

**WASCO COUNTY BOARD OF COMMISSIONERS**  
**REGULAR SESSION / AGENDA WEDNESDAY, OCTOBER 4, 2017**  
**LOCATION: Wasco County Courthouse, Room #302**  
**511 Washington Street, The Dalles, OR 97058**

**Public Comment:** Individuals wishing to address the Commission on items not already listed on the Agenda may do so during the first half-hour and at other times throughout the meeting; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments 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.

**CALL TO ORDER**

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

- Corrections or Additions to the Agenda
- [Discussion Items](#) (Items of general Commission discussion, not otherwise listed on the Agenda: [Eclipse Report](#)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.): [Appointments](#); [Minutes: 9.14.2017 Work Session](#); [9.20.2017 Regular Session](#)

9:30 a.m.      [Enterprise Zone Agreement](#) – Matthew Klebes

9:45 a.m.      [Assessor's End of Year Report](#)  
                    [Fish and Wildlife Payment in Lieu of Taxes](#)      } Jill Amery

10:00 a.m.      [Budget Resolution](#) – Mike Middleton

10:10 a.m.      [Executive Session](#) – Pursuant to ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation

**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  
OCTOBER 4, 2017

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

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

Vice-Chair Kramer asked to add the Blue Zones to the Discussion List.

**Discussion Item – Blue Zones**

Vice Chair Kramer introduced Leticia Valle, Community Program Manager at the Blue Zones Project for The Dalles. Ms. Valle introduced Taylor Smith, Engagement Lead, and Brett Ratchford, Organizations Lead. She stated that Mr. Ratchford will be interfacing with the Wasco County Employee's Wellness Committee. She explained that Blue Zones is a community-wide health and well-being initiative to make the health choice the easy choice. She said they work with local organizations to have those choices available.

Vice Chair Kramer said that he has been involved with the group from the beginning and is glad to see the project moving forward. Ms. Valle added that this is an opportunity to set an example for the region and the state. Mr. Ratchford explained that he will be working with schools, grocery stores, work-sites, etc. to help them make the healthy choice the easy choice.

**Discussion Item – 911 Service Provider Update**

Sheriff Lane Magill reported that yesterday he met with four representatives from Century Link and he believes we have their full attention. He said that everyone agrees that there are things that cannot be controlled but infrastructure can and should be addressed. He stated that urban areas get more attention as that is where the money is. He said that the Century Link representatives encouraged him to maintain pressure on them and State officials to keep rural needs at the forefront. The Sheriff pointed out that the 36-hour outage was due to infrastructure failure and was unacceptable. He reported that by Thursday, he will submit a draft to Century Link outlining how calls should be rerouted through a series of Century Link connections.

Sheriff Magill went on to say that Oregon Emergency Management pays for the Century Link service so he is unable to report out the costs for Wasco County.

Commissioner Hege asked how we know when there is an outage. Sheriff Magill responded that there is a signal generated back east even when there is a blip in the system. That signal prompts an automated call which may not mean that there is an actual outage. He said that Century Link is required to notify agencies even if it is just a potential outage; they may not be able to determine if there was an actual outage.

Commissioner Hege asked what happens to calls during an outage. Sheriff Magill responded that the calls do not go through; that is why working on rerouting is so important – we may even put a back-up phone in the dispatch center. He added that they are continuing to explore options for other service providers.

**Discussion Item – Eclipse Report**

Sheriff Magill reported that approximately 60% of the supplies purchased for the solar eclipse event were distributed to visitors stuck in traffic or on the side of the road; approximately \$2,325 was spent for supplies. In addition, wage expenses totaled about \$82,000 which included overtime expenses of approximately \$21,000 for the Sheriff's Office, \$9,800 for Community Corrections and \$2,100 for the Dispatch Center.

Sheriff Magill continued by saying that there were only three accidents and a few health-related emergencies. He said that he is still gathering information for an after-action report.



**Discussion Item – New Staff**

Information Systems Director Paul Ferguson introduced Terrance Norton as the newly-hired Computer Technician. Finance Director Mike Middleton introduced Brenda Garcia-Gallegos as the newly-hired Payroll/HR Generalist. Both gave a little background for themselves and were welcomed by the Board.

**Discussion Item – Community Corrections Staffing**

Community Corrections Manager Fritz Osborne explained that today is Office Specialist Lena Watson's last day and he is considering the staffing matrix in his office. He said that he would like to not only replace Ms. Watson but would also like to add a Case Specialist. The Case Specialist could assist with the front office and would take the easier cases from the Probation Officers allowing them to concentrate on the more complex cases.

Commissioner Hege commented that it sounds like a good idea. Chair Runyon agreed and pointed out that those decisions fall within the Administrative Officer's purview.

**Agenda Item – Enterprise Zone**

Enterprise Zone Manager Matthew Klebes reviewed the staff report included in the Board Packet. Commissioner Hege asked what the company's plans are. Mr. Klebes replied that the Columbia Phytotechnology, LLC, DBA Powder Pure, will be making a multi-million dollar investment to expand their facility without adding new buildings. The company has a patented technology to dry fruit and vegetables into a dry powder.

Chair Runyon asked what happens if they do not meet their obligations under the abatement agreement. Mr. Klebes replied that they must qualify every year; if they fail to qualify, they must pay the taxes for that year. He added that under the new system, failure to qualify in year one will disqualify them for the extension years four and five.

**{{{Vice-Chair Kramer moved to approve Resolution 17-010 approving the Enterprise Zone Tax Abatement Agreement between the Sponsors of The Dalles/Wasco County Enterprise Zone and Columbia Phytotechnology, LLC. Commissioner Hege seconded the motion which passed unanimously.}}}**

**{{{Commissioner Hege moved to approve the Tax Abatement Agreement between Wasco County/City of The Dalles and Columbia Phytotechnology, LLC. Vice-Chair Kramer seconded the motion which passed unanimously.}}}**

Chair Runyon asked Mr. Klebes about the vertical housing project. Mr. Klebes responded that there is a zone that is over the ground level retail zone in Downtown The Dalles that provides a tax-break incentive to develop vertical housing over the retail establishments. He went on to say that the zone has been in place through the state since 2014; applications will now process through the City of The Dalles. Mr. Klebes stated that he will manage that process and applications currently at the state will be sent to him to conclude the process.

#### **Agenda Item – Fish and Wildlife Payment**

County Assessor Jill Amery explained that according to statute, the Oregon Department of Fish and Wildlife makes an annual payment in lieu of taxes. She said that the lands are assessed as farm or timber, broken out for acreage, values, tax and discount after which the Assessor provides the information to the Board for approval. Once the Board has approved, a notice of payment due is sent to ODFW.

Commissioner Hege asked that the total acreage be added to the spreadsheet in the future.

**\*\*\*The Board was in consensus to send a letter of notification to the Oregon Department of Fish and Wildlife for payment in lieu of taxes.\*\*\***

#### **Agenda Item – Assessor's End of Year Report**

Ms. Amery reviewed the end of year report included in the Board Packet. She noted that values are going up again which will result in an increase in taxes. She said the refund interest was a little higher this year due to an error made by a former employee which resulted in a large refund. She stated that staff is working to identify and correct errors.

Commissioner Hege asked if the tax roll is set. Ms. Amery replied that they hope to certify tomorrow, Friday at the latest. She stated that they have to mail by the 25<sup>th</sup> but hope to do so by the 12<sup>th</sup>. She said payments can be made by credit card in person, on line or over the phone. Tax payers can access all of their tax

information online and they hope to have tax statements connected to that system next year.

Ms. Amery went on to say that the conversion for personal property is complete and in the system; commercial property will take a little longer. She stated that they have begun the process of reappraising which will go into the system for next year. She said that they started in Pine Hollow and have been well-received by the community. The appraisers have done 616 accounts in three weeks.

#### Agenda Item – Budget Resolution

Finance Director Mike Middleton reviewed the memo included in the Board Packet, explaining that although there is not yet a grant agreement in place, the State has provided a letter of commitment for the VOCA Grant award to Wasco County's Victims Assistance Program. Victims Assistance Coordinator Judy Urness explained that this a non-competitive grant and she would like to use the increased funding for more staff time.

Mr. Middleton continued by saying that the grant has been expanded this year and expenditures/revenues will be closely tracked to ensure that the grant is paying for the program without the need to access general funds.

Mr. Stone stated that it is our general practice to not fund positions through grant funding; he is in support of this because of our increased capacity to track the funding. He said that the tracking will allow everyone the ability to understand what has happened and why.

**{{{Commissioner Hege moved to approve Resolution 17-009 increasing appropriations offset by grant revenue within a fund. Vice-Chair Kramer seconded the motion which passed unanimously.}}}**

Chair Runyon called a recess at 10:09 a.m.

The Session reconvened at 10:14 a.m.

#### Consent Agenda – Minutes and Appointments

**{{{Vice-Chair Kramer moved to approve the Consent Agenda. Commissioner Hege seconded the motion which passed unanimously.}}}**

Commission Call

Vice-Chair Kramer said that he has reached out to the banking community to fill the at-large position on the Investment Committee. He went on to say that recycling is becoming a major issue with China closing its door to the Pacific Northwest – we are scrambling to find a way to move forward. He said there will be a stakeholder meeting Friday; in the meantime, materials are stacking up.

