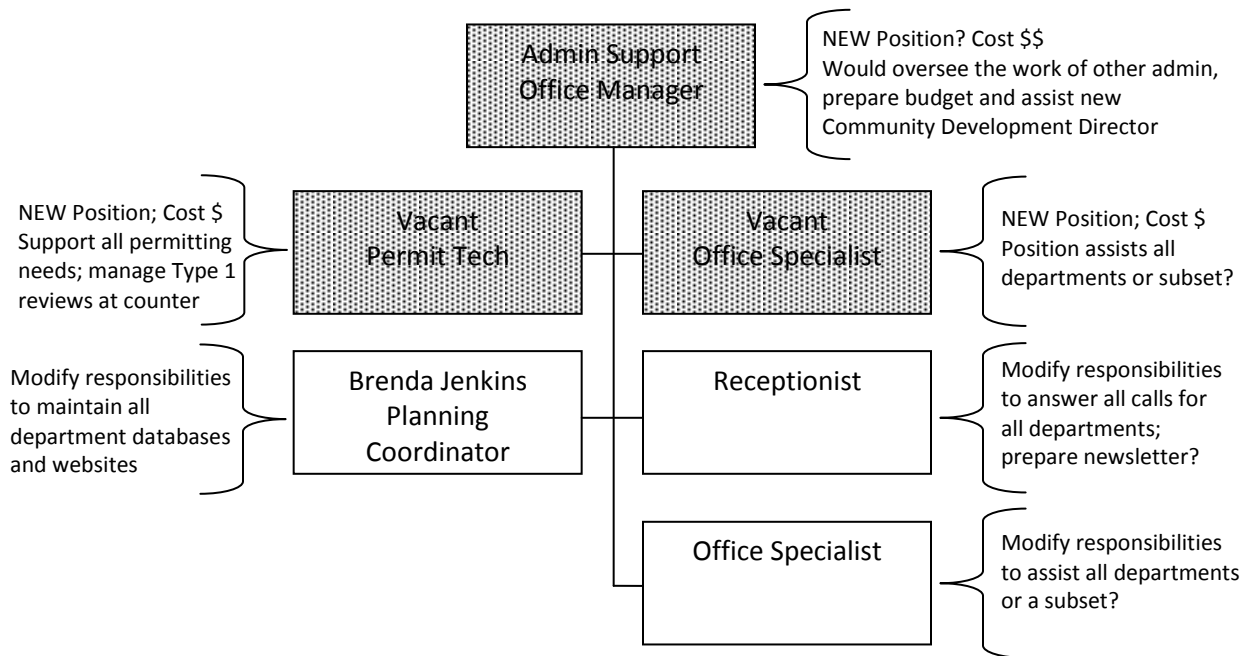
If the departments are not reorganized, but share integrated services and Planning expands to include other programs that issue permits:

Organization chart needed to maintain current service levels



Gray boxes indicate positions need to update comprehensive plan and LUDO documents. These could be “term” positions that range from 2 to 3 years in length – depending on the project and work plan priorities.

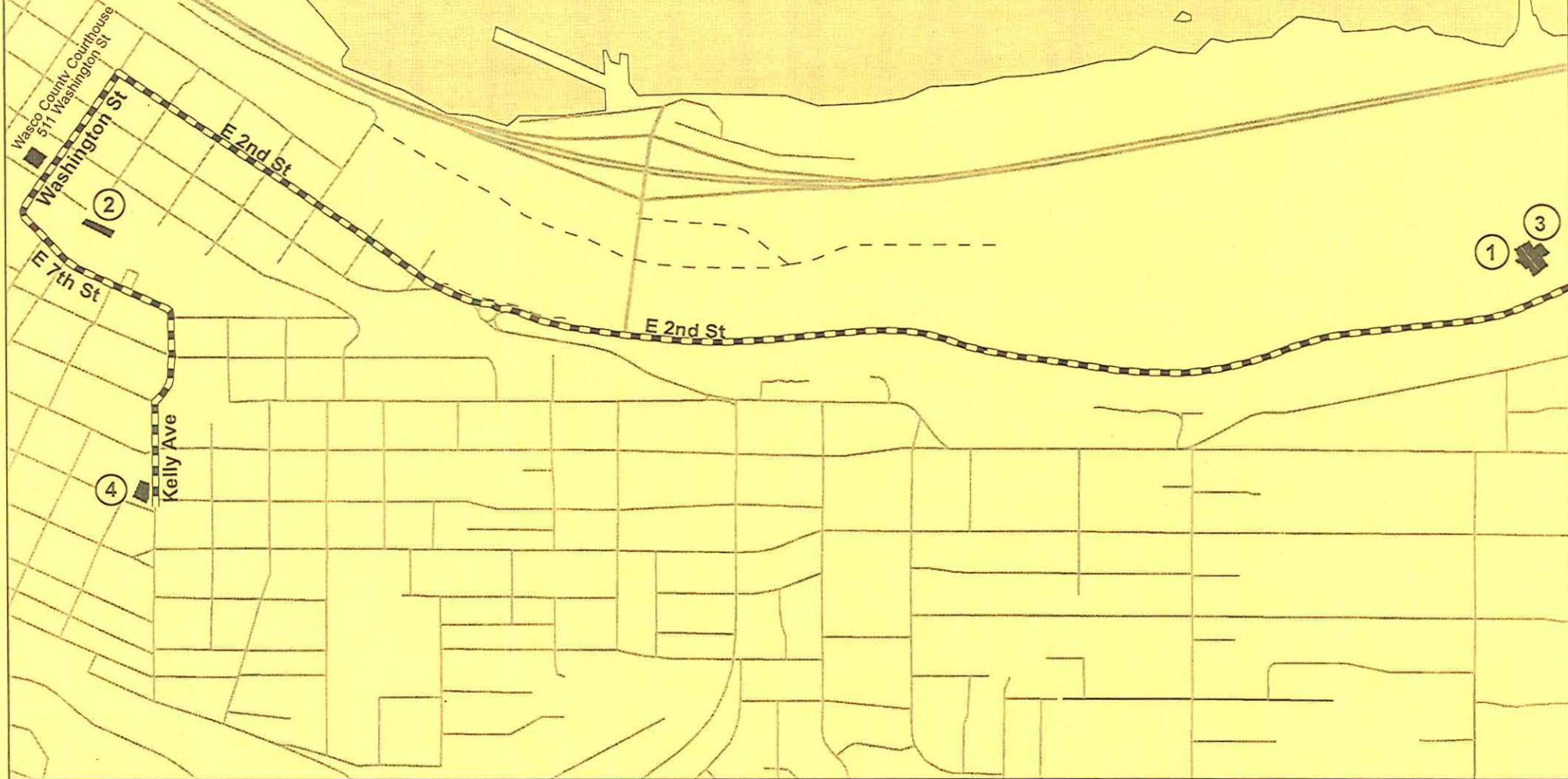
Possible sharing of administrative support: based on organization chart provided and still greatly to be determined by organizational outcomes.



