

**WASCO COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION / AGENDA WEDNESDAY, MAY 20, 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.

1:00 p.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) [Dispute Resolution Grant Selection Letter](#), [Drought Resolution](#), [NCPHD Household Hazardous Waste Resolution](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.) [Minutes: 5.6.2015 Regular Session Minutes](#)
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1:00 p.m.      [Executive Session pursuant to ORS 192.660\(2\)\(h\)](#) – Conferring with Legal Counsel regarding litigation

1:20 p.m.      [Public Comment/Commission Call](#)

1:50 p.m.      [Strategic Planning](#) – Planning Commission

2:10 p.m.      [QLife Budget](#) - Nolan Young/Daniel Hunter

2:30 p.m.      [EDC Quarterly Report](#)  
[Position #11 Appointment](#) } Carrie Pipinich

2:50 p.m.      [Banking Authority](#)  
[Budget Adjustment](#) } Monica Morris

3:05 p.m.      [North Central Public Health Quarterly Report](#) – Kathi Hall/Mike Smith

**NEW / OLD BUSINESS**  
**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  
MAY 20, 2015

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

At 1:00 p.m. Chair Hege opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. Ms. White asked to add a letter of support for the Wasco County Soil and Water District to the Discussion List.

**Executive Session – Consulting with Legal Counsel**

At 1:02 p.m. Chair Hege opened an Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. He instructed members of the news media that they are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. All other members of the audience, except designated staff, were asked to exit the room until the conclusion of the session.

At 1:50 p.m. the Board came out of Executive Session.

{{{Commissioner Kramer moved to authorize Administrative Officer Tyler Stone to authorize County Counsel to file a motion with the Court to quash the subpoena from the District Attorney which directed the Wasco County IT Director to provide to the District Attorney a broadly defined set of County

communications. Commissioner Runyon seconded the motion which passed unanimously.}}

#### **Discussion Item – Drought Resolution**

Emergency Manager Kristy Beachamp reported that the Wasco County letter requesting a State drought declaration for the County was considered at last week's meeting of the Water Availability Committee Drought Council. The Council approved the request but a declaration from the County is necessary to move the process forward to the Governor's Office.

{{{Commissioner Runyon moved to approve Resolution 15-003 in the matter of a declaration and request to declare a state drought emergency for Wasco County, Oregon. Commissioner Kramer seconded the motion which passed unanimously.}}

#### **Agenda Item – Strategic Planning**

Russ Hargrave, Planning Commission Chair, introduced other members of the Planning Commission: Vickie Ashley, Mike Davis, Taner Eliot, and Andrew Myers. He thanked Planning Director Angie Brewer for all her help and support of the work being done by the Planning Commission.

Mr. Hargrave stated that the Planning Commission proposes a prioritized update of the Comprehensive Plan. It has been decades since the last complete update; the patchwork of updates that have been done for expediency have created conflicts and confusion within the plan. The Planning Commission's goal is to create a plan that is understandable to reduce public frustration and increase efficiency for both the Planning Department and the Planning Commission. He observed that the current plan is not aligned with the needs and circumstances that exist today; a new plan will support more quality work. He noted that the entire Plan does not need to be revised; that is why they propose a prioritized update.

Mr. Hargrave went on to say that they want to use the process the State has in place for this work. It is complicated and they hope to get some help from the State – technical support is available and perhaps some resources. He said they can also learn from other counties. He explained that the State process will help them bring about public engagement in a meaningful and managed way. He introduced Mike Davis to explain how they plan to move through the update.



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Mr. Davis reviewed the chart included in the Board Packet. He stated that Phase I is a self-assessment. They will evaluate the plan, staff and their ability to do some research and look for grants. Once that is complete, they will report to the Board to engage them and the public in the process. He said that engaging the public and the Board is critical to the plan and they will continue to do so throughout the process.

Phase II will define goals and give the process direction. Phase III will take all the information and begin to design the program. Phase IV is the actual creation. At the end of each Phase, the Planning Commission will return to the Board for direction and feedback. He said he was pleased that the Budget Committee had approved funds for Planning Department that will help them get started on the process.

Commissioner Runyon said that it is important to him that they examine where the County is more restrictive than the State. If the more restrictive rules are not necessary, they should be eliminated – it is costly to the County and frustrating to both staff and the public. Mr. Davis replied it is a priority for the Planning Commission as well.

Commissioner Kramer said that he appreciates all the work the Planning Commission is doing and their willingness to take this on.

**\*\*\*The Board was in consensus for the Planning Commission to move forward with Phase I of a prioritized update of the Comprehensive Plan.\*\*\***

Commissioner Runyon suggested that if the Planning Commission has issues that need to be addressed before they return to the Board, they should take those to Ms. Brewer who can bring them to the Administrative Officer. Mr. Hargrave replied that they would; they understand that this is an institutional process. Commissioner Runyon added that they can come to Board members individually as well.

Chair Hege said that members of the Board can also lobby on their behalf at the State level. Commissioner Runyon agreed, saying that he sits on a Lands Committee and would be glad to help in any way he can.

Ms. Ashley said that she has served on the Planning Commission for 20 years and been there for the piecemeal fixes applied to the Plan. She said she has seen hearings that could have been eliminated had the plan been updated.

Ms. Brewer thanked everyone for their support – both the Planning Commission and



the Board of Commissioners. She said that the timing is right for this update – it is an exciting time. This will have long-term benefits. Chair Hege said that her first step is to get staffed up.

Mr. Stone commended the Board on the bold decisions they have recently made that will allow this process to move forward. Commissioner Kramer noted that it is all about teamwork.

Ms. Brewer announced that she is on her way to inspect for the SOAK event occurring this weekend and would let the Board know how it goes.

#### **Agenda Item – QLife Budget**

Daniel Hunter, Administrative Fellow for the City of The Dalles, stated that the budget being presented today has been approved by both the QLife Board and the City of The Dalles. He said the operating budget is \$919,782 with \$504,140 transferred to the capital fund. He stated that there is \$180,000 for expansion with \$110,000 of that for upgrades. There is \$471,717 in capital reserves. He explained that QLife is an intergovernmental agency for high-speed internet wholesale to providers.

Chair Hege said that QLife was formed under ORS 190 and is owned entirely by the City of The Dalles and Wasco County. He stated that the County has two representatives – Chair Hege and Brian Ahier, the City has two representatives – City Councilman Taner Eliot and Dan Spatz, and an at-large position that is filled by Eric Larson.

Mr. Hunter said that the City Manager Nolan Young sends a staff report regarding the budget to the City Council and then provides that same report to the County. He said that QLife has a budget committee made up of their Board and five citizens. The budget also has to be approved by the City and the County. Chair Hege observed that Mr. Young staffs the QLife Board so it makes sense to use his report at both the City and the County.

Mr. Hunter reported that the QLife Budget Committee approved the budget on April 23<sup>rd</sup>; the City approved it on April 28<sup>th</sup>.

Commissioner Hege said that it is a very positive financial picture with projections of \$2.9 million in reserve by 2025/2026. He said that QLife is in the black and generates money; reserves can be used for a capital project for economic development. He pointed out that QLife is in the black and generates money; he said that the City and the County have put a lot of resources into QLife over the years – he stated that he

thinks that some of the money could come back to the City and the County. He said that he brings this up at every budget session and will continue to push for it as he believes some of the money should come back. Mr. Hunter suggested that could also be part of the discussion for strategic planning.

Commissioner Runyon asked what the boundaries are for QLife. Chair Hege said that while it is not defined, it is owned by the City of The Dalles and Wasco County so theoretically it would be anywhere within those boundaries. He said that QLife is participating in south county's broadband efforts – he believes a business case must be built to make large investments. He said that QLife is looking at Maupin and other users in that area to justify the cost.

**{{{Commissioner Kramer moved to approve the QLife Budget as presented. Commissioner Runyon seconded the motion which passed unanimously.}}}**

<b>Agenda Item – Economic Development Commission Quarterly Report</b>
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MCEDD Project Manager Carrie Pipinich reviewed her report, included in the Board Packet. She said that the EDC has been evaluating their role in response to the changes directed by the Board of County Commissioners. She said that at a working session in March, the EDC worked on how to implement their new role – they want to address significant needs for accessing funding to move projects forward. She said there are three areas of focus:

1. The Dufur water system needs assessment. Mary Kramer has already met with Mayor Wallace to determine progress and identify needs and resources.
2. Mosier has a lot of projects and they met with leaders to prioritize and determine where they could use support. They also have issues with their water system. The EDC will support grant applications and help with work on the Historic Hwy. Terry Moore and Gary Grossman are engaged with Mosier.
3. Wamic water system – EDC has been talking to Wamic's Board Secretary and they are interested in help with their aging structure.

Ms. Pipinich continued to review her report saying that broadband is a county-wide issue and they are working with QLife to facilitate expansion. She reported that last week MCEDD hosted the Gorge Economic Symposium for a state and regional look at the economy. She said it was a good session; presentations are available on the MCEDD website.



Commissioner Runyon said that he thinks the new focus on specific projects is good. Commissioner Kramer noted that he has had difficulties making in-roads in Wamic and is pleased to see that they are open to working with the EDC.

**Agenda Item – EDC Position #11 Appointment**

Ms. Pipinich explained that through the update process, the EDC created a new position on the Commission. She said the Commission felt the addition of a Commissioner would support their new, more active role and have the added benefit of creating an odd number of Commissioners. She reported that they interviewed three good candidates and selected Stan Kelsay based on how his skills fit with the planned projects and the amount of time he had available to devote to EDC work. She said that he lives in the area and is semi-retired.

Commissioner Runyon said that in his experience, Mr. Kelsay is not only quick to volunteer but comes with great ideas and the willingness to do the work to implement them. He said Mr. Kelsay will be a great addition to the EDC. Chair Hege said that he is impressed by the quality of applicants and the talent coming forward to serve.

**{{{Commissioner Kramer moved to approve Order #15-049 appointing Stan Kelsay to the Wasco County Economic Development Commission in Position #11. Commissioner Runyon seconded the motion which passed unanimously.}}}**

**Commission Call**

Commissioner Runyon reported:

- The MCCOG Director is transition out as the Board searches for a new Director. He has agreed to remain for up to 120 days.
- He attended the Cascadia Earthquake Workshop. The anticipated earthquake could happen tomorrow or in 50 years; it will cut off the Gorge region for ground travel.
- He spoke to the MCEDD Board regarding the County's appointment of a cities representative. That representative is currently Mayor Lawrence but he is a representative of all the cities in Wasco County. MCEDD is not willing to add another spot just for the City of The Dalles as there are other participating counties and they do not want to make an exception here. He will make sure Mayor Lawrence has all the contact information he needs to communicate with

the cities he is charged with representing as a County appointee to MCEDD.

- The NORCOR Board narrowed a list of approximately 30 applicants to a list of 6 to be considered for the position of Administrator to fill the vacancy that will be created with the retirement of current Administrator Jim Weed. That list was further pared to 4 candidates who will be interviewed.

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

Finance Director Monica Morris said that at an October Commission meeting the Board discussed the purchase of robotic survey equipment with the cost coming from Contingency. She reported that Public Works Director Arthur Smith is ready to move forward with the project.

**{{{Commissioner Kramer moved to approve Order #15-050 transferring #24,200 from Contingency to Equipment Engineering in Public Works Fund.  
Commissioner Runyon seconded the motion which passed unanimously.}}}**

#### **Agenda Item – Banking Authority**

Ms. Morris stated that currently the County has 5 accounts for which she is seeking direction from the Board as to signing authority.

There are three accounts at US Bank with the same signers: current signers are Finance Director Monica Morris, current County Treasurer Chad Krause and former County Treasurer Patty Latham. A fourth account is for the MINT Team on which only the current Treasurer is a signer; it is an account with Treasurer trust funds that holds pass through monies for the MINT Team. She has worked with the Sheriff's Department to determine the appropriate signers for that account – Monica Morris, Chief Deputy Magill and Sgt. Williams.

Ms. Morris said that there is also a Local Government Investment Pool account. The signers on that account are Monica Morris, Patty Latham and former Commissioner Dan Erickson – Mr. Krause is not a signer on that account and apparently has been making deposits under someone else's name. Ms. Morris said that the signers on all the accounts should be reviewed periodically.

Chair Hege asked for Ms. Morris' recommendation. Ms. Morris replied that it is sensible and best practice to have the Finance Director, the Administrative Officer and a Commissioner as signer on each account for a 2-year period before review.



Commissioner Runyon asked if transactions will require all three signatures. Ms. Morris replied that it would not. She said that if she is gone, one of the other signers will be able to do the banking.

Commissioner Kramer asked if the Commissioner could be one-year rotating as a signer. Ms. Morris replied that it could. Commissioner Kramer suggested that the Commissioner designated as a signer should be the Chair and that authority should move each time a new Chair is elected.

Chair Hege asked if Ms. Morris would have the other names removed. Ms. Morris replied that she would be sending a required letter telling them who is authorized. He asked if she is looking for this authorization today and should the signers be the same for all accounts. Ms. Morris replied affirmatively except that the MINT account will have different signers.

**{{{Commissioner Runyon moved to update the appropriate banking signature cards to be Monica Morris, Tyler Stone and current Board Chair Scott Hege to be reviewed no later than two years from now. Commissioner Kramer seconded the motion which passed unanimously.}}}**

**Discussion Item – Community Dispute Resolution Selection Letter**

Ms. White stated that this is the final step in the Community Dispute Resolution Grant biennial process. She said that there was only one applicant which is historically true. Once that applicant is deemed eligible it is up to the County to make that selection and notify the University of Oregon who then contracts with the selected agency to provide those services in the County.

**{{{Commissioner Runyon moved to sign the Community Dispute Resolution letter notifying the University of Oregon of Wasco County's selection of Six Rivers Mediation to provide services in Wasco County. Commissioner Kramer seconded the motion which passed unanimously.}}}**

**Discussion List – NCPHD Household Hazardous Waste Resolution**

Commissioner Kramer stated that there was a unanimous vote of the Board of Health to move Household Hazardous Waste beginning with fiscal year 2015-2016 to Wasco County as lead agency. This is just an acknowledgment of that transfer.

**{{{Commissioner Runyon moved to accept the NCPHD Household**

**Hazardous Waste Resolution transferring HHW to Wasco County as lead agency. Commissioner Kramer seconded the motion which passed unanimously.}}**

**Discussion Item – Letter of Support for Soil & Water Conservation District**

Ms. White noted that the Board had received an email (attached) from SWC requesting their support for a language change to the OAR that would allow grant funding through Oregon Water Resources Department for the repair or replacement of private irrigation and domestic wells. This is to address the issue of Mosier's commingling wells which have seriously impacted the ground water levels in that area. Ms. White said that she had prepared a letter of support (attached) for their consideration.

**\*\*\*The Board was in consensus to sign the letter of support to be sent to to OWRD commenting on the OAR 690-093-0030(1)(a)(A) governing grant funding.\*\*\***

**Commission Call**

Commissioner Hege said that he received a call today from Stephen Strousky with NOVA who is pursuing a wind project on Summit Ridge along the Deschutes. They had an approved order for their project and a 2-year extension. He was calling to say that an organization is going to request that the Energy Siting Facility not approve it; he wants to make the Board aware that NOVA has a potential purchaser for the power and if they are not able to move forward on Summit Ridge they would want to come through the County for a smaller project. He thinks they will be approved, but it is a process.

**Consent Agenda – 5.6.2015 Minutes**

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

**Agenda Item – NCPHD Quarterly Report**

Chair Hege asked Widge Johnson if she had been able to connect to the system and is getting information. She replied that she had.



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Mike Smith, NCPHD Board of Health Chair and Sherman County Commissioner, said that they worked with Kathy Schwartz to come up with a digestible format for the report. He said that the spread sheet is a working draft and they will provide updates as they become available.

NCPHD Business Manager Kathi Hall reviewed the spread sheet included in the Board Packet.

Chair Hege said that county funding is not mandated. Ms. Hall replied that the mandate is for the County to insure the services are being provided. Chair Hege noted that some counties do not provide any funding. He said that it might be helpful if the applicable ORS's were included in the spread sheet.

Ms. Hall said that the spread sheet covers quarters 1 through 3.

Chair Hege asked what the mandate is for communicable disease testing. Nurse Jane Palmer replied that if someone tests positive for a communicable disease, Public Health follows up; there is a list of diseases each with its own follow-up protocol. Chair Hege noted that the testing does not have to be done by Public Health but must be reported to Public Health. Ms. Palmer confirmed.

Chair Hege asked how they determined that it took .59 FTE to oversee that program. Ms. Hall replied that it is tracked on time sheets; this is an average over 6 months. There was some discussion about how much of the funding for that program comes from the state and how much from fees.

Chair Hege asked if Environmental Health is a State responsibility unless the county takes it on. Commissioner Kramer replied that it is one of the five mandated services; the county is the local authority and it can be housed elsewhere. Mr. Stone stated that DEQ can do septic inspections. Mr. Smith observed that DEQ can do those but they are not doing them.

Chair Hege asked if the immunization special payment represents the total effort for immunizations. Ms. Hall said that it just for education and the enforcement of school immunization – it is managing providers and making sure children are immunized in the schools. Chair Hege asked where in the budget administering immunizations could be found. Ms. Hall replied that it is under maternal and child health.

Chair Hege asked if the Tobacco Prevention Program is fully funded. Ms. Hall replied

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that it is except that the Director manages that person. Mr. Smith noted that it is equally funded among the counties which is unusual.

Chair Hege asked about the "other revenue" for school nursing. Ms. Palmer replied that it is really a contract for rural schools. Ms. Hall said the funding comes from the schools.

Ms. Palmer said that one benchmark they are trying to meet is to screen all women under 25 for chlamydia; morbidity rates for that are in future reproductive ability as it is one of the leading causes of infertility. Chair Hege observed that not every woman under 25 is being seen at Public Health; he said he would like to see the demographics of those who are coming in and being tested. Ms. Palmer said she will look at that. Chair Hege said that part of the larger discussion is to figure out what is happening in Health Care; if they are only seeing 2% of the population it may not be an effective use of the program.

Ms. Palmer said another State funded program is C-Care which allows those of reproductive age access to birth control; the fee is a sliding scale based on income. The purpose is to eliminate barriers to birth control. Ms. Palmer said we always ask people if they can contribute something even if they cannot afford the fee.

Chair Hege asked how close Environmental Health is to being self-sustaining. Ms. Hall said that there is no program carrying over funds. Chair Hege said that his comment for Environmental Health is that it is different from other programs in that it oversees business activities and they should be paying for the services; they should pay enough that the program is self-sustaining and not need to be subsidized. Ms. Hall replied that they can raise fees but there are limits. Mr. Smith added that there have been some changes to that program as a result of the incident at the Oregon Zoo.

Ms. Hall provided a handout (attached) to outline the County contribution distribution. Mr. Stone said looking at general salary and materials and services he wonders why program support is not included. Ms. Hall said that it is in the other division and she has not yet broken it out – that is coming.

Chair Hege asked if the estimated revenue for home visiting is based on the match funding. Ms. Hall said that it is. Chair Hege asked her to explain the connection she is making with this set of figures. Ms. Hall replied that she is demonstrating that the match funds generate revenue. Ms. Palmer added that it a convoluted system intended



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to help people access services.

Mr. Stone pointed out that the Director is shown as 1.0 FTE indicating that she is not being paid for work in other programs. Ms. Hall replied that that is work she has not yet done – it will be coming. Mr. Smith pointed out that this is a working draft; more work will be done.

Chair Hege stated that the Board is not trying to make this painful; they just want to have an accurate picture of the costs so they can figure out the impact of funding reductions or increases.

Ms. Palmer stated that the upstream approach of preventative care doesn't really show – someone doesn't get a sore throat, etc. She said that the Lund Report shows that building resilience will decrease recidivism and increase the likelihood of mothers being employed, more graduations, etc. She said that there is some data on the ROI – anywhere from \$3-\$5 for every \$1 invested.

Chair Hege thanked Ms. Palmer for all her input; he appreciates the education. He said that this report is a good start but there is little sense of what Wasco County gets for their dollars. Ms. Hall said they are getting there.

Mr. Smith said that when you look at the budget amounts of \$344,000 and \$376,000, Ms. Morris had thought more dollars might come in for Public Health but they have not. He said that with the changes in the funding, they will need those dollars to maintain current service levels. He said that the standard was a demonstrated need and Public Health is running short and asking for the full \$376,000.

Mr. Smith said that the total request was \$376,000; it went to \$344,000 with \$32,000 held back contingent on meeting goals. The remaining amount would be a request based on demonstrated need. He said they will not be able to continue at current service levels without it.

Commissioner Runyon said that \$314,000 was the base. Ms. Hall said they have been invoicing at a rate for the \$344,000 but Ms. Morris stopped paying at \$314,000; she wanted to get approval from the Commission to make sure Public Health had fulfilled the agreement to get to \$344,000. Commissioner Runyon asked for clarification that the base was \$314,000. Mr. Stone replied that it was \$314,000 with up to \$344,000 with demonstration that Public Health had met certain goals.

Commissioner Kramer said he thinks it can be brought up to the \$344,000 level now.

**{{{Commissioner Kramer moved to release the additional \$30,000 in Public Health funding. Commissioner Runyon seconded the motion which passed unanimously.}}}**

Commissioner Runyon noted that Mr. Smith still appears confused. He restated that the base amount budgeted was \$314,000 with an additional \$30,000 available contingent on Public Health meeting certain goals. Commissioner Kramer noted that Public Health has indicated that there will be more information provided that may help them in considering the request for additional funding. Commissioner Runyon said that he wants to make sure that it is clear that the base Wasco County budget number was \$314,000, not \$344,000.

Mr. Smith stated that their budgeted amount from Wasco County was \$376,000; they tried to meet the \$344,000 budget but have not been able to with the current income stream. He said NCPHD is requesting the additional \$32,000 to maintain services.

Mr. Stone asked for their beginning fund balance and contingency balance. Ms. Hall said she does not have those figures but will look at the March report which she has with her.

Chair Hege noted that Mr. Smith mentioned Ms. Morris' projection that more funds might come in for Public Health. He said that would be interesting to detail. Mr. Smith said that it was their first time budgeting for Public Health and they relied on Ms. Morris' experience to set numbers. Chair Hege said that they might want to certify with Ms. Morris what fees she expected compared to what they received – that would be a good place to start.

Mr. Smith said that when they talked about it they decided to budget \$376,000 and shoot for \$344,000. Commissioner Runyon asked Mr. Smith to clarify if he was talking about the Public Health budget rather than the Wasco County budget for the \$376,000. Mr. Smith said that it was the Public Health budget amount. Chair Hege said that since the discussion had originally been with Ms. Morris, that would be a good place to begin now.

Mr. Smith stated that the Wasco County Budget Committee had allocated \$314,000 for the 2015-2016 fiscal year. He said that the Public Health staff has looked at what



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that will mean and the answer they came up with is that the clinic will have to go from 5 days a week to 1 day a week – that is what the managers saw as the most responsible way to shrink as the clinic has the most flexibility. He said that discussion would have to go to the Board of Health. He said that last year they averted 180 unplanned pregnancies; 60% of the pregnancies in Wasco County are unplanned. He stated that some of the clinics may be able to absorb part of that; the Board of Health would have to evaluate it.

Mr. Stone pointed out that that they are talking about an 80% reduction in service but it is not an 80% reduction in funding. Mr. Smith stated that they cannot realistically cut every program equally. He said this is the staff recommendation, but it would be the Board of Health's decision. Chair Hege responded that he would hope they could be a part of that discussion.

Ms. Hall asked what information the Board would need to consider the \$376,000 budget amount. Chair Hege asked that they start by talking to Ms. Morris. He said he is interested to hear about the fees that did not come in – what those are exactly. Mr. Smith said they would also get the beginning fund and contingency balances. Commissioner Runyon asked that they fill out the remainder of information in the document they presented today. Chair Hege stated that the Board wants to have a good understanding.

Mr. Stone said that he thinks the County will also provide some more questions based on the information they received today.

Chair Hege asked for any other comments. Rodger Nichols, reporter for Haystack Broadcasting, said he would like to salute retiring County Clerk Linda Brown who had her last elections last night. He said she is one of the good people who has kept this County going.

Mr. Smith announced that Public Health Director Teri Thalhofer received the Public Health Nursing Leadership Award from the Oregon Public Health Association.

Chair Hege adjourned the meeting at 4:19 p.m.

**Motions Passed**

- To authorize Administrative Officer Tyler Stone to authorize County Counsel to file a motion with the Court to quash the subpoena from the

District Attorney which directed the Wasco County IT Director to provide to the District Attorney a broadly defined set of County communications.

- To approve Resolution 15-003 in the matter of a declaration and request to declare a state drought emergency for Wasco County, Oregon.
- To approve the QLife Budget as presented.
- To approve Order #15-049 appointing Stan Kelsay to the Wasco County Economic Development Commission in Position #11.
- To approve Order #15-050 transferring #24,200 from Contingency to Equipment Engineering in Public Works Fund.
- To update the banking signature cards to be Monica Morris, Tyler Stone and current Board Chair Scott Hege to be reviewed no later than two years from now.
- To sign the Community Dispute Resolution letter notifying the University of Oregon of Wasco County's selection of Six Rivers Mediation to provide services in Wasco County.
- To accept the NCPHD Household Hazardous Waste Resolution transferring HHW to Wasco County as lead agency.
- To approve the Consent Agenda – 5.6.2015 Regular Session Minutes.
- To release the additional \$30,000 in Public Health funding

Consensus

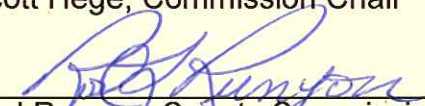
- For the Planning Commission to move forward with Phase I of a prioritized update of the Comprehensive Plan.
- To sign the letter of support to be sent to OWRD commenting on the OAR 690-093-0030(1)(a)(A) governing grant funding.

WASCO COUNTY BOARD  
OF COMMISSIONERS



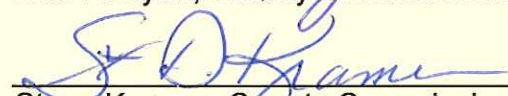
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Scott Hege, Commission Chair



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Rod Runyon, County Commissioner



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Steve Kramer, County Commissioner



**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MAY 20, 2015**

**DISCUSSION LIST**

**ACTION AND DISCUSSION ITEMS:**

1.     [Dispute Resolution Grant Selection Letter](#) – Kathy White
2.     [Drought Resolution](#) – Kristy Beachamp
3.     [Household Hazardous Waste Resolution](#) – Commissioner Kramer

**Discussion Item**  
**Dispute Resolution Grant Selection Letter**

- [Memo](#)
- [6 Rivers Application](#)
- [Letter of Eligibility](#)
- [Selection Letter](#)



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**MEMORANDUM**

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**TO:** BOARD OF COUNTY COMMISSIONERS  
**FROM:** KATHY WHITE  
**SUBJECT:** COMMUNITY DISPUTE RESOLUTION GRANT  
**DATE:** 5/15/2015

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**BACKGROUND INFORMATION**

At the 2.18.2015 session the Board signed a joint resolution along with Gilliam, Sherman, Wheeler and Hood River Counties to participate in the Community Dispute Resolution Grant Program which is offered by the State and implemented by the University of Oregon. An RFP went out to solicit grant recipients; all applications are reviewed by the University of Oregon after which a list of eligible applicants is forwarded to the Counties for final selection. The University of Oregon then enters into a 2-year grant agreement with the selected grantee.

At the 3.4.2015 session the Board signed a joint resolution along with Gilliam, Sherman, Wheeler and Hood River Counties to designate Wasco County as coordinator for all five Counties. Wasco County acts as the conduit for information between the Counties and the University, posts the RFP and collects the applications. However, each County is free to make their own selection from among eligible applicants.

As in years past, we received only one application and that applicant has been found to be eligible by the University of Oregon. Today's letter of selection will finalize the process and allow the University of Oregon to enter into a grant agreement for the provision of community dispute Resolution services in Wasco County.

**OREGON OFFICE FOR COMMUNITY  
DISPUTE RESOLUTION**

**2015-2017**

**Grant Application**

**Submitted April 24, 2015**

**By:**

**Six Rivers Dispute Resolution Center**

**Serving**

**Gilliam, Hood River, Sherman, Wasco and Wheeler Counties**



## **2015-2017 Grant Application Narrative**

### **Six Rivers Dispute Resolution Center Mission Statement**

To provide community based dispute resolution services. To research appropriate dispute resolution processes. To strengthen rural communities by educating citizens in the use of appropriate dispute resolution processes.

### **Six Rivers Goals and Objectives**

#### **Increase Capacity of Community members to resolve disputes amongst individuals.**

1. Build strong partnerships with local service agencies that specialize in issue management and complaint driven processes.
2. Coordinate with all Counties and Major Cities in our region to advertise, recruit trainees from diverse communities. Cooperate with Counties and Cities to provide locations for Classes in Negotiation and Conflict Resolution.
3. Recruit leaders from Family and Civic Groups, Rotary and Service Club members to participate in ongoing Trainings and Facilitations

#### **Increase Use of Collaborative processes amongst and within Local Government, State and Federal Agencies.**

Work with cities and counties during the annual planning processes, to identify needs and issues where mediation can be helpful. Reach out to Federal Agencies in our region to connect on needs analysis for mediation and facilitation. Federal Agencies we intend to work with include all USDA affiliated agencies, State Agricultural Agencies and Tribal Governments.

Cooperative relationships with Regional Solutions and Portland State University's Oregon Consensus will help us to bring in the right service for building collaborative solutions, even outside our specialty areas.

### **Description of Services:**

Six Rivers seeks to inspire civic engagement through meaningful volunteer experiences; Community Mediation continues to fill a unique need in the dedication of volunteerism. We train, mentor and build camaraderie amongst volunteers. They, in turn, nurture organic and inspired learning opportunities amongst clients. Volunteers are utilized in all aspects of the program outside of grant administration. They do case development; participate in co-mediations, facilitations, advanced training delivery, outreach presentations and co-teaching of workshops. The emotional reward and intellectual challenge of guiding people through collaborative change creates lasting and life changing impacts.

### **Proposed Geographic Area of Service**

The Five County region of Northern Oregon known as the Mid-Columbia. Population drawn from most recent US Census Data website. Estimates for 2014

Wasco County	25,515	Hood River County	22,885
Gilliam County	1,932	Sherman County	1,710
Wheeler County	1,375	<b>Total Oregon Regional Population: <u>53,417</u></b>	

**Conflicts to be addressed include:**

**Neighbor to neighbor** cases involving boundary disputes between residents of the region. Typical cases involve **conflicts** arising from sounds, landscaping, animal behavior, race, culture, age, gender, language, schedules, lifestyles, as well as communication breakdowns. Migrating populations from urban to rural areas and rural to urban often experience culture shock. Small communities adapt to change, but the pace of change is often different between the individuals.

**Family and Youth conflicts** involve either on school grounds or in the community when two or more youth come into disagreement and it escalates. Many cases involve larger social circles, gang activity or generational issues, all involve peer pressure and the adjustments necessary to continue to grow and develop into healthy adults. Six Rivers provides an invaluable service for these cases by building or re-building relationships that are essential for emotional support as these kids grow. Six Rivers has done some work with runaway or homeless youth, and recognize that our biggest potential impact is in maintaining the home as a safe atmosphere by fostering dialogue between family members. Many topics in conflict feel too difficult or dangerous for the family members to handle without the guidance of a third party. Mentoring groups and foster family settings provide ideal opportunities to teach healthy ways to confront conflict.

**USDA Certified Agricultural Mediations and Agricultural Credit Cases:**

Federal Agency Mediation provider throughout Oregon: Six Rivers DRC operates the Oregon USDA Certified Agricultural Mediation Program. The program is funded in part by a Federal Grant for cases specified under 7CFR 785.

Six Rivers location is relevant to the clients: Eastern Oregon is home to a majority of the Agricultural producers of our state. Sherman County alone receives one of the largest percentages of USDA funding in Oregon.

Federal funding helps to stabilize the small but diverse rural program, in an area where the population density is low and case types are varied by each community.

**Specialized cases:** From time to time throughout the biennium, special needs arise. In some cases collaborative legislation enables mediation centers to address such complex conflicts as Foreclosure. Six Rivers has the volunteer mediator and staffing expertise to address these opportunities as they arise.

**Group conflict** occurs in board rooms, extended families, advocacy efforts, and anywhere people need to make decisions. Six Rivers engages groups of varying sizes and enables them to reach more sustainable solutions to ongoing conflicts. Six Rivers provides single or multiple sessions as necessary to increase the confidence in the group's ability to move forward independently.

**Number of cases that will be handled each year:** Six Rivers estimates a total caseload of approximately 60 cases in the community program per year. Additional cases from the USDA Agricultural Program are estimated at 20-30 per year. The program does not include



small claims mediation, and has an expanding service for family mediations and public policy cases with multiple stakeholders. The nature of these cases is longer hours and complex agreements. The number of cases mediated may be lower than metropolitan areas, but the impact of multiparty cases have long lasting impacts on communities and families.

**Number of people served:** Trainings will target 30 people per year for 6 hours or more of training. 4 new mediators completing 40 hour training and enrolling in our Practicum. Shorter workshops and outreach presentations will target 400 residents per year. Mediation services expect to improve the lives of 200 people regionally each year through direct participation as stakeholders in the mediated solutions. Financial impact on participants and the savings generated through collaborative agreements are also going to be tracked.

**Types of Disputes that will be handled:**

Neighbor to neighbor	family decision making	juvenile victim offender
Community dialogue	housing	nuisance
Public Policy	parenting plans	Foreclosure and other loans
Agricultural Mediation	Consumer Credit	Organic Certification
USDA program compliance	Federal Forest Service	Natural Resource
Rural Development Loans	Crop Insurance	Conservation Services

**Types of dispute resolution services that will be offered:** Case Development, Conflict Analysis, Conflict Coaching, Mediation, Facilitation, and Customized training and skill based workshops: workplace conflict resolution training seminars, school based conflict resolution skills training. Specialty Mediation as appropriate to mediator skills and program capacity. Agricultural Mediation, Foreclosure Mediation, Public Policy Facilitation and Mediation, Domestic Relations Mediation.

**Master Mediator quality assurance and Basic Mediation Training for Volunteers:**

Quality control measures for volunteer mediators continue to grow and be validated throughout the Northwest. Six Rivers Executive Director is actively engaged in the development of the highest standards for mediator certification. We will offer at least one 40 hour Basic Mediation training each year. We will target new recruiting for a minimum of 4 volunteer mediators per training. The 40 hour training activities and supervision plans meet the requirements for community mediators in OAR 571-100-0160.

**Case (access) restrictions to be imposed:** Six Rivers case intake workers are trained in screening calls for appropriateness of services.

**ADA accessibility of program facilities.** The home office in Hood River is compliant with ADA accessibility requirements. Any client requiring additional accommodations will be provided with all services necessary to ensure equal access.

**Spanish speaking** interpreters are available with advance notice. Additional fees may be charged to cover the cost of extended hours in session with an interpreter.

**Organizational Structure:** Six Rivers Dispute Resolution Center is the umbrella 501c3 for the Community Mediation Program.

**Current Volunteers on Board**

6 active volunteer mediators are currently in our pool. All mediators have been enrolled in the Master Mediator Quality Assurance program. Continuing education courses are offered once a month at varying locations. Guest speaker and professionals throughout the area enhance training opportunities with topics such as Ethics in Mediation, Contract Law, Counseling vs. Mediation as a practice, Working Effectively with Juveniles, Family Law, etc.. Succession planning indicates we will host a Basic Mediation Training every Spring. Average span of time for mediators with Six Rivers is 7years. Current volunteer pool is comprised of mediators with specialty areas in Family Law, Foreclosure and Public Policy Facilitation.

**Recruitment of volunteers:**

Given the broad geographical diversity of our region, it makes the most sense to have mediators who live in many different communities, available to volunteer. We will focus recruitment of new volunteers on Sherman, Wheeler and Gilliam Counties, hosting at least One 40 hour basic mediation training on location in one of the 3 counties. There is an ongoing challenge in the low population areas, to find mediators who can serve as neutral to disputes in those communities. We will seek to develop a mediator sharing concept for those counties, working to ensure confidentiality of disputes and services.

Social media and social services will be utilized to nominate people who are already natural go-between's and trusted confidants in their communities. With an apprenticeship training program and the co-mediator model, we can develop stronger community problem solving.

Goal in volunteer recruitment is: 4-6 new volunteer mediators per year.

**Publicity and Outreach.**

- a. Press releases or similar public notices will be issued each year; 4 – one per quarter, announcing trainings and collaborative efforts in the community. 12 appearances on local radio morning civic informational talk show. 25 minutes in education on conflict resolution spot. Listening audience 8,000.
- b. Presentations to public service organizations, agencies, schools, etc. will be offered each year: rotating amongst the 5 counties served.
- c. Outreach through continuing education courses in professional development areas for counselors, attorneys, and mediators.
- d. Live web presence as a portal for both client access and community education:  
[www.6rivers.org](http://www.6rivers.org)
- e. Social Media Networking through Six Rivers Dispute Resolution Center's Facebook page – trainings, mediator spotlights, program highlights are updated twice a week. Google Plus and Yelp pages are maintained to encourage reviews by community members and ensure the quality of service is monitored and audiences are expanded.



**Evaluation****Mediation Services:**

Evaluation of appropriateness for mediation is conducted during intake. Cases involving any history of domestic violence or mental illness are screened at additional levels and referred to other services as appropriate.

Written evaluation data is gathered in person at the end of a mediation session and submitted to the mediators directly. Follow up evaluation is sent out by email to the parties within 3 months of the conclusion of the mediation.

Training participants complete a self-evaluation at the end of the mediation trainings.

Evaluation data is submitted to OOCDR every six months, using the aggregation tools provided by the grantor.

Annual program evaluation plans: Board of Directors conducted the first Annual Executive Director evaluation in January and February of 2015. The Board worked with the Executive Director to create an initial Program Development plan in February of 2015. The Annual Plan will be reviewed and expanded upon each year in January based on grant progress and opportunities within the region and the Northwest.

**ATTACHMENTS:**

**Organizational Chart**

**Board of Directors**

**Letters of Support**

**Budget: Exhibits A and B**

**Statement of Assurances**

**Sliding Fee schedule**

**Consent to Mediate/Voluntary Nature of Mediation/Confidentiality Statement**

**Consent to Mediate form**

**Evaluation post session**

**Evaluation 3 months post session**

**Master Quality Assurance Program**

**Lead Trainer Resume for Marti Dane**

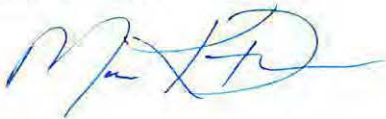
**Basic Mediation Training Objectives**

**Basic Mediation Training Agenda**

**Personnel Policy Manual**

**Fiscal Policy Manual**

Respectfully Submitted,



Marti Kantola Dane  
Executive Director

**Appendix 1**

**2015-2017 Program Information Sheet**

**Program County:** Gilliam, Hood River, Sherman, Wasco and Wheeler

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**Program Name:** Six Rivers Dispute Resolution Center

**Program Address:** PO BOX 1594  
601 Cascade Avenue  
Hood River, Oregon 97031

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**Phone:** 541-386-1283 or 888-628-4101

**Fax:** 541-386-1283 (yes, same number as phone number)

**Program Contact (name, title, and phone number):**

Marti Kantola Dane

Executive Director

541-386-1283 ext 2

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**Applicant Status:**

Governmental entity name: n/a

Umbrella nonprofit organization name, if applicable:

Nonprofit organization name: Six Rivers Dispute Resolution Center

State registration number: 97701792

Federal tax exemption number: 46-4152072

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**Program Budget Summary:**

Grant Funds Requested: \$ 50,000

If awarded, this grant will constitute what percentage of applicant's total budget? 19 %



### Matching Funds Requirements:

First grant year – 10% of the grant amount for that year; second year – 25%; third year – 50%; fourth year – 75%; and fifth year and beyond – 100% (See OAR 571-100-0040).

**Applicant is current or former grantee?**      Yes   x        No           

**If yes, identify grant periods and amount of grant funds awarded:**

**Current Grantee, since March of 2014**

**Identify matching percentage needed:**

2015-2016: 100%                      2016-2017: 100%

## Appendix 2

### Statement of Assurances

The undersigned attests that the information provided to determine eligibility is true and accurate to the best of his/her knowledge. The undersigned further attests that he/she has the authority and/or responsibility to represent his/her organization in all phases of this Request for Application process. Finally, the undersigned understands that any false or substantially incorrect statement may disqualify this applicant from further consideration or be cause for termination of a resulting contract.

Signature: \_\_\_\_\_

Date: April 23, 2015

Typed Name and Title: Marti Dane, Executive Director

Typed Name of Organization: Six Rivers Dispute Resolution Center



**Exhibit A  
Revenue Summary  
For 2015-2017 Program Budget**

**Program Name:** Six Rivers Dispute Resolution Center

A. Grant amount requested:        \$ 50,000

B. Other revenue: Identify sources and amount of revenue received from sources other than Grantor including grant funds, contracts for services, fees, contributions, etc.

<b>OTHER REVENUE BEYOND GRANTOR FUNDS</b>				
Source		Pending Funding	Secured Funding	Total Proposed Funding
1	USDA State Mediation Grant	\$ 80,000	\$	\$80,000
2	Resolution Washington	\$44,000	\$	\$44,000
3	Klickitat County Surcharge	\$ 8,000	\$	\$ 8,000
4	Wasco County	\$10,000	\$	\$10,000
5	City of The Dalles	\$ 8,000	\$	\$ 8,000
6	Sherman County	\$ 6,000	\$	\$ 6,000
7	Training Revenue: Fees for Classes	\$ 12,000	\$	\$ 12,000
8	Mediation Fees and donations	\$ 4,000	\$	\$ 4,000
9		\$	\$	\$
10		\$	\$	\$
<b>SUBTOTAL OTHER REVENUE</b>		<b>\$172,000</b>	<b>\$</b>	<b>\$172,000</b>

C. In-kind contributions: List source, amount, and calculations (for example, volunteer mediator hours and valuation rates). If applicable, attach documentation.

IN-KIND CONTRIBUTIONS (NON-CASH)				
Source AND Valuation		Pending Funding	Secured Funding	Total Proposed Funding
1	300 hours per year of Volunteer Mediation Time @ 31.92/hour	\$19,152	\$	\$19,152
2	500 hours per year of Volunteer Administrative Hours @ 21.79/hour	\$21,790	\$	\$21,790
3	Meadow Outdoor Advertising Facility donation @ \$30/hour 60 hours/year	\$3,600	\$	\$3,600
4		\$	\$	\$
5		\$	\$	\$
6		\$	\$	\$
7		\$	\$	\$
8		\$	\$	\$
9		\$	\$	\$
10		\$	\$	\$
SUBTOTAL IN-KIND CONTRIBUTIONS		\$ 44,706	\$	\$44,706

TOTAL 2015-2017 REVENUES (A + B + C): \$ 266,706

Betsy S. Hege Betsy S. HEGE 4.23.15  
Signature of Board President authenticating information contained on this page

Marti K. Dane Marti K. Dane 4/23/15  
Signature of Director authenticating information contained on this page

**Exhibit B**  
**Expenditure Summary**  
**For 2015-2017 Program Budget**

**Program Name:** Six Rivers Dispute Resolution Center

**A. Personnel**

Position Title	FTE	Salary/Year	Taxes/Year	Total/ Biennium	Grantor Funds Amount
Executive Director	1	60,000	6,000	\$132,000	\$30,000
Mediation Assistant	.4	14,500	1,450	\$31,900	\$8,700
Mediator Contracting		4,000	250	\$8,500	0
<b>SUBTOTAL</b>		<b>78,500</b>	<b>7,700</b>	<b>172,400</b>	<b>38,700</b>

**B. Services and Supplies**

Item	Biennium Expense	Grantor Funds Amount
Rent/space	16,800	5,040
Rent/equipment	0	0
Office Supplies and Software Updates	1,500	450
Utilities	800	240
Telephone	1,600	480
Postage	300	90
Printing and Copying	1,000	300
Training	4,000	0
Publicity and Website Updating	1,000	300
Insurance	4,000	1,200
Books, Periodicals, Subscriptions	0	0
Memberships and Dues	600	200
In-state Travel	4,000	0
Out-of-state Travel	6,000	0
Other: (Specify)	0	0
Program expenses: Financial Review Fund	2,000	1,000
Contractual Services: Accounting Services	4,000	1,200
<b>SUBTOTAL</b>	<b>43,600</b>	<b>11,300</b>

**C. Other**

Item	Biennium Expense	Grantor Funds Amount
Capital Expenses: Computer Upgrades	2,000	0
Other: In-kind expense balance	44,706	0
<b>SUBTOTAL</b>	<b>46,706</b>	<b>0</b>

**TOTAL 2015-2017 BIENNIUM EXPENDITURES (A + B+ C): \$ 266,706**

Betsy S. Hege BETSY S. HEGE 4-23-15  
 Signature of Board President authenticating information contained on this page

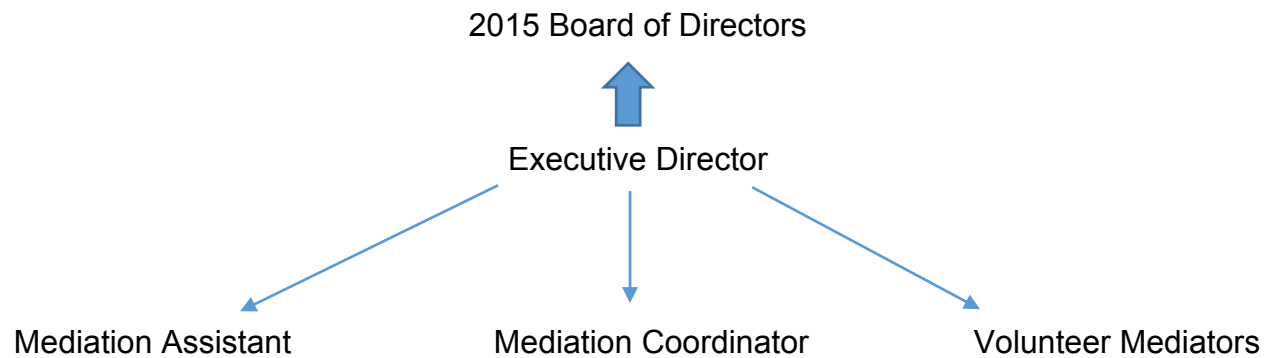
Marti K. Dane Marti K. Dane 4/23/15  
 Signature of Director authenticating information contained on this page





**PO Box 1594 • Hood River, OR 97031 • 541-386-1283 • 888-628-4101 • [www.6rivers.org](http://www.6rivers.org)**

### Six Rivers Dispute Resolution Center Organizational Chart



#### **Programs:**

Oregon Community Mediation Program

Washington Community Mediation Program

Oregon's USDA Certified Agricultural Mediation Program

Professional Development Training Program

Specialty Programs



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## 2015 Board of Directors

Betsy Hege - Chair  
6580 Martin Road  
The Dalles, OR 97058

Bill Lennox  
1005 Federal Way  
The Dalles, OR 97058

Katy Young  
420 East 3<sup>rd</sup> Street  
The Dalles, OR 97058

Katie Montag  
420 East 8<sup>th</sup> Street  
The Dalles, OR 97058

David Poucher  
PO Box 2027  
White Salmon, WA 98672

TREASURER (Not a Board Member)  
Marti K Dane  
916 Cascade Avenue  
Hood River, OR 97031



## **WASCO COUNTY**

### **DEPARTMENT OF YOUTH SERVICES**

Juvenile Justice Division  
202 East Fifth Street  
The Dalles, Oregon 97058-2220  
(541) 506-2660  
Fax: (541) 506-2661

**Molly Rogers**  
Director

April 22, 2015

Oregon Office for Community Dispute Resolution  
University of Oregon  
School of Law  
1515 Agate Street, Room 330C  
1221 University of Oregon  
Eugene, OR 97403-1221

Greeting Grant Selection Committee,

This letter is to strongly encourage your committee to select Six Rivers Mediation Services as one of the recipients of grant funds. Six Rivers mediation serves a very unique geographical area of Oregon including Wasco County which is in the central part of the region. The reason it is unique is because we do not have a lot of fiscally reasonable resources within the rural structure to handle disagreements or disputes outside of the Court system.