Commissioner Hege asked if the transfer station will still take recycling. Vice-Chair Kramer responded that it will for now but has a 200 ton monthly limit – cardboard combined with other recyclables in our county is 400 tons. He said cardboard is the only recyclable with any value right now. He stated that the recycling community is hoping for a short-term variance from the State. He explained that comingled recyclables is what caused China to close its doors – we don't clean it up enough for them to accept. He concluded by saying that we have been working with AOC on this issue for the last year but around the State, people were not listening. Chair Runyon commented that this will require federal support.

Mr. Stone reported that Union Pacific and Burlington Northern Railroads are working to improve government relations. They met with County officials this week to open a discussion to identify common needs on both sides of the river.

Commissioner Hege stated that he just returned from a trip to Washington D.C. with the Community Outreach Team and found it to be one of the more productive trips. He said that there were four COT members on the trip; Congressman Walden set aside 45 minutes to meet with them. He reported that they also met with staff from other Oregon and Washington offices. He said he will give a full update at a future meeting.

Commissioner Hege announced that the Oregon State Marine Board will meet tomorrow in LaPine to consider the South Wasco Marine Board's grant application. He stated that expectations are low but he sees a small opening in the OSMB staff report.

Chair Runyon adjourned the meeting at 10:30 a.m.



Summary of Actions


**Motions Passed**

- **To approve Resolution 17-010 approving the Enterprise Zone Tax Abatement Agreement between the Sponsors of The Dalles/Wasco County Enterprise Zone and Columbia Phytotechnology, LLC.**
- **To approve the Tax Abatement Agreement between Wasco County/City of The Dalles and Columbia Phytotechnology, LLC.**
- **To approve Resolution 17-009 increasing appropriations offset by grant revenue within a fund.**
- **To approve the Consent Agenda – Order 170-059 Appointing Scott Hege to the Investment Committee, Order 17-060 appointing the County Treasure to the Investment Committee, 9.14.2017 Work Session Minutes, 9.20.2017 Regular Session Minutes.**


**Consensus**

- **To send a letter of notification to the Oregon Department of Fish and Wildlife for payment in lieu of taxes.**

Wasco County  
Board of Commissioners

  
Rod L. Runyon, Board Chair

  
Steven D. Kramer, Vice Chair

  
Scott C. Hege, County Commissioner



**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
OCTOBER 4, 2017**

**DISCUSSION LIST**

**ACTION AND DISCUSSION ITEMS:**

1. [Solar Eclipse Report](#) – Lane Magill

**Discussion Item**  
**Solar Eclipse Report**

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

**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
OCTOBER 4, 2017**

**CONSENT AGENDA**

1. [Wasco County Investment Committee Appointments](#)
  - a. [Order 17-059 Appointing Scott Hege to Commissioner Position](#)
  - b. [Order 17-060 Appointing County Treasurer](#)
2. [Minutes](#)
  - a. [9.14.2017 Work Session Minutes](#)
  - b. [9.20.2017 Regular Session Minutes](#)



## **Consent Agenda Item**

### **Appointments**

- [Staff Memo](#)
- [Investment Policy](#)
- [Order 17-059 Appointing Scott Hege to the Wasco County Investment Committee](#)
- [Order 17-060 Appointing the Wasco County Treasurer as Chair of the Wasco County Investment Committee](#)

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**MEMORANDUM**

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**TO:** BOARD OF COUNTY COMMISSIONERS  
**FROM:** KATHY WHITE  
**SUBJECT:** INVESTMENT COMMITTEE APPOINTMENTS  
**DATE:** 9/28/2017

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**BACKGROUND INFORMATION**

The Wasco County Investment Policy, adopted by the Board in July of 2017, requires the convening of an Investment Committee composed of the Wasco County Treasurer, one County Commissioner and a member of the public selected by the Board of Commissioners. At the September 20, 2017 Board Session, the Board was in consensus to appoint Commissioner Hege as the designated Commissioner to serve on the Investment Committee. The order appointing the Treasurer is in line with the requirements of the policy and is a permanent appointment for that position.

## Investment Policy for Wasco County

FILED  
WASCO COUNTY

2017 JUL 24 P 2:59

LISA GAMBEE  
COUNTY CLERK

### I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by Wasco County. The Wasco County is a County whose purpose is to manage the county efficiently for taxpayers providing governmental services. This policy also formalizes the framework, pursuant to ORS 294.135, for the Wasco County's investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

### II. Governing Authority

Wasco County's investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

### III. Scope

This policy applies to activities of Wasco County with regard to investing the financial assets of operating funds, capital funds, bond proceeds, and bond reserve funds. Funds managed by Wasco County that are governed by other investment policies are excluded from this policy; however, all funds are subject to Oregon Law. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$1 million and \$10 million.

### IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

#### 1. Preservation of Invested Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.

#### 2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

#### 3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity



## **V. Standards of Care**

### **1. Prudence**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

### **2. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Wasco County. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

### **3. Delegation of Authority and Responsibilities**

#### **i. Governing Body**

The Board of Commissioners will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.

#### **ii. Delegation of Authority**

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to the County Treasurer and the Finance Director, hereinafter referred to as Investment Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

**iii. Investment Committee**

The Board of Commissioners may seek to establish an investment committee to provide guidance to the Investment Officer(s) and monitor investment policy compliance. The Investment Committee should consist of at least three (3) members at a minimum. The Treasurer is the committee chair and the committee should also have one (1) Commissioner and one other member of the public selected by the Board of Commissioners.

**iv. Investment Municipal Advisor**

The Board of Commissioners may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If Wasco County hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of Wasco County.

**VI. Transaction Counterparties, Investment Advisers and Depositories**

**1. Broker/Dealers**

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
  - A. Be registered with the Securities and Exchange Commission (SEC)
  - B. Be registered with the Financial Industry Regulatory Authority (FINRA)
  - C. Provide most recent audited financials
  - D. Provide FINRA Focus Report filings
- ii. Approved broker/dealer employees who execute transactions with Wasco County must meet the following minimum criteria:
  - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
  - B. Be licensed by the state of Oregon;
  - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
- iii. The Investment Officer may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
  - A. Positive references from at least three other local government clients.
  - B. As part of the periodic due diligence review, inquiries with other local government clients with regard to their recent experiences with

broker/dealer firms or registered representatives and any change in relationship status.

- C. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
- D. Requirement that prospective registered representatives have an established history of advising local governments with similar amounts of assets under management.

iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:

- A. Pending investigations by securities regulators
- B. Significant changes in net capital
- C. Pending customer arbitration cases
- D. Regulatory enforcement actions

## **2. Direct Issuers**

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

## **3. Investment Advisers**

A list will be maintained of approved advisers selected by conducting a process of due diligence.

i. The following items are required for all approved Investment Advisers:

- A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (*Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon*).
- B. All investment adviser firm representatives conducting investment transactions on behalf of Wasco County must be registered representatives with FINRA.
- C. All investment adviser firm representatives conducting investment transactions on behalf of Wasco County must be licensed by the state of Oregon.
- D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.

ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:

- A. Pending investigations by securities regulators
- B. Significant changes in net capital
- C. Pending customer arbitration cases
- D. Regulatory enforcement actions

iii. The Investment Officer may want to establish guidelines or policy for engaging



investment advisers' services that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:

- A. Positive references from at least three other local government clients of a prospective investment adviser firm.
- B. As part of the periodic due diligence review, inquiries with other local government clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.
- C. Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based local government.
- D. Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
- E. Requirement that prospective investment advisers have an established history of advising local governments with similar amounts of assets under management.

#### **4. Depositories**

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

#### **5. Competitive Transactions**

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

### **VII. Administration and Operations**

#### **1. Delivery vs. Payment**

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the Wasco County's safekeeping institution prior to the release of funds.

#### **2. Third-Party Safekeeping**

Securities will be held by an independent third-party safekeeping institution selected by the Wasco County. All securities will be evidenced by safekeeping receipts in the Wasco County name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

### **3. Internal Controls**

The investment officer and the Board of Commissioners are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the Board of Commissioners.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
  - ii. Control of collusion
  - iii. Separation of transaction authority from accounting and record keeping
  - iv. Custodial safekeeping
  - v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
  - vi. Clear delegation of authority to subordinate staff members
  - vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
  - viii. Dual authorizations of wire and automated clearing house (ACH) transfers
  - ix. Staff training
  - x. Review, maintenance and monitoring of security procedures both manual and automated
4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and Wasco County policies and procedures.

## **VIII. Suitable and Authorized Investments**

### **1. Permitted Investments**

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810. (*Note: Permitted investments may be more restrictive than ORS 294.035 and 294.810*).

- *US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.*
- *US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).*
- *Oregon Short Term Fund*
- *Corporate Indebtedness*
  1. *Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the*

*Securities Act of 1933.*

**2. Corporate Bonds**

- *Repurchase Agreements*
- *Municipal Debt*
- *Bankers Acceptances*
- *Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit*

**2. Approval of Permitted Investments**

If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by Wasco County.

**3. Prohibited Investments**

**i. Private Placement or "144A" Securities**

Private placement or "144A" securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

**ii. US Agency Mortgage-backed Securities**

US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

**iii. Securities Lending**

The Wasco County shall not lend securities nor directly participate in a securities lending program.

**4. Demand Deposits and Time Deposits**

- i. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
- ii. Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

**5. Repurchase Agreements**

- i. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.
- ii. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.
- iii. The OSTF Board has adopted the following margins:
  - A. US Treasury Securities: 102%
  - B. US Agency Discount and Coupon Securities: 102%
  - C. Mortgage Backed and Other\*: 103%

\*Limited to those securities described in ORS 294.035(1)

**IX. Investment Parameters**

**1. Credit Risk**

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

**i. Diversification**

It is the policy of Wasco County to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type. Allowed security types and investment exposure limitations are detailed in the table below.