Guide to Permitting Development on Your Property

0 0.075 0.15 0.3 0.45 Miles

The Wasco County development permitting process begins with a planning review. Once the planning review is complete, the applicant is eligible for the building codes review. This map indicates the locations of each department involved in the entire review process.



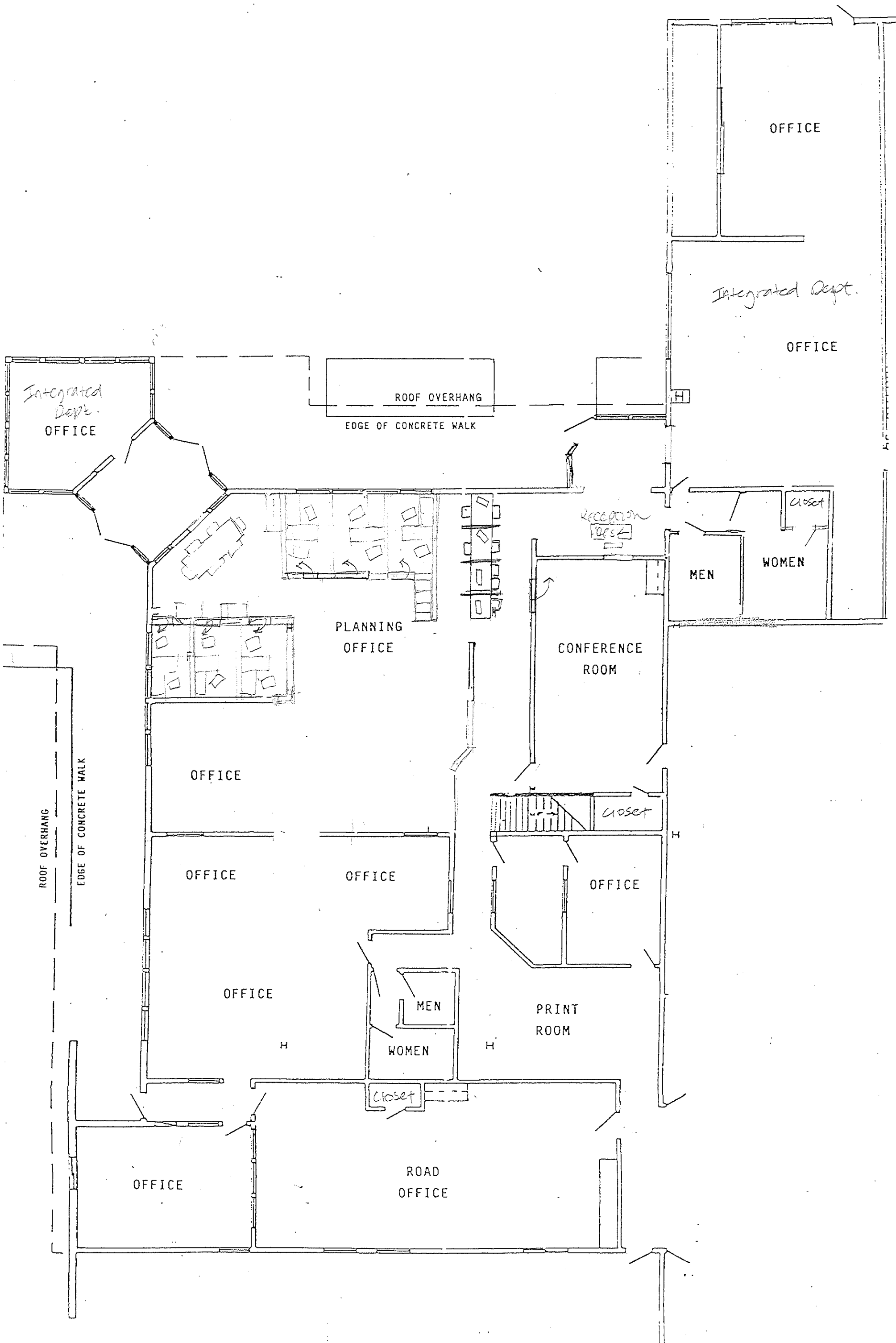
1 Wasco County Planning Dept.
Wasco County
Public Works Building
2705 E 2nd St
The Dalles, OR 97058
541.506.2560
Hours: M-F 10-4pm

2 Environmental Health Dept.
at North Central Public Health District
419 E 7th St
The Dalles, OR 97058
541.506.2603 (call for appt.)
Hours: Tues-Thurs, 8:30-5pm (closed 12-1pm)

3 Wasco County Road Dept.
2705 E 2nd St
The Dalles, OR 97058
541.506.2640 (call for appt)
Hours: M-F, 8-4:30 pm
Summer hours may vary

ODOT
3313 Bret Clodfelter Way
The Dalles, OR 97058
541.296.2215 (call for appt)