The Department of Youth Services has had the opportunity to partner with Six Rivers Mediation for both Victim/Offender mediation and parent/youth mediation for over a decade. The administration at Six Rivers was very helpful in outlining a streamlined referral procedure. Mediation has become one of the main alternatives to adjudication for Wasco County Youth Services, especially for incidents that happen at school.

The staff at Six Rivers has opened up training opportunities to our staff and I will be working with them to provide an informational presentation to other trained mediators. This partnership has existed for several years and it was a pleasure to write a letter of support for the agency.

Six Rivers exemplifies how a regional program is more cost effective and how we in the rural areas can receive the highest level of professionalism. It is my sincere hope that grant opportunity is awarded to the agency.

Regards,

*Molly Rogers*

Molly Rogers, Director  
Wasco County Youth Services



April 22, 2015

Oregon Office for Community  
Dispute Resolution  
University of Oregon  
University of Oregon  
School of Law  
1221 University of Oregon  
Eugene, OR 97403-1221

Dear Grant Administrators,

I have been a supporter of Six Rivers Community Mediation since its inception and plan to continue my support of this valuable program. I was in the first group of volunteer mediators for the program but was unable to continue after four years of participation due to other commitments.

Six Rivers is given as a referral to many of my clients who are experiencing disputes. When I moved into my position as a clinical supervisor at the local community mental health center and learned that the providers there were not familiar with the program, I provided brochures and program descriptions to encourage their referrals as well.

I previously applied for funds from the Commission on Children and Families for Marti and I to train a group of 8th graders to become peer mediators. Unfortunately, the school was not able to implement a program but I believe the participants still learned valuable skills (and Marti and I learned that we will never become 8th grade teachers!!).

I would be happy to provide any more information you may need and can be contacted at 541-993-4074.

Sincerely,

JoElla Anglin, LCSW



# YOUTH EMPOWERMENT SHELTER

Serving the youth of North Central Oregon

541-993-0542  
PO Box 107 The Dalles, OR 97058  
yesyouth17@gmail.com  
www.youthempowermentshelter.org

February 25, 2015

To Whom It May Concern:


It has been my privilege to work with Six Rivers Mediation for the past seven years. I have served as a volunteer mediator, trainer, and advisory board member.

Under the leadership of Marti Kantola Dane and an excellent Board of Directors, Six Rivers has made a smooth transition from being under MCCOG (Mid-Columbia Council of Governments) to becoming Six Rivers Dispute Resolution Center.

Vision has remained strong with work in Family Mediation which has included court appointed cases in the areas of parenting plans, dissolution, and distribution of assets for those going through the trauma of divorce. They continue to serve in agriculture, foreclosure, neighbor to neighbor, juvenile, landlord/tenant and workplace mediations as well as education and facilitation.

Marti inculcates a vision for networking and partnering with other private and public agencies to further the establishment of a culture of peace. This commendable attitude is to be highly valued. Any assistance you can provide to help further this great work will be a tremendous contribution to our society on all levels.

Sincerely,



Gary L. Casady  
Executive Director  
Youth Empowerment Shelter

# Six Rivers Sliding Fee Scales & Policies

## **I – SCALE (INDIVIDUAL SCALE)**

HOUSEHOLD INCOME	NUMBER IN HOUSEHOLD							
	One	Two	Three	Four	Five	Six	Seven	Eight
0-14,000	10	15	15	10	0	0	0	0
14,001-20,000	40	40	25	25	20	15	10	10
20,001-30,000	75	75	50	50	25	25	10	10
30,001-40,000	100	100	75	75	50	50	25	25
40,001-50,000	125	125	100	100	75	75	50	50
50,001-65,000	150	150	125	125	100	100	75	75
65,001-80,000	200	200	150	150	125	125	100	100
Above 80,000	300	300	250	250	175	175	125	125

## **B- SCALE (BUSINESS SCALE)**

Annual Operating Budget	For Profit Business	Non-Profit or Public Business
0- \$100,000	\$200 per session	\$100 per session
\$100,000 - \$400,000	\$250 per session	\$150 per session
\$400,000 - \$800,000	\$300 per session	\$200 per session
\$800,000 - \$1,200,000	\$350 per session	\$250 per session
\$1,200,000 - \$5,000,000	\$400 per session	\$300 per session
\$5,000,000 and up	\$450 per session	\$350 per session

## **C – SCALE (CONVENER SCALE)**

Use this scale if the mediation is convened by a non-member institution. Examples: a School, Government Department, Hospital, University or Law Firm not contributing to Six Rivers in another contractual agreement.	<b>For Profit CONVENER FEE</b> \$400 is the per session fee that is charged to the for profit institution that is paying for the entire mediation.	<b>Non-Profit CONVENER FEE</b> \$250 is the per session fee that is charged to the non-profit institution that is paying for the entire mediation.
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## **PAYMENT & CANCELLATION POLICIES**

### **Payments**

- Payments are due at the time of services before the mediation begins. Ensure that all contact information is on checks, or pay with a credit card online.
- Third party conveners may send payments at a later time in response to a DRC generated invoice.

### **Cancellation & Rescheduling**

- Each party may cancel and reschedule a mediation for a \$25 rescheduling fee, to be paid by the cancelling party at the next mediation. The DRC may elect to terminate services if cancellations are repeated.

### **Discounts & Reduced Fees**

- A case manager will work with each client to determine if a waiver or deferment is appropriate. An application for a waiver of fees may be requested to document hardship.

### **Attorney Administrative Fee**

- The DRC will speak to a client's attorney free of charge, initially, to pass on information about the DRC and its process. If additional conversations or case negotiations are required with a client's attorney, or if the attorney will attend the mediation as a party, the DRC will increase the client's per session fee by 50%.

### **Public Interest Representatives**

- Individuals such as a CASA, GAL, Pro-Bono Attorneys and Executors, are not charged a fee.



## Community Dispute Resolution Center Agreement to Mediate

Mediation is voluntary and I can end the process at any time. The mediators will not make decisions for me or require me to agree to anything.

Mediators are impartial (they will not take sides or determine "right" or "wrong"). Mediators shall not give legal advice. I understand that I can talk to an attorney at any time if I have questions about my legal rights and responsibilities, including having an attorney review a written agreement before I sign it.

### Confidentiality:

Our mediation meetings occur in a private, confidential setting in order to encourage open, honest discussions.

All mediation communications (both verbal and written) are confidential unless we agree otherwise in writing. Confidentiality begins with the first contact made to the mediation program. We agree not to disclose confidential mediation communications with anyone not present (except those with whom we have a legal privileged relationship; such as, a spouse, domestic partner, therapist, attorney, doctor, or clergy). We can communicate with others named below:

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We acknowledge and accept that the mediators and the mediation program will not provide any information about the mediation communications to anyone outside the mediation. We agree not to ask the mediators or mediation program to testify or give out information that relates to confidential mediation communications in any subsequent judicial, administrative or arbitration proceeding.

### The Following Are Not Confidential:

Information that is already known before mediation, information that is not prepared specifically for use in mediation, or documents that are public records before mediation.

Written or verbal agreements reached in mediation unless we agree in writing to keep the agreements confidential.

If information is revealed about child or elder abuse, mediators may report to the appropriate authorities. Mediators or parties may report communications necessary to prevent a party from committing a crime that is likely to result in substantial bodily injury or death.

For reporting, research, training, or educational purposes, the mediation program/mediators can: a) state whether or not the mediation resulted in agreements, b) provide information for statistical purposes, c) talk confidentially with program staff and others about what happened for advice and learning purposes, d) retain records of the mediation in accordance with program policies and procedures.

***By signing this, we agree to all the above (signatures of the parties and mediators):***

Signed:

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Date:

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## Family Mediation Program

### AGREEMENT TO MEDIATE

In consideration of receiving services from Six Rivers Mediation, I agree to enter into these discussions in good faith. Good faith means that I will listen carefully, share information, negotiate willingly and keep any agreements made in mediation. I will sincerely attempt to resolve this dispute; I agree to cooperate with the mediator(s) assigned to this case and to give serious consideration to all suggestions made in regard to developing a realistic solution to the problem.

I understand the mediators(s) assigned to this case will not be serving as advocates, attorneys, or judges. Their primary function is to act as neutral facilitators. I understand I may seek outside advice at any time and I bear the responsibility for my choices regarding advice. Any agreements or decisions resulting from this session are entered into voluntarily and by mutual acceptance of the participants. If this mediation was arranged pursuant to a court order, I am voluntarily signing this agreement to mediate.

I agree that mediation sessions are conducted under the Uniform Mediation Act (RCW 7.07) and accept the confidentiality provisions that it provides. I understand that confidentiality exceptions may apply when there are: threats of imminent injury or damage to person or property; issues of neglect or abuse of vulnerable people; claims of professional misconduct or malpractice based upon conduct during the mediation and plans to conceal or conduct criminal activity. The following documents are not confidential: 1) this agreement to mediate and 2) any signed final agreement (unless parties obtain a judicial order otherwise). Matters that are admissible in a court of law continue to be admissible even though brought up in a mediation session. Six Rivers Mediation may make the following disclosures: 1) whether the mediation occurred; 2) whether an agreement was reached; 3) who attended; and 4) efforts necessary to schedule the mediation. Additional non-identifying disclosures may be made for research or educational purposes.

**(For Parenting Plans Only)** In accordance with RCW 26.09.015, I also understand that in cases of parenting plan modifications a court might require a mediator to testify as to the good faith participation of the parents.

I also agree not to subpoena or to require any mediator to testify or produce records, notes or work product in any future proceedings. Furthermore, no recording or stenographic recording will be made of the mediation session.

AGREED TO THIS: \_\_\_\_\_, DAY OF \_\_\_\_\_

*We agree to meet with Six Rivers Mediation with the purpose of facilitating conversations related to issues identified in our request for mediation.*

*There are no restraining orders in effect at this time, or  
Restraining orders have been lifted or have a provision for a mediation exception.*

Mediation Client \_\_\_\_\_

Mediation Client \_\_\_\_\_

Mediation Client \_\_\_\_\_

Mediation Client \_\_\_\_\_

Mediator \_\_\_\_\_

Mediator \_\_\_\_\_

Observer \_\_\_\_\_



Community Mediation  
Facilitations  
Mediator Training  
Education

## Foreclosure Mediation at Six Rivers

### Welcome to our Center.

- We strive to create an environment that supports a productive resolution to your situation through quality mediation process.

### What is Foreclosure Mediation

Legislative intent: (FFA 1(1)(d))

- cost-effective process for the homeowner and lender,
- with the assistance of a trained mediator,
- to reach a mutually acceptable resolution ...".

### Our commitment to you:

We have professional standards of conduct that guide our work today, included among them:

- This is a voluntary process: any agreements made here are your decisions, not ours.
- Impartial role: all voices and perspectives will be heard. We have no bias or partiality with any party in this case.
- We will maintain confidentiality of all information shared here today. (ABA Model Standards of conduct)

### What is expected of you?

For mediation to be effective: (FFA 1 (2)(d))

- the parties should attend the mediation (in person, telephonically, through an agent, or otherwise)
- willingly share information,
- actively present, discuss, and explore options to avoid foreclosure,
- negotiate willingly and cooperatively,
- maintain a professional and cooperative demeanor,
- cooperate with the mediator, and
- keep any agreements made in mediation.

### Issues:

The participants in mediation must address the issues of foreclosure that may enable the borrower and the beneficiary to reach a resolution, including but not limited to

- reinstatement
- modification of the loan,
- restructuring of the debt,
- or some other workout plan.

Date:

Signatures:

\_\_\_\_\_  
\_\_\_\_\_





### Consent to Mediate

This agreement is between the undersigned participants. Case: USDA \_\_\_\_\_

The goal in mediation is to obtain an agreement that satisfies all persons reasonably. Mediation is voluntary and anyone, including the mediator, may end the mediation at any time and for any reason. We agree to meet with the mediator at a frequency and for session lengths that the mediator deems appropriate. We understand that we can meet separately with the mediator or privately, at any time and that we are free to call the mediator by telephone privately.

*Mediators are neutral.* The mediators will not advise the parties. The parties should each see an attorney or other professional regarding any question of law or other issue or regarding the content of a proposed agreement.

*Confidentiality.* Certain matters are not confidential: Anything said that indicates intent to commit a crime, to inflict bodily harm on another or which threatens the safety of a child is not confidential. Confidentiality also will not apply to anything required to be disclosed by law, or anything necessary and relevant as a claim or defense of a claim or complaint against the mediator(s) or mediation organization. In addition, this mediation may be reviewed for educational or scholarly purposes.

The mediator agrees to keep confidential everything we discuss in our sessions and in other conferences unless the communication falls into one of the categories above. In turn, we agree not to subpoena the mediator, or otherwise attempt to coerce or disclose any communications concerning the mediation.

*Auditing.* The parties understand that for the purpose of auditing the USDA, including the USDA Inspector General, the Comptroller of the United States, the Administrator, and any of their representatives will have access to pertinent records as necessary to conduct audits, or evaluations of mediation services funded in whole or in part by the USDA.

*Disclosure.* It is understood that complete and honest disclosure of all relevant information is essential to successful mediation. Although we are not required to volunteer information or to answer any questions, we agree that all disclosures will be truthful and that we will not deliberately mislead each other by disclosing only partial information, or in other ways.

## Oregon's USDA Certified Agricultural Mediation Program

# SIX RIVERS



Community Mediation  
Facilitations  
Mediator Training  
Education

*Agreement.* When an agreement is reached, the mediators will record the terms of that agreement. The person may sign the agreement at the mediation session, or any party may review the agreement with their attorney before the document is placed in final form and signed. No person will hold the mediator liable for the results of the mediation, whether or not a resolution is reached. No agreement will be binding on any party, as to any subject, unless in writing, signed by those to be bound by the agreement, expressing their intent that agreement is binding. If either of us has employed an attorney, no agreement or document of any kind between us, prepared by our mediator, will be binding on either of us unless and until signed by our respective attorneys to signify their approval. The parties understand that each is free to have legal counsel review any agreement reached by us before the agreement becomes binding on them.

*Not Legal Representation.* The parties understand that mediation is not legal representation or legal counseling. The parties understand that each may have an attorney. The mediator will not represent any person in any further legal proceedings or other legal matters relating to the subject of the mediation.  
We, the undersigned, agree to mediate according to the above terms and guidelines.

*Date and Time and Location:* The mediation will take place by conference call, on the \_\_\_\_th day of \_\_\_\_\_ at \_\_\_\_ Pacific Time. It is anticipated that the mediation will last for approximately 4 hours and if resolution is not achieved within this time frame, subsequent mediations may be scheduled with the agreement of all participants.

Call in Number: 605-475-4700

Access Code: 675768#

The call will be opened 5 minutes before the scheduled start time. Please plan for the full 2 hours to be on the phone and near a computer, if possible. Any charges associated with the phone call itself will be based on the telephone system you use to initiate the call.

The participants agree to the terms and conditions set forth above.

\_\_\_\_\_  
Please print the name of participant agency and representatives

\_\_\_\_\_  
Signature of participant's authorized representatives

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print the name of participant(s)

\_\_\_\_\_  
Signature of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of participant's authorized representative

\_\_\_\_\_  
Date

**Oregon's USDA Certified Agricultural Mediation Program**  
**Request for Voluntary Mediation**  
**For disputes involving actions and decisions concerning USDA programs**

Please complete the information below and either mail it to us:  
(Include a copy of your Notice of Adverse Determination Letter)

Oregon's USDA Certified Agricultural Mediation Program  
PO Box 1594  
Hood River, OR 97031

OR to simplify the process, you can email the information to us at:

[6riversdirector@gmail.com](mailto:6riversdirector@gmail.com)

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I (we) \_\_\_\_\_ request voluntary mediation  
under the Oregon USDA Certified Agricultural Mediation Program (OAMP).

Name:

Address:

City, State, Zip:

Telephone Number

Email Address:

List the person(s) and/or USDA agency you are requesting mediation with:

Name:

Phone:

Agency:

Office Location:

Name:

Phone:

Agency:

Office Location:

Briefly describe the situation or dispute: (We will be in touch with you for a confidential one on one meeting or phone call to discuss the situation in detail prior to your mediation session)



## OREGON & WASHINGTON MEDIATION SESSION SURVEY

TODAY'S DATE: \_\_\_\_\_

*Please help us evaluate the quality of our services by completing this survey about your mediation experience. Feedback will be used to compile statewide data for the Oregon Office for Community Dispute Resolution and Resolution Washington. This data will remain anonymous. Note: please read carefully before selecting your response.*

1. Please identify your role in the mediation: ☐ Participant ☐ Support person ☐ Other
2. Regardless of the outcome, how satisfied are you with your overall experience in mediation? (Please select the most appropriate response; responses range from most negative to most positive):  
☐ Very dissatisfied ☐ Dissatisfied ☐ Satisfied ☐ Very satisfied
3. Mediators were fair and impartial ☐ Yes ☐ No ☐ Somewhat
4. Situation was improved by mediation ☐ Yes ☐ No ☐ Somewhat
5. Mediation helped to communicate with the other party? ☐ Yes ☐ No ☐ Somewhat
6. Mediation helped to better understand the issues? ☐ Yes ☐ No ☐ Somewhat
7. To what extent were agreements reached on the issues? (Please note that agreements may be either written or verbal) Please select one:  
☐ No agreement ☐ Agreement on some but not all issues ☐ Agreement on all issues
8. If mediation services had not been available, would you have?  
☐ Ignored the conflict  
☐ Stayed in the conflict  
☐ Tried counseling/coaching  
☐ Contacted the police  
☐ Filed in court or continued the litigation process  
☐ Other (please explain) \_\_\_\_\_
9. To the best of your knowledge, compared to other likely means of resolving this matter, how did mediation affect the cost of this dispute to you or your organization? Please select one:  
☐ Mediation cost more  
☐ No change in cost  
☐ Mediation cost less  
☐ Don't know  
☐ Not applicable
10. Would you recommend mediation services to other people for a similar situation? ☐ Yes ☐ No
11. Would you consider using mediation again? ☐ Yes ☐ No
12. Comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 1-3 MONTH FOLLOW-UP MEDIATION SURVEY

Today's date: \_\_\_\_\_

Type of Case: \_\_\_\_\_  
(for program use only)

*This survey is a follow-up to inquire about the impact of your recent mediation. Feedback will be used to compile statewide data for the Oregon Office for Community Dispute Resolution and will remain anonymous. Note: responses range from most negative to most positive; please read carefully before selecting your response.*

Please identify your role in the mediation:    ☐ Participant                      ☐ Support Person                      ☐ Other

1. Regardless of the outcome, how satisfied are you with your overall experience in mediation? (Please select the most appropriate response; remember that responses range from most negative to most positive):

\_\_\_ Very Dissatisfied      \_\_\_ Dissatisfied      \_\_\_ Satisfied      \_\_\_ Very Satisfied

2. Was an agreement reached? If yes, respond to question 2a; if no, respond to question 2b:

- a. If an agreement was reached, have the provisions of the agreement been followed or implemented?

☐ None of the provisions have been followed or implemented  
☐ Some (but not all) of the provisions have been followed or implemented  
☐ All of the provisions have been followed or implemented

- b. If an agreement was not reached, how was the matter addressed?

☐ The concern remains unresolved  
☐ The concern was dropped  
☐ The concern was resolved informally  
☐ Through contacting the police  
☐ Through court  
☐ Other (please explain): \_\_\_\_\_

3. When you compare your situation before and after the mediation, how has mediation affected your relationship with the other participants? Please select one:

☐ Mediation has damaged the relationship  
☐ Mediation has had little or no effect on the relationship  
☐ Mediation has improved the relationship  
☐ Not applicable/No future relationship is likely

4. Would you recommend mediation to others in a similar dispute?

       No        Yes

5. From your point of view, what has been the impact of this mediation on you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Marti Kantola Dane

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916 Cascade Avenue, Hood River, OR (541) 490-2234 [martidane99@gmail.com](mailto:martidane99@gmail.com)

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## **Executive Director**

March 2014 - Present

Six Rivers Dispute Resolution Center – A State and Federal grant supported 501c3 organization providing mediation, facilitation and education in professional dispute resolution processes in the Columbia River Gorge. Six Rivers DRC was formed as an independent non-profit to take over the operations of the Mid-Columbia Council of Government's program: Six Rivers Community Mediation Services.

## **Community Mediation Services Director**

June 2002 – February 2014

Mid-Columbia Council of Governments – Developed a community mediation program to provide services to the 5 county region of Hood River, Wasco, Sherman, Wheeler and Gilliam Counties. Recruited, trained and mentored over 100 mediators. Managed and grew the community program to eventually serve 2 states and become the only Community Mediation Center in Oregon to operate a Federal Grant for the State. Obtained Governor's approval to become the USDA Certified Agricultural Mediation Program for Oregon.

## **Mediator:** Conducted over 450 cases from 2003 to 2015

2200 hours of conflict analysis, coaching and settlement conferences.

Range of disputes: Federal Agency, Public Policy, Workplace and Family Mediations

Certified foreclosure mediator for Washington State's Department of Commerce

Federal Mediator for USDA

## **Trainer:** Washington Mediation Association Certified Trainer for Basic Mediation

Training. Lead trainer for Six Rivers DRC's Master Mediator Quality Assurance program.

Marti provides continuing education training opportunities for volunteers and professional mediators throughout Oregon and Washington.

**Team Building Facilitations:** Customized trainings in teambuilding and organizational conflict analysis with employers in the region including: Boeing Corporation, Mid-Columbia Medical Center, Providence Hood River Memorial Hospital, The City of The Dalles, Wasco County, Hood River County Chamber of Commerce, HR County Community Education, Columbia Gorge Fellowship for Peace, Columbia Riverkeeper, Mosier Community School

## **Building Networks through Public Policy Projects:**

Oregon Health Authority: Lead facilitator for a public input campaign. Collaborated with Oregon Consensus at the Hatfield School of Government to refresh the approach to public hearings. Led input gathering sessions in Baker City and Florence, Oregon. Over 250 participants.

**Oregon Judicial Department's** Work Group member: Defining Mediator Competencies for Uniform Trial Court Rules in 2004 and 2005



**Consensus Building:** Represented regional rural Oregon CDRC's in the redrafting of Oregon Revised Statutes Chapter 36 (ORS 36: Mediation and Arbitration) and the resulting Rules regarding CDRC funding distribution by the University of Oregon Law School's Oregon Office for Dispute Resolution. My representation in the negotiations resulted in a 100% increase in funding for the six rural programs in the state

**Forest Collaboratives:** Mt. Hood Wilderness fuels reduction collaboration between Mt. Hood Forest Service and stakeholder groups throughout the Pacific Northwest (CRAG, BARK OUT, Friends of Cooper Spur, Friends of the Gorge, etc.)- Public Policy Facilitator 11 month project resulting in a collaborative agreement.

### **Professional Affiliations**

Coalition of Agricultural Mediation Programs	Chair	2015
Representing Oregon at National Coalition	Member since	2011
Oregon Assoc. of Community Dispute Resolution Centers	Vice Chair	2015
	Member since	2002
Advisory Panel for Oregon Office of Community Dispute Resolution Centers at University of Oregon's School of Law	Elected to serve	2014
National Association for Community Mediation	Member since	2013
Resolution Washington	Member since	2008
Washington Mediation Association	Member since	2010
Oregon Mediation Association	Member since	2003
Mediators without Borders	Member since	2011

### **Education:**

Bachelor's Degree: Speech: Rhetoric and Communications: Univ. of Oregon	1992
30 Hour Community Collaboration Training: NAFCM	1999
40 Hour Foundational Mediation Training Resolutions: Dale Largent	2003
Advanced Workplace Mediation: Portland State University: Stan Sitnick	2005
20 Hour Advanced Mediation: Creighton University: Bernie Mayer	2006
Ethics and Accountability in Mediation: University of Oregon Law School	2009
Luke Center for Leadership: 40 hour intensive leadership training	2011
24 Hour Foreclosure Mediation: Washington State Bar Association	2011
20 Hour Family Mediation Training: Thurston County DRC	2013

### **Related Professional Experience**

**Professor of Speech and Communications** August 1993 – June 1995

University of Alaska, Anchorage

Curriculum design and instruction for the following courses:

Fundamentals of Public Speaking, Interpersonal Communication, Speech: Argument and Debate

Tracie Hornung  
4977 Hillcrest Rd., Mt. Hood, OR 97041  
(541) 399-0393  
thornung@embarqmail.com

#### Summary of Qualifications

- Proven organizational skills
- Pay close attention to detail
- Work well both independently and as part of a team

#### Administrative Experience

Wrote and managed government grants, budgets, RFPs and contracts  
Wrote reports to state agencies regarding grant activities/expenditures  
Scheduled meetings and tours  
Created, updated and closed project files following legal timelines  
Wrote business letters, answered phones, distributed mail, made bank deposits, did bulk mailings, photocopying and filing  
Managed databases for memberships and land use projects  
Prepared meeting agendas, recorded and transcribed minutes  
Updated websites and created newsletters  
Used spreadsheets to track revenue and expenditures for 14 state and federal grants  
Managed membership dues for 600-member organization  
Created financial statements  
Paid vendors and employees, and issued monthly invoices for reimbursement  
Reconciled monthly statements and daily earnings

#### Administrative Work History

Recorder/Bookkeeper, Mosier Fire District, July 2012-present  
Independent Bookkeeping & Communications Contractor, 2010-present. Clients:  
Rowena Wildlife Clinic, Mid Columbia Housing Authority, McMaster Enterprises, Minor  
International Wood, City of Mosier  
Membership Coordinator, The Dalles Area Chamber of Commerce, 2007-08  
Administrative Assistant, Land Use Permit Coordinator, Program Coordinator, San  
Juan County government, Friday Harbor, WA, 1988-2000  
Office Manager, San Juan Boat Tours, Friday Harbor, summers 1995-98

### Other Work Experience

Combined total of 12 years in marketing for nonprofits, including Columbia Gorge Discovery Center

### Technology Background

MS Office, QuickBooks, Adobe Creative Suite, and several database and web-authoring programs

### Community Involvement

- City of Mosier representative on Steering Committee of Tri-County Hazardous Waste & Recycling Program, 2008-14
- Volunteer experience: Columbia Gorge Cat Rescue, Rowena Wildlife Clinic, Catlink, Home At Last, City of Mosier

### Awards

- Society for Technical Communication award for museum newsletters
- Washington Press Association award for newspaper article

### Education

- Continuing education in grant writing, marketing, accounting
- Bachelor of Arts with Honors, Sociology/Psychology, Michigan State University



**CASE DEVELOPMENT FORM****CASE # \_\_\_\_\_ OR/WA/BOTH**Initial Contact Date: \_\_\_\_\_  
Referred by: \_\_\_\_\_Intake by: \_\_\_\_\_  
Case Developer: \_\_\_\_\_Nature of dispute: (circle one) Neighbor to Neighbor, Landlord/Tenant, Juvenile, Workplace, Family: PP  
USDA, FFA, Other: \_\_\_\_\_Courts involved? NO \_\_\_\_\_ Yes \_\_\_\_\_ if yes, (Circle one) Small claims Superior Juvenile  
Number of people involved in dispute: \_\_\_\_\_ Number of Children involved: \_\_\_\_\_**PARTY 1**Name(S): \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ County: \_\_\_\_\_ ☐ Letter Sent  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Message OK? \_\_\_\_\_**PARTY 2**Name(S): \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ County: \_\_\_\_\_ ☐ Letter Sent  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Message OK? \_\_\_\_\_**Additional People involved in the case:**

Name(s): \_\_\_\_\_ P: \_\_\_\_\_ E: \_\_\_\_\_

Mediator: \_\_\_\_\_ Phone \_\_\_\_\_ Debrief Y / N  
Mediator: \_\_\_\_\_ Phone \_\_\_\_\_ Debrief Y / N  
Observer: \_\_\_\_\_ Phone \_\_\_\_\_ Debrief Y / N☐ **Mediation scheduled:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Agreement: Y / N  
2nd Session: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Agreement: Y / N☐ **Facilitation Type:** \_\_\_\_\_ # Sessions: \_\_\_\_\_ # People: \_\_\_\_\_ # Hours: \_\_\_\_\_☐ **Outcome**\_\_\_\_ Dispute Resolution Services \_\_\_\_\_ Mediation – resolved \_\_\_\_\_ Mediation – not resolved  
\_\_\_\_ Party declined \_\_\_\_\_ Party unavailable  
\_\_\_\_ Inappropriate for mediation \_\_\_\_\_ Pending☐ **Case Closed**# of VOLUNTEER HOURS: \_\_\_\_\_ Session Survey Attached: \_\_\_\_\_ Follow up survey Attached: \_\_\_\_\_  
# of STAFF HOURS: \_\_\_\_\_  
Total CASE HOURS: \_\_\_\_\_**STATUS UPDATES AND NOTES:**

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**Basic Mediation Training Required Student Learning Objectives**  
**Adopted by the Membership of Resolution Washington on February 9, 2012**

**Introduction:** The following student learning objectives establish a standard body of skills and knowledge which will provide participants an introduction to basic mediation. They provide a basis for typical 40 hour basic mediation training and are not intended to limit or restrict additional learning objectives that trainers or Dispute Resolution Organizations find appropriate. Mastery of these skills is achieved by completing a mediation practicum program.

**Course Objective:** Upon completion of the course the participant will demonstrate the ability to conduct a complete mock mediation, employing the skills, strategies, and processes outlined below.

**Pre-Mediation**

1. The participants are familiar with the intake process, screening criteria and determination of the appropriateness of the dispute for mediation.
2. The participants are aware of the additional skills, knowledge, and training needed for effective intake.
3. Participants understand the process they need to undertake to become grounded in the role of a neutral; including the ability to center oneself, and be open, non-judgmental and fully present for the parties.
4. When co-mediating the participant can identify and share appropriate information with their co-mediator.
5. Participants understand and can adjust the physical attributes of the mediation setting to promote effective dialog (location of parties, mediators, observers, white boards, etc.)

**Mediator Opening Statement**

1. Participants will understand and explain mediator opening statements and agreements to mediate relevant to their Dispute Resolution Center or organization.
2. Participants will be aware of which issues are not protected by confidentiality and how exceptions to confidentiality should be handled in accordance with their Dispute Resolution Center or organization.
3. Participants will be able to explain both confidentiality and privilege and the exceptions.
4. Participants with mandatory reporting requirements understand how their obligations will be met in accord with their Dispute Resolution Center or organization.
5. Participants will be aware of the importance of delivering their opening statement in a neutral and balanced manner and with confidence and authority.

**Client Opening Statement (listening skills)**

1. Participants will equitably conduct the client opening statement process in which they listen to each party's opening statement, accurately and impartially summarize the content, relevant emotion, and underlying interests.
2. Participants will understand the fundamental role of feedback in assuring and conveying effective listening.
3. Participants will be able to analyze obstacles to communication and to apply strategies to improve parties' ability to communicate.
4. Participants will demonstrate active listening and attending behaviors while listening to parties and taking notes.
5. Participants will appropriately summarize and reframe parties' statements in neutral language.

**Exploration of Conflict** (Exploration may be a separate step prior to agenda building. It will likely occur periodically as issues are clarified and negotiated.)

1. Participants will explore and analyze the issues of the conflict sufficiently to be able to summarize parties' positions, related feelings, and underlying interests.
2. Participants will appropriately use inquiry techniques (open ended and closed questions) to ascertain greater insight into the dynamics of the conflict and reveal underlying interests.
3. Participants will be able to identify and articulate the common ground that exists between the parties so as to promote a sense of connection and positive spirit between the parties.

**Agenda**

1. Participants will know when and how to transition to agenda building.
2. Participants will assist parties *to create* an agenda which equitably reflects the issues of the conflict in neutral, non-positional, language.

3. Participants understand that issues related to establishing and determining the order of an agenda have strategic importance and are able to apply techniques to assist parties in determining how to proceed.

### **Negotiation**

1. Participants will assist discussion of each issue, asking questions to identify common and varying interests, and assisting parties to craft proposals addressing the interests at the table.
2. Participants will understand negotiation theory including positions, interests, settlements, bottom lines, BATNAs, WATNAs, and the role of the third party neutral in assisting in a negotiation.
3. Participants will assist parties to identify interests and utilize the interests to improve the effectiveness of the negotiations.
4. Participants will understand how power imbalance can affect negotiation and will apply strategies to assure equitable representation of all parties' interests.
5. Participants will understand how parties' approach to negotiation can be affected by their culture, gender, and other attributes of their identity. Participants will begin to develop strategies for promoting productive negotiations when identity differences might otherwise lead to misunderstanding, distrust, or other challenges to productive negotiation.
6. Participants will understand negotiations strategies related to limited resource distribution, future behavior, values, interests, identities, communication, and relationships.
7. Participants will respect the ethical standard of self-determination, and engage the parties to ensure that negotiations are party driven.

### **Written Agreement**

1. Participants will understand and apply the essential elements of durable agreements (who?, what?, when?, where?, how?, what if?).
2. Participants will demonstrate the ability to assist parties to develop durable written agreements characterized by clarity, balance, adherence to ethical standards and contingencies for potential difficulties.
3. Participants will assist parties to develop agreements that are perceived as sufficiently fair as to achieve voluntary compliance.
4. Participants will appropriately adjust the "level of agreement and enforceability" to reflect the needs of the parties (a spectrum from simply documenting the conversation to drafting enforceable contracts).
5. Participants will demonstrate appropriate use of reality testing in developing agreements.
6. Participants will be able to appropriately use written agreement forms provided by their Dispute Resolution Center or organization.

### **Caucus**

1. Participants will understand the risks and benefits of caucuses in a mediation and appropriately determine when to use a caucus.
2. Participants will understand that caucus is optional, and not a mandatory part of the mediation process.
3. Participants will demonstrate techniques to make caucus productive such as building rapport, reality tests, role reversal, rehearsal and preparation for return to open session, coaching, identification of key issues, exploration of options, allowing for venting, developing alternatives for settlement, education regarding negotiation process, etc.
4. Participants will be able to inform parties of the process and confidentiality practices regarding caucus.
5. Participants will manage transition to and return from caucus appropriately preparing parties to resume the joint session.
6. Participants will understand and adjust interaction during caucus to assist parties while maintaining appropriate levels of impartiality.
7. Participants will assist the party not in caucus to engage in constructive activity while waiting.
8. Participants will distinguish between caucus and breaks and inform parties of how a caucus or break can be requested by either the mediation team or client.

### **General**

1. Participants will have self knowledge of their conflict styles, history, and attitudes and how their personal experience may influence their aptitude for or approach to conflict resolution.
2. Participants will be able to perceive the conflict styles of others, and will be able to adjust their mediator interventions to work effectively with all conflict styles.
3. Participants will understand that communication is comprised of both verbal and non-verbal elements and will be able to identify how either of these can escalate or de-escalate conflict.

4. Participants will understand that a sense of physical safety is essential for all mediation parties and mediators, and will be aware of strategies for promoting both actual physical safety and the sense of safety.
5. Participants will be able to help parties acknowledge the impact of their statements on the other parties, and clarify their intention in making these statements.
6. Participants will understand basic conflict theory including definitions of conflict and the relationship of conflict to emotions and interests.
7. Participants will understand that there is a continuum of conflict resolution methods, including negotiation, mediation, arbitration and litigation, and will understand the advantages and disadvantages of each.
8. Participants will understand ethical issues related to mediation, particularly as it relates to confidentiality, self-determination, and voluntary participation.
9. Participants will be familiar with the American Bar Association Model Standards of Conduct for Mediators, the Washington State Dispute Resolution Centers Act (RCW 7.75), and the Washington Mediation Association Ethics and Standards of Practice, and Washington State Uniform Mediation Act (RCW 7.07).
10. Participants will be able to discern which issues in a conflict are negotiable and which are non-negotiable, and will have a sense of how to guide parties in discussing these issues.
11. Participants will appropriately manage the emotional climate to foster productive dialog.
12. Participants will appropriately manage anger through acknowledgement of underlying emotions.
13. Participants will be able to terminate or conclude the resolution process at an appropriate time and in an appropriate manner.
14. Participants will understand the importance of debriefing with co-mediators, observers and program staff for the purpose of furthering their own and other's development as skillful and effective mediators.



## Six Rivers Dispute Resolution Center

### 40 Hour Basic Mediation Training Agenda

#### Day 1 (4 hours)

Program begins at 1 p.m. and adjourns at 5 p.m.

- Welcome
- Conflict Styles
- Negotiation Theory
- Mediation in Context
- Mediator Styles
- Overview of Mediation Process
- Video or live demonstration of a Mediation

#### Day 2 (8 hours)

Program begins at 8:00 a.m. and adjourns at 5:00 p.m.

There will be two 15-minute breaks and a one half-hour lunch break.

- Mediator's Opening Statement
- Confidentiality
- Active Listening
- Case Development
- Understanding Interests
- Mediation Roleplays

#### Day 3 (8 hours)

Program begins at 8:00 a.m. and adjourns at 5:00 p.m.

There will be two 15-minute breaks and a one half-hour lunch break

- Agenda Setting
- Reframing and Redirecting
- Using Caucus
- Negotiating - Generating & Evaluating Options
- Mediation Roleplays

#### Day 4 (8 hours)

Program begins at 8:00a.m. and adjourns at 5:00 p.m.

There will be two 15-minute breaks and a one half-hour lunch break

- Writing Agreements and Closure
- Culture and Mediation
- Ethical Considerations in Mediation
- Mediation Roleplays

#### Day 5 (8 hours)

Program begins at 8:00 a.m. and adjourns at 5:00 p.m.

There will be two 15-minute breaks and a one half-hour lunch break.

- Other Mediation Styles
- Attorneys in Mediation
- Mediation Roleplays
- Connecting to the Mediation Community

#### Day 6 (4 hours)

- Mediation Roleplays
- Neutrality
- Written Self Evaluation
- One on one meeting with Trainer- Evaluation and Planning

Continuing Education Courses offered regularly: Agreement writing and contract law, mandatory reporting and mediation, Workplace mediation, Shuttle negotiation, Case Development, Foreclosure mediation, USDA mediation

Frequency of Continuing Education Courses: Once a month except December, July and August, 2 hour sessions. 10 hours a year required in Six Rivers classes specifically.

Debriefing: Usually by phone, individually. Sometimes in person directly after the conclusion of the session.

Mentoring of mediators: We have a criteria for mediators to become mentors. It has been more active in some years than others. Right now we have fewer mediators and each has less time available to work specifically with others. We do co-mediate almost all cases.

## **Minimum Standards for Certification via a DRC Practicum Program**

### **Adopted by the Membership of Resolution Washington on December 1, 2011**

**Prerequisite:** Completion of a 36-40 hour Basic Mediation Training.

1. **Entry into Practicum:** Includes entry exercise/exam, application form, and continued thorough record keeping by DRC and intern throughout intern's history.
  - Best Practices: The DRC may include an interview/orientation as part of the application process. (Some DRCs use the exercise/exam to review answers with intern during this interview/orientation).
2. **Minimum Observations** (Observation hours may include 30 minutes for set up and 30 minutes for debrief.): Minimum of 20 hours of time allocated to observations and/or mocks. At least 14 hours must be in observations of at least 3 completed cases. The other 6 hours can be allocated to mocks or more observation of actual mediations.
  - Best Practices: Minimum of 20 hours of time allocated to observations of live cases.
3. **Minimum Mediations** (Mediation hours may include 30 minutes for set up and 30 minutes for debrief.): A minimum of 24 hours of actual experience in the role of mediator or co-mediator in at least 4 separate and completed cases. These cases may include small claims mediation cases with appropriate supervision. Evaluation forms should be used for all co-mediations. The co-mediation form is filled out in part by the mentor mediator, who at a minimum is a certified and experienced mediator. The remainder is filled out by the intern.
4. **Solo Mock:** 1 solo mock proctored by a DRC staff or certification committee member – can be anytime after observation.
  - Best Practices: 1 solo mock to be completed after the intern's observations and 1 solo mock to be completed after the intern's has completed 24 hours of co-mediating. Both mocks are to be proctored by a DRC staff or certification committee member.
5. **Additional Practicum Education:** A minimum of 12 hours of additional education during the practicum that might include, but is not limited to:
  - a. In-services
  - b. Conference attendance
  - c. Seminars
  - d. Book review/article review
  - e. Role playing & debriefing (mocks/demonstrations)
  - f. Peer consultation
  - g. "What ifs?"
6. **Intern Engagement:** It is the responsibility of the intern to stay engaged and remain active throughout the course of the practicum and the DRCs responsibility to provide opportunities to learn and encouragement for consistent involvement.

7. **Decision to Certify:** Prior to certification after all of the above have been fulfilled, it is recommended that the DRC implement a defined process that is used in every case to certify mediators. At a minimum the decision to certify would include assessing the interns ability to meet the 18 skills\*\* for competent performance as a mediator, as approved by Resolution Washington in 1999. The process of certification may also include, but is not limited to:
- a. Interview with intern
  - b. Written self-evaluation by intern
  - c. Feedback by mentors (to DRC point person overseeing the Certification process)
  - d. Review of intern's files
  - e. Write up a final narrative recommendation
- Best Practices: A team approach with consensus reached among all members of the certification committee/team as to whether to certify an intern.

That an intern may meet minimum requirements does not necessarily mean the DRC is mandated to certify intern. The DRC should do so only if they feel the intern is ready for certification.

**\*\* 18 skills for competent performance as a mediator, as approved by Resolution Washington in 1999**

1. Ability to listen actively;
2. Ability to analyze problems, identify and separate the issues involved, and frame these issues for resolution of decision making;
3. Ability to use clear, neutral language in speaking and writing;
4. Ability to be sensitive to strongly felt values of the disputants, including gender, ethnic, and cultural differences;
5. Ability to deal with complex factual materials;
6. Ability to create and maintain control of a diverse group of individuals;
7. Ability to identify and to separate the neutral's personal values from issues under consideration;
8. Ability to understand and redress power imbalances
9. Ability to understand the negotiation process and the role of advocacy,
10. Ability to earn trust and maintain acceptability;
11. Ability to convert parties' position into needs and interests;
12. Ability to screen out non-mediatable issues;
13. Ability to help parties invent creative options;
14. Ability to help the parties identify principles and criteria that will guide them in decision making;
15. Ability to help parties assess their non-settlement alternatives;
16. Ability to help the parties make their own informed choices;
17. Ability to help parties assess whether their agreement can be implemented; and
18. Ability to identify when expert outside information is needed by the parties.

\*\*\*\*\*

**Definitions of Common DRC Terms**

Active/Inactive: Active: continues to be engaged on a regular basis as defined by each center.  
Inactive: is no longer engaged on a continuing regular basis as defined by each center.

Certification: Recognition of successful completion of Practicum qualifying an individual to mediate with the DRC issuing the certification.

Continuing Education: Additional training/education that is completed by a certified mediator to remain current and up to date in the field.

Ethics/Standards: Standards are those basic practices all mediators are asked to support and adhere to. Ethics are the written and possibly unwritten moral requirements under which we operate. "Model Standards of Conduct for Mediators" are as set and adopted by the American Arbitration Association, American Bar Association and the Association for Conflict Resolution.