**ii. Recognized Credit Ratings**

Investments must have a rating from at least two of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

**iii. Portfolio Average Credit Rating**

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.

**iv. Exposure Constraints and Minimum Investment Credit Ratings**

The following table limits exposures among investments permitted by this policy.

*(This table contains sample restraints. Local Governments should also consult applicable State Statutes and legal guidelines):*

US Treasury Obligations	100%	None
US Agency Securities	100%	-
Per Agency (Senior Obligations Only)	33%	-
Oregon Short Term Fund	Maximum allowed per ORS 294.810	-
Bankers' Acceptances	25% <sup>(1)</sup>	A1+/P1/F1+
Time Deposits/Savings Accounts/Certificates of Deposit <sup>(2)</sup>	50%	-
Per Institution	25%	
Repurchase Agreements	5%	-
Corporate Debt (Total)	15% <sup>(3)</sup>	-
Corporate Commercial Paper	15% <sup>(3)</sup>	
Per Issuer	2.5% <sup>(4)</sup>	A1/P1/F1
Corporate Bonds	10% <sup>(3)</sup>	
Per Issuer	2.5% <sup>(4)</sup>	Aa2/AA/AA
Municipal Debt (Total)	10%	-
Municipal Commercial Paper	10%	A1/P1/F1
Municipal Bonds	10%	Aa2/AA/AA

<sup>(1)</sup> 25% Maximum per ORS 294.035(D)

<sup>(2)</sup> As authorized by ORS 294.035(3)(d)

<sup>(3)</sup> 35% Maximum per ORS 294.035(D)

<sup>(4)</sup> 5% Maximum per ORS 294.035(D)

**v. Determining a Security's Rating**

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings respectively.

**vi. Restriction on Issuers With Prior Default History**

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

**2. Liquidity Risk**

Liquidity risk is the risk that an investment may not be easily marketable or redeemable.

The following strategies will be employed to mitigate liquidity risks:

- i. The value of at least 25% of funds available for investing or three months of budgeted operating expenditures will be invested in investments maturing in less than 60 days to provide sufficient liquidity for expected disbursements.
- ii. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

**Total Portfolio Maturity Constraints:**

Maturity Constraints	Minimum % of Total Portfolio
Under 60 days	25% or three months Estimated Operating Expenditures
Under 1 year	50%
Under 3 years	75%
Under 5 years	100%

- iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial Paper	100%
Corporate Bonds	25%
Municipal Bonds	25%

\*The par amount issued under a single CUSIP.

### 3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate re-investment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- iv. The maximum percent of callable securities in the portfolio shall be 35%;
- v. The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be 2.5 years.

## X. Investment of Proceeds from Debt Issuance

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

## XI. Investment of Reserve or Capital Improvement Funds



1. Pursuant to ORS 294.135(1)(b), reserve or capital improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used.

## **XII. Guideline Measurement and Adherence**

### **1. Guideline Measurement**

Guideline measurements will use market value of investments.

### **2. Guideline Compliance**

- i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- ii. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Board of Commissioners.
- iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

## **XIII. Reporting and Disclosure**

### **1. Compliance**

The Investment Officer shall prepare a report at least quarterly that allows the Board of Commissioners to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end
- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Distribution of transactions among financial counterparties such as broker/dealers
- ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

**2. Performance Standards/ Evaluation**

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years). When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

**3. Marking to Market**

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

**4. Audits**

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

**XIV. Policy Maintenance and Considerations**

**1. Review**

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

**2. Exemptions**

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

**3. Policy Adoption and Amendments**

This investment policy and any modifications to this policy must be formally approved in writing by the Board of Commissioners of Wasco County.

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the Board of Commissioners, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

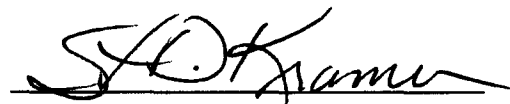
**B. Material changes have been made since the last review by the OSTF Board.**


Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the Board of Commissioners for approval.

Adopted this 19th day of July, 2017.

WASCO COUNTY  
BOARD OF COMMISSIONERS

  
Rod L. Runyon, Commission Chair

  
Steven D. Kramer, Vice-Chair

  
Scott C. Hege, County Commissioner

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF	)	
SCOTT HEGE TO THE WASCO COUNTY	)	ORDER
INVESTMENT COMMITTEE	)	#17-059

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: On July 19, 2017 the Board  
adopted the Wasco County Investment Policy; and

IT FURTHER APPEARING TO THE BOARD: That the Wasco  
County Investment Policy requires the convening of an Investment Committee  
composed of the Wasco County Treasurer, one County Commissioner and a  
member of the public selected by the Board of Commissioners; and

IT FURTHER APPEARING TO THE BOARD: That Scott Hege is willing and is qualified to be appointed to the as the County Commissioner member of the Wasco County Investment Committee.

. NOW, THEREFORE, IT IS HEREBY ORDERED: That Scott Hege be and is hereby appointed as the County Commissioner member of the Wasco County Investment Committee to serve at the pleasure of the Board.

DATED this 4<sup>th</sup> day of October, 2017.

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Rod L. Runyon, Commission Chair

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Scott C. Hege, County Commissioner

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Steve D. Kramer, County Commissioner

APPROVED AS TO FORM:

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Kristen Campbell, County Counsel

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF )  
THE WASCO COUNTY TREASURER AS CHAIR ) ORDER  
OF THE WASCO COUNTY INVESTMENT COMMITTEE ) #17-060

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: On July 19, 2017 the Board  
adopted the Wasco County Investment Policy; and

IT FURTHER APPEARING TO THE BOARD: That the Wasco  
County Investment Policy requires the convening of an Investment Committee  
composed of the Wasco County Treasurer, one County Commissioner and a  
member of the public selected by the Board of Commissioners; and



NOW, THEREFORE, IT IS HEREBY ORDERED: That the Wasco County Treasurer be and is hereby appointed as Chair of the Wasco County Investment Committee to serve at the pleasure of the Board.

DATED this 4<sup>th</sup> day of October, 2017.

WASCO COUNTY BOARD  
OF COMMISSIONERS

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Rod L. Runyon, Commission Chair

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Scott C. Hege, County Commissioner

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Steve D. Kramer, County Commissioner

APPROVED AS TO FORM:

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Kristen Campbell, County Counsel

## **Consent Agenda Item Minutes**

- [9.14.2017 Work Session](#)
- [9.20.2017 Regular Session](#)



**WASCO COUNTY BOARD OF COMMISSIONERS  
WORK SESSION  
SEPTEMBER 14, 2017**

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

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

At 11:30 a.m. Chair Runyon opened a Work Session for the Board of Commissioners.

<b>Discussion – Eagle Creek Fire/I-84 Closure</b>
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Vice-Chair Kramer expressed concern for the extended I-84 closure put in place by ODOT in response to the Eagle Creek Fire. He observed that had the fire run along the I-5 corridor it would have been re-opened in two days. He suggested that the Board consider a letter to the Governor and/or legislators respectfully asking that more resources be applied to the fire suppression and clean-up effort. He noted that the closure has a significant negative impact on the economies of the Gorge and he has been hearing from constituents.

Discussion ensued regarding what resources might be available, the possible effects a letter might have and the idea of calling rather than writing elected officials. A call was placed to Nate Stice, North Central Oregon Regional Solutions Coordinator. Mr. Stice suggested a conversation with the Transport Policy Advisor would provide better answers and offered to arrange for that call. Mr. Stone asked that Mr. Stice provide him with any data that has been gathered regarding the economic impact of the fire.

The Board was in support of a letter drafted by staff based on information provided by Mr. Stice and gathered during a call with the Transport Policy Advisory.

### Discussion – Pine Hollow Boat Ramp

County Clerk Lisa Gambee reported that the South Wasco Park and Recreation District Board is resigned to the idea that the Oregon State Marine Board will not likely accept the County's offer to back the boat ramp maintenance for 10 years rather than OSMB's request for a 20 year guarantee. She stated that OSMB has suggested that rather than rebuilding the north ramp along with expanded improvements to the site, the grant could repair/replace both the north and south ramps without doing any of the expanded improvements. She asked if the Board had any thoughts on that suggestion.

Mr. Stone pointed out that the County does not want to become responsible for the maintenance of any already existing facilities. Commissioner Hege pointed out that the County is not agreeing to anything; if there are no complaints lodged with the OSMB, then there will be no problem. He stated that if the OSMB is not willing to meet the County halfway at 10 years of support, it is on them. He said that he will be attending the October 5<sup>th</sup> meeting of the OSMB to advocate for the project. He stated that he has confidence in the SWPRD – they need to be able to stand on their own and this will help them to succeed.

### Discussion – Building Codes/MCCOG Sunsetting

Mr. Stone announced that the MCCOG Board made the decision to sunset MCCOG and move all its programs to new administrative homes. Vice-Chair Kramer explained that the Area Agency on Aging is a State program and they will be responsible for that transition. Similarly, ECWIB will be responsible to Workforce to a new parent agency.

Mr. Stone explained that talks with the City of The Dalles have been ongoing for the administration and management of the Building Codes program which is already a County responsibility which had been delegated to MCCOG. Further discussion ensued regarding the possible scenarios under which Building Codes could be housed and managed and what assistance is available from the State to support the transition.

