

**WASCO COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION / AGENDA WEDNESDAY, MARCH 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) [Hiring Recommendation](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 3.4.2015 BOCC Regular Session Minutes](#)
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9:30 a.m.      [Benefits Committee Recommendation](#) - Jill Amery

9:45 a.m.      [Transition Team Recommendation](#) – Judy Urness

10:00 a.m.      [USDA Forest Service Grant Agreement Modification](#) – Lane Magill

10:10 a.m.      [Road Vacation Application](#) –Dan Boldt

10:20 a.m.      [Section 5310 Special Transportation Funding](#) – Dan Schwanz

10:50 a.m.      [Scenic Bikeway](#) – Susie Miles

11:05 a.m.      [Focused Audit](#) – Pauley Rogers

11:50 a.m.      [Executive Session](#) – Pursuant to ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation

**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  
MARCH 18, 2015

PRESENT: Rod Runyon, County Commissioner  
Steve Kramer, County Commissioner  
Scott Hege, Commission Chair  
STAFF: Tyler Stone, Administrative Officer  
Kathy White, Executive Assistant (by phone)

Chair Hege opened the session at 9:00 a.m. with the pledge of allegiance.

**Open to Departments – Printer/Scanner Replacement**

Interim Information Systems Director Paul Ferguson explained that the KIP printer has been malfunctioning since last fall; it is a big scanner/printer for up to 36" plans and plots. He said that it had been serviced in the fall and at that time the technician had advised that they would not be able to repair it again. Mr. Ferguson stated that the County pays \$200 a month in maintenance fees for the 8-year-old unit.

Mr. Ferguson said that Ricoh does have a large scale printer that the county can get through the schools purchasing/leasing system. The County can lease it for \$298 per month with a \$1,000 rebate that could offset the cost for the remainder of this fiscal year. The term of the lease is 5 years.

County Surveyor Dan Boldt explained that after a plat is filed in the Clerk's office the mylar is brought to public works where it is scanned in and made available to the public.

Commissioner Kramer asked if this has gone through Finance. Mr. Ferguson replied that Finance Director Monica Morris is aware that they have been looking at it but he has not taken it to her.

Chair Hege asked if this is in the Information System's budget. Mr. Ferguson replied that the cost is split between four departments – the Clerk's Office, Planning, Roads and the Surveyor.

Mr. Stone says he supports the lease as it is a critical function of the County.

**\*\*\*The Board was in consensus for Information Systems to go forward with the planned lease of the oversize printer though the school purchasing program.\*\*\***

#### **Discussion List – Hiring Recommendation**

Mr. Stone reminded that Board that when the Planning Director and Public Works Director positions were vacated in December, Senior Planner Angie Brewer was made Interim Planning Director and Arthur Smith Interim Public Works Director while it was being determined how to fill those positions on a permanent basis. In addition, Ms. Brewer and Mr. Smith were asked to evaluate the departments for efficiencies including the possibility of combining the two positions to consolidate the two departments.

Mr. Stone noted that at a previous Board session Ms. Brewer and Mr. Smith had presented their findings with a lot of opportunities to streamline processes and provide better customer service. However, they determined that because of significant difference in the work of the two departments, it would be nearly impossible to find a candidate with adequate knowledge and experience to effectively oversee the two departments as one.

Mr. Stone said it is now time to determine if the County should go out for regional recruitment for these two positions or promote from within. He explained that there are significant costs to recruitment – staff time in advertising, interviewing and evaluating. In addition, there will be a lag in time if a candidate has to give notice and/or relocate to this area in addition to a learning curve once in the position. He said that the downside of not going out for recruitment would be possibility of missing out on a great hire; however, he said, he believes that we have interims in the positions who

have already demonstrated their leadership abilities and will be good.

Commissioner Kramer said he has talked to quite a few people regarding this decision, the vast majority supported promoting from within. He said that we already have two highly qualified people who have instituted an open door policy and improved morale. He said that staff supports them as leaders and he is leaning toward promoting from within.

Mr. Stone added that he also discussed this with both staffs and they were supportive of moving forward with internal promotions. He said he spoke with external partners who by-in-large supported the internal promotion. He also pointed out that there will be cost savings as there is no intention of filling the Project Manager position held by Mr. Smith; that position will be combined with the Director's position.

Commissioner Runyon reported that he had talked to people locally as well as those at the AOC. He said he views changes like this as an opportunity to change the culture which is a good reason for external recruitment. However, both Ms. Brewer and Mr. Smith have demonstrated their leadership skills and a desire to improve the culture in throughout the building.

**\*\*\*The Board was in consensus to direct the Administrative Officer to move forward with the internal promotion process for the Planning and Public Works Directors.\*\*\***

<b>Agenda Item – Benefits Committee Recommendation</b>
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County Assessor and Benefits Committee member said that in August, a 12 member committee was formed to evaluate the County's current provider as well as explore the market for other providers. She said that the Committee looked at 10 providers, narrowing that list to 2, both of whom had similar plans. In the end, CIS offered an annual cost savings of \$37,000 to the County and \$7,000 to employees in annual premiums. She said that the plan currently in place for the County will no longer be available so a decision must be made as to what would be best for the County and staff.

Commissioner Runyon thanked the team for their work. Mr. Stone echoed that saying that he is very pleased with the work – this will basically pay for itself. Chair Hege said it is affirming that CIS has been a good choice for us.



**\*\*\*The Board was in consensus to move forward with the CIS insurance plan for the County.\*\*\***

#### **Agenda Item – Road Vacation**

Mr. Boldt noted that he is bringing this item forward on behalf of Mr. Smith who is out of the office this week. He said a petition has been filed to vacate a cul de sac and right of way that have never been used. For the landowners, this is the first of several steps toward their end-goal to move a boundary and build. The action today is for the Board to direct Mr. Smith to prepare a report and recommendation for the Board.

**{{{Commissioner Kramer moved to approve Order #15-020 directing the Public Works Director to prepare his report on the proposed vacation of Cedar Street Extension and cul de sac. Commissioner Runyon seconded that motion which passed unanimously.}}}**

#### **Agenda Item – Transition Team Recommendation**

Victim's Advocate and Transition Team Chair Judy Urness explained that the group was formed to identify a process for transitioning all former AFSCME represented members to a non-represented status. She reported that Ms. Morris had participated in the process as an educator. Each team member was tasked to taking information from the Team back to their departments and return with feedback.

Ms. Urness stated that the recommendation of the team will result in increased annual costs to the County of \$57,000 which is well under the targeted amount for this project. In addition, the County will incur one-time costs amounting to \$74,000. The Team suggests that the transition be implemented in the same way as other groups were on-boarded to the salary matrix.

Ms. Urness noted that there are a few major components of the transition that the team focused on resolving. The team was unanimous that vacation be awarded rather than accrued. Most existing vacation banks will be used as vacation rather than being cashed out. In addition, the group recommends that former AFSCME represented employees have a 6% increase applied to their wage rates in order to determine where they fall into the salary matrix. Currently, the County pays the employee contribution for PERS for the AFSCME employee. Once on the matrix, they will be responsible for paying their own.

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Ms. Morris commended the group for their dedication and thoughtfulness in working through the issues – it is challenging to work on your own benefit package. She said there are some changes she would ask for:

Vacation – While the idea of going to awarded seems simple it still leaves behind a significant amount of banked vacation hours which represents a liability to the County and creates extra work in Finance. She suggested that employees with vacation banks be required to use the balance within 5 years.

Chair Hege adjourned the meeting at 12:40 p.m.

**Motions Passed**

- to approve **Order #15-020 directing the Public Works Director to prepare his report on the proposed vacation of Cedar Street Extension and cul de sac.**

**Consensus**

- for Information Systems to go forward with the planned lease of the oversize printer through the school purchasing program.
- to direct the Administrative Officer to move forward with the internal promotion process for the Planning and Public Works Directors.
- to move forward with the CIS insurance plan for the County.

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Scott Hege, Commission Chair

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Rod Runyon, County Commissioner

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Steve Kramer, County Commissioner

**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
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**DISCUSSION LIST**

**ACTION AND DISCUSSION ITEMS:**

1. [Hiring Recommendation](#)



# WASCO COUNTY

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### Memo Re: Hiring/Promoting Directors for Planning and Public Works Departments

In mid-December, 2014, Planning Director John Roberts resigned his position to take a position closer to his home. Prior to his departure, I had discussions with Mr. Roberts and key staff where it was determined that recently hired Senior Planner Angie Brewer would be the best choice to serve as Interim Planning Director. Ms. Brewer came to Wasco County with 9 years of experience as Senior Regional Planner for the Columbia River Gorge Commission and previous experience with the City of Pullman Planning Department.

After more than 20 years, Public Works Director Marty Matherly resigned on December 31, 2014. Prior to his departure, I had discussions with Mr. Matherly and it was determined that Project Manager Arthur Smith would be the best choice to serve as Interim Public Works Director. Mr. Smith has more than 20 years with the Road Department and is very familiar with the department and its programs. The retirement and departure of the two Directors presented a unique opportunity to explore if the County could create efficiencies in operations between the two departments. I tasked the two Interim Directors to evaluate the organization structure as it currently exists in the Public Works/ Planning building to identify areas for cost savings or efficiency upgrades as part of the effort to identify solutions to our road funding problems. Among the options explored was the possibility of combining the two departments under one Director, and how the existing structure could be improved. As a result of this process the immediate posting and hiring of new Directors for these positions was postponed pending the results of this process.

Additionally, staff was tasked with looking at and upgrading the current model for both departments with the focus being on shared services between departments as a way to potentially become more efficient while saving money. This work focused on keeping the current organizational structure but working on finding ways to share the load and cut costs between the two departments.

After many discussions with staff and management it was decided that combining the two Director positions was not the best course of action given the extreme differences in the two work products between Planning and Public Works. A Planning Director needs to have a planning background and be willing and able to do planning work in Oregon. Likewise, the Public Works Director needs to have a skill set specific to roads, road maintenance or construction. It is unlikely that an individual exists that would have both skill sets. Staff confirmed with peers around the State that this type of model does not readily exist as proposed. As such, it was determined that the best course of action is to rehire both Director positions. Several efficiencies were identified as part of the second process and have been highlighted in previous reports to the Board. Among those changes most notable is that the Project Manager position could be eliminated if the new Public Works Director were to have that skill set in addition to their skill as a Director. For these reasons I support moving forward with the hiring of the two Director positions.



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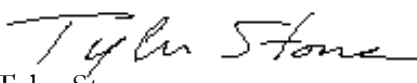
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The Commission has one decision to make prior to starting any recruitment process. That decision is whether to go through a regional recruitment process or to promote from within without going through the expense and time associated with an open recruitment. This decision has several pros and cons that should be considered. If the Commission were to promote the Interim Director of the Road Department Arthur Smith to the Director position, the Project Manager position (Arthur's former position) could be combined with the Public Works Director position resulting in a significant cost savings for the County. Recruitment time and expenses for both positions would be significantly reduced with an internal appointment. A regional recruiting process for the Director positions will take approximately two months to complete from start to finish. This does not take into account any transition time or additional costs associated with making a candidate selection from out of the area. Internal applicants know the processes, procedures, and staff without having to go through a long learning curve. The challenges associated with an internal process include the potential of missing the best qualified candidate, transparency to stakeholders, and existing perceptions that may exist based on past interactions with a known individual. If the Commission decides that an internal promotion is the best path, I support moving forward with making the interim appointments of Angie Brewer and Arthur Smith permanent for the Director positions. If the Commission decides to open the positions via an external process then Mr. Smith and Ms. Brewer will both make strong candidates.

To validate this position I have discussed with the staff of both departments their acceptance and support of these individuals being promoted into the Director position. Both staffs have indicated that these individuals should be promoted into the positions with few exceptions. Additionally, I have reached out to the Planning Commission and several public works officials in the community. Generally, most external contacts were favorable toward the individuals and in the recommendation to promote from within. Only one contact thought that the Public Works position should be opened up to the general public. In the 6-8 weeks that Ms. Brewer and Mr. Smith have served as Interim Director for their respective departments they have gained the support of staff and exhibited abilities to lead and organize. Furthermore, when tasked with an exploration of the possibility of combining the two departments under one director, both Ms. Brewer and Mr. Smith demonstrated their willingness to place the needs of the County and their Departments above their own self-interests.

Thank you,

  
Tyler Stone  
Wasco County Administrative Officer

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

**CONSENT AGENDA**

1. [3.4.2015 BOCC Regular Session Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MARCH 4, 2015

PRESENT: Rod Runyon, County Commissioner  
Steve Kramer, County Commissioner  
STAFF: Tyler Stone, Administrative Officer  
Kathy White, Executive Assistant  
ABSENT: Scott Hege, Commission Chair

Acting Chair Runyon opened the session at 9:00 a.m. with the pledge of allegiance. He announced that Chair Hege is in Washington D.C. on the County's behalf.

**Public Comment – Planning Permits**

Richard Murray of The Dalles said that he had appeared previously on behalf of Bob Zeeman who has been unable to get power for a hunting camp trailer on his own property. He said that he nor Mr. Zeeman has heard from anyone with and update. He reviewed the reasons he believes that Mr. Zeeman should be allowed power to his camp trailer. He suggested that a 30 amp meter could be installed – something functional for the small camp trailer but too small for a house. Mr. Murray stated that he could bypass the County by running power from his property to Mr. Z's camp trailer. He said that he had advised against Mr. Z filing civil action against the County but is reversing that advice and is considering legal action himself.

Mr. Zeeman said that he has written Salem about why Hood River County can allow for this circumstance and Wasco County cannot.

Acting Chair Runyon replied that he had been prepared to discuss this with Mr. Murray but now that legal action has been threatened, he is unable to do so and will have to

turn the matter over to County Counsel.

Mr. Murray said that he had been to the Board of Property Tax Appeals (BOPTA) and said that they were disrespectful to him and to the work his wife did in preparing documents for them. He said the Board did not even review the documents. He noted that his wife is undergoing chemo-therapy.

Acting Chair Runyon said that the Board had listened to the recording for Mr. Murray's meeting with BOPTA. He said that he had been allowed a full hour for the 3 properties. He stated that research to see what other counties are doing revealed that Wasco County is in line with standard practices – allowing more time than some other counties but no less. He added that even so, the County is looking at making improvements to the process; he said he thinks it might be a good idea to have documents submitted in advance for review.

Mr. Murray said that they did not know to submit early nor did they know about the time restriction. He said that he had asked for comparables but the Board had not even looked at them.

Acting Chair Runyon told Mr. Zeeman that the Planning Department has been working on his request and all three Commissioners have met with them. Interim Planning Director Angie Brewer said that her department could put together a letter that outlines Wasco County rules and meet with Mr. Zeeman to talk about it.

Acting Chair Runyon thanked David McGaughey, the Assessor's Office and BOPTA members for the work they have done. He observed that questions are good and there may be ways to improve the process.

<b>Discussion List – Central Oregon Workforce Consortium Appointment</b>
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**{{{Commissioner Kramer moved to approve Order 15-015 appointing Steven Kramer to the Central Oregon Workforce Consortium Board of Directors. Acting Chair Runyon seconded the motion which passed unanimously.}}}**

<b>Discussion List – Dispute Resolution Coordinator</b>
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Ms. White explained that the biennial Dispute Resolution Grant process is complicated and cumbersome. She reported that she had met with Six Rivers Mediation Executive Director Marti Kantola to talk about the possibility of simplifying the process. Further discussions with the University of Oregon have identified the possibility of appointing



a coordinator for the five participating counties to allow for only one RFP notice and single applications for prospective grantees. Ms. White said that Wasco County has been acting as Coordinator for the five participating counties since the program's inception. She said that it makes sense to designate to officially designate Wasco County as Coordinator; the other counties will be considering the same resolution at their upcoming meetings.

**{{{Acting Chair Runyon moved to approve the Joint Resolution designating Wasco County as Community Dispute Resolution Coordinator. Commissioner Kramer seconded the motion which passed unanimously.}}}**

#### **Discussion List – VA Clinic Name Change**

Acting Chair Runyon explained that the letter of support for the request to change the name of the VA Community Based Outreach Clinic is one that began over a year ago but languished at the Federal level; it has come back around for consideration. Congressman Walden's office has asked for an updated letter of support.

**\*\*\*The Board was in consensus to send an updated letter of support VA CBOC name change.\*\*\***

#### **Discussion List – Mosier Special Standards Letter of Support**

Acting Chair Runyon explained that at the Town Hall recently held in Mosier some members of the Mosier community had presented information to the Board regarding their water situation. They are trying to protect their watershed and asked the Board to consider providing a letter of support for their efforts to enact special standards that will help prevent further drilling of comingling wells.

Commissioner Kramer said he believes that their plan will help them with their issues and he believes the Board should support those efforts.

Acting Chair Runyon read the letter (included in the Board Packet).

**\*\*\*The Board was in consensus to provide a letter of support for the Mosier Special Standards.\*\*\***

#### **Consent Agenda – 2.18.2015 Minutes**

Acting Chair Runyon said he had worked with Ms. White to make a few grammatical/spelling corrections to the minutes.

**{{{Commissioner Kramer moved to approve the Consent Agenda with the noted corrections to the minutes. Acting Chair Runyon seconded the motion which passed unanimously.}}}**

<b>Agenda Item – Economic Development District</b>
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CEDS PROJECT LIST

MCEDD Project Manager Carrie Pipinich explained that they had recently gone through the process to gather projects from around the County and brought that to the EDC for review and ranking. She reviewed her memo included in the Board Packet. She said that the Commissioners had been given input into the ranking. She said that the list will be submitted to MCEDD but the EDC will be working on items throughout the list.

Commissioner Kramer asked why safe water systems was lower on the list than a parking lot.

EDC Chair Joan Silver replied that the presentation to the EDC Commissioners was narrowed to those projects that were new or changed. She said she thinks that the Commissioners tended to look at projects that are ready. She reported that the parking garage continues to be something that the city puts forward for their urban renewal plans; without the parking structure, there isn't as strong a case for other projects to go through. She added that readiness plays a role – when people see projects put forward repeatedly with no movement, readiness becomes more important.

Acting Chair Runyon observed that he has seen this before; the list is fluid – if funding is identified, a project may move up the list. He said that he is not sure the number ranking is productive except for when going out for a grant – they are all important projects. He agreed that drinking water is important.

Commissioner Kramer stated that he has encouraged them to move forward with the drinking water project but it does not seem to be a priority; he said he will be making contact with them to encourage movement on the project. Ms. Silver said that she believes that the project organizers don't see the community support that they feel they need.

Ms. Pipinich reiterated that the EDC Commissioners are focused on the readiness of

projects.

Commissioner Kramer said that it makes sense for them to prioritize projects that are ready. He said he hopes to encourage them to be proactive in getting the water project moved forward.

**\*\*\*The Board was in consensus for the EDC to go forward with the CEDS project list as presented.\*\*\***

EDC ORDINANCE

Ms. Pipinich explained that at a previous session she had asked for the EDC's role to be redefined to be more active; the Board had asked the EDC to develop a document to accomplish that. This document is in response to that request.

Ms. White explained that her research had revealed the original document outlining the role of the EDC is an order, not an ordinance as was previously thought. She explained that the mechanics of the two documents are very different – an ordinance requires a reading at two regular sessions before a vote can be taken. Once approved, an ordinance does not take effect for 90 days. An order requires presentation at only one session and takes effect immediately.

**{{{Commissioner Kramer moved to approve Order #15-018 updating the role of the Economic Development Commission. Acting Chair Runyon seconded the motion which passed unanimously.}}}**

Acting Chair Runyon called a recess at 9:45 a.m.

The session reconvened at 9:50 a.m.

**Agenda Item – Clean Energy**

Environment Oregon Clean Energy Advocate Charlie Fisher explained that Environment Oregon is a citizen based organization with 40,000 members. He said he is here to urge the Board to support the solar energy initiative by passing a resolution or calling on officials to vote for passage. He observed that Oregon is far behind other states in solar energy with less than .02% of its energy coming from solar sources. He pointed out that Oregon has 133 solar companies – not only would increases solar energy production benefit the environment, but it would put Oregonians to work manufacturing and installing solar panels. He reviewed the four House Bills up for

consideration (included in Board Packet).

Acting Chair Runyon said he would like to see a list of those who have already signed on to the letter. Mr. Fisher said he would send that to Ms. White. Acting Chair Runyon said he would also like the time to do more exploration of the subject. He asked if this has been presented to the Association of Oregon Counties. Mr. Fisher responded that it has not. Commissioner Kramer encouraged him to do so and asked for a time frame for the legislation. Mr. Fisher replied that the bills will have legislative hearings from late March to mid-April.