Intake/Case Management: Intake /case management includes, but is not necessarily limited to the following:

1. Initial contact with clients seeking services.
2. Contact with all parties to determine willingness to participate and appropriateness of case for mediation.
3. Scheduling first session and collection of any fees that may be required prior to session.



4. Final disposition of the case. Which may include, but is not limited to:
  - a. tracking progress of case
  - b. conducting follow up where necessary
  - c. filing documents in office
  - d. recording statistics on computer
  - e. rescheduling sessions
  - f. confirmation with all parties
  - g. closing the file

Intern (Practicum Intern): A person trained in Basic Mediation who has been “accepted” into a program working toward certification as a mediator. (Suggestion to use “student” or “practicum participant” instead.)

Mediator Practitioner: A practicing mediator who has been certified by a DRC.

Mediator Style vs. Standards: Standards are those basic practices all mediators are asked to support and adhere to. Style is the manner of each mediator personality in which that is accomplished.

Mentor Mediator/Senior Mediator: A mediator meeting the following minimum qualifications:

- Basic Certification by a DRC.
- Trained and experienced in the specialized area of mediation being mentored (i.e. Family Law, VOM, Workplace, etc.)
- Proficient in his or her craft.
- Adheres to WMA Model Standards of Conduct for Mediators.
- 24 hours minimum additional continuing education hours (exclusive of Family Training and VOM Training).
- Additional qualities beneficial for a mentor mediation practitioner to possess and utilize are:
  - Ability to create a positive mentor relationship.
  - Ability to give and receive constructive feedback.
  - Flexibility to work with a variety of different mediator styles, skill levels, and personalities.
  - Patience.

Practicum: The program an intern completes to become a certified mediator practitioner. The practicum involves additional training, observing and co-mediating cases.

Trainee: A person who has completed Basic Mediation Training.

# **Minimum Standards & Best Practices for Continuing Education of DRC Mediators**

## **Adopted by the Membership of Resolution Washington on December 1, 2011**

### Mediator Certification

Once a mediator has been certified, *the minimum standard* for maintaining certification requires ongoing supervision and assessment by the local DRC. *Best Practices* recommend re-certification every three years by fulfilling requirements in the following three components: (1) Continuing Education; (2) Practice; and (3) Competency.

1. **Continuing Education:** Participation in 10 hours of Continuing Education per year (or 30 hours over three years). Continuing education includes the following types of activities:
  - Classes, conferences, in-service programs
  - Teaching, coaching, mentoring
  - Peer review, self-study, reading, roundtables, roundtable discussions
  - Testing scenarios, mocks, auditing BMT
2. **Practice of Mediation:** A minimum of two cases per year, or the possible substitution of a mock mediation when necessary because of DRC caseload.
3. **Demonstration of Competency:** A mediator must demonstrate competency in addition to fulfilling continuing education and practice requirements. Local DRCs will review and provide feedback about a mediator's competency at least every two years based on Resolution Washington competency guidelines.

Local DRCs make decisions about related issues:

- Fees for re-certification
- Grandfathering provisions
- Reciprocity for other DRC certified mediators

### Best Practices for Specialized Mediation

It is the local DRC's responsibility to make sure mediators have adequate training and anticipate the areas of practice requiring specialized training. Typically areas of practice include, but are not limited to the following:

- |   |                   |
|---|-------------------|
| • Family (as approved by Resolution Washington) | • Landlord-Tenant |
| • Facilitation/Multi-Party                      | • Victim-Offender |
| • Land Use                                      | • Workplace       |
| • Parent-Youth                                  | • Elder           |
| • Small Claims                                  | • Foreclosure     |

DRCs are encouraged to expand the use of mediation for unique and varied types of cases. In new or specialized applications, DRCs should consult with other providers to learn about existing Best Practices and training resources.

### Credit for Mediation Training

Various types of credit are awarded for mediation training. Interested DRCs can learn more about credit options and from other DRCs by sending an e-mail query through Resolution Washington.

- Academic Credit through Western Washington University and other colleges and universities
- CLE (Continuing Legal Education) through the Washington State Bar
- CEU (Continuing Education Units) through Washington State University
- Human Resources Credit through the Human Resources Certification Institute, an affiliate of the national organization Society for Human Resource Management
- Clock Hours for educators and social workers [through local Educational Service Districts (ESDs) and statewide social worker association]

**Six Rivers Dispute Resolution Center**  
***Master Mediator Professional Development Program***  
***Co-Mediation Evaluation***

Mediator being evaluated: \_\_\_\_\_

Supervising, Mentor, or Co-mediator: \_\_\_\_\_

Date & Type of Mediation: \_\_\_\_\_

Co-Mediation Evaluation		
Areas of Observation	Successes	Needs Practice
<b>Shares time with Co-mediator</b>		
<b>Welcomes contributions of co-mediator</b>		
<b>Signals or communicates with co-mediator</b>		
<b>Builds upon work of co-mediator</b>		
<b>Values contributions &amp; feedback of co-mediator</b>		
<b>Values &amp; asserts own contributions and feedback</b>		
<b>Comments</b>		



# **SIX RIVERS DISPUTE RESOLUTION CENTER**

## **EMPLOYEE HANDBOOK**

### *Our Mission*

*To provide community based dispute resolution services, research into appropriate dispute resolution processes and education to advance the use of appropriate dispute resolution processes.*

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## **Welcome to Six Rivers!**

On behalf of your colleagues, I welcome you and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It also describes some of the expectations we have of our employees. The employee handbook will answer many questions about employment with Six Rivers Dispute Resolution Center (Six Rivers) so you should familiarize yourself with the contents of the employee handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

## ***Who we are***

### **I. What We Do**

Six Rivers provides mediation and facilitation services in neighborhood, family, workplace, community and other settings. We also provide basic and advanced mediation training as well as facilitation and conflict resolution training and education throughout our community. We are the Oregon Certified provider of Mediation for the US Department of Agriculture. We strive to engage professional as well as volunteer mediators to .....

### **II. Our Facilities and Locations**

Our main office is located \_\_\_\_\_. We have a volunteer training room at our main location where volunteers spend 3 hours/week learning and practicing their mediation skills for a year. We also have meeting spaces at each location for conducting mediations.

### **III. The History of Six Rivers**

Six Rivers was incorporated as a non-profit. It was run almost entirely by volunteers with very little funding for the first 5 years. In the early 2000's Wasco and Sherman Counties, and the City of The Dalles, provided financial support. Six Rivers applied for State start up funding, and we were able to hire staff.

### **IV. Our Organizational Structure**

Six Rivers began as a 501c3 non-profit organization housed within the Four Rivers Community Corporation; we had a volunteer Board of Directors which also served as the Executive Committee of the MCCOG Board. The Board focused on policy, resource development and oversight of the Director. The Director also provided day to day support to all of our programs and mediated cases alongside the volunteers for the first 5 years. In 2005, Six Rivers joined Resolution Washington, as a Dispute Resolution Center under RCW 7.75 in Washington. Funding through ResWa, allowed Six Rivers to hire a part-time Mediation Coordinator. The Mediation Coordinator worked directly with volunteers, conducted intake and scheduling of mediations. In 2010, a contract change in the Oregon Housing and Community Services contract required an increase in Liability Insurance for all DRC's in Oregon. This insurance was estimated to cost Four Rivers Community Corporation \$10,000 annually. The Mid-Columbia Council of Governments made the decision to move Six Rivers under the "fiscal umbrella of MCCOG, to allow insurance coverage to extend to the mediation program. Also in 2010, Six Rivers applied to become the Oregon Certified USDA Mediation provider. The Certification qualified us to receive a federal grant to provide mediation with all USDA federal agency related issues throughout the State of Oregon.

In 2013, Six Rivers Director position is a .9FTE and a .5FTE Mediation Coordinator. We also have a pool of 5-10 volunteer mediators who are the backbone of our organization. Without volunteers, we simply could not provide the services that we do. Finally, we have an Advisory Committee which meets periodically to help the organization think about current and future programmatic growth and development.

In the second half of 2013, MCCOG's financial situation changed and the in-kind relationship that had been in effect since founding was no longer fiscally possible. The overhead expense newly required of Six Rivers was beyond what the budget would functionally allow. The services of Six Rivers had grown beyond the scope of the regional Council of Governments. The

Program Director, Mediation Advisory Committee and Executive Director of MCCOG agreed to transition Six Rivers out of the agency to allow the formation of an independent 501c3.

#### V. Our Philosophy

SIX RIVERS believes that most community conflicts can be handled most effectively when they are dealt with early and by the parties directly involved in the situation. Open and honest dialogue is strongly encouraged with clarity and understanding as a goal. Focus on the future and how to repair the harms done is important and is essential to creating lasting solutions.

#### VI. Our Guiding Principles and Values:

- SIX RIVERS supports the following guiding principles as it strives to maintain an open, honest, supportive and fun workplace environment:
- High performance based on personal commitment and interest
- Pride in work quality and public presentation of SIX RIVER's work
- Recognition that all pieces make the whole and without one piece the whole doesn't exist
- Recognition of the need for contributing employees who are motivated, skilled and aware of self and organizational strengths, weaknesses and challenges
- Trust in and support for decisions even if you disagree
- Commitment to work together rather than in isolation or in fear of criticism
- Acknowledgement that organizational good may supersede personal needs

## About this handbook

Six Rivers values a collaborative working environment which is safe for and supportive and respectful of its employees, volunteers and clients and utilizes resources in a way that reflects good stewardship of the environment. This handbook of personnel policies and procedures is provided to every employee as a matter of information. The policies and procedures described herein are **not** to be considered conditions of employment. Six Rivers reserves the right to change any or all of these policies and procedures at any time.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at Six Rivers is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every one of our policies. To preserve the ability to meet organizational needs under changing conditions, Six Rivers may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time without notice. Such changes shall be effective immediately upon approval by the Board and/or the Executive Director unless otherwise stated.

The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or Six Rivers to end the employment relationship at any time for any reason.

## At-Will Employment & Contract Disclaimer

This handbook is not intended to create, nor is it to be construed as a contract of employment. The employment relationship between each employee and Six Rivers is at will. Each employee is free to terminate his or her employment with Six Rivers at any time, with or without reason. Likewise, Six Rivers has the right to terminate any employee, or otherwise discipline, transfer, or demote any employee at any time, with or without reason, at the discretion of Six Rivers. No employee of Six Rivers can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Executive Director with approval from the Board of Directors.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. The only recognized deviations from the policies in this handbook must be authorized and signed by the Executive Director of Six Rivers.



## **Employment**

### **Employee Relations**

We believe that the work conditions, wages, and benefits we offer to Six Rivers employees are competitive with those offered by other employers in this area and within similar non-profits. We have an ongoing commitment to providing employees with a living wage. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with each other and with management, the work environment can be excellent, communications clear, and attitudes positive. We believe that Six Rivers amply demonstrates its commitment to employees by responding effectively to employee concerns.

### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Six Rivers are based on merit, qualifications, and abilities. Six Rivers does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities that affect the performance of job functions unless doing so would result in an undue hardship. We make employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

This policy covers all aspects of employment, including recruiting and hiring, job assignment, transfers, layoffs, return from layoffs, promotion, compensation, discipline, termination, and access to benefits and training.

In fulfilling this commitment, Six Rivers will:

1. provide equal opportunity by removing barriers to participation and progression in all programs so that all people have the opportunity to fully contribute
2. promote clear and accountable educational policies and practices to engender trust between staff, mentors and volunteers
3. enhance the quality of staff's professional growth through the provision of culturally, socially and gender inclusive education in areas such as curricula, teaching methods, assessment and review provisions, as needed
4. ensure that staff are aware of their rights and their responsibilities within Resolutions Northwest
5. foster a culture which values and responds to the rich diversity of its staff

Six Rivers is an equal opportunity employer and will not discriminate against any protected class.

The VISION of this statement is to be recognized as a community mediation organization which

utilizes a diverse population of staff and volunteers to advance the mission of the organization.

The MISSION of this statement is to broaden and strengthen the alternative conflict resolution climate by committing to equal opportunity as a means to neutralize the inequalities created by long-standing, systemic discrimination.

The GOAL of this statement is to create an environment of inclusiveness in which all members of the Six Rivers community have an opportunity to achieve their highest potential without fear of prejudice or bias.

To support this goal, Six Rivers will demonstrate a strong commitment to attract, retain, and support a diverse staff and volunteer base by:

1. providing leadership in organizing, managing, and administering an action plan for increasing diversity
2. broadening staff and volunteer recruitment
  - a. expand announcement of yearly volunteer training
3. increasing staff and volunteer retention
  - a. provide effective monitoring
  - b. encourage professional development
4. improving and expanding climate within the organization
  - a. provide opportunities for staff and volunteers to discuss concerns regarding diversity issues

If you have a question or concern about any apparent or suspected incident of discrimination in the workplace, you must report it immediately to the Executive Director. At Six Rivers, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **Employee Eligibility Compliance**

Six Rivers is committed to employing only United States citizens and individuals who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with RNW within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Executive Director. At Six Rivers you can raise questions or complaints about immigration law compliance without fear of reprisal.

## **Employment Reference Checks**

To help select the best person for the job, Six Rivers checks the employment references of job candidates.

Additionally, the Executive Director will respond to all reference check inquiries from other employers. We will confirm only employment dates, salary information, and the positions held. If an employee chooses to have his/her supervisor provide a more in depth reference s/he must sign an Authorization to Provide Full Reference form in advance of the supervisor being called for a reference.

## **Outside Employment**

In order to ensure that we are fulfilling our contractual and service obligations to the community Six Rivers considers an employee's position with the organization as the primary work responsibility. Should a second position interfere with an employee's work with Six Rivers, the employee is expected to make adjustments to ensure s/he can meet the job expectations of Six Rivers.

## **Business Ethics and Conduct**

The successful business operation and reputation of Six Rivers is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to Six Rivers, our clients, and stakeholders to act in ways that will merit the continued trust and confidence of the public.

As an organization, Six Rivers will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor and contact the Executive Director for advice and consultation.

It is the responsibility of every Six Rivers employee to comply with our policy of business ethics and conduct. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **Personal Relationships in the Workplace**

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work

environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

You may not occupy a position that works directly for or supervises a relative. You may not be involved in a dating relationship with an employee who either works directly for you or supervises you.

If there is a situation where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

## **Confidentiality**

We understand and respect that clients bring sensitive issues to us. It is our highest value that we maintain client confidentiality. As a result of your employment by Six Rivers, you may be the recipient of information which, in itself or by implication, is confidential or sensitive. You are not to reveal such information, except in accordance with Oregon Law, Chapter 419.567, Court Rules and Juvenile Justice Division Policy. You must follow confidentiality requirements set forth in ORS 36.220 – 36.238, RCW 7.07 and the Uniform Mediation Act as applicable. You must maintain reasonable expectations of the participants with regard to confidentiality, except where confidentiality or disclosure is required by law. Please see the Director of Mediation Services or the Executive Director if you have questions regarding confidentiality before making any disclosures. You are responsible for the reasonable safekeeping of such information, documents, and materials in the facility and in the manner approved by Six Rivers for the handling of such information, documents, and materials so as to prevent their disclosure to unauthorized persons. Case files must never leave Six Rivers' offices.

After termination of employment, including full-time, part-time or temporary positions, you are not to disclose to anyone any confidential information or materials of any kind obtained as a result of your employment by Six Rivers.

Failure to comply with Six Rivers' confidentiality policies may result in disciplinary action, including termination.

## **Conflicts of Interest**

Six Rivers has the responsibility to ensure that all employees engage in activities that are consistent with Six Rivers' mission and values in delivering programs and services. At the same time, Six Rivers recognizes that personal growth is essential to keeping employees creatively engaged and interested in long term employment and that employees may need to supplement their Six Rivers income. Six Rivers also recognizes that conflicts of interest occur on a continuum and when considering a potential conflict of interest Six Rivers intends to be thoughtful about protecting its needs while also balancing and honoring staff's personal and professional goals.

A conflict of interest occurs when personal and professional interests are at odds, or appear to be at odds, with the best interests of Six Rivers.

All employees must perform their job duties to the best of their ability. In situations in which Six Rivers employees are engaged in activities that could constitute a conflict of interest, the employee has the responsibility of full disclosure to Six Rivers and Six Rivers has the responsibility to review each situation and determine whether a conflict exists. An employee should notify the ED of any potential COI in writing. The ED will discuss the request with the employee and his/her supervisor. The ED will then review all the information gathered and provide a written determination to the employee and his/her supervisor within 1 week of the initial written notification. An employee may appeal the ED's decision by making a written appeal to the Executive Committee of the Board of Directors. The Executive Committee shall review the appeal and issue its decision within 2 weeks of receipt of the written appeal.

Considerations for evaluating a potential COI may include but are not limited to:

- Did the activity arise out of a Six Rivers event?
- Is the activity scheduled to be done during the employee's normal working hours?
- Does Six Rivers currently conduct similar activities?
- Does Six Rivers currently serve the population/audience to be served by the proposed activity?
- Has Six Rivers been intentionally exploring growth in the area of the activity in the foreseeable future?
- Is there potential for co-sponsorship of the activity?
- Are the skills necessary for performing the activity skills which the employee brought to the organization and separate from personal or professional growth opportunities supported by Six Rivers?
- Is the activity so close to the work of Six Rivers and its mission that constituents would *perceive* a COI with the employee's work at Six Rivers?

In situations where an activity is determined to be conflicting with the interests of Six Rivers, the employee will be asked to refrain from the activity. Further non-compliance may result in disciplinary action, including termination of employment.

**Situations that are considered a conflict of interest include:**

When an employee uses his/her position in connection with any clients, family members of clients, vendors, contractors, or co-workers to gain favors or other personal considerations.

When an employee is engaged in other outside employment, employees must make sure that any outside employment or services do not interfere with or disrupt the performance of their job duties with Six Rivers. Outside business activities should be conducted off Six Rivers' premises, and Six Rivers' equipment, facilities, and supplies may not be used for outside employment or services without written approval from the Executive Director.

Acceptance of gifts over \$25 related to the performance of an employee's Six Rivers' job duties. Any gift or personal favor with an approximate value of more than \$25 received or given by an employee must be disclosed to the Executive Director as soon as is practicable.

Employees have a duty of loyalty to the organization and may not use any confidential information, including that of clients, donors or other constituents, or compete with the organization for personal gain.

## **Non-Disclosure**



It is vital to the interests and success of Six Rivers that we protect confidential business information. Confidential information includes, but is not limited to, the following examples:

- compensation data
- client and donor lists
- client preferences
- financial information not represented in our 990's
- pending projects and proposals
- proprietary production processes

You may be asked to sign a non-disclosure agreement as a condition of your employment.

Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you may be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

## Employment Status & Records

### Employment Classifications

Understanding the definitions of the employment classifications at Six Rivers is important because your classification is one of the factors that determine your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with Six Rivers is based on mutual consent, either you or Six Rivers have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either *non-exempt* or *exempt* from federal and state wage and hour laws. **Non-exempt** employees are paid on an agreed upon hourly rate for the first 40 hours of work performed in a work week. For hours worked in excess of 40 in any work week, a non-exempt employee is paid 1 ½ times the regular hourly rate. **Exempt** employees are paid on a salary basis and are not entitled to receive over-time pay, regardless of the number of hours worked in a given workweek. They are excluded from specific provisions of federal and state wage and hour laws. Your exempt or non-exempt classification may be changed only with written notification by Executive Director.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

**REGULAR FULL-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at Six Rivers. Generally, regular full-time employees are eligible for all Six Rivers benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some Six Rivers benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 20 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for the other Six Rivers benefit programs.

**TEMPORARY** employees are employees who are hired as interim replacements or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other Six Rivers benefit programs.

## **Access to Personnel Files**

Six Rivers maintains a personnel file on each employee that includes the job application and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of Six Rivers. Because this information is highly confidential and we respect your privacy, only persons with a legitimate business reason will be allowed access to personnel files.

If you wish to see your personnel file, contact the Executive Director. With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by Six Rivers.

## **Personnel Data Changes**

To help us keep records and benefit program information accurate, please notify Six Rivers of any changes to your personal information. The information we need includes your mailing address, telephone numbers, marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. To make personal information changes, or if you have questions about what information is required, contact the Executive Director.

## **Performance Evaluation**

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. Six Rivers wants to ensure that you and your supervisor have scheduled formal performance evaluations. These discussions give both of you the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

Performance evaluations are scheduled annually, generally coinciding with the anniversary of the employee's original hire date.

The Executive Director shall be evaluated by the Board of Directors. All other employees shall be evaluated by their direct supervisor. Evaluations shall be in writing and will be shared with the employee. Employees may respond to any part of or all of the evaluation in writing. The evaluation and employee's response shall be made a permanent part of employee's personnel record.

## **Job Descriptions**

Six Rivers makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes sections for job information; a job summary

(giving a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. You can contact the Executive Director if you have any questions or concerns about your job description.

## **Employee Benefit Program**

### **Employee Benefits**

Six Rivers provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

Your eligibility for each benefit program depends on a variety of factors. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. You will find details about many of these programs elsewhere in the employee handbook.

### **Benefits Continuation**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) is for employers who employ 20 or more employees in a 12 month period. Oregon State Continuation Coverage is for employers who employ 19 or less employees in a 12 month period. At this time Six Rivers does not offer health insurance coverage.

### **Holidays**

Six Rivers gives holiday time off to all regular full-time and regular part-time employees on the following holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)\*
- Presidents' Day (third Monday in February)\*

- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)\*
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)
- 2 personal days

\*Floating holidays: employees may elect to work on one of the above Six Rivers holidays and take another day in lieu of this scheduled holiday with prior approval from his/her direct supervisor.

We provide holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If eligible nonexempt employees work on a recognized holiday, the employees will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Holiday hours must be used during the benefit year in which they occur. Any unused accrued holiday hours at an employee's termination will not be paid.

## **Workers' Compensation Insurance**

Six Rivers provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither Six Rivers nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.



## Vacation Benefits

Six Rivers offers vacation time off with pay to regular full-time and regular part-time eligible employees for rest, relaxation, and personal pursuits.

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is defined as the 12-month year. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit year calculation.) See the leave of absence policies in this handbook for more information.

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule below.

You may use vacation time in minimum increments of one-half day.

Employees must request vacation time in advance. Request should be made to the Executive Director. If approved, the employee is responsible for logging his/her days off on the shared staff vacation calendar.

Vacation time off is paid at your base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Full-time employees (those scheduled to work 40 hours per week) accrue 10 hours of paid vacation per month. After 3 full years of employment, full time employees will be entitled to accrue 13.33 hours of paid vacation time off each month. After 6 full years of employment, full time employees will be entitled to accrue 16.66 hours of paid vacation time each month. There is a cap of 200 vacation hours. When an employee accrues 200 hours of vacation time, s/he will cease to earn any additional hours until s/he falls below the 200 hour cap.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

### Paid Vacation for Full-Time Employees

Years at Six Rivers	Accrued Hours/Month
<4	10
4-6	13.33
7	16.66

Part-time employees (those scheduled to work less than 40 but more than 19 hours per week) accrue pro-rated vacation based on 10 hours per month. The chart below indicates the rate at which employees will accrue vacation. For example, part time employees working for Six Rivers less than 4 years at .5 - .74 F.T.E. will earn 5 hours/month of paid vacation.

### **Paid Vacation for Part Time Employees**

Years at Six Rivers	F.T.E.	Accrued Hours/Month
<4	.5 - .74	5
	.75 - .99	7.5
4-6	.5 - .74	6.66
	.75 - .99	9.99
7	.5 - .74	8.16
	.75 - .99	12.25

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

### **Sick Leave Benefits**

Six Rivers provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Regular full-time and regular part-time employees are eligible for sick leave which accrues monthly from the date of your employment.

You will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year." This is the 12-month period that begins when you start earning sick leave.

Paid sick leave can be used in minimum increments of one-half day. You may only use sick leave benefits for an absence due to your own illness or injury.

If you are unable to report to work due to illness or injury, you should notify your supervisor before the scheduled start of your workday if possible. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. The same verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence of 20 calendar days or more, you must provide a physician's verification that you may safely return to work.

Sick leave benefits will be calculated based on your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

All full-time employees will accrue 8 hours of sick leave each month.

### **Paid Sick Leave for Full-Time Employees**

Employees who work less than 40 but more than 19 hours/week will accrue sick leave on a pro-rated basis each month.

### **Paid Sick Leave for Part-Time Employees**

Years at Six Rivers	F.T.E.	Hours/Month
n/a	.5	4
	.75	6

Accrued sick leave may be carried over from year to year.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. You will not be paid for unused sick leave benefits either while you are employed or upon termination of employment.

### **Professional Development Assistance Policy**

Six Rivers promotes and supports professional development for all of its employees to augment skills, remove barriers, and build personal and professional leadership abilities. Staff members are encouraged to take advantage of professional development opportunities and to work with colleagues to translate new knowledge and skills into more effective practices in furtherance of Six Rivers' mission.

To assist employees with those goals, Six Rivers will offer employees limited reimbursement for pre-approved expenses incurred for continuing education purposes. The allocation of such funds, and the participation of employees in continuing education activities, will be governed by the following provisions.

- All Six Rivers employees are eligible to participate in approved continuing education activities consistent with this policy.
- The allocation of professional development funds will depend on the overall budget and economic circumstances of Six Rivers. If funds are available, Six Rivers will allocate a uniform amount of money to each employee for expenses for an approved continuing education activity. Participating full-time employees (*i.e.*, FTE employees with a normal 40-hour work week) will receive the full allotment. Participating part-time employees will receive an allotment proportionate to their normal work week hours (*i.e.*, a 20-hour per week participating employee will receive one-half the FTE amount). Six Rivers assumes no responsibility for any expenses that exceed the allocated amount.
- Unused professional development funds do not carry over from year to year.
- Participation in covered continuing education programs is subject to the Executive Director's approval in writing.
- Consideration of requests will be based on the employee's current workload, office coverage, and whether participation will meet employee's professional annual goals. Generally described, the kinds of job-related continuing education activities contemplated by this policy would include: attendance at workshops, conferences or registration in higher education

- courses, individual memberships in professional organizations, acquisition of relevant software, books, newspapers, magazines, journals or other publications.
- From time to time, management may ask employees to attend program-specific workshops and/or other events to ensure that the organization attains its highest capacity to develop relationships and implement activities and high quality programs. These mandatory professional development opportunities are separate from employees' annual professional development requests. Funds for these mandatory activities do not come out of the employee's annual professional development funds.

## **Salaries & Wages**

### **Salary Administration**

The salary administration program at Six Rivers was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other non-profit mediation organizations.

Compensation for every position is determined by several factors including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. We periodically review our salary administration program, in comparison to Dispute Resolution Programs throughout Oregon, Washington and Nationally. The Board of Directors and the Executive Director will work together to restructure it as necessary.

The Executive Director is also available to answer questions about Six Rivers salary administration program.

### **Paydays**

All employees are paid monthly on the last working day of the month. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, you will be paid on the last work day before the regularly scheduled payday.

If you are going to be on vacation on a payday, your paycheck will be available upon your return.

### **Pay Advances**

In the event of a personal emergency, Six Rivers will consider an employee's request for a pay advance. We will consider each request individually, but do not guarantee that it will be granted. To request a pay advance, submit a written request explaining the emergency to your supervisor.

## **Direct Deposits**

We also offer the option of having your pay directly deposited into your bank account once you provide us with the required authorization. When you select direct deposit, you receive an itemized statement of wages on paydays instead of a paycheck.

## **Pay Deductions**

Six Rivers is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate.

Six Rivers offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult your supervisor.

## **Overtime**

There may be times when Six Rivers cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to volunteer for overtime work assignments.

It is our policy that no overtime can be worked without the approval and authorization of the Executive Director. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

All nonexempt employees will be paid one and one half times the regular rate of pay for all hours worked in excess of 40 in one work week. Because overtime pay is based on actual hours worked, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

If you work overtime without receiving prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment.

## **Timekeeping**

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps Six Rivers comply with the laws that require us to keep accurate records

of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you worked each day, time off as well as sign an acknowledgment of breaks and meal periods taken. Advance approval is required before working any overtime hours.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's hours.

If you are a nonexempt employee, you should not start working more than 10 minutes before your scheduled starting time. You should also not continue working more than 10 minutes after your scheduled ending time. The only time you can start earlier or work later is with prior authorization from the Executive Director.

You are also responsible for signing your time records to certify their accuracy. Your supervisor will review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

Exempt employees are asked to track their hours by activity for administrative purposes including accurate tracking of vacation, holiday and sick hours.

## **Administrative Pay Corrections**

Six Rivers takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Executive Director so that the discrepancy can be corrected as quickly as possible.

## **Work Conditions & Hours**

### **Safety**

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Six Rivers safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify the Executive Director or the appropriate supervisor. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's



compensation benefits procedures.

## **Workplace Violence Prevention**

The safety and security of all employees is of primary importance to Six Rivers. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

Threats, threatening and abusive behavior, or acts of violence against employees, visitors, clients, or other individuals by anyone on company property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies. Six Rivers reserves the right to take any necessary legal action to protect its employees.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances on the premises of Six Rivers without proper authorization.

Six Rivers will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All employees are responsible for notifying management of any direct or indirect threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on Six Rivers premises or is connected to Six Rivers employment or Six Rivers business. This includes threats by employees as well as threats by clients, vendors, solicitors or anyone else. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. Six Rivers understands the sensitivity of the information and will make reasonable efforts to handle investigation and resolution of workplace violence or threats thereof confidentially.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor or the Executive Director before the situation escalates into potential violence. Six Rivers is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.

## **Firearms & Weapons**

The possession of firearms or other dangerous weapons by employees of Six Rivers in the workplace is not acceptable. Any employee found to possess such items at any Six Rivers workplace will be subject to immediate termination.

## **Drug and Alcohol Free Workplace**

Six Rivers values a smoke, alcohol and drug free workplace. Six Rivers will not tolerate the possession, use, transfer, or sale of alcohol, illegal drugs, or drug paraphernalia Six Rivers premises or on Six Rivers business. Employees are prohibited from reporting to work when alcohol or drugs impair them, including prescription drugs which affect judgment, alertness, or motor skills. Employees are expected to ask their physicians whether prescription drugs may impair their work performance, and if so, they need to immediately notify his/her immediate supervisor. Employees selling, using, in possession or under the influence of either will be subject to disciplinary action, which may include immediate dismissal.

### Prescription and Over-the-Counter Medications

An employee may maintain on the organizational premises prescription drugs and over-the-counter medication, provided:

1. The drugs have been legally prescribed for the employee's use and
2. The employee is taking the prescription drugs as prescribed.

## **Smoking**

In keeping with Six Rivers' intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

## **Visitors in the Workplace**

To better protect the safety and security of employees as well as Six Rivers property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain safety standards, safeguard employee and client welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

Six Rivers endeavors to be family-oriented, yet wants to maintain an atmosphere of professionalism.

## **Work Schedules**

Six Rivers serves the community and believes that our services should be accessible to meet community needs. The Six Rivers office is open most weekdays from 8 am to 5 pm, as well as on some evenings. Six Rivers employees are assigned work shifts that meet the service needs of the community. Work shifts may change from time to time based on the current needs of the organization. Occasionally, business conditions will require day shift employees to work in the evening or on weekends to ensure adequate coverage. When this occurs, coverage will be determined by the Executive Director.

## **Rest and Meal Periods**

If you are a full-time nonexempt employee, you will be given 2 rest periods of 15 minutes in length each workday. To the extent possible, rest periods will be in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted rest period time.

All full-time Non-exempt employees are provided with one meal period of 1 hour in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

## **Emergency Closings**

There may be times when emergencies, such as inclement weather, fires, power failures, or natural or other disasters affecting the health and safety of Six Rivers' employees, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility. The Executive Director is responsible for declaring that an event is sufficient to close or curtail Six Rivers operations or to allow workers to leave work early.

### **Partial Day Absences for non-exempt employees:**

Late arrivals:

If the Executive Director declares an event, non-exempt employees attempt to get to work on time but are unavoidably delayed may arrive up to two hours late without penalty, regardless of their scheduled start time. If an employee arrives more than 2 hours late, the time beyond 2 hours will be charged to: leave w/o pay or accrued personal, holiday or vacation leave. Sick leave may not be used for this purpose.

Early departures:

The Executive Director may allow non-exempt employees who expect to encounter unusual difficulty getting home to leave early and charge the absence for the remainder of their work shift to leave w/o pay or accrued personal, holiday or vacation leave. Sick leave may not be used for this purpose.

Requests to adjust work hours:

Employees may, at the discretion of their supervisor, be allowed to adjust their work hours within the work week to make up for late arrivals and early departures that would otherwise be charged to their accrued personal, holiday or vacation leave, provided that no overtime is earned as a result of the adjustment.

### **Absences for exempt employees:**

If the office closes, exempt employees will receive their regular pay. If the office is open and an exempt employee is unable to come to work, s/he may opt to work from home or use accrued floating holiday, vacation or personal leave to cover his/her absence. If the employee does not have any accrued vacation/holiday/personal leave and s/he does not work at home, his/her absence will be unpaid.

## **INCLEMENT WEATHER EVENT PROCEDURE:**

The Executive Director or his/her designee will make the decision to close the office due to inclement weather by 8:00 AM. Although it is likely that Six Rivers will be closed if the city/county closes their offices, employees are expected to follow the appropriate procedure to confirm whether Six Rivers will be closed or open. (see below)

***Procedure to confirm closure:***

The Executive Director will send a group text message to all employees and volunteers affected by the office closure or event cancellation. Employees will be expected to monitor messages to ensure prompt actions and decisions that affect transportation and safety.

***Employees with disabilities:***

Employees who are disabled pursuant to ADA may require reasonable accommodations in order to get to work during periods of inclement weather or in the event of a natural disaster. Supervisors will meet with such employees to identify an appropriate manner in which Six Rivers may help the employee get to work. This meeting should take place during employee's orientation so that plans are created in advance of their needed execution.

## **Leaves of Absences**

### **Medical Leave**

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Benefit accruals, such as vacation, sick, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Six Rivers with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Six Rivers will assume that the employee has resigned.

### **Military Leave**

Six Rivers will grant a military leave of absence to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

The military leave will be unpaid. However, you may use any available accrued paid time off, such as vacation or sick leave, for the absence.

Benefit accruals such as vacation, sick leave, and holiday benefits will continue during a military leave of absence.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When you return from military leave (depending on the length of military service in accordance with USERRA), you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Executive Director for more information.

## **Domestic Violence / Crime Victims / Survivors Leave**

It is important to Six Rivers to protect employees who are victims/survivors by removing barriers to safety and reducing the likelihood of violence at work.

A leave of absence will be granted to employees of Six Rivers who are victims/survivors of domestic violence, sexual assault, or stalking to take reasonable, unpaid time off from work to pursue protective orders or to redress the impact of violence.

To be eligible, an employee must work for more than 25 hours a week for at least 180 days before taking leave. Vacation and sick time that is available may be used.

Leave is allowed for the following authorized purposes: seeking legal or law enforcement help; seeking medical attention; obtaining services from a crisis center; obtaining psychological counseling; relocating, or securing a current home.

A covered employee is eligible for leave if she or he: is a victim/survivor, or the parent or guardian of a victim, of domestic violence, sexual assault, or stalking.

Eligible employees should make requests for leave to their supervisors in advance when feasible and the employee must provide certification of eligibility. Certification can be: a copy of a police report; a protective order or other court evidence; documentation from an attorney, law enforcement officer, licensed health care or mental health professional; clergy member, or victim service provider.

The confidentiality of employees requesting leave for domestic violence will be protected. Any documents or records kept by Six Rivers related to the leave will be kept confidential. The fact that an employee has requested leave will be kept confidential.

## **Bereavement Leave**

In the event that you need to take time off in the event of the death of an immediate family

member, Six Rivers provides bereavement leave. To request bereavement leave, see your supervisor.

We grant up to 3 days of paid bereavement leave to regular full-time and regular part-time eligible employees.

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any available paid leave benefits, such as vacation, for additional time off as necessary.

The bereavement leave policy defines "immediate family" as parent, parent-in-law, sister, sister-in-law, brother, brother-in-law, grandparent, grandparent-in-law, grandchildren, spouse, domestic partner, children and those children related by marriage. Time off related to the death of a non-immediate family member will be granted at the discretion of Six Rivers. Bereavement leave does not accumulate or carry over from year to year.

There is no cash payout of bereavement leave upon termination of employment.

## **Jury Duty**

Six Rivers encourages employees to fulfill their civic responsibility if called for jury duty. Employees should notify their direct supervisor as soon as possible after receipt of a summons to jury duty. Employees are expected to submit their jury duty reimbursement monies to Six Rivers in exchange for their normal wages for time spent on jury duty (excluding overtime). If not called for duty on any day during his/her service, the employee is expected to return to work for that day.

Either you or Six Rivers may request you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for Six Rivers.

You will be paid for 2 weeks of jury duty with the option to extend if jury duty requires you for a longer term. Your benefits will not be impacted by your participation in jury duty.

## **Employee Conduct & Disciplinary Action**

### **Standards of Personal Behavior**

Six Rivers strives to provide a respectful and safe working environment. Our expectation is that employees treat each other with the respect with which they'd like to be treated.

To ensure orderly operations and provide the best possible work environment, Six Rivers



expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Failure to observe and avoid conflicts of interest (as noted on pages 8-9)

Employment with Six Rivers is at the mutual consent of Six Rivers and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **Sexual and Other Unlawful Harassment**

Six Rivers values a safe working environment for its employees. Six Rivers 's policy is to prohibit workplace harassment and discrimination on the basis of race, religion, color, sex, sexual orientation, age, physical or mental disability, marital status, national origin, gender identity, familial status, source of income or other protected status in any personnel action and in accordance with applicable law. Prohibited workplace harassment and discrimination is unacceptable in the workplace, in any work-related setting outside the workplace, including when using workplace equipment such as computers, telephones, photocopiers and faxes.

A violation of this rule will be subject to appropriate disciplinary action, up to and including discharge.

**Discrimination:** unequal or different treatment of an individual in any personnel actions on the basis of race, religion, color, sex, sexual orientation, age, physical or mental disability, marital status, national origin, gender identify, familial status, source of income or other

protected status in accordance with applicable law.

Harassment: verbal or physical conduct that is derogatory or shows hostility towards an individual because of his or her race, religion, color, sex, sexual orientation, age, physical or mental disability (as defined by the American with Disabilities Act and state law), marital status, national origin, gender identity, familial status, source of income or other protected status in accordance with applicable law, and

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance or;
- c) Otherwise substantially and adversely affects an individual's employment opportunities is prohibited.

Sexual Harassment: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when, for example:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for personnel actions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment is prohibited.

Six Rivers will not tolerate retaliation against any individual who reports discrimination or harassment, testifies, assists, or participates in any manner in such an investigation, proceeding or hearing, regardless of the outcome of the harassment complaint.

If you feel you or another employee has been subject to unlawful harassment, report your concerns to your direct supervisor or to the Executive Director. Complaints will be investigated as promptly, thoroughly, and confidentially as possible. You will not suffer retaliation for reporting your concerns. Disciplinary action for retaliation may range from reprimand to discharge.

## **Attendance and Punctuality**

As employees of Six Rivers we are here to serve the community and to be as accessible as possible. We pride ourselves in providing timely service and in order to achieve that it's important that employees are available to provide our services. Employees are expected to arrive at the start of a shift, or at such other time as set by the Executive Director. If an employee knows that s/he is going to arrive at the office after his or her normal arrival time, s/he should inform his or her immediate supervisor in advance. Similarly, requests to leave early must be approved in advance by your immediate supervisor. If an employee is unable to report to work or will be late, the employee must contact his/her immediate supervisor as soon as possible.

Because unplanned absences can be disruptive to work, a poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment.

If any employee is absent from work for three (3) consecutive days without notifying his or her

immediate supervisor or Executive Director, Six Rivers will consider the employee to have voluntarily resigned his or her position.

### **Event Attendance:**

Outreach is central to our Mission, whether for advocacy, education or funding to support programs, and is present in many of our day-to-day activities. As a Six Rivers employee you are a spokesperson for the organization and should be willing to take opportunities to talk about Six Rivers and the valuable work we do for the community. Employees are encouraged to participate in events as part of their work. Below are guidelines that should be helpful in understanding what events we do, why they are important, and what roles we play.

**Six Rivers sponsored community events:** Attendance expected. Events provide an opportunity for us to work together for the common good of the organization. Sponsored events provide outreach and fundraising opportunities which are two important functions for a nonprofit. Our success at these functions partially depends on the visible support from those closest to the organization—board, staff and volunteers.

*Pre-event:* when our regular workload permits, we should all contribute to pre-event tasks (e.g., mailings).

*Event:* It is the organization's hope and expectation that board and staff attend events. When there is cost involved staff has two options:

1. Attend event at no cost and take on a work assignment from the event coordinator
2. Attend event as a paying guest with no work assignment (other than networking).

### **Personal Appearance**

We want Six Rivers' employees to reflect an appropriate professional image to clients, donors and visitors. Dress, grooming and personal cleanliness standards all contribute to that image and to the morale of your co-workers.

During business hours or when representing Six Rivers, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. When necessary, we make reasonable accommodations in the personal appearance policy for a person with a disability.

### **Media Relations & Communications**

Media inquiries in relation to Six Rivers must be handled in accordance with the following guidelines. This policy covers all forms of responses to the media—including off the record and anonymous statements.

All inquiries regarding any agency matter or specific media communication should be referred to

the Executive Director or the Executive Director's designee. Coverage of media events will be assigned by the Executive Director (or designee).

## **Use of Telephones**

Because our telephone communications are an important reflection of our image to clients and the community, every employee should use proper telephone etiquette. Some examples of appropriate telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.

## **Computer and Email Usage**

Six Rivers may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that employees comply with this policy, computer and email usage may be monitored.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Six Rivers purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Six Rivers prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the Executive Director or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## **Internet Usage**

Six Rivers may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. While Internet usage

is intended for job-related activities, we permit incidental and occasional brief personal use within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of Six Rivers. Therefore, Six Rivers reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Six Rivers does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. Six Rivers requires that all downloaded files be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

Employees whose Internet usage violates laws or Six Rivers policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or

reputation

- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

## Cell Phone Usage

Employees are expected to use their Six Rivers office phone number when doing RNW business. Personal cell phones are not to replace your official office work phone. If RNW has determined that a cell phone is necessary for you to carry out your work assignment, RNW will provide you with an RNW cell phone at RNW's expense.

## Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using Six Rivers' property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination of employment.

Six Rivers' supplies and support personnel must not be used for personal needs. Postage, FAX and copy machines may be used for occasional personal purposes; however Six Rivers must be reimbursed for the cost of such use. Reimbursement rates are as follows:

Postage	actual cost
FAX	any long distance charges
Copy machines	\$0.10 per copy
Long Distance Phone	actual cost (for emergency use only)



## **Business Travel Expenses**

Six Rivers will reimburse employees for approved out of pocket expenses on a monthly basis. All expense requests must be accompanied by appropriate backup support (receipts) and turned in on appropriate expense reimbursement forms.

Per diem expense limits: Six Rivers will pay per diem rates based on the Per Diem Rates for the Continental United States (CONSU) as set by the General Services Administration (GSA). To see current rates go to: [www.gsa.gov/perdiem/](http://www.gsa.gov/perdiem/)

Mileage: IRS allowable reimbursement

Employees are encouraged to stay below maximum per diem allowed.

We consider abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business-related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.

## **Separation from Employment**

Six Rivers hopes that employment is mutually satisfactory for both employees and Six Rivers. However, we also recognize that there are circumstances under which either an employee or Six Rivers may choose to terminate the relationship. Six Rivers intends to preserve the at-will relationship and the right of employees and Six Rivers to terminate the employment relationship at any time and for any reason.

The employee will be provided any additional information regarding the conversion of or continuation rights an employee may have with respect to insured benefits.

Separations from employment generally fall into one of three categories: voluntary termination, involuntary termination, and layoff.

When your employment ends, you will receive your final pay in accordance with the applicable state law.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. Some benefits may be continued at your expense if you choose. You will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them.

## **Voluntary Termination**

Voluntary termination often referred to as resignation is defined as a voluntary act initiated by an employee to terminate employment with Six Rivers. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance.

In addition to resignation, employees may be considered to have voluntarily terminated when they:

- are absent without notification for three consecutive workdays;
- are absent without notification three times within a 12-month period; or
- do not return from a leave of absence on time without notification or do not notify Six Rivers of the intended return to work date.

## **Return of Property**

As part of your job, you may be issued or given temporary possession of Six Rivers property (e.g., keys, badges, and library books), materials or written information.

You are expected to be responsible for and maintain control of any Six Rivers property in your possession. If your employment ends, all Six Rivers property must be returned on or before your last day of work.

## **Ethics Statement**

Six Rivers is committed to conducting business in accordance with the highest ethical standards and in full compliance with all applicable laws and regulations. In order to maintain this necessary objective, employees of Six Rivers are expected to report all actual, or suspected, occurrences of wrongdoing. Acts of wrongdoing can include such items as: Waste, fraud, abuse, corruption or any other behavior that could compromise the integrity of Six Rivers.

If an employee, in good faith, believes an individual has violated a law applicable to, or policy related to, Six Rivers, that employee should immediately report the actual or suspected violation to the Executive Director (The Board Chair should be contacted in cases where the suspected violator is the Executive Director). Reported violations will be investigated, addressed promptly, and treated confidentially, consistent with the need to investigate, prevent, or correct the alleged violation.

Retaliation against an individual who reports, in good faith, an actual or suspected violation, or who participates in an investigation of an alleged violation, is a serious violation and will not be tolerated. Disciplinary action, up to and including termination, can be applied to any person who knowingly, with intent to retaliate, takes action harmful to a person who reports any such violation. Such persons may also be subject to civil liability or criminal penalties.

