

**WASCO COUNTY LIBRARY SERVICE DISTRICT
AGENDA
WEDNESDAY, JUNE 20, 2018
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, Oregon**

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

9:35 a.m.

CALL TO ORDER

9:35 a.m. [Budget Adoption Hearing – 2018/2019 Fiscal Year Budget](#)

[6.7.2017 Minutes Approval](#)

**NEW / OLD BUSINESS
ADJOURN**



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
JUNE 20, 2018

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

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

At 9:00 a.m. Chair Kramer opened the Regular Session with the Pledge of Allegiance. Agenda adjustments:

- Remove Trespass Policy from Discussion
- Add July BOCC meetings to Discussion

Discussion List – Sheriff's Report

Sheriff Lane Magill reported that on May 16, 2018, there was an all-day joint exercise with federal, state and local partners for water disaster recovery. He said that the exercise went well. An after-action report has been generated and will serve to inform improvements for future responses.

Commissioner Runyon complimented Sheriff Magill for his presentation at NORCOR for the Veterans Tour.

Sheriff Magill reported that his office currently has three openings; one candidate is going to the academy and another is in background check. There are eight interviews scheduled for July 2, 2018. He added that he anticipates losing two more deputies in September or October.

Commissioner Runyon asked how the reserve force is operating. Sheriff Magill stated that there are two reservists in training. He reported that the reserve coordinator applied to Northern Wasco Public Utility District for an equipment grant. Initially the application was denied as NWPUD wanted the County to come

up with money for the soft costs. The Sheriff's office was able to do that and a grant was awarded in the amount of \$13,000 for the purchase of new vests, uniforms, etc. He concluded by saying that we currently have six reservists with a goal to increase that number to ten.

Discussion List – Public Works Surplus Equipment

Public Works Director Arthur Smith stated that he is requesting the surplussing of two pieces of equipment.

1. The Hyster Roller failed last year and his unreliable; this piece of equipment has already been replaced. The value of the vehicle is estimated at \$5,000 and there are some smaller counties interested in purchasing the equipment.
2. The 2006 Silverado truck was involved in an accident and was damaged enough that insurance deemed it totaled. Maintenance staff does not see it as a useful parts vehicle. The County did receive an insurance settlement of \$10,000. The vehicle is not being replaced. The estimated value of the truck is \$500.

{{{Commissioner Runyon moved to approve Order 18-023 surplussing Public Works 1991 Hyster Rubber-tire Roller and 2006 Chevrolet Silverado. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Commissioner Kramer asked if there are any Public Works updates, noting that the crew did a fine job chip sealing for the City of The Dalles. Mr. Smith stated that he is very proud of the crew; the City approached Wasco County Public Works to do five miles of chip sealing which is a heavy lift for coordination, logistics and labor. The City found additional funding and the work increased to over six miles; the crew completed the work and did a great job. The City will have to complete the project with brooming the road and applying striping.

Commissioner Kramer stated that there has been some recent correspondence regarding Dell Road and asked if there are any updates for that. Mr. Smith replied that the County had agreed to put out traffic counters on each end of the road. That was done on April 16, 2018 and the equipment continues to be in place. We currently have two full months of data and he would say that the counts are consistent with the number of residents on that road. He said that the State Road side of Dell sees approximately 55 cars a day which is four trips a day per

household – the average is 4-6 trips per household. On the Highway 30 side of Dell the count average is 30 which is well below the average of four to six trips per household.

Mr. Smith went on to say that the counts reflect that on the holidays and weekends, the count goes up to eight to ten trips per household which could be residents or residents and some recreational traffic. He reported that every time he has visited the area, he has not seen much public use.

Mr. Smith continued, saying that he has revised his cost estimate for improving the condition of Dell Road. He said that there is material left by ODOT in a nearby marsh pit that could be used to help the citizens of Dell Road – that would reduce the cost to about \$500 per household.

Mr. Stone observed that it is great to get the costs down but he recommends careful thought before moving forward to set this precedence. He reminded the Board that there are over 100 miles of local access roads in Wasco County – if everyone makes a request, Public Works would be overwhelmed.

Mr. Smith said that Dell Road might warrant the extra work due to its connectivity between Hwy 30 and State Road. He cautioned that this one-time fix will only last so long; the residents need to form a homeowners association for ongoing maintenance of the road. County Counsel Kristen Campbell agreed, saying that a homeowners association would be an entity that could collect fees to support maintenance.

Commissioner Runyon asked if that should happen prior to the County considering an offer to assist. Mr. Smith said that the Board can order the project to be done as a one-time fix with no other consideration but it would be a stronger relationship if the residents formed an association where everyone contributes.

Discussion List – Emergency MOUs

Emergency Manager Juston Huffman explained that the three mutual aid agreements being considered today are for the provision of transportation in case of a disaster. All three are renewals of existing agreements.

Chair Kramer noted that Dufur School District is not listed and would increase the inventory available to respond in case of a disaster. Mr. Huffman replied that he

would pursue that.

Vice-Chair Hege asked if we have ever activated any of the agreements. Mr. Huffman replied that outside of emergency exercises, we have not had a reason to use the agreements.

{{{Commissioner Runyon moved to approve the following Memorandums of Understanding for the provision of evacuation and transportation of citizens in the event of an emergency or disaster in Wasco County: between Wasco County and Mid-Columbia Economic Development District, between Wasco County and South Wasco County School District and between Wasco County and North Wasco County School District. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Discussion List – GIS Intergovernmental Agreements

GIS Coordinator Tycho Granville stated that he is asking the Board to reauthorize the Intergovernmental Agreements with our GIS partners. The County has had these IGAs since 2001 (2006 for Sherman County). The partners are The City of the Dalles, Northern Wasco County PUD, Mid-Columbia Fire & Rescue, and Sherman County. After reviewing the historical usage of GIS services provided to our partners, staff recommends the fees stay the same - \$12,000 for City of the Dalles, \$6000 for PUD and Mid-Columbia Fire & Rescue and approximately \$6000 in Clerk fees from Sherman County per year. Staff feels the County is still getting adequate compensation with the current fee level. Staff will analyze the data again prior to renewal in 2021 with an increase expected at that time.