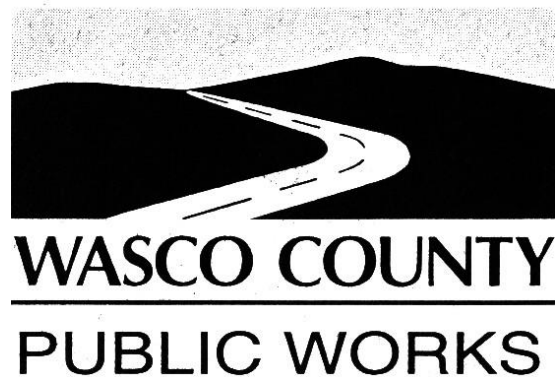
4 Mid Columbia Building Codes
113 Kelly Ave
The Dalles, OR 97058
541.298.4461
Hours: M-Thurs, 7:30-4pm
Friday, 7:30-2pm
(Closed 12-1)



WASCO COUNTY PUBLIC WORKS & PLANNING DEPARTMENT

Arthur Smith & Angie Brewer

Staff Transition + Department Assessment = Opportunities



Assessment Process:

- Director-level discussion, vetted by staff
- Discussed department overlap in:
 - ▣ Roles & responsibilities
 - ▣ Services offered to the public
 - ▣ Customer base
 - ▣ Permits, review process, timelines
- Existing department cultures
- Opportunities for improvement

Improvement Strategies

- Low-investment for immediate improvements
 - ▣ Goal: Shift in department culture and improved functionality as a team.

- Capital investment for long-term benefits
 - ▣ Goal: Vibrant, functional and helpful one-stop shop (e.g. Wasco County Transportation & Development)
 - Provides competitive advantage for future opportunities

Staff Recommendation

- ❑ **Retain and fill the department director's positions** and adequately staff each department to meet mandated functions and responsibilities.
- ❑ **Implement low-investment strategies** to immediately improve staff relationships and department efficiencies.
- ❑ **Engage an efficiency expert to explore capital investment strategies for potential long-term benefits** and a significant competitive advantage for the regional community and overall satisfaction of County employees.

Conclusion



Thank you for the opportunity to share our ideas and recommendations.

We work well together as department leaders; share a common vision for our departments moving forward; and are actively seeking creative solutions and opportunities to improve our services.

Agenda Item
Community Corrections/NORCOR Contract

- [Memo](#)
- [Contract](#)

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS
FROM: KATHY WHITE
SUBJECT: COMMUNITY CORRECTIONS/NORCOR CONTRACT
DATE: 2/17/2015

BACKGROUND & RECOMMENDATION

At the 2.4.2015 Board Session, Sheriff Eiesland requested that the remaining HB3194 Reinvestment fund be applied to additional Community Corrections beds at NORCOR for inmates to participate in the MRT program which requires a minimum 30-day stay and is intended to aid inmates in the transition to release and to assist them in leading productive lives within the law. The result of the discussion was direction from the Board to authorize Mr. Stone and Sheriff Eiesland to negotiate a contract between Community Corrections and NORCOR for additional beds for Community Corrections inmates participating in the MRT program. The contract in the Board Packet is the result of those negotiations and is being presented for your consideration.

AGREEMENT FOR HOUSING OF THE HB3194 JAIL PROGRAM INMATES, NORCOR and Wasco County Community Corrections

This agreement is made by and between Northern Oregon Regional Corrections ("NORCOR"), a political subdivision of the State of Oregon, and **Wasco County Community Corrections**, a political subdivision of the State of Oregon, through its authorized officials.

RECITALS:

- A. NORCOR operates a regional county jail known as the NORCOR Correctional Facility ("facility"). The facility includes limited housing space available for incarceration of inmates and prisoners subject to the jurisdiction of **Wasco County Community Corrections**.
- B. Wasco County Community Corrections desires to detain male and female inmates in a humane and secure environment, as sanctioned or sentenced on a daily basis. In order to partially offset its costs for operation of the facility, while still maintaining adequate space for its own needs, NORCOR is willing to make the additional desired bed space available in accordance with this agreement.
- C. This agreement is adopted by the Wasco County Community Corrections and NORCOR, under authority, granted in ORS 190.010, which allows one county to perform services under contract for another county.
- D. All inmates housed under this agreement shall remain in the custody of the Sheriff of Wasco County and will be subject to his control and direction. Nothing in this agreement serves to change the lawful custody and legal authority of the Wasco County Sheriff. The mere fact that Wasco County Community Corrections chooses to house the inmate in this facility does not affect the right of the Sheriff to control the custodial status of the inmate.

IN CONSIDERATION OF THE MUTUAL COVENANTS, TERMS AND CONDITIONS NORCOR AND WASCO COUNTY COMMUNITY CORRECTIONS AGREE AS FOLLOWS:

Section 1. NORCOR shall perform as follows:

A. Admission Services.

- 1. Specifically identified inmates referred to the HB3194 Jail Program, of either sex, held in the legal custody of NORCOR for Wasco County Community Corrections on sanctions or sentences, under the jurisdiction of Wasco County Community Corrections, shall be admitted to the HB3194 Jail Program upon the request of Wasco County Community Corrections, subject to the conditions in this agreement.
- 2. There shall be reserved to the exclusive use of Wasco County Community Corrections, on a continuous twenty-four hour a day basis, seven (7) bed spaces for the HB3194

Jail Program . Only offenders specifically identified by Wasco County Community Corrections as designated participants in the HB3194 Jail Program are covered in this contract. Other Wasco County Community Corrections offenders not identified as HB3194 Jail Program participants will continue to be housed in the NORCOR facility under current practice and policy.

