



## AGENDA: REGULAR SESSION

WEDNESDAY, APRIL 7, 2021

WASCO COUNTY BOARD OF COMMISSIONERS

<https://wascocounty-org.zoom.us/j/3957734524> OR Dial [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 3957734524#

**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 and 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://wascocounty-org.zoom.us/j/3957734524> or call in to [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 3957734524#*

*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](#)*

<b>9:00 a.m.</b>	<p><b>CALL TO ORDER</b></p> <p>Items without a designated appointment may be rearranged to make the best use of time. Other matters may be discussed as deemed appropriate by the Board.</p> <p><b>Corrections or Additions to the Agenda</b></p> <p><b>Discussion Items:</b> <a href="#">COVID Updates</a>; <a href="#">2nd Amendment Discussion</a>; <a href="#">Finance Report</a> (Items of general Commission discussion, not otherwise listed on the Agenda)</p> <p><b>Consent Agenda:</b> <a href="#">4.7.2021 Regular Session Minutes</a>; <a href="#">Original Wasco County Courthouse Transfer</a> (Items of a routine nature: minutes, documents, items previously discussed.)</p>
<b>10:00 a.m.</b>	<a href="#">Act-On Social Media Personal Services Contract</a> - Debby Jones
<b>10:10 a.m.</b>	<a href="#">CAFFA Grant</a> – Jill Amery
<b>10:20 a.m.</b>	<a href="#">Transportation RFP</a> – Stephanie Krell
<b>10:30 a.m.</b>	<a href="#">BOPTA Report</a> – Chrissy Zaugg
<b>10:40 a.m.</b>	<p><b>Public Works:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Fund Exchange Agreement</a></li> <li>• <a href="#">Road Vacation Report</a></li> </ul> <p style="margin-left: 150px;">} Arthur Smith</p>
<b>11:00 a.m.</b>	<a href="#">Google Service Contract</a> – Andrew Burke
<b>11:10 a.m.</b>	<a href="#">Homeland Security Grant</a> – Sheridan McClellan
<b>11:20 a.m.</b>	<a href="#">Hazard Mitigation Program Letters of Intent</a> – Matthew Klebes
<b>BREAK</b>	
<b>1:30 p.m.</b>	<a href="#">Abatement Revenue Distribution Process</a> – Matthew Klebes/Carrie Pipinich
<b>2:00 p.m.</b>	<p><b>MCEDD:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">EDC Appointments and Quarterly Report</a> - Carrie Pipinich</li> <li>• <a href="#">PTAC Appointment &amp; Transportation Grant Agreement</a> – Jessica Metta</li> </ul>
<b>2: 15 p.m.</b>	<a href="#">Goldendale Energy Storage Project</a> – Becky Brun
<b>2:35 p.m.</b>	<a href="#">District Attorney Updates</a> - Matt Ellis
	<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 7, 2021

This meeting was held on Zoom

<https://wascocounty-org.zoom.us/j/3957734524>

or call in to [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 3957734524#

PRESENT: Scott Hege, Chair  
Steve Kramer, County Commissioner

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

ABSENT: Kathy Schwartz, Vice-Chair

Chair Hege opened the session at 9:01 a.m. He explained that the 2<sup>nd</sup> Amendment item on the Discussion List was placed there to allow the Board to gather some information and have an initial discussion – no decisions will be made on that today.

**Discussion Item – NCPHD COVID-19 Update**

North Central Public Health District Medical Officer Dr. Mimi McDonell was not available for today's meeting; Mr. Stone offered the following update regarding the COVID-19 Pandemic in Wasco County.

Mr. Stone stated that there have been changes in the vaccine protocol guidance from the State of Oregon; as of April 19<sup>th</sup> everyone ages 16 and up will be eligible for a vaccine. You can still sign up on the NCPHD website. They are currently vaccinating with the Moderna and Johnson and Johnson vaccines for those ages 18 and up; however, NCPHD is working with the Oregon Health Authority to obtain the Pfizer vaccine which has been approved people ages 16 and up.

Wasco County is still in the low risk category with a 2 week count of 6 new cases and a 1.5% positivity rate. Wasco County is doing well and everyone should continue to keep up the good work.

Chair Hege noted that the low risk category allows for the highest level of openings for our businesses. He cautioned that people should not let down their guard – around the world we are seeing spikes in cases. We need to stay well to remain in the low risk category.

Commissioner Kramer echoed Chair Hege's comments and commended NCPHD for their work.

Lynn Burditt reported that recreation visitation is high. The shuttle at Dog Mountain starts at the end of the month - information is posted on the website. There continue to be landslides and rock slides at Eagle Creek; people should check conditions before heading out to that area. The bi-state group meets tomorrow to codify some talking points that will be shared with county and city administrations.

Citizen Jeff Woodward cautioned that people should do research on the various vaccines prior to getting one.

### Discussion Item – 2<sup>nd</sup> Amendment Discussion

Chair Hege said that this is not a decision item – it is a discussion. There is a lot of interest in this topic that provokes public comment. However, today is a discussion for the Board. He said that he would be turning over the introduction of the topic to Commissioner Kramer and then hear from relevant county staff – the Sheriff, District Attorney and County Counsel. He noted that all elected officials in Wasco County take an oath of office which includes a commitment to uphold the Constitution of the United States as well as the State; that includes the 2<sup>nd</sup> Amendment.

Commissioner Kramer said that another portion of the oath is to support the laws of the State and the United States. He said that the reason he moved this item forward is that Senate Bill 544 has been contentious throughout the State of Oregon. It is a serious issue for many people. Since we do not have a full board today, this is just an introductory discussion.

Commissioner Kramer went on to say that the Yamhill Ordinance is in the Board Packet. He also found a similar ordinance from Wheeler County which he forwarded on to the Sheriff, District Attorney and County Counsel for review and feedback on the legal issues around having a sanctuary ordinance for the Second Amendment (SOSA). He stated that we want to remain whole as a county and have a good understanding of the issue. He said his goal is to move this forward with more information and research to continue the discussion at a future meeting with a full board.

County Counsel Kristen Campbell said that she reviewed and analyzed the Yamhill ordinance. They prohibit the use of county resources to enforce firearm laws. Practically speaking, it would not allow our law enforcement officers to enforce any gun laws. She said that she continues to consult with colleagues across the state.

There is also a pre-emption issue as a county cannot pre-empt state law. She reported that Columbia County adopted a similar law that was narrowly voted in. Columbia County has filed a petition for validation with the State Court to determine the legality and enforceability of the ordinance. She said that it is important to hear from the Sheriff and District Attorney on this issue for their concerns.

District Attorney Matthew Ellis stated that the Columbia County Ordinance is similar to the Yamhill ordinance; the courts will be determining the validity of that ordinance. Article 6, Clause 2 in the US Constitution says that we cannot make local law that undermines federal law. This ordinance would ask us to not enforce gun laws. He said he can think of dangerous situations that could result from this. He pointed out that there is also contradictory language in the ordinance.

DA Ellis went on to say that if people are fearful of Senate Bill 554, they should bring to the courts to have it stricken. He added that he has spoken to the Columbia County DA who feels similarly and is waiting for the courts to decide. DA Ellis advised that the best course of action would be to see how this plays out in the courts and then come back to it locally if necessary.

Chair Hege asked how it would be determined what laws are enforced. DA Ellis replied that laws cannot be retroactively enforced. He that some of it is discretionary; for example, when Measure 110 was passed decriminalizing a number of drugs, some agencies used it before its official dates while others did not.

Sheriff Magill said that this came up a couple of years ago and he has reviewed the history through the Oregon State Sheriff's Association. He said that he reached out for legal review in 2018 and the main issue was pre-emption. He said that he does not think anything has changed and the ordinance will not stand up in court. He said that the language in all of the proposed ordinances is basically the same; they contain a lot of contradictions and not a lot of clarity.

Sheriff Magill went on to say that if they do not enforce the law, they can be subject to civil liability. Currently there is governmental immunity which does not shield law enforcement from accountability but does protect them from frivolous law suits. There is a movement in this country to eliminate that protection entirely. That is a huge problem.

Sheriff Magill went on to say that he does not think the Columbia County ordinance

will stand up in court. Putting our time and resources into an ordinance now could be a waste. He stated that he is required to uphold both the State and US Constitution and laws; there is a good deal of liability that would be associated in not doing so. He closed by saying that he intends to continue to uphold his oath.

DA Ellis said that he has only had time to glance at the Wheeler County ordinance but has already seen that it quotes irrelevant Constitutional law and case law. It also contradicts itself with the supremacy clause that it ignores. It misapplies constitutional and case law.

Chair Hege asked Ms. Campbell where she sees this going. Ms. Campbell said that she echoes the DA and Sheriff. This will be challenged around the State and is already going to the courts through Columbia County. She advised waiting for the opinion of the court – they could validate the ordinance, they could find it unconstitutional or they could parse out some of the provisions . . . validating some portions and invalidating other portions. She said if we adopt now we will likely incur unnecessary costs; we can wait for their decision.

Chair Hege asked how long Ms. Campbell would estimate before we get a decision. Ms. Campbell replied that Columbia County is hoping for a decision by the end of May. That would be reasonable without the COVID-19 backlog of cases. She stated that, although the courts prioritize this type of case, it may take a little longer than Columbia County hopes.

Chair Hege stated that it is important for the public to know that the Board understands that this is an important issue for many of our citizens. He said that in 2015, the Board sent a letter to legislators in Salem; we may want to dust that off and send some version of it now.

Commissioner Kramer said he thought the letter would be a good idea; anything we can do to support the 2<sup>nd</sup> Amendment in Salem is what we should do. He said that he wants to keep this conversation going and moving. It is a politically charged conversation but one that we need to have. He said that he will continue to uphold his oath of office. He thanked the District Attorney, Sheriff and County Counsel for lending their expertise to the discussion. He concluded by saying that he is good with the wait and see on the Columbia County ordinance.

Chair Hege closed the discussion and stated that citizens can reach the Commissioners by phone, email and in-person.

### Discussion Item – Finance Report

Finance Director Mike Middleton reviewed the report included in the Board Packet. Chair Hege noted the drop in interest revenue. Mr. Middleton explained that rates have dropped significantly.

Commissioner Kramer thanked Mr. Middleton and his staff for the excellent work they do for the County.

Chair Hege opened the floor to public comment. There was none.

### Consent Agenda – 3.17.2021 Minutes/Museum Donation Documents

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

### Commission Call

Commissioner Kramer said that he is staying involved in legislation as it relates to what is important to Wasco County. He is hoping that the bad bills continue to die off; the next weeding of bills will be on April 13<sup>th</sup>.

Chair Hege commented that on one call a legislator had indicated that there were 4,000 bills which is about twice the normal number introduced in a regular legislative session. Commissioner Kramer confirmed that number saying that it got pared down to 2,000 and now is just over 1,000 bills still alive.

Chair Hege asked for an update on the Forest Collaborative project for salvage logging on the White River. Commissioner Kramer said the project is moving forward and they hope to have an agreement in place by the end of April and clean-up will follow in late spring/early summer.

Chair Hege said that it would be great to go out and look at the project when it is in progress. Commissioner Kramer said that is a good suggestion and he will work with District Ranger Kameron Sam to arrange that. He said that he has asked Mr. Sam to attend a future Board Session to provide updates.

### Agenda Item – ActOn Social Media Personal Services Contract

Juvenile Services Director Molly Rogers said that they worked with County Counsel on this agreement. It will help us manage social media and communication for Youth Think.