Mr. Granville went on to say that staff also recommends the duration of the IGAs be extended from one year to three years to streamline budgeting for all parties. Each of our partners have agreed to the proposed change in term.

Mr. Granville asked that Board terminate the IGA with The Dalles Irrigation District, explaining that the agreement (signed in 2006) is for the same GIS services as the others but does not require payments to the County and has no end date. No work has ever been undertaken in conjunction with this IGA. When staff contacted the District, they did not even realize this contract exists.

Mr. Stone suggested that adding an annual multiplier for cost increases would be preferable to increases every three years. Mr. Granville replied that he would discuss that with partners.

{{{Commissioner Runyon moved to approve Intergovernmental Agreements between Wasco County and the following entities for the provision of GIS Data – City of The Dalles, Northern Wasco County PUD, Mid-Columbia Fire and Rescue and Sherman County. Vice-Chair Hege seconded the motion which passed unanimously.}}}

{{{Vice-Chair Hege moved to rescind the 2006 Intergovernmental Agreement between Wasco Count and The Dalles Irrigation District for GIS Services. Commissioner Runyon seconded the motion which passed unanimously.}}}

Chair Kramer recessed from the Regular Session at 9:30 a.m. to open meetings for the Library Service District and the 4H & Extension Service District.

The Session resumed at 9:52 a.m.

Agenda Item – Wasco County Budget Hearing

Chair Kramer opened a public hearing to consider the 2018/2019 Wasco County Budget Hearing. Finance Director Mike Middleton reviewed the changes made to the Budget at the May 16, 2018 Wasco County Budget Committee meeting:

- Public Health contribution increased \$38,890 with the understanding that future annual increases are to be 3%.
- Budget \$40,000 for the Sheriff's request to contribute to the purchase of a full body scanner at the NORCOR facility.
- Reduction of \$74,540 in the Emergency Management budget to correspond with a decrease in grant funding.
- An increase to the Public Health and School funds due to an increase in grant funding.

Mr. Middleton went on to review his memo included in the Board Packet.

Commissioner Runyon asked about the ongoing expenses associated with the body scanner. Mr. Stone explained that this request did not go through a normal budget process – it came directly to the Budget Committee through the Sheriff's Association. He stated that this is an NORCOR expense and the Sheriff's Association is asking that the partner counties cover the expense. He said that there has not been an opportunity to vet the request thoroughly; the Budget Committee basically passed it along the Board of Commissioners for a final

decision.

Mr. Stone went on to say that his position is that NORCOR is its own entity with its own budget and this request should be included in their budget process. He said that you can look at this that if purchased through the NORCOR budget process each participating County would essentially be paying for it based on the funding formula. Through that process Wasco County would be paying more than \$40,000 as its share of the expense but there would be no additional expense to Wasco County's General Fund. If we go outside of the NORCOR budget to fund the expense of the body scanner, Wasco County's portion of the cost will be less than through the funding formula, but will require an additional \$40,000 expense to the General Fund over and above what is budgeted for NORCOR. He said that he maintains his position that it should go through the NORCOR budget process.

Mr. Middleton said that it is important to note that this request did not come from NORCOR; it came from the Sheriff's Association. He stated that some of the partner counties are already in support of the request. Mr. Stone concurred, saying that the NORCOR Board has not weighed in on the request – if the Sheriff's Association had come up with the idea sooner, it would have gone through the normal budget process. He said that it is currently in the budget approved by the Wasco County Budget Committee.

Commissioner Runyon asked if there has been a request from NORCOR. Vice-Chair Hege replied that the NORCOR Board received the request letter but has not discussed it.

Vice-Chair Hege asked if the Board of Commissioners leaves the appropriation in the budget, will it then be paid or will there be further discussion. Mr. Stone replied that leaving it in the budget authorizes the expenditure but does not require payment; that is a different discussion. Vice-Chair Hege stated that he would want the NORCOR Board to review the request and make a recommendation. Mr. Stone added that it would be a piece of NORCOR capital equipment and would have to be in their budget; if removed from the Wasco County budget, it could come back to the Board as a contingency request.

Commissioner Runyon pointed out that we have not seen any details as to cost or an explanation of what efficiencies it would create. He asked if it has to be approved today. Mr. Middleton replied that they do not but would have to have a

special session to approve the budget prior to July 1st.

Vice-Chair Hege pointed out that the County can budget for the expenditure, but does not have to spend the funds.

Chair Kramer added that it would be up to the Board to perform due diligence prior to spending. He said he believes it can be left in the budget and the Board can gather more information and continue the conversation.

Vice-Chair Hege agreed pointing out that all the other counties have already done so. He said he would like to hear from the NORCOR Board.

Chair Runyon observed that placing it in the budget makes it appear that we have already committed the money.

Finance Consultant Debbie Smith-Wagar said that there is precedence for this; for instance, the County almost never spends 100% percent of the budget and budgets for grants that may or may not materialize. Mr. Middleton concurred stating that this is an appropriation rather than an expenditure.

Ms. Smith-Wagar added that it can be removed from the budget and re-introduced through contingency. She said that the budget gives the Board the legal authority to spend but does not require that you spend.

Commissioner Runyon asked about the increase to the Public Health contribution. Mr. Middleton replied that the budgeted amount would bring them to a funding level at which they could sustain services with a 3% annual increase going forward. Commissioner Runyon commented that the path to move forward is to encourage them to budget responsibly.