Mr. Stone asked if there is a cost analysis for the bills. Mr. Fisher replied that one bill will require state investment – other than that there is no taxpayer money involved. There is a cap of .25% on the rate; Environment Oregon is proposing a 1% cap.

#### **Agenda Item – Public Works Surplus Equipment**

Interim Public Works Director Arthur Smith reviewed his memo (included in Board Packet) regarding the equipment being proposed for surplus. He explained that Public Works looks at equipment annually to assess its usability and frequency of use. He said oftentimes the shop supervisor will alert when equipment is reaching the end of its useful life.

Acting Chair Runyon asked if there is any way to borrow this equipment should they find a need for it in the future. Mr. Smith replied that for two of the items they already have replacement equipment; for the remaining two – Wasco County is no longer doing that kind of work. He said that if there was a need, they can rent equipment from other counties.

**{{{Commissioner Kramer moved to approve Order #15-017 surplussing listed Public Works equipment. Acting Chair Runyon seconded the motion which passed unanimously.}}}**

#### **Agenda Item – Budget Adjustment**

Finance Director Monica Morris said that this adjustment is for a Western Federal Lands Agreement that was approved last year. She explained that in December Public Works had received an email that explained there would be a change in the funding which had been based on engineer's and construction estimates that turned out to be under the actual costs. The increase in the project cost is \$1.2 million with Wasco County's share coming to \$125,910. The request is to move that amount plus another

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\$20,000 for unforeseen adjustments. She said that Mr. Smith will have a conversation if costs go beyond that as we may not be able to go forward with the project if costs increase further.

Commissioner Kramer said that this project is vital to the south end of the County.

**{{{Commissioner Kramer moved to approve Order #15-016 transferring \$150,000 from Contingency to Capital Outlay. Acting Chair Runyon seconded the motion which passed unanimously.}}}**

Acting Chair Runyon called a recess at 10:15 a.m.

The session reconvened at 10:39 a.m.

**Public Input – Student Presentation**

Local The Dalles Wahtonka High School student Tai Rogers spoke to the Board about the future of the Dufur Future Farmers of America. She said that she would like to bring The Dalles, Dufur and South Wasco County together to form a single, stronger FFA chapter that would be able to offer more opportunities to its members. She outlined her position and detailed the opportunities that would be available to a larger FFA membership.

Acting Chair Runyon said that he will contact the AOC on Ms. Rogers' behalf to expect a call from her. He stated that they would be able to help her identify current legislation that affects agriculture in Oregon counties. He said he expects her to return to the Board with a report on what she has learned. Commissioner Kramer said it should be something other than Wolves as he has already covered that with Ms. Rogers – it should be something she doesn't already know about. Mr. Stone added that it should be something that is important in Wasco County.

**Agenda Item – Union Contract**

Mr. Stone reminded the Board that an agreement had not been reached with FOPPO during normal negotiations. He said that it had been through mediation and was going to binding arbitration which is expensive. He said the County had made a final counter proposal that has been tentatively accepted. He proceeded to review the changes:

- Edit changes to align with current laws, appropriate date changes, changing County Court to Board of Commissioners where it had been previously

missed, etc.

- Article 11 – Added language for FMLA and OFLA
- Article 14 Compensation – We proposed 1.75% increase for each of the next 3 years and the continuation of longevity pay that they had previously received. We have eliminated that with all other groups when the compensation policy was adopted.

Mr. Stone said that this is a compromise and he recommends moving forward as the cost of arbitration is significant.

Commissioner Kramer said that after consulting with the attorney and the Sheriff, he believes this is the best the County can do.

**{{{Commissioner Kramer moved to approve the 2014-2017 Federation of Parole and Probation Officer's Union Agreement. Acting Chair Runyon seconded the motion which passed unanimously.}}}**

Acting Chair Runyon said that he hopes to continue to try to get all groups onto the Compensation Policy. Commissioner Kramer said that he cannot agree more.

#### **Commission Call**

Acting Chair Runyon announced that there will be a Food Co-op meeting at 5:30 this evening at the PUD meeting room.

Commissioner Kramer reported that the initial Forest Collaborative meeting went very well. There is a follow-up meeting planned with the core group to review and plan for the next meeting. He said they will invite all the attendees from the first meeting to the next meeting. He said that the ultimate goal is to get people back to work in the forests. He said it will start with small projects and move on to larger projects.

Commissioner Kramer said that a new bottling company coming to Stevenson will have an effect on the entire Gorge.

Acting Chair Runyon adjourned the meeting at 11:00 a.m.

#### **Motions Passed**

- **To approve Order 15-015 appointing Steven Kramer to the Central**

**Oregon Workforce Consortium Board of Directors.**

- **To approve the Joint Resolution designating Wasco County as Community Dispute Resolution Coordinator.**
- **To approve the Consent Agenda with the noted corrections to the minutes.**
- **To approve Order #15-018 updating the role of the Economic Development Commission.**
- **To approve Order #15-017 surplussing listed Public Works equipment.**
- **To approve Order #15-016 transferring \$150,000 from Contingency to Capital Outlay.**
- **To approve the 2014-2017 Federation of Parole and Probation Officer's Union Agreement.**

**Consensus**

- **To send an updated letter of support VA CBOC name change.**
- **To provide a letter of support for the Mosier Special Standards.**
- **For the EDC to go forward with the CEDS project list as presented.**

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Scott Hege, Commission Chair

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Rod Runyon, County Commissioner

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Steve Kramer, County Commissioner

**Agenda Item**  
**Benefits Committee Recommendation**

- [Process Summary](#)
- [Data](#)



On February 24, 2015, the benefit committee made a decision and is recommending staying with CIS/Regence Blue Cross Blue Shield, with the new CoPay Plan A.

Summary of how we arrived at this recommendation:

A 12 member committee was formed from several different departments and representing a diverse consumer profile for health care. We were tasked with researching County health benefits. We compiled a list of 10 providers to begin with, including our current provider, CIS/Regence Blue Cross Blue Shield. Over a period of several months we dove into the array of coverage and services offered, and their associated costs. We invited our finalists CIS and Pacific Source to make presentations to the committee.

Following the meeting we formed additional questions and received answers, and then the committee was able to flush out our concerns and firm up our final information. We were able to come to a conclusion and take a vote of 9 committee members present, the vote was unanimous 9 to 0, for CIS/Regence Blue Cross, 3 members were absent.

The new plan is a CoPay Plan. The main differences are moving from a deductible plan to a mixed CoPay and deductible plan. The copay is seen mainly in the office visit category, with other areas more similar to the current plan with deductible use. The deductibles and out of pocket maximums will increase slightly. Deductible increases are \$50 individual, \$150 family, with out of pocket maximums increasing \$250 individual and \$750 family. We will stay with the same tiered dental plan and the same vision plan.

This plan will save the county \$37,241 for a 12 month period. The employees will see a \$7,047 combined premium savings over 12 months.

<b>EXISTING CIS</b>	<b>EE</b>	<b>ES</b>	<b>EF</b>	<b>EC</b>
\$200 / \$600 Yrly Deduct \$2000 / \$4000 Max OP (Includes Vision)	\$598.13	\$1,268.75	\$1,708.70	\$1,112.02
Dental - ODS Tiered	\$57.72	\$101.02	\$175.63	\$88.80
Total Existing CIS	\$655.85	\$1,369.77	\$1,884.33	\$1,200.82
 <b>New CIS</b>	 \$635.21	 \$1,324.38	 \$1,825.49	 \$1,161.10
\$250 / \$750 Deduct \$2250 / \$4750 Max OP				
Difference	-\$20.64	-\$45.39	-\$59.84	-\$39.72
WC Lives	65	21	22	2
Savings	-\$1,342	-\$953	-\$1,316	-\$79
12 month savings	-\$16,099	-\$11,438	-\$15,798	-\$953
75% WC Share	-\$16,099	-\$8,579	-\$11,848	-\$715
EE Share	\$0	-\$2,860	-\$3,949	-\$238
<b>TOTAL WC 75% Share SAVINGS:</b>		<b>-\$37,241</b>		

# CIS Benefits Program

## Summary of Copay Plan Options

Effective January 1, 2014

These medical plans are insured by CIS, but administered by Regence BlueCross BlueShield (BCBS) of Oregon. This means that CIS, not Regence BCBS, pays for your covered medical services and supplies.



cis benefits  
www.cisbenefits.org

Deductibles and Co-Insurance Maximums				
Copay Plans	Copay A	Copay B	Copay C	Copay D
Individual deductible per calendar year	\$250	\$500	\$1,000	\$1,500
Maximum family deductible per calendar year	\$750	\$1,500	\$3,000	\$4,500
Maximum Co-insurance (does not include deductibles or prescription copays; includes office visit & ER copays)				
Category 1 - Preferred Provider	\$2,000 per person/\$4,000 per family			
Category 2 & 3 - Participating & Non-Preferred	\$4,000 per person/\$8,000 per family			
Benefit Features		Provider Benefit Category 1	Provider Benefit Category 2 & 3	
Preventive Care Services		Deductible Waived – Plan Pays		
Routine well-baby care, physical examinations, health screenings, and immunizations		100%		
Professional Services		After Deductible - Plan Pays		
Office visits for illness or injury, mental/behavioral health or substance use disorder (primary care, specialist or urgent/immediate care center)		100% after \$20 copay Deductible Waived	60%	
Laboratory, radiology, and diagnostic procedures		\$400 up front allowance; then 80% after the deductible	60%	
Maternity care		80%	60%	
Therapeutic injections including allergy shots		80%	60%	
Chiropractic care		Available as a rider (see back)		
Hospital/Facility Services		After Deductible - Plan Pays		
Inpatient, outpatient, and ambulatory services		80%	60%	
Emergency room care (including professional charges)		80% after \$100 copay (copay waived if admitted)		
Inpatient/outpatient surgery and surgeon fees		80%	60%	
Inpatient mental/behavioral health & substance use disorder		80%	60%	
Skilled Nursing Facility – 120 inpatient days/year		80%	60%	
Other Services		After Deductible - Plan Pays		
Ambulance		80%		
Inpatient/outpatient rehabilitation – 77 outpatient visits/year		80%	60%	
Habilitation services- neurodevelopmental limited to children through age 17		80%	60%	
Home health care - 180 visits/year		80%	60%	
Hospice – 14 respite days/lifetime		100%		
Durable medical equipment and supplies		80%	60%	
Prescription Medication Benefit	At the Pharmacy (34 day supply) Member Pays		Mail Order Program (90 day supply) Member Pays	
Individual deductible per calendar year	No deductible			
Out-of-pocket maximum per person each calendar year	\$2,500			
Generic drugs	\$5 copay		\$10 copay	
Preferred brand drugs	\$25 copay		\$50 copay	
Non-Preferred brand drugs	\$50 copay		\$100 copay	

This is a summary only. Any errors or omissions are unintentional. Once enrolled, employees can view their Plan Booklets online at myregence.com.

5/21/14

Other services provided by Regence BlueCross BlueShield	Preferred Provider Benefit Category 1 Plan Pays	Non-Preferred Provider Benefit Category 2 & 3 Plan Pays
<b>Weight Management and Obesity Treatment – Turning Point Program</b> - Weight management and obesity treatment, includes health coaching, integrated care coordination, up to four (4) nutritional counseling visits. - Bariatric surgery may be covered to treat morbid obesity – participant must meet participation requirements	100% (deductible waived)  \$1,000 copay then 80% after deductible	100% (deductible waived)  \$1,000 copay then 60% after deductible
Case and Disease Management	Provided by Regence BCBS as part of the medical plan	
Special Beginnings Program	Provided by Regence BCBS as part of the medical plan	
Regence Health Coach – weight management and nutrition, tobacco cessation, exercise and fitness, stress management and improved sleep.	Provided by Regence BCBS as part of the medical plan	
BlueCard Program (Out of Area Services) – access hospital and physicians when outside the four-state area Regence services (Oregon, Idaho, Utah and Washington) as well as receive care in 200 countries around the world.	Provided by Regence BCBS as part of the medical plan	

### Additional Plan Riders

The following benefits can be added to all Copay Plans for an additional cost. These riders are selected on a group level, not the individual employee level.

#### Hearing Exam and Hearing Aid Rider

Hearing Examination	One every calendar year. Covered at 80% using a Category 1 provider, 60% using a Category 2 or 3 provider; not subject to the deductible.
Hearing Aids Benefit	Paid 100% up to a maximum of \$3,000 every 48 months. The \$3,000 is an accumulative amount over the 48 months and not a one-time benefit. <i>(State mandated coverage applies to children 18 yrs or younger or children 19 to 25 enrolled in an accredited education institution).</i>

#### Alternative Care Rider

Chiropractic, Naturopath and Acupuncture	No deductible, any provider - \$20 Copay – Maximum allowance of \$1000 per member per calendar year.
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#### Vision Service Plan (VSP)

	VSP Provider 12/12/24	VSP Provider 24/24/24	Non-VSP Provider
Benefit Frequency for Exam and Lenses Benefits reset annually on January 1 <sup>st</sup>	Covered every calendar year	Covered every other calendar year <sup>1</sup>	Matches VSP plan selected
Eye Exam	Covered at 100%	Covered at 100%	Up to \$71
Single Lenses	Covered at 100%	Covered at 100%	Up to \$51
Bifocal Lenses	Covered at 100%	Covered at 100%	Up to \$77
Trifocal Lenses	Covered at 100%	Covered at 100%	Up to \$100
Lenticular Lenses	Covered at 100%	Covered at 100%	Up to \$125
Contacts	\$166 allowance for contacts lenses and exam, fitting and evaluation (in lieu of lenses); subject to same benefit frequency as lenses.		Up to \$166
Frames	\$120 allowance every other year, 20% off the amount over allowance		100% up to \$66
Safety Glasses Rider	Can be added to both vision plans for an additional cost		

<sup>1</sup> Children 18 and under are eligible for annual exams and lenses replacement.

This is a summary only. Any errors or omissions are unintentional. Once enrolled, employees can view their Plan Booklets online at [myregence.com](http://myregence.com).

**Agenda Item**  
**Transition Team Recommendation**

- [Finance Memo](#)
- [Proposal](#)
- [Scenario](#)
- [Benefits Comparison](#)

# WASCO COUNTY

## FINANCE OFFICE

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## FINANCE DIRECTOR

Monica Morris  
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## HUMAN RESOURCES/ PAYROLL

(541) 506-2775

## ACCOUNTS PAYABLE

(541) 506-2777

02/16/2015

Prelude to the discussion of financial analysis of the document Employee Benefit Comparison by Group (the grid) and the transition team's recommendation listed on the grid.

The grid is a document that is used internally by the Finance Office, never intended to be a publicly distributed or otherwise used document. I do not want the impression that this information is binding in any manner. It purely is an internal document that is used as a quick reference by my staff, which has a clear understanding of the various collective bargaining agreements and often interpret them.

Last fall, when AFSCME left Wasco County, Tyler asked me to quickly give him an idea of what that move meant in dollars, via benefits. I used the grid, making some comments and stating the quick evaluation amount that I calculated. That document was then shared with many people, including the transition team. The transition team in turn shared that document with all of the staff in their offices, as they were asked to do.

Because the grid is an internal, quick reference document only, not all of the language in each square is complete. There are many that are abbreviated and not documenting all the conditions of the benefit, which could lead someone to a different interpretation of the benefit than intended. That in its self, created two problems that we need to discuss.

First – when shared with all staff, some read the loose description and felt the benefit was not being applied appropriate to them. That created various discussions with some staff, some department directors and me that absorbed a fair amount of time, energy and emotion to clarify.

Second – the language the transition team is using is also inconclusive at times. Some benefits may be exactly the same between salary groups, the language written on the grid and bit different and the transition team choosing based on language.

While the first problem cannot be helped at this late date, there is help for the second. If the transition team would identify they are recommending the Non Represented benefit or the AFSCME benefit, the language on the grid is non-controlling in the decision and the benefit may be applied as intended in the governing document (personnel policy or collective bargaining agreement). Using this basis of understanding is the root of the financial analysis on the grid.

If there is a desire to deviate and create a third option, the conditions, scenarios, cost and implications need to be thoroughly vetted.

## Salary and Benefits Proposal

Purpose: To merge salary and benefit guidelines for Wasco County employees who were formerly represented by AFSCME with the group of employees who are not represented by a union and have been governed by the Personnel Ordinance.

Proposal	Currently budgeted amount	First-year cost of proposal	Cost savings/increase
Vacation – All employees in this group would adopt an Awarded Vacation schedule, where vacation is awarded on Jan 1 <sup>st</sup> of each year and must be used by March 31 <sup>st</sup> of the following year. Any unused vacation would be lost, except for vacation that was banked prior to January 1, 2015 for former AFSCME or Jan 1, 1998 for non-reps. At the time of transition, former AFSCME employees will have a one-time option to cash out their vacation bank or keep it to use as time only. For those that keep their bank, any unused vacation that remains when they terminate employment (retire, are laid off, or voluntarily separate) will be paid out at the rate that the employee was earning at the time of transition.	See below*	See below**	See below***
Vacation for new employees – Currently a new employee has to wait until their 1-year anniversary date before they are awarded their first 2 weeks of vacation. The group proposes that new employees be given one week of vacation at 6 months (after they have completed their probationary period), and one week on their 1-year anniversary date. Both weeks would need to be used by March 31 <sup>st</sup> of the year following their first anniversary date.	N/A	N/A	N/A
Sick Leave – If an employee or a member of their immediate family is sick, the employee may take up to 10 days of sick leave. Any more time off would require a leave of absence. Communication between the employee and his/her direct supervisor during the sick leave is encouraged, to determine if a leave of absence is appropriate.	N/A	N/A	N/A
PERS & Salary – Former AFSCME employees would receive a 6% increase to their current salary, and then move into the new salary matrix at the step above that new salary amount. Those employees would then pay their own 6% PERS contribution. Effective April 1, 2015, former AFSCME employees will be placed at the respective step on the wage scale as identified by the County. There will be no step increases for those employees through March 30, 2016. Effective April 1, 2016, and in all subsequent fiscal years, those employees will be eligible to move to the next step on the employee's anniversary date if performance meets requirements and as outlined under the Wasco County Compensation Policy. ****	\$74,015	\$57,948	-\$16,067
Compassionate leave – If there is a death in the employee's immediate family or household, the employee can take up to 3 days of leave with pay. Both groups were previously receiving this benefit, but the group would like to use the wording from the AFSCME contract, which is more specific on which family members would be covered.	N/A	Minimal, not predictable	N/A



Shift Changes –Changes to an employee’s regular work schedule may be made with at least 72 hours advance notice. This has been the standard for both groups, but the group would like to use the language from the AFSCME contract, which states that if 72 hours of notice is not given, the employee would be paid at their overtime rate.	Each dept. has an overtime budget	Depts. would still stay within their budgets	N/A
Overtime – Overtime would be paid at a rate of 1 ½ for any time worked in excess of the employee’s regular scheduled workday or workweek. Callback – An employee who has completed their regularly scheduled work shift and has left the premises shall be paid a minimum of 2 hours at a rate of 1 ½ for a callback.	Each dept. has an overtime budget	Depts. would still stay within their budgets	N/A
Clothing & Equipment – OR-OSHA required safety equipment shall be furnished by the County. Employees will be reimbursed for the cost of 1 pair of safety boots or work-related outerwear or safety gear, up to \$175 per calendar year (certain positions are eligible for this benefit, as approved by the Admin Officer).	\$4375	\$4375	\$0
Mileage & Expenses – Mileage shall be reimbursed in accordance with County policy. Employees who are required to have a CDL as a condition of employment will be reimbursed for the out-of-pocket cost of the physical exam, up to \$85. (This is already being done for all employees who have a CDL requirement, but it was not officially in the Personnel Ordinance.)	Approx. \$600	Approx. \$600	\$0

Benefits in the following areas were the same for both groups, and no changes are being suggested (except for wording choices in some cases, see extended comparison grid from work session for specifics):

Probationary Period; Paid Holidays; Floating Holiday; Holiday Pay; Holiday Maximum Accrual; Sick Leave Accumulation; Leave Accrual While on Leave of Absence; Family/Parental/Medical Leave; Premium Cost Share for Medical, Dental, Life, & LTD; Military Leave; Leave of Absence; Educational/Other Leave; Benefits Provided While on Worker’s Compensation; Substance Abuse; Hours of Work; Shift Assignments; Compensatory Time; Court Time; Education Incentive; Tuition Reimbursement; and Liability Insurance.

\*The current value of the total vacation banks for former AFSCME employees is \$59,641. If it was cashed out today, the cost to the county would be \$74,550.

