



## AGENDA: REGULAR SESSION

WEDNESDAY, APRIL 1, 2020

WASCO COUNTY BOARD OF COMMISSIONERS

[HTTPS://MEET.GOOGLE.COM/QGQ-KXKM-ORJ?HS=122](https://meet.google.com/QGQ-KXKM-ORJ?HS=122) OR 1 770-884-8040 PIN: 864 408 466#

**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.

**In light of the current COVID-19 crisis, the Board will be meeting electronically. You can join the meeting at [HTTPS://MEET.GOOGLE.COM/QGQ-KXKM-ORJ?HS=122](https://meet.google.com/QGQ-KXKM-ORJ?HS=122) or call in to [1 770-884-8040](tel:17708848040) PIN: 864 408 466#**

**We appreciate your patience as we continue to try to serve the public during this time. Please use the chat function to submit real-time questions or comments. You can also submit comments/questions to the Board anytime on our webpage: [Your County, Your Voice](#)**

9:00 a.m.	<b>CALL TO ORDER</b> 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. <b>Corrections or Additions to the Agenda</b> <b>Discussion Items</b> (Items of general Commission discussion, not otherwise listed on the Agenda) <a href="#">Forest Service Weed Control Agreement</a> ; <a href="#">Building Codes Reserve Funds Distribution Agreements</a> ; <a href="#">Park Closure Request Letter</a> ; <a href="#">COVID-19 Response</a> ; <a href="#">Management Team Meeting Attendance</a> <b>Consent Agenda:</b> <a href="#">Minutes: 3.18.2020 Regular Session</a> (Items of a routine nature: minutes, documents, items previously discussed.)
9:30 a.m.	<a href="#">Fee Schedule Ordinance Public Hearing</a> – Brent Bybee/John Rodriguez
10:00 a.m.	<a href="#">BOPTA Report</a> – Lisa Gambee
10:05 a.m.	<a href="#">Summit Notes</a> – Lisa Gambee
10:15 a.m.	<a href="#">Transportation Grant Management IGA</a> – Jessica Metta
	<b>COMMISSION CALL</b>
	<b>NEW/OLD BUSINESS</b>
	<b>ADJOURN</b>

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**

**APRIL 1, 2020**

This meeting was held on Google Hangout Meet

Meeting ID <https://meet.google.com/qgq-kxkm-orj?hs=122>

Phone 1-770-884-8040 PIN: 864 408 466#

**PRESENT:** Scott Hege, Chair  
Kathy Schwartz, Vice-Chair  
Steve Kramer, County Commissioner

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

Chair Hege opened the session at 9:00 a.m. Mr. Stone explained the dial-in system to be identified with your phone number. Chair Hege asked if anyone wished to make comment on a topic not included on the agenda. There were none.

<b>Discussion Item – Forest Service Weed Control Agreement</b>
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Public Works Director Arthur Smith explained that this is a modification to an existing stewardship agreement with the U.S. Forest Service for noxious weed control. This modification adds funds for the coming year and extends the work period from December 2020 to December 2021.

Vice-Chair Schwartz asked if this is more funding than the last contracting period. Mr. Smith replied that it is a reduction from the last modification which was approximately \$80,000. He explained that the Forest Service gets an allocation from the Federal Government. He and the Forest Service then discuss what can be done with the available funding to determine a plan for the year.

Chair Hege asked if this is a break-even arrangement. Mr. Smith responded that he charges the fully-loaded rate for the Weed Master's time; in addition, there is a 10% overhead rate for the management of the contract.

Chair Hege asked Mr. Smith to explain what our contribution is as listed in the agreement. Mr. Smith stated that the Forest Service puts a value on the similar work that we do that has a positive impact on their properties; for instance, we treat noxious weeds on county roads that lead into Forest Service lands – that work

has a positive impact on their property. It is work we are required to do by statute and would do with or without the agreement with the Forest Service.

**{{{Commissioner Kramer moved to approve Modification #3 to U.S. Forest Service Grant Agreement 17-SA11060600-017 for Noxious Weed Treatment. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

**Discussion Item – Building Codes Reserve Funds Distribution IGA**

Chair Hege reviewed the memo included in the Board Packet. He commented that it took a while to get this agreement in place; it has all four counties agreeing on the distribution of the reserve funds and is fairly straightforward.

Vice-Chair Schwartz asked if the amount will be updated. Ms. Clark replied that Finance Director Mike Middleton will provide the current amount in the account; interest should have been reported yesterday. She said she would also adjust the dates to be current.

Chair Hege reported that Gilliam County does not want their distribution until the next fiscal year; we may owe them more in interest if we hold it for them.

The Board agreed that this was a long time coming and it will be good to be able to move forward. Thanks were expressed for Chair Hege's work on this project.

**{{{Commissioner Kramer moved to approve the Intergovernmental Agreement between Wasco, Sherman, Wheeler and Gilliam Counties for the distribution of MCCOG Building Codes Program reserve funds. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

**Discussion Item – PPE Distribution Request Letter**

Commissioner Kramer reported that on recent calls with Senator Findlay and Representatives Bonham and Owens the legislators made a request that we send a letter to the Governor just to record our concerns.

Vice-Chair Schwartz said that she appreciates the passion around the issue but she is not clear about what the letter is asking the Governor to do; she does not believe there is a need for the letter. She said there is a system in place to distribute personal protective equipment; it is the same system we are using. She said she understands the national frustration but is not comfortable with the letter. Commissioner Kramer stated that this is just a voice from the rural communities. We may be receiving equipment but our partners to the east believe they are not. He said that he would not push the issue of the letter

Chair Hege said that there have been some interesting stories from eastern communities regarding what they are and are not getting. He suggested that we change the word “evenly” to “fairly” in the letter. He said our partner counties are frustrated and would like us to add our voice to theirs, asking for transparency and fairness.

Vice-Chair Schwartz said that the letter doesn’t say what we want changed. How would we suggest it be different from what it is now? She read from an announcement saying that we would be getting a shipment of equipment today. She said she is not clear about what we are asking them to change.

Commissioner Kramer noted that all of the Commissioners have seen this letter before today. He suggested that as we move forward with packets, comments should go through the administrative staff to make changes for efficiency at meetings. He said he is willing to put this off and rework it, but thinks we need to add our voice in the communication with the Governor’s Office.

Chair Hege commented that he does not understand how they are distributing. Vice-Chair Schwartz said there is a certain criteria they are using in regard to the population, bed capacity and confirmed cases.

#### Agenda Item – Fee Schedule Ordinance Hearing

Chair Hege opened the hearing at 9:30 a.m. explaining that today is the first of two hearings; there will be no vote taken today. There will be an opportunity for public comment at both hearings. He reviewed the process to be followed at today’s hearing.

Associate Planner Brent Bybee reviewed the presentation included in the Board Packet. He stated that at the beginning of the year the Planning Department embarked on an analysis of their fees. He said that in the 1990s there was a lack of tracking of time and materials. In the early 2000’s they did begin some tracking to inform fees; time tracking stopped in 2008. He noted that in 2005 the Board was presented with 25%, 50% and 75% recovery rates and typically charged at a rate of 50% recovery of actual costs.

Mr. Bybee reviewed a chart illustrating fee schedules from other Oregon counties. He explained that counties all have their own processes; because of that, comparison is not an accurate way to set our fees. We need to analyze our own work. He said that they will continue that analysis and come back to the Board at a future date with further adjustments.



Vice-Chair Schwartz asked when they expect that analysis to be completed. Mr. Bybee replied that they are trying to determine how they can use Acela for that analysis. The COVID-19 pandemic has thrown a bump in the road; we had hoped to get it done by the end of the year, but that may be delayed.

Building Official John Rodriguez reviewed the Building Codes fees changes included in the Board Packet. He said that it is the result of several proposed schedules with feedback from the Board and the public informing the final proposal. It is basically a 15% increase across the board.

Vice-Chair Schwartz asked if the unspecified notation in some cases for a current fee is because it is a new fee. Mr. Rodriguez confirmed, saying that these were services that were not part of the original fee schedule we inherited from MCCOG.

Chair Hege asked for comments from the public. Ron Nelson made a chat comment that these are reasonable increases.

The Board thanked staff for their work on the fee schedule. Commissioner Kramer read the title of the Ordinance into the record: Ordinance 20-002 in the matter of amending Wasco County's Uniform Fee Schedule for Various County Departments.

Chair Hege noted that the second hearing would be held on April 15<sup>th</sup> and closed the hearing at 9:58 a.m.

#### **Agenda Item – BOPTA Report**

County Clerk Lisa Gambie reviewed the Board of Property Tax Appeals memo included in the packet explaining that the process opened in February and concluded in early March. The reading of the final numbers is required by statute. The hearings resulted in a reduction of \$974,880 in assessed value.

Chair Hege noted that some of the cases will go to appeal at the Magistrate; those appeals could change the final outcome. He said that the process this year was well-done.

#### **Agenda Item – 2020 Leadership Summit Notes**

Ms. Gambie reviewed the notes included in the Board Packet. She said that the training was based on the work of Brene Brown. A lot of phrases from the training are making their way into the organization's vernacular. For her, the phrases and concepts "Clear is Kind" and "Paint what done looks like" have both made her a

better leader.

Chair Hege commented that it was good training and the notes are both good for history and to remind us of what we learned. He stated that we had two follow-up trainings that had to be cancelled. He asked if they are being rescheduled. Ms. Clark reported that she is in touch with the trainer, Amy Leneker, and will be rescheduling once we have a better sense of when it might be safe to relax the guidelines for social distancing.

Ms. Gambee reported that her office would be doing their first virtual marriage license application this afternoon.

Vice-Chair Schwartz stated that the notes are excellent; reading through them was so helpful in reminding her of what we learned. She added that Mr. Middleton's financial summary is very useful. She pointed out that he had talked about unknown risks; it is ironic that just a few months later we are facing a global pandemic – a risk we could not foresee.

Chair Hege said he would encourage the Management Team to review the notes as well. Commissioner Kramer thanked the entire team for what we accomplished at the Summit.

**{{{Commissioner Kramer moved to approve the 2020 Leadership Summit Notes. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

Chair Hege asked if there is any public comment at this time. There was none.

<b>Agenda Item – Transportation Grant Management IGA</b>
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Mid-Columbia Economic Development District Executive Director Jessica Metta stated that the Board of Commissioners approved the application for an ODOT Transportation Management Grant to develop a 20-year plan for transit in Wasco County. Wasco County is the eligible applicant. The grant was awarded and the Board has signed the grant agreement with ODOT. ODOT will now contract directly with the Consultant; MCEDD will provide the matching funds and will work with the Consultant on the project. This IGA formalizes that arrangement.

Chair Hege asked what the hope is for the project. Ms. Metta replied that it will be a year-long process to look into what transit will look like operationally and financially. We want a well-rounded consultant to help visualize and forecast. For a strong future with a growing and aging population, we will need to develop

partnerships throughout the community. This will give us a master plan that includes the more rural parts of the County.

Vice-Chair Schwartz stated that she sits on the Transportation Advisory Board and has heard a lot about this work. She thanked Ms. Metta for the work she is doing in transportation – it is an essential service and MCEDD has made a lot of changes to accommodate social distancing. She asked Ms. Metta to pass our thanks on to her staff for being willing to be out there.

Chair Hege asked how the fixed-route system is working. Ms. Metta said that a deviated fixed-route system was launched in April of last year and since that time the ridership has grown. They had planned on adding a bus this April but that has been put on hold due to the COVID-19 outbreak. It will make runs available every 30 minutes. Once the crisis has passed, they will circle back to the additional bus. She added that they have marketing dollars that must be expended so they will soon be putting up billboards. She said they have submitted a grant application that will allow for a second loop and hope to hear back soon. That would be a July 1<sup>st</sup> roll out.

**{{Vice-Chair Schwartz move to approve the Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District for the management of the Oregon Department of Transportation grant-funded program. Commissioner Kramer seconded the motion which passed unanimously.}}**

Discussion Item – COVID 19 Response
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Mr. Stone said that he asked Emergency Manager Sheridan McClellan to send him the distribution formula but he does not have it yet. There is a limited supply of PPE and it is being distributed. If we get into a surge, we don't want to have used it all. He said he would send the formula after he receives it.

Chair Hege said that Representative Walden was being asked how the feds are distributing. Some of the smaller counties were aghast at the small number getting sent to the small counties. With the limited numbers available, not everyone will get what they need.

Mr. Stone said that the Unified Command for Wasco, Sherman and Gilliam counties is running and growing as we determine needs. It is difficult – we have a limited number of EMS in a large population. We can't bring people together to be served. We are having to rethink how we do things. Wasco County has a number of staff in the UC which adds an additional workload to them. Sheriff

Magill is heading up operations which is probably the heaviest lift. Administrative Services Office Manager Stephanie Krell is leading the Joint Information Center which is a massive job. Public Health is significantly burdened in this and they are doing a great job.

Chair Hege observed that the Health Board has talked about scenarios like this – they have always had this on their minds. This is part of why they exist.

Vice-Chair Schwartz said she wants to emphasize that the most important weapon we have in the pandemic is to stay home. She said she wants to encourage citizens to take this extremely seriously. She said that people should only leave home for essential things. The need for PPE will go down if we stay home.

Commissioner Kramer said that he is involved with the Multi-Agency Coordinating Committee (MACC) It includes Public Health, counties' representatives, City of The Dalles, and Mid-Columbia Fire and Rescue. He said it is a great team – boots on the ground to gather information, concerns and issues and send them on to Unified Command. He said he believes the MACC will eventually transform into the policy and finance arm of the response. He said that right now, we need to understand that staying home is our best weapon. He said that his phone is open and he wants to hear from the public. He reported that the MACC will meet with the UC this afternoon.

Ms. Gambie said she would like to remind the public that we do have information on our website with links to trusted sources.

<b>Discussion Item – Management Team Attendance</b>
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Ms. Clark explained that historically Mr. Stone has held monthly Management Team meetings to which the Board was invited to give them the opportunity to hear what is happening in the various County departments. Because all three Commissioners were invited, the meeting was publicly noticed, but the meeting was actually Mr. Stone's staff meeting. With all the remote work occurring since the start of the COVID-19 crisis, Management Team meetings have moved to weekly and are not being noticed. Therefore, the Chair has been the only Commissioner attending, although the meetings have been recorded to allow the two non-attending Commissioners to stay informed. The reason for this discussion item is to allow the Board to determine if they want it to continue with the Chair attending the weekly meetings or do they want to rotate through with a different Commissioner attending each week.

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Chair Hege said he would like to continue to attend but is open to a rotation. Commissioner Kramer said he would like to have Chair Hege continue to attend as the Board representative. He said that he is busy with the MACC and knows that Vice-Chair Schwartz is busy with North Central Public Health. The recording is good for staying informed.

Vice-Chair Schwartz agreed, saying that if at any time Chair Hege needs someone to attend in his place, she would be happy to do so.

**Consent Agenda: Minutes – 3.18.2020**

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

**Commission Call**

Commissioner Kramer said that he noticed through the CARES Act there is a workshare program. That is something we need to look at as we will have to apply. This would protect some of our workforce if this gets worse. He said he would like our Administration to look at this for our workforce. Mr. Stone said that Human Resources Director Nichole Biechler is monitoring that for us.

Chair Hege said that he is on the Lower Deschutes River Area Management team which met a week and a half ago and concluded that the BLM needed to close those parks. As of today, all BLM parks are closed on the Lower Deschutes and permits already issued will be refunded. The permitting will be open but the closure could be extended beyond May 1<sup>st</sup> in which case refunds would again be issued.

Chair Hege asked if today's meeting is being recorded. Ms. Clark replied that it is not. Statute requires that recordings be maintained for a full year after minutes of the meeting are approved. The video files are just too massive for our system to store a year's worth. She suggested that we could post a link to the radio station's audio recording of the meeting.

Chair Hege asked radio news reporter Rodger Nichols his impression of how the Board is doing in the new format of virtual meetings. Mr. Nichols replied that the audio comes through clearly and he believes the County is doing a good job of allowing public access.

Chair Hege adjourned the meeting at 10:26 a.m.

Summary of Actions

**MOTIONS**

- **To approve Modification #3 to U.S. Forest Service Grant Agreement 17-SA11060600-017 for Noxious Weed Treatment.**
- **To approve the Intergovernmental Agreement between Wasco, Sherman, Wheeler and Gilliam Counties for the distribution of MCCOG Building Codes Program reserve funds.**
- **To approve the Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District for the management of the Oregon Department of Transportation grant-funded program.**
- **To approve the Consent Agenda: 3.18.2020 Minutes.**

Wasco County  
Board of Commissioners



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Scott C. Hege, Board Chair



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Kathleen B. Schwartz, Vice-Chair



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Steven D. Kramer, County Commissioner



## DISCUSSION LIST

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[FOREST SERVICE WEED CONTROL AGREEMENT](#) – Arthur Smith

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[BUILDING CODES RESERVE FUNDS DISTRIBUTION IGAS](#) – Scott Hege

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[PARK CLOSURE REQUEST LETTER](#) – Steve Kramer

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[COVID-19 RESPONSE](#)

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[MANAGEMENT TEAM MEETING ATTENDANCE](#)

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## DISCUSSION ITEM

### Forest Service Weed Control Agreement Modification 3

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[STAFF MEMO](#)

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[2017 AGREEMENT](#)

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[MODIFICATION 3](#)

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[MOTION LANGUAGE](#)

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## MEMORANDUM

**SUBJECT: USFS Weed Control Agreement Modification 3**

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**TO: BOARD OF COUNTY COMMISSIONERS**

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**FROM: KATHY WHITE**

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**DATE: 3.25.2020**

### **BACKGROUND INFORMATION:**

This is a modification to an agreement signed in 2017 (included in this packet). The modification addresses three items:

- An extension of the time period for the ongoing work
- Additional funding for the work to continue
- Updated contact information

**FILED  
WASCO COUNTY****2017 JUN 19 P 3:45****LISA GAMBEE  
COUNTY CLERK**FS Agreement No. 17-SA-11060600-017

Cooperator Agreement No. \_\_\_\_\_

**STEWARDSHIP AGREEMENT****Between The  
County of Wasco  
And the****U.S. FOREST SERVICE, Mount Hood National Forest**

This Stewardship Agreement is hereby made and entered into by and between the County of Wasco, hereinafter referred to as "Wasco County," and the U.S. Forest Service, Mount Hood National Forest, hereinafter referred to as the Forest Service, under the authority and provisions of the Agricultural Act of 2014, Pub. L. 113-79, sec. 8205, and the Wyden authority: Pub. L. 105-277, Section 323 as amended by Pub. L. 109-54, Section 434, and permanently authorized by Pub. L. 111-11, Section 3001.

**Background:** In 2003 Congress authorized the Forest Service and the Bureau of Land Management to enter into stewardship contracts and agreements "to achieve land management goals for the national forests that meet local and rural community needs." The primary focus of this legislation is to achieve land management goals through stewardship projects awarded under contracts or agreements. Unique to the legislation is the ability to exchange goods for services that meet the land management objectives.

The area addressed in this Stewardship Agreement is known as the Wasco County and lies within the borders of the States of Oregon. This area includes an un-estimated number of acres to be treated during the term of this Stewardship Agreement.

Wasco County and the Mount Hood National Forest have cooperatively treated weeds on and around the National Forest for many years. It is an objective of both agencies to stop or reduce the spread of noxious weeds and other invasives species. This agreement will further this objective by funding more treatments across the area and facilitate communication and sharing of knowledge, information, and coordinating effective treatment efforts. Wasco County will be using these funds to treat known and new weed infestations, while the Forest Service will assist them in this effort and keep the county informed of any new or concerning infestations throughout the treatment year.

Title: Wasco County Noxious Weeds Treatment

**I. PURPOSE:**

The purpose of this Stewardship Agreement is to document the cooperative effort between the parties for landscape restoration activities within the Mount Hood National Forest in accordance with the following provisions and the hereby incorporated Appendices.

Appendix A	Definitions
Appendix B	Technical Proposal
Appendix C	Map of Stewardship Project Area
Appendix D	Financial Plan

## **II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

The Forest Service is a land management agency dedicated to the wise use and management of National Forest System (NFS) lands, including the responsibility for maintaining and improving resource conditions.

Wasco County Weed Department Mission Statement "To manage the invasion and spread of noxious weeds throughout the County."

It is the objective of the Wasco County Weed Department to prevent economic and environmental damage associated with noxious weed infestations within the County of Wasco and neighboring lands. The forest is a vital area for recreation as well as a source of revenue for its businesses. The forest is also the primary watershed for most of the water consumed in the county. It is a top objective of the county government to protect these resources for its citizens.

Mission accomplishment for both parties will be furthered by the restoration of natural resources across the landscape.

All projects conceived under this Stewardship Agreement will undergo a collaborative process to determine specific habitat improvements. The collaborative process will ensure that the benefits of undertaking restoration activities are mutually beneficial to Wasco County and the Forest Service as well as being beneficial to a wide diversity of interests involved in collaboration.

Both parties share an interest in improving the ecosystem condition and function of the landscape. A healthy landscape provides a variety of benefits beyond the needs of a single species, and therefore benefits both parties.

It is therefore mutually beneficial for the parties to work together to implement these landscape restoration and enhancement projects.

In consideration of the above premises, the parties agree as follows:

## **III. THE PARTNER SHALL:**

- A. LEGAL AUTHORITY. Wasco County shall have the legal authority to enter into this Stewardship Agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.

B. TECHNICAL PROPOSAL. In coordination with the Forest Service, prepare and submit for review a Technical Proposal, which will be attached as Appendix B when finalized. This Technical Proposal must address agreed upon land management activities within the Stewardship Project Area displayed in Appendix C, for the proposed operating period. The Technical Proposal must abide by all laws and regulations pertaining to the management and protection of National Forest System (NFS) lands and adhere to the National Environmental Policy Act (NEPA) document and all mitigation identified therein. The Technical Proposal will be used to make an evaluation and arrive at a determination as to whether the proposal will meet the requirements of the Forest Service. Therefore, the Technical Proposal must present sufficient information to reflect a thorough understanding of the requirements and a detailed description of the techniques, procedures, and program for achieving the objectives of the specifications/statement of work. Technical Proposals will be evaluated on the basis of the following criteria. As a minimum, the Technical Proposal must clearly provide the following:

1. A plan of operations for stewardship project work. Include a timeline and the rationale for the work activities identified to ensure activities will be completed by the expiration date of the agreement.
2. Quality control plan for both stewardship projects.

The approved Technical Proposal will become part of this agreement without necessity of a formal modification.

- C. BILLING. Bill the Forest Service for costs incurred on the project. *See related Provision IV F. Payment/Reimbursement*
- D. Meet annually to discuss treatment areas and plans. Reporting requirements and due dates will be established and agreed to.
- E. Follow Technical Proposal - Noxious Weed Treatment Funding & Plan of Work, Appendix B
- F. Submit Pesticide Application Record Forms no later than 9/30 to meet Forest Service fiscal year (10/1-09/30) reporting requirements.

#### **IV. THE FOREST SERVICE SHALL:**

- A. Have the Regional Forester or authorized designee approve all stewardship project proposals.
- B. Inform Wasco County of any changes in stewardship policy, law and regulations.
- C. Recognize Wasco County's contribution, in a manner acceptable to both parties, in news releases, interpretive signs, photographs, or other media as appropriate.

- D. SERVICE WORK. Review the Technical Proposal and work with Wasco County to make any necessary changes. *See related Provision III-B.*
- E. TECHNICAL PROPOSAL EVALUATION. Evaluate the Technical Proposal on technical and cost evaluation criteria, such as, but not limited to:
1. Weed Treatment.
  2. Quality Control.
  3. Reporting
- F. PAYMENT/REIMBURSEMENT The Forest Service shall reimburse Wasco County for the Forest Service's share of actual expenses incurred, not to exceed \$ 60,000.00, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The Forest Service shall make payment upon receipt of the Wasco County's monthly, invoice. Each invoice from Wasco County shall display the total project costs for the billing period, separated by Forest Service and Wasco County share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Wasco County's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

1. Cooperator name, address, and telephone number.
2. Forest Service agreement number.
3. Invoice date.
4. Performance dates of the work completed (start & end).
5. Total invoice amount for the billing period, separated by Forest Service and Cooperator share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
7. Cumulative amount of Forest Service payments to date.
8. Statement that the invoice is a request for payment by "reimbursement."
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable.

The invoice shall be forwarded to:

EMAIL: asc_ga@fs.fed.us
FAX: 877-687-4894
POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements

101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to:

Chad Atwood
16400 Champion Way
Sandy OR, 97055
catwood@fs.fed.us

- G. Meet annually with Wasco County and provide treatment areas, maps, and support for completing the agreed upon treatment plan. Reporting requirements and due dates will be established and agreed to.
- H. OVERPAYMENT. Any funds paid to Wasco County in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the Cooperator to the Forest Service:
1. Any interest or other investment income earned on advances of agreement funds; or
  2. Any royalties or other special classes of program income which, under the provisions of the agreement are required to be returned.

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to Wasco County.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the Forest Service may charge interest on an overdue debt.

**V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this Stewardship Agreement.

**Principal Partner Contacts:**

Merel Keys  
2705 East Second Street  
The Dalles, OR 97058  
Telephone: (541) 506-2640  
Email:

Arthur Smith  
2705 East Second Street  
The Dalles, OR 97058  
Telephone: (541) 506-2640  
Email: arthurs@co.wasco.or.us

*Title/Role/Responsibility:* Weed Master

*Title/Role/Responsibility:* Road Master

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

Chad Atwood  
16400 Chanpion Way  
Sandy, OR, 97055  
Telephone: 503-668-1668  
Email: catwood@fs.fed.us

Jessica Clark  
501 E. 5<sup>th</sup> Street #404  
Vancouver, WA 98661  
Telephone: 360-891-5168  
Email: jessicaaclark@fs.fed.us

*Title/Role/Responsibility:* Program  
Manager

*Title/Role/Responsibility:* Lead G&A Specialist

- B. **ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES.** This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement Wasco County acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government. If Wasco County fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds Wasco County has expended in violation of sections 433 and 434.
- C. **SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM).** Wasco County shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information

about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

- D. AVAILABILITY FOR CONSULTATION. Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this Stewardship Agreement and agree to actions essential to fulfill its purposes.
- E. ANNUAL MEETING. At a minimum, the parties will meet annually to discuss potential stewardship projects and jointly review the active stewardship project proposal list.
- F. ENVIRONMENTAL MANAGEMENT SYSTEM (EMS). The parties will comply with the Forest Service's environmental management system (EMS) which is a systematic approach to improving environmental performance by identifying activities and environmental impacts that occur on National forest system (NFS) lands. The Forest Service will provide Wasco County with details for compliance.
- G. NEPA COMPLIANCE. The Forest Service will assure that this Stewardship Agreement incorporates necessary design criteria and standards for operation to comply with the NEPA document. Wasco County will work with the Forest Service to comply with these terms on the ground.
- H. TECHNICAL AND COST EVALUATION. Best approach determination is the evaluation method used by the Forest Service to approve stewardship agreement technical proposals. Such consideration shall primarily consider criteria other than cost. These non-price criteria include, but are not limited to:
  - 1. The extent of mutual interest and benefit.
  - 2. The advantages and effectiveness of mutual participation.
  - 3. Joint expertise.
  - 4. Past performance.
  - 5. Technical approach
  - 6. Factors relevant to cost such as volunteer participation, contribution from other parties, cost sharing, etc.
  - 7. Ability to utilize, educate and/or train a local workforce.
  - 8. Benefits to the local community
  - 9. Ability to complete work in a timely manner.
  - 10. Experience in performing similar work.
  - 11. Ability to conduct work in an environmentally sound manner.
- I. NOTICES. Any communications affecting the operations covered by this agreement given by the Forest Service or Wasco County is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in this Stewardship Agreement.

To Wasco County, at Wasco County's address shown in this Stewardship Agreement or



such other address designated within this Stewardship Agreement.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- J. PARTICIPATION IN SIMILAR ACTIVITIES. This Stewardship Agreement in no way restricts the Forest Service or Wasco County from participating in similar activities with other public or private agencies, organizations, and individuals.
- K. ENDORSEMENT. Any of Wasco County's contributions made under this Stewardship Agreement do not by direct reference or implication convey Forest Service endorsement of Wasco County's products or activities.
- L. NON-FEDERAL STATUS FOR PARTNER PARTICIPANT LIABILITY. Wasco County agree(s) that any of Wasco County's employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), and Wasco County hereby willingly agree(s) to assume these responsibilities.

Further, Wasco County shall provide any necessary training to Wasco County's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. Wasco County shall also supervise and direct the work of its employees, volunteers, and participants performing under this Stewardship Agreement.

- M. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this Stewardship Agreement, or benefits that may arise therefrom, either directly or indirectly.
- N. DRUG-FREE WORKPLACE.
  - I. Wasco County agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives Federal funding. The statement must
    - a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
    - b. Specify the actions Wasco County will take against employees for violating that prohibition; and
    - c. Let each employee know that, as a condition of employment under any award, the employee:
      - (1) Shall abide by the terms of the statement, and

- (2) Shall notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
2. Wasco County agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
  - a. The dangers of drug abuse in the workplace;
  - b. The established policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation and employee assistance programs; and
  - d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
3. Without the Program Manager's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this Stewardship Agreement, or the completion date of this Stewardship Agreement, whichever occurs first.
4. Wasco County agree(s) to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the number of each project which the employee worked. The notification must be sent to the Program Manager within ten calendar days after Wasco County learn(s) of the conviction.
5. Within 30 calendar days of learning about an employee's conviction, Wasco County shall either:
  - a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
  - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- O. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so

forth.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

- P. **ELIGIBLE WORKERS.** Wasco County shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Wasco County shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental agreement awarded under this Stewardship Agreement.

- Q. **STANDARDS FOR FINANCIAL MANAGEMENT.**

**1. Financial Reporting**

Wasco County shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

**2. Accounting Records**

Wasco County shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

**3. Internal Control**

Wasco County shall maintain effective control over and accountability for all Forest Service funds. Wasco County shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement and used solely for authorized purposes.

**4. Source Documentation**

Wasco County shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract documents. These documents must be made available to the Forest Service upon request.

- R. **AGREEMENT CLOSEOUT.** Wasco County Within 90 days after expiration or notice of termination the parties shall close out the award/agreement.

Any unobligated balance of cash advanced to the Recipient/Cooperator must be immediately refunded to the Forest Service, including any interest earned in accordance with 7CFR3016.21/2CFR 215.22.

Within a maximum of 90 days following the date of expiration or termination of this grant, all financial performance and related reports required by the terms of the agreement must be submitted to the Forest Service by the Recipient/Cooperator.

If this agreement is closed out without audit, the Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

- S. USE OF FOREST SERVICE INSIGNIA. In order for Wasco County to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service.
- T. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of activities under this Stewardship Agreement to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

Wasco County shall submit annual performance reports to the Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report shall be submitted either with Wasco County's final payment request, or separately, but not later than 90 days from the expiration date of this Stewardship Agreement.

- U. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. Wasco County shall retain all records pertinent to this Stewardship Agreement for a period of no less than three years from the expiration or termination date. As used in this provision, records include books, documents, accounting procedures and practice, and other data, regardless of the type or format. Wasco County shall provide access and the right to examine all records related to this Stewardship Agreement to the Forest Service Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as records are

kept.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds shall be retained for 3 years after its final disposition.

- V. FREEDOM OF INFORMATION ACT (FOIA). Public access to Stewardship Agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- W. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- X. PUBLIC NOTICES. It is Forest Service's policy to inform the public as fully as possible of its programs and activities. Wasco County is/are encouraged to give public notice of the receipt of this award/Stewardship Agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

"Invasive Weed Treatment Program, of the Forest Service, Department of Agriculture, Mount Hood NF."

Wasco County may call on Forest Service's Office of Communication for advice regarding public notices. Wasco County is/are requested to provide copies of notices or announcements to the Forest Service Program Manager and to Forest Service's Office of Communications as far in advance of release as possible.

- Y. FUNDING EQUIPMENT AND SUPPLIES. Federal funding under this Stewardship Agreement is not available for reimbursement of Wasco County's purchase of equipment and supplies. Equipment is defined as having a fair market value of over \$5,000 per unit and a useful life of over one year.
- Z. PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the Forest Service with Cooperator contributions must become the property of the Forest Service.
- AA. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction or with approval of the Forest Service becomes property of the United States. These improvements are be subject to the same regulations and administration of the Forest Service as would other National Forest improvements of a similar nature. No part of this Stewardship Agreement entitles Wasco County to any interest in the improvements, other than the right to use and enjoy them under applicable Forest Service regulations.
- BB. CONTRACT REQUIREMENTS. Any contract under this agreement must be awarded following Wasco County's established procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of a conflict). Wasco County shall maintain cost and price analysis documentation for potential Forest Service review. Wasco County is encouraged to utilize small businesses, minority-owned firms and women's business enterprises.
- CC. GOVERNMENT-FURNISHED PROPERTY. Wasco County may only use Forest Service property furnished under this Stewardship Agreement for performing tasks assigned in this Stewardship Agreement. Wasco County shall not modify, cannibalize, or make alterations to Forest Service property. A separate document, Form AD-107, must be completed to document the loan of Forest Service property. The Forest Service shall retain title to all Forest Service-furnished property. Title to Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

*Partner Liability for Government Property.*

1. Unless otherwise provided for in the Stewardship Agreement, Wasco County shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies—
  - a. The risk is covered by insurance or Wasco County is/are otherwise reimbursed (to the extent of such insurance or reimbursement).