3. NORCOR, acting through its correctional facility staff, shall have discretion to refuse acceptance of any inmate placed under this agreement where it reasonably believes such placement does not comply with the lawful requirements of facility regulations, State statutes, court order, or when it appears that the physical condition of the placed inmate requires immediate medical attention.
4. The aforementioned seven (7) beds shall not be counted as part of the five-year rolling average that determines the cost to counties for jail services.
5. It is the responsibility of NORCOR to ensure that at no time shall there be more than seven (7) inmates utilizing these HB3194 Jail Program beds at any one time. Any overage above the seven (7) bed limit shall be the sole financial responsibility of NORCOR.

B. Supervision Services.

1. Placed inmates admitted under this agreement shall receive the quality level and manner of care and supervision by NORCOR as furnished to inmates placed from within NORCOR's four member counties when not under this special agreement.
2. If NORCOR determines that a need for emergency services of any kind exists, NORCOR is hereby authorized to take appropriate action to secure such services. NORCOR shall inform Wasco County Sheriff and Wasco County Community Corrections , with immediate notice of such services . Upon receipt of an itemized billing, Wasco County Community Corrections shall reimburse NORCOR for any expenses connected therewith over and above those established in Section 3 of this agreement. In no event shall NORCOR bill Wasco County Community Corrections for more than NORCOR'S out-of-pocket expenses in emergency services for the inmate for purposes of this agreement. "Emergency" shall mean any occurrence or situation involving illness, injury, or disability requiring immediate medical, dental or psychological services wherein delay in the provision of such services is likely to worsen the condition and endanger personal health and safety.

C. Release Services.

NORCOR shall release inmates placed under this agreement only upon written notification by persons authorized by Wasco County Community Corrections or pursuant to a court order, provided however that NORCOR, upon written notice to Wasco County Community Corrections, may act to require release of any inmate whom it reasonably believes has been detained in excess of any statutory period prescribed for incarceration. This agreement is

intended to rely upon Wasco County Community Corrections to monitor the period that an inmate is detained. Wasco County Community Corrections agrees to hold NORCOR harmless from any claim of detention in excess of sentence brought by, or on behalf of any inmate placed as provided herein.

Releases of HB3194 Jail Program inmates from incarceration will be conducted after 6:00 AM on the day of release. Releasing inmates between 12:00 AM and 6:00 AM on the day of release is not to occur without specific authorization from Wasco County Community Corrections .

No provision contained in this agreement is intended to relieve NORCOR for negligently or unlawfully releasing an inmate, or for failure by NORCOR to release an inmate pursuant to the conditions as set forth in Section 1.c(1) above. NORCOR agrees to defend and hold Wasco County Community Corrections harmless from any claim brought by or on behalf of an injured party as a result of NORCOR negligently or unlawfully releasing an inmate. Furthermore, NORCOR agrees to defend and hold Wasco County Community Corrections harmless for any claim by, or on behalf of, an inmate as a result of failure by NORCOR to release that inmate pursuant to the conditions as set forth in Section 1.c.(1) above.

Section 2. Wasco County Community Corrections shall perform as follows:

Written Statement.

Wasco County Community Corrections shall provide a written statement to NORCOR for each inmate detailing the basis for custody and the length of sentence applicable. Any applicable court order or detainer shall be attached to the written statement. All pertinent medical information shall accompany the inmate and be provided to the medical staff for follow-up evaluations.

Authorization to Act.

Wasco County Community Corrections shall provide NORCOR current identities of persons authorized to act under this agreement on behalf of Wasco County Community Corrections .

Transportation.

Wasco County Community Corrections authorized representative shall provide all transportation of inmates to the facility at no expense to NORCOR.

Release Information.

Release Location: Wasco County Community Corrections shall provide any required written evidence of authorization or other reports necessary to release any inmate placed under this agreement. Routine releases of Wasco County Department of Parole and Probation inmates will take place in Wasco County at NORCOR

Emergency Services.

Wasco County Community Corrections shall pay to NORCOR all expenses reasonably incurred by NORCOR to provide emergency medical, dental, or psychological services, including transportation for such services, if provided by a third party, on behalf of any inmate placed under this agreement. In no event shall NORCOR bill Wasco County Community Corrections for more than NORCOR'S out of pocket expenses incurred in providing emergency services.

Extraordinary Care.

NORCOR shall immediately notify Wasco County Community Corrections in the event that an inmate in this program is going to incur abnormal medical expenses that exceed the level of care customarily furnished to detained inmates. Wasco County Community Corrections may at its discretion authorize the release of the inmate prior to incurring such expenses. Upon prior notification by NORCOR, Wasco County Community Corrections shall reimburse NORCOR for any expenses reasonably incurred in the care and supervision of a placed inmate which would exceed the level of care and supervision customarily furnished to detained inmates, including but not limited to outside medical care, specially tailored clothing or footwear, prosthesis, remedial tutoring, eyeglasses, dentures, hearing aids, and similar devices.

Removal of Inmates.

Wasco County Community Corrections shall remove any placed inmate that NORCOR determines in its sole discretion, to be a substantial risk to the safety of the facility on 48 hours notice from NORCOR. Wasco County Community Corrections may dismiss any inmate from the HB3194 Jail Program back into the general NORCOR jail population for Wasco County at its discretion in order to manage who is in the HB3194 Jail Program. Any such release shall be treated as a new incarceration and subject to the jail matrix that exists at the time.

Court Orders.

Wasco County Community Corrections shall furnish promptly to NORCOR in writing judicial orders of placement, social history, visitation restrictions, and specialized programming which would affect detention care and supervision of the placed inmate.

Habeas Corpus.

In the event a Wasco County Community Corrections HB3194 Jail Program inmate in the physical custody of NORCOR is the subject of a Habeas Corpus or other proceeding seeking release from custody, NORCOR shall have no duty to defend or appear in the proceeding. At its option, Wasco County Community Corrections may defend or appear in the proceeding. NORCOR will promptly notify Wasco County Community Corrections and the Wasco County Community Corrections legal counsel of any proceeding of which it is aware that seeks the

release of a Wasco County Community Corrections inmate from NORCOR Custody.