Chair Hege asked if the contractor has secured insurance. Ms. Rogers said that the contractor lives in Utah and is in the process of obtaining insurance. She asked that the Board approve the agreement pending proof of insurance.

**{{{Commissioner Kramer moved to approve the Personal Services Contract between Wasco County and Leah Ferguson to assist in the overall management of the ActOn online platform pending proof of insurance from the contractor. Chair Hege seconded the motion which passed unanimously.}}}**

**Agenda Item – CAFFA Grant**

Wasco County Assessor/Tax Collector Jill Amery said that she is bringing forward the annual CAFFA Grant application. This is funding through the Department of Revenue to carry out mandated services. This program began in 1989. She reviewed the memo included in the Board Packet. She explained that the funding covers approximately 15% of the total cost of providing the service.

Chair Hege asked about the dual role filled by Ms. Amery as Assessor/Tax Collector. Ms. Amery explained that in some counties they have an Assessor and a Tax Collector rather than combined in one position as we do. In other counties they have combined the Clerk and Assessor positions, while other combine all three – Assessor, Tax Collector and Clerk.

Chair Hege asked if we use in-house collection services. Ms. Amery replied that several years ago we moved to using Lock-Box to automate the collection of mail-in tax remittance. We can get a machine to do that in-house but the Lock Box turned out to make more sense. However, in-house is still on the table for future discussions. Prior to Lock Box the county did it all by hand and it took weeks of manual work. With a machine in-house, we would still have to open each envelope and feed it into a machine.

Chair Hege commented that the Assessor's Office is looking into new software. He asked if the State will be paying a portion of that cost. Ms. Amery said that they will. She hopes to make a decision on the software by July 1<sup>st</sup> as it will take two years to implement.

**{{{Commissioner Kramer moved to approve submission of the 2021-2022 County Assessment Function Funding Assistance grant application. Chair Hege seconded the motion which passed unanimously.}}}**

**Agenda Item – Transportation RFP**

Administrative Services Office Manager Stephanie Krell reviewed the memo included in the Board Packet. She explained that Wasco County has typically purchased transportation services from MCEDD. However, in order for us to accept \$184,000 in 5310 funding with a 10.2% match, we are required to go through an RFP (Request for Proposals) process. If we do not go through that process, the match requirement increases to 50%. Once awarded, we would enter into a 2 year agreement with the possibility of 6 years in extensions. She added that legal has reviewed the proposal which is based on a contract that has already gone through the ODOT process. We modified it to meet our needs.

Chair Hege asked what the match will be. Ms. Krell replied that it would be \$18,400. Mr.

Stone stated that MCEDD will cover that match through other grant funds and in-kind services.

Chair Hege asked how the RFP will be advertised and who else besides MCEDD might apply. He said he would want applicants to be aware that they are responsible for the match. Ms. Krell responded that the plan is to advertise in the newspaper and on the County website starting next week. She said that she would work with County Counsel to get the additional match language included.

Chair Hege asked who would be evaluating the responses. Ms. Krell replied that the Transportation Committee will be reviewing the RFPs.

**{{Commissioner Kramer moved to approve posting of the Public Transportation Services Request for Proposals. Chair Hege seconded the motion which passed unanimously.}}**

#### Agenda Item – BOPTA Report

Ms. Gambee reviewed the summary and memo included in the Board Packet. She added that this process is a way for citizens to appeal the value of their property. They had hoped that the State would change the name this year as “Board of Property Tax Appeal” is misleading. They hope to get it changed to Property Values Appeals Board in the short session. This year 13 accounts were appealed. This information will be forwarded on to the Oregon Department of Revenue.

Chair Hege commented on the amazing job done by the Clerk’s and Assessor’s offices. This can be a contentious process but staff does a great job with it. He added a big thank you to the citizens who participate in this process.

Ms. Gambee agreed, saying that she very much appreciates the citizens who step up to serve. The Assessor and her team do an amazing job in educating citizens about the process. She also expressed her gratitude to Chief Deputy Clerk Chrissy Zaugg who did a great job in this, her first year leading BOPTA.

#### Agenda Item – Public Works

##### FUND EXCHANGE AGREEMENT

Public Works Director Arthur Smith explained that if we accepted our portion of the federal gas tax revenue directly from the federal government, the use of those funds would be very restricted; for instance, we would not be able to use them to do chip sealing. The restrictions are complicated and would require us to hire a consultant to use those funds in their federal form. ODOT receives those funds and turns them into state funds which are much less restrictive. Historically, we have entered into an agreement with ODOT each year for those funds. This is a master agreement that will cover three funding cycles. Once

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signed, it will allow the Public Works Director to work with ODOT for project funding requests. He said he plans to keep the Board informed on projects which would also go through our budget process.

Mr. Smith went on to say that in the first year the agreement honors the historical 94 cents on the dollar with 6 cents being retained by the State for administrative costs. After that first year, we will receive 90 cents to the dollar which is the first increase the State has instituted in 20 years. He said that it will still be worth it. It is a negotiated rate that they will readdress in 3 years.

**{{{Commissioner Kramer moved to approve the ODOT Fund Exchange Program Master Grant Agreement effective from January 1, 2021 through September 30, 2024. Chair Hege seconded the motion which passed unanimously.}}}**

ROAD VACATION

Mr. Smith said that this proposal is to vacate a portion of Homestead Road which was dedicated as such in 2009 in a plan to develop some buildable lots. The project is now moving forward and they have determined that there is another portion of road more suitable for accessing the planned subdivision; it is easier and safer. The road proposed to be vacated is a narrow dirt and gravel road that would require a good deal of cost and effort to bring to code.

Chair Hege commented that the usual process is for the petition to come to the Board prior to a decision. He asked if that was done in this case. Ms. Clark replied that the petition came before the Board in January at which time they directed Mr. Smith to do a report. She added that there is a group working on this process and the Board will see a different order for future vacations that will include costs so the petitioner is aware of the expense involved. Mr. Smith added that this vacation was more complicated than most petitions and there were many pieces to be explored before reporting to the Board.

Chair Hege noted that there are 8 lots planned in the subdivision which is great. He said that if you look at the preliminary subdivision map you will see a portion of land set aside for a park. Our ordinance requires money or a donation of land for a park; in these rural areas you end up with an undeveloped lot. He stated that as we go through our Land Use and Development Ordinance updates, we need to take a look at that provision.

Commissioner Kramer agreed, saying that in some cases, the land set aside for a park is unusable for any purpose.

**{{{Commissioner Kramer moved to approve Order 21-013 vacating a portion of Homestead Road in Wamic, Oregon. Chair Hege seconded the motion which passed unanimously.}}}**

### Agenda Item – Google Service Contract

Information Services Director Andrew Burke said this is essentially Google Systems increasing costs for our software suite by \$5,000 annually for 225 users. He said he is proposing to move from an annually renewed agreement to a 3-year agreement to lock in a rate and stabilize our budget. Google has indicated that they are adding features which increases costs. This agreement is for approximately \$111,000 over three years with payments made annually. He asked for approval to move forward.

Commissioner Kramer said that this is a good savings for the County and thanked Mr. Burke for his work.

Chair Hege asked if the service is one-size fits all. Mr. Burke replied that there are tiers of service; we use the Enterprise Tier as we need the e-discovery piece to comply with records retention statutes and to be able to respond to records requests.

Chair Hege asked about the 225 users as we do not have that many employees. Mr. Burke explained that we also provide email accounts for North Central Public Health District and have general department emails. We are at capacity right now but are going through an audit to make sure we are using our products effectively.

**{{Commissioner Kramer moved to approve the 3-year order renewal with SADA Systems for Google Workspace. Chair Hege seconded the motion which passed unanimously.}}**

### Agenda Item – Homeland Security Grant

Emergency Manager Sheridan McClellan reviewed the program flier included in the Board Packet. He explained that every year the federal government gives money to the State for security projects. For this year, the State has divided those funds in to two categories - some funds are automatically awarded to each county; the remaining funds are part of a competitive grant program. Wasco County automatically receives \$32,000; the funding available through the competitive grant program is \$1.4 million.

Mr. McClellan reviewed the three projects being proposed for the use of those funds – one of the three is for the awarded money.

Commissioner Kramer asked why Dufur and Mid-Columbia Fire and Rescue were not included in the radio proposal. Mr. McClellan replied that they were contacted and did not express an interest. He said that they will have another opportunity next year.

Dispatch Operations Manager Joe Davitt stated that there are gaps in coverage and one of the projects provides for a study to identify those gaps and recommend solutions. Right now, if someone is talking on a repeater, no one on the system in The Dalles can hear them;

that creates a situation in which responders talk over one another making it difficult to communicate. The second competitive grant proposal is a microwave project. Right now we have CAD dispatch system to start generating a report that can be accessed by law enforcement and fire departments. Our system is outdated. We need a study to identify the gaps and determine solutions to better communicate with other agencies. We would like a CAD for multiple counties, including our Washing partners, in order to better coordinate responses. This will likely take a couple of years.

Chair Hege asked if there is an option to use First Net. Mr. Davitt said that what we are doing now has nothing to do with First Net. However, our IS Department is very interested in First Net and has obtained some loaner equipment that we will be testing in our county to see if it will allow us to communicate in all the blind areas in our county. 9-1-1, IS and the Sheriff are working on that. They have put in two towers – one on the county line and one in Maupin.

Mr. McClellan said that there will be official forms to be filled out and due by April 18, 2021.

Commissioner Kramer asked if signatures are needed now. Mr. McClellan responded that he will come back on the 17<sup>th</sup> for signatures. He said that what he needs now is approve to move forward with applications.

**{{Commissioner Kramer moved to approve 3 Homeland Security Project Applications for communications operability. Chair Hege seconded the motion which passed unanimously.}}**

Chair Hege commented that since one of these is non-competitive, it should go forward. Mr. McClellan confirmed and added that we have an advantage for the other two as they have regional benefits.

#### Agenda Item – Hazard Mitigation Grants

Mr. McClellan reminded the Board that he had brought forward a few of these applications at a previous Board Session. When an emergency is declared, FEMA opens funding to the State. All counties are eligible to apply, following certain guidelines. These are just letters of intent to get an initial review to determine eligibility. Once the letter of intent is approved, we can submit applications. We need to do that as soon as possible while funds are still available.

Administrative Services Director Matthew Klebes said that one of the letters of intent is on behalf of QLife to improve resiliency and redundancy. We have also submitted a BRIC application for this work, but have not heard back for that. The second letter is for the fairgrounds and reflects the usage of the fairgrounds during the White River fire. The fire fighters were not able to effectively use the large building there; this grant would allow us

to improve the building to be used for emergency response.

**{{Commissioner Kramer move to approve submission of Hazard Mitigation Program Letters of Intent for Wasco County Fair Grounds and QLife Intergovernmental Agency. Chair Hege seconded the motion which passed unanimously.}}**

Chair Hege opened the floor to public comment. There was none.

Chair Hege recessed the meeting at 11:15 a.m.

The meeting reconvened at 1:30 p.m.

### Agenda Item – Abatement Revenue Distribution Process

Mr. Klebes stated that the proposed process included in the Board Packet is specifically for fees from the Taylor Lake Enterprise Zone abatement. As part of the agreement with Google, they pay an annual fee. These are fees, not taxes and only come in during the abatement period. They are generally not restricted for use. It is a unique and temporary opportunity in the community for projects that might not otherwise have been done. For instance, The Skills Center at Columbia Gorge Community College moved forward as they were able to use abatement funds provided by the City of the Dalles and Wasco County to take advantage of matching funding. As additional funding will become available through this abatement agreement, we were asked to develop a plan for how we might use the funds in our communities; a process that allows community members to bring projects forward for review and recommendation.