\*\*Most of the former AFSCME employees have indicated that they would like to keep their vacation bank. For the four employees that have indicated that they would like to cash out their banks, the cash out cost would be approximately \$17,642.

\*\*\*The savings to the County that would occur as a result of changing over to Awarded Vacation is not something that is quantifiable. But it is less costly to the taxpayers than the Accrued system. Most former AFSCME employees would be keeping their previously accrued banks, but they would not grow in size or value. As those employees leave or retire, or use their vacation hours, the amount of liability that the County carries in regard to vacation time will steadily diminish.

\*\*\*\*Note from County Administrator: If employees later choose to be represented by a labor organization and the labor organization chooses to no longer participate in the County’s compensation program, it shall be the County’s intent to return to the six-step pay scale that was in effect on June 30, 2014, which will be trended based on the percentage differences from the new scale back to the six-step scale that was in effect on June 30, 2014. For example, if an employee receives an 8% salary increase effective July 1, 2014, as a result of the new compensation policy, and a labor organization chooses to opt out of the Wasco County Compensation Policy in 2018, the employee’s 2018 salary will be adjusted downward by 8% from its then-current level when he/she is placed back on the six-step pay scale as a result of discontinuing the compensation policy. Similarly, if an employee receives a 1% salary increase on July 1, 2014, the employee’s 2018 salary will be adjusted downward by 1% as a result of discontinuing the compensation policy.



<b>MONTHLY</b>	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				

								Effect on Budget Monthly	Effect 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		
<b>TOTALS</b>	<b>352,404</b>	<b>5,991</b>	<b>1,692</b>	<b>25,849</b>	<b>39,540</b>	<b>6,636</b>	<b>432,111</b>	\$ 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		
<b>TOTALS</b>	<b>357,519</b>	<b>6,078</b>	<b>1,716</b>	<b>25,709</b>	<b>40,114</b>	<b>0</b>	<b>431,135</b>		

(976) (11,707)  
scenario 1 represents a budget savings



Comments added by Monica

Employee Benefit Comparison by Group

Updated January 23, 2015

This document should be updated each time bargaining contract or ordinance is amended.

following are my educated opinions, mixed with facts  
see prelude paper for boundaries

<div>non exempt only</div> <div>quick explanation last fall, not all inclusive</div>					
Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
PROBATIONARY PERIOD (NEW EEs)	6 months	6 months	same	6 months	The two options are the same, no change.
VACATION	2 weeks @ end of first 12 months 2 weeks: 2nd - 5th Jan 1st Anniv. 3 weeks: 6th - 10th Jan 1st Anniv. 4 weeks: 11th Jan 1st Anniv. (see 86.216 Personnel Ordinance)	*1 to 3 years - 10 workdays 4 years - 11 workdays 5 years - 12 workdays 6 years - 13 workdays 7 years - 14 workdays 8 years - 15 workdays 9 years - 16 workdays 10 to 11 years - 17 workdays 12 to 13 years - 18 workdays 14 years - 19 workdays 15 or more years - 20 workdays *No vacation may be taken during the first year of employment. Vacation starts accruing at the beginning of the second year of employment, and at the beginning of each sub-	Similar amount of time off through the work years. The main difference is the accrued time is owned by the employee. The non-rep vacation is awarded to the employee, not compensable upon leaving in a non retirement manner.	2 weeks @ end of first 12 months 2 weeks: 2nd - 5th Jan 1st Anniv. 3 weeks: 6th - 10th Jan 1st Anniv. 4 weeks: 11th Jan 1st Anniv. (see 86.216 Personnel Ordinance)  *Vacation is awarded on January 1st of each year and must be used by March 31st of the following year (15 months).  ** Vacation for new employees: the first week is	Awarded is less costly to the tax payers by its nature, compared to accrued. Current CBA allows for banks to build and be cashed out at any termination. Current CBA allows for 25 days to be carried and owned by the employee. This is a liability that can be called upon at any time. The true hidden cost is that employee owned banks grow in value as employee wages increase. The vacation may have been earned at \$14 per hour and cashed out as \$34 per hour. Moving all staff to awarded, which is accounted for annually, removes the liability from the County and forces employees to actually take vacation rather than build a bank which results in a savings account for the employee. Current CBA does not require vacation to be taken, however the bank cap is 25 days. Any vacation accrued greater than 25 days is lost (with one exception). No comment on the ** request as it is a third option.
		sequent year thereafter.			
VACATION ACCUMULATION	Vacation is awarded (not earned or accrued) on Jan 1st of each year and must be used by March 31st of the following year (15 months). Any unused vacation will be lost (except if earned before Jan 1, 1998).	Limited to 25 working days (187.5 hours if workweek = 37.5; 200 hours (if work week = 40 hrs). Upon termination or death, accumulation of vacation shall be paid after at least one year of continuous employment. Part time ee's accrue on a pro-rated basis.	The cost of a bank comes into play two ways. 1. When ee retires, the vacation cash out may be up to 25 days, 5 > than the non rep. 2.When an ee quits the vacation bank is cashed out as the ee owns that time and the non rep loses any unused vacation.	Vacation is awarded (not earned or accrued) on Jan 1st of each year and must be used by March 31st of the following year (15 months). Any unused vacation will be lost (except if earned before Jan 1, 2015).	I understand the request is to follow non-represented vacation benefit. This creates a vacation commitment annually by each employee which human resource studies overwhelmingly show us is best practice.

Comments added by Monica

Employee Benefit Comparison by Group

Updated January 23, 2015

This document should be updated each time bargaining contract or ordinance is amended.

following are my educated opinions, mixed with facts  
see prelude paper for boundaries

<div><div>non exempt only</div><div>quick explanation last fall, not all inclusive</div></div>					
Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
VACATION CASH OUT (while employed)			none for either group	Due to the transition, former represented employees have a one-time option to cash out accrued vacation bank or keep it to use as time only.	<p>I understand the request is to follow non-represented vacation benefit, no cash outs while employed. Again, not feasible to put a dollar amount to this because it is governed by employee actions. Transition cash out decision - the idea is kind, the impact is potentially significant. An informal poll was taken by departments asking who would cash out, that informal poll indicates four staff would cash out at aprox \$17,600. That leaves 36 employees to take accrued leave of 2,447 hours plus the annual awarded vacation amounts. Most of this staff is not new, therefore the award amount is 3 or 4 weeks each.</p> <p>This decision has the ability to impact work flow in departments, potentially creating overtime or denial of vacation - none of those are positive moves. In addition, logically - if an employee has not been taking vacation, is now awarded weeks that are use or lose - I don't see that employee making efforts to use the frozen, kept balance - anticipating the next option (see below).</p>
VACATION CASHOUT (upon termination)	Retiring ees & ees who have been laid off will be paid for any unused vacation from the current year's award.	Upon termination, a reg. full time ee who has completed one year of continuous employment shall be paid for all accumulated vacation balance.	As noted above, ee's quitting will reap a benefit that is difficult to quantify here.	Retiring or laid off employees will be paid for any unused vacation from the current year's award and any banked accrued time will be paid at the rate when it was frozen at the time of transition.	<p>This recommendation allows the staff that saved the 2,447 hours (which is still a liability) to cash out the unused hours at the point of termination, at the hourly amount that was being earned when change occurred (in theory today's amount). The financial impact of vacation, to an employer, should be the impact of the employees absence within the job. That is because wages and benefits are paid for the annual amount, anytime a cash out comes into play - the annual cost becomes unknown. The financial impact of this decision is, again, difficult to quantify because of employee decisions. Worst case scenario: if no one used any of the 2,447 hours that were kept and they were all cashed out at todays hourly wages, the amount is aprox \$43,000. Employer costs change, usually going up, therefore the future employer costs of the cash out vacation dollars are unknown, if I applied todays cost the total would be aprox \$9,000 (totalling \$52,000). When the non-represented staff changed from accrued to awarded (in the 90's), staff was allowed to keep the accrued vacation hours on the books for future use. History shows us that vacation did not get used and is saved for cash outs at end of employment, increasing the value.</p>
	New Years Day	New Years Day		New Years Day	

Comments added by Monica

Employee Benefit Comparison by Group

Updated January 23, 2015

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see prelude paper for boundaries

non exempt only

quick explanation last fall, not all inclusive

Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
PAID HOLIDAYS	Martin Luther King, Jr. Day President's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Day Christmas Day Floating Holiday	Martin Luther King, Jr. Day President's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Day Christmas Day Floating Holiday	same	Martin Luther King, Jr. Day President's Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Day Christmas Day Floating Holiday	The two options are the same, no change.
FLOATING HOLIDAY	One floating holiday awarded each year on ee's anniversary date of hire.	One floating holiday awarded each year on ee's anniversary date of hire.	same	One floating holiday awarded each year on ee's anniversary date of hire.	The two options are the same, no change.
HOLIDAY PAY (worked & not worked)	8 hours (or 7.5) paid (must work regularly scheduled day before & day after - or have taken paid leave); in addition, if authorized, shall be paid at 1 1/2 regular hourly rate if worked on a holiday	8 hours (or 7.5) paid; in addition, if authorized, shall be paid at 1 1/2 regular hourly rate if worked on a holiday.	same	8 hours (or 7.5) paid; in addition, if authorized, shall be paid at 1 1/2 regular hourly rate if worked on a holiday.	The two options are the same, no change. The holiday benefit is your fte daily work hours straight time pay for not working. If an employee is approved to work on the holdiy, the benefit is still paid and the worked hours are paid at 1.5 times the hourly rate.
HOLIDAY PAY (when falls on scheduled day off)	Practice has been - employee will be allowed to take the holiday another day within the same workweek.	Should a holiday fall on an ee regularly scheduled workday off, another day off may be scheduled for the ee as their holiday (practice is w/in same workweek)	same	Should a holiday fall on an employee regularly scheduled workday off, another day off may be scheduled for the ee as their holiday (practice is w/in same workweek)	The two options are the same, no change.
HOLIDAY MAXIMUM ACCRUAL	No accrual (use or lose)	No accrual (use or lose)	same	No accrual (use or lose)	The two options are the same, no change.
SICK LEAVE ACCUMULATION	After 6 mo probationary period, credited with balance of (48 or 45 depending on workweek). Then, it is accrued at 8 hrs per month (for 40 hr workweek) or 7.5 hrs per month (for 37.5 hour workweek). Prorated for p-t ee's	After 6 mo probationary period, credited with balance of (48 or 45 depending on workweek). Then, it is accrued at 8 hrs per month (for 40 hr workweek) or 7.5 hrs per month (for 37.5 hour workweek). Prorated for p-t ee's	same	After 6 month probationary period, credited with balance of (48 or 45 depending on workweek). Then, it is accrued at 8 hrs per month (for 40 hr workweek) or 7.5 hrs per month (for 37.5 hr workweek). Prorated for part-time employee's	The two options are the same, no change.
LEAVE ACCRUAL WHILE ON LEAVE OF ABSENCE	No accrual when ee is on an unpaid leave of absence.	No accrual when ee is on an unpaid leave of absence.	same	No accrual when employee is on an unpaid leave of absence.	The statement in both options are the same and mirror the wording in the governing agreement. What is not listed and needs to be clarified, is the accrual, if any, while the employee is not 'active'. The definition of "active employee" needs set, that guides the accrual.

Comments added by Monica

Employee Benefit Comparison by Group

Updated January 23, 2015

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see prelude paper for boundaries

<div>non exempt only</div> <div>quick explanation last fall, not all inclusive</div>					
Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
SICK LEAVE UTILIZATION	Maximum 3 days allowed for each serious illness, except where state & federal law applies.	For ee's serious illness or serious illness in ee's immediate family (mother, father, spouse, sister, brother, children, grandparents, or any relative residing in the ee's immediate household), max 10 days absense allowed except where state & federal law applies.	minor differences noted in the allowance of time off, very indistinct in discription and difficult to apply	For employees with a serious illness or a serious illness in employee's immediate family (mother, father, spouse, sister, brother, children, grandparents, or any relative residing in the employee's immediate household), maximum 10 days absence allowed except where state & federal law applies.	The two options are the same, no change.
CERTIFICATION FOR SICK LEAVE	Certification from doctor may be required after 3 days absence	EE may be required to provide a dr. certification for duration of disability, for return to work, or ability to perform job & in cases where there may be reasonable cause to believe an ee is misusing sick leave.	same	Employee may be required to provide a doctor's certification for duration of disability, for return to work, or ability to perform job & in cases where there may be reasonable cause to believe an employee is misusing sick leave.	The non-represented may be required to obtain certification after three days and the cba allows 10 days before a certification may be requested. There are values to each amount that should be discussed.
SICK LEAVE UPON TERMINATION/ RETIREMENT	Unsued sick leave will not be paid at time of termination, except as allowed for PERS.	Unsued sick leave will not be paid at time of termination, except as allowed for PERS.	same	Unsued sick leave will not be paid at time of termination, except as allowed for PERS.	While this language is not clear, the two options are the same. There is no difference, no new financial impact.
FAMILY / PARENTAL/ MEDICAL LEAVE	See FMLA and Oregon State Statutes	See FMLA and Oregon State Statutes	same	See FMLA and Oregon State Statutes	Strongly governed by state and federal agencies, we follow those laws.
LONGEVITY	\$25 after 5 years of service \$50 after 10 years of service \$75 after 15 years of service \$100 after 20 years of service	\$25 after 5 years of service \$50 after 10 years of service \$75 after 15 years of service \$100 after 20 years of service	eliminated for non rep as no longer a separate componenet with the new salary program	eliminated, no longer a separate componenet with the new salary program	The financial impact of this is tied to the cost of implementing the salary survey.
COST OF LIVING INCREASES	Amount approved by County Court.	As outlined in bargaining agreement.	not applicable to non rep	Amount approved by Board of Commissioners	The financial impact of this is tied to the cost of the salary survey.
MEDICAL PREMIUM COST SHARE	EE only: County pays 100%; ee pays \$0  EE +1: County pays 75%; ee pays 25%  EE +2 or more: County pays 75%; ee pays 25%	EE only: County pays 100%; ee pays \$0  EE +1: County pays 75%; ee pays 25%  EE +2 or more: County pays 75%; ee pays 25%	same at each level	Employee only: County pays 100%; employee pays \$0  Employee +1: County pays 75%; employee pays 25%  Employee +2 or more: County pays 75%; employee pays 25%	The two options are the same, there is no change.
	EE only: County pays 100%; ee pays \$0	EE only: County pays 100%; ee pays \$0	same at each level	Employee only: County pays 100%	



Comments added by Monica

Employee Benefit Comparison by Group

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Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
DENTAL PREMIUM COST SHARE	EE +1: County pays 100% of ee ONLY; ee makes up difference	EE +1: County pays 100% of ee ONLY; ee makes up difference		Employee +1: County pays 100% of employee ONLY; employee makes up difference	The two options are the same, there is no change.
	EE +2 or more: County pays 100% of ee ONLY; ee makes up difference	EE +2 or more: County pays 100% of ee ONLY; ee makes up difference		Employee +2 or more: County pays 100% of employee ONLY; employee makes up difference	
LIFE	County pays premium through Regence Life. Plan provides a \$5,000 Life insurance/ \$5,000 AD&D Policy. Voluntary Life insurances for employee & dependents available at employee expense.	County pays premium through Regence Life. Plan provides a \$5,000 Life insurance/ \$5,000 AD&D Policy. Voluntary Life insurances for employee & dependents available at employee expense.	same	County pays premium through Regence Life. Plan provides a \$5,000 Life insurance/ \$5,000 AD&D Policy. Voluntary Life insurances for employee & dependents available at employee expense.	The two options are the same, there is no change.
LTD	County pays premium to Mutual of Omaha: Benefit of 66 & 2/3rds percent of income, less other income benefits to \$5,000	County pays premium to Mutual of Omaha: Benefit of 66 & 2/3rds percent of income, less other income benefits to \$5,000	same	County pays premium to Mutual of Omaha: Benefit of 66 & 2/3rds percent of income, less other income benefits to \$5,000	The two options are the same, there is no change.
PERS/OPSERP RETIREMENT	After 6 months and works at least 600 hours , the employee pays own contribution of 6% of gross salary towards their retirement. In addition, the County will contribute a specified percentage of the gross wages (employer contribution) into the employee's PERS account.	PERS - After 6 months and works at least 600 hours , the County shall "pick up," assume, and pay a 6% employee contribution to the PERS retirement plan; this 6% shall be considered as "salary".	Each ee is required to submit 6% of gross earnings in addition to the benefit amount pd by er. That 6% is paid by the ee for non-rep and it is paid by the County for AFSCME. Last fiscal year non rep deductions \$180,000 and the union ee contribution was \$82,000	** Transition plan: Increase represented salary (current rate) 6% then move into the current salary survey at the appropriate step/range at a level not less than the original current rate. Allowing for a "no harm" transition.** PERS - After 6 months and works at least 600 hours, the employee pays own contribution of 6%of gross salary towards their retirement. In addition, the County will contribute a specified percentage of the gross wages (employer contribution) into the employee's PERS account.	See worksheet for financial information.
COMPASSIONATE LEAVE	Up to 3 days paid in a year to arrange for/attend funeral of a member of the employee's immediate family. Does not accumulate from yr to yr.	3 workdays of leave with pay for death in immediate family (spouse, parent, child, brother, sister, grandparent, father-in-law, mother-in-law, grandchild, and any relative residing in the Ees immediate household).	AFSMCE extends to more relatives than non-rep, same leave time	3 workdays of leave with pay for death in immediate family (spouse, parent, child, brother, sister, grandparent, father-in-law, mother-in-law, grandchild, and any relative residing in the Ees immediate household).	The recommendation is to use the AFSCME benefit language which extends to grand children, the leave amount is the same for both groups. Hopefully, the financial impact of this decision is zero.

Comments added by Monica

Employee Benefit Comparison by Group

Updated January 23, 2015

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Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
MILITARY LEAVE	Military leave in accordance with State & Federal Law. Paid if employed for at least 6 months at a full-time basis, not to exceed 15 calendar days in any calendar year. Shall not be granted to employees entering the military service for extended and indefinite periods of active duty.	Military leave in accordance with State & Federal Law.	state & fed laws supercede any policy or ordinance, so really the same	Military leave in accordance with State & Federal Law.	Governed by state and federal laws, which we comply. The personnel ordinance has a benefit of paid leave for short term active military leave. To my knowledge there have not been any non represented staff that have missed work for short term active duty. Once active duty is assigned, the USERRA will give guidance on legal options.
LEAVE OF ABSENCE	See Wasco County LWOP policy. Ees must use any paid leave balances before using unpaid leave. No benefits accrue while on unpaid leave.	See Wasco County LWOP policy. EEs must use any paid leave balances before using unpaid leave. No benefits accrue while on unpaid leave.	same	See Wasco County Leave Without Pay policy. Employees must use any paid leave balances before using unpaid leave. No benefits accrue while on unpaid leave.	Same policy is used for both groups. The Leave Without Pay policy is independent of the CBA and the personnel ordinance. There is language in both governing documents.
OTHER LEAVE	Educational Leave - maximum of 1 mo. paid or unpaid leave for required job related education or training with approval of County Court.	Leaves of absence without pay, not to exceed 30 days, may be granted for job-related educational or training purposes with approval of County Court and Dept Head.	similar	Education leave according to Wasco County Education Policy	Throughout both governing documents there are various references for other leave of absences' that may happen. Most are governed by a specific reason and are addressed in the area.
BENEFITS PROVIDED WHILE ON WORKER'S COMPENSATION	Utilize accrued sick leave to receive the difference between payments received by Worker's Comp and regular salary. Prorated charges will be made against accrued sick leave. Regular benefits will stay in place.	Accrued sick leave shall be utilized to pay the employee the difference between payment received by Worker's Comp and regular salary until sick leave is exhausted. Prorated charges will be made against accrued sick leave. Regular benefits will stay in place.	same	Accrued sick leave shall be utilized to pay the employee the difference between payment received by Worker's Comp and regular salary until sick leave is exhausted. Prorated charges will be made against accrued sick leave. Regular benefits will stay in place.	This is also fairly well governed, same application to both salary groups. No change, no financial impact.
SUBSTANCE ABUSE	Refer to County-Wide Drug Free Workplace Policy	Refer to County-Wide Drug Free Workplace Policy	same	Refer to County-Wide Drug Free Workplace Policy	Same policy is used for both groups. There is language in both governing documents, I am assuming there is no



Comments added by Monica

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Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
HOURS OF WORK	37.5 or 40 hr workweek. County can elect to schedule 4 day workweeks with depts.	Normal workday shall consist of 7.5 or 8 or 10 hours.	same	37.5 or 40 hr workweek. County can elect to schedule 4 day workweeks with depts.	The two options are the same, no change.
SHIFT ASSIGNMENTS	Ees are scheduled on a regular shift w/ regular start & stop time.	EEs are scheduled on a regular shift w/ regular start & stop time.	same	Employees are scheduled on a regular shift w/ regular start & stop time.	The two options are the same, no change.
SHIFT CHANGES	Changes in regular work schedules may be made with at least 72 hours advance notice, except in emergency situations.	Changes in regular work schedules may be made with at least 72 hours advance notice, except in emergency situations. Employees schedule may be flexed by mutual agreement between the employee and supervisor.	same	Changes in regular work schedules may be made with at least 72 hours advance notice, except in emergency situations. Employee's schedule may be flexed by mutual agreement between the employee and supervisor.	The group has selected the language from the CBA, which has an overtime impact.
OVERTIME	Non-Exempt: Hours worked in excess of 40 hours per week shall be paid at rate of 1 1/2 normal pay.	Paid at rate of 1 1/2 for periods worked in the employee's regular position in excess of the number of hours in the workweek or workday regularly scheduled.	AFSCME allows for 1 1/2 to be paid with less than 40 hrs worked in a week. Removal of A results in less ot being paid.	Paid at rate of 1 1/2 for periods worked in the employee's regular position in excess of the number of hours in the workweek or workday regularly scheduled.	The non-represented staff receive overtime pay after 40 worked hours in a week. The cba allows overtime daily over the scheduled shift and weekly over 40 hours. This has a financial impact we should talk about.
COMPENSATORY TIME	Dept head can compensate overtime worked in the form of compensatory time off. Except for overtime earned in the last month of any fiscal year, comp time off and/or cash compensation must be provided within the fiscal year it was earned. When an employee is terminated, cash compensation will be given for any unused comp time.	Compensation for overtime shall be paid in the form of compensatory time off or in the form of compensatory pay at applicable rate with approval of Dept Head. Comp time off or cash compensation must be provided within the fiscal year in which it has been earned. When an employee is terminated cash compensation will be paid for remaining balance.	same	Compensation for overtime shall be paid in the form of compensatory time off or in the form of compensatory pay at applicable rate with approval of Dept Head. Comp time off or cash compensation must be provided within the fiscal year in which it has been earned. When an employee is terminated cash compensation will be paid for remaining balance.	Same benefit for both groups, recommending no change.