- b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of Wasco County's managerial personnel. Wasco County's managerial personnel, in this clause, means Wasco County's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of Wasco County's business; all or substantially all of Wasco County's operation at any one plant or separate location; or a separate and complete major industrial operation.
2. Wasco County shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. Wasco County shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
3. Wasco County shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
4. Upon the request of the G&A Specialist, Wasco County shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of Stewardship Agreements of assignment in favor of the Government in obtaining recovery.

**DD. FOREST SERVICE ACKNOWLEDGED IN PUBLICATION AND AUDIOVISUALS.**

Wasco County shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this Stewardship Agreement.

**EE. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.**

Wasco County shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

***"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"***

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

If the material is too small to permit the full statement to be included, the material shall, at minimum, include the following statement, in print size no smaller than the text:

***"This institution is an equal opportunity provider."***



FF. REMEDIES FOR COMPLIANCE RELATED ISSUES. If Wasco County materially fail(s) to comply with any term of the Stewardship Agreement, whether stated in a Federal statute or regulation, an assurance, the Stewardship Agreement, the Forest Service may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by Wasco County or more severe enforcement action by the Forest Service;
2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the current Stewardship Agreement for Wasco County's program;
4. Withhold further awards for the program, or
5. Take other remedies that may be legally available, including debarment procedures under 2 CFR part 417.

GG. TERMINATION BY MUTUAL AGREEMENT. This Stewardship Agreement may be terminated, in whole or part, as follows:

- When the Forest Service and Wasco County agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- By 30 days written notification by Wasco County to the Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the Forest Service decides that the remaining portion of the Stewardship Agreement must not accomplish the purpose for which the Stewardship Agreement was made, the Forest Service may terminate the award upon 30 days written notice in its entirety.

Upon termination of an Stewardship Agreement, Wasco County shall not incur any new obligations for the terminated portion of the Stewardship Agreement after the effective date, and shall cancel as many outstanding obligations as possible. The Forest Service shall allow full credit to Wasco County for the Forest Service share of obligations that cannot be canceled and were properly incurred by Wasco County up to the effective date of the termination. Excess funds shall be refunded within 60 days after the effective date of termination.

HH. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.



- II. DEBARMENT AND SUSPENSION. Wasco County shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal government according to the terms of 2 CFR Part 180. Additionally, should Wasco County or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- JJ. MODIFICATION. Modifications within the scope of this Stewardship Agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made in writing, at least 30 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.
- KK. COMMENCEMENT/EXPIRATION DATE. This Stewardship Agreement is executed as of the date of the last signature and is effective through December 31, 2018 at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.
- LL. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this Stewardship Agreement.

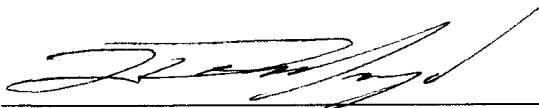
In witness whereof, the parties have executed this Stewardship Agreement as of the last date written below.



ROD RUNYON, Chairman  
Wasco County Board of Commissioners

6.7.2017

Date




JIM DEMAAGD, Acting Forest Supervisor  
U.S. Forest Service, Mt. Hood National Forest

6-9-2017

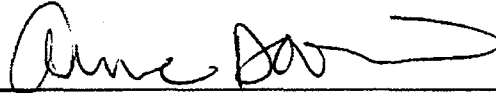
Date

APPROVED AS TO FORM:



Kristen Campbell, Wasco County Counsel

The authority and format of this Stewardship Agreement (17-SA-11060600-017) have been reviewed and approved for signature.



5/22/17

ANNE DOOLIN

U.S. Forest Service Grants Management Specialist

Date

Burden Statement

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

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

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

## **APPENDIX A DEFINITIONS**

Technical and Cost Evaluation. The evaluation used by the Forest Service to award projects. Such consideration shall primarily consider criteria other than cost. These non-price criteria include, but are not limited to, extent of mutual cooperation and benefits, past performance, experience, technical approach, and benefits to the local community.

Stewardship Project Proposal. A written request submitted by Forest and Grassland Supervisors to the Regional Forester for review and approval for proposed stewardship projects. The request for approval must include appropriate information about the proposed project, such as land management goals of the project, the total value of the project, products to be removed, the value of services to be received, the value of goods to be exchanged for services, contributed funds or work to be received, and expected residual receipts from the project.

After reviewing a proposed project, the Regional Forester shall approve or disapprove the project through a formal written reply in correspondence to the Forest or Grassland Supervisor. Only the projects and associated work activities approved by the Regional Forester with completed NEPA analysis are to be included in this Stewardship Agreement.

**APPENDIX B**  
**TECHNICAL PROJECT PROPOSAL**  
2017 Noxious Weed Treatment Funding & Plan of Work  
Mt. Hood National Forest

Wasco county proposes to manually or chemically treat invasive noxious weeds (as defined by Oregon Department of Agriculture Policy and Classification 2017) along roadsides, landings, and other disturbed areas. Chemical treatments will be done using various equipment, including trucks with mounted boom sprayers, ATV-mounted sprayers, and backpack sprayers. The use of this equipment is site specific. Priority treatment locations include completed and proposed timber sale areas, high recreational use sites, major roadways and other disturbed areas infested by noxious weeds. Treatments will be made across the forest with emphasis on particular areas or species of concern. Some treatments may be made on adjacent lands under the Wyden Amendment to reduce the spread of noxious weeds along roads entering National Forest lands. The current conditions include roadside infestations of houndstongue (*Cynoglossum officinale*), tansy ragwort (*Senecio jacobea*), diffuse, spotted and meadow knapweed (*Centaurea diffusa*; *C. stoebe*; *C. pratensis*) which quickly spread into areas where there is ground disturbance.

Plan of Work:

Acres to be treated: approximately 350

Summary of treatment sites:

1. Crystal Clear Restoration area and McCubbins Gulch, houndstongue and tansy ragwort treatments. High Priority. Preparation for timber sale. (Mitigate for field work in CCR – clear signage and early alerts)

- *Highway 216 (1-071)*
- *2110 road system*
- *2120 system*
- *2130 system*
- *4300 system*
- *4310 system*
- *4200 system*

*Contact Christina Mead for assistance in treatments on OHV trails or off road work.*

2. Maintenance of State Highways 26 and State Highway 35

- *Highway 26 (sites 6-019, 6-020)*
- *Highway 35 (site 6-018)*

The Forest Service will assist Wasco County with some survey efforts, application work, and

pre-season work planning. Post application monitoring will be done by the FS.

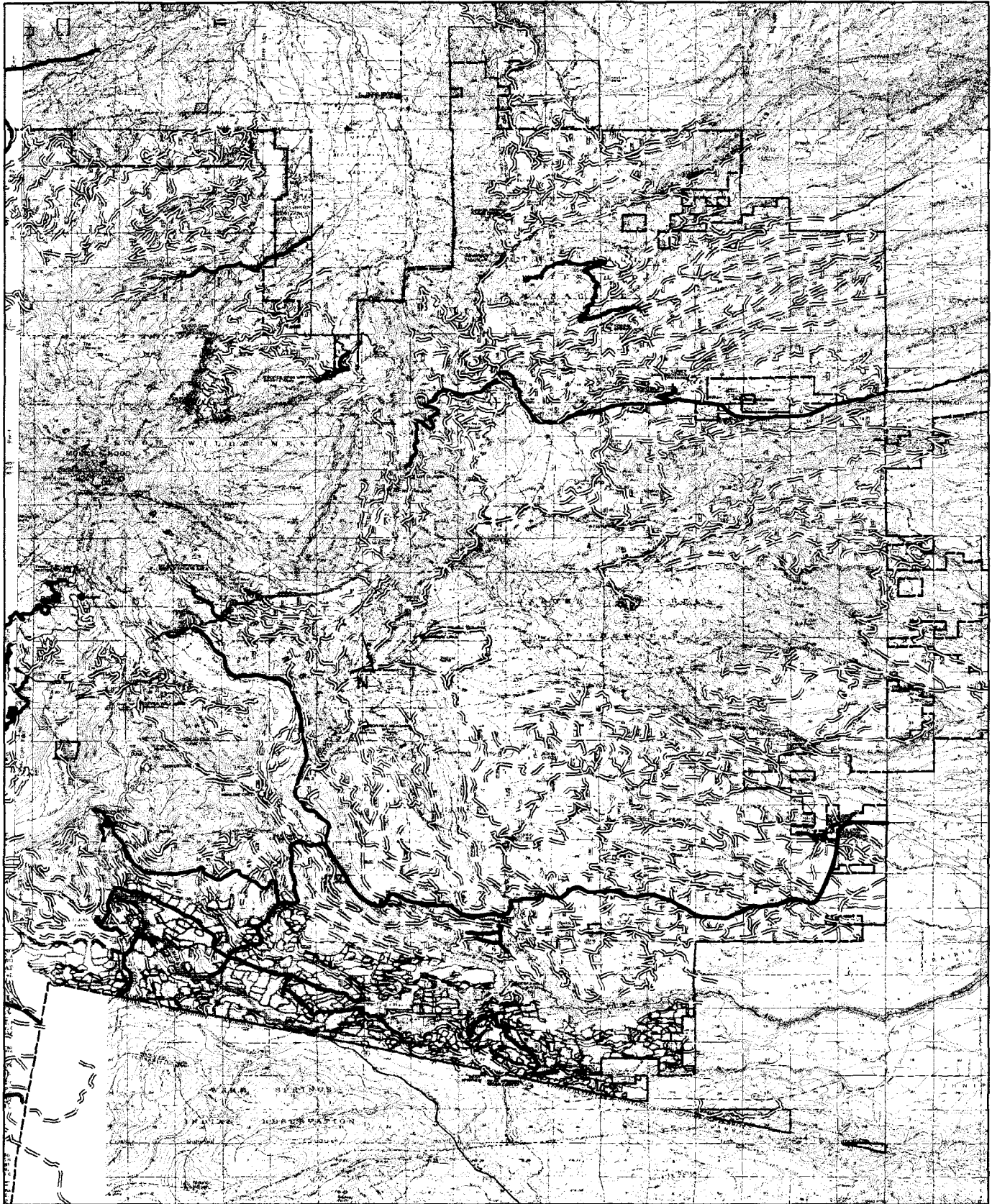
NEPA documentation:

FEIS for Site Specific Invasive Plant Treatments for Mt. Hood National Forest and Columbia River Gorge National Scenic Area in Oregon. (March 2008)






Treatment maps and herbicide treatment forms will be provided by the Forest Service.

**HERBICIDE TREATMENT FORMS ARE DUE BY SEPTEMBER 30, to meet Forest Service fiscal year reporting requirements.**

**APPENDIX C**  
**MAP OF STEWARDSHIP PROJECT AREA**



### Legend

-  Raft KV Units
-  Alder KV Units
-  Highway Maintenance Units
-  Crane KV Units
-  CCR\_proposed\_action\_12\_07\_16

0 1.25 2.5 5 7.5 10 Miles



**APPENDIX D**  
**FINANCIAL PLAN**

**Insert FS 1500-17A, B, or C Agreement Financial Plan here.**



Attachment: USFS Agreement No.:   
Cooperator Agreement No.: Mod. No.: **Note: This Financial Plan may be used when:**

- (1) No program income is expected and
- (2) The Cooperator is not giving cash to the FS and
- (3) There is no other Federal funding

**Agreements Financial Plan (Short Form)****Financial Plan Matrix:** Note: All columns may not be used. Use depends on source and type of contribution(s).

	<b>FOREST SERVICE CONTRIBUTIONS</b>		<b>COOPERATOR CONTRIBUTIONS</b>		<b>(e) Total</b>
	<b>(a)  Noncash</b>	<b>(b)  Cash to Cooperator</b>	<b>(c)  Noncash</b>	<b>(d)  In-Kind</b>	
<b>COST ELEMENTS</b>					
<b>Direct Costs</b>					
Salaries/Labor	\$7,300.00	\$31,150.00	\$10,457.50	\$0.00	\$48,907.50
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$510.00	\$20,750.00	\$6,847.50	\$0.00	\$28,107.50
Supplies/Materials	\$0.00	\$8,100.00	\$2,700.00	\$0.00	\$10,800.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
<b>Subtotal</b>	<b>\$7,810.00</b>	<b>\$60,000.00</b>	<b>\$20,005.00</b>	<b>\$0.00</b>	<b>\$87,815.00</b>
Coop Indirect Costs		\$0.00	\$5,200.33		\$5,200.33
FS Overhead Costs	\$702.90				\$702.90
<b>Total</b>	<b>\$8,512.90</b>	<b>\$60,000.00</b>	<b>\$25,205.33</b>	<b>\$0.00</b>	
<b>Total Project Value:</b>					<b>\$93,718.23</b>

**Matching Costs Determination**

Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 73.11%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 26.89%
Total (f+g) = (h)	(h) 100.00%

## WORKSHEET FOR

### FS Non-Cash Contribution Cost Analysis, Column (3)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days	Total
GS-11	\$350.00	15.00	\$5,250.00
Program Manager GS-12	\$410.00	5.00	\$2,050.00
			\$0.00
			\$0.00
			\$0.00

##### Non-Standard Calculation

**Total Salaries/Labor**

**\$7,300.00**

#### Travel

##### Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

##### Non-Standard Calculation

**Total Travel**

**\$0.00**

#### Equipment

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Fleet	1.00	\$51.00	10.00	\$510.00
				\$0.00
				\$0.00
				\$0.00

##### Non-Standard Calculation

Total Equipment	\$510.00
-----------------	----------

#### Supplies/Materials

Standard Calculation				
Supplies/Materials	# of Items	Cost/Item	Total	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	

Non-Standard Calculation
--------------------------

Total Supplies/Materials	\$0.00
--------------------------	--------

#### Printing

Standard Calculation				
Paper Material	# of Units	Cost/Unit	Total	
			\$0.00	

Non-Standard Calculation
--------------------------

Total Printing	\$0.00
----------------	--------

#### Other Expenses

Standard Calculation				
Item	# of Units	Cost/Unit	Total	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	

Non-Standard Calculation
--------------------------

Total Other	\$0.00
-------------	--------

<b>Subtotal Direct Costs</b>	<b>\$7,810.00</b>
------------------------------	-------------------

#### Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total	
9.00%	\$7,810.00	\$702.90	
Total FS Overhead Costs		\$702.90	

<b>TOTAL COST</b>	<b>\$8,512.90</b>
-------------------	-------------------

## WORKSHEET FOR

### FS Cash to the Cooperator Cost Analysis, Column (b)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g.  $\text{cost/day} \times \# \text{ of days} = \text{total}$ , where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by  $\text{cost/day} \times \# \text{ of days}$ , costs may be calculated simply by a contracted value that is not dependent on days worked, such as  $1 \text{ employee} \times \$1,200/\text{contract} = \$1,200$ . Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor					
Standard Calculation					
Job Description		Cost/Day	# of Days		Total
Certified Pesticide Applicator		\$445.00	70.00		\$31,150.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Non-Standard Calculation					
--------------------------	--	--	--	--	--

Total Salaries/Labor					\$31,150.00
----------------------	--	--	--	--	-------------

Travel					
Standard Calculation					
Travel Expense	Employees	Cost/Trip	# of Trips		Total
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Non-Standard Calculation					
--------------------------	--	--	--	--	--

Total Travel					\$0.00
--------------	--	--	--	--	--------

Equipment					
Standard Calculation					
Piece of Equipment	# of Units	Cost/Day	# of Days		Total
Truck w/spray equipment	1.00	\$415.00	50.00		\$20,750.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

<b>Total Equipment</b>	<b>\$20,750.00</b>
------------------------	--------------------

<b>Supplies/Materials</b>
---------------------------

<b>Standard Calculation</b>
-----------------------------

Supplies/Materials	# of Items	Cost/Item	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

Herbicide & Adjuvant	\$7,100.00
Treatment signs	\$1,000.00

<b>Total Supplies/Materials</b>	<b>\$8,100.00</b>
---------------------------------	-------------------

<b>Printing</b>
-----------------

<b>Standard Calculation</b>
-----------------------------

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

	\$0.00
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<b>Total Printing</b>	<b>\$0.00</b>
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<b>Other Expenses</b>
-----------------------

<b>Standard Calculation</b>
-----------------------------

Item	# of Units	Cost/Unit	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

<b>Total Other</b>	<b>\$0.00</b>
--------------------	---------------

<b>Subtotal Direct Costs</b>	<b>\$60,000.00</b>
------------------------------	--------------------

<b>Cooperator Indirect Costs</b>
----------------------------------

Current Overhead Rate	Subtotal Direct Costs		Total
	\$60,000.00		\$0.00

<b>Total Coop. Indirect Costs</b>	<b>\$0.00</b>
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<b>TOTAL COST</b>	<b>\$60,000.00</b>
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## WORKSHEET FOR

### Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.

NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g.  $\text{cost/day} \times \# \text{ of days} = \text{total}$ , where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by  $\text{cost/day} \times \# \text{ of days}$ , costs may be calculated simply by a contracted value that is not dependent on days worked, such as  $1 \text{ employee} \times \$1,200/\text{contract} = \$1,200$ . Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days	Total
Certified Pesticide Applicator	\$445.00	23.50	\$10,457.50
			\$0.00
			\$0.00
			\$0.00
			\$0.00

##### Non-Standard Calculation

#### Total Salaries/Labor

**\$10,457.50**

#### Travel

##### Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00

#### Total Travel

**\$0.00**

#### Equipment

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Truck w/spray equipment		\$415.00	16.50	\$6,847.50
				\$0.00
				\$0.00
				\$0.00
				\$0.00

##### Non-Standard Calculation

#### Total Equipment

**\$6,847.50**

Supplies/Materials				
Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
PPE				\$800.00
Hazmat Spill Kits				\$700.00
Herbicide & Adjuvants				\$1,200.00
<b>Total Supplies/Materials</b>				<b>\$2,700.00</b>

Printing				
Standard Calculation				
Paper Material		# of Units	Cost/Unit	Total
				\$0.00
Non-Standard Calculation				
				\$0.00
<b>Total Printing</b>				<b>\$0.00</b>

Other Expenses				
Standard Calculation				
Item		# of Units	Cost/Unit	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Total Other</b>				<b>\$0.00</b>

<b>Subtotal Direct Costs</b>	<b>\$20,005.00</b>
------------------------------	--------------------

Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
6.50%	\$20,005.00			\$1,300.33
Unrecovered IDC from				
Cash to Cooperator	\$60,000.00			\$3,900.00
<b>Total Coop. Indirect Costs</b>				<b>\$5,200.33</b>

<b>TOTAL COST</b>	<b>\$25,205.33</b>
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**MODIFICATION OF GRANT OR AGREEMENT**

PAGE OF PAGES

1

2

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: <b>17-SA-11060600-017</b> <b>Noxious Weeds Treatment</b>	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: <b>3</b>
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): <b>Mt. Hood National Forest</b> <b>16400 Champion Way</b> <b>Sandy, OR 97055</b>	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): <b>Same as Box 4.</b>	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): <b>County of Wasco</b> <b>511 Washington Street, Suite 207</b> <b>The Dalles, OR 97058</b>	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: Extend from 12/31/2020 to 12/31/2021
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Add \$74,500.00 for continuation of the project. All previously obligated funds remaining are available for use.
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: See Box 9.
<input type="checkbox"/>	OTHER (Specify type of modification):

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

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

The U.S. Forest Service's invoice e-mail address has been revised to sm.fs.asc\_ga@usda.gov.

Jessica Clark replaced De Ette Stofleth as the Grants Management Specialist and can be contacted at:  
Gifford Pinchot National Forest  
501 E 5th St, Bldg 404 (mail)  
Vancouver, WA 98661  
Telephone: 360-891-5168  
E-mail: jessica.clark@usda.gov.

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

<input type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Exhibit B Technical Proposal

**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF  
THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED  
GRANT/AGREEMENT.

11.A. COUNTY OF WASCO SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): <b>STEVE KRAMER</b>		11.F. NAME (type or print): <b>RICHARD PERIMAN</b>	
11.G. TITLE (type or print): <b>Chairman, Wasco County Board of Commissioners</b>		11.H. TITLE (type or print): <b>Forest Supervisor</b>	



**12. G&A REVIEW****12.A. The authority and format of this modification have been reviewed and approved for signature by:****12.B. DATE  
SIGNED**

---

JESSICA CLARK

(17-SA-11060600-017 Mod 3)

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

## Burden Statement

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

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

Attachment: USFS Agreement No.:   
Cooperator Agreement No.:Mod. No.: **Agreements Financial Plan (Short Form)****Financial Plan Matrix:** Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$3,820.00	\$24,000.00	\$6,000.00	\$0.00	\$33,820.00
Travel	\$255.00	\$15,200.00	\$3,800.00	\$0.00	\$19,255.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$100.00	\$28,527.27	\$8,600.00	\$0.00	\$37,227.27
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$4,175.00	\$67,727.27	\$18,400.00	\$0.00	\$90,302.27
Coop Indirect Costs		\$6,772.73	\$1,840.00		\$8,612.73
FS Overhead Costs	\$501.00				\$501.00
Total	\$4,676.00	\$74,500.00	\$20,240.00	\$0.00	\$99,416.00
<b>Total Project Value:</b>					\$99,416.00

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 79.64%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 20.36%
Total (f+g) = (h)	(h) 100.00%

## WORKSHEET FOR

### FS Non-Cash Contribution Cost Analysis, Column (a)

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days	Total
Program Manager, GS-12	\$410.00	2	\$820.00
Botanist, GS-11	\$350.00	5	\$1,750.00
Botanist, GS-9	\$250.00	5	\$1,250.00

##### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$3,820.00</b>
-----------------------------	-------------------

#### Travel

##### Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
Site Visits	1	\$51.00	5	\$255.00

##### Non-Standard Calculation

<b>Total Travel</b>	<b>\$255.00</b>
---------------------	-----------------

#### Equipment

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00

##### Non-Standard Calculation

<b>Total Equipment</b>	<b>\$0.00</b>
------------------------	---------------

#### Supplies/Materials

##### Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Misc. supplies, flagging, signs, etc.	5	\$20.00	\$100.00

##### Non-Standard Calculation

<b>Total Supplies/Materials</b>	<b>\$100.00</b>
---------------------------------	-----------------

#### Printing

##### Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

##### Non-Standard Calculation

<b>Total Printing</b>	<b>\$0.00</b>
-----------------------	---------------

#### Other Expenses

##### Standard Calculation

Item	# of Units	Cost/Unit	Total
			\$0.00

##### Non-Standard Calculation

<b>Total Other</b>	<b>\$0.00</b>
--------------------	---------------

### Subtotal Direct Costs

### \$4,175.00

#### Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total
12.00%	\$4,175.00	\$501.00

<b>Total FS Overhead Costs</b>	<b>\$501.00</b>
--------------------------------	-----------------

## TOTAL COST

## \$4,676.00

## WORKSHEET FOR

### FS Cash to the Cooperator Cost Analysis, Column (b)

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days	Total
Certified Pesticide Applicator	\$600.00	40	\$24,000.00

##### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$24,000.00</b>
-----------------------------	--------------------

#### Travel

##### Standard Calculation

Travel Expense	Employees	Cost/Day	# of Days	Total
Truck w/spray equipment		\$380.00	40	\$15,200.00

##### Non-Standard Calculation

<b>Total Travel</b>	<b>\$15,200.00</b>
---------------------	--------------------

#### Equipment

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00

##### Non-Standard Calculation

<b>Total Equipment</b>	<b>\$0.00</b>
------------------------	---------------

#### Supplies/Materials

##### Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Herbicide (share for approx. 800 acres)			\$16,500.00
Adjuvant (share for approx. 800 acres)			\$12,027.27

##### Non-Standard Calculation

<b>Total Supplies/Materials</b>	<b>\$28,527.27</b>
---------------------------------	--------------------

#### Printing

##### Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

##### Non-Standard Calculation

<b>Total Printing</b>	<b>\$0.00</b>
-----------------------	---------------

#### Other Expenses

##### Standard Calculation

Item	# of Units	Cost/Unit	Total
			\$0.00

##### Non-Standard Calculation

<b>Total Other</b>	<b>\$0.00</b>
--------------------	---------------

### Subtotal Direct Costs

**\$67,727.27**

#### Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
10.00%	\$67,727.27	\$6,772.73

<b>Total Coop. Indirect Costs</b>	<b>\$6,772.73</b>
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## TOTAL COST

**\$74,500.00**

## WORKSHEET FOR

### Cooperator Non-Cash Contribution Cost Analysis, Column (c)

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days	Total
Certified Pesticide Applicator	\$600.00	10	\$6,000.00

##### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$6,000.00</b>
-----------------------------	-------------------

#### Travel

##### Standard Calculation

Travel Expense	Employees	Cost/Day	# of Days	Total
Truck w/spray equipment		\$380.00	10	\$3,800.00

##### Non-Standard Calculation

<b>Total Travel</b>	<b>\$3,800.00</b>
---------------------	-------------------

#### Equipment

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00

##### Non-Standard Calculation

<b>Total Equipment</b>	<b>\$0.00</b>
------------------------	---------------

#### Supplies/Materials

##### Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
Personal Protective Equip.			\$400.00
Hazmat Spill Kits			\$700.00
Herbicide & Adjuvants (share for approx. 800 acres)			\$7,500.00

##### Non-Standard Calculation

<b>Total Supplies/Materials</b>	<b>\$8,600.00</b>
---------------------------------	-------------------

#### Printing

##### Standard Calculation

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

##### Non-Standard Calculation

<b>Total Printing</b>	<b>\$0.00</b>
-----------------------	---------------

#### Other Expenses

##### Standard Calculation

Item	# of Units	Cost/Unit	Total
			\$0.00

##### Non-Standard Calculation

<b>Total Other</b>	<b>\$0.00</b>
--------------------	---------------

**Subtotal Direct Costs**

**\$18,400.00**

#### Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
10.00%	\$18,400.00	\$1,840.00

<b>Total Coop. Indirect Costs</b>	<b>\$1,840.00</b>
-----------------------------------	-------------------

**TOTAL COST**

**\$20,240.00**

Exhibit B 2020 Noxious Weed Treatment Technical Proposal  
Mt. Hood National Forest  
17-SA-11060600-017 Modification 3

Plan of Work:

Acres to be treated: approximately 800

Survey and monitoring will also be accomplished while performing treatment activities

Summary of treatment sites:

1. Maintenance of State Highways 26 and State Highway 35
  - *Highway 26* (sites 6-019, 6-020)
  - *Highway 35* (site 6-018)
2. Treatment sites in the Raft Timber Sale
  - 1-031 - 2120-330 (15 acres)
  - 1-032 - 2130/4310 roads (37 acres)
  - 1-085 - 2130-230 and 220 roads (18 acres)
  - 1-243 - 43 Rd (14 acres)
  - 6-007 - 42 Rd (20 acres)
  - 6-012 - 4320 road (10 acres)
  - 6-043 - 2610 road (36 acres)
  - 6-045 - 2640 road (37 acres)
3. Log deck staging sites
  - 1800 road (maps and photos will be provided)
4. Road Maintenance
  - 1-076 - 44 Road, eastern boundary to the 012 spur
  - 1-233 - 44 Road, 012 spur to the Barlow District Boundary
  - 6-014 - 44 Road, District boundary to Hwy 35
  - 1-012 - 48 Road, west to 43 Rd jct
  - 6-016 - 48 Road, Upper White River Section to Hwy 35
5. Potential Treatment Sites: 2810 Rd (Greenpoint Road) and 2820 Rd (Deadpoint Rd)
  - Treatment on Weyerhaeuser property pending permissions
  - Spot treatments for knapweed species will be highlighted on maps
  - 2820-630 spur, knapweed sites
  - Avoidance of huckleberry populations along road shoulders
6. Potential Treatments in the Dalles Municipal Watershed
  - 1720 system
  - 1721 system

- Maps for approved treatment sites will be provided following discussions with City of The Dalles staff

### **Weed Treatment and Quality Control**

- Target weed species are; houndstongue, diffuse knapweed, spotted knapweed, meadow knapweed, tansy ragwort, yellow toadflax, Dalmatian toadflax and Scotch broom.
- The 10 herbicides to be used with some application restrictions are listed in the above mentioned document. The herbicides 2,4-D and Dicamba are not included in this list.
- Herbicide application would be done using spot spray (handgun), boom spray or backpack methods.
- Herbicide mixtures are limited 3 or less, no 2,4-D and HI<1.0.
- No herbicide treatment within 50 ft. of all live water, and seasonal scour line of all intermittents. There would also be no treatment within 50 ft. from the centerline of all ephemeral stream channels.
- From the 50ft. no spray buffer to the edge of the Riparian Reserves, site specific criteria for all streams and wet areas should be evaluated. If one or more of the criteria minimums can not be met, further site specific analysis will be required by an aquatic specialist prior to application. See section on "Riparian Reserve Criteria".
- No herbicide treatment within forest stands that are over 40 ft. tall, with a 60% crown closure with a duff layer, since this is suitable habitat for Region 6 sensitive plant and wildlife species.

The Forest Service will assist Wasco County with some survey efforts, application work, and pre-season work planning. Post application monitoring will be done by the FS.

NEPA documentation:

FEIS for Site Specific Invasive Plant Treatments for Mt. Hood National Forest and Columbia River Gorge National Scenic Area in Oregon. (March 2008)

Treatment maps and herbicide treatment forms will be provided by the Forest Service.

**Herbicide Treatment Forms will be requested quarterly beginning fiscal year 2020 due to updated National reporting requirements.** The information is used to report accomplishments to Congress.



## MOTION

**SUBJECT: USFS Agreement Modification #3**

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I move to approve Modification #3 to U.S. Forest Service Grant Agreement 17-SA-11060600-017 for Noxious Weed Treatment.





## DISCUSSION ITEM

### Building Codes Reserve Funds Distribution IGA

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[STAFF MEMO](#)

---

[DISTRIBUTION IGA](#)

---

[MOTION LANGUAGE](#)

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## MEMORANDUM

**SUBJECT: Building Codes Reserve Funds Distribution**

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**TO: BOARD OF COUNTY COMMISSIONERS**

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**FROM: KATHY WHITE**

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**DATE: 3.24.2020**

### **BACKGROUND INFORMATION:**

Mid-Columbia Council of Governments ran the Building Codes Program for Wasco, Wheeler, Gilliam, Sherman and Hood River Counties. By the time MCCOG dissolved in 2018, Hood River had removed their Building Codes program from MCCOG, leaving the other four counties as participants. Upon the dissolution of MCCOG, the State ran the program on behalf of the Counties to allow time for each participating county to determine the future of the program in their respective county. It was eventually determined that the MCCOG Building Code Reserve funds would be placed in an LGIP account under Wasco County's name to be held until a distribution model could be agreed upon. The IGA included in this packet represents the terms agreed upon by the four participating counties. Building Codes funds are dedicated funds to be used only for the Building Codes program.

You will note that the agreement is missing the balance in the account. The balance as of February 29, 2020 was \$4,079,210.86. Interest will be calculated and added to the account on March 31<sup>st</sup>; a final balance should be available to you at the session and will be added to the document prior to final execution.

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
WASCO COUNTY, SHERMAN COUNTY, WHEELER COUNTY  
GILLIAM COUNTY**

This Intergovernmental Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of February, 2020 by and between Wasco County, Sherman County, Wheeler County, and Gilliam County.

WHEREAS, the above named counties were members of the Mid-Columbia Council of Governments ("MCCOG") Building Codes Program; an Intergovernmental Agency under ORS Chapter 190, at the time of dissolution;

WHEREAS, pursuant to MCCOG Resolution #17-16 dated June 29, 2018, the MCCOG Board of Directors voted to dissolve MCCOG;

WHEREAS, MCCOG dissolved effective June 30, 2018;

WHEREAS, pursuant to MCCOG Resolution #17-18 dated June 29, 2018, MCCOG's Building Codes reserve fund balance of approximately \$3,900,000.00 was transferred to Wasco County "to take full custodial liability and possession, and maintain a separate Local Government Investment Pool ("LGIP") account until a disbursement methodology is agreed upon and approved by" Wasco County, Sherman County, Wheeler County, and Gilliam County.

WHEREAS, Wasco County is presently holding the sum of \$\_\_\_\_\_ in the LGIP account, pending agreement by Wasco County, Sherman County, Wheeler County, and Gilliam County.

WHEREAS, Wheeler County will be utilizing the Oregon State Building Codes Division to provide building codes services and will not utilize these funds for a local program;

WHEREAS, Wasco County, Sherman County, Wheeler County, and Gilliam County have reached an agreement for the disbursement methodology of the LGIP funds;

NOW, THEREFORE, it is agreed upon and approved by Wasco County, Sherman County, Wheeler County, and Gilliam County that Wasco County shall and is hereby directed to disburse the sum of \$\_\_\_\_\_ held in Wasco County's LGIP account immediately upon the full execution of this Agreement as follows:

80% to Wasco County  
10% to Sherman County and  
10% to Gilliam County

IT IS FURTHER AGREED that upon disbursement of the LGIP funds as agreed and directed and upon Wasco County's full accounting of the disbursement of the LGIP funds, Wasco County

is released from its custodial liability with respect to the MCCOG Building Codes funds held in the Wasco County LGIP account.