MCEDD Deputy Director of Economic Development Carrie Pipinich said that the first step will build on the Community Enhancement Projects – a list which is reviewed and modified annually through process accessible to the community. We can leverage that existing process to support community development. This is an opportunity to build on the Economic Development Commission's role in the community as we build capacity to move forward on larger projects.

Ms. Pipinich and Mr. Klebes continued to review the process included in the Board Packet. They stated that they will be bringing this to The Dalles City Council, Enterprise Zone co-sponsor, next week. They are seeking feedback from both governing bodies.

Mr. Stone said that this process is the result of work by City and County Staff along with elected officials. The group approached this as an opportunity to pursue some greater good projects that no one single entity would be able to do alone. They have been working on it for some time and believe it is a good trial approach. As we learn from the process, we can make modifications.

Chair Hege asked how much funding will be available and when. Mr. Klebes replied that

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he believes we are approaching fulfillment of our Enterprise Zone funding obligation related to the Skills Center - \$3.5 million between the City of The Dalles and Wasco County. He said he would have to bring back exact numbers but moving forward the annual fee would be what would go through this process.

Chair Hege asked if the entire amount would go through the process. Mr. Klebes responded that it would be up to the zone sponsors through their budget processes. Mr. Stone added that he believes this December will conclude our obligation to the Skills Center. We will need to make decisions ahead of receiving funds; that will be in the budget process for 2022. Theoretically, decisions would be made through that process and funds could be distributed as soon as they are received. Ms. Pipinich said that project the list is usually vetted in the fall. Mr. Klebes pointed out that the information would be ready for the spring/summer budget process. Mr. Stone said that funds would be appropriated in July of 2022 with funds being received in December 2022 for distribution.

Commissioner Kramer said that he is one of the elected officials who worked on this draft; it is a living document that may need changes down the road. He stated that this is a great starting point to get those greater-good projects off the ground.

Chair Hege observed that funding would have to be approved by both bodies which could present some challenges. Mr. Klebes stated that the City and County are not required to fund jointly. There are potential benefits to collaboration but there may be projects that are in the City that are funded by only the City and likewise for the County.

Chair Hege said that he had thought it would be pooled into a separate fund with control given to the EDC rather than back to the governing bodies. Mr. Stone said that each entity has to accept and appropriate funds in their budgets. Those funds will always be part of our budget, even if they are transferred to MCEDD. He said that he thinks the City and County wanted to have some say in the process. It does not have to stay that way.

Chair Hege said that when we first talked about it, his initial impression was that we were going to remove it from the political process. Mr. Stone pointed out that if you look at the vetting criteria that the EDC will do, it will remove a lot of the political process.

Chair Hege asked the downside to moving the funds to MCEDD to house and let the EDC make decisions on the distribution of funds; he asked if that had been considered.

Commissioner Kramer observed that we are the EDC and we will make those decisions. He said he does not see a reason to shuffle the funds; the initial decisions will be made by the EDC and come to us as recommendations. He said he thinks we need to try this before we start making changes.

Mr. Klebes said that this process gives some space, start/end points for staff to work the

process. That helps to address the political process in that we vet all the projects together which is fair. We don't want a redundant process and we do not want to force the EDC into a role that they do not want. This allows us to have our own criteria outside of the EDC criteria. If they are consistently the same, it might make sense to merge.

Mr. Stone added that the EDC recommendation will come with a funding recommendation as they will have considered all of the projects. The concern about the politics of picking winners and losers will be mitigated through the vetting process – that was the intent.

Chair Hege commented that there are a lot of good people on the EDC; over the years, they have not had a lot of responsibility. This would give them a resource to undertake their work. He said he has not thought about this as an approach and would have to give it some thought.

Chair Hege asked what input the taxing districts have had. Mr. Klebes replied that having this process offers the opportunity for input; each of the taxing districts can apply for funding. The process is being presented at public meetings. Mr. Stone added that this is the introduction and it will go to the City Council next. The team will be sending it out to the taxing districts for feedback.

#### Agenda Item – PTAC Appointment/Transportation Grant

Mid-Columbia Economic Development District Executive Director Jessica Metta stated that the vacant seat on the Public Transportation Advisory Committee is specifically for a public transportation representative. Mr. Mendoza is filling that role. The other item is an agreement for development of a transportation plan – this agreement outlines the scope of work for a grant that has already been awarded. ODOT will contract with the consultant in partnership with Wasco County and MCEDD. She said we currently have a 3-4 year plan for specific populations. This will be a broader 20-year master plan for transit in Wasco County.

**{{{Commissioner Kramer moved to approve Order 21-012 appointing Jesus Mendoza to the Wasco County Public Transportation Advisory Committee. Chair Hege seconded the motion which passed unanimously.}}}**

Commissioner Kramer asked where the matching funds will come from for the transportation grant. Ms. Metta replied that it comes from the STIF plan and has already been set aside for this.

**{{{Chair Hege moved to approve the Transportation and Growth Management Program Grant Agreement #34464. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Agenda Item – EDC Appointments/Quarterly Report

EDC APPOINTMENTS

Ms. Pipinich reviewed the memo included in the Board Packet. She said that Position 1 represents the northern part of the county and is usually someone from the Mosier area. They did some outreach and received one interest form for the position – Brian McCormick. Position 3 represents the southern portion of the county and had been filled by Frank Kay who decided to step down at the end of his last term. Outreach for that position generated 3 interest forms. The EDC is recommending Amy McNamee.

Commissioner Kramer said the EDC has a good process and we have two exceptional candidates.

**{{Commissioner Kramer moved to approve Orders 21-014 and 21-015 appointing Brian McCormick and Amy McNamee to the Wasco County Economic Development Commission. Chair Hege seconded the motion which passed unanimously.}}**

Chair Hege commented that we should get the names of the other applicants as we might have other work for them. Commissioner Kramer replied that they were Josh Thompson and Keith Mobley.

EDC QUARTERLY REPORT

Ms. Pipinich reviewed the report included in the Board Packet. She added that they are planning to work through an update to the strategic plan over the next year.

Agenda Item – Goldendale Energy Storage Project

Michael Rooney explained that he is the Vice-President of Project Management for a company based in Spokane. They also have a project in Klamath Falls. He reviewed the presentation included in the Board Packet. He said that this is a closed loop system, completely off the river and on private land. There will be two closed, 60 acre reservoirs with a tunnel and generating facilities. The project is sited 8 miles SE of Goldendale and has been in the works for decades. To generate the same amount of energy you would need 7,000 acres of land with wind turbines or 54,000 acres of solar panels. This is very mature, proven technology. When there is a need for power, you can release power through the turbine and when there is excess power, you use that to pump the water back up. It is carbon and pollution-free power. The states in our region all have some form of legislation requiring varying levels of renewable energy by 2040 or 2050.

Mr. Rooney went on to say that it is a \$2.5 billion infrastructure project. There will be 3,000 construction jobs and 60 permanent jobs. They have signed an MOU with labor for skilled workers. There will be \$14 million dollars generated annually in local tax revenue. The

lower reservoir site had an aluminum smelter there; that site will be rehabilitated.

Chair Hege thanked Mr. Rooney for the presentation, saying that the project has been around for a while and it is good to see it moving forward.

Commissioner Kramer said he has also heard about this project through MCEDD and CREA. It is very exciting and a great use of resources.

### Agenda Item – District Attorney Updates

District Attorney Matthew Ellis stated that he is the first new DA in 2 decades; he has been in office for almost 4 months. There have been some challenges; the office has a staff of 10 and there was a 60% turnover of staff. There are 3 attorneys; one deputy stayed and one was replaced. They also filled positions for legal secretaries and the entire victim assistance team. He said they are back to full staff and he is very excited about the team. Chief Deputy Kara Davis is from this area and excited to be back. Victims Assistance Coordinator James Barber has been doing a great job. Kyla Crawford stayed and is a great help; she has stepped into help with office manager duties. In addition, they have added a Spanish speaker who is his legal assistant. Deputy DA Sally Carpenter stayed and has been a great asset.

DA Ellis said they have a great team and may be able to add one more member. They have enough room in their budget to add an attorney. That will clear bandwidth for the DA and Chief Deputy to work on mental health issues. The goal is to renew the drug court program which has not been functioning for the last year or so. They are working to get a mental health court started for the County. The judges are onboard. They are working with the DA in Hood River to have a regional program. They will work with Mid-Columbia Center for Living to process civil commitments through the District Attorney's Office. This would not be for people who have committed crimes but for those who cannot sustain their basic needs or are a danger to themselves and/or others. The DA's Office could handle those hearings on their behalf so that we are not prosecuting those who are suffering from mental illness.

DA Ellis went on to say that courts are opening back up and so there are a flood of cases. We only have so many resources and therefore are having to make some hard decisions. The District Attorney's Office will remain closed to public traffic until office is fully vaccinated. He said he thinks it will be later this summer before we open the doors.

DA Ellis added that they are working with law enforcement, holding monthly meetings with the City and County and will also be meeting with the local Oregon State Police.

Chair Hege asked if we would ever catch up in terms of the court system as it was backed up before COVID. DA Ellis replied that we are going to have to figure out how to have jury trials. Courts are going full steam ahead with no continuances.

News Reporter Rodger Nichols asked if they are dismissing any cases. DA Ellis said they are trying to avoid that. Any cases that have victims are not being dismissed. The recent discovery Brady Law violations has caused them to dismiss some cases. They have gone back to the Grand Jury to amend charges on those cases where they do not agree with current charges.

Chair Hege asked if the DA did civil commitments before. DA Ellis responded that the larger counties do, but he does not remember this office doing it since he arrived in the area in 2013. He said it can be problematic without the DA's Office; District Attorneys are trained to be courtroom attorneys. We can support MCCFL's efforts. These are difficult cases with a high standard of proof to restrict someone's movement without them having committed a crime. It is and should be a high standard. We can help them do so correctly.

### Commission Call

Commissioner Kramer said that Senate Bill 582 has a set of amendment going back to the committee tomorrow. AOC supports the changes and he would like authority to add our logo to the support letter.

Chair Hege said that he supports that.

Chair Hege opened the floor to public comment. There was none.

Chair Hege adjourned the session at 3:05 p.m.

### Summary of Actions

#### MOTIONS

- **To approve the Consent Agenda – 3.17.2021; Donation Agreement for Wasco County Original Courthouse; Deed for Wasco County Original Courthouse.**
- **To approve the Personal Services Contract between Wasco County and Leah Ferguson to assist in the overall management of the ActOn online platform pending proof of insurance from the contractor.**
- **To approve submission of the 2021-2022 County Assessment Function Funding Assistance grant application.**
- **To approve posting of the Public Transportation Services Request for Proposals.**
- **To approve the ODOT Fund Exchange Program Master Grant Agreement effective from January 1, 2021 through September 30, 2024.**
- **To approve Order 21-013 vacating a portion of Homestead Road in Wamic, Oregon.**
- **To approve the 3-year order renewal with SADA Systems for Google Workspace.**

- **To approve 3 Homeland Security Project Applications for communications operability.**
- **To approve submission of Hazard Mitigation Program Letters of Intent for Wasco County Fair Grounds and QLife Intergovernmental Agency.**
- **To approve Order 21-012 appointing Jesus Mendoza to the Wasco County Public Transportation Advisory Committee.**
- **To approve the Transportation and Growth Management Program Grant Agreement #34464.**
- **To approve Orders 21-014 and 21-015 appointing Brian McCormick and Amy McNamee to the Wasco County Economic Development Commission.**

Wasco County  
Board of Commissioners



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



\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair



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Steven D. Kramer, County Commissioner



## DISCUSSION LIST

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[COVID UPDATES](#) – NCPHD

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[SECOND AMENDMENT](#) - Discussion

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[FINANCE REPORT](#) – Mike Middleton

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## DISCUSSION ITEM

WASCO COUNTY COVID-19 UPDATES

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

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## DISCUSSION ITEM

2<sup>ND</sup> AMENDMENT DISCUSSION

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[YAMHILL COUNTY ORDINANCE DECLARING A 2<sup>ND</sup> AMENDMENT  
SANCTUARY](#)

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IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

In the Matter of Declaring a Second Amendment )  
Sanctuary in Yamhill County ) ORDINANCE \_\_\_\_\_

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY, OREGON (“the Board”) sat for the transaction of county business in combined informal/formal session on April 1, 2021, at 10 a.m. in a virtual meeting via Zoom. Commissioners, Mary Starrett, Lindsay Berschauer and Casey Kulla being present.