Comments added by Monica

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Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
COURT TIME	Jury & Witness Leave - ee is granted leave w/ pay when serving in court for jury service, as a subpoena witness, or in connection w/ ees officially assigned duties. Jury pay shall be turned over to county.	Jury Duty - regular f-t ee's shall be granted leave w/pay for time required to report for jury duty. Employee shall endorse jury fee to county.	same	Jury & Witness Leave - employee is granted leave w/ pay when serving in court for jury service, as a subpoena witness, or in connection w/ employee's officially assigned duties. Jury pay shall be turned over to county.	Same benefit for both groups, recommending no change.
CALLBACK		Employee who completed regularly scheduled work shift & have left premises following completion of workday, shall be paid a minimum of 2 hours at rate of 1.5normal pay for call back.	non-rep is only compensated at 1.5 of the normal rate when the call back time results in > 40 worked hours. Removal of A reduces the required ot paid.	Employee who completed regularly scheduled work shift and has left premises following completion of workday, shall be paid a minimum of 2 hours at rate of 1.5 normal pay for call back.	For non represented employees, the call back is governed by the overtime laws, meaning anything worked over 40 is paid at time and a half. The group felt at times this was unfair to the employee because call back may result in straight time pay, I will walk you through a scenario. For cba positions, the language is anything over a scheduled shift is paid at a minimum of two hours at time and a half.
EDUCATION INCENTIVE	It is the policy of the County to provide assistance to selected employees for the purpose of obtaining advanced education or training and to assist in the development of personnel. Attendance at dept training programs conducted during or after working hrs shall be voluntary unless arrangements for training include granting equal amt of comp time off.	The County will determine the need for additional education courses, training programs, on-the-job training and cross training.	same	It is the policy of the County to provide assistance to selected employees for the purpose of obtaining advanced education or training and to assist in the development of personnel. Attendance at dept training programs conducted during or after working hrs shall be voluntary unless arrangements for training include granting equal amt of comp time off.	Same benefit for both groups, recommending no change. This is addressed in the Taxable Fringe Benefit policy.
TUITION REIMBURSEMENT	Tuition aid in the amount of a required course fee and necessary travel expenses may be authorized to employee who sucessfully completes classes when such training benefits the County. Request must be in writing.	No mention	same	Tuition aid in the amount of a required course fee and necessary travel expenses may be authorized to employee who sucessfully completes classes when such training benefits the County. Request must be in writing.	Same benefit for both groups, recommending no change. This is addressed in the Taxable Fringe Benefit policy.

Comments added by Monica

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Benefit Item	Non Represented Employees: Personnel Ordinance- last updated 4/4/98	AFSCME - 7/01/10 to 6/30/13	EVALUATE AFSCME REVOKE 07/2014	Transition Team Recommendation to equalize benefit	Cost Savings/ Cost Increase
CLOTHING & EQUIPMENT		OR-OSHA requied safety equipment shall be furnished by the County. Employees will be reimbursed for cost of 1 pair of safety boots or work-related clothing per calendar year up to \$175. The EE may keep his/her old boots for emergencies, but it will be the EEs responsibility to maintain a good pair of steel-toed boots at all times.	Some non-rep positions receive this benefit as well. Removal of A allows the change of this benefit.	OR-OSHA requied safety equipment shall be furnished by the County. Employees will be reimbursed for cost of 1 pair of safety boots or work-related outerwear and safety gear per calendar year up to \$175. The employee may keep his/her old boots for emergencies, but it will be the employee's responsibility to maintain a good pair of steel-toed boots at all times.	The tax payers are reimbursing employees in some positions up to \$175 each year for clothing and boots. The boots were intended to be steel toe, that has evolved into safety which covers more positions. The current benefit also includes clothing purchases for the same positions that are requiring safety boots. Currently, the county supplies a variety of outer wear and safety gear for staff to wear on the job. The \$175 annual benefit is in additon to the gear supplied by the county. The financial impact is \$4,375 if all previous allowed positions (this changes per the Admin Officer's approval) utilize this benefit annually. The question has been asked, what is the criteria of the definition of 'needing safety boots' by the Tax and Assessment Office.
MILEAGE & EXPENSES	Mileage reimbursment based on current Federal rates.	Mileage shall be reimbursed in accordance with established County policy. Employees required to have a CDL as a condition of employment will be reimbursed for physical exam, what is not covered by medical insurance, up to \$85.	This was negotiated up to \$125, very position specific. The non-rep ee's are not receiving this bene.	Mileage shall be reimbursed in accordance with established County policy. Employees required to have a CDL as a condition of employment will be reimbursed for physical exam, what is not covered by medical insurance, up to \$85.	Mileage is managed in the taxable fringe benefit policy. Reimbursement of CDL exam costs not covered by insurance, up to \$85 is being done now. This cost the county is about \$600 annually. Currently this benefit is applied to all positions that require a cdl, not just previous union positions.
LIABILITY INSURANCE		The County agrees to adequately insure all employees against claims by third persons for personal injury or property damage resulting from the performance of an employee, including the operation of vehicles or equipment of the County, while engaged in the regular course of assigned duties		The County agrees to adequately insure all employees against claims by third persons for personal injury or property damage resulting from the performance of an employee, including the operation of vehicles or equipment of the County, while engaged in the regular course of assigned duties	Same benefit for both groups, recommending no change.

## **Agenda Item**

### **USDA Forest Service Grant Agreement Modification**

- [Transmittal Letter](#)
- [Grant Modification](#)



United States  
Department of  
Agriculture

Forest  
Service

Mt. Hood National Forest

16400 Champion Way  
Sandy, OR 97055-7248  
503-668-1700  
FAX# 503-668-1641

File Code: 1580-2

Date: February 19, 2015

## GRANTS & AGREEMENTS TRANSMITTAL LETTER

Attached is a copy of the Agreement referenced below.

- ☐ Grant or ☒ Agreement No: **NFS 12-LE-11060600-010**
- ☐ Enclosed is the original referenced document which has been signed on behalf of the USDA Forest Service.
- ☐ Please return a fully executed copy for our files.
- ☐ We have retained a fully executed copy for our files.
- ☐ Please note and initial change(s), then return a fully executed copy for our files.
- ☒ Please have both copies signed by the authorized individual, and return both signed original to the address below at your earliest convenience. One signed one original will be mailed to you. Thank you

**Gifford Pinchot National Forest**  
**ATTN: Olivia Reynolds, Grants & Agreements**  
**10600 NE 51<sup>ST</sup> Circle**  
**Vancouver, WA 98682**

- ☐ We are submitting a fully executed copy for your files.

Please direct any inquiries regarding the above referenced document to the following Grants & Agreements Coordinator:

*/s/ Olivia Reynolds*

Olivia Reynolds  
[oreynolds@fs.fed.us](mailto:oreynolds@fs.fed.us)  
360-891-5056





**MODIFICATION OF GRANT OR AGREEMENT**

PAGE 1 OF 1 PAGES

1

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER:  
12-LE-11060600-0102. RECIPIENT/COOPERATOR GRANT or  
AGREEMENT NUMBER, IF ANY:3. MODIFICATION NUMBER:  
34. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):Mt Hood National Forest  
16400 Champion Way  
Sandy, OR 970555. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING  
PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):

SAME

6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip +  
4, county):Wasco County Sherriff's Department  
511 Washington Street, Suite 102  
The Dalles, OR 970587. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS  
payment use only):**8. PURPOSE OF MODIFICATION**CHECK ALL  
THAT APPLY:This modification is issued pursuant to the modification provision in the grant/agreement  
referenced in item no. 1, above.

CHANGE IN PERFORMANCE PERIOD:



CHANGE IN FUNDING: Add funds for CY 2015 not to exceed \$18,260.00



ADMINISTRATIVE CHANGES:



OTHER (Specify type of modification): Add 2015 Operating &amp; Financial Plan

**Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full  
force and effect.**

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

Annual Operating Plan - 2015

**10. ATTACHED DOCUMENTATION (Check all that apply):**

Revised Scope of Work



Revised Financial Plan



Other: 2015 AOP attached

**11. SIGNATURES****AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF  
THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED  
GRANT/AGREEMENT.11.A. Wasco County SO SIGNATURE  
See ATTACHED for signature blocks11.B. DATE  
SIGNED

2-26-15

11.C. U.S. FOREST SERVICE SIGNATURE  
See ATTACHED for signature blocks11.D. DATE  
SIGNED

(Signature of Signatory Official)

(Signature of Signatory Official)

11.E. NAME (type or print): Rick Eiesland

11.F. NAME (type or print): Lisa Northrop

11.G. TITLE (type or print): Sheriff

11.H. TITLE (type or print): Forest Supervisor, Mt. Hood NF

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:

12.B. DATE  
SIGNED  
Olivia Reynolds

2.23.15

U.S. Forest Service Grants &amp; Agreements Specialist



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**EXHIBIT A****COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN**

**Between The  
WASCO COUNTY SHERIFF'S DEPARTMENT  
And the  
USDA, FOREST SERVICE  
MT. HOOD NATIONAL FOREST**

**2015 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Wasco County Sheriff's Department, hereinafter referred to as the "Cooperator", and the USDA, Forest Service, Mt. Hood National Forest, hereinafter referred to as the "U.S. Forest Service", under the provisions of Cooperative Law Enforcement Agreement # 12-LE-110606-010 executed on May 6, 2013. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning January 1, 2015, through December 31, 2015.

Previous Year Carry-over: \$ .40  
Fiscal Year Obligation: \$18,260.00  
**FY 2015 Total Annual Operating Plan: \$18,260.40**

**I. GENERAL:**

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated, to make or receive requests for special enforcement activities:

**Principle Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Lane Magill, Chief Deputy Address: 511 Washington Street Suite 102 City, State, Zip: The Dalles, OR 97058 Telephone: 541-506-2580 FAX: 541-506-2581 Email: lanem@co.wasco.or.us	Name: Brenda Borders Address: 511 Washington Street., Suite 102 City, State, Zip: The Dalles, OR 97058 Telephone: 541-506-2586 FAX: 541-506-2581 Email: brendab@co.wasco.or.us



**Principle U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Andy Coriell, Captain Address: 16400 Champion Way City, State, Zip: Sandy, OR 97055 Telephone: 503-668-1789 FAX: 503-668-1738 Email: acoriell@fs.fed.us	Name: Maria Grevstad, Admin Assistant Address: 16400 Champion Way City, State, Zip: Sandy, OR 97055 Telephone: 503-668-1625 FAX: 503-668-1771 Email: mgrevstad@fs.fed.us

- B.** Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

Wages at the prevailing rate of \$47.66 per hour and overtime rate of \$63.48.  
Vehicle use rate of \$90.00 per 10 hour day.

**II. PATROL ACTIVITIES:**

- A.** Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both the Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

Timely reports and/or information relating to incidents or crimes that have occurred on National Forest System lands should be provided to the U.S. Forest Service as soon as possible.

The primary patrol activities will be during the summer months of May through September; the tour of duty will be ten hours per day on Friday, Saturday and Sunday, and include the national holidays of May 25, 2015, July 4, 2015 and September 7, 2015. Patrol activities may also occur during other months, as funding permits and as agreed to between the Cooperator and U.S. Forest Service. Patrol dates may be varied to address operational needs after mutual agreement between the Cooperator's and the U.S. Forest Service's representatives.

Each tour of duty should begin between 12:00 PM and 4:00 PM and remaining work hours may be varied as agreed to between the Cooperator and U.S. Forest Service.

The assigned Deputies will check in, as practical with the Ranger District Office or U.S. Forest Service Law Enforcement Officer when they begin their tour of duty, in person, by radio or telephone.

During scheduled vacations the cooperator, when possible, provide fill in Deputies for patrol.

The assigned Deputies would be available for other support and assistance as requested by the U.S. Forest Service.



There are patrol related activities, which will impact the Cooperating Deputy's time and will cause them to be away from the patrol route (court, reports, or responding to incidents off National Forest). No adjustment to this plan will be required so long as the activities are held to, not more than 5 percent of the Deputy's scheduled time.

- Patrol in the following campgrounds, developed sites, or dispersed areas:

Clear Lake Campground	Rock Creek Campground
Eightmile Campground	McCubbins Gulch
Frog Lake Picnic Area	Barlow Crossing Campground
Barlow Creek Campground	White River Station Campground
Bear Springs Campground	Clear Creek Campground
Forest Creek Campground	Little Badger Campground
Fifteenmile Campground	Pebble Ford Campground
Knebal Springs Campground	Lower Crossing Campground
Underhill Site	

Patrol routes may be varied at the discretion of the assigned Deputy in order to effectively deal with incidents at other locations as they occur.

Search and rescue within the Mt Hood National Forest, within Wasco County, is the responsibility of the Wasco County Sheriff. The role of the assigned Deputies to this agreement is to take initial action on search and rescue incidents and to coordinate subsequent (short term) activities.

Total reimbursement for this category shall not exceed the amount of \$18,260.40.

### III. TRAINING:

*See Cooperative Law Enforcement Agreement Provisions IV-K for additional information.*

### IV. EQUIPMENT:

*See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L and IV-M for additional information.*

- A. The Forest Service agrees to reimburse Wasco County for equipment and supplies in an amount not to exceed \$1,000. All purchases must be approved by the Forest Service prior to purchase. Documentation of such purchases shall become part of the Cooperative Agreements' official file.
- B. The Forest Service may loan Wasco County equipment as needed, when mutually agreed. While in possession of Wasco County, maintenance of this equipment shall be the responsibility of the Cooperator and shall be returned in same condition as time of transfer.

Total reimbursement for this category will be paid out of the Patrol Activity funds in Section II.



**FOREST SERVICE SHALL:**

1. Grant permission, subject to Forest Service limitations and regulations, and those included herein, to the Wasco County Sheriff's Office for law enforcement purposes, for use of the Mt Hood National Forest radio frequencies. Various channel guard tones are also authorized for use as required.
2. Restrict the use of radio frequency to official business.
3. Retain control of the use of these radio frequencies.
4. Not charge for the use of the radio frequencies.

**WASCO COUNTY SO SHALL:**

1. Grant permission, subject to State limitations and regulations, and those included herein, to the US Forest Service for law enforcement purposes, for use of the Wasco County radio frequencies. Various channel guard tones are also authorized for use as required.
2. Restrict use of the radio frequency to official business.
3. Retain control of the use of these radio frequencies.
4. Recognize that fire traffic may have priority use of the frequency and that any transmissions during the time of a fire shall be coordinated with the on-scene Incident Commander and/or Columbia River Interagency Dispatch Center.
5. Ensure any radio transmissions in the 162-174 VHF Band are operating in the narrowband mode.

**V. SPECIAL ENFORCEMENT SITUATIONS:**

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will jointly prepare a revised Annual Operating Plan.

1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the Patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.

Authorized activities associated with Drug Enforcement will be identified separately on billings supplied by the Cooperator.





2. **Fire Emergency:** During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services and equipment beyond those provided under Section II-A and IV-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.
3. **Group Gatherings/Other Situations:** This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

**C. Billing Documentation:**

The billing for each incident shall include individual employee times and their agreement rate. Such times will be documented on Crew Time Reports, shift tickets or other agreed upon form, and must be approved by incident management personnel.

For billing done using procedures specified in Section V-B-2, original documentation will be maintained by the Forest Service in the appropriate fire documentation boxes or appropriate incident management personnel; the Cooperator will maintain copies of all such documentation.

**VI. BILLING FREQUENCY:**

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. The Cooperator will submit invoices for reimbursement of services provided under Section II of this agreement monthly or quarterly, at the discretion of the Cooperator.

USDA Forest Service  
Albuquerque Service Center  
Payments-Grants and Agreements  
101B Sun Ave NE  
Albuquerque, NM 87109

**Invoices may also be faxed to:**

1-877-687-4894  
FAX coversheet should be addressed to:  
USDA Forest Service  
ASC – Payments-Grants and Agreements



The Cooperator will prepare an itemized statement for each invoice submitted to the Albuquerque Service Center. The statement will be in sufficient detail to allow the Forest Service to verify expenditures authorized. The itemized statement for reimbursement will also include the following information:

1. Areas patrolled and miles traveled on NFS lands.
2. Person-hours worked in NFS patrol areas.
3. Copies of completed Daily Activity Reports.
4. Copies of invoice submitted.

By execution of this modification, Wasco County certifies that the individuals listed in this document, as representatives of Wasco County, are authorized to act in their respective areas for matters related to this instrument.

The statement should be sent to the following address:

USDA Forest Service, Law Enforcement & Investigations  
Northern Oregon Zone  
ATTN: Andy Coriell, Captain  
16400 Champion Way  
Sandy, OR 97055

- B. For reimbursement of services provided under Sections V-B-1 and V-B-3 of this agreement, billing instructions will be specified in the revised Operating Plan.
- C. For reimbursement of services provided under Section V-B-2 of this agreement, the following billing procedure will be used.

Incident management personnel will prepare an Emergency Use Invoice and, upon concurrence of the Cooperator, will submit the invoice for payment along with all required documentation using normal incident business procedures.

The designated representative, IMT official, or a designated forest incident business official, will approve the invoice and submit to the Albuquerque Service Center, Incident Finance, for payment along with a copy of the current Operating Plan.

- D. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*



In witness whereof, the parties hereto have executed this Operating Plan as of the last date written below.

RICK EIESLAND, Sheriff  
Wasco County

2-26-15

Date

Wasco County Commissioner

Date

Wasco County Commissioner

Date

Wasco County Commissioner

Date

LISA NORTHROP, Forest Supervisor  
U.S. Forest Service, Mt. Hood National Forest

Date

BRYAN S. ROEMELING  
Special Agent in Charge  
Pacific Northwest Region

Date

The authority and format of this instrument have been reviewed and approved for signature.