The Board discussed a communication strategy to help allay fears of both the Building Codes staff and clientele. It was suggested that City and County leadership work together for consistent messaging and that it would be good to have a listening session with clientele to better understand their concerns. Ms. White will coordinate those meetings. Mr. Stone commented that he wants to make sure that the model is chiefly created by the Planning Directors as they

will be administering it; it will be good for them to be part of the messaging and information gathering.

Further discussion ensued regarding the logistics of blending City/County services into a one-stop shop for development. Chair Runyon added that Codes Enforcement could also be a part of that model.

#### General Discussion

Mr. Stone announced that he will not be at the September 20<sup>th</sup> Board Session but County Counsel will be briefing the Board in executive session regarding pending litigation.

Mr. Stone went on to say that there has been a resolution to the Armory IGA with Columbia Gorge Community College. A termination agreement will come before the Board for consideration at the September 20<sup>th</sup> session. The resolution was negotiated with Dan Spatz and Jim Austin as representatives for CGCC.

Mr. Stone reported that an engineer will be coming in to evaluate the repairs that will be needed at the Harding House.

Commissioner Hege stated that he will be traveling to Washington D.C. with the Community Outreach Team and will focus his efforts on the issues related to forest management and fire response funding. He said that anyone that has an issue they would like to have brought forward, should contact him.

Chair Runyon adjourned the session at 1:15 p.m.

Wasco County  
Board of Commissioners

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Rod L. Runyon, Board Chair

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Steven D. Kramer, Vice-Chair

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Scott C. Hege, County Commissioner



**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
SEPTEMBER 20, 2017**

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

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

Ms. White stated that the quit claim deed has been postponed to the November 1<sup>st</sup> session. She asked that the ODVA Funding Application be added to the Discussion List and a clip from KGW news be shown.

**News Clip**

The Board viewed a KGW news clip regarding the impact the Eagle Creek Fire I-84 closure has had on the economy of The Dalles. County Assessor Jill Amery announced that she will be attending the Oregon Investment Board meeting where they will be considering a change to the loan plan and disaster relief. She stated that she will bring information back to the Board.

Chair Runyon added that the Mid-Columbia Economic Development District's Loan Advisory Board is talking about what flexibility they might be able to offer for existing business loans for businesses that have suffered significant losses as a result of the extended closure.

Vice-Chair Kramer noted that Wasco County's Emergency Manager Juston Huffman is working on relief efforts with Oregon Emergency Management.



**Discussion List – 911 Service Provider**

Dispatch Operations Manager Joe Davitt handed out a letter (attached) from Century Link to the FCC explaining the reasons for the outage. He said that he provided the letter to OEM as they had not been copied by Century Link. He reported that he has received some unofficial suggestions for alternate providers and is researching those options. He reported that Century Link's account manager for Oregon 911 has been reaching out weekly and is concerned about losing our business. He stated that he and Sheriff Magill have been vocal about concerns with the Century Link service levels; they will meet with Century Link during the first week of October.

Chair Runyon asked what our monthly cost is for those services. Mr. Davitt replied that he does not have that number but will get it for the Board.

Mr. Davitt went on to say that they should receive delivery of new dispatch radio equipment this week and hopes to have it installed by the end of the year. He reported that he is down by one in staffing but has a candidate for whom they are completing background checks and hopes to have that position filled soon.

Commissioner Hege observed that the Century Link letter indicates that they have no record of the outages which is basically saying that they did not happen. He asked what other providers are available.

Mr. Davitt replied that Deschutes County uses someone other than Century Link. Vice-Chair Kramer noted that at one time Frontier was courting Wasco County to be our service provider.

**Discussion Item – August Financials**

Finance Director Mike Middleton reviewed his report (included in the Board Packet). Chair Runyon asked him to explain the meaning of the term non-single audit. Mr. Middleton explained that a single audit is one required when an entity expends \$750,000 or more in federal grant funds.

Chair Runyon asked about the move of funds into reserve. Mr. Middleton stated that through the budget process the County made a decision to have a certain level of funding in capital reserve; moving it all at once makes it easier for budgeting and investing. He explained that those funds can be accessed through a Board approval process such as was done for the recent purchase of a building. He stated that under previous Finance Directors those reserves remained inaccessible which made departments tend to build up fund balances to ensure against unexpected costs. He said that it is just a difference in finance philosophy.

Mr. Middleton went on to say that according to the newly adopted investment policy, the County needs to form an investment committee which is to include a Commissioner, the County Treasurer and a representative from the public – preferably someone with a level of financial expertise who can serve as a public advocate. He asked which Commissioner would be serving on the committee.

**\*\*\*The Board was in consensus that Commissioner Hege would serve as the Board representative on the Wasco County Investment Committee.\*\*\***

Mr. Middleton announced that the new Payroll Specialist will start on Monday, September 25<sup>th</sup>. He stated that she has an Associate's Degree in accounting and is a good cultural fit. He added that recently retired Payroll Specialist Barbara Case will be working part-time to help with training.

**Agenda Item – Fee Schedule Ordinance**

Chair Runyon opened the hearing for the second reading of the Amended Wasco County Uniform Fee Schedule Ordinance. Ms. White explained that at the first reading the Board had expressed some concern regarding the Planning Department fees for Zone Changes and Goal Exceptions which have identical language regarding how the fees are applied. The Board had found the language to be confusing and felt it did not give any level of certainty to applicants. The Board had asked the Planning Director to review the fees and simplify the language.

Planning Director Angie Brewer thanked the Board for their input and stated that after reviewing the fees, she has modified them to be \$1,700 plus \$76 per hour for anything over 20 hours. She stated that her department will still encourage applicants to enter into a pre-application meeting to better define goals and possible pathways. She added that she appreciated the suggestion to provide real-world examples for applicants to review; the Planning Department has a vision to develop a solutions center to help customers navigate the regulatory process.

**{{Commissioner Hege moved to approve Ordinance 17-002 in the matter of amending Wasco County's Uniform Fee Schedule Ordinance for Various County Departments. Vice-Chair Kramer seconded the motion which passed unanimously.}}**

**Agenda Item – ORMAP Grant Application**

GIS Coordinator Tycho Granville provided the Board with additional maps

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REGULAR SESSION  
SEPTEMBER 20, 2017  
PAGE 4

(attached). Mr. Granville's report is below:

As you recall, the ORMAP project is designed to remap all of the tax lots in the county. This remapping is designed to bring the tax lot maps into better alignment with their actual location in the real world. The overall goal of the ORMAP project is to bring all tax lots in the entire county to within 1 foot of their actual location on the ground.

As you can see on the first example maps I provided the lots in The Dallas area (when overlaid with aerial imagery) look fairly close to their correct location, but still could use some work. The green dots are the corrected survey locations.

In the 2nd sample map in the Tygh Valley area you can see that trying to use the tax maps for anything is impossible.

The third map I handed out shows the area we are currently working on. Green is where the actual tax map conversion is taking place; the red area has been surveyed. Blue is the area we are requesting this grant for. The "bonus" area around Tygh Valley/Maupin is an area we've been picking up if there is enough funding in each grant for the surveyor to pick up extra control points. We've generally been able to gather a few with each grant. The green area will be completely finished contingent on receiving this grant.

We are seeking the Commissioner's permission to apply for the next cycle (Fall 2017) of ORMAP grants. This is the 4thd grant in the program that we have applied for. You approved (and we received) our 3rd grant in March 2017. This grant period will run all of calendar 2018.

With this project we can apply for new grants every 6 months, so they overlap. Based on the capacity and workload of both our surveyors and Lane County (who is our remapping vendor) we expect this project take another 7-8 years.

The majority of this work will continue to be done by our County Surveyors and Lane County.

The timing for the start of work for each grant and the due date for the next grant paperwork is a little weird. For this grant, the work could not start until January 1. The paperwork for the next cycle is due by the end of this week. So we only get about 2 months of time to collect data on how the previous grant is going to estimate how much we can accomplish for the next cycle.

The maximum we can request varies, but is generally somewhat short of \$70,000. We have requested (and were awarded) the following amounts in the previous

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grants. The funding is split between us and Lane County; they generally get the majority of it.

Previous award amounts are as follows.

Spring 2016: \$25,410

Fall 2016: \$54,240

Spring 2017: \$70,050

Fall 2017 (current request): \$68,240

He stated that he is here to seek approval to apply for the funding.

Commissioner Hege asked if the work will go faster once they have completed The Dalles area. Mr. Granville replied that it will as there will be many fewer tax lots in the less densely populated areas of the County. He added that it will take the surveyors longer to travel to take readings of the larger parcels in the more remote areas of the County.

**\*\*\*The Board was in consensus for Wasco County to apply for the ORMAP funding to continue the work of remapping Wasco County.\*\*\***

County Surveyor Bradley Cross introduced Survey and Engineering Tech Ivan Donahue who was hired last year. Mr. Cross stated that Mr. Donahue has been overseeing this project and is doing a great job.

Further discussion ensued regarding the timeline for the completion of the project. While the overall project will take another 7-8 years, the first completed maps should be available in the next couple of years; while we have completed work on some areas, it takes a significant amount of time for Lane County to translate that work into maps – they have only 1.5 FTE for the work.

County Clerk Lisa Gambee reported that the GIS system is the number one accessed area of the County website and she wants to set realistic expectations for citizens as to when the final results might be available to them through that system.

The Board commended the team for their work saying that it is important work with far-reaching effects. Mr. Cross added that it has also provided valuable experience for the interns gathering information on the ground.