THE DULY-ELECTED BOARD OF COUNTY COMMISSIONERS OF YAMHILL COUNTY OREGON FIND AND DECLARE:

**WHEREAS**, Acting through the United States Constitution, the people created government to be their agent in the exercise of a few defined powers, while reserving the citizen’s right to decide on matters, which concern their lives, liberties, and properties in the ordinary course of affairs;

**WHEREAS**, The Second Amendment to the Constitution of the United States of America states, “A well-regulated Militia being necessary to the security of a free State, the right of the People to keep and bear arms, shall not be infringed”;

**WHEREAS**, The rights of the people to keep and bear arms are further protected from infringement by State and Local Governments under the Ninth and Tenth Amendments to the Constitution of the United States of America as well as Article 1 of the Constitution of the Great State of Oregon;

**WHEREAS**, Article 1, Section 27 of the Constitution of the Great State of Oregon states, “The people shall have the right to bear arms for the defense of themselves, and the State, but the Military shall be kept in strict subordination to the civil power”;

**WHEREAS**, Article 1, Section 33 of the Constitution of the Great State of Oregon states, “This enumeration of rights and privileges shall not be construed to impair or deny others retained by the people”;

**WHEREAS**, The Supreme Court of the United States of America in *District of Columbia v. Heller* upheld the individual rights to bear arms as protected by the Second Amendment of the Constitution of the United States of America. Justice Scalia’s opinion stated that the Second Amendment protects an individual’s right to possess a firearm unconnected with service in a militia, and to use that firearm for traditionally lawful purposes, such as self-defense within the home;

**WHEREAS**, Justice Thomas M. Cooley in the *People v. Hurlbut* 24 Mich. 44, page 108 (1871)

surmises: “*The State may mould local institutions according to its views of policy or expediency: but local government is matter of absolute right; and the state cannot take it away*”;

**WHEREAS**, The Fourteenth Amendment to the Constitution of the United States of America Section 1 it states, “*No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws*”;

**WHEREAS**, There is a right to be free from the commandeering hand of government that has been most notably recognized by the United States Supreme Court in *Printz v. United States*. The Court held: ‘*The Federal Government may neither issue directives requiring the States to address particular problems, nor command the States’ officers, or those of their political subdivisions, to administer or enforce a federal regulatory program.*’

**WHEREAS**, It should be self-evident from the compounding evidence that the right to keep and bear arms is a fundamental individual right that shall not be infringed and all local, state, and federal acts, laws, orders, rules or regulations regarding firearms, firearms accessories, and ammunition are a violation of the Second Amendment;

**WHEREAS**, Yamhill County asserts its legal authority to refuse to cooperate with state and federal firearm laws that violate those rights and to proclaim a Second Amendment Sanctuary for law-abiding citizens in their cities and counties;

**WHEREAS**, Therefore, through the enactment of this ordinance Yamhill County Oregon is hereby a Second Amendment Sanctuary County; NOW, THEREFORE,

**THE YAMHILL COUNTY BOARD OF COMMISSIONERS ORDAINS AS FOLLOWS:**

**Section 1                      PROHIBITION**

- 1.01 No agent, employee, or official of Yamhill County, a political subdivision of the State of Oregon, while acting in their official capacity, shall:
- (a) Knowingly and willingly, participate in any way in the enforcement of any Extraterritorial Act, as defined in Section 2; or
  - (b) Utilize any county assets, county funds, or funds allocated by any entity to the county, in whole or in part, to engage in any activity that violates this ordinance by aiding in the enforcement or investigation of Extraterritorial Acts relating to personal firearms, firearm accessories, or ammunition.

**Section 2                      PENALTIES**

- 2.01 All local, state and federal acts, laws, rules, or regulations, originating from jurisdictions

outside of Yamhill County, which restrict or affect an individual person's general right to keep and bear arms, including firearms, firearm accessories or ammunition are, for all purposes under this ordinance defined as Extraterritorial Acts. Such Extraterritorial Acts are specifically rejected by this county, and shall not be enforced by Yamhill County agents, employees, or officers and, shall be treated as if they are null, void and of no effect in Yamhill County Oregon.

Extraterritorial Acts for which enforcement is prohibited by Section 1 include:

- (a) Any tax, levy, fee, or stamp imposed on firearms, firearm accessories, or ammunition not common to all other goods and services on the purchase or ownership of those items by citizens; and
- (b) Any registering or tracking of firearms, firearm accessories, or ammunition; and
- (c) Any registering or tracking of the owners of firearms, firearm accessories, or ammunition; and
- (d) Any registration and background check requirements on firearms, firearm accessories, or ammunition for citizens; and
- (e) Any Extraterritorial Act forbidding the possession, ownership, or use or transfer of any type of firearm, firearm accessory, or ammunition by citizens of the legal age of eighteen and over; and
- (f) Any Extraterritorial Act ordering the confiscation of firearms, firearm accessories, or ammunition from citizens; and
- (g) Any prohibitions, regulations, and/or use restrictions related to ownership of non-fully automatic firearms, including but not limited to semi-automatic firearms; including semiautomatic firearms that have the appearance or features similar to fully automatic firearms and/or military "assault-style" firearms by citizens; and
- (h) Any prohibition, regulations, and/or use restrictions limiting hand grips, stocks, flash suppressors, bayonet mounts, magazine capacity, clip capacity, internal capacity, or types of ammunition available for sale, possession or use by citizens; and
- (i) Any restrictions prohibiting the possession of open carry or concealed carry, or the transport of lawfully acquired firearms or ammunition by adult citizens or minors supervised by adults.

2.02 Any agent, employee or official of Yamhill County Oregon accused to be in violation of this ordinance may be made a defendant in a civil proceeding pursuant to ORS 203.065.

2.03 Fines recovered under ORS 203.030 to 203.075 shall be paid to the clerk of the court in which recovery is had. After first deducting court costs in the proceedings, the clerk

shall pay the remainder to the treasurer of the county for the general fund of the county, pursuant to ORS 203.065.

- 2.04 A violation of this ordinance is a Class A violation, per ORS 203.065, with a maximum fine of \$2,000 for an individual, and \$4,000 for a corporation, per ORS 153.018.
- 2.05 Any peace officer, as defined by ORS 161.015, may enforce this ordinance, adopted under ORS 203.035.
- 2.06 Exceptions to Section 1:
- (a) The protections provided in Yamhill County by Section 1.01 of this ordinance do not apply to persons who have been convicted of felony crimes.
  - (b) This ordinance is not intended to prohibit or affect in any way the prosecution of any crime for which the use of, or possession of, a firearm is an aggravating factor or enhancement to an otherwise independent crime.
  - (c) This ordinance does not permit or otherwise allow the possession of firearms in State or Federal buildings or courthouses.
  - (d) This ordinance does not prohibit Yamhill County, its employees, officials and agents from enforcing local, federal or state firearms acts, laws, rules or regulations in effect as of February 2021.
  - (e) Actions in compliance with a court judgment or court order, based upon any Extraterritorial Act in effect as of February 2021, are exempt from this ordinance.
  - (f) This ordinance does not prohibit Yamhill County from enacting any other legislation to govern its own residents, and exclusively and only applies to county officials, employees and agents whose role and duties are primarily if not wholly a county concern.
  - (g) This ordinance does not apply to, nor prohibit, the enforcement of local firearms regulations which have been enacted by the voters of Yamhill County.
  - (h) This ordinance does not apply to, nor prohibit, enforcement of firearms regulations in effect as of February 2021 pursuant to the directives of, written administrative decisions, or written policies of the County Sheriff or the District Attorney, and the Sheriff and District Attorney retain all prosecutorial, enforcement, or administrative discretion and authority that the Sheriff or District Attorney would otherwise have under federal, state, or local laws after February 2021 so long as said discretion and authority is exercised consistent with the legislative directives of this ordinance.

### **Section 3**

### **PRIVATE CAUSE OF ACTION**

- 3.01 Any official, agent, or employee of Yamhill County who knowingly violates this ordinance, shall be liable to the injured party in an action at law, suit in equity, or other proper proceeding for redress.
- 3.02 In such actions, the court shall award the prevailing party, other than the government of Yamhill County Oregon or any political subdivision of the county, reasonable attorney fees and costs.
- 3.03 Neither sovereign nor governmental immunity shall be an affirmative defense of agent, employee or official of Yamhill County in cases pursuant to Section 2 or 3 of this ordinance.

**Section 4 SEVERABILITY**

4.01 The provisions of this ordinance are hereby declared to be severable, and if any provision of this ordinance or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this ordinance.

**Section 5 EFFECTIVE DATE**

5.01 The first reading of this Ordinance was made March 18, 2021. The second reading of this Ordinance was made April 1, 2021. This Ordinance is effective June 30, 2021.

AYES: Commissioners NAYS:

DONE at McMinnville, Oregon on \_\_\_\_\_, 2021.

ATTEST YAMHILL COUNTY  
BOARD OF COMMISSIONERS

BRIAN VAN BERGEN  
County Clerk

\_\_\_\_\_  
Chair MARY STARRETT

By: \_\_\_\_\_  
Deputy CAROLINA ROOK

\_\_\_\_\_  
Commissioner LINDSAY BERSCHAUER

FORM APPROVED BY:

\_\_\_\_\_  
CHRISTIAN BOENISCH  
Yamhill County Legal Counsel

\_\_\_\_\_  
Commissioner CASEY KULLA



## DISCUSSION ITEM

### Finance

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[DIRECTOR'S REPORT](#)

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[FEBRUARY FINANCIALS](#)

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[DECEMBER RECONCILIATIONS](#)

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[JANUARY RECONCILIATIONS](#)

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[FEBRUARY RECONCILIATIONS](#)

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## Wasco County Financial Report – February 2021

This report is for the 8<sup>th</sup> month of the fiscal year – FY21. The statements are not audited and for Management's use. As this is the 8<sup>th</sup> month of the new fiscal period, the straight-line assumption of budget use is 66.7%. Due to timing constraints the prior reports issued were through November. This reporting period will catch the reporting up to the current period.