Payment

Wasco County Department of Parole and Probation shall pay NORCOR the amount due as set forth in this agreement within 30 days of receiving the billing. All sums due NORCOR under this agreement shall be remitted to:

**NORCOR
Attn: James Weed
201 Webber Street
The Dalles, OR 97058**

Section 3. Cost

Base cost.

NORCOR will maintain and reserve for the exclusive use of Wasco County Community Corrections seven (7) beds. Wasco County Community Corrections will pay NORCOR the sum of \$90.18 per day or partial day any Wasco County Community Corrections inmate is incarcerated at NORCOR Corrections. This rate is calculated by the sum of the four counties subsidies (\$3,291,791) divided by the 100 beds authorized by the four counties to arrive at an annual rate. (32,917) This is then divided by 365 to establish a daily rate. **The maximum billable value of this contract is \$90,000.00.**

Other costs.

In addition to the base cost, Wasco County Community Corrections shall pay within 30 days of billing any sums otherwise required by this agreement, including but not limited to the costs of emergency services, and costs of prescription medication for Wasco County Community Corrections HB3194 Jail Program inmates. Charges for any additional services shall be billed monthly and paid by Wasco County Community Corrections within 30 days of receipt of the bill.

Liability.

It is understood by the parties that any and all employees of the NORCOR facility are employees of NORCOR and are not employees, agents, or representatives of Wasco County Community Corrections unless acting at the specific instance of or on the instruction of Wasco County Community Corrections. If NORCOR is sued for wrongful detention of HB3194 Jail Program inmates placed by Wasco County Community Corrections under this agreement, Wasco County Community Corrections is responsible for defending and shall pay for any judgment against NORCOR including all costs, disbursements, and attorney's fees for said wrongful detention unless it is the result of NORCOR's own actions or inactions. NORCOR shall be responsible for any liability arising from the operation of facility pursuant to claims brought under federal civil rights law including 42 U.S.C. 1983, and pursuant to the Oregon Tort Claims Act and shall hold

Wasco County Community Corrections shall defend and hold Wasco County harmless for any losses, claims, injuries, damages or suits proximately and legally caused by the conduct of NORCOR'S officers, agents or employees.

Section 5. Amendments.

This agreement may be modified or amended only by the joint written agreement of the parties.

Section 6. Term and Termination.

a) **Term.**

Unless terminated in accordance with subsection (b), the term of this agreement is from the Effective Date through June, 30, 2015. The Effective Date is the last date set forth above the signatures of the parties below.

b) **Termination.**

Either party may terminate this agreement on thirty (30) days written notice to the other party. Termination shall not excuse liabilities incurred prior to the termination date.

Section 7. Counterparts and Facsimile Signatures.

The parties may execute this agreement in counterparts, each of which shall be deemed to be an original thereof. The parties agree that facsimile signatures shall be accepted as original signatures with respect to this agreement.

IN WITNESS WHEREOF, the parties have hereto caused this agreement to be executed by their duly authorized officers as of the dates and year entered hereinafter.

James K. Weed
NORCOR Administrator

Scott C. Hege
Chair, Wasco County Board of Commissioners

Date_____

Date_____

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel

Agenda Item Work Session

- [RETURN TO AGENDA](#)

Agenda Item

Town Hall

- [Flyer](#)

Wasco County Board of Commissioners'



Wednesday, February 18, 2015

5:30 p.m.

Mosier Senior Center

501 East 2nd Street

Mosier, OR

JOIN THE CONVERSATION!



**The Town Hall will be followed by
A Mosier City Council Meeting
Beginning at 6:30 p.m.**

Wasco County Board of Commissioners Appearance Record

Department

NAME	ADDRESS	CITY	STATE
DAN BALOT	SURVEYOR		
Judy Viness	DA		
Jessica Jauken	Community Corrections		
Patricia Neighbour	Planning Department		
Jane Rathmell	GIS/IS Dept		
Justin Bels	Road Dept		
STEVE KEAMER	Commission		
Eugene Scherer	Facilities (EAS)		
Brandon Jones	Assessor's Office		
Tyler Stone			
Bob Runyon			
Scott Hlege			
M. M.	Finance		
Leslie Wolf			
Nancy			

DATE: 2.18.2015 Work Session

Wasco County Board of Commissioners

Appearance Record

NAME	ADDRESS	CITY	STATE
Bryce Molesworth	1656 Walker Rd	Mosier	OR
Kristen McNALL	PO 305	Mosier	OR
Susan Gabay	PO BOX 151 2050 Mosier Cr Rd	Mosier	OR
MARK CITERNICK	PO Box 228 1890 Paradise Lake Rd.	Mosier	OR
Arlene Burns	PO Box 326	Mosier	OR
Donna Wehrley	P.O. Box 501	Mosier	OR
Tom Wehrley	307 E. 2ND	Mosier	OR
EMILY REED	835 CARROLL RD	MOSIER	OR
Kathy Lee	1500 Rock Creek Rd	Mosier	OR
Jan Kerningers	1550 Mergensen Rd.	"	"
Denny Wallace	1050 Oregon Rd	Mosier	OR
Kristen Campbell		HR	OR
Kelly Beatty	533 Wilson	Mosier	
MARC BERRY	403 HUSKEY	MOSIER	OR
JACKI STERNER	1504 Rock Creek Rd	Mosier	OR
Bill Akin	701 3rd	Mosier	OR

DATE: 2.18.2015
Town Hall



WASCO COUNTY COMMISSION MEETING

February 18, 2015

To the Wasco County Commission,

On February 5th Mr. Stone called my office to inform me that Wasco County would be establishing a small stake holder group to discuss building codes and that they would be looking into the needs, concerns and fees of building codes.

From the conversation with Mr. Stone on February 6th I was provided information that Mr. Lease had been communicating with the commission over the past 8 months, that he had had several conversations with Mr. Lease and that the commission decided they needed to look into this.