Six Rivers will maintain a log of all complaints, tracking their receipt, investigation and resolution. All records will be treated as confidential information and retained for no less than five years.

## **Progressive Discipline**

Although your employment is based on mutual consent and both you and Six Rivers have the right to terminate employment at will, with or without cause or advance notice, Six Rivers may use progressive discipline at its discretion.

We also believe that it is in the best interests of Six Rivers to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps may be followed: verbal warning; written warning; suspension; and, still another offense may then lead to termination of employment.

Six Rivers recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and Six Rivers.

## **Interpersonal Conflict Resolution / Grievance Procedure**

Although Six Rivers provides this formal procedure, the organization encourages employees to settle their differences informally using conflict resolution techniques and skills promoted by the organization.

All employee grievances shall be made to his/her direct supervisor. If an employee is dissatisfied with the response from his/her direct supervisor, then the employee may file a written grievance with the Executive Director. In the event that the issue is still not resolved to the satisfaction of the employee then the employee may submit the complaint to the Executive Committee of the Board of Directors for review.

If an employee has a grievance with the Executive Director, s/he should discuss with his/her direct supervisor who should then simultaneously share the concern(s) in writing with the Executive Director and Executive Committee (EC) of the Board of Directors. The Executive Committee will meet individually with both employee and ED to determine a course of action.

If an employee has a grievance with a Director (board member), s/he should make her written grievance to his/her direct supervisor who will then file it with the Executive Director who will take it to the Executive Committee for review. If the grievance is against a Director who sits on the Executive Committee, the remaining EC members will ask another Director to join them for review and action on the matter.

## Employee Acknowledgment Form

The employee handbook describes important information about Six Rivers and I understand that I should consult the Executive Director regarding any questions not answered in the handbook.

I have entered into my employment relationship with Six Rivers voluntarily and acknowledge that there is no specified length of employment. Accordingly, either RNW or I may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of Six Rivers. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the Board of Directors of Six Rivers has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

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EMPLOYEE'S SIGNATURE:

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DATE:

---

EXECUTIVE DIRECTOR:

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# **Six Rivers Dispute Resolution Center FISCAL POLICY & PROCEDURES MANUAL**



Developed by: Marti Kantola Dane  
November 26, 2013

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## **FISCAL MANAGEMENT**

**GOAL:** to design, implement, monitor and maintain systems to safeguard corporate assets, to record business transactions within generally accepted accounting principals and to produce timely, accurate and meaningful financial reports.



## **PERSONNEL MANAGEMENT**

**GOAL:** to design, implement, monitor and maintain a personnel system that fairly compensates employees, guides management decisions and documents personnel actions in keeping with state and federal labor laws.

**Objectives:**

1. to implement and maintain a competitive salary scale and benefit program
2. to maintain monthly payroll system and personnel database to produce required reports
3. to support development of a master plan to orient and train all staff
4. to monitor the agency performance evaluation system
5. to monitor and maintain the Six Rivers commitment to recruitment and retention of a more culturally diverse staff
6. to maintain agency personnel policy records and personnel system forms in a legally correct and current manner
7. to support and monitor Six River's volunteer resources
8. to implement and periodically review the following system changes
  - Job description development
  - Hiring practices
  - Unemployment claims management
  - Worker's compensation claims management
  - Documentation of disciplinary actions
  - Review and approval of payroll changes
  - Review and approval of terminations
9. to implement and maintain adequate personnel records for current and past Six Rivers employees

## FISCAL RESPONSIBILITIES

### PAYROLL

Timesheets and payroll input:	Executive Director
Paychecks:	Contracted
Wages:	Executive Director & Executive Committee of Board of Directors
Personnel Practices	Executive Director
Accounts Payable	
Vendors, expense reimbursement	Mediation Coordinator
Accounts Receivable	
Process checks, cash	Mediation Coordinator
Budget/General Ledger	Executive Director and Independent Consultant
Contract Management	Executive Director
Cash Management	Executive Director and Mediation Coordinator
Financial Report Preparation	Mediation Coordinator w/ assistance from independent consultant
Tax Filings	
Employee	Independent Accountant
Federal/state	Independent Accountant

### **FISCAL RESPONSIBILITIES: Separation of Duties**

To ensure that Six Rivers has strong oversight procedures in place to avoid any misuse or misappropriation of funds, the following separation of duties is in place.

#### **Invoice Processing**

- |  |                                  |
|--|----------------------------------|
| 1. Code to appropriate fund account    | Executive Director               |
| 2. Authenticate as appropriate expense | Board Executive Committee Member |
| 3. Approve for payment                 | Executive Director*              |
| 4. Payment                             | Mediation Coordinator            |
| 5. Data entry                          | Mediation Coordinator            |

\*Checks in excess of \$500 that are not regular (e.g., rent) business payments (e.g., new piece of equipment) must be approved by a member of the Board Executive Committee.

**Check Processing**

- |                  |                       |
|------------------|-----------------------|
| 1. Write checks  | Mediation Coordinator |
| 2. Data entry    | Mediation Coordinator |
| 3. Sign checks   | Executive Director**  |
| 4. Mail and file | Mediation Coordinator |

\*\*Checks payable to Executive Director shall be signed by another account signatory.

**Bank Statements**

- |  |                        |
|--|------------------------|
| 1. Reviews either hard copies or online bank statements for: unauthorized signatures, irregularities, non-endorsement. | Treasurer              |
| 2. Reconciliation  | Independent Accountant |

**Credit Card Purchases**

- |   |                       |
|---|-----------------------|
| 1. Receipt collection                   | Mediation Coordinator |
| 2. Data entry of purchases              | Mediation Coordinator |
| 3. Approval of expenditure              | Executive Director    |
| 4. Reconciliation of receipts/statement | Mediation Coordinator |

**Account Signatories**

Signatories on all accounts shall include, at a minimum, the Executive Director, Coordinator of Mediation Services and one board member.

**BUDGET PROCESS**

Executive Director prepares draft budget including recommendations for staffing needs and program development. The draft budget is reviewed by the Executive Committee and then submitted to the full Board of Directors for approval.

**CASH FLOW MANAGEMENT**

To ensure adequate cash flow, the Mediation Coordinator with oversight by Executive Director maintains a systematic cash management program. Deposits are made periodically either to checking or money market accounts. Disbursements are made as necessary and copies of checks written are filed along with back up in monthly fiscal folders. The Board approves checking and money market accounts and all authorized signers for accounts.

**COST CONTAINMENT**

To ensure that all Six Rivers resources, including personnel, supplies and equipment are deployed in an effective and efficient manner, cost containment is achieved through monitoring of budgets, shopping for best buys, negotiating contracts for services to be provided and review of all financial activities by the Board of Directors on a monthly basis.

## **REVENUE MAXIMIZATION**

Six Rivers is committed to maximizing its financial resources. Six Rivers shall establish a low or no fee checking account. Staff routinely applies for grants to fund special one time projects or to acquire seed money for a new program. Fees for service are either collected in advance or immediately following service provision.

## **CONTRACTING POLICY**

All contracts between Six Rivers and other entities shall be in writing and support Six River's mission. These agreements will establish effective dates and desired outcomes; define financial remuneration; and describe the terms and legal requirements necessary to ensure performance. Agreements will be entered into with the following considerations:

- capability to execute agreement
- relevance to specific program and client needs
- availability of agency resources to support the agreed upon functions
- financial feasibility

All contracts are to be reviewed, approved and signed by the Executive Director.

## **FISCAL REPORTING**

To ensure that financial decisions are supported by accurate and timely data, Six Rivers maintains a system of financial reporting at several levels. The Independent Accountant prepares the monthly reports and reconciles the bank statements. These detailed reports are reviewed by the Executive Director and disseminated to the Board of Directors at its monthly meetings.

## **FRAUD & EMBEZZLEMENT**

To ensure timely action is taken in cases in which fraud or embezzlement is suspected, the Six Rivers Executive Director will notify the Board of Directors and disclose to all affected funding sources no later than one working day after the alleged fraud or embezzlement comes to his/her attention. Six Rivers' staff will investigate, gather appropriate evidence and notify the proper authorities. Additionally, Six Rivers will disclose to all affected funding sources, any officer or director who has been convicted of a crime related to his/her current position. If the internal control system is investigated by any funding source or regulatory body and changes are recommended to correct internal control weaknesses, Six Rivers will promptly make those corrections.

## INSURANCE

Insurance requirements are to be reviewed every six months to ensure compliance with grants and limit Six Rivers exposure to risk. The following insurance coverage is to be established and maintained according to contract and grant requirements:

**General liability:**

\$ 500,000 each occurrence bodily injury

\$1,000,000 each occurrence property damage

**Workers Compensation**

**Director & Officers Insurance**

## ACCOUNTING SYSTEM

### Fund Basis Accounting

To ensure that Six Rivers maintains its accounts in accordance with appropriate financial reporting requirements and audit standards, Six Rivers divides its general ledger into self-balancing funds. Each fund contains asset, liability, revenue, expense and net asset (fund balance) accounts.

### Chart of Accounts

To ensure that the financial transactions of one time period may be systematically analyzed in comparison to the financial transactions of another time period, Six Rivers uses a chart of accounts that is logical, coherent and comprehensive. The Six Rivers chart of accounts identifies the department/fund and cost or revenue for the center. Each transaction is coded with a five digit account number. The Chart of Accounts shall be organized as follows:

100 - 199	Assets
200 - 299	Liabilities
300 - 499	Revenue/contracts
500 - 799	Expense Accounts

### Functional Segregation

To ensure accurate compilation and treatment of revenue and expenses, revenues are segregated by source and expenses by administrative and program functions.

**Cost Allocation:** Six Rivers allocates costs using our chart of accounts. Each expense is coded to the appropriate department and then cost or revenue center. All contracts and grants have a separate department code to avoid co-mingling of funds. Salaries are also coded according to appropriate department/fund. Staff records all hours on time sheets which allows the Executive Director to code their hours appropriately.

### Payroll System

To ensure accurate, efficient and timely preparation of monthly payroll, Six Rivers contracts with an Independent Accountant. Paychecks are delivered to the Executive Director to distribute.

Independent Accountant makes electronic payroll tax deposits on behalf of Six Rivers.

**Payroll Process:**

Six Rivers utilizes electronic time sheets which calculate hours worked, vacation, sick, holiday time on a monthly basis.

Employees are responsible for recording hours worked programmatically.

Timesheets are reviewed by the appropriate supervisor.

Timesheets are reviewed and maintained by the Executive Director.

**EXPENSE REIMBURSEMENT PROCESS**

Employees complete a monthly mileage and expense reimbursement form for any travel or other expenses incurred during the month. Forms are submitted to the employee's supervisor for review and paid on a monthly basis. All employee expense reimbursement is approved by the Executive Director.

Per Diem allowances:

\$ 7.00 Breakfast

\$ 9.00 Lunch

\$15.00 Dinner

Mileage reimbursement is at the IRS allowable rate.

Travel advances may be requested in advance of travel. All unused travel advances shall be returned to Six Rivers. To receive reimbursement receipts must accompany all employee expense reimbursement requests.

**ACCOUNTS PAYABLE PROCESS**

Invoices are collected by the Mediation Coordinator and paid on a monthly basis.

Payables are reviewed for appropriate authorizations and coded with accounts numbers.

Checks are written by the Mediation Coordinator. The check stub is attached to the invoice and filed in a monthly payable file.

Checks are forwarded to the Executive Director for review of coding, authorization and signature.

Signed checks are returned to the Executive Assistant for mailing.

Expenditures over \$500 must have written approval from Board level account signatory.

Check Signatories: the authorized signatories are:

- Chair, Board of Directors
- Treasurer
- Mediation Coordinator
- Executive Director

**DONOR CONTRIBUTIONS**



Check received and recorded in database.

Receipt generated.

Handwritten thank you card from Executive Director and/or other organizational contact.

Check coded and deposited.

## **RECORD RETENTION**

To ensure that Six Rivers records are retained in accordance with the federal Office of management and Budget (OMB) Circular A-110 Attachment “C”, Six Rivers has established the following criteria:

Financial records, supporting document, statistical records and all other records pertinent to an agreement shall be retained for a minimum period of five years, with the following qualifications:

1. If any litigation, claim or audit is started before the expiration of the five year period, their records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
2. The retention period starts from the date of the submission of the final expenditure report or, for grants and other agreements that are renewed annually, from the date of the submission of the annual financial status report.

Six River’s record retention policy is as follows:

Client records	5 years	Shred
Personnel records	7 years	Shred
Job applications	2 years after application	Shred
Bank Statements	7 years	Shred
Financial Records	7 years	Shred
Payroll Records	7 years	Shred
Tax Filings	7 years	Shred
OSHA complaints	30 yrs after termination	Shred

## **EVALUATION & REVIEW**

The Executive Director and Executive Committee will review the fiscal policies and procedures periodically and will make appropriate adjustments and updates as needed.



UNIVERSITY OF OREGON  
School of Law

May 7, 2015

Kathy White  
Wasco County - Board of Commissioners  
511 Washington, Suite 101  
The Dalles, OR 97058

RE: 2015-2017 Community Dispute Resolution Grants

Dear Kathy:

I am pleased to inform you that the Oregon Office for Community Dispute Resolution (OOCDR) has completed its review of applications for grant funding under the Oregon Community Dispute Resolution statute and administrative rules. The eligible program in Wasco, Hood River, Wheeler, Sherman, and Gilliam Counties is:

- \* Six Rivers Dispute Resolution Center  
PO Box 1594  
Hood River, OR 97031

At this point we ask that the County Board of Commissioners of each of these counties take action on or before June 12, 2015 to officially select the eligible grantee to receive OOCDR funds and that you notify me once that action has been taken.

After I receive notice of their selection, I will work directly with the eligible applicant to sign a grant agreement and award the grant. A copy of the grant agreement will be provided to you. Please note that the final grant award will be subject to authorization of ongoing funding by the Oregon Legislative Assembly for the 2015-2017 biennium.

These grants help make it possible to educate the citizens of Oregon about mediation and assist them in finding effective ways to resolve their disputes peacefully. Thank you for the ways in which you support these important community engagements.

Sincerely,

Mark Quinlan, Administrator  
Oregon Office for Community Dispute Resolution

✓cc: Marti Kantola Dane, Six Rivers Dispute Resolution Center

OREGON OFFICE FOR COMMUNITY DISPUTE RESOLUTION  
1515 Agate Street, 1221 University of Oregon, Eugene OR 97403-1221  
r 541-346-1623 <http://oocdr.uoregon.edu/>



# 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*

May 20, 2015

Mark Quinlan  
Oregon Office for Community Dispute Resolution  
15515 Agate Street  
1221 University of Oregon  
Eugene, OR 97403-1221

Dear Mr. Quinlan

On June 3, 2015, during a regular session, the Wasco County Board of Commissioners approved the selection of Six Rivers Community Mediation Services as Grantee to receive Oregon Office for Community Dispute Resolution (OOCDR) funding for the 2015-2017 biennium to provide community dispute resolution services for Wasco County.

Please contact us should you have any questions or concerns.

Thank you,

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Scott C. Hege, Commission Chair

---

Rod L. Runyon, County Commissioner

---

Steven D. Kramer, County Commissioner

## **Discussion Item**

### **Drought Resolution**

- [Memo](#)
- [Letter to Office of Emergency Management](#)
- [Resolution Template](#)
- [Resolution 15-003 Declaring a Drought and Requesting State Drought Declaration](#)

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**MEMORANDUM**

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**TO:** BOARD OF COUNTY COMMISSIONERS  
**FROM:** KATHY WHITE  
**SUBJECT:** DROUGHT DECLARATION  
**DATE:** 5/15/2015

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**BACKGROUND INFORMATION**

At the 5.6.2014 session, the Board heard from Badger Creek Irrigation District President Dan Van Vactor and State Dam Safety Engineer Keith Mills that water levels in Wasco County are low, snow pack is 10% of the historic average and there is little precipitation forecast for the County. Mr. Mills recommended that the County provide a letter requesting the State declare a drought in Wasco County which would make more resources available in the County.

The Board was in consensus to send such a letter with support from the Wasco County Soil and Water Conservation District. The District provided a letter of supporting the request; that letter along with a letter from the County has been forwarded to the Oregon Office of Emergency Management. Subsequent to that, we have learned that the State requires the County to declare a drought prior to the State's declaration. Wasco County Emergency Manager Kristy Beachamp is working to gather the information to complete the resolution based on the template included in the packet. We hope to have that resolution complete by 5.18.2015 for review by Counsel and your consideration at the 5.20.2015 session.



# 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*

May 12, 2015

Oregon Office of Emergency Management  
PO Box 14370  
Salem, OR 97309-5062


Re: Wasco County Drought Declaration Request

At a recent Wasco County Board of Commissioner's meeting, Oregon State Dam Safety Engineer Keith Mills reported that during dam inspections he found water levels too low to sufficiently support agriculture; Badger Creek Irrigation District reports that they have already cut their irrigators to 50%. Based on these reports, we reached out to the Wasco County Soil and Water Conservation District for a more complete County assessment. Their attached report outlines the drought conditions in Wasco County along with their recommendation for a drought declaration.

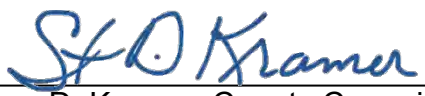
The Oregon Water Resources Department Drought Report for the Week of May 11<sup>th</sup> shows snow peaks in Wasco County at 60-90% below typical peak levels and 6-12 weeks earlier than normal. The Report also rates most of Wasco County as "drought likely" or "drought unavoidable." Included in the report, the National Drought Mitigation Center already classifies more than half of Wasco County as experiencing severe drought with the rest of the County classified as experiencing moderate drought (see attached maps).

Based on the evidence provided here, we respectfully request that the State of Oregon declare a drought in Wasco County.

Thank you,  
Wasco County Board of Commissioners

  
\_\_\_\_\_  
Scott C. Hege, Chair

  
\_\_\_\_\_  
Rod L. Runyon, County Commissioner

  
\_\_\_\_\_  
Steven D. Kramer, County Commissioner

Enclosures (4)





# Wasco County Soil & Water Conservation District

2325 River Road, Suite 3  
The Dalles, OR 97058-3551

Tel: (541) 296-6178 ext. 3, Fax: (541) 296-7868, E-mail: [wasco.swcd@oacd.org](mailto:wasco.swcd@oacd.org)

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May 8, 2015

Wasco County Commission  
c/o Tyler Stone, Executive Director  
Wasco County Courthouse  
511 Washington St.  
The Dalles OR 97058

## DROUGHT SITUATION

Most of Wasco County is in a severe drought. Crop year rainfall to date collected by OSU Extension Service shows our county-wide rainfall has been only 64-68% of normal. That affects dry land farming and grazing lands the most but has some affect on irrigated land as well. Preliminary looks at grazing lands indicate we have roughly half the average forage available that we normally expect. Livestock producers will need to take a number of actions: find additional pasture, purchase feed, reduce herd size. A copy of the OSU Extension rainfall data is attached.

NRCS SNOTEL site paints a grim picture for current snow water equivalent; We are in the Hood and Lower Deschutes Basin plus a little of the John Day Basin which are, respectively at 9%, 8%, and 1% of normal. The NRCS map of Oregon Basin SNOWTEL data is attached along with a graph covering this year and the 3 previous years. Current year is the black line at the bottom and we are clearly past any opportunity for recovery this year. That translates to a very short irrigation season for irrigated land along stream bottoms in Wasco County.

I have also attached a US drought monitor map that shows all of Oregon. You will note that most of the private lands in the county are in the Severe Drought (D2) category.

Our board was brought up to speed on the situation by OSU Extension this past Wednesday. In the past we have recommended drought declarations for Wasco County under similar but less dire situations. Therefore I make that recommendation now.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ron Graves', with a long horizontal flourish extending to the right.

Ron Graves  
District Manager

C: Board of Directors, NRCS Beau Sorenson, FSA Kevin McIntyre

## Wasco County Crop Year Rainfall to date

Area of County	% of Average rainfall to date.
Antelope (SE)	74%
Bakeoven (S)	43%
Columbia District (NE)	75%
DUFUR Area (Central)	66%
WAMIC (SW)	64%
JUNIPER FLAT (S Central)	61%
THE DALLES AREA (N Central)	66%
MOSIER (NW)	92%
County Wide Average:	68%
County Wide Avg Excl Mosier*	64%

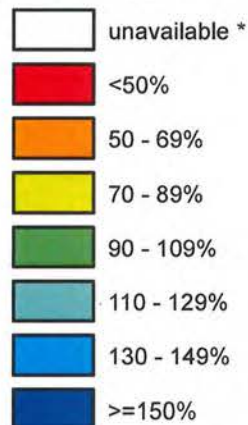
Source:

<http://extension.oregonstate.edu/wasco/Rainfall>

# Oregon SNOTEL Current Snow Water Equivalent (SWE) % of Normal

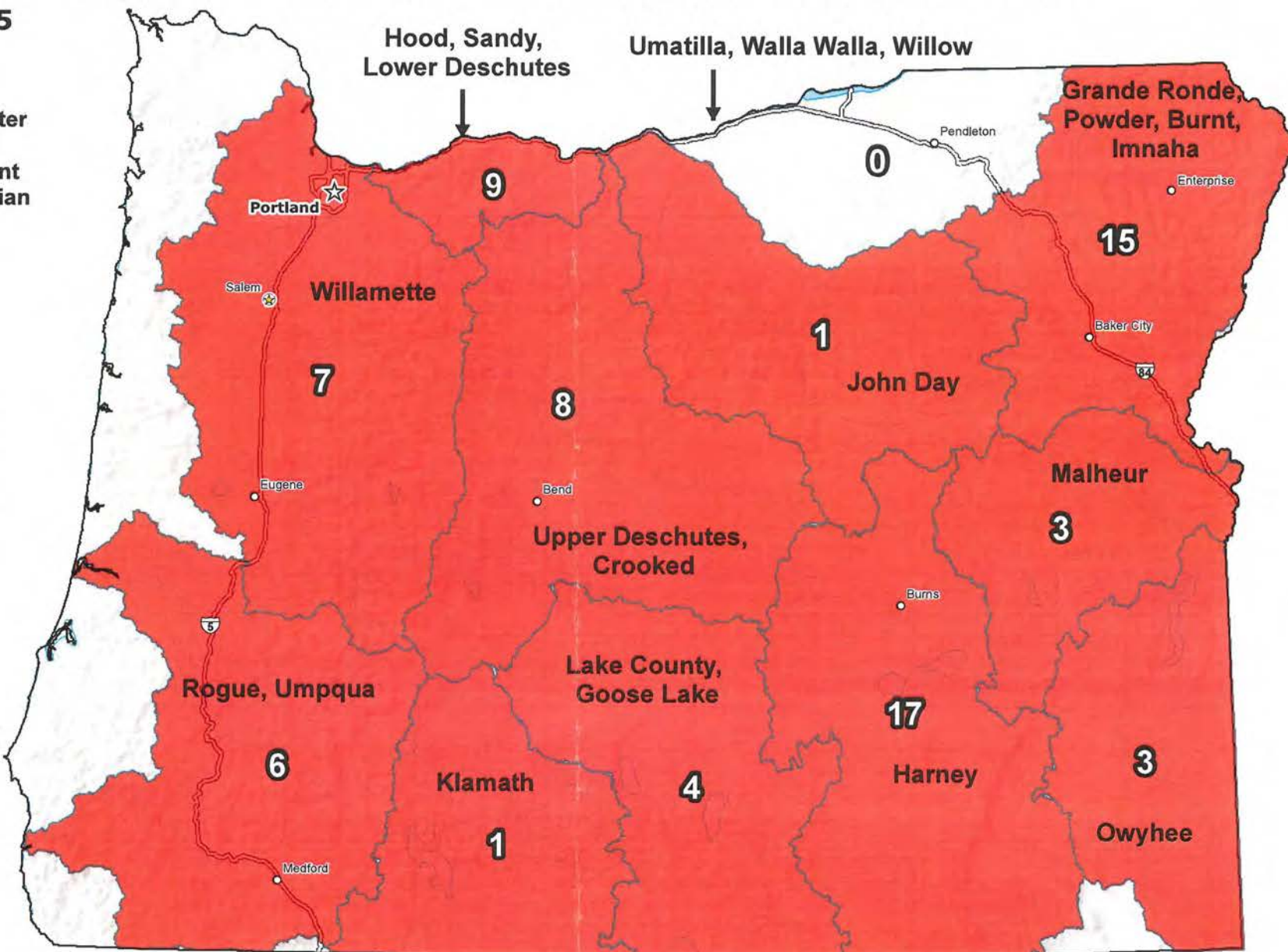
May 05, 2015

Current Snow Water Equivalent (SWE) Basin-wide Percent of 1981-2010 Median



\* Data unavailable at time of posting or measurement is not representative at this time of year

Provisional Data  
Subject to Revision



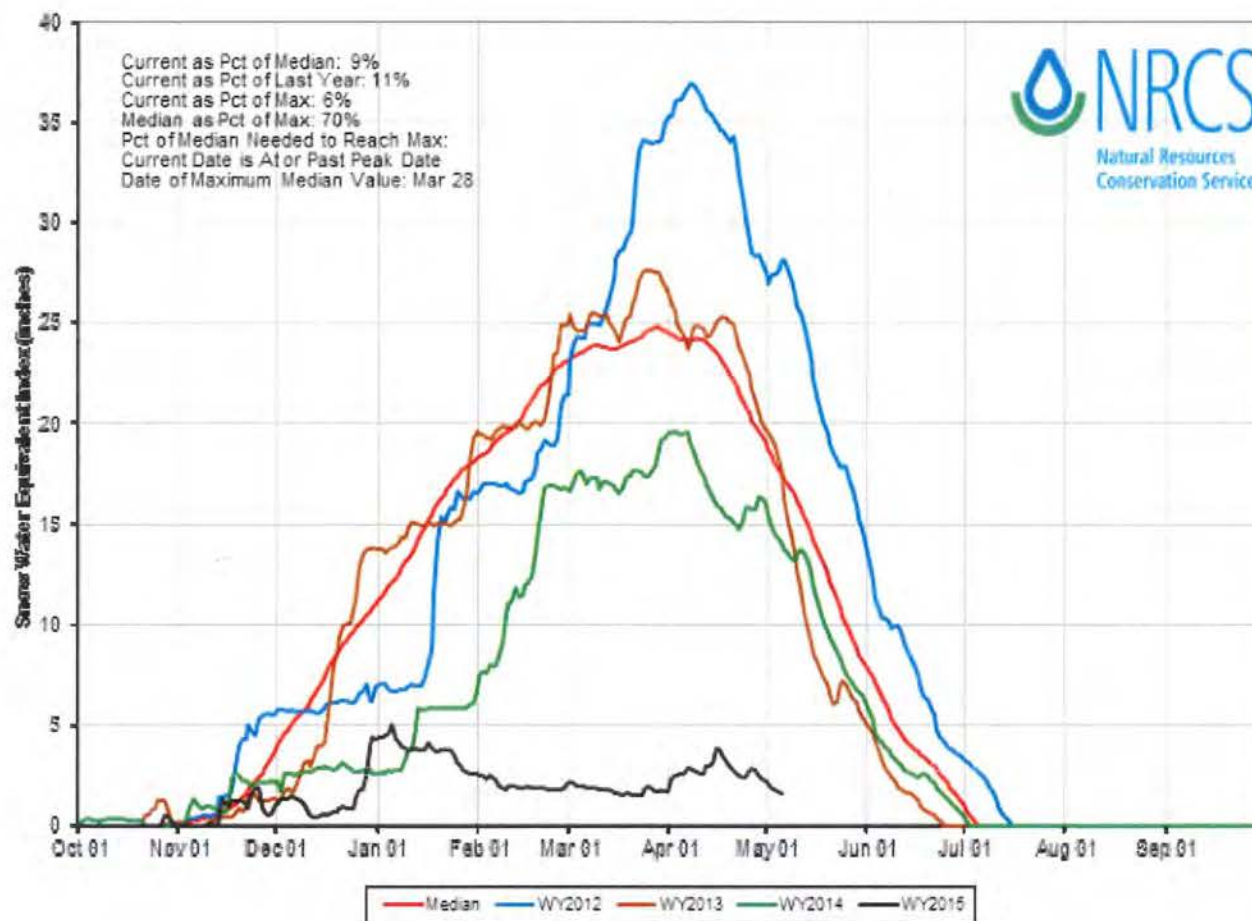
The snow water equivalent percent of normal represents the current snow water equivalent found at selected SNOTEL sites in or near the basin compared to the average value for those sites on this day. Data based on the first reading of the day (typically 00:00).

0 10 20 40 60 80 100 Miles

Prepared by:  
USDA/NRCS National Water and Climate Center  
Portland, Oregon  
<http://www.wcc.nrcs.usda.gov>



**HOOD, SANDY, LOWER DESCHUTES Time Series Snowpack Summary**  
**Based on Provisional SNOTEL data as of May 05, 2015**

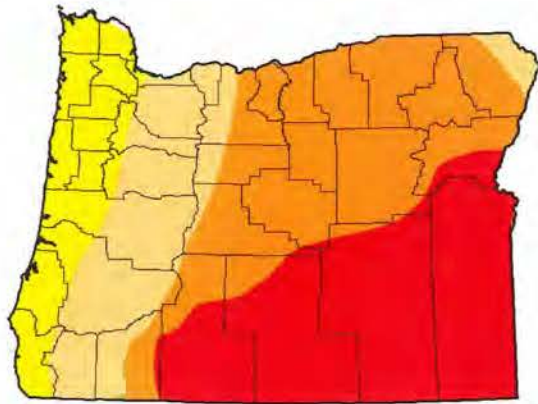


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[State And Data](#)
[Supplemental Info](#)
[About USDM](#)
[USDM Users](#)
[Update Subscribers](#)

## United States Drought Monitor

Home State Drought Monitor

### U.S. Drought Monitor Oregon



Download:   

**May 5, 2015**

(Released Thursday May 7, 2015)

Valid 8 a.m. EDT

Statistics type: ☒ Traditional (D0-D4, D1-D4, etc.) ☐ Categorical (D0, D1, etc.)

Drought Condition (Percent Area):

Week	Date	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	<a href="#">2015-05-05</a>	0.11	99.89	86.76	67.38	34.09	0.00
Last Week	<a href="#">2015-04-28</a>	0.11	99.89	86.09	63.17	34.09	0.00
3 Months Ago	<a href="#">2015-02-03</a>	10.45	89.55	83.95	49.48	34.70	0.00
Start of Calendar Year	<a href="#">2014-12-30</a>	13.61	86.39	80.70	49.29	34.11	0.00
Start of Water Year	<a href="#">2014-09-30</a>	1.56	98.44	76.61	56.26	35.30	0.00
One Year Ago	<a href="#">2014-05-06</a>	5.22	94.78	82.72	51.67	9.31	0.00

Population Affected by Drought: **2,306,202**

[View More Statistics](#)

#### Intensity:

- D0 - Abnormally Dry
- D1 - Moderate Drought
- D2 - Severe Drought
- D3 - Extreme Drought
- D4 - Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying [text summary](#) for forecast statements.

#### Author(s):

Mark Svoboda, National Drought Mitigation Center

The National Drought Mitigation Center | 3310 Holdrege Street | P.O. Box 830988 | Lincoln, NE 68583-0988  
phone: (402) 472-6707 | fax: (402) 472-2946 | [Contact Us](#)

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United States  
Department of  
Agriculture



Natural Resources  
Conservation  
Service

# Oregon Basin Outlook Report

May 1, 2015

## Oregon 2015 Peak Snowpack



Across Oregon, much of the winter's precipitation fell as rain rather than as snow, causing sixty percent of the long-term snowpack monitoring sites to set new records for the lowest and earliest peak snowpack in over 30 years. Due to the warm mountain temperatures, one third of snow monitoring sites in the state didn't receive enough snow to build a lasting snowpack at all this year. The current snowpack deficit means that the mountains are missing several feet of water, normally frozen in the high elevation snowpack, that usually serves as a natural reservoir to feed streams and rivers throughout the summer. Because of the record low snowpack, water users depending on streamflow without access to reservoir storage should expect water shortages this summer.



# Oregon's Water Availability Committee\* Water Supply Assessment

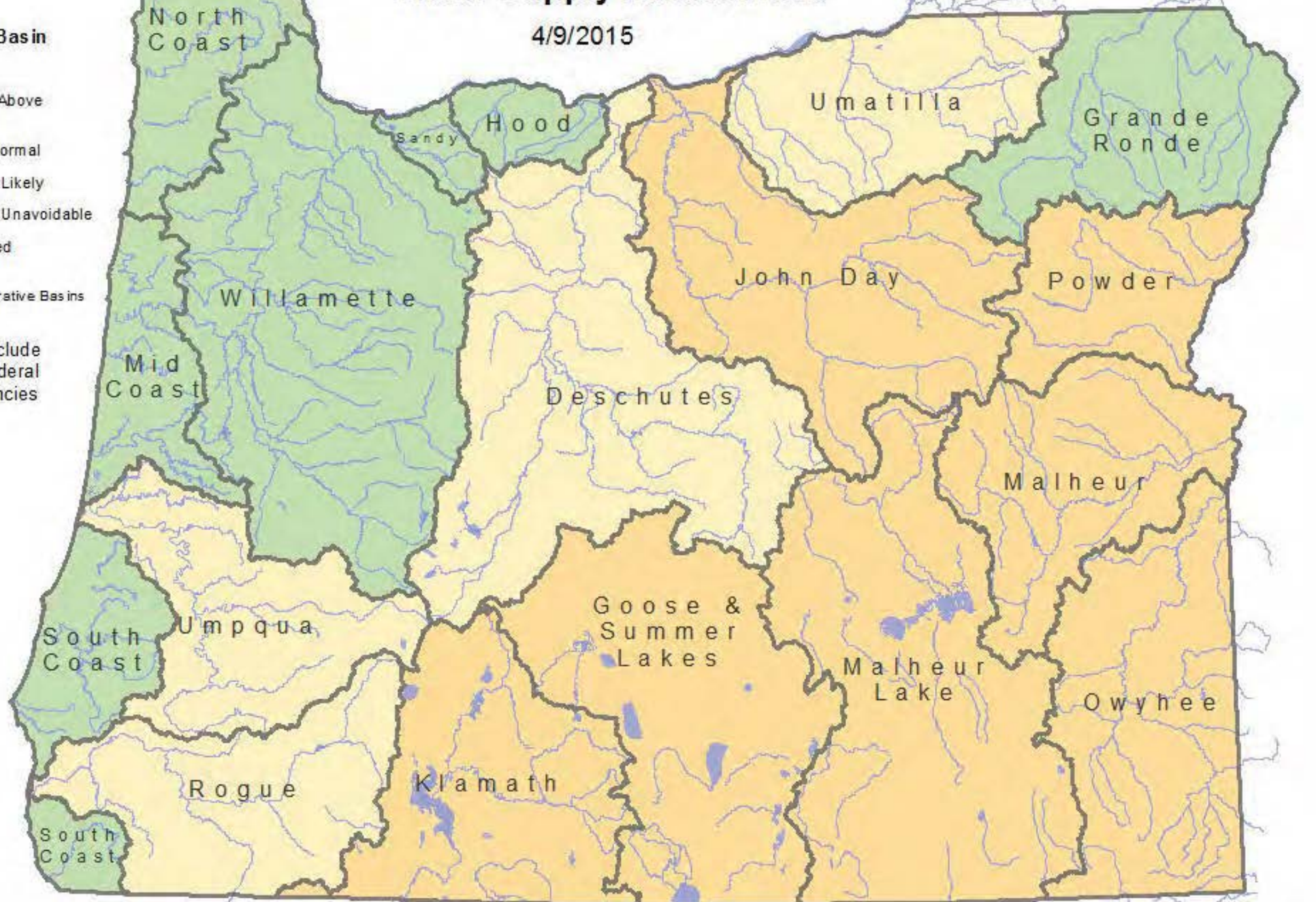
4/9/2015

## Drought by Basin Status

-  Near or Above Normal
-  Below Normal
-  Drought Likely
-  Drought Unavoidable
-  Not Rated

 Administrative Basins

\*Members Include  
State and Federal  
Science Agencies



Oregon Water Resources Department  
725 Summer St. NE Suite A  
Salem, OR 97301  
<http://www.wrd.state.or.us/>

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



0 20 40 60 80 100 Miles

Updated: 5/11/2015 7:18 AM  
Projection: Oregon Lambert, NAD 83



**Sample Drought Declaration**

**BEFORE THE COUNTY COURT  
FOR **YOUR** COUNTY, OREGON**

**In the matter of:** )  
**Declaration of Local Disaster and Request to** )  
**Declare a State Drought Emergency** )  
**for **YOUR** County, Oregon** )

**WHEREAS**, on this **XX** day of **MONTH YEAR**, the **YOUR** County Court finds that the **YOUR** County agricultural and livestock industries, and related economy are suffering widespread and severe economic damage, potential injuries and loss of property resulting from extreme weather conditions within the county; and

**WHEREAS**, annual water supplies available for irrigators and ranchers within **YOUR** County are a function of both available water storage in the **YOUR COUNTY** River and in various reservoirs (**LIST RESERVOIRS**), and the estimated seasonal inflow from winter snow pack. The US Bureau of Reclamation has estimated the **MONTH 1** through **MONTH 2 YEAR** stream flow forecasts to be below average. For the main tributaries in **YOUR** County the run off forecast is **XX%** of average. As of **DATE** storage for the reservoirs was below average and only **XX%** of capacity. Water supplies are in serious jeopardy; and

**WHEREAS**, **YOUR** County has approximately **XX** acres of irrigated ground from stored water. **XX** acres will be out of water between **DATES**. **IRRIGATION DISTRICT NAME** in the amount of **XX** irrigated acres was out of water around **DATE**. About **XX** acres in other outlying areas will be out of water this week; and

**WHEREAS**, many long-time **YOUR** County farmers and ranchers have commented that they have not seen water conditions this severe since **DATE**; and

**WHEREAS**, the extended weather forecast for **YOUR** County projects higher than normal temperatures, and below average precipitation; and

**WHEREAS**, the above conditions result in loss of economic stability, pasture shortages, decrease in feed production, shortened growing season, and decreased water supplies for **YOUR** County agricultural and livestock producers. In addition, this multi-year cumulative drought has resulted in decreased fuel moisture and early onset fire danger; and

**WHEREAS**, in 2012 Southern **YOUR** County experienced a devastating and large wildfire **YOUR** County still suffers from its effects; and

**WHEREAS**, the **YOUR** County Court determines that extraordinary measures must be taken to alleviate suffering of people and livestock and to protect or mitigate economic loss, and to be responsive to the threat of wildfires.

**NOW, THEREFORE, BE IT PROCLAIMED** by the **YOUR** County Court that:

1. A local disaster is declared within **YOUR** County.
2. The **YOUR** County drought Emergency Management Plan has been implemented.
3. Pursuant to ORS 401.165, we find that appropriate response is beyond the capability of **YOUR** County. We are declaring a state of emergency for the purpose of assessment, evaluation and acquiring the ability to provide appropriate available resources.
4. **Request:** The Honorable **GOVERNORS NAME**, Governor of Oregon, declare a Drought Emergency for all of **YOUR** County under the provisions of ORS 401.165 due to severe and continuing drought conditions beginning at this time and continuing for an unknown period of time; **and** direct the Oregon Department of Water Resources to make available in **YOUR** County: Temporary Transfers of Water Rights, and Emergency Water Use Permits, and Use of Existing Right Option/Agreement; **and** other federal and state drought assistance and programs as needed.
5. This proclamation shall take effect immediately from and after its issuance.

---

County Judge or Commissioner **NAME**

---

County Commissioner **NAME**

---

County Commissioner **NAME**

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

IN THE MATTER OF A DECLARATION AND       )  
REQUEST TO DECLARE A STATE DROUGHT       )       RESOLUTION  
EMERGENCY FOR WASCO COUNTY, OREGON       )       #15-003

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

WHEREAS, on this 20th day of May, 2015, the Wasco County Court finds that the Wasco County agricultural and livestock industries, and related economy are suffering widespread and severe economic damage, potential injuries and loss of property resulting from extreme weather conditions within the county; and

WHEREAS, annual water supplies available for irrigators and ranchers within Wasco County are a function of both available water storage in the Wasco County rivers and in various reservoirs (Pine Hollow Reservoir, Rock Creek Reservoir, Clear Lake Reservoir), and the estimated seasonal inflow from winter snow pack. The USDA's Natural Resource Conservation Service has estimated the May through September, 2015

stream flow forecasts to be below average. For the main tributaries in Wasco County the run off forecast is 54 % of average. As of May 1, only two of fourteen SNOTEL sites still had snow. In general SNOTEL sites in the basin peaked 70 to 90% below typical peak snowpack levels and six to twelve weeks earlier than normal. Three long-term SNOTEL sites set new record lows for May 1 snowpack.

WHEREAS, Wasco County has approximately 8,600 acres of irrigated ground from stored water; approximately 50% of these lands will have little or no water by early September. About 2,500 acres in the Fifteenmile Creek Basin will have a reduced supply or completely shut off four to six weeks earlier than normal ; and

WHEREAS, many long-time Wasco County farmers and ranchers have commented that they have not seen water conditions this severe since 1981; and

WHEREAS, the extended weather forecast for Wasco County projects higher than normal temperatures, and below average precipitation; and

WHEREAS, the above conditions will result in loss of economic stability, pasture shortages, decrease in feed production, shortened growing season, and decreased water supplies for Wasco County agricultural and livestock producers. In addition, this multi-year cumulative drought has resulted in decreased fuel moisture and early onset fire danger; and

WHEREAS, in 2013 and 2014 Wasco County experienced devastating and large wildfires Wasco County still suffers from the effects of; and

WHEREAS, the Wasco County Court determines that extraordinary measures must be taken to alleviate suffering of people and livestock and to protect or mitigate

economic loss, and to be responsive to the threat of wildfires.

NOW, THEREFORE, BE IT PROCLAIMED by the Wasco County Court that:

1. A local disaster is declared within Wasco County.
2. The Wasco County drought Emergency Management Plan has been implemented.
3. Pursuant to ORS 401.165, we find that appropriate response is beyond the capability of Wasco County. We are declaring a state of emergency for the purpose of assessment, evaluation and acquiring the ability to provide appropriate available resources.
4. Request: The Honorable Kate Brown, Governor of Oregon, declare a Drought Emergency for all of Wasco County under the provisions of ORS 401.165 due to severe and continuing drought conditions beginning at this time and continuing for an unknown period of time; and direct the Oregon Department of Water Resources to make available in Wasco County: Temporary Transfers of Water Rights, and Emergency Water Use Permits, and Use of Existing Right Option/Agreement; and other federal and state drought assistance and programs as needed.
5. This proclamation shall take effect immediately from and after its issuance.

DATED this 20<sup>th</sup> day of May, 2015

\_\_\_\_\_  
Scott C. Hege, Commission Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
Rod L. Runyon, County Commissioner

\_\_\_\_\_  
Kristen Campbell  
Wasco County Counsel

\_\_\_\_\_  
Steven D. Kramer, County Commissioner

**Discussion Item**  
**NCPHD Household Hazardous Waste Resolution**

- [NCPHD Resolution 15-001](#)



NORTH CENTRAL PUBLIC HEALTH DISTRICT  
DISTRICT BOARD

Resolution No. 2015-01

A Resolution transferring Household Hazardous Waste Program to Wasco County

The District Board Finds:

- a. In 2004, Wasco, Hood River and Sherman counties and the cities of The Dalles, Hood River, Cascade Locks, Mosier, Dufur and Maupin adopted an Intergovernmental Agreement (IGA) to implement a ORS Chapter 459 Tri-County Hazardous Waste and Recycling Program (HHW), including a steering committee to govern the program and designated Wasco County as the lead agency to implement the HHW Program, with the Wasco-Sherman Public Health Department to perform the responsibilities of the program.
- b. In 2013 Wasco County, Sherman County and Gilliam County approved an Intergovernmental Agreement (IGA) and adopted ordinances that created the North Central Public Health District (District) as a Chapter 190 entity with ORS Chapter 431 responsibilities and duties, and granted the District governing body all powers necessary and proper to govern the District.
- c. The 2013 IGA called for transfer of all Wasco County Public Health Department staff, vehicles, office and medical equipment to District, and those transfers were completed,
- d. The 2013 IGA called for Wasco County to assign its rights under two household hazardous waste facility leases to the District, and those assignments were not completed.
- e. In 2013 the HHW steering committee authorized assignment of HHW program lead agency responsibilities to District.
- f. The HHW program was included in the 2014-2015 budget proposed by the District Board on June 10, 2014 and approved by the governing bodies of Wasco, Sherman and Gilliam counties in compliance with the District IGA and Bylaws.
- g. In 2014 the HHW steering committee designated Wasco County as the lead agency. Wasco County has stated that it wishes to assume responsibility for the HHW program as of the close of business on June 30, 2015.


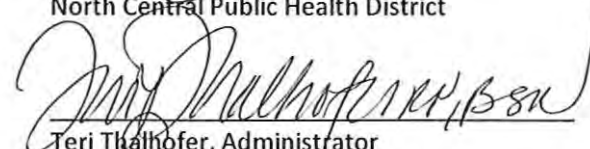
The District Board Resolves:

1. The District transfers, assigns, releases and relinquishes to Wasco County any and all authority, responsibility or duties associated with the HHW program that District may have obtained under the 2013 IGA or under the 2014-2015 budget.
2. The District 2015-2016 budget will not include the HHW program. Wasco County has agreed to include the HHW program in its 2015- 2016 budget.