Olivia Reynolds  
U.S. Forest Service Grants & Agreements Specialist

2.23.15

Date

#### Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**Agenda Item**  
**Road Vacation Application**

- [Petition](#)
- [Report Order #15-020](#)

## PETITION

TO THE WASCO COUNTY BOARD OF COMMISSIONERS TO  
511 WASHINGTON STREET  
THE DALLES, OR 97058

LADIES/GENTLEMEN:

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

DESCRIPTION (   
( Cedar Street extension and cul de sac lying west  
( of Juniper Way within Block 3 of the Juniper Addition  
( Subdivision, Tygh Valley  
( Section 3, T4S, R13E WM

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

REASON TO (   
VACATE ( This right-of-way has never been developed as a public  
( road and is not necessary to allow effective access to the  
( adjoining properties  
(

LIST OF ALL ABUTTING LANDOWNERS

ADDRESS

Teresa L. DiBartolo

P.O. Box 265, Tygh Valley, Oregon 97063

Joseph J. Cholick Family Trust

7620 SW Wilson Avenue Beaverton, Oregon 97008

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



PETITIONED ROAD: Cedar Street, east of Juniper Way in Block 3, Juniper Addition Subdivision

NAME OF PETITIONER/ADDRESS

Teresa L. Di Bartolo  
P.O. Box 265, Tygh Valley, Oregon 97063

Jerome Cholick, Trustee of the Joseph J. Cholick Family Trust  
7620 SW Wilson Avenue, Beaverton, Oregon 97008

  
Teresa Di Bartolo

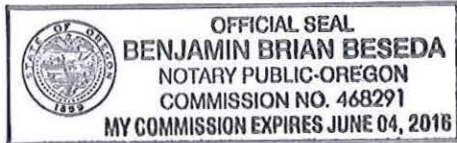
  
Jerome Cholick, Trustee

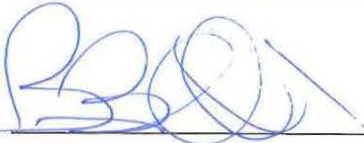
STATE OF OREGON )

COUNTY OF WASCO )

DATE 2/20, 2015

Personally appeared the above named Teresa Di Bartolo acknowledged the foregoing instrument to be a voluntary act and deed. Before me:





Notary Public for OREGON (State)

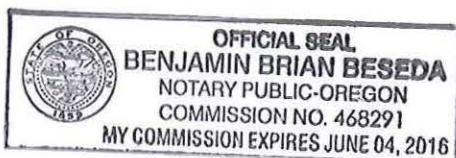
My Commission Expires: JUNE 4, 2016

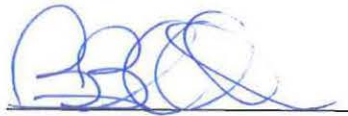
STATE OF OREGON )

COUNTY OF WASCO )

DATE FEBRUARY 24, 2015

Personally appeared the above named Jerome Cholick, Trustee, acknowledged the foregoing instrument to be a voluntary act and deed. Before me:





Notary Public for OREGON (State)

My Commission Expires: JUNE 4, 2016

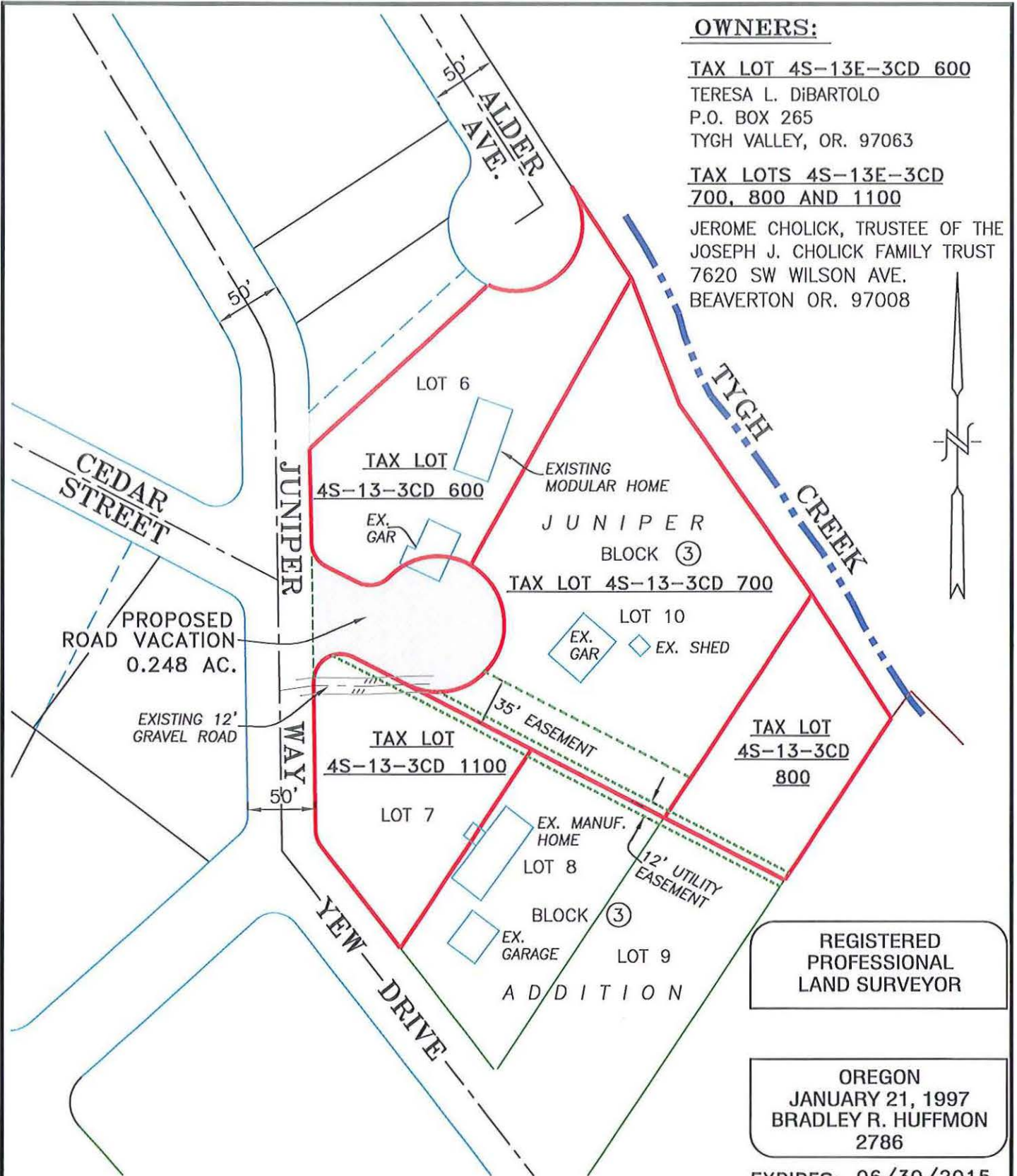
**OWNERS:**

TAX LOT 4S-13E-3CD 600

TERESA L. DiBARTOLO  
P.O. BOX 265  
TYGH VALLEY, OR. 97063

TAX LOTS 4S-13E-3CD  
700, 800 AND 1100

JEROME CHOLICK, TRUSTEE OF THE  
JOSEPH J. CHOLICK FAMILY TRUST  
7620 SW WILSON AVE.  
BEAVERTON OR. 97008



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 21, 1997  
BRADLEY R. HUFFMON  
2786

EXPIRES: 06/30/2015

Survey T.E.C.	Calc. B.B.B.	App. B.B.B.	Dwg. No. 14485_RP(Exhibit)	Work Order No. 14485	Drawn S.D.H.	Date 2/18/2015	Scale 1"=100'	Sheet 1 of 1
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**TENNESON ENGINEERING CORP.**  
CONSULTING ENGINEERS  
3775 CRATES WAY  
THE DALLES, OREGON 97058  
PH. 541-296-9177 FAX 541-296-6657

**EXHIBIT "A"**  
**PROPOSED ROAD VACATION**

PORTION OF CEDAR STREET IN BLOCK 3, JUNIPER ADDITION  
IN THE SE1/4 OF THE SW1/4, SECTION 3, TWP.4S, RANGE 13 E. W.M.  
TYGH VALLEY, WASCO COUNTY, OREGON

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

IN THE MATTER OF DIRECTING THE	)	
PUBLIC WORKS DIRECTOR TO PREPARE	)	
HIS REPORT ON THE PROPOSED VACATION	)	
OF CEDAR STREET EXTENSION AND CUL	)	ORDER
DE SAC LYING WEST OF JUNIPER WAY	)	#15-020
WITHIN BLOCK 3 OF THE JUNIPER	)	
ADDITION SUBDIVISION, TYGH VALLEY	)	
SECTION 3, T4S, R13E WM	)	

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

IT APPEARING TO THE BOARD OF COMMISSIONERS: That a Petition, a copy of which is attached hereto and by this reference made a part hereof, has been duly filed seeking the vacation of Cedar Street extension and cul de sac located in Wasco County, Oregon described as follows:

A PORTION OF BENNETT PUBLIC ROAD

LEGAL  
DESCRIPTION

Cedar Street extension and cul de sac lying west of Juniper Way within block 3 of the Juniper Addition Subdivision, Tygh Valley Section 3, 14S, R13E WM

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

IT FURTHER APPEARING TO THE BOARD OF COMMISSIONERS:

That pursuant to ORS 368.346 when a vacation proceeding has been initiated by Petition the Wasco County Board of Commissioners shall direct the County Road Official to prepare and file with the County Board of Commissioners a written report pursuant to ORS 368.346(1).

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

DATED this 18<sup>th</sup> day of March, 2015.

WASCO COUNTY  
BOARD OF COMMISSIONERS

---

Scott C. Hege, Commission Chair

APPROVED AS TO  
FORM:

---

Kristen Campbell  
Wasco County Counsel

---

Rod L. Runyon, County Commissioner

---

Steven D. Kramer, County Commissioner

**Agenda Item**  
**Section 5310 Special Transportation Funding**

- [Grants Summary](#)
- [MCCOG Application](#)
- [STF Application](#)
- [Wasco County Application](#)

## Wasco County Special Transportation Fund

### Special Transportation Discretionary Grant Program, FY 2015-2017

The following is a description of each grant request that is being made through the Special Transportation Discretionary Grant program Section 5310 Grant Program. Note, for this period the Discretionary and Section 5310 amounts are allocated by formula to each STF agency for a two year period.

	Applicant	Project	Cost
	Wasco County	Purchase of Services Federal 5310	Total Project Cost - \$180,747  5310 Grant Share - \$162,184
This grant is to Wasco County who then purchases transportation services from Mid-Columbia Council of Governments			
	Mid-Columbia Council of Governments	Vehicle Maintenance Federal 5310	Total Project Cost - \$3,434  5310 Grant Share - \$30,000
This is a request to conduct regular preventative maintenance on our vehicles for two years. This includes the vehicles leased to the Opportunity Connections and vehicles in use in south Wasco County.			
	Wasco County	STF	Total Project Cost - \$160,000
Special Transportation Funds used to support local transportation, TSCC bus fuel and match for federal grants.			



## Section 5310 Application for Funding

1. Recipient agency status:

2. Service Area

- ☐ Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
- ☐ Small Urban areas with population of 50,000 – 199,999
- ☒ Non-urbanized/Rural (50,000 people or less)

3. Transportation provider's service type (select all that apply to your agency):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Open to the general public at all times    | <input checked="" type="checkbox"/> Fixed Route Service |
| <input type="checkbox"/> Open to the general public on a space-available basis | <input type="checkbox"/> Deviated Route Service         |
| <input type="checkbox"/> Open to seniors and persons with disabilities only    | <input checked="" type="checkbox"/> Demand Response     |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home)  | <input type="checkbox"/> TDM Services                   |
| <input type="checkbox"/> Other   |   |

### Project Selection

Please check as many project types below for which you wish to complete an application, then click the "Create My Application" button below.

- ☐ A. Purchase Service
- ☐ B. Mobility Management Project
- ☐ C. Replacement Vehicles
- ☐ D. Service Expansion & Right-sizing vehicles
- ☒ E. Capitalized vehicle Preventive Maintenance
- ☐ F. Equipment
- ☐ G. Signs & Other Amenities
- ☐ H. Passenger Shelters
- ☐ I. Facilities (bus barns & other buildings)

Create My Application from Selected Projects Above



**FTA Section 5310 Application for Funding**  
*Enhanced Mobility of Seniors & Individuals with Disabilities*

[Read Instructions](#)

[Reset](#)

### Applicant Information

I am the STF Agency: <input type="radio"/> Yes <input checked="" type="radio"/> No		STF Agency Name Wasco County	
Agency Name Mid-Columbia Council of Governments		Federal EIN 930740974	
Agency Name (DBA) Link		Urbanized Zone Oregon	
Mailing Address (Street or PO Box) 1113 Kelly Avenue	City The Dalles	State OR	Zip Code 97058
Contact Person: First Name Dan	Last Name Schwanz	Contact Person Phone No. 541-296-7595	
Title Transportation Director		Fax No. 541-296-5674	
E-mail Address mccogtransnet@gorge.net	Web Address		



## Section 5310 Application for Funding

### A. Purchased Service Project

#### 1. Project Title and Services Description

*Enter a short title of your transit project in the first box, and in the second box, explain how your project is planned, designed, and carried out to meet the special needs of seniors and persons with disabilities, when general public transit is either insufficient, inappropriate or not available.*

Project Title:

Project Service Description:

2. Estimated number of unduplicated individuals (older adults and persons with disabilities) this project proposes to support in the this biennium grant period:

3. Estimated number of one-way rides this project proposes to provide in the this biennium grant period:

#### 4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

#### 5. Project Cost and Match

a. Total Cost	
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

Table information will fill and calculate automatically from budget table.

#### 6. Source of Match funds:

7. Is this project part of a group of activities or projects that are dependent on each other (for example, a new transit service that requires capital and operating funds)?

☐ Yes ☐ No

8. Does the agency have an existing contract for transit?

☐ Yes ☐ No

## Section 5310 Application for Funding

*Name of contractor, or describe how the agency will procure the service:*

--

## Section 5310 Application for Funding

### B. Mobility Management Project

#### 1. Project Type

#### 2. Project Title and Services Description

*Enter a short title of your transit project in the first box, and in the second box, explain how your project is planned, designed, and carried out to meet the special needs of seniors and persons with disabilities, when general public transit is either insufficient, inappropriate or not available.*

Project Title:

Project Service Description:

#### 3. Number of estimated customer contacts, customers trained, or products produced, and describe method to measure output from project:

#### 4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

#### 5. Project Cost and Match

a. Total Cost	
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

Table information will fill and calculate automatically from budget table.

#### 6. Source of Match funds:

## Section 5310 Application for Funding

### C. Replacement Vehicles

1. Please enter the following information for each of the vehicles to be replaced:

(Click the Add or Remove buttons to add or delete rows)

Year	Make	Model	Vehicle Category (a)	VIN	Total No. of Seats	License Number	Current Mileage (b)	Disposal Type (c)
			▼					▼
No. of Record(s): 0					(b) Date Current Mileage Taken:			

Add Record

Delete Record

**(a) Vehicle Category:** See instructions for vehicle category descriptions "A" through "E-7".

**(b) Current Mileage:** Date current odometer mileage was taken (should be taken for all on same day).

**(c) Disposal Type:** Indicate if the vehicle is to be (S) Sold, (TR) Transferred, or used as a (BU) Backup.

2. Will you purchase through the state price agreement contract?

☐ Yes    ☐ No

3. Vehicles to be purchased: (Click the Add or Remove buttons to add or delete rows)

Vehicle Category (a)	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type (b)	Estimat. Order Date	Estimat. Delivery Date (c)
▼			0				▼		
<b>Totals:</b>	0	<b>Grand Total:</b>	\$0	0	0	0			

Add Record

Delete Record

**(a) Vehicle Category:** See instructions for vehicle category descriptions "A" through "E-7".

**(b) Fuel Type:** (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

**(c) Estimated Delivery Date:** Minimum 160 days if ADA accessible.

4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

5. Describe how the vehicles will be used in service to seniors and persons with disabilities:

## Section 5310 Application for Funding

6. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes   ☐ No

7. Project Cost and Match

a. Total Cost ( <i>Grand Total</i> from the question 3, Vehicles to be Purchased)	\$0
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

8. Source of Match funds:

--

## Section 5310 Application for Funding

### D. Service Expansion and Right-Sizing Vehicles

1. Will you purchase through the state price agreement contract?

☐ Yes ☐ No

2. Vehicles to be purchased: (Click the Add or Remove buttons to add or delete rows)

Vehicle Category (a)	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type (b)	Estimat. Order Date	Estimat. Delivery Date(c)
<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>			0				<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>		
<b>Totals:</b>	0	<b>Grand Total:</b>	\$0	0	0	0			

Add Record

Delete Record

**(a) Vehicle Category:** See instructions for vehicle category descriptions "A" through "E-7".

**(b) Fuel Type:** (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

**(c) Estimated Delivery Date:** Minimum 160 days if ADA accessible.

3. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

4. Describe how the vehicles will be used in service to seniors and persons with disabilities:

5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Vehicles to be Purchased)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

7. Source of Match funds:



## Section 5310 Application for Funding

### E. Capitalized Vehicle Preventive Maintenance

1. Number of vehicles included in this preventive maintenance project:

2. Project is included in the adopted Coordinated Plan:

Page:

Date plan adopted:

3. Describe how this project coordinates with other services to provide services to seniors and persons with disabilities:

The service and vehicles are coordinated several ways. Two vehicles are provided to a non-profit agency in central Wasco County to help provide a basic level of transportation to seniors and persons with disabilities in a sparsely populated area. Link (MCCOG) uses multiple sources of funding to support and operate vehicles in northern Wasco County to provide Public Transportation. MCCOG and Hood River County share management of the two separate transportation programs in the region.

4. Vehicle Preventive Maintenance plan attached?

☒ Yes ☐ No

*A current PM Plan reflecting current fleet policies, procedures, and vehicle & lift equipment manufacturers' recommended maintenance schedules is required.*

5. Project Cost and Match

a. Total Project Cost	\$30,000
b. Match Amount (Total Cost x 10.27%)	\$3,081
c. Total Project Cost (Total Cost – Match Amount)	\$26,919

6. Source of Match funds:

Medicaid Contract transportation

7. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☒ No

## Section 5310 Application for Funding

### F. Equipment

1. Describe why this equipment is needed, and how the equipment will be used in providing transit service to seniors and persons with disabilities:

2. Equipment requested: (Click the Add or Remove buttons to add or delete rows)

Description of Equipment by Category(a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Order Date	Estimated Delivery Date
			\$0		
<b>Total Equipment Items:</b>	0	<b>(b)Grand Total:</b>	\$0		

Add Record

Delete Record

(a) **Description:** Item categories examples – Computers, required software, communications equipment, security & surveillance cameras, printers, shop equipment, bike racks for vehicles.

(b) **Grand Total Equipment(\$):** Must be over \$5,000 for individual item or "system" value to be eligible as capitalized equipment.

3. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

4. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

5. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Equipment)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0

Table information is filled and calculated automatically from equipment table.

6. Source of Match funds:



## Section 5310 Application for Funding

### G. Signs and Other Amenities

1. Describe why this sign and/or amenities project is needed, and how these items will be used in providing transit service to seniors and persons with disabilities:

2. Signs and amenities requested:

(Click the Add or Remove buttons to add or delete rows)

Description of Sign and Amenities by Category(a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Order Date	Estimated Install Date
			0		
<b>Total Equipment Items:</b>	0	<b>(b)Grand Total:</b>	<b>\$0</b>		

Add Record

Delete Record

- (a) **Description:** Examples include Street route signs, Bike racks or lockers at facilities, Benches, Solar lights and schedule map/signage for passenger bus shelters. Installation may be included or listed as a separate line item. If requesting A&E, please list as a separate line item.
- (b) **Grand Total:** Must be over \$5,000 total project value to be eligible as capitalized signs and amenities.

3. Documented Categorical Exclusion Worksheet attached?

☐ Yes   ☐ No

*The Documented Categorical Exclusion Worksheet must include site map(s) showing placement of each sign. A copy of the DCE Worksheet is included with the set of 5310 Grant Application documents.*

4. Project is included in the adopted Coordinated Plan:

Page:       Date plan adopted:

5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes   ☐ No

6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Signs & Other Amenities)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0

## Section 5310 Application for Funding

### 7. Source of Match funds:

--

## Section 5310 Application for Funding

### H. Passenger Shelters

1. Describe why this passenger shelter project is needed, and how the shelters will be used in providing transit service to seniors and persons with disabilities:

2. Passenger Shelters requested:

(Click the Add or Remove buttons to add or delete rows)

Description of Passenger Shelters by Category(a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Order Date	Estimated Install Date
			\$0		
<b>Total Equipment Items:</b>	0	<b>(b)Grand Total:</b>	\$0		

Add Record

Delete Record

**(a) Description:** Price may include installation, or installation may be itemized on a separate line. If requesting A&E, please list as a separate line item.