Mr. Stone explained that Public Health had originally requested more. He said that Chair Kramer and he were split on the Budget Team. The Management Team was all over the board, some wanting to give them their full ask, some wanting to give them only 3%, some wanting to give them the 3% increase plus the grant matching funds. The Budget Committee approved an increase of \$39,890 which is what is coming to the Board today. He went on to say that this is not something he would normally support but he wants to get to the point where we are not arguing about the dollars. They say this increase will allow them to be good going forward

with a 3% annual increase. He added that as the County's budget tightens, it may not always be possible to give the 3% increase.

Commissioner Runyon asked if this is a one-time increase or an annual increase. Mr. Middleton replied that the increase being considered today is an increase to the base funding and match funding for an ongoing grant. Mr. Stone pointed out that the Board could reduce it to eliminate the grant match.

Commissioner Runyon asked if it is possible they will not get the grant. Vice-Chair Hege responded that it is their funding from the State to provide Public Health services in the counties – it is highly unlikely that they would not receive the funding.

Chair Kramer opened the floor to public comment; there being none, he closed the hearing at 10:20 a.m.

{{{Vice-Chair Hege moved to approve Resolution 18-009 adopting the fiscal year 2018-2019 Budget, Tax Levy and appropriations for Wasco County. Chair Kramer seconded the motion which passed in a two to one vote: Chair Kramer voted yay; Vice-Chair Kramer voted yay; Commissioner Runyon voted nay.}}}

Commissioner Runyon said that it is important that we send a message that this is not the way the process is set up; the request should not have come through the Sheriff's Association.

Chair Kramer observed that the Public Health request did come through the regular process; the NORCOR request did not but leaving it in the budget does not mean we have to spend the money. He said that we have clarified the process with our Sheriff. Vice-Chair Hege added that we are definitely looking for NORCOR to bring something to us.

Agenda Item – County Policies

Human Resources Manager Nichole Biechler stated that the policies should be reviewed annually and this is part of that process. She added that the changes have been reviewed by both CIS and County Counsel.

Commissioner Runyon asked what was changed in the Workplace Violence

Policy. Ms. Biechler replied that there were no changes to that policy.

Vice-Chair Hege asked how the Telecommuting Policy has been used. Ms. Biechler responded that it has not been used during her tenure.

Chair Kramer pointed out that one paragraph states that equipment that may be provided by the County includes data lines. In a later paragraph it states that the County will not be responsible for installing phone lines. He commented that it is confusing. Ms. Biechler said she would address that issue and possibly bring back a revised policy.

Ms. Biechler stated that the Veterans Preference Policy is not staff policy; it is a policy that applies to hiring practices.

Vice-Chair Hege asked how the points for veteran's preference are applied. Ms. Biechler replied that it gives an additional five points for veterans and an additional ten points for disabled veterans. He asked what the point scale is. Mr. Stone responded that organizations can set the scale. Ms. Biechler added that it is currently a 100-point scale.

{{{Vice-Chair Hege moved to approve the following Wasco County revised policies to supersede any previously adopted policies covering the same topics: Equal Opportunity, Hardship Leave, Leave Without Pay, Mobile Communication Device, Position Approval, Telecommuting, Veterans Preference, and Workplace Violence. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Strategic Plan

Ms. Biechler said that all the input has been incorporated into the Plan; the final step is formal adoption by the Board of Commissioners.

{{{Commissioner Runyon moved to approve the 2018-2019 Wasco County Strategic Plan. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Agenda Item – Deferred Compensation Plan

Ms. Biechler said that the County's plan had lapsed which caused us to be out of compliance. She reported that it has been updated and she signed the plan as the Plan Administrator. The resolution will add official County approval to the plan.

{{{Vice-Chair Hege moved to approve Resolution 18-008 adopting the Mass Mutual Deferred Compensation Plan for Wasco County. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Tax Abatement Agreement

Enterprise Zone Manager Matthew Klebes stated that this is a 5-year tax abatement agreement for Hydro (Hee – dro) Extrusion USA LLC. He reviewed the staff report included in the Board Packet and surmised that this will likely be the last abatement under the current Enterprise Zone.

Commissioner Runyon asked the location of the business. Mr. Klebes replied that it is an existing facility north of the railroad tracks at 2929 West 2nd Street.

Vice-Chair Hege asked who the company is. Mr. Klebes responded that it is a local company owned by a foreign company. Vice-Chair Hege commented that the parent company name is the one on the building. Mr. Klebes confirmed adding that he worked with the local staff – manager and accountant.

Commissioner Runyon asked if Hydro Extrusion had an abatement previous to this one. Mr. Klebes said that to his knowledge, this is their first.

Vice-Chair Hege noted that this was previously NW Aluminum. Mr. Klebes confirmed and said that they will have 12 new jobs. He said that the IGA provides a provision to submit a proposal for community sweat equity rather than cash. Should Hydro Extrusion submit, the City and County would have to approve.

{{{Commissioner Runyon moved to approve Resolution 18-012 approving an Enterprise Zone Tax Abatement Agreement between the sponsors of The Dalles/Wasco County Enterprise Zone and Hydro Extrusion USA, LLC. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Agenda Item – Mosier Enterprise Zone MOU

MCEDD Project Manager Carrie Pipinich explained that this agreement is the results of discussions with Mosier through the process of applying for re-designation of the Enterprise Zone. She said that Mosier was concerned about how the negotiations would be managed in the urban growth boundary areas. She stated that the MOU outlines what MCEDD will do and what the City and County will do. She said that it commits the County to work with the City on those decisions. Mosier wanted to make sure they had the opportunity to have a voice at the table.

Mr. Stone reported that they talked for close to two hours around this issue; this agreement is a resolution to those specific concerns and is not standard with the other municipalities seeking to participate in the proposed Enterprise Zone. He explained that theoretically, on the two parcels outside city limits, the County could approve without input. He said that there are land use rules in place that would manage that to a certain extent but the agreement will allay the City's concerns.