3. The District will work together with Wasco County and take the steps reasonably necessary to effectuate this transfer on July 1, 2015. These steps will include the transfer and assignment of HHW related contracts with third-parties and written and electronic program documents.

4. This Resolution is effective as of the date of its adoption. The HHW program including remaining 2014- 2015 HHW program funds held by District, program equipment and materials, and the one full time staff position are transferred as of July 1, 2015. The transfer is subject to the condition that this Resolution is formally acknowledged and accepted by Wasco County.

THIS RESOLUTION IS ADOPTED BY THE NORTH CENTRAL PUBLIC HEALTH DISTRICT ON APRIL 14, 2015.

  
Michael Smith, Board Chair  
North Central Public Health District  
  
Teri Thalhofer, Administrator  
North Central Public Health District

ACKNOWLEDGED AND TRANSFER ACCEPTED:

\_\_\_\_\_  
Wasco County  
May 20, 2015  
Dated

APPROVED AS TO FORM:

\_\_\_\_\_  
Kristen Campbell  
Wasco County Counsel

**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MAY 20, 2015**

**CONSENT AGENDA**

1. [5.6.2015 BOCC Regular Session Minutes](#)



WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MAY 6, 2015

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

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

At 9:00 a.m. Chair Hege opened the Regular Session of the Board of Commissioners with the Pledge of Allegiance. Ms. White asked to add an appointment to the Urban Renewal Advisory Committee and a grant application for the Fort Dalles Museum to the Discussion List.

**Discussion List – Fort Dalles Museum**

Trish Neal, Fort Dalles Museum Commissioner, brought forward a PUD grant application for funding to replace the Museum's furnace, insulate the floor and ceiling and revamp the wiring. She reported that the furnace operating costs are approximately 15 times that of a new heat pump. The grant is for \$17,000. She stated that the PUD did an energy audit and this work is based on their recommendations. She added that they also need a letter certifying that the Museum is owned and operated by the County and as such falls under the County's non-profit government status.

Chair Hege asked if it is possible that the PUD will only grant a portion of the requested funds. Ms. Neal replied that it is possible. Chair Hege asked if the Museum has the funds to make up the difference. Ms. Neal responded that the Museum does

not have the funds but that there are three grants in process and she would hope that those grants could make up any shortfall.

**{{{Commissioner Runyon moved to support the Fort Dalles Museum PUD grant application for a heat pump, wiring and insulation and to provide a letter of certification for the Museum's non-profit status. Commissioner Kramer seconded the motion which passed unanimously.}}}**

#### **Public Comment – Fire District Request**

Wayne Lease, Washington resident, reminded the Board of a request made by the Mosier Fire District at a previous session to be forgiven special election fees. He said that had the District come to the Board on numerous occasions asking for fee waivers, he could understand the Board's position. However, the waiver was for \$1,200 and appears to be a one-time request. He implored the Board to reconsider saying that the District had been experiencing upheaval with the recall and resignation of board members leaving them without a quorum.

#### **Public Comment – Legal Costs**

Mike Bertrand of The Dalles said that he realizes that the County is in discussions on a variety of issues. He said that he is concerned about the legal fees being incurred – whether or not it is what the County wants.

#### **Discussion – MCEDD Cities Appointment**

Ms. White reminded the Board that in January the Board appointed Mayor Steve Lawrence to fill the incomplete term of Dan Spatz who had resigned his appointment. At that time there was discussion as to whether the Board wanted to go out to the other municipalities for nominations; it was decided that since Mr. Spatz was a The Dalles representative, it would be appropriate to appoint a The Dalles representative to complete his term.

Ms. White had returned to the Board asking if they wanted to reappoint Mayor Lawrence when the appointment expires in August or go out to the other municipalities for nominations. The Board asked that Mr. Stone and Chair Hege talk to The Dalles City Manager regarding the City's position on the issue.

Mr. Stone said that City Manager Nolan Young's position is that the City of The Dalles

pays significant dues to MCEDD and has an expectation of representation on their board. Commissioner Kramer noted that other municipalities in the County also pay MCEDD dues. Ms. White suggested that MCEDD might consider amending their bylaws to include a City of The Dalles appointment separate from municipality representation. Commissioner Runyon, Wasco County's representative on the MCEDD Board, said he would bring the matter to the attention of the MCEDD Board.

**Consent Agenda – 4.15.2015 Regular Session Minutes & 4.29.2015  
Special Session Minutes**

Ms. White reported that some corrections has been made to the 4.15.2015 minutes since the publication of the packet: some names had been incorrectly spelled and a comment misattributed. Those errors have been corrected and revised minutes provided to the Board. Chair Hege noted that he had voted against the denial of the Fire District's request for a fee refund however that was not accurately reflected in the minutes.

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

Chair Hege called a recess at 9:26 a.m.

The session reconvened at 9:30 a.m.

**Agenda Item – Lane County Ascend Support Contract**

County Assessor Jill Amery explained that this renewal contract is for technical support and reporting for the Ascend/Proval software programs. She stated that several of the smaller counties contract with Lane County for this support as it is more cost-effective than each having their own support staff. She reported that not much has changed from the original contract – Lane County does a wide variety of things and has built in a 3% increase in each of the two contract years to compensate for their staff COLA. She said that they also offered to allow the contracting counties to reduce services to pay for the increase.

Chair Hege asked if Lane County tracks their hours. Ms. Amery replied that they do. They forecast the hours each county will need; for instance, Wasco County is set at 1260 hours. She said that she believes Lane County is generous to the contracting counties in their tracking and contact her if they see that Wasco County may exceed those hours. There is a discussion about how to address possible overages – they can do the work on an hourly basis. She stated that their forecasts have been pretty accurate.

Chair Hege asked if they have full access to Wasco County's database and do they submit reports on our behalf. Ms. Amery replied that they do have full access but all reports go through Wasco County before being submitted.

**{{{Commissioner Kramer moved to approve the Intergovernmental Agreement for Ascend/Proval Software Support. Commissioner Runyon seconded the motion which passed unanimously.}}}**

**Agenda Item – Road Vacation Report**

Public Works Director Arthur Smith stated that he has submitted his report for the Cedar Street Extension and Cul de Sac road vacation petition. He said that all the landowners are petition signers and there is no impact to the County road department as it is unmaintained. He stated that it will put property back onto the tax roll. He added that Tenneson engineering will do the work to divide the property among the adjacent landowners.

**{{{Commissioner Kramer moved to approve Order #15-044 vacating Cedar Street Extension and Cul de Sac laying west of Juniper way within Block 3 of the Juniper Addition Subdivision, Tygh Valley Section 3, T4S, R13E WM. Commissioner Runyon seconded the motion which passed unanimously.}}}**

**Agenda Item – Road Vacation Petition**

Mr. Smith stated that the petitioners have met the statutory requirements and he is here for an order directing him to submit a report. He said that this is a more complicated request than the Cedar Street Extension petition and it will take more research.

Commissioner Kramer reported that he has asked Mr. Smith to track his time for this report to have a better understanding of the County costs in relation to the \$500 fee



charged the petitioners.

**{{{Commissioner Runyon moved to approve Order #15-047 directing the Public Works Director to prepare his report on the proposed vacation of Unnamed Public Road A in Section 1 of Township 5 South Range 13E beginning at southerly right of way State Hwy 216 traveling south to the southerly right of way of Unnamed Public Road B. Commissioner Kramer seconded the motion which passed unanimously.}}}**

#### **Agenda Item – Lone Pine Project**

Mr. Smith noted that Wasco County was a signer on the original agreement for the Lone Pine Project. He reported that the new owner, Columbia State Bank, wants to update the agreement and Brad DeHart of ODOT District 9 is asking if the County wants to continue as a signer. He said that the work that involves a County road has been completed, but he would recommend continuing as a signer to secure a seat at the table in case plans change again going forward; this will help to protect County interests. He stated that as of now there is not a draft of the new agreement.

Chair Hege said that it seems as though the new IGA will remove the requirement regarding I-84. Mr. Smith agreed but said there could be future changes that the County will want a say on.

**{{{Commissioner Runyon moved to remain a signer on the IGA for the Lone Pine Project. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Discussion ensued regarding the status of various Public Works projects and the status of road funding at the State level.

#### **Agenda Item – Pine Hollow Boat Docks**

Discussion ensued regarding staffing. Planning Director Angie Brewer reported that they have a handful of good candidates and are hoping for more to fill the senior planner position. She said she will enlist HR and Finance in the hiring process along with asking for work examples, giving written assignments and calling references. Commissioner Runyon suggested that she might ask other department directors or planners from other counties to fill out the interview panel.

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Ms. Brewer announced plans to provide the Board with regular Planning updates to keep them aware of current projects as well as long range plans and goals. She pointed out that currently applications are double the historic average, but once more staff is in place she will be able to provide regular updates. Commissioner Runyon suggested she keep the reports simple to include information that will spark questions from the Board.

Dan Van Vactor introduced other members of the Badger Irrigation District along with Keith Mills, Oregon State Dam Safety Engineer. Mr. Van Vactor reported that when Mr. Mills did his report on the reservoir dam he determined that the docks can break loose, block the overflow and create a breach. The report requires action on the part of the Irrigation District which owns the land beneath the reservoir.

Mr. Van Vactor explained that County Ordinance prohibits docks but the District is trying to find a solution that will not require their removal. He said that landowners' structures need to be attached to their own land with setbacks from the lakes – no docks, barriers, etc. are permitted that would inhibit public access. He said that the District wants to find a solution that meets the requirements of the State, County and Irrigation District. He said as far as the breach threat, the District plans to install a floating barrier that will block any docks that break free; the project will cost several thousand dollars. Mr. Mills interjected that it is an acceptable solution. He said that he has concerns about some of the bigger docks.

Mr. Van Vactor stated that Mr. Mills has some concerns about drought which is a much larger issue in the District than the boat docks. He reported that it is already extreme in the Badger Irrigation District where they are going to a 50% allocation for irrigators which will impact their crops. Mr. Mills stated that he had been out to Rock Creek Dam this morning; their inflows are very low and being drawn down significantly.

Mr. Mills said that he is also Chair of the Water Availability Committee which evaluates water conditions in Oregon and forwards recommendations to the Governor for drought declarations. He stated that at the present time all SE Oregon counties have requested declarations and more are coming in from Umatilla, Morrow, Jackson, Josephine, Deschutes and Lane County. He reported that the drought is creeping north.

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Mr. Mills said that hoped-for spring rains did not materialize and the snow pack is 10% of what it should be; there are rapidly decreasing flows and precipitation is not forecasted. He said that his office can help provide support for drought applications – he said they are seeing impacts everywhere but NW Oregon.

Commissioner Runyon asked if the request comes from the Districts. Mr. Mills replied that the requests come from County Commissions to the Drought Board and then to the Governor. He said the Board is even considering drought declarations in NW Oregon.

Commissioner Runyon said they have not heard from the irrigation districts. Mr. Van Vactor said that the Badger Creek Irrigation District is here to make that request. He said he thinks he can get a resolution from another county to be used as a template. Once the drought is declared, there will be programs and resources available.

Mr. Mills said that this will allow for expedited actions regarding water rights, wells and emergency ground water permits. He said there are already ground water issues so they will also be looking at conservation measures.

Commissioner Runyon asked if funding has been identified for the floating barrier. Mr. Van Vactor replied that they will be applying for a safety grant from the insurance company. He said that the District has a duty to solve the problem; it will cost between \$5,000 and \$6,000. He said that Mr. Mills' concern is the dam; the District's concern is unlawful activity on District property which creates liability.

Mr. Mills said that the state is concerned about water usage – Pine Hollow does not have the water their users need by a long way and this is very early in the year for that circumstance. He predicted that it will become more severe fairly quickly.

Chair Hege said that the Board should give this consideration. Mr. Mills said that it is what other counties in this situation are doing. He said that the letter does not need to be complicated – it just needs to declare a drought and request a State declaration. He said that the committee is meeting on May 14<sup>th</sup> and June 11<sup>th</sup> and can consider it then. He said the Board can send the letter directly to him or to the Office of Emergency Management.

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Mr. Stone asked if there are options around the lake to secure the docks. Mr. Mills said that ideally the floating barrier and securing the docks will both be done. Mr. Van Vactor stated that they do not want to be vigilantes; what they want to do is prevent new construction while permitting and securing old docks. He said there may need to be a modification to the LUDO. He said they do not want to make people take the docks out but want them anchored on the landowners property rather than District property.

Commissioner Runyon said that Pine Hollow is on the Regional Solutions list; he suggested that he could put the District in touch with Kate Sinner who might help them identify State resources. Mr. Van Vactor replied that he would be happy to talk with Ms. Sinner but that the only involvement the District wants to have is to grant necessary easements. He said that if there is a breach, the dam will be designated as a high hazard dam. He said all floating docks should be removed. He reported new landowners are asking about their rights to build a new dock which is what began this conversation.

Chair Hege asked Ms. Brewer for her thoughts. Ms. Brewer said that the letter from 16 years ago does not specifically address the docks but one rule that was not mentioned has to do with the reservoir overlay zone on Pine Hollow for water dependent uses. She said she is ready to have a fresh conversation about options. She said that the District is the underlying land owner and could submit one application for all the docks. Mr. Van Vactor responded that he does not think the District would want to take on that liability.

Chair Hege stated that this is just the beginning of the discussion; this cannot be resolved today. He said that the Board appreciates the District bringing these issues forward. Mr. Van Vactor observed that it might be a good idea to set a goal for returning to the Board to insure progress.

Commissioner Kramer noted that Mr. Van Vactor had offered District help; he stated that the Planning department is currently understaffed. Mr. Van Vactor said he is not a planner but is willing to help in any way he can. Chair Hege suggested that Ms. Brewer could put some thoughts on paper and get the District's response and move forward from there. He said he thinks 60-90 days is a reasonable timeline for this to come back before the Board.

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Mr. Stone noted that there is a process in place for complaints and that process should be followed. Mr. Van Vactor said he could take a form today and bring it to the District Board for consideration. Chair Hege said that he is not sure there needs to be a complaint yet; some discussion should occur and then a determination can be made. Ms. Brewer said that a pre-application meeting might be useful; it can help define a direction.

Mr. Van Vactor said that the District would prefer that there be no docks but has not taken any steps to remove them – it is not an easy issue and they are interested in working with both the County and the community.

Commissioner Kramer stated that the impending drought needs to be addressed.

**\*\*\*The Board was in consensus to send a letter to the State requesting a drought declaration based on recommendations from the Soil and Water District.\*\*\***

Chair Hege called a recess at 11:03 a.m.

The session reconvened at 1:30 p.m.

<b>Agenda Items – Aggregate Quarry Applications Hearings</b>
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Chair Hege opened the Justesen Aggregate Quarry Application Hearing at 1:30 p.m. He explained the reason for the hearing and the process to be followed (see attached Justesen hearing script).

Chair Hege asked if any Board member wished to disqualify themselves for any personal or financial interest in this matter. There were none.

Chair Hege asked if any Board member wished to report any significant ex parte or pre-hearing contacts. There were none.

Chair Hege asked if any member of the audience wished to challenge the right of any Board member to hear this matter. There were none.

Chair Hege asked if any member of the audience wished to question the jurisdiction of

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this body to act on behalf of Wasco County in this matter. There were none.

Chair Hege asked Associate Planner Dawn Baird to present the Staff Report. Ms. Baird reviewed the Staff Report (attached) for the application to expand the site from 21.5 acres to 50 acres. She explained that the Planning Commission has approved the conditional use and standards review and is recommending approval of the comp plan amendment and zoning map amendment.

Ms. Baird explained that the Board can approve the application with the stated conditions, approve the application with amended conditions, deny the application or continue the hearing to a date and time certain.

Chair Hege asked about the change from the 750 foot to 1500 foot buffer zone. Ms. Baird says that research has revealed that the State is going to the 1500 foot buffer zone which is an indication that it will become the standard; the Planning department felt it appropriate to apply the standard now.

Chair Hege asked the applicant if he is aware of the increased buffer zone. Mr. Justesen said he is fine with it.

Chair Hege asked if anyone present wished to speak in favor of the application. Mr. Justesen said he is in favor.

Chair Hege asked if anyone present wished to speak in opposition to the application. There were none.

Chair Hege closed the hearing at 1:46 p.m. and opened deliberations.

**{{{Commissioner Runyon moved to approve PLACUP 15 01 0002 to expand an existing 21.5 acre aggregate operation to 50 acres in size to include a Comprehensive Plan Amendment to add a significant aggregate operation to the Comprehensive Plan Mineral and Aggregate Inventory as a Significant Site and a Zone Change to apply the EPD-5, Mineral & Aggregate Overlay zone to the existing and expanded operation. Commissioner Kramer seconded the motion which passed unanimously.}}}**

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Chair Hege opened the Bryant-Carver Aggregate Quarry Application Hearing at 1:48 p.m. As no one new had joined the session, Chair Hege briefly reviewed the reason for the hearing and the process to be followed (see attached Bryant-Carver script).

Chair Hege asked if any Board member wished to disqualify themselves for any personal or financial interest in this matter. There were none.

Chair Hege asked if any Board member wished to report any significant ex parte or pre-hearing contacts. There were none.

Chair Hege asked if any member of the audience wished to challenge the right of any Board member to hear this matter. There were none.

Chair Hege asked if any member of the audience wished to question the jurisdiction of this body to act on behalf of Wasco County in this matter. There were none.

Chair Hege asked Associate Planner Dawn Baird to present the Staff Report. Ms. Baird reviewed the Staff Report (attached) for a new 20 acre site located on a 223 acre parcel south of Hinton Road and east of Bakeoven Road. She explained that the Planning Commission has approved the conditional use and standards review and is recommending approval of the comp plan amendment and zoning map amendment.

Ms. Baird noted that the DOE requires a permit for any work to be done on BPA or BPA right of ways but none exist on this property.

Ms. Baird explained that the Board can approve the application with the stated conditions, approve the application with amended conditions, deny the application or continue the hearing to a date and time certain – she sees no reason to continue the hearing.

Chair Hege asked if anyone present wished to speak in favor of the application. John Bryant said he is in favor and here to answer any questions about the application.

Chair Hege asked if anyone present wished to speak in opposition of the application. There were none.



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Chair Hege closed the hearing at 1:55 p.m. and opened deliberations.

**{{{Commissioner Runyon moved to approve PLACUP 15 02 0003 to create a 20 acre aggregate operation to include a Comprehensive Plan Amendment to add the site as a significant aggregate operation to the Comprehensive Plan Mineral & Aggregate Inventory as a Significant Site and a Zone Change to apply the EPD-5, Mineral & Aggregate Overlay zone to the proposed 10 acre aggregate Site. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Chair Hege opened the Bryant-Hagens Aggregate Quarry Application Hearing at 1:57 p.m. As no one new had joined the session, Chair Hege briefly reviewed the reason for the hearing and the process to be followed (see attached Bryant-Hagens script).

Chair Hege asked if any Board member wished to disqualify themselves for any personal or financial interest in this matter. There were none.

Chair Hege asked if any Board member wished to report any significant ex parte or pre-hearing contacts. There were none.

Chair Hege asked if any member of the audience wished to challenge the right of any Board member to hear this matter. There were none.

Chair Hege asked if any member of the audience wished to question the jurisdiction of this body to act on behalf of Wasco County in this matter. There were none.

Chair Hege asked Associate Planner Dawn Baird to present the Staff Report. Ms. Baird reviewed the Staff Report (attached) saying that this is a little different as a legal creation could not be located. Part of the application was to do a partition. The Planning Commission found the application to be complete and voted unanimously to approve the partition as well as the conditional use and standards review and is recommending approval of the comp plan amendment and zoning map amendment.

Ms. Baird noted that there are BPA lines in the area but the quarry is for a BPA project. She said that the Board can add that as a condition but the BPA and applicant are already aware. She noted that there are some Scribner's errors to be corrected – on page 28 it says 1500 where it should read 1500 feet, in some places it identifies the

WASCO COUNTY BOARD OF COMMISSIONERS  
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applicant as Bryant-Hagen where it should be Bryant-Hagens, the company is an Inc not an LLC as listed in the application, in one place it lists the site as a 50-acre site, but it is only 20 acres.

Ms. Baird explained that the Board can approve the application with the stated conditions, approve the application with amended conditions, deny the application or continue the hearing to a date and time certain – she sees no reason to continue the hearing.

Chair Hege asked for further detail regarding the BPA permits. Mr. Bryant reported that he has talked to the BPA about their easement. He said that Bryant INC is not within the BPA easement. The subcontracted blaster is within the BPA easement and is the BPA.

Chair Hege asked if anyone present wished to speak in favor of the application. John Bryant said he is in favor and here to answer any questions about the application.

Chair Hege asked if anyone present wished to speak in opposition of the application. There were none.

Chair Hege closed the hearing at 2:08 p.m. and opened deliberations.

**{{{Commissioner Runyon moved to approve, with noted corrections, PLACUP 15 01 001 to create a 20 acre aggregate operation subject to Standards Review for a significant Determination for the existing aggregate site; a comprehensive Plan Amendment to add a proposed aggregate operation to the Comprehensive Plan Mineral & Aggregate Inventory as a significant Site. Commissioner Kramer seconded the motion which passed unanimously.}}}**

**{{{Commissioner Runyon moved to approve, with noted corrections, PLACUP 15 01 001 for a Zone Change to apply the EPD-5, Mineral & Aggregate Overlay zone to the proposed operation; and a Conditional Use Permit to allow an aggregate operation and include drilling, shooting, crushing and stockpiling crushed aggregate. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Commissioner Runyon said that as applications are reviewed, when it is discovered that the County is more stringent than the state, the Planning Department should take the time to find out why and if it is still appropriate to be more stringent.

Ms. Brewer agreed. She added that there is another procedure for approving rock quarries that is less time-intensive; they are looking into it as a possible amendment to the County Plan. She said that Ms. Baird has done a great job and found a way to streamline the process for the Board of Commissioners.

### **Commission Call**

Commissioner Runyon reported that he has asked Counsel to review the current agenda format for improvements. He said that she suggested that the Commission Call be made a consistent part of the meeting with brief reports from each Commissioner on their previous two weeks activities; that will help educate the public on all that the Board does.

Commissioner Runyon read a report into the record of his last two weeks activities (attached). One item he reported was a discussion at the Veterans Ad Hoc Committee regarding the possibility of a Veterans Tax District. Chair Hege asked if they knew that part of the tax base can go toward veterans. Commissioner Runyon replied that they did; this is something different.

Commissioner Runyon also reported that what he heard at the Union Pacific meeting is that Union Pacific is as concerned about safety as is the public – it costs them millions of dollars when things go wrong. Chair Hege, who attended the same meeting, noted that the CEO and Board Chair of Union Pacific were at the meeting.

Commissioner Kramer announced that a lone juvenile wolf has been tracked in Wasco County; there has been no depredation. He said that it has bounced around the northeastern part of the state and has crossed two rivers. It is currently in the Cascades crossing back and forth between Hood River and Wasco Counties. The assumption is that it is eating on winter kill among the deer; it has created no issues and ODF is tracking it – they will try some aerial location as ground tracking has been unsuccessful.

Commissioner Kramer reported that the Limmeroth sale in the canyon is still moving

forward with ODFW although there have been some rumblings from landowners and the Farm Bureau – the Bureau does not want the State to own any more land. He said he expects the Board will probably hear from some disgruntled landowners but noted that they too had the opportunity to purchase the property.

Commissioner Kramer said that the Forest Collaborative is making progress; they are working on a charter and have a field trip planned for 5.27.2015. He said that he is looking for the conclusion of the grant process for the Pine Hollow boat ramp; a private landowner came through with \$3,000 for the project. He said he believes they have a fair chance of getting the grant money.

Commissioner Kramer stated that the South Wasco Alliance continues to move forward on projects for broadband and the boat ramp. There are other projects that are not yet concrete but have the potential to provide jobs in that part of the County.

Commissioner Runyon suggested that Commission Call be moved to the front of the agenda and each Commissioner provide a report. Chair Hege stated that in terms of priority, if there is public comment that would have to be first. Both Commissioner Runyon and Kramer agreed. Commissioner Kramer pointed out that if there is new business, Ms. White is generally notified prior to the meeting.

Chair Hege adjourned the meeting at 2:34 p.m.

### **Motions Passed**

- **To support the Fort Dalles Museum PUD grant application for a heat pump, wiring and insulation and to provide a letter of certification for the Museum's non-profit status.**
- **To approve the Consent Agenda with noted corrections – 4.15.2015 Regular Session & 4.29.2015 Special Session Minutes.**
- **To approve the Intergovernmental Agreement for Ascend/Proval Software Support.**
- **To approve Order #15-044 vacating Cedar Street Extension and Cul de Sac laying west of Juniper way within Block 3 or the Juniper Addition Subdivision, Tygh Valley Section 3, T4S, R13E WM.**
- **To approve Order #15-047 directing the Public Works Director to prepare his report on the proposed vacation of Unnamed Public Road A in Section 1 of Township 5 South Range 13E beginning at southerly right**

of way State Hwy 216 traveling south to the southerly right of way of Unnamed Public Road B.

- To remain a signer on the IGA for the Lone Pine Project.
- To approve PLACUP 15 01 0002 to expand an existing 21.5 acre aggregate operation to 50 acres in size to include a Comprehensive Plan Amendment to add a significant aggregate operation to the Comprehensive Plan Mineral and Aggregate Inventory as a Significant Site and a Zone Change to apply the EPD-5, Mineral & Aggregate Overlay zone to the existing and expanded operation.
- To approve, with noted corrections, PLACUP 15 01 001 to create a 20 acre aggregate operation subject to Standards Review for a significant Determination for the existing aggregate site; a comprehensive Plan Amendment to add a proposed aggregate operation to the Comprehensive Plan Mineral & Aggregate Inventory as a significant Site.
- To approve, with noted corrections, PLACUP 15 01 001 for a Zone Change to apply the EPD-5, Mineral & Aggregate Overlay zone to the proposed operation; and a Conditional Use Permit to allow an aggregate operation and include drilling, shooting, crushing and stockpiling crushed aggregate.

#### Consensus

- To send a letter to the State requesting a drought declaration based on recommendations from the Soil and Water District.

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**

### **Executive Session**

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

**Agenda Item**  
**Planning Commission – Strategic Planning**

- [Planning Director's Memo](#)
- [Work Plan](#)





## **Wasco County Planning Department**

### ***Service, Sustainability and Solutions***

To: Wasco County Board of Commissioners

From: Wasco County Planning Commission  
Angie Brewer, Planning Director

Date: May 12, 2015 for May 20, 2015 Board of County Commissioner's Meeting

Subject: Wasco County Long-range Planning Needs and Opportunities

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The Planning Commission has met several times since January to discuss long-range planning needs and opportunities. The results of this work, including recommendations, are outlined below for the Board's consideration. Attached, please find the Planning Commission's proposed plan review procedure.

As currently defined and communicated to the public, the mission of the Wasco County Planning Department is *"To encourage land use which strikes a balance between development and resource protection, and which preserves and enhances the character, livability, and economy of Wasco County. In accordance with this mission, the Planning Department manages development review, long range or special project planning, and code compliance. The Planning Department team strives to be solution-oriented and customer service focused, and works to make complex planning processes as transparent and convenient as possible<sup>1</sup>."*

Staff work efficiently to make progress on department responsibilities, however the timeliness and efficacy of customer service and development reviews are limited in part due outdated rules and procedures specified in our existing rules. Years of budget constraints have slowly eroded staff capacity, most notably the long-range planner position. Although we are fortunate to have maintained current staffing levels, our existing capacity only allows the Planning Department to implement a portion of its mission statement: providing customer service, managing development reviews and conducting code compliance. Long-range planning and special planning projects have not been adequately addressed since the loss of the long-range planner in 2004.

The current version of the Wasco County Comprehensive Plan was developed by staff in response to Oregon State land use law requirements in 1983. Many minor updates have been made over the last 32 years; most recently in 2010. In many instances, the updates have occurred in response to applications submitted by landowners and developers, individual mandated changes by the State, and others more significant in scale that included the use of advisory boards and public input. The resulting plan and ordinance is a collection of new and old that can be difficult to navigate, interpret and implement consistently.

For several years, staff has promoted the idea of taking a critical look at existing plans to ensure County goals for public service are being met. The Planning Commission often hears appeals and requests that attempt to navigate the complex rules and has observed frustrations from the public as well as the staff.

With mounting concerns that staff is unable to achieve the Department's mission with existing documents, the Planning Commission has held multiple work sessions to discuss long-range planning needs and would like to provide the Board of County Commissioners with the following findings and procedural options for improved plans and planning outcomes.

**Results of the Planning Commission work sessions:**

- Through general discussion of past experience and implementation, the Planning Commission finds that the existing Comprehensive Plan and LUDO documents appear to be:
  - A patchwork of new and old information;
  - Difficult for staff to implement consistently;
  - Difficult for the Planning Commission to implement consistently;
  - Applicable rules are not easily understood by applicants;
  - Have not been updated for an irregularly long period of time;
  - Are at least in some ways more prescriptive than the State requires; and
  - Are in some ways not reflective of current County goals or community needs.
- The program is perceived to be a hurdle instead of an asset or implementation tool.
- The Commission and Staff regularly hear from applicants that the rules are more restrictive than other counties within the State of Oregon and prevent positive development;
- The Commission and Staff often hear from partner agencies that implementation should be more clear and better coordinated (procedural requirements need updating).

**Benefits of revising the Comprehensive Plan and LUDO include but are not limit to:**

- More closely reflect current needs and trends
- Reduced liability concerns of broken cross references and other formatting errors
- Added clarity and improved consistency in staff and Planning Commission decisions
- Foundational document to support and implement County vision
- Assessment and revision process can be used as a catalyst for positive changes in the County
- Public process usually results in increased understanding and support from community
- Opportunities to better understand and address areas of concern
- Opportunities to update procedures and education materials for improved customer service
- Improved procedures to streamline permitting timelines
- Strategic implementation of vision through subsequent work plans
- Transition from a reactionary program to a proactive planning program
- Improved program for staff satisfaction and professional growth
- Attractive plan that is user friendly and not immediately perceived as a hurdle for positive development and other land use projects

**Procedural options discussed to update rules:**

1. Formatting updates to resolve cross-reference errors and make plans easier to navigate;
  - Pros: relatively small scale project; minimal cost and staffing needs; existing project in the Department's Strategic Plan; would improve customer service capacity.
  - Cons: limited response to current needs and trends; no new tools for improvement
2. Legislative plan amendments to evaluate and update specific chapters or goals;
  - Pros: Could address top priority needs to respond to County goals and community needs; would provide a framework for future updates to other chapters as staff capacity allow; County driven timeline and deliverables.
  - Cons: Additional staffing required; could result in another partial plan for an unknown period of time; may be limited in scope.

3. Combination of 1 and 2;
4. Voluntary Periodic Review to evaluate all or a prioritized portion of the Comprehensive Plan
  - Pros: Opportunity to thoughtfully evaluate entire plan for long-term solutions; State defined process that requires clear declaration of need, work plan, deliverables, public involvement process, and timelines; possible staff assistance from State through state staff and/or grant opportunities; technical assistance from State agencies; would also result in formatting updates to be more user friendly and easily implemented.
  - Cons: most significant staffing needs.

#### **Conclusion, recommendation and next steps:**

The Planning Commission finds that there would be many County-wide benefits to updating to the Comprehensive Plan and LUDO and that it should be a priority project for the Planning Department 2015/2016 work plan. The Planning Commission recommends pursuing the Voluntary Periodic Process (#4) to ensure desired outcomes are achieved as efficiently as possible and will provide the most effective long-term solution. With assistance from Oregon State Department of Land, Conservation, and Development regional representative, the typical voluntary periodic review process has been outlined in the attached document. Staff has used this information in its budget preparation materials to prepare for possible long-range planning project needs and priorities. Staff is also researching grant and partnership opportunities that may provide financial or staffing support for this planning priority.

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#### **Notes:**

1. **Columbia River Gorge National Scenic Area:** Portions of the County within the Columbia River Gorge National Scenic Area (CRGNSA) are required to conform to the Management Plan for the Columbia River Gorge National Scenic Area (Management Plan). The Management Plan can only be modified by the Columbia River Gorge Commission and the USDA Forest Service Columbia River Gorge National Scenic Area Office. Wasco County can propose changes to the Wasco County National Scenic Area Land Use and Development Ordinance (NSALUDO), and can provide a list of suggested updates for their future comprehensive plan updates, but does not have the authority to amend the Management Plan itself. Any proposed changes to the Wasco County NSALUDO must be approved by the Columbia River Gorge Commission and the Secretary of Agriculture for the US Forest Service Columbia River Gorge National Scenic Area Office.
2. **Confederated Tribes of the Warm Springs:** Portions of the County within the Confederated Tribes of the Warm Springs Indian Reservation are not zoned by Wasco County, and are not subject to compliance with Wasco County Comprehensive Plan or ordinances.
3. **Treaty Tribes of the Columbia River Gorge National Scenic Area:** Portions of the County within the CRGNSA held in trust by the United States Government for Indian Tribes or individual members of Indian Tribes or for the benefit of Indian Tribes or individual members of Indian Tribes, are not subject to compliance with the Wasco County Comprehensive Plan or land use and development ordinances (NSA Act Section 17: Savings Provisions).
4. **Public Lands:** Portions of the County owned by public land managers such as the USDA Forest Service, the DOI Bureau of Land Management, Oregon State Parks, Oregon Department of Forestry, Oregon Department of Transportation, and similar entities, are subject to compliance with the Wasco County Comprehensive Plan and ordinances.

# *Proposed Periodic Review Procedures for Wasco County*

*Prepared by Mike Davis, Wasco County Planning Commission Alternate 1  
Revised April 14, 2015*

Over the years, the Wasco County Comprehensive Plan and Land Use and Development Ordinances have not been updated in a cohesive manner, resulting in a fragmented set of rules that are difficult for staff to apply and in some cases do not address County goals in an effective or proactive way. The Planning Commission has now met several times to discuss long-term planning needs, including the possibility of entering Voluntary Periodic Review. Voluntary Periodic Review is *voluntary* and is not required by the State of Oregon. However, the State provides a framework, and in many cases, staff assistance to pursue the Voluntary Periodic Review process and update County plans and subsequent ordinances. Updates through other process options may not qualify for the same levels of assistance. As proposed by the Wasco County Planning Commission, the review of the Wasco County Comprehensive Plan can be divided into five phases: Phases I, II and III are related to the evaluation of the existing plan, including a citizen involvement program; Phases IV and V include completion of the work tasks outlined in the work program developed to meet DLCD requirements during the previous phases.

**Phase I** will include a review of the existing comprehensive plan. In conjunction with the County's DLCD representative, the staff will identify any issues that should be addressed through the Periodic Review process. This will ensure the process will effectively cover any issues that were identified. The list of identified issues must be provided to LCDC as the County's defined need and formal request to enter Voluntary Periodic Review. Phase I will define timelines and outline the team that will assist during the process.

**Phase II** begins only after LCDC approves the results of Phase I. Phase II requires the County to determine a strategy for citizen involvement and begin the Plan Evaluation Process to determine whether specific criteria necessary for plan modifications and updates are met. Following the Plan Evaluation Process, the County Board of Commissioners will be required to review the results and determine whether to proceed with the update process.

**Phase III** begins only after the County Board of Commissioners agree to move forward with the update process. The results of the Plan Evaluation Process will inform the development of a formal Work Program with Work Tasks, as defined by DLCD. This process must include public participation, as identified in the approved citizen involvement strategy developed in Phase II.

**Phase IV** is the longest phase, taking up to three years to complete. During this phase, progress will be made on the individual Work Tasks identified in the approved Work Program. This work will be done in accordance with the citizen involvement strategy developed in Phase II. Reports to DLCD documenting the results of each Work Task must be provided in a timely manner for review and confirmation.

**Phase V** is the phase in which DLCD will review the completed Work Tasks. DLCD has up to 120 days to review the County's work or request additional information. If no response is provided, then the reports are automatically approved. Following DLCD approval, the County's local process to change the Plan and LUDO documents may proceed – including additional public hearings and a final decision by the Board of County Commissioners.

**LUDO Updates** may begin once the proposed changes to the Plan are approved. LUDO updates are a secondary process that will require staff time and subsequent public hearings and decisions by the Planning Commission and Board of County Commissioners.

The table below outlines the resources needed for each phase of the Voluntary Periodic Review process. These numbers were developed through iterative conversations between the Planning Commission, staff, and the Wasco County DLCD representative.

**Table: Voluntary Periodic Review Process, Needs, and Timeline**

Key:

FTE = Full time employee

County Staff = Wasco County Planning Staff

BOCC = Wasco County Board of County Commissioners

DLCD Staff = assistance from regional representative or appointed staff

PC = Wasco County Planning Commissioners

Voluntary Periodic Review Process Phase of Work:	Resources Needed:	Source of Staff Capacity:	Approx. Timeline
<b>PHASE I</b>  Research & Grants Internal review to define needs/benefits Research and outreach to other agencies Statewide Comparison Prioritize list of needed updates Vet findings with BOCC	1.5 FTE	<b>0.5 FTE County Staff;</b>  0.5 FTE PC  0.25 FTE BOCC and other departments (e.g. Surveyor)	3 to 6 Months
<b>Milestone Exit Option</b> → If Phase I research concludes this process is not a priority or staff will not have the capacity to make progress, the project scope can be modified, staff can pause work until grants are received, or the project can cease.			
<b>PHASE II</b> (after LCDC approval)  Define citizen involvement strategy Plan Evaluation Process Initial outreach to public Includes topic specific PC meetings Feedback on Staff recommendations	1.5 FTE	<b>1.0 FTE County Staff;</b>  0.5 FTE PC	3 to 6 Months
<b>Milestone Exit Option</b> → If Phase II work determines that staff will not have the capacity to make progress, the project scope can be modified, staff can pause work until grants are received, or the project can cease.			

<b>Voluntary Periodic Review Process Phase of Work:</b>	<b>Resources Needed:</b>	<b>Source of Staff Capacity:</b>	<b>Approx. Timeline</b>
<b>PHASE III</b> ( <i>after BOCC approval</i> )  Develop Work Program & Work Tasks Facilitate public involvement Seek DLCD approval of Work Program	1. 25 FTE	<b>1.0 FTE County Staff</b>  0.25 FTE PC  <i>0.25 FTE DLCD</i>	1 to 3 months
<b>Milestone Exit Option</b> → <i>If Phase III work determines that staff will not have the capacity to make progress, the project scope can be modified, staff can pause work until grants are received, or the project can cease.</i>			
<b>PHASE IV</b>  Complete Work Tasks in Work Program Public hearings and solicit feedback Report to DLCD for Review	1.75 FTE	<b>1.25 FTE County Staff</b>  0.25 FTE PC  0.25 FTE DLCD	Up to 3 years
<b>PHASE V</b>  DLCD review of each Work Task DLCD Final Decision <b>County adopts through local process</b>  <i>(Phases IV and V may be running simultaneously for various Work Tasks)</i>	1.75 FTE	<b>1.0 FTE County Staff</b>  0.25 FTE PC  0. 5 FTE DLCD	Up to 120 days following each Work Task submittal.
<b>LUDO updates begin</b> (separate / simultaneous project)	TBD	TBD	TBD

## **Agenda Item**

### **QLife Budget**

- [City of The Dalles Staff Report](#)
- [IGA Excerpt](#)
- [QLife 2015-2016 Approved Budget Book](#)





**CITY of THE DALLES**  
313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
May 11, 2015	Action Item #	

**TO:** Mayor and City Council

**FROM:** Nolan K. Young, City Manager

**DATE:** April 29, 2014

**ISSUE:** Approval of the Fiscal Year 2015-16 QualityLife Intergovernmental Agency Budget

**BACKGROUND:** Section 2.3.2 of the QualityLife Intergovernmental Agency (QLife) amended Intergovernmental Agreement addresses financial matters of the Agency (copy of section attached). It states that “*Approval of the Annual Budget...require the affirmative authorization of each party to be bound, such authorization to be expressed by Resolution, Ordinance or other binding commitment of the party’s governing body*” Attached is the Budget approved by the QLife Budget Committee on April 23, 2015. Final Board adoption of the Budget is scheduled for the May 28, 2015 QLife Board Meeting.

The approved Budget has two funds.

1. The Operating Fund is budgeted at \$919,782 includes operations, maintenance and transfers to the capital fund (\$504,140).
2. The Capital Fund is budgeted at \$934,730 includes capital projects to expand the service area (\$180,000); to upgrade equipment including a generator (\$110,000); and a substantial contribution to capital reserves (\$471,717).

Approval of this Budget by the City Council and County Commission includes authorization for the QLife Board to proceed with the Scope of Work. In prior years the QLife Board has approved a list of financial priorities that has served as a scope of work for the agency during the year. Below is the scope of work the budget was built on.

Scope of Work:

Meet Normal Operating Costs

- ✓ Maintenance and Operating Costs
- ✓ New Customer Assistance
- ✓ Spice Case Documentation
- ✓ Administrative Services

Implement Capital Improvement Plan

- ✓ Update Telecom Equipment
- ✓ New Electrical Generator
- ✓ Downtown Metro Loop
- ✓ Balance to Capital Reserve

**BUDGET IMPACT:** The QLife Budget does not require any specific financial expenditure by the City of The Dalles. The City is proposed to receive up to \$20,000 for financial, clerical and administrative services and receives \$7,752 for rent of the QLife rooms in City Hall, and storage space at the City's Public Works shops, and \$19,442 from the right of way fees.

**COUNCIL ALTERNATIVES:**

1. ***Staff Recommendation: Approve the Fiscal Year 2015-16 QLife Budget and Work Scope.***
2. Amend and then approve the QLife Budget.
3. Postpone action on the QLife Budget until June to allow for additional research.

to discuss at the IGA meeting. The President shall perform the duties and responsibilities of the IGA in accordance with the obligations and limitations set forth in this Agreement. The President shall not otherwise hold herself or himself out to have the authority to bind the members of the IGA to any financial or other obligations.

2.2.2 Duties of Vice President. The Vice President shall perform the duties of the President in the absence or the incapacity of the President. In the case of the resignation or the death of the President, the Vice President shall perform the duties of the President until such time as the Board shall elect a new President.

2.2.3 Secretary/Treasurer. The Secretary/Treasurer shall keep the minutes and the official records of the IGA and perform such other duties required of a Secretary/Treasurer. The Secretary/Treasurer shall be responsible for the fiscal administration of all funds of the IGA. The Secretary/Treasurer and either the President or the Vice President shall act as co-signers of checks drawn upon the accounts of the IGA. The Secretary/Treasurer may delegate the administrative functions of her or his office to another person or persons who need not be on the Board.

2.2.4 Additional Duties. The Officers of the IGA shall perform such other duties and functions as may from time to time be required by the IGA bylaws, or other rules and regulations.

2.3 Voting Rights. Except as otherwise expressly provided in this Agreement, the Board shall exercise its voting rights in the following manner:

2.3.1 Manner of Acting. A majority vote of the Board shall be necessary to decide any issue except that a unanimous vote of the Board shall be required to decide financial matters described in Section 2.3.2, for the addition of new members pursuant to Section 2.3.3, for the acceptance of or amendment to the scope of work pursuant to Sections 2.5.1 and 2.5.2, and for the dissolution of the IGA pursuant to Section 3.1;

2.3.2 Financial Matters. Any decision of IGA involving the approval of the annual budget, the procurement of goods or services outside the adopted budget, or the incurrence of any financial obligation, including the issuance or sale of bonds, securities or other forms of indebtedness, exclusive of expenditures within the budget, shall require the affirmative authorization of each individual Party to be bound, such authorization to be expressed by resolution, ordinance or other binding commitment of the Party's governing body. Parties not affirmatively authorizing such actions shall in no instances be liable. The procurement of goods and services outside the budget shall be performed by resolution or separate agreement which specifies (1) the apportionment of fees, costs, or revenue derived from the functions and activities; and (2) the manner in which such revenue shall be accounted for. Such resolution or



separate agreement may or may not involve the participation of the IGA; however, such participation of the IGA shall not create liability for a Party that has not affirmatively authorized such action;

2.3.3. New Members. The Board may authorize a new Party to join the IGA only if approved by a unanimous vote of the Board;

2.4 Insurance. The IGA shall provide for adequate insurance to cover the directors, officers, employees, staff, agents and activities undertaken by the IGA.

2.5 Scope of Work. A scope of work shall be presented for each specific task or project, not previously approved and adopted in the budget, to be undertaken by the IGA. The scope of the work shall contain a reasonably detailed description of the activities to be undertaken by IGA, a description of any necessary contractual arrangements, an itemization of the costs to be incurred in pursuing these activities, an allocation of costs, in-kind services and ownership interest in the Project among the participating Parties, a plan for project governance, an estimate of the expected revenues from such activities and an allocation of such revenues among the participating Parties.

2.5.1 Acceptance. Each scope of work shall be negotiated on a case-by-case basis and if approved by each Party shall be attached as an addendum to this Agreement.

2.5.2 Amendments. No change in a scope of work shall occur without each Party's written consent.

### **ARTICLE III**

#### **TERM AND TERMINATION**

3.1 Term. The term of this Agreement shall be perpetual unless, by a unanimous vote, the Parties act to dissolve the IGA.

3.1.1. Dissolution. Upon dissolution, each Party to the IGA on the date of dissolution shall remain liable solely for its individual share of any IGA expenditure that has been specifically incurred by the Party in accordance with the terms of this Agreement or by other resolutions or separate agreements of the Party. Upon dissolution, the assets of the IGA shall be distributed to the members on the basis of the rights and obligations of each party to the assets held as of the date of the dissolution.

