



AGENDA: REGULAR SESSION

WEDNESDAY, AUGUST 1, 2018

WASCO COUNTY BOARD OF COMMISSIONERS

WASCO COUNTY COURTHOUSE, RM #302, 511 WASHINGTON ST, 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 from three 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. If you require an interpreter, please contact the Commission Office at least 7 days in advance.

Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la Oficina de la Comisión de antemano, (541) 506-2520. TDD 1-800-735-2900. Si necesita un intérprete por favor, póngase en contacto con la Oficina de la Comisión por lo menos siete días de antelación.

9:00 a.m.	<p>CALL TO ORDER</p> <p>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.</p> <p>Corrections or Additions to the Agenda</p> <p><u>Discussion Items</u> (Items of general Commission discussion, not otherwise listed on the Agenda)</p> <p><u>Flag Resolution</u>; <u>Wolf Grant Amendment</u>; <u>Mosier Watershed Appointment</u>; <u>APHIS Agreements</u>; <u>Maupin Library Letter of Support</u>; <u>Finance Report</u></p> <p><u>Consent Agenda</u> (Items of a routine nature: minutes, documents, items previously discussed.)</p> <p><u>Minutes: 7.11.2018 Regular Session & 6.27.2018 Maupin Town Hall</u>; <u>Audit Contract</u>; <u>Revised Telecommuting Policy</u>; <u>Dufur Emergency MOU</u></p>
9:30 a.m.	<u>NORCOR Budget Request</u> – Mike Middleton
9:45 a.m.	<u>Columbia Gorge Children’s Advocacy Agreement Renewal</u> – Leslie Wolf
9:55 a.m.	<u>The Dalles Irrigation District GIS Fee Waiver Request</u> – Tycho Granville
10:10 a.m.	<u>South Wasco Park and Recreation District Fee Waiver Request</u> – Angie Brewer
10:25 a.m.	<u>Local Access Road Maintenance</u> – Arthur Smith
10:40 a.m.	<u>QLife IGA</u> – Tyler Stone
10:50 a.m.	<u>Special Transportation Improvement Funds</u> – Jessica Metta
	BREAK
1:00 p.m.	<u>Work Session</u> – To be Held in the Celilo Conference Room (B04) located in the basement of the courthouse
	COMMISSION CALL
	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
AUGUST 1, 2018

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

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

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

Discussion List – DAS IGA

County Assessor/Tax Collector Jill Amery explained that for many years we have contracted with the Oregon Department of Administrative Services for the annual printing, sorting and mailing of tax bills. This IGA is the annual renewal of that arrangement.

{{{Commissioner Runyon moved to approve Department of Administrative Services Intergovernmental Agreement #264-18 for Document Publishing, Processing and Delivery. Chair Kramer seconded the motion which passed unanimously.}}}

Discussion List – Flag Resolution

Ms. White explained that this resolution recognizes the sacrifice made by John Ruby in fighting the Substation Fire and will be used as a press release to encourage other organizations to fly their flags at half – staff on August 4th.

{{{Commissioner Runyon moved to approve Resolution #18-014 to lower flags in Wasco County to half-staff from sunrise to sunset on August 4, 2018. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Commissioner Runyon commented that all those who have suffered as a result of

the recent fires and those who have given their time and risked their lives should be remembered and honored.

Discussion List – Wolf Grant Amendment

Chair Kramer said that we were contacted by the State with the offer of additional funds through this grant program. He stated that he is working with ODFW District Wildlife Biologist Jeremy Thompson to purchase supplies to assist with depredation prevention. He announced that we do have a pair of wolves in Wasco County; these funds will help us get depredation prevention in place as well as respond to depredation that occurs.

{{{Vice-Chair Hege moved to approve Amendment #1 to State of Oregon Grant Agreement number ODA-4083-18 between the State of Oregon, acting by and through its Department of Agriculture, and Wasco County, Oregon. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – Mosier Watershed Appointment

{{{Vice-Chair Hege moved to approve Order 18-029 appointing Colleen Coleman to the Mosier Watershed Council. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – APHIS Agreements

Mr. Stone stated that this is the standard predator control agreement. Ms. White added that there are two agreements – one is a five-year renewal of the basic agreement; the second is the annual work and financial plan that is brought to the Board each year.

Vice-Chair Hege asked about the designee blanks on page 4 of the agreement. It was suggested that Mr. Stone serve as the contact.

{{{Commissioner Runyon moved to approve Cooperative Service Agreement #18-7341-5129-RA between Wasco County and USDA Animal & Plant Health Inspection Service Wildlife Services to conduct wildlife damage management. Chair Kramer seconded the motion which passed unanimously.}}}

{{{Vice-Chair Hege moved to approve the 2018/2019 USDA APHIS Wildlife Services Work and Financial Plan. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List – Maupin Library Letter of Support

Maupin Mayor Lynn Ewing said that he appreciates anything the Board can do to show their support for the library construction project. He announced that ground breaking is scheduled for September 8th; this grant will help them to acquire the additional funds needed to complete the project.

*****The Board was in consensus to provide a letter of support for the Maupin Library grant application.*****

Commissioner Runyon asked how the fires are affecting Maupin. Mayor Ewing replied that there has been no direct impact to the City, but the ranchers and farmers in the surrounding areas have experienced significant damages.

Discussion Item – Finance Report

Finance Director Mike Middleton reviewed the report included in the Board Packet. He explained that this report is for June and they will see some of the same information in next month's report as it will include year-end information. He stated that he is watching the Community Corrections year-end budget carefully as they are at 99% of budget for the year. He said does not expect them to exceed their budget, but is watching carefully as the last of their 2017/2018 expenses are reported.

Mr. Middleton went on to say that the new audit team has been here for three days to do preparation work for this year's audit. He announced that there will be an exit review this afternoon at 4 p.m. and invited a member of the Board to join the meeting. Chair Kramer noted that he has it on his calendar to attend.

Vice-Chair Hege pointed out that the Assessor's revenues are under budget for the year. Mr. Middleton stated that the final payment from the state grant should arrive soon.

Vice-Chair Hege asked if the increase of nearly \$500,000 in personnel expenses is due to temporary positions. Mr. Middleton responded that it is in part that he did not break those numbers out in this report.

Vice-Chair Hege asked if the MCCOG LGIP account has been assigned to Wasco County for reporting. Mr. Middleton replied that it has but that when going into LGIP system it shows as an account separate from Wasco County's LGIP investments. He added that he and Mr. Stone are the only ones with access to

view the account; the only transactions in that account will be interest accrual. He said that the account will be reported in the reconciliations which he will keep highly visible.

Consent Agenda – 7.11.2018 Minutes, Audit Contract, Telecommuting Policy, Dufur Emergency MOU

Chair Kramer commented that he appreciates the new wording in the telecommuting policy and the additional agreement for emergency transportation.

{{Vice-Chair Hege moved to approve the consent agenda. Commissioner Runyon seconded the motion which passed unanimously.}}

Agenda Item – NORCOR Budget Request for Full Body Scanner

Mr. Middleton reviewed the memo included in the packet. He stated that this request came into the budget process late and outside of the normal budget build. He said that it was approved by the Wasco County Budget Committee and came to the Board of Commissioners within the proposed budget. He reminded the Board that they had approved the expenditure with the condition that the request would have to come from NORCOR rather than the Sheriff's group. He said that the Board wanted to make sure that NORCOR has a plan for the use of the equipment.

Mr. Middleton reported that NORCOR has submitted a request with a cost breakdown (included in the packet). He stated that the cost has been reduced through a cooperative purchase which allowed them to purchase an extended warranty for the same price as was originally quoted. He stated that Wasco would pay a higher percentage of the cost if purchased through the NORCOR budget formula. He said that it has been made clear that this is not an increase to Wasco County's base funding for NORCOR.

Mr. Middleton went on to say that NORCOR memo indicates that the useful life of the equipment is indefinite. He stated that he disagrees with this assertion and asked Sheriff Magill to research the expected life expectancy of the full body scanner. The Sheriff's research indicates that the equipment has a 7-10 year useful life. The standard warranty is 6 years with \$5,000 per year after that for the maintenance agreement. He said that the Sheriff supports the purchase of the equipment. Mr. Middleton explained that he would have preferred for this to go through the regular budget process but at this point, he is recommending the

purchase.

Commissioner Runyon asked what the maintenance agreement covers. Vice-Chair Hege said he would think that would be for the software.

Vice-Chair Hege asked if the NORCOR Board voted on this request. Commissioner Runyon replied that they did. He said that it is coming back to each participating county individually to make it clear that it is not an increase to the base funding.

Mr. Stone stated that this is pretty unusual and should have been in the NORCOR budget and NOROCR should pay for it. He pointed out that Wasco County already contributes to the NORCOR budget and he would make a strong recommendation that these purchases be in the NORCOR budget. He said this action is opening the door to whatever other equipment they wish to purchase.

Vice-Chair Hege noted that the advantage to this is that our percentage of the cost is lower than through the NORCOR funding formula for county contributions. Commissioner Runyon stated that this is among the issues that need to be addressed in the NORCOR budget process.

Chair Kramer expressed his agreement with Mr. Stone that this should be a NORCOR budget item.

{{{Commissioner Runyon moved to approve the expenditure of \$40,000 for full-body scanner to be installed at NORCOR. Vice-Chair Hege seconded the motion. Commissioner Runyon and Vice-Chair Hege voted yay; Chair Kramer voted nay. The motion passed 2 to 1.}}}

Commissioner Runyon stated that he does not disagree with Chair Kramer and appreciated him vocalizing his objection.

Agenda Item – CGCAC Agreement

Vice-Chair Hege asked Brenda Borders, Office Manager for the Sheriff's Office, what she does at the Columbia Gorge Children's Advocacy Center. Ms. Borders replied that she is a forensic interviewer there. She explained that she is one of two forensic interviewers along with Executive Director Beatriz Lynch who is also certified to conduct interviews. She said that the center is located in Hood River.

Deputy District Attorney Leslie Wolf stated that last year, on behalf of the Multidisciplinary Team, the Board approved an agreement with CGCAC. She

said that it has been an amazing partnership. She reminded the Board that prior to this agreement, child victims would be interviewed at DHS where this is a lot of chaos and frequent equipment failures. She stated that the goal is to interview the children in a friendly environment where the child leads the conversation rather than the interviewer.

Ms. Wolf went on to say that there is also a medical component to the process. Previously, children would have to be transported to Portland because local physicians are reluctant to see these cases at the ER. The trip to Portland is generally a 12-hour process which adds to the child's trauma. In addition, that makes it more difficult to pursue the case in court as all the experts and documents are in Portland. Under this agreement, children have been able to be seen at the CGCAC by a physician trained for these exams.

Ms. Wolf encouraged the Board to visit the Center which she described as a welcoming environment. She reported that when children and families go there they are taken to an interview room which has a couch and toys and a pin hole camera. They are made aware of the camera which allows the officer to observe without the obtrusive 1-way mirror. Once they are familiar and comfortable in the space, the interviewer spends time with them. In addition, the families are educated regarding resources and have an advocate for them through the process.

Ms. Lynch stated that for the ½ year of the initial contract, they saw 47 cases for Wasco County and are on track for 100 this year. She said that the child and their family are the focus of the process. She stated that they have been in Hood River for almost 10 years; there are 22 centers like this one throughout the State of Oregon. She explained that interviewers are provided with ongoing training and continue to engage in peer reviews. She reported that an ER exam generally costs \$5,000 per child; the all-encompassing process through the center is approximately \$1,700 per child and is much less traumatic for the victims.

Ms. Wolf said that in one case they interviewed 14 children; the officer in charge of the investigation could not say enough good things about the process. She stated that when she talks to children about it, they always light up and have not been further traumatized by the process.

Ms. Wolf went on to say that the cost of the new contract has been included in the Budget for the CAMI grant. She added that they have been struggling for eight years to engage a designated medical provider, which is statutorily required.

They now have two such providers.

Chief Deputy Scott Williams stated that when this agreement was brought to the Board last year there was a suggestion that other grants need to be identified to help fund the program. He reported that with Wasco County engaging with CGCAC, they were able to access other grants by leveraging our funding. Ms. Lynch added that the \$30,000 from Wasco County pays for about 50 kids which is not enough. She said that they were able to find a couple of grants to cover the gap; one of those grants will expire next year and they will have to look for other funding or see fewer children. She said that she would like to add children who are living in domestic violence situations to the programs focus.

Commissioner Runyon said that while he hopes we do not meet the 100 children prediction, he is glad that we are meeting this need locally. He commented that as the program continues to improve, more cases surface.

Vice-Chair Hege observed that in years past the County purchased equipment for DHS interviews. Ms. Wolf confirmed saying that we expended \$5,000 for the purchase of equipment and \$5,000 to repair the equipment. She stated that if CGCAC is not available, DHS is still used.

{{{Vice-Chair Hege moved to approve the 2018-2019 Columbia Gorge Children's Advocacy Center agreement to provide medial assessments and forensic interviews of alleged child abuse victims residing in Wasco County. Commissioner Runyon seconded the motion which passed unanimously.}}}

Ms. Lynch invited members of the Board to visit the Center and to attend the annual fund raiser in October.

Agenda Item – TDID Fee Waiver Request

The Dalles Irrigation District Operations Manager Daniel Saldivar reviewed the request letter included in the Board packet. He said that the District is in the process of applying for certification of water rights. He said that they were six months short of being able to get this information to Anderson Perry in Redmond – it would have been free six months ago but the IGA has been terminated.

GIS Coordinator Tycho Granville noted that the rest of the GIS partners have been paying for this service. Mr. Saldivar commented that they were not using it. Mr. Granville continued by saying that all the contracts contained the same

language and he is not sure why TDID was not being billed. This year all contracts were reviewed and TDID was not using the service, although data is regularly sent out to partners.

Vice-Chair Hege noted that you have to have specific software to use the information. Mr. Saldivar stated that the information was being used by their GIS provider; they went out of business last year. He said that they paid \$5,000 per year for that. Mr. Stone pointed out that this is a good opportunity to form a coalition for GIS Services for the districts.

Mr. Saldivar stated that they have a very limited budget. He pointed out that the fee waiver would not have been necessary six months ago as they had an agreement that would have provided the information at no cost. He stated that the work they are doing will benefit the County and local cherry industry. He said that they would gladly pay a more reasonable amount - \$1,500 is a little high.

Vice-Chair Hege said that he does not recall ever renewing the TDID GIS contract. Mr. Granville explained that the term of the original 2006 agreement was indefinite.

Commissioner Runyon asked what communication had occurred with TDID regarding the termination of the agreement. Mr. Granville replied that he had spoken to them on the phone. He said that all contracts were reviewed and sent to all partners in February. The terms of the agreements were changed from one to three years and the TDID contract was terminated as they were not funding the program. Those findings were presented to the Board which agreed with staff recommendations.

Commissioner Runyon said that the communications were verbal. Mr. Granville responded that he left a couple of voice mails and sent emails with no response.

Commissioner Runyon said that he takes seriously the comments from the GIS partners who are supporting this program. He said that this has been a good program. He added that there is nothing wrong with buying the specific information if TDID has found general GIS services elsewhere.

Mr. Stone pointed out that the Wasco County general fund heavily subsidizes the GIS program; partners pay only a fraction of the true cost. He asked how much TDID pays Anderson Perry. Mr. Saldivar replied that it is less than \$5,000 per year. Mr. Stone said that the benefit to the community of being a partner

outweighs the cost to the individual organizations participating in the program. He said he would encourage TDID to reconsider becoming a partner.

Vice-Chair Hege asked why they do not use the data they have received previously and provide that to Anderson Perry to decipher. Mr. Saldivar replied that they need the most current information available.

Vice-Chair Hege said that we have partners who pay for the service and are not in support of this fee waiver. He said that we are trying to support the program; if the partners do not approve of the fee waiver, it is difficult for the Board to override that.

{{{Commissioner Runyon moved to deny The Dalles Irrigation District request for a fee waiver for GIS services. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Agenda Item – SWPRD Fee Waiver Request

Senior Planner Will Smith reported that they have received an application from South Wasco Park and Recreation District for the replacement of a boat ramp at the Pine Hollow Reservoir. He mentioned that there has been a list of partners for which waivers are standard, however, that is under review; the list and includes North Wasco Parks and Recreation District but not SWPRD. He said that SWPRD has paid the application fee. He noted that SWPRD has no revenue stream but does have ongoing expenses. He said that the request is for the waiver of planning fees and does not include the Clerk's fees. He reminded the Board that the County has donated some time to the application for research and guidance and staff has attended SWPRD meetings – the County has been in support of this project.

SWPRD Treasurer Bill Brackman reminded the Board that SWPRD has no tax base and budget of \$8,000 to \$10,000 annually – funds that are begged from constituents. He said that the permit fees are currently \$3,100 and can go up from there. He said that Mr. Stone has stated that he cannot support the waiver as the funds will be reimbursed by the State. He said that SWPRD has to pay \$15,000 in administrative/overhead costs and have asked the Oregon State Marine Board if the permit fees would be considered part of that but have had no response. He said that if the County can waive these fees, it will help them get their job done.

Vice-Chair Hege asked if this is the total fee for both projects going forward. Mr. Brackman replied that it is as far as he knows. However, he said that they have

submitted a grant application for a bathroom at one of the sites; that project would also have planning fees; but they will not know until next year.

Commissioner Runyon stated that the Board of Commissioners was instrumental in the formation of the SWPRD which is a non-taxing district. The County has continued to be a partner with SWPRD through this process. He observed that they are still a start-up organization and he would not want them to fail for any small reason; he said he supports the fee waiver.

Chair Kramer asked what the implication would be to waive the Clerk's fee as well. County Clerk Lisa Gambee replied that she cannot waive her office's portion of the fee as it is assessed by the state.

Vice-Chair Hege noted that list of partners with standard waivers will have to be addressed at a future meeting. He pointed out that SWPRD, with no revenue stream, has been paying the fees and those on the list which have revenues have not been paying the fees. He said that needs to be resolved.

{{{Vice-Chair Hege moved that Planning fees in the amount of \$574 and \$287 be waived for SWPRD; this amount does not include the Clerk's fee of \$116. Commissioner Runyon seconded the motion which passed unanimously.}}}

Mr. Brackman thanked the Board and announced that the Marine Board grant project has been approved; advertising for bids begins today. He stated that the Oregon Department of Fish and Wildlife application has not yet been approved. He said that it was approved in subcommittee which has never been overruled by the full-committee. That gives him confidence that it will be awarded.

Vice-Chair Hege asked if the bid is out for both. Mr. Brackman replied that OSMB designed both facilities and the bid documents cover both.

Vice-Chair Hege said that Representative Bonham has been encouraging on the permit side. Ms. Gambee added that Regional Solutions has also been supportive. She added that they reached out to Mr. Brackman who has contributed a lot of hours toward the project. Mr. Brackman added that they have submitted a couple of applications to oversight agencies that could require additional review that will trigger additional fees.

Agenda Item – Local Access Road Maintenance

Chair Kramer stated that this issue was brought to the Board by landowners living on and around Dell Road. He said that the Board has heard from those

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residents at a regular session and a follow-up work session. The Board has received a report from the Public Works Director and needs to render a decision on the issue.

Public Works Director Arthur Smith reviewed the memo included in the Board packet. He reported that he placed two traffic counters on Dell Road which have been in place for 90 days. He said that the counts on the state road end of Dell Road are a little higher than the other end of the road; but with 14 residences, the counts are well within the expected range. He added that the data shows some public use on weekends and holidays.

Mr. Smith reported that he has had a lot of email traffic with some residents requesting that the County take the road back. He reminded the Board that Dell Road had been a county road from 1908 to 1976 at which time the residents asked to have it vacated. He noted that there are over 100 miles of local access roads in Wasco County and he is highly opposed to taking Dell back into the County road system which would open the door to more requests of this nature. He stated that it would financially devastate his department.

Mr. Smith went on to say that he would recommend that the County work with the residents as a hand-up to help repair, perform maintenance and drainage work. He said that the County did this 17 years ago, but if we were to do it again he would want to have an agreement with an organization. He said he recommends that they form a homeowners' association to ensure there is a responsible mechanism for maintaining the road. He said he is not sure how that would be done, suggesting that County Counsel might provide some guidance.

County Counsel Kristen Campbell said that the residents would need to organize and do that but she would be willing to work with them. She said that it is not a unique process; there are some good document templates to establish an association.

Vice-Chair Hege noted that the original report from the Public Works Director was written at 60 days of the counters being placed. He asked if anything changed over the last 30 days that would impact the data. Mr. Smith replied that the average went up about 5 cars which is likely due to summer traffic. He said that the national standard is 4.23 trips per household which is consistent with the data; however, the traffic stays consistent over the weekends which is not the norm. He said that the weekend numbers indicate some public use of the road on the weekends.

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Vice-Chair Hege noted that the same could be true of many roads; it could be deliveries, family visitors, etc. Mr. Smith agreed but added that we need to keep in mind that it connects two larger roads.

Mr. Stone said that it will cost \$7,000 now to bring Dell Road back up to standard - \$500 per household. He pointed out that once the work is complete, the residents would have a window of time to financially prepare for future maintenance costs.

Mr. Smith stated that for this project he will be able to take advantage of some leftover materials which brought the cost down to \$7,000. He said he is making all efforts to keep the cost down and deliver a high quality product.

Chair Kramer opened the floor to public comment. Allyson Smith said that she lives on Rowena but uses Dell Road to get in and out. She said that the care count data is not a complete picture; there is missing information on how many residences that other local access roads have. She stated that 30% of the homes on Dell Road are second homes with infrequent occupancy; that fact skews the data. She said that based on the road count for other area roads, most have equal to or less use than Dell Road. She said she feels like this is a broken system.

Ms. Smith went on to say that she understands the reluctance to set a precedent but she believes Dell Road is different in many ways and it is an injustice to ignore that. She stated that the Forest Service does not budget to do work on any roads that are not forest service roads and they are strapped for funds due to the fires. She said that Dell Road is a public benefit and will be used to do controlled burns. She wondered how to get the Forest Service to pay a share of the cost.

Ms. Smith continued, saying that had the association been in place from the beginning it might have worked but she is not sure we can get buy-in from all of the current residents. She stated that she knows of at least one resident that will struggle to afford the \$500. She said that the current system is archaic – slavery used to be legal, too, but things change. She stated that the method used to determine whether roads are designated as County roads or local access roads is not equitable; Dell Road residents are paying the same gas taxes and fees as everyone else. She said she has not been able to get information from the Planning Department as to how roads are designated as local access or county roads – that needs to be addressed. She stated that there are county roads getting attention that are less deserving than Dell Road. She said that at the work group she attended it seemed like people were lined up to shoot down the residents. She asked if the County is committed to a collaborative solution.

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Gene Arnold of Dell Road said that setting up an HOA would be difficult but is the right step. He asked how to get the government to participate since they own land on the road.

Commissioner Runyon said that he had a conversation with Senator Merkley's aide, Dan Marr. The Forest Service has no interest in discussing this. He went on to say that the Board goes on a County roads tour every year and discusses why one road is a County road while another is not. Often the answer is that residents have asked to have the road vacated which is the case here. Then the residents put money together and the County donated labor to bring the road up to standard.

Commissioner Runyon went on to say that he does not want to require the formation of an HOA although he thinks it is a goal to work toward. He observed that some people want a bad road – it keeps other people away. He said that this is a complicated issue – he said that whoever pays for it, it needs to be funded and he could support that. He said that he appreciates Mr. Smith's thinking for the long-term regular maintenance. He stated that he is not in support of it becoming a County road, adding that Mr. Smith is bending over backwards to help.

Mr. Stone said that this has to be funded by the residents – they need to ensure the sustainability for the next 15 years to prevent this from coming back around over and over again. If they plan for it, the money will be there when they need to have maintenance work performed.

Jake Ferrar, who uses Dell Road to access his road, said that at the April work session it was recommended that County roads be maintained twice a year. He asked how often the residents would have to do maintenance on Dell Road. Mr. Smith replied that gravel roads in the County system are graded in the fall and spring to make sure they are level. He said that to bring Dell back up, he would address drainage. He said that it could be less than \$500 each season once the road is brought up to a certain level of repair. Mr. Ferrar observed that it might be cheaper for residents to have maintenance done once a year; that would be a conversation for the future.

JC Rappaport said that he has lived on Dell Road for 10 years and thought he was moving onto a quiet dirt road. He stated that it has a reputation for being a bad road. He reported that he sees UPS going up and down the road every day. He asserted that Dell is different than a lot of the other roads and he is surprised that

it is not a County road. He said that the documentation for the vacation of Dell Road is not clear as to why they wanted it. He stated that he is happy to band with neighbors to form an HOA. He observed that the entrance for both main roads is horrible and other local access roads are not like Dell – everyone knows it is a thoroughfare. He said he has not talked to anyone who thinks that they will run in and ask for maintenance if Dell Road is taken by the County – they just don't have the volume of traffic.

Mr. Arnold said that he lives on State and Dell. He said he is concerned that if we get the road in good shape there will be an increase in speed on the road. He asked what could be done to control that. Mr. Smith said he would have to talk to law enforcement – there is signage but without enforcement it is meaningless. He said that businesses might be higher speed but the public will probably be reasonable. Commissioner Runyon added that if a company is regularly speeding, a complaint directly to them is usually the most effective course of action.

Ms. Smith said that it comes down to the concern that if the County does this for Dell Road, they will have to do it for others. She stated that what is needed is good criteria for designation and deciding maintenance – that could be the foundation for decision-making. She restated that Dell is not like other roads – the Forest Service uses it which makes it unique. She suggested that perhaps another designation needs to be created that would help get the work done with some financial support from the residents. She said she wants an equitable solution.

Vice-Chair Hege said that he lives in the same kind of area on the same kind of road with the same kind of issues. He said that it is not true that others have not and will not make this kind of request – they do and they will. He added that snow removal is also an issue on local access roads. He said that he wants the residents of Dell Road to know that a lot of people want the same kinds of things that they are asking – Pine Hollow residents make a lot of requests. He said that this is a huge challenge because of funding. He said that the fact that everyone pays gas taxes and licensing fees is a good point.

Vice-Chair Hege went on to say that Dell Road is not one that he uses much; Marsh Cutoff Road is close to Dell Road and is much better – anyone who knows that area uses that road. He said that clarifying the process for designating roads as county or local access is a question he has asked and he would like to see that bigger question addressed as it does not seem equitable. He said that

sometimes there is a reason for a road with a low traffic count to be in the system but that is not always clear; the criteria should be clear. He added that we have to look at the roads – a lot have changed in the last 10 years; we need to re-evaluate. He pointed out that people who are currently getting road maintenance through the County will not be happy to have that discontinued if their road is vacated but we need to have the discussion.

Vice-Chair Hege continued by saying that back in February, Mr. Smith brought up the idea of a road grading petition. He said that there is an opportunity to meet criteria and ask for at-cost grading, contingent upon the availability of resources and time. He said that he would like to readdress the idea of a petition. He said that the County will never have the resources to do it all, but if we set criteria contingent on time and resources, we can have the petition.

Chair Kramer said that it sounds like we need to work on this a little more extensively. He said that he is meeting with the Forest Service tomorrow and will bring this up with them. He said he would like to see the homeowners come together in an association.

Vice-Chair Hege said that he lives on Seven-Mile with lots of roads feeding into it. He reported that they have 30 residences and thinks the average would be higher than on Dell. He said that he would want the same thing that the Dell Road residents want; on Seven Mile, neighbors pool resources to maintain the road. He said that it is an issue we need to address.

Some discussion ensued regarding the HOA formation and the road maintenance. Mr. Smith stated that he has asked that the maintenance be contingent on the formation of an HOA. Commissioner Runyon stated that the maintenance and the HOA are separate issues.

Mr. Stone pointed out that the work cannot be done for a few months. Mr. Smith agreed, saying that it will have to be in late September or early October to reduce the risk of starting a fire.

Vice-Chair Hege said that when he purchased his property he had to sign an agreement for the maintenance of the road. He stated that they tried to form an association in the early 2000's; a lot of residents were enthusiastic about it, but not everyone. He said that if you do not get everyone to sign on, it doesn't work. He said that he does not think the HOA is a bad idea, but he does not want to require it. He added that to scope the project and get bids, it would be cost

prohibitive; no one has a grader. He said that doing this every 15 years might be enough.

Chair Kramer observed that there is still a request to consider; do we decide today or push it forward?

Commissioner Runyon responded that perhaps it is just the Board authorizing the road master to do the work as long as the funds are available; they may not be able to raise the funds. He said there are a lot of other issues with roads that need to be discussed.

Vice-Chair Hege said he can support that but going forward, the Board needs to look at the longer term broader issues and the road petition.

*****The Board was in consensus to authorize the Administrative Officer and Public Works Director to work with the citizens toward repairs of Dell road and to work on the other issues.*****

Ms. Smith said that the residents of Dell Road would like to help work on the solutions to the longer-term issues. Commissioner Runyon said that the Board would keep that in mind, noting that there will be others just as passionate about the issues.

Mr. Arnold thanked Mr. Smith for his suggestions and help.

Further discussion ensued regarding how to obtain information about upcoming sessions and past sessions.

Agenda Item – Special Transportation Improvement Fund Committee

MCEDD Deputy Director Jessica Metta reviewed the memo included in the Board packet. She explained that in order to access the STIF grants, we need to create an advisory committee with bylaws. She said that her first step is to adopt the bylaws. She said that she has asked ODOT to review the bylaws; they have tentatively approved. She recommended that the members consist of the already-existing Special Transportation Fund Advisory Committee plus Charlotte Sallee, a public transportation provider. ODOT advises that she does not represent a conflict of interest; however, she may have to abstain from some votes. She noted that the bylaws need to be modified to be the Statewide Transportation Improvement Fund Advisory Committee Bylaws.