Chair Runyon called for a recess at 9:59 a.m.

The Session reconvened at 10:03 a.m.

Chair Runyon recessed from the Regular Session and opened an executive session pursuant to ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation. He asked that all non-essential staff and members of the audience exit the room and instructed the media that they are not to report on the proceedings of the Executive Session except to refer to the basic topic of the session as announced. No decisions are to be made in Executive Session; once the Executive Session is closed, the public will be invited to return to the room.

Chair Runyon returned to the Regular Session at 10:39 a.m.

**Discussion Item – Termination Agreement**

Chair Runyon explained that the original agreement was signed by a previous Board in December of 2010. County Counsel Kristen Campbell reported that County Administrator Tyler Stone negotiated terms with Columbia Gorge Community College that will pay out the obligation based on the net present value and terminate the original agreement. Chair Runyon noted that this will be less expensive to taxpayers over time. Ms. Campbell agreed, adding that it will free the County to move forward with the property.

**{{Vice-Chair Kramer moved to approve the Termination of IGA Agreement between Wasco County and Columbia Gorge Community College. Commissioner Hege seconded the motion which passed unanimously.}}**

**Discussion Item – Appointments**

**{{Vice-Chair Kramer moved to approve Order 17-057 appointing the Wasco County Emergency Manager as the Ambulance Service Area Coordinator. Commissioner Hege seconded the motion which passed unanimously.}}**

**{{Commissioner Hege moved to approve Order 17-058 appointing Roger Kline to the QLife Board of Directors. Vice-Chair Kramer seconded the motion.}}**

**Discussion**

**Commissioner Hege announced that Brian Ahier had notified QLife that he would be moving out of the area but only recently submitted a letter of resignation (attached).**

**The motion passed unanimously.}}**

### Discussion Item – ODVA Application

Veterans Service Officer Russell Jones joined the session by phone. He explained that he applies for ODVA funding annually and this is a continuation of that process for the distribution of lottery funds. He said that for this first year, ODVA required an explanation of how the additional funding will be used; it is unlikely that it will be necessary to do so for the following years.

Vice-Chair Kramer said that he had heard some discussion about using some of the additional funding for a full-time FTE at the front desk. Mr. Jones explained that through discussion with Mr. Stone they determined that it was important to secure funding for Patrick Wilbern's salary as an additional Veteran's Service Officer. Once that is in the budget, we will revisit the idea of an Officer Manager.

**{{Commissioner Hege moved to approve the application to ODVA for additional funding. Vice-Chair Kramer seconded the motion which passed unanimously.\*\*\***

### Commission Call

Vice-Chair Kramer announced that he will be part of a City/County meeting this evening to talk about messaging and plans for Building Codes. He added that he will be picking up the Codes Compliance trailer in Bend this weekend and bringing it back to Planning Department on Monday.

Commissioner Hege noted that he will be traveling to Washington D.C. this weekend with the Community Outreach Team and will be focusing his efforts on forest management. He asked that if anyone has other topics/messages, they should get that to him as soon as possible.

Chair Runyon said that he represented the County at the Saturday ribbon cutting for the renovated Cascade Square Shopping Center. He stated that it is quite an investment in our County by a company that forecasts for growth.

Chair Runyon adjourned the session at 10:57 a.m.

### Summary of Actions

#### Motions Passed

- **To approve Ordinance 17-002 in the matter of amending Wasco County's Uniform Fee Schedule Ordinance for Various County Departments.**



- **To approve the Termination of IGA Agreement between Wasco County and Columbia Gorge Community College.**
- **To approve Order 17-057 appointing the Wasco County Emergency Manager as the Ambulance Service Area Coordinator.**
- **To approve Order 17-058 appointing Roger Kline to the QLife Board of Directors.**
- **To approve the application to ODVA for additional funding.**

**Consensus**

- **Commissioner Hege will serve as the Board representative on the Wasco County Investment Committee.**
- **For Wasco County to apply for the ORMAP funding to continue the work of remapping Wasco County.**

Wasco County  
Board of Commissioners

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Rod L. Runyon, Board Chair

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Steven D. Kramer, Vice Chair

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Scott C. Hege, County Commissioner

## **Agenda Item**

### **Enterprise Zone Agreement**

- [Staff Report](#)
- [Resolution 17-010 Approving Columbia  
Phytotechnology LLC Extended Abatement  
Agreement](#)
- [Extended Abatement Agreement between Wasco  
County/City of The Dalles and Columbia  
Phytotechnology LLC](#)



## AGENDA STAFF REPORT

### AGENDA LOCATION: Action Item

**MEETING DATE:** October 9, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Matthew Klebes, Enterprise Zone Manager

**ISSUE:** PowderPure Extended Enterprise Zone Agreement

**BACKGROUND:** Wasco County and the City of The Dalles sponsor an Oregon Enterprise Zone in The Dalles. One of the tools available to an enterprise zone is to enter into an Extended Abatement (4-5 year) property tax exemption agreement with businesses that meet certain minimum and negotiated criteria. Minimum criteria include number of new hires, average compensation, and average wage.

PowderPure has applied for an Extended Enterprise Zone Agreement for 5 years. Representatives from PowderPure have met with City and County representatives to craft the agreement and resolution presented below.

Under new legislative rules that went into effect October 6, 2017, key provisions of the agreement include; an increase in permanent employment by the greater of one new job or 10%; average employment compensation of 1.3 times the County average annual wage throughout the abatement; average annual wage that must be 100% or greater of the county average annual wage in the 4<sup>th</sup> and 5<sup>th</sup> year of the abatement; and a cash contribution to the zone sponsors in the 4<sup>th</sup> and 5<sup>th</sup> year of their abatement. This cash contribution will be computed as a percentage of the tax savings the applicant receives following the chart established under Resolution No. 12-005. This chart is included below.

The data source used to set the annual wage is the Employment and Wages by Industry (QCEW), from the Oregon Employment Department. The most recent data sets the annual wage at \$36,514.00. Annual compensation of 130% will be \$47,468.20.

PowderPure was founded in Pullman Washington in 2000 and started commercial

operations in Dallesport in 2008. The company moved to the Port of The Dalles in 2012 and was recently purchased by International Flavors and Fragrances Inc. which was announced on April 7, 2017. PowderPure's mission is, "to provide sustainable solutions to nutritional needs" and uses, "its patented Infidri™ drying technology to create all-natural food ingredients by eliminating water while leaving the taste, nutrition and color matrix intact."

**BUDGET IMPLICATIONS:** There are no budget impacts as this investment and resulting taxes were not budgeted for. The applicant will receive a tax abatement and will pay a cash contribution dependent on the final amount of taxes saved.

**COUNCIL ALTERNATIVES:**

1. *Staff recommendation: Move to adopt Resolution No. 2017-022 approving the Extended Enterprise Zone Tax abatement agreement between the sponsors of The Dalles/Wasco County Enterprise Zone and Columbia Phytotechnology, LLC. Dba Powderpure*
2. Modify the proposed agreement and direct staff to bring such modifications to the applicant to continue negotiations and bring back to Council.
3. Decline to adopt the resolution at this time.



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPROVING THE ENTERPRISE ZONE TAX ABATEMENT  
AGREEMENT BETWEEN THE SPONSORS OF THE DALLES/WASCO COUNTY ENTERPRISE  
ZONE AND COLUMBIA PHYTO TECHNOLOGY, LLS.

**Resolution 17-010**

**WHEREAS**, The Oregon Legislative Assembly has adopted provisions of ORS 285C.050.to 285C.250 to provide tax incentives to certified business firms that invest in a qualifying facility located within a non-urban enterprise zone in a county with chronically low income or chronic unemployment; and

**WHEREAS**, the City of The Dalles and Wasco County jointly sponsor a non- urban enterprise zone known as The Dalles/Wasco County Enterprise Zone; and

**WHEREAS**, Columbia Phytotechnology LLC., dba PowderPure proposes to make investments to expand their production facility located on real property inside The Dalles/Wasco County Enterprise Zone, which will increase full-time, permanent employment of the firm inside the Enterprise Zone by the greater of one new job or 10%, provide employment compensation on average at a rate of at least 1.3 times that of the County average annual wage throughout the abatement period, and provide an average annual wage that is 100% or greater of the county average annual wage in the 4<sup>th</sup> and 5<sup>th</sup> year of the abatement; and

**WHEREAS**, to facilitate the investment in the production facility by Columbia Phytotechnology within The Dalles/Wasco County Enterprise Zone, it is necessary for a written agreement between Columbia Phytotechnology and the City of The Dalles and Wasco County to be executed, and for the governing bodies of the City and County to adopt a resolution approving the property tax exemption for Columbia Phytotechnology; and

**WHEREAS**, The Board of Commissioners has reviewed the terms of the proposed Enterprise Zone Tax Abatement Agreement between the City of The Dalles, Wasco County, and Columbia Phytotechnology, and the Board of Commissioners finds that approval of the Agreement is in the best interests of the citizens of Wasco County; and

**WHEREAS**, City of the Dalles Resolution No. 12-005 established a general policy for any future “extended abatement” agreements with similar businesses that meet the qualifications for the tax exemption of the 4th and 5th years:

*“In the fourth and fifth calendar years of the extended abatement period and prior to December 31st of those fourth and fifth years, a qualifying firm shall contribute to the Zone Sponsors a cash contribution calculated from the table below, which shall be split equally between the Zone Sponsors. The cash contributions will be used by the Zone Sponsors to support public infrastructure, economic development, and/or public services.”*

	Tax Savings Per Year	Total Cash Contribution Per
Tax Savings for each of years 4 and 5	\$0.00 to \$29,999	15 percent of tax savings
	\$30,000 to \$69,999	20 percent of tax savings
	\$70,000 to \$119,000	25 percent of tax savings
	\$120,000 to \$189,000	30 percent of tax savings
	\$190,000 to \$299,999	35 percent of tax savings
	\$300,000 to \$489,999	40 percent of tax savings
	\$490,000 to unlimited	45 percent of tax savings

The Zone Sponsors agree to review proposals put forth by the Firm that would provide, “sweat equity” services, products, or other proposals that would provide equivalent value as the cash contribution the Firm would normally pay. The Firm agrees to put forth any such proposals six (6) months before the end of the third exemption year.