### Discussion of Revenues

#### General Fund

- Property tax revenues are \$9,792,943 and are \$345,522 more than last fiscal year at this point for a 3.7% increase. The total execution is 94.8% as opposed to the 94.7% from last fiscal year.
  - Does not appear COVID is having a significant impact on property tax collections at this point in time
  - Current Year Property Taxes are up \$509,100. This is a 5.5% increase of year over year.
  - Last FY generated \$571,487 in March to June; a similar result would put the receipts at \$10,364,430 – just above the budgeted property tax. The overall 3.7% increase to date would add another \$21,145 to the projection. Property tax receipts are on track to surpass the budgeted amount by about \$50K.
- Licenses, fees & permits are up \$51,563. This is an execution rate of 66.9% versus last fiscal year of 71.8%.
  - The execution is right on target for the budgeted amount.
- Intergovernmental revenue – non-single audit is \$69,823 more than last fiscal year primarily due to the increase in the Railroad Car Tax, Video Poker and Marijuana Tax Distributions being up (\$11K, \$27K and \$23K respectfully).
  - The Marijuana tax increase is nice, but it is important to note in future fiscal years this will be decreased as a significant portion has been redirected by the ballot measure that has passed.
- Intergovernmental revenue – single audit is up \$1,508,279 and executing at 47,134%. Seems rather dramatic but this is where the unbudgeted COVID funding is recorded as noted since the September report.
- Investment earnings are severely down - \$154,615 compared to last FY. This is due to extremely low interest rates for the LGIP and the low potential yield rates for securities investments. Year over year the decrease is \$98K.
  - Investments are down to only one security while the remainder is invested with the LGIP. As of March, the LGIP rate is down to 0.60%. This significant decrease from a high 2.75% is why investments are only executing at 23.1%.
- Assessment & Taxation as a department is down \$4K primarily due to lower redemption fees.
- The County Clerk is executing at 86.4% primarily due to License, fees & permits executing at 90.30%

- Recording fees continues to be the driving force driven by low rates and deed conveyances (\$39,495 more than last fiscal year).
- Sheriff's Office is executing at 60.1% versus 41.1% last fiscal year for a gain of \$71,212.
  - The majority of the increase is due to Marine Services - \$56,885 of the increase
- Administrative Services is at 147.1% overall primarily due to Employee & Administrative Services receiving Miscellaneous Fees for \$172,536 when only \$100 was budgeted. The funds received are for reimbursement from NCPHD for isolation housing related directly to COVID.
  - This is in addition to Information Services executing at 115.9% due to Recording Fees at 122.5% of budget (\$70,198 total) and charges for services are fully paid for several outside government entities
- The DA's office is executing at 56.6% versus 78.0% last year at this time. This is a \$3,789 increase in revenue despite the decrease in execution rate.
- Planning is executing at 75.8%, this is all to the good but it is \$4,057 less than last fiscal year.
  - \$4,050 of the decrease is due to a grant in FY20 but not in FY21;
    - On track with last fiscal year other than this item
- Youth Services and Youth Think (Prevention Division) are executing at a combined 38.6%. This is less than the 41.1% last fiscal year and is a combined decrease of \$4,617 year over year.
  - Youth Think is up \$23,699 while Youth Services is down \$28,316

#### Public Works

- Interest is down significantly 66.5% – just to restate interest rates have significantly decreased as discussed under the General Fund
  - Decrease for Public Works of \$32,613 year over year
- Motor vehicle funds are down \$12,531 from last year
- Charges for services is down \$56,959
  - Petroleum products sold – this was \$25K of the difference
  - Contract work for other governments is down \$32K – whether this is timing or not will show in future periods but should still be watched – same since November.

#### Building Codes – General

- Permits are down \$135K compared to last FY with an execution of 25.7%
  - Structural permits are down by \$113K – this is the most concerning statistic.
- The Construction Excise Tax had a year over year decrease of \$85K – this is a flow through so will be offset by a decreased expense

#### Building Codes – Electrical

- Permits are down \$5K compared to last FY with an execution rate of 44.1%
- The investment earnings actually put the fund at an increase of \$3,903 in the year to year comparison.

- There was no fund balance in the prior fiscal year, now there is and the interest – though very low – has been helpful
- This has fixed the timing on grant receipts from last month

#### All Other Funds

- All funds are making progress compared to last fiscal year, the Fair, Park and Museum will continue to fall behind due to COVID and other emergency situations in the County.

### Discussion of Expenses

#### General Fund

- All Departments are within the straight-line budget expectations.
- Transfers are executing as planned

#### Public Works

- Personnel is under the budget expectations – executing at 60.1%
- M&S execution is 57.3% compared to last year at 72.1%
- Overall execution is 65.0% compared to 74.3% from last FY
  - The year to year comparison is \$800K less as of February 28<sup>th</sup>.
    - Last Fiscal year included a transfer of \$1M to the Road Reserve, there is no comparable transfer in FY21
    - With the transfer removed from consideration – the real increase is \$200K although the execution against the budget is less.

#### Building Codes – General

- Total expense is \$360K – which is a \$254K decrease over last FY
  - Total revenue was \$361K, this means the fund balance is growing at this point by \$1K
  - This is inflated due to the Building Official leaving as of the end of August
  - \$132K of the decrease was due to FY20 having a transfer to the General Fund to compensate for setup costs

#### Building Codes – Electrical

- Total expense is \$137K – a decrease of \$25K from last FY
  - Total revenue was \$44K making total loss \$36K to date
  - The loss would have been more, but the Building Official left as of the end of August
  - \$38K of the decrease was due to FY20 having a transfer to the General Fund to compensate for setup costs

#### All other Funds

- Nothing is out of the budget expectations or that has not been discussed in prior reports

## Summary

- Personnel Costs are executing at 68.7%
  - This includes the budgeted funding of an additional PERS Side Account; if this is factored out, budget execution is 59.2% vs 61.2% last fiscal year for a year over year savings of \$200K
- Materials & Services overall are executing at 41.3% versus 39.1% last fiscal year at this time
  - Sheriff's Office has M&S executing at 112.2% due to a large unplanned payout in contracted services; this is being made up for in savings in other categories
  - No other points not already noted stand out
- Capital only has \$848K in spending or 6.7% budget execution
  - Public Works has spent \$538K on a road equipment
  - \$238K was spend on vehicles for departments
- Investments are executing at 42.3% - the overall interest is down \$325K year over year.
  - As discussed earlier, interest rates are down. LGIP is at 0.5%
- Building Codes Review
  - Building Codes – General at 8 months has a gain of \$1K;
    - Doing well but this is without the Building Official as of 8/31/2021
  - Building Codes – Electric at 8 months has a loss of \$36K
    - This has been the same since November
    - For perspective, the fund balance as of 6/30/2020 is \$868,023; at this rate, the fund could operate for over 10+ years (over time the cost structures change making it probable this would accelerate with time.)
    - Partially, this is due to salary savings with the Building Official leaving as of 8/31/2020 but does not account for the full improvement.

## Reconciliations

- Reconciliations for December, January & February are attached
  - All have been sent to the County Administrator & Treasurer for review



# Wasco County Monthly Report

## General Fund Revenue - February 2021

Filters

Fd	101
Cat	(Multiple Items)

**Data**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Revenue</b>							
<b>GENERAL FUND</b>							
NON-DEPARTMENTAL RESOURCES-R							
GENERAL FUND RESOURCES-R							
PROPERTY TAXES-R							
CURRENT TAXES	10,001,863	9,793,104	9,284,004	97.9%	96.1%	5.5%	509,100.06
PRIOR YEARS TAXES	280,000	(161)	160,832	-0.1%	57.4%	-100.1%	(160,992.97)
PILT	50,000	-	2,585	0.0%	8.6%	-100.0%	(2,585.00)
PROPERTY TAXES-R Total	10,331,863	9,792,943	9,447,421	94.8%	94.7%	3.7%	345,522.09
LICENSES FEES & PERMITS-R	1,449,565	969,774	918,211	66.9%	71.8%	5.6%	51,563.06
INTERGOV'T REV - NON SINGLE AUDIT-R	906,715	682,406	612,583	75.3%	75.0%	11.4%	69,822.83
INTERGOV'T REV - SINGLE AUDIT-R	3,200	1,508,279	-	47133.7%	0.0%	#DIV/0!	1,508,279.06
INVESTMENT EARNINGS-R	225,200	52,011	206,626	23.1%	104.3%	-74.8%	(154,614.61)
RENTS-R	11,922	9,036	8,989	75.8%	75.9%	0.5%	47.41
MISCELLANEOUS-R	257,834	182,426	205,786	70.8%	139.0%	-11.4%	(23,360.32)
TRANSFERS IN-R	562,426	400,000	757,659	71.1%	62.3%	-47.2%	(357,659.15)
GENERAL FUND RESOURCES-R Total	13,748,725	13,596,876	12,157,275	98.9%	89.1%	11.8%	1,439,600.37
NON-DEPARTMENTAL RESOURCES-R Total	13,748,725	13,596,876	12,157,275	98.9%	89.1%	11.8%	1,439,600.37
ASSESSMENT & TAXATION-R	30,550	33,686	37,941	110.3%	133.1%	-11.2%	(4,255.41)
COUNTY CLERK-R							
COUNTY CLERK-R	168,220	151,970	107,296	90.3%	78.8%	41.6%	44,673.85
ELECTIONS-R	30,170	19,516	3,191	64.7%	17.4%	511.7%	16,324.98
COUNTY CLERK-R Total	198,390	171,485	110,486	86.4%	71.5%	55.2%	60,998.83
SHERIFF-R							
EMERGENCY MANAGEMENT-R	60,656	36,958	34,853	60.9%	59.1%	6.0%	2,105.28



## Wasco County Monthly Report General Fund Revenue - February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
MARINE PATROL-R	56,142	62,046	5,161	110.5%	9.8%	1102.2%	56,885.29
LAW ENFORCEMENT-R	223,632	105,648	93,427	47.2%	43.8%	13.1%	12,221.38
SHERIFF-R Total	340,430	204,653	133,441	60.1%	41.1%	53.4%	71,211.95
ADMINISTRATIVE SERVICES-R							
INFORMATION TECHNOLOGY-R	99,250	115,056	90,628	115.9%	91.3%	27.0%	24,428.23
EMPLOYEE & ADMINISTRATIVE SERVICES-R	1,150	172,673	855	15015.1%	74.3%	20095.7%	171,818.14
FACILITIES-R	209,201	167,628	176,362	80.1%	79.3%	-5.0%	(8,734.22)
ADMINISTRATIVE SERVICES-R Total	309,601	455,358	267,845	147.1%	82.9%	70.0%	187,512.15
ADMINISTRATION-R	973,110	520,017	478,006	53.4%	49.1%	8.8%	42,010.19
DISTRICT ATTORNEY-R	311,728	176,520	172,731	56.6%	78.0%	2.2%	3,788.66
PLANNING-R	168,100	127,359	131,415	75.8%	78.9%	-3.1%	(4,056.50)
PUBLIC WORKS-R							
SURVEYOR-R	18,675	14,655	13,520	78.5%	83.5%	8.4%	1,135.00
WATERMASTER-R	1,865	1,865	1,865	100.0%	100.0%	0.0%	-
PUBLIC WORKS-R Total	20,540	16,520	15,385	80.4%	85.2%	7.4%	1,135.00
PREVENTION DIVISION-R							
YOUTH SERVICES-R	58,225	23,749	52,065	40.8%	59.8%	-54.4%	(28,316.28)
YOUTHTHINK SERVICES-R	159,000	60,188	36,489	37.9%	28.4%	64.9%	23,699.05
PREVENTION DIVISION-R Total	217,225	83,936	88,553	38.6%	41.1%	-5.2%	(4,617.23)
<b>GENERAL FUND Total</b>	<b>16,318,399</b>	<b>15,386,408</b>	<b>13,593,080</b>	<b>94.3%</b>	<b>84.6%</b>	<b>13.2%</b>	<b>1,793,328.01</b>
<b>Revenue Total</b>	<b>16,318,399</b>	<b>15,386,408</b>	<b>13,593,080</b>	<b>94.3%</b>	<b>84.6%</b>	<b>13.2%</b>	<b>1,793,328.01</b>