Ms. Metta went on to say that they need to extend the timeline for the existing

Wasco County Transportation Plan as the STIF will need a four-year planning horizon in their plan. She said that the plan can be extended to 2020 as there is more work than could be done by 2019.

Ms. Metta explained that there are some additional steps to take for the STIF Advisory Committee appointments. She is working with Ms. White to bring those back to the Board at their next session.

{{{Commissioner Runyon moved to approve the Wasco County Statewide Transportation Improvement Fund Advisory Committee Bylaws as amended. Vice-Chair Hege seconded the motion which passed unanimously.}}}

{{{Vice-Chair Hege moved to approve extending the planning horizon of the Wasco County Coordinated Transportation Plan through 2020. Chair Kramer seconded the motion which passed unanimously.}}}

Agenda Item – QLife IGA

Mr. Stone explained that this agreement is between QLife and Wasco County to cover the services that we provide on behalf of QLife. The payments are made quarterly for a total of \$55,350 annually.

Commissioner Runyon asked if this is an addition to salaries. Mr. Stone replied that it is not; it is a reimbursement for services provided.

Vice-Chair Hege, who also serves on the QLife Board, said that this is much easier than trying to track time and makes it easier for both budgets.

{{{Commissioner Runyon moved to approve the Intergovernmental Agreement between Quality Life Intergovernmental Agency and Wasco County for the provision of accounting, secretarial and administrative services. Vice-Chair Hege seconded the motion and abstained from the vote. The motion passed with two yay votes and one abstention.}}}

Vice-Chair Hege announced that his office has been moved to the Harding House. Commissioner Runyon noted that this is temporary while other work is being done in the courthouse. He explained that originally, the Commissioners wanted offices on the main floor of the courthouse to be more accessible to the public and courthouse staff.

Chair Kramer called for a recess at 11:40 a.m.

The session reconvened in the Celilo Room of the courthouse at 1:05 p.m.

Work Session

4-DAY WORK WEEK

Human Resources Director Nichole Biechler said that the 4-day work week has been discussed at the management team meeting; some departments are already offering a flexible 4-day work week. Research has also been done for closing the County one day a week for a permanent 4-day work schedule. For some departments, a 4-day week is workable; for others, it is not. She explained that in offices with small staffs a flexible 4-day week causes scheduling issues; for others, it will not work with staff's life circumstances. For some departments, four longer days is an advantage as they can get more work done during those hours they are working but not open to the public.

Vice-Chair Hege stated that he would never support closing the County for a day but he believes it is already up to the department directors to offer the flexibility of a 4-day work week.

*****The Board was in consensus to allow directors to offer a flexible 4-day work week at their discretion.*****

Further discussion ensued regarding other possible employee benefits such as reduced rates for the fitness club and alternative care benefits – acupuncture, chiropractic, etc. Regence has an alternative care program which does not include massage therapy. Since the most requested alternative care is massage therapy, it was decided to not offer the rider this year.

COMPENSATION

Ms. Biechler said that she and Mr. Stone have been looking at our compensation philosophy from our value base and looking at increasing wages for the management team. Some of the elected directors petitioned the Compensation Committee for a performance award. One recommendation was to place the elected directors into the salary matrix and hold them to the same performance standard as the other directors.

Vice-Chair Hege asked who would evaluate the elected officials. Ms. Biechler responded that it has been suggested that 360° reviews be gathered by the HR Director and presented to the Compensation Committee for step increases. Some discussion ensued as to the public nature of the Compensation Committee

and that it may not be appropriate to have the reviews part of the public record. It was suggested that the reviews could be done in executive session. She pointed out that this is just one suggestion.

Mr. Stone reported that the Compensation Committee went back and forth on this and never gave a clear recommendation. He said that whether we do reviews or not, we can gather information and place them on the matrix. County Assessor Jill Amery pointed out that it would be a market based increase.

Vice-Chair Hege pointed out that Commissioners are part-time and this may not apply to them at all. Commissioner Runyon agreed saying that the public reviews elected officials at the ballot box. Ms. Biechler commented that the public does not know what their elected officials are doing on a day-to-day basis.

Ms. Biechler went on to say that comps have been gathered for the elected positions and we are fairly compensating the elected officials and in some cases paying them at a higher rate than their counterparts in other counties. Ms. Amery pointed out that responsibilities for elected officials vary from county to county and that should be considered.

Ms. Biechler stated that another suggestion was a 3.5% increase for the elected officials. Mr. Stone added that the compensation committee only addresses the salaries of elected officials but suggested that the same increase should be applied to the appointed directors. Ms. Biechler said that another suggestion was to move the directors to the 60th percentile of the market over a three year period.

Mr. Stone said that this all comes back to the basic compensation philosophy for the county which will color staff recommendations. He said that if we move the directors to 60% and they ask for 70% - how do we respond? This also creates a disparity between employees and management. That brings us back to our values. He added that there is an impact on recruitment and retention – there is a difference between a 50th percentile manager and a 70th percentile manager.

Ms. Biechler said this also impacts succession planning. There is no drive or desire to work toward a director position – the pay is not incentivizing. Planning Director Angie Brewer said that there is not enough difference between the Senior Planner's compensation and the Director's compensation for the Senior Planner to want to take on the additional responsibilities.

Vice-Chair Hege commented that it seems like the data must be off; no matter

what percentile we use, the compensation for the director should be enough for others to aspire to that position. He said that the gap should be the same no matter what percentile we are at – if not then the data is suspect.

Mr. Stone said that we built our philosophy to have the 9th step of the Senior Planner to be the 2nd step of the Director – they should have those skills. Ms. Brewer pointed out that for some positions the city's numbers are not being considered in the evaluation. She reported that she has lost two staff to local cities.

Vice-Chair Hege said that he believes most government agencies do not have a compensation philosophy. Mr. Stone agreed, saying that their compensation is often driven by unions. He said he still has questions about the underlying compensation philosophy and is looking for direction from the Board to drive the recommendation.

Vice-Chair Hege responded that he is not sure what is being asked. He said he is looking to staff to assess and evaluate and recommend what is best for the county. He said that some of what is being recommended is fluff – he wants to make value out of that. He said he wants to know the numbers as he does not know what we can afford.

Mr. Stone said that he thinks the current management team is the best the County has ever had and they should be compensated as that. He said that he would recommend moving the management team to the 90th percentile. Ms. Amery said then the issue becomes – what happens as management team moves out of the organization.

Commissioner Runyon asked if we are comparable to the City of The Dalles. Mr. Stone replied that we are not . . . we are a training ground for the cities' employees. Commissioner Runyon stated that he does not want to pay less than the City. He said that young people will always be searching and we will not be able to keep everyone.

Mr. Stone noted that is another reason why he needs to know the underlying philosophy – if we are trying to be on par with the City, that will change the recommendation.

Ms. Brewer said that she appreciates that young professionals will be looking elsewhere. However, her associates should be someone with experience. She

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said that because of our salary scale, we are only getting applicants right out of school. Through our strategic plan, we are trying to be the best in the state; it is unrealistic to try to achieve that when you are constantly trying to recruit, retain and train. She said we have lost two planners to the cities because we are paying 20% less.

Vice-Chair Hege stated that he wants to be competitive. He said we moved everyone up and are becoming competitive but we are not there yet. He said he still looks to staff to recommend what we can afford and sustain. Mr. Stone said that he can fix this problem for another million dollars a year. Vice-Chair Hege responded that if it is sustainable, then do it. He said that he does not think the disparity is consistent across the board.

Ms. Amery said that compensation is not just about the pay but we keep losing employees to pay.

Commissioner Runyon asked how we close the local gap. Mr. Stone said that it goes back to looking at the philosophy; we are on a slow decline. Vice-Chair Hege said that the Board needs staff to recommend how to go forward; the philosophy is not much different. He said that he wants to do everything we can to retain staff as long as we can afford it; but at the end of the day, it is the gap in the salary that is an issue. He said we shouldn't lose people to the city but their revenue stream is very different than ours. He stated that we should be more competitive than we are. He said that the real issue is the scarcity of work force.

Vice-Chair Hege went on to say that he does not do this job for the money; if you were to look at paying Commissioners what they are worth, the County could not afford it and therefore, their positions cannot be performance-based. He said you do not get into elected office to make money. He added that unlike most of the other elected positions, there are no qualifications to become a Commissioner.

Ms. Amery said that she is accountable for what happens in her department and if you get someone who is not dedicated to the work there will be problems. She said she wants to make sure the department is stable. She said that she looks at herself as a team player and on par with the other directors. She said she has more questions than answers.

Further discussion ensued. Mr. Stone said that we need to continue to talk about this – there are so many directions we can go. Vice-Chair Hege commented that we need to be careful. He said that for Planning, we may have to have fewer

people and pay them more which will mean we cannot get everything done.

Ms. Biechler observed that pay equity is important. Ms. Brewer agreed, saying that a seasoned professional in an office management position is worth their weight in gold. She added that the cultural fit is also important especially in a department where the work is already stressful.

Vice-Chair Hege noted that the 50th percentile pay is not doing what he thought it would do and is not working as he had hoped. He added that he thinks the data is skewed. Ms. Biechler responded that the first survey was done at the end of the recession; we are now in an employee's job market. She said that we do not negotiate wages – every three years we are adjusting to the 50th percentile.

PINE HOLLOW CODES VIOLATIONS

Ms. Brewer reported an uptick in Pine Hollow applications. She said that there are public health concerns – people are paving over septic to park RVs illegally. She said her staff is also collecting feedback for alternative housing needs. She noted that there are many in violation but since we are complaint driven, we are only acting on those for which we receive complaints. That leaves those for whom there is a complaint feeling picked on as they see others around them also in violation but not being held accountable.

Ms. Brewer said that she wants to hold a staff-led town hall to educate them on what the rules are for building codes, public health and codes compliance. In addition, she wants to get feedback from them on what is available to them for housing solutions. She reported that on a recent field trip, they counted at least 75 RVs that are being used as housing – that is just what they could observe from the road. She stated that they want to capture what is the seasonal population and address the seasonal rental property. She said that it is likely to be controversial and she wants to be sure the Board is supportive of the town hall. She said that the current state presents hazards and with the fires we have experienced, it is hard to imagine trying to evacuate that area.

Mr. Stone observed that this sets the stage for massive numbers of violations and us working to correct those with an angry public.

Vice-Chair Hege said that he supports the education. Chair Kramer concurred. Vice-Chair Hege suggested that we ask them how they see us going forward but we cannot ignore the situation.

Further discussion ensued regarding dates and notification for the town hall. It was determined that August 15th from 6-8 p.m. would be best. Mailers will go out to residents of Pine Hollow; advertising will be published and broadcast through local papers and radio stations.

BUILDING CODES

Mr. Stone stated that we need to have a discussion around the future of Building Codes in Wasco County. He reported that the State is having a hard time staffing their office due to the instability of their temporary status. He said that he is hearing from builders – either the builder is dropping the ball or there is not enough staff at Building Codes. He said that we are running out of time to make this decision and it will soon need to come to the board on the regular agenda for decision. He said that he has talked to the City of The Dalles; they have an interest in taking the program, but not for at least two years.

Vice-Chair Hege asked if we know what the other counties are doing. Mr. Stone said none have formally returned their program to the State. He said that Hood River is already doing their own; Gilliam is on the fence; Wheeler has made no formal decision. He said that he sees the value of a joint office but that ship has sailed. He said that he does not see the value of keeping just the building codes program in our planning department. He said he would recommend giving the program back to the State.

Vice-Chair Hege said that he has also heard the complaints. He said that if it is a matter of instability, the state is better equipped than we are and the fact that they have already opened an office here gives him some confidence. He said that if they were doing it out of Salem it would be a different story.

Commissioner Runyon said that it is complicated to partner with the neighboring counties for joint services. He agreed that the State should take the program.

Vice-Chair Hege said that his only hesitation is the reserve that has been built; he would not want to see that go into a slush fund in Salem. Mr. Stone responded that we could negotiate to hold that in reserve until the City decides in two years.

Chair Kramer said he has heard good things from locals regarding the State Building Codes office. Vice-Chair Hege said that if it is a staffing issue, it would not be any better with the County.

VETERANS SERVICE OFFICE VOLUNTEER COORDINATOR

Commissioner Runyon noted that Jean Maxwell is retiring which is a serious problem for the Veterans Service Office – she made everything work. He said we need to be thinking about what we can do to fill that need. He said that he does not know if there is a volunteer who could or would take that on.

Mr. Stone reported that he met with the VSO staff this week. He said that they suggested Patrick Wilbern take that on but he is a certified veterans' service officer and should be working on claims. They do have one volunteer that might be interested. Commissioner Runyon said he just does not want to see them lose ground.

CODES VIOLATION CITATIONS

Chair Kramer asked about the proposed citations for codes violations. Ms. Brewer said that there is one being reviewed by County Counsel. She said she would like to develop some philosophy on the process. Do we write violations when we see them or wait for a complaint? She added that there is an increase in violations occurring. She said that this will be on the August 15th Board agenda.

Commissioner Runyon said he would like to see Public Health be part of this as they used to be first up on these issues. Ms. Brewer commented that there is some overlap.

NORCOR BYLAWS REVISIONS

Mr. Stone said that there are some concerning changes being proposed for the NORCOR Bylaws – Articles 4, 5, 8, 11 and 15. Some discussion ensued regarding the interpretation of Article 4 which addresses the addition of a Juvenile Director position – it is not clear as to whether or not it is a voting or non-voting position. Mr. Stone said he believes the Board should take a stand on that.

Mr. Stone expressed concern about the giving all oversight to the NORCOR Board. He said that we should draft a letter and send it prior to the NORCOR meeting. He said that he does not agree that they should give their budget committee the authority to determine county contributions to the NORCOR budget – that is set in the individual county budgets. Commissioner Runyon suggested that “advise” might be a better term than “set.” Vice-Chair Hege pointed out that they can tell us what they want but each County will determine for itself what they will pay.

Chair Kramer adjourned the session at 3:29 p.m.

Summary of Actions

MOTIONS

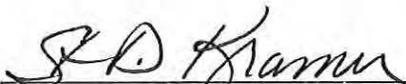
- **To approve Department of Administrative Services Intergovernmental Agreement #264-18 for Document Publishing, Processing and Delivery.**
- **To approve Resolution #18-014 to lower flags in Wasco County to half-staff from sunrise to sunset on August 4, 2018.**
- **To approve Amendment #1 to State of Oregon Grant Agreement number ODA-4083-18 between the State of Oregon, acting by and through its Department of Agriculture, and Wasco County, Oregon.**
- **To approve Amendment #1 to State of Oregon Grant Agreement number ODA-4083-18 between the State of Oregon, acting by and through its Department of Agriculture, and Wasco County, Oregon.**
- **To approve Cooperative Service Agreement #18-7341-5129-RA between Wasco County and USDA Animal & Plant Health Inspection Service Wildlife Services to conduct wildlife damage management.**
- **To approve the 2018/2019 USDA APHIS Wildlife Services Work and Financial Plan.**
- **To approve the consent agenda – 7.11.2018 Regular Session Minutes, 6.27.2018 Maupin Town Hall Minutes, Audit Contract, Revised Telecommuting Policy, Dufur Emergency MOU.**
- **To approve the expenditure of \$40,000 for full-body scanner to be installed at NORCOR.**
- **To approve the 2018-2019 Columbia Gorge Children's Advocacy Center agreement to provide medial assessments and forensic interviews of alleged child abuse victims residing in Wasco County.**
- **To deny The Dalles Irrigation District request for a fee waiver for GIS services.**
- **that Planning fees in the amount of \$574 and \$287 be waived for SWPRD; this amount does not include the Clerk's fee of \$116.**

- **To approve the Wasco County Statewide Transportation Improvement Fund Advisory Committee Bylaws as amended.**
- **To approve extending the planning horizon of the Wasco County Coordinated Transportation Plan through 2020.**
- **To approve the Intergovernmental Agreement between Quality Life Intergovernmental Agency and Wasco County for the provision of accounting, secretarial and administrative services.**

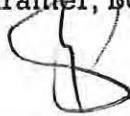
CONSENSUS

- **To provide a letter of support for the Maupin Library grant application.**
- **To authorize the Administrative Officer and Public Works Director to work with the citizens toward repairs of Dell road and to work on the other issues.**
- **To allow directors to offer a flexible 4-day work week at their discretion.**

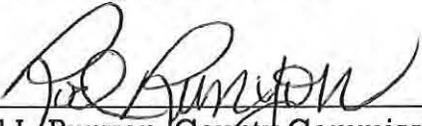
Wasco County
Board of Commissioners



Steven D. Kramer, Board Chair



Scott C. Hege, Vice-Chair



Rod L. Runyon, County Commissioner



DISCUSSION LIST

[FLAG RESOLUTION](#)

[WOLF GRANT AMENDMENT](#)

[MOSIER WATERSHED APPOINTMENT](#)

[APHIS AGREEMENTS](#)

[MAUPIN LIBRARY LETTER OF SUPPORT](#)

[FINANCE REPORT](#)



DISCUSSION ITEM

Flag Resolution

[RESOLUTION 18-014 TO LOWER FLAGS TO HALF STAFF](#)

[MOTION LANGUAGE](#)



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF LOWERING FLAGS TO HALF-STAFF FROM SUNRISE TO SUNSET ON AUGUST 3, 2018

RESOLUTION #18-014

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

IT APPEARING TO THE BOARD: The Substation Fire which began in Wasco County on Tuesday, July 17, 2018, has burned over 78,000 acres in Wasco and Sherman Counties; and

IT FURTHER APPEARING TO THE BOARD: That John Ruby lost his life in an effort to protect his neighbor's property from the fire; and

NOW, THEREFORE, THE WASCO COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES: To order all flags on County buildings be flown at half-staff from sunrise to sunset on August 3, 2018 in honor of John Ruby.

THE BOARD FURTHER RESOLVES: To request that all partner agencies and businesses throughout Wasco County join us in this gesture of gratitude and respect.

Dated this 1st day of August, 2018.

APPROVED AS TO FORM:

WASCO COUNTY BOARD OF COMMISSIONERS:

Kristen Campbell, County Counsel

Steven D. Kramer, Commission Chair

Scott C. Hege, Vice-Chair

Rod L. Runyon, County Commissioner



PROPOSED MOTION LANGUAGE

SUBJECT: FLAG RESOLUTION

I move to approve Resolution 18-014 to lower flags in Wasco County to half-staff from sunrise to sunset on August 3, 2018.



DISCUSSION ITEM

Wolf Grant Agreement Amendment #1

[STAFF MEMO](#)

[AMENDMENT 1 TO OREGON GRANT AGREEMENT #ODA-4083-18](#)

[MOTION LANGUAGE](#)



MEMORANDUM

SUBJECT: Wolf Grant Amendment

TO: BOARD OF COUNTY COMMISSIONERS

FROM: KATHY WHITE

DATE: 7.25.2018

BACKGROUND INFORMATION:

In April of this year, the Board approved a DOA agreement governing the use of funds awarded by the State of Oregon for the prevention of and compensation for wolf depredation in Wasco County. Since that time further funding has become available. Amendment 1 documents the additional funding to be used for nonlethal prevention techniques regarding livestock/wolf interaction.

**AMENDMENT to
STATE OF OREGON
GRANT AGREEMENT**

This is Amendment number 1 to State of Oregon Grant Agreement number ODA-4083-18 between the State of Oregon, acting by and through its Department of Agriculture, hereinafter referred to as "Agency" and

Wasco County
511 Washington Street
The Dalles, OR 97058

hereafter referred to as "GRANTEE" or "RECIPIENT".

1. This amendment shall become effective on the date this amendment has been fully executed by every party and, when required, approved by the Oregon Department of Justice.
2. The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by brackets):

Section 2: Grant Award

The Department shall disburse to Grantee an additional \$1,100.00 to be used for category #2, compensation for nonlethal prevention techniques regarding livestock – wolf interaction. This \$1,100.00 grant payment is in addition to the original total grant payment of \$2,000.00 as shown in table 2.01 of the original grant document dated April 10, 2018, by the Department.

3. Except as expressly amended above, all other terms and conditions of the original contract and any previous amendments are still in full force and effect. Grantee certifies that the representations, warranties and certifications contained in the original contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

4. SIGNATURES

Approved by Grantee:

	Commission Chair	8.1.2018
Authorized Signature	Title	Date

Approved by Agency:

Lauren Henderson	Assistant Director	Date
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PROPOSED MOTION LANGUAGE

SUBJECT: WOLF DEPREDATION AGREEMENT AMENDMENT #1

I move to approve Amendment #1 to State of Oregon Grant Agreement number ODA-4083-18 between the State of Oregon, acting by and through its Department of Agriculture, and Wasco County, Oregon.



DISCUSSION ITEM

Mosier Watershed Appointment

[COLLEEN COLEMAN APPLICATION](#)

[ORDER 18-29 APPOINTING COLLEEN COLEMAN TO THE MOSIER WATERSHED](#)

[MOTION LANGUAGE](#)



ABOUT ME

I am a communications, business development and project management specialist with 28 years experience working on large and small urban and rural land development, public art exhibition and natural resources planning projects. My work has focused on capital project fundraising, budget and proposal development, and interdisciplinary technical team management (assembling the most qualified architects, civil, structural and geotechnical engineers, economists and ecologists) to implement civic parks and facilities, salmon habitat mitigation, dam removal and floodplain restoration projects in the Pacific Northwest and nationally. I have special experience in organizational business development, public outreach, and compliance with federal, county and local ordinances and permit requirements. I believe that the most important element in implementing a community vision is good communication between public employees, community members (especially the elders and youth), and the interdisciplinary team members responsible for getting work done according to state and local statutes.

EXPERIENCE

Oct 2016 to Present

Communication Strategist, Plas Newydd LLC, Ridgefield, WA

- Business planning for a 1600-acre family farm re-wilding 876 acres from cattle ranch to conservation and mitigation bank. (www.pnfarm.com)
- Grant and proposal writing – current effort: Washington Utilities and Transportation Grant for livestock and public fencing along the setback of the BNSF Railway, between the farm and the Lewis River Bridge to mitigate public safety issues.
- Communications with congressional delegates from the offices of Suzanne Bonamici, Peter DeFazio, Jaime Herrera Beutler, Ron Wyden, and others
- Business development strategies for staff ecological services.

February 2013 to Oct 2016

Business Development Manager, Natural Systems Design, Inc., Seattle, WA

- Project budget development, key services identification and interdisciplinary team development
- Identification of county, city, state and federal ordinance requirements for project planning and permitting purposes
- Market research and strategies to meet financial and regional business goals
- Strategic coaching and problem solving with engineers, scientists, government agency representatives and landowner representatives
- Development of tracking systems for company data
- Supervision of marketing staff and coaching of science and engineering staff

March 2011 to Feb 2013

Freelance Business Consultant, Hood River, OR

- Business planning, project development and marketing strategy for small to mid-sized cottage and artisan businesses, environmental, and non-profit organizations. Clients included: Natural Systems Design; HydroPlan, LLC; Salmon River Engineering; Blue Marble Creative; Aurastan Music; Oregon Wildlife Heritage Foundation; River Restoration Northwest and Seven Days of Tuscany / Leonida Olive Oils.

March 2004 to March 2011

Marketing Director, Inter-Fluve, Inc., Hood River, OR

- Worked with engineers and scientists to identify project goals and funding sources and develop proposals and scopes of work for urban and rural dam removal, river and floodplain restoration projects. Exemplary projects:
 - Condit Dam Removal: Assisted geotechnical and river engineer with proposed scope and budget development according to PacifiCorp and public agency requirements

COLLEEN T. COLEMAN

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HOOD RIVER, OR 97031
(541) 490-9758
colleentc777@gmail.com

- Westside Creeks Redevelopment, San Antonio, TX: Assisted project engineer and former Mayor of San Antonio with project proposal, engineering team formation and mission/scope development to restore urban creek in inner city neighborhood
- Researched public and non profit partnership opportunities; matching organizational goals with regulatory requirements and funding sources to assure project success
- Grant writing and project development with tribal, non profit and public agency clients
- Developed and implemented nationwide strategic business plan with focus on Alaska, Pacific Northwest, Midwest, and East Coast
- Negotiated teaming arrangements, budgets and assigned project roles to interdisciplinary professional services staff (science, engineering, economics, etc.)

Sept 2001 to March 2004

Freelance Marketing and Public Relations Consultant, Portland, OR

- Assisted small and mid-sized firms with strategy, public relations and presentation materials. Clients included: Holst Architecture, Aurastan Music, Big Deal PR and others in Portland and Seattle.

March 1999 to Sept 2001

Public Relations Director, Pacific Northwest College of Art (Museum Art School) Portland, OR

- Project manager and fundraiser for large 6,000 sf exhibitions and symposiums that attracted nationwide audiences to PNCA. Coordinated and managed fundraising, public relations, and physical implementation of exhibits, symposiums and gala events. Exemplary projects:
 - Gordon Gilkey, Prince of Prints, 60-yr Retrospective Exhibition and Gala, 2000
 - Kosovo: Eye of the Storm International Exhibition and Symposium, 2001
 - Tana Bana Pakistani Textile Exhibition: Noorjehan Bilgrami, 2000
 - Crossing Boundaries Print Symposium, PNCA/ Portland State University, 2001
- Managed department staff and budget
- Promoted Bachelor of Fine Arts Program and Feldman Gallery
- Represented President's office with public officials and visiting artists
- Corporate and community partnership development
- Media relations and public outreach

1995 to 1999

Marketing and Special Projects Coordinator, SRG Partnership Architects, PC

- Interdisciplinary project team development, proposal and report writing for large civic projects. Examples include:
 - Clean Water Services Building, Hillsboro, OR; Oregon Coast Aquarium Master Plan; Oregon State University Forestry Lab; Monterey Bay Aquarium Master Plan; University of Oregon Museum of Art
- Awards and presentations, project storyboarding and architectural report design

1990 to 1994

Office/Marketing Manager, Walker Macy Landscape Architects, Portland, OR

- Lead tracking, design, layout and production of all marketing and presentation materials
- Supervision of secretarial staff and daily office operations for 20 person firm

EDUCATION

Oregon State University. Studied human dimensions in natural resources, biology, ethics
Mt. Hood and Portland Community College. Studied music, English and liberal arts; on-going studies in communications, psychology, and marketing

COMMUNITY SERVICE

2011 to Present, Board Member, Vice President, Columbia Riverkeeper
2011 to 2013, Board Member, Treasurer, Gorge Ecology Institute
2007 to 2013, Corporate Donor Relations Manager, River Restoration Northwest
2005 to 2011, Board Member, Hood River Waterfront Community Park Association
2002 and 2003, Juror, Senior Architecture Studio, Portland State University
2003, Board Member, Friends of the Gilkey Center for Graphic Arts, Portland Art Museum



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF COLLEEN COLEMAN TO THE MOSIER WATERSHED COUNCIL

ORDER #18-029

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

IT APPEARING TO THE BOARD: That the Wasco County Soil & Water Conservation District has requested that the Wasco County Board of Commissioners appoint individuals to the Mosier Watershed Council; and

IT FURTHER APPEARING TO THE BOARD: That the Mosier Watershed Council has determined it is in the Mosier Watershed's best interest to add representation from the City of Mosier to their Council membership; and

IT FURTHER APPEARING TO THE BOARD: That Colleen Coleman is willing and is qualified to be appointed to the Mosier Watershed Council as a representative of the City of Mosier.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Colleen Coleman be and is hereby appointed to the Mosier Watershed Council as a representative of the City of Mosier for a term to expire on December 31, 2021.

DATED this 1st day of August, 2018.

APPROVED AS TO FORM:

WASCO COUNTY BOARD OF COMMISSIONERS

Kristen Campbell, County Counsel

Steven D. Kramer, Commission Chair

Scott C. Hege, Vice-Chair

Rod L. Runyon, County Commissioner



PROPOSED MOTION LANGUAGE

SUBJECT: WATERSHED APPOINTMENT

I move to approve Order 18-029 appointing Colleen Coleman to the Mosier Watershed Council.



DISCUSSION ITEM

Animal & Plant Health Inspection Service Wildlife Services Agreements

[COOPERATIVE SERVICE AGREEMENT #18-7341-5129-RA](#)

[2018-19 USDA APHIS WILDLIFE SERVICES WORK & FINANCIAL PLAN](#)

[MOTION LANGUAGE](#)

COOPERATIVE SERVICE AGREEMENT
between
WASCO COUNTY BOARD OF COMMISSIONERS
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES (APHIS-WS)

ARTICLE 1 – PURPOSE

The purpose of this Agreement is to conduct wildlife damage management (WDM) activities to manage coyotes and other predatory and/or nuisance species in and around Wasco County property to reduce damage and mitigate human health and safety threats.

ARTICLE 2 - AUTHORITY

APHIS-WS has statutory authority under the Act of March 2, 1931, as amended (7 USCA 8351), and the Act of December 22, 1987 (7 USCA 8353), the Secretary of Agriculture may conduct a program of wildlife services with respect to injurious animal species and take any action the Secretary considers necessary in conducting the program. Additionally, the Secretary of Agriculture, except for management of urban rodents, is authorized to conduct activities to manage nuisance mammals and birds and those mammal and bird species that are reservoirs for zoonotic diseases. In carrying out a program of wildlife services involving injurious and/or nuisance animal species or involving mammal and bird species that are reservoirs for zoonotic diseases, the Secretary is authorized to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions.