Ms. Pipinich concluded by saying that both City Counsel and County Counsel have approved the MOU.

{{{Vice-Chair Hege moved to approve the Memorandum of Understanding between City of Mosier, Wasco County and the Mid-Columbia Economic Development District for Joint Wasco County Enterprise Zone. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – MCEDD Quarterly Report

Ms. Pipinich reviewed the staff report included in the Board Packet. She noted that they are working to streamline the process for project list ranking. She added that they will be interviewing a RARE candidate in July. She invited the Board to attend the November 2nd Economic Symposium being held at the Civic Auditorium in The Dalles.

Agenda Item – Annual MCEDD IGA

Ms. Pipinich stated that this agreement has no significant changes over last year's agreement.

{{{Commissioner Runyon moved to approve the Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District to provide leadership and support for economic development activities in Wasco County.}}}

Agenda Item – Maupin Projects Report

Michael Wilson with Westby Associates, Non-Profit Fund Developers, introduced Sharon DeHart, Mayor Lynn Ewing and Sue Knapp, all from Maupin. He said that both the City Hall/Library and the Deschutes Rim Clinic projects have received funding from the State and the community – the Library is at 56% of their goal while the Clinic is at 66% of their funding goal.

Ms. DeHart explained that the clinic is looking 20-30 years into the future for South Wasco County's health care needs. She reported that the clinic is insufficiently spaced for the kind of growth projected. She said they plan to build the new clinic next door to the existing clinic and want to include dental care and urgent care in the services they provide. They currently partner with multiple specialties and provide care from birth to death which qualifies them as a Tier 4 facility. They would like to have urgent care 7-days a week to take the burden from the emergency room so it is free to deal with true emergencies. She reported that the only urgent care available now is in Gresham and Redmond, Oregon.

Ms. DeHart went on to say they want to add a behavioral health component which will move them into being a Tier V facility. She stated that they currently offer telemedicine for mental health and on-site mental health services two-days a month. She said they are looking to create partnerships for growth. She observed that a lot of retirees are coming to the area for more affordable living – we need to be in a position to support a growing population.

Mayor Ewing said that he will be meeting with the builder, engineers and architect tomorrow for the new City Hall/Library/Community Meeting Room facility. He said that he looks to this and the broadband project to bring Maupin into the 21st century and support economic development. He said they are planning to break ground on September 8th and are getting down to the details. He reported that there will be an unfinished second floor to allow for future expansion at lower cost.

Mr. Wilson stated that the library campaign had already raised \$100,000 and has

had a lot of support from the state legislature. The community funding has been exhausted but the foundation will continue to raise money. He said they would like to get relief from some of the fees. He asked how they would approach a funding request for the County. Chair Kramer suggested that a work session might be a good place to start. Commissioner Runyon asked if this falls under STEM for funding. Mayor Ewing replied that they are working with STEM for the technology.

Mr. Stone asked what the funding request would be. Mr. Wilson replied that it would be up to \$50,000 to be shared among the projects or in-kind contributions.

Agenda Item – Budget Adjustment

Mr. Middleton stated that this adjustment is for a year-end clean-up of two resolutions that were incomplete. He reviewed the details of the memo included in the Board Packet.

{{{Chair Kramer moved to approve Resolution 18-013 increasing appropriations and additional revenue within the General Fund. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – Auditor

Mr. Middleton explained that the County is looking for a new auditor. He reported that inquiries have resulted in two responses from highly qualified organizations. He pointed out that one firm is at a higher rate and cannot meet the County's December 31st timeline. Pauly, Roger & Company is less expensive and can complete the audit by year-end. He said based on those factors, he would recommend moving forward on a contract with Pauly, Rogers & Company. He reported that his office is preparing for the audit now.

Ms. Smith-Wagar commented that they are both good proposals; she knows both companies and has worked with Tara from Pauly, Rogers. She added that they are the auditors for the City of Hood River and the Port of Hood River. She said they are both good and good fits – they are aware of the common issues. She said that since Pauly, Rogers is both lower in pricing and will meet the timeline, she would recommend their selection.

{{{Chair Kramer moved to select Pauly, Rogers & Company to perform the Wasco County audit and to authorize the Administrative Officer to sign an agreement, to be reviewed by County Counsel prior to signing, for those

services. Vice-Chair Hege seconded the motion which passed unanimously.}}

Discussion Item – Monthly Finance Report

Mr. Middleton reviewed the report included in the Board Packet.

Ms. Smith-Wagar said that the reconciliations are getting caught up and she is developing a process within Eden to streamline the monthly reconciliations. She said that she hopes to be caught up very soon. She reported that she is narrowing a timing issue in Eden that causes the reconciliations to be off.

Mr. Middleton said that his staff is doing a lot of training; sometimes it is better to work with staff one-on-one.

Mr. Stone said that despite the controls within the Finance Department, he and the County Treasurer are signing off on reconciliations each month. He described it as a high-level review to make sure that it is all done. He added that Ms. Smith-Wagar is also doing quarterly reports on the inner workings of finance and the reconciliation process. He concluded by saying that the message isn't that there are not errors; it is that the processes are creating errors and we are working to correct the process to prevent the errors.

Discussion Item – July Meetings

Chair Kramer explained that since the first meeting in July falls on Independence Day, Ms. White had scheduled it for July 5th; he had suggested that July 3rd might be a better choice and then it was suggested that the first meeting be cancelled altogether. He said that in order to not have too much time between meetings, the July meeting could be scheduled for the 11th.