Commissioner Hege and Commissioner Runyon are both on the Mid-Columbia Council of Governments (MCCOG) Board. They have both participated at MCCOG public hearings and Board meeting where Mr. Lease has been provided an opportunity to ask questions and testify on building codes issues. Additionally Commissioner Hege and I met on several occasions to discuss building codes and answer all of his questions which were similar to Mr. Lease's questions.

Questions:


Why would Wasco County decide to create a stakeholder group to discuss a regional program that they are members of?

Why didn't you refer Mr. Lease to the appropriate governing body to address these concerns?

Why haven't you communicated with the MCCOG Board about any concerns prior to taking action on your own?

As a member of MCCOG you have a responsibility to help in the governance of the agency by setting policy that would provide better services to the region that we represent; how is this action by Wasco County fulfilling your role to represent regional governance and provide better services to the constituent's in Wasco County as well as the other 4 counties in the MCCOG region?

Respectfully Submitted,


John R. Afens, Executive Director

February 17, 2015

Wasco County Court
515 Washington Street
The Dalles, OR 97058

Dear Commissioners,

I am providing this testimony today from the perspective of good governance. Public service is a privilege and it is hard. Individuals who make the decision to serve should expect to make uncomfortable decisions in the light of day, endure public scrutiny and be prepared to make decisions based on sound research and evaluation without emotion or ego.

The decision to remove Wasco County from the public health district has failed on these points. A decision of this magnitude, affecting the most vulnerable populations in the tri-county area, deserves to be well thought out, provide an abundance of public comment and input, be done in the full light of day and only following a critical fiscal and financial analysis. A decision of this import should follow significant discussions and negotiations with area partners since the decision by one county has an impact on others.

I encourage the County to take a step back from the precipice of their earlier decision and proceed in a transparent and open manner.

Good governance is not conducted in a void. You are elected positions and have been entrusted to conduct the people's business above board and in full public view. If there exists disagreement or concern, it is through dialogue and mediation where agreement and change for the better can occur. It is my hope that the County Court now has an opportunity to fulfill their public service role and continue to make Wasco County by its actions a model of public governance.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Stahl", with a stylized flourish at the end.

Brian R. Stahl
121 W. 9th Street
The Dalles, OR 97058.

**NORTH CENTRAL OREGON
ATTAINABLE HOUSING DEVELOPMENT FUND
POLICIES & PROCEDURES**

INTRODUCTION

The Housing Development fund is designed to provide loan resources to address a shortage of quality housing stock at price ranges and rental levels which are commensurate with the financial capabilities of workers and households in the region. The purpose of the fund is to provide funding for gap lending to aid in addressing the North Central Oregon regional attainable housing challenge. Uses are intended to include pre-construction, rehabilitation and loan guarantees. Goals for the fund include development of tangible assets through housing development, providing opportunities for those in the region to live where they work and supporting the middle market of 80-120% median family income.

The purpose of the fund is to provide gap financing and will partner with a lender to leverage the Attainable Housing Development Fund resources. Mid-Columbia Economic Development District (MCEDD), hereinafter referred to as the Attainable Housing Fund Manager, or "Fund Manager" will manage the Attainable Housing Development Fund. A lender is defined as any federally insured bank or credit union. Lenders will be free to exercise complete autonomy over underwriting and credit approval and will provide the Fund Manager with copies of all documentation used in making the credit decision.

SECTION 1: APPLICANT ELIGIBILITY

In order to be eligible for an Attainable Housing Development Fund (AHDF) loan, an applicant must meet all of the following requirements:

- 1:1 Applicant:** The applicant must pre-qualify with a Lender to finance a loan to support the regional attainable housing objectives as described above.
- 1:2 Property Location:** The property must be located within Hood River County, Wasco County and/or Sherman County.
- 1.3 Project Characteristics:** The project to be financed is subject to competitive review and must meet at least one of the mandatory objectives established in the checklist by the North Central Affordable Housing subcommittee.

SECTION 2: LOAN REQUIREMENTS

All loans will be made in partnership with a Lender and will provide financing for the gap between the Lender's loan and the total project cost. The AHDF will be in a subordinate position behind the Lender's financing.

Loan Interest Rate Policy:

Interest rates will be fixed at the time of disbursement. The fund will use a risk rated interest loan rates tied to the WSJ Prime Rate for all non-government loans.

Risk Rating	Margin	Index – WSJ Prime Rate*	AHDF Interest Rate*
Excellent	.25	3.25	3.5
Good	.75	3.25	4.0
Average	1.5	3.25	4.75
Below Average	2.5	3.25	5.75
Poor	3.5	3.25	6.75

*The Wall Street Journal Prime Rate is subject to change. When the WSJ Prime rates changes, so do AHDF interest rates.

Criteria:

The main risk criteria analyzed (as applicable) is personal credit scores, collateral percentage of loan or loan-to value, debt coverage service ratio, personal financial strength of individual owners of the business and type of collateral. Lending staff determines performance of the applicant in each of these categories when assigning an interest rate.

2:1 Loan Committee:

Loan Committee will consist of a minimum of five and a maximum of seven members. Five of the members shall be county commissioners or a designated representative thereof currently serving on the MCEDD Board. At the MCEDD Board's discretion, the Loan Administration Board may include persons who are not members of the MCEDD Board and who can contribute expertise to the loan review process. Loan Administration Board membership shall include at least one member with commercial lending or financing experience.

It is not the intent of the program to compete with traditional lenders, but rather partner with them. Therefore, the Loan Committee will rely on the participating Lender's expertise and experience to determine the amount of funding needed to fill "the gap". Proof of a long-term commitment must be supplied by the Lender at time of application or before closing of the loan. Equity amounts will be required and determined by the Lender.

2:2: North Central Affordable Housing Subcommittee

The AHDF subcommittee shall consist of the following:

- Three county members, with one from each county (Hood River, Wasco and Sherman).
- Three city members, representing cities in the three counties. Members may be selected from any city within the county.
- One member from the Mid-Columbia/Columbia Cascade Housing Authority.