IT IS FURTHER AGREED that, upon distribution to the non-Wasco County recipients as specified in this Agreement, Wasco County shall have no further responsibility with respect to such funds or the use thereof by the non-Wasco County recipients. Therefore, upon Wasco County's disbursements to the non-Wasco County recipients, all parties to this Agreement shall release Wasco County from any and all claims, demands, debts, liabilities, or obligations that may be associated with the non-Wasco County recipients' use or possession of the funds.

This Agreement shall be effective upon full execution by Wasco County, Sherman County, Wheeler County, Gilliam County.

This Agreement may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

Approved:  
**WASCO COUNTY BOARD OF  
COMMISSIONERS**

\_\_\_\_\_  
Scott Hege, Commissioner/Chairperson  
Dated: February \_\_, 2020

Approved:  
**WHEELER COUNTY COURT**

\_\_\_\_\_  
M Lynn Moley, Judge  
Dated: February 11, 2020  
March

**SHERMAN COUNTY COURT**

\_\_\_\_\_  
Joseph A. Delist, Judge  
Dated: February 19, 2020

**GILLIAM COUNTY COURT**

\_\_\_\_\_  
Elizabeth A. Farrow, Judge  
Dated: February 18, 2020  
March



## MOTION

**SUBJECT:** Building Codes Reserve Funds Distribution IGA

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I move to approve the Intergovernmental Agreement between Wasco, Sherman, Wheeler and Gilliam Counties for the distribution of MCCOG Building Codes Program reserve funds.



## DISCUSSION ITEM

### Park Closure Request Letter

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[PROPOSED LETTER TO BUREAU OF LAND MANAGEMENT](#)

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**BOARD OF COUNTY COMMISSIONERS**

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

***Pioneering pathways to prosperity.***

Bureau of Land Management  
Prineville District BLM  
3050 NE 3rd Street  
Prineville, OR 97754  
(541) 416-6700  
Email: [blm\\_or\\_pr\\_mail@blm.gov](mailto:blm_or_pr_mail@blm.gov)

Re: Park Closures Along the Lower Deschutes River

Many Americans are turning to outdoor activities as an outlet during social distancing instituted to slow the spread of COVID-19 – now a global pandemic. State and Federal parks are becoming magnets for millions of people seeking to alleviate the boredom of stay-at-home orders.

The Deschutes River recreation areas are no exception and are seeing a surge in visitors. This increased activity, usually welcomed by local residents, now threatens the nearby small rural communities and county resources. Day use of boat ramps is a reasonable activity and would keep numbers manageable, but campsites encourage a larger population to remain in the area for extended periods.

We are working hard to protect citizens and prepare to care for those who are or will become afflicted. Local resources could quickly become overwhelmed. We urge you to close BLM campsites along the Lower Deschutes River and become an ally in our fight to save lives.

Sincerely,  
Wasco County Board of Commissioners

Scott C. Hege, Chair

Kathleen B. Schwartz, Vice-Chair

Steven D. Kramer, County Commissioner



## DISCUSSION ITEM

### COVID-19 Response

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

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## DISCUSSION ITEM

### Management Team Meeting Attendance

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

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## **CONSENT AGENDA**

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[MINUTES: 3.18.2020 REGULAR SESSION](#)

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WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MARCH 18, 2020

This meeting was held on Google Hangout Meet  
Meeting ID: Meet.google.com/usj-vxhd-cwv  
Phone # 574-241-1914 PIN 737 239 1914

PRESENT: Scott Hege, Chair  
Kathy Schwartz, Vice-Chair  
Steve Kramer, County Commissioner

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

Chair Hege opened the session at 9:00 a.m. He asked for patience as we navigate online meetings, instructing those signed-in to remain on mute and use the chat function to indicate a desire to speak.

**Discussion Item – Emergency Declaration**

Commissioner Kramer noted that on Page 2 Item #4 mentions Incident Command which will soon move to Unified Command. He wondered if we need to amend the language. He pointed out that on Page 3 Item #10 states restrictions of gatherings of 50 or more; the Governor has reduced that to 25.

County Counsel Kristen Campbell said that she is not clear about the difference between Incident Command and Unified Command but would work with Tyler to determine the best language. Regarding Item #10, she proposed that we add a provision that keeps us in compliance with State recommendations.

Vice-Chair Schwartz said that she wants to make sure that the order allows us to do what is necessary for our County which under certain circumstances may be more restrictive than the State guidelines. Ms. Campbell concurred saying that she would suggest language that uses the State recommendations as our minimum.

**{{{Commissioner Kramer moved to approve Order and Resolution 20-003  
Declaring a Local State of Emergency and Declaring Emergency Measures,  
directing County Counsel to make appropriate changes to the language in**

**Items #4 and #10 as discussed. Vice-Chair Schwartz seconded the motion which passed unanimously.}}**

**Discussion Item – Mosier Letter of Support**

Vice-Chair Schwartz said she had received a request from Mosier for support of their efforts to have the US Postal Service install a bank of mail boxes at the senior living community in Mosier. Right now, those residents have to go to a post office in town where parking and access is precarious for those less able.

Chair Hege said he agrees that it is a reasonable request. He reported having talked to the Post Master who is not supportive of the idea.

**\*\*\*The Board was in consensus to send a letter of support for the installation of a bank of mail boxes at Mosier Creek Terrace.\*\*\***

Commissioner Kramer said he would like to see the parties come together to work this out, including the developer.

**Discussion Item – Forest Collaborative Appointment**

Commissioner Kramer stated that Harvey Long has become too busy to reliably attend the Forest Collaborative meetings and has therefore tendered his resignation. His wife, Katherine Long, has been attending the meetings and expressed an interest in serving in the position of Recreation and Tourism on the Collaborative Group Steering Committee, the position previously held by Harvey Long. He reported that the Group supports the appointment.

**{{Vice-Chair Schwartz moved to approve Order 20-014 appointing Katherine Long to the Wasco County Forest Collaborative Group Steering Committee. Commissioner Kramer seconded the motion which passed unanimously.}}**

**Discussion Item – Finance Report**

Chair Hege stated that he kept the Finance Report on the agenda to make sure it would be accessible to the public and that the Board would not fall too far behind. He asked if anyone had questions about the report included in the packet.

Vice-Chair Schwartz asked why the Building Codes reserve funds had not yet been distributed. Finance Director Middleton replied that he does not yet have the final numbers for that distribution. Chair Hege stated that we do not have signed agreements from all three partner counties but expects to get the last one

when Gilliam County has their next Board Session.

Vice-Chair Schwartz asked where the \$400,000 in abatement revenues came from. Mr. Middleton replied that they are payments from the first and second Design LLC abatements.

Vice-Chair Schwartz asked about the marijuana tax revenues which are ahead of last year. Mr. Middleton responded that part of that is the timing of distribution payments. He stated that it is a fairly young tax program and they do not have enough data to establish a pattern. He hopes that pattern will emerge over the next few years.

#### Discussion Item – Future Board Meetings

Ms. Clark explained that we had hoped that future meetings would be streamed to a URL where an unlimited number of people would be able to live stream Board Sessions. Unfortunately, that feature is limited to internal users only and would not be available to the general public. However, the technology being used today allows for up to 250 people to log into the meeting.

Chair Hege said we will be learning as we go but he does not think the 250 login limitation will be a barrier; we have never had anywhere close to that many people attend, even on popular topics. He suggested that we move forward with this technology until such time as it does not accommodate the public's desire to participate.

Vice-Chair Schwartz and Commissioner Kramer concurred.

Chair Hege reported that staff had discussed the possibility of opening the Board Room to the public to watch the meeting from there. He had decided that doing so would go against CDC and State guidelines for social distancing and therefore we would not be doing that.

Vice-Chair Schwartz and Commissioner Kramer concurred.

Chair Hege asked if there were any comments from the press or public regarding the virtual Board meetings.

Radio news reporter Rodger Nichols said that he believes it is working well; he had been able to record the session and it is doing fine.

Radio news reporter Mark Bailey said that it works fine. Although it is a little “staticky” on his end, he can still hear clearly.

Bill Lennox commented that this is an excellent start and he thinks the Board is doing a great job to allow people to have this access to the meetings.

**Consent Agenda: Minutes – 2.19.2020, 2.27.2020 & 3.4.2020**

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

**Commission Call**

Commissioner Kramer stated that he will be attending the Unified Command meeting today working with partners to further response efforts.

Chair Hege asked that Commissioner Kramer provide notes on that.

Mr. Stone said that he would be at incident command backing up the incident commander. He said he has moved all QLife Operations to Administrative Services Director Matthew Klebes to keep that organization functional.

Ms. Clark noted that a couple of items were removed from the original agenda for today. She announced that those items will be moved to the April 1<sup>st</sup> agenda which will be a more robust agenda now that we have some confidence in the virtual meeting technology.

Chair Hege said that we will continue meeting virtually for the foreseeable future. He wished everyone well, saying to stay safe and healthy.

Chair Hege adjourned the meeting at 9:25 a.m.

**Summary of Actions**

**MOTIONS**

- **To approve Order and Resolution 20-003 Declaring a Local State of Emergency and Declaring Emergency Measures, directing County Counsel to make appropriate changes to the language in Items #4 and #10 as discussed.**
- **To approve Order 20-014 appointing Katherine Long to the Wasco County Forest Collaborative Group Steering Committee.**
- **To approve the Consent Agenda – Minutes: 2.19.2020 Regular Session;**

**2.27.2020 Special Session; 3.4.2020 Regular Session**

**CONSENSUS ITEMS**

- **To send a letter of support for the installation of a bank of mail boxes at Mosier Creek Terrace.**

Wasco County  
Board of Commissioners

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Scott C. Hege, Board Chair

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Kathleen B. Schwartz, Vice-Chair

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Steven D. Kramer, County Commissioner



## AGENDA ITEM

### Fee Schedule Hearing

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[STAFF MEMO](#)

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[STAFF PRESENTATION PLANNING CHANGES](#)

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[PLANNING SCHEDULE – HIGHLIGHTED CHANGES](#)

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[JANUARY STAFF MEMO](#)

---

[BUILDING CODES – HIGHLIGHTED CHANGES](#)

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[ORDINANCE 20-002 UNIFORM FEE SCHEDULE](#)

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## MEMORANDUM

**SUBJECT: Amended Fee Schedule**

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TO: BOARD OF COUNTY COMMISSIONERS

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FROM: KATHY WHITE

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DATE: 3/11/20

### **BACKGROUND INFORMATION:**

Wasco County reviews and, if necessary, amends our Fee Schedule Ordinance at the end of each calendar year to reflect changes in costs and state fees. We followed that process last year with the knowledge that the Building Codes fees were still under discussion. The fee schedule was amended mid-2019 (prior to regular year-end update) to include fees for our newly acquired Building Codes Program which opened its doors on July 1st. Those “new” fees were actually fees that had been set in 2013 by MCCOG, the former umbrella agency for Building Codes. We did not want to hold up other departments while the Building Codes review was being completed.

In addition, Planning has some extensive review of their fees which were not ready in December. Those changes are included in the amendment you will review today. I anticipate a second amendment to be considered at the end of this calendar year for any other internal changes as well as expected changes from pass-through fees from the State.

Today’s hearing will be the first reading of the Amended Ordinance; no action may be taken on the Ordinance at today’s hearing other than giving direction to staff for any changes or requesting more information.



Wasco County  
Planning



# Fee Schedule Analysis

Conducted by  
Brent Bybee, Associate Planner  
January 2020

# What is This Presentation Addressing?

- Minor Amendments staff has proposed for the 2020 update
- Staffs current analysis of the fee schedule, and possible future amendments/studies

# Analysis Parameters

- State Statute
- Past Wasco County Fee Schedules and Update Strategies
- Wasco County Land Use and Development Ordinance
- Other County Fee Schedules

# ORS 215.416(1)

- (1) When required or authorized by the ordinances, rules and regulations of a county, an owner of land may apply in writing to such persons as the governing body designates, for a permit, in the manner prescribed by the governing body. The governing body shall establish fees charged for processing permits at an amount no more than the actual or average cost of providing that service.



# State Statute

ORS	Fee Information
227.175(10)(E)(ii)(b)	\$250 for initial hearing (appeal)
227.180	Appeal of initial hearing shall reflect actual cost, not including \$500 for written transcript.
227.505	Residential and Commercial structures with solar, Ministerial if able to meet criterion, no planning fee.
215.211(3)	Fee charged by DLCD for soils assessment review.
215.416(11)(b)	Refund of initial appeal fee if upheld.
215.439	Repeat of ORS 215.505

# Past Fee Schedules and Update Strategies

- Past updates analyzed the amount of time it took past staff to process a high volume of applications with findings that are not as strong as our current findings.
- The Portland Consumer Price Index was used from 1996-2004
  - Updated every year on January 1st
- Staff identified in 2001 past analysis tactics were flawed without time being tracked on applications.

PLANNING AND ECONOMIC DEVELOPMENT OFFICE  
WASCO COUNTY

THE LATE MARGARET M. WHITE      THE LATE DR. GORDON M. WHITE

UNIVERSITY OF CALIFORNIA, BERKELEY

July 13, 1994

TO: Kim

FROM: Down 

**SUBJECT:** Hours spent on applications

Since January 1, 1994, I have documented the hours shown below for planning applications. I think these figures should be considered on the low side, as I am not perfect and know that I've missed keeping track of time on a few days/items.

## Site Plan Review

HOURS

District #9 - Chenoweth Grade School	4.75
District #9 - Chenoweth Middle School	9.25
District #9 - Walnucka High School	3.25
Lee	2.50

TOTAL 20.75

Average time per review: 5 hours, 11 minutes

### Partnership Property Loss Adjustments

Balwin (PAR)	4.50
Schubert (PAR)	1.50
Skiles (FLA)	2.50
Laster (PAR)	2.75
Fine Hollow Development Corp. (FLA)	6.50
Ashley (FLA)	2.25

TOTAL 20.50

Average time per review: 3 hours, 25 minutes

### Temporary Use Permits

Bonnell	1.50
Pishion	3.75
Parsons	5.00
	TOTAL 10.25

TOTAL 10.25

Average time per review: 3 hours, 25 minutes

K. Jacobson  
July 13, 1994  
Page 2

### Version 2.0

Ketchikan	2.00
Mitziel	2.25
Guest	8.00
Hembling	4.00
Armiti	5.25
Deardorff	2.75
	<b>TOTAL 24.25</b>

TOTAL 24.75

Average time per review: 4 hours, 5 minutes

### Conditional Use Permits

Tinker	24.50
Rodgers	11.00
Oregon Trail Swap Meet	27.25
	<b>TOTAL 62.75</b>

TOTAL 62.75

Average time per review: 20 hours, 55 minutes

### 361 Applications

Rodgers	11.75
Brewer	14.75
Johnson	9.50
	<u>TOTAL</u> 36.00

TOTAL M/DI

Average time per review: 3 hours

Please let me know if you need any additional information.

 Springer

$\sigma_1(\mathcal{H}_1) \setminus \sigma_1(\mathcal{H}_2)$  and  $\sigma_2(\mathcal{H}_1) \setminus \sigma_2(\mathcal{H}_2)$  are not finite.



# 1994

#APL-92-108-WAFF4-H  
 Applicant: Walter Thomson  
 Appellant: Walter Thomson

Fee Class.	Staff Position	Labor per Hour
1	Director	\$30.00
2	Senior Planner	\$25.00
3	Planner	\$22.00
4	Admin. Assist.	\$16.00

## APPEALS TO WASCO COUNTY COURT - Labor/Materials Cost Chart

Task	Total Labor Hours	Fee Classification Appeal Labor Dollars				Total Labor \$	Total Materials \$	Total Labor and Materials
		1	2	3	4			
Interaction w/ Parties of Record	13.5			\$297.00		\$297.00	\$10.00	\$307.00
Newspaper Notice	1		\$12.50		\$8.00	\$20.50	\$25.00	\$45.50
Party of Record Notice	0.75				\$12.00	\$12.00	\$20.00	\$32.00
Second Site Visit	0					\$0.00	\$15.00	\$15.00
Conf. with District Attorney	2	\$30.00		\$22.00		\$52.00	\$0.00	\$52.00
Staff Preparation for Hearing	28	\$30.00		\$594.00		\$624.00	\$0.00	\$624.00
Order Calling Hearing	2.5			\$44.00	\$8.00	\$52.00	\$0.00	\$52.00
Prep. Record Packets	1.5				\$24.00	\$24.00	\$198.00	\$222.00
Public Hearing	5	\$75.00		\$55.00		\$130.00	\$0.00	\$130.00
Decision Order	2			\$33.00	\$8.00	\$41.00	\$0.00	\$41.00
Notice of Decision	1.75			\$22.00	\$12.00	\$34.00	\$20.00	\$54.00
Miscellaneous Costs:	0					\$0.00		\$0.00
Telephone							\$7.00	
<b>TOTALS:</b>	58	\$135.00	\$12.50	\$1,067.00	\$72.00	\$1,286.50	\$295.00	\$1,574.50

Note: Materials total includes, but is not limited to, paper and postage costs. It does not include computer time, office overhead, or time and materials for District Attorney, County Court, or Admin. Assistant to County Court.

<6C\123R23\APPEAL\THOMSON>

# Past Fee Schedules and Update Strategies Continued

- 2003 - 2008 Major Overhaul
  - Staff time was tracked on applications from Nov 2003 – Nov 2004, and updated the fee schedule based off that data in 2005
  - BOCC had choice of percentages pertaining to cost recovery, they typically chose 50% recovery.
  - Time tracking continued until 2008, tracking time on the face of the file folder, with the planning coordinator inputting the data into a master spreadsheet.
  - Staff used data from 2006 – 2008 to find the average amount of time spent on applications. Time tracking stopped after 2008.



# 2005 Update

FEE SCHEDULE CHANGE  
1 DECEMBER 2004

APPLICATION	Current Fee	Staff & Notification Costs	75% of Cost	50% of Cost	25% of Cost	CC Adopted Fee
<b>TYPE I - Ministerial</b>						
Address W/Cut Land Use Permit	\$ 25.00	\$ 25.04	\$ 18.78	\$ 12.52	\$ 6.26	
*Sign Off W/Cut Land Use Application	\$25/Signal		\$ -	\$ -	\$ -	
Property Line Adjustment	\$ 160.00		\$ -	\$ -	\$ -	
Land Use Verification Letter not involving a and use decision	\$ 80.00		\$ -	\$ -	\$ -	
<b>TYPE II - Administrative</b>						
<b>NSA</b>						
Scenic Area Review	\$ 400.00	\$ 644.75	\$ 491.06	\$ 327.38	\$ 163.69	
*Minor Uses	\$ 200.00		\$ -	\$ -	\$ -	
<b>Property Boundary Changes</b>						
Portion or Part of Parcel Review not involving a public or private road	\$ 165.00	\$ 103.88	\$ 75.65	\$ 50.43	\$ 25.22	
Property Line Adjustment	\$ 165.00	\$ 150.83	\$ 96.12	\$ 65.42	\$ 32.71	
Replat	\$ 165.00	\$ 544.04	\$ 408.03	\$ 272.02	\$ 136.01	
<b>Uses Subject to Additional Standards</b>						
Napier/Utility Facility, Guest House, R-R(10) Dwelling	\$ 200.00	\$ 130.85	\$ 98.14	\$ 65.43	\$ 32.71	
Minor (1) Amendment, Sign Permit, Forest Accessory Structure, Chapter 4 provisions, EPD reviews	\$ 100.00	\$ 137.90	\$ 103.05	\$ 68.70	\$ 34.35	
Resource Dwellings (Farm Dwelling, End of Second Dwelling, Forest Dwelling, Accessory Farm or Forest Dwelling, Restaurant Dwelling)	\$ 320.00	\$ 281.60	\$ 211.20	\$ 140.80	\$ 70.40	
Site Plan Review Outside NSA (Chapter 20) Conditional Uses	\$ 300.00	\$ 130.85	\$ 98.14	\$ 65.43	\$ 32.71	
Nonfarm dwelling or Farm Ranch Residence	\$ 470.00	\$ 358.57	\$ 268.23	\$ 178.82	\$ 89.41	
Other conditional uses reviewed by Planning Director	\$ 400.00	\$ 277.16	\$ 207.87	\$ 138.58	\$ 69.29	
<b>Other</b>						
Nonconforming Use			\$ -	\$ -	\$ -	
Verification	\$ 200.00		\$ -	\$ -	\$ -	
Alteration	\$ 100.00		\$ -	\$ -	\$ -	
Major Modification of Approval	Cost		\$ -	\$ -	\$ -	
Time Extension Requests and Temporary Use Permit Renewals	\$ 150.00	\$ 49.87	\$ 37.40	\$ 24.94	\$ 12.47	
Legal Parcel Determination						
Preliminary	\$ 75.00					
Final	\$ 100.00	\$ 111.02	\$ 83.72	\$ 55.81	\$ 27.91	
Temporary Use Permit	\$ 240.00	\$ 160.87	\$ 120.65	\$ 80.10	\$ 40.05	
Similar Use Permit	\$ 195.00		\$ -	\$ -	\$ -	
Administrative Variance	\$ 100.00	\$ 54.57	\$ 40.93	\$ 27.28	\$ 13.63	
*Pre-Application Conference	\$ 150.00		\$ -	\$ -	\$ -	
Written Ordinance Interpretation	\$ 100.00		\$ -	\$ -	\$ -	
Open Space Land Use Assessment	\$ 375.00		\$ -	\$ -	\$ -	
Significance Determination for Aggregate Overlay	\$ 500.00		\$ -	\$ -	\$ -	
<b>TYPE III - Planning Commission</b>						
Appeal of Administrative Decision	\$ 250.00		\$ -	\$ -	\$ -	
Variance	\$ 435.00		\$ -	\$ -	\$ -	
Conditional Use Review	\$ 430.00	\$ 1,220.71	\$ 920.03	\$ 613.35	\$ 306.68	
Other reviews directed to PC by ordinance or matters the director elects not to review	\$ 295.00		\$ -	\$ -	\$ -	
Zone Change	\$ 650.00		\$ -	\$ -	\$ -	
LLDO Text Amendment	\$ 600.00		\$ -	\$ -	\$ -	
Preliminary subdivision plan approval..... plus \$30 per lot	\$ 850.00		\$ -	\$ -	\$ -	
..... plus \$10 per lot	\$ 220.00		\$ -	\$ -	\$ -	
..... plus \$10 per lot	\$ 106.00		\$ -	\$ -	\$ -	
Final subdivision plan review..... plus \$10 per lot	\$ 355.00		\$ -	\$ -	\$ -	
Planned Unit Development..... plus \$30 per lot	\$ 850.00		\$ -	\$ -	\$ -	

FEE SCHEDULE CHANGE  
1 DECEMBER 2004

<b>TYPE III - Planning Commission Cont'd.</b>						
Mobile Home Park/Recreational Vehicle Park..... plus \$10 per lot	\$ 620.00		\$ -	\$ -	\$ -	
Private Road Approval	\$ 290.00		\$ -	\$ -	\$ -	
Preliminary Partition or Part of Parcel Review involving private or public road approval	\$ 805.00		\$ -	\$ -	\$ -	
Conditional use for aggregate also	\$ 1,065.00		\$ -	\$ -	\$ -	
<b>TYPE IV - County Court</b>						
Appeal of Planning Commission Decision - Deposit and build for cost	Cost w/\$305 Deposit	\$ 1,257.00	\$ 958.25	\$ 643.50	\$ 321.75	
LLDO Text Amendment	\$ 850.00	\$ 1,280.78	\$ 960.07	\$ 640.38	\$ 320.19	
Comprehensive Plan Amendment (with or without zone change)	\$ 1,000.00	\$ 1,280.78	\$ 958.07	\$ 645.38	\$ 322.69	
Goal Exception	\$ 728.00	\$ 1,280.78	\$ 968.07	\$ 646.38	\$ 322.69	
Road Dedication	\$ 200.00		\$ -	\$ -	\$ -	
Measure 37 Claim						
<b>MISC.</b>						
<b>Extra Fees</b>						
*Complex Projects (As determined by Planning Director)			\$ -	\$ -	\$ -	
<b>Multiple Fees</b>						
If more than one non-legislative application is made, full fee shall be paid for most expensive and half of any other additional fees.						
Double fees shall be charged for work commenced without required land use approval						
<b>Annual Subscriptions</b>						
Full subscription for County Administrative Actions only	\$ 1,500.00	\$ 1,623.75	\$ 1,220.31	\$ 813.87	\$ 406.94	
NOD subscription for County Administrative Actions only	\$ 330.00	\$ 436.47	\$ 326.60	\$ 217.74	\$ 108.87	
Full subscription for National Science Area Administrative Actions only	\$ 600.00	\$ 751.62	\$ 571.23	\$ 380.81	\$ 190.41	
NOD subscription for National Science Area Administrative Actions only	\$ 180.00	\$ 233.11	\$ 187.33	\$ 111.56	\$ 55.78	
Full subscription for County Administrative Actions only	\$ 800.00	\$ 932.12	\$ 699.09	\$ 466.06	\$ 233.03	
NOD subscription for County Administrative Actions only	\$ 210.00	\$ 272.36	\$ 204.27	\$ 135.18	\$ 67.59	
Full subscription for National Science Area Planning Commission Actions only		\$ 120.00	\$ 75.00	\$ 50.00	\$ 25.00	
Full subscription for County Planning Commission Actions only		\$ 225.00	\$ 168.75	\$ 112.50	\$ 56.25	
Full Electronic (on-line) Planning Commission Action Subscriptions (NSA & County)		\$ -	\$ -	\$ -	\$ -	
<b>Materials</b>						
LLDO (NSA or Wasco County) - Electronic Version (Includes Cost of CD)	\$ 10.00		\$ -	\$ -	\$ -	
LLDO (NSA or Wasco County) - Paper Version	\$ 30.00		\$ -	\$ -	\$ -	
Comprehensive Plan - Paper Version	\$ 30.00		\$ -	\$ -	\$ -	
Duplicate CD of public hearing (includes cost of CD)	\$ 10.00		\$ -	\$ -	\$ -	

# Wasco County LUDO

- CPI language is not codified in Chapter 2
- Section 21.100(D)(9) states planning will collect surveyor fee at time of application.
  - Policy has been set that at the time of a land division application, the surveyor fee shall be paid separately, but at the same time.

2019 County Fee Schedule Comparisons							
Use	Wasco	Crook	Deschutes	Hood River	Lane	Multnomah	Clackamas
Ministerial	\$316	\$165 - 550	\$531	\$245	\$689	Dependent on Use	Dependent on use
Ministerial Marijuana	\$1,000 + 76/hr after 10 hrs	N/A	\$3,451	\$1,290	N/A	\$403	\$1,000
Collocation	\$1600	N/A	\$4,945 (CUP)	2,370	\$832(Type I) \$2,756(Type II)	\$108 – 3,054	\$585-3,945
Subject to Standards	\$640 – 2,040	\$770 - 935	\$3,916 + Ind STS fee	\$775	\$2,756	\$1,881	\$960-2,010
STS Utility Facility	\$2,540	N/A	\$4,945	\$4,330	N/A	N/A	\$960
Conditional Use Permit	\$1,340	\$825	\$2,897	\$1,135	\$5,343 (HO)	\$3,054 (PC Review)	3,945 (PC Review)
Non Farm Dwelling	\$2,040	\$1,100	\$3,603	\$1,755	(Marginal Lands)	N/A	\$960
NSA	\$640 - 1,840	N/A	N/A	\$415-1670	N/A	\$345 – 1,777	N/A
Partition	\$1,569	\$1,430 – 1,650	\$3,375 + 37/parcel	\$1,400	\$832-4,134	\$1,227	\$3,600
Site Plan Review	\$640	N/A	\$1,040 – 2,833	\$930	\$2,756	\$108-2,000	\$520 - 1,560
Legal Parcel Determination	\$540 + 76/r after 5 hrs	\$750 + 100/taxlot	\$957/lot	\$1,030	\$416 (Type I) \$2,756(Type II)	N/A	N/A
Subdivision Prelim	\$4,844	\$2,000 + 200/lot	\$5,996 + 44/lot	\$3,605 + 52/lot	\$4,420 + 210/lot + 28% + 100	\$3,204	\$2,600( 4-10 lots) \$5,090+45/lot(11+)
Subdivision Final	\$954 + 65/lot	\$550	\$138 + 85/lot	N/A	\$2, 756	N/A	N/A
Goal Exception	\$1,740 +76/hr after 20 hrs	\$5,500	\$6,314	\$4,120	\$13K-16K	\$5,000	\$3,560 + additional app fee
Zone Change	\$1,740 +76/hr after 20 hrs	\$2,200 – 3,850	\$6,155	\$4,120	\$5,343	\$5,000	\$4,110
LUBA Remand and Review	\$300	\$1,000	\$5,000	\$825	\$4,864	N/A	N/A
OMG	\$2,500 – 4,500	N/A	\$3,030	\$2,785 < 3K ppl	\$1,040-6,730	N/A	N/A

# Considerations for Future Schedule Updates(Not Included in the 2020 Update)

- Track CPI from 2004 to present and compare
- Individual cost analysis for EPD's
- Restructure fee schedule to be less confusing
  - Have single cost for Subject to Standards, Conditional Use, etc., and add additional cost for certain reviews.
- Possibly codify CPI language in WCLUDO Section 2.070 – Filing Fees.
- Ongoing conversations with impacted departments
  - Assessors Office
  - Clerks Office
  - Surveyor
  - GIS
- Perform time analysis on all applications and perform a similar analysis to what was completed from 2006 – 2008.



# 2020 Fee Schedule Updates

Fee Schedule Item	2019 Fee	2020 Proposed Fee	Explanation
Extension of Time	\$475	\$515	During the 2019 fee schedule update when the Clerk recording fees were increased by \$40, that change was not reflected in the cost. This will accurately reflect that change.
R-R(10) Dwelling	\$690 (Other)	\$690	There was confusion between whether these reviews would fall under the "Other" fee, or the "Dwelling" fee (which is \$1,340). This codifies exactly how much the cost is.
Planned Unit Development	Pre - \$4,344 Final - \$250	Pre - \$3640 Final - \$790 + \$50/lot	In 2019 when it was decided that the County Surveyor and Clerk's Office would start collecting their own fees for land divisions, these two fees were improperly calculated. This will remedy, and properly reflect the actual cost.
Subdivision	Pre - \$4,844 Final - \$954 + \$65/lot	Pre - \$4,140 Final - \$790 + 50/lot	
Work Commenced Without Land Use Approval (County)	Additional 50% of Total Review Fee	Additional 100% of Total Review Fee	This change is to match the work commenced without review fee in the National Scenic Area. Primarily for continuity and to match what other jurisdictions charge.

We will be returning at some point in the near future to discuss an overhaul of the fee schedule once an accurate analyzation process has been identified.



# Questions?

# Wasco County Planning Department Fees

Effective **January 1, 2020** per County Commissioner Order **#XX-XXX**

**Consolidated Permit Process:** For applications requiring more than one type of review, the full fee shall be paid for the primary/most expensive review and 50% for each additional review. Type I fees accompanying Type II-IV reviews will be waived.