Under the Consolidated Appropriations Act, 2017, (Pub. L. No. 115-31, 131 Stat. 144, H.R. 244 — 115th Congress (2017-2018), APHIS is authorized to collect fees to cover the total costs of providing technical assistance, goods, or services requested by States, other political subdivisions, domestic and international organizations, foreign governments, or individuals, provided that such fees are structured such that any entity's liability for such fees is reasonably based on the technical assistance, goods, or services provided to the entity by the Agency, and such fees shall be credited to this account, to remain available until expended, without further appropriation, for providing such assistance, good, or services.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

- a. Confer and plan a WDM program that addresses the need for managing conflicts caused by nuisance coyotes in Wasco County. Based on this consultation, WS will formulate, in writing, the program work plan and associated budget and present them to the Cooperator for approval.
- b. Develop a mutually agreed upon Work Plan and Financial Plan which are incorporated into this Agreement by reference. It is understood and agreed that any monies allocated for the purpose of this Agreement shall be expended only towards the activities and related expenses outlined therein.
- c. When either of the Cooperating parties address the media or incorporate information into reports and/or publications, both Cooperating parties must agree, in writing, to have their identities disclosed when receiving due credit related to the activities covered by this agreement.

- d. APHIS-WS has advised the Cooperator that other private sector service providers may be available to provide wildlife management services and notwithstanding these other options, Cooperator requests that APHIS-WS provide wildlife management services as stated under the terms of this Agreement.
- e. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use solely on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the Work and Financial Plan. Property title/disposal shall be determined when the project (including all continuations and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS Policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use solely for this project.
- f. APHIS-WS will provide overall direction and control of the program.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

The Cooperator agrees to/that:

- a. Designate _____, Wasco County Board of Commissioners Phone: (____) _____ - _____ as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this Agreement.
- b. Reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Work and Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the Work and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of service submitted via an invoice within 30 days of the date of the submitted invoice or invoices as submitted by APHIS-WS. Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996. If the Cooperator is delinquent in paying the full amount of the due service costs submitted by APHIS-WS, and/or is delinquent in paying the due late payments, and/or is delinquent in paying the interest, penalties, and/or administrative costs on any delinquent due service costs, APHIS-WS will immediately cease to provide the respective service associated with the submitted service costs. APHIS-WS will not reinstate or provide the respective service until all due service costs, and/or due late payments, and/or due interest, penalty, and/or administrative costs are first paid in full.
- c. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
- d. As a condition of this Agreement, The Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.

ARTICLE 5 – WS RESPONSIBILITIES

WS agrees:

- a. To designate David Williams, State Director, 6135 NE 80th Avenue Suite A8 Portland, Oregon, (503) 326-2346, david.e.williams@aphis.usda.gov as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this Agreement.

- b. The performance of wildlife damage management actions by WS under this agreement is contingent upon a determination by WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
- c. To provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work and Financial Plan referenced in 3.a of this Agreement.
- d. To bill the Cooperator for costs incurred in performing WDM activities as authorized in the approved annual Work and Financial Plan as may be amended.
- e. To notify the Cooperator if costs are projected to exceed the amounts estimated and agreed upon in the Financial Plan. WS will cease providing goods or services until a revision to the Work and Financial Plan, as appropriate, have been agreed to and signed by both parties to this Agreement.
- f. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

ARTICLE 6 – CONTINGENCY STATEMENT

For costs borne by WS, this agreement is contingent upon the passage of the Agriculture, Rural Development, and Related Agencies Appropriation Act for the current fiscal year from which expenditures may be legally met and shall not obligate APHIS upon failure of Congress to so appropriate. This Agreement also may be reduced or terminated if Congress provides APHIS funds only for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent any other country, State government or its political subdivisions, local government, university, or college, organization, association, or individual from entering into separate agreements with WS for same or similar activities provided under the terms of this Agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

All WDM activities will be conducted in accordance with applicable Federal, State, and local laws and regulations. This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS provides goods or services on a cost recovery basis to nonfederal recipients.

ARTICLE 9 – APPLICABLE REGULATIONS

All WDM activities will be conducted in accordance with applicable Federal, State, and local laws and regulations.

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS provides goods or services on a cost recovery basis to nonfederal recipients

ARTICLE 10 – LIABILITY

APHIS assumes no liability for any actions or activities conducted under this agreement except to the extent the recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 USC 1346(b), 2401(b), 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 – FAILURE TO PAY FEES

The Cooperator is liable for fees assessed for services performed under this agreement. APHIS will assess a late payment penalty for failure to pay fees when due. In addition, the overdue fees shall accrue interest as required by 31 U.S.C. 3717

ARTICLE 13 – AGREEMENT EFFECTIVE DATE

This Agreement shall become effective July 1, 2018 and shall continue to June 30, 2023 Further, this Agreement may be amended or extended at any time by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend at least 30 days prior to expiration of the agreement. It may be terminated by either party upon 60 days notice in writing to the other party.

AUTHORIZATION:

Wasco County Board of Commissioners
511 Washington St., Ste 302
The Dalles, OR 97058
Tax ID # 93-6002315

Representative, Wasco County Board of Commissioners

Date

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION
SERVICE WILDLIFE SERVICES

Tax ID # 41-0696271

State Director, Oregon

Date

Director, Western Region

Date

**USDA APHIS WILDLIFE SERVICES
WORK AND FINANCIAL PLAN**

COOPERATOR:	WASCO COUNTY BOARD OF COMMISSIONERS
COOPERATIVE AGREEMENT NO.:	18-7341-5129-RA
ACCOUNT NO.:	AP.RA.RX41.73.0144
AGREEMENT DATES:	July 1, 2018 – June 30, 2019
AGREEMENT AMOUNT:	\$5,000.00

Pursuant to Cooperative Service Agreement No. 18-7341-5129-RA between Wasco County Board of Commissioners and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources and budget for cooperative wildlife services program.

OBJECTIVES/GOALS

APHIS-WS objective is to provide professional wildlife management assistance to reduce or manage damage caused by coyotes and other nuisance wildlife to protect property and human health and safety.

Specific goals are:

1. To provide direct assistance for Wasco County Board of Commissioners from wildlife conflicts or damage.
2. To provide assistance in the form of educational information.

PLAN OF ACTION

The objectives of the wildlife damage management program will be accomplished in the following manner:

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Lethal management efforts will be directed towards specific offending individuals or local populations. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: APHIS-WS personnel may provide verbal or written advice, recommendations, information, demonstrations or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor Patrick Smith in LaGrande, Oregon (541) 963-7947 will supervise this project. This project will be monitored by David E. Williams, State Director, Portland, Oregon (503) 326-2346.
3. APHIS-WS will bill Wasco County Board of Commissioners quarterly for actual costs incurred in providing service, not to exceed \$5,000.00.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

PROCUREMENT

Wasco County Board of Commissioners understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

STIPULATIONS AND RESTRICTIONS:

1. All operations shall have the joint concurrence of APHIS-WS and Wasco County Board of Commissioners and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the Oregon Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, Oregon Department of Transportation, Oregon Fire Marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Control on Non-Private Lands: An agreement for Control of Animal Damage on Non-Private Property (WS Form 12A) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted and will need to be renewed.

COST ESTIMATE FOR SERVICES:

Salary including possible overtime, benefits, vehicle, supplies and material costs charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement.

AUTHORIZATION:

Wasco County Board of Commissioners
Attn: Accounts Payable
511 Washington St., Ste 302
The Dalles, OR 97058

Representative, Wasco County Board of Commissioners

Date

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION
SERVICE WILDLIFE SERVICES

State Director, Oregon

Date

Director, Western Region

Date

FINANCIAL PLAN
 For the disbursement of funds from
 Wasco County Board of Commissioners

to
 USDA APHIS Wildlife Services
 for

wildlife management assistance to reduce or manage damage caused by coyotes and other nuisance
 wildlife to protect property and human health and safety

from
 July 1, 2018
 to
 June 30, 2019

Cost Element		Cost to Cooperator	Cost Share (Paid by Federal Appropriations)	15% of 1 FTE(s) for FY 18-19
Personnel Compensation		\$ 2,819.78	\$ 5,205.06	\$ 8,024.84
Vehicles		\$ 585.66	\$ 1,081.08	\$ 1,666.74
Hires & Reimbursements		\$ 370.23	\$ 683.42	\$ 1,053.65
Supplies and Materials		\$ 78.65	\$ 145.17	\$ 223.82
Equipment/Training		\$ 78.04	\$ 144.06	\$ 222.11
Subtotal (Direct Charges)		\$ 3,932.36	\$ 7,258.79	\$ 11,191.15
Pooled Job Costs	11.00%	\$ 432.56	N/A	N/A
Indirect Costs	16.15%	\$ 635.08	N/A	N/A
Agreement Total:		\$ 5,000.00	\$ 7,258.79	\$ 12,258.79
Percentage Cost Share		35.14%	64.86%	100.00%

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$5,000.00.



PROPOSED MOTION LANGUAGE

SUBJECT: APHIS AGREEMENTS

COOPERATIVE SERVICE AGREEMENT: I move to approve Cooperative Service Agreement #18-7341-5129-RA between Wasco County and USDA Animal & Plant Health Inspection Service Wildlife Services to conduct wildlife damage management.

APHIS WORK AND FINANCIAL PLAN: I move to approve the 2018-2019 USDA APHIS Wildlife Services Work and Financial Plan.



DISCUSSION ITEM

Letter of Support – Maupin Library Grant Application

[WESTBY ASSOCIATES REQUEST MEMO](#)

[WASCO COUNTY LETTER OF SUPPORT](#)



MEMO

TO: The Wasco County Board of Commissioners

FROM: Ingrid Dankmeyer, Westby Associates, Inc., ingrid@westbyassociates.com

DATE: July 24, 2018

RE: Letter of Support for the South Wasco County Library Capital Campaign Foundation Request

On behalf of the City of Maupin, I am requesting a letter of support for a grant request to The Collins Foundation. The City of Maupin has had an inquiry to The Collins Foundation approved. Our full request for \$150,000 in support of the South Wasco County Library capital campaign is due August 10. Our proposal can include a letter of support and we would like to request that the Wasco County Commissioners provide a letter confirming local leadership's support of this effort.

The Portland-based Collins Foundation has a long tradition of service to Oregon, and prioritizes fair and inclusive access to resources and opportunities for all of Oregon's people and communities to achieve their full potential. The Collins Foundation Vision for Oregon is:

We want the state of Oregon to be a place where all people have access to high quality, culturally responsible services in sectors such as health, social services, education, housing, and employment. We also envision vibrant neighborhoods and communities where residents enjoy access to healthy food; a rich variety of artistic and cultural expression; and the benefits of Oregon's natural environment.

The City of Maupin is requesting support for the construction of our new library. The existing library in Maupin has been serving South Wasco for over 50 years. The community has been involved in planning, design and fundraising for a new, modern, state-of-the-art technology-equipped library since 2010. We have raised \$130,000 locally, secured \$600,000 from the 2018 Oregon Legislature, and \$200,000 from an Anonymous Foundation. We currently have secured 65% of our \$1.58M campaign goal.

Please let me or Mike Wilson know if you have any questions about this request. I am attaching a sample letter for your consideration. I understand that this will be discussed at the August 1 Board session. If approved, please forward an electronic copy of the signed letter to me so that I can upload it along with our proposal documents.

Thank you!



BOARD OF COUNTY COMMISSIONERS

511 Washington St, Ste. 101 • The Dalles, OR 97058
p: [541] 506-2520 • f: [541] 506-2551 • www.co.wasco.or.us

Pioneering pathways to prosperity.

Cindy Knowles
Program Director
The Collins Foundation

August 1, 2018

Re: City of Maupin Grant Application

Dear Ms. Knowles,

We support the City of Maupin's application to The Collins Foundation for a capital construction request to build a new library in South Wasco County. Maupin is an important center for services in remote, rural Southern Wasco County. The Southern Wasco County Library District serves more than 2,500 patrons in a service area of over 600,000 acres.

The population of this portion of Wasco County has been steadily growing, and local leaders have been working hard to leverage local and state funds to improve the technology, community assets, and health care available in this region. The new library is a critical piece of this effort. While the citizens in our area voted to approve a permanent taxing district to support the ongoing operation of libraries in Wasco County, those funds cannot be used for capital support. The existing cinder block library building, the smallest in the state, is inefficient and unable to house all of the cultural and educational programs that would support the development and growth of our patrons and communities.

The new library will be co-located with a new Maupin City Hall; a shared meeting space and outdoor area will allow for community gatherings and events. Up-to-date technology and computer workstations will allow our rural citizens to be connected to the larger world. We urge The Collins Foundation to give this request for capital support full consideration on behalf of the citizens of Southern Wasco County.

Sincerely,
Wasco County Board of Commissioners

Steven D. Kramer,
Commission Chair

Scott C. Hege
Vice-Chair

Rod L. Runyon
County Commissioner



DISCUSSION ITEM

Finance Report

[DIRECTOR'S REPORT](#)

[JUNE FINANCIALS](#)

[RECONCILIATIONS](#)

Wasco County Financial Report – For June 2018 – 1st review

This report covers through June 2018. The information is unaudited at this point and subject to adjustments. These reports are created with the intention of aiding management of the County financial but are not final. The current fiscal year has been completed and only the tail-out of accruals and adjustments remain. A straight-line budget execution of 100.0% is a guideline to start this preliminary analysis.

In the following months of the new fiscal year, the report for FY18 will be updated and communicated to the BOCC.

Discussion of Revenue

General Fund

- Total Property Taxes are currently \$9,019,807 with a budget execution of 101.4% – this is \$276K more than last fiscal year and will increase as the 60-Day receipts are accrued. (Property tax revenue received within 60 days after 6/30/2018 is considered revenue of FY18 and will increase the revenue shown.) Last fiscal year, this amount was just over \$90K – I expect a similar result for this fiscal year.
- License Fees & Permits for non-department resources are now at 112.2% of budget execution. This amount is currently \$170K less than last fiscal year but will meet it as the accruals occur. Part of revenue has been received in July due to timing and will be moved to June. These are the franchise fees, landfill license fee and the solid waste host fee. I am expecting about \$116K more revenue to be accrued to June.
- Intergovernmental Revenue – Non-Single Audit is now at 101.9% budget execution. This totals \$26K more than last fiscal year. Assess/Tax funding is currently about \$80K below the budget expectation with one more expected payment. This can be up to \$60K, so this line item is expected to remain under the budget expectation. However, it has been made up for by the Marijuana tax distribution which is now at \$188K. Other accruals are expected that will push this line further past the budget total.
- Investment earnings are \$60K more than last fiscal year and budget execution is 321.3%. Better interest rates, better investing and larger balances invested are the reasons for this exceeding the budget.
- Transfers to the General Fund have completed within budget expectations.
- Sheriff's Office revenue is at 98.7% of budget execution and \$68K less than last fiscal year. This is primarily due to a significantly lower budgeted expectation for Emergency Management due to grant revenue in FY17 but not FY18. Final accruals should put this department right at 100% of budget expectations.
- District Attorney's revenues are at 78.4% of budget expectation and about \$41K less than the total for the end of FY17. This is due to the accrual for revenues (grants) coming in after June 30th.

- Planning has executed at 88.1% - this may increase with accruals. The main reason for the difference to budget is due to the \$45K budgeted for FY18. The grant funds were received and recorded as revenue in FY17 so the FY18 revenue starts at \$45K below budget expectations. The License, Fees & Permits are still knocking the budget out of the park as the current execution is 164.6% or \$64K more than was budgeted. (\$56K of this is due to Land Use Permits.)
- The Surveyor under Public Works has exceeded revenue budgeted by \$45K. This is due to the intergovernmental agreement with Hood River for surveying duties.

Public Works Fund

- Closing out the Weed & Pest fund to Public Works remains the only transfer in.
- Interest earnings are less than last fiscal year, but this is due to moving \$2 million to the Public Works Reserve fund.
- Intergovernmental Non-Single Audit is at 86.0% budget execution. This is due to the STP Fund Exchange revenue not coming in yet – and still has not as of July 16th. This is budgeted for \$267K.
- Weed & Pest revenue is at 134.1% budget execution and doing well.

911 Communications

- Phone tax is at 77.4% budget execution, following a May disbursement. The last phone tax distribution for FY18 arrived in July and is for \$87K. When this is accrued back, the actual revenue for phone tax will exceed the budget by about \$12K or 103.4% budget execution.
- Partner agencies are on track to meet the budget revenue and will be accrued as it will arrive in July. One has arrived, the other should soon.
- In total with accruals, 911 Communications Revenue will be about \$17K more than projected.

Museum

- Current revenues are about \$1,200 less than budgeted. The budget appears to have budgeted for the donations twice for \$7K so taking that into account, the fund is right on target. Admissions and Memberships have exceeded the budget expectations. There appears to be a timing issue as some June revenue was apparently recorded in July. This should be cleared when accruals are addressed.

Reserve Funds

- Several reserve funds have revenues at +100% of budget execution. This is due to the full transfers for the fiscal year being moved instead of a slower monthly level amount.
- Interest revenue for reserve funds are all over the 100% budget execution rate. This is due to increasing balances and the increasing interest rates.

Other Funds

- Only item of note applies to all funds – interest across all funds is \$222K above the budgeted amount. It is at a current budget execution of 248.5% and growing. This is \$129K more than last year at this time.

Discussion of Expense

General Fund

- All departments are within budget expectations (100.0%)
- Overall budget execution is 93.6%
- The expenses will increase as accruals are made for services/items from June are billed to the county on invoices received in July.

Public Works Fund

- The overall budget execution is 94.6% included transfers.
- Looking at just department operating costs, personnel is under by 9.7% although Materials & Services are over by 6.8%. Personnel savings were \$181K which offsets the \$85K overbudget amount in Materials & Services.
- Public Works does have \$175K budgeted in capital with the expectation of purchasing a dump truck. That does not look to be happening this year due to the market pricing. This means there is \$175K that does not plan on being spent. This was already reported in the February report.

911 Communications

- Total budget execution is 96.3%; Personnel is 99.3% budget execution and all accruals are completed. Materials & Services has a budget execution of 83.5% - \$32K under budget.
- There are no expected accruals to expense at this point – that may change but would be minimal.
- Before revenue accruals, expense exceeds revenue by \$86K. The accruals will change this to where revenues will exceed expense by \$30K at least. This means the fund balance is growing which for the recent history of this fund is a significant development.

County Fair Fund

- Revenues – ignoring the beginning balance – exceeded expenses by \$22K. Now, \$29K of this is due to the transfer in to cover insurance. If that is taken into account, expenses decreased potential fund balance by \$7K. Considering the problems with the advertising budget as discussed in prior reports, this is expected.
- The electrical meters are being examined – Facilities are working with Wasco Electric to see if some meters can be consolidated.

All Other Funds

- Transfers have been completed and this has thrown off the budget execution rate in the reserve in several funds overall.
- Nothing else to note.

Summary

Personnel expense is \$486K more than last fiscal year when looked at across all funds. The overall budget execution is 97% so overall, personnel is within budget. A couple did exceed the budget plan, but as we budget by Fund-Department, the amount was offset with savings in the Materials & Services or Capital for the Fund-Department combinations. This is an overall growth of 4.5% between fiscal years.

Materials & Services are \$104K less than the end of last fiscal year. This will change as accruals are done through July and August. The current budget execution is 89.3%. I do not expect accruals to be large enough to exceed the budget. The only Fund-Department combination that warrants closer inspection is the Community Corrections. The fund is currently 99% so I will be watching closely. There should not be more accruals so the budget here will stay within limits.

Capital Outlay is \$33K more than last fiscal year end. The only real increase for June is the CDBG grant expense going up by \$180K which is within the budget plan.

Transfers across the organization balance – transfers in equal transfers out. 96.5% of the transfers budgeted have been executed. All transfers to be done as budgeted are completed.



Wasco County Monthly Report

General Fund Revenue - June 2018 - 1st review

Filters	
Fd	101
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
GENERAL FUND							
NON-DEPARTMENTAL RESOURCES-R							
GENERAL FUND RESOURCES-R							
PROPERTY TAXES-R							
CURRENT TAXES	8,580,000	8,680,798	8,221,882	101.2%	100.8%	5.6%	458,916.63
PRIOR YEARS TAXES	510,966	230,840	499,191	45.2%	114.4%	-53.8%	(268,350.99)
PILT	30,000	108,169	23,085	360.6%	#DIV/0!	368.6%	85,083.39
PROPERTY TAXES-R Total	9,120,966	9,019,807	8,744,158	98.9%	101.7%	3.2%	275,649.03
LICENSES FEES & PERMITS-R	985,548	1,105,554	1,275,551	112.2%	145.5%	-13.3%	(169,996.96)
INTERGOV'T REV - NON SINGLE AUDIT-R	516,850	615,604	589,668	119.1%	111.6%	4.4%	25,935.56
INTERGOV'T REV - SINGLE AUDIT-R	3,200	3,262	3,916	101.9%	122.4%	-16.7%	(654.21)
INVESTMENT EARNINGS-R	40,200	129,144	69,408	321.3%	215.6%	86.1%	59,736.51
RENTS-R	10,135	11,800	1,344	116.4%	100.7%	778.2%	10,456.28
MISCELLANEOUS-R	141,501	243,775	172,931	172.3%	128.8%	41.0%	70,843.93
TRANSFERS IN-R	664,300	504,976	1,473,282	76.0%	95.2%	-65.7%	(968,305.91)
GENERAL FUND RESOURCES-R Total	11,482,700	11,633,921	12,330,257	101.3%	105.2%	-5.6%	(696,335.77)
NON-DEPARTMENTAL RESOURCES-R Total	11,482,700	11,633,921	12,330,257	101.3%	105.2%	-5.6%	(696,335.77)
ASSESSMENT & TAXATION-R	20,800	37,280	36,522	179.2%	208.1%	2.1%	757.99
COUNTY CLERK-R							
COUNTY CLERK-R	125,850	164,768	167,751	130.9%	133.6%	-1.8%	(2,982.75)
ELECTIONS-R	8,350	20,289	29,005	243.0%	318.7%	-30.1%	(8,716.28)
COUNTY CLERK-R Total	134,200	185,057	196,756	137.9%	146.1%	-5.9%	(11,699.03)
SHERIFF-R	347,303	342,710	410,593	98.7%	92.0%	-16.5%	(67,883.19)
ADMINISTRATIVE SERVICES-R							



Wasco County Monthly Report

General Fund Revenue - June 2018 - 1st review

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
INFORMATION TECHNOLOGY-R	107,250	122,995	111,719	114.7%	105.1%	10.1%	11,275.81
EMPLOYEE & ADMINISTRATIVE SERVICES-R	3,650	6,336	7,702	173.6%	290.6%	-17.7%	(1,366.09)
FACILITIES-R	243,349	250,926	243,954	103.1%	84.3%	2.9%	6,972.60
ADMINISTRATIVE SERVICES-R Total	354,249	380,257	363,375	107.3%	91.2%	4.6%	16,882.32
ADMINISTRATION-R	279,850	285,543	327,246	102.0%	111.2%	-12.7%	(41,702.97)
DISTRICT ATTORNEY-R	229,943	180,325	220,990	78.4%	126.8%	-18.4%	(40,664.63)
PLANNING-R	192,272	169,418	208,196	88.1%	142.5%	-18.6%	(38,777.40)
PUBLIC WORKS-R							
SURVEYOR-R	12,200	57,765	25,800	473.5%	181.7%	123.9%	31,965.00
WATERMASTER-R	1,865	1,865	1,865	100.0%	100.0%	0.0%	-
PUBLIC WORKS-R Total	14,065	59,630	27,665	424.0%	172.2%	115.5%	31,965.00
PREVENTION DIVISION-R	42,300	58,707	92,436	138.8%	213.5%	-36.5%	(33,728.09)
GENERAL FUND Total	13,097,682	13,332,849	14,214,035	101.8%	106.1%	-6.2%	(881,185.77)
Revenue Total	13,097,682	13,332,849	14,214,035	101.8%	106.1%	-6.2%	(881,185.77)



Wasco County Monthly Report General Fund - Expenditures - June 2018 - 1st Review

Filters

Fd	101
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Expense							
GENERAL FUND							
ASSESSMENT & TAXATION-E	764,985	756,701	720,507	98.9%	84.5%	5.0%	36,194.02
COUNTY CLERK-E							
COUNTY CLERK-E	219,022	227,116	216,051	103.7%	95.0%	5.1%	11,065.47
ELECTIONS-E	102,999	83,336	111,323	80.9%	94.8%	-25.1%	(27,987.23)
COUNTY CLERK-E Total	322,021	310,452	327,374	96.4%	94.9%	-5.2%	(16,921.76)
SHERIFF-E							
EMERGENCY MANAGEMENT-E	137,115	88,919	123,304	64.9%	88.2%	-27.9%	(34,384.74)
MARINE PATROL-E	56,694	53,185	56,329	93.8%	111.8%	-5.6%	(3,143.88)
LAW ENFORCEMENT-E	2,190,964	2,128,634	2,051,929	97.2%	95.8%	3.7%	76,704.13
SHERIFF-E Total	2,384,773	2,270,738	2,231,563	95.2%	95.7%	1.8%	39,175.51
ADMINISTRATIVE SERVICES-E							
INFORMATION TECHNOLOGY-E	998,708	860,865	816,541	86.2%	86.8%	5.4%	44,324.35
COUNTY COMMISSION-E	206,989	207,680	194,924	100.3%	98.4%	6.5%	12,755.24
EMPLOYEE & ADMINISTRATIVE SERVICES-E	892,779	844,927	797,459	94.6%	88.2%	6.0%	47,467.45
FACILITIES-E	914,088	662,350	743,368	72.5%	78.1%	-10.9%	(81,017.97)
ADMINISTRATIVE SERVICES-E Total	3,012,564	2,575,821	2,552,292	85.5%	85.2%	0.9%	23,529.07
ADMINISTRATION-E	2,943,188	2,808,359	3,278,980	95.4%	91.5%	-14.4%	(470,621.12)
DISTRICT ATTORNEY-E	700,904	623,297	577,994	88.9%	100.2%	7.8%	45,302.94
PLANNING-E	752,362	685,713	671,311	91.1%	88.4%	2.1%	14,402.26
PUBLIC WORKS-E	50,242	44,909	70,713	89.4%	104.6%	-36.5%	(25,803.54)
PREVENTION DIVISION-E	618,723	614,988	560,376	99.4%	104.9%	9.7%	54,612.25
NON-DEPARTMENTAL EXPENDITURES-E							
GENERAL FUND EXPENDITURES-E							
TRANSFERS OUT-E							
TRANSFER TO 911 COMMUNICATIONS FUND	183,987	183,987	241,162	100.0%	92.4%	-23.7%	(57,175.00)



Wasco County Monthly Report General Fund - Expenditures - June 2018 - 1st Review

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
TRANSFER TO CAP ACQUISITION FUND	700,000	700,000	900,000	100.0%	100.0%	-22.2%	(200,000.00)
TRANSFER TO COUNTY FAIR FUND	29,000	29,000	29,000	100.0%	100.0%	0.0%	-
TRANSFER TO FACILITIES CAPITAL REPLACEME	700,000	700,000	900,000	100.0%	100.0%	-22.2%	(200,000.00)
TRANSFER TO OPERATING RESERVE	930,000	700,000	800,000	75.3%	100.0%	-12.5%	(100,000.00)
TRANSFERS TO MUSEUM FUND	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS OUT-E Total	2,560,487	2,330,487	2,887,662	91.0%	99.3%	-19.3%	(557,175.00)
GENERAL FUND EXPENDITURES-E Total	2,560,487	2,330,487	2,887,662	91.0%	99.3%	-19.3%	(557,175.00)
NON-DEPARTMENTAL EXPENDITURES-E Total	2,560,487	2,330,487	2,887,662	91.0%	99.3%	-19.3%	(557,175.00)
GENERAL FUND Total	14,110,249	13,021,465	13,878,770	92.3%	92.8%	-6.2%	(857,305.37)
Expense Total	14,110,249	13,021,465	13,878,770	92.3%	92.8%	-6.2%	(857,305.37)



Wasco County Monthly Report

Public Works - Revenue Expense - June 2018 - 1st Review

Filters	
Fd	202
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
PUBLIC WORKS FUND							
NON-DEPARTMENTAL RESOURCES-R							
PUBLIC WORKS RESOURCES-R							
INVESTMENT EARNINGS-R	35,000	28,918	49,316	82.6%	209.0%	-41.4%	(20,398.07)
TRANSFERS IN-R	220,495	194,658	-	88.3%	#DIV/0!	#DIV/0!	194,657.55
INTERNAL SERVICES-R	3,180	3,180	3,180	100.0%	100.0%	0.0%	-
PUBLIC WORKS RESOURCES-R Total	258,675	226,755	52,496	87.7%	196.0%	331.9%	174,259.48
NON-DEPARTMENTAL RESOURCES-R Total	258,675	226,755	52,496	87.7%	196.0%	331.9%	174,259.48
PUBLIC WORKS-R							
PUBLIC WORKS-R							
LICENSES FEES & PERMITS-R	8,500	14,208	12,327	167.1%	123.3%	15.3%	1,880.75
INTERGOV'T REV - NON SINGLE AUDIT-R							
MOTOR VEHICLE FUNDS	1,975,000	1,885,374	1,883,035	95.5%	89.6%	0.1%	2,339.36
STATE GRANT/REIMBURSEMENT	50,000	84,790	13,390	169.6%	44.6%	533.2%	71,400.00
STP FUND EXCHANGE	266,519	-	338,081	0.0%	140.9%	-100.0%	(338,080.86)
STATE PERMITS	-	1,232	-	#DIV/0!	#DIV/0!	#DIV/0!	1,232.25
INTERGOV'T REV - NON SINGLE AUDIT-R Total	2,291,519	1,971,397	2,234,506	86.0%	94.2%	-11.8%	(263,109.25)
INTERGOV'T REV - SINGLE AUDIT-R	122,768	513,823	114,817	418.5%	114.6%	347.5%	399,006.58
MISCELLANEOUS-R	1,000	13,298	22,948	1329.8%	2294.8%	-42.1%	(9,650.12)
SALE OF FIXED ASSETS-R	10,000	401	908	4.0%	9.1%	-55.8%	(506.25)
CHARGES FOR SERVICES-R	160,000	245,233	189,679	153.3%	96.8%	29.3%	55,553.55
PUBLIC WORKS-R Total	2,593,787	2,758,360	2,575,185	106.3%	95.8%	7.1%	183,175.26
WEED & PEST-R							
CHARGES FOR SERVICES-R	220,000	295,045	-	134.1%	#DIV/0!	#DIV/0!	295,045.03