**(b) Grand Total:** Must be over \$5,000 total project value to be eligible as capitalized shelters.

3. Documented Categorical Exclusion Worksheet attached?

☐ Yes ☐ No

*The Documented Categorical Exclusion Worksheet must include site map(s) showing placement of each sign. A copy of the DCE Worksheet is included with the set of 5310 Grant Application documents.*

4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Shelters)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0

## Section 5310 Application for Funding

### 7. Source of Match funds:

--

## Section 5310 Application for Funding

### I. Facilities (transit ctr, bus barn & transit agency bldgs)

#### 1. Project Title and Services Description

Enter a short title of your transit facility project in the first box and in the second box. Explain why this capital facility project is needed, and how the facility will be used in providing transit service to seniors and persons with disabilities.

*Project Title:*

*Project Service Description:*

#### 2. Facility Project requested

Description of Major Activities or Subcategories (a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Start Date	Estimated Complete Date
			0		
<b>Total Facility Cost:</b>	0	<b>Grand Total:</b>	\$0		

Add Record

Delete Record

**(a) Description:** List major subcategories, for example: Siting & right-of-way; planning, architecture and engineering development; project management; construction contracting, inspection & permitting; interior surfaces & furnishings; etc.

#### 3. Documented Categorical Exclusion Worksheet attached?

☐ Yes ☐ No

*The Documented Categorical Exclusion Worksheet must include site map(s) showing placement of each sign. A copy of the DCE Worksheet is included with the set of 5310 Grant Application documents.*

#### 4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

#### 5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

## Section 5310 Application for Funding

### 6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Facilities)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0

### 7. Source of Match funds:

--

### 8. Project Facts

*Complete the questions below for your facility project. Please be brief but thorough and answer all the questions. If your project is tentatively accepted for funding, you may be asked to complete an additional supplemental application.*

#### a. Total scope of your proposed facility project:

--

#### b. Portion of project scope applied for in this grant (if all, state this):

--

#### c. Grant project general description:

--

#### d. Proposed total square feet of facility(s):

--

#### e. Benefits of this project for enhancing mobility of seniors and persons with disabilities:

--

#### f. Total overall anticipated project cost (all funding sources):

--

#### g. Project cost applied for in this grant:

--



## Section 5310 Application for Funding

**h.** Other secured funding sources for this project:

**i.** Other anticipated funding sources for this project:

**j.** Who are the designated partner agencies for this project? Please list:

**k.** Who are other stakeholders for this project, and how is their support being enlisted?

**l.** Has support of local elected officials and bodies been formally received for this project?  
Describe:

**m.** Describe how this project fits into the regional Coordinated Plan:

**n.** Has this project been thoroughly discussed with your ODOT RPTD Regional Transit Coordinator (RTC), and has your RTC been involved with preliminary project planning efforts:

☐ Yes ☐ No

**o.** Has the Area Commission on Transportation (ACT) been involved and in support of this project?

☐ Yes ☐ No

## Section 5310 Application for Funding

- p.** List major project phases/milestones and associated cost & estimated completion date for each.

Project Phases / Milestone	Cost	Estimated Completion Date

\$0

Add Record

Delete Record

- q.** Estimated final completion date of all project activities:

- r.** Is property for facility owned by agency or affiliate body?:

- s.** If not, is property acquisition the preliminary phase of this project?

- t.** If acquisition, has a firm offer been made and accepted on this project, and when?

- u.** Has preliminary project planning been accomplished for this project?

☐ Yes   ☐ No

- v.** Have requisite local agency planning, zoning, and building permits and approvals been applied for and received for this project?:

☐ Yes   ☐ No

- w.** Does this project involve changes to any railroad rights of way?

(Answering "Yes" disqualifies this project from ODOT RPTD funding consideration.)

☐ Yes   ☐ No

- x.** Have all relevant project documents been attached and/or submitted to ODOT RPTD with your grant application?:

☐ Yes   ☐ No

## Section 5310 Application for Funding

**y.** Is there any other information you wish ODOT RPTD to understand about this proposed project?

☐ Yes ☐ No

PRINT

SAVE...



## Special Transportation Fund (STF) Formula Application

[Reset Form](#)

[Read Instructions](#)

### A. Information

Wasco County

*Legal Name of Applicant (STF Agency Name)*

Scott Hege

*Name of Individual Authorized to Submit Application*

Chair, Wasco County Commissioner

*Title of Individual Authorized*

511 Washington Street

*Agency Address*

The Dalles

*City*

OR

*State*

97058

*Zip*

Kathy

*Contact Person: First Name*

White

*Last Name*

Executive Assistant

*Title*

541-506-2520

*Phone Number*

541-506-2551

*Fax Number*

KathyW@wasco.co.or.us

*Email Address*

*Agency Web Address*

### Designated STF Program Administrator

This person is assigned to manage the day to day tasks of the STF program for the STF agency, and will receive all formal and informal program communication.

Teresa

*First Name*

Chavez

*Last Name*

Office Specialist

*Title*

Wasco County

*Agency Name*

511 Washington Street

*Address*

The Dalles

*City*

OR

*State*

97058

*Zip*

541-506-2677

*Phone Number*

teresac@wasco.co.or.us

*Email Address*

**Does your STF agency delegate the administration of the STF program to a separate agency?**

☒ Yes

☐ No

*Agency Name* Mid-Columbia Council of Governments

*If Yes, the agreement between the STF agency and the administrative agency must be kept on file and made available to ODOT upon request.*

## STF Application for Funding

### B. STF Advisory Committee

Answer the first two questions, and then enter each member and his or her organization in the table. Pick the category of membership that best describes each member, pursuant to OAR 732-005-0031.

1. Total number of STF advisory committee members?

(Minimum Requirements: Counties and Districts – five members; Tribes – three members.)

2. Do all of the committee members reside within the boundaries of your STF agency service area?

☒ Yes ☐ No

Member Name (List each member only once.)	Organization	Committee Member Category
Lee Bryant	n/a	Representative of elderly individuals
Valerie Manning	n/a	Representative of elderly individuals
Marilyn Richardson	n/a	Representative of disabled individuals
Barbara Pashek	n/a	Representative of elderly individuals
Dave Mason	n/a	Representative of disabled individuals
Louise Sargent	n/a	Representative of elderly individuals
Elwin Grout	n/a	Disabled individual using transportation services

No. of Member(s): 7

Add Record

Delete Record

### C. Summary of Distribution Plan

The Funds Available table below is populated based on the agency name selected in Section A and corresponds to the fund allocation chart in the Instructions. Summarize your plan for using the funds in the table, and complete *Section F* in this form for each planning, operating and capital project listed.

Funds Available	Year 1	Year 2
STF Formula Allocation	\$80,000	\$80,000

Expenditure Plan (STF Allocation)	Year 1	Year 2
Administrative Allotment: (Required by OAR 732-005-0021(5)b) For receiving, disbursing and accounting for funds.	\$2,000	\$2,000



## STF Application for Funding

Expenditure Plan (STF Allocation)	Year 1	Year 2
Contribution to Reserve Account: <i>Amount contributed to the reserve account (See Section E)</i>		
Additional Funds for Administration: <i>(Optional)</i>		
Contingency: <i>(Not to exceed 15% of total program budget)</i>		
Planning Projects: <i>(List provider &amp; fund amts)</i>	<input type="button" value="+"/> <input type="button" value="-"/> (Click the buttons to add or remove rows below)	
STF Operating Projects: <i>(List provider &amp; fund amts)</i>	<input type="button" value="+"/> <input type="button" value="-"/> (Click the buttons to add or remove rows below)	
Mid-Columbia Council of Governments	78,000	78,000
Capital Projects: <i>(List provider &amp; fund amts)</i>	<input type="button" value="+"/> <input type="button" value="-"/> (Click the buttons to add or remove rows below)	
<b>STF Expenditure Plan Total:</b>	<b>\$80,000</b>	<b>\$80,000</b>
<i>Allocation Variance:</i>	<i>\$0</i>	<i>\$0</i>

### D. STF Remaining from Prior Years

Identify the funds remaining from prior years and complete the questions.

**Do NOT include reserve funds in this section – See Section E.**

Will the STF agency have carryover STF funds from prior years, including funds from the previous biennium that will be applied to present biennium?

☐ Yes
 ☒ No

### E. Reserve Fund Summary

STF agencies may establish a reserve fund to save STF for a future purpose.

[Read More](#)

Does the STF agency have a separate reserve fund for the STF program?

☐ Yes
 ☒ No



## STF Application for Funding

### F. Recipient and Project Data Sheet

Enter each project that will receive STF monies. An STF agency should also enter themselves as a project if it uses a portion of the funds for other than program administration, reserve account, or contingency.

Mid-Columbia Council of Governments			
<i>Recipient Agency Name</i>			
1113 Kelly Ave	The Dalles	OR	97058
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Dan	Schwanz	Transportation Director	
<i>Contact Person: First Name</i>	<i>Last Name</i>	<i>Title</i>	
541-296-7595	541-296-5674	mccogtransnet@gorge.net	
<i>Phone Number</i>	<i>Fax Number</i>	<i>Email Address</i>	
<i>Project Description (include the project type, amount of funds requested, and any unique features of the project):</i>			
The STF funds will support the continued operation of Mid-Columbia Council of Government's demand responsive dial-a-ride services in the greater The Dalles area. Mid-Columbia Council of Governments will use the entire allocation to support these services for the two year period.			
Add Record		Delete Record	

Print

Save...

Submit Form



**FTA Section 5310 Application for Funding**  
*Enhanced Mobility of Seniors & Individuals with Disabilities*

[Read Instructions](#)

[Reset](#)

**Applicant Information**

I am the STF Agency: <input checked="" type="radio"/> Yes <input type="radio"/> No		STF Agency Name Wasco County	
Agency Name Wasco County		Federal EIN 936002315	
Agency Name (DBA) Wasco County		Urbanized Zone Oregon	
Mailing Address (Street or PO Box) 511 Washington Street	City The Dalles	State OR	Zip Code 97058
Contact Person: First Name Teresa	Last Name Chavez	Contact Person Phone No. 541-506-2777	
Title Office Specialist		Fax No. 	
E-mail Address TeresaC@co.wasco.or.us	Web Address 		

## Section 5310 Application for Funding

1. Recipient agency status:

2. Service Area

- ☐ Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
- ☐ Small Urban areas with population of 50,000 – 199,999
- ☒ Non-urbanized/Rural (50,000 people or less)

3. Transportation provider's service type (select all that apply to your agency):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Open to the general public at all times    | <input type="checkbox"/> Fixed Route Service    |
| <input type="checkbox"/> Open to the general public on a space-available basis | <input type="checkbox"/> Deviated Route Service |
| <input type="checkbox"/> Open to seniors and persons with disabilities only    | <input type="checkbox"/> Demand Response        |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home)  | <input type="checkbox"/> TDM Services           |
| <input type="checkbox"/> Other   |   |

### Project Selection

Please check as many project types below for which you wish to complete an application, then click the "Create My Application" button below.

- ☒ A. Purchase Service
- ☐ B. Mobility Management Project
- ☐ C. Replacement Vehicles
- ☐ D. Service Expansion & Right-sizing vehicles
- ☐ E. Capitalized vehicle Preventive Maintenance
- ☐ F. Equipment
- ☐ G. Signs & Other Amenities
- ☐ H. Passenger Shelters
- ☐ I. Facilities (bus barns & other buildings)

Create My Application from Selected Projects Above

## Section 5310 Application for Funding

### A. Purchased Service Project

#### 1. Project Title and Services Description

*Enter a short title of your transit project in the first box, and in the second box, explain how your project is planned, designed, and carried out to meet the special needs of seniors and persons with disabilities, when general public transit is either insufficient, inappropriate or not available.*

Project Title:

Purchase of Services

Project Service Description:

This is a purchase of services project with Wasco County. Wasco County will continue to contract with the Mid-Columbia Council of Governments to provide demand responsive transportation to seniors and persons with disabilities. The purchase of services program is essential to allow Mid -Columbia Council of Governments to provide transportation services in Wasco County.

2. Estimated number of unduplicated individuals (older adults and persons with disabilities) this project proposes to support in the this biennium grant period:

251

3. Estimated number of one-way rides this project proposes to provide in the this biennium grant period:

20,000

4. Project is included in the adopted Coordinated Plan:

Page: 5,27,36

Date plan adopted: 4/15/09

#### 5. Project Cost and Match

a. Total Cost	\$180,747
b. Match Amount (Total Cost x 10.27%)	\$18,563
c. Total Project Cost less Match Amount (Total Cost – Match Amount)	\$162,184

Table information will fill and calculate automatically from budget table.

#### 6. Source of Match funds:

City of The Dalles, Medicaid contract rides

7. Is this project part of a group of activities or projects that are dependent on each other (for example, a new transit service that requires capital and operating funds)?

☐ Yes ☒ No

## Section 5310 Application for Funding

8. Does the agency have an existing contract for transit?

☒ Yes   ☐ No

*Name of contractor, or describe how the agency will procure the service:*

Mid-Columbia Council of Governments

## Section 5310 Application for Funding

### B. Mobility Management Project

#### 1. Project Type

#### 2. Project Title and Services Description

*Enter a short title of your transit project in the first box, and in the second box, explain how your project is planned, designed, and carried out to meet the special needs of seniors and persons with disabilities, when general public transit is either insufficient, inappropriate or not available.*

Project Title:

Project Service Description:

#### 3. Number of estimated customer contacts, customers trained, or products produced, and describe method to measure output from project:

#### 4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

#### 5. Project Cost and Match

a. Total Cost	
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

Table information will fill and calculate automatically from budget table.

#### 6. Source of Match funds:



## Section 5310 Application for Funding

### C. Replacement Vehicles

1. Please enter the following information for each of the vehicles to be replaced:

(Click the Add or Remove buttons to add or delete rows)

Year	Make	Model	Vehicle Category (a)	VIN	Total No. of Seats	License Number	Current Mileage (b)	Disposal Type (c)
			▼					▼
No. of Record(s): 0					(b) Date Current Mileage Taken:			

Add Record

Delete Record

(a) **Vehicle Category:** See instructions for vehicle category descriptions "A" through "E-7".

(b) **Current Mileage:** Date current odometer mileage was taken (should be taken for all on same day).

(c) **Disposal Type:** Indicate if the vehicle is to be (S) Sold, (TR) Transferred, or used as a (BU) Backup.

2. Will you purchase through the state price agreement contract?

☐ Yes    ☐ No

3. Vehicles to be purchased: (Click the Add or Remove buttons to add or delete rows)

Vehicle Category (a)	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type (b)	Estimat. Order Date	Estimat. Delivery Date (c)
▼			0				▼		
<b>Totals:</b>	0	<b>Grand Total:</b>	\$0	0	0	0			

Add Record

Delete Record

(a) **Vehicle Category:** See instructions for vehicle category descriptions "A" through "E-7".

(b) **Fuel Type:** (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

(c) **Estimated Delivery Date:** Minimum 160 days if ADA accessible.

4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

5. Describe how the vehicles will be used in service to seniors and persons with disabilities:

## Section 5310 Application for Funding

6. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes   ☐ No

7. Project Cost and Match

a. Total Cost ( <i>Grand Total</i> from the question 3, Vehicles to be Purchased)	\$0
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

8. Source of Match funds:

--

## Section 5310 Application for Funding

### D. Service Expansion and Right-Sizing Vehicles

1. Will you purchase through the state price agreement contract?

☐ Yes ☐ No

2. Vehicles to be purchased: (Click the Add or Remove buttons to add or delete rows)

Vehicle Category (a)	Qty (#)	Cost Each (\$)	Total (\$)	No. Seats w/ADA Deployed	No. of ADA Stations	Total Capacity	Fuel Type (b)	Estimat. Order Date	Estimat. Delivery Date(c)
<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>			0				<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>		
<b>Totals:</b>	0	<b>Grand Total:</b>	\$0	0	0	0			

Add Record

Delete Record

**(a) Vehicle Category:** See instructions for vehicle category descriptions "A" through "E-7".

**(b) Fuel Type:** (G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel.

**(c) Estimated Delivery Date:** Minimum 160 days if ADA accessible.

3. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

4. Describe how the vehicles will be used in service to seniors and persons with disabilities:

5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Vehicles to be Purchased)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost less Match Amount (Total Cost – Match Amount)	\$0

7. Source of Match funds:

## Section 5310 Application for Funding

### E. Capitalized Vehicle Preventive Maintenance

1. Number of vehicles included in this preventive maintenance project:

2. Project is included in the adopted Coordinated Plan:

Page:

Date plan adopted:

3. Describe how this project coordinates with other services to provide services to seniors and persons with disabilities:

4. Vehicle Preventive Maintenance plan attached?

☐ Yes ☐ No

*A current PM Plan reflecting current fleet policies, procedures, and vehicle & lift equipment manufacturers' recommended maintenance schedules is required.*

5. Project Cost and Match

a. Total Project Cost	
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost (Total Cost – Match Amount)	\$0

6. Source of Match funds:

7. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

## Section 5310 Application for Funding

### F. Equipment

1. Describe why this equipment is needed, and how the equipment will be used in providing transit service to seniors and persons with disabilities:

2. Equipment requested: (Click the Add or Remove buttons to add or delete rows)

Description of Equipment by Category(a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Order Date	Estimated Delivery Date
			\$0		
<b>Total Equipment Items:</b>	0	<b>(b)Grand Total:</b>	\$0		

Add Record

Delete Record

(a) **Description:** Item categories examples – Computers, required software, communications equipment, security & surveillance cameras, printers, shop equipment, bike racks for vehicles.

(b) **Grand Total Equipment(\$):** Must be over \$5,000 for individual item or "system" value to be eligible as capitalized equipment.

3. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

4. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

5. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Equipment)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0

Table information is filled and calculated automatically from equipment table.

6. Source of Match funds:



## Section 5310 Application for Funding

### G. Signs and Other Amenities

1. Describe why this sign and/or amenities project is needed, and how these items will be used in providing transit service to seniors and persons with disabilities:

2. Signs and amenities requested:

(Click the Add or Remove buttons to add or delete rows)

Description of Sign and Amenities by Category(a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Order Date	Estimated Install Date
			0		
<b>Total Equipment Items:</b>	0	<b>(b)Grand Total:</b>	<b>\$0</b>		

Add Record

Delete Record

- (a) **Description:** Examples include Street route signs, Bike racks or lockers at facilities, Benches, Solar lights and schedule map/signage for passenger bus shelters. Installation may be included or listed as a separate line item. If requesting A&E, please list as a separate line item.
- (b) **Grand Total:** Must be over \$5,000 total project value to be eligible as capitalized signs and amenities.

3. Documented Categorical Exclusion Worksheet attached?

☐ Yes   ☐ No

*The Documented Categorical Exclusion Worksheet must include site map(s) showing placement of each sign. A copy of the DCE Worksheet is included with the set of 5310 Grant Application documents.*

4. Project is included in the adopted Coordinated Plan:

Page:       Date plan adopted:

5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes   ☐ No

6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Signs & Other Amenities)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0



## Section 5310 Application for Funding

### 7. Source of Match funds:

--

## Section 5310 Application for Funding

### H. Passenger Shelters

1. Describe why this passenger shelter project is needed, and how the shelters will be used in providing transit service to seniors and persons with disabilities:

2. Passenger Shelters requested:

(Click the Add or Remove buttons to add or delete rows)

Description of Passenger Shelters by Category(a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Order Date	Estimated Install Date
			\$0		
<b>Total Equipment Items:</b>	0	<b>(b)Grand Total:</b>	\$0		

Add Record

Delete Record

(a) **Description:** Price may include installation, or installation may be itemized on a separate line. If requesting A&E, please list as a separate line item.

(b) **Grand Total:** Must be over \$5,000 total project value to be eligible as capitalized shelters.

3. Documented Categorical Exclusion Worksheet attached?

☐ Yes ☐ No

*The Documented Categorical Exclusion Worksheet must include site map(s) showing placement of each sign. A copy of the DCE Worksheet is included with the set of 5310 Grant Application documents.*

4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

6. Project Cost and Match

a. Total Cost (Grand Total from the question 2, Shelters)	\$0
b. Match Amount (Total Cost x 10.27%)	\$0
c. Total Project Cost (Total Cost – Match Amount)	\$0

## Section 5310 Application for Funding

### 7. Source of Match funds:

--

## Section 5310 Application for Funding

### I. Facilities (transit ctr, bus barn & transit agency bldgs)

#### 1. Project Title and Services Description

Enter a short title of your transit facility project in the first box and in the second box. Explain why this capital facility project is needed, and how the facility will be used in providing transit service to seniors and persons with disabilities.