## Wasco County Monthly Report General Fund Expense - February 2021

Filters	
Fd	101
Cat	(Multiple Items)

### Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Executed	Prior Year Executed	Year to Year % Change	Current Year - Prior Year
<b>Expense</b>							
<b>GENERAL FUND</b>							
ASSESSMENT & TAXATION-E	875,646	476,113	554,311	54.4%	61.9%	-14.1%	(78,197.48)
COUNTY CLERK-E							
COUNTY CLERK-E	247,845	157,025	164,013	63.4%	64.3%	-4.3%	(6,988.47)
ELECTIONS-E	115,016	91,363	47,334	79.4%	42.3%	93.0%	44,029.15
COUNTY CLERK-E Total	362,861	248,388	211,347	68.5%	57.6%	17.5%	37,040.68
SHERIFF-E							
EMERGENCY MANAGEMENT-E	98,311	62,122	55,474	63.2%	54.3%	12.0%	6,648.13
MARINE PATROL-E	65,462	39,441	5,389	60.3%	10.3%	631.9%	34,051.74
LAW ENFORCEMENT-E	2,389,588	1,444,361	1,366,700	60.4%	58.6%	5.7%	77,660.67
SHERIFF-E Total	2,553,361	1,545,924	1,427,563	60.5%	57.4%	8.3%	118,360.54
ADMINISTRATIVE SERVICES-E							
INFORMATION TECHNOLOGY-E	1,040,351	434,724	612,051	41.8%	59.7%	-29.0%	(177,327.24)
COUNTY COMMISSION-E	239,128	156,970	152,893	65.6%	65.4%	2.7%	4,077.05
EMPLOYEE & ADMINISTRATIVE SERVICES-E	1,048,499	689,365	666,971	65.7%	65.5%	3.4%	22,394.66
FACILITIES-E	1,452,606	423,693	437,341	29.2%	20.5%	-3.1%	(13,648.15)
ADMINISTRATIVE SERVICES-E Total	3,780,584	1,704,751	1,869,255	45.1%	42.4%	-8.8%	(164,503.68)
ADMINISTRATION-E	3,966,259	2,600,905	2,404,489	65.6%	63.7%	8.2%	196,415.84
DISTRICT ATTORNEY-E	744,169	410,925	472,874	55.2%	66.9%	-13.1%	(61,949.38)
PLANNING-E	864,432	506,841	538,816	58.6%	59.9%	-5.9%	(31,974.99)
PUBLIC WORKS-E							
SURVEYOR-E	54,617	31,300	34,418	57.3%	65.8%	-9.1%	(3,117.65)
WATERMASTER-E	3,730	2,153	271	57.7%	7.3%	694.0%	1,882.22
PUBLIC WORKS-E Total	58,347	33,454	34,689	57.3%	61.9%	-3.6%	(1,235.43)
PREVENTION DIVISION-E							



## Wasco County Monthly Report General Fund Expense - February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
YOUTH SERVICES-E	694,628	375,964	441,084	54.1%	64.5%	-14.8%	(65,119.70)
YOUTHTHINK SERVICES-E	222,780	129,332	129,506	58.1%	53.5%	-0.1%	(174.17)
PREVENTION DIVISION-E Total	917,408	505,296	570,590	55.1%	61.6%	-11.4%	(65,293.87)
NON-DEPARTMENTAL EXPENDITURES-E							
GENERAL FUND EXPENDITURES-E							
TRANSFERS OUT-E							
TRANSFER TO 911 COMMUNICATIONS FUND	193,145	128,763	168,752	66.7%	66.7%	-23.7%	(39,988.64)
TRANSFER TO CAP ACQUISITION FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
TRANSFER TO COUNTY FAIR FUND	29,000	29,000	29,000	100.0%	100.0%	0.0%	-
TRANSFER TO FACILITIES CAPITAL REPLACEME	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
TRANSFER TO OPERATING RESERVE	2,400,000	1,600,000	3,124,533	66.7%	94.0%	-48.8%	(1,524,533.00)
TRANSFERS TO MUSEUM FUND	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS OUT-E Total	2,639,645	1,775,263	3,339,785	67.3%	92.2%	-46.8%	(1,564,521.64)
GENERAL FUND EXPENDITURES-E Total	2,639,645	1,775,263	3,339,785	67.3%	92.2%	-46.8%	(1,564,521.64)
NON-DEPARTMENTAL EXPENDITURES-E Total	2,639,645	1,775,263	3,339,785	67.3%	92.2%	-46.8%	(1,564,521.64)
<b>GENERAL FUND Total</b>	<b>16,762,712</b>	<b>9,807,860</b>	<b>11,423,720</b>	<b>58.5%</b>	<b>63.0%</b>	<b>-14.1%</b>	<b>(1,615,859.41)</b>
<b>Expense Total</b>	<b>16,762,712</b>	<b>9,807,860</b>	<b>11,423,720</b>	<b>58.5%</b>	<b>63.0%</b>	<b>-14.1%</b>	<b>(1,615,859.41)</b>



# Wasco County Monthly Report

## Public Works Fund - February 2021

Filters	
Fd	202
Cat	(Multiple Items)

**Data**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Revenue</b>							
<b>PUBLIC WORKS FUND</b>							
NON-DEPARTMENTAL RESOURCES-R							
<b>PUBLIC WORKS RESOURCES-R</b>							
INVESTMENT EARNINGS-R							
INTEREST EARNED	45,000	16,409	49,022	36.5%	122.6%	-66.5%	(32,612.64)
LID INTEREST	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	3,247	#DIV/0!	#DIV/0!	-100.0%	(3,247.32)
INVESTMENT EARNINGS-R Total	45,000	16,409	52,269	36.5%	130.7%	-68.6%	(35,859.96)
TRANSFERS IN-R	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERNAL SERVICES-R	-	2,120	-	#DIV/0!	0.0%	#DIV/0!	2,120.00
<b>PUBLIC WORKS RESOURCES-R Total</b>	<b>45,000</b>	<b>18,529</b>	<b>52,269</b>	<b>41.2%</b>	<b>121.0%</b>	<b>-64.6%</b>	<b>(33,739.96)</b>
NON-DEPARTMENTAL RESOURCES-R Total	45,000	18,529	52,269	41.2%	121.0%	-64.6%	(33,739.96)
<b>PUBLIC WORKS-R</b>							
<b>PUBLIC WORKS-R</b>							
LICENSES FEES & PERMITS-R	12,000	10,378	12,191	86.5%	101.6%	-14.9%	(1,813.00)
INTERGOV'T REV - NON SINGLE AUDIT-R							
MOTOR VEHICLE FUNDS	2,750,000	1,449,599	1,462,130	52.7%	58.3%	-0.9%	(12,531.17)
STATE GRANT/REIMBURSEMENT	80,000	70,248	23,115	87.8%	30.8%	203.9%	47,133.00
STP FUND EXCHANGE	280,848	1,472	284,938	0.5%	100.6%	-99.5%	(283,465.50)
STATE PERMITS	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	3,110,848	1,521,319	1,770,182	48.9%	61.8%	-14.1%	(248,863.67)
INTERGOV'T REV - SINGLE AUDIT-R	482,937	328	333	0.1%	0.2%	-1.5%	(4.98)
MISCELLANEOUS-R	2,500	700	9,960	28.0%	398.4%	-93.0%	(9,260.34)



## Wasco County Monthly Report Public Works Fund - February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Budget Executed	Budget Executed	Year % Change	
SALE OF FIXED ASSETS-R	40,000	-	-	0.0%	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R							
CONT WORK-OTHER GOVT	75,000	47,664	79,411	63.6%	105.9%	-40.0%	(31,746.73)
PETROLEUM PRODUCTS - 21 CENTS	12,000	8,058	8,438	67.1%	70.3%	-4.5%	(380.63)
PETROLEUM PRODUCTS SOLD	140,000	70,401	95,233	50.3%	73.3%	-26.1%	(24,831.66)
CHARGES FOR SERVICES-R Total	227,000	126,123	183,082	55.6%	84.4%	-31.1%	(56,959.02)
<b>PUBLIC WORKS-R Total</b>	<b>3,875,285</b>	<b>1,658,848</b>	<b>1,975,749</b>	<b>42.8%</b>	<b>60.6%</b>	<b>-16.0%</b>	<b>(316,901.01)</b>
WEED & PEST-R	227,000	108,648	175,551	47.9%	75.7%	-38.1%	(66,903.13)
<b>PUBLIC WORKS-R Total</b>	<b>4,102,285</b>	<b>1,767,496</b>	<b>2,151,300</b>	<b>43.1%</b>	<b>61.6%</b>	<b>-17.8%</b>	<b>(383,804.14)</b>
<b>PUBLIC WORKS FUND Total</b>	<b>4,147,285</b>	<b>1,786,025</b>	<b>2,203,569</b>	<b>43.1%</b>	<b>62.4%</b>	<b>-18.9%</b>	<b>(417,544.10)</b>
<b>Revenue Total</b>	<b>4,147,285</b>	<b>1,786,025</b>	<b>2,203,569</b>	<b>43.1%</b>	<b>62.4%</b>	<b>-18.9%</b>	<b>(417,544.10)</b>
<b>Expense</b>							
<b>PUBLIC WORKS FUND</b>							
<b>PUBLIC WORKS-E</b>							
<b>PUBLIC WORKS-E</b>							
PERSONAL SERVICES-E	1,955,094	1,174,962	1,195,854	60.1%	63.3%	-1.7%	(20,892.71)
MATERIALS & SERVICES-E	1,350,300	774,304	1,051,701	57.3%	72.1%	-26.4%	(277,396.47)
CAPITAL OUTLAY-E	495,000	538,718	-	108.8%	0.0%	#DIV/0!	538,718.39
<b>PUBLIC WORKS-E Total</b>	<b>3,800,394</b>	<b>2,487,985</b>	<b>2,247,555</b>	<b>65.5%</b>	<b>66.7%</b>	<b>10.7%</b>	<b>240,429.21</b>
<b>WEED &amp; PEST-E</b>							
PERSONAL SERVICES-E	100,426	70,376	72,407	70.1%	69.9%	-2.8%	(2,030.46)
MATERIALS & SERVICES-E	135,800	65,864	104,511	48.5%	77.0%	-37.0%	(38,647.57)
CAPITAL OUTLAY-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
<b>WEED &amp; PEST-E Total</b>	<b>236,226</b>	<b>136,240</b>	<b>176,918</b>	<b>57.7%</b>	<b>73.9%</b>	<b>-23.0%</b>	<b>(40,678.03)</b>
<b>PUBLIC WORKS-E Total</b>	<b>4,036,620</b>	<b>2,624,225</b>	<b>2,424,473</b>	<b>65.0%</b>	<b>67.2%</b>	<b>8.2%</b>	<b>199,751.18</b>
<b>NON-DEPARTMENTAL EXPENDITURES-E</b>							
<b>PUBLIC WORKS EXPENDITURES-E</b>	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
<b>NON-DEPARTMENTAL EXPENDITURES-E Total</b>	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
<b>PUBLIC WORKS FUND Total</b>	<b>4,036,620</b>	<b>2,624,225</b>	<b>3,424,473</b>	<b>65.0%</b>	<b>74.3%</b>	<b>-23.4%</b>	<b>(800,248.82)</b>
<b>Expense Total</b>	<b>4,036,620</b>	<b>2,624,225</b>	<b>3,424,473</b>	<b>65.0%</b>	<b>74.3%</b>	<b>-23.4%</b>	<b>(800,248.82)</b>