*****The Board was in consensus to schedule only one meeting for July to be held on the 11th.*****

Consent Agenda – Burn Ban, Reappointments, Designation of Newspaper; Minutes

{{{Vice-Chair Hege moved to approve the Consent Agenda with the exception of the 5.17.2018 Minutes. Commissioner Runyon seconded the motion which passed unanimously.}}}

{{{Vice-Chair Hege moved to approve the 5.17.2018 Regular Session Minutes. Chair Kramer seconded the motion. Vice-Chair Hege and Chair Kramer voted Yay; Commissioner Runyon abstained. The motion passed.}}}

Departments – Legal Update

County Counsel Kristen Campbell reported that the trial panel has made a decision regarding the Bar Association complaint against District Attorney Eric Nisley. She stated that the panel found clear and convincing evidence that Mr. Nisley knowingly made false statements to the bar and issued a 30-day suspension. She went on to say that the complaint that initiated the investigation had multiple points but the bar chose to not address the illegal subpoena, viewing it as a civil issue. The Bar focused on the rules of professional conduct for the District Attorney which is why it became so narrowly focused on the false statements. She noted that there were several issues not resolved by the bar and advised that further discussion should be properly noticed for a future public session.

Chair Kramer commented that he believes it is in the best interest of the County to have that conversation along with the transparency of noticing. Vice-Chair Hege posed several questions for a future session: Do we want to make a formal response to the Bar's decision? What does that mean to us? What does the appeal process mean?

*****The Board was in consensus to set a Special Session for Monday, June 25, 2018 at 2:30 p.m.*****

Discussion – Building Codes Reserve

Chair Kramer explained that the Building Codes Reserve Fund is invested at the Local Government Investment Pool (LGIP). He reported that AOC does not want to be the custodian of those funds during the transitional period; he proposes that Wasco County become the custodian until it is determined who will be responsible in the long-term for running the Building Codes program.

Mr. Stone asked if the funds would have to be part of the Wasco County budget. Both Mr. Middleton and Ms. Smith-Wagar responded that the Building Codes LGIP funds would probably not be part of the County's budget. Mr. Middleton went on to say that we would be holding it as an agency fund unless we take over the Building Codes program.

Mr. Stone asked what is being done with the MCCOG General Fund dollars. Chair Kramer replied that it is still being determined; he will be meeting with legal counsel this week and partners next week. He said that it has been suggested the funds be distributed based on population. Ms. Smith-Wagar asked who will be the signers on that account. Chair Kramer responded that he along with a member of the MCCOG staff will be signers. He stated that the MCCOG Board will still exist.

Chair Kramer called a recess at 12:01 p.m.

The Session reconvened at 1:30 p.m.

Agenda Item – Mid-Columbia Housing Authority Update

MCHA Assets Manager Richard Morrow explained that Executive Director Joel Madsen could not attend today's meeting due to illness; Mr. Morrow will be providing the update to the Board. Mr. Morrow went on to review the presentation included in the Board Packet.

Vice-Chair Hege asked if the housing voucher program is limited by the funding or by a certain number of applicants. Mr. Morrow replied that there is an appropriation of dollars each year; MCHA spends what they are allotted. Commissioner Runyon added that some funding is set aside for self-sufficiency graduates.

Vice-Chair Hege commented that the waiting list has quite large numbers for some of the participating counties which must translate to unmet needs. Mr. Morrow confirmed saying that until there is a rotation out or more money granted, people remain stuck on the list. There has to be people transitioning out of the program to make space for others. He went on to say that the availability of housing is also a challenge – clients have to go out and find a house that meets the program criteria which can be very challenging. Commissioner Runyon noted that the voucher is not issued until the client has found a qualifying house.

Chair Kramer asked if there are any low-income housing developers working in the service area. Mr. Morrow replied that there is one in the planning stages in Hood River and they are working on an assisted living facility in Washington.

Agenda Item – Annual Insurance Report

Brianna Wimber and Mike Courtney of Stratton Insurance appeared before the Board to review the proposed insurance policies for the 2018/2019 fiscal year. Ms. Wimber reported that the Workers Compensation rate is nearly flat – very favorable. She said they have added optional coverage for cyber security liability coverage which is becoming quite an issue. Mr. Stone noted that the increase is \$4,800; he asked to see the list of exclusions for that option. Ms. Wimber replied that she would get him that information. She added that it is a long-term liability as stolen data can be used for years.

Mr. Stone commented that the Board should be very proud of the County's safety program – the rate we are getting is unheard of in the government sector. Mr. Courtney noted that the property insurance went up due to the increased property values.

Vice-Chair Hege asked about the Builder's Insurance. Mr. Stone responded that it is for the Mid-Columbia Center for Living Construction; the County will own that facility for five years. Vice-Chair Hege asked if that will be an ongoing annual expense. Ms. Wimber replied that it is just until the facility is built and occupied. Mr. Stone added that the expense will be passed on to MCCFL.

Vice-Chair Hege asked if the demolition derby is in the policy. Ms. Wimber replied that it is included in the policy. Mr. Stone observed that it is a good money-maker for the fair; we carry a policy on it even though we require the participants and organizers to carry insurance for the event.

Further discussion ensued about the possibility of insuring rolling stock. Mr. Courtney asked for a list of those assets in order to provide a quote for the Board to consider.

Vice-Chair Hege asked about the optional excess crime policy. Ms. Wimber explained that it covers an employee act of criminality. Mr. Courtney explained that the basic policy provides for some crime coverage – we are adding more. He stated that the County used to have an employee blanket-bond but have now moved that coverage into this policy.

Vice-Chair Hege asked if the policy comes with a recommendation from the Administrative Officer. Mr. Stone replied that he does recommend the policy, including the cyber insurance. He said his only question is to verify the vehicle list, saying that we will go back through to ensure accuracy. He said that the rest of the policy is what we have done for years; we complete appraisals every five years.

Vice-Chair Hege noted that the County just authorized the purchase of software to track assets which should help with the accuracy issue.