*Project Title:*

*Project Service Description:*

#### 2. Facility Project requested

Description of Major Activities or Subcategories (a)	Qty (#)	Cost Each (\$)	Total (\$)	Estimated Start Date	Estimated Complete Date
			0		
<b>Total Facility Cost:</b>	0	<b>Grand Total:</b>	\$0		

Add Record

Delete Record

(a) **Description:** List major subcategories, for example: Siting & right-of-way; planning, architecture and engineering development; project management; construction contracting, inspection & permitting; interior surfaces & furnishings; etc.

#### 3. Documented Categorical Exclusion Worksheet attached?

☐ Yes ☐ No

*The Documented Categorical Exclusion Worksheet must include site map(s) showing placement of each sign. A copy of the DCE Worksheet is included with the set of 5310 Grant Application documents.*

#### 4. Project is included in the adopted Coordinated Plan:

Page:  Date plan adopted:

#### 5. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependent on facility)?

☐ Yes ☐ No

## Section 5310 Application for Funding

### 6. Project Cost and Match

<b>a.</b> Total Cost ( <i>Grand Total</i> from the question 2, Facilities)	\$0
<b>b.</b> Match Amount (Total Cost x 10.27%)	\$0
<b>c.</b> Total Project Cost (Total Cost – Match Amount)	\$0

### 7. Source of Match funds:

--

### 8. Project Facts

*Complete the questions below for your facility project. Please be brief but thorough and answer all the questions. If your project is tentatively accepted for funding, you may be asked to complete an additional supplemental application.*

#### a. Total scope of your proposed facility project:

--

#### b. Portion of project scope applied for in this grant (if all, state this):

--

#### c. Grant project general description:

--

#### d. Proposed total square feet of facility(s):

--

#### e. Benefits of this project for enhancing mobility of seniors and persons with disabilities:

--

#### f. Total overall anticipated project cost (all funding sources):

--

#### g. Project cost applied for in this grant:

--

## Section 5310 Application for Funding

**h.** Other secured funding sources for this project:

**i.** Other anticipated funding sources for this project:

**j.** Who are the designated partner agencies for this project? Please list:

**k.** Who are other stakeholders for this project, and how is their support being enlisted?

**l.** Has support of local elected officials and bodies been formally received for this project?  
Describe:

**m.** Describe how this project fits into the regional Coordinated Plan:

**n.** Has this project been thoroughly discussed with your ODOT RPTD Regional Transit Coordinator (RTC), and has your RTC been involved with preliminary project planning efforts:

☐ Yes ☐ No

**o.** Has the Area Commission on Transportation (ACT) been involved and in support of this project?

☐ Yes ☐ No



## Section 5310 Application for Funding

- p.** List major project phases/milestones and associated cost & estimated completion date for each.

Project Phases / Milestone	Cost	Estimated Completion Date

\$0

Add Record

Delete Record

- q.** Estimated final completion date of all project activities:

- r.** Is property for facility owned by agency or affiliate body?:

- s.** If not, is property acquisition the preliminary phase of this project?

- t.** If acquisition, has a firm offer been made and accepted on this project, and when?

- u.** Has preliminary project planning been accomplished for this project?

☐ Yes ☐ No

- v.** Have requisite local agency planning, zoning, and building permits and approvals been applied for and received for this project?:

☐ Yes ☐ No

- w.** Does this project involve changes to any railroad rights of way?

(Answering "Yes" disqualifies this project from ODOT RPTD funding consideration.)

☐ Yes ☐ No

- x.** Have all relevant project documents been attached and/or submitted to ODOT RPTD with your grant application?:

☐ Yes ☐ No

## Section 5310 Application for Funding

**y.** Is there any other information you wish ODOT RPTD to understand about this proposed project?

☐ Yes ☐ No

PRINT

SAVE...

## **Agenda Item**

### **Scenic Bikeway**

- [Introductory Email](#)
- [Bikeway Information](#)
- [Proposed Letter of Support](#)



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

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## Fwd: Scenic Bike Way

3 messages

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**Scott Hege** <scotth@co.wasco.or.us>  
To: Kathy White <kathyw@co.wasco.or.us>

Mon, Feb 9, 2015 at 11:06 PM

Kathy:

I am forwarding this to you for distribution to the other Commissioners and Tyler. I have passed it on to Arthur for his review and comments in regards to roads.

Thanks,

Scott

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

From: **Susie Miles, Imperial River Company** <susie@deschutesriver.com>  
Date: Tue, Feb 3, 2015 at 10:01 AM  
Subject: Scenic Bike Way  
To: [scotth@co.wasco.or.us](mailto:scotth@co.wasco.or.us)

Scott,

Hello, there. I am writing to ask for support for a project the Maupin Chamber of Commerce is working on. Oregon State Parks and Travel Oregon have a Scenic Bikeway Program. You may be familiar with it. <http://www.oregon.gov/oprd/bike/Pages/index.aspx> Oregon is the only state that has this program. It was originally launched in 2009.

Last spring at the Governor's Conference on Tourism in Sunriver, I met Alexandra Phillips who works for Oregon State Parks and is the chair for this program. She spends a lot of time on the Deschutes and is an avid cyclist herself. (Incidentally, she worked for the BLM prior to State Parks and was on the John Day working under Brian Cunningham. She remembers him drafting "The Plan" and did not have one nice thing to say about it.) She asked if we had considered applying for a Scenic Bikeway and said the "Sherar's Falls Loop" as we call it would be perfect. <http://rideoregonride.com/road-routes/sherars-falls-loop/> Rob and I are pro-tourism and cycling, so the fit seemed so natural.

We have gotten support from the Maupin Chamber of Commerce and the City of Maupin. Applications have been closed since last spring, but they are reopening the application process for the next round of applications, which are accepted only during the last two weeks of March. Once received, they are then reviewed, selected, etc. The process takes 1-2 years from time the submitted application is received. At this time, I am working on the application which must include a letter of support from anyone with road jurisdiction on the route, any State Parks Managers the road goes by and any County or City governing bodies. The rest of the application is information about the route (both scenic and directional) a map and the "why you are applying answer."

What I am asking for at this point, is a letter of support from the County Commission. It must be from the entire commission and not just one commissioner. I've attached a sample letter that I drafted for the City of Maupin.

Rob and I would be happy to present to the commission if necessary. I can also mail an information packet about the program to you.

—  
Sincerely,

Susie Miles

Marketing/Event Coordinator  
541-993-0055 (cell)

Imperial River Company

800-395-3903 [www.DeschutesRiver.com](http://www.DeschutesRiver.com)  
PO Box 130 304 Bakeoven Rd. Maupin, OR 97037

...actively relaxing on the banks of the Deschutes River in Maupin, Oregon.

—

**Scott Hege** *County Commissioner, Wasco County*

Tel: 541.506.2522 | Mobile: 541.288.1616

[scotth@co.wasco.or.us](mailto:scotth@co.wasco.or.us) | [www.wascocounty.org](http://www.wascocounty.org)

My Profiles:  



**Sample Letter of Support.doc**

24K

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

Tue, Feb 10, 2015 at 6:51 AM

To: Rod Runyon <rodr@co.wasco.or.us>, Steve Kramer <stevek@co.wasco.or.us>, Tyler Stone  
<tylers@co.wasco.or.us>

Cc: Scott Hege <scotth@co.wasco.or.us>

Good Morning, Gentlemen-

Scott asked that I forward the message below on to you. He has already sent it to Arthur for feedback.

Arthur is already on the agenda for next week. If you are interested in having Ms. Miles provide a presentation at next week's meeting, please let me know today so I can make those arrangements.

Thank you,

Kathy White

Executive Assistant

Wasco County

Board of County Commissioners

511 Washington Street, Suite 302

The Dalles, OR 97058

work 541.506.2520

fax 541.506.2551

[Quoted text hidden]



**Sample Letter of Support.doc**

24K

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**Tyler Stone** <tylers@co.wasco.or.us>

Tue, Feb 10, 2015 at 9:00 AM

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

Cc: Rod Runyon <rodr@co.wasco.or.us>, Steve Kramer <stevek@co.wasco.or.us>, Scott Hege  
<scotth@co.wasco.or.us>



*Nature*  
**HISTORY**  
*Discovery*

# Oregon's Scenic Bikeways



## The Program

- Designated Scenic Bikeways selected from locally proposed routes
- The "best of the best" road bicycle riding in Oregon
- 12 designated bikeways totaling nearly 800 miles
- The only state with an Official Scenic Bikeway program.
- Bicycle Tourism brings economic benefits
- More people are biking on vacation

## Some of the Important Facts

- Routes are selected from applications submitted by local proponent group.
- All applications must have letters of support from all governing bodies of road jurisdictions
- Bikeway proponent groups consist of local volunteers, cyclists and tourism professionals
- The Oregon Scenic Bikeway Committee evaluates proposed routes using criteria which rates human-made, natural scenic and sensory values and road conditions on the route.
- In the past, only half of the applications scored high enough on the criteria to be recommended for designation.





## **BACKGROUND:**

The Oregon Scenic Bikeways program is the first and only of its kind in the country. It includes 12 designated scenic bikeways totaling 860 miles. Launched in 2005, the program is a partnership of Travel Oregon, Cycle Oregon, Oregon Department of Transportation and Oregon Parks and Recreation Department.

Local groups apply for the bikeway designation, but only half of the applications are accepted. Routes are rated on scenic qualities, road conditions and general riding enjoyment; and represent the “best of the best” road cycling riding in Oregon.

An Oregon Scenic Bikeway is a signed bike route on existing roads and paths that provides access to national, state or regional resources of superlative quality and scenic splendor. The route is on public lands, rights-of-way or on existing easements on private property. The route is open to the public.

In 2012 Travel Oregon contracted with a private firm to document the economic significance of bicycle-related travel in Oregon. The study documented travelers who participate in bicycle-related activities while traveling in Oregon spent nearly \$400 million in 2012. The study found that bicycle travel directly supported about 4,600 jobs.

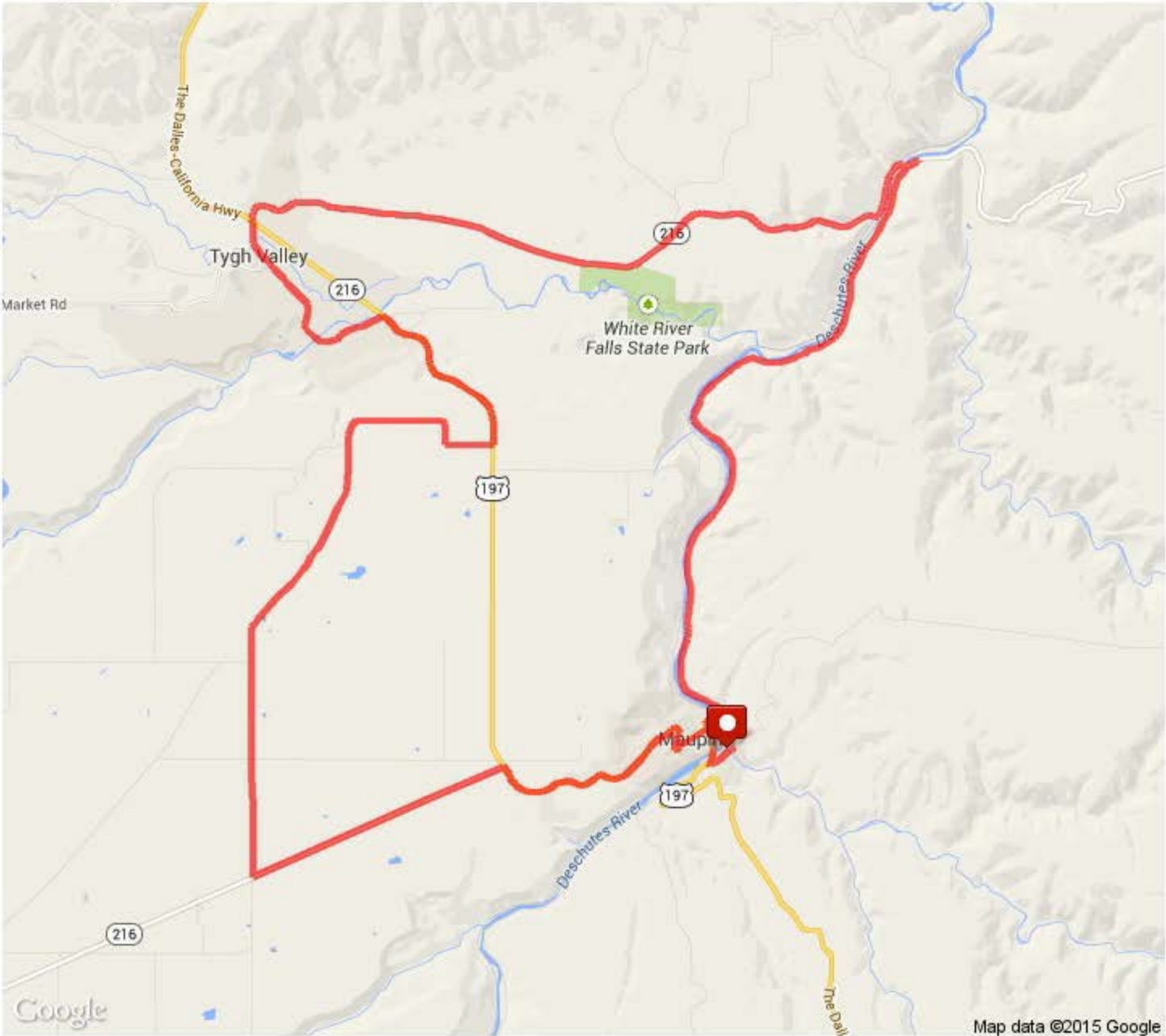
## **CURRENT ITEM:**

The Maupin Area Chamber of Commerce, is the proponent for the 33.5 mile Sherar’s Falls Scenic Bikeway. The scenic bike loop, which includes some of the best riding in South Wasco County, would provide riders with views of the Deschutes & White Rivers, desert and farmlands; as well as visits to White River Falls State Park, several historic communities and sites. The proposed bikeway follows the loop-route, already popular with cyclists from all over the Northwest.

Members of the Maupin Area Chamber of Commerce are currently seeking support from local jurisdictions for the state’s designation of the Sherar’s Falls Scenic Bikeway. Support is required in letter form and will accompany the application packet, due March 17<sup>th</sup>-31<sup>st</sup>. Any concerns regarding the proposed route, should be included in letters of support. The Oregon Scenic Bikeway Committee evaluates proposed routes using criteria which examine human made, natural scenic and sensory values and road conditions on the route.

Once the application is reviewed and recommended for designation, any concerns will be addressed. They committee will also complete a comprehensive Bikeway Plan including a series of goals, sign locations, promotions and future engagement.

mapmyride







 Head southwest on Bakeoven Rd toward large bridge	0 mi (+0.21 mi)
 Turn right onto US-197 N	0.21 mi (+3.48 mi)
 Turn left onto OR-216 W	3.69 mi (+0.03 mi)
 Head southwest on OR-216 W toward Natural Pasture Rd	3.72 mi (+2.82 mi)
 Turn right onto Juniper Flat Rd Destination will be on the right	6.54 mi (+0.04 mi)
 Head north on Juniper Flat Rd toward Old Wapinitia Rd Destination will be on the right	6.58 mi (+1.85 mi)
 Head north on Juniper Flat Rd toward Victor Rd Destination will be on the right	8.43 mi (+2.45 mi)
 Head north on Juniper Flat Rd toward Val Miller Rd	10.88 mi (+2.37 mi)
 Head north on US-197 N toward Fred Ashley Rd	13.26 mi (+1.95 mi)
 Turn left onto Tygh Valley Rd Destination will be on the left	15.21 mi (+0.06 mi)
 Head southwest on Tygh Valley Rd toward Davidson Grade Rd	15.27 mi (+1.49 mi)
 Head northwest on Tygh Valley Rd toward Juniper Way	16.76 mi (+0.12 mi)
 Continue on Tygh Valley Rd	16.87 mi (+0.16 mi)
 Continue on Tygh Valley Rd	17.03 mi (+0.06 mi)
 Slight right onto Tygh Valley Rd Destination will be on the right	17.09 mi (+0.37 mi)
 Head north on Tygh Valley Rd toward OR-216 W/US-197 S	17.46 mi (+0.01 mi)
 Continue onto OR-216 E, straight through blinking yellow light	17.47 mi (+4.08 mi)
 Head east on OR-216 E toward White River Falls State Park	21.55 mi (+3.64 mi)
 Cross Sherar's Bridge over Deschutes River and continue left on OR-216 E toward BLM Access Rd/Deschutes River Rd	25.2 mi (+0.15 mi)
 Turn right onto BLM Access Rd/Deschutes River Rd (signs for Maupin/Access Road)Continue to follow BLM Access Rd	25.34 mi (+7.95 mi)
 Turn left onto Bakeoven Rd	33.29 mi (+0.11 mi)
 Destination	33.4 mi (+0 mi)



# 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*

March 18, 2015

Alex Phillips  
Oregon Parks & Recreation Department  
725 Summer Street NE, Suite C  
Salem, OR 97301

Dear Ms. Phillips,

Wasco County is in support of the Sherar's Falls Loop Scenic Bikeway application and designation. Not only would the bikeway be a great addition to Oregon's Scenic Bikeway program, but it would have an economic benefit locally. The nearby City of Maupin is excited to promote biking in and around Maupin. The proposed route offers views of the beautiful rivers, mountains, valleys and local wildlife of which we are so proud.

Sincerely,  
Wasco County Board of Commissioners

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Scott C. Hege, Commission Chair

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Rod L. Runyon, County Commissioner

---

Steven D. Kramer, County Commissioner

**Agenda Item**  
**Focused Audit**

- [Agreed Upon Procedure Report](#)



WASCO COUNTY  
WASCO COUNTY, OREGON

AGREED-UPON PROCEDURES REPORT

March 11, 2015

Tyler Stone, Administrative Officer  
Wasco County  
Wasco County, OR

**INDEPENDENT ACCOUNTANTS' REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which was agreed to by Wasco County solely to assist you with respect to the material weaknesses noted in the June 30, 2014 audited financial statements. The Wasco County's management is responsible for overseeing the completion of agreed-upon procedures and for all records. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purposes.

These procedures were accomplished by interviewing staff members and reviewing the books and records related to the County's operation.

Our procedures, findings and recommendations are as follows:

**Procedures:**

1. Review processes, procedure, policies and detailed financial data along with backup in order to document an understanding of how receipts from various Departments, including taxes, are collected, receipted, recorded, deposited and reconciled. Document an understanding of how this process works and the different Department's responsibilities in this process between the Tax office, Finance office and Treasury office.
2. Identify weaknesses in internal control over the areas mentioned in procedure 1 and submit specific recommendations on how to remedy the weaknesses including recommendations of applicable policies and procedures.

**General History and Background**

The audited financial statements for the year ending 6/30/2014 noted three material weakness in internal control as follows:

1. Material Weakness in Internal Control – Bank Reconciliations – Bank reconciliations were not performed in a timely manner. The treasurer is responsible for reconciling the bank accounts and also for posting of revenue and making deposits.
2. Material Weakness In Internal Control – Reconciliation of Tax Deposits – Bank deposits of tax receipts were not reconciled to the tax assessment software record of collections before deposits were made.
3. Material Weakness in Internal Control – Period Closings – Period or month end closings are not performed in a timely manner, because all information has not been entered into the accounting system.

In response to the material weaknesses, the County engaged us to perform the procedures enumerated above in hopes of resolving the issues.