## Wasco County Monthly Report Building Codes - February 2021

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>BUILDING CODES - GENERAL</b>							
<b>Revenue</b>							
NON-DEPARTMENTAL RESOURCES-R							
INVESTMENT EARNINGS-R	38,154	17,502	22,851	45.9%	91.4%	-23.4%	(5,349.82)
TRANSFERS IN-R	200,000	-	-	0.0%	0.0%	#DIV/0!	-
<b>NON-DEPARTMENTAL RESOURCES-R Total</b>	<b>238,154</b>	<b>17,502</b>	<b>22,851</b>	<b>7.3%</b>	<b>10.2%</b>	<b>-23.4%</b>	<b>(5,349.82)</b>
BUILDING CODES-R							
LICENSES FEES & PERMITS-R							
STATE 12% SURCHARGE COLLECTION	100,000	20,461	29,977	20.5%	30.0%	-31.7%	(9,515.95)
STRUCTURAL PERMIT	589,892	175,226	287,828	29.7%	48.8%	-39.1%	(112,601.67)
MECHANICAL PERMIT	70,000	36,041	35,273	51.5%	6.0%	2.2%	767.52
MANUFACTURED DWELLING PLACEMENT	196,631	3,408	3,330	1.7%	1.7%	2.3%	78.04
PLUMBING PERMIT	95,000	35,081	48,752	36.9%	8.3%	-28.0%	(13,670.62)
<b>LICENSES FEES &amp; PERMITS-R Total</b>	<b>1,051,523</b>	<b>270,217</b>	<b>405,160</b>	<b>25.7%</b>	<b>19.6%</b>	<b>-33.3%</b>	<b>(134,942.68)</b>
MISCELLANEOUS-R	300,000	90,421	175,743	30.1%	58.6%	-48.5%	(85,322.80)
<b>BUILDING CODES-R Total</b>	<b>1,351,523</b>	<b>360,638</b>	<b>580,903</b>	<b>26.7%</b>	<b>24.5%</b>	<b>-37.9%</b>	<b>(220,265.48)</b>
<b>Revenue Total</b>	<b>1,589,677</b>	<b>378,139</b>	<b>603,755</b>	<b>23.8%</b>	<b>23.3%</b>	<b>-37.4%</b>	<b>(225,615.30)</b>
<b>Expense</b>							
NON-DEPARTMENTAL EXPENDITURES-E							
TRANSFERS OUT-E							
TRANSFER TO GENERAL FUND	-	-	132,398	#DIV/0!	53.0%	-100.0%	(132,397.77)
TRANSFER OUT TO BUILD CODES-ELECTRICAL	200,000	-	-	0.0%	0.0%	#DIV/0!	-
<b>TRANSFERS OUT-E Total</b>	<b>200,000</b>	<b>-</b>	<b>132,398</b>	<b>0.0%</b>	<b>29.4%</b>	<b>-100.0%</b>	<b>(132,397.77)</b>
<b>NON-DEPARTMENTAL EXPENDITURES-E Total</b>	<b>200,000</b>	<b>-</b>	<b>132,398</b>	<b>0.0%</b>	<b>29.4%</b>	<b>-100.0%</b>	<b>(132,397.77)</b>



## Wasco County Monthly Report Building Codes - February 2021

BUILDING CODES-E							
PERSONAL SERVICES-E	472,828	269,302	318,845	57.0%	51.5%	-15.5%	(49,543.32)
MATERIALS & SERVICES-E							
ADMINISTRATIVE COST	29,329	19,553	14,054	66.7%	72.7%	39.1%	5,498.72
CONTRACTED SERVICES	12,000	20,080	71,028	167.3%	591.9%	-71.7%	(50,947.30)
DUES & SUBSCRIPTIONS	2,500	1,381	1,903	55.2%	158.6%	-27.4%	(522.24)
EQUIPMENT - REPAIR & MAINTENANCE	2,000	-	708	0.0%	5.9%	-100.0%	(708.40)
GAS & OIL	10,800	1,214	1,650	11.2%	15.3%	-26.4%	(435.76)
LEGAL NOTICES & PUBLISHING	900	-	-	0.0%	0.0%	#DIV/0!	-
MEALS LODGING & REGISTRATION	18,750	3,511	13,076	18.7%	181.6%	-73.1%	(9,564.90)
POSTAGE	300	121	-	40.3%	0.0%	#DIV/0!	121.00
RENT	14,076	9,384	8,160	66.7%	66.7%	15.0%	1,224.00
SUPPLIES - OFFICE	4,000	2,354	7,496	58.9%	3123.3%	-68.6%	(5,141.76)
TELEPHONE	3,880	1,337	1,570	34.5%	523.3%	-14.8%	(232.32)
TRAVEL & MILEAGE	275	-	261	0.0%	108.6%	-100.0%	(260.52)
VEHICLE - REPAIR & MAINTENANCE	3,000	861	2,827	28.7%	79.6%	-69.5%	(1,965.58)
CONSTRUCTION EXCISE TAX (CET) PAYOUT	300,000	23,200	130,149	7.7%	43.4%	-82.2%	(106,948.84)
STATE 12% SURCHARGE REMIT	100,000	8,162	42,535	8.2%	42.5%	-80.8%	(34,373.30)
<b>MATERIALS &amp; SERVICES-E Total</b>	<b>501,810</b>	<b>91,159</b>	<b>295,417</b>	<b>18.2%</b>	<b>61.5%</b>	<b>-69.1%</b>	<b>(204,257.20)</b>
CAPITAL OUTLAY-E	600,000	-	-	0.0%	0.0%	#DIV/0!	-
<b>BUILDING CODES-E Total</b>	<b>1,574,638</b>	<b>360,461</b>	<b>614,262</b>	<b>22.9%</b>	<b>36.2%</b>	<b>-41.3%</b>	<b>(253,800.52)</b>
<b>Expense Total</b>	<b>1,774,638</b>	<b>360,461</b>	<b>746,659</b>	<b>20.3%</b>	<b>34.7%</b>	<b>-51.7%</b>	<b>(386,198.29)</b>
<b>BUILDING CODES - GENERAL Total</b>	<b>3,364,315</b>	<b>738,600</b>	<b>1,350,414</b>	<b>22.0%</b>	<b>28.5%</b>	<b>-45.3%</b>	<b>(611,813.59)</b>
BUILDING CODES - ELECTRICAL							
Revenue							
NON-DEPARTMENTAL RESOURCES-R							
INVESTMENT EARNINGS-R	1,000	3,911	8	391.1%	0.0%	47369.1%	3,903.21
TRANSFERS IN-R	200,000	-	-	0.0%	0.0%	#DIV/0!	-
<b>NON-DEPARTMENTAL RESOURCES-R Total</b>	<b>201,000</b>	<b>3,911</b>	<b>8</b>	<b>1.9%</b>	<b>0.0%</b>	<b>47369.1%</b>	<b>3,903.21</b>
BUILDING CODES-R							
LICENSES FEES & PERMITS-R							
STATE 12% SURCHARGE COLLECTION	12,000	5,804	6,398	48.4%	53.3%	-9.3%	(593.69)
ELECTRICAL PERMIT	120,000	52,140	56,079	43.5%	22.7%	-7.0%	(3,938.73)
RENEWABLE ELECTRICAL ENERGY	1,000	716	1,055	71.6%	#DIV/0!	-32.1%	(339.00)
<b>LICENSES FEES &amp; PERMITS-R Total</b>	<b>133,000</b>	<b>58,660</b>	<b>63,531</b>	<b>44.1%</b>	<b>24.5%</b>	<b>-7.7%</b>	<b>(4,871.42)</b>
MISCELLANEOUS-R	-	383	1,873	#DIV/0!	#DIV/0!	-79.6%	(1,490.27)
<b>BUILDING CODES-R Total</b>	<b>133,000</b>	<b>59,042</b>	<b>65,404</b>	<b>44.4%</b>	<b>25.2%</b>	<b>-9.7%</b>	<b>(6,361.69)</b>
<b>Revenue Total</b>	<b>334,000</b>	<b>62,954</b>	<b>65,412</b>	<b>18.8%</b>	<b>13.6%</b>	<b>-3.8%</b>	<b>(2,458.48)</b>



## Wasco County Monthly Report Building Codes - February 2021

Expense							
NON-DEPARTMENTAL EXPENDITURES-E							
TRANSFERS OUT-E							
TRANSFER TO GENERAL FUND	-	-	37,679	#DIV/0!	15.1%	-100.0%	(37,679.26)
TRANSFER OUT TO BUILDING CODES	200,000	-	-	0.0%	0.0%	#DIV/0!	-
<b>TRANSFERS OUT-E Total</b>	<b>200,000</b>	<b>-</b>	<b>37,679</b>	<b>0.0%</b>	<b>8.4%</b>	<b>-100.0%</b>	<b>(37,679.26)</b>
<b>NON-DEPARTMENTAL EXPENDITURES-E Total</b>	<b>200,000</b>	<b>-</b>	<b>37,679</b>	<b>0.0%</b>	<b>8.4%</b>	<b>-100.0%</b>	<b>(37,679.26)</b>
BUILDING CODES-E							
PERSONAL SERVICES-E	198,497	113,416	104,851	57.1%	45.2%	8.2%	8,564.90
MATERIALS & SERVICES-E							
ADMINISTRATIVE COST	14,273	9,515	6,182	66.7%	66.7%	53.9%	3,333.36
CONTRACTED SERVICES	1,000	-	-	0.0%	0.0%	#DIV/0!	-
DUES & SUBSCRIPTIONS	800	262	-	32.7%	0.0%	#DIV/0!	261.97
EQUIPMENT - REPAIR & MAINTENANCE	1,000	-	-	0.0%	0.0%	#DIV/0!	-
GAS & OIL	7,475	651	1,076	8.7%	15.0%	-39.5%	(425.64)
LEGAL NOTICES & PUBLISHING	600	-	-	0.0%	0.0%	#DIV/0!	-
MEALS LODGING & REGISTRATION	2,000	2,689	-	134.4%	0.0%	#DIV/0!	2,688.77
POSTAGE	175	-	-	0.0%	0.0%	#DIV/0!	-
RENT	9,384	5,824	5,440	62.1%	66.7%	7.1%	384.00
SUPPLIES - OFFICE	560	35	732	6.3%	457.6%	-95.2%	(696.65)
TELEPHONE	1,250	432	489	34.6%	244.5%	-11.6%	(56.82)
TRAVEL & MILEAGE	196	-	-	0.0%	0.0%	#DIV/0!	-
VEHICLE - REPAIR & MAINTENANCE	500	1,944	1,026	388.9%	43.3%	89.6%	918.92
STATE 12% SURCHARGE REMIT	12,000	2,706	5,631	22.5%	46.9%	-51.9%	(2,924.89)
<b>MATERIALS &amp; SERVICES-E Total</b>	<b>51,213</b>	<b>24,059</b>	<b>20,576</b>	<b>47.0%</b>	<b>33.2%</b>	<b>16.9%</b>	<b>3,483.02</b>
<b>BUILDING CODES-E Total</b>	<b>249,710</b>	<b>137,475</b>	<b>125,427</b>	<b>55.1%</b>	<b>42.7%</b>	<b>9.6%</b>	<b>12,047.92</b>
<b>Expense Total</b>	<b>449,710</b>	<b>137,475</b>	<b>163,106</b>	<b>30.6%</b>	<b>21.9%</b>	<b>-15.7%</b>	<b>(25,631.34)</b>
<b>BUILDING CODES - ELECTRICAL Total</b>	<b>783,710</b>	<b>200,428</b>	<b>228,518</b>	<b>25.6%</b>	<b>18.7%</b>	<b>-12.3%</b>	<b>(28,089.82)</b>