<b>Type I - Ministerial</b>	<b>Fee</b>
Address – New or Change	\$75
Land Use Verification Letter (Not Involving Land Use Decision)	\$150
Marijuana Production	\$1,000 + \$76/hour after 10 hrs
Non-Structural Sign-Off – MNN (e.g., LUCS)	\$90
Structural Without Land Use Application – MNS	\$316
Telecommunications Tower - Collocation	\$1,600

<b>Type II - Administrative</b>	<b>Fee</b>
Conditional Uses	
• Aggregate and Other Subsurface Resources	\$2,540
• <b>Exclusive Farm Use, Non-Farm Dwelling</b>	\$2040
• Farm Ranch Recreation	\$1,640
• <b>F-F(10) Dwelling Without Farm or Forest Use</b>	<b>\$1,340</b>
• Other	\$1,340
• Power Generating Facility (EFSC approval and required review)	\$76/hr
• Power Generating Facility (Commercial)	\$5,040 + \$1,000/tower
• Power Generating Facility (Non-Commercial)	\$1,640 + \$1,000/tower
<b>Extension of Time for Land Use Approval</b>	<b>\$515</b>
Legal Parcel Determination	\$540 + \$76/hour after 5 hours
LUDO Interpretation or Similar Use Determination	\$76/hr
Major Modification of Approval (notice is required)	\$116 + \$76/hr
National Scenic Area (NSA)	
• Expedited (Used listed in Section 3.110 of Wasco County NSALUDO)	\$640
• Expedited (Removal or Demolition)	\$340
• Full Review (Fences and Accessory Structures Less Than 500 SQ)	\$1,040
• Full Review	\$1,840
Non-Conforming Use Review (verification, restoration or alteration)	\$1040
Partition, Property Line Adjustment, or Replat (not involving public or private roads)	
• Property Line Adjustment	\$1569
• <b>Single Parcel Partition or Replat</b>	<b>\$1569</b>
• <del>Multiple Parcel Partition or Replat</del>	<del>\$1569</del>
Site Plan Review (parking, loading, and home occupations)	\$640
Subject to Standards	
• Aggregate Overlay Significant Determination	\$640
• Dwelling (Accessory, Large Tract Forest, Lot-of-Record, Primary, Relative)	\$1,340
• EPDs (Environmental Protection Districts)	\$690
• Guest House	\$540
• <b>Rural Residential (R-R(10)) Dwelling</b>	<b>\$690</b>
• Marijuana Processing and/or Wholesale	\$2,040 + hourly rate of \$76 after 20 hours
• Other	\$690

• Utility Facilities Necessary for Public Service	\$2,540
Temporary Use Permit	\$740
Temporary Use Permit Renewal (e.g., Medical Hardship Dwelling)	\$440
Variance (Administrative) – Less Than 50% Deviation From Stated Standard	\$740

<b>Type III Action – Planning Commission</b>	<b>Fee</b>
Appeal to Planning Commission: ORS 215.416(11)(b); full refund if upheld	\$250
Mobile Home Park / RV Park	\$2,140
Other Reviews Directed to Planning Commission by Ordinance	\$1,540
Partition, Property Line Adjustment, or Replat (involving public or private roads approvals)	
• Property Line Adjustment	\$1969
• Single Parcel Partition or Replat	\$1969
• Multiple Parcel Partition or Replat	\$1969
Planned Unit Development – Preliminary/Final Plat Review	Prelim. \$3640
	Final \$790 + \$50 per lot
Subdivision – Preliminary/Final Plat Review	Prelim. \$4140
	Final \$790 + \$50. Per lot
Variance – 50% or Greater Deviation From Stated Standard	\$1,040

<b>Type IV Action – Board of County Commissioners</b>	<b>Fee</b>
Appeal to Board of Commissioners	\$1,240
Goal Exception	\$1,740 + hourly rate of \$76/hour after 20 hours
Zone Change	\$1,740 + hourly rate of 76/hour after 20 hours
Open Space Lands Tax Assessment	\$940
Road Dedication	\$900
Road Naming/Re-Addressing (full fee + half fee for each address changed); not land use decision	\$200
Subdivision Lot Line Vacation per ORS 368.326	\$384

<b>Miscellaneous</b>	<b>Fee</b>
Amendment to Land Use Application Request (after pre-notice; prior to approval)	\$350
Complex Projects – As Determined by Planning Director (See Policy and Process)	\$76/hr
Continuance/Extension Request of Planning Commission or Board Hearings	\$500
LUBA Remand and Review	\$300
Outdoor Mass Gathering	
• Less than 3000 people	\$2,500
• 3,000 or more, or 120 hrs or more	\$4,500
Pre-Application Conference - \$250 of the \$500 applies towards land use application if applied for within 90 days of conference.	\$500
Research / Records Request	\$45/hr
Withdrawal of Application - Refunds	
• Before completeness is determined	75% Total
• After completeness is determined	50% Total
• After Pre-Notice or Notice of Decision is mailed	No Refund
Withdrawal of Appeal After Received	No Refund
Work Commenced Without Required Land Use Approval	Additional 100% of Total Review Fee

Code Compliance	Fee
Administrative Overhead hourly rate	\$76/hr
Appeal to Hearing's Officer	\$100
Continued Non-Compliance	\$50/month
Recordation of Compliance Document	\$101
<i>Other compliance penalty charges exist as established in Compliance Ordinance (WCCCNAO)</i>	

## FEE SCHEDULE ATTACHMENT - POLICY & PROCESS

- MNN: There is no fee for LUCS issued with a building permit.
- MNS: Examples include building permits, manufacture home placement permit and agricultural exempt permit applications.
- Fee Waivers:
  - 1) **Applicability**: A Fee Waiver is applicable to Planning Department fees only. All "Other Departmental Fees" must be paid in full or documentation provided that they have been waived, at the time of application submittal.
  - 2) **Ministerial Sign off with Administrative Review**: If an applicant pays for and receives approval of Type II (Administrative/Discretionary) review, all ministerial sign offs associated with that review shall be waived. This includes Building Permit Application, Manufactured Home Placement Permit Application, Agricultural Exempt Permit Application, Land Use Compatibility Statement, Water Rights Application, and Department of State Lands Permit Application.
  - 3) **Individuals**: Any individual may request a Fee Waiver from the Planning Director of any development review or appeal fees. To be granted a waiver (or portion of a fee waiver) an individual must provide documentation of household income at or below 150% of the federal poverty level. To prove a hardship, applicants must provide federal tax returns, pay stubs or annual benefit statements. Assistance will be provided based on the availability of funding. Waivers must be approved and granted by the Planning Director prior to submittal of an application or appeal.
  - 4) **Appeal**: Any organization or individual may appeal the Planning Director's decision not to grant a Fee Waiver (or portion thereof) to the Board of County Commissioners.
- Complex Projects: Complex projects involve more resources of the planning and other county departments due to their complexity and their overall impacts on the community. As such, complex projects may even require the hiring of outside assistance. For these types of large-scale projects that require a great deal of departmental resources to review, the county will require the applicant to sign a memorandum of agreement to compensate the county for actual costs incurred to complete the review and process in a timely manner. The agreement shall include details with regards to deposit and the scheduling of payments. If an applicant refuses to enter into a memorandum of agreement or if the applicant and the county fail to reach an agreement, the application will not be processed.

## FEE SCHEDULE ATTACHMENT – ADDITIONAL FEE WAIVER SPECIFICS

As part of a fee waiver request, the planning director can require documentation of income at or below 150% of the federal poverty level (FPL) to prove financial need. 150% of the federal poverty level is a measure frequently used by other agencies nationwide to prove individuals' financial need. This measure can be adjusted for household size. Those at or below 150% of the federal poverty level are in poverty. The percentage of the federal poverty level of an individual's income can be calculated using online calculators ([http://www.lccaa.net/eligibility\\_calculator](http://www.lccaa.net/eligibility_calculator), <http://www.safetyweb.org/fpl.php>).

Documentation that the County can accept to serve as proof of income includes:

- Tax returns (use the adjusted gross income figure)
- Pay stubs (use two months of them)(calculators are available online)
- Annual benefit statements for social security and other benefits, or cancelled checks from the Social Security Administration.

An alternate method to prove an individual's financial need is to require institutional documentation of receipt of public assistance such as TANF (food stamps), SNAP (food stamps for families), Section 8 housing, Medicaid, etc..

**The following chart outlines 150% of the federal poverty level.**

<b>2019 Federal Poverty Guidelines - 150% of the Federal Poverty Level (FPL)</b>								
<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>150%</b>	<b>\$18,735</b>	<b>\$25,365</b>	<b>\$31,995</b>	<b>\$38,625</b>	<b>\$45,255</b>	<b>\$51,885</b>	<b>\$58,515</b>	<b>\$65,145</b>

<b>2019 Federal Poverty Guidelines</b>								
<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>100%</b>	<b>\$12,490</b>	<b>\$16,910</b>	<b>\$21,330</b>	<b>\$25,750</b>	<b>\$30,170</b>	<b>\$34,590</b>	<b>\$39,010</b>	<b>\$43,430</b>
<b>150%</b>	<b>\$18,735</b>	<b>\$25,365</b>	<b>\$31,995</b>	<b>\$38,625</b>	<b>\$45,255</b>	<b>\$51,885</b>	<b>\$58,515</b>	<b>\$65,145</b>



Date: 1/30/2020  
From: Mike Middleton, Finance Director  
To: BOCC  
Cc: Tyler Stone, County Administrator  
John Rodriguez  
Re: Recommended Rates for Building Code Fees

### **Current status**

The Building Codes Department is using the same fee structure/rates inherited from MCCOG – these rates were last updated in 2014. With these rates in place, Building Codes – General (General) will lose over \$100K while Building Codes – Electrical (Electrical) will lose over \$165K in the current fiscal year. (See Exhibit 1). This is unchanged since the last memo submitted.

On January 22nd, we met with an advisory group of contractors to review the proposed rates. The resulting consensus of the group was a 15% across the board increase in fees would be acceptable. Additionally, the concept of regional fees was put aside.

### **New Recommendation**

Based on the consensus of the advisory group, the recommendation is of a 15% increase to all Building Codes Permit Fees. See Exhibit #2 attached. The increase is 15% across the board with some exceptions. The exceptions are new fees and certain expenses where increasing the expense did not make sense.

Certain new fees have been created to capture additional tasks not billed out in the current fee structure. These have either been handled as miscellaneous items or straight staff time.

Other fees have not increased. Most of these are where the fee is based on a percentage of a subtotal already, or based on actual costs.

No fee increases more than 15%. The projections of the impact are shown in attached Exhibit #3. This will put the General Building Codes in the black however, the Electrical Building Codes will still be losing about \$135K. Management is taking steps to analyze the allocation of expenses between the two funds which should decrease this loss.

Exhibit 1 - Projected balances at current rates

		Projected Revenue FY20 Current Rates
<b>Building Codes General</b>	Manufactured Dwelling	6,400
	Structural	527,404
	Mechanical	65,508
	Plumbing	78,599
	Region Fee - Wasco	-
	Region Fee - Sherman	-
	Region Fee - Hood River	-
Total Operations Revenue BC General		677,911
Expense	Personnel	445,519
	Materials & Service	258,094
	Capital	75,000
	Other	-
Total Operations Expense BC General		778,613
<b>Building Codes General Operations Gain/(Loss)</b>		<b>(100,702)</b>
<b>Building Codes Electrical</b>	Renewable	1,800
	Electrical	82,644
	Region Fee - Wasco	-
	Region Fee - Sherman	-
	Region Fee - Hood River	-
Total Operations Revenue BC Electrical		84,444
Expense	Personnel	201,255
	Materials & Service	23,684
	Capital	25,000
	Other	-
Total Operations Expense BC Electrical		249,939
<b>Building Codes Electrical Operations Gain/(Loss)</b>		<b>(165,495)</b>

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
<b>STRUCTURE PERMIT FEES</b>					
In accordance with OAR 918-050-0100(1)(c) and (2)(c)(A), Building Valuation is determined per the ICC Building Valuation Data Table current as of April 1 of each year.					
<b>Valuation:</b>					
\$1-\$2,000		\$ 60.00	\$ 69.00	\$ 9.00	15%
\$2,001-\$25,000	First \$2,000 value	\$ 60.00	\$ 69.00	\$ 9.00	15%
	Each additional \$1,000 or fraction thereof, to and including \$25,000	\$ 9.40	\$ 10.81	\$ 1.41	15%
\$25,001-\$50,000	First \$25,000	\$ 276.20	\$ 317.63	\$ 41.43	15%
	Each additional \$1,000 or fraction thereof, to and including \$50,000	\$ 7.00	\$ 8.05	\$ 1.05	15%
\$50,001-\$100,000	First \$50,000	\$ 451.20	\$ 518.88	\$ 67.68	15%
	Each additional \$1,000 or fraction thereof, to and including \$100,000	\$ 4.70	\$ 5.41	\$ 0.71	15%
\$100,000 and up	First \$100,000	\$ 686.20	\$ 789.13	\$ 102.93	15%
	Each additional \$1,000 or fraction thereof	\$ 3.90	\$ 4.49	\$ 0.59	15%
<b>OTHER INSPECTIONS AND FEES</b>					
Residential Fire Sprinkler 13R (standalone/closed system) fee includes plan review (13D multipurpose/continuous loop requires Plumbing)					
0 TO 2,000 sq. ft. area covered		\$ 98.00	\$ 112.70	\$ 14.70	15%
2,001 to 3,6000 sq. ft area covered		\$ 103.50	\$ 119.03	\$ 15.53	15%
3,601 to 7,200 sq. ft. area covered		\$ 139.75	\$ 160.71	\$ 20.96	15%
7,201 sq. ft. and greater		\$ 186.25	\$ 214.19	\$ 27.94	15%
Perscriptive solar photo voltaic system-fee includes plan review		\$ 160.00	\$ 184.00	\$ 24.00	15%
Non-Perscriptive solar photo voltaic system-requires plan review		Use Structure Permit Fee table above	Use Structure Permit Fee table above		
Phased plan review Application Base		\$ 60.00	\$ 69.00	\$ 9.00	15%



Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
Deferred plan review	Plus % of total project building permit fee not to exceed \$1,500 for each phase (in addition to standard structural plan review)	10%	10%	0%	0%
	% of building permit fee calculated using the deferred portion valuation	65%	65%	0%	0%
After hours inspection	Minimum (in addition to standard structural plans)	\$ 156.00	\$ 179.40	\$ 23.40	15%
	Work week per hour	\$ 78.00	\$ 89.70	\$ 11.70	15%
After hours inspection	Weekends and holidays per hour with 4 hour minimum (Doubletime)	Not Specified	\$ 179.40	New	NA
Re-Inspections Fee	Each re-inspection	\$ 78.00	\$ 89.70	\$ 11.70	15%
Inspections for which no fee is specifically indicated - per hour		\$ 78.00	\$ 89.70	\$ 11.70	15%
Demolition Permit Fee	Residential	Not Specified	\$ 89.70	New	NA
	Commercial	Not Specified	\$ 89.70	New	NA
Pre-Application Consultation/Consultation Fee					
Temporary Certificate of Occupancy	Per hour, 1 hour minimum	Not Specified	\$ 89.70	New	NA
	Residential - 30 days only	Not Specified	\$ 89.70	New	NA
	Commercial - 30 days only	Not Specified	\$ 179.40	New	NA
Ag Exempt Request Fee		Not Specified	\$ 12.50	New	NA
Plan Review Fees	% of structural permit fee	65%	65%	0%	0%
Fire and Life Safety Plan Review Fees	% of structural permit fee	40%	40%	0%	0%
Additional plan review required by changes, additions, or revisions to approved plans					
Expedited Plan Review Fee - per hour, 2 hour minimum	Residential per hour	\$ 65.00	\$ 74.75	\$ 9.75	15%
	Commercial per hour	\$ 78.00	\$ 89.70	\$ 11.70	15%
	Overtime Fee (if applicable x base rate)	Not Specified	\$ 320.00	New	NA
		Not Specified	1.5	New	NA

Permit Fee types		Wasco County Current		Proposed w/ 15% Across the Board		Increase \$	Increase %
MECHANICAL PERMIT FEES							
ONE & TWO FAMILY DWELLINGS:							
Minimum Permit Fee	Residential	\$	60.00	\$	69.00	\$ 9.00	15%
Furnace/Burner including ducts and vents	Up to 100k BTU/hr	\$	12.00	\$	13.80	\$ 1.80	15%
	Greater than 100K BTU/hr	\$	12.00	\$	13.80	\$ 1.80	15%
Heating/Cooling/Stove/Vents	Ductwork only	\$	12.00	\$	13.80	\$ 1.80	15%
	Unit Heater (suspended, wall, and floor)	\$	12.00	\$	13.80	\$ 1.80	15%
	Wood/Gas/Pellet fireplace insert or free standing stoves	\$	12.00	\$	13.80	\$ 1.80	15%
	Repair/alter/add to mechanical appliance	\$	12.00	\$	13.80	\$ 1.80	15%
	Evaporative cooler (permanent)	\$	12.00	\$	13.80	\$ 1.80	15%
	Air Conditioner	\$	12.00	\$	13.80	\$ 1.80	15%
	Ventilation system, not a portion of HVAC system	\$	12.00	\$	13.80	\$ 1.80	15%
	Ventilation fan connected to a single duct	\$	9.00	\$	10.35	\$ 1.35	15%
	Attic/Crawl space fans	\$	9.00	\$	10.35	\$ 1.35	15%
	Range hood/other kitchen equipment	\$	9.00	\$	10.35	\$ 1.35	15%
	Clothes dryer exhaust	\$	9.00	\$	10.35	\$ 1.35	15%
	Floor furnace including vent	\$	12.00	\$	13.80	\$ 1.80	15%
	Hydronic hot water system	\$	24.00	\$	27.60	\$ 3.60	15%
Gas Piping Outlets	1-4 outlets	\$	24.00	\$	27.60	\$ 3.60	15%
	Additional outlets	\$	3.00	\$	3.45	\$ 0.45	15%
	Exterior medium pressure ea. 100’	\$	24.00	\$	27.60	\$ 3.60	15%
Air-handling units including ducts/Heat pumps/Mini split system	Any size	\$	12.00	\$	13.80	\$ 1.80	15%
Incinerators	Domestic - installation or relocation	\$	12.00	\$	13.80	\$ 1.80	15%

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
Miscellaneous Fees	Hourly rate (per hour)	\$ 78.00	\$ 89.70	\$ 11.70	15%
	Other heat/cool/appliance not indicated	\$ 12.00	\$ 13.80	\$ 1.80	15%
<b>COMMERCIAL:</b>					
Minimum Permit Fee	Commercial	\$ 60.00	\$ 69.00	\$ 9.00	15%
Valuation:					
Up to \$3,500	Base	\$ 60.00	\$ 69.00	\$ 9.00	15%
\$3,501 to \$10,000	1st \$3,500	\$ 60.00	\$ 69.00	\$ 9.00	15%
	Each additional \$100 or portion thereof above \$3,500				
	up to \$10,000	\$ 1.20	\$ 1.38	\$ 0.18	15%
\$10,001 and above	1st \$10,000	\$ 138.00	\$ 158.70	\$ 20.70	15%
	Each additional \$1,000 or portion thereof above \$10,000	\$ 3.00	\$ 3.45	\$ 0.45	15%
Investigative Fee		Actual Cost	Actual Cost	\$ -	0%
Re-Inspections Fee	Each re-inspection	Not Specified	\$ 20.00	New	NA
After hours inspection	work week per hour (minimum 2 hrs)	\$ 78.00	\$ 89.70	\$ 11.70	15%
	Weekends and holidays per hour (4 hour minimum) - Double Time	Not Specified	\$ 179.40	New	NA
Plan Review Fee, if required % of subtotal		50%	50%	0%	0%
Request by government agency under ORS 190					
		Not Specified	Cost of inspector plus travel & mileage to and from areas requested for inspections	New	NA
Expedited Plan Review Fee - per hour, 2 hour minimum		Not Specified	\$ 245.00	New	NA
Overtime Fee (if applicable x base rate)		Not Specified	1.50	New	NA
<b>PLUMBING PERMIT FEES</b>					
<b>NEW SINGLE FAMILY DWELLINGS</b>					
Minimum Permit Fee	Residential	\$ 60.00	\$ 69.00	\$ 9.00	15%

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
New single family dwelling 1 bath/ 1 kitchen - includes 1st 100' of each site, utility, hose bibs, icemakers, underfloor low-point drains and rain drain packages					
	\$	252.00	\$ 289.80	\$ 37.80	15%
Each additional bath (1/2 bath counts as whole)	\$	90.00	\$ 103.50	\$ 13.50	15%
Each additional kitchen	\$	60.00	\$ 69.00	\$ 9.00	15%
Each additional 100' or site utilities or fraction thereof; storm, water and sanitary sewer	\$	36.00	\$ 41.40	\$ 5.40	15%
Each fixture residential (for new, additions, and alterations)	\$	24.00	\$ 27.60	\$ 3.60	15%
Re-pipe water supply	Not Specified		\$ 69.00	New	NA
Site Utilities - first 30 lineal ft refer to Manufactured Home Permit					
<b>Manufactured Dwellings</b>					
Each additional 100' of site utilities or fraction thereof	\$	36.00	\$ 41.40	\$ 5.40	15%
<b>RV and Manufactured Dwelling Parks</b>					
Base Fee (includes 1st 10 or fewer spaces)	\$	384.00	\$ 441.60	\$ 57.60	15%
Each additional space	\$	33.00	\$ 37.95	\$ 4.95	15%
<b>COMMERCIAL:</b>					
Minimum Permit Fee Commercial	\$	60.00	\$ 69.00	\$ 9.00	15%
Each fixture (for new, additions, and alterations)	\$	24.00	\$ 27.60	\$ 3.60	15%
Site utilities each 100' or fraction thereof	\$	36.00	\$ 41.40	\$ 5.40	15%
<b>Residential fire sprinkler 13D (continuous loop/multipurpose) - fee includes plan review</b>					
0 to 2,000 sq ft area covered	\$	98.00	\$ 112.70	\$ 14.70	15%
2,001 to 3,600 sq ft area covered	\$	103.50	\$ 119.03	\$ 15.53	15%
3,601 to 7,200 sq ft area covered	\$	139.75	\$ 160.71	\$ 20.96	15%
7,201 sq ft and greater	\$	186.25	\$ 214.19	\$ 27.94	15%
<b>Miscellaneous Fees</b>					
Backflow device/backwater valve	\$	24.00	\$ 27.60	\$ 3.60	15%
Re-Inspections Fee Each re-inspection	\$	78.00	\$ 89.70	\$ 11.70	15%
Inspections for which no fee is specifically indicated - per hour	\$	78.00	\$ 89.70	\$ 11.70	15%

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
Request by government agency under ORS 190		Not Specified	Cost of inspector plus travel & mileage to and from areas requested for inspections	New	NA
<b>Medical Gas Piping</b>					
Valuation:					
\$1 to \$10,000	Base	\$ 270.00	\$ 310.50	\$ 40.50	15%
\$10,001 and greater	First \$10,000 in valuation	\$ 270.00	\$ 310.50	\$ 40.50	15%
	Each additional \$100 or fraction thereof	\$ 1.80	\$ 2.07	\$ 0.27	15%
Investigative Fee		Actual Cost	Actual Cost	Actual Cost	0%
Re-Inspections Fee	Each re-inspection	Not Specified	\$ 89.70	New	NA
After hours inspection	work week per hour (minimum 2 hrs)	\$ 78.00	\$ 89.70	\$ 11.70	15%
	Weekends and holidays per hour (4 hour minimum) - Double Time	Not Specified	\$ 179.40	New	NA
Plan Review Fee, if required		50% of subtotal	50% of subtotal	\$ -	0%
Expedited Plan Review Fee - per hour, 2 hour minimum		Not Specified	\$ 245.00	New	NA
	Overtime Fee (if applicable x base rate)	Not Specified	1.50	New	NA
<b>ELECTRICAL PERMIT FEES</b>					
<b>NEW SINGLE FAMILY DWELLINGS-SERVICE AND ATTACHED GARAGE INCLUDED</b>					
Minimum Permit Fee	Residential	\$ 78.00	\$ 89.70	\$ 11.70	15%
1,000 sq ft or less		\$ 127.00	\$ 146.05	\$ 19.05	15%
Each additional 500 sq ft or portion thereof		\$ 23.00	\$ 26.45	\$ 3.45	15%
Limited Energy		\$ 30.00	\$ 34.50	\$ 4.50	15%
Each manufactured home or modular dwelling service or feeder		\$ 78.00	\$ 89.70	\$ 11.70	15%
<b>New Multi Family - total # of units</b>					
Use 1 and 2 Family rates above for largest sq ft unit - cost of largest unit x 1/2 x number of units					
Multifamily limited energy, by floor		\$ 54.00	\$ 62.10	\$ 8.10	15%
<b>Services or Feeders (installation, alteration, relocation)</b>					
	200 amps or less	\$ 95.00	\$ 109.25	\$ 14.25	15%

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
201 to 400 amps		\$ 113.00	\$ 129.95	\$ 16.95	15%
401 to 600 amps		\$ 187.00	\$ 215.05	\$ 28.05	15%
601 to 1,000 amps		\$ 245.00	\$ 281.75	\$ 36.75	15%
Over 1,000 amps or volts		\$ 563.00	\$ 647.45	\$ 84.45	15%
Reconnect only		\$ 63.00	\$ 72.45	\$ 9.45	15%
<b>Temporary Services or Feeders (installation, alteration, relocation)</b>					
200 amps or less		\$ 63.00	\$ 72.45	\$ 9.45	15%
201 to 400 amps		\$ 86.00	\$ 98.90	\$ 12.90	15%
401 to 600 amps		\$ 125.00	\$ 143.75	\$ 18.75	15%
601 to 1,000 amps		\$ 204.00	\$ 234.60	\$ 30.60	15%
Over 1,000 amps or volts		\$ 469.00	\$ 539.35	\$ 70.35	15%
<b>Branch Circuits (new, alteration extension per pannel)</b>					
Fee for branch circuits with pruchase of service or feeder fee:					
Each branch circuit		\$ 4.80	\$ 5.52	\$ 0.72	15%
Fee for branch circuits without purchase of a service or feeder fee:					
First branch circuit		\$ 65.00	\$ 74.75	\$ 9.75	15%
Additional branch circuits (each)		\$ 4.80	\$ 5.52	\$ 0.72	15%
<b>Miscellaneous (service or feeder not included)</b>					
Each pump or irrigation circle		\$ 78.00	\$ 89.70	\$ 11.70	15%
Each sign or outline lighting		\$ 78.00	\$ 89.70	\$ 11.70	15%
Signal, circuit or a limited energy panel, alteration, or extension					
Commercial		\$ 63.00	\$ 72.45	\$ 9.45	15%
Residential		\$ 78.00	\$ 89.70	\$ 11.70	15%
Hourly rate	per hour	\$ 78.00	\$ 89.70	\$ 11.70	15%

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
Request by government agency under ORS 190		Not Specified	Cost of inspector plus travel & mileage to and from areas requested for inspections	New	NA
Investigative Fee		Actual Cost	Actual Cost	\$ -	0%
Re-Inspections Fee	Each re-inspection	Not Specified	\$ 89.70	New	NA
After hours inspection	work week per hour (minimum 2 hrs)	\$ 78.00	\$ 89.70	\$ 11.70	15%
	Weekends and holidays per hour (4 hour minimum) -				
After hours inspection	Double Time	Not Specified	\$ 179.40	New	NA
Master Individual Inspection Fee - per hour, minimum 2 hrs		Not Specified	\$ 89.70	New	NA
Plan Review Fee, if required		50% of subtotal	50% of subtotal	\$ -	0%
Expedited Plan Review Fee - per hour, 2 hour minimum		Not Specified	\$ 245.00	New	NA
Overtime Fee (if applicable x base rate)		Not Specified	1.50	New	NA
<b>MANUFACTURED DWELLING PERMIT FEES</b>					
Installation fee (includes placement, concrete slabs/runners/ foundations when prescriptive, electrical feeder, and plumbing/ cross-over connections up to 30 lineal feet)					
		\$ 192.00	\$ 220.80	\$ 28.80	15%
Re-Inspections Fee		\$ 78.00	\$ 89.70	\$ 11.70	15%
State fee		\$ 30.00	\$ 34.50	\$ 4.50	15%
Investigative Fee		Actual Cost	Actual Cost	\$ -	0%
<b>RENEWABLE ENERGY SYSTEMS PERMIT FEES</b>					
5 kva or less		\$ 95.00	\$ 109.25	\$ 14.25	15%
5.01 to 15 kva		\$ 113.00	\$ 129.95	\$ 16.95	15%
15.01 to 25 kva		\$ 187.00	\$ 215.05	\$ 28.05	15%
Solar each additional kva 21.01 to 100 max		\$ 7.50	\$ 8.63	\$ 1.13	15%
Wind 25.01 to 50 kva		\$ 245.00	\$ 281.75	\$ 36.75	15%
Wind 50.01 to 100 kva		\$ 563.00	\$ 647.45	\$ 84.45	15%
Wind 100.01 or greater kva		Not Specified	\$ 875.00	New	NA
Service or feeders of 601 to 1,000 amps or volts-additional to previous range		\$ 245.00	\$ 281.75	\$ 36.75	15%

Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
Service or feeders over 1,000 amps or volts-additional to previous range		\$ 563.00	\$ 647.45	\$ 84.45	15%
Re-Inspections Fee		\$ 78.00	\$ 89.70	\$ 11.70	15%
Plan Review Fee, if required		50% of subtotal	50% of subtotal	\$ -	0%
<b>RV PARK &amp; ORGANIZATIONAL CAMP PERMIT FEES</b>					
Valuation:					
\$1 to \$500	Base	\$ 15.00	\$ 17.25	\$ 2.25	15%
\$501 to \$2,000	First \$500	\$ 15.00	\$ 17.25	\$ 2.25	15%
	Each additional \$1,000 or fraction thereof, to and including \$2,000	\$ 2.00	\$ 2.30	\$ 0.30	15%
\$2,001 to \$25,000	First \$2,000	\$ 45.00	\$ 51.75	\$ 6.75	15%
	Each additional \$1,000 or fraction thereof, to and including \$25,000	\$ 9.00	\$ 10.35	\$ 1.35	15%
\$25,001 to \$50,000	First \$25,000	\$ 252.00	\$ 289.80	\$ 37.80	15%
	Each additional \$1,000 or fraction thereof, to and including \$50,000	\$ 6.50	\$ 7.48	\$ 0.98	15%
\$50,001 to \$100,000	First \$50,000	\$ 414.50	\$ 476.68	\$ 62.18	15%
	Each additional \$1,000 or fraction thereof, to and including \$100,000	\$ 4.50	\$ 5.18	\$ 0.68	15%
\$100,001 to \$500,000	First \$100,000	\$ 639.50	\$ 735.43	\$ 95.93	15%
	Each additional \$1,000 or fraction thereof, to and including \$500,000	\$ 3.50	\$ 4.03	\$ 0.53	15%
\$500,001 to \$1,000,000	First \$500,000	\$ 2,039.50	\$ 2,345.43	\$ 305.93	15%
	Each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$ 2.00	\$ 2.30	\$ 0.30	15%
Over \$1,000,001	First \$1,000,000	\$ 3,539.50	\$ 4,070.43	\$ 530.93	15%
	Each additional \$1,000 or fraction thereof	\$ 2.00	\$ 2.30	\$ 0.30	15%
<b>MISCELLANEOUS BUILDING FEES</b>					



Permit Fee types		Wasco County Current	Proposed w/ 15% Across the Board	Increase \$	Increase %
Request by government agency under ORS 190		Not Specified	Cost of inspector plus travel & mileage to and from areas requested for inspections	New	NA
Permit Reinstatement fee - to renew already expired	<i>Only applicable to expired permits that fall within the current code cycle of permit</i>	Not Specified	\$100 + State Surcharge	New	NA
Permit Extension fee - to extend expiration on active permit	First extension	Not Specified	\$ 80.00	New	NA
	Extensions after the first extension	Not Specified	\$ 50.00	New	NA
Refund Processing Fee - for repayment of costs of administration		Not Specified	Lessor of \$100 or 25% of permit to refund	New	NA
Copy fees		Not Specified	\$ 1.00	New	NA

**Projections for FY21**

		<b>Current Rates</b>	<b>Proposed 15% increase</b>
<b>Building Codes General</b>	Manufactured Dwelling	6,400	7,360
	Structural	527,404	606,515
	Mechanical	65,508	75,334
	Plumbing	78,599	90,389
Total Operations Revenue BC General		677,911	779,598
Expense	Personnel	458,885	458,885
	Materials & Service	265,837	265,837
	Capital	-	-
	Other	-	-
Total Operations Expense BC General		724,722	724,722
<b>Building Codes General Operations Gain/(Loss)</b>		<b>(46,811)</b>	<b>54,876</b>
<b>Building Codes Electrical</b>	Renewable	1,800	2,070
	Electrical	82,644	95,041
Total Operations Revenue BC Electrical		84,444	97,111
Expense	Personnel	207,293	207,293
	Materials & Service	24,395	24,395
	Capital	-	-
	Other	-	-
Total Operations Expense BC Electrical		231,688	231,688
<b>Building Codes Electrical Operations Gain/(Loss)</b>		<b>(147,244)</b>	<b>(134,577)</b>



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## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

	WASCO COUNTY (CURRENT)	WASCO COUNTY (PROPOSED)
<b>STRUCTURAL PERMIT FEES</b>		
In accordance with OAR 918-050-0100(1)(c) and (2)(c)(A), Building Valuation is determined per the ICC Building Valuation Data Table current as of April 1 of each year.		
<b>Valuation:</b>		
\$1-\$2,000.00	\$60.00	\$69.00
\$2,001.00-\$25,000.00	\$60.00 for the first \$2,000.00 plus \$9.40 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	\$69.00 for the \$2,000.00 plus \$10.81 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00-\$50,000.00	\$276.20 for the first \$25,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$317.63 for the \$25,000.00 plus \$8.05 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00-\$100,000.00	\$451.20 for the first \$50,000.00 plus \$4.70 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	\$518.88 for the first \$50,000.00 plus \$5.41 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$686.20 for the first \$100,000.00 plus \$3.90 for each additional \$1,000.00 or fraction thereof.	\$789.13 for the first \$100,000.00 plus \$4.49 for each additional \$1,000.00 or fraction thereof.
<b>OTHER INSPECTIONS AND FEES</b>		
Residential Fire Sprinkler 13R (standalone/closed system) fee includes plan review (13D multipurpose/continuous loop requires Plumbing)		
0 to 2000 sq. ft. area covered	\$98.00	\$112.70
2001 to 3600 sq. ft. area covered	\$103.50	\$119.03
3601 to 7200 sq. ft. area covered	\$139.75	\$160.71
7201 sq. ft. and greater	\$186.25	\$214.19
Prescriptive solar photovoltaic system-fee includes plan review	\$160.00	\$184.00
Non-Prescriptive solar photovoltaic system-requires plan review	Use structural Permit Fee table above	Use structural Permit Fee table above
Phased plan review - \$60.00 application fee plus 10% of the total project building permit fee not exceed \$1500.00 for each phase (in addition to standard structural plan review)	Phased plan review - \$69.00 application fee plus 20% of the total project building permit fee not exceed \$1500.00 for each phase (in addition to standard structural plan review)	
Deferred plan review - 65% of the building permit fee calculated using the deferred portion valuation with a \$156.00 minimum (in addition to standard structural plan review)	Deferred plan review - 65% of the building permit fee calculated using the deferred portion valuation with a \$179.40 minimum (in addition to standard structural plan review)	