3.2 Voluntary Withdrawal by a Party. Any Party may elect to terminate their participation in this Agreement and withdraw from the IGA by giving written notice to the President and each member of the IGA. Withdrawal shall be effective forty-five (45) days from

**QLife Network**  
QualityLife Intergovernmental Agency

**Fiscal Year 2015-16**

**APPROVED BUDGET**

of the

**QUALITYLIFE INTERGOVERNMENTAL  
AGENCY**



A Partnership of  
Wasco County, Oregon  
City of The Dalles, Oregon

# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

**Fiscal Year 2015-16**

## **APPROVED BUDGET**

Presented to the QLife Budget Committee  
by  
Nolan Young, QLife Budget Officer

### **QLife Agency, Budget Committee Members**

Agency Board:           President, Erick Larson  
                                  Vice President, Daniel Spatz  
                                  Sec/Treasurer, Brian Ahier  
                                  Board Member, Taner Elliott  
                                  Board Member, Scott Hege

Budget Committee  
Members:                 Ken Farner  
                                  David Karlson  
                                  Kenneth Leibham  
                                  Jim Broehl  
                                  Doug Quisenberry

### **Staff Support**

Legal Counsel:           Keith Mobley  
Administrative:           City of The Dalles City Manager, Nolan Young  
Finance Director:        City of The Dalles, Kate Mast  
Secretarial:              City of The Dalles, Izetta Grossman

### **Agency Partners**

Wasco County  
City of The Dalles

# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

## **Approved Budget FY 2015-16**

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# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

## **BUDGET MESSAGE FY 2015-16**

QLife is an intergovernmental agency, consisting of the City of The Dalles and Wasco County, governed by a Board of Directors. QLife provides broadband, ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. The QLife System has been operational since December 2003.

The following narrative explains the approved budget for the Quality Life Intergovernmental Agency for fiscal year 2015-16. The budget amounts shown here represent two funds: Operating Fund and Capital Fund.

Prior budgets were built around a financial priority policy adopted by the QLife Board each year. This was not done this year the Board is involved in a strategic review of what the Agency will be now that we are debt free. This budget was prepared to meet normal operating costs and the capital improvement plan (see page 15). Any funds remaining were added to the established \$140,000 reserve. That reserve is budgeted at \$471,717 this year.

**I. Operating Fund - Maintenance and Operation - \$919,782:** The approved Maintenance and Operation budget is based on past operations.

**A. Resources:** This fund's revenue primarily comes from customer-generated sources.

1. Beginning Fund Balance (\$218,563) This is our estimated net revenues over expenditures for FY14/15, the current fiscal year. This is an increase of \$37,597 over our projected FY14/15 beginning balance
2. User Fees (\$648,069) These are the charges to customers to transport data on our fiber to other locations on our system or to the NoaNet Big Eddy Point of Presence (POP), collocation in our equipment room, and for dark fiber leases. The chart on page 10 shows customer type by use. We are estimating a 2.4% increase in user fees based on current orders.
3. Connect Charges (\$2,250) These are the fees that new customers pay to connect to our broadband system.
4. E-Rate Payment (\$50,000) This is the assistance that our education customers receive from a support program. We budget an expenditure of an equal amount: as when we receive this money, we send it to the education agencies.

## **B. Expenditures:**

1. Qlife is a contract operation with seven primary operating contracts.
  - a. Administrative Services (\$20,000) The City provides financial, management, and clerical services at actual cost of salary and benefits.
  - b. Contractual Service County (\$5,000) – GIS System support
  - c. Outside Plant Maintenance (\$43,000) - This is for overhead maintenance work that is needed including line repair and pole work mandated by those whose poles we are connected to.
  - d. Legal Services - (\$8,400)
  - e. Network System Management (\$68,000) – QLife has a contract with a consulting firm to provide the following:
    - ✓ Technical maintenance of the system and its electronics;
    - ✓ Customer Service issues;
    - ✓ Sign up and connection of new customers;
    - ✓ Coordinate backbone and spur line repairs and manage the line maintenance contract;
    - ✓ Coordinate with LightSpeed Networks on Technical issues;
    - ✓ Report monthly to the QLife Board.
  - f. Engineering Services (\$22,400) – We contract with Erik Orton who has been with us from the beginning of the system for routine engineering and assistance with new customers.
  - g. Audit Services (\$6,700) – Merina & Company is our contracted accounting firm for audit services. This item has experienced a 3% annual increase over the last two years.
4. Office Space Rental (\$7,752) – For renting space at City Hall to house QLife facilities and equipment, and at Public Works for fiber spools and other outside plant inventory items.
5. Pole Contracts (\$10,500) – for pole contact fees with Northern Wasco County PUD and CenturyLink. This is increased \$500 to reflect increased numbers of pole connections.
6. Network Equipment (\$5,000) – Covers the maintenance and repair of QLife network equipment.
7. Other Services (\$23,000) – QLife periodically contracts for clearing lines from trees and other hazards. It includes \$20,000 for OSP/Insight splice case documentation. This is the remaining 50% of the project started in FY14/15.
8. Electronics Reserve (\$20,000) – This is for upgrading and replacement of the electronics of the system as needed.

9. ROW Fee (\$19,442) – Payment of a right of way equal to 3% of customer fees.
10. Scholarship (\$2,000) – This item was added in FY10/11 for scholarships in the technology fields at Columbia Gorge Community College.
11. Robotics Grant (\$2,000) – This item was added in FY12/13 to support local teams and competitions.
12. Insurance (\$6,017) – Includes general liability insurance and property insurance for equipment at City Hall.
13. Other Expenses (\$9,345) – Includes office supplies, utility locates, electricity, telephone service, advertising, legal notices, training, travel, and membership fees.
14. Transfers Out (\$504,140) – Only a portion of revenues for this fund are expended (35.72%) or held as contingency or unappropriated ending balance (9.47%). The remaining (54.81%) is transferred to the Capital Projects Fund system improvements (\$504,140).
15. Contingency (\$27,680) – 10% of Materials and Services and Capital Outlay
16. Unappropriated Funds (\$59,406) – To fund a cash reserve equaling approximately one month of user fees, plus 10%.

**II. Capital Fund - Capital Projects (\$934,730):** The Capital Projects Fund is for projects for new customers, system enhancement and reserves. An increase of 164% over FY14/15 is budgeted for FY15/16.

**A. Revenue:**

1. Beginning Fund Balance (\$400,590) – An increase of \$217,271 from FY 14/15 beginning balance. This is the result of reductions in over-all material and service charges and debt.
2. Transfer from Operating Fund (\$504,140) – Resources used for current debt retirement (\$0) and system improvements (\$504,140).
4. Connect Charges (\$30,000) – These are charges for adding service to new customers. Based on the addition of 5 new customers.

**B. Expenditures:**

1. Telecom Equipment (\$110,000) – This includes \$100,000 for new generator and \$10,000 in equipment upgrades. This meets priority #3 and #12.
2. Outside Plant Primary (\$180,000) – This is for the Downtown Metro Loop \$170,000; with another \$10,000 for project contingency. This project may not proceed. It depends on Downtown Street Scape/Washington Street Undercrossing and Granada Block redevelopment and parking structure projects happen this year.

3. Outside Plant – Secondary (\$50,000)
  - a. \$30,000 paid by customers for service extensions
  - b. Up to \$20,000 to assist new customers with build out of connection
4. Materials and Services (\$11,000) – This includes engineering services and materials to extend lines to new customers.
5. Pole Make Ready Costs (\$5,000) – This is for work to utility poles to support QLife lines and equipment.
6. General Debt Payments (\$0) – No debt for 15/16
7. Reserve for System Improvements (\$471,717) – In FY 14/15 we created a reserve of \$140,000 for future expansion, modernization or replacement of system. During the year the Board will determine which projects it may pursue as it completes its strategic review.
8. Contingency (\$95,013) – For unanticipated needs

### **Future Budgets**

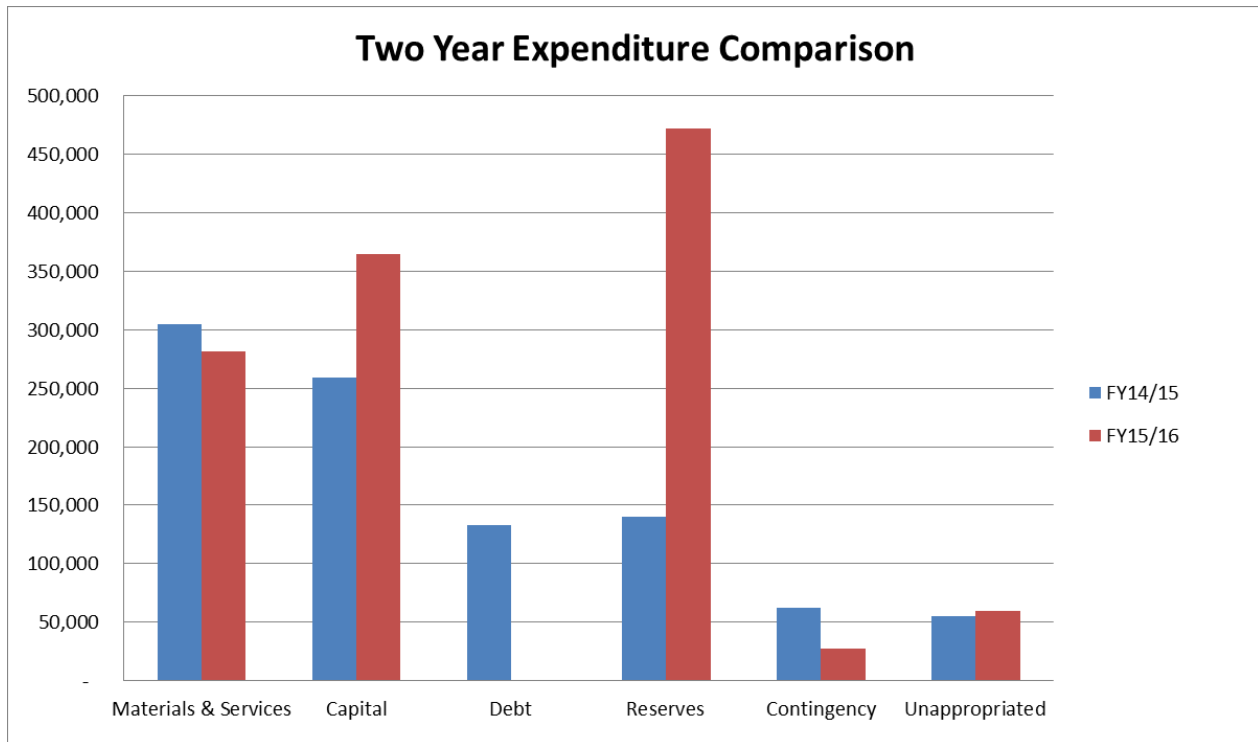
Attached following the Debt Summaries is a ten (10) year projection based on current trends. It shows a bright future for QLife.

# QUALITYLIFE INTERGOVERNMENTAL AGENCY

## PRIOR YEAR COMPARISON SUMMARY (combined funds)

	FY12/13 Actual	FY13/14 Actual	FY14/15 Budget	FY015/16 Approved
Beginning Balance	279,489	234,278	321,939	619,153
Customer Fees	536,950	598,745	659,919	680,319
Other Sources	415,681	359,570	433,605	555,040
<b>Total Resources</b>	<b>1,232,120</b>	<b>1,192,593</b>	<b>1,415,463</b>	<b>1,854,512</b>
QLIFE - General Fund	538,762	529,154	734,362	832,696
QLIFE - Capital Fund	210,296	70,349	262,113	368,000
Debt Service	248,784	228,803	132,788	-
Reserves	-	-	140,000	471,717
Contingency	-	-	91,400	122,693
Unappropriated End Balance	-	-	54,800	59,406
<b>Total Expenditures</b>	<b>997,842</b>	<b>828,306</b>	<b>1,415,463</b>	<b>1,854,512</b>
<b>Ending Balance</b>	<b>234,278</b>	<b>364,287</b>	<b>-</b>	<b>-</b>

\* Includes Interfund Transfers of \$504,140



# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

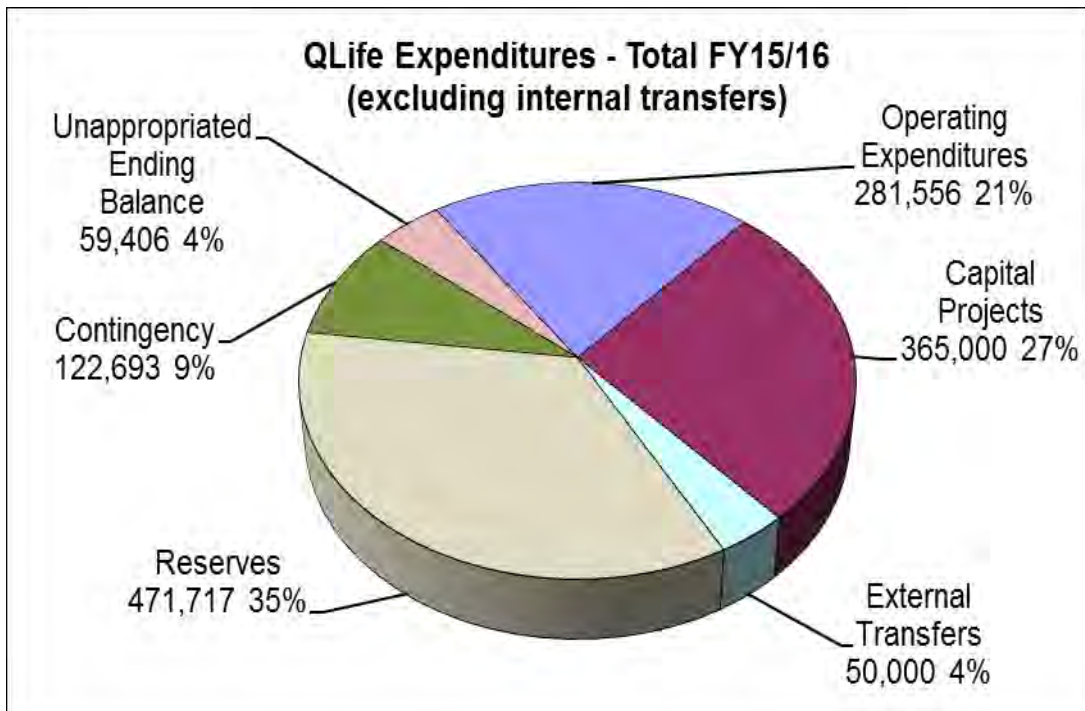
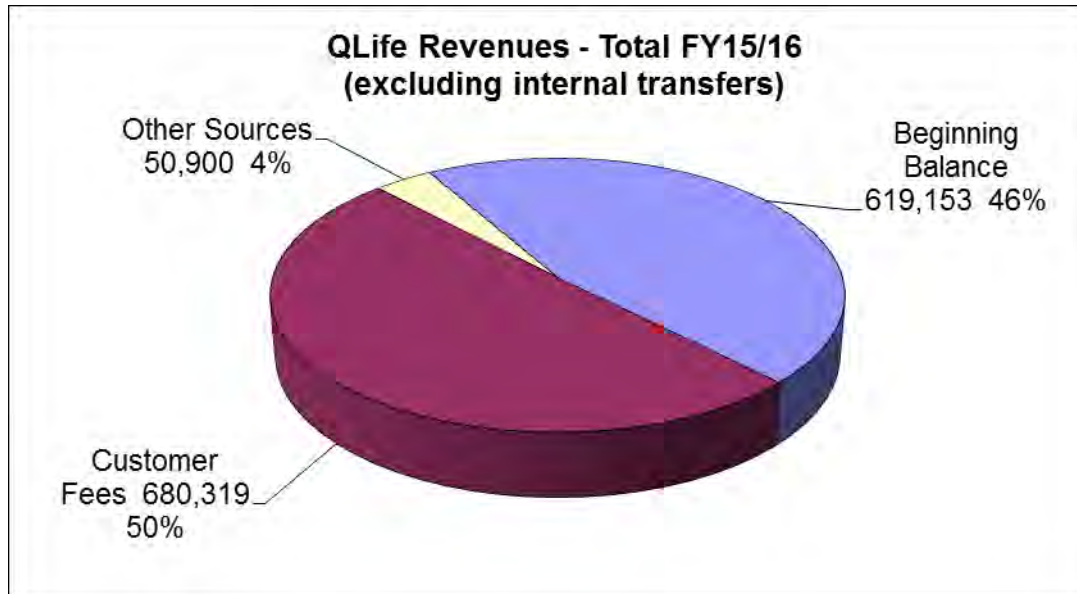
## **OVERVIEW SUMMARY** **Approved Budget FY 2015-16**

	<b>Agency General Fund</b>	<b>Capital Fund</b>	<b>Total Approved FY15/16</b>
Beginning Balance	218,563	400,590	619,153
Customer Fees	650,319	30,000	680,319
Other Sources	101,800	-	101,800
Grants / Loans	-	-	-
Transfers In	-	504,140	504,140
<b>Total Resources</b>	<b>970,682</b>	<b>934,730</b>	<b>1,905,412</b>
Operating Expenditures	258,556	23,000	281,556
Capital Projects	20,000	345,000	365,000
Debt Service	-	-	-
External Transfers	50,000	-	50,000
Internal Transfers Out	504,140	-	504,140
Reserves	-	471,717	471,717
Contingency	27,680	95,013	122,693
Unappropriated Ending Balance	59,406	-	59,406
<b>Total Expenditures</b>	<b>919,782</b>	<b>934,730</b>	<b>1,854,512</b>

# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

## **REVENUES AND EXPENDITUES BY SOURCE**

**Approved FY 2015-16**

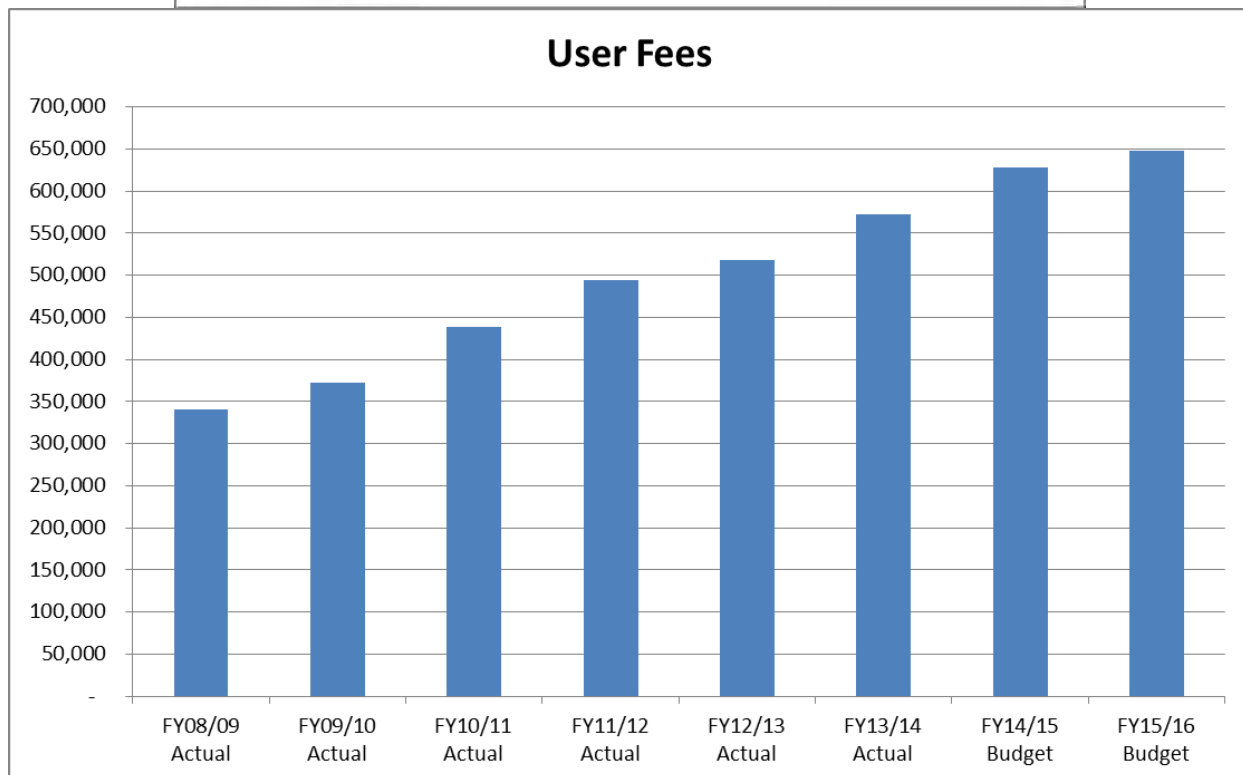
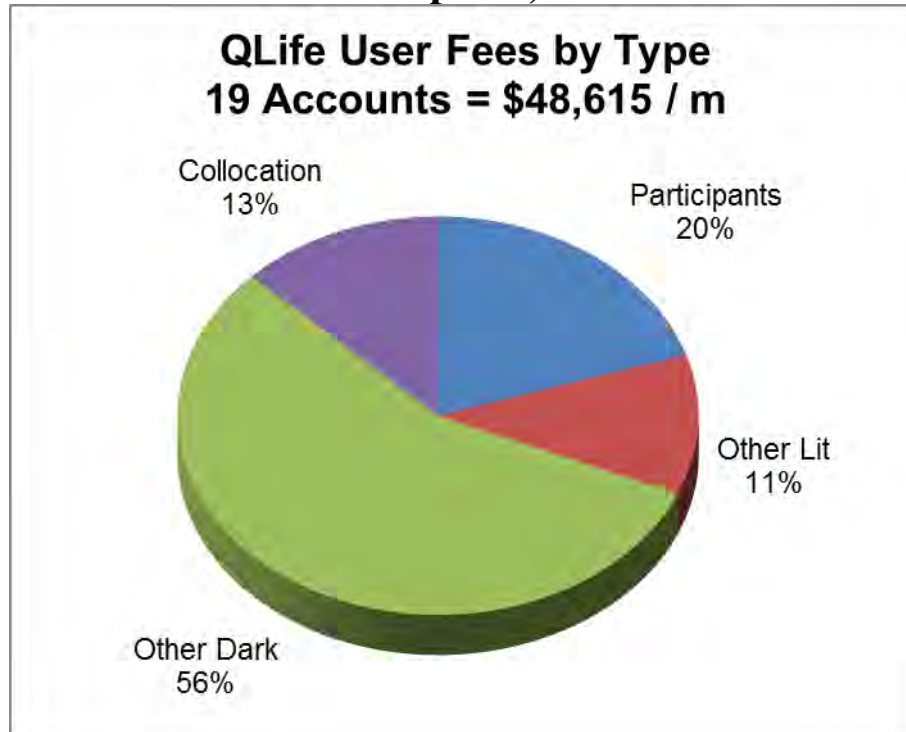




# ***QUALITYLIFE INTERGVERNMENTAL AGENCY***

## **CUSTOMER REVENUES & USER FEES**

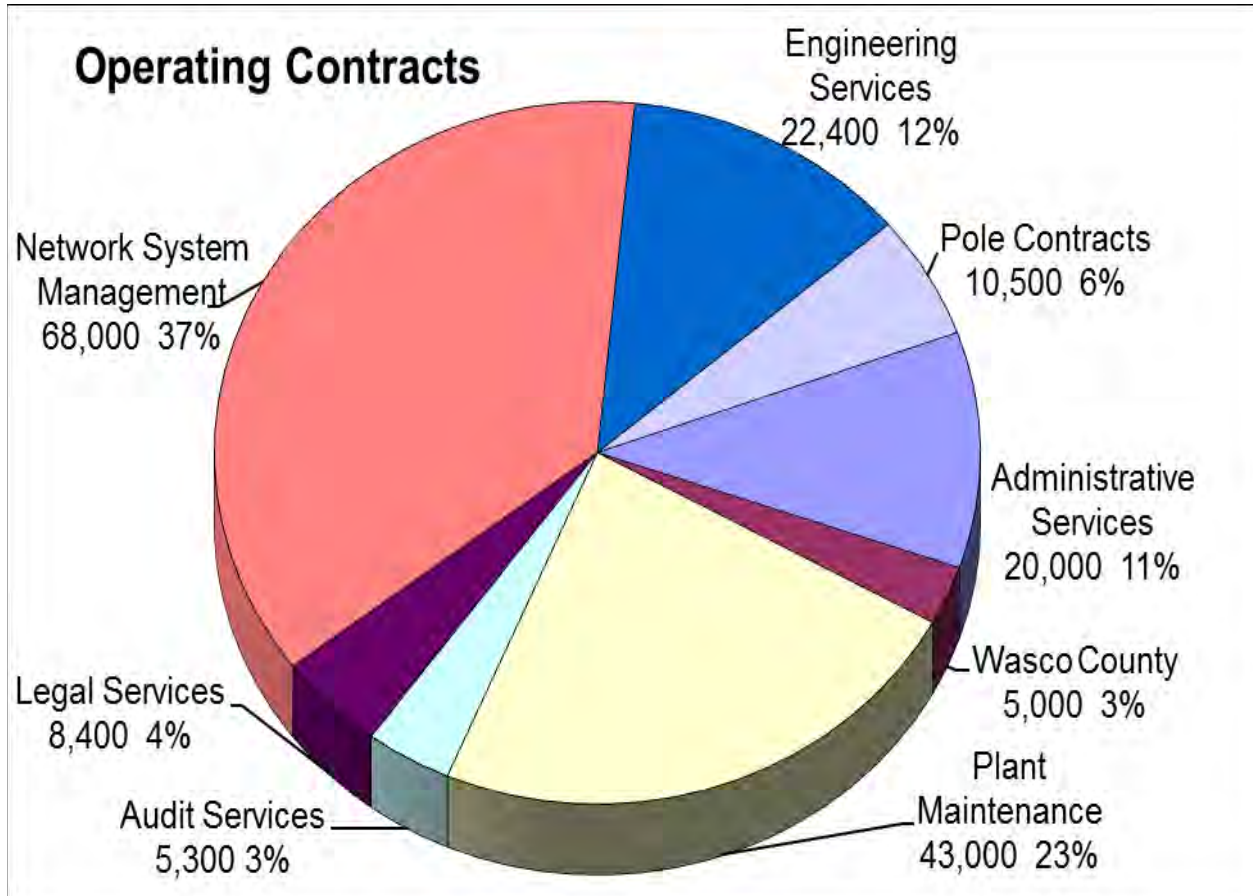
**As of April 9, 2015**



# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

## **OPERATING CONTRACTS**

**Approved FY 2015-16**



# ***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

## **Approved Budget FY 2015-16**

<b>FY12/13 Actual</b>	<b>FY13/14 Actual</b>	<b>FY14/15 Budget</b>	<b>Account #</b>	<b>Description</b>	<b>FY15/16 Proposed</b>	<b>FY15/16 Approved</b>	<b>FY15/16 Adopted</b>
			<b>QLIFE AGENCY FUND 600</b>				
			<b>REVENUES</b>				
66,849	93,154	138,143	600-0000-300.00-00	Beginning Balance	218,563	218,563	
517,680	575,730	627,669	600-0000-344.10-00	Utility Service Charges	648,069	648,069	
2,700	3,600	2,250	600-0000-344.20-00	Connect Charges	2,250	2,250	
229	568	500	600-0000-361.00-00	Interest Revenues	700	700	
135	134	200	600-0000-369.00-00	Other Misc Revenues	200	200	
44,323	36,936	50,000	600-0000-369.20-00	E-Rate Reimbursements	50,000	50,000	
<b>631,916</b>	<b>710,121</b>	<b>818,762</b>	<b>TOTAL REVENUES</b>		<b>919,782</b>	<b>919,782</b>	<b>-</b>
			<b>EXPENDITURES</b>				
			<b>Materials &amp; Services</b>				
16,866	15,909	20,000	600-6000-660.31-10	Administrative Services	20,000	20,000	
4,543	-	7,000	600-6000-660.31-15	Contractual Svc - County	5,000	5,000	
5,513	16,816	43,000	600-6000-660.31-20	Outside Plant Maint	43,000	43,000	
-	-	43,000	600-6000-660.31-90	Other Services	23,000	23,000	
4,990	6,350	5,300	600-6000-660.32-10	Audit	6,700	6,700	
6,515	4,110	8,400	600-6000-660.32-20	Legal Services	8,400	8,400	
19,427	17,577	22,400	600-6000-660.34-10	Engineering Services	22,400	22,400	
64,262	61,126	73,000	600-6000-660.34-30	Network System Mgmt	68,000	68,000	
5,000	-	-	600-6000-660.34-50	Special Studies /Reports	-	-	
-	532	600	600-6000-660.41-40	Electricity	600	600	
3,125	-	500	600-6000-660.43-10	Buildings & Grounds	500	500	
2,021	1,190	4,600	600-6000-660.43-25	Network Equipment	5,000	5,000	
-	-	1,000	600-6000-660.43-87	Utilities Locates	1,000	1,000	
5,244	7,752	7,752	600-6000-660.44-10	Office Space Rental	7,752	7,752	
5,630	5,665	5,855	600-6000-660.52-10	Liability Insurance	6,017	6,017	
27	112	200	600-6000-660.53-20	Postage	200	200	
436	410	420	600-6000-660.53-30	Telephone	420	420	
186	240	400	600-6000-660.53-40	Legal Notices	400	400	
500	1,055	1,300	600-6000-660.54-00	Advertising	1,500	1,500	
-	-	400	600-6000-660.57-10	Permits	400	400	
1,411	1,031	2,000	600-6000-660.58-10	Travel, Food & Lodging	2,000	2,000	
-	-	700	600-6000-660.58-50	Trainings & Conferences	700	700	
-	25	200	600-6000-660.58-70	Memberships/Dues/Subs	875	875	
66	-	100	600-6000-660.60-10	Office Supplies	100	100	
4,000	2,000	2,000	600-6000-660.63-80	Scholarships	2,000	2,000	
2,000	2,000	2,000	600-6000-660.63-90	Robotics Grant	2,000	2,000	
799	460	500	600-6000-660.69-50	Misc Expenses	650	650	
9,025	8,653	10,000	600-6000-660.69-60	Pole Connection Fees	10,500	10,500	
15,530	17,272	18,830	600-6000-660.69-70	Right of Way Fees	19,442	19,442	
1,480	-	-	600-6000-660.69-80	Assets < \$5000	-	-	
<b>178,595</b>	<b>170,285</b>	<b>281,457</b>	<b>Total Materials &amp; Services</b>		<b>258,556</b>	<b>258,556</b>	<b>-</b>
			<b>Capital Outlay</b>				
-	-	20,000	600-6000-660.74-20	Telecom Equipment	20,000	20,000	
-	-	<b>20,000</b>	<b>Total Capital Outlay</b>		<b>20,000</b>	<b>20,000</b>	<b>-</b>
			<b>Other</b>				
315,844	321,933	382,905	600-9500-600.81-91	QLife Capital Fund	504,140	504,140	
44,323	36,936	50,000	600-9500-600.83-10	ESD E-Rate Transfers	50,000	50,000	
-	-	29,600	600-9500-600.88-00	Contingency	27,680	27,680	
-	-	54,800	600-9500-600.89-00	Unappropriated Ending Fund Balance	59,406	59,406	
<b>360,167</b>	<b>358,869</b>	<b>517,305</b>	<b>Total Other</b>		<b>641,226</b>	<b>641,226</b>	<b>-</b>
<b>538,762</b>	<b>529,154</b>	<b>818,762</b>	<b>TOTAL EXPENDITURES</b>		<b>919,782</b>	<b>919,782</b>	<b>-</b>
<b>93,154</b>	<b>180,968</b>	<b>-</b>	<b>REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>

# QUALITYLIFE INTERGOVERNMENTAL AGENCY

## Approved Budget FY 2015-16

			<b>QLIFE CAPITAL FUND 601</b>				
			<b>REVENUES</b>				
212,640	141,124	183,796	601-0000-300.00-00	Beginning Balance	400,590	400,590	
16,570	19,415	30,000	601-0000-344.20-00	Connect Charges	30,000	30,000	
5,150	-	-	601-0000-369.00-00	Other Misc Revenues	-	-	
50,000	-	-	601-0000-369.10-00	Enterprise Zone Payment	-	-	
315,844	321,933	382,905	601-0000-391.90-01	Qlife Operating Fund	504,140	504,140	
-	-	-	601-0000-393.10-00	Loan/Bond Proceeds	-	-	
<b>600,204</b>	<b>482,472</b>	<b>596,701</b>	<b>TOTAL REVENUES</b>		<b>934,730</b>	<b>934,730</b>	<b>-</b>
			<b>EXPENDITURES</b>				
			<b>Materials &amp; Services</b>				
5,924	904	11,000	601-6000-660.34-10	Engineering Services	11,000	11,000	
-	-	4,000	601-6000-660.34-70	Customer Connections	4,000	4,000	
113	15,722	8,000	601-6000-660.43-86	Lines, Maint & Supplies	8,000	8,000	
<b>6,036</b>	<b>16,625</b>	<b>23,000</b>	<b>Total Materials &amp; Services</b>		<b>23,000</b>	<b>23,000</b>	<b>-</b>
			<b>Capital Outlay</b>				
187	-	-	601-6000-660.72-20	Buildings	-	-	
113,577	14,360	-	601-6000-660.74-20	Telecom Equip	110,000	110,000	
38,105	1,516	184,113	601-6000-660.76-10	Primary (System Maint)	180,000	180,000	
51,720	35,038	50,000	601-6000-660.76-20	Secondary (Line Extensions)	50,000	50,000	
671	2,809	5,000	601-6000-660.76-30	Pole Make Ready Costs	5,000	5,000	
<b>204,259</b>	<b>53,724</b>	<b>239,113</b>	<b>Total Capital Outlay</b>		<b>345,000</b>	<b>345,000</b>	<b>-</b>
			<b>Debt Service</b>				
222,613	215,597	129,425	601-6000-660.79-50	Loan Principal Payments	-	-	
26,171	13,206	3,363	601-6000-660.79-60	Interest Payments	-	-	
<b>248,784</b>	<b>228,803</b>	<b>132,788</b>	<b>Total Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>
			<b>Other</b>				
-	-	140,000	601-9500-600.84-15	Reserve for Sys Imprmnts	471,717	471,717	
-	-	-	601-9500-600.84-20	Reserve for Co Expansion	-	-	
-	-	-	601-9500-660.84-30	Reserve for Debt Retirement	-	-	
-	-	61,800	601-9500-600.88-00	Contingency	95,013	95,013	
<b>-</b>	<b>-</b>	<b>201,800</b>	<b>Total Other</b>		<b>566,730</b>	<b>566,730</b>	<b>-</b>
<b>459,080</b>	<b>299,152</b>	<b>596,701</b>	<b>TOTAL EXPENDITURES</b>		<b>934,730</b>	<b>934,730</b>	<b>-</b>
<b>141,124</b>	<b>183,319</b>	<b>-</b>	<b>REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>

***QUALITYLIFE INTERGOVERNMENTAL AGENCY***

**Long Term Debt as of July 1, 2015**

QLife does not have any debt at this time:

# QUALITYLIFE INTERGOVERNMENTAL AGENCY

## Ten Year Projections

	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
Beginning Balances <sup>1</sup>	619,153	98,000	100,940	103,968	107,087	110,300	113,609	117,017	120,528	124,143	127,868
Local Line Charges	648,069	667,511	687,536	708,162	729,407	751,290	773,828	797,043	820,954	845,583	870,951
Misc. Revenues	33,150	34,145	35,169	36,224	37,311	38,430	39,583	40,770	41,993	43,253	44,551
Total Revenue	681,219	701,656	722,705	744,386	766,718	789,720	813,411	837,813	862,948	888,836	915,501
Insurance	6,017	6,198	6,383	6,575	6,772	6,975	7,185	7,400	7,622	7,851	8,086
Maintenance/Operation	151,139	155,673	160,343	165,154	170,108	175,212	180,468	185,882	191,458	197,202	203,118
Management	68,000	70,040	72,141	74,305	76,535	78,831	81,196	83,631	86,140	88,725	91,386
Administration	33,400	34,402	35,434	36,497	37,592	38,720	39,881	41,078	42,310	43,579	44,887
Total Operating Expend.	258,556	266,313	274,302	282,531	291,007	299,737	308,729	317,991	327,531	337,357	347,478
Funds Available	1,041,816	533,343	549,343	565,823	582,798	600,282	618,291	636,839	655,944	675,623	695,892
Contingencies	122,693	126,374	130,165	134,070	138,092	142,235	146,502	150,897	155,424	160,087	164,889
Unappr. Ending Balance	59,406	61,188	63,024	64,915	66,862	68,868	70,934	73,062	75,254	77,511	79,837
Debt Service	-	-	-	-	-	-	-	-	-	-	-
System Expand/Rplc.	98,000	100,940	103,968	107,087	110,300	113,609	117,017	120,528	124,143	127,868	131,704
Planned Capital Improvements	290,000	74,000	224,000	21,500	56,000	-	-	-	-	-	-
Project Funds/Reserves	471,717	170,841	28,186	238,252	211,544	275,571	283,838	292,353	301,123	310,157	319,462
Total Reserves <sup>2</sup>	471,717	642,558	670,744	908,996	1,120,540	1,396,111	1,679,948	1,972,301	2,273,425	2,583,582	2,903,044
<sup>1</sup> Combined balances of Operating and Capital Funds											
<sup>2</sup> Cumulative amount if funds dedicated to reserves go unspent each year											

# **QUALITYLIFE INTERGOVERNMENTAL AGENCY**

## **Five Year Capital Improvement Plan**

### **CAPITAL IMPROVEMENT PLAN**

QLIFE

<b>Priority Budget Line</b>	<b>PROJECT DESCRIPTION</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>
1 601/34-10	Pole line audits. *Every 5 <sup>th</sup> year, to be performed by engineering vs technical management, thus higher cost	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
2 600/31-20	Repairs from Pole line audit *Over time costs should go down.	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
3 600/31-90	Tree Trimming. *Over time costs should go down.	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4 601/34-10	Patch Cables and Optics	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
5 600/31-90	OSP/Insight splice Case Documentation	\$ 20,000				
6 601/76-10	Downtown Metro Loop feasibility study/construction	\$ 180,000				
7 601/74-20	New Generator	\$ 100,000				
10 601/74-20	Equipment upgrades	\$ 10,000		\$ 5,000		\$ 5,000
8	Additional Co Lo Space		\$ 50,000			
9	Dry Hollow Bisector Project			TBD		
11	Monitoring Server, on five year recurrence				\$ 2,500	
12	UPS, on five year recurrence, total for both City Hall and St. Mary's					\$ 12,000
13	Fiber Reels, dependent on customer demand					\$ 20,000
	<b>TOTAL</b>	<b>\$329,000</b>	<b>\$74,000</b>	<b>\$24,000</b>	<b>\$ 21,500</b>	<b>\$ 56,000</b>



**Agenda Item**  
**EDC Quarterly Report & Position #11**  
**Appointment**

- [Staff Report](#)
- [Appointment Memo](#)
- [Stan Kelsey Interest Form](#)
- [Order #15-049 Appointing Stan Kelsey to EDC](#)  
[Position #11](#)

**Wasco County Economic Development Commission  
Report to the Wasco County Board of Commissioners**

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May 2015

The Wasco County Economic Development Commission and its staff through the Mid-Columbia Economic Development District provided the following services in support of Wasco County:

**Role Update Transition**

Over the last several months, the EDC has come together to determine the best way for them to move forward with the new role outlined through the updated order from the Board of County Commissioners. During our March meeting, the group determined that the best way to provide the most impact for their engagement would be through focusing into key focus areas and projects. This work will be done through key participants from the EDC in each area working to support and build capacity at the local level through technical assistance to move projects forward. The group felt that providing this assistance and focusing it on infrastructure development this year would address an area of need expressed through the Community Enhancement Projects annually. Staff have been working to develop the communications and information sharing infrastructure to ensure each committee is not reinventing the wheel on these projects, and that each sub-committee is responsive to the full EDC's direction.

**Dufur Water System Committee**

The Committee focused on Dufur's water systems assessments and planning includes EDC Commissioners Mary Kramer and Kathy Ursprung. The group met with Dufur Mayor Robert Wallace to discuss current conditions in the systems and next steps. Additionally, the group met with Loren Shultz to discuss potential funding sources for the project moving forward. All involved are following up on that meeting with next steps.

**Mosier Infrastructure Committee**

This effort is spearheaded by EDC Commissioners Terry Moore and Gary Grossman. They brought together City Staff, the City Engineer, and EDC staff to discuss ongoing projects and opportunities for the EDC to engage and support the City's priorities. Projects discussed include water systems assessment, comingling well challenges and potential new well construction, waste water treatment plant operations and maintenance cost challenges, and street improvement projects along Highway 30. The EDC will work to provide letters of support to these projects and continue to be of assistance to the City as need arises with these projects moving forward. The open communication regarding challenges and potential solutions was informative for both parties.

**Wamic Water System Committee**

Staff have been working with the Wamic Water & Sanitary Authority to learn more about their system needs and challenges over the past six months through the Community Enhancement Project process. These conversations, and the significant need in the Wamic area for upgrades to their system to address concerns with fire suppression, and volunteer staffing at the district, caused this project to be of interest with the EDC. EDC Commissioners Joan Silver and Greg Johnson are leading this effort. In addition, IFA staff has been invited to meet with Wamic Water Board to ensure they understand programs and resources available to them.

**Community Enhancement Projects**

#### Updates on additional Community Enhancement Projects:

- Staff have continued to work with the Tygh Valley Rural Fire Protection District to support their new fire hall project. Staff provided potential resource information to their point person on the project. In preparation for proceeding with funding outreach, they have updated their site and building plans and are getting quotes to better understand their total costs for construction.
- As part of the update process, the EDC will request that project owners provide updates as the quarterly meetings are held in each community. This will allow the EDC to get to know both ongoing and upcoming projects better through additional conversation with project proponents.

#### **Broadband**

One of the strategic priorities for the EDC has been supporting expansion of broadband in our rural communities and promoting adoption of those services for businesses and residents. Application submitted

- Staff worked with South Wasco Alliance volunteers to do data entry for the 224 surveys that were returned out of the approximately 1800 distributed, which is approximately 12%. These responses provided relatively distributed representation. A full summary is attached.
- Staff hosted a South Wasco Broadband Project Committee meeting April 7, 2015. The meeting focused on reviewing the demand survey data collected, and on identifying outreach targets for the assets inventory that supports identifying potential areas where a business case can be found and areas where gaps in that financing can be addressed. These include community facilities, infrastructure owners, and public safety entities. Staff will work with the committee to gather this information and review it with the internet service providers to determine which areas are ready for next steps.
- The South Wasco Alliance hosted a Community Forum at the Wamic Elementary School Community Center that staff attended to provide an update on the broadband demand surveys conducted. Discussion centered around the significant increase in demand for both internet access and cellular network access during the busy summer months. In addition to broadband challenges, the group discussed opportunities related to specialty crop production, additional lodging options for visitors, and community pride.
- Staff participated in continued conversations around the Regional Solutions broadband prioritization, which has the opportunity to address some of the access challenges in South Wasco County, specifically in the Maupin area, if it moves forward through the legislature.
- Staff hosted a regional broadband meeting that provided an opportunity for those working on broadband issues in the region to gather and discuss opportunities to further leverage existing and planned investments, explore collaborative approaches to addressing broadband access and utilization challenges, and provide an opportunity for public and private sector entities focused on broadband to network. Outcomes included updating a broadband funding source document to include Oregon focused funding sources after the legislative session, exploring opportunities to host national USDA Rural Development broadband staff in Oregon, and exploring “dig once” guidelines as applicable to the Mid-Columbia region.

**Open for Business Committee:** Staff met with EDC Commissioners Fred Justesen and Kathy Ursprung to further discuss opportunities to support “open for business” in Wasco County. The conversation included discussion of leverage opportunities, and small steps the EDC and its Commissioners can take to support marketing efforts that highlight Wasco County. Next steps include both opportunities for discrete tasks to improve the EDC’s outreach materials as well as leveraging existing efforts by the Port of The Dalles, SWA, the City of The Dalles, and the Chambers throughout the County. Ideas included: identifying additional businesses to be highlighted in the Port’s “Made in Wasco County” campaign; linking more prominently to assets like the above mentioned campaign on the EDC’s website; updating properties listed on Oregon Prospector to better reflect available properties; providing additional connectivity between the various business promotion activities and entities.

### **Investing in Manufacturing Communities Partnership (IMCP)**

The Pacific Northwest Manufacturing Partnership (PNMP) has an Oregon State Bill that passed through the Oregon Legislature to form a committee at Business Oregon that will focus on supporting manufacturing in the greater region. The group submitted an application to seek federal recognition in IMCP Round Two. This will give priority on federal application with participating agencies, including USDA. This would have a significant impact on Wasco County projects seeking USDA funding if successful. Staff submitted a letter of support from the EDC for the project in March.

### **General EDC Activities:**

EDC staff provided the following support services:

- **Columbia Gorge Bi-State Renewable Energy (CGBREZ):**

CGBREZ met in April, and had a speaker to discuss Rute Foundation Systems and a potential test facility to be sited in the broader region with ties to CGCC’s Renewable Energy Technology program. Through MCEDD, CGBREZ, has identified a consultant, David Van’t Hof, to develop several pieces related to better understanding potential impacts from projects with permits initiated but not completed and opportunities related to the California market reopening. The regional Pumped Storage project’s comment period has closed, and they are working toward submitting their FERC licensing application in October of 2015. Additionally, members of the Energy Supply Task Force are looking to visit in August related to the Pumped Storage Project. These would ultimately support moving the in-process wind energy projects in Wasco County forward.