Wasco County Monthly Report

Public Works - Revenue Expense - June 2018 - 1st Review

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
WEED & PEST-R Total	220,000	295,045	-	134.1%	#DIV/0!	#DIV/0!	295,045.03
PUBLIC WORKS-R Total	2,813,787	3,053,405	2,575,185	108.5%	95.8%	18.6%	478,220.29
PUBLIC WORKS FUND Total	3,072,462	3,280,160	2,627,680	106.8%	96.8%	24.8%	652,479.77
Revenue Total	3,072,462	3,280,160	2,627,680	106.8%	96.8%	24.8%	652,479.77
Expense							
PUBLIC WORKS FUND							
PUBLIC WORKS-E							
PUBLIC WORKS-E							
PERSONAL SERVICES-E	1,873,929	1,693,081	1,590,527	90.3%	97.9%	6.4%	102,553.53
MATERIALS & SERVICES-E	1,247,740	1,332,861	1,286,979	106.8%	96.6%	3.6%	45,882.09
CAPITAL OUTLAY-E	235,000	67,659	212,507	28.8%	92.4%	-68.2%	(144,848.20)
PUBLIC WORKS-E Total	3,356,669	3,093,601	3,090,013	92.2%	96.9%	0.1%	3,587.42
WEED & PEST-E	281,636	238,807	-	84.8%	#DIV/0!	#DIV/0!	238,807.35
PUBLIC WORKS-E Total	3,638,305	3,332,408	3,090,013	91.6%	96.9%	7.8%	242,394.77
NON-DEPARTMENTAL EXPENDITURES-E							
PUBLIC WORKS EXPENDITURES-E	2,000,000	2,000,000	-	100.0%	#DIV/0!	#DIV/0!	2,000,000.00
NON-DEPARTMENTAL EXPENDITURES-E Total	2,000,000	2,000,000	-	100.0%	#DIV/0!	#DIV/0!	2,000,000.00
PUBLIC WORKS FUND Total	5,638,305	5,332,408	3,090,013	94.6%	96.9%	72.6%	2,242,394.77
Expense Total	5,638,305	5,332,408	3,090,013	94.6%	96.9%	72.6%	2,242,394.77



Wasco County Monthly Report

All Funds Revenue Expense Summary - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data								
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year	
Revenue								
911 COMMUNICATIONS FUND	1,042,906	929,621	1,088,993	89.1%	109.5%	-14.6%	(159,372.08)	
911 EQUIPMENT RESERVE	1,500	1,615	2,245	107.7%	187.1%	-28.1%	(629.71)	
CDBG GRANT FUND	5,243,672	705,571	343,871	13.5%	6.3%	105.2%	361,700.44	
CLERK RECORDS FUND	7,475	10,264	10,401	137.3%	140.1%	-1.3%	(137.06)	
COMMUNITY CORRECTIONS FUND	1,604,324	1,678,403	1,829,756	104.6%	121.5%	-8.3%	(151,352.74)	
COUNTY FAIR FUND	202,150	202,825	205,033	100.3%	120.9%	-1.1%	(2,208.02)	
COUNTY SCHOOL FUND	287,200	241,769	102,461	84.2%	36.6%	136.0%	139,308.02	
COURT FACILITIES SECURITY FUND	27,600	29,170	31,839	105.7%	825.9%	-8.4%	(2,668.23)	
DISTRICT ATTORNEY	4,100	4,292	4,717	104.7%	181.4%	-9.0%	(424.43)	
FACILITY CAPITAL RESERVE	714,000	738,559	920,934	103.4%	101.0%	-19.8%	(182,375.39)	
FOREST HEALTH PROGRAM FUND	380	43,592	1,643	11471.5%	432.4%	2552.8%	41,948.57	
GENERAL FUND	13,097,682	13,332,849	14,214,035	101.8%	106.1%	-6.2%	(881,185.77)	
GENERAL OPERATING RESERVE	944,000	740,169	823,019	78.4%	101.4%	-10.1%	(82,849.95)	
HOUSEHOLD HAZARDOUS WASTE FUND	327,300	396,511	367,356	121.1%	110.9%	7.9%	29,154.90	
KRAMER FIELD FUND	165	390	309	236.6%	187.4%	26.3%	81.26	
LAND CORNER PRESERVATION FUND	34,500	34,288	34,365	99.4%	105.8%	-0.2%	(76.27)	
LAW LIBRARY FUND	30,700	25,686	26,871	83.7%	104.6%	-4.4%	(1,184.66)	
MUSEUM	92,700	91,498	110,751	98.7%	98.5%	-17.4%	(19,252.43)	
PARKS FUND	82,575	88,381	105,787	107.0%	150.4%	-16.5%	(17,406.01)	
PUBLIC WORKS FUND	3,072,462	3,280,160	2,627,680	106.8%	96.8%	24.8%	652,479.77	
ROAD RESERVE FUND	2,017,000	2,054,518	26,331	101.9%	175.5%	7702.5%	2,028,186.10	
SPECIAL ECON DEV PAYMENTS FUND	1,242,200	1,210,714	1,334,367	97.5%	107.4%	-9.3%	(123,652.99)	
WEED & PEST CONTROL FUND	-	1	226,422	#DIV/0!	105.8%	-100.0%	(226,421.36)	
YOUTH THINK FUND	160,963	119,672	128,484	74.3%	87.0%	-6.9%	(8,811.29)	



Wasco County Monthly Report

All Funds Revenue Expense Summary - June 2018 - 1st Review

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
CAPITAL ACQUISITIONS FUND	715,000	736,245	923,170	103.0%	101.2%	-20.2%	(186,924.42)
Revenue Total	30,952,554	26,696,764	25,490,838	86.3%	86.8%	4.7%	1,205,926.25
Expense							
911 COMMUNICATIONS FUND	1,054,325	1,015,533	994,868	96.3%	99.5%	2.1%	20,665.48
911 EQUIPMENT RESERVE	241,795	241,795	-	100.0%	0.0%	#DIV/0!	241,795.00
CDBG GRANT FUND	5,365,122	238,597	265,816	4.4%	4.8%	-10.2%	(27,218.89)
CLERK RECORDS FUND	18,500	11,488	8,698	62.1%	17.1%	32.1%	2,790.74
COMMUNITY CORRECTIONS FUND	1,813,324	1,810,445	1,335,994	99.8%	70.3%	35.5%	474,450.96
COUNTY FAIR FUND	187,313	180,763	202,198	96.5%	90.4%	-10.6%	(21,434.83)
COUNTY SCHOOL FUND	312,550	-	89,730	0.0%	30.9%	-100.0%	(89,730.03)
COURT FACILITIES SECURITY FUND	43,000	11,677	-	27.2%	0.0%	#DIV/0!	11,677.22
DISTRICT ATTORNEY	17,400	8,364	7,104	48.1%	33.3%	17.7%	1,260.29
FACILITY CAPITAL RESERVE	3,429,005	-	90,400	0.0%	3.3%	-100.0%	(90,400.00)
FOREST HEALTH PROGRAM FUND	75,000	-	-	0.0%	0.0%	#DIV/0!	-
GENERAL FUND	14,110,249	13,021,465	13,878,770	92.3%	92.8%	-6.2%	(857,305.37)
GENERAL OPERATING RESERVE	3,837,552	128,635	-	3.4%	0.0%	#DIV/0!	128,635.00
HOUSEHOLD HAZARDOUS WASTE FUND	356,801	284,916	306,088	79.9%	77.0%	-6.9%	(21,172.13)
KRAMER FIELD FUND	33,434	-	-	0.0%	0.0%	#DIV/0!	-
LAND CORNER PRESERVATION FUND	23,421	20,938	55,828	89.4%	80.3%	-62.5%	(34,890.32)
LAW LIBRARY FUND	46,984	23,216	22,001	49.4%	45.8%	5.5%	1,214.34
MUSEUM	106,230	74,554	74,612	70.2%	27.1%	-0.1%	(58.19)
PARKS FUND	74,562	63,948	51,981	85.8%	61.0%	23.0%	11,966.62
PUBLIC WORKS FUND	5,638,305	5,332,408	3,090,013	94.6%	96.9%	72.6%	2,242,394.77
ROAD RESERVE FUND	4,850,437	-	-	0.0%	0.0%	#DIV/0!	-
SPECIAL ECON DEV PAYMENTS FUND	1,306,283	1,204,318	1,942,348	92.2%	91.2%	-38.0%	(738,030.61)
WEED & PEST CONTROL FUND	220,495	194,704	241,764	88.3%	95.8%	-19.5%	(47,059.20)
YOUTH THINK FUND	163,659	120,911	137,009	73.9%	65.3%	-11.7%	(16,098.47)
CAPITAL ACQUISITIONS FUND	3,709,600	273,838	315,520	7.4%	11.3%	-13.2%	(41,682.00)
Expense Total	47,035,346	24,262,512	23,110,741	51.6%	54.8%	5.0%	1,151,770.38



Wasco County Monthly Report Personnel - All Funds - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Expense							
GENERAL FUND							
ASSESSMENT & TAXATION-E	674,206	677,903	649,086	100.5%	84.8%	4.4%	28,816.70
COUNTY CLERK-E	266,274	274,153	267,053	103.0%	96.0%	2.7%	7,099.79
SHERIFF-E	2,074,603	2,012,722	1,939,940	97.0%	97.2%	3.8%	72,782.27
ADMINISTRATIVE SERVICES-E	1,693,128	1,726,242	1,588,987	102.0%	93.7%	8.6%	137,255.16
ADMINISTRATION-E	136,294	128,013	131,043	93.9%	86.0%	-2.3%	(3,030.73)
DISTRICT ATTORNEY-E	605,092	532,640	516,007	88.0%	99.6%	3.2%	16,632.84
PLANNING-E	681,466	642,590	627,731	94.3%	88.3%	2.4%	14,859.50
PUBLIC WORKS-E	38,327	36,217	64,229	94.5%	113.3%	-43.6%	(28,011.52)
PREVENTION DIVISION-E	580,443	581,652	528,683	100.2%	105.3%	10.0%	52,969.00
GENERAL FUND Total	6,749,833	6,612,132	6,312,759	98.0%	94.6%	4.7%	299,373.01
PUBLIC WORKS FUND	1,972,165	1,796,218	1,590,527	91.1%	97.9%	12.9%	205,690.73
911 COMMUNICATIONS FUND	856,332	850,110	823,000	99.3%	99.7%	3.3%	27,110.76
COMMUNITY CORRECTIONS FUND	727,984	712,359	648,738	97.9%	96.0%	9.8%	63,620.90
COUNTY FAIR FUND	21,362	21,229	22,353	99.4%	50.7%	-5.0%	(1,124.05)
HOUSEHOLD HAZARDOUS WASTE FUND	92,176	106,631	104,511	115.7%	88.9%	2.0%	2,120.78
LAND CORNER PRESERVATION FUND	17,920	18,438	52,428	102.9%	93.6%	-64.8%	(33,990.32)
MUSEUM	34,428	35,466	28,606	103.0%	64.0%	24.0%	6,860.31
PARKS FUND	26,111	26,015	14,902	99.6%	41.0%	74.6%	11,112.86
WEED & PEST CONTROL FUND	-	-	99,890	#DIV/0!	106.7%	-100.0%	(99,890.44)
YOUTH THINK FUND	78,616	81,016	75,716	103.1%	102.4%	7.0%	5,299.33
Expense Total	10,576,927	10,259,613	9,773,429	97.0%	95.2%	5.0%	486,183.87



Wasco County Monthly Report Materials and Services All Funds - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Expense							
GENERAL FUND	4,185,543	3,826,999	4,274,463	91.4%	89.6%	-10.5%	(447,463.56)
PUBLIC WORKS FUND	1,406,140	1,468,531	1,286,979	104.4%	96.6%	14.1%	181,552.24
911 COMMUNICATIONS FUND	197,993	165,423	171,868	83.5%	98.2%	-3.8%	(6,445.28)
CLERK RECORDS FUND	13,500	6,488	8,698	48.1%	28.2%	-25.4%	(2,209.26)
COMMUNITY CORRECTIONS FUND	1,000,340	1,027,974	316,324	102.8%	37.1%	225.0%	711,650.06
COUNTY FAIR FUND	165,950	159,534	179,845	96.1%	100.2%	-11.3%	(20,310.78)
COUNTY SCHOOL FUND	312,550	-	89,730	0.0%	30.9%	-100.0%	(89,730.03)
COURT FACILITIES SECURITY FUND	43,000	11,677	-	27.2%	0.0%	#DIV/0!	11,677.22
DISTRICT ATTORNEY	15,600	6,564	5,304	42.1%	27.2%	23.8%	1,260.29
FOREST HEALTH PROGRAM FUND	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
HOUSEHOLD HAZARDOUS WASTE FUND	253,125	166,784	201,577	65.9%	80.0%	-17.3%	(34,792.91)
KRAMER FIELD FUND	33,434	-	-	0.0%	0.0%	#DIV/0!	-
LAND CORNER PRESERVATION FUND	3,000	-	900	0.0%	30.0%	-100.0%	(900.00)
LAW LIBRARY FUND	46,984	23,216	14,001	49.4%	35.0%	65.8%	9,214.34
MUSEUM	71,800	36,349	45,626	50.6%	72.8%	-20.3%	(9,276.91)
PARKS FUND	48,450	37,933	37,079	78.3%	75.8%	2.3%	853.76
SPECIAL ECON DEV PAYMENTS FUND	716,283	698,641	942,698	97.5%	83.3%	-25.9%	(244,056.70)
WEED & PEST CONTROL FUND	-	47	141,873	#DIV/0!	89.4%	-100.0%	(141,826.31)
YOUTH THINK FUND	85,043	39,895	61,293	46.9%	45.1%	-34.9%	(21,397.80)
Expense Total	8,598,735	7,676,056	7,778,258	89.3%	81.4%	-1.3%	(102,201.63)



Wasco County Monthly Report Capital All Funds - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	53000

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Expense							
GENERAL FUND							
COUNTY CLERK-E	1	-	-	0.0%	#DIV/0!	#DIV/0!	-
SHERIFF-E	52,185	-	56,404	0.0%	76.4%	-100.0%	(56,403.61)
ADMINISTRATIVE SERVICES-E	406,750	52,721	226,243	13.0%	54.3%	-76.7%	(173,521.80)
ADMINISTRATION-E	155,450	199,126	110,344	128.1%	99.9%	80.5%	88,782.08
DISTRICT ATTORNEY-E	-	-	10,896	#DIV/0!	#DIV/0!	-100.0%	(10,896.49)
GENERAL FUND Total	614,386	251,847	403,887	41.0%	67.2%	-37.6%	(152,039.82)
PUBLIC WORKS FUND	260,000	67,659	212,507	26.0%	92.4%	-68.2%	(144,848.20)
COUNTY FAIR FUND	1	-	-	0.0%	#DIV/0!	#DIV/0!	-
LAND CORNER PRESERVATION FUND	1	-	-	0.0%	0.0%	#DIV/0!	-
HOUSEHOLD HAZARDOUS WASTE FUND	11,500	11,500	-	100.0%	0.0%	#DIV/0!	11,500.00
MUSEUM	2	2,739	381	136953.5%	0.2%	619.6%	2,358.41
PARKS FUND	1	-	-	0.0%	#DIV/0!	#DIV/0!	-
COMMUNITY CORRECTIONS FUND	85,000	70,112	-	82.5%	#DIV/0!	#DIV/0!	70,112.00
CLERK RECORDS FUND	5,000	5,000	-	100.0%	0.0%	#DIV/0!	5,000.00
ROAD RESERVE FUND	4,850,437	-	-	0.0%	0.0%	#DIV/0!	-
CAPITAL ACQUISITIONS FUND	3,709,600	273,838	315,520	7.4%	11.3%	-13.2%	(41,682.00)
911 EQUIPMENT RESERVE	179,753	179,753	-	100.0%	0.0%	#DIV/0!	179,753.00
FACILITY CAPITAL RESERVE	3,429,005	-	-	0.0%	0.0%	#DIV/0!	-
GENERAL OPERATING RESERVE	3,837,552	128,635	-	3.4%	0.0%	#DIV/0!	128,635.00
CDBG GRANT FUND	5,365,122	238,597	265,816	4.4%	4.8%	-10.2%	(27,218.89)
Expense Total	22,347,360	1,229,680	1,198,110	5.5%	6.7%	2.6%	31,569.50

Wasco County Monthly Report

Transfers All Funds - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data								
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year -	
				Year Executed	Budget Executed	Year % Change		Prior Year
Transfer In								
911 COMMUNICATIONS FUND	246,029.00	246,029.00	241,162	100.0%	100.0%	2.0%	4,867.00	
COUNTY FAIR FUND	29,000.00	29,000.00	29,000	100.0%	100.0%	0.0%	-	
FACILITY CAPITAL RESERVE	700,000.00	700,000.00	900,000	100.0%	100.0%	-22.2%	(200,000.00)	
GENERAL FUND	664,300.00	504,976.09	1,473,282	76.0%	95.2%	-65.7%	(968,305.91)	
GENERAL OPERATING RESERVE	930,000.00	700,000.00	800,000	75.3%	100.0%	-12.5%	(100,000.00)	
MUSEUM	22,500.00	22,500.00	17,500	100.0%	100.0%	28.6%	5,000.00	
PUBLIC WORKS FUND	220,495.00	194,657.55	-	88.3%	#DIV/0!	#DIV/0!	194,657.55	
ROAD RESERVE FUND	2,000,000.00	2,000,000.00	-	100.0%	#DIV/0!	#DIV/0!	2,000,000.00	
CAPITAL ACQUISITIONS FUND	700,000.00	700,000.00	900,000	100.0%	100.0%	-22.2%	(200,000.00)	
Transfer In Total	5,512,324.00	5,097,162.64	4,360,944	92.5%	98.3%	16.9%	736,218.64	
Transfer Out								
911 EQUIPMENT RESERVE	62,042.00	62,042.00	-	100.0%	#DIV/0!	#DIV/0!	62,042.00	
COMMUNITY CORRECTIONS FUND	-	-	370,932	#DIV/0!	100.0%	-100.0%	(370,932.00)	
DISTRICT ATTORNEY	1,800.00	1,800.00	1,800	100.0%	100.0%	0.0%	-	
FACILITY CAPITAL RESERVE	-	-	90,400	#DIV/0!	100.0%	-100.0%	(90,400.00)	
FOREST HEALTH PROGRAM FUND	75,000.00	-	-	0.0%	0.0%	#DIV/0!	-	
GENERAL FUND	2,560,487.00	2,330,487.00	2,887,662	91.0%	99.3%	-19.3%	(557,175.00)	
LAND CORNER PRESERVATION FUND	2,500.00	2,500.00	2,500	100.0%	100.0%	0.0%	-	
LAW LIBRARY FUND	-	-	8,000	#DIV/0!	100.0%	-100.0%	(8,000.00)	
PUBLIC WORKS FUND	2,000,000.00	2,000,000.00	-	100.0%	#DIV/0!	#DIV/0!	2,000,000.00	
SPECIAL ECON DEV PAYMENTS FUND	590,000.00	505,676.09	999,650	85.7%	100.0%	-49.4%	(493,973.91)	
WEED & PEST CONTROL FUND	220,495.00	194,657.55	-	88.3%	#DIV/0!	#DIV/0!	194,657.55	
Transfer Out Total	5,512,324.00	5,097,162.64	4,360,944	92.5%	97.9%	16.9%	736,218.64	



Wasco County Monthly Report Reserve Funds - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
FACILITY CAPITAL RESERVE	714,000	738,559	920,934	103.4%	101.0%	-19.8%	(182,375.39)
GENERAL OPERATING RESERVE	944,000	740,169	823,019	78.4%	101.4%	-10.1%	(82,849.95)
ROAD RESERVE FUND	2,017,000	2,054,518	26,331	101.9%	175.5%	7702.5%	2,028,186.10
CAPITAL ACQUISITIONS FUND	715,000	736,245	923,170	103.0%	101.2%	-20.2%	(186,924.42)
Revenue Total	4,390,000	4,269,491	2,693,454	97.3%	101.6%	58.5%	1,576,036.34
Expense							
FACILITY CAPITAL RESERVE	3,429,005	-	90,400	0.0%	3.3%	-100.0%	(90,400.00)
GENERAL OPERATING RESERVE	3,837,552	128,635	-	3.4%	0.0%	#DIV/0!	128,635.00
ROAD RESERVE FUND	4,850,437	-	-	0.0%	0.0%	#DIV/0!	-
CAPITAL ACQUISITIONS FUND	3,709,600	273,838	315,520	7.4%	11.3%	-13.2%	(41,682.00)
Expense Total	15,826,594	402,473	405,920	2.5%	3.6%	-0.8%	(3,447.00)



Wasco County Monthly Report Investment/Interest All Funds - June 2018 - 1st Review

Filters	
Fd	(Multiple Items)
Cat	417

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Revenue							
INTEREST EARNED	149,420	371,314	241,567	248.5%	203.1%	53.7%	129,746.94
LID INTEREST	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
UNSEG TAX INTEREST EARNED	200	52	4,375	26.1%	2187.7%	-98.8%	(4,323.29)
Revenue Total	149,620	371,366	245,942	248.2%	206.3%	51.0%	125,423.65

Reconciliation Review – July 26th, 2018

Tax Receivable Eden – Ascend Reconciliation June 2018

- No variances
- Assessing did year end reconciliation of their accounts – verified after it still balances with Eden
 - No change

Tax Receipts Eden – Ascend Reconciliation June 2018

- No Variances

PERS Recon

- No Variances
- PERS Units are an additional benefit available to Police & Fire that is voluntary and purchased by the employee.

AR Recon – GL to Subledger June 2018 – 1st review

- No Variances
- The \$0.30 credit outstanding is applied as of 7/25/18
- There are no 60-Day receipts at this point
 - These will be accrued as of 7/31
- This will be reviewed 2 more times – with July and August reconciliations

Transfer-In to Transfer-Out June – 1st review

- Part of the monthly financial report to BOCC – decided to include in this review also
- Transfer-In = Transfer-Out so balances

Banking Reconciliation

- No variances
- All accounts including investing

Audit Checklist Progress

- 03-b – Need to document appointment of budget officer and put in file
- 05-h – External Loans – nothing at this time, but will provide status of CFL loan
- 06-a – June Statements are in, just waiting to put in July Statements
- 14-a&b – coming up, will be done by Friday

Reviewed _____
Reviewed _____ 7/26/18

June 2018 Ascend to Eden Tax Receivable Reconciliation 1st

Eden Fund & Name	Eden GL & Name	tax_year	Sum of beg_bal	Sum of certs	Sum of receipts	Sum of end_bal	Eden GL	Ascend - Eden
101 - General Fund	101.13101 - Property Taxes Principal Receivable		582,073.50	9,024,109.66	9,025,490.05	580,693.11	580,693.11	-
	101.13102 - Property Taxes Interest Receivable		3,873.07	58,653.55	56,009.01	6,517.61	6,517.61	-
	101.13103 - Miscellenous Receivable		25,093.64	16,634.89	18,744.70	22,983.83	22,983.83	-
706 - Library District	706.13101 - Property Taxes Principal Receivable		89,296.86	1,391,787.09	1,391,966.00	89,117.95	89,117.95	-
	706.13102 - Property Taxes Interest Receivable		383.31	5,719.19	5,587.09	515.41	515.41	-
707 - 4H OSU Extension	707.13101 - Property Taxes Principal Receivable		33,786.62	526,702.68	526,767.31	33,721.99	33,721.99	-
	707.13102 - Property Taxes Interest Receivable		144.84	2,164.33	2,114.31	194.86	194.86	-
801 - Central OR CC	801.13101 - Property Taxes Principal Receivable		472.06	7,630.45	7,620.59	481.92	481.92	-
	801.13102 - Property Taxes Interest Receivable		3.09	47.61	45.54	5.16	5.16	-
802 - CGCC	802.13101 - Property Taxes Principal Receivable		87,906.13	1,291,961.77	1,294,384.97	85,482.93	85,482.93	-
	802.13102 - Property Taxes Interest Receivable		776.85	8,832.38	8,338.58	1,270.65	1,270.65	-
803 - ESD North Central	803.13101 - Property Taxes Principal Receivable		331.89	5,953.15	5,924.69	360.35	360.35	-
	803.13102 - Property Taxes Interest Receivable		1.39	32.64	30.49	3.54	3.54	-
804 - Region 9 ESD	804.13101 - Property Taxes Principal Receivable		62,858.09	976,734.00	976,883.45	62,708.64	62,708.64	-
	804.13102 - Property Taxes Interest Receivable		411.30	6,439.30	6,070.14	780.46	780.46	-
806 - Jefferson ESD	806.13101 - Property Taxes Principal Receivable		353.01	5,366.62	5,369.13	350.50	350.50	-
	806.13102 - Property Taxes Interest Receivable		2.29	36.38	33.85	4.82	4.82	-
807 - School District 12	807.13101 - Property Taxes Principal Receivable		119,465.43	1,764,007.99	1,767,128.86	116,344.56	116,344.56	-
	807.13102 - Property Taxes Interest Receivable		809.04	13,121.24	11,584.97	2,345.31	2,345.31	-
808 - School District 21	808.13101 - Property Taxes Principal Receivable		517,885.88	7,998,155.15	8,001,136.33	514,904.70	514,904.70	-
	808.13102 - Property Taxes Interest Receivable		3,411.06	51,997.26	50,056.70	5,351.62	5,351.62	-
809 - School District 21J	809.13101 - Property Taxes Principal Receivable		495.57	8,091.55	8,075.90	511.22	511.22	-
	809.13102 - Property Taxes Interest Receivable		2.26	47.00	45.58	3.68	3.68	-
810 - School District 29	810.13101 - Property Taxes Principal Receivable		104,720.01	1,517,894.93	1,521,352.70	101,262.24	101,262.24	-
	810.13102 - Property Taxes Interest Receivable		652.56	10,521.16	9,965.83	1,207.89	1,207.89	-
812 - School District 59	812.13101 - Property Taxes Principal Receivable		10,503.59	160,512.56	160,636.33	10,379.82	10,379.82	-
	812.13102 - Property Taxes Interest Receivable		74.18	1,083.92	1,031.15	126.95	126.95	-
814 - School District 67	814.13101 - Property Taxes Principal Receivable		175.31	3,788.39	3,751.86	211.84	211.84	-
	814.13102 - Property Taxes Interest Receivable		0.76	16.99	15.99	1.76	1.76	-
817 - School District 9	817.13101 - Property Taxes Principal Receivable		187.14	-	-	187.14	187.14	-
	817.13102 - Property Taxes Interest Receivable		0.03	487.57	-	487.60	487.60	-
818 - S Wasco SD 1	818.13101 - Property Taxes Principal Receivable		94,669.38	1,488,336.53	1,487,973.21	95,032.70	95,032.70	-
	818.13102 - Property Taxes Interest Receivable		608.26	9,772.15	9,119.38	1,261.03	1,261.03	-
830 - Antelope	830.13101 - Property Taxes Principal Receivable		166.98	4,420.89	4,367.04	220.83	220.83	-
	830.13102 - Property Taxes Interest Receivable		1.45	20.19	15.52	6.12	6.12	-
831 - Dufur	831.13101 - Property Taxes Principal Receivable		5,329.36	69,225.12	69,674.41	4,880.07	4,880.07	-
	831.13102 - Property Taxes Interest Receivable		25.69	366.43	346.29	45.83	45.83	-
832 - Maupin	832.13101 - Property Taxes Principal Receivable		17,209.77	275,801.33	275,572.85	17,438.25	17,438.25	-
	832.13102 - Property Taxes Interest Receivable		70.02	1,103.58	1,059.92	113.68	113.68	-
833 - Mosier	833.13101 - Property Taxes Principal Receivable		4,218.84	67,589.68	67,537.02	4,271.50	4,271.50	-
	833.13102 - Property Taxes Interest Receivable		18.24	275.80	264.91	29.13	29.13	-
835 - Shaniko	835.13101 - Property Taxes Principal Receivable		155.12	5,358.64	5,263.21	250.55	250.55	-
	835.13102 - Property Taxes Interest Receivable		(0.01)	6.17	5.95	0.21	0.21	-
836 - The Dalles	836.13101 - Property Taxes Principal Receivable		195,465.31	3,021,806.69	3,022,875.03	194,396.97	194,396.97	-
	836.13102 - Property Taxes Interest Receivable		846.44	12,831.65	12,207.58	1,470.51	1,470.51	-
850 - The Dalles Assmt	850.13101 - Property Taxes Principal Receivable		3,813.43	67,334.62	67,097.20	4,050.85	4,050.85	-
	850.13102 - Property Taxes Interest Receivable		18.32	236.06	226.32	28.06	28.06	-