{{{Commissioner Runyon moved to approve the 2018/2019 insurance policies from the Stratton Agency through CIS in the amount of \$203,902.23 and SAIF in the amount of \$81,303 and to authorize the Administrative Officer to sign the final insurance documents. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Agenda Item –Lane County IGAs

County Assessor/Tax Collector Jill Amery explained that both the amendments and IGA are updates to existing agreements with Lane County. She stated there are no substantive changes other than some price increases. She stated that this has been part of a five-county consortium. She reported that one of Lane County's key staff is retiring which has been a catalyst for them to re-evaluate what support they can continue to offer. She added that one of the member counties is moving away from Proval/Ascend and will no longer require that support; she is concerned that the other four counties will be absorbing those costs. She stated that Lane County has assured us they will not abandon us abruptly but will give us multiple years to find other solutions.

Commissioner Runyon asked if there is anywhere else for us to get this kind of support. Ms. Amery replied that currently there is not an apparent alternative but Andrew Burke has joined the conversation. She said it would be a heavy lift for us to do this internally.

{{{Commissioner Runyon moved to approve the following Intergovernmental Agreements with Lane County, Oregon: Amendment #1 to the IGA for Tax Map Maintenance and GIS; Amendment #1 to the IGA for Tax Remapping Work; and the IGA for Ascend/Proval Tax Remapping Work. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Agenda Item – Auction Deeds

Ms. Amery reported that the County offered 15 properties at auction yesterday and sold 5 of those offerings for a total of over \$50,000. She predicted that more of them will be sold as once they have been offered at auction they can be sold through a sealed bid process. She reported that two developers have expressed interest in some of the remaining properties.

Vice-Chair Hege asked if any of the houses are still County-owned. Ms. Amery replied that there is one and it is one in which the developers have expressed interest. She said selling the improved properties is the priority.

Vice-Chair Hege asked how she determines the minimum bid amount. Ms. Amery explained that there is a formula based on the market value. She stated that she looked at comparable to determine the market value. She said that the remaining house does have some value if stripped to the studs.

Ms. Amery went on to say that these properties will be taxable for the 2018/2019 tax year. She announced her intent to hold another auction in the fall.

{{{Chair Kramer moved to approve the sale of the following tax lots: 2272, 2765, 3921, 5614 and 5615. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Agenda Item – Wholly Uncollectible Taxes

Ms. Amery reviewed the memo included in the Board Packet. Commissioner Runyon noted that this is a mess that we inherited and it is good to get it cleaned up.

{{{Commissioner Runyon moved to approve Order 18-027 cancelling certain uncollectible personal property taxes. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Commission Call

Chair Kramer reintroduced the topic of the Building Codes Reserve Fund currently invested with the LGIP. He noted that this would be a transfer of signing authority so LGIP has a custodian agency to which they can report; the owners of the funds will be the same – Wasco County will act only as a custodial agency.

*****The Board was in consensus for Wasco County to act as the Custodial Agency for the LGIP invested Building Codes Reserve funds until such time as the permanent agency is determined.*****

Chair Kramer introduced a letter (attached) submitted to each Commissioner by School District 21 and the Mid-Columbia Fire District requesting support of funding for Columbia Gorge Community College. Chair Kramer reported that he has spoken to the College's Board Chair who advised that the CGCC Board has not taken a position and is waiting for their new CEO to come on staff. He said that the CGCC Board sees some pros and cons to the project and will need further discussion before taking a position. Chair Kramer categorized the districts' letter as premature and overreaching their bounds. He stated that it is his intent to wait for CGCC to make a request.

Chair Kramer announced that he will be attending the opioid conference.

Commissioner Runyon reported that there was a good turnout for the veterans tour with a number of VSOs and aides from each congressional office in our district in attendance. He said that a couple of county commissioners also participated.

Chair Kramer adjourned the session at 2:48 p.m.

Summary of Actions

MOTIONS

- **To approve Order 18-023 surplussing Public Works 1991 Hyster Rubber-tire Roller and 2006 Chevrolet Silverado.**
- **to approve the following Memorandums of Understanding for the provision of evacuation and transportation of citizens in the event of an emergency or disaster in Wasco County: between Wasco County and Mid-Columbia Economic Development District, between Wasco County and South Wasco County School District and between Wasco County and North Wasco County School District.**
- **to approve Intergovernmental Agreements between Wasco County and the following entities for the provision of GIS Data – City of The Dalles, Northern Wasco County PUD, Mid-Columbia Fire and Rescue and Sherman County.**

- **To rescind the 2006 Intergovernmental Agreement between Wasco Count and The Dalles Irrigation District for GIS Services.**
- **to approve Resolution 18-009 adopting the fiscal year 2018-2019 Budget, Tax Levy and appropriations for Wasco County.**
- **To approve the following Wasco County revised policies to supersede any previously adopted policies covering the same topics: Equal Opportunity, Hardship Leave, Leave Without Pay, Mobile Communication Device, Position Approval, Telecommuting, Veterans Preference, and Workplace Violence.**
- **To approve the 2018-2019 Wasco County Strategic Plan.**
- **To approve Resolution 18-008 adopting the Mass Mutual Deferred Compensation Plan for Wasco County.**
- **to approve Resolution 18-012 approving an Enterprise Zone Tax Abatement Agreement between the sponsors of The Dalles/Wasco County Enterprise Zone and Hydro Extrusion USA, LLC.**
- **To approve the Memorandum of Understanding between City of Mosier, Wasco County and the Mid-Columbia Economic Development District for Joint Wasco County Enterprise Zone.**
- **To approve Resolution 18-013 increasing appropriations and additional revenue within the General Fund.**
- **to select Pauly, Rogers & Company to perform the Wasco County audit and to authorize the Administrative Officer to sign an agreement, to be reviewed by County Counsel prior to signing, for those services.**
- **To approve the Consent Agenda with the exception of the 5.17.2018 Minutes.**
- **To approve the 5.17.2018 Regular Session Minutes. Chair Kramer seconded the motion.**
- **to approve the 2018/2019 insurance policies from the Stratton Agency through CIS in the amount of \$203,902.23 and SAIF in the amount of \$81,303 and to authorize the Administrative Officer to sign the final insurance documents.**
- **to approve the following Intergovernmental Agreements with Lane County, Oregon: Amendment #1 to the IGA for Tax Map Maintenance and GIS; Amendment #1 to the IGA for Tax Remapping Work; and the IGA for Ascend/Proval Tax Remapping Work.**
- **To approve the sale of the following tax lots: 2272, 2765, 3921, 5614 and 5615.**