Membership will be based on nominations by the counties and will be selected by the North Central Regional Solutions Advisory Committee, for terms prescribed by the North Central Regional Solutions Advisory Committee.

Decisions of the subcommittee will be made by simple majority vote. If any subcommittee member has a direct conflict of interest (as defined by MCEDD's conflict of interest policy) with a

proposed project presented to the committee, they will recuse themselves from discussion and decision.

Role of the committee:

- 1) Develop checklist against which projects will be evaluated in meeting the intended goals for the AHDF. Checklist will highlight criteria in-line with goals listed in the introduction.
- 2) Review the checklist on at least a bi-annual basis and revise as necessary.
- 3) Review projects to determine the degree to which they do or do not meet metrics defined in the checklist.
- 4) Develop a recommendation to the loan committee on the project's fit to the goals of the AHDF. The Loan Fund Manager will provide all financial analysis to accompany the subcommittee recommendation's related to the project's fit with the program's objectives. These will be presented to the Loan Committee for decisions on loans, terms and conditions.

2:3 Loan Amounts:

- a. Loan Size
 - a. Minimum loan size is \$250,000. Multiple smaller projects in a single jurisdiction may be pooled (e.g. multiple rehabilitation loan requests) to meet the minimum loan size.
 - b. Maximum loan through this fund is \$750,000*.
- b. Maximum loan amounts will not exceed 40% of the project total; including all fees. Therefore, loan applications will need to include a project budget from the Lender which includes the amount of fees and interest being charged by the Lender during financing. *In low population counties (5,000 residents or less), this 40% maximum loan amount is waived when the applicant is a domain specific not-for-profit or government entity.*
- c. Each loan requires a borrower contribution and loans. At least 25% of the ultimate loan will require private or outside resource contributions. The applicant's equity in the project can be cash or the value of the land in which the project will be located. Value of the land will be equal to the purchase price of land if acquired less than 3 years from the application date. If the land purchase was greater than 3 years from the application date; then land value will be based on the county assessed value or an appraised value required by the Lender.

2:4 Eligible Project Costs/Uses:

Construction
Construction Contingency
Permits/Building Fees
Appraisals
Recording & Loan Fees
Land acquisition* (only in special exception circumstances)

2:5 Ineligible Project Costs:

Refinance of existing debt.

Financing of properties used as/ to be used as vacation rentals.
Reimbursement to Borrower for land purchase.
Reimbursement to Borrower for labor.
Delinquent Property Taxes on Subject Property

2:6 Exceptions: The Loan Administration Board may approve loans that include exceptions to the guidelines included in this policies and procedures plan, including exceptions to the loan amount and the eligible uses, in instances with the project impact is of exceptional value to the region. *Overall programmatic exceptions to the fund criteria may be made to allow different term structures to support pooled projects, but the amount available to that function may be limited.*

SECTION 3: FUND MANAGER

The Fund Manager will be responsible for coordinating committee meetings, communicating with the Lender about projects and the overall management of the fund in terms of applications, closings and project management as it relates to the policies & procedures of this fund. Mid-Columbia Economic Development District (MCEDD) will act as the Fund Manager for this fund.

SECTION 4: APPLICATION PROCESS

4:1 Loan Approval: The Fund Manager will receive a loan request from lenders and prepare an additional loan summary, if necessary, to Loan Committee members. The Lenders loan request will include an appraisal of the project property and appropriate financial analysis, including cash flow of the project property, copies of 2 years tax returns for borrowers, guarantors and any applicable business entities – i.e. corporations, partnerships, LLCs' and others. All loans will require review and approval from the Loan Committee. Applicants approved for a loan will be notified in writing. Applications will be approved in the order they are completed.

4:2 Loan Terms: Loan terms will match the Lenders term on financing, but may include a shorter balloon for a total three to five year term. Extensions will be considered, but a formal request must be submitted to the Fund Manager for review and approval. The request should include the length of extension needed and reason for the delay in completing the project. Fund Manager will have the authority to approve extensions. The fee for the extension will be ½ of 1% with a minimum of \$250.

4:3 Loan Documents: All loans will be secured by a recorded trust deed and/or other instruments as stated in the approval letter. The Lender and Fund Manager will prepare loan documents for their respective loan amounts and the loan will be closed at a title company in Wasco, Sherman or Hood River County.

SECTION 5: CONSTRUCTION PERIOD

The Lender will take lead on the project during the construction phase. Funding will first be disbursed from the lenders portion then from the AHDF portion.

5:1 Disbursement of Loan Proceeds: Loan funds will be disbursed by lender in accordance with the lenders standard practices and after construction progress inspections. Upon full disbursement of the lenders funds, the lender will request the AHDF funds be disbursed. The Fund Manager will disburse the full amount directly to the lender.

5:2 Construction Inspections: The lender will be responsible for timely construction inspections and will provide copies of these inspections to the Fund Manager.

5:3 Contract Change Orders: Based upon submission of appropriate documentation by the borrower, the lender is authorized to approve contract change orders that do not exceed a aggregate total of 2% of the contract amount or \$3,000.00, whichever is less. Any modification of the Construction Contract for more than the above must be submitted to and approved jointly by the lender, Loan Committee and the Fund Manager.

5:4 Property Insurance: It will be the responsibility of the Lender to assure that property damage insurance is in place for the full term of the loan.

SECTION 6: CONFLICT OF INTEREST

No employee of Fund Manager, its agents, members and families of the Loan Committee, and other 'covered persons' pursuant to 24CFR 570.489(h) who exercise any functions or responsibilities in connection with administration of the Attainable Housing Development Fund shall be eligible for an Attainable Housing Development Fund Loan, nor shall such a person have any interest, direct or indirect, in the proceeds of such a loan.