June 2018 Ascend to Eden Tax Receivable Reconciliation 1st

Eden Fund & Name	Eden GL & Name	tax_year	Sum of beg_bal	Sum of certs	Sum of receipts	Sum of end_bal	Eden GL	Ascend - Eden
851 - Dufur Recreation	851.13101 - Property Taxes Principal Receivable		7,677.86	115,912.14	116,041.59	7,548.41	7,548.41	-
	851.13102 - Property Taxes Interest Receivable		33.84	503.32	482.76	54.40	54.40	-
852 - Jefferson Co School	852.13101 - Property Taxes Principal Receivable		660.16	10,061.49	10,067.03	654.62	654.62	-
	852.13102 - Property Taxes Interest Receivable		2.90	42.53	41.05	4.38	4.38	-
853 - Juniper Flats Fire	853.13101 - Property Taxes Principal Receivable		5,311.45	79,497.70	79,600.35	5,208.80	5,208.80	-
	853.13102 - Property Taxes Interest Receivable		22.11	342.01	328.63	35.49	35.49	-
854 - Mid-Col Fire Rescue	854.13101 - Property Taxes Principal Receivable		202,770.45	3,035,494.96	3,039,587.35	198,678.06	198,678.06	-
	854.13102 - Property Taxes Interest Receivable		874.39	13,140.58	12,610.84	1,404.13	1,404.13	-
856 - Mosier Rural Fire	856.13101 - Property Taxes Principal Receivable		14.12	(0.67)	-	13.45	13.45	-
	856.13102 - Property Taxes Interest Receivable		0.36	4.16	-	4.52	4.52	-
857 - N Wasco Parks & Rec	857.13101 - Property Taxes Principal Receivable		71,251.21	1,127,754.41	1,127,067.08	71,938.54	71,938.54	-
	857.13102 - Property Taxes Interest Receivable		237.07	4,569.82	4,387.93	418.96	418.96	-
858 - NORCOR	858.13101 - Property Taxes Principal Receivable		19,579.98	(627.96)	9,248.26	9,703.76	9,703.76	-
	858.13102 - Property Taxes Interest Receivable		151.81	1,660.17	1,578.19	233.79	233.79	-
860 - Port of The Dalles	860.13101 - Property Taxes Principal Receivable		20,624.13	320,484.00	320,526.81	20,581.32	20,581.32	-
	860.13102 - Property Taxes Interest Receivable		88.66	1,411.98	1,286.90	213.74	213.74	-
861 - White River Health	861.13101 - Property Taxes Principal Receivable		14,558.98	230,248.85	230,182.84	14,624.99	14,624.99	-
	861.13102 - Property Taxes Interest Receivable		62.05	945.92	918.93	89.04	89.04	-
862 - Wasco Soil Conservation	862.13101 - Property Taxes Principal Receivable		32,177.70	517,292.42	516,710.26	32,759.86	32,759.86	-
	862.13102 - Property Taxes Interest Receivable		123.77	1,995.88	1,935.29	184.36	184.36	-
864 - Mosier Fire	864.13101 - Property Taxes Principal Receivable		13,332.31	204,327.45	204,481.77	13,177.99	13,177.99	-
	864.13102 - Property Taxes Interest Receivable		56.04	857.83	839.12	74.75	74.75	-
878 - MH Park Ombud	878.13101 - Property Taxes Principal Receivable		443.16	7,764.12	7,734.10	473.18	473.18	-
	878.13102 - Property Taxes Interest Receivable		1.70	26.07	25.08	2.69	2.69	-
879 - OR Forest Land Protection	879.13101 - Property Taxes Principal Receivable		6,938.93	99,268.62	99,559.28	6,648.27	6,648.27	-
	879.13102 - Property Taxes Interest Receivable		31.29	453.57	437.81	47.05	47.05	-
880 - State Fire Patrol	880.13101 - Property Taxes Principal Receivable		16,867.44	231,032.61	231,976.54	15,923.51	15,923.51	-
	880.13102 - Property Taxes Interest Receivable		62.60	1,062.26	1,018.11	106.75	106.75	-
881 - Urban Renewal	881.13101 - Property Taxes Principal Receivable		98,929.94	1,498,130.45	1,499,618.27	97,442.12	97,442.12	-
	881.13102 - Property Taxes Interest Receivable		431.45	6,400.17	6,176.03	655.59	655.59	-
882 - Rock Creek District	882.13101 - Property Taxes Principal Receivable		3.81	(2.63)	0.15	1.03	1.03	-
	882.13102 - Property Taxes Interest Receivable		0.17	(0.05)	0.03	0.09	0.09	-
			2,482,089.20	37,393,071.11	37,414,236.32	2,460,923.99	2,460,923.99	-
783 - CATF Trust	783.13102 - Property Taxes Interest Receivable		8,313.12	138,328.80	131,044.38	15,597.54		

Recon Mike M 7/2/18
 Verified with Assessing Recon

Eden Account	June			June		Ascend	Variance E-A
	Eden	Eden Adj	Eden Total	Ascend	Ascend Adj Total		
101.00.1101.410.102	34,493.74		34,493.74	34,493.74		34,493.74	-
101.00.1101.410.103	18,593.78		18,593.78	18,593.78		18,593.78	-
706.97.3706.422.114	2,610.74		2,610.74	2,610.74		2,610.74	-
706.97.3706.422.115	5,319.60		5,319.60	5,319.60		5,319.60	-
707.97.3707.422.114	987.92		987.92	987.92		987.92	-
707.97.3707.422.115	2,013.13		2,013.13	2,013.13		2,013.13	-
783.97.3783.422.127	8,615.34		8,615.34	8,615.34		8,615.34	-
783.97.3783.422.128	2,499.01		2,499.01	2,499.01		2,499.01	-
801.98.2801.422.114	15.13		15.13	15.13		15.13	-
801.98.2801.422.115	29.13		29.13	29.13		29.13	-
802.98.2802.422.114	2,750.94		2,750.94	2,750.94		2,750.94	-
802.98.2802.422.115	4,941.13		4,941.13	4,941.13		4,941.13	-
803.98.2803.422.114	10.67		10.67	10.67		10.67	-
803.98.2803.422.115	22.71		22.71	22.71		22.71	-
804.98.2804.422.114	2,015.68		2,015.68	2,015.68		2,015.68	-
804.98.2804.422.115	3,733.20		3,733.20	3,733.20		3,733.20	-
806.98.2806.422.114	11.27		11.27	11.27		11.27	-
806.98.2806.422.115	20.45		20.45	20.45		20.45	-
807.98.2807.422.114	3,841.85		3,841.85	3,841.85		3,841.85	-
807.98.2807.422.115	6,743.08		6,743.08	6,743.08		6,743.08	-
808.98.2808.422.114	16,623.38		16,623.38	16,623.38		16,623.38	-
808.98.2808.422.115	30,570.87		30,570.87	30,570.87		30,570.87	-
809.98.2809.422.114	15.76		15.76	15.76		15.76	-
809.98.2809.422.115	30.87		30.87	30.87		30.87	-
810.98.2810.422.114	3,363.22		3,363.22	3,363.22		3,363.22	-
810.98.2810.422.115	5,802.23		5,802.23	5,802.23		5,802.23	-
812.98.2812.422.114	338.34		338.34	338.34		338.34	-
812.98.2812.422.115	613.53		613.53	613.53		613.53	-
814.98.2814.422.114	5.70		5.70	5.70		5.70	-
814.98.2814.422.115	14.47		14.47	14.47		14.47	-
817.98.2817.422.114	-		-	-		-	-
818.98.2818.422.114	3,028.36		3,028.36	3,028.36		3,028.36	-
818.98.2818.422.115	5,688.43		5,688.43	5,688.43		5,688.43	-
830.98.2830.422.114	6.43		6.43	6.43		6.43	-

Eden Account	June			June		Variance E-A
	Eden	Eden Adj	Eden Total	Ascend	Ascend Adj Total	
830.98.2830.422.115	16.86		16.86	16.86	16.86	-
831.98.2831.422.114	160.64		160.64	160.64	160.64	-
831.98.2831.422.115	264.67		264.67	264.67	264.67	-
832.98.2832.422.114	497.10		497.10	497.10	497.10	-
832.98.2832.422.115	1,054.07		1,054.07	1,054.07	1,054.07	-
833.98.2833.422.114	123.49		123.49	123.49	123.49	-
833.98.2833.422.115	258.30		258.30	258.30	258.30	-
835.98.2835.422.114	3.09		3.09	3.09	3.09	-
835.98.2835.422.115	20.40		20.40	20.40	20.40	-
836.98.2836.422.114	5,703.63		5,703.63	5,703.63	5,703.63	-
836.98.2836.422.115	11,550.04		11,550.04	11,550.04	11,550.04	-
850.98.2850.422.114	108.08		108.08	108.08	108.08	-
850.98.2850.422.115	257.56		257.56	257.56	257.56	-
851.98.2851.422.114	225.11		225.11	225.11	225.11	-
851.98.2851.422.115	443.05		443.05	443.05	443.05	-
852.98.2852.422.114	19.17		19.17	19.17	19.17	-
852.98.2852.422.115	38.44		38.44	38.44	38.44	-
853.98.2853.422.114	154.13		154.13	154.13	154.13	-
853.98.2853.422.115	303.83		303.83	303.83	303.83	-
854.98.2854.422.114	5,903.00		5,903.00	5,903.00	5,903.00	-
854.98.2854.422.115	11,602.82		11,602.82	11,602.82	11,602.82	-
856.98.2856.422.114	-		-	-	-	-
857.98.2857.422.114	2,153.28		2,153.28	2,153.28	2,153.28	-
857.98.2857.422.115	4,309.39		4,309.39	4,309.39	4,309.39	-
858.98.2858.422.114	702.62		702.62	702.62	702.62	-
858.98.2858.422.115	-		-	-	-	-

June		June		Ascend		Variance E-	
Eden Account	Eden	Eden Adj	Eden Total	Ascend	Ascend Adj Total	A	
860.98.2860.422.114	601.14		601.14	601.14	601.14	-	
860.98.2860.422.115	1,224.96		1,224.96	1,224.96	1,224.96	-	
861.98.2861.422.114	427.92		427.92	427.92	427.92	-	
861.98.2861.422.115	880.06		880.06	880.06	880.06	-	
862.98.2862.422.114	915.13		915.13	915.13	915.13	-	
862.98.2862.422.115	1,976.92		1,976.92	1,976.92	1,976.92	-	
864.98.2864.422.114	392.14		392.14	392.14	392.14	-	
864.98.2864.422.115	780.97		780.97	780.97	780.97	-	
878.98.2878.422.114	11.94		11.94	11.94	11.94	-	
878.98.2878.422.115	29.64		29.64	29.64	29.64	-	
879.98.2879.422.114	203.88		203.88	203.88	203.88	-	
879.98.2879.422.115	379.45		379.45	379.45	379.45	-	
880.98.2880.422.114	485.52		485.52	485.52	485.52	-	
880.98.2880.422.115	883.10		883.10	883.10	883.10	-	
881.98.2881.422.114	2,895.72		2,895.72	2,895.72	2,895.72	-	
881.98.2881.422.115	5,726.27		5,726.27	5,726.27	5,726.27	-	
882.98.2881.422.114	-		-	-	-	-	
882.98.2882.422.114	-		-	-	-	-	
	229,057.62	-	229,057.62	229,057.62	-	229,057.62	-

Mike 7/3/18

FY18		Reconcile through June as of 7/3/18 - Mike M							FY18				Variance
Eden Account	Eden	FY17	FY17 accrual	FY17	Charter	12/8 BNSF	Eden	Eden Total	Ascend	Ascend	Ascend Total	E-A	
		accrual JV	JV 17-10233	JV 17-10236; CR38019	Accrual JV	Appeal							Holdback -
101.00.1101.410.102	8,680,798.35	-	-	-	30,598.69	46,162.09	-	8,757,559.13	8,757,559.13	-	8,757,559.13	-	
101.00.1101.410.103	230,839.79	39,733.90	51,605.89	-	-	-	-	322,179.58	322,179.58	-	322,179.58	-	
706.97.3706.422.114	33,212.53	-	-	13,456.02	-	-	-	46,668.55	46,668.55	-	46,668.55	-	
706.97.3706.422.115	1,350,612.88	-	-	-	-	-	-	1,350,612.88	1,350,612.88	-	1,350,612.88	-	
707.97.3707.422.114	12,567.17	-	-	5,091.18	-	-	-	17,658.35	17,658.35	-	17,658.35	-	
707.97.3707.422.115	511,120.48	-	-	-	-	-	-	511,120.48	511,120.48	-	511,120.48	-	
783.97.3783.422.127	101,562.42	-	-	-	-	-	-	101,562.42	101,562.42	-	101,562.42	-	
783.97.3783.422.128	29,481.96	-	-	-	-	-	-	29,481.96	29,481.96	-	29,481.96	-	
801.98.2801.422.114	260.82	-	-	-	-	-	-	260.82	260.82	-	260.82	-	
801.98.2801.422.115	7,403.86	-	-	-	-	-	-	7,403.86	7,403.86	-	7,403.86	-	
802.98.2802.422.114	47,956.07	-	-	-	-	-	-	47,956.07	47,956.07	-	47,956.07	-	
802.98.2802.422.115	1,254,511.93	-	-	-	-	-	-	1,254,511.93	1,254,511.93	-	1,254,511.93	-	
803.98.2803.422.114	180.32	-	-	-	-	-	-	180.32	180.32	-	180.32	-	
803.98.2803.422.115	5,773.76	-	-	-	-	-	-	5,773.76	5,773.76	-	5,773.76	-	
804.98.2804.422.114	34,924.75	-	-	-	-	-	-	34,924.75	34,924.75	-	34,924.75	-	
804.98.2804.422.115	947,838.27	-	-	-	-	-	-	947,838.27	947,838.27	-	947,838.27	-	
806.98.2806.422.114	194.42	-	-	-	-	-	-	194.42	194.42	-	194.42	-	
806.98.2806.422.115	5,207.52	-	-	-	-	-	-	5,207.52	5,207.52	-	5,207.52	-	
807.98.2807.422.114	66,355.01	-	-	-	-	-	-	66,355.01	66,355.01	-	66,355.01	-	
807.98.2807.422.115	1,712,009.80	-	-	-	-	-	-	1,712,009.80	1,712,009.80	-	1,712,009.80	-	
808.98.2808.422.114	287,953.21	-	-	-	-	-	-	287,953.21	287,953.21	-	287,953.21	-	
808.98.2808.422.115	7,761,675.24	-	-	-	-	-	-	7,761,675.24	7,761,675.24	-	7,761,675.24	-	
809.98.2809.422.114	271.75	-	-	-	-	-	-	271.75	271.75	-	271.75	-	
809.98.2809.422.115	7,848.15	-	-	-	-	-	-	7,848.15	7,848.15	-	7,848.15	-	
810.98.2810.422.114	57,873.67	-	-	-	-	-	-	57,873.67	57,873.67	-	57,873.67	-	
810.98.2810.422.115	1,473,142.73	-	-	-	-	-	-	1,473,142.73	1,473,142.73	-	1,473,142.73	-	
812.98.2812.422.114	5,860.23	-	-	-	-	-	-	5,860.23	5,860.23	-	5,860.23	-	
812.98.2812.422.115	155,776.01	-	-	-	-	-	-	155,776.01	155,776.01	-	155,776.01	-	
814.98.2814.422.114	93.73	-	-	-	-	-	-	93.73	93.73	-	93.73	-	
814.98.2814.422.115	3,673.47	-	-	-	-	-	-	3,673.47	3,673.47	-	3,673.47	-	
817.98.2817.422.114	-	-	-	-	-	-	-	-	-	-	-	-	
818.98.2818.422.114	52,555.03	-	-	-	-	-	-	52,555.03	52,555.03	-	52,555.03	-	
818.98.2818.422.115	1,444,248.31	-	-	-	-	-	-	1,444,248.31	1,444,248.31	-	1,444,248.31	-	
830.98.2830.422.114	92.69	-	-	-	-	-	-	92.69	92.69	-	92.69	-	

FY18		Reconcile through June as of 7/3/18 - Mike M							FY18			Variance E-A
Eden Account	Eden	FY17 accrual JV 17-10233	FY17 accrual JV 17-10236; 18-10105; CR38019	FY17 Accrual JV 17-10260	Charter Appeal Holdback - 788	12/8 BNSF Appeal Holdback - 788	Eden Adj	Eden Total	Ascend	Ascend Adj	Ascend Total	
830.98.2830.422.115	4,289.29	-	-	-	-	-	-	4,289.29	4,289.29	-	4,289.29	-
831.98.2831.422.114	2,805.31	-	-	-	-	-	-	2,805.31	2,805.31	-	2,805.31	-
831.98.2831.422.115	67,201.38	-	-	-	-	-	-	67,201.38	67,201.38	-	67,201.38	-
832.98.2832.422.114	8,966.95	-	-	-	-	-	-	8,966.95	8,966.95	-	8,966.95	-
832.98.2832.422.115	267,611.96	-	-	-	-	-	-	267,611.96	267,611.96	-	267,611.96	-
833.98.2833.422.114	2,201.79	-	-	-	-	-	-	2,201.79	2,201.79	-	2,201.79	-
833.98.2833.422.115	65,587.15	-	-	-	-	-	-	65,587.15	65,587.15	-	65,587.15	-
835.98.2835.422.114	74.12	-	-	-	-	-	-	74.12	74.12	-	74.12	-
835.98.2835.422.115	5,194.09	-	-	-	-	-	-	5,194.09	5,194.09	-	5,194.09	-
836.98.2836.422.114	102,035.13	-	-	-	-	-	-	102,035.13	102,035.13	-	102,035.13	-
836.98.2836.422.115	2,932,454.94	-	-	-	-	-	-	2,932,454.94	2,932,454.94	-	2,932,454.94	-
850.98.2850.422.114	1,923.69	-	-	-	-	-	-	1,923.69	1,923.69	-	1,923.69	-
850.98.2850.422.115	65,387.22	-	-	-	-	-	-	65,387.22	65,387.22	-	65,387.22	-
851.98.2851.422.114	4,010.57	-	-	-	-	-	-	4,010.57	4,010.57	-	4,010.57	-
851.98.2851.422.115	112,491.03	-	-	-	-	-	-	112,491.03	112,491.03	-	112,491.03	-
852.98.2852.422.114	342.30	-	-	-	-	-	-	342.30	342.30	-	342.30	-
852.98.2852.422.115	9,763.81	-	-	-	-	-	-	9,763.81	9,763.81	-	9,763.81	-
853.98.2853.422.114	2,767.87	-	-	-	-	-	-	2,767.87	2,767.87	-	2,767.87	-
853.98.2853.422.115	77,145.33	-	-	-	-	-	-	77,145.33	77,145.33	-	77,145.33	-
854.98.2854.422.114	105,731.05	-	-	-	-	-	-	105,731.05	105,731.05	-	105,731.05	-
854.98.2854.422.115	2,945,865.34	-	-	-	-	-	-	2,945,865.34	2,945,865.34	-	2,945,865.34	-
856.98.2856.422.114	-	-	-	-	-	-	-	-	-	-	-	-
857.98.2857.422.114	37,131.51	-	-	-	-	-	-	37,131.51	37,131.51	-	37,131.51	-
857.98.2857.422.115	1,094,105.21	-	-	-	-	-	-	1,094,105.21	1,094,105.21	-	1,094,105.21	-
858.98.2858.422.114	10,817.71	-	-	-	-	-	-	10,817.71	10,817.71	-	10,817.71	-
858.98.2858.422.115	-	-	-	-	-	-	-	-	-	-	-	-

FY18		Reconcile through June as of 7/3/18 - Mike M							FY18				Variance
Eden Account	Eden	FY17	FY17 accrual	FY17	Charter	12/8 BNSF	Eden	Eden Total	Ascend	Ascend	Ascend Total	E-A	
		accrual JV	JV 17-10236; 18-10105; CR38019	Accrual JV	Appeal	Appeal							Adj
860.98.2860.422.114	10,745.75	-	-	-	-	-	-	10,745.75	10,745.75	-	10,745.75	-	
860.98.2860.422.115	311,005.39	-	-	-	-	-	-	311,005.39	311,005.39	-	311,005.39	-	
861.98.2861.422.114	7,625.30	-	-	-	-	-	-	7,625.30	7,625.30	-	7,625.30	-	
861.98.2861.422.115	223,431.96	-	-	-	-	-	-	223,431.96	223,431.96	-	223,431.96	-	
862.98.2862.422.114	16,625.12	-	-	-	-	-	-	16,625.12	16,625.12	-	16,625.12	-	
862.98.2862.422.115	501,919.88	-	-	-	-	-	-	501,919.88	501,919.88	-	501,919.88	-	
864.98.2864.422.114	6,997.70	-	-	-	-	-	-	6,997.70	6,997.70	-	6,997.70	-	
864.98.2864.422.115	198,283.13	-	-	-	-	-	-	198,283.13	198,283.13	-	198,283.13	-	
878.98.2878.422.114	225.53	-	-	-	-	-	-	225.53	225.53	-	225.53	-	
878.98.2878.422.115	7,532.12	-	-	-	-	-	-	7,532.12	7,532.12	-	7,532.12	-	
879.98.2879.422.114	3,630.62	-	-	-	-	-	-	3,630.62	3,630.62	-	3,630.62	-	
879.98.2879.422.115	96,346.62	-	-	-	-	-	-	96,346.62	96,346.62	-	96,346.62	-	
880.98.2880.422.114	8,750.21	-	-	-	-	-	-	8,750.21	8,750.21	-	8,750.21	-	
880.98.2880.422.115	224,196.96	-	-	-	-	-	-	224,196.96	224,196.96	-	224,196.96	-	
881.98.2881.422.114	51,646.28	-	-	-	-	-	-	51,646.28	51,646.28	-	51,646.28	-	
881.98.2881.422.115	1,453,852.31	-	-	-	-	-	-	1,453,852.31	1,453,852.31	-	1,453,852.31	-	
882.98.2881.422.114	0.18	-	-	-	-	-	-	0.18	0.18	-	0.18	-	
882.98.2882.422.114	-	-	-	-	-	-	-	-	-	-	-	-	
	37,332,596.14	39,733.90	51,605.89	18,547.20	30,598.69	46,162.09	-	37,519,243.91	37,519,243.91	-	37,519,243.91	-	

PERS Recap
 For the Year Ended 6/30/2018
 Create using PERS Monthly Invoice
 Wasco County

6%

	PERS WAGES	EMPLOYEE PERS SHARE	EMPLOYERS SHARE	PERS Units	Social Security	Rounding	Adjustments	Total Remittance	PERS Invoice	variance
JULY	548,853.32	32,931.28	78,424.18	9.52	-	-	7,119.01	118,483.99	118,483.99	-
AUGUST	556,888.92	33,735.84	86,274.94	9.52	-	-	(1,234.05)	118,786.25	118,786.25	-
SEPTEMBER	570,556.67	34,233.47	88,395.13	9.52	-	-	1,161.06	123,799.18	123,799.18	-
OCTOBER	544,518.14	32,444.39	84,056.74	9.52	-	11.64	432.29	116,954.58	116,954.58	-
NOVEMBER	551,418.53	33,543.77	85,677.75	26.16	-	35.25	(458.51)	118,824.42	118,824.42	-
DECEMBER	543,473.13	32,382.71	82,603.80	26.16	-	-	1,135.74	116,148.41	116,148.41	-
JANUARY	545,058.57	32,791.02	83,603.08	26.16	-	41.21	(87.33)	116,374.14	116,374.14	-
FEBRUARY	549,777.81	32,986.84	84,050.60	26.16	-	-	252.53	117,316.13	117,316.13	-
MARCH	532,802.69	31,968.31	81,270.63	18.96	-	(0.05)	252.61	113,510.46	113,510.46	(0.00)
APRIL	541,246.52	32,677.91	82,076.70	18.96	-	(0.06)	177.99	114,951.50	114,951.50	-
MAY	553,814.97	33,026.04	83,786.38	18.96	115.50	(0.12)	718.93	117,665.69	117,665.69	-
JUNE	567,306.82	33,950.16	85,444.64	18.96	-	(0.12)	3,140.16	122,553.80	122,553.80	-
Total	6,605,716.09	396,671.74	1,005,664.57	218.56	115.50	87.75	12,610.43	1,415,368.55	1,415,368.55	(0.00)

PERS Units	
Emp# 4096	2.32 per month
Emp# 2779	7.20 per month *ended 2/28
Emp# 4237	16.64 per month *starting 11/1/2017
	<hr/> 26.16

Recon Brenda 7/25/18
 Review Mike 7/26/18

June AR General Ledger to AR Subledger Reconciliation

Fund	AR Aging by				Not in Subledger	AR Adjusted	GL - AR Adjusted
	GL 13201	GL Adj	GL	Fund Report			
101	35,357.18		35,357.18	35,357.18		35,357.18	-
202	3,090.99		3,090.99	3,090.99		3,090.99	-
203	-		-	-		-	-
205	-		-	-		-	-
207	-		-	-		-	-
208	-		-	-		-	-
210	-		-	-		-	-
211	-		-	-		-	-
219	-		-	-		-	-
220	6,486.75		6,486.75	6,486.75		6,486.75	-
223	-		-	-		-	-
227	-		-	-		-	-
229	-		-	-		-	-
232	-		-	-		-	-
237	-		-	-		-	-
330	512,213.28		512,213.28	512,213.28		512,213.28	-
704	-		-	-		-	-
705	-		-	-		-	-
706	-		-	-		-	-
707	-		-	-		-	-
783	-		-	-		-	-
Total	557,148.20	-	557,148.20	557,148.20	-	557,148.20	-

Fund	GL 25101	GL Adj	GL	AR Report	Not in Subledger	AR Adjusted	GL - AR Adjusted
101	(0.30)		(0.30)		(0.30)	(0.30)	-
					Detail		
					(0.30)	AR On account RC0002214	
					(0.30)	Applied as of 7/25/18	

Fund	GL 13301	GL Adj	GL	AR Report	Not in Subledger	AR Adjusted	GL - AR Adjusted
Total	-	-	-	-	-	-	-

Mike 7/25/18

Wasco County Monthly Report

Transfers All Funds - June 2018 - 1st Review

Filters

Fd	(Multiple Items)
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
Transfer In							
911 COMMUNICATIONS FUND	246,029.00	246,029.00	241,162	100.0%	100.0%	2.0%	4,867.00
COUNTY FAIR FUND	29,000.00	29,000.00	29,000	100.0%	100.0%	0.0%	-
FACILITY CAPITAL RESERVE	700,000.00	700,000.00	900,000	100.0%	100.0%	-22.2%	(200,000.00)
GENERAL FUND	664,300.00	504,976.09	1,473,282	76.0%	95.2%	-65.7%	(968,305.91)
GENERAL OPERATING RESERVE	930,000.00	700,000.00	800,000	75.3%	100.0%	-12.5%	(100,000.00)
MUSEUM	22,500.00	22,500.00	17,500	100.0%	100.0%	28.6%	5,000.00
PUBLIC WORKS FUND	220,495.00	194,657.55	-	88.3%	#DIV/0!	#DIV/0!	194,657.55
ROAD RESERVE FUND	2,000,000.00	2,000,000.00	-	100.0%	#DIV/0!	#DIV/0!	2,000,000.00
CAPITAL ACQUISITIONS FUND	700,000.00	700,000.00	900,000	100.0%	100.0%	-22.2%	(200,000.00)
Transfer In Total	5,512,324.00	5,097,162.64	4,360,944	92.5%	98.3%	16.9%	736,218.64
Transfer Out							
911 EQUIPMENT RESERVE	62,042.00	62,042.00	-	100.0%	#DIV/0!	#DIV/0!	62,042.00
COMMUNITY CORRECTIONS FUND	-	-	370,932	#DIV/0!	100.0%	-100.0%	(370,932.00)
DISTRICT ATTORNEY	1,800.00	1,800.00	1,800	100.0%	100.0%	0.0%	-
FACILITY CAPITAL RESERVE	-	-	90,400	#DIV/0!	100.0%	-100.0%	(90,400.00)
FOREST HEALTH PROGRAM FUND	75,000.00	-	-	0.0%	0.0%	#DIV/0!	-
GENERAL FUND	2,560,487.00	2,330,487.00	2,887,662	91.0%	99.3%	-19.3%	(557,175.00)
LAND CORNER PRESERVATION FUND	2,500.00	2,500.00	2,500	100.0%	100.0%	0.0%	-
LAW LIBRARY FUND	-	-	8,000	#DIV/0!	100.0%	-100.0%	(8,000.00)
PUBLIC WORKS FUND	2,000,000.00	2,000,000.00	-	100.0%	#DIV/0!	#DIV/0!	2,000,000.00
SPECIAL ECON DEV PAYMENTS FUND	590,000.00	505,676.09	999,650	85.7%	100.0%	-49.4%	(493,973.91)
WEED & PEST CONTROL FUND	220,495.00	194,657.55	-	88.3%	#DIV/0!	#DIV/0!	194,657.55
Transfer Out Total	5,512,324.00	5,097,162.64	4,360,944	92.5%	97.9%	16.9%	736,218.64

Bank Reconciliation
June 2018

	LGIP	Unseg	Charter Appeal	Unseg+ Charter Appeal	Investing	Main	Total		LGIP 11401	Unseg 11302 + Charter Appeal 11101	Investing 786.12101	Main 11101	Total
Beginning Balance per Bank	19,735,622.36	1,327,597.57	139,088.18	1,466,685.75	8,890,307.88	4,281,882.83	34,374,498.82	Beginning Balance per GL	19,672,517.02	1,542,865.51	8,890,307.88	4,251,369.64	34,357,060.05
Deposits	1,191,641.47	292,805.62		292,805.62		523,467.53	2,007,914.62	April unposted item Eden removed					
Other Deposits		35,855.13		35,855.13		1,598,247.44	1,634,102.57	Debits	1,289,946.63	452,648.93	-	2,258,202.07	4,000,797.63
Interest	35,199.32	19.30	2.85	22.15			35,221.47						
Withdrawals	(1,039,893.65)	(969,880.53)		(969,880.53)		(1,594,036.46)	(3,603,810.64)	Credits	(1,039,894.60)	(1,241,113.83)		(3,583,366.65)	(5,864,375.08)
Fees	(0.45)						(0.45)						
Summary Post (Cleared Checks)		(71,634.35)		(71,634.35)		(1,313,501.20)	(1,385,135.55)						
Other Checks (not in summary)													
Ending Balance per Bank	19,922,569.05	614,762.74	139,091.03	753,853.77	8,890,307.88	3,496,060.14	33,062,790.84	Ending Balance per Cash by Fund	19,922,569.05	754,400.61	8,890,307.88	2,926,205.06	32,493,482.60
O/S Withdrawals	-	-		-			-						-
O/S Checks		(4,965.55)		(4,965.55)		(559,615.38)	(564,580.93)						-
O/S Payroll Checks						(10,239.70)	(10,239.70)						-
O/S Deposits		5,512.39		5,512.39			5,512.39						-
Other - cash in wrong bank account													-
Adjusted Balance	19,922,569.05	615,309.58	139,091.03	754,400.61	8,890,307.88	2,926,205.06	32,493,482.60	Adjusted Balance	19,922,569.05	754,400.61	8,890,307.88	2,926,205.06	32,493,482.60
Variance								Variance	-	-	-	-	-
									0.0%	0.0%	0.0%	0.0%	0.0%

Mike 7/18/18



CONSENT AGENDA

[MINUTES: 6.27.2018 MAUPIN TOWN HALL](#)
[7.11.2018 REGULAR SESSION](#)

[STAFF MEMO](#)

[AUDIT CONTRACT](#)

[TELECOMMUTING POLICY](#)

[DUFUR SCHOOL DISTRICT EMERGENCY MOU](#)



WASCO COUNTY BOARD OF COMMISSIONERS
MAUPIN TOWN HALL
JUNE 27, 2018

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

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

At 5:10 P.m. Chair Kramer opened the Town Hall Meeting.