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## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

After hours inspections outside of normal business hours (minimum charge 2 hours)	\$ 78.00 per hour	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Re-Inspection fee	\$78.00 per each	\$89.70 per each
Inspections for which no fee is specifically indicated	\$78.00 per hour	\$89.70 per hour
Demolition Permit Fee	Not Specified	\$130.00 (Residential) \$215.00 (Commercial)
Pre-Application Consultation/Consultation Fee	Not Specified	\$89.70 1 hour minimum
Temporary Certificate of Occupancy	Not Specified	\$160.00 for 30 days only (Residential) \$320.00 for 30 days only (Commercial)
Ag Exempt Request Fee	Not Specified	\$50.00
Plan Review Fees	65% of structural permit fee	65% of structural permit fee
Fire and Life Safety Plan Review Fees	40% of structural permit fee	40% of structural permit fee
Additional plan review required by changes, additions, or revisions to approved plans	\$65.00 per hour (Residential) \$78.00 per hour (Commercial)	\$74.75 per hour (Residential) \$89.70 per hour (Commercial)
Expedited Plan Review Fee	Not Specified	\$320.00 per hour 2 hour minimum Overtime Fee (if applicable 1.5 times the Base Rate)

### MECHANICAL PERMIT FEES

#### ONE & TWO FAMILY DWELLINGS:

Minimum permit fee	\$60.00 (Residential)	\$69.00 (Residential)
Furnace/Burner including ducts and vents		
Up to 100K BTU/hr.	\$12.00	\$13.80
Greater than 100K BTU/hr.	\$12.00	\$13.80
Heating/Cooling/Stove/Vents		
Ductwork only	\$12.00	\$13.80
Unit Heater (suspended, wall, and floor)	\$12.00	\$13.80
Wood/Gas/Pellet fireplace insert or free standing stoves	\$12.00	\$13.80
Repair/alter/add to mechanical appliance	\$12.00	\$13.80
Evaporative cooler (permanent)	\$12.00	\$13.80
Air Conditioner	\$12.00	\$13.80
Ventilation system, not a portion of HVAC system	\$12.00	\$13.80
Ventilation fan connected to a single duct	\$9.00	\$10.35
Attic/Crawl space fans	\$9.00	\$10.35





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## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

Range hood/other kitchen equipment	\$9.00	\$13.35
Clothes dryer exhaust	\$9.00	\$10.35
Floor furnace including vent	\$12.00	\$13.80
Hydronic hot water system	\$24.00	\$27.60
<b>Gas Piping Outlets</b>		
1-4 outlets	\$24.00	\$27.60
Additional outlets	\$3.00	\$3.45
Exterior medium pressure ea. 100'	\$24.00	\$27.60
<b>Air-handling units including ducts/Heat pumps/Mini split system</b>		
Any size	\$12.00	\$13.80
<b>Incinerators</b>		
Domestic – installation or relocation	\$12.00	\$13.80
<b>Miscellaneous Fees</b>		
Hourly Rate (number of hours)	\$78.00	\$89.70
Other heat/cool/vent/appliance (not indicated)	\$12.00	\$13.80
<b>COMMERCIAL:</b>		
<b>Minimum permit fee</b>	\$60.00 (Commercial)	\$69.00 (Commercial)
<b>Valuation:</b>		
Up to \$3,500.00	\$60.00	\$69.00
\$3,501 to \$10,000.00 – for the 1 <sup>st</sup> \$3,500.00 plus \$1.20/\$100.00 or portion thereof above \$3,500.00	\$60.00	\$69.00 for the 1 <sup>st</sup> \$3,500.00 plus \$1.38/\$100.00 or portion thereof above \$3,500.00
Over \$10,001.00 – for the 1 <sup>st</sup> \$10,000.00 plus \$3.00/\$1,000.00 or portion thereof above \$10,000.00	\$138.00	\$158.70 for the 1 <sup>st</sup> \$10,000.00 plus \$3.45/\$1,000.00 or portion thereof above \$10,000.00
Investigative Fee	Actual Cost	Actual Cost
Re-inspection fee	Not Specified	\$89.70
After hours inspections outside of normal business hours (minimum charge 2 hours)	\$ 78.00 per hour	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Plan Review Fee, if required	50% of subtotal	50% of subtotal
<b>Request by government agency under ORS 190</b>	Not Specified	Cost of Inspector plus, travel & mileage to and from areas requested for inspections
Expedited Plan Review Fee	Not Specified	\$245.00 per hour 2 hour minimum



## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

		Overtime Fee (if applicable 1.5 times the Base Rate)
<b>PLUMBING PERMIT FEES</b>		
<b>NEW SINGLE FAMILY DWELLINGS</b>		
Minimum Permit Fee - Residential	\$60.00	\$69.00
New single family dwelling 1 bath/ 1 kitchen – includes the 1 <sup>st</sup> 100' of each site utility, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages	\$252.00	\$289.80
Each add'l bath (1/2 bath counts as whole)	\$90.00	\$103.50
Each add'l kitchen	\$60.00	\$69.00
Each add'l 100' of site utilities or fraction thereof; storm, water, and sanitary sewer	\$36.00	\$41.40
Each fixture residential (for new, additions, and alterations)	\$24.00	\$27.60
Re-pipe water supply	Not Specified	\$100.00
<b>Manufactured Dwellings</b>		
Site utilities-first 30 lineal feet refer to Manufactured Home Permit		
Each additional 100' of site utilities of fraction thereof	\$36.00	\$41.40
<b>RV and Manufactured Dwelling Parks</b>		
Base Fee (include the 1 <sup>st</sup> 10 or fewer spaces)	\$384.00	\$441.60
Each additional space	\$33.00	\$37.95
<b>COMMERCIAL</b>		
Minimum Permit Fee – Commercial	\$60.00	\$69.00
Each fixture (for new, additions, and alterations)	\$24.00	\$27.60
Site utilities ea. 100' or fraction thereof	\$36.00	\$41.40
<b>Residential fire sprinkler 13D (continuous loop/multipurpose) – fee includes plan review</b>		
0 to 2000 sq. ft., area covered	\$98.00	\$112.70
2001 to 3600 sq. ft., area covered	\$103.50	\$119.03
3601 to 7200 sq. ft., area covered	\$139.75	\$160.71
7201 sq. ft. and greater	\$186.25	\$214.19





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## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

<b>Miscellaneous Fees</b>		
Backflow device/backwater valve	\$24.00	\$27.60
Re-Inspection fee	\$78.00	\$89.70
Inspections which no fee specified	\$78.00	\$89.70
<b>Request by government agency under ORS 190</b>	Not Specified	Cost of Inspector plus, travel & mileage to and from areas requested for inspections
<b>Medical Gas Piping</b>		
\$1 to \$10,00 valuation	\$270.00	\$310.50
\$10,000.00 and greater Valuation	\$270 for the 1 <sup>st</sup> \$10,000.00 plus \$1.80 for each add'l \$100.00 or fraction thereof	\$310.50 for the 1 <sup>st</sup> \$10,000.00 plus \$2.07 for each add'l \$100.00 or fraction thereof
Investigative Fee	Actual Cost	Actual Cost
Re-inspection fee	Not Specified	\$89.70
After hours inspections outside of normal business hours (minimum charge 2 hours)	\$ 78.00 per hour	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Plan Review fee, if required	50% of subtotal	50% of subtotal
Expedited Plan Review Fee	Not Specified	\$245.00 per hour 2 hour minimum Overtime Fee (if applicable 1.5 times the Base Rate)
<b>ELECTRICAL PERMIT FEES</b>		
<b>NEW SINGLE FAMILY DWELLINGS-SERVICE AND ATTACHED GARAGE INCLUDED</b>		
Minimum Permit Fee - Residential	\$78.00	\$89.70
1,000 sq. ft. or less	\$127.00	\$146.05
Each additional 500 sq. ft. or portion thereof	\$23.00	\$26.45
Limited Energy	\$30.00	\$34.50
Each manufactured home or modular dwelling service or feeder	\$78.00	\$89.70
<b>New Multifamily – total # of units</b>		
Use 1 and 2 Family rates above for largest sq. ft. unit – cost of largest unit ____/2 x number of remaining number		
Multifamily limited energy, by floor	\$54.00	\$62.10
<b>Services or Feeders (installation, alteration, relocation)</b>		
200 amps or less	\$95.00	\$109.25
201 to 400 amps	\$113.00	\$129.95





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## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

401 to 600 amps	\$187.00	\$215.05
601 to 1,000 amps	\$245.00	\$281.75
Over 1,000 amps or volts	\$563.00	\$647.45
Reconnect Only	\$63.00	\$72.45
<b>Temp. Services or Feeders (installation, alteration, relocation)</b>		
200 amps or less	\$63.00	\$72.45
201 to 400 amps	\$86.00	\$98.90
401 to 600 amps	\$125.00	\$143.75
601 to 1,000 amps	\$204.00	\$234.60
Over 1,000 amps or volts	\$469.00	\$539.35
<b>Branch Circuits (new, alteration, extension per panel)</b>		
Fee for branch circuits with purchase of a service or feeder fee:		
Each branch circuit	\$4.80	\$5.52
Fee for branch circuits without purchase of a service or feeder fee:		
First branch circuit	\$65.00	\$74.75
Additional branch circuits	\$4.80	\$5.52
<b>Miscellaneous (service or feeder not included)</b>		
Each pump or irrigation circle	\$78.00	\$89.70
Each sign or outline lighting	\$78.00	\$89.70
Signal, circuit or a limited-energy panel, alteration or extension	\$63.00 Commercial \$78.00 Residential	\$72.45 Commercial \$89.70 Residential
Hourly rate (number of hours)	\$78.00	\$89.70
<b>Request by government agency under ORS 190</b>	Not Specified	<b>Cost of Inspector plus, travel &amp; mileage to and from areas requested for inspections</b>
Investigative fee	Actual Cost	Actual Cost
Re-inspection fee	Not Specified	\$89.70
After hours inspections outside of normal business hours (minimum charge 2 hours)	\$ 78.00 per hour	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Master Individual Inspection Fee	Not Specified	\$89.70 per hour (minimum 2hours)
Plan Review fee, if required	50% of subtotal	50% of subtotal
Expedited Plan Review Fee	Not Specified	\$245.00 per hour 2 hour minimum Overtime Fee (if applicable 1.5 times the Base Rate)
<b>MANUFACTURED DWELLING PERMIT FEES</b>		
Installation fee (includes placement, concrete slabs/runners/foundations when	\$192.00	\$220.80





Pioneering pathways  
to prosperity.

## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

prescriptive, electrical feeder, and plumbing/cross-over connections up to 30 lineal feet)		
Re-inspection fee	\$78.00	\$89.70
State fee	\$30.00	\$34.50
Investigative fee	Actual Cost	Actual Cost
<b>RENEWABLE ENERGY SYSTEMS PERMIT FEES</b>		
5kva or less	\$95.00	\$109.25
5.01 to 15kva	\$113.00	\$129.95
15.01 to 25kva	\$187.00	\$215.05
Solar ea. Add'l kva 25.01 to 100 max	\$7.50	\$8.63
Wind 25.01 to 50kva	\$245.00	\$281.75
Wind 50.01 to 100 kva	\$563.00	\$800.00
Wind 100.01 or greater	Not Specified	\$920.00
Service or feeders of 601 to 1,000 amps-additional to previous range	\$245.00	\$281.75
Service or feeders over 1,000 amps or volts-additional to previous range	\$563.00	\$647.45
Re-inspection fee	\$78.00	\$89.70
Plan Review, if required	50% of subtotal	50% of subtotal
<b>RV PARK &amp; ORGANIZATIONAL CAMP PERMIT FEES</b>		
<b>VALUATION:</b>		
\$1.00 to \$500.00	\$15.00	\$17.25
\$501.00 to \$2,000.00	\$15.00 for the first \$500.00, plus \$2.00 for each additional \$1,000.00 or fraction thereof, to and including \$2,000.00	\$17.25 for the first \$500.00, plus \$2.30 for each additional \$1,000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$45.00 for the first \$2,000.00, plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	\$51.75 for the first \$2,000.00, plus \$10.35 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$252.00 for the first \$25,000.00, plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	\$289.80 for the first \$25,000.00, plus \$7.48 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$414.50 for the first \$50,000.00, plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	\$476.68 for the first \$50,000.00, plus \$5.18 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00



Pioneering pathways  
to prosperity.

## 2020 Proposed Fee Schedule

## Wasco County Building Codes Services

\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,00.00, plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	\$735.43 for the first \$100,00.00, plus \$4.03 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,039.50 for the first \$5,000.00, plus \$2.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	\$2,345.43 for the first \$5,000.00, plus \$2.30 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Over \$1,000,001.00	\$3,539.50 for the first \$1,000,00.00, plus \$2.00 for each additional \$1,000.00 or fraction thereof	\$4,070.43 for the first \$1,000,00.00, plus \$2.30 for each additional \$1,000.00 or fraction thereof
<b>MISCELLANEOUS BUILDING FEES</b>		
<b>Request by government agency under ORS 190 (IGA)</b>	Not Specified	Cost of Inspector plus, travel & mileage to and from areas requested for inspections
Permit Reinstatement fee – to renew already expired permit, as eligible; subject to State Surcharge	Not Specified	\$100.00, plus State Surcharge (Only applicable to expired permits that fall within the current code cycle of permit)
Permit Extension fee – to extend expiration on active permit	Not Specified	\$80.00 (For first time only) After first extension \$50.00 each
<b>Refund Processing Fee - for repayment of costs of administration</b>	Not Specified	\$100.00 or 25% of any fee to be refunded, whichever is less for the processing of a permit application
Copy fees	Not Specified	\$1.00 for each





IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF AMENDING WASCO COUNTY'S UNIFORM FEE SCHEDULE FOR VARIOUS COUNTY DEPARTMENTS

**ORDINANCE 20-002**

THE BOARD OF COMMISSIONERS OF WASCO COUNTY OREGON DOES ORDAIN AS FOLLOWS:

Section 1. PURPOSE

Wasco County provides core services to all citizens which are paid for through the annual tax base. On the whole, the County endeavors to proactively provide access to services in alignment with our Vision and Mission statements.

In some instances, special services are required or necessitated by various state statutes, or to meet the needs of citizens who have requests outside of core services. The purpose of this Ordinance is to outline the fees to be collected by Wasco County Departments for performing services, and to establish a uniform fee schedule.

Section 2. AUTHORITY

The Ordinance is enacted pursuant to the authority granted to general law Counties by [ORS 203.035-ORS 203.065](#) and by [ORS 192.440](#).

Section 3. FEE SCHEDULE

Fees shall be charged and collected by the indicated Department before the filing, recording or copying of subject documents shall be completed. A table of all County fees can be found in Appendix A, B and C. Other fees may apply as assessed under Oregon Revised Statutes.

Section 4. ENACTMENT PROVISIONS (1)

(1) CONFORMANCE WITH LAW

Except as expressly provided herein, this Ordinance shall in no way be a substitute for or eliminate the necessity of conforming with any and all State and Federal laws, rules and regulations including but not limited to the payment of all other fees required by law and other Ordinances which are now or may be in the future in effect which relate to the requirements provided in the Ordinance.

(2) SEPARABILITY

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portion of this Ordinance.

(3) EFFECTIVE DATE

This Ordinance shall take effect on May 1, 2020 upon its adoption, and all previous orders, resolutions or ordinances setting fees conflicting with the provisions of this Ordinance are hereby repealed and will be of no further force and effect.

Regularly passed and adopted by the Board of Commissioners of the County of Wasco, State of Oregon, by a \_\_\_ to \_\_\_ vote on this 1<sup>st</sup> day of April, 2020.

WASCO COUNTY BOARD  
OF COMMISSIONERS

ATTEST:

\_\_\_\_\_  
Kathy Clark  
Executive Assistant

\_\_\_\_\_  
Steven D. Kramer, Commission Chair

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathleen B. Schwartz, County Commissioner

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

## APPENDIX A: County Fee Schedule

Fees Across All County Departments		
Service Description	Fee Amount	Applicable Statute
<b>Miscellaneous Copies/Printing/Transmission</b>		
Black and white copies 8.5" x 11" or 8.5" x 14"	\$0.25 per page	County Ordinance
Black and white copies 11" x 17"	\$1.00 per page	County Ordinance
Color copies (any size listed above)	\$1.00 per page	County Ordinance
Providing content on media (zip disk, jump drive, CD, etc.)	\$15.00 per media plus actual costs of services	County Ordinance
Printing computer labels	\$40.00 plus actual printing and label cost	County Ordinance
Electronic transmission of documents (Fax, email, FTP, or similar transmission. If printing of copies is required to redact information or to get records into the appropriate form, subset, etc., copy fees and research time will also apply.)	\$5.00 per transmission plus actual costs of services	County Ordinance
<b>Research and Professional Services Fees</b>		
Basic Research Fee (Only upon availability of staff)	\$40.00 per hour, one hour minimum, unless specified by Department fee schedule	County Ordinance
Professional Services / Complex Analysis	See specific Department fee schedule	County Ordinance
<b>Public Record Request Fees</b>		
Certification of a Public Record (Birth certificates, licenses, etc.)	\$3.75 per record	<a href="#">ORS 205.320</a>
Public records request, general (Cost is request-dependent and is sum of research, copies, transmission, etc.)		
Administrative Services		
Service Description	Fee Amount	Applicable Statute
<b>FINANCE DEPARTMENT</b>		
Placing a stop payment on a Wasco County issued check	\$33.00 per check	County Ordinance
Returned item (non-sufficient funds, closed account, etc.) deposited to Wasco County bank account	\$25.00 per check	County Ordinance
<b>INFORMATION SERVICES DEPARTMENT</b>		
Professional Services	\$120.00 per hour	County Ordinance
GIS Mapping : See Appendix C		

**LEGAL SERVICES**

County Counsel Fees. <i>Please contact Administrative Services for estimate.</i>	At current hourly rate	County Ordinance
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**Land-based and Civil Services**

Service Description	Fee Amount	Applicable Statute
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**ASSESSMENT AND TAXATION DEPARTMENT**

Assessment mapping changes and new plat	\$540.00 base fee	County Ordinance
Additional lot created	\$50.00 each	County Ordinance
Additional map affected	\$50.00 each	County Ordinance
Lot line adjustment	\$250.00 each	County Ordinance
Calculation of farm/forest disqualifications (To be applied against penalty if the account is disqualified within 90 days)	\$40.00 per hour, one hour minimum	County Ordinance

**CLERK'S OFFICE**

**Land-based Recording Fees** *All documents presented for recording must be "required or permitted by law to be recorded"*

<b>Deed and Mortgage Records</b>	\$105.00 for the 1st page,	<a href="#">ORS 205.320</a>
<b>Breakdown of fees:</b>	<u>\$5.00 for each page after</u>	and County Ordinance
Clerk Recording Fee	\$5.00 per page	
Public Land Corner Preservation Fund	\$10.00 per document	
Geographic Information Systems (GIS) Fund	\$19.00 per document	
Assessment & Taxation Fund	\$10.00 per document	
Oregon Land Information System (OLIS) Fund	\$1.00 per document	
Affordable Housing Alliance Fund	\$60.00 per document	
<b>Lien Records</b>	\$76.00 for the 1st page,	<a href="#">ORS 205.320</a>
<b>Breakdown of fees:</b>	<u>\$5.00 for each page after</u>	and County Ordinance
Clerk Recording Fee	\$5.00 per page	
Assessment & Taxation Fund	\$10.00 per document	
Oregon Land Information System (OLIS) Fund	\$1.00 per document	
Affordable Housing Alliance Tax	\$60.00 per document	

<b>Partition Plat, Replat, and Property Line Adjustment Plat</b>		<a href="#">ORS 205.320</a>
Surveyor Fee, Property Line Adjustment Plat, Single-Parcel Partition Plat or Replat	<i>See Surveyor's Office fees</i>	and County Ordinance

Assessor and Tax Collector Fees	<i>See Assessment and Taxation</i>
Recording Base Fee (includes A&T Fund, OLIS Fund, GIS Fund, Public Land Corner Preservation Fund, General Clerk Fee)	\$90.00 per document
Affordable Housing Alliance Fund	\$60 per document
Clerk Recording Fee	\$5.00 per page
County Court Approval (if required)	\$10.00

Copy Fees	\$3.00 per page	
<b>Subdivision and Subdivision Replat;</b>		<a href="#">ORS 205.320</a>
Surveyor Fee, Subdivision and Subdivision Replat, Condominium	<i>See Surveyor's Office fees</i>	and County Ordinance
Assessor and Tax Collector Fees	<i>See Assessment and Taxation</i>	
Recording Base Fee, 20 lots or less	\$90.00 per document	
Recording Base Fee, 21 lots or more (includes A&T Fund, OLIS Fund, GIS Fund, Public Land Corner Preservation Fund, General Clerk Fee)	\$110.00 per document	
Affordable Housing Alliance Fund	\$60.00 per document	
Clerk Recording Fee	\$5.00 per page	
County Court Approval (if required)	\$10.00	
Copy Fees	\$3.00 per page	
Non Standard Documents	\$20.00 per document	<a href="#">ORS 205.327</a>
Documents Describing More Than One Transaction	\$5 per additional transaction or title	<a href="#">ORS 205.236(4)</a>
Location of Record ( <i>land records are available online free of charge. See the Digital Research Room on the Wasco County website</i> )	\$3.75 location fee plus \$0.25 per page	<a href="#">ORS 205.320</a>
Recording Image Subscription ( <i>download of images recorded in the Clerk's office and provided on media</i> )	\$0.25 per page/image plus cost of media if applicable	County Ordinance
<b>Marriage Fees</b>		
Marriage License	\$50.00	<a href="#">ORS 205.320</a> and <a href="#">ORS 106.045</a>
Civil Marriage Ceremony ( <i>in office, by appointment only</i> )	\$117.00	Senate Bill 27
Staff Witness for Ceremony	\$15.00 per staff member	County Ordinance
Certified Copy of Marriage License	\$7.75	<a href="#">ORS 205.320</a>
Time Waiver of 3-day Waiting Period	\$15.00	County Ordinance
Certificate of Parental Consent for Marriage of a Minor	\$15.00 per minor	County Ordinance
Amending a Filed Marriage Record	\$25.00	
<b>Domestic Partnership Declaration</b>		
Registration	\$50.00	<a href="#">ORS 205.320</a>
Certified Copy of a Domestic Partnership Declaration	\$7.75	<a href="#">ORS 205.320</a>
<b>Elections Reports</b>		
Request for List of Electors	\$25.00 plus 2.5¢ per 100 names	<a href="#">OAR 165-002- 0020</a> Section 1

## PLANNING DEPARTMENT

*See Appendix B*

County and ORS

**PUBLIC WORKS DEPARTMENT**

Petition for Road Vacation	\$500.00	County Ordinance
Permit for Mass Gathering	\$500.00	County Ordinance
Permit for Motor Vehicle Road Rally	\$1000.00	County Ordinance

**SURVEYOR'S OFFICE**

Survey Filing (Reviewed, filed and indexed)	\$185.00 plus \$50 per page over 2 pages	<a href="#">ORS 209.260</a>
Property Line Adjustment Survey Filing (Reviewed, filed and indexed)	\$250.00 plus \$50.00 per page over 2 pages	<a href="#">ORS 209.260</a>
Property Line Adjustment Plat Review (Reviewed, recorded, filed and indexed)	\$480.00 per plat	<a href="#">ORS 92.100</a> and County Ordinance
Single-Parcel Partition Plat, or Single Parcel Replat Review (Reviewed, recorded, filed and indexed)	\$480.00 per plat	<a href="#">ORS 92.100</a> and County Ordinance
Multiple-Parcel Partition Plat or Replat Review (Reviewed, recorded, filed and indexed)	\$625.00 per plat	<a href="#">ORS 92.100</a> and County Ordinance
Subdivision or Subdivision Replat Review (Reviewed, recorded, field-checked, filed and indexed)	\$700.00 per subdivision plus \$65.00 per lot	<a href="#">ORS 205.350</a> and County Ordinance
Condominium Plat Review (Reviewed, recorded, field-checked, filed and indexed)	\$750.00 per condominium, plus \$70.00 per unit	<a href="#">ORS 205.350</a> and County Ordinance
Re-check or Re-design Review	50% of the original review fee	County Ordinance
Affidavit of Correction, Consent, Post-Monumentation, etc.	\$50.00 per affidavit recorded	<a href="#">ORS 92.170</a> and County Ordinance
Marking the Record Upon the Surveyor's Copy of an Original Plat	\$15.00 per recorded document	ORS 271.230 (2) and County Ordinance
Research	\$75.00 per hour after the first hour	County Ordinance
Large Format Printing or Copying	\$1.00 per square foot, \$2.00 minimum	County Ordinance



<b>Public Safety Services</b>		
<b>Service Description</b>	<b>Fee Amount</b>	<b>Applicable Statute</b>
<b>COMMUNITY CORRECTIONS DEPARTMENT</b>		
Community Service Work Program	\$35.00	County Ordinance
DNA Sample Draw	\$10.00	County Ordinance
Drug Testing	\$20.00 per sample for in-lab tests \$10.00 for instant tests	County Ordinance
Inter-County Transfer Request	\$25.00	County Ordinance
Interstate Compact	\$50.00	County Ordinance
Probation/Post Prison/Parole Supervision	\$40.00 per month	County Ordinance
Travel Permit	\$5.00 each permit	County Ordinance
Treatment Program Intake	\$150.00	County Ordinance
Treatment Assessment	\$150.00	County Ordinance
Treatment Assessment Update	\$80.00	County Ordinance
Unexcused Assessment No-Show Fee	\$50.00	County Ordinance
Treatment: Individual Counseling Session	\$125.00	County Ordinance
Treatment: Group Session	\$45.00	County Ordinance
Sex Offender Assessment	\$1,000.00	County Ordinance
Sex Offender Treatment Planning Session	\$90.00	County Ordinance
Sex Offender Individual Counseling Session	\$125.00	County Ordinance
Sex Offender Group Counseling Session	\$45.00	County Ordinance
Sex Offender Chaperone Training Session	\$200.00	County Ordinance
Program Curriculum Book	\$25.00	
<b>SHERIFF'S OFFICE</b>		
Civil Fees	Per Statute	<a href="#"><u>ORS 21.300</u></a>
Concealed Handgun License	Per Statute	<a href="#"><u>ORS 166.291(5)(a)</u></a>
Fingerprinting	\$15.00 per card or \$15.00	County

OLCC Liquor License ( <i>regular and special event</i> )	for electronic submission \$25.00 per permit	Ordinance <a href="#">ORS 471.166 (7)</a>
Real Property Foreclosure Sheriff Sale	\$800.00 deposit ( <i>Applicants will be billed for actual costs and employee time.</i> )	<a href="#">ORS 18.930(5)</a>
Sheriff Incident Reports* ( <i>No charge for victim for first copy</i> )	1–24 pages: \$15.00 per report 25–49 pages: \$20.00 per report 50+ pages: \$50.00 per report	County Ordinance
Videos	\$15.00 plus staff time*	County Ordinance
* <b>Research/Staff Time</b> – fee is based on salary and fringe benefits of the employee charged with the task (such as document research, retrieval, review or redaction), converted to an hourly rate. Time is charged in 15-minute increments with a 15-minute minimum. Call the Sheriff's Office for an estimate when research or staff time is needed.		County Ordinance
<b>YOUTH SERVICES DEPARTMENT</b>		
<b>Supervision</b>		
Formal Probation at time of Adjudication	\$30.00	County Ordinance
Formal Accountability Agreements	\$10.00	County Ordinance
Drug Testing	\$15.00 per sample for in-lab tests \$7.50 for instant tests	County Ordinance
Online Educational Classes	\$100.00	County Ordinance
Processing Request for Expunction	\$60.00	County Ordinance
Videos	\$15.00 plus staff time*	County Ordinance
<b>BUILDING CODES DEPARTMENT</b>		
See Appendix D		County Ordinance

# Exhibit B

## Wasco County Planning Department Fees

**Consolidated Permit Process:** For applications requiring more than one type of review, the full fee shall be paid for the primary/most expensive review and 50% for each additional review. Type I fees accompanying Type II-IV reviews will be waived.

Type I - Ministerial	Fee
Address – New or Change	\$75
Land Use Verification Letter (Not Involving Land Use Decision)	\$150
Marijuana Production	\$1,000 + \$76/hour after 10 hrs
Non-Structural Sign-Off – MNN (e.g., LUCS)	\$90
Structural Without Land Use Application – MNS	\$316
Telecommunications Tower - Collocation	\$1,600

Type II - Administrative	Fee
Conditional Uses	
• Aggregate and Other Subsurface Resources	\$2,540
• Exclusive Farm Use, Non-Farm Dwelling	\$2040
• Farm Ranch Recreation	\$1,640
• F-F(10) Dwelling Without Farm or Forest Use	\$1,340
• Other	\$1,340
• Power Generating Facility (EFSC approval and required review)	\$76/hr
• Power Generating Facility (Commercial)	\$5,040 + \$1,000/tower
• Power Generating Facility (Non-Commercial)	\$1,640 + \$1,000/tower
Extension of Time for Land Use Approval	\$515
Legal Parcel Determination	\$540 + \$76/hour after 5 hours
LUDO Interpretation or Similar Use Determination	\$76/hr
Major Modification of Approval (notice is required)	\$116 + \$76/hr
National Scenic Area (NSA)	
• Expedited (Used listed in Section 3.110 of Wasco County NSALUDO)	\$640
• Expedited (Removal or Demolition)	\$340
• Full Review (Fences and Accessory Structures Less Than 500 SQ)	\$1,040
• Full Review	\$1,840
Non-Conforming Use Review (verification, restoration or alteration)	\$1040
Partition, Property Line Adjustment, or Replat (not involving public or private roads)	
• Property Line Adjustment	\$1569
• Partition or Replat	\$1569
Site Plan Review (parking, loading, and home occupations)	\$640
Subject to Standards	
• Aggregate Overlay Significant Determination	\$640
• Dwelling (Accessory, Large Tract Forest, Lot-of-Record, Primary, Relative)	\$1,340
• EPDs (Environmental Protection Districts)	\$690
• Guest House	\$540
• Rural Residential (R-R(10)) Dwelling	\$690
• Marijuana Processing and/or Wholesale	\$2,040 + hourly rate of \$76 after 20 hours
• Other	\$690
• Utility Facilities Necessary for Public Service	\$2,540
Temporary Use Permit	\$740

Temporary Use Permit Renewal (e.g., Medical Hardship Dwelling)	\$440
Variance (Administrative) – Less Than 50% Deviation From Stated Standard	\$740

<b>Type III Action – Planning Commission</b>	<b>Fee</b>
Appeal to Planning Commission: ORS 215.416(11)(b); full refund if upheld	\$250
Mobile Home Park / RV Park	\$2,140
Other Reviews Directed to Planning Commission by Ordinance	\$1,540
Partition, Property Line Adjustment, or Replat (involving public or private roads approvals)	
• Property Line Adjustment	\$1969
• Single Parcel Partition or Replat	\$1969
• Multiple Parcel Partition or Replat	\$1969
Planned Unit Development – Preliminary/Final Plat Review	Prelim. \$3640
	Final \$790 + \$50 per lot
Subdivision – Preliminary/Final Plat Review	Prelim. \$4140
	Final \$790 + \$50. Per lot
Variance – 50% or Greater Deviation From Stated Standard	\$1,040

<b>Type IV Action – Board of County Commissioners</b>	<b>Fee</b>
Appeal to Board of Commissioners	\$1,240
Goal Exception	\$1,740 + hourly rate of \$76/hour after 20 hours
Zone Change	\$1,740 + hourly rate of 76/hour after 20 hours
Open Space Lands Tax Assessment	\$940
Road Dedication	\$900
Road Naming/Re-Addressing (full fee + half fee for each address changed); not land use decision	\$200
Subdivision Lot Line Vacation per ORS 368.326	\$384

<b>Miscellaneous</b>	<b>Fee</b>
Amendment to Land Use Application Request (after pre-notice; prior to approval)	\$350
Complex Projects – As Determined by Planning Director (See Policy and Process)	\$76/hr
Continuance/Extension Request of Planning Commission or Board Hearings	\$500
LUBA Remand and Review	\$300
Outdoor Mass Gathering	
• Less than 3000 people	\$2,500
• 3,000 or more, or 120 hrs or more	\$4,500
Pre-Application Conference - <i>\$250 of the \$500 applies towards land use application if applied for within 90 days of conference.</i>	\$500
Research / Records Request	\$45/hr
Withdrawal of Application - Refunds	
• Before completeness is determined	75% Total
• After completeness is determined	50% Total
• After Pre-Notice or Notice of Decision is mailed	No Refund
Withdrawal of Appeal After Received	No Refund
Work Commenced Without Required Land Use Approval	Additional 100% of Total Review Fee
Work Commenced in NSA Without Required Land Use Approval	Additional 100% of Total Review Fee

<b>Code Compliance</b>	<b>Fee</b>
Administrative Overhead hourly rate	\$76/hr
Appeal to Hearing's Officer	\$100
Continued Non-Compliance	\$50/month
Recordation of Compliance Document	\$101
<i>Other compliance penalty charges exist as established in Compliance Ordinance (WCCCNAO)</i>	

## **FEE SCHEDULE ATTACHMENT - POLICY & PROCESS**

- MNN: There is no fee for LUCS issued with a building permit.
- MNS: Examples include building permits, manufacture home placement permit and agricultural exempt permit applications.
- Fee Waivers:
  - 1) **Applicability**: A Fee Waiver is applicable to Planning Department fees only. All "Other Departmental Fees" must be paid in full or documentation provided that they have been waived, at the time of application submittal.
  - 2) **Ministerial Sign off with Administrative Review**: If an applicant pays for and receives approval of Type II (Administrative/Discretionary) review, all ministerial sign offs associated with that review shall be waived. This includes Building Permit Application, Manufactured Home Placement Permit Application, Agricultural Exempt Permit Application, Land Use Compatibility Statement, Water Rights Application, and Department of State Lands Permit Application.
  - 3) **Individuals**: Any individual may request a Fee Waiver from the Planning Director of any development review or appeal fees. To be granted a waiver (or portion of a fee waiver) an individual must provide documentation of household income at or below 150% of the federal poverty level. To prove a hardship, applicants must provide federal tax returns, pay stubs or annual benefit statements. Assistance will be provided based on the availability of funding. Waivers must be approved and granted by the Planning Director prior to submittal of an application or appeal.
  - 4) **Appeal**: Any organization or individual may appeal the Planning Director's decision not to grant a Fee Waiver (or portion thereof) to the Board of County Commissioners.
- Complex Projects: Complex projects involve more resources of the planning and other county departments due to their complexity and their overall impacts on the community. As such, complex projects may even require the hiring of outside assistance. For these types of large-scale projects that require a great deal of departmental resources to review, the county will require the applicant to sign a memorandum of agreement to compensate the county for actual costs incurred to complete the review and process in a timely manner. The agreement shall include details with regards to deposit and the scheduling of payments. If an applicant refuses to enter into a memorandum of agreement or if the applicant and the county fail to reach an agreement, the application will not be processed.