The Zone Sponsors reserve the right to reject any such proposals and any such rejection does not exempt the Firm from the cash contribution requirement per the table above as agreed upon.

**NOW, THEREFORE, THE WASCO COUNTY BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

Section 1. Agreement Approved. The Wasco County Board of Commissioners hereby approves the Enterprise Zone Tax Abatement Agreement between the City of The Dalles, Wasco County, and Columbia Phytotechnology. The Board Chair is authorized to execute the agreement on behalf of the County.

Section 2. Effective Date. This Resolution shall be considered effective as of October 9, 2017

DATED this 4th day of October, 2017.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Kristen Campbell, County Counsel

**WASCO COUNTY BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Rod L. Runyon, Commission Chair

\_\_\_\_\_  
Steve D. Kramer, Vice Chair

\_\_\_\_\_  
Scott C. Hege, County Commissioner

THE DALLES/WASCO COUNTY ENTERPRISE ZONE

**EXTENDED ABATEMENT AGREEMENT**

With  
COLUMBIA PHYTOTECHNOLOGY, LLC.  
Dbas, PowderPure

**WRITTEN AGREEMENT WITH THE SPONSORS OF THE  
DALLES/WASCO COUNTY ENTERPRISE ZONE AND COLUMBIA  
PHYTOTECHNOLOGY LLC, TO EXTEND PROPERTY TAX  
EXEMPTION TO FIVE (5) CONSECUTIVE YEARS IN TOTAL FOR  
CAPITAL INVESTMENT AND JOB CREATION.**

The sponsors of The Dalles/Wasco County Enterprise Zone comprised of the governing bodies of the City of The Dalles and Wasco County, Oregon, hereinafter the “Zone Sponsors”, and Columbia Phytotechnology, LLC, hereinafter the “Firm” do hereby enter into the Columbia Phytotechnology, LLC, Extended Abatement Agreement, hereinafter the “Agreement”; which Agreement extends the period of time in which the Firm shall receive an exemption on its proposed investments in qualified property in The Dalles/Wasco County Enterprise Zone contingent on certain special requirements, under ORS 285C.160.

The Zone Sponsors and Firm jointly acknowledge that, subject to the approval of the application for authorization submitted on July 19, 2017, and the satisfaction of other requirements under ORS 285C.050 to 285C.250, the Firm is eligible for three years of complete exemption on its qualified property; that nothing in this Agreement shall modify or infringe on this three-year exemption or the requirements thereof; and that this Agreement becomes null and void if the Firm does not qualify for the three years of the exemption.

The Zone Sponsors extend the Firm’s property tax exemption an additional two (2) years on all property that initially qualifies in The Dalles/Wasco County Enterprise Zone in the assessment year beginning immediately after the third year of the standard abatement, and thereby sets a total period of exemption of five (5) consecutive years during which statutory requirements for the standard three-year enterprise zone exemption must also be satisfied and maintained.

**CONFIRMATION OF STATUTORY PROVISIONS**

In order to receive the additional two (2) years of enterprise zone exemption granted herein, the Firm agrees herewith under 285C. 160(3)(a)(A) that for each year of the entire five-year exemption period, all of the Firm’s new employees shall receive an average level of compensation equal to or greater than 130 percent of the county average annual wage, in accordance with the specific definitions and guidelines in Oregon Administrative Rules (OAR) Chapter 123, Division 674 (123-674-0600), which provides that:



1. Such compensation may include non-mandatory benefits that can be monetized; and
2. The county average annual wage is set at the time of authorization, except as pursuant to ORS 285C.160(4), according to the Employment and Wages by Industry (QCEW), Oregon Employment Department, 2015 average annual wage by County; the average wage for Wasco County is \$36,514.00, of which 130 percent equals \$47,468.20; and
3. Only employees working at jobs filled for the first time after the application for authorization but by December 31<sup>st</sup> of the first full year of the initial exemption and performed within the current boundaries of The Dalles/Wasco County Enterprise Zone are counted; and
4. Only full time, year-round and non-temporary employees engaged a majority of their time in the Firm's eligible operations consistent with ORS 285C.135 & 285C.200(3) are counted, regardless if such employees are leased, contracted for or otherwise obtained through an external agency or are employed directly by the Firm.

Furthermore, in order to receive the additional two (2) years of enterprise zone exemption granted herein, the Firm agrees that all of the Firm's new employees shall receive an average annual wage that is 100% or higher than the County average annual wage as set at the time of authorization, in the 4<sup>th</sup> and 5<sup>th</sup> years of the abatement period.

#### LOCAL ADDITIONAL REQUIREMENTS

For the Firm to receive the additional two (2) years of enterprise zone exemption granted herein, the Zone Sponsors and the Firm agree that the Firm shall do the following, in addition to statutory requirements, as reasonably requested by the Zone Sponsors under ORS 285C.160(3)(a)(B);

*In the fourth and fifth calendar years of the extended abatement period and prior to December 31<sup>st</sup> of those fourth and fifth years, a qualifying firm shall contribute to the Zone Sponsors a cash contribution calculated from the table below, which shall be split equally between the Zone Sponsors. The cash contributions will be used by the Zone Sponsors to support public infrastructure, economic development, and/or public services.*

Tax Savings for each of years 4 and 5	Tax Savings Per Year	Total Cash Contribution Per Year
	\$0.00 to \$29,999	15 percent of tax savings
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The Zone Sponsors agree to review proposals put forth by the Firm that would provide, "sweat equity" services, products, or other proposals that would provide equivalent value as the cash contribution the Firm would normally pay. The Firm agrees to put forth any such proposal six (6) months before the end of the third exemption year.

The Zone Sponsors reserve the right to reject any such proposals and any such rejection does not exempt the Firm from the cash contribution requirement per the table above as agreed upon.

#### ACCEPTING FOR THE SPONSORS

City of The Dalles  
Stephen E. Lawrence, Mayor

\_\_\_\_\_  
Signature Dated, \_\_\_\_\_, 2017

Wasco County Commission  
Rod Runyon, Commission Chair

#### APPROVED AS TO FORM

\_\_\_\_\_  
Kristen Campbell, County Counsel

\_\_\_\_\_  
Signature Dated, October 4, 2017

#### ACCEPTING FOR COLUMBIA PHYTOTECHNOLOGY, LLC

Columbia Phytotechnology, LLC  
\_\_\_\_\_, Owner

\_\_\_\_\_  
Signature Dated, \_\_\_\_\_, 2017

**Agenda Item**  
**County Assessor**

- [End of Year Assessor's Report](#)
- [Oregon Fish and Wildlife payment in lieu of taxes](#)

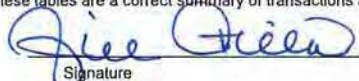
# SUMMARY OF PROPERTY TAX COLLECTIONS FOR FISCAL YEAR ENDING June 30, 2017 (ORS 311.531)

Date - July 31, 2017 County of - Wasco Office of Assessment & Tax Contact Person - Jill Amery Telephone Number - 541 506-2512