Maupin Mayor Lynn Ewing thanked the County for their support in the recent fire response. He announced that the fire encompassed nearly 100,000 acres and is now 95% contained. He stated that because it came so close to the river, the federal government became involved in fire suppression efforts; the fire started Friday on BLM land.

Further discussion ensued regarding the fire and its aftermath. Mayor Ewing reported that the LSN fiber lines remained active and usable throughout the fire; they will be testing lines. Wasco Electric may have to replace some utility poles. He said that there is money available to replace fencing, livestock, feed, etc. lost in the fire but it is not well-known or advertised.

Commissioner Runyon asked Sharon DeHart if there is a fire plan for the Deschutes Rim Clinic. Ms. DeHart replied that there is an evacuation plan for both the residents and staff as well as prevention and safety plans. She said that the bond for the expansion of the clinic will go back on the ballot in the fall. She said she believes that they did not do enough education prior to the spring ballot. She noted the sacrifices being made by staff to keep the clinic viable. She said that they are looking to partner with OHSU as a pilot program for rural health care. She said that they have not gotten connected to Mid-Columbia Medical Center; most of their partners are in Hood River.

Further discussion ensued regarding possible partnerships that could be developed to help support the goal of clinic expansion.

The group discussed the issue of maintaining the health of the Deschutes River. Mayor Ewing reported that they have tried to set up a Town Hall with PGE but have not been able to bring them to the table. He said that he and a former city councilor will be meeting with PGE representatives and hope to open a broader discussion. Vice-Chair Hege said he would like to be part of that broader discussion. Mayor Ewing stated that Senator Bentz and Representative Bonham also want to participate.

Mr. Stone reported that the QLife Maupin project has been to bid and a contractor selected. He said there was an issue with Wasco Electric but he believes a solution has been identified. He said he is hoping for a smooth transition to allow the project to move forward with a completion date to be approximately 90 days after start.

Sue Knapp reported that the Deschutes lawsuit continues to progress; the tribes will be brought in as well. She said that PGE's motion was denied.

Chair Kramer closed the Town Hall at 6:08 p.m.

Wasco County
Board of Commissioners

Steven D. Kramer, Board Chair

Scott C. Hege, Vice-Chair

Rod L. Runyon, County Commissioner



WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
JULY 11, 2018

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

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

Public Comment - NORCOR

Tim Scheklin, representing the NORCOR Community Resource Coalition (NCRC), explained the goals of the coalition include terminating the ICE contract with NORCOR, educating communities about the purpose and use of NORCOR and assist law enforcement in the areas of crisis care, drug, and alcohol and detox facilities.

Mr. Scheklin went on to say that in light of the resignation of NORCOR Executive Director Bryan Brandenburg, NCRC wants to address the hiring process. He stated they have reviewed the job posting and are concerned about the short timeline and the reduced qualifications for the position.

Vice-Chair Hege asked if this information has been sent to the NORCOR Board. Mr. Scheklin replied that it is being presented to all the participating counties and will be provided to the NORCOR Board. He provided a handout to the Board members (attached).

Public Comment – Building Codes

Wayne Lease of Washington State stated that he is here to talk about the Building Codes reserve funds. He noted that the archives are no longer available to the public and should be made available. He repeated complaints previously

presented to the Board and said that they cannot ignore what has been lost in the last 10 years.

Discussion List – Sheriff's Report

Sheriff Lane Magill reported that the WARS volunteer radio group that assists his department put in 786 volunteer hours in the 2017/2018 fiscal year. He commented on how important and valuable their assistance is.

Sheriff Magill went on to report that Emergency Manager Juston Huffman is moving the Ambulance Service Area plan revisions along and has received input from all ASAs. He will be integrating that feedback into the plan and bring it to the Board for further revision. Once all updates have been completed, the plan will be sent to the State for review and then back to the Board of Commissioners for adoption.

Sheriff Magill announced that they have identified a promising deputy candidate from the July interviews and will be sending that candidate into the background process. In addition, there is one candidate going to the academy now and one going in August. He said he anticipated two more openings in the fall and is building a list of candidates for those positions.

Sheriff Magill said that the Wheeler County sheriff has two laterals that he will be sending to us for possible transfer. Gilliam has picked up one of the other Wheeler County laterals as has Deschutes County. He said taking a lateral transfer saves the cost of sending someone to the academy.

Discussion List – Camping Policy

Sheriff Magill said that he and Chair Kramer worked on some modifications (attached) to the policy and he believes this policy is fair and workable. He said that the process will be similar to criminal trespass – the notice will be posted with a timeline and then the process can move forward. He said that he thinks it will work better for the trespasser as it gives them time and allows us to offer some resources.

Chair Kramer noted that the Sheriff has been working with County Counsel on this all along. Vice-Chair Hege asked if this a new policy. Sheriff Magill replied affirmatively. Vice-Chair Hege asked if there have been previous issues. Sheriff Magill responded that to his knowledge we have only had one other situation like this; it was at Rock Fort two or three years ago. He said they went through a similar process working with the individuals. He said this policy will solidify the process.

{{{Chair Kramer moved to approve the policy, to be enforced through the Wasco County Sheriff's Office, to provide guidelines for the removal of trespassing/unauthorized individuals camping on County-owned or other public property. Vice-Chair Hege seconded the motion which passed unanimously.}}}

Chair Kramer commented that the policy can be revised in the future if needed. Sheriff Magill committed to keeping the Board updated on how the process is working.

Discussion List – OSMB Grant Agreement

County Clerk and County Liaison to SWPRD Lisa Gambee explained that this is the grant agreement for the repair of one of the boat ramps at Pine Hollow Reservoir. She pointed out that the agreement obligates the County in conjunction with the South Wasco County Park and Recreation District for 10 years after which time the SWPRD will have established its viability and will be solely responsible for the maintenance of the site.

Ms. Gambee went on to say that section 5.2.17 is still under review; the changes to that section have been agreed upon by Mr. Stone and OSMB staff but have to be approved by the Marine Board at their meeting this afternoon.

Vice-Chair Hege asked about Attachment D which contains no language. He asked it is possible that anything will be added to that section. Ms. Gambee replied that it is a standard OSMB agreement which always contains that attachment for possible special circumstances. She said that she does not expect anything to be added to the agreement.

Chair Kramer said that he is comfortable with the current language.

{{{Vice-Chair Hege moved to approve the Boating Facility Intergovernmental Agreement #1607 between the State Marine Board, Wasco County and South Wasco County Park and Recreation District pending legal review and further move to authorize the County Administrator to sign the finalized document. Chair Kramer seconded the motion which passed unanimously.}}}

Discussion List – ORMAP Grant Agreement

Survey & Engineering Technician Ivan Donahue reminded the Board that he had presented the application for this grant at a March Board Session. He reported that

we have been awarded the requested amount and the grant agreement will allow them to receive the funds and move forward with the project.

{{{Vice-Chair Hege moved to approve the Department of Revenue ORMAP Intergovernmental Agreement Contract #3718-18. Chair Kramer seconded the motion which passed unanimously.}}}

Agenda Item – Quarterly Finance Review

Finance Consultant Debbie Smith-Wagar stated that she was engaged to look at the County's finance processes and provide updates; this is the second update. She reported that reconciliations are caught up – it has been a long road. She noted that staff turnover, software issues and PERS errors created a perfect storm. She noted that this will be the first year with a new auditor and observed that the County should change auditors regularly – about every five years.

Ms. Smith-Wagar explained that the new auditor will come out to get familiar with the County policies and procedures, test internal controls and look at items noted by the prior auditors. She said she believes they will be pleased with what they find.

Ms. Smith-Wagar went on to say that the auditors will be back in October for the actual audit. She reported that Finance Director Mike Middleton has a schedule in place to make sure his group meets the auditors' deadlines in order to complete the audit by the end of the year. She commented that the staff is not so new anymore and seem to be hitting their stride. She said she believes that we are getting back to the point where Finance rolls along in the background and you can have confidence in the operation.

Vice-Chair Hege noted that there were challenges with the Eden software and asked if that has been worked out so that the data is more useful. Ms. Smith-Wagar responded that it is still a challenge. She explained that Tyler Technologies is no longer upgrading Eden with the expectation that customers will upgrade to a newer system. She said that Eden is an archaic system and will never be easy. She added that the Finance team has put some processes in place to pull the data out and manipulate it to be more useful – we have created work-arounds but it will never be easy.

Vice-Chair Hege said that he recalls there was an issue with the electronic banking communications. Ms. Smith-Wagar replied that it was a function of the level of service that the County was willing to fund; it just creates a lot more daily

work. She observed that the benefit of that is staff handling daily cash flow, clears checks on a daily basis which allows staff to find errors in real time rather than have to go back a month to research them. She added that the PERS error, which had caused so much confusion for reconciliation, has been corrected; that is also reviewed on a daily basis.

Chair Kramer commented that he is pleased with the progress in Finance and thanked Ms. Smith-Wagar and the Finance staff for all their hard work.

Agenda – North Central Public Health District Updates

NCPHD Communicable Disease Investigator Jeremy Hawkins reviewed the presentation included in the Board Packet, highlighting the rise in STDs and the recent Oregon measles outbreak. He explained the challenges social media and dating sites present challenges to his ability to follow a trail of exposure. He also outlined his work with area entities that serve at-risk populations such as infants and the elderly; his goal is to help them prevent outbreaks from occurring.

Chair Kramer thanked Mr. Hawkins for the work he does and appreciates the passion he brings to that work. He thanked NCPHD Executive Director Teri Thalofer for the update. Ms. Thalofer said that they have a schedule of presentations for their board and would be happy to bring those to the Board of Commissioners. She added that Wasco County currently has no public members on the NCPHD Board.

Agenda – Community Corrections Agreement

Community Corrections Manager Fritz Bachman explained that Steven Seeley, provider for sex offender counseling programming has moved to the area, leaving Innovative Counseling Enterprises (ICE) to start his own business. He said that Wasco County Community Corrections had contracted with ICE and have built a good relationship with Mr. Seeley through that contract. He reported that the contract with ICE has expired and ICE is supportive of the continuing relationship between Wasco County and Mr. Seeley.

Mr. Bachman went on to say that Mr. Seeley has done good work with clients, graduating a dozen from the program in the last two years. From the County's perspective, nothing will change – the program will continue and costs will be similar - \$2,000-\$3,000 per month.

Chair Kramer noted that a not-to-exceed clause is absent from the agreement and he wonders how those costs will be managed. Mr. Bachman replied that he has

never come close to spending what the State allots for these services, but that the budget process keeps him from spending more than is budgeted.

{{{Vice-Chair Hege moved to approve the Memorandum of Understanding between Wasco County Community Corrections and Steven Seeley, LLC for Sex Offender Treatment Programming. Chair Kramer seconded the motion which passed unanimously.}}}

Agenda – Blue Zones Certification

Mr. Bachman observed that the Blue Zone Project has been active in the community for the last year. He explained that one of their programs is to certify entities as Blue Zone Work Sites. The Wasco County Wellness Committee accepted that challenge and after working toward that goal for many months, submitted an application which was accepted, reviewed and approved. He pointed out that there is a licensing agreement that will need to be signed in order to use the Blue Zones logo. He announced that Blue Zones would like to promote the County's success with a ribbon-cutting ceremony.

Chair Kramer said that he appreciates the efforts and does not want to lose sight of the work being done at the County by dedicated staff. He went on to say that he supports the Blue Zone Project but wants to make sure we recognize the work being done within the County organization by and on behalf of employees.

Mr. Bachman responded that it is a discussion they have had within the Wellness Committee – Blue Zones is a complement to the wellness work being done by the Committee.

Blue Zones representative Taylor Smith said that they appreciate the work that is being done – it is important and will definitely be highlighted at the ceremony. She said that they typically have a ribbon cutting and a press release in conjunction with the celebration of certification.

Vice-Chair Hege asked how many other local organizations have been certified. Ms. Smith replied that Wasco County will be the second certified site in the Gorge with a couple more in the pipeline.

{{{Chair Kramer moved to approve the Blue Zones Licensing Agreement and direct staff to coordinate efforts for the certification ceremony. Vice-Chair Hege seconded the motion which passed unanimously.}}}

At 10:21 a.m. Chair Kramer called a recess in order to open a meeting of the

Wasco County Library Service District.

The session resumed at 10:23 a.m.

Discussion List – Oregon Youth Authority Lease

{{Vice-Chair Hege moved to approve the Intergovernmental Lease Amendment between Wasco County and the State of Oregon by and through its Oregon Youth Authority for the property located at 606 Court Street in The Dalles, OR. Chair Kramer seconded the motion which passed unanimously.}}

Discussion List – MCHA Appointment

Ms. White explained that Scott McKay had served on both Columbia Cascade Housing Corporation and Mid-Columbia Housing Authority Boards and decided to reduce his involvement to just one. Therefore, he resigned from the Mid-Columbia Housing Authority Board. That seat has been vacant for several months but MCHA recently received an application from Teresa Dirks who the Housing Authority believes will be a good addition to their Board.

{{Vice-Chair Hege moved to approve Order 18-028 appointing Teresa Dirks to the Mid-Columbia Housing Authority Board of Directors. Chair Kramer seconded the motion which passed unanimously.}}

Discussion List – Building Codes Reserve Funds

Mr. Middleton reviewed the memo included in the Board Packet. He explained that this is basically a trust – we are just the agency to which the LGIP will report account activity.

Vice-Chair Hege noted that MCCOG still exists until July 31st; he asked if they are in support of this action. Chair Kramer replied that the MCCOG Board passed a resolution in support of this process as well as the dissolution of MCCOG. They are still working on the disbursement of general fund monies.

Vice-Chair Hege asked if the loans have been repaid. Chair Kramer responded that all the loans, equipment, vehicles from Building Codes that did not transfer to the State has been transferred to the Building Codes Reserve Fund and is not associated with the MCCOG General Fund.

Vice-Chair Hege asked if there are documents certifying the payoff of the loans. Chair Kramer commented that it is a good question. He stated that through the

minutes and motions there is documentation but he is not sure there is specific certification. He said he would consult with counsel for guidance.

Vice-Chair Hege asked how much there is in the General Fund. Chair Kramer replied that there is approximately \$300,000. There is a tentative calculation in place based on the dues paid for the past two years. He said that this information will be passed along to Commissioner Runyon who serves as Wasco County's representative on the MCCOG Board and we will discuss it as a group.

*****The Board was in consensus for Wasco County Finance to monitor and track the Building Codes Reserve LGIP Fund.*****

Commission Call

Chair Kramer noted that Ms. Rogers sent a white paper outlining a request for juvenile NORCOR funding from the State. This will be brought forward at tomorrow's meeting with Senator Hansell. Vice-Chair Hege stated that he is in support of that advocacy.

Vice-Chair Hege pointed out that Mr. Stone and Commissioner Runyon are attending the annual National Association of Counties conference and therefore could not be at today's meeting.

Vice-Chair Hege noted that Public Works Director Arthur Smith recently reported the traffic counts on Dell Road were moderate to low – it is not a highly traveled road. He asked Mr. Smith what he sees going forward.

Mr. Smith responded that it is up to the Board to determine next steps. He said he is hesitant to set precedent. He stated that in the past we have helped out local Homeowners Associations but it is usually a one-time deal. He said that there is no good solution for local access roads except to form an association. He said that there are thousands of miles of local access roads throughout Oregon – 800 miles just in Deschutes County. He said that the County does not have the resources to maintain all these roads – we can bring it up to a standard but someone else will have to maintain it. He said he would recommend a partnership with a homeowners association. He said with County Counsel's help, we might develop a model process for other communities to use for the maintenance of their local access roads.

Youth Services Director Molly Rogers said that Morrow and Gilliam counties have also received the recommendation for legislative action supporting funding for

juvenile detention.

Vice-Chair Hege recapped the NCRC presentation from earlier in the session. He asked for Ms. Rogers' input on the issues raised regarding the hiring process for NORCOR Executive Director. Ms. Rogers said that it was discussed in Executive Session and she agreed that it is a tight timeline. She reported that they have received 15 applications and expect more. She stated that applicants will be interviewed in Executive Session on the 2nd and the pool will be narrowed to the top five candidates. She said that Chair McCoy is aware of the short time line and she believes that he will be open to an extension if there is not a capable candidate.

Vice-Chair Hege asked about the lowering of the qualification standards. Ms. Rogers said that it actually brings us out of compliance with ACA standards but our facility is small enough for those to not apply.

Vice-Chair Hege asked what happened today in court. Ms. Rogers reported that the plaintiffs' motion to separate the issues was denied. The second motion regarding the protective order for discovery was granted. NORCOR will need to continue to produce discovery – personal information can be redacted and documents will need to be destroyed or returned to NORCOR. She said there will be another presentation to the NORCOR Board on the expected significant additional costs in connection with the legal action.

Chair Kramer adjourned the session at 11:00 a.m.

Summary of Actions

MOTIONS

- **To approve the policy, to be enforced through the Wasco County Sheriff's Office, to provide guidelines for the removal of trespassing/unauthorized individuals camping on County-owned or other public property.**
- **To approve the Boating Facility Intergovernmental Agreement #1607 between the State Marine Board, Wasco County and South Wasco County Park and Recreation District pending legal review and further move to authorize the County Administrator to sign the finalized document**
- **To approve the Department of Revenue ORMAP Intergovernmental Agreement Contract #3718-18.**

- **To approve the Memorandum of Understanding between Wasco County Community Corrections and Steven Seeley, LLC for Sex Offender Treatment Programming.**
- **To approve the Blue Zones Licensing Agreement and direct staff to coordinate efforts for the certification ceremony.**
- **To approve the Intergovernmental Lease Amendment between Wasco County and the State of Oregon by and through its Oregon Youth Authority for the property located at 606 Court Street in The Dalles, OR.**
- **To approve Order 18-028 appointing Teresa Dirks to the Mid-Columbia Housing Authority Board of Directors.**

CONSENSUS

- **For Wasco County Finance to monitor and track the Building Codes Reserve LGIP Fund.**

Wasco County
Board of Commissioners

Steven D. Kramer, Board Chair

Scott C. Hege, Vice-Chair

Rod L. Runyon, County Commissioner



MEMORANDUM

SUBJECT: Consent Agenda Items

TO: BOARD OF COUNTY COMMISSIONERS

FROM: KATHY WHITE

DATE: 7.25.2018

BACKGROUND INFORMATION:

AUDIT CONTRACT: At the 6.20.2018 Session, the Board of Commissioners selected Pauly, Rogers and Company to perform the Wasco County audit and authorized the Administrative Officer to execute an agreement with Pauly, Rogers and Company contingent on legal review. County Counsel drafted the personal services agreement included in the packet; it has been signed by the Administrative Officer and sent to Pauly, Rogers for final execution.

TELECOMMUTING POLICY: At the 6.20.2018 Session, the Board of Commissioners adopted the Wasco County revised Telecommuting Policy but asked for language changes to clarify assigned responsibility for installation of data lines. Those changes have been made and are highlighted in the document included on the consent agenda: in the first highlighted sentence “phone and data lines” has been replaced with “phone console;” in the second highlighted sentence “phone and data lines” has been added.

DUFUR SCHOOL DISTRICT EMERGENCY MOU: At the 6.20.2018 Session, the Board of Commissioners adopted Memorandums of Understanding for the provision of evacuation and transportation of citizens in the event of an emergency or disaster in Wasco County between the County and South Wasco County School District and North Wasco County School District. The Board directed the Emergency Manager to work with Dufur School District for a similar agreement. Dufur School District has indicated their willingness to enter into such an agreement.



**PERSONAL SERVICES AGREEMENT
WASCO COUNTY, OREGON
FINANCIAL AUDIT SERVICES**

THIS AGREEMENT made and entered into this 1st day of August, 2018, by and between Wasco County, a political subdivision of the State of Oregon, hereinafter called *County*, and Pauly, Rogers and Co., P.C., hereinafter called *Contractor*.

RECITALS

WHEREAS, County has need for the services of a person or an entity with particular training, ability, knowledge, and experience as possessed by Contractor, and

WHEREAS, County has determined that Contractor is qualified and capable of performing the professional services as County does hereinafter require, under those terms and conditions set forth,

THEREFORE the Parties agree as follows:

1. SERVICES TO BE PROVIDED

Completion of the auditing services by Contractor shall conform to the scope of work set forth in the attached "Auditing Services Proposal" dated May 25, 2018. It hereby is agreed that Contractor shall conduct an audit of the accounts and fiscal affairs of County for the period encompassing the years ending June 30, 2018, 2019 and 2020, (and annually thereafter) in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statement of Wasco County, Oregon, and to determine if County has complied substantially with appropriate legal provisions.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of contractor are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to County, who shall instruct in writing Contractor concerning such additional services, and that a signed copy of each such notification and instruction shall be delivered to the County Board of Commissioners if required by Auditing Standards.

2. PROJECT COST AND TERM:

County shall pay Contractor an amount not to exceed the audit fees set forth in the attached Auditing Services Proposal" dated May 25, 2018. This contract shall initially be for a three-year term subject to successful completion of the first year's audit within the necessary audit completion timeframe.

A. Payment by County to Contractor for performance of services under this Agreement includes all expenses incurred by Contractor.

C. Payment by County shall release County from any further obligation for payment to Contractor, for services performed or expenses incurred as of the date of the invoice. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

3. OWNERSHIP OF WORK PRODUCT

County shall be the owner of and shall be entitled to possession of any and all work products of Contractor which result from this Agreement, including any computations, plans, correspondence or pertinent data and information gathered by or computed by Contractor prior to termination of this Agreement by Contractor or upon completion of the work pursuant to this Agreement.

4. ASSIGNMENT/DELEGATION

Neither party shall assign, sublet or transfer any interest in or duty under this Agreement without the written consent of the other and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented. If County agrees to assignment of tasks to a subcontract, Contractor shall be fully responsible for the acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by County of any subcontractor nor anything contained herein shall be deemed to create any contractual relation between the subcontractor and County.

5. STATUS OF CONTRACTOR AS INDEPENDENT CONTRACTOR

Contractor certifies that:

A. Contractor acknowledges that for all purposes related to this Agreement, Contractor is and shall be deemed to be an independent contractor as defined by ORS 670.700 and not an employee of County, shall not be entitled to benefits of any kind to which an employee of County is entitled and shall be solely responsible for all payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or any administrative agency to be an employee of County for any purpose, County shall be entitled to offset compensation

due, or to demand repayment of any amounts paid to Contractor under the terms of this Agreement, to the full extent of any benefits or other remuneration Contractor receives (from County or third party) as a result of said finding and to the full extent of any payments that County is required to make (to Contractor or to a third party) as a result of said finding.

B. The undersigned Contractor hereby represents that no employee of the County, or any partnership or corporation in which a County employee has an interest, has or will receive any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this Agreement, except as specifically declared in writing.

C. Contractor is not an officer, employee, or agent of the County as those terms are used in ORS 30.265.

6. INDEMNIFICATION

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of a contractor's work by County shall not operate as a waiver or release.

Contractor agrees to indemnify and defend County, its officers, agents, employees and volunteers and hold them harmless from any and all liability, causes of action, claims, losses, damages, judgments or other costs or expenses including attorney's fees and witness costs and (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity which in any way arise from, during or in connection with the performance of the work described in this contract, except to the extent that the liability arises out of the sole negligence of County and its employees. Such indemnification shall also cover claims brought against County under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

7. LIABILITY INSURANCE

Contractor shall maintain a policy of liability insurance in the form, and from an insurance company, approved by County, which company is admitted or otherwise licensed to do business in the State of Oregon. Said insurance shall insure Contractor for the benefit of Wasco County as

further set forth in the attached "Auditing Services Proposal" dated May 25, 2018.

8. METHOD & PLACE OF SUBMITTING NOTICE, BILLS AND PAYMENTS

All notices, bills and payments shall be made in writing and may be given by personal delivery, mail or by fax. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

Wasco County

Contractor

Attn: Finance Department Attn: Tara K. Kamp, CPA

511 Washington St.

12700 SW 72nd

The Dalles, OR 97058

Tigard, OR 97223

Ph: 541-506-2700

Ph: 503-620-2632

9. MERGER

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

10. TERMINATION WITHOUT CAUSE

At any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving notice to Contractor. If County terminates the contract pursuant to this paragraph, it shall pay Contractor for services rendered to the date of termination.

11. TERMINATION WITH CAUSE

A. County may terminate this Agreement effective upon delivery of written notice to Contractor, or at such later date as may be established by County, under any of the following conditions:

- 1) If County funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services. This Agreement may be modified to accommodate a reduction in funds
- 2) If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.
- 3) If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the

services required by this Agreement is for any reason denied, revoked, or not renewed.

4) If Contractor becomes insolvent, if voluntary or involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

Any such termination of this agreement under paragraph (a) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

B. County, by written notice of default (including breach of contract) to Contractor, may terminate the whole or any part of this Agreement:

- 1) If Contractor fails to provide services called for by this agreement within the time specified herein or any extension thereof, or
- 2) If Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this agreement in accordance with its terms, and after receipt of written notice from County, fails to correct such failures within ten (10) days or such other period as County may authorize.

The rights and remedies of County provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

If County terminates this Agreement under paragraph (B), Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred, an amount which bears the same ratio to the total fees specified in this Agreement as the services satisfactorily rendered by Contractor bear to the total services otherwise required to be performed for such total fee; provided, that there shall be deducted from such amount the amount of damages, if any, sustained by County due to breach of contract by Contractor. Damages for breach of contract shall be those allowed by Oregon law, reasonable and necessary attorney fees, and other costs of litigation at trial and upon appeal.

12. ACCESS TO RECORDS

County shall have access to such books, documents, papers and records of Contractor as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

13. FORCE MAJEURE

Neither County nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten (10) days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

14. NON-WAIVER

The failure of County to insist upon or enforce strict performance by Contractor of any of the terms of this Agreement or to exercise any rights hereunder should not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights on any future occasion.

15. NON-DISCRIMINATION

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

16. ERRORS

Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost.

17. EXTRA (CHANGES) WORK

Only the County Administrative Officer can authorize extra (and/or change) work. Failure of Contractor to secure authorization for extra work shall constitute a waiver of all right to adjustment in the contract price or contract time due to such unauthorized extra work and Contractor thereafter shall be entitled to no compensation whatsoever for the performance of such work.

18. ATTORNEY'S FEES

In case suit or action is instituted to enforce the provisions of this contract, the parties agree that the losing party shall pay such sum as the court may adjudge reasonable attorney fees and court costs, including attorney's fees and court costs on appeal.

19. GOVERNING LAW

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

20. COMPLIANCE WITH STATE AND FEDERAL LAWS/RULES

Contractor shall comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, the requirements concerning working hours, overtime, medical care, workers compensation insurance, health care payments, payments to employees and subcontractors and income tax withholding contained in ORS Chapters 279A and 279B, the provisions of which are hereby made a part of this agreement

21. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the contract, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

22. SEVERABILITY

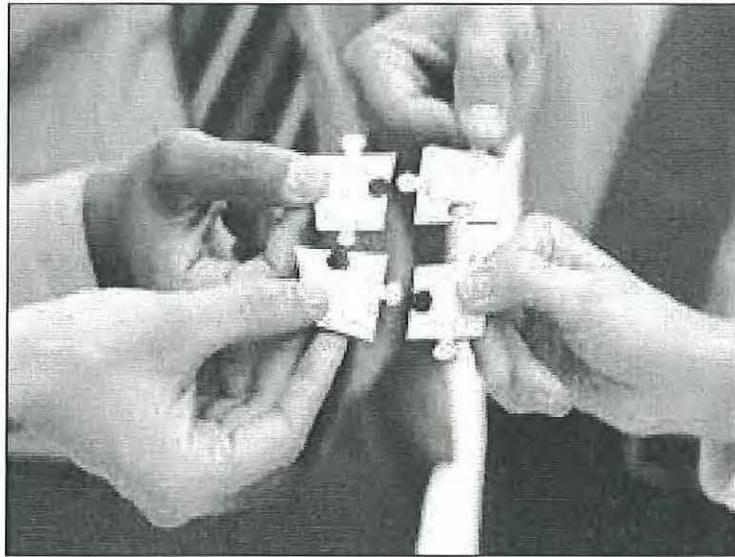
In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the agreement.

23. COMPLETE AGREEMENT

This Agreement and attached exhibits constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made, shall be effective only in specific instances and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this

**Exhibit A
Scope of Work
(Services to be Provided)**

AUDIT APPROACH



Staffing Plan

The audit team is organized as described on page 8. The Engagement Partner, Tara Kamp, and Compliance Manager, Lanae Phelps, will meet to discuss planning and timelines for the audit. Tara will be the primary contact and point-person for the audit, and will spend some time on-site. Tara will lead the team of staff accountants for the majority of the on-site time. Tara will conduct the exit conference and work in conjunction with the staff accountants to finalize the audit after final fieldwork has been completed. Lanae will review the audit file for compliance with GAGAS and the final draft of the CAFR for fair presentation and compliance with GFOA standards.