## **FEE SCHEDULE ATTACHMENT – ADDITIONAL FEE WAIVER SPECIFICS**

As part of a fee waiver request, the planning director can require documentation of income at or below 150% of the federal poverty level (FPL) to prove financial need. 150% of the federal poverty level is a measure frequently used by other agencies nationwide to prove individuals' financial need. This measure can be

adjusted for household size. Those at or below 150% of the federal poverty level are in poverty. The percentage of the federal poverty level of an individual's income can be calculated using online calculators ([http://www.lccaa.net/eligibility\\_calculator](http://www.lccaa.net/eligibility_calculator), <http://www.safetyweb.org/fpl.php>).

Documentation that the County can accept to serve as proof of income includes:

- Tax returns (use the adjusted gross income figure)
- Pay stubs (use two months of them)(calculators are available online)
- Annual benefit statements for social security and other benefits, or cancelled checks from the Social Security Administration.

An alternate method to prove an individual's financial need is to require institutional documentation of receipt of public assistance such as TANF (food stamps), SNAP (food stamps for families), Section 8 housing, Medicaid, etc..

**The following chart outlines 150% of the federal poverty level.**

<b>2019 Federal Poverty Guidelines - 150% of the Federal Poverty Level (FPL)</b>								
<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>150%</b>	<b>\$18,735</b>	<b>\$25,365</b>	<b>\$31,995</b>	<b>\$38,625</b>	<b>\$45,255</b>	<b>\$51,885</b>	<b>\$58,515</b>	<b>\$65,145</b>

<b>2019 Federal Poverty Guidelines</b>								
<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>100%</b>	<b>\$12,490</b>	<b>\$16,910</b>	<b>\$21,330</b>	<b>\$25,750</b>	<b>\$30,170</b>	<b>\$34,590</b>	<b>\$39,010</b>	<b>\$43,430</b>
<b>150%</b>	<b>\$18,735</b>	<b>\$25,365</b>	<b>\$31,995</b>	<b>\$38,625</b>	<b>\$45,255</b>	<b>\$51,885</b>	<b>\$58,515</b>	<b>\$65,145</b>

## Appendix C: GIS Services

<b>GIS Services - Standard Labor Rate \$60/Hour</b>		
<b>Map Prices - Custom Maps</b>		
<b>Size</b>	<b>Price</b>	<b>Additional Copies (ea)</b>
8.5 x 11	\$7.00	\$1.00
11 x 17	\$8.00	\$1.50
18 x 24	\$12.00	\$12.00
24 x 36	\$15.00	\$15.00
24 x 40	\$25.00	\$25.00
36 x 48	\$35.00	\$35.00
Maps which take longer than 15 minutes to make (excluding printing time) are charged at our shop rate		
	<b>Available Data Layers</b>	<a href="#">(Fees allowed per ORS 190.050)</a>
<b>Layer</b>	<b>Price</b>	<b>Notes</b>
Extract of Assessor's Database	\$300.00	<a href="#">Table Schema</a>
Roads	\$50.00	
Taxlot Maps	N/A	<a href="#">See Also The Oregon Map</a>
Taxlots	\$1/parcel or \$1,500 for entire County	<a href="#">See Also Our Online Map</a>
<b>Other Groups/Layers - \$45.00 each</b>	<b>Contains</b>	<b>Notes</b>
Administrative Boundaries	Columbia Gorge Urban Renewal District, City of The Dalles Watershed, School Districts, NWCPUD Subdivisions, Transition Lands Study Area, Wasco County Boundary	
Populated Places	City Limits, Urban Growth Boundaries, Rural Service Centers	<a href="#">See Also State Data</a>
Tax Codes	Tax Codes	
Zoning - Cities	Zoning - Cities	
Zoning - Environmental Protection Districts	Zoning - Environmental Protection Districts	
Zoning - Wasco County	Zoning - Wasco County	
<p>We require payment in advance from companies we have not done business with in the past. Credit card payments get charged an additional amount (depending on how much the base purchase is) to match what the companies charge the County. Checks should be made out to Wasco County GIS, and sent with a note stating which layers are being requested. Send it to:</p> <p>Wasco County IS Department Attn: GIS 2705 E 2nd St, The Dalles, OR 97058</p>		

## APPENDIX B: Building Codes Services

<b>STRUCTURAL PERMIT FEES</b>	
In accordance with OAR 918-050-0100(1)(c) and (2)(c)(A), Building Valuation is determined per the ICC Building Valuation	
<b>VALUATION</b>	
\$1 - \$2,000	\$69
\$2,001 - \$25,000	\$69 for the \$2,000 plus \$10.81 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$317.63 for the \$25,000 plus \$8.05 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$518.88 for the first \$50,000 plus \$5.41 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and up	\$789.13 for the first \$100,000 plus \$4.49 for each additional \$1,000 or fraction thereof.
<b>OTHER INSPECTIONS AND FEES</b>	
Residential Fire Sprinkler 13R (standalone/closed system} fee includes plan review (13D multipurpose/continuous loop requires Plumbing}	
0 to 2000 sq. ft. area covered	\$112.70
2001 to 3600 sq. ft. area covered	\$119.03
3601 to 7200 sq. ft. area covered	\$160.71
7201sq. ft. and greater	\$214.19
Prescriptive solar photovoltaic system-fee includes plan review	\$184
Non-Prescriptive solar photovoltaic system-requires plan review	Use Structural Permit Fee Table above
Phased Plan Review	\$69 application fee plus 20% of the total project building permit fee not to exceed \$1,500 for each phase (in addition to standard structural plan review.)
Deferred Plan Review	65% of the building permit fee calculated using the deferred portion valuation with a \$179.40 minimum (in addition to standard structural plan review)
After hours inspections outside of normal business hours (minimum charge: 2 hours)	\$89.70 per hour during work week. Double-time rate with 4-hour minimum on weekends and holidays
Re-inspection Fee	\$89.70 per each
Inspections for which no fee is specifically indicated	\$89.70 per hour
Demolition Permit Fee	\$130 (residential) \$215 (commercial)
Pre-Application Consultation Fee	\$89.70 per hour (1 hour minimum)
Temporary Certificate of Occupancy	\$160 for 30 days only (residential) \$320 for 30 days only (commercial)



## APPENDIX B: Building Codes Services

Ag Exempt Request Fee	\$50
Plan Review Fee	65% of structural permit fee
Fire and Life Safety Plan Review Fee	40% of structural permit fee
Additional plan review required by changes, additions or revisions to approved plan	\$74.75 per hour (Residential) \$89.70 per hour (Commercial)
Expedited Plan Review Fee	\$320 per hour 2 hour minimum Overtime Fee (if applicable 1.5 times the Base Rate)
<b>MECHANICAL PERMIT FEES</b>	
<b>ONE &amp; TWO FAMILY DWELLINGS</b>	
Minimum permit fee	\$69 (Residential)
<b>FURNACE/BURNER INCLUDING DUCTS AND VENTS</b>	
Up to 100K BTU/hr.	\$13.80
Greater than 100K BTU/hr.	\$13.80
<b>HEATING/COOLING/STOVE/VENTS</b>	
Ductwork only	\$13.80
Unit Heater (suspended, wall, and floor)	\$13.80
Wood/Gas/Pellet fireplace insert or free standing stoves	\$13.80
Repair/alter/add to mechanical appliance	\$13.80
Evaporative cooler (permanent)	\$13.80
Air Conditioner	\$13.80
Ventilation system, not a portion of HVAC system	\$13.80
Ventilation fan connected to a single duct	\$10.35
Attic/Crawl space fans	\$10.35
Range hood/other kitchen equipment	\$13.35
Clothes dryer exhaust	\$10.35
Floor furnace including vent	\$13.80
Hydronic hot water system	\$27.60
<b>GAS PIPING OUTLETS</b>	
1-4 outlets	\$27.60
Additional outlets	\$3.45
Exterior medium pressure ea. 100'	\$27.60
<b>AIR-HANDLING UNITS INCLUDING DUCTS/HEAT PUMPS/MINI-SPLIT SYSTEM</b>	
Any size	\$13.80
<b>INCINERATORS</b>	
Domestic- installation or relocation	\$13.80
<b>MISCELLANEOUS FEES</b>	
Hourly Rate (number of hours)	\$89.70
Other heat/cool/vent/appliance (not indicated)	\$13.80
<b>COMMERCIAL</b>	
Minimum permit fee	\$69 (Commercial)
<b>VALUATION</b>	
Up to \$3,500	\$69
\$3,501 to \$10,000- for the 1 <sup>st</sup> \$3,500 plus \$1.20/\$100 or portion thereof above \$3,500	\$69 for the 1 <sup>st</sup> \$3,500 plus \$1.38/\$100 or portion thereof above \$3,500

## APPENDIX B: Building Codes Services

Over \$10,001- for the 1 <sup>st</sup> \$10,000 plus \$3/\$1,000 or portion thereof above \$10,000	\$158.70 for the 1 <sup>st</sup> \$10,000 plus \$3.45/\$1,000 or portion thereof above \$10,000
Investigative Fee	Actual Cost
Re-inspection fee	\$89.70
After hours inspections outside of normal business hours (minimum charge 2 hours)	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Plan Review Fee, if required	50% of subtotal
Request by government agency under ORS 190	Cost of Inspector plus travel & mileage to and from areas requested for inspections
Expedited Plan Review Fee	\$245 per hour 2 hour minimum, Overtime fee (if applicable 1.5 times the base rate)
<b>PLUMBING PERMIT FEES</b>	
<b>NEW SINGLE FAMILY DWELLINGS</b>	
Minimum Permit Fee- Residential	\$69
New single family dwelling 1 <sup>st</sup> bath/ 1kitchen- includes the 1 <sup>st</sup> 100' of each site utility, hose bibs, icemakers, under-floor low-point drains, and rain drain packages	\$289.80
Each additional bath {1/2 bath counts as whole}	\$103.50
Each additional kitchen	\$69
Each additional 100' of site utilities or fraction thereof; storm, water, and sanitary sewer	\$41.40
Each fixture residential (for new, additions, and alterations)	\$27.60
Re-pipe water supply	\$100
<b>MANUFACTURED DWELLINGS</b>	
<b>SITE UTILITIES-FIRST 30 LINEAL FEET REFER TO MANUFACTURED HOME PERMIT</b>	
Each additional 100' of site utilities or fraction thereof	\$41.40
<b>RV AND MANUFACTURED DWELLING PARKS</b>	
Base Fee (include the 1 <sup>st</sup> 10 or fewer spaces	\$441.60
Each additional space	\$37.95
<b>COMMERCIAL</b>	
Minimum Permit Fee – Commercial	\$69
Each fixture (for new, additions and alterations)	\$27.60
Site utilities ea. 100' or fraction thereof	\$41.40
<b>RESIDENTIAL FIRE SPRINKLER 13D (CONTINUOUS LOOP/MULTIPURPOSE)- FEE INCLUDES PLAN REVIEW</b>	
0 to 2,000 sq. ft., area covered	\$112.70
2,001 to 3,600 sq. ft., area covered	\$119.03
3,601 to 7,200 sq. ft., area covered	\$160.71
7,201 sq. ft. and greater	\$214.19
<b>MISCELLANEOUS FEES</b>	
Backflow device/backwater valve	\$27.60
Re-inspection fee	\$89.70
Inspections for which no fee specified	\$89.70

## APPENDIX B: Building Codes Services

Request by government agency under ORS 190	Cost of Inspector plus travel & mileage to and from areas requested for inspections
<b>MEDICAL GAS PRICING</b>	
\$1 to \$10,000 valuation	\$310.50
\$10,000 and greater valuation	\$310.50 for the 1st \$10,000 plus \$2.07 for each additional \$100 or fraction thereof
Investigative Fee	Actual Cost
Re-inspection fee	\$89.70
After hours inspections outside of normal business hours (minimum charge 2 hours)	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Plan Review fee, if required	50% of subtotal
Expedited Plan Review Fee	\$245 per hour 2 hour minimum overtime Fee (if applicable 1.5 times the Base Rate)
<b>ELECTRICAL PERMIT FEES</b>	
<b>NEW SINGLE FAMILY DWELLINGS – SERVICE AND ATTACHED GARAGE INCLUDED</b>	
Minimum Permit Fee - Residential	\$89.70
1,000 sq. ft. or less	\$146.05
Each additional 500 sq. ft. or portion thereof	\$26.45
Limited Energy	\$34.50
Each manufactured home or modular dwelling service or feeder	\$89.70
<b>NEW MULTI-FAMILY – TOTAL NUMBER OF UNITS</b>	
Use 1 and 2 family rates above for largest sq ft. unit – cost of largest unit ___ / 2 x number of remaining number	
Multifamily limited energy, by floor	\$62.10
<b>SERVICES OR FEEDERS (INSTALLATION, ALTERATION, RELOCATION)</b>	
200 amps or less	\$109.25
201 to 400 amps	\$129.95
401 to 600 amps	\$215.05
601 to 1,000 amps	\$281.75
Over 1,000 amps	\$647.45
Reconnect Only	\$72.45
<b>TEMPORARY SERVICES OR FEEDERS (INSTALLATION, ALTERATION, RELOCATION)</b>	
200 amps or less	\$72.45
201 to 400 amps	\$98.90
401 to 600 amps	\$143.75
601 to 1,000 amps	\$234.60
Over 1,000 amps or volts	\$539.35
<b>BRANCH CIRCUITS (NEW, ALTERATION, EXTENSION PER PANEL)</b>	
<b><u>Fee For Branch Circuits With Purchase Of A Service Or Feeder Fee</u></b>	
Each branch circuit	\$74.75
<b><u>Fee For Branch Circuits Without Purchase Of A Service Or Feeder Fee</u></b>	
First branch circuit	\$74.75
Additional branch circuits	\$5.52
<b>MISCELLANEOUS (SERVICE OR FEEDER NOT INCLUDED)</b>	
Each pump or irrigation circle	\$89.70
Each sign or outline lighting	\$89.70

## APPENDIX B: Building Codes Services

Signal, circuit or a limited- energy panel, alteration or extension	\$72.45 Commercial \$89.70 Residential
Hourly rate (number of hours)	\$89.70
Request by government agency under ORS 190	Cost of Inspector plus travel & mileage to and from areas requested for inspections
Investigative fee	Actual Cost
Re-inspection fee	\$89.70
After hours inspections outside of normal business hours (minimum charge 2 hours)	\$89.70 per hour during work week. Double time rate with 4 hour minimum on weekends and holidays
Master Individual Inspection Fee	\$89.70 per hour (minimum 2hours)
Plan Review fee, if required	50% of subtotal
Expedited Plan Review Fee	\$245 per hour 2 hour minimum Overtime Fee (if applicable 1.5 times the Bas Rate)
<b>MANUFACTURED DWELLING PERMIT FEES</b>	
Installation fee (includes placement, concrete slabs/runners/foundations when prescriptive, electrical feeder, and plumbing/cross-over connections up to 30 lineal feet)	\$220.80
Re-inspection fee	\$89.70
State fee	\$34.50
Investigative fee	Actual Cost
<b>RENEWABLE ENERGY SYSTEMS PERMIT FEES</b>	
5kva or less	\$109.25
5.01to 15kva	\$129.95
15.01 to 25kva	\$215.05
Solar ea. Additional kva 25.01to 100 max	\$8.63
Wind 25.01to 50kva	\$281.75
Wind 50.01to 100 kva	\$800
Wind 100.01 or greater	\$920
Service or feeders of 601to 1,000 amps-additional to previous range	\$281.75
Service or feeders over 1,000 amps or volts-additional to previous range	\$647.45
Re-inspection fee	\$89.70
Plan Review, if required	50% of subtotal
<b>RV PARK &amp; ORGANIZATIONAL CAMP PERMIT FEES</b>	
<b><u>Valuation</u></b>	
\$1 to \$500	\$17.25
\$501 to \$2,000	\$17.25 for the first \$500,plus \$2.30 for each additional \$1,000 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$51.75 for the first \$2,000,plus \$10.35 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$289.80 for the first \$25,000,plus \$7.48 for each additional \$1,000 or fraction thereof, to and including \$50,000

## APPENDIX B: Building Codes Services

\$50,001 to \$100,000	\$476.68 for the first \$50,00,plus \$5.18 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$735.43 for the first \$100,00,plus \$4.03 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$2,345.43 for the first \$5,000,plus \$2.30 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
Over \$1,000,001	\$4,070.43 for the first \$1,000,00, plus \$2.30 for each additional \$1,000 or fraction thereof
<b>MISCELLANEOUS BUILDING FEES</b>	
Request by government agency under ORS 190 (IGA)	Cost of Inspector plus travel & mileage to and from areas requested for inspections
Permit Reinstatement fee- to renew already expired permit, as eligible; subject to State Surcharge	\$100,plus State Surcharge (Only applicable to expired permits that fall within the current code cycle of permit)
Permit Extension fee- to extend expiration on active permit	\$80 (For first time only) After first extension \$50 each
Refund Processing Fee -for repayment of costs of administration	\$100 or 25% of any fee to be refunded, whichever is less for the processing of a permit application
Copy fees	\$1.00 for each



## AGENDA ITEM

**BOPTA Report**

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[STAFF MEMO](#)

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## MEMORANDUM

**SUBJECT: 2019 Board of Property Tax Appeals Season**

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: LISA GAMBEE**

**DATE: 3/10/2019**

### SUMMARY:

The Wasco County Board of Property Tax Appeals (BOPTA) season began in November 2019 when tax statements were mailed, and concluded in March 2020 when the Summary of Actions was sent to the Department of Revenue.

Per ORS 309.072, the following information is submitted as part of the records required to be included in the journal of the county governing body:

- The BOPTA Board Pools were appointed on July 3, 2019. Scott Hege was appointed to the Chairpersons Pool. John Hutchison, Ruby Mason and Vickie Ellett were appointed the Chairpersons Pool and the Non-office Holding Pool. Chris Schanno, the newest board member, was appointed October 2, 2019 to the Chairpersons Poll and the Non-office Holding Pool.
- The BOPTA Board convened on February 12, 2020 and adjourned on March 6, 2020

The table below provides the Summary of Actions submitted to the Oregon Department of Revenue at the conclusion of the season. The net impact to Assessed Value was a reduction of \$974,880.

Summary of Actions: County Board of Property Tax Appeals										
	Total Accounts Appealed	Total Accounts Withdrawn	Total Accts Stipulated Under ORS 308.242	Net Accounts Appealed	Number of Net Accounts Sustained AV	Number of Net Accounts Reduced AV	Number of Net Accounts Raised AV	Number of Net Accounts Dismissed	Total AV of Net Accounts Before Adjustment	Total AV of Net Accounts After Adjustment
Total	22	2	0	20	10	10	0	0	\$27,303,980	\$26,329,100



## AGENDA ITEM

### 2020 Summit Notes

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[NOTES](#)

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[MOTION LANGUAGE](#)

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# Summit 2020

## Session Notes



## Summit 2020 Overview

The Wasco County Leadership Summit was held in January 2020 at the Washington Family Ranch. Attendees included Wasco County elected officials, the County Administrator and senior management.

The purpose of this year's Summit was to do a deep dive into the concepts of *Dare to Lead*, a book written by Brené Brown, research professor at the University of Houston and a national bestseller author. The book is based on asking the following question: *How do you cultivate braver, more daring leaders, and how do you embed the value of courage in your culture?*

Over the course of three days, the team learned about trust, shame and empathy and how they impact our interactions; discussed the skills needed to have tough conversations; and reviewed what it looks like to be clear about expectations and boundaries – especially in regard to budget and our budget process.

The group is committed to continuing learning on this topic and putting the skills into action in our daily work. Quarterly sessions are already planned to ensure we become daring leaders in County management.

# DAY ONE

*Introduction of Amy Leneker, Dare to Lead Facilitator*

## 2 ASKS

- Take care of yourself
- Take care of each other

## LEARNING OBJECTIVES

1. The information I learned will change how I show up at work
2. I better understand why vulnerability (uncertainty, risk and emotional exposure) is the foundational skill set of courage
3. I better understand the critical role that self-awareness plays in daring leadership
4. I better understand that it's armor – not fear – that is the greatest obstacle
5. I can identify the four skill sets that make up courage: rumbling with vulnerability, living into our values, BRAVING trust, and learning to rise.
6. I better understand that courage is a collection of four skill sets that are measurable, observable and teachable.
7. I recognize that vulnerability is the birthplace of many of the behaviors that define daring leadership including the creativity, accountability, and difficult conversations.
8. I understand that daring leadership requires showing up for hard conversations and rumbles, including giving and receiving feedback.

## FOUR SKILL SETS

1. Rumbling with Vulnerability
2. Living into our Values
3. Braving trust
4. Learning to Rise

## UNOFFICIAL OBJECTIVES

1. Time and space for self-reflection
2. Time and space for team reflection
3. Have fun!
4. Connection

What is the number one thing that keeps us from being brave? It's armor – self-protection.

## SECTION 1: INTEGRATION AND WHOLEHEARTEDNESS

- Are we congruent with what we're thinking, doing and feeling? To be whole-hearted, we need to have all three of these in sync. People around you know if you're not.
- If who we are is how we lead, who are we?
- "The cave you fear to enter holds the treasure you seek." – Joseph Campbell. What is the cave that you fear to enter.
- Courage comes from the word "Core" which means heart. Vulnerability comes from Vulunus which means hurt. Vulnerability means uncertainty, risk and emotional exposure. What gets us into trouble is when we avoid vulnerability. You can't get to courage without rumbling with vulnerability.

## SKILL SET #1: RUMBLING WITH VULNERABILITY

### The Six Myths

1. Vulnerability is weakness
2. I don't do vulnerability
3. I can go it alone
4. You can engineer the uncertainty and discomfort out of vulnerability
5. Trust comes before vulnerability
6. Vulnerability is disclosure

What did people learn from the interviews with a partner on it? That we all have a certain amount of discomfort and we're not alone.

- Trust in ourselves.
- Trust in the organization
- Trust in our team

### What is trust?

- Reliability – people do what they say they're going to do
- Safety – physically, emotionally and psychological
- Honest – you can't have trust without feeling people are honest.
- Two components are your character and your competence. Both have to be on display at work.

### What is a team?

- Cohesion
- Shared trust
- Shared vision
- More than one

- Sense of belonging
- *Teams* are highly interdependent – they plan work, solve problems, make decisions and review progress toward a shared goal
- *Work groups* are characterized by the least amount of interdependence. They are based on organizational hierarchy. They meet periodically to hear and share information. They do not need one another to get work done. Focused on individual success, not team success.
- Tyler asked how we successfully take our “work groups” and create a “team” from it. Amy pointed out that we’re not really working in isolation – we are interrelated and rely on each other more than we might realize.
- Both approaches are valuable and can work together if the expectations are set correctly.
- Benefits of a team vs a workgroup? Increases awareness, creates efficiencies, make us a better county to work for and be served by.

#### Five Behaviors of a Cohesive Team (illustrated as a pyramid):

1. Trust one another – at the bottom because it’s the foundation of getting things done and achieving the next level on the pyramid
2. Engage in conflict around ideas – voice opinions even at the risk of causing disagreement. Confront and deal with the issue before moving on to another. Come to the table to tell the truth.
3. Commit to decisions – be clear about direction and priorities, leave confident that everyone is committed to the course of action
4. Hold one another accountable
5. Focus on achieving collective results

#### The Arena

- If work were an arena, here’s what the seats would be:
  - The Season Ticket Holder (shame, scarcity, comparison),
  - Cheap Seats - all the people making judgement and criticism),
  - Box Seats (the people who built the arena and look for people just like them).
  - Support Section - The most important seats in the arena are empathy and self-compassion.
- Daring Leaders are never quiet about hard conversations/things.

#### Shame 101

1. We all have it
2. No one wants to talk about it
3. The more we have it, the less we want to talk about it
4. Shame is the feeling that we are unworthy of connection
5. Four emotions of it
  - a. Shame (a focus on self)
  - b. Guilt (a focus on behavior. I am bad vs I did something bad.)
  - c. Humiliation
  - d. Embarrassment
6. Shame is highly personalized and shows up differently for everyone.



### Shame Shields

- When we're in shame we do one of three things: 1) Move away (withdraw), 2) Move towards it (but as a people pleaser), 3) Move against (we use shame to push back against shame). The third one is the hardest on a team because it impacts the whole team.
- Replace with Grounded Confidence – 1) Start with curiosity, 2) add Rumble Skills, and
- 3) Keep on practicing.

### How Shame Shows up in Organizations

- The number one shame trigger at work is fear of irrelevance. Concern that what you bring is no longer needed.
- As leaders, we need to be sensitive to whether we're benefitting from someone else's shame.
- What are the shaming behaviors that show up at work: **back channeling**, blaming and finger pointing, bullying, some cover-up, discrimination, favoritism, **gossiping**, harassment, invisible army, **nostalgia**, perfectionism, power over (less of this), **self-worth tied to productivity**, teasing
- The ones that can be most detrimental from the team's perspective is back channeling, gossip, discrimination
- Gossip can be detrimental also from a productivity perspective.

### Opposite of Shame

- Empathy is the number one way to combat all of the shaming behaviors
- The new definition is to be curious about what it's like to be in that person's shoes. Empathy is connecting to the emotions that underpin an experience.
- Our work environment has to include emotion. What we DO with it is what matters.

### 5 Attributes of Empathy

1. Perspective-taking
2. Stay out of judgement – you can't simultaneously judge and be in empathy. It happens in cases where we most likely feel vulnerable
3. Recognize emotions – how we feel impacts how we show up. We need to develop emotional awareness
4. Communicate emotion
5. Mindfulness– you can't be empathetic if you're not paying attention

### Anger and/or Shutdown

- What happens under the surface is much bigger than what we see being exhibited
- What we're interpreting might not be right

The overall goal of empathy is connection. Connection is the energy between people when they feel seen, heard and valued; when they can give and receive without judgement; and when they derive sustenance and strength from the relationship. You have to invest in building and maintaining trust in relationships.

#### 4 Steps to Building Connection

1. Practice
2. Screw it up
3. Circle back
4. Repeat

#### Empathy Misses

1. Sympathy vs Empathy (leave the pity out of it)
2. The Gasp and Awe – someone reacts so strongly that you have to manage their feelings
3. The Mighty Fall – you have such a high regard for someone that you don't honor their experience
4. The Block and Tackle – you feel so bad for your friend that you take on their emotion for them (you create a villain)
5. The Boots and Shovel – you keep digging yourself into a hole
6. If You Think That's Bad... - one-up-man-ship. Never use the phrase "at least" since that does not connect
7. Try to Fix It – rather than listening, you jump to a solution

#### Self-Compassion

1. Self kindness – how kind are you to yourself?
2. Common humanity – recognizing that your emotions are shared by others at some point
3. Mindfulness – paying attention, are you aware

Self compassion assessment is available for free at [www.self-compassion.org](http://www.self-compassion.org). It helps you figure out where you might need work. You need to be able to have self-compassion if you want to be able to have compassion for others.

*Stress is Contagious, but so is Courage*

- Emotions are contagious. Cultivate the emotions we want to see

#### Skills to help us have tough conversations

1. Rumble starters – on page 39
  2. Crucial Conversations – a discussion between two or more people where stakes are high, opinions vary and emotions run strong
  3. Noticing that there is a real physiology of discomfort when having hard conversations. The goal is to learn tools to choose courage over comfort. Naming it at the beginning helps, but starting a conversation with "we need to talk" is never a good idea.
- Start with "rumble starters on page 39
  - Move into Rumble tools on page 41 to help you get through the messy middle. "What horizon are we talking about?"

- Rumble Tool #11 – Gritty facts and gritty faith. This is exemplified by a quote from Admiral Jim Stockdale: *“You must never confuse faith that you will prevail in the end – which you can never afford to lose – with the discipline to confront the most brutal facts of your current reality, whatever they might be.”*

Team members must take responsibility for both dreaming and reality-checking those dreams with facts.

## DAY TWO

### 5 BEHAVIORS OF SUCCESSFUL TEAMS

Our ranking from the survey results, with 1 being strongest and 5 is the weakest

1. Results (3.63)
2. Trust (3.2)
3. Conflict (3.17)
4. Commitment (3.15)
5. Accountability (2.83)

The group had a discussion around whether we were surprised by the results. Accountability isn't well defined for our team. Our perception is colored by our personal experiences, so the definition is different for each of us. How do we get on the same page as a team?

### HARD CONVERSATIONS

Definition: When emotions are high and opinions vary widely. What are some of the hard conversations we want to address:

- Budget –
  - Adding programs and services but not looking at wages
  - Zone funds, NORCOR
- Compensation/Benefits –
  - Vacation
  - Salary
  - Recruitment
  - Building needs (planning)
- Interpersonal –
  - When is it okay to engage if the conflict isn't yours?
  - How to have hard conversations
- Team Dynamics –
  - Perfectionistic approach – having all the answers
  - Decision-making
  - Lack of commitment
  - Fear
  - Lack of communication



- Roles and responsibilities, including commissioners.
- Applying rules and values at work

## SKILL SET #2: LIVING INTO OUR VALUES

- You can't live into what you can't name and describe
- Each person picked two values that are most important to them

Conflict continuum – at the one end is simple conflict, and the other end is conflict over values

### Personal values and how we can help support:

- John – Ethics and integrity. Wasn't sure how the team could help.
- Elijah – Integrity and reliability. Holds himself accountable, but others can assist
- Lisa – Connection and creativity.
- Brad – Happiness and integrity. Help him to help others
- Joe – Humor and patriotism. Laugh at his jokes. Don't put him in the shed.
- Fritz – Quality and mindfulness. Proper time and space to focus on work
- Lane – Integrity and responsibility. Understanding that his job is impacted by so many different things.
- Scott – Balance and fun. Laugh with him. Have more balance in our lives.
- Steve – Honesty and fairness. Doing what's right when no one is watching – that way we have an opportunity to succeed
- Brenda – Integrity and family. Doing what's right because it's the right thing to do
- Kathy S - Justice and generosity. If she thinks someone is being treated unfairly she won't stop until it's resolved.
- Tyler – Achievement and relationships. It gives him great stress and sleepless nights when we aren't
- Jill – Giving back and courage. You can see it on her face when she's out of balance and check in on whether she needs help.
- Nichole – Integrity and whole heartedness. Be open and honest with her so she can help us the best.
- Molly – Service and kindness. Molly needs time and space, and clarity (likes rules so she can do things appropriately)
- Angie – Service and integrity. A lot of what she does is to safeguard our county and landscape for the long haul. Support by encouraging the process rather than starting with the requested outcome.
- Arthur – can't settle on just two.
- Mike – Adaptability and competence. The sooner we come to him with the need for a change, the easier it will be to help make a course correction. When we bring him information, he assumes we're the expert in our field – he'd like to have people assume the same of him.
- Paul – Love and forgiveness. Be supportive when he makes mistakes.
- Matthew – Learning and balance. Patience with questions as he's learning, and balance that he has some hard boundaries with his family.
- Kathy C – Integrity and relationships. Don't worry about coming down and sitting at her desk so she has an opportunity to engage. She has a harder time getting out and visiting.