For Office Use Only	
Date Received	

ITEM	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	Prior Years	Total For All Years
<b>AMOUNT OF TAXES CERTIFIED</b>									
1. Total Amount Certified	37,050,251.88								
2. Real Property	29,364,463.46								29,364,463.46
3. Personal Property	816,765.70								816,765.70
4. Centrally Assessed by DOR (i.e. utilities, transportation, etc.)	3,491,158.86								3,491,158.86
5. Manufactured Structures	3,377,863.86								3,377,863.86
6. Total Amount Certified tax year 2016-17 (total of lines 2-5)	37,050,251.88								37,050,251.88
7. Uncollected Balance as of 7-1-16 [including deferred billing credits]		1,244,365.66	691,675.72	360,458.92	135,065.79	44,937.23	25,861.32	17,200.97	2,519,565.61
8. Amount Added to Rolls	10,438.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,438.73
9. Total of Lines 6-8	37,060,690.61	1,244,365.66	691,675.72	360,458.92	135,065.79	44,937.23	25,861.32	17,200.97	39,580,256.22
10. Personal Property Taxes Cancelled By Order of County Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11. Real Property Foreclosures	4,000.70	4,030.17	3,880.83	3,685.56	3,822.69	3,767.93	3,685.28	0.00	26,873.16
12. Other Corrections, Cancellations, etc.	137,747.35	2,352.43	1,003.61	0.00	0.00	0.00	0.00	54.69	141,158.08
13. Total (Noncash) Credits (total of lines 10-12)	141,748.05	6,382.60	4,884.44	3,685.56	3,822.69	3,767.93	3,685.28	54.69	168,031.24
14. Net Taxes For Collection (line 9 less line 13)	36,918,942.56	1,237,983.06	686,791.28	356,773.36	131,243.10	41,169.30	22,176.04	17,146.28	39,412,224.98
15. Discounts Allowed	941,426.71	-9.05	0.00	0.00	0.00	0.00	0.00	0.00	941,417.66
16. Total Taxes Collected	34,820,093.68	555,214.87	278,343.03	243,047.73	104,783.23	18,487.85	6,855.82	3,000.00	36,029,826.21
17. Total Remaining Uncollected 6-30-17 (line 14 less line 15 & 16)	1,157,422.17	682,777.24	408,448.25	113,725.63	26,459.87	22,681.45	15,320.22	14,146.28	2,440,981.11
18. Percentage Collected [1.00 minus (line 17 divided by line 14)]	0.969	0.448	0.405	0.681	0.798	0.449	0.309		
<b>TAXES REMAINING UNCOLLECTED AS OF 6-30-17</b>									
19. Real Property	944,027.45	547,674.45	312,086.88	76,950.96	17,223.51	4,675.31	1,048.69	6,441.00	1,910,128.25
20. Personal Property	11,307.11	7,964.69	6,833.70	3,377.66	6,051.64	3,522.52	2,305.61	4,262.88	45,625.81
21. Centrally Assessed by DOR (i.e. utilities, transportation, etc.)	0.00	0.00	0.00	0.00	0.00	13,523.49	11,158.59	0.00	24,682.08
22. Manufactured Structures	202,087.61	127,138.10	89,527.67	33,397.01	3,184.72	960.13	807.33	3,442.40	460,544.97
23. Total Remaining Uncollected 6-30-17 (total of lines 19-22)	1,157,422.17	682,777.24	408,448.25	113,725.63	26,459.87	22,681.45	15,320.22	14,146.28	2,440,981.11
24. Unpaid Tax with Deferred Billing Credits (ORS 305.286) as of 6-30-2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25. CATF Interest: 28.82% share from all districts (Tier One)	8,788.09	20,212.36	22,734.74	31,904.81	15,821.35	2,875.58	979.55	2,430.01	105,746.49
26. Additional CATF Interest: Addtl 25% From Cities & Special Districts (Tier 2)	2,672.26	6,231.95	7,074.94	9,771.63	4,888.11	935.30	344.30	787.95	32,706.44
27. Interest Distributed to Districts	19,029.23	44,002.92	50,207.50	71,969.22	37,369.66	9,285.72	4,418.43	7,069.85	243,352.53
28. Refund Interest Paid	3,931.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,931.47

I certify that these tables are a correct summary of transactions affecting the property tax rolls in fiscal year ending June 30, 2017, and the amounts remaining uncollected as of the same date.

  
Signature

Jill Amery  
Title

31-Jul-17  
Date

Email Address: dor.research@oregon.gov  
Mailing Address: Oregon Dept. of Revenue  
Research Section  
955 Center St., NE  
Salem, OR 97301-2555





ASSESSMENT & TAX

511 Washington St., Ste. 208 • The Dalles, OR 97058 • [www.co.wasco.or.us](http://www.co.wasco.or.us)  
assessment: [541] 506-2510 • tax: [541] 506-2540 • fax: [541] 506-2511

*Pioneering pathways to prosperity.*

October 4, 2017

Oregon Department of Fish & Wildlife  
4034 Fairview Industrial Dr. SE  
Salem, OR 97302

RE: 2017-18 In-Lieu of Tax Payments

Enclosed is the certification of the in-lieu of tax payments due Wasco County for the 2017-18 tax year under ORS 496.340. The amount listed, **\$29,973.29**, is after the reduction for early payment of the full amount due. This amount is due on or before Wednesday, November 15, 2017.

If you should have any questions please do not hesitate to contact me.

Sincerely,

Jill Amery  
Wasco County Assessor & Tax Collector



*Pioneering pathways to prosperity.*

Oregon Department of Fish & Wildlife  
4034 Fairview Industrial Dr. SE  
Salem, OR 97302

**NOTICE OF DETERMINATION OF VALUE OF REAL PROPERTY OWNED BY OREGON  
DEPARTMENT OF FISH & WILDLIFE, PURSUANT TO ORS 495.340(4)**

Notice of real property valuation pursuant to ORS 496.340 (4) is hereby given this date by attaching hereto a statement of the value of each property. The values used are the same as all other farm use and forest use properties, pursuant to ORS 496.340(2)(a). The statement also lists the payment due each property, computed by applying the same consolidated rate as all other properties within each code area, and limited by Section 11b, Article XI or the Oregon Constitution (Ballot Measure 5) and Sections 11 and 11a, Article XI (Ballot Measure 50).

Said attached is marked Exhibit A and by this reference is hereby made a part of this notice.

Dated this 4<sup>th</sup> day of October, 2016.

---

Rod L. Runyon  
Chair, Wasco County Board of Commissioners

ENCLOSURE: Exhibit A

STATE OF OREGON DEPT OF FISH/WILDLIFE TAX BILL SUMMARY 2017-18						To BOC by Oct 15th	
ACCOUNT #	MAP #	ACRES	RMV	TAXABLE AV	TAX	DISCOUNT	NET TAX DUE
8686	01N15 E00 00100	823.24	\$ 769,420	\$ 7,820	\$ 101.14	\$ 3.03	\$ 98.11
8687	01N16 E00 00100	82.24	\$ 106,970	\$ 780	\$ 10.09	\$ 0.30	\$ 9.79
8838	01S16 E00 00100	39.00	\$ 18,230	\$ 370	\$ 4.79	\$ 0.14	\$ 4.65
8968	01S16 E00 01100	48.02	\$ 22,440	\$ 460	\$ 5.95	\$ 0.18	\$ 5.77
8999	02N15 E00 00100	15.18	\$ 79,700	\$ 140	\$ 1.81	\$ 0.05	\$ 1.76
9010	02N15 E00 01700	264.41	\$ 260,350	\$ 25,650	\$ 331.75	\$ 9.95	\$ 321.80
9593	01S16 E00 02100	29.90	\$ 12,700	\$ 280	\$ 3.87	\$ 0.12	\$ 3.75
9759	03S12 E00 01000	3342.59	\$ 1,320,220	\$ 202,671	\$ 2,798.26	\$ 83.95	\$ 2,714.31
9762	03S12 E00 01600	511.66	\$ 174,340	\$ 39,430	\$ 544.41	\$ 16.33	\$ 528.08
9763	03S12 E00 01700	160.00	\$ 54,520	\$ 12,330	\$ 170.24	\$ 5.11	\$ 165.13
9765	03S12 E00 01800	320.00	\$ 109,040	\$ 24,660	\$ 340.48	\$ 10.21	\$ 330.27
9790	03S13 E00 02400	1310.43	\$ 609,510	\$ 68,930	\$ 951.71	\$ 28.55	\$ 923.16
9791	03S13 E00 02500	617.47	\$ 268,520	\$ 12,800	\$ 176.73	\$ 5.30	\$ 171.43
10100	02S12 E00 06400	100.00	\$ 34,070	\$ 7,710	\$ 106.45	\$ 3.19	\$ 103.26
10348	03S12 E00 01000	1766.84	\$ 675,730	\$ 103,969	\$ 1,237.46	\$ 37.12	\$ 1,200.34
10351	03S12 E00 03000	472.46	\$ 160,990	\$ 36,410	\$ 433.36	\$ 13.00	\$ 420.36
10369	03S13 E00 02500	1128.85	\$ 479,350	\$ 10,850	\$ 129.14	\$ 3.87	\$ 125.27
10404	04S11 E00 00200	320.00	\$ 112,080	\$ 26,680	\$ 317.55	\$ 9.53	\$ 308.02
10412	04S12 E00 00300	44.00	\$ 18,680	\$ 420	\$ 5.00	\$ 0.15	\$ 4.85
10500	03S12 E00 01000	4706.29	\$ 2,824,570	\$ 474,856	\$ 5,747.13	\$ 172.41	\$ 5,574.72
10501	03S12 E00 01900	10.00	\$ 3,310	\$ 150	\$ 1.82	\$ 0.05	\$ 1.77
10502	03S12 E00 02000	116.55	\$ 60,030	\$ 45,529	\$ 551.03	\$ 16.53	\$ 534.50
10503	03S12 E00 01800	1437.04	\$ 489,660	\$ 110,750	\$ 1,340.40	\$ 40.21	\$ 1,300.19
10512	03S12 E00 03000	313.25	\$ 106,740	\$ 24,140	\$ 292.16	\$ 8.76	\$ 283.40
10513	03S13 E00 02500	400.00	\$ 169,860	\$ 3,800	\$ 45.99	\$ 1.38	\$ 44.61
10514	03S13 E00 03400	80.00	\$ 33,970	\$ 760	\$ 9.20	\$ 0.28	\$ 8.92
10515	03S13 E00 03600	77.60	\$ 32,950	\$ 740	\$ 8.96	\$ 0.27	\$ 8.69
10666	04S11 E00 00700	80.00	\$ 27,260	\$ 6,170	\$ 73.44	\$ 2.20	\$ 71.24
10667	04S11 E00 00600	960.00	\$ 649,890	\$ 54,891	\$ 653.32	\$ 19.60	\$ 633.72
10670	04S11 E00 00900	130.00	\$ 274,460	\$ 72,755	\$ 865.94	\$ 25.98	\$ 839.96
10672	04S11 E00 01100	120.00	\$ 203,350	\$ 52,060	\$ 619.63	\$ 18.59	\$ 601.04
10673	04S11 E00 01200	160.00	\$ 171,930	\$ 37,706	\$ 448.78	\$ 13.46	\$ 435.32
10878	04S12 E04 00100	4.10	\$ 1,740	\$ 40	\$ 0.48	\$ 0.01	\$ 0.47
10885	04S12 E00 00800	2995.27	\$ 1,579,170	\$ 214,966	\$ 2,558.57	\$ 76.76	\$ 2,481.81
10928	04S12 E00 03000	197.78	\$ 218,160	\$ 42,810	\$ 509.53	\$ 15.29	\$ 494.24
10954	04S12 E31 00300	239.40	\$ 101,660	\$ 2,300	\$ 27.38	\$ 0.82	\$ 26.56
11533	05S11 E00 00200	78.25	\$ 76,760	\$ 16,949	\$ 201.73	\$ 6.05	\$ 195.68
11534	05S11 E00 00300	158.35	\$ 151,080	\$ 27,418	\$ 326.33	\$ 9.79	\$ 316.54
11535	05S11 E00 00400	3578.35	\$ 2,687,140	\$ 506,841	\$ 6,032.52	\$ 180.98	\$ 5,851.54
11536	05S11 E00 00500	200.00	\$ 76,690	\$ 8,560	\$ 101.88	\$ 3.06	\$ 98.82
12354	05S11 E00 01100	40.00	\$ 15,230	\$ 1,800	\$ 21.42	\$ 0.64	\$ 20.78
12355	05S11 E00 01400	79.09	\$ 28,060	\$ 5,700	\$ 67.84	\$ 2.04	\$ 65.80
12356	05S11 E00 01900	119.07	\$ 97,820	\$ 20,464	\$ 243.57	\$ 7.31	\$ 236.26
12358	05S11 E00 01500	79.09	\$ 27,140	\$ 6,220	\$ 74.03	\$ 2.22	\$ 71.81
12359	05S11 E00 01700	155.47	\$ 58,560	\$ 15,270	\$ 180.69	\$ 5.42	\$ 175.27
12360	05S11 E00 01300	19.55	\$ 8,300	\$ 190	\$ 2.26	\$ 0.07	\$ 2.19
12361	05S11 E00 01200	18.63	\$ 17,360	\$ 3,320	\$ 39.52	\$ 1.19	\$ 38.33
12362	05S11 E00 02000	1200.83	\$ 431,730	\$ 74,410	\$ 885.64	\$ 26.57	\$ 859.07
12363	05S11 E00 01800	475.45	\$ 173,790	\$ 20,650	\$ 245.78	\$ 7.37	\$ 238.41
12368	05S11 E00 02500	568.79	\$ 330,380	\$ 44,380	\$ 528.22	\$ 15.85	\$ 512.37
12369	05S11 E24 00100	79.09	\$ 32,510	\$ 3,630	\$ 43.20	\$ 1.30	\$ 41.90
12370	05S11 E24 00200	160.00	\$ 112,320	\$ 17,234	\$ 205.12	\$ 6.15	\$ 198.97
12371	05S11 E24 00300	74.90	\$ 29,730	\$ 2,620	\$ 31.18	\$ 0.94	\$ 30.24
13183	05S11 E25A 01000	13.70	\$ 5,820	\$ 130	\$ 1.55	\$ 0.05	\$ 1.50
16685	03S12 E00 02701	80.00	\$ 28,600	\$ 5,080	\$ 60.46	\$ 1.81	\$ 58.65
16686	04S11 E00 00101	200.00	\$ 68,150	\$ 15,410	\$ 183.41	\$ 5.50	\$ 177.91
		<b>TOTALS</b>	<b>\$ 16,692,740</b>	<b>\$ 2,523,059</b>	<b>\$ 30,900.30</b>	<b>\$ 927.01</b>	<b>\$ 29,973.29</b>