SECTION 7: POLICY EXCEPTIONS

The Loan Committee may waive program policies. The request for the waiver will be submitted by the Fund Manager. Requests for waivers will be evaluated based upon whether the requested waiver is necessary to accomplish the goals of the Attainable Housing Development Fund and will apply only to the application for which a waiver was requested.

SECTION 8: PROGRAM INCOME

Participating Lender will make payment to the Fund Manager in accordance with the loan agreement and promissory note, executed at loan closing and at the time long-term financing is put in place.

8:1 Interest Income: Interest earned on the program will be held by the Fund Manager to cover costs associated with loan servicing and reporting of the fund to owners of the Attainable Housing Development Fund.

8:2 Lenders/Fund Managers Fee: Borrower will pay a fee in the amount of 1% or \$1,000.00 (whichever is more), of the Lender's long-term loan amount will be due and payable at the

time of the loan closing. The fee will be split pro-rata between the Lender and the Fund Manager.

8:3 Borrowers Application Fee: Borrower will pay a non-refundable application fee of \$250 to the Fund Manager at the time of application.

8:4 Borrowers Closing Costs: Borrower will pay all closing cost associated with credit reports, recording fees and title insurance and any other costs associated with the loan closing. Fund Manager will coordinate closing with the Lender and a closing statement will be required.

SECTION 9: DEFAULT PROCEDURE: Should the loan default in any way, decisions regarding collection and foreclosure will be made jointly by the Loan Committee, Lender and Fund Manager. The costs associated with all legal collection activities will be the responsibility of the AHDF.

**NORTH CENTRAL OREGON
ATTAINABLE HOUSING DEVELOPMENT FUND**

CHECKLIST

Checklist Role:

Checklist will be the measure which project proposals will be evaluated in meeting the intended goals for the Attainable Housing Development Fund. The checklist evaluation and comments provided by the Attainable Housing Development Fund subcommittee will be included in the proposal to the MCEDD Loan Administration Board in evaluating funding requests. Funding will be awarded on a competitive basis.

Background:

The Housing Development fund is designed to provide loan resources to address a shortage of quality housing stock at price ranges and rental levels which are commensurate with the financial capabilities of workers and households in the region. The purpose of the fund is to provide funding for gap lending to aid in addressing the North Central Oregon regional attainable housing challenge. Uses are intended to include pre-construction, rehabilitation and loan guarantees. Goals for the fund include development of tangible assets through housing development, providing opportunities for those in the region to live where they work and supporting the middle market of 80-120% median family income.

Funding Requirements and Focus Areas

Projects must meet all of the following criteria:

- ☐ Project is located in one of the target counties (Sherman, Wasco and/or Hood River County).
- ☐ Project will result in real property assets or rehabilitated property through housing development.
- ☐ Project is sponsored by a city or county. List city/county sponsor(s): _____
- ☐ Project conforms with Policies & Procedures Sections 2:4 and 2:5 regarding eligible and ineligible project costs.
- ☐ Project conforms with Policies & Procedures Section 2:3:a regarding loan size.

Projects will be evaluated as to the degree they meet additional program goals:

- ☐ Project funds housing development meeting the needs of individuals at 80 – 120 % of median family income.
- ☐ Project provides opportunities for those in the North Central Oregon region (Sherman, Wasco and/or Hood River County) to live where they work.

- ☐ Attention should be given to geographic distribution of loan with preference for at least one award in each sponsoring county (Sherman, Wasco and Hood River).
- ☐ Project begins to "close gap." Providing special attention on transitioning from affordable housing (under 80 % MFI) to the middle market (80 – 120 % MFI).
- ☐ Project has significant financial leverage.
- ☐ Project moves the needle for a community. Project makes a significant difference in housing inventory in a given community.
- ☐ Project incorporates innovative design standards. Project incorporates sustainable design standards.

MONTHLY	Monthly	# of ee's		WC	0.017
Gross Wages Rep new	115,713	34	41%	LTD	0.0048
Gross Wages Non Rep All	241,806	49	59%	FICA	0.0765
Elected Officials & AO	44,456			PERS ER	average used 0.1122
Gross Wages NR Same	197,350				

								Affect on Budget Monthly	Affect on Budget Annually
Current Cost	cost of current salary and PERS, as is now						MONTHLY		
	<u>WAGES</u>	<u>WC</u>	<u>LTD</u>	<u>FICA</u>	<u>PERS ER</u>	<u>PERS PU</u>	<u>COST</u>		
Gross Wages Rep old	110,598	1,880	531	8,461	12,409	6,636	140,515	this is what budgets currently reflect	
Gross Wages Non Rep All	241,806	4,111	1,161	17,388	27,131	0	291,596		
TOTALS	352,404	5,991	1,692	25,849	39,540	6,636	432,111	\$ 432,111	\$ 5,185,331

** all scenarios will show "different" staff separate for consistency
***the costs are shown for County wide, revenue sources and funds are not factored into the analysis at this time.

^THE COST TO MOVE AFSCME POSITIONS TO THE NEW SALARY SCALE IN THE SAME MANNER AS NON REP'S WERE MOVED IS \$74,015 W/O PERS 6% CONSIDERED.

SCENARIO 1	pay from new salary implemented as non reps were, employees pay their 6% pers						MONTHLY	previous represented positions now paying their own 6% is offset by the increase of costs for new wages, that amount is \$6500 per month	
	<u>WAGES</u>	<u>WC</u>	<u>LTD</u>	<u>FICA</u>	<u>PERS ER</u>	<u>PERS PU</u>	<u>COST</u>		
Gross Wages Rep new	115,713	1,967	555	8,321	12,983	0	139,539	\$ 431,135	\$ 5,173,624
Gross Wages NR Same	197,350	3,355	947	14,191	22,143	0	237,986		
Gross Wages Different	44,456	756	213	3,197	4,988	0	53,610	(976)	(11,707)
TOTALS	357,519	6,078	1,716	25,709	40,114	0	431,135		

scenario 1 represents a budget savings