### Organizational Values

1. Embody the 100% LOVE Culture
2. Relationships are primary
3. Do the right thing, even when no one is looking

### Recognizing Defensiveness

- Goal is to understand how you may become defensive during hard conversations
- Stress can impact your ability to initiate hard conversations or be on the receiving end of conversation
- How can we use what we know about how the brain works to help us with hard conversations? There's a fundamental organizing principle of the brain – it sorts everything into two categories. Is it important or not? Is it a threat or not a threat? If the brain perceives something as a threat, it reacts in a specific way and it's the same whether its physical pain or social pain.
- If you are a leader, every action you take and every decision you make can trigger a threat response in those around you.

### SCARF Model – 5 ways we trigger people

- Status – our relative importance compared to another. Job titles and parking spaces are two that happen at organizations.
- Certainty – to what degree can I expect the same thing to happen over and over? The brain looks for certainty.
- Autonomy – to what degree can I control what's happening to me? Budget can trigger this one because people are losing some amount of control.
- Relatedness – how safe do you feel with the people around you. Do you fundamentally believe they have your best interest at heart.
- Fairness – to what degree do I believe that the interactions around me are fair? This is one of the hardest triggers to come back from unless you have a hard conversation about it.

### SKILL SET #3 BRAVING TRUST

- Sometimes speaking the truth feels like being unkind, but in reality dancing around the truth
- Trust is built in small moments:
  - Saying thank you
  - Nodding in agreement across a table
  - Participation
  - Circling back
  - Conversations on walkabout
  - Not a threat but a reward
- Betrayal is also born in small moments
- BRAVING is an acronym for the seven behaviors that build trust:
  - **B**oundaries
  - **R**eliability
  - **A**ccountability
  - **V**ault
  - **I**ntegrity

- Non-judgement
- Generosity
- The marble jar is an analogy for putting small efforts in a jar that add up over time.
- Asking for help is the number one way for building trust at work. But it can be uncomfortable to ask for help because we're supposed to be "knowers"
- Of the four apocalypses of relationships, the number one is resentment – this is what typically underlies people leaving a job. It grows over time rather than lessening.

Here is how our team defined the seven behaviors and their associated actions as a Wasco County management team:

#### Boundaries:

- Set the boundary and communicate it
- Have balance – understanding so you know how to set boundaries
- Stay in your own lane
- If there is a question, ask – BEFORE acting
- Honor our Safety Net agreement
- Set physical boundaries too
- Trust

#### Reliability:

- Following through
- Do what you say you're going to do
- Time management/balance
- Trust
- Consistent
- Understanding your strengths and weaknesses
- Being available/showing up
- Consistent communication
- Transparency

#### Accountability:

- Own it - if I messed up/dropped the ball, admit it
- Acknowledge imperfection
- Follow through – earn the marbles in the marble jar
- Commit to being trustworthy, vulnerable
- Demonstrate your values and your organization's values
- Open commitment with no judgement, both up and down the organization
- Honesty and integrity
- What do you/we need? Clear communication about it
- Call out the problem
- Time frames – spell them out from start to finish

**Vault:**

- Listen, don't share
- Keep confidences
- Protect relationships
- Know how to shut down confidential info being shared

**As a Team:**

- It's not always clear that something is confidential if it's not labeled
- If called out as "Confidential," we keep it "Confidential"
- Sometimes we need to share info due to:
  - Asking for help/expertise
  - Gaining understanding
  - Obligation to protect – sometimes information shared in confidence cannot be kept in confidence legally. It can be hard to know/define in some cases
  - Sometimes we are too confidential – we're not sharing information with appropriate staff
  - Understand our own limitations on being the correct person
- Notify the person if you will be sharing

**Integrity:**

- Doing the right thing even when nobody is watching
- Honesty to self and others
- Being true to your values, but recognize that we may not have similar values
- Stand up and speak for what is right
- Take action to ensure integrity
- Doing hard things – "the hard truth with kindness"
- Not always taking the easy road, but sometimes is the right way
- Going against the current when necessary
- Calling out a wrong
- It's not always the "fan" favorite
- Unwavering strength

**Non-judgement:**

- Have conversations toward "win-win", not win-lose or lose-lose
- Questioning for understanding
- Curiosity
- Understand how people feel
- Allow for time for exploration and the process
- Honor the individual
- Present/hear ideas factually rather than determining its value before discussion or exploration
- Hold space for diversity of values
- Love and forgiveness
- Accepting of differences, giving others the liberty to express/own their own story
- Understand others' perspectives

**Generosity:**

- Time and space

- Benefit of the doubt
- Assume the best – people are doing the best they can
- Give an “A” but include bookends of accountability
- Respect
- Active listening
- Ask questions, be curious
- Giving – all things in alignment with your values for the betterment of others; giving time, respect and tools
- Caring for each other
- Patience
- Balance to give and receive
- Be generous/kind to self
- We need tools to navigate this efficiently

#### Trust Exercise

- We split into pairs to work through this exercise

#### The Four Steps that Destroy Relationships

1. Criticism – there is a difference between a complaint and criticism. You can give negative feedback without it being criticism.
2. Contempt – Assumes moral superiority over. It’s saying you’re better than the other person.
3. Defensiveness – Usually a response to criticism. When we’re defensive, we’re not our best self.
4. Stonewalling – Communication stops, withdraws and shuts down. The person disengages. You likely need to take a break since pushing further will stonewall more.

#### How BRAVING could look at Wasco County:

1. *Boundaries* – More communication and more consistent communication about boundaries and clarifying constraints. Use the language “here’s what’s okay, here’s what’s NOT okay”
2. *Reliability* – Avoid overcommitting. Communicate when things have shifted. Be clear on assignments. Understand strengths and weaknesses. Don’t commit others. What agreements are we willing to make – prioritize the work, raise your hand if you need to ask for help, don’t commit others. Have honest conversations about workload. Agreeing that we can’t do everything. Look at the time horizon (put together a calendar of department busy times). It helps build infrastructure for succession planning.
3. *Accountability* – what can we agree to? To meet and agree what accountability looks like (define it). How do we hold another department accountable when we work together? Have regular check in on progress toward goals. Resolve how accountability is measured across managers and directors who might be in the same meeting.
4. *Vault* – Identify when something is confidential or not in a meeting. If a management meeting is a publicly-noted meeting, by definition the information is open and not confidential. There is a subset of information that even if someone says it’s a “vault” issue cannot live in the vault because of legal implications. Also, you can’t invoke “the vault” as a form of gossip.

5. *Integrity* – What agreement? Being open with each other. Work through the discomfort. Be able to call people on it when they aren't using integrity.
6. *Non-judgement* – Ask questions and be curious. Don't hold "it" against me. Honor the tenants' of Creating a Climate Where Truth is Heard
7. *Generosity* - assume competence. Giving space for generosity to happen. Assume good intentions. Set different boundaries based on the data we have.

#### SKILL SET #4: LEARNING TO RISE

Emotionally healthy workplaces start with emotionally healthy leaders. Are we spending enough time and energy helping each other be emotionally healthy.

- How do you recognize that you're emotionally hooked? Why am I triggered?
- Noting that I'm triggered, what actions can I take to deal with it?

#### Offloading Hurt (pages 62)

1. *Chandeliering* – seem to be fine, and then all of the sudden they're hanging off the ceiling. It's the weird trigger that sets off the last straw. It blows the trust because people don't know what happened. It causes a need for a lot of clean-up.
2. *Bouncing Hurt* – throwing painful emotion back at someone so you don't have to deal with it. Take whatever is happening and push it back. It results in people being afraid to provide feedback.
3. *Numbing* – you don't want to feel an emotion or pain, so they use numbing techniques (drugs, alcohol, working too hard, etc). If your coping mechanism is working too hard, the company might inadvertently reward that behavior. When you numb, you numb both the bad AND the good stuff.
4. *Stockpiling* – You have packed down so much stress that eventually your body takes over physically to shut you down.
5. *High Centering* – you've taken a step in and get stuck. You can't move forward and you can't get back. Leaving things "as is" is an unhealthy place as an organization.
6. *The Umbridge* – Things looks sweet on the surface, but it's rotting underneath. It's a façade of everything being okay.

#### Integrity Partner – Rumbling with Anxiety

- Some people freeze/withdraw with stress, the other jump into action (over performing). The people who withdraw can result in not being relevant. If you're the over performer, you can often experience burnout and resentment.
- Integrity partner is someone who you can check in with and have be your partner when staying in Dare to Lead skills.

## DAY THREE

### REVIEW AND REFLECTION ABOUT DARE TO LEAD LEARNING

- The team was able to start using phrases to tease each other
- Some people thought we were coming to do group therapy, so they were pleasantly surprised when it turned out very different and looks like a great way to change how we interact if we put it into perspective
- There was a recognition of the behaviors we exhibit that aren't healthy as we went through exercises. We all have them to one degree or the other, but now have ways to switch to healthy behaviors.
- There was discussion about sharing it with our teams and enthusiasm for having the conversations/learning for them
- Appreciation was expressed for the space where we held the training which contributed to the relaxed learning and getting to know people better
- The material we are learning is a hard but great opportunity for self-reflection on how we act and interact and being able to act differently
- Scott says "Yes. Now what's the question?" He's interested in seeing how we put it into practice.
- Some people recognized that they've had tunnel vision being "down in the trenches" and that they need to look up at the big picture as a leader at the county. Making space for this reflection is important.
- A happy wife is a happy life – we need to find balance so we're happy at work, otherwise our employees won't feel happy either.
- There has been tremendous growth that's been seen in all of us over the past three years in terms of willingness to have hard conversations.

### RECAP OF SPECIFIC DARE TO LEAD TOPICS THAT RESONATED WITH US

- Embrace the Suck – recognize that it's tough but you don't have to apologize for it
- "Paint What Done Looks Like," but bring context to his team before just using it.
- Armored Leadership vs. Daring Leadership. Armor is not needed or rewarded, but there will be a transition period as we learn the tools.
- Talk to yourself the way you talk to someone you love – it's easy to be hard on ourselves
- Criticism vs Complaint – recognizing the difference and what triggers it can be tough. The concept of armor is a big one and how to act when you're triggered.
- Curiosity
- Being kind to yourself. Clear is Kind – so often we aren't really directing people which isn't kind. Don't beat around the bush.
- Clear is Kind and the Shame Shields. It will be easier to recognize now and have some context for steering around them.
- The Shame Shields – putting them down and letting yourself be vulnerable. Be truthful to yourself
- How our values filter the messages we hear and how they might trigger us. Values and understanding their impact both ways is important
- Clear is Kind, especially when communicating. BRAVING and those concepts, especially the last one of Generosity and assuming the best.
- Getting Ready to Rumble, Rumbling with Vulnerability. Generosity resonates and the importance of being generous. Give others the benefit of the doubt.
- Clear is Kind/Paint what done looks like and assuming people are doing the best they can with the tools available



- Balance and the fact that a lack of it can have a significant ripple effect. Daring leaders are never quiet about the tough things
- Values and spending the time to truly understand them, then seeing how it gets brought into the arena. The other is “What is the story we’re telling ourselves”?
- Who we are IS how we lead
- Daring leaders are never quiet about hard things
- Didn’t know what to expect, feels excitement about the potential
- Knew some of this internally but it reinforces it.
- The chapter on empathy and what it is or isn’t
- Paint what done looks like – this is important for accountability. Clear is kind – we have the best of intentions, but how do we show up
- How shame shows up in the workplace, especially how productivity relates to self-worth. That these concepts are not just what shows up at work, but shows up in our relationships at home. We can take advantage of our family without realizing it.
- Clear is Kind and Painting What Done Looks Like. As a team, we need to use these two to be clear on what we’re doing. Wholeheartedness – “I am enough”. Most of us are harder on ourselves than others.
- Why here, why now? Resonated for some of the other work/partnerships being done.

### ARMORED LEADERSHIP VS DARING LEADERSHIP – WHERE ARE WE AS A TEAM?

1. Driving Perfectionism/Modeling Healthy Striving – mixed bag.
2. Working from Scarcity/Practicing Gratitude – we do better at the department level, but maybe have a hard time celebrating success at our management level. We stopped celebrating or reviewing in part when we weren’t doing the strategic plan.
3. Numbing/Setting Boundaries and Finding Comfort – have probably erred on the side of numbing versus boundaries. Embrace the suck to move away from numbing.
4. Propagating Viking/Strong Back, Soft Heart – more on the side of strong back, but the old budget cycle used to be win/lose
5. Being a Knower/Being a Learner – being the knower was something that several of us were raised with. Being a learner means gauging how you’re asking questions of others so they don’t feel like you are grilling them. Also, there’s difference between being a knower versus a know it all
6. No response
7. Button Pusher/Making Contributions
8. Power Over/Power With – this is a method seen at counties because of how leadership used to be. Is this always bad? There’s a difference between a place of authority that needs to be respected. This can be a reverse issue for Tyler who consciously stays away from “Power Over” and looks for “Power With” which isn’t always well received. Having gone through Baldrige Training, consensus is important to him. A point was made that Power Over is not listening to what people think at all and making a decision, but that a leader can also listen to perspectives and still make a final decision.
9. Hustling for our Worth/Knowing our Value
10. Leading for Compliance
11. Weaponizing Fear



12. Rewarding Exhaustion/Modeling Supportive Rest – this one had some interesting discussion because this armor is used more than we think at first glance. This is a comparison issue, staffing issue, worthy of funding issue. This is also hard to see because of the fluctuation in department workloads/projects. This one filters down to our team members in some cases.
13. We ran out of time for discussion of principles 13-16.

## BUDGET/FINANCE PRESENTATION: FINANCIAL PROJECTIONS

The following information was presented by the Wasco County Finance Director.

### Financial Projections – 2020 Summit

- What are Financial Projections?
- Long-term Planning vs Reacting
- Disclaimers
- Known Risks
- Unknown Risks
- Current Status – Review of Funds
- “What if?” Scenarios

### What are Financial Projections?

- Not a fortune teller
- Not a prophesy
- I DO have a Magic 8 Ball
  - “Ask again later” is not exactly helpful in building projections...
- Think of headlights on a car lighting the road ahead
  - Just because we see it, doesn’t mean we hit it
  - Make adjustments to path
  - Enable planning instead of reacting
- Reacting is a fact of life – can’t plan for everything
  - “Best laid plans of mice and men.”
    - 1785 – Robert Burns poem – “To a mouse”
    - “The best laid schemes o’ mice an’ men/ Gang aft a-gley.”
  - Or perhaps, “No plan survives contact with the enemy.”
    - Helmuth von Moltke the Elder – Chief of Staff of the Prussian Army before WW1
    - “No battle plan survives first contact with the enemy.”
    - Phrase has been adapted to many different areas – all appropriate
    - Referring to deterministic plans vs resilient strategies
    - Bend – Don’t Break

### Disclaimers

- Budget is a work in process
  - Projections updated to best available at time of creation
- Assumptions can (and will) change based on Management Decisions
- Projections are HEADLIGHTS not TRAIN TRACKS

- Actual results WILL vary

### Risks – Known

- PERS (Public Employees Retirement System)
- Personnel as a whole
- Revenue decreases

### Risks Known – PERS

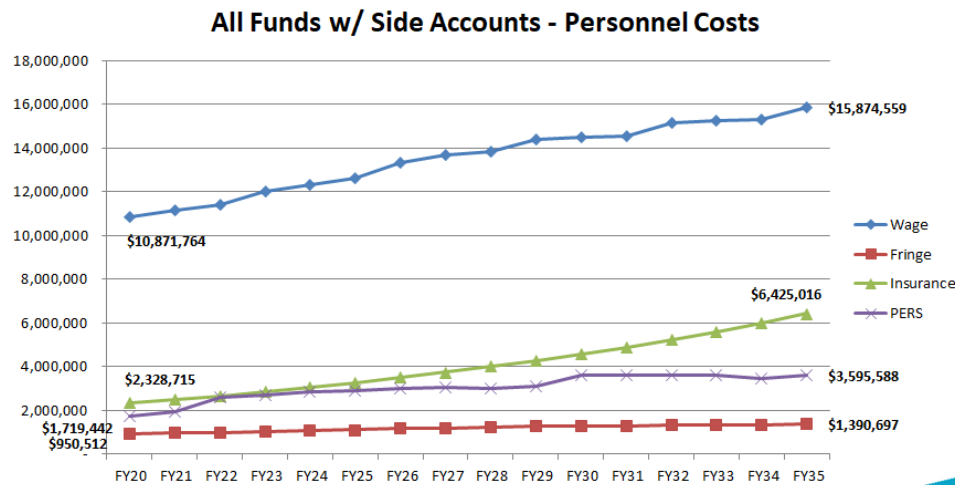
- PERS is rising
- Options
  - Do nothing, the State will come up with a plan
  - Leave PERS – go to other options
  - Fund PERS Side Accounts
- Wasco has started a PERS Side Account
  - FY21 Budget will have another Side Account if possible
- State has a plan
  - Set up Employer Incentive Plan – up to 25% match
    - Only helps those that are actively putting resources to address issue
    - IF the organization moves fast enough...
  - Spent out – Wasco on waitlist for additional funding
  - More funding hopefully will come
- Side Account set up for \$3.8M
  - 4.3% rate credit on PERS
  - Started 1st pay period of August 2019
  - Saved almost \$13K – 22 periods \* \$13K = \$286K in savings in FY20
  - Looking to put savings to fund another Side Account
- Leave PERS – offer a different option
  - Great Idea – the Unfunded Actuarial Liability (UAL) does not go away
  - \$12 million – and slowly decreasing (as of last valuation)
    - Net \$8.2 million after Side Account
  - So, would be funding a new program and still paying into the old program
  - Has been done by another agency sort of.
    - New employees get a choice PERS or a 401k – Default is the 401k
    - Large employer – took special legislative action to allow
- Why do we have PERS? Others have “better” benefits
  - Defined Benefit (PERS) vs Defined Contribution (401k like plan)
- Comparison Assumptions:
  - 20 year career
  - DB used 2017 and forward projections with rate credit (4.3%)
  - DC contributes 12.4% between employee & employer
  - 7% interest earnings until retirement
  - 5% interest earnings after retirement
- Defined Contribution (DC) Results:
  - Total contribution = \$190,052
  - Interest earned = \$204,642
  - Total at end of 20 years = \$394,694
  - \$38K annually for 15 years then all benefit is exhausted

- PERS Results:
  - Total contribution on 6% = \$91,962
  - Interest earned on 6% = \$99,022
  - Total on 6% at end of 20 years = \$190,984
  - County will have contributed \$286,537 to PERS Defined Benefit
    - Rate Credit will save \$57,970
  - Annual PERS DB \$28K for life
    - 20 years service \* 1.5% per year \* highest 3 year average
    - 20 \* 1.5% \* \$93,598 = \$28K annually
    - Police/Fire use 1.8% per year – so \$34K per year
  - 6% account could draw \$18K annually for 15 years
  - Net Annual \$46K for 15 years, then \$28K for life
  - Net Police/Fire \$52K for 15 years, then \$34K for life
- Defined Contribution – 401K like plan
  - After 15 years paid out \$570,385
- PERS – 6% & Defined Benefit
  - After 15 years paid out \$697,189
  - Still have ongoing benefit of \$28K annually
  - Police/Fire after 15 years paid out \$781,426 & \$34K annual ongoing
- Winner – for long term employees – PERS
- However, 401k is portable, PERS is less so

#### Risks – Known – Personnel as a whole

- \$1 in wages = \$1.46 fully loaded
  - (varies dependent on benefit package)
- In 15 years, \$1 in today's wage = \$2.5 fully loaded
- Personnel in FY20 – All Funds Total = \$15.9M
- Personnel in FY35 – All Funds Total = \$27.3M
- Includes the 4.3% Rate Credit
  - By FY35 rate credit is projected to save \$682K that year
- Insurance increases 176% in 15 years
- PERS increases 109% in 15 years
- Wages only increase 46% in 15 years
- Overall increase 72% in 15 years

*See chart next page*



- Wage has the jump every 3<sup>rd</sup> year for Cost of Labor trend
- Insurance still climbs fast
  - FY20 about 21% of Wages
  - FY35 about 40% of projected wages
- PERS grows 109% by FY35
  - Better projected % from PERS
  - Effect of the Side Account Rate Credit
  - Projections last year – by FY34 PERS = \$4.7M
  - Projections this year – by FY35 PERS = \$3.6M
  - Additional Side Account funding could put PERS on an even flatter trend
  - \$1M = about 1% rate credit; another \$4M would put FY35 at 18% - only 0.5% different than FY20 effective rate

### Risks – Known – Revenue decreases

- Property Tax limited by falling market and/or Compression
- Since FY14
  - Average Property Tax Growth \$419K/year or 4.9%
- Since FY07
  - Average \$303K & 4.25% annually
  - Lows: 0.61% FY13; 1.23% FY16
  - FY19 grew by \$502K; if that was 1%, it would have been \$86K
    - \$416K gap in General Fund would have been created
    - How would that have been covered?
- Where is the growth coming from?
  - Base increase 3%
  - New construction – good economy
  - Reappraisals
    - New software implementation has a possibility of impacting growth rate due to band-width of staff

- Current Property Tax pattern since 2006

FY	Budget	Actual	Budget Variance	Year to Year Growth	Growth %
2020	9,463,636	9,617,127	153,491	434,215	4.73%
2019	9,249,136	9,182,912	(66,224)	502,114	5.78%
2018	8,580,000	8,680,798	100,798	458,916	5.58%
2017	8,159,810	8,221,882	62,072	365,335	4.65%
2016	7,945,284	7,856,547	(88,737)	98,624	1.27%
2015	7,597,677	7,757,923	160,246	350,782	4.74%
2014	7,271,860	7,407,141	135,281	241,259	3.37%
2013	7,178,996	7,165,882	(13,114)	40,265	0.57%
2012	6,954,689	7,125,617	170,928	285,950	4.18%
2011	6,611,373	6,839,667	228,294	262,599	3.99%
2010	6,418,809	6,577,068	158,259	251,200	3.97%
2009	6,139,203	6,325,868	186,665	332,913	5.56%
2008	5,850,000	5,992,955	142,955	284,655	4.99%
2007	5,600,000	5,708,300	108,300	327,687	6.09%
2006	-	5,380,613	5,380,613		
Average				\$ 302,608	4.25%

- State Funding – Competing Priorities
  - State looking to find additional funding
  - Legislation can drastically alter the funding stream of departments
    - Public Works and Forest Revenue for example
    - \$1.9M in FY07
    - \$704K in FY12
    - \$114K in FY17
    - \$531K in FY19
  - 911 has additional revenue (cell phone tax increase)
    - Already had legislators looking to repurpose the funds

### Risks – Known – Partner Funding

- Several expenses area are shared with partner agencies
  - 911, Norcor, NCPHD, Assessing software support
- Puts expense at risk of increase due to funding priorities of partners
  - Decreasing support – or not increasing support – of partners increases County Cost

### Risks – Known – How to address

- Short term – utilize reserves
  - 911 in FY18
  - Reserves can only be spent 1 time – NOT along term solution
- Service reductions if not a blip
  - Child Support in District Attorney's Office
- Utilize reserves to have a less drastic/immediate response
  - PERS Side Account
- Revamp department processes and/or priorities

- Technology, Outsource, Collaborate
- Replace software – Assessing & Finance

### Risks – Unknown

- What don't we know is coming?
- Bubbles in the economy
- Another Bernie Madoff?
- Worldcom; Enron; Lehman Brothers Collapse
- All impacted the economy; frauds, bankruptcies, irresponsible investing
- Does anyone think this has cleared out all the shenanigans going on with Wall Street?

### How is Wasco County doing?

- Fine
- Ok, Seriously FY20 is good. The future has some risk
- Across all funds, \$33.4M in cash & investment as of 1/13/2020
- Reserve Funds
  - Road Reserve \$5.2M
  - Capital Acquisitions \$3.9M
  - Facility Capital Reserve \$2.1M
  - General Operating Reserve \$5.1M
  - EVEN 911 Reserve has FUNDS! \$51K! (yes “K” as in “thousands”, not “M” as in “millions”)

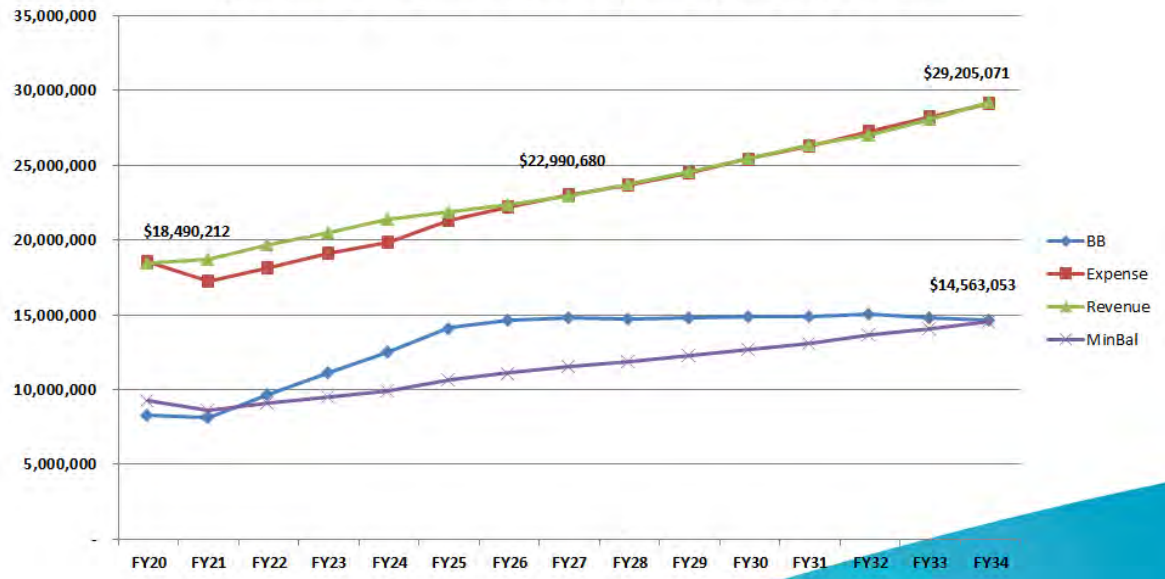
### Overview – General Fund

- Based on current projections, expenses will meet revenues in FY27
  - Decreasing contributions to Reserves to prevent expenses exceeding revenues
- \$405K in Abatement funds included but will be ending
  - FY22 \$125K ends; FY31 \$280K ends
  - Future Abatements not included
- After FY27, revenue and expense remain even
  - Done by slowly decreasing transfers to reserves
- Minimum Fund Balance for General Fund is 6 months for now with a long-term goal of 1 year
  - Exceeds it, then falls to meet in FY34 as expense increases

*See chart the next page*

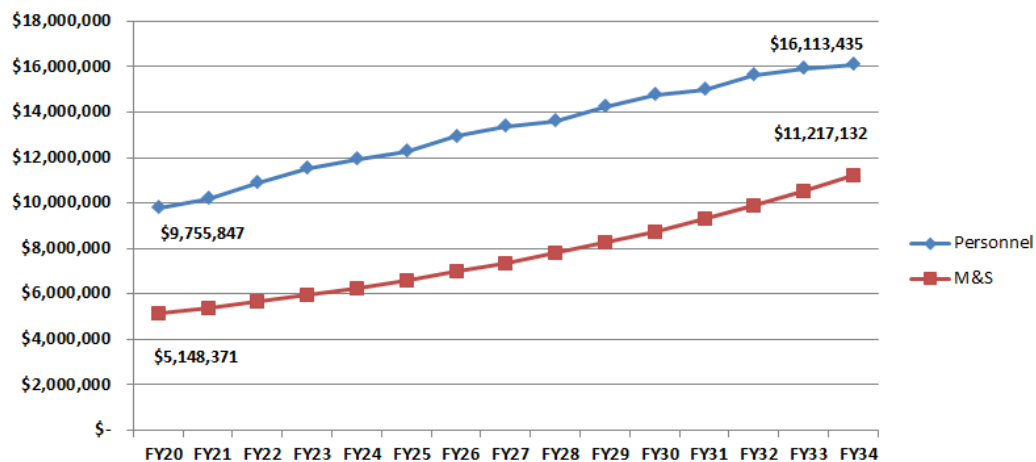


### Revenue & Expense - General Fund with Fund Balance



- FY20 Personnel is 66% of operations; M&S is 34%
- FY34 Personnel is 59% of operations; M&S is 41%
- Personnel is growing at 4.3%
- M&S is growing at 7.9%
- Average Property Tax growth from FY06 is 4.9%
- Combined Expense growth rate is 5.6%

### General Fund - Personnel vs M&S

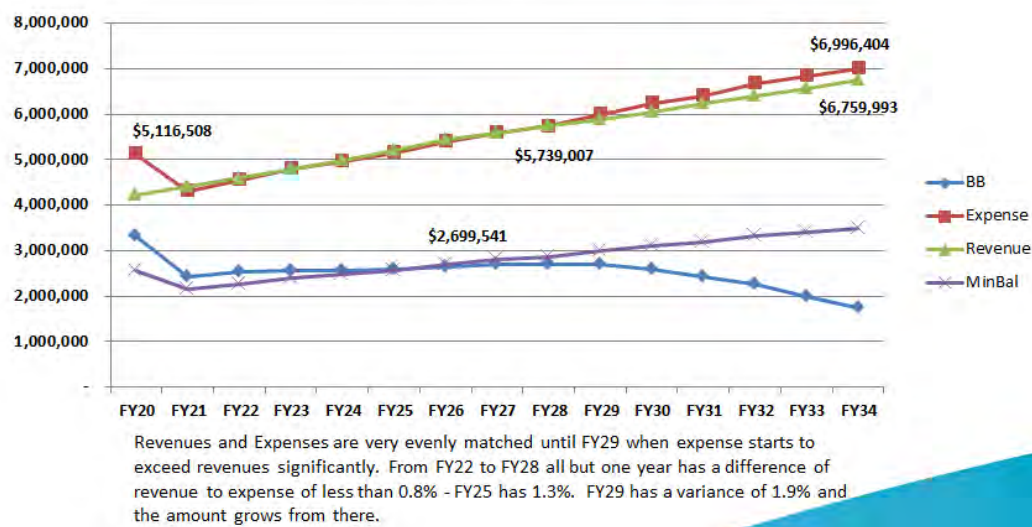


FY20 Personnel is 66% of operations; M&S is 34%. By FY34 this changes to 59% Personnel and 41% M&S. Personnel is growing at 4.3% while M&S is growing at 7.9%. At this time, Property tax growth is 4.9% while the combined expense growth is 5.6%.

### Overview – Public Works

- Public Works Expenses will exceed Revenues after FY24
- Expense > Revenue in FY20 due to transferring \$1M to Road Reserve Fund
  - Planned situation
- Revenue and Expense close and start to separate in FY29
- The Fund Balance for PW drops below the Minimum Fund Balance in FY26

### Revenue & Expense - Public Works Fund with Fund Balance

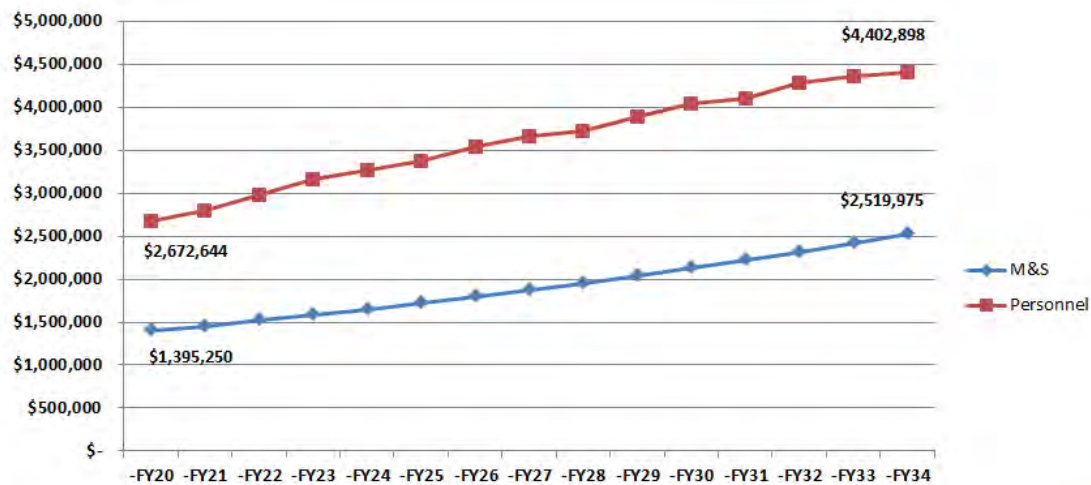


- Personnel is 65.7% in FY20 of operations (Personnel + M&S)
  - 63.6% in FY34 projection
- Personnel increases on average 4.3% per year for next 15 years
- M&S increases on average 5.4% per year for the next 15 years
- Overall Operations increases averages 4.7% per year

See chart next page



### Public Works - Personnel vs M&S



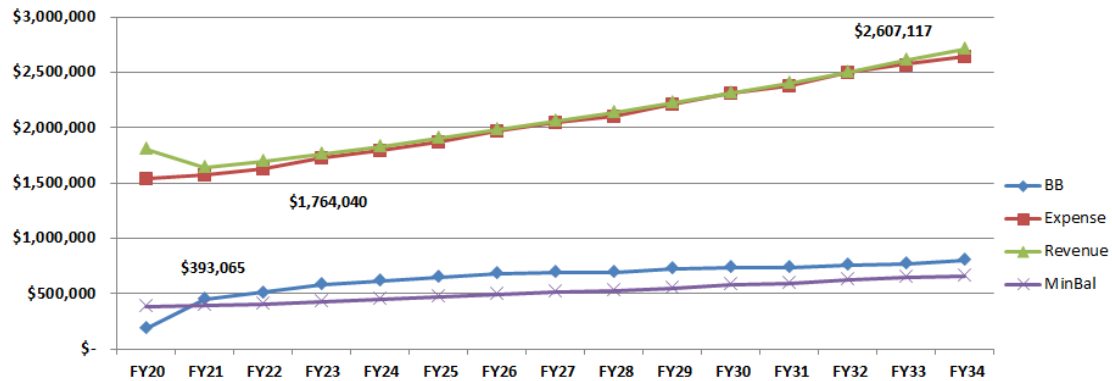
In FY20 Personnel is 65.7% of the total with M&S at 34.3%. This changes to 63.6% for Personnel and 36.4% for M&S. The overall increase over the 15 years is 70.2% which averages out to 4.7% annually.