Discount if payment received by November 15th.

## **Agenda Item**

### **Budget Adjustment**

- [Staff Memo](#)
- [Resolution 17-009 Increasing appropriations  
offset by grant revenue within a fund](#)





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*Pioneering pathways to prosperity.*

7/31/2017

To: Board of County Commissioners  
CC: Tyler Stone – County Administrator; Eric Nisley – District Attorney  
From: Mike Middleton – Finance Director  
Re: VOCA, VOCA Expansion, and CFA grant carryover

Hello,

The District Attorney's Office has additional grant revenues available and a carryover amount from a prior year to spend in this fiscal year and the additional expenses are not included in the current budget for FY18. This memo is to discuss the request and a proposed budget resolution is attached.

The VOCA Basic and Expansion grants has been awarded, but is not here to be signed yet as the Department of Justice is still processing. However, a letter has been provided stating the Grant Agreement will honor expenses starting on October 1<sup>st</sup>, 2017 even if the Agreement is signed after that date. Due to timing from the Department of Justice, the opportunity to sign will be after October 1<sup>st</sup>, 2017. We hope to have it here for the Board of Commissioners to sign by the October 18<sup>th</sup> BOCC meeting but the Department of Justice can't give us a firm date at this time. The letter from the Department of Justice stating this is attached.

The CFA grant has \$9,028 in carryover funds available. This grant gives the award upfront and the County then reports the funds used. When not all the funds are expended, the next award is decreased by the carryover amount. To avoid this decrease in the next award, the DA's Office will need to increase the budget for the department. This will be used for office remodel, equipment, training, emergency services for victims, and possibly to assist on internet interfaces with Wasco County Sheriff, The Dalles Police and Norcor. I am recommending increasing the DA's Office materials and services budget to utilize the carryover funds (\$9,028) as this was not included in the adopted budget.

The VOCA Basic grant is actually \$5,600 more than was anticipated. For this reason, I am recommending increasing the DA's Office budgeted revenue for the grant.

The VOCA Expansion grant is new. This is a non-competitive grant. It is long term and not anticipated to go away. Even at this point, the DA's Office is not proposing taking the full grant award. Using \$29,999 of the new VOCA Expansion revenue this will increase the Victim Advocate position from .4FTE to .8FTE. This

will make the position benefit eligible but the benefits are covered by the grant. This diverges from the normal intent of not utilizing grant funded regular positions. The concern being that grant funded positions evolve to be non-grant funded. In this instance, the position is already grant funded to .4FTE and Finance will use project numbers to tie the earnings to the grants involved. These grants are also non-competitive and have a long history of being funded. If the grant(s) are not funded the individual in the position understands the position will be decreased to grant funding levels or eliminated if not funded. This would result in unemployment owed by the County but based on the history of the grant(s) this risk is not large. I am recommending increasing the DA's Office grant revenue and personnel expense by \$29,999.

The County has a commitment to the programs of \$6,935 from General revenues. This will not increase. Actually the grant will now be paying towards administrative costs as it had not in the past. While this is only \$2,561, it is still progress.

Summary of recommendation:

<u>Item</u>	<u>Revenue Budget</u>	<u>Expense Budget</u>
VOCA Basic increase	\$5,600	
VOCA Expansion	\$29,999	
VOCA Expansion Personnel		\$29,999
CFA carryforward		\$9,028

ELLEN F. ROSENBLUM  
Attorney General



FREDERICK M. BOSS  
Deputy Attorney General

**DEPARTMENT OF JUSTICE**  
DIVISION

September 12, 2017

To 2017 VOCA-CFA Grant Applicants:

The 2017 VOCA-CFA non-competitive grant of federal and state funds through the Oregon Department of Justice Crime Victims Services Division has a start date of October 1, 2017 and ends September 30, 2019. If the Grant Agreement is completed and signed after October 1, 2017, allowable expenses will be honored retroactive to October 1, 2017.

Sincerely,

RF Smith

Rebecca Smith  
Fund Coordinator  
Crime Victims Services Division

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF INCREASING	)	
APPROPRIATIONS OFFSET BY GRANT	)	RESOLUTION
REVENUE WITHIN A FUND	)	#17-009

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 there are requests for an increase in General Fund District Attorney's Office grant revenue, personnel and materials and services budgets; and

IT FURTHER APPEARING TO THE BOARD: That the planned expenditure and revenues in General Fund District Attorney's Office exceeds the estimate used for the Adopted Wasco County Budget for Fiscal Year 2017-2018.

IT FURTHER APPEARING TO THE BOARD: That the General Fund will have revenue offsetting the majority of the expense with a carryforward from the prior fiscal year covering the remainder (currently in the fund balance), meaning the fund balance will only decrease by the carryover

amount.

IT FURTHER APPEARING TO THE BOARD: That if the carryforward is not spent, the future award will be decreased by this amount.

NOW, THEREFORE, IT IS HEREBY RESOLVED: That \$39,027 in unanticipated General Fund District Attorney's Office (Personnel & Materials and Services) increase in the budget be offset by an increase in the General Fund District Attorney's Office Revenue of \$35,599. The fiscal year 2017-18 budget is hereby amended as follows:

Fund	Classification	Increase/Decrease
101	District Attorney (grant revenue)	\$35,999 Increase
101	District Attorney (personnel)	\$29,999 Increase
101	District Attorney (materials & services)	\$9,028 Increase

DATED this 4<sup>th</sup> day of October, 2017.

WASCO COUNTY  
BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
Rod L. Runyon, Commission Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott C. Hege, County Commissioner

\_\_\_\_\_  
Kristen Campbell  
Wasco County Counsel

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

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

- [Pursuant to ORS 192.660\(2\)\(h\) – Conferring with Legal Counsel regarding litigation](#)