### **Findings and Recommendations:**

**Based on our work, we noted that the material weaknesses noted above have not been resolved and the auditor's recommendations have not been implemented. The current accounting practices in the Treasurer's office and lack of segregation of duties creates an unreasonable amount of risk for error and misappropriation of assets. In addition, the current control environment surrounding the flow of information and communication along with internal financial reporting has deteriorated significantly. Details regarding our findings are as follows:**

1. Bank reconciliations were not performed by the Treasurer for the majority of the 2013-2014 fiscal year. Bank reconciliations have been performed for the months of June 2014 and July 2014 by the Finance Manager. Bank reconciliations have been performed by the Treasurer for the months of August 2014 through November 2014 with minor off amounts, but have not been finalized or closed. Bank reconciliations are an essential activity in internal control to ensure accurate financial reporting and need to be timely reconciled to provide for accurate financial reports for Department Heads and Commissioners. Cash reconciliation should be reconciled at a minimum every month, however daily or weekly cash reconciliation for all accounts is a common and recommended practice.
2. During the 2013-2014 fiscal year, a new tax system was implemented. We agree with the assessment in the audit findings that the tax system was not working properly, making the recording and reconciling of tax revenue difficult. The County Assessor has worked extensively to resolve the issue with the tax software and it appears to be working well in the Assessor's office. Currently, the tax office reconciles tax receipts daily to all tax system reports and prepares a monthly reconciliation. This process has been in place for the last several months; however, the Treasurer began using the monthly reconciliation in January of 2015. It is the duty of the Treasurer to post receipts to the general ledger. While general Department receipts are posted regularly (with exceptions), tax revenue has not been posted regularly to Eden by the Treasurer. For example, tax revenue was posted to Eden in January for the previous 2-3 months. Tax distributions to Districts are being processed prior to revenue being posted. All revenue, including tax revenue should be posted and reconciled daily. All tax revenue should be posted and reconciled prior to tax distributions being made. The current practice is unsustainable as internal financial reports and budget to actual reports are not accurate. County Commissioners and Department Heads must be provided accurate and timely financial information for operations, decision making, and managing the budget.
3. The periodic posting of tax revenue is currently a laborious manual process that is subject to human error. Currently spreadsheets are extracted and manipulated by modifying, adding and deleting rows and columns and then uploaded into the General Ledger. A tool should be developed in order to put the information needed into the format that the Treasurer needs. In addition, it is possible that an interface be built between the tax software and the general ledger to automatically upload tax revenue. Extensive work was performed by the County and the Software companies to make this happen. It appears work on this project ceased in July of 2014. We recommend that a meeting take place to give Thomson Reuters knowledge on how the systems need to be configured. There appears to be the need to bring in an accountant to determine the needs on the General Ledger side as this is highly technical and requires accounting knowledge.

4. A period closing procedure was drafted by the Finance Director. Month end closing has not been performed because of the revenues not being posted timely and the bank reconciliations not completed timely by the Treasurer. Period closing dates should be established and followed by all Departments.
5. The current control environment surrounding the flow of information and communication along with internal financial reporting has deteriorated significantly. These activities include obtaining or generating relevant quality information to support the functioning of the County, internally communicating information including objections and responsibilities for carrying out job functions and communicating with external parties. This appears to have occurred slowly over time, culminating in a complete breakdown of communication during the 2013-2014 fiscal year. To achieve an appropriate level of internal control, the Treasury office and Finance office have certain tasks that overlap including information exchange and review of work. Due to the lack of timely posting of revenue and bank reconciliations by the Treasurer, The County is currently unable to provide relevant financial reports to Department Heads or County Commissioners for decision making or for managing the budget. The Finance office and the Treasurer's office along with the County Administrator should be able to work together freely and financial reports should be provided in order to allow everyone to fulfill their roles.
6. There is a significant lack of segregation of duties, oversight, and compensating controls in the Treasurer's office, which exposes the County unnecessarily to fraud, error and misappropriation of assets. The Treasurer collects monies from Departments and directly from outside sources, posts to the general ledger, prepares the deposit, takes deposits to the bank, prepares bank reconciliations and can post journal entries, including changes to receipts, without any oversight or checks and balances. Financial duties and responsibilities should be segregated to prevent one individual from having too much control, or compensating controls must be established to provide oversight. Currently no compensating controls exist in the Treasurer's office. The County Administrator and the County Commissioners have had multiple meetings and have communicated by email many times with the Treasurer, but have been unable to receive financial reports or bank reconciliations. It appears that the Treasurer's office is unable to keep up with the volume of work required of the duties of the office. In addition, a large amount of accounting work is required in the duties assigned to the Treasurer. It appears the Treasurer does not have the accounting education or training to complete the accounting functions accurately. This prohibits timely financial reporting, reconciliation and documentation of internal controls working properly. Non-statutory work of the Treasurer should be reallocated to the Finance department to ensure timely and accurate completion.
7. In our assessment of cash receipting practices we noted certain areas that could be improved to strengthen controls.
  - a. We noted that receipt dates are sometimes changed to posting date or sometimes entered as a different date at the Department level creating inconsistencies in records and actual receipts. We also noted that the accounting system, Eden, allows for cash receipts to be edited by the Finance Manager and the Treasurer. Editable fields include the date, revenue code, payment type and amount of receipt. All cash receipts should be entered and posted on the date received at the County regardless of when they are handed over to the Treasurer. Security settings should also be modified to exclude the payment type of amount from being edited.
  - b. We also noted there are inconsistencies in practice in how Department receipts are handed over to the Treasurer. Currently, receipts are brought directly to the Treasurer, dropped off in a basket in the Finance office, or picked up in person at the Department by

the Treasurer. The County should establish guidelines for the turnover of receipts so that is consistent between Departments, including cut off times. Ideally, the Departments should turnover their receipts to the Treasurer and the deposit amount should be verified in total. The Treasurer should then issue a receipt to the Department documenting how much was received and both parties should initial the receipt to document the transfer of funds. These practices should occur by a set time which would allow for the daily posting and reconciliation of cash and revenue.

The County has an opportunity to greatly improve financial reporting and internal control in its systems and Departments. The Finance Department, County Administrator, Treasurer and County Commissioners should work proactively together to solve the issues at hand.

We have included with this report Exhibit A, Accounting and Internal Control policies and procedures to assist in the remediation our findings as noted above.

There is an extensive amount of work that needs to be completed for the current 2014-2015 fiscal year. This work includes completing and finalizing bank reconciliations, revenue reconciliations, month end closings and reconciliations. In addition, it will be a considerable amount of work to finalize policies, procedures, reallocate work, and ensure they are implemented and functioning properly. We recommend the County hire a consultant or employee to assist in this work and to help establish the flow of communication and information between the various Departments.

This is intended solely for the information and use by Wasco County and is not intended to be and should not be used by anyone other than the specified party.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

**Tara M. Kamp, CPA**  
**PAULY, ROGERS AND CO., P.C.**

**Agenda Item**  
**Executive Session**

- [No documents have been submitted for this item](#)  
[– Return to Agenda](#)



WASCO COUNTY  
WASCO COUNTY, OREGON

AGREED-UPON PROCEDURES REPORT

March 11, 2015

Tyler Stone, Administrative Officer  
Wasco County  
Wasco County, OR

**INDEPENDENT ACCOUNTANTS' REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which was agreed to by Wasco County solely to assist you with respect to the material weaknesses noted in the June 30, 2014 audited financial statements. The Wasco County's management is responsible for overseeing the completion of agreed-upon procedures and for all records. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purposes.

These procedures were accomplished by interviewing staff members and reviewing the books and records related to the County's operation.

Our procedures, findings and recommendations are as follows:

**Procedures:**

1. Review processes, procedure, policies and detailed financial data along with backup in order to document an understanding of how receipts from various Departments, including taxes, are collected, receipted, recorded, deposited and reconciled. Document an understanding of how this process works and the different Department's responsibilities in this process between the Tax office, Finance office and Treasury office.
2. Identify weaknesses in internal control over the areas mentioned in procedure 1 and submit specific recommendations on how to remedy the weaknesses including recommendations of applicable policies and procedures.

**General History and Background**

The audited financial statements for the year ending 6/30/2014 noted three material weakness in internal control as follows:

1. Material Weakness in Internal Control – Bank Reconciliations – Bank reconciliations were not performed in a timely manner. The treasurer is responsible for reconciling the bank accounts and also for posting of revenue and making deposits.
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3. Material Weakness in Internal Control – Period Closings – Period or month end closings are not performed in a timely manner, because all information has not been entered into the accounting system.

In response to the material weaknesses, the County engaged us to perform the procedures enumerated above in hopes of resolving the issues.

### **Findings and Recommendations:**

**Based on our work, we noted that the material weaknesses noted above have not been resolved and the auditor's recommendations have not been implemented. The current accounting practices in the Treasurer's office and lack of segregation of duties creates an unreasonable amount of risk for error and misappropriation of assets. In addition, the current control environment surrounding the flow of information and communication along with internal financial reporting has deteriorated significantly. Details regarding our findings are as follows:**

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2. During the 2013-2014 fiscal year, a new tax system was implemented. We agree with the assessment in the audit findings that the tax system was not working properly, making the recording and reconciling of tax revenue difficult. The County Assessor has worked extensively to resolve the issue with the tax software and it appears to be working well in the Assessor's office. Currently, the tax office reconciles tax receipts daily to all tax system reports and prepares a monthly reconciliation. This process has been in place for the last several months; however, the Treasurer began using the monthly reconciliation in January of 2015. It is the duty of the Treasurer to post receipts to the general ledger. While general Department receipts are posted regularly (with exceptions), tax revenue has not been posted regularly to Eden by the Treasurer. For example, tax revenue was posted to Eden in January for the previous 2-3 months. Tax distributions to Districts are being processed prior to revenue being posted. All revenue, including tax revenue should be posted and reconciled daily. All tax revenue should be posted and reconciled prior to tax distributions being made. The current practice is unsustainable as internal financial reports and budget to actual reports are not accurate. County Commissioners and Department Heads must be provided accurate and timely financial information for operations, decision making, and managing the budget.
3. The periodic posting of tax revenue is currently a laborious manual process that is subject to human error. Currently spreadsheets are extracted and manipulated by modifying, adding and deleting rows and columns and then uploaded into the General Ledger. A tool should be developed in order to put the information needed into the format that the Treasurer needs. In addition, it is possible that an interface be built between the tax software and the general ledger to automatically upload tax revenue. Extensive work was performed by the County and the Software companies to make this happen. It appears work on this project ceased in July of 2014. We recommend that a meeting take place to give Thomson Reuters knowledge on how the systems need to be configured. There appears to be the need to bring in an accountant to determine the needs on the General Ledger side as this is highly technical and requires accounting knowledge.

4. A period closing procedure was drafted by the Finance Director. Month end closing has not been performed because of the revenues not being posted timely and the bank reconciliations not completed timely by the Treasurer. Period closing dates should be established and followed by all Departments.
5. The current control environment surrounding the flow of information and communication along with internal financial reporting has deteriorated significantly. These activities include obtaining or generating relevant quality information to support the functioning of the County, internally communicating information including objections and responsibilities for carrying out job functions and communicating with external parties. This appears to have occurred slowly over time, culminating in a complete breakdown of communication during the 2013-2014 fiscal year. To achieve an appropriate level of internal control, the Treasury office and Finance office have certain tasks that overlap including information exchange and review of work. Due to the lack of timely posting of revenue and bank reconciliations by the Treasurer, The County is currently unable to provide relevant financial reports to Department Heads or County Commissioners for decision making or for managing the budget. The Finance office and the Treasurer's office along with the County Administrator should be able to work together freely and financial reports should be provided in order to allow everyone to fulfill their roles.
6. There is a significant lack of segregation of duties, oversight, and compensating controls in the Treasurer's office, which exposes the County unnecessarily to fraud, error and misappropriation of assets. The Treasurer collects monies from Departments and directly from outside sources, posts to the general ledger, prepares the deposit, takes deposits to the bank, prepares bank reconciliations and can post journal entries, including changes to receipts, without any oversight or checks and balances. Financial duties and responsibilities should be segregated to prevent one individual from having too much control, or compensating controls must be established to provide oversight. Currently no compensating controls exist in the Treasurer's office. The County Administrator and the County Commissioners have had multiple meetings and have communicated by email many times with the Treasurer, but have been unable to receive financial reports or bank reconciliations. It appears that the Treasurer's office is unable to keep up with the volume of work required of the duties of the office. In addition, a large amount of accounting work is required in the duties assigned to the Treasurer. It appears the Treasurer does not have the accounting education or training to complete the accounting functions accurately. This prohibits timely financial reporting, reconciliation and documentation of internal controls working properly. Non-statutory work of the Treasurer should be reallocated to the Finance department to ensure timely and accurate completion.
7. In our assessment of cash receipting practices we noted certain areas that could be improved to strengthen controls.
  - a. We noted that receipt dates are sometimes changed to posting date or sometimes entered as a different date at the Department level creating inconsistencies in records and actual receipts. We also noted that the accounting system, Eden, allows for cash receipts to be edited by the Finance Manager and the Treasurer. Editable fields include the date, revenue code, payment type and amount of receipt. All cash receipts should be entered and posted on the date received at the County regardless of when they are handed over to the Treasurer. Security settings should also be modified to exclude the payment type of amount from being edited.
  - b. We also noted there are inconsistencies in practice in how Department receipts are handed over to the Treasurer. Currently, receipts are brought directly to the Treasurer, dropped off in a basket in the Finance office, or picked up in person at the Department by

the Treasurer. The County should establish guidelines for the turnover of receipts so that is consistent between Departments, including cut off times. Ideally, the Departments should turnover their receipts to the Treasurer and the deposit amount should be verified in total. The Treasurer should then issue a receipt to the Department documenting how much was received and both parties should initial the receipt to document the transfer of funds. These practices should occur by a set time which would allow for the daily posting and reconciliation of cash and revenue.

The County has an opportunity to greatly improve financial reporting and internal control in its systems and Departments. The Finance Department, County Administrator, Treasurer and County Commissioners should work proactively together to solve the issues at hand.

We have included with this report Exhibit A, Accounting and Internal Control policies and procedures to assist in the remediation our findings as noted above.

There is an extensive amount of work that needs to be completed for the current 2014-2015 fiscal year. This work includes completing and finalizing bank reconciliations, revenue reconciliations, month end closings and reconciliations. In addition, it will be a considerable amount of work to finalize policies, procedures, reallocate work, and ensure they are implemented and functioning properly. We recommend the County hire a consultant or employee to assist in this work and to help establish the flow of communication and information between the various Departments.

This is intended solely for the information and use by Wasco County and is not intended to be and should not be used by anyone other than the specified party.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

**Tara M. Kamp, CPA**  
**PAULY, ROGERS AND CO., P.C.**

**Agenda Item**  
**Executive Session**

- [No documents have been submitted for this item](#)  
– [Return to Agenda](#)



WASCO COUNTY  
WASCO COUNTY, OREGON

AGREED-UPON PROCEDURES REPORT



**Pauly, Rogers, and Co., P.C.**  
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(503) 620-2632 ♦ (503) 684-7523 FAX  
www.paulyrogersandcocpas.com

March 11, 2015

Tyler Stone, Administrative Officer  
Wasco County  
Wasco County, OR

**INDEPENDENT ACCOUNTANTS' REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**

We have performed the procedures enumerated below, which were agreed to by Wasco County solely to assist you with respect to the material weaknesses noted in the June 30, 2014 audited financial statements. Wasco County's management is responsible for overseeing the completion of agreed-upon procedures and for all records. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purposes.

These procedures were accomplished by interviewing staff members and reviewing the books and records related to the County's operation.

Our procedures, findings and recommendations are as follows:

**Procedures:**

1. Review processes, procedure, policies and detailed financial data along with backup in order to document an understanding of how receipts from various Departments, including taxes, are collected, receipted, recorded, deposited and reconciled. Document an understanding of how this process works and the different Departments' responsibilities in this process between the Tax office, Finance office and Treasury office.
2. Identify weaknesses in internal control over the areas mentioned in procedure 1 and submit specific recommendations on how to remedy the weaknesses including recommendations of applicable policies and procedures.

**General History and Background**

The audited financial statements for the year ending 6/30/2014 noted three material weakness in internal control as follows:

1. Material Weakness in Internal Control – Bank Reconciliations – Bank reconciliations were not performed in a timely manner. The Treasurer is responsible for reconciling the bank accounts and also for posting of revenue and making deposits.
2. Material Weakness In Internal Control – Reconciliation of Tax Deposits – Bank deposits of tax receipts were not reconciled to the tax assessment software record of collections before deposits were made.

3. Material Weakness in Internal Control – Period Closings – Period or month end closings are not performed in a timely manner, because all information has not been entered into the accounting system.

In response to the material weaknesses, the County engaged us to perform the procedures enumerated above in hopes of resolving the issues.

### **Findings and Recommendations:**

**Based on our work, we noted that the material weaknesses noted above have not been resolved and the auditor's recommendations have not been implemented. The current accounting practices in the Treasurer's office and lack of segregation of duties creates an unreasonable amount of risk for error and misappropriation of assets. In addition, the current control environment surrounding the flow of information and communication along with internal financial reporting has deteriorated significantly. Details regarding our findings are as follows:**

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3/11/2015

Exhibit A

Wasco County Suggested Internal Control Policies and Procedures

**Department level processing:**

Each County department that handles monies such as cash, checks, or other forms of payment should document in writing their processes and procedures around cash handling, receipting, reconciling, preparing deposits and checks and balances. The document should be approved by the Department Head and submitted to the County Administrator to demonstrate proper documentation of internal controls and should occur once per year.

**Month end closing:**

The finance office has prepared a month end closing procedure document that is sufficient and should be implemented.



# WASCO COUNTY

## INTERNAL CONTROL PROCEDURES

### Introduction

*Internal Controls: A set of rules, procedures and practices developed and employed to facilitate the safeguarding of an entity's assets be they liquid (cash or investments) or fixed (infrastructure or equipment) or intangible (credit rating or information).*

The importance of internal control to an organization is determined by the level that its resources are directed, monitored, and measured. Resources include staff time and effort to protect all other resources through monitoring and measurement including steps to prevent and detect fraud.

The goals and objectives of this Internal Controls Policy and Procedures are to protect public assets and to foster reliance on public information for decision making purposes at all levels both internally and externally.

At the organizational level, internal control objectives related to the reliability of financial reporting, timely feedback on the achievement of operational or strategic goals, and compliance with laws and regulations.

At the specific transaction level, internal control refers to the actions taken to achieve a specific objective. Internal control procedures reduce process variation (inconsistency), leading to more predictable outcomes.

Internal controls rely heavily on segregation of duties, which continue to be the core of establishing good internal controls and the compensating controls that exist when segregation of duties is not feasible. The definition has expanded to include establishing a control environment, risk assessment, flow of information and communication, and monitoring.

Internal Controls should be an integral part of any organization's financial and business policies and procedures. Internal controls consists of all measures taken by the organization for the purpose of: 1) protecting its resources against waste, fraud and inefficiency, 2) ensuring accuracy and reliability in accounting and operating data, 3) securing compliance with the policies of the organization and 4) evaluating the level of performance in all organizational units.

The following sections include suggested internal control policies and procedures surrounding cash handling, receipting, deposits and reconciliation of cash and revenue:

## **I. BANK ACCOUNT RECONCILIATION**

A. Bank statements should not be opened by the employee that manages the bank accounts; this ensures all information comes directly from the bank. Bank accounts should be reconciled to the general ledger monthly, during the month following the bank statement month end. The reconciler should sign and date when the procedure was completed. The bank reconciliation and all supporting documentation should be reviewed in detail and approved via a date and signature in the month following the bank statement month end. If there are any discrepancies from the General Ledger to the bank accounts, all non-reconciled items should be presented and documented. A threshold should be established where small amounts can be written off to cash over/under.

B. Accounts will be monitored for the following:

1. Accurate beginning and ending balances
2. Outstanding checks will be monitored for stale dates. (Stale dated checks will be voided and reissued when necessary)
3. Each cleared check will be reviewed for the following:
  - a) Authorized signature(s)
  - b) Appropriate endorsement by the payee
  - c) The check cleared for the correct amount

## **II. DAILY CASH FLOW**

The purpose of monitoring the daily cash flow requirements is to maintain a balance sufficient to cover all outstanding checks, while continuing to maximize the interest earned on invested funds, taking into consideration an offset to monthly bank charges.

A. All cash accounts should be reconciled daily at the end of each business day and documented via reports from the general ledger as well as bank balance reports. The reconciler should document this via a signature and date. This will ensure daily and proper posting of revenues and adequate cash balances. Any discrepancies should be investigated and corrected within 5 business days.

### **III. CASH / REVENUE RECEIPTS**

- A. All departments should submit their receipts and backup to the Treasurer at least once a week or sooner if the deposit is \$1,000 or greater. Departments should bring their deposit to the Treasurer's office and submit the packet for review and approval. This review and approval should be documented with a receipt issued from the Treasurer's office to the Department employee documenting total amount. Each deposit packet should be verified in total by both parties and the Treasurer's receipt should be signed or initialed by both parties. A copy of the Treasurer's receipt should be retained by both the Department and the Treasurer. This should occur by a reasonable time in the day to allow for posting and reconciling cash and revenue.
- B. Upon receipt of the deposit packet by the treasurer, the amounts should be posted into Eden on the day received. Receipt dates should not be changed. Account codes and totals should be reviewed for accuracy.
- C. Monies received directly by the Treasurer should be receipted into the financial software and posted to the appropriate account codes.
- D. In the event a change is needed to a receipt being posted, the Treasurer should contact the Department and submit in writing a receipt change form. The Department should approve the change via signature and all documentation retained by the Treasurer.
- E. Daily deposits should be prepared and taken to the bank. Deposit slips should be retained and reviewed against daily posting edit reports.