Approach to the Engagement

Annually, our firm develops and updates audit programs for all of our audit clients. This process involves the firm's Partners and Managers, and is designed to develop programs that meet all professional standards of the American Institute of Certified Public Accountants and the *Minimum Standards for Audits of Oregon Municipal Corporations*. At this time, Tara Kamp would contact Wasco County's personnel to discuss areas of emphasis, timing of fieldwork and reporting or other ways our firm can better meet the needs of the County.

Extent of Analytical Procedures and Sampling

The substantive testing will include independent confirmations where practical and needed, or examination of subsequent activity, when efficient. Our procedures will include testing the reconciliation of Wasco County's property tax receipts, confirmation of revenues received from the State of Oregon and confirmation of any other significant grants or revenues. Tests of expenditures will include sampling of both accounts payable and payroll cycles to ensure adequate coverage. Sample sizes and statistical methodologies will be chosen and differ depending on the risk, activity, and strengths and weaknesses of an audit area. On certain accounts we will perform detailed analytic work that would entail predicting the ending account balance and comparing that with the actual balances, and then determining if the difference is reasonable. If not, we would perform additional tests on that account. We will also perform detailed substantive tests on all other significant balance sheet and income statement accounts.

We would complete the grant compliance review during this phase. Our program guides will be completed and conclusions documented relating to the assertions implicit in grant compliance and financial reporting.

Understanding Wasco County's Internal Controls

During interim work, we perform a review of the accounting records in use and conduct an evaluation of internal control as required by generally accepted auditing standards and, when applicable, *Government Auditing Standards*. Our process of gaining an understanding of internal control entails interviewing various accounting staff to develop written walkthrough documents that highlight key controls and control weakness, filling out control checklists, as well as discussions with supervisory staff on areas where controls may be lacking. Any deficiencies encountered in the accounting records or internal control, together with our recommendations, will be discussed with Management at that time. This procedure may permit implementation of corrective action prior to issuance of the audit report and management letter. The work to be performed would include documentation of our understanding of the County's system of internal accounting controls, initial testing of the accounts payable controls and payroll controls, and initial testing of management's reconciliation procedures for higher risk balance sheet accounts such as cash and investments. Our audit procedures will be developed to target risks identified during our risk assessment of all account balances and transaction classes.

Understanding Wasco County's Operations

Tara M. Kamp has worked with Wasco County for the last five years and is familiar with the County's Operations, accounting software, and processes.

Review of Laws and Regulations

We can document Wasco County's compliance with many of the laws and regulations applicable to an audit of Generally Accepted Accounting Principles, Oregon Municipal Audit Law and related administrative rules, and Federal, State and Other Agency rules and regulations related to expenditures of Federal Awards. Review of GAAP items such as proper reporting and treatment, OMS standards of budget laws, insurance, and Average Daily Attendance reports, as well as Single Audit items such as allowable cost, Davis-Bacon Act and procurement procedures. Any problems encountered during our interim tests will be discussed with the Management at the conclusion of our on-site interim fieldwork.

Since the County will need an audit in accordance with the Single Audit Act, we would begin our study and evaluation of the internal control system governing the federal financial assistance programs and begin to assess control risk. This is performed using checklists and procedures developed through years of experience and the most current authoritative guidance. We will also thoroughly research the federal grants selected and use all the Uniform Guidance and compliance supplements for all areas that we test. Samples are taken and tests performed to ensure processing of data in accordance with prescribed policies and procedures and good management practices. All samples will be the product of "random" sampling, and sample sizes are in accordance with GAO's government auditing standards requirements and will be large enough to assess the control risk at the low level.

Proposed Segmentation of the Engagement

To help provide timely audit reports, we normally perform interim work during a mutually agreeable time within the last several months of your fiscal year. We will send an "Audit Itinerary" early in the fiscal year which includes your audit team contact information as well as interim and final audit preparation lists. We encourage the use of our secure electronic delivering system, "ShareFile", which is very similar to Dropbox, in that it is any easy and convenient way to send and receive information much more securely than email. This new system enables us to receive information as it becomes available and will help in making the audit more efficient.

In conjunction with Wasco County's personnel, we will schedule a period of time to complete the final work at County. The audit team would usually consist of two to three accountants. During this time, we will complete our testing of the internal control system and begin substantive testing of the County's accounts.

Once we get a copy of the final general ledger we will perform an initial analytic review that will highlight areas where there may be significant changes from prior years. We will then determine if these changes are reasonable and this will dictate the level of risk and testing to be applied to each area of the audit.

The reporting phase of the engagement will be initiated in the field and completed in our office after completion of on-site fieldwork. The reporting phase would be handled by Tara. This phase of the audit will include completion of our audit files, analysis and comparisons, as well as a detailed review of all sections of the financial statements.

The review component of the audit includes a review of all workpapers, documents and the financial reports. The Concurring Partner also performs a technical review of the financial statements and

reviews the workpapers for completeness. The Concurring Partner also reviews any important accounting issues, the communication of internal control matters and communication with the governing body, if applicable, and the attorney letter.

Disciplinary Action

There are no current & pending actions against the Firm, its partner's or any staff members, for the past three years.

There also has not been any settled litigation or any current or threatened litigation during the past three years.

Company Insurance

We certify that we will, at our own expense, maintain in a form and with companies satisfactory to Wasco County the following coverage:

1. Worker's Compensation insurance to meet fully the requirements of Oregon Worker's Compensation laws applicable in connection with the death, disability or injury of Auditor's officers, agents, servants or employees arising directly or indirectly out of the performance of this contract, with a waiver of subrogation in favor of Wasco County.
2. Employers' Liability Insurance with Limits of not less than one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) policy limit for disease, and one million dollars (\$1,000,000) each employee for disease.
3. Commercial General Liability Insurance with a combined single limit of not less than two million dollars (\$2,000,000) per occurrence and an aggregate limit of two million dollars (\$2,000,000) for injury to or death of persons and damage to or loss or destruction of property. In addition, said policies shall be endorsed to name Wasco County and its divisions, directors, officers and employees as additional insured's and shall include a severability of interests provisions and shall include a waiver of subrogation against Wasco County.
4. Automobile Liability Insurance with a combined single limit of not less than one million dollars (\$1,000,000) each occurrence for injury to or death of persons and damage to or loss or destruction of property. Said policy or policies shall be endorsed to name Wasco County and its divisions, directors, officers and employees as additional insured's and shall include a severability of interests provision and shall include a waiver of subrogation against Wasco County.
5. Professional Liability Insurance, including errors and omissions coverage with limits of not less than one million dollars (\$2,000,000) policy aggregate.
6. If Auditor's policies lapse or are canceled at any time during the term of the contract with Wasco County, the County shall have the right to immediately terminate all of Auditor's activities until such insurance requirements have been fully satisfied by Auditor.
7. Auditor shall furnish certificates of insurance to Wasco County certifying the existence of such insurance. Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or limits or not renewed without (30) days advance written notice to Wasco County.

With respect to the insurance required, we agree to waive all rights of subrogation against Wasco County and each additional insured as identified herein, and all such insurance shall be primary and without right of contribution from any insurance maintained by Wasco County.

Ability and Willingness to Provide Constructive Suggestions

In general, as we audit and advise clients, major issues are addressed and solved. We then rely on conversations with client management to address minor issues, and advise upper management and the boards of our clients when major issues arise. We are not shy in discussing sensitive topics with any level of management. We never blind-side our clients with un-reviewed management letter comments, and are agreeable to modifying language that does not dilute the message but enhances readers' understanding of issues.

We do not foresee any anticipated issues with the audit of Wasco County. However, it is possible that issues will arise during the course of the audit. We will keep you up to date of any major audit issues as we become aware of them.

COST PROPOSAL



Audit Fees

Our not-to-exceed fees for the years ending June 30, 2018, 2019 and 2020 for Wasco County are listed below. The fees are based on the anticipated cooperation of the County’s staff, and on the assumption that the books will be closed, balanced and all appropriate accounts reconciled to the detail and that the trial balance will have been prepared and made available to us before we begin our final fieldwork. It also includes the auditing standards in effect for this year, but not changes in standards or potential scope of work changes that might occur in future years. These fees do not include the preparation of the financial statements and note disclosures. These fees are inclusive of all staff time, all services outlined below and all of our out-of-pocket expenses for travel, supplies, printing and binding up to ten copies of the County’s financial statements. We also provide an electronic copy.

Breakdown by Entity	For Year Ending June 30, 2018	For Year Ending June 30, 2019	For Year Ending June 30, 2020
Wasco County	\$42,000	\$43,000	\$44,000
4 H and Extension Service District	\$3,500	\$3,550	\$3,600
Library Service District	\$3,500	\$3,550	\$3,600
Total	\$49,000	\$50,100	\$51,200

Telephone calls from Wasco County seeking advice or assistance are welcomed anytime during the year, and such calls are anticipated as part of the total proposed fee. Our willingness to provide minor technical assistance throughout the year without billing for additional services has been one of the trademarks of *Pauly, Rogers and Co., P.C.* A great deal of discussion is expected to occur during the year, all of which helps the auditors, as well as the County properly deal with issues as they arise.

Use of Wasco County’s Personnel

This proposal is based on the anticipated cooperation of Wasco County’s personnel and the assumption that the County’s books will be balanced, reconciled and all accruals made. It is also understood that the County will prepare all mutually agreed-upon internal financial schedules. The schedules we request the County to prepare are no more than those which would be required to prepare a hard, well-documented close of the books at year-end.

We request the County prepare all confirmation letters, retrieve documents, answer questions and, of course, prepare the financial statements as early in the audit process as possible so that we can audit the financials. If the County chooses to engage us to prepare the financial statements, we request all information necessary to complete the audit be provided by the County to the auditors no later than thirty (30) days prior to the date of requested final report issuance, and that the books be closed and a balance sheet and statement of revenues and expenditures be prepared from your accounting system before we arrive for the final audit fieldwork.

During testing, we will request accounting office staff to locate invoices, purchase orders, shipping documents and canceled checks. Also, we will request receipts, purchases documentation, payroll documents and reconciliations or supporting documents for transactions testing.

Timeline for Completing the Engagements

Audit Milestone	Description	Timing
Written Work Plan and Planning	The audit program will be written by Tara including any special procedures developed after meeting with Wasco County. The engagement letter and planning will also be executed during this time.	May/June
Interim and Compliance Work	Internal control, audit risk and materiality would be evaluated. Initial compliance work will begin.	June
Audit Fieldwork	Audit fieldwork will be conducted at an agreed-upon time when the books are closed. The exit conference would occur immediately upon completion of the fieldwork, and would include a discussion of our study of the internal control system and the observations and conclusions from it. Also, we would communicate any potential findings and recommendations.	Oct.
Draft and Review Reports	Preparation of the audit file and financial reports, including technical and second Partner review.	Nov.
Presentation and Delivery	The final reports will be printed and delivered by the agreed-upon date.	Dec.

Rates for Additional Professional Services

Pauly, Rogers and Co., P.C. can provide Wasco County with a variety of services in addition to the annual audit. Special reports, projects or other work undertaken at the client's request is billed at the following hourly rates for 2018: Managing Partner \$190, Partner \$170, Manager \$120, Senior Associate \$100, Associate and Staff Accountant \$90 and Support Staff \$55. At the time of the request, we would estimate the fee to be charged and seek written approval of that fee. Special projects could be unit-priced or receive a reduced fee if they were scheduled at times when we are less busy with audit work.



Wasco County Telecommuting Policy

It is the policy of Wasco County to allow certain positions to participate in a flexible work arrangement when determined suitable for both the employee and the County. Job responsibilities appropriate for telecommuting are those that can be performed independently and do not impact the work of other employees or the Public by the telecommuter's absence from the office. Situations in which the County may approve telecommuting are to reduce commuting, meet the needs of the Public, or accommodate the need for a flexible work schedule or leave of absence. On a case-by-case basis, the County may allow an employee to telecommute by working from home for part of their regular work week or for a duration of their leave of absence.

Policy:

- An employee's participation in telecommuting is entirely voluntary. Telecommuting is available only to eligible employees at the County's sole discretion and is not an employee benefit intended to be available to the entire organization. As such, no employee is entitled to, or guaranteed the opportunity to telecommute.
- Employees requesting a telecommuting work arrangement must have been employed with the County for a minimum of 12 months, be classified as a regular employee, demonstrated successful ability to work independently, demonstrated above average performance as documented in a performance evaluation, and be engaged in work responsibilities that lend themselves to an independent work arrangement.
- Telecommuting may be arranged to allow working from home for a short-term project or for a longer period. The employee and their manager will establish the number of hours or days allowed for telecommuting each week, the work schedule to be maintained, and the manner and frequency of communication. The employee needs to be accessible by phone or e-mail within a reasonable time during the agreed-upon work schedule. In the event that overtime is anticipated, this must be discussed and approved in advance with the Department Director, just as any overtime scheduling would normally have to be approved.
- Any telecommuting arrangement will be initially be approved on a three-month trial basis (dependent on the tasks/duties assigned), but may be discontinued upon the request of either the telecommuter or Department Director upon reasonable notice, with or without cause, in writing to the other party. During the trial period the telecommuter is



to communicate weekly with their manager by phone and email to discuss work progress and any problems. At the end of the trial period a decision will be made regarding continuance of the telecommuting arrangement based upon work output and completion of objectives. The County will not be responsible for costs, damages or losses resulting from cessation of participation in the telecommuting program.

- The County may provide the necessary computer, modem, software, and other equipment needed for telecommuting. If computer equipment is to be furnished by the County for a work-at-home arrangement, this will be coordinated with the Information Services Director. Equipment may include hardware, software, modems, phone consoles, facsimile equipment, etc. Any County-furnished equipment will be maintained by the County, remains County property, and is to be used for business purposes only. County-owned software may not be duplicated except as formally authorized. The telecommuter will be required to sign an inventory agreement describing all County property or office supplies received for a work-at-home assignment and affirming to take precautionary steps to protect the items from damage or theft. Upon termination of the telecommuting arrangement or termination of employment all County property will be returned to the County.
- If employee's own equipment is to be used for a telecommuting arrangement, the employee shall maintain such equipment. The County accepts no responsibility for damage or repairs to employee-owned equipment
- The employee will be expected to follow all applicable County policies and procedures including any regarding confidential information. Employee shall take steps to ensure continued protection of confidentiality when working at home including password maintenance, use of locked file cabinet or desk for disk and document storage, and other steps appropriate for the environment.
- The telecommuting employee will establish an appropriate work environment within their home or remote work location to accomplish work on behalf of the County. The County will not be responsible for costs associated with establishing an employee's home office such as installing phone lines, data lines, furniture or lighting, repairs, or modifications to employee's home.
- After a home office has been set up, a designated representative of the County will visit employee's home workspace, with two-day advance notice, to inspect for possible work hazards and suggest modifications. Furthermore, the County retains the right to make on-site visits (with 48 hours advance notice) to the remote work location for the purpose of determining that the site is safe and free from hazards, and to maintain,



repair, inspect, or retrieve County-owned equipment, software, data or supplies. Employee agrees to maintain safe conditions at their home workspace, and practice safe work habits.

- An employee injured at their home workspace while performing regular County work duties, during established work hours, would generally be covered by the county's workers' compensation policy. But this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area. The telecommuting employee is responsible for notifying the County of any such injuries and following the workers' compensation procedures. The employee is liable for any injuries sustained by visitors to their home workspace.
- Employees in the telecommuting program remain liable for injuries to third persons and/or members of their family on their premises. Employee agrees to defend, indemnify and hold harmless Wasco County, its affiliates, employees, contractors and agents, from and against any and all claims, demands or liability (including any related losses, costs, expenses, and attorney fees) resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by Employee or by Employee's willful misconduct, negligent acts or omissions in the performance of the Employee's duties and obligations under this Agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the County.
- Employee will be supplied with appropriate office supplies (pens, paper, forms, etc.) necessary to successfully complete job responsibilities. Employees out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the Department Director.
- Employee will be responsible for complying with IRS and state and local government restrictions regarding use of their home for business purposes. This responsibility is the sole obligation of the employee.
- A telecommuting work arrangement does not change the terms and conditions of employment, salary, job responsibilities, benefits, or rights and protections.
- The telecommuting employee is expected to arrange dependent care or personal responsibilities in a manner that does not interfere with performance of their job responsibilities while working at home and/or during established work hours.



Telecommuting Policy

Adopted: 12/04/2002

Revised: 05/11/2018

- Employee agrees to participate in all studies, inquiries, reports and analyses relating to this program. Employee remains obligated to comply with all of Wasco County's rules, practices, instructions and this policy. Employee understands that violation of any of the above may result in preclusion from telecommuting.

Procedure:

An employee requesting to telecommute shall complete a Request to Telecommute form providing information to their Department Director and the Director of Employee and Administrative Services regarding the reason for requesting this work arrangement, how job responsibilities are appropriate for a telecommuting arrangement, probable duration, impact on department or the public, and any equipment needs to be furnished by the County. The completed request will be presented to the County Court for consideration.



Telecommuting Policy
Adopted: 12/04/2002
Revised: 05/11/2018

Wasco County Telecommuting Policy Agreement

Any County work files or documents may be taken to the home office space, but remain the property of the County and shall be returned upon termination of the telecommuting arrangement or termination of employment.

Employee agrees to maintain a safe working environment and will allow an on-site inspection upon request. Employee understands the County is not liable for any injuries to visitors to the employee's home office space.

The employee will be reimbursed for business calls made from their home as follows:

The employee agrees to call the office to obtain messages at least _____ times per day while working at home. Employee agrees to be accessible by phone or e-mail within a reasonable time during the agreed-upon work schedule. Employee agrees to modify their telecommuting work schedule to fit County needs such as attendance at job-related meetings or training.

While working at home, employee shall follow all County policies and procedures as if working at their regular County on-site work area. Any violations of County policies and procedures, or of the terms and conditions of this agreement, may result in disciplinary action up to and including termination of employment.

I have read and understand this telecommuting agreement and the County Telecommuting Policy, and agree to follow the policy, terms, and requirements. I understand that this program is voluntary and may be discontinued by the County or me at any time upon written notice to the other.

Employee Name (Print)

Date

Employee Signature

Department Director (Print)

Date

Department Director Signature



Telecommuting Policy
Adopted: 12/04/2002
Revised: 05/11/2018

APPROVED this _____ day of _____, 2018.

WASCO COUNTY BOARD OF COMMISSIONERS

Rod Runyon, Commission Chair

Steve D. Kramer, County Commissioner

Scott C. Hege, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell
Wasco County Counsel



Memorandum of Understanding between Wasco County and Dufur School District

This memorandum of understanding is entered into between Wasco County, Oregon and Dufur School District in order to provide evacuation and transportation of citizens in the event of an emergency or disaster in Wasco County,

In the event of such an emergency or disaster Dufur School District agrees to the following:

- 1. Provide buses and drivers, if available, to Wasco County for assistance in transporting threatened citizens,**
- 2. Maintain all insurance obligations for both the vehicles and personnel provided,**
- 3. Provide Wasco County with a complete accounting of all costs associated with this agreement after the services have been rendered.**

Wasco County agrees to the following:

- 1. Reimburse Dufur School District for services rendered at the agreed upon costs. Costs shall be calculated at the current Federal Government mileage reimbursement rate and actual personnel costs.**

This Memorandum of Agreement, consisting of the above described conditions, is entered into on this 1st day of August, 2018 and will

remain in effect until June 30, 2023 and will automatically renew each year on July 1st. This memorandum of Understanding can be cancelled by either party by providing thirty (30) days written notice.

DUFUR COUNTY SCHOOL DISTRICT

WASCO COUNTY BOARD OF COMMISSIONERS

Jack Henderson, Superintendent

Steven D. Kramer, Commission Chair

Scott C. Hege, Vice-Chair

Rod L. Runyon, County Commissioner

APPROVED AS TO FORM:

Kristen Campbell, County Counsel



AGENDA ITEM

NORCOR Budget Request

[STAFF MEMO](#)

[NORCOR REQUEST](#)

[INVOICE TO WASCO COUNTY](#)

[VENDOR QUOTE](#)



7/23/2018

To: Board of County Commissioners

CC: Tyler Stone – County Administrator
Lane Magill – County Sheriff

From: Mike Middleton – Finance Director

Re: Norcor Full body scanner

As part of the FY19 Adopted Budget up to \$40,000 was approved to contribute towards the purchase of a full body scanner. The approval was conditional and requested a memo from Norcor making the request. This was due to the original request coming from the Sheriff and not directly from Norcor.

Attached is a copy of the request from Norcor, a breakdown of the cost and a billing for Wasco County's portion of the scanner.

In reviewing the memo, there are a few things that I feel I need to point out. The cost is significantly reduced due to the purchase volume which is a definite plus. Another point – actually brought up by Tyler at the Budget Hearing – is the percentage paid by Wasco County with the purchase arrangement (23%) is significantly less than Wasco County's normal funding percentage for the Norcor budget. As the process is separate from the support provided it is clear this is not an increase in the base Norcor funding. The last point to consider is the request states the useful life is indefinite. I do worry about technological items with an "indefinite" life. However, Sheriff Magill found the useful life to be estimated to be 7-10 years. The ongoing maintenance agreement gives me confidence that it will last the life and maybe more. At 7 years that is equivalent to a contribution of about \$5,700 per year.

As originally presented, the request was for "up to \$40,000". The expected amount was thought to be less. And, actually, it is. However, the option to purchase the on-site Warranty with Preventative Maintenance for 6 years increases the cost. However, it does seem to be a fiscally responsible move to prolong the life of the asset.

At this point, I recommend and request approval of the payment to Norcor request/invoice for \$40,000. This is done with the expectation of 6 year warranty option purchased and the intent to use the annual maintenance agreement past that time.



NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman
201 Webber Street
The Dalles, OR 97058
541-298-1576
Fax 541-298-1082



Mike Middleton

Wasco County Finance Director

511 Washington Street – Suite 207

The Dalles, OR 97058

Mr. Middleton;

As requested I am providing you with the background information associated with Sheriff Magill's request for your county to pay its fair portion of the cost associated with the purchase of the body scanner.

As has been previously stated this item was brought before the NORCOR Budget Committee but was not approved due to insufficient funding within our budget for the purchase of this item. However, the Sheriffs from the four member counties felt that this item was vital to ensure the safety and security of this facility. They believe that it will prevent the cost of a large settlement should an individual die while in custody due to an overdose from drugs hidden in their body cavities. This machine will detect such hidden contraband and thus provide a much higher level of protection for our staff and the offenders under our care, and less liability to the member counties. The sheriffs took it upon themselves to bring this item before each of their respective Budget Committees in order to provide for the purchase of this machine.

The cost for the B-Scan alone is \$135,000.00, however we are also purchasing the six year extended maintenance and warranty at a cost of \$ 40,000.00 for a total of \$175,000.00. The Wasco County portion of that is \$40,000.00. There is not an expected useful life given for this piece of equipment, with regular maintenance it should last indefinitely. The only ongoing cost would be to continue to purchase the yearly maintenance agreement at the end of the current agreement at a cost of \$5,000.00 per year.

I have enclosed an associated cost sheet which details what I have just outlined for you. In order to get this reduced pricing we must order by the 15th. As we are ordering with 10 other counties from around the state we received this special pricing offer. The regular cost for this machine is \$225,000.00, and the warranty is extra.

*Byan Brandenburg, M.S.
Administrator, NORCOR*

NORTHERN OREGON CORRECTIONS

201 Webber Street
The Dalles, Oregon 97058

Invoice No. 2644

Phone: 541-298-1576

Fax: 541-298-1082

INVOICE

Customer

WASCO COUNTY
511 WASHINGTON STREET
THE DALLES OR 97058

Date 07/09/2018

Quantity	Description	Unit Price	Net Amount
1	BODY SCANNER	40,000.00	40,000.00
Sub Total			40,000.00
TOTAL			<u>40,000.00</u>

Accounting
Department



Quotation

Command Sourcing, Inc.
 6100 Horseshoe Bar Rd, STE A #228
 Loomis, CA 95650
 www.commandsourcing.com
 sales@commandsourcing.co

QUOTE NO. 313183
 DATE March 13, 2018

BILL TO NORCOR
 Attn: Accounts Payable
 201 Webber Rd
 The Dalles, OR 97058

SHIP TO NORCOR
 Attn: Bryan Brandenburg
 201 Webber Rd
 The Dalles, OR 97058

Customer ID #	PO #	Contact Person	Contact Person Phone:	Payment Terms	Quote Valid Until
		Maggie Leach	503-780-1867	Net 15	6/30/18

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	16HRCS	B-Scan - Full Body - Dose Rate: <2.0µSv / scan or ~125 scans per year - Includes: Operator Keyboard and Manual - 24-month Standard Warranty	\$ 135,000.00	\$ 135,000.00
1.00	S&H	Shipping, Install and Training at Location Training Includes: 2-hour Operator Orientation by Field Service Technician	Included	\$ -
1.00	SIM	SIM Software SIM = Scan and Image Management ability to track (via barcode or ID number) the number of times individuals are screened against annual thresholds. The included SIM is a standalone system.	Included	\$ -
1.00	PROMO	Training Seminar Regional training sessions for operator training, image analysis and radiation training. Sessions will run over 3-days and will be conducted by a trainer on-site. We must have a minimum of 10 participants to host a training and each location can send a maximum of 2 people. Host location determined based on geography and willingness of hosting Agency. *May require travel expenses on behalf of Agency.	Included	\$ -
1.00	4YRWARR	B-Scan On-Site Warranty with Preventive Maintenance - Four years total (additional 2 years) ***OPTIONAL***	\$ 20,000.00	TBD
1.00	6YRWARR	B-Scan On-Site Warranty with Preventive Maintenance - Six years total (additional 4 years) ***OPTIONAL***	\$ 40,000.00	TBD

Sales Tax:	\$ -
Total:	\$ 135,000.00

Comments or special instructions:

Extended Maintenance/Warranty is optional and would be an additional charge as listed on top of the \$135,000 based upon total number of years requested. \$155,000 with the 4-year and \$175,000 with the 6-year plan total per scanner.

- Additional and optional ongoing maintenance and extended warranty options available.
- Price inclusive of all services and packages and cannot be un/re-bundled.
- Shipping is FOB Destination and lead-time is 16-18 weeks upon receipt of order.

4% service charge on payment by Credit Card. Return Policy: Command Sourcing must be notified prior to receipt of any returned items and a restocking fee may be assessed.



AGENDA ITEM

Columbia Gorge Children's Advocacy Center Agreement

[2018 CGCAC AGREEMENT](#)

[MOTION LANGUAGE](#)

COLUMBIA GORGE CHILDREN'S ADVOCACY CENTER
WASCO COUNTY DISTRICT ATTORNEY on behalf of
THE WASCO COUNTY CHILD ABUSE MULTI-DISCIPLINARY TEAM

AGREEMENT

THIS AGREEMENT is entered into between the Columbia Gorge Children's Advocacy Center (CGCAC) and The Wasco County District Attorney on behalf of the Wasco County Child Abuse Multi-Disciplinary Team (Wasco County) this 1st day of July 2018.

WHEREAS, CGCAC is desirous of providing medical assessments and forensic interviews of alleged child abuse victims in the Columbia Gorge region; and

WHEREAS, the Wasco County Multi-Disciplinary Team recognizes the need for child abuse assessments of children residing in Wasco County and believes it to be desirable to establish and maintain a cooperate relationship with CGCAC;

THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. ACCESS TO MEDICAL ASSESSMENT SERVICES

CGCAC will allow access to medical assessment services to children referred by the following members of the Wasco County Multi-Disciplinary Team: Wasco County Branch of Department of Human Services and Wasco County law enforcement agencies (includes District Attorney). Wasco County has agreed to cap the number of children to 50 case for a one (1) year period. Referrals may be made for scheduled (non-emergency) assessments during regular business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m.

CGCAC will determine if client referred by Wasco County will receive medical assessment services at the CGCAC.

Wasco County is responsible for arranging transportation for clients referred to CGCAC.

CGCAC may collect any client insurance coverage for services received at the CGCAC.

2. CONSIDERATION

Wasco County agrees to pay CGCAC \$7,750.00 each quarter for the period 07/01/2018-06/30/2019. Funding for the Wasco County contribution has been budgeted and will be expended from the Wasco County CAMI grant for the biennium 2017-2019. At the end of the one year period the contract will be

reevaluated. CGCAC will provide the above-mentioned services for all children in need of a child abuse assessment.

Wasco County will broaden fundraising efforts for the benefit of CGCAC and will inquire of other funding sources, grants and donations for the benefit of CGCAC.

Wasco County has an in-kind contribution in the form of a forensic interviewer. Brenda Borders, Office Manager for Wasco County Sheriff's Office, has committed to becoming certified as a forensic interviewer to meet the standards set forth by CGCAC.

Wasco County will seek restitution for all cases involving child abuse where assessments by the CGCAC were done.

3. MODIFICATION

This AGREEMENT may be modified or amended by mutual consent of both parties, in writing.

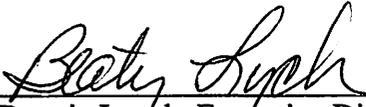
4. TERMINATION

This AGREEMENT may be terminated by either party by giving written notice sixty (60) days in advance to the other party.

5. TERM AND RENEWAL

This AGREEMENT shall be effective for one (1) year commencing July 1, 2018, and ending June 30, 2019. This AGREEMENT may be renewed in whole or in part by mutual consent of both parties, in writing.