### **Activities of Interest to the EDC**

- The **Gorge Hubs Project** has received a Transportation Demand Management (TDM) grant from DLCD and ODOT to create a design framework for these bike and pedestrian stations that will be located along the Historic Columbia River Highway from Troutdale through to The Dalles. These facilities will provide repair tools as well as information about the communities and additional points of interest for visitors. Additional planning meetings have occurred to firm up design guidelines and begin to explore potential avenues forward for developing the hubs.

**By The Numbers**

*Source: Oregon Employment Department*

- Unemployment rate (seasonally adjusted)

	<b>March 2015</b>	<b>February 2015</b>	<b>March 2014</b>
<b>Oregon</b>	5.4%	5.8%	7.1%
<b>Wasco County</b>	5.5%	6.5%	6.6%

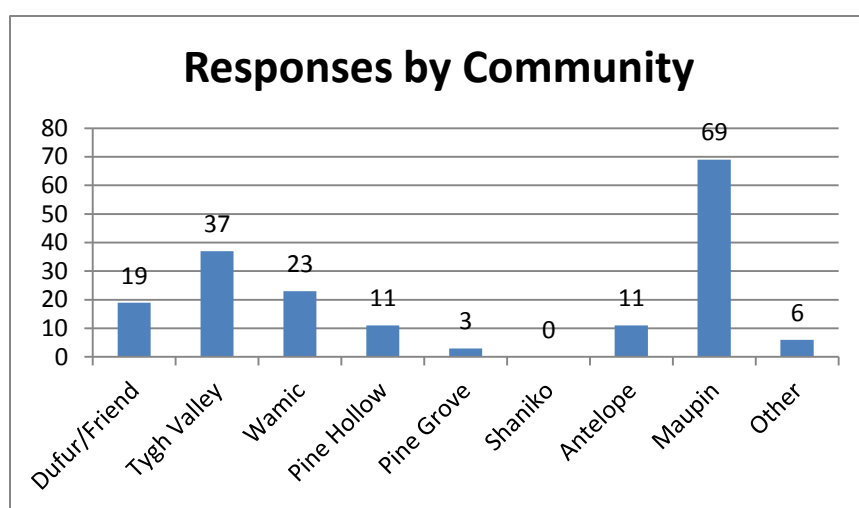
- Total Nonfarm Payroll Employment (Not Seasonally Adjusted)

	<b>March 2015</b>	<b>February 2015</b>	<b>March 2014</b>
<b>Oregon</b>	1,746,900	1,735,900	1,690,100
<b>Wasco County</b>	9,740	9,640	9,640

# South Wasco Community Broadband Access Project

## Demand Survey Summary

The South Wasco Alliance Internet Capacity Committee, the Wasco County Economic Development Commission, and Mid-Columbia Economic Development Commission worked with local communities and volunteers in South Wasco County to distribute approximately 1800 surveys to each PO Box and Rural Route Customer in January of 2015. All partners worked to provide outreach about the importance of filling out the surveys for each area. Of these surveys, 224 were returned via community based drop locations and the mail. This is an overall response rate of 12.3%.

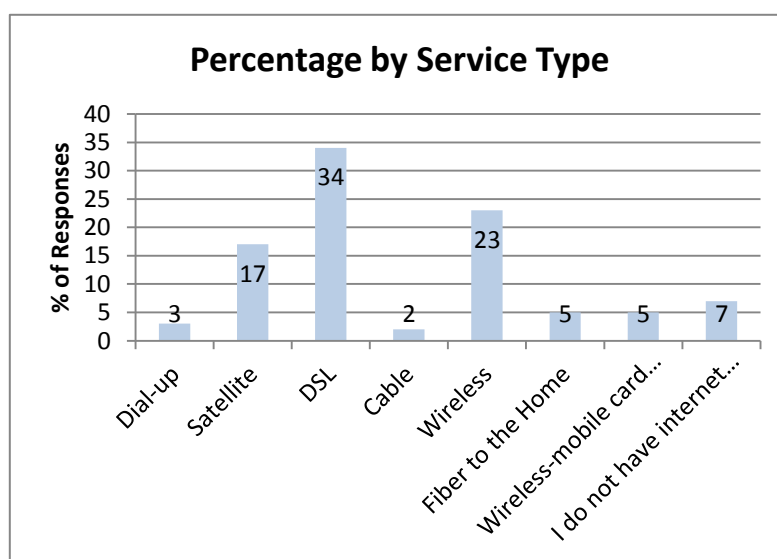


Overall, there is relatively good representation of the various communities around the county. The Dufur area had the lowest response rate other than Shaniko, with only a 4% return rate. However, the Maupin area had a 14% response rate while Antelope had a 10% response rate. The Tygh Valley Postal routes that include Wamic, Pine Hollow,

and Pine Grove had approximately 7% return surveys.

### Broadband Service

Over half of the respondents to the survey indicated that they had either DSL or wireless internet access. However, another 20% of respondents had dialup or satellite. Often DSL or wireless can provide acceptable service, but respondents were overwhelmingly (68%) not satisfied with their internet service. Many expressed concern over the speed and reliability of their connections.



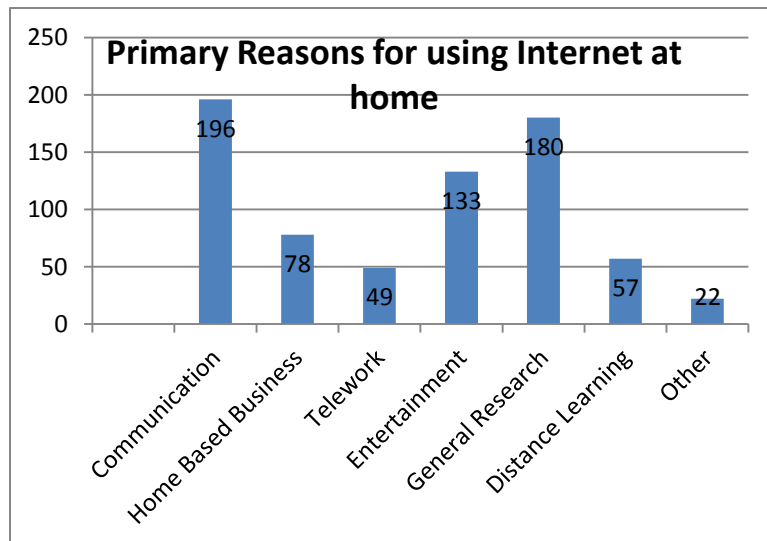
“My two high school students struggle daily as their web pages for school load. It is slow and tedious! Also, I work from home and do 95% of my work on the internet. It is horribly slow for me.”

Three providers cover approximately 60% of those with service. CenturyLink serves 39% of respondents, with GorgeNet serving another 19%. HughesNet with 10% of respondents is the third most used service. North State Telephone provides service to another 7% of respondents focused in the Dufur area.

There seem to be a patchwork of internet service providers that address portions of the County. Maupin respondents utilized mostly GorgeNet and CenturyLink services. The Tygh Valley, Wamic, and Pine Hollow areas tended to have a variety of options depending on location. In addition to having GorgeNet and CenturyLink service in some areas, these communities rely more heavily on satellite and dialup services. In the Dufur area, North State Telephone and GorgeNet were the major service providers reported. In the outskirts of town, satellite is the only option.

Over 90% of respondents noted they would be interested in a new service if it was available. About half also said they would pay over \$50 for service. It should also be noted that many of those that did not express interest in new service said that one of the reasons they did not want new service because of its cost.

### Utilization



Internet is already used for a variety of activities by the respondents to the survey. While the vast majority of respondents use internet for communication, several key items that directly impact economic development also appear. 34% of respondents have home based businesses they run utilizing the internet, and 22% said that they telework. Additionally, a quarter of the respondents also utilize internet for distance learning or online

courses. This question allowed respondents to choose all that apply to them.

Those that responded that they use broadband in their businesses also noted they use the internet for a whole variety of activities, including streaming video conferencing, point of sale systems, as well as uploading and downloading large files.

“Our community needs fast service to bring business to our town.”

Questions? Contact Carrie Pipinich at [carrie@mcedd.org](mailto:carrie@mcedd.org) or 541-296-2266.



## **Memorandum**

**Date:** April 20, 2015  
**To:** Wasco County Board of Commissioners  
**From:** Carrie Pipinich, Wasco County EDC Staff  
**Re:** EDC Position #11 Recommendation

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### **Background**

Through the recent update to the Wasco County Economic Development Commission (EDC)'s role and forming order, an additional position was created to better meet the Commission's needs, as well as have an odd number of Commissioners. At their March meeting, the EDC determined they were interested in seeking a utilities focused candidate to fill this at-large position.

For Position 11, notice was sent out through our usual notification channels with a deadline of April 9<sup>th</sup>, 2015 at 5pm to apply. Three candidates meeting the criteria applied for the position: Stan Kelsay (Geotechnical Resources, Inc.); Jeff Davis (Wasco Electric Co-op); and Kurt Conger (Northern Wasco PUD). Mr. Kelsay's interest form and resume are attached. The other forms are available for your reference upon request.

The EDC met with candidates at its April 16<sup>th</sup> meeting after reviewing their interest forms. With three very qualified candidates, the EDC weighed gaps in the Commission given its new focus and the continued engagement around specific basic utility and infrastructure projects with communities, as well as the candidates ability and interest in actively participating in the EDC's updated structure.

### **Request**

The EDC recommends appointment of Stan Kelsay for Position #11 (interest form attached). Final appointments are made by the Wasco County Board of Commissioners.

## WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION INTEREST FORM

The purpose of this form is to assist the Wasco County Economic Development Commission (EDC), Wasco EDC staff, and Wasco County Board of Commissioners in evaluating the qualifications of an applicant for appointment to the Wasco County EDC. This is an unpaid position for a four year period. **Please complete the entire form and return to:**

*Wasco County Economic Development Commission  
c/o Mid-Columbia Economic Development District  
515 East Second Street, The Dalles, OR 97058*

[carrie@mcedd.org](mailto:carrie@mcedd.org)

*For questions call 541-296-2266.*

### PERSONAL DATA

Preferred Mailing Address: Home ☒ Business ☐

Preferred Title: \_\_\_\_\_ Mr. \_\_\_\_\_ (e.g. Mr, Mrs, Ms, Dr, etc.)

First Name: Stan Last Name: Kelsay

Home Mailing Address: \_\_\_\_\_

City: Maupin State: OR Zip 97037

County: Wasco

Business Name: GRI

Business Address: \_\_\_\_\_

City: Beaverton State: OR Zip 97008-7172

Occupation: Consulting Engineer (semi-retired)

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone (optional) \_\_\_\_\_ E-mail address: skkelsay@gmail.com

### INTEREST IN APPOINTMENT

Describe in detail why you are interested in serving on the Wasco County Economic Development Commission. Include information about your background and how you meet the requirements for the position being sought. *You may complete this section on a separate sheet.*

*After serving two years in the US Army and visiting Oregon I decided to move to Oregon in 1971. After working for ODOT for a while, I returned to school in 1972 at Oregon State University. In 1974, I graduated with an MS degree in Engineering, with a focus on geotechnical engineering. Since 1974, I have been a consulting engineer and in 1984, I co-founded GRI, a consulting engineering firm that provides geotechnical engineering and environmental consulting services. The firm has seen consistent growth over the years and now has two offices in Oregon and one office in Vancouver, Washington, and currently employs 33 people, including 28 professional engineers and geologists. Since 1984, GRI has completed over 5,000 projects, mostly in Oregon and Washington. I served as GRI's Principal-in-Charge on about half of these projects, which included hundreds of infrastructure projects, including a number of projects in Wasco County.*

*GRI is typically involved in many phases of a project from the conceptual planning through construction. Based on this experience, I am very familiar with how projects are “put together” and developed and would bring this experience to the EDC. A summary of my professional experience is attached.*

*I am very much interested in economic development of Wasco County, having built a home in Maupin in 2003 and moving there “full time” in 2009. Currently, I am assisting South Wasco Association (SWA) with exploring options for increasing broadband access to the underserved people of South Wasco County. Clearly, this is one of critical needs for the future development of this area.*

*A brief resume page is included.*

### **ADDITIONAL INFORMATION**

Do you have any identified conflicts of interest serving on this Commission (please identify)?

*I believe that I have no conflicts of interest related to serving on this Commission.*

**Completed forms may be returned to: Wasco County Economic Development Commission, c/o MCEDD,  
515 East Second Street, The Dalles, OR 97058 or [carrie@mcedd.org](mailto:carrie@mcedd.org).  
Forms are due by 5 p.m. on Thursday, April 9<sup>th</sup>, 2015.**



## **H. Stanley Kelsay, PE, GE** ✉

### **Principal Consultant**

Professional Engineer: Oregon, Washington, Alaska

Geotechnical Engineer: Oregon

BS Civil Engineering, New Mexico State University

MS Civil Engineering, Oregon State University

Stan is a co-founder and former principal of GRI and has over 40 years of professional experience. Deep foundations, excavations, dewatering, and soil and rock slope stability are areas of his technical interest and expertise. Stan served as President of the Oregon section of ASCE and Chairman of the Oregon ASCE Geotechnical Group. He has served on the Business and Professional Practice Committee for ASFE and the Corps of Engineers Liaison Committee for the American Council of Engineering Companies of Oregon (ACECO). Stan was named ASCE Oregon Section Engineer of the Year in 2004.

After 25 years with GRI, Stan is now working on a part-time basis as a Principal Consultant.

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

IN THE MATTER OF THE APPOINTMENT OF STAN	)	
KELSAY TO THE WASCO COUNTY ECONOMIC	)	ORDER
DEVELOPMENT COMMISSION POSITION #11	)	#15-049

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

IT APPEARING TO THE BOARD: That through the recent update to the Wasco County Economic Development Commission's (EDC) role and forming order an additional at-large position was created to better meet the Commission's needs as well as provide an odd number of Commissioners; and

IT FURTHER APPEARING TO THE BOARD: That Stan Kelsay is willing and is qualified to be appointed to the Wasco Economic Development Commission and has been nominated for this position by the EDC.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Kelsay Stanley be and is hereby appointed to the Wasco County Economic Development Commission in Position #11; said term to expire on June 30, 2019.

DATED this 20<sup>th</sup> Day of May, 2015

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Scott C. Hege, Commission Chair

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Rod L. Runyon, County Commissioner

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Steve Kramer, County Commissioner

APPROVED AS TO FORM:

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Kristen Campbell  
Wasco County Counsel

**Agenda Item**  
**Banking Authority**

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



**Agenda Item**  
**Public Works Budget Adjustment**

- [2014 Public Works Memo](#)
- [Bids Received](#)
- [PPI Topcon Quote](#)
- [Finance Request](#)
- [Order 15-050 Transferring Funds](#)



## MEMO

To: Wasco County Board of Commissioners

From: Arthur Smith, Public Works Dept

Date: May 18, 2015

Subject: Request to purchase Robotic Total Station survey equipment

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Back in October, our department discussed with the BOC the advantages of purchasing a Robotic Total Station system to replace the current survey equipment:

The current system requires a multi-person survey crew, while the new system would allow for one-person surveying; With the eventual transition from two survey positions to one survey position, retaining the older system would not be as efficient and; The new road surveyor Brad Cross has extensive experience with Robotic Total Station instruments and can effectively perform survey work county-wide as a one-person crew.

Our department has completed the research for purchasing a Robotic Total Station survey instrument and we are ready to move forward.

Attached is the list of price quotes and the recommendation to purchase a Topcon PS Auto Tracking Total Station system. The total price would be \$24,145.

Thank you for your consideration in this matter.

A handwritten signature in black ink, appearing to read "Arthur Smith", followed by a stylized flourish or second signature.

Arthur Smith  
Director, Wasco County Public Works



Arthur Smith &lt;arthurs@co.wasco.or.us&gt;

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**Total Station Purchase**

1 message

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Bradley Cross <bradleyc@co.wasco.or.us>  
To: Arthur Smith <arthurs@co.wasco.or.us>  
Cc: Dan Boldt <danb@co.wasco.or.us>

Mon, May 11, 2015 at 9:51 AM

Art,  
The results are in on bids for the total station purchase.  
We received bids from the following vendors:

Geoline - Trimble S3 \$24,785  
Trimble S6 \$36,844

Kuker Rankin - Leica TS12P \$32,115

Pacific Survey Supply - Trimble S5 \$32,634

US Survey Supply - Carlson CR2 \$27,460

PPI - Topcon PS \$24,145

Due to price and my familiarity with the equipment and software I recommend purchasing the Topcon PS system from PPI.

I have attached the PPI quote and I have all the detailed bids if you need them.

—  
Brad Cross PLS  
Wasco County Road Surveyor

2705 East 2nd Street  
The Dalles, OR 97058  
541-506-2644 office  
541-490-3388 cell

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Wasco County PS Robotic & Carlson.pdf  
148K

202.22.5281. 53306 Equipment -  
Engineering  
202.99.9202. 57202



Topcon PS Auto Tracking Total Station



3" Angle Accuracy  
Ultra-fast servo technology  
Full Color Display  
Cable-Free System Design  
Internal Bluetooth Connection  
6000m EDM to Single Prism  
1000m EDM Prism-less  
Dual Axis-Compensation  
2 Li-ion On Board batteries  
IP65 Environmental Rating  
TS Shield Security & Maintenance  
Hard Shell Case

Topcon PS 3" Auto Tracking Total Station:	\$17,995.00
Robotic Accessory Kit	\$1,100.00

Includes:

Topcon 360 prism  
Carbon Fiber Robotic Prism Pole  
Carbon Fiber BiPod

Carlson Surveyor 2 Geo w/SurvCE Basic w/Pole Bracket	\$3,750.00
Carlson SurvCE Robotic module	\$400.00
Carlson SurvCE GPS Module	\$900.00



\$24,145

<b>Date</b>	05/13/2015	<b>Department</b>	Public Works
<b>Amount Requested</b>	\$24,200	<b>Requested By</b>	Art Smith
<b>Description of Need</b>	<p>October 2014 the Commission approved moving forward with the purchase of a robotic Total Station with Public Works contingency funds. This budget adjustment request will satisfy that direction given and allow the purchase of the survey equipment.</p>		
<b>Exp</b>	Line Item In:202.22.5281.53306 – Equipment - Engineering		
	Line Item Out: 202.99.9202.57202 Contingency		
<b>Grant</b>	Rev Line Item:		
	Exp Line Item:		
<b>Signature</b>	M Morris                      order please		

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF TRANSFERRING \$24,200	)	
FROM CONTINGENCY TO EQUIPMENT	)	ORDER
ENGINEERING IN PUBLIC WORKS FUND	)	#15-050

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

IT APPEARING TO THE BOARD: That the current EDM surveying equipment requires a multi-person crew; and

IT FURTHER APPEARING TO THE BOARD: That a robotic Total Station will allow the same work to be accomplished by one person; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That \$24,200.00 in General Fund Contingency be transferred from line item #202.99.9202.57202 into Equipment Engineering line item #202.22.5281.53306 during Fiscal Year 2014-2015.

DATED this 20<sup>th</sup> day of May, 2015.

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Scott C. Hege, Commission Chair

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Rod L. Runyon, County Commissioner

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Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:

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Kristen Campbell  
Wasco County Counsel

## **Agenda Item**

### **NCPHD Quarterly Report**

- [Quarterly Report by Category](#)
- [Appendix A](#)
- [Appendix B](#)
- [Appendix C](#)
- [Appendix D](#)
- [Appendix E](#)
- [History of Personnel FTE](#)
- [Overhead](#)
- [County Contribution with NCPHD Beginning Balance](#)



Division		WORKING DRAFT ONLY	Benchmark	Result/Outcome (timeframeQ 1-3 July 2014-Mar 2015)	BUD FTE	*State funding (Wasco)	*State funding (Sherm + Gilliam)	Total	2015 BUD  State Funding	2015 YTD  State Funding	BUD District funding (W,S,G)	YTD District funding (W,S,G)	BUD Fees &  Other revenue	YTD Fees &  Other revenue	Comments
		Program (definition)													
	Mandated programs are highlighted in yellow														
	Administration														
7141	Director	Ensures compliance, appropriate public health practice, professional accountability, public health accreditation work	See triennial review benchmarks		1.00										
7141 & 7149	Health Officer	Enforces Public Health Laws-provides consultation on public health practice, provides clinical services as needed	See triennial review benchmarks		0.40										
7141	Vital Records	Birth & Death Certificate filings; Certified copies for 1st 6 months after the event-Sherman and Wasco Counties	See triennial review benchmarks		0.75								\$26,000	\$18,390	
7148	Medicaid Adm Claim.	Reimbursement for specific activities pertaining to administration of the state's Medicaid Plan, such as referral and outreach.	NA										\$70,000	\$85,901	
7148	Medicaid Incentive	CMS Electronic Health Record incentive program. For implementation of E H R and meeting meaningful us objectives.	NA										\$17,000	\$8,500	
7141	County Funding: Wasco, Sherman, Gilliam				2.39						\$572,072	\$404,602			
	Communicable Disease & Preparedness														
7141 & 7145	Sexually Transmitted Diseases	Examinations and treatment for various sexually transmitted diseases. Trace contacts and initiate or refer for treatment where appropriate.	clients recieve STD testing, treatment and counseling	# NCPHD STD testing (Q 1-3 = 426 tests) and STD ELR reports received, evaluated and managed (Q 1-3 = 148)	0.59								\$30,147	\$13,536	
7145 & 7145	State Support	State Support for Communicable Disease surveillance & response, STD's and TB case management (TB skin testing, case monitoring and medication).	CD reports will be evaluated, investigated and closed per protocol	# of total CD reports received, evaluated and managed	0.60	\$28,327	\$4,088	\$32,415	\$32,300	\$24,309			\$3,000	\$1,889	# unconfirmed

Division		WORKING DRAFT ONLY	Benchmark	Result/Outcome (timeframeQ 1-3 July 2014-Mar 2015)	BUD FTE	*State funding (Wasco)	*State funding (Sherm + Gilliam)	Total	2015 BUD  State Funding	2015 YTD  State Funding	BUD District funding (W,S,G)	YTD District funding (W,S,G)	BUD Fees &  Other revenue	YTD Fees &  Other revenue	Comments
		Program (definition)													
7145	TB Case Management	TB skin testing, case monitoring and medication.	Evaluate (rule out active)TB on ELR referrals. Offer LTBI preventive tx to 100% high risk ppds	(Q1-3= 33) ELR TB reports evaluated, 2 LTBI cases managed		\$1,016		\$1,016	\$808	\$815					
7149	Public Health Emergency Preparedness	Emergency Preparedness; All-Hazards planning; Public Health Emergency Response, CD Outbreak control	Meet contract requirements and biennial review	See tool	2.08	\$74,768	\$76,731	\$151,499	\$156,474	\$106,050					
7149	Medical Reserve Corps	Credentialing & training of volunteer medical staff in case of a disaster	Meet grant req.	Annual report									\$3,500	\$3,500	
	Animal Bites	Investigate, follow up on animal bite reports	Reports are followed up	45 total reports											
	Environmental Health														
7141	Septic Systems	Site Evaluations, Authorizations, Repair Permits, New Construction Permits, & Technical Assistance	Issue permits & evaluations as applications come in	19 Site Evaluations, 22 New Construction Permits, 50 Repair Permits (July-March)	0.65								\$30,000	\$23,439	
7141	DEQ Pass through	Fees collected & sent to DEQ											\$3,900	\$8,300	
7141	Solid Waste Management	Health Officer is Chair of Solid Waste Advisory Committee(SWAC); SWAC admin. support.	Convene Board meeting 2 x yr	Met 1X (July-March)											
	Licenced Facilities:												\$80,000	\$76,021	
7146	Restaurants	License and inspect restaurants; plan reviews; food borne disease invest.	Perform Routine Inspections on 116 Restaurants 2X/yr; Other inspections as needed (i.e. reinspections)	213 Routine Inspections, 39 Reinspections, 5 Pre-Opening Inspections (July-March)	0.79										
7146	Mobile Units	License and inspect; plan reviews; food borne disease invest.	Perform Routine Inspections on10 mobile units 2X/yr; Other inspections as needed (i.e. reinspections)	19 Routine Inspections; 2 Reinspections; 1 Consultation Inspection (July-March)											

Division		WORKING DRAFT ONLY	Benchmark	Result/Outcome (timeframeQ 1-3 July 2014-Mar 2015)	BUD FTE	*State funding (Wasco)	*State funding (Sherm + Gilliam)	Total	2015 BUD  State Funding	2015 YTD  State Funding	BUD District funding (W,S,G)	YTD District funding (W,S,G)	BUD Fees &  Other revenue	YTD Fees &  Other revenue	Comments
		Program (definition)													
7146	Traveler's Accommodations	Inspect and license Hotels, Motels, Bed & Breakfast, etc.	Perform Routine Inspections on 27 Accommodations on a bi-annual basis; Other inspections as needed (i.e. reinspections)	3 Routine Inspections (July-March)											2015 Calendar year is when they are next due
7146	Pools & Spas	Inspect and license Pools & Spas	Perform Routine Inspections on 27 Pools & Spas; Other inspections as needed (i.e. reinspections)	21 Routine Inspections; 4 Reinspections (July-March)											Inspections done 2X/yr on year round facilites or 1X/yr on seasonal facilities
7146	Recreational Parks	Inspect and license Recreational Parks	Perform Routine Inspections on 10 Recreational Parks; Other inspections as needed (i.e. reinspections)	18 Routine Inspections (July-March)											Inspections done 2X/yr on year round facilites or 1X/yr on seasonal facilities
7146	Organizational Camps	Inspect and license Organizational Camps	Perform routine inspections on 3 Organizational Camps	2 Routine Inspections (July-March)											Inspections done 2X/yr on year round facilites or 1X/yr on seasonal facilities
7146	Food Handler permits	Education, testing and issuing of permits.	NA	NA									\$2,800	\$3,312	FH Cards issued online, contracted with Lane Co.
7146	Short term food licenses	Inspect other public food service facilities (ie. Food booths).	Inspect all Non-Benevolent & Consult all Benevolent Temporary Restaurants	32 Non-Benevolent Temporary Restaurants, 29 Inspected; 55 Benevolent Temporary Restaurants, 50 Consulted (July-March)									\$4,000	\$2,670	

Division		WORKING DRAFT ONLY	Benchmark	Result/Outcome (timeframeQ 1-3 July 2014-Mar 2015)	BUD FTE	*State funding (Wasco)	*State funding (Sherm + Gilliam)		2015 BUD	2015 YTD	BUD District funding (W,S,G)	YTD District funding (W,S,G)	BUD Fees & Other revenue	YTD Fees & Other revenue	Comments
		Program (definition)					(Total)		State Funding	State Funding					
7146	School Inspections	Inspect Kitchens	Peform Routine Inspections on 14 Schools 2X/yr; Other inspections as needed (ie.e reinspections)	14 Routine Inspections; 2 Reinspections (July- March									\$5,500	\$4,411	
7146	Child Care Inspections	Inspect Child Care Facilities	Estimated 20 Daycares	16 Inspections (July- March)											Inspected on an as requested basis
7156	Public Water Systems	Water System Surveys (as required by State), Contact Reports (as needed)	14 Surveys Required by the State for 2014; 13 Surveys Required by the State for 2015	14 Surveys Completed; 44 Contact Reports Completed (July- March)	0.64	\$29,103	\$13,080	\$42,183	\$42,184	\$31,617					
7146	Pumper Trucks	Septage haulers and pumpers vehicle inspection	Trucks inspected every 2 years per DEQ req.	# inspected annually									\$2,000	\$637	
	Health Promotion														
7152	EOCCO Nursing Services	CM for high utilizers of health services in Sherman Co. using "Coaching for Activation"	Meets contract guidelines	Annual report	0.12								\$0	\$19,327	
7152	March of Dimes	Preconception Education & Case Management "Healthy Women Get Ready"	Per grant agreement	Annual report	0.15								\$7,000	\$7,000	
7152	Pacific Source	Healthy Weight Collaborative Reducing childhood obesity rate in Wasco Co.	Meets contract guidelines	Annual report	0.05								\$14,213	\$9,475	
7153	Immunization Special Payment	Education about and administration of vaccines; public education; enforcement of school immunizations; technical assistance for healthcare providers who provide vaccinations.	Improved District Immunization target	Annual report	0.24	\$11,097	\$6,844	\$17,941	\$18,418	\$13,455					
7155	Tobacco Prevention & Education	Reduce youth access to tobacco products; Create additional tobacco-free environments; Decrease advertising and promotion of tobacco products; Link to already existing cessation programs	See TPEP work plan	Annual report	1.50	\$59,600	\$34,066	\$93,666	\$93,666	\$57,024					
	Maternal & Child Health														

<div> <div></div> <div>WORKING DRAFT ONLY</div> </div> <div>Division</div>		Benchmark	Result/Outcome (timeframeQ 1-3 July 2014-Mar 2015)	BUD FTE	*State funding (Wasco)	*State funding (Sherm + Gilliam)	Total	2015 BUD  State Funding	2015 YTD  State Funding	BUD District funding (W,S,G)	YTD District funding (W,S,G)	BUD Fees &  Other revenue	YTD Fees &  Other revenue	Comments
7141	Healthy Start	Provide on site health screenings at preschools; home visits & family support services for high risk families-Gilliam, Sherman and Wheeler Counties though a contract with NCESD Early Education	Staff contracted to NCESD	NA	0.15							\$10,400	\$9,750	
7141	School Nursing	Health teaching, health promotion, health screenings in the schools-care planning for students with medical needs, consultation with school staff	100% of needed health protocols written and other supports as per contract	# of health care plans completed (under development) total Hrs = 368.5	0.20							\$7,000	\$8,664	
7142	WIC	Assessment, nutrition and health education and counseling to new families, food vouchers for pregnant and breastfeeding women and children ≤ 5yrs, referrals, monthly classes	assigned WIC clients	945 certified caseload currently	3.39	\$163,402	\$10,987	\$174,389	\$173,808	\$125,739				WIC caseload varies according to season. Increase of 200+ during migrant season
7143	Maternal Child Health/Child & Adolescent Health	Walk in Immunizations provided against vaccine preventable diseases	Decrease in missed opportunities	Annual report (# clients/imm given)	1.58	\$14,412	\$24,447	\$38,859	\$38,516	\$28,881		\$42,000	\$17,546	
7143	Nursing Services through OCDC contract	Review and monitor medication administration; Staff training; Immunizations and TB testing and reading.	Contract deliverables	Annual report	0.02							\$3,000	\$535	
7144	Reproductive Health	Physical exams, follow-up and health education; pregnancy testing and counseling; birth control information & counseling; contraception services	Standard of care is: sexually active women under 25 yrs of age will have annual Ct screen. Reduction in annual unintended pregnancy rate.	# of total clients seen of all ages and % under 25 receiving annual Ct screen per CDC protocol.(**) % of women using LARC's. Annual unintended preg. rate.	3.85	\$34,352	\$13,783	\$48,135	\$30,530	\$40,199		\$269,595	\$163,550	
7144	Breast and Cervical Cancer Program	Breast and cervical cancer screening for low income/uninsured women 40 and older.	Refer women 40 and older to BCCP for screening services	9 women referred and In program	0.10							\$1,000	\$513	

Division		WORKING DRAFT ONLY	Benchmark	Result/Outcome (timeframeQ 1-3 July 2014-Mar 2015)	BUD FTE	*State funding (Wasco)	*State funding (Sherm + Gilliam)	Total	2015 BUD  State Funding	2015 YTD  State Funding	BUD District funding (W,S,G)	YTD District funding (W,S,G)	BUD Fees &  Other revenue	YTD Fees &  Other revenue	Comments
		Program (definition)													
7148	Perinatal - MCM	Home visits by public health staff during pregnancy and after the baby is born.	NA	# on caseload (Q 1-3) = 21 cients/49 visits	0.34	\$1,706	\$3,015	\$4,721	\$4,682	\$1,755			\$3,000	\$2,801	cost reimbursement to be discontinued. In conversation w/CCO's
7154	CaCoon	Care Coordination for families that have children with special health needs.	Contract deliverables	# of children on caseload (Q 1-3) 38 clients/424 visits	0.18								\$15,000	\$25,481	started tracking Cacoon TCM
7154	Community Connections	Multidisciplinary team collaborate to promote optimal health and development in children and youth with special health needs.	Contract deliverables	Annual Report	0.19								\$8,800	\$10,507	includes reimb. for CCN physician
7158	Babies First	Case Management and follow-up home visits by a public health nurse to families of newborn infants with health risks to prevent developmental delay.	age appropriate ASQ's done &/abn referred for services	# on caseload and # of referrals for devel. delay (Q1-3) 109 clients/810 visits; 12 referred out	1.49	\$5,403	\$9,544	\$14,947	\$14,825	\$11,214			\$71,000	\$135,255	Anomoly - includes approx. \$62,390 TCM for FY 2014
7159	Oregon Mothers Care	Assists women in accessing early prenatal care and Oregon Health Plan.	eligible preg referred to OHP	number on OHP (Q 1- 2) 60 clients/51 receiving OHP assistance	0.20	\$3,120	\$5,018	\$8,138	\$8,701	\$6,102					Q3 data not available.
Totals					23.64	\$426,305	\$201,604	\$627,909	\$614,912	\$447,160	\$572,072	\$404,602	\$729,855	\$660,909	

\* The State funding splits are estimated amounts:

Kathi- Sorry for the differences. The amendment numbers are the official ones for you to use. When I put together the split document in February, I asked each program to give me the funding amounts that were as current as possible and to split them by the counties. They may have used some older or projected numbers. The major purpose of the document I sent out in February was to give an estimate of what the split would look like if Wasco separated from the Health District. Jan

Jan Kaplan, MSW

Principal Executive Manager E, Office of Community Liaison

OHA Public Health Division

(\*\*) Chlamydia is epidemic and is likely the leading cause of infertility



## Appendix A

### Triennial Review Tools

All "Word" forms contained on this page are fillable forms.

Administrative	Word	(NA)	April 2015
Babies First!	Word	(NA)	April 2015
Civil Rights Self-Assessment	Word	(NA)	March 2015
Communicable Disease	Word	(NA)	April 2015
Drinking Water	Word	PDF	Approved 6/10/13
Fiscal	Word	(NA)	April 2015
Fiscal Non-Profit	Word	(NA)	April 2015
Fiscal WIC	Word	(NA)	April 2015
Food, Pool and Lodging Health & Safety - Environmental Health	Word	PDF	August 2013
Food, Pool and Lodging Health & Safety - Environmental Health Program Protocol	Word	PDF	August 2013
Health Officer	Word	(NA)	April 2015
Healthy Communities Implementation	Word	PDF	May 2013
HIV Care and Treatment	Word	(NA)	April 2015
HIV Prevention	Word	(NA)	May 2015
Laboratory	Word	(NA)	April 2015
Immunization	Word	(NA)	March 2015
MCM Records Review	Word	(NA)	April 2015
Nurse Family Partnership	Word	(NA)	April 2015
Perinatal	Word	(NA)	April 2015
Public Health Emergency Preparedness	Word	(NA)	April 2015
Reproductive Health	Word	(NA)	April 2015
STI	Word	(NA)	April 2015
Tobacco Prevention & Education Program (TPEP)	Word	PDF	May 2013
Tuberculosis Review	Word	(NA)	April 2015
Tuberculosis Chart Audit	Word	PDF	April 2015
Vital Records	Word	PDF	Approved

			11/6/2014
Vital Records Instruction Memo		PDF	
WIC	Word	(NA)	April 2015
WIC Breastfeeding Peer Counseling Program	Word	(NA)	April 2015
WIC Farm Direct Nutrition Program	Word	(NA)	April 2015



## 2014-15 PHEP Workplan

CDC Cap. #s	Build or sustain	FISCAL/ADMINISTRATIVE Planned Activity	Projected Output	Actual Outcome	Target Date	Notes (liaison) (coordinator)
n/a	Sustain	Participate in biennial program review process with OHA staff. <i>PE-12.3.h.</i>	Completion of contractual and statutory required elements and Public Health Capability sustaining	Completed 10-30-14	TBD by OHA	
n/a	Sustain	Complete annual work plan. <i>PE-12.3.c, PE-12.4.c-e.</i>	An OHA, HSPR program approved annual work plan for LPHA	Objective met. Submitted 9/14/14	09/15/14	
n/a	Sustain	Participate in mid-year work plan review with liaison. <i>PE-12.3.c.</i>	An updated work plan reflecting the actual outcomes of activities completed by mid-year	Objective met. Phone Conference 1-21-15	02/15/15	
n/a	Sustain	Participate in year-end work plan review with liaison. <i>PE-12.3.c.</i>	An updated work plan reflecting the actual outcomes of activities completed during the year		08/01/15	
n/a	Sustain	Submit annual budget to liaison for period July 1 to June 30. <i>PE-12.3.i.</i>	An OHA, HSPR program approved PHEP budget using the appropriate budget template and correct award	Objective met. Submitted by Business Manager, Kathi Hall 8-20-14	08/31/14	
n/a	Sustain	Submit actual expense-to-budget report to liaison for the period of July 1 through Dec. 31. <i>PE-12.3.i.</i>	An updated PHEP budget form reflecting the funds expended from July 1 - Dec. 31.	Objective met. Submitted by Business Manager, Kathi Hall 2-11-15	02/15/15	
n/a	Sustain	Submit annual actual expense-to-budget report to liaison for the period of July 1 through June 30. <i>PE-12.3.i.</i>	An updated PHEP budget form reflecting the funds expended from July 1 - Jun. 30.		08/31/15	
n/a	Sustain	<del>Conduct biennial independent program audit and submit reports to OHA for submission to CDC.</del> <i>PE-12.3.b</i>	<del>A completed independent audit of Local PHEP funds</del>			<i>Determined by OHA to be unnecessary.</i>



## 2014-15 PHEP Workplan

CDC Cap. #s	Sustain or Build	TRAINING and EDUCATION Planned Activity	Projected Output	Actual Outcome	Target Date	Notes
1 3	Sustain	Update three-year exercise and training plan. <i>PE-12.4.h-i.</i>	Plan will be update to include activities through June 2017.	Sumbitted 12/12/14. Approved 12/30/14.	12/01/14	
1	Sustain	Annually evaluate training program to ensure NIMS compliance. <i>PE-12.4.i, PE-12.pm0.6.</i>	All new staff to complete ICS100 & 700 within 6 months. Addl' ICS courses required for certain positions. System in place for tracking this	Reminder sent to staff to complete required courses on 12/31/14	Ongoing	Considering ICS refresher training for staff.
1 3 6	Sustain	Ensure that local HAN users complete training necessary for user level. <i>PE-12.4.i, PE-12.4.iii</i>	NCPHD staff trained to respond to HAN alerts within 60? minutes.	HAN training for staff on 12-15 and 4-16-15 3-	Ongoing	Next Test to be performed in May 2015
1 3 6	Build	Create a PHEP orientation checklist	A plan will be developed for new staff to be oriented in preparedness activities at NCPHD.		06/30/15	Work in progress
1 3 14	Sustain	Orient new staff on PHEP, including personal preparedness, ICS requirements, etc.	New NCPHD staff are made aware of NCPHD procedures and responsibilities in the event of a PH incident.		Ongoing	
3 6	Sustain	Train all NCPHD staff to use satellite Phone.	NCPHD staff will be trained to properly use the satellite phone.		Ongoing	June 2015 staff meeting and Dec 2015 staff meeting
3 6	Sustain	Hands on training for all NCPHD staff 2X per year on proper use of public safety radios.	NCPHD staff trained to properly use the Public Safety radios located in all NCPHD owned vehicles.	July 2014 Hands-on Training for all available staff. F/U training with some staff on 11/4/14	April 2015 and Oct. 2015	Schedule for June 2015
1	Build	do1thing presentation at monthly staff meetings.	Assist NCPHD staff in obtaining personal preparedness in an effort to enable them to report to work in the event of a PH incident.	Every month since Feb 2014. Hand-outs for Preparedness Binders, listed to presentation and discuss monthly topic.	Monthly At Staff Meetings	

## 2014-15 PHEP Workplan

1 3	Build	Participate in Great Oregon Shakeout	Mini earthquake drill with 25% voluntary staff participation.	10 NCPHD staff members viewed recorded presentation by OEM's Geologic Hazards Coordinator Althea Rizzo, Participated in Shakeout Drill, Group discussion and hand-outs for Preparedness Binder.	Oct. 16, 2014	Participate in National drill, conduct mini-presentation and staff discussion.
14	Sustain	Fit Test all NCPHD Staff with N95 respirators.	Proper fit of N95 masks for all staff to be used in an actual PH incident, if needed.	Completed fit testing for all staff that were medically cleared for fit testing the week of Oct 20th & Oct. 27th, 2014.	Week of Oct. 20th & 27th, 2014	
1 3	Sustain	NCPHD Phone Tree Call Down Drill	80% of NCPHD staff will respond within 30 minutes.		Oct or Nov., 2014	May do call down in conjunction with Great Oregon Shakeout.
1 3	Build	Citizen Alert Drill	80% of NCPHD staff will respond within 30 minutes.	Objective met	TBD by Em. Manager	Citizen Alert is managed by Wasco County Em. Manager. Test is needed for NCPHD staff list
	Build	PHEP Coordinator to attend as many training opportunities as possible.	PHEP Coordinator eager to learn as much as possible.	Objective met	TBD by available trainings	List recent trainings:



## 2014-15 PHEP Workplan

CDC Cap. #s	Sustain or Build	DRILLS AND EXERCISES Planned Activity	Projected Output	Actual Outcome	Target Date	Notes
3 6	Sustain	Participate in three annual statewide ESF-8 tactical communications exercises. <i>PE-12.4, g.</i>	By final statewide drill, 80% of staff in alerting system will confirm receipt of communication within one hour	Objective met to date		
3 6	Sustain	HAN Call-Down local test #1	Achieve 70% response rate within one hour.	Objective met	Nov. 2014	Planning more frequent HAN call down tests (once we know for sure the State is keeping the HAN system) until our response rates improve
3 6	Sustain	HAN Call-Down local test #2	Achieve 80% response rate within one hour.	Objective met	Dec. 2014	
3 6	Sustain	HAN Call-Down local test #3	Achieve 90% response rate within one hour.		Jan. 2014	
	Build	ACTUAL EVENT (EXERCISE 1): <b>Rowena Fire</b> <i>PE-12.4.h. PE-12.4.i.</i>	Use IP items from last years AAR to improve response at this years incident.	Objective met	08/06-12/2014	
3 6	Sustain	Submit AAR/IP to liaison within 60 days of incident closure	By 10-12-14 Draft AAR/IP will be submitted to liaison.	Objective met	10/12/14	
	Build	EXERCISE 2: <b>HPP Exercise (building on 2014 exercise)</b> <i>PE-12.4.h.</i>	PHEP Coordinator will participate in HPP exercise planned for Spring of 2015, building on last years exercise.	Objective met Cascadia Central Workshop 5-7 and 5-8-15	Spring 2015	
n/a	Sustain	a. LHD preparedness staff will participate in an exercise planning group, develop exercise plan <i>PE-12.4.h. PE-12.pm0.5.</i>	An exercise scope submitted to liaison at least 45 days in advance of exercise that identifies specific objectives for NCPHD.		Spring 2015	
3 6	Sustain	b. LHD preparedness staff will conduct an after- action review and complete an after- action report/improvement plan <i>PE-12.4.g.viii, PE-12.4.h. PE-12.pm0.5.</i>	An AAR/IP submitted to liaison within 60 days of exercise completion that identifies specific improvement items for NCPHD (if not included in full AAR).		Spring 2015	

## 2014-15 PHEP Workplan

	Build	EXERCISE 3: Participate in Call Center TTX Exercise with Wasco County Em. Management	Share & work through call center P&P plan.		TBD by Em. Manager	<i>Tanya: I have no idea what your objective means, but since the plan is otherwise rock solid, I'm just going with it. :-)</i>
		UNPLANNED ACTIVITY: EXERCISE 4 Ebola planning and exercises		Conducted multiple stakeholder planning workshops resulting in Ebola continuum of care plan.		