### Overview – 911 Communications

- Difficult past – but success story
- 1/3 of funding comes from 911 Phone Tax
  - With phone tax increase, this will grow but be offset by partners contributing less
- Remainder from The Dalles (60%); Wasco County (29%) and Mid-Columbia Fire & Rescue (11%)
- Minimum Fund Balance = 3 months expenses and should be reached in FY21 and maintained through FY34
- Revenues and Expenses parallel through FY33
  - See Known Risks and funding with partners
- From FY23 to FY33, Expense is consistently less than 2% above/below Revenues – average is 1%
- Management reviews budget with partners every year, Costs are watched closely
- Fund is on the balance point

*See chart next page*

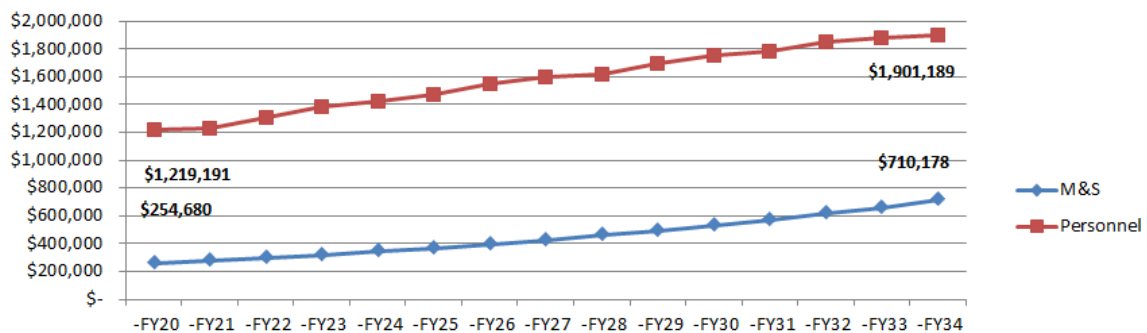
### 911 Communication Revenue & Expense with Fund Balance



The fund is shown at the balance point as from FY23 to FY33 the average difference between Revenues & Expenses is 1.0%.

- Clearly Personnel is the driving force in 911 Communications

### 911 Communications - Personnel vs M&S



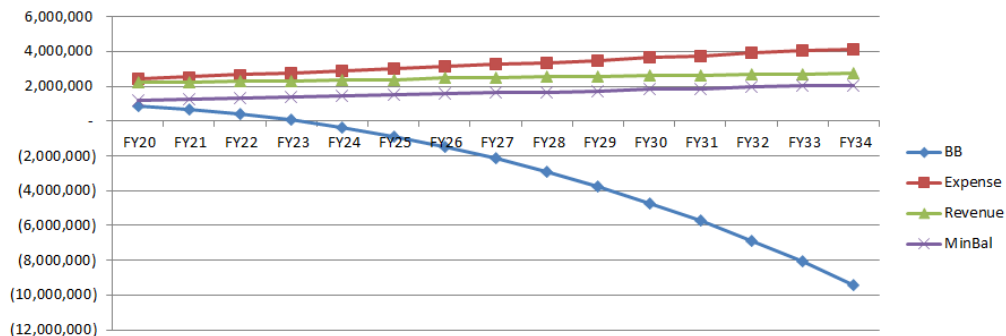
Personnel is the driving force in 911 expenses. In FY20 it makes up 82.7% of operational expenses. This declines in relation to M&S to 72.8% in FY34.

### Overview – Community Corrections

- Community Corrections already has expenses > revenues
- Budgeted difference of \$186K in FY20
  - This is a budgeted use of fund balance
  - By FY34 it is projected to be \$1.3M
- Fund Balance is below the Minimum Fund Balance as of FY21
- Fund Balance goes negative in FY23
- Driven by
  - Support for Transitional Housing & Norcor
  - Personnel

- Current path is not sustainable
  - The Road is turning and our lights are showing us the ditch by the road
- Management is aware – Addressing the issues
  - Looking for new revenue – Insurance billing
- Plan:
  - Conservative on State Funding estimate
  - Reviewing contracts with transitional housing provider
  - Closely watch expenditures

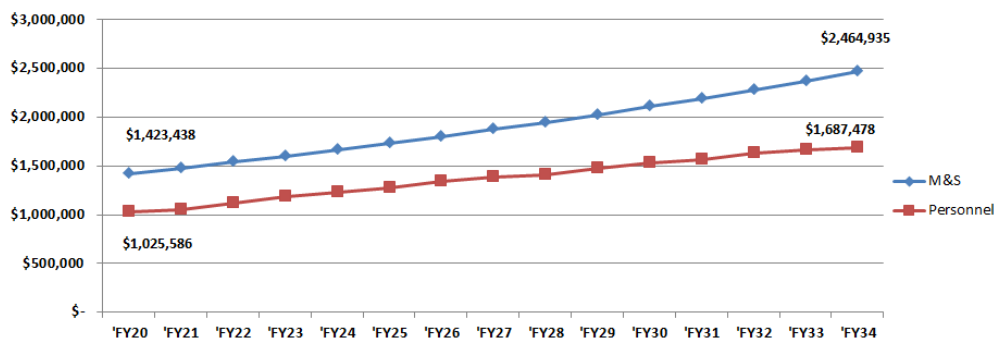
### Revenue & Expense - Community Corrections with Fund Balance



Expenses are projected to grow faster than revenues which if allowed to continue will result in lost Fund Balance. Balance can be maintained by controlling the increase of expenses. The largest of which is transitional support. In FY23 Fund Balance goes negative.

- M&S is more than the Personnel in this fund
  - Odd – as intuitively a Probation Officer is a very Personnel focused function
  - Support to Norcor and Transitional Housing is \$1.1M of the \$1.4M FY20 Budget
    - Norcor coming to the General Fund instead is a +\$600K hit which would more than take the entire Property Tax growth that year
    - Why is this done? Standard practice – use the most restricted funds available to meet an expense as this allows for most flexibility entity-wide
  - This is the Driver for M&S costs

### Community Corrections - Personnel vs M&S



M&S exceeds the Personnel costs with a difference of 58.1% M&S in FY20 to 41.9% Personnel. This ratio has not significantly changed by FY34 - it is 59.4% M&S and 40.6% Personnel in FY34. This is due to growth in M&S of 4.9% on average and Personnel growth of 4.3% average for the 15 year projection.

### Overview – Building Codes

- Building Codes is a new Department so will need to build a history
- Building Codes – General
  - Current rates – Expense > Revenue by \$100K
  - Fund Balance is healthy – potentially \$3.9M
    - \$1.1M from State turn over
    - \$247K from FY19 start of operations
    - \$2.6M from MCCOG closeout – still working with other partners on amount
  - Target Minimum Fund Balance \$2M
    - 6 Months expense in Contingency = \$400K
    - Unappropriated for Future Fiscal Periods to cover revenues <50% for 4 years =  $\$400K * 4 = \$1.6M$
- Evolving as Department develops
- Building Codes – Electrical not as secure
  - Current rates – Expense > Revenue by \$165K
  - Fund Balance is anemic – potentially \$666K
    - \$16K from FY19 start of operations
    - \$650K from MCCOG closeout – still working with other partners on amount
    - Current annual projected losses of \$165K year means Fund Balance gone in 4 years – FY20 is year 1 so three more to go
  - Target Minimum Fund Balance \$1.125M
    - 6 Months expense in Contingency = \$125K
    - Unappropriated for Future Fiscal Periods to cover revenues <50% for 4 years =  $\$125K * 4 = \$1.0M$
- Evolving as Department develops
  - MCCOG closeout split to be examined
  - Review expense split

### Overview – Other Small Funds

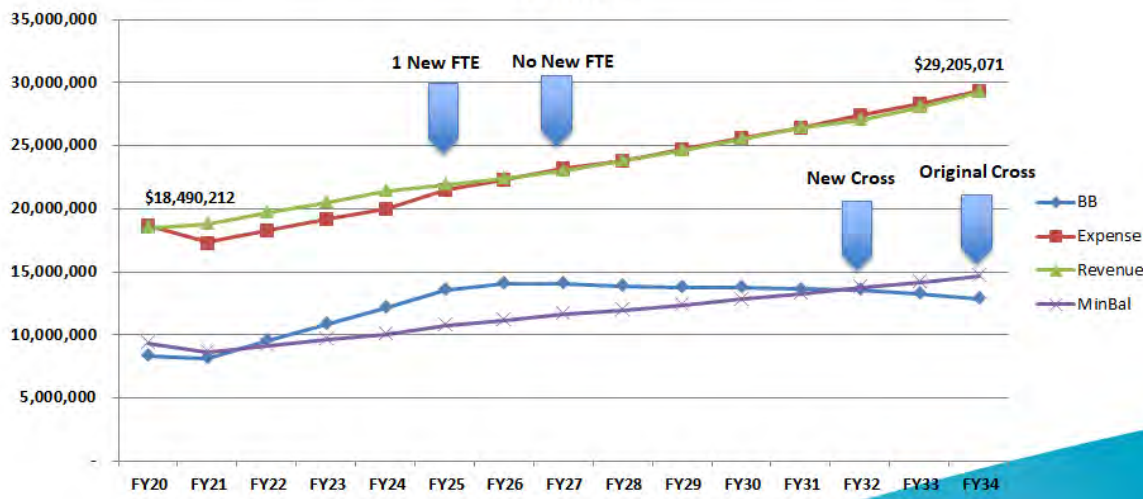
- Most other funds small and dedicated to specific purposes with minimal costs & revenues
- Only 3 to discuss
  - Fair – growing slowly but is primarily due to finding a split that works with the Park Fund.
    - Strong ties to Park
    - Could not exist in current form without the Park
  - Park Fund – doing quite well, solid & growing fund balance
    - Strong ties to Fair
    - Does benefit from Fair relationship – would not be as strong without it
  - Museum – Growing slowly.
    - Revenues growing, not as fast as some would like
    - Manage expectations of the Museum Commission for funding & growth

### What If – General Fund – Additional Personnel

- One Additional General Fund Position – Any Dept
  - Assume \$60K position (Full Cost =  $\$60K * \$1.46 = \$87,600$  fully loaded)
  - Now Expense > Revenue just before FY25 instead of FY27 (2 years)
  - Fund balance now is less than Minimum Fund Balance in FY32
    - Two years sooner
  - From FY26 on Expense > Revenue

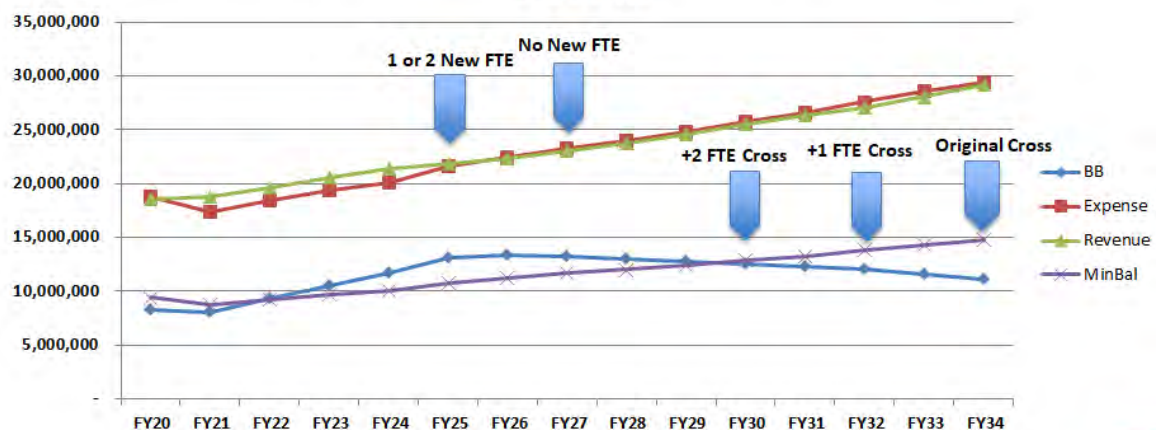
- Make it two
  - Expense > Revenue in FY25 – instead of FY27 (2 years)
  - Narrow difference in Revenue & Expense
  - Fund Balance below Minimum Fund Balance in FY29 and dropping – (3 more years for 5 years total)
- One Additional General Fund Position – Any Dept

### Revenue & Expense - General Fund with Fund Balance - +1 Position



- Two Additional General Fund Positions – Any Dept

### Revenue & Expense - General Fund with Fund Balance - +2 Positions

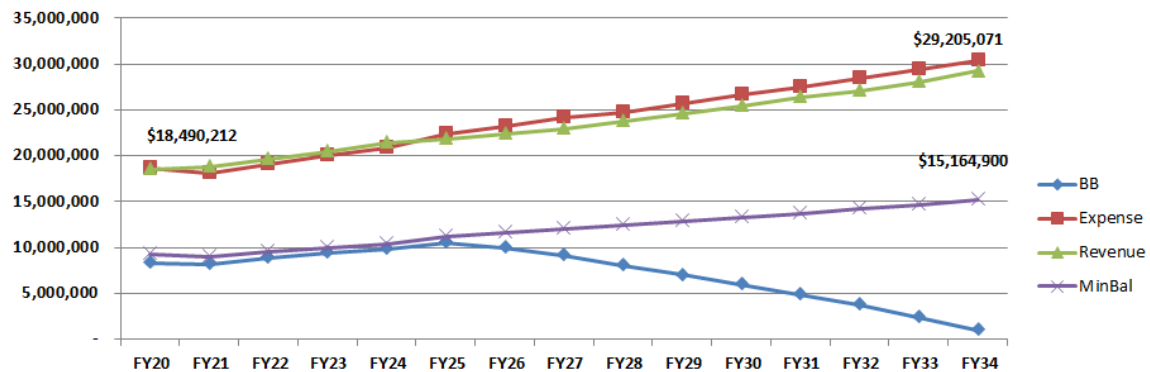


- Let's make it 3.
  - Expense = Revenue in FY25
  - Expense > Revenue in FY26 and forward
  - Fund Balance drops below Minimum Fund Balance by FY28
    - Lose 1 years – total years lost is now 6.
  - Roughly applies to any positions added – assumed \$60K for comparison



### What If – General Fund – Move Pay 10%

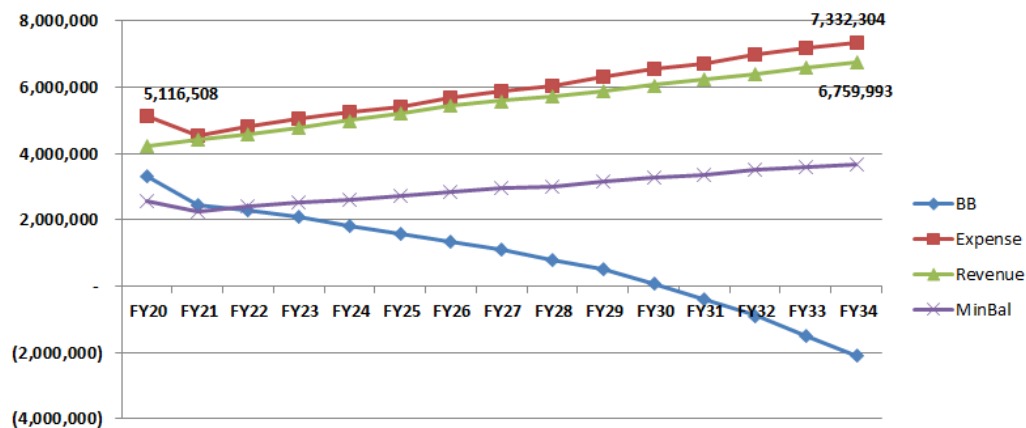
#### Revenue & Expense - General Fund with Fund Balance - 10% shift in Pay



With a shift from the 50th percentile to the 60th percentile - roughly 10% pay rate change - Revenues exceed Expenses in FY25 and the gap widens pushing down fund balance. Fund Balance never reaches the targeted Minimum Fund Balance and is near \$0 by FY34.

### What If – Public Works – Move Pay 10%

#### Revenue & Expense - Public Works Fund with Fund Balance - 10% Shift in Pay



While revenues and expenses are close for several years, the gap causes fund balance to decline with negative fund balance in FY30.

### What If – Decreased State Funds

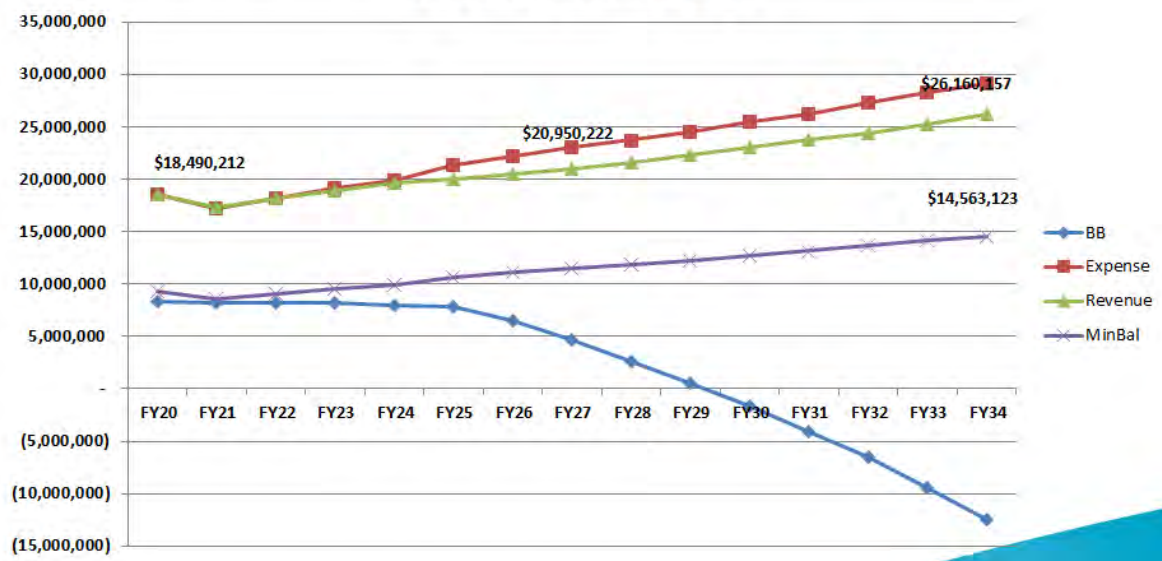
- Already in base assumption have 1 year with 0% tax growth and 2 years reduced (2%) growth
- Same year as 0% tax growth has 0% growth on State Funding
- Moves balance point up 1 year for Public Works & 911 Communications

- Community Corrections – Well, that doesn't look all that good

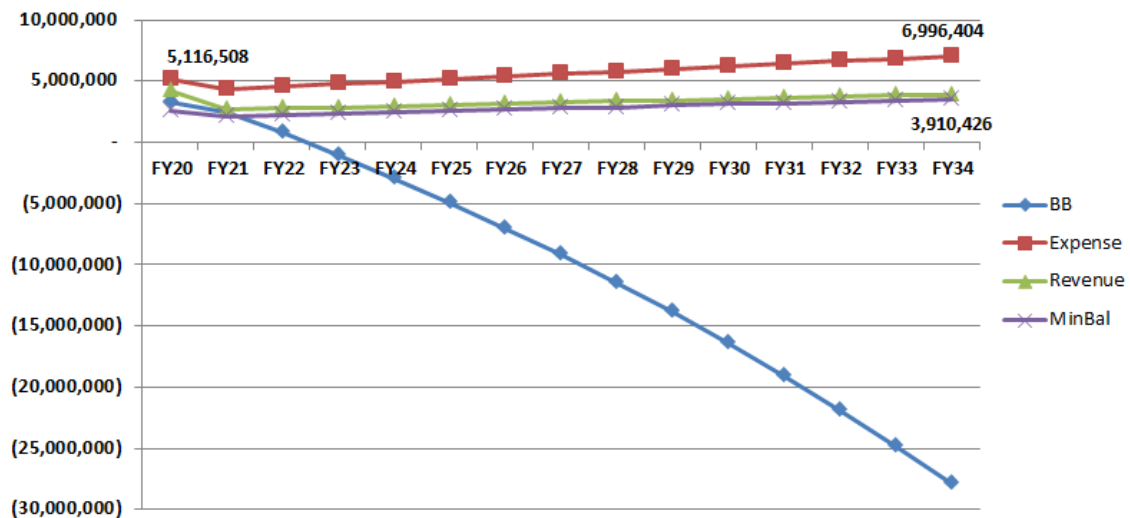
### What If – Decreased Federal Funds

- OK – How about if the cut is also to Federal Funding?
  - 50% cut to Fed funds in FY21
- General Fund now has Expense > Revenue just before FY25
  - Expense stays above Revenue, negative Fund Balance FY29
- Public Works now has Expense > Revenue just before FY21
  - Long Term the Fund Balance is negative in FY23
- No change in 911 Communications or Community Corrections
- So, this maybe an issue for specific departments
- Depending on how revenues come back would make a difference

**Revenue & Expense - General Fund with Fund Balance - 50% Cut to Federal Funds in FY21**

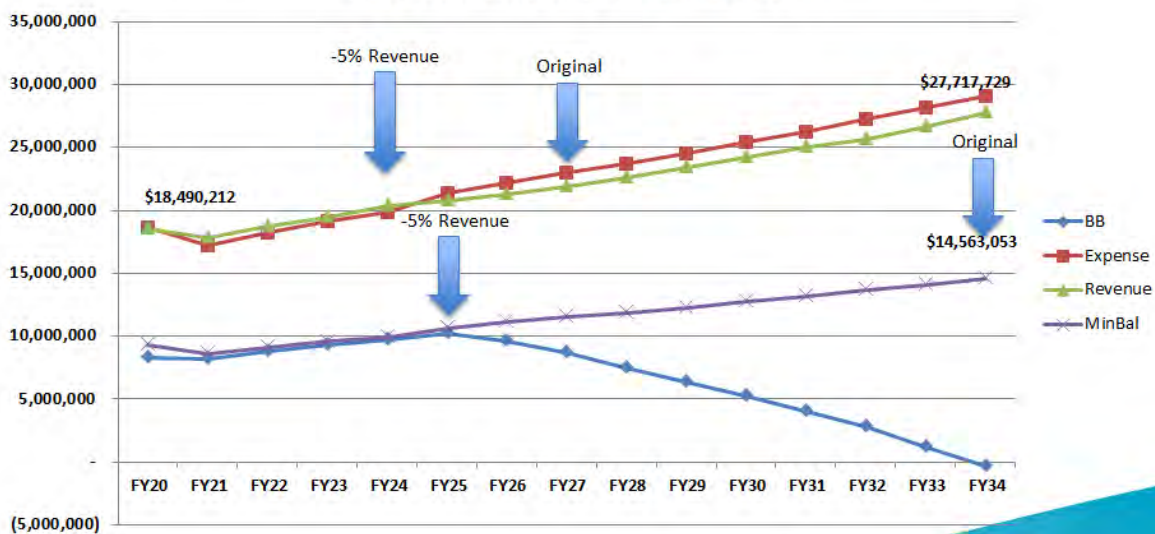


### Revenue & Expense - Public Works Fund with Fund Balance - 50% Cut to Federal Funds in FY21



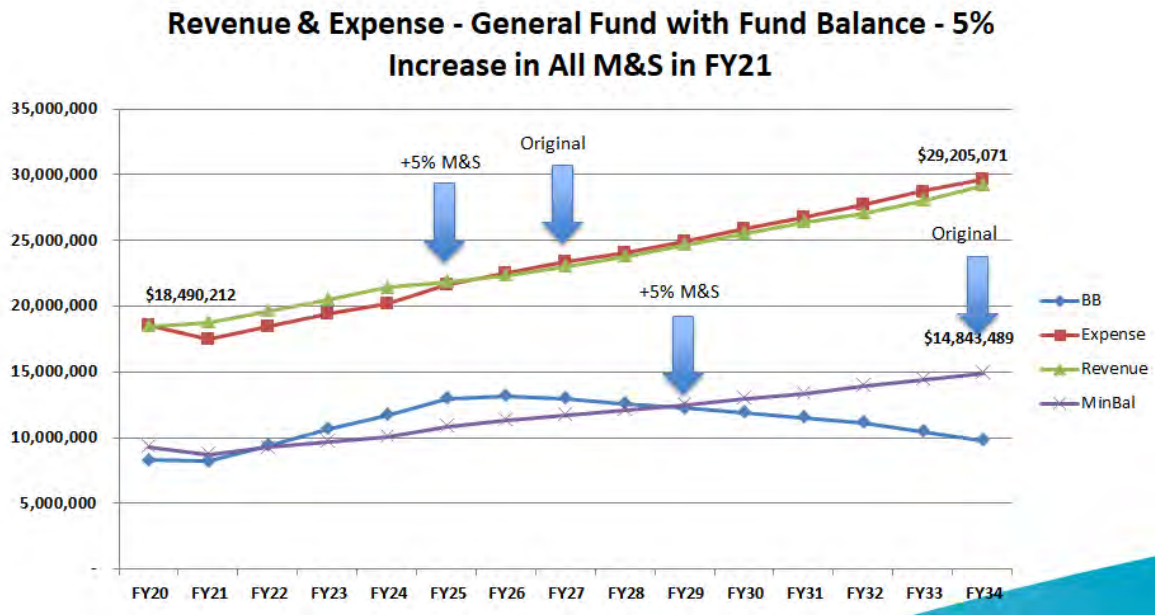
#### What If – 5% Reduction in All Revenue

### Revenue & Expense - General Fund with Fund Balance - 5% Reduction to All Revenue in FY21





### What If – 5% Increase in All M&S



### BUDGET GUIDANCE PROCESS

- This is to set clear boundaries on how we budget and move things forward
- Reviewed the handout put together by Finance and our Administrative Officer
- Points
  - 1 – Same Level of Service
  - 2 – No New FTE (positions)
  - 3 – Focus on Sustainability
  - 4 – Budget Expansion Requests
  - 5 – Capital Request Timeline
- Economic Theory – Marginal Utility
  - Each \$1 spent on the most important priority at that time
  - This priority can change after each \$1 spent



## MOTION

**SUBJECT:** 2020 Summit Notes Motion

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I move to approve the 2020 Leadership Summit Session Notes.



## AGENDA ITEM

### Transportation Grant Management Agreement

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[STAFF MEMO](#)

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[IGA BETWEEN MCEDD AND WASCO COUNTY](#)

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[MOTION LANGUAGE](#)

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## MEMORANDUM

**SUBJECT: MCEDD Transportation Grant Management IGA**

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**TO: BOARD OF COUNTY COMMISSIONERS**

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**FROM: KATHY WHITE**

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**DATE: 3.23.2020**

### **BACKGROUND INFORMATION:**

Mid-Columbia Economic Development District has managed the County's Public Transportation System since the dissolution of Mid-Columbia Council of Governments in 2018. ODOT is now contracting directly with MCEDD, but MCEDD still needs to enter into an agreement with Wasco County agreeing to allow MCEDD to manage the grant program with County oversight. The agreement further states that MCEDD will provide the required match through Statewide Transportation Improvement Funds reserves.

# **INTERGOVERNMENTAL AGREEMENT**

**Between**

**WASCO COUNTY, OREGON**

**And**

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT**

**THIS AGREEMENT**, made and entered into this 1<sup>st</sup> day of April, 2020, by and between Wasco County, Oregon (COUNTY), and Mid-Columbia Economic Development District (MCEDD).

## **RECITALS:**

**WHEREAS**, ORS Chapter 190 authorizes governmental entities such as counties and economic development districts to enter into written agreements for the performance of any or all functions and activities that either entity has the authority to perform on its own; and

**WHEREAS**, COUNTY has been awarded a 2019 Transportation and Growth Management Grant from the Oregon Department of Transportation for creation of a Wasco County Transit Development Plan; and

**WHEREAS**, COUNTY has requested assistance, and MCEDD has agreed, to provide certain services and personnel to support the development of the Wasco County Transit Development Plan.

## **AGREEMENT:**

**NOW, THEREFORE**, in consideration of the mutual covenants of the COUNTY and MCEDD, each to the other giving, the COUNTY and MCEDD do hereby agree as follows:

### **1. Services to be Provided:**

- A. COUNTY will provide such assistance and guidance as may be required to support activities set forth in the Scope of Work (Exhibit A).
- B. MCEDD will provide the services and personnel to complete the work activities described in Exhibit A and will provide compensation for local match funding as set forth in Section 2 below.

### **2. Consideration:**

MCEDD will provide to Oregon Department of Transportation match of at least 12% of the total project cost including \$20,000 in cash match at or prior to signing the Intergovernmental Agreement, using Statewide Transportation Improvement Funds. MCEDD support of this project is covered under the existing contract with Wasco County for administration of the Wasco County Statewide Transportation Improvement Fund Plan.

### **3. Term:**

Subject to other contract provisions, the period of performance under this agreement will be from the date of execution of the agreement through project completion, unless sooner terminated as provided herein.

### **4. Notices:**

All notices, requests, demands and other communications to or upon the parties hereto shall be in writing and shall be deemed to have been duly given or made when deposited in the mail, addressed to the party to which such notice, request, demand, or other communication is requested or permitted to be given or made hereunder at the addresses set forth below or at such other address of which such party shall have notified in writing the other party hereto. These notices, requests, demands, or other communications relating to termination shall be in writing and mailed certified and postage prepaid.

If to COUNTY:           Administrative Officer  
Wasco County  
511 Washington Street  
The Dalles, OR 97058

If to MCEDD:           Executive Director  
Mid-Columbia Economic Development District  
802 Chenoweth Loop Road  
The Dalles, OR 97058

### **5. Amendment:**

The COUNTY and MCEDD may, from time to time, request changes to this agreement or its provisions. Any such changes that are mutually agreed to by the COUNTY and MCEDD shall be incorporated herein by written amendment to this agreement. It is agreed and understood that no material or substantive alteration or variation in the terms of this agreement shall be valid unless made in writing and signed by all parties to this agreement. Any oral understanding or agreements shall not be binding unless made in writing and signed by all parties to this agreement.

### **6. Suspension or Termination:**

This agreement may be suspended or terminated, if MCEDD materially fails to comply with any terms of this agreement. This agreement may also be terminated for convenience upon written notification by either party with a minimum notice of 30 calendar days. In the event of agreement termination for convenience, MCEDD shall be due payment for all work completed by the time of termination.

### **7. No Implied Waiver:**

No failure on the part of the parties hereto to insist upon the strict performance of any provision of this agreement or to exercise any right called for in this agreement shall constitute a waiver of the provision of this agreement or the rights of the parties hereto.

### **8. Attorney's Fees:**

The prevailing party in any dispute arising from this agreement shall be entitled to recover from the other its reasonable attorney's fees at trial or an appeal.

**9. No Agency:**

This agreement does not in any way constitute or nominate either of the parties as the agent or legal representative of the other party for any purpose whatsoever. Neither party is granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of, or in the name of, the other party to this agreement.

**10. Indemnity:**

The parties agree to defend, hold harmless, and indemnify each other, their respective officers, agents, employees, and agents against any and all damage or claims from damages resulting or allegedly resulting from the respective parties' performance or activities hereunder.

**11. Severability:**

If one or more of the provisions in this agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

**12. Entire Agreement:**

This agreement constitutes the entire agreement between parties. There are no understandings, agreements or representations, oral or written not specified herein regarding this agreement. Any waiver or consent, if made, shall be effective only in the specific instance and for the specific purpose given.

**IN WITNESS WHEREOF**, both parties have executed this agreement pursuant to due authority, as evidenced by the signature of the duly appointed representative of each entity below.

WASCO COUNTY, OREGON

MID-COLUMBIA ECONOMIC  
DEVELOPMENT DISTRICT

\_\_\_\_\_  
Scott C. Hege, Chair  
Board of County Commissioners

\_\_\_\_\_  
Jessica Metta, Executive Director

Date: April 1, 2020

Date: \_\_\_\_\_

APPROVED AS TO FORM:

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

## **Exhibit A: Scope of Work**

MCEDD will provide the following services:

- A. Grant management, tracking and reporting.
- B. Payment of cash match to ODOT.
- C. Consultant oversight.
- D. Activities covered by MCEDD as outlined in the full Wasco County Transit Development Plan Statement of Work, attached to this IGA.





## MOTION

**SUBJECT: Transportation Grant Management IGA**

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I move to approve the Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District for the management of the Oregon Department of Transportation grant-funded program.