- **To approve Order 18-027 cancelling certain uncollectible personal property taxes.**

CONSENSUS

- **To schedule only one meeting for July to be held on the 11th.**
- **To set a Special Session for Monday, June 25, 2018 at 2:30 p.m.**
- **For Wasco County to act as the Custodial Agency for the LGIP invested Building Codes Reserve funds until such time as the permanent agency is determined.**

Wasco County
Board of Commissioners



Steven D. Kramer, Board Chair



Scott C. Hege, Vice-Chair



Rod L. Runyon, County Commissioner

City Of The Dalles, Oregon
Proposed Fiscal Year 2018/2019 Budget

FY15/16 Actual	FY16/17 Actual	FY17/18 Budget	Account Number	Account Description	FY18/19 Proposed Budget
LIBRARY FUND 004					
REVENUES					
1,251,474	1,343,398	1,135,852	004-0000-300.00-00	BEGINNING BALANCE	1,270,713
3,264	3,428	3,264	004-0000-334.20-00	STATE FOR LIBRARY	37,776
53,368		-	004-0000-337.10-00	URBAN RENEWAL CONTRIB - EXPAN	-
1,162,517	1,197,393	1,233,315	004-0000-337.20-00	LIBRARY DISTRICT TAXES FROM CO	1,270,314
14,654	14,921	12,500	004-0000-351.50-00	LIBRARY FINES	12,900
5,674	13,865	7,000	004-0000-361.00-00	INTEREST REVENUES	12,575
713,794	96,120	1,000	004-0000-365.00-00	GIFTS AND DONATIONS	400
5,951	6,760	100	004-0000-369.00-00	OTHER MISC REVENUES	100
26,000		-	004-0000-391.37-00	TRNSFR FROM CAPITAL PROJECT FUND	
3,236,696	2,675,885	2,393,031	TOTAL LIBRARY FUND REVENUES		2,604,778
EXPENDITURES					
380,164	403,569	427,396	004-2100-000.11-00	REGULAR SALARIES	439,332
75,768	62,287	70,929	004-2100-000.12-00	PARTTIME/TEMP SALARIES	95,080
174	704	2,500	004-2100-000.13-00	OVERTIME SALARIES	3,500
146,761	155,720	168,996	004-2100-000.21-10	MEDICAL INSURANCE	181,646
2,839	2,900	3,038	004-2100-000.21-20	L-T DISABILITY INSURANCE	3,129
482	468	503	004-2100-000.21-30	LIFE INSURANCE	528
4,889	3,037	3,008	004-2100-000.21-40	WORKERS COMP INSURANCE	3,113
33,585	34,641	38,313	004-2100-000.22-00	FICA	41,150
41,480	52,609	57,120	004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	60,202
931	1,239	3,178	004-2100-000.28-00	VEBA CONTRIBUTIONS	4,107
180	15	180	004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	180
687,253	717,189	775,161	TOTAL PERSONNEL SERVICE		831,967
9.50	11.25	11.25	Total Full-Time Equivalent (FTE)		12.00
42,261	49,176	73,731	004-2100-000.31-10	CONTRACTUAL SERVICES	89,845
-	32	500	004-2100-000.32-20	SPECIAL LEGAL SERVICES	500
3,561	2,029	4,727	004-2100-000.41-10	WATER & SEWER	4,770
1,196	1,313	1,122	004-2100-000.41-20	GARBAGE SERVICES	1,122
17,418	20,210	29,151	004-2100-000.41-40	ELECTRICITY	29,151
12,212	13,230	27,052	004-2100-000.43-10	BUILDINGS AND GROUNDS	32,388
3,986	3,564	17,881	004-2100-000.43-40	OFFICE EQUIPMENT	19,654
-		300	004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	400
	20		004-2100-000.43-51	GAS/OIL/LUBRICANTS	
1,100	769	3,200	004-2100-000.43-52	LIBRARY VEHICLE-GAS/OIL/TIRES	3,200
45		5,117	004-2100-000.43-77	HVAC SYSTEMS	5,271
3,572	4,027	4,189	004-2100-000.52-10	LIABILITY INSURANCE	4,530
5,102	6,106	6,107	004-2100-000.52-30	PROPERTY INSURANCE	6,718
410	416	496	004-2100-000.52-50	AUTOMOTIVE INSURANCE	546
353	837	2,000	004-2100-000.53-20	POSTAGE	2,000
8,395	8,009	9,215	004-2100-000.53-30	TELEPHONE	9,868
3,595	1,375	6,744	004-2100-000.58-10	TRAVEL, FOOD & LODGING	12,133
1,243	714	10,381	004-2100-000.58-50	TRAINING AND CONFERENCES	10,494
1,590	741	2,306	004-2100-000.58-70	MEMBERSHIPS/DUES/SUBS	2,799
23,250	17,652	32,223	004-2100-000.60-10	OFFICE SUPPLIES	32,223
1,197	466	12,441	004-2100-000.60-20	JANITORIAL SUPPLIES	5,100
13,287	7,947	21,642	004-2100-000.60-85	SPECIAL DEPT SUPPLIES	35,983
102,139	86,698	108,920	004-2100-000.64-20	LIBRARY BOOKS AND BIND	143,227
3,446	2,628	5,073	004-2100-000.64-30	LIBRARY PERIODICALS	5,073
23,550	20,345	25,821	004-2100-000.64-40	AUDIO/VISUAL MATERIALS	25,821
9,359	2,979	22,858	004-2100-000.64-80	COMPUTER SOFTWARE	30,084
5,713	27	1,000	004-2100-000.69-50	MISCELLANEOUS EXPENSES	1,000
14,445	9,646	135,579	004-2100-000.69-80	ASSETS < \$5000	126,043
302,425	260,956	569,776	TOTAL MATERIALS AND SERVICES		639,943