## 2014-15 PHEP Workplan

CDC Cap. #s	Sustain or Build	COMMUNITY OUTREACH Planned Activity	Projected Output	Actual Outcome	Target Date	Notes
3 13	Sustain	Maintain 24/7 health department telephone contact capability. <i>PE-12.4.f</i>	NCPHD 24/7 telephone contact capability will be maintained so that CD Reports & PH Emergencies can be reported 24 hrs. per day, 7 days per week.	Successful test 1/1.	Ongoing	System is: Citizen calls NCPHD main line 541-506-2600. After Hours message directs caller to call 541-296-5454 for CD or PH Emergencies. # is maintained 24/7 by Wasco County Dispatch, who take message and relay to PH Director cell phone. System is tested by PHEP Coordinator 2x per year.
3 4	Build	Add do1thing monthly topic to MRC Facebook page.	Citizens will have easy access to public health information during regular and emergency operations.	Added monthly	monthly	
3 4	Build	Create a do1thing bulletin board for NCPHD lobby to be updated monthly.	Citizens will have easy access to public health information during regular and emergency operations.	Objective met to date	monthly	
		Work with NCPHD.org website administrator to include preparedness updates and information.	Citizens will have easy access to public health information during regular and emergency operations.	Preparedness Hot Topics page on NCPHD.org updated regularly.	ongoing	<i>Tanya: Have you thought about migrating the content of the MRC page into a new NCPHD Facebook page? It might attract more followers. I know that's a little bit out of your control, but you might suggest it to</i>

## 2014-15 PHEP Workplan

3 4	Sustain	Maintain ability to inform citizens of actual and potential health threats through maintenance of PPHR PSA P&P and current contact lists. CLHO Minimum Standard 2.1		PSA's sent regularly. System in place.	Ongoing	
3 4	Sustain	Improve community contacts lists, including licensed facilities list	LPHA will be able to quickly notify partners of emergencies.	Work in progress	06/30/15	



## 2014-15 PHEP Workplan

CDC Cap. #s	Sustain or Build	PARTNER/STAKEHOLDER COLLABORATION Planned Activity	Projected Output	Actual Outcome	Target Date	Notes
6	Sustain	Participate in monthly preparedness calls for LHD/Tribes. <i>PE-12.3.f.i.</i>	PHEP Coordinator will be kept up-to-date on what is happening at the State level.	100% participation to date.	Ongoing	<i>1st Tues. monthly 1 to 2 p.m.</i>
1 6	Sustain	Attend annual HSPR preparedness conference. <i>PE-12.3.f.i,ii.</i>	PHEP Coordinator will learn TONS of useful information and have the opportunity to collaborate with other Coordinators from around the State.	Attended	10/1-3/14	Registered
1 6	Sustain	Participate in regional healthcare preparedness coalition meetings. <i>PE-12.3.f.v.</i>	PHEP Coordinator will have the opportunity to collaborate with local healthcare partners.	First combined PHEP/HPP Quarterly meeting held 11/12/14. 2nd meeting held 2/24/15.	Ongoing	Next meeting to be scheduled in June 2015.
1 3	Sustain	HAN: Identify a HAN Administrator to facilitate all local HAN access, issues, user groups, and trainings - excluding hospitals and tribes. <i>PE-12.4.g.ii, iii, iv.</i>	PHEP Coordinator is HAN administrator and will facilitate local HAN access as required.	Objective met	ongoing	
1 3	Sustain	HAN: (1 of 2) Review local HAN users twice annually to ensure local directory is maintained with appropriate users and roles. <i>PE-12.4.g.i,iii,iv,vii.</i>	Registered HAN user directory will be updated & maintained.	Objective met	Nov. 2014	
1 3	Sustain	HAN: (2 of 2) Review local HAN users twice annually to ensure local directory is maintained with appropriate users and roles. <i>PE-12.4.g.i,iii,iv,vii.</i>	Registered HAN user directory will be updated & maintained.	Objective met	May 2015	



## 2014-15 PHEP Workplan

6	Sustain	Annually verify that all appropriate plans and procedures have been submitted to the liaison for uploading to the HAN. <i>PE-12.4.g.vii</i>	NCPHD Plan updates will be shared with liaison as they occur.	Working on updating all PPHR Plans. No updates are complete yet.	Ongoing	NCPHD Plans reside in PPHR. PHEPPUC Committee working on updating PPHR plans one plan at a time. <b>NOTE: For next year's work plan, develop on ongoing timeline for plan review.</b>
13	Build	Participate in development and support of ESSENCE.	Two ESSENCE Administrators will be identified at LHD and trained at appropriate available levels.		TBD by OHA	Removed by HSPR for this program year.
1 3 6	Build	Schedule meet and greet with Deputy Medical Examiner of Wasco, Sherman, and Gilliam Counties	Relationships with local emergency response partners will be expanded.	NCPHD Health Officer recently became Medical Examiner for Wasco & Sherman Co.		
1 3 6	Build	Region 6 Quarterly ESF-8 Preparedness Meetings: Scheduled for: Nov. 2014, Feb. 2015, May 2015, August 2015	Relationships with local emergency response partners will be maintained and expanded. Also proposed a quarterly hazard awareness project for each of these meetings.	First combined PHEP/HPP Quarterly meeting held 11/12/14. 2nd meeting 2/24/15	quarter	This meeting is a combination of what was formerly HPP Region 6 meeting AND PHEP Regional Meetings.
1 6	Sustain	Participate with Em. Managers on Natural Hazard Mitigation Plan updates	PHEP Coordinator will be knowledgeable about NHMP process.	Scheduled by Wasco Co. Em. Manager. Participated in June 2014 and April 2015.	TBD by Em. Managers	Will check with Sherman & Gilliam Counties to see if I can participate.
1 6 15	Build	Participate in "Get Ready The Dalles" Event sponsored by NW Natural in conjunction with Mid-Col. Fire & Rescue	Engage public in preparedness and solicit volunteers for Wasco County MRC.	Participated with MRC volunteers, handed out 4 Steps to preparedness binder materials and influenza information.	Sept. 20, 2014	Distributing 4-step flyers, demonstrating how to build a Em. Preparedness binder & recruiting for MRC.



## 2014-15 PHEP Workplan

1 6	Build	Participate in Red Flag Task Force meetings and activities as determined by Wasco County Em. Manager	PHEP Coordinator will have the opportunity to connect with community preparedness partners and focus on a community preparedness project.	Scheduled by Wasco Co. Em. Manager.	TBD by Em. Managers	Task Force has not met since Nov. 2013, but may reconvene. Current conversations regarding continuing some work on Vulnerable Populations plans/procedures.
1 4 6	Build	PIO Group Meeting	Local PIOs will connect and have a working relationship.		TBD by Group	Have met once, plan to reconnect.
	Build	Reach out to community partners to make additional connections.	PHEP Coordinator will make connections, not only with preparedness partners, but also with local utilities and possibly other local businesses.		As time allows	PHEP Coordinator intends to begin preliminary work on a <i>possible</i> Power Outage workshop by talking to local utilities. Would also like to work with local businesses on Bus. Continuity plans when time allows.
CDC Cap. #s	Sustain or Build	PLANNING Planned Activity	Projected Output	Actual Outcome	Target Date	Notes

## 2014-15 PHEP Workplan

1	Sustain	Complete annual public health preparedness capabilities survey. <i>PE-12.4.a,b.</i>	Survey will give PHEP Coordinator a better understanding of what capabilities need work.	Objective met.	08/15/14	
1-15	Sustain	Review and update ESF-8 base plan every 5 years. <i>PE-12.4.i.</i>	ESF-8 will be kept current.	Currently working on ESF8. Updates to Wasco Co. Em. Manager May 2015.	Due 2016	
1 3	Sustain	Maintain knowledge of and participate in development or revisions of county emergency operations plan. <i>CLHO Minimum Standard 2.1</i>	PHEP Coordinator will have an understanding of County EOPs.		Ongoing	Wasco County EOP last updated in 2012. Sherman County EOP last updated in 2012. Gilliam County EOP last updated in 2011. <b>Updates to Wasco Co. Em. Manager May 2015.</b>
1	Sustain	Through PHEP Plans Update Committee (PHEPPUC) maintain or develop written policies and procedures that describe the role and responsibilities of LHD staff when responding to a public health emergency including disease outbreaks and environmental emergencies. Current PPHR Plans & Procedures include; <ul style="list-style-type: none"> <li>• All-Hazards Response Plan</li> <li>• Communication Plan</li> <li>• Mass Patient Care Plan</li> <li>• Mass Fatality Management Plan</li> <li>• Disaster Behavioral Health Plan-Public</li> </ul>	NCPHD will maintain and update the plans currently residing in PPHR project from 2011. (see list below).		Updates beginning 2015 to be complete by the end of the year.	PHEP Plans Update Committee has been meeting. Committee working to update plans one at a time.



## 2014-15 PHEP Workplan

1 6	Sustain	Maintain policies and procedures for reporting emergencies. CLHO Minimum Standard 2.1	A procedure is available for reporting emergencies including potential outbreaks or other public health emergencies.	Objective met		
	Build	NCPHD internal workgroup to convene to create a process for closing the loop on AAR IP's.	NCPHD staff will use IP's from AAR's to build and sustain their emergency preparedness efforts.	<b>Spreadhsheet created following September 2014 meeting.</b>	First meeting 9-16-14	Meeting again in May 2015. Working to create a process to be sure IP's are completed

## 2014-15 PHEP Workplan

15	Build	Create a working group to establish roles and continue recruiting efforts to work toward a sustainable volunteer management plan by reorganizing the Wasco County MRC	Create a Wasco County MRC, with community partner involvement, that is able to aid in response efforts when needed.	Leadership Team Met 12/15/14! Working to put a plan in place. Two activities planned in Jan. 2015; 2nd annual Blanket Drive and Psych. First Aid Course. MRC LT meeting regularly and working toward goal.	TBD	<i>I downsized your objective to be more specific and more manageable within this grant year. Creating a sustainable MRC is more than a one-year task. :-)</i>
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## EMERGENCY PREPAREDNESS REVIEW TOOL

DATE:

AGENCY:

REVIEWER:

ADMINISTRATOR:

PARTICIPANTS:

Criteria for Compliance	Compliant		Comments/Documentation/Explanation/Timelines
	Y	N	
<b>I. FISCAL AND ADMINISTRATIVE</b>			
A. By September 15 annually, the LPHA has drafted, submitted for review, revised as needed, and submitted for final approval an annual work plan that includes all contractual and statutory required elements and Public Health Capability sustaining and enhancing elements. <u>PE-12.3.c.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
B. LPHA is staffed at a level appropriate to complete the approved work plan. Personnel who are funded under the PE-12 contract are working on preparedness activities in accordance with their funding levels. <u>PE-12.3.d.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of meeting attendance	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of exercise participation.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Evidence of communications.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Evidence of training records.	<input type="checkbox"/>	<input type="checkbox"/>	
C. LPHA submits its budget reports accurately and on time. <u>PE-12.3.i.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. A budget using actual award amounts, detailing LPHA's expected costs to operate its PHEP programs during the period of July 1, through June 30 is due by August 31 of each new fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	
2. An actual expense-to-budget report for the period of July 1, through December 31 is due by February 15 of each year.	<input type="checkbox"/>	<input type="checkbox"/>	
3. An actual expense-to-budget report for the period of July 1, through June 30 is due by August 31 of each year.	<input type="checkbox"/>	<input type="checkbox"/>	



Criteria for Compliance	Compliant		Comments/Documentation/Explanation/Timelines
	Y	N	
<b>II. PLAN AND RESPONSE</b>			
A. LPHA has developed and maintained an effective all hazards plan that clearly identifies public health roles and responsibilities for responding to public health emergencies. <u>PE-12.4.j, CLHO Minimum Standards</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Updates reflect changes identified in exercise improvement plans.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Plan approval signatures are recent within five years.	<input type="checkbox"/>	<input type="checkbox"/>	
B. LPHA has adopted NIMS guidelines to ensure rules governing the development of emergency plans and an incident management system. <u>PE-12.pm0.6, ORS 431.266</u>	<input type="checkbox"/>	<input type="checkbox"/>	
C. LPHA uses an evaluation and improvement model to guide its planning efforts. <u>PE-12.4.g.viii, PE-12.4.h., PE-12.pm0.5., CLHO Minimum Standards</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of progressive exercise plan.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of After Action Report recommendations being built into work plan or exercise plans.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Evidence of submission of exercise AAR to liaison within 60 days of exercise completion.	<input type="checkbox"/>	<input type="checkbox"/>	
D. LPHA completed Public Health Capability Performance Measure Analysis using the assessment tool provided and approved by HSPRP by August 15 of each year. <u>PE-12.4.a.b.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>III. COLLABORATION AND COMMUNITY OUTREACH</b>			
A. LPHA has coordinated with its local emergency management agency and/or law enforcement agencies on its ESF-8 all hazards plan and the countywide emergency operations plan. <u>CLHO Minimum Standards</u>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria for Compliance	Compliant		Comments/Documentation/Explanation/Timelines
	Y	N	
B. LPHA coordinates and networks with its statewide partners. <u>CLHO Minimum Standards, PE-12.3.f.i-v.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of participation in monthly LPHA/Tribes calls.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of attendance at regional healthcare preparedness coalition meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
C. LPHA maintains a publicly available 24/7/365 system for reporting and responding to public health emergencies. <u>PE-12.4.f</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of successful 24/7/365 phone testing.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of easily accessible public 24/7/365 phone number.	<input type="checkbox"/>	<input type="checkbox"/>	
D. LPHA maintains ability to inform citizens of actual and potential health threats. <u>CLHO Minimum Standards</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of public health emergency information templates.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of public information distribution protocols that include current contact lists.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Evidence of effective public information delivery during any real or emerging incidents that includes public health messages to the community, health care providers, and media according to communication procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IV. TRAINING AND EDUCATION</b>			
A. LPHA personnel are trained for emergency planning and response roles. <u>PE-12.3.f.ii, PE-12.4.i-j, CLHO Minimum Standards</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of training records	<input type="checkbox"/>	<input type="checkbox"/>	



Criteria for Compliance	Compliant		Comments/Documentation/Explanation/Timelines
	Y	N	
2. Evidence of ICS org charts with specific positions identified for a public health response.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>V. EXERCISES</b>			
A. LPHA maintains a progressive exercise strategy. <u>PE-12.4.h-i.</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of a three-year exercise plan.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of participation with agency staff and community partners including emergency management, county governance, and health care systems (i.e. sign in sheets, planning committee membership, MSEL)	<input type="checkbox"/>	<input type="checkbox"/>	
B. LPHA coordinates with local and regional health care partners. <u>CLHO Minimum Standards</u>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Evidence of attendance at >75% of regional healthcare preparedness coalition meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of local health care coordination including minutes/notes and exercise reports.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Evidence of submission of exercise objectives to liaison for compliance minimum 45 days in advance of exercise.	<input type="checkbox"/>	<input type="checkbox"/>	

**Oregon Tobacco Prevention and Education Program  
Local Health Department Grants 2014-2015**

Please provide the information requested below for program contact information and disclosure of tobacco relationships.

<b>Program Contact Information</b>	
<b>Local Health Department Name</b>	North Central Public Health District
<b>TPEP Coordinator Name (Main point of contact)</b>	Mary Gale
<b>Phone</b>	541-506-2609
<b>E-mail</b>	maryg@co.wasco.or.us
<b>Other Funded program staff (add additional if necessary) Name</b>	Tanya Wray/Jane Palmer
<b>Phone</b>	541-506-2631/541-506-2616
<b>E-mail</b>	tanyaw@co.wasco.or.us/janep@co.wasco.or.us
<b>Local Health Department Administrator Name</b>	Teri Thalhofer, RN, BSN
<b>Phone</b>	541-506-2614
<b>E-mail</b>	terit@co.wasco.or.us

<b>Disclosure of Tobacco Relationships</b>
Oregon Administrative Rules 333-010-0320 requires disclosure of any and all direct and indirect organizational or business relationships between the TPEP grant applicant or its subcontractors, including its owners, parent company or subsidiaries, and companies involved in any way in the production, processing, distribution, promotion, sale or use of tobacco.
Does the Local Health Department have any direct or indirect relationship with tobacco-related companies, as described above?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please disclose any such relationships:



Local Health Department TPEP Grant  
Local Program Plan Form 2014-15

<b>Local Health Department:</b>
<b>M MONITOR</b> tobacco use and prevention policies

Policy type	Policies adopted – Include current policy description (e.g. “All properties 100% tobacco-free”, or “Smoking allowed in designated areas only.”) Enter “N/A” if a specified institution type (e.g. community college) does not exist in your county.
<b>Tobacco-free campuses</b>	
County public health department	NCPHD is a Tobacco Free Property effective May 1, 2013. NCPHD continues to work with other tenants of the property to educate clients on the policy and offer cessation opportunities for clients and staff.
Other city or county properties	Wasco County owns property including NCPHD, consisting of two large parking lots and three buildings.
Community college (statewide policy list and map: <a href="http://www.smokefreeoregon.com/smokefree-places/community-colleges/your-campus">http://www.smokefreeoregon.com/smokefree-places/community-colleges/your-campus</a> )	Columbia Gorge Community College in The Dalles (Wasco County) has the following policy: “No person shall smoke, use smokeless tobacco, or carry any lighted smoking instrument in any facility under the control and direction of the Columbia Gorge Community College, except in the parking lot.” A new Oregon National Guard Readiness Center is being constructed on the Community College campus. We anticipate this as an opportunity to strengthen CGCC policy to align with the Governor’s executive order.
Hospitals ( <i>See the map of Oregon Hospitals with Smoke-free policies on the HPCDP Connection Tobacco page, here:</i> <a href="http://public.health.oregon.gov/Pa">http://public.health.oregon.gov/Pa</a>	Mid-Columbia Medical Center in The Dalles (Wasco County) has a 100% Tobacco Free Policy for the hospital campus and all ancillary properties. Employees who do smoke are not allowed to smoke during paid breaks and are required to report to work free of secondhand smoke. All buildings on the medical center campus are 100% tobacco free, including: Celilo clinic Medical Office (Medical Oncology



Local Health Department TPEP Grant  
Local Program Plan Form 2014-15

Policy type	Policies adopted – Include current policy description (e.g. “All properties 100% tobacco-free”, or “Smoking allowed in designated areas only.”) Enter “N/A” if a specified institution type (e.g. community college) does not exist in your county.
<i>rtners/ HPCDPConnection/Tobacco/ Pages/Hospitals.aspx)</i>	and Radiology Services); Finance Building; Columbia Hills Family Medicine; Annex Buildings; Healthscape; Planetree Health Resource Center; Outpatient Therapy Services; Visiting Health Services; Water’s Edge
Other tobacco-free campus policies (e.g. other health care setting or post-secondary education campus.)	
<b>Tobacco-free workplaces/ public places</b>	
Community-wide smokefree worksites (e.g. city or county local smokefree workplaces ordinance)	DHS Wasco County: one property is Smokefree (3641 Klindt Drive, The Dalles) DHS Sherman County: no such property DHS Gilliam County: Smokefree
Outdoor venues (e.g. parks or fair board tobacco-free policies) [list of policies on HPCDP Connection outdoor venues page]	Northern Wasco County Park and Recreation District has a Tobacco Free Policy for all eight parks and the riverfront Trail along the Columbia River. City of Condon Park in Gilliam County is Smokefree. City of Moro in Sherman County is Smokefree. Sherman County Fairgrounds are Tobacco Free. City of The Dalles Event site does not yet have a Tobacco Free Policy.
Other community-wide smokefree workplaces/public places policy:	
<b>Smokefree multi-unit housing (MUH)</b>	
Public housing authority (statewide policy status list is posted at <a href="https://partners.health.oregon.gov/Partners/HPCDPConnection/Toba">https://partners.health.oregon.gov/Partners/HPCDPConnection/Toba</a>	Mid-Columbia Housing Authority/Columbia Cascade Housing Corporation have a comprehensive Smokefree Policy covering all properties: Casa Lomas Apartments (24 Units) Wasco County Celilo Gardens (6 Units) Wasco County East Hill Village (8 Units) Wasco County



Local Health Department TPEP Grant  
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Policy type	Policies adopted – Include current policy description (e.g. “All properties 100% tobacco-free”, or “Smoking allowed in designated areas only.”) Enter “N/A” if a specified institution type (e.g. community college) does not exist in your county.
<i>cco/Pages/Housing.aspx</i>	West Park Place Apartments (25 Units) Wasco County West Park Orchards (22 Units) Wasco County Mosier Creek Terrace (12 Units) Wasco County Oregon Trail (3 Units) Wasco County Rose Garden Apartments (6 Units) Wasco County Sage Wind Manor (12 Units) Sherman County
Other low-income and affordable MUH policies (e.g. Community development corporation)	The Commodore II (24 Units) Wasco County Flora Thompson Manor (16 Units) Wasco County Joan Court Apartments (16 Units) Wasco County Crown Plaza Apartments in Wasco County Maverick Apartments in Wasco County Old Oskalossa Hotel (4 Units for long term lease) in Sherman County Washington Court apartments (18 Units) Wasco County
<b>Tobacco retail environment, advertising and promotions</b>	
Tobacco retail licensing ordinance	NONE
Tobacco sampling ban	NONE
Other community-wide tobacco advertising and promotions policies	NONE
<b>Health systems and healthcare settings</b>	
Policies and fax referral systems for self-management and cessation supports	Work continues internally at NCPHD to strengthen faxed referrals for clients indicating desire to quit tobacco through family planning, WIC or homevisiting encounters. Working with administrative staff to utilize EMR tracking of referrals and cessation reports more efficiently.

Local Health Department TPEP Grant  
Local Program Plan Form 2014-15

**Local Health Department:**

**P PROTECT** from exposure to secondhand smoke. (LHD TPEP is required to address at least two strategies for P: Protect.)

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

- ☒ Community-Wide Policy for Smokefree Workplaces & Public Places
- ☐ Tobacco-Free County Campuses and other Public Properties
- ☐ Other optional \_\_\_\_\_

**Current status:** The Wasco County Commissioners adopted a Tobacco Free Policy for a portion of county property effective May 1, 2013. The change was initially very well accepted by clients, but confusing for staff, especially those from a law enforcement background.

**Strategy:** Wasco County Commissioners adopt a Tobacco Free Policy for all County Properties by June 30, 2017.

**Milestones (2014-2015 funding cycle):** Continue to positively promote the policy with clients and staff. Partners continue to distribute Quitline brochures at appointments. Engage the regional jail staff with the possibility promoting continued cessation upon release from the facility.



Local Health Department TPEP Grant  
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**Partnerships/collaborations:**

**Wasco County Commissioners**

**Wasco County Administrative Officer Tyler Stone**

**Wasco County Sheriff Rick Eisland**

**Wasco County Community Corrections Director Robert Martin**

**Wasco County 911 Director Jeanne Pesicka**

**Wasco County Facilities Director Fred Davis**

**Sherman County employees Cindy Brown, Debbie Hayden, and Melva Thomas**

**Gilliam County employees Terri Carnine and Teddy Fennern**

**CIS Benefits Representatives**

**Rede Group Vice President Robb Hudson**

**Mid-Columbia Center for Living Director Barb Seatter**

**Activities for the 2014-2015 funding cycle**

**Assessment :** Determine whether signage for the Tobacco Free Policy is adequate.

Determine whether Wasco County department directors located at the property are aware of the Commissioners' commitment behind the policy.

Local Health Department TPEP Grant  
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Education and Outreach:

Meet quarterly with the following stakeholders to offer support to communicate the policy to employees and clients: Wasco County Sheriff Rick Eisland, Wasco County Community Corrections Director Robert Martin, Wasco County 911 Director Jeanne Pesicka, Wasco County Facilities Director Fred Davis.

Provide a review of the policy to County Commissioners in June 2014. Propose changes in the policy language as recommended by the National Association of Local Boards of Health legal team.

Work with Rede Group and OHA partners to strategize the best practices to engage the law enforcement community around policy enforcement vs law enforcement.

Planning to package and implement 'care kits' so staff may feel more comfortable approaching smokers on the campus to inform them of the policy. Continue to work with other tenants to remind clients at the time appointments are made that the campus is tobacco free.

Media Advocacy:

Work with The Dalles Chronicle Publisher on an article about how environment and policy affects the social norm

Policy development and analysis:

The experience of policy implementation at the Wasco County Annex Property will greatly affect our ability to broaden the tobacco policy to other county properties. We will continually review whether the system has been set up for success with most of the analysis being on buy-in from affected county department directors and other tenants.

We have received permission from county commissioners to conduct an employee survey to obtain whether information staff believes a comprehensive tobacco free policy is valuable. We believe commissioners will support a comprehensive policy with staff support.



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**Policy implementation and maintenance:**

The policy and signage were both in place at the beginning of the fiscal year which will typically reduce most of the tobacco use. The clients who use services at this complex have a higher tobacco use rate and a higher rate of non-compliance. We will work carefully to communicate the policy with respect and encouragements.

Patrons at the facility who use tobacco will be offered care kits along with the message that the property is now tobacco free. NCPHD staff will be trained in messaging and distribution of the kits with role play opportunities. NCPHD staff can act as a model to other staff working in the Annex properties on respectful reminder of the policy.

**Local Health Department:**

**P PROTECT from exposure to secondhand smoke. (LHD TPEP is required to address at least two strategies for P: Protect.)**

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

- ☒ Community-Wide Policy for Smokefree Workplaces & Public Places
- ☐ Tobacco-Free County Campuses and other Public Properties
- ☐ Other optional \_\_\_\_\_

**Current status: NCPHD continues to work with our partners at Hood River TPEP to implement a Tobacco Free Policy for One Community Health (formerly La Clinica del Carino, the FQHC serving Wasco and Hood River Counties). The work has been ongoing for seven years in an effort to adopt a comprehensive tobacco free policy. The entity continues to be in flux with high turnover of both providers and administrative staff. With the opening of the newly constructed facility in The Dalles and some stabilization of leadership we hope to make progress in partnership with the Hood River TPEP Coordinator to build support for such a policy.**

**Strategy: Engage board and leadership in a conversation regarding the benefits of tobacco free policy especially to agencies serving community members with health disparities.**



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**Milestones (2014-2015 funding cycle): Make a presentation to the One Community Health Board on the benefits of making the facilities tobacco free.**

**Partnerships/collaborations:**

**One Community Health Interim Director, Elizabeth Aughney**

**OCH Board Member Tim Foley**

**OCH Board Member Maria Pena**

**Hood River TPEP Coordinator Belinda Bellah**

**Activities for the 2014-2015 funding cycle**

**Assessment :**

Determine when the OCH Board is able to consider a proposal for comprehensive tobacco free policy. Currently, the Board is concentrating on staff turnover, health care reform, and fiscal challenges.

**Education and Outreach:**

Assure the Administrator and the Board that a tobacco free policy will not require financial resources from the organization.

Offer to conduct a survey of staff and/ or clients to determine whether there is support for a policy change.

Promote that a natural time to adopt a tobacco policy would be while a facility is still new.

Share success stories from the Wasco County Annex Property tobacco free policy, as clientele is similar in nature.

**Media Advocacy:** Meet with The Dalles Chronicle to propose an article on the importance of health care facilities delivering care in an environment that is tobacco free from perspectives of reducing exposure to second hand smoke and to limit modeled behavior.

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Policy development and analysis:

Present recommended policy language that reflects a culture of caring and respect.

Policy implementation and maintenance:

Prepare an implementation plan (6-12 month phase in period) that would be included in the board presentation.

**Local Health Department:**

**P PROTECT** from exposure to secondhand smoke. (LHD TPEP is required to address at least two strategies for P: Protect.)

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

☒ Community-Wide Policy for Smokefree Workplaces & Public Places

☐ Tobacco-Free County Campuses and other Public Properties

☐ Other optional \_\_\_\_\_

**Current status:**

**Gilliam County staff are beginning to show interest in Worksite Wellness programs. Sherman County staff have in the past been reluctant to engage in Worksite Wellness programs**

**Strategy: Gilliam and Sherman Counties will adopt a comprehensive tobacco free policy by June 30, 2020.**

**Milestones (2014-2015 funding cycle): Gilliam and Sherman Counties will appoint Wellness Committees**



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**Partnerships/collaborations:**

**Gilliam County Judge Steve Shaffer**

**Terri Carnine, Gilliam County Road Department Administrative Assistant**

**Youth Prevention Coalition Members**

**Sherman County Commissioner Mike Smith**

**Sherman County Commissioner Tom McCoy**

**Debbie Hayden, Sherman County Financial Services Director**

**Youth Prevention Coalition Members**

**Activities for the 2014-2015 funding cycle**

**Assessment :**

Determine which county employees are most committed to promoting health and wellness.

Determine whether an employee survey would be helpful to the decision makers.

**Education and Outreach:**

Partner with EOCCO to promote wellness through Local Community Advisory Council work. Family members of County employees may be OHP recipients.

**Media Advocacy:**

NONE Planned

**Policy development and analysis:**

Present model language for a policy that defines wellness in the workplace and appointments for the committees.

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**Local Health Department:**

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**P PROTECT** from exposure to secondhand smoke. (**LHD TPEP is required to address at least two strategies for P: Protect.**)

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

☒ Community-Wide Policy for Smokefree Workplaces & Public Places

☐ Tobacco-Free County Campuses and other Public Properties

☐ Other optional \_\_\_\_\_

**Current status:**

**Creekside Residential Treatment Center and DHS properties are currently implementing Tobacco Free policy.**

**Strategy:**

**Support both entities implementation plans as appropriate in consultation with entity leadership.**

**Milestones (2014-2015 funding cycle):**

**Tobacco use at the Creekside Residential Treatment Center and DHS properties will decrease and clients will be encourage to quit using tobacco.**

**Partnerships/collaborations:**

**Creekside Residential Treatment Center Manager**

**Tyler Flaumitch, DHS Region Manager**

**Activities for the 2014-2015 funding cycle**

**Assessment :**

Determine whether appropriate signage is in place to support the policy

**Education and Outreach:**

Provide Quitline materials that are accessible to clients in all locations.

**Media Advocacy:**

None planned



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Policy development and analysis:

Determine whether people are smoking on the property.

Policy implementation and maintenance:

Offer to provide training to staff on how to respectfully enforce the policy.

**Local Health Department:**

**P PROTECT from exposure to secondhand smoke. (LHD TPEP is required to address at least two strategies for P: Protect.)**

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

☒ Community-Wide Policy for Smokefree Workplaces & Public Places

☐ Tobacco-Free County Campuses and other Public Properties

☐ Other optional \_\_\_\_\_

**Current status:**

**Columbia Gorge Community College does not currently have a comprehensive tobacco free campus policy.**

**Current CGCC leadership would like the movement for policy change to be student driven.**

**Strategy:**

**The Oregon National Guard Readiness Center recently opened on the CGCC campus in The Dalles. This provides an opportunity to examine policy for both entities in the shared campus space.**

**Milestones (2014-2015 funding cycle):**

**TPEP Coordinators from NCPHD and Hood River Counties will meet with Dr. Toda, CGCC President, to provide findings from several years of working to engage the student population.**

**CGCC leadership will adopt a comprehensive tobacco free policy.**



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**Partnerships/collaborations:**

**CGCC President Frank Toda**

**CGCC Human Resource Director Robb Van Cleave**

**Hood River TPEP Coordinator**

**CGCC Board Members**

**CGCC Foundation President**

**Local Oregon National Guard leadership**

**Activities for the 2014-2015 funding cycle**

**Assessment :**

Determine best time to meet with Dr. Toda.

Review student survey and opinion data and evaluate need for updated student information.

**Education and Outreach:**

Provide Dr. Toda with a list of Oregon Universities and Community Colleges who have adopted a comprehensive tobacco policy.

Meet with two board members and ask for them to propose a tobacco policy that reflects the excellence shown otherwise by the campus.

Meet with Oregon National Guard local leadership to discuss the Governor's executive order for publically owned facilities.

Share success stories from the Wasco County Annex Property tobacco free policy.

**Media Advocacy:**

Propose an article to The Dalles Chronicle about the burden of tobacco related disease to those currently and veteran's of the armed services.

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Policy development and analysis:

Propose model language for tobacco policy that reflects a culture of excellence and caring.

Include a board member in the preliminary review of the draft policy language prior to proposing it to Dr. Toda and the leadership team.

Policy implementation and maintenance:

Propose a 6-12 month lead time for policy implementation with communication and activity timelines.

Meet with CGCC staff to educate on how to ask for compliance in a supportive and respectful manner.

**Local Health Department:**

**P PROTECT** from exposure to secondhand smoke. (LHD TPEP is required to address at least two strategies for **P: Protect.**)

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

XCommunity-Wide Policy for Smokefree Workplaces & Public Places

☐ Tobacco-Free County Campuses and other Public Properties

☐ Other optional \_\_\_\_\_

**Current status:**

The City of The Dalles has not adopted a comprehensive Tobacco Free Policy for the Lewis and Clark Event Site in The Dalles.

**Strategy:**

Work with City of The Dalles leadership to create policy that supports economic development at the tourism site located adjacent to the park. Identify two City Council members who would be supportive of a tobacco free policy.



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**Milestones (2014-2015 funding cycle):**

**City of The Dalles will adopt a comprehensive tobacco free policy for the Lewis and Clark event site.**

**Partnerships/collaborations:**

**Gene Parker, The Dalles attorney**

**City Manger Nolan Young**

**City Council Members**

**Youthink Coalition Members**

**Activities for the 2014-2015 funding cycle**

**Assessment :**

Determine events scheduled in the park during the summer of 2014.

**Education and Outreach:**

Contact two event coordinators who are using the park during the summer season and ask for support of a tobacco free policy.

Provide City Manager and supportive Council members with a list of Tobacco and Smokefree Parks in the Region and Oregon.

Share success stories from the Wasco County Annex Property tobacco free policy.

**Media Advocacy:** Submit a press release to The Dalles Chronicle, Sherman County eNews, and the Condon Times about the policy adoption and value to the community.

**Policy development and analysis:**

Continue to work with the City Attorney on policy development.

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Policy implementation and maintenance:

Provide City Manager with recommended signage and offer to provide funding for signs.

**Local Health Department:**

☐ OFFER help to quit tobacco use.

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

☐ State human services agencies

☐ CCOs

☒ County worksite wellness-related initiatives

**Current status:**

North Central Public Health District is as of January 1, 2014, the employer of public health employees. This is a change from Wasco County employment.

**Strategy:**

Share with employees of Wasco, Sherman and Gilliam Counties and NCPHD the cessation benefits that are available as a benefit to employees and covered family members.

Promote the Quit Line and available quit supports as part of every earned social media opportunity.

**Milestones (2014-2015 funding cycle):**

Employees of Wasco, Sherman and Gilliam Counties will be aware of cessation benefits for themselves and covered family members through current coverage.



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NCPHD employees will be aware of cessation benefits for themselves and covered family members through current coverage.

NCPHD employees will participate in the 5210 in 30 Wellness Challenge promoting 5 servings of fruits and vegetables per day, less than 2 hours of recreational screen time per day, 1 hour of activity per day, and 0 sugar sweetened beverages and tobacco products, for 30 days.

**Partnerships/collaborations:**  
**NCPHD Wellness Committee**  
**NCPHD Leadership Team**

**Activities for the 2014-2015 funding cycle**

**Assessment:**

Determine if employees are aware of cessation benefits offered for themselves and covered dependents through insurance coverage.

Determine if employees are aware of Quitline resources available for all friends and family members.

**Education and Outreach:**

Present at a NCPHD staff meeting around cessation benefits for employees.

Support the Wellness Committee in the implementation of the 5210 in 30 Challenge at NCPHD

Promote CIS wellness materials to Wasco, Sherman and Gilliam County Human Resource Departments; Ask permission to forward information to employee email accounts and post on bulletin boards at the courthouse and ancillary buildings.

Promote CIS wellness grants as a way to fund wellness activities materials to Wasco, Sherman and Gilliam County Human Resource Departments.

Offer to meet on a regular basis with wellness committees to promote health throughout the employee network.

**Media Advocacy:**

NONE Planned

**Policy development and analysis:**

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Review the Healthy Meetings policy for NCPHD with the Wellness Committee and propose updates and changes if necessary to the Leadership team.

**Policy implementation and maintenance:**

**Continue to monitor the smoke free campus policy for NCPHD as noted previously.**

**Local Health Department:**

**O** OFFER help to quit tobacco use.

**Check one (1) setting below. Develop one (1) program plan section for each setting.**

☐ State human services agencies

☒ CCOs

☐ County worksite wellness-related initiatives

**Current status:**

Smoking rates in the tri-county region; 14% rate of adult smokers, 16% of birth mothers, 5% of 11<sup>th</sup> grade students and 9% of 8<sup>th</sup> grade students.

**Strategy:**

Work with pre-natal care providers and the CGCCO to implement 5A's screening, assessment and intervention for all women seeking prenatal care.

Support the CG CCO in addressing a tobacco use with adequate cessation benefits and support to quit.

**Milestones (2014-2015 funding cycle):**

All pregnant women seeking prenatal care in Wasco and Hood River Counties will be screened through motivational interviewing for tobacco use, exposure and willingness to quit.

**Partnerships/collaborations:**



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Columbia Gorge CCO  
Hood River County Health Department  
Hood River TPEP Coordinator  
One Community Health  
Mid-Columbia Women's Center

**Activities for the 2014-2015 funding cycle**

**Assessment:**

Ask providers about screening for tobacco use in pregnant women.  
Determine what cessation benefits are currently offered through CG CCO.

**Education and Outreach:**

Offer cessation support and Quitline materials to prenatal providers.  
Offer cessation information and Quitline materials to all early childhood providers.  
Coordinate with Maternity Case Management to target tobacco using pregnant women for public health nurse home visiting services.  
Contact CG CCO quarterly to assist in providing a dynamic cessation benefits and support to recipients.

**Media Advocacy: None Planned**

**Policy development and analysis:**

Explore screening and cessation support policies of prenatal providers.

**Policy implementation and maintenance:**

Support Mid-Columbia Medical Center in the continued implementation of their smoke-free campus policy to provide a smoke free environment for delivery and maternity care.

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**Local Health Department:**

**W** WARN about the dangers of tobacco.

☐ **Develop media advocacy plan**

**Strategy:**

Inform people on the harm of using eCigarettes.

Cultivate support for tobacco policies by educating the public and key decision makers that a policy supports the majority of people who don't use tobacco, and the majority of tobacco users who desire to quit.

Introduce two people who formerly used tobacco to a reporter at The Dalles Chronicle so their stories of quitting will educate readers about the health dangers of tobacco and encourage quitting.

Explore with State partners, evidence based strategies to work with K-12 students on the dangers of tobacco use.

**Milestones (2014-15 funding cycle):**

Stories of individuals quitting tobacco, including health related reasons, are featured in local media, especially The Dalles Chronicle.

Increased use of the Quitline from residents in Wasco, Sherman and Gilliam Counties.

A Press Release will be submitted and published in The Dalles Chronicle, Sherman County ENews, and the Condon Times with information about the harm of Ecigarettes.

**Additional earned media activities:**

Disseminate messages through the Wasco County Wire, an electronic newsletter for Wasco County staff, as well as the Sherman County newsletter and the Gilliam County staff newsletter.



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**Partnerships/collaborations:**

Youththink prevention coalition in Wasco County  
Sherman County prevention coalition  
Gilliam County prevention coalition  
Schools throughout the region.

**Local Health Department:**

**E ESTABLISHMENTS** selling tobacco products (**LHD TPEP is required to select at least one strategy. See RFA for more details on strategy options.**)

**Current status:**

NCPHD is currently working to complete the retail assessment across the three County region.

**Strategy:**

Evaluate data collected in the retail assessment and report outcomes to the Board of Health.

**Milestones (2014-2015 funding cycle):**

Consult with Northwest RSN on positive approaches to working with retailers.  
Conduct 'after action' review of the retail assessment process.  
Work with NCPHD leadership and Board members to select a policy goal for the 2014/2015 fiscal year.

**Partnerships/collaborations:**

Tobacco retailers in Wasco, Sherman and Gilliam Counties  
Youth Prevention Coalitions in Wasco, Sherman and Gilliam Counties  
Northwest RSN

**Activities for the 2014-2015 funding cycle**

**Assessment:**

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Review the retail assessment with staff and volunteers using an 'after-action' format.  
Review the data collected including tobacco products, tobacco advertising and the availability of healthy foods and beverages.  
Ask the State data team to assist in the compilation of the assessment results.  
Identify community champions from Wasco, Sherman and Gilliam Counties who will help carry the message that reducing tobacco use is good for the health of individuals and the community.

**Education and Outreach:**

Present the retail assessment results to the NCPHD Board of Health and the County Commissioners in Wasco, Sherman and Gilliam Counties.  
Present the retail assessment results to the Community Advisory Councils of the CCO's  
Make a presentation to the county courts of Wasco, Sherman and Gilliam Counties to educate what TPEP activities are happening in specific county and to educate them on the value of raising the price of cigarettes to reduce use consumption and onset.

**Media Advocacy:**

Ask media in all three Counties to provide coverage of the assessment results: The Dalles Chronicle in Wasco County, the Sherman County eNews in Sherman County, and the Condon Times in Gilliam County.

**Policy development and analysis:**

Identify an objective for each County that has to do with enforcement for the upcoming fiscal year.

**Policy implementation and maintenance:**

Work with Board of Health members from each of the three Counties to explore policy implementation readiness.



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<b>Local Health Department:</b>
R RAISE the price of tobacco.
<input type="checkbox"/> Present to decision makers.
<b>Strategy:</b> Present to the Board of Health regarding the benefits of raising the taxes on tobacco products. NCPHD Director Teri Thalhofer will meet with Representative John Huffman and assess his support for increasing the tobacco tax and provide information on the benefits of raising the tax on tobacco products.
<b>Milestones (2014-15 funding cycle):</b> As above
<b>Partnerships/collaborations:</b> NCPHD Director Teri Thalhofer NCPHD Board of Health member Carri Ramsey-Smith

R RAISE the price of tobacco.
X Identify community champions.
<b>Strategy:</b> NPCHD will work with Chamber of Commerce Directors to present on the economic benefits of tobacco cessation for business leaders.
<b>Milestones (2014-15 funding cycle):</b> NCPHD TPEP Coordinator will present to at least one Chamber group.

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**Partnerships/collaborations:**

**Lisa Farquarhasen, Executive Director, The Dalles Area Chamber of Commerce**



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**Local Health Department:**  
**NCPHD**

**Program Component: Training, development and skills maintenance ( as discussed with liaison, Teri Thalhofer, NCPHD Director will act as 'back up' to Mary Gale)**

**List all staff persons who will attend all required trainings: Mary Gale**

**List all staff persons who will attend all required TA and training calls: Mary Gale**

**List all staff persons who will attend all required webinars: Mary Gale**

**List all staff persons who will attend all required RSN meetings and trainings: Mary Gale**

**List the staff person who will submit at least one success story of 1-2 pages in length to your liaison: Mary Gale**

**List any leadership activities in which staff will participate (e.g. RSN Network facilitation, GCAG participation, special interest group facilitation):**

Local Health Department TPEP Grant  
Local Program Plan Form 2014-15

**Local Health Department:**

**Program Component: Reporting and evaluation plan**

**(as discussed with liaison, Teri Thalhofer, NCPHD Director will act as 'back up' to Mary Gale)**

**List all staff persons who will participate in the three reporting interviews: Mary Gale**

**List the staff person who will review policy summaries for accuracy and submit as needed to the Community  
Program Liaison: Mary Gale**

History of personnel FTE:

2009	2010	2011	2012	2013	2014	2015	Budget 2016
22.80	26.20	26.80	28.20	27.20	25.00	25.00	23.60
	added Gill Co.						
	added 3.4 FTE						+ .20 Acct. Clrk
	.40 HHW Crd.	.60 HHW		HHW -.60			HHW -1.60
	+ HO .20						
	+ Nurs Supr			-.40 NP			
	+ .20 EH Spec				-1.0 EH Spec		
	+ .60 PHN		+.60 PHN		-.40 PHN		
	+ .60 Sec		+.80 FP Aide		-1.0 Off Spec		
	+ .40 WIC assist						

History of COLA:

2012	2013 & 2014	2015	Bud 2016
1.50%	no cola	1.50%	no cola

In 2014 did not fill open positions in order to reduce costs.

Did not hire new staff after uncoupling from Wasco County 1/1/2014, added additional A/P and H/R duties to Administrative Assistant position which reduced administrative support to Leadership Team. Added additional duties to Business Manager position: Eden Database Administrator, Banking and fiscal oversight, Budget Officer, payroll payments (including bi-monthly PR taxes and quarterly 941 reports), payroll employee records oversight and error corrections.

Initially had an agreement with NORCOR for accounting consulting services to set up Eden financial system. In August 2014 added .20 FTE Accounting Clerk position, job duties include: PERS and CIS insurance benefits reconciliation, clearing checks and bank statement reconciliation, payroll quarterly reports, accounting consultation for balance sheet transactions and troubleshooting fiscal issues, accounting laws, payroll issues, etc.

Overhead													
201	HEALTH GRANTS FUND												
23	PUBLIC HEALTH												
7141	PUBLIC HEALTH												
<b>Account Number</b>		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>Jul - March 2015 Actual</b>	<b>EST 2015 YE</b>	<b>2016 Bud</b>					
52104	BANK CHARGES			604	1,200	1,047	1,400	1,400	(anticipated)				
52113	INSURANCE & BONDS			5,451	10,800	13,534	13,534	14,000	(anticipated)				
52116	POSTAGE	1,163	1,204	2,296	2,000	3,092	4,000	4,000	(unanticipated \$20/mo charge)				
52325	LEGAL COUNSEL					5,953	8,000	8,000	(anticipated)				
52351	TRANSITIONAL SERVICES	0	9,921	13,276	0	1,233	1,233 *		NORCOR amt for Accting Consult*				
52526	COMPUTER SOFTWARE - MAINT.				5,000	4,460	4,460	4,500	(anticipated)				
52604	EQUIPMENT - OFFICE (PCs	0	0	0		0	0	14,000	(unanticipated)				
		1,163	11,125	21,627	19,000	29,319	32,627	45,900					
					**Aug. +.20 FTE, YE EST		6,948	11,391	2016 PS Cost	(unanticipated)			
							39,575	57,291					
		*Agreement for accounting consult to set up Eden fiscal system.						25,631	total unanticipated overhead costs				
		** Added .20 FTE Accounting Clerk position for fiscal reconciliation and support.											

				7141 to 201					
Fiscal Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14		2014-15	
						Co commission approved addtl \$12,000 funding			
						Wasco 2014 Bud amt	(initial ask was \$326,575)	Wasco 2015 Bud amt	NCPHD Adopted
Wasco Cont.	330,239	309,700	284,232	304,235	314,014	314,014	326,014	344,014	376,222
Gill & Sherm	77,614	124,146	157,150	160,083	163,466		170,005	195,850	195,850
	526,300	433,846	441,382	464,318	477,480		496,519	539,864	572,072
NCPHD									
Beg Bal	332,104	413,987	469,833	523,624	335,733	277,461		243,483	
History of								2014-15	
Clinic Fees:								ACT Jul - Mar	EST EOY
7143 Fees		411	33,724	36,716	27,315	18,917		11,547	16,600
OHP		412	11,115	8,543	5,732	14,812		6,248	10,000
7144 Fees		411	17,592	16,166	16,145	17,737		11,240	15500
OHP		412	48,816	51,106	41,620	51,834		61,402	80,000
CCARE		413	186,734	163,711	157,058	133,782		71,839	96000
			297,981	276,242	247,870	237,081		162,276	218,100