COLUMBIA GORGE CHILDREN'S
ADVOCACY CENTER



Beatriz Lynch, Executive Director

7/10/2018

Date

WASCO COUNTY
REPRESENTATIVE

Steven D. Kramer, Chair

August 1, 2018

Date



PROPOSED MOTION LANGUAGE

SUBJECT: COLUMBIA GORGE CHILDREN'S ADVOCACY CENTER AGREEMENT

I move to approve the 2018-2019 Columbia Gorge Children's Advocacy Center agreement to provide medical assessments and forensic interviews of alleged child abuse victims residing in Wasco County.



AGENDA ITEM

The Dalles Irrigation District GIS Fee Waiver Request

[STAFF MEMO](#)

[TDID REQUEST](#)

7/26/2018

Regarding the fee waiver request from The Dalles Irrigation District

Wasco County had in an Intergovernmental Agreement with The Dalles Irrigation District from 2006 through June 2018. Services and data were to be supplied to the Irrigation District at no charge. The other GIS partners provide between \$6,000 and \$12,000 per year.

At the request of The Board of Commissioners, we reviewed our IGA's this past winter. My recommendations were sent in February of this year to all parties, including The Dalles Irrigation District, requesting feedback. No reply was received from TDID. All of the other partners concurred with my recommendation that this particular IGA be terminated, which The Board did in June.

In my phone conversation with the Irrigation District on June 28, I stated that the normal contribution for all IGA's was \$6,000 per year. They declined to pay that amount, instead I was asked to provide an estimate of what the data would cost for their upcoming project according to our price list. At that point they requested a fee waiver.

I forwarded the fee waiver request letter to our GIS partners, asking for feedback. Below are the comments:

Bob Palmer, Mid-Columbia Fire and Rescue Fire Chief, via email,
7/20/2018:

“Everyone utilizing data from GIS should be paying something into it. My two cents.”

Steve Harris, The Dalles Community Development Department director,
via email, 7/24/2018:

“I am not inclined to support a waiver of the fee.”

Ross Turney, Sherman County Assessor, phone conversation,
7/26/2018:

Mr. Turney believes it sets a bad precedent. If the data is provided to another agency for free, why should the current partners continue to provide funds for the IGA's?

Paul Titus, Northern Wasco County PUD, Principal Engineer &
Strategic Asset Planner, via email 7/26/2018:

“I think that it is in the best interest of all parties to provide funding to the support Wasco County GIS. This could have been anticipated and planned by TDID.

I am also not inclined to support a waiver fee request.”

Thank you,

Tycho Granville

Wasco County GIS Coordinator

July 9, 2018

Wasco County Board of Commissioners
511 Washington St., Room 302
The Dalles, OR 97058

Dear Wasco County Board of Commissioners,

My name is Daniel Saldivar, the Operations Manager at The Dalles Irrigation District (TDID). I am writing you today to request exemption from fees our District would pay for County tax lot information, as we prepare to submit our Claim of Beneficial Use Maps to the Oregon Water Resource Department's water rights division.

Our District serves close to 6,000 acres of orchard/farm lands in Wasco County. We deliver irrigation water to orchards that support our County's local economy. TDID operates as a "Special District", but often works hand-in-hand with other municipalities including City of The Dalles, Wasco County, Wasco Electric Co-Op and Northern Wasco PUD. This includes sharing mapping information and coordinating local projects and improvements.

In 2006, TDID and Wasco County signed an Inter-Governmental Agreement where the County supplied TDID with GIS data. There was no fee involved in the IGA. The Agreement states "both Wasco and TDID find it beneficial to enter into this agreement in order to trade mutual GIS data.", and the Agreement's Purpose was to "provide ongoing GIS data transfer between Wasco County and TDID".

After speaking with Wasco County GIS Coordinator, Tycho Granville on June 28, 2018, I learned the IGA between TDID and Wasco County has been terminated, and that our request for the information necessary to complete our water rights certification would require a fee upwards of \$1,500.00

This water rights certification process is integral to TDID's operations and all costs are borne by the District and its patron's annual assessments. TDID and its patrons are residents of Wasco County and any information updated during our certification project would be available and beneficial to Wasco County.

The Dalles Irrigation District's Board of Directors and staff thank you for your consideration of our request.

Sincerely,

THE DALLES IRRIGATION DISTRICT

Daniel Saldivar
Operations Manager



AGENDA ITEM

South Wasco Park and Recreation District Fee Waiver Request

[STAFF MEMO](#)

[APPLICATION FOR WAIVER](#)



MEMO

To: Board of County Commissioners
Tyler Stone, Administrative Officer

From: Angie Brewer, Planning Director

Date: July 26, 2018

Subject: Fee Waiver Request from South Wasco Parks and Recreation District

Until recently, the Wasco County Planning Department maintained a list of partner agencies and non-profit organizations determined by the Board of Commissioners, to be exempt from permitting fees collected by the Wasco County Planning Department. The fee exemption for organizations is listed in the current Wasco County Fee Schedule.

South Wasco Parks and Recreation District (SWPRD) recently submitted an application to the Planning Department for the replacement of a public boat ramp located at the Pine Hollow Irrigation District Reservoir.

At the time of submittal, there was a discussion with staff about the possibility of being added to the fee waiver list of organizations maintained by the Board. When staff pursued this request, it was discovered that the list had actually been removed from practice and was being implemented in error. Upon discovery, staff notified SWPRD of the change in practice but confirmed their ability to make a special request to the Board for their consideration.

On July 9, 2018, SWPRD provided a fee waiver request application (attached) citing the following reasons as to why their request should be considered by the Board:

“SWPRD is a non-taxing Special District with no regular revenue stream (donation and grant support only) and with regular, recurring expenses. Fee relief on permits provides vital preservation of resources so that SWPRD can sustain its public betterment of activities in South County.”

Application fees for the permit they've applied for are \$977. The breakdown of these fees includes:

- Planning fees = \$ 574 Subject to Standards Land Use Application fee and a \$287 Environmental Protection District fee
- Clerk's fee = \$116 Recording fee

Points for Board Consideration:

- SWPRD was appointed by the Board within the last several years, with the understanding that it would be a non-taxing district, thus acknowledging that operating funds would be limited.
- There are other special districts with limited funds in the County; this is not unique.
- The County has expressed general support for the public boat ramp improvements and associated grant applications to the state of Oregon.
- Much like other complicated land use proposals, the County has donated financial assistance to SWPRD via staff assistance from the County Surveyor, the South Wasco County Liaison, the Planning Department staff (research and guidance for incoming application, prior to the collection of fees for the review of a complete application), and the County Administrator.
- Although it was being implemented in error, other partner agencies, non-profits and special districts qualified for and in some cases, were being granted fee waivers based on the list that was at one time approved by the Board.
- The exemption is still shown in the official county fee schedule that was approved by the Board in 2017 and is available to the public.
- Staff has been directed to discontinue implementation of the fee waiver list.
- Staff has provided the Board with a clarified fee schedule for an upcoming hearing to formally remove the fee waiver for organizations.
- Fee waivers for individuals with a qualifying hardship are still possible at the discretion of the Planning Director.

Mr. Brian Manning and Mr. Bill Brackman have been invited to make comment to the Board at the August 2, 2018 Board Session in support of their request.

/AB



PLANNING DEPARTMENT

2705 East Second Street • The Dalles, OR 97058
p: [541] 506-2560 • f: [541] 506-2561 • www.co.wasco.or.us

Pioneering pathways to prosperity.

Date Received: 07/09/2018

Staff Initials: Angie Brewer (Received by email to angieb@co.wasco.or.us)

CONTACT INFORMATION

Name: SOUTH WASCO PARK and Recreation District (Brian MANNING)

Mailing Address: [REDACTED]

City/State/Zip: TUGLA Valley, OR 97063

Phone: [REDACTED] Alt. Phone: [REDACTED]

Email: [REDACTED]

DETAILED REQUEST FOR FEE WAIVER

Anyone may request a waiver of Planning Department application or appeal fees. Waivers must be approved by the Planning Director or Wasco County Board of Commissioners prior to submittal of an application or appeal. An application or appeal cannot be accepted unless a waiver has been granted or fees have been paid.

Explain why you require a fee waiver (i.e., a specific financial or medical hardship) and attach supporting documentation:

SWPRD is a non-TAXING special District with no regular revenue stream (Donation and grant support only) and with regular, recurring expenses. Fee relief on permits provides vital preservation of resources so that SWPRD can sustain its public betterment activities in South County

PLANNING DEPARTMENT USE ONLY

ONLY PLANNING AND PENALTY FEES CAN BE WAIVED

APPLICATION TYPE	PLANNING FEE	PENALTY FEE	OTHER FEE	TOTAL FEE
Land use permit	977.00			977.00

Notes: Planning fees = \$ 574 Subject to Standards Land Use Application fee and a \$287 Environmental Protection District fee Clerk fee = \$116 recording fee

Fees Verified by Planner: Verified by Angie Brewer and Will Smith Date: 07/26/2018

BOC USE ONLY

TOTAL FEES WAIVED: _____

TOTAL FEES NOT WAIVED: _____

Wasco County Planning Director Signature: _____ Date: _____

Wasco County Commissioner Signature: _____ Date: _____
(If Planning Director decision is appealed)



AGENDA ITEM

Local Access Road Repair and Maintenance

[STAFF REPORT](#)

[MOTION LANGUAGE](#)

MEMO

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

From: Arthur Smith, Public Works Director

Date: 6/20/2018

Subject: Dell Road report and recommendation

*Dell Road has a fairly convoluted history. Part of the road was originally dedicated as a county road in 1908 as part of a longer road ("Old County Road"). In 1976 a petition was filed to vacate a portion of "Old County Road" and to remove the remaining road from the county system. As a result of this action, this remaining road became a public road of local access. In 1990 several landowners worked out an agreement and petitioned the county to dedicate a new road between State Road and Highway 30. This was approved as a public road of local access and this new road was named Dell Road.

In 2001 the county road department agreed to blade and shape Dell Road if the residents would reimburse them for the costs. The 2001 agreement clearly stated that the county did not accept any maintenance responsibility for the road and did not promise any future maintenance.

Per ORS 368.031 – County jurisdiction over local access roads – A county and its officers, employees or agents are not liable for failure to improve a local access road or keep it in repair. And a county shall not spend moneys on a local access road unless the road official recommends the expenditure, the public use of the road justifies the expenditure and the county governing body enacts an order or resolution authorizing the work.

*So, following the April 12 work session, I placed two traffic counters on Dell Road to determine the average daily traffic on this road and to help gauge the level of public use. One counter was placed on the State Road end and one on the Highway 30 end. I collected traffic data for 60 consecutive days.

The results of that traffic analysis are as follows:

State Road traffic station – The average traffic count was 55 trips per day (hi 83 / low 30)

Highway 30 traffic station – The average traffic count was 30 trips per day (hi 47 / low 14)

There was an increase in traffic volume during some weekends and over the Memorial Day holiday. The increase was between 8 to 12 additional daily trips.

With 14 residences on Dell Road, the average traffic counts are well within the expected range based on the standard of 4 to 6 trips generated per day, per residence: Average traffic count of 55 divided by 14 residences = 3.93 trips per day.

The counts do show that there is likely some public use of this road based on the increased trips recorded during the Memorial Day holiday and a few weekends.

*Some residents have requested that the county take this road back and make it a county road. There are 105 miles of local access roads in Wasco County. Most of them are in as bad or worse shape as Dell Road. It is absolutely not financially feasible nor in the county's best interest to accept any of these roads into our system. It would take years to even begin to address the issues with these roads and that time and effort would be taken away from our current county roads.

*Because Dell Road does connect State Road with Highway 30 and because there is some traffic count evidence of public use, I would be willing to recommend partnering with the residents of Dell Road to repair the road and get it back into decent shape as another one time deal.

However, this situation needs a long term solution. I strongly recommend that as a condition of our assistance that the residents of Dell Road form a neighborhood association (perhaps with Kristen Campbell's help). This would allow them to collect funds for future maintenance, help facilitate working together on road issues, and is a far better solution than just begging the county for help to fix the road every 15 years.

*I have re-worked my original cost estimate to improve Dell Road. My department has some rock at a nearby pit that was left over from a state project. For allowing the state to use our pit, we received any remaining material after the project was complete. By using this extra donated material, I was able to reduce the expected cost to around \$7,000 – this would result in a price of about \$500 per residence.



PROPOSED MOTION LANGUAGE

SUBJECT: LOCAL ACCESS ROAD REPAIR AND MAINTENANCE

IN THE MATTER OF EXPENDING COUNTY RESOURCES TO IMPROVE DELL ROAD

I move to deny the request to use County resources to improve the local access road known as Dell Road.

OR

I move to approve expending County resources to improve the local access road known as Dell Road contingent upon the residents of Dell Road forming a Homeowners Association, contributing \$7,000 to the cost of the improvements and forming a plan for the Association to collect funds to support the ongoing maintenance of Dell Road.

IN THE MATTER OF ACCEPTING DELL ROAD INTO THE COUNTY ROAD SYSTEM

I move to deny the request to accept the local access road known as Dell Road into the County Road system.

OR

I move to accept the local access road known as Dell Road into the County Road system.



AGENDA ITEM

QLife Intergovernmental Agreement

[QLIFE IGA](#)

[MOTION LANGUAGE](#)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLIFE)
AND
WASCO COUNTY (COUNTY)**

Recitals:

1. WHEREAS, the State of Oregon has declared it a matter of statewide concern to promote intergovernmental cooperation for the purpose of furthering economy and efficiency in local government; and
2. WHEREAS, the legislature has given general authority for intergovernmental agreements by units of local government pursuant to the provisions of ORS 190.010 et. seq; and
3. WHEREAS, QLife is an intergovernmental agency created by an agreement between the City of The Dalles and Wasco County for the purpose of providing broadband services to the community; and
4. WHEREAS, it is the intent of QLife to manage and operate its telecommunications system by contracting out for needed operational services; and
5. WHEREAS, Section 1.37 of the Intergovernmental Agreement creating the QLife Agency provides that each party “may provide in-kind services to further the purposes of the IGA (Intergovernmental Agreement) as each Party deems necessary or desirable” and further, that such in-kind services “shall not be reimbursed from the IGA or other parties, unless otherwise agreed;” and
6. WHEREAS, the County has determined it has the ability to provide needed administrative and clerical services for QLife previously provided by City of The Dalles without significantly impacting the County’s ability to perform its normal operations (and may in the future also assume financial accounting services currently being provided by City of The Dalles) and the County and QLife have agreed the County should be appropriately compensated for the services to be provided to QLife; and
7. WHEREAS, QLife has the financial ability to compensate the County for services to be provided to QLife, as QLife has been actively providing service to customers and collecting fees for those services; and
8. WHEREAS, the parties desire to enter into an intergovernmental agreement which outlines the services the County will provide to QLife, the compensation to be paid to the County by QLife for such services, and how such compensation will be paid.

NOW, THEREFORE, the parties agree as follows:

Section I: County Duties: In consideration of the compensation to be paid to the County under Section II, the County agrees to provide the following services upon request from designated QLife officials:

A. Financial Accounting Services as follows: The County will provide Financial Accounting Services to the same standard the County provides for its own Fund accounting, as to:

1. Budgeting – All activities required by the State of Oregon budget law including preparation of the annual budget and submittal to the QLife Board of monthly budget report showing expenditures and revenues.
2. Purchasing and contractual duties as required by the Agency's Contract Review Board Rules.
3. Accounts Payable – a minimum of twice a month payments.
4. Accounts receivable including monthly billing of customers.
5. General ledger accounting.
6. Assist Auditor with annual audit.

B. Secretarial Services – Attend Board meetings, take minutes, send out necessary meeting notices, prepare documents and correspondence for Board. See Attachment A for detail regarding secretarial services.

C. Administrative Services – QLife shall pay the County for administrative services annually the sum of \$55,350.00 which includes a base retainer of \$15,000 and \$40,350 for services provided by the County Administrative Officer or other paid County officials, on behalf of QLife. Services above and beyond the retainer will be budgeted annually as part of the QLife budget process and thereafter billed to QLife by County as set forth in this agreement. See Attachment B for detail regarding Administrative Services.

QLife's reimbursement for administrative services will not include time County staff spends looking out for the interest of the County by reviewing documents for the County, attending meetings for the County, and preparing reports and information on QLife issues for the County Board of Commissioners.

D. COUNTY shall submit bills to QLife and be reimbursed quarterly, for services provided in accordance with this agreement, including, but not limited to, preparation of QLife documents, correspondence, meetings, working with other QLife contractors, customers and others, responding to inquiries by e-mail, telephones, or in person. See Attachments A & B for detail regarding administrative services.

Section II: QLife Duties: In consideration of the services provided by County, QLife agrees as follows:

- A. To compensate County for financial and secretarial services based on actual salary paid employee providing the service plus the cost of the following: Health Insurance, Retirement, FICA, Workers Comp Insurance and Life Insurance fringe benefits. The County overhead costs

or materials will be charged, except for actual postage cost.

B. All invoices for services will be due and payable within 15 days of the date of the invoice.

Section III: General Terms:

A. Term of the Agreement - This contract shall commence upon the first day of April, 2016, and the initial term of the contract will continue until June 30, 2017. Thereafter, this contract will be renewed on an annual basis beginning with the term that will commence on July 1, 2017, unless either party provides written notice of intent to terminate this contract at least sixty (60) days prior to June 30th of each year thereafter. The contract may also be terminated at any time by mutual agreement of both parties.

B. Assignment - The responsibility for performing the services under the terms of this agreement shall not be assigned, transferred, delegated, or otherwise referred by the County to a third party without prior written consent of QLife.

C. Indemnification - Each party shall hold harmless and defend the other party, its officials, agents, and employees from and against any and all claims, damages, lawsuits, and expenses, including attorney fees, that is the result of an error, omission or negligent act of either the County or QLife arising from the performance or non-performance of any of their respective duties set forth in this agreement.

D. Attorney fees. If by reason of any default on the part of either QLife or the County, litigation is commenced to enforce any provision of this agreement or to recover for a breach of any provision of this agreement, the prevailing party shall be entitled to recover from the other party, in addition to costs and disbursements, reasonable attorney fees in such amount as is fixed by the court.

C. Notices - All notices required to be given under this agreement as required by law shall be in writing and delivered to the parties that follow:

QLife, Board President
c/o Administrator
511 Washington Street
The Dalles, OR 97058

Chairman, Board of Commissioners
Wasco County Courthouse
511 Washington Street
The Dalles, OR 97058

F. Applicable laws - The laws of the State of Oregon shall be used in construing this Agreement, including determinations concerning the enforcement of the respective rights and remedies of the parties.

G. Merger - There are no other undertakings, promises, or agreements either oral or in writing other than that which is contained in this agreement. Any amendments to this agreement shall be in writing and executed by both parties.

H. Subordination to Intergovernmental Agreement – This agreement shall be considered subordinate to the Intergovernmental Agreement creating QLife Intergovernmental Agency signed by the City of The Dalles and Wasco County. In case of any conflict between this agreement and the Intergovernmental Agreement, the Intergovernmental Agreement shall be construed to be the controlling document.

ATTACHMENT A – SECRETARIAL DETAIL

Title: QLife Secretary

1. State and Federal forms including: FCC Forms 477, 473, 498 and certifying BEARS (e-rate invoices that the school district and ESD create), Form L and annual fee statement.
2. Answer phones, direct inquiries to the appropriate person, assist customers with billing questions (in coordination with Finance)
3. Process invoices, coordinate with technical manager when projects are complete and ready to bill as well as if incoming invoices are pass through.
4. Keep spreadsheets of projects that have an up to limit so that we don't over bill.
5. Spreadsheet for all payments made (monthly for board packet)
(This duty to be performed by City until transfer of Financial Services to County completed)
6. Spreadsheet of all customers and charges identified by SO
7. Create Invoice to QLife for staff time
8. Create SO's and make sure numbers are correct, billing is clear and fully executed
9. Coordinate with City of The Dalles finance to assure A/P and A/R are accurate, signature cards for checking account and credit card are up to date
10. Code and forward all invoices to Board President for authorization
11. Create draft agendas - assure Board packets are complete and are distributed in a timely fashion
12. Attend all board meetings and take minutes
13. Create and work trade booths
14. Maintain QLife website
15. Keep records of resolutions

ATTACHMENT B – ADMINISTRATIVE SERVICES DETAIL

Title: QLife Administrator

Duties and Responsibilities:

Section 1: Administrative Structure and Responsibilities

The Administrator is the Chief Appointed Officer of QLife and works under the general direction of the QLife Board.

Section 2: Duties

The Administrator's duties shall include the following:

1. Coordinate with and obtain the assistance of the QLife Attorney as needed.
2. Monitor QLife's other contracts for services (i.e.; engineering, network technical operation, GIS and finance).
3. Be QLife's primary contact for current and new customers desiring QLife services; including providing quotes and completing and implementing service orders with assistance of QLife's Engineer and Network Technician.
4. Manage all other leases, contracts and agreements that QLife has or may enter into.
5. Fill out and submit all required Local, State and Federal reports, forms and permits with the assistance of QLife's Attorney, as needed.
6. Prepare the QLife budget and be responsible for monitoring revenues, expenditures, and obligations. The Administrator will adhere to QLife's Purchasing Policy.
7. Work with the City of The Dalles Finance Director on financial issues and transactions.
8. Be the project manager on all construction projects for QLife unless otherwise directed by the Board. This will include bid preparation and subsequent compliance by the contractor.
9. Implement QLife's Strategic plan including all goals and objects and give regular reports to the Board on the progress of each.
10. Prepare and implement a five (5) year capital improvement plan with regular reports to the Board.
11. Pursue grant opportunities and prepare grant applications.
12. Record Board Meetings and produce and maintain records of all Board activities, including but not limited to agendas, notice of meetings, minutes, and correspondence.
13. Maintain records and filing systems and all other administrative functions pertaining to QLife.
14. Attend Board meetings and provide a monthly report to the Board on QLife's activities.
15. In consultation with the Board Chair, prepare the Agendas for QLife Board meetings and provide reports on action and discussion items as needed.
16. Attend meetings and conferences pertaining to management and operation of QLife and be reimbursed for reasonable expenses incurred in such travel.
17. Work a schedule that best meets the needs of QLife as approved by the Board.
18. From time to time may be assigned additional tasks or responsibilities that can be accomplished within the time allotted under the contract.



PROPOSED MOTION LANGUAGE

SUBJECT: QLIFE IGA

I move to approve the Intergovernmental Agreement between Quality Life Intergovernmental Agency and Wasco County for the provision of accounting, secretarial and administrative services.



AGENDA ITEM

Special Transportation Improvement Fund

[MCEDD MEMO](#)

[STIF BYLAWS](#)

[MOTION LANGUAGE](#)



MEMORANDUM

Date: July 24, 2018

To: Wasco County Board of County Commissioners

From: Jessica Metta, Mid-Columbia Economic Development District Deputy Director

Re: Statewide Transportation Improvement Fund Requirements

Requests

1. Appoint Wasco County's Special Transportation Fund Advisory Committee members to the Wasco County Statewide Transportation Improvement Fund Advisory Committee, along with the two additions of Charlotte Sallee and Dennis Ross.
2. Adopt the Wasco County Statewide Transportation Improvement Fund Advisory Committee Bylaws as presented.
3. Approve extending the planning horizon of the Wasco County Coordinated Transportation Plan through 2020. The current plan is available [here](#).

Background

House Bill 2017 created the Statewide Transportation Improvement Fund (STIF) from a new payroll tax dedicated to public transportation in the state. 90 percent of STIF dollars will be distributed to qualified entities based on taxes paid within their geographic area, known as the Formula Fund. Wasco County serves as the "qualified entity" for these STIF dollars collected within the County. Mid-Columbia Economic Development District (MCEDD) is assisting Wasco County in preparing to meet the adopted STIF rules (ORS 732.040) that outline requirements for receipt of these funds, including:

1. **STIF Advisory Committee Appointments:** STIF rules require the formation of an Advisory Committee to assist the qualified entity in carrying out the purposes of the STIF Formula Fund. It is our recommendation that the Board appoint the Special Transportation Fund Advisory Committee members to the STIF Advisory Committee with the two additions of:
 - o Charlotte Sallee, Transportation Operations Director for MCEDD to meet ORS 732-040-0035(6)(c) requiring a Public Transportation Service Provider representative, and
 - o Dennis Ross, retired, to provide greater representation from south Wasco County.
2. **STIF Advisory Committee Bylaws:** ORS 732-040-0030(4)(a) outlines requirements for STIF Advisory Committee bylaws. MCEDD has written bylaws in accordance with these requirements for the Board's adoption.
3. **Coordinated Transportation Plan Extension:** ORS 732-040-005(18) defines requirements of Local Plans that may be used to create a list of projects for Wasco County's STIF Plan, which specifies how Wasco County's STIF dollars will be spent. Local Plans require a planning horizon of four years. The Wasco County Coordinated Transportation Plan is currently for a planning horizon of 2016-2019 although projects within the plan would take longer than those three years to accomplish. Given that, we have received guidance from Oregon Department of Transportation staff that the plan may be used if the horizon is extended to 2020.

STIF Plan applications are due November 1, 2018. MCEDD will be returning to the Board before that date for approval of the project priorities as recommended by the STIF Advisory Committee and for other guidance as needed.

WASCO COUNTY SPECIAL TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE

ARTICLE 1 Name

The name of this organization shall be the Wasco County State Transportation Improvement Fund Advisory Committee.

ARTICLE 2 Citations

This Committee and these Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758 and ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040.

ARTICLE 3 Definitions

The following definitions shall apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” shall mean geographic areas within Wasco County which are determined to have a high percentage of low income households. It shall be the responsibility of the Advisory Committee to gather data and seek public input and to make a determination as to the areas of Wasco County in which there exist high percentages of low income households and to publish said determination in its Committee minutes.

“Commissioners” or “The Commissioners” shall mean the Wasco County Board of Commissioners.

“Committee” or “The Committee” shall mean the Wasco County State Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“High Percentage of Low-Income Households” shall mean higher than the Oregon state average.

“Low Income Household” shall mean a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

ARTICLE 4 Function

Section 1. Purpose: The Committee shall assist the Commissioners in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) and allocated to Wasco County for distribution to Public

Transportation Service Providers.

Section 2. Major Tasks: The Committee shall have the following five major tasks:

- (a) Reviewing and advising staff on the development of the local STIF Plan, consistent with the guidelines promulgated by State administering agencies;
- (b) Reviewing all projects proposed for inclusion within the STIF Plan, and prioritizing the approved projects, including the funding level for each project to be included within the STIF Plan;
- (c) Developing a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal;
- (d) If requested, and in the manner directed by the Commissioners, reviewing and advising staff on the methodology for distribution of STIF Formula Program monies allocated to Wasco County;
- e) Review of STIF Discretionary applications upon request.

Section 3. STIF Plan Duties: The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 040 and shall:

- (a) Hold public meetings to assist and advise staff with the development of the County's local STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the County;
- (b) Gather data and seek public input regarding low-income households within the County, including those within the corporate limits of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;
- (c) Review project(s) proposed for inclusion in the County's STIF Plan and make a determination whether to recommend inclusion or rejection of the project for the STIF Plan;
- (d) Recommend projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the County's allocation process for the distribution of Formula Fund moneys;
- (e) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- (f) Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- (g) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- (h) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;
- (i) If appropriate, propose changes to policies or practices to ensure that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.

ARTICLE 5 Membership

Section 1. Number, Qualifications, and Selection of Members: To be qualified to serve on the Committee, an individual must reside or work in Wasco County and be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County. The Committee shall consist of no less than five (5), and no more than seven (7) members, appointed directly by the Commissioners, as follows:

- (a) At least one individual from each of the following:
 - 1. A member of or representing low-income individuals
 - 2. A member of or representing individuals age 65 or older or people with disabilities
 - 3. A member of or representing public transportation service providers or non-profit entities which provide public transportation services.
- (b) Up to four (4) additional members may be representatives from any of the following groups:
 - 1. local governments, including land use planners
 - 2. non-profit public transportation service providers,
 - 3. neighboring public transportation service providers,
 - 4. employers,
 - 5. social and human service providers,
 - 6. transit dependent users,
 - 7. social equity advocates,
 - 8. environmental advocates,
 - 9. bicycle and pedestrian advocates,
 - 10. people with limited-English proficiency,
 - 11. educational institutions,
 - 12. major destinations

The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

Section 2. Ex-Officio Members: The Committee may additionally consist of any ex-officio members, appointed by the Board of Commissioners which the Board of Commissioners deems appropriate.

Section 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 5. Termination of Membership:

The Board of Commissioners may remove Committee members as follows:

- a) Failure to attend three or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency

- requirement;
- b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.

Section 6. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 6 Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.
- Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 7 Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 8 Meetings

Section 1. Regular Meetings: Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publically accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member, except ex-officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds or in which a conflict of interest exists.

Section 5. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 6. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted in a reasonable and timely manner following all meetings as required under existing County policy.

ARTICLE 9 Public Records & Meeting Law and Public Engagement

Section 1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.

Section 2. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, with particular regard to the selection of projects for inclusion and funding in the County STIF Plan.

ARTICLE 10 Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these By-laws or any special rules of order the Committee shall adopt.

ARTICLE 11 Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 12
By-Laws and Amendments

Section 1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. The Commissioners may also elect to review Committee By-laws at any time.

Section 3. Amendments: Committee By-laws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this ____ day of _____, 2018.

Signed this ____ day of _____, 2018.

WASCO COUNTY BOARD OF COMMISSIONERS

, Chair

APPROVED AS TO FORM: _____, Commissioner

, County Counsel

, Commissioner



PROPOSED MOTION LANGUAGE

SUBJECT: SPECIAL TRANSPORTATION IMPROVEMENT FUNDS ADVISORY COMMITTEE BY LAWS

I move to approve the Wasco County Special Transportation Improvement Fund Advisory Committee Bylaws.



AGENDA ITEM

Work Session

[NO DOCUMENTS HAVE BEEN SUBMITTED FOR THIS ITEM – RETURN TO AGENDA](#)