**City Of The Dalles, Oregon
Proposed Fiscal Year 2018/2019 Budget**

FY15/16 Actual	FY16/17 Actual	FY17/18 Budget	Account Number	Account Description	FY18/19 Proposed Budget
825,778	120,307	85,000	004-2100-000.72-20	BUILDINGS	20,400
-	-	-	004-2100-000.74-20	VEHICLES	
-	-	-	004-2100-000.74-30	FURNITURE AND FIXTURES	
-	-	-	004-2100-000.74-40	OFFICE EQUIPMENT	
-	-	-	004-2100-000.74-50	COMPUTER EQUIPMENT	
825,778	120,307	85,000	TOTAL CAPITAL OUTLAY		20,400
1,815,456	1,098,452	1,429,937	TOTAL LIBRARY OPERATING DEPARTMENT		1,492,310
			<u>OTHER USES</u>		
70,957	86,133	85,619	004-9500-000.81-01	TO GENERAL FUND	80,391
2,394	2,432		004-9500-000.81-10	TO UNEMPLOYMENT FUND	
73,351	88,565	85,619	TOTAL INTERFUND TRANSFERS		80,391
-	-	184,362	004-9500-000.88-00	CONTINGENCY	217,346
-	-	184,362	TOTAL CONTINGENCY		217,346
-	-	23,153	004-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES	177,342
-	-	669,960	004-9500-000.89-00	UNAPPROPRIATED ENDING BAL	637,389
-	-	693,113	TOTAL UNAPPROPRIATED		814,731
73,351	88,565	963,094	TOTAL OTHER USES DEPARTMENT		1,112,468
1,888,807	1,187,017	2,393,031	GRAND TOTAL LIBRARY FUND		2,604,778
1,347,889	1,488,868	-	LIBRARY FUND - REVENUES LESS EXPENSES		-



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR WASCO COUNTY LIBRARY SERVICE DISTRICT

IN THE MATTER OF ADOPTING THE FISCAL YEAR 2018-2019 BUDGET, TAX LEVY AND APPROPRIATIONS FOR THE WASCO COUNTY LIBRARY SERVICE DISTRICT

RESOLUTION #18-011

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

BE IT HEREBY RESOLVED that the Wasco County Board of Commissioners, Governing Body of the Wasco County Library Service District, hereby adopts the Budget approved for Fiscal Year 2018/2019 in the total of \$2,604,778 now on file in the Office of the Board of Commissioners.

BE IT FURTHER RESOLVED: That the amounts for the Fiscal Year beginning July 1, 2018 and for the purposes shown below are hereby appropriated:

GENERAL FUND:

Personnel, Materials & Services & Capital	\$1,492,310
Contingency	\$ 217,346
Transfers	<u>\$ 80,391</u>
Total Appropriations	\$1,790,047
Total Unappropriated & Reserve Amounts	\$ 814,731
TOTAL ADOPTED BUDGET	<u>\$2,604,778</u>

BE IT FURTHER RESOLVED: that the Board of Commissioners, Governing Body of the Wasco County Library Service District, imposes the taxes provided for in the adopted budget at the rate of \$0.68 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2019 upon the assessed value of all taxable property within the District as follows:

	Subject to the General Government <u>Limitation</u>	Excluded From <u>Limitation</u>
General Fund	\$0.68/\$1,000	

BE IT FURTHER RESOLVED: That the Office of the Board of Commissioners certifies to the Assessor of Wasco County, Oregon, the tax levy made by this Resolution.

ADOPTED by the Wasco County Board of County Commissioners on June 20, 2018.

WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the
Wasco County Library Service District*

ATTEST:

Kathy White
Executive Assistant

Steven D. Kramer, Chair

APPROVED AS TO FORM:

Scott C. Hege, Vice-Chair

Kristen Campbell
Wasco County Counsel

Rod L. Runyon, County Commissioner



WASCO COUNTY LIBRARY SERVICE DISTRICT
BUDGET ADOPTION HEARING
JUNE 7, 2017

PRESENT: Rod Runyon, Board Chair
Steve Kramer, Board Vice-Chair
Scott Hege, County Commissioner

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

At 9:35 a.m. Chair Runyon opened the Wasco County Library Service District Budget Hearing. He opened the floor to public comment. There being none, he asked the Library District to present.

2017-2018 Fiscal Year Budget

Dylan McManus, Library Assistant Director, introduced himself saying that he was brought on to modernize and oversee some of the technology, provide instructional support, acquire funding and manage staff. He said he has been in the area since 2015.

{{{Vice-Chair Kramer moved to approve Resolution 17-006 adopting the 2018 Fiscal Year Budget and setting the tax rate for the Wasco County Library Service District at 68¢ per \$1,000 of assessed value. Commissioner Hege seconded the motion which passed unanimously.}}}

Minutes – 3.15.2017

{{{Commissioner Hege moved to the 3.15.2017 Wasco County Library Service District Minutes. Vice-Chair Kramer seconded the motion which passed unanimously.}}}

WASCO COUNTY BUDGET COMMITTEE
ANNUAL MEETING
JUNE 7, 2017
PAGE 2

Chair Runyon closed the hearing and adjourned the meeting at 9:39 a.m.

WASCO COUNTY BOARD OF
COMMISSIONERS
*Governing Body of the
Wasco County Library Service District*

Rod L. Runyon, Commission Chair

Steven D. Kramer, Commission Vice-Chair

Scott C. Hege, County Commissioner