# Wasco County Monthly Report

## All Funds Revenue Expense

### February 2021

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

**Data**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
<b>Revenue</b>							
911 COMMUNICATIONS FUND	1,275,197	682,931	746,966	53.6%	61.4%	-8.6%	(64,034.36)
911 EQUIPMENT RESERVE	31,184	20,428	20,906	65.5%	67.9%	-2.3%	(477.27)
CDBG GRANT FUND	-	-	475,623	#DIV/0!	84.9%	-100.0%	(475,623.43)
CLERK RECORDS FUND	9,350	7,043	5,984	75.3%	66.5%	17.7%	1,059.45
COMMUNITY CORRECTIONS FUND	1,900,438	1,508,402	1,343,070	79.4%	75.7%	12.3%	165,331.43
COUNTY FAIR FUND	226,607	142,702	188,100	63.0%	86.2%	-24.1%	(45,397.76)
COUNTY SCHOOL FUND	424,240	81,477	76,687	19.2%	18.1%	6.2%	4,790.39
COURT FACILITIES SECURITY FUND	32,000	21,001	30,683	65.6%	105.8%	-31.6%	(9,681.43)
DISTRICT ATTORNEY	3,100	413	1,464	13.3%	35.2%	-71.8%	(1,050.51)
FACILITY CAPITAL RESERVE	717,409	117,397	109,239	16.4%	218.5%	7.5%	8,157.68
FOREST HEALTH PROGRAM FUND	42,967	2,079	5,108	4.8%	11.9%	-59.3%	(3,029.23)
<b>GENERAL FUND</b>	<b>16,318,399</b>	<b>15,386,408</b>	<b>13,593,080</b>	<b>94.3%</b>	<b>84.6%</b>	<b>13.2%</b>	<b>1,793,328.01</b>
GENERAL OPERATING RESERVE	2,500,970	1,629,276	3,165,613	65.1%	93.3%	-48.5%	(1,536,336.41)
HOUSEHOLD HAZARDOUS WASTE FUND	449,800	255,213	276,875	56.7%	62.2%	-7.8%	(21,662.04)
KRAMER FIELD FUND	450	197	535	43.7%	178.2%	-63.2%	(337.81)
LAND CORNER PRESERVATION FUND	30,900	36,803	25,441	119.1%	88.0%	44.7%	11,361.59
LAW LIBRARY FUND	31,570	19,521	27,313	61.8%	87.0%	-28.5%	(7,792.01)
MUSEUM	79,692	47,322	81,413	59.4%	72.3%	-41.9%	(34,090.94)
PARKS FUND	99,300	41,577	57,192	41.9%	61.0%	-27.3%	(15,615.22)
PUBLIC WORKS FUND	4,147,285	1,786,025	2,203,569	43.1%	62.4%	-18.9%	(417,544.10)
ROAD RESERVE FUND	58,060	28,506	1,068,196	49.1%	102.5%	-97.3%	(1,039,689.18)
SPECIAL ECON DEV PAYMENTS FUND	3,363,363	2,292,580	3,265,041	68.2%	152.3%	-29.8%	(972,461.37)
YOUTH THINK FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-



## Wasco County Monthly Report All Funds Revenue Expense

February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
CAPITAL ACQUISITIONS FUND	43,213	21,697	58,804	50.2%	202.8%	-63.1%	(37,106.70)
BUILDING CODES - GENERAL	1,589,677	378,139	603,755	23.8%	23.3%	-37.4%	(225,615.30)
BUILDING CODES - ELECTRICAL	334,000	62,954	65,412	18.8%	13.6%	-3.8%	(2,458.48)
<b>Revenue Total</b>	<b>33,709,171</b>	<b>24,570,092</b>	<b>27,496,067</b>	<b>72.9%</b>	<b>80.0%</b>	<b>-10.6%</b>	<b>(2,925,975.00)</b>
<b>Expense</b>							
911 COMMUNICATIONS FUND	1,347,548	757,439	774,684	56.2%	64.0%	-2.2%	(17,244.71)
911 EQUIPMENT RESERVE	60,000	-	-	0.0%	0.0%	#DIV/0!	-
CDBG GRANT FUND	602,000	-	418,351	0.0%	74.7%	-100.0%	(418,351.08)
CLERK RECORDS FUND	12,800	-	768	0.0%	6.6%	-100.0%	(768.00)
COMMUNITY CORRECTIONS FUND	1,925,571	1,228,298	1,283,171	63.8%	56.2%	-4.3%	(54,872.67)
COUNTY FAIR FUND	200,946	67,021	152,189	33.4%	77.9%	-56.0%	(85,168.42)
COUNTY SCHOOL FUND	424,440	-	-	0.0%	0.0%	#DIV/0!	-
COURT FACILITIES SECURITY FUND	51,000	-	(19)	0.0%	0.0%	-100.0%	18.50
DISTRICT ATTORNEY	12,100	7,175	1,462	59.3%	9.5%	390.7%	5,712.93
FACILITY CAPITAL RESERVE	3,027,294	-	-	0.0%	0.0%	#DIV/0!	-
FOREST HEALTH PROGRAM FUND	212,426	-	-	0.0%	0.0%	#DIV/0!	-
<b>GENERAL FUND</b>	<b>16,762,712</b>	<b>9,807,860</b>	<b>11,423,720</b>	<b>58.5%</b>	<b>63.0%</b>	<b>-14.1%</b>	<b>(1,615,859.41)</b>
GENERAL OPERATING RESERVE	7,661,853	4,191,415	3,124,533	54.7%	37.9%	34.1%	1,066,881.88
HOUSEHOLD HAZARDOUS WASTE FUND	562,283	184,683	214,710	32.8%	40.7%	-14.0%	(30,026.91)
KRAMER FIELD FUND	35,750	-	-	0.0%	0.0%	#DIV/0!	-
LAND CORNER PRESERVATION FUND	24,298	15,113	15,166	62.2%	61.9%	-0.3%	(52.63)
LAW LIBRARY FUND	49,829	18,355	15,543	36.8%	33.6%	18.1%	2,811.76
MUSEUM	91,024	58,854	48,947	64.7%	45.6%	20.2%	9,907.22
PARKS FUND	149,758	40,434	61,648	27.0%	42.6%	-34.4%	(21,214.52)
PUBLIC WORKS FUND	4,036,620	2,624,225	3,424,473	65.0%	74.3%	-23.4%	(800,248.82)
ROAD RESERVE FUND	5,336,217	801,000	801,000	15.0%	13.4%	0.0%	-
SPECIAL ECON DEV PAYMENTS FUND	4,022,754	2,365,499	1,708,885	58.8%	71.3%	38.4%	656,613.87
YOUTH THINK FUND	-	-	111,770	#DIV/0!	93.1%	-100.0%	(111,770.12)
CAPITAL ACQUISITIONS FUND	3,971,646	70,760	45,701	1.8%	1.2%	54.8%	25,059.00
BUILDING CODES - GENERAL	1,774,638	360,461	746,659	20.3%	34.7%	-51.7%	(386,198.29)
BUILDING CODES - ELECTRICAL	449,710	137,475	163,106	30.6%	21.9%	-15.7%	(25,631.34)
<b>Expense Total</b>	<b>52,805,217</b>	<b>22,736,067</b>	<b>24,536,469</b>	<b>43.1%</b>	<b>43.3%</b>	<b>-7.3%</b>	<b>(1,800,401.76)</b>



## Wasco County Monthly Report Personnel All Funds - February 2021

Filters	
Fd	(Multiple Items)
Cat	51000

### Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
<b>Expense</b>							
<b>GENERAL FUND</b>							
ASSESSMENT & TAXATION-E	758,049	430,740	482,101	56.8%	61.5%	-10.7%	(51,361.23)
COUNTY CLERK-E	301,261	187,004	192,194	62.1%	62.3%	-2.7%	(5,189.70)
SHERIFF-E	2,305,097	1,289,623	1,264,672	55.9%	57.6%	2.0%	24,950.49
ADMINISTRATIVE SERVICES-E	1,977,977	1,246,630	1,270,374	63.0%	64.3%	-1.9%	(23,743.60)
ADMINISTRATION-E	132,028	89,886	86,201	68.1%	63.4%	4.3%	3,685.37
DISTRICT ATTORNEY-E	647,625	368,524	415,580	56.9%	68.3%	-11.3%	(47,056.36)
PLANNING-E	776,459	483,961	484,184	62.3%	59.7%	0.0%	(222.45)
PUBLIC WORKS-E	40,617	26,637	26,750	65.6%	62.8%	-0.4%	(113.12)
PREVENTION DIVISION-E	748,445	420,279	473,547	56.2%	64.0%	-11.2%	(53,268.68)
<b>GENERAL FUND Total</b>	<b>7,687,558</b>	<b>4,543,284</b>	<b>4,695,603</b>	<b>59.1%</b>	<b>61.8%</b>	<b>-3.2%</b>	<b>(152,319.28)</b>
<b>PUBLIC WORKS FUND</b>	<b>2,055,520</b>	<b>1,245,338</b>	<b>1,268,261</b>	<b>60.6%</b>	<b>63.6%</b>	<b>-1.8%</b>	<b>(22,923.17)</b>
911 COMMUNICATIONS FUND	1,024,997	633,174	611,733	61.8%	68.7%	3.5%	21,441.55
COMMUNITY CORRECTIONS FUND	875,122	520,976	526,760	59.5%	61.2%	-1.1%	(5,784.20)
COUNTY FAIR FUND	18,766	12,078	12,123	64.4%	63.2%	-0.4%	(44.97)
GENERAL OPERATING RESERVE	3,000,000	3,000,000	3,124,533	100.0%	100.0%	-4.0%	(124,533.00)
HOUSEHOLD HAZARDOUS WASTE FUND	152,362	60,209	61,049	39.5%	36.6%	-1.4%	(840.08)
LAND CORNER PRESERVATION FUND	18,298	12,003	11,999	65.6%	63.1%	0.0%	4.01
MUSEUM	42,392	26,645	25,155	62.9%	58.8%	5.9%	1,489.69
PARKS FUND	43,788	28,182	28,392	64.4%	63.5%	-0.7%	(210.50)
ROAD RESERVE FUND	801,000	801,000	801,000	100.0%	100.0%	0.0%	-
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-



# Wasco County Monthly Report

## Personnel All Funds - February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
BUILDING CODES - GENERAL	472,828	269,302	318,845	57.0%	51.5%	-15.5%	(49,543.32)
BUILDING CODES - ELECTRICAL	198,497	113,416	104,851	57.1%	45.2%	8.2%	8,564.90
<b>Expense Total</b>	<b>16,391,128</b>	<b>11,265,606</b>	<b>11,590,304</b>	<b>68.7%</b>	<b>70.6%</b>	<b>-2.8%</b>	<b>(324,698.37)</b>



## Wasco County Monthly Report Materials Service All Funds - February 2021

Filters

Fd	(Multiple Items)
Cat	(Multiple Items)

**Data**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Expense</b>							
<b>GENERAL FUND</b>							
ASSESSMENT & TAXATION-E	117,597	45,374	72,210	38.6%	64.8%	-37.2%	(26,836.25)
COUNTY CLERK-E	61,600	61,384	19,153	99.6%	32.7%	220.5%	42,230.38
<b>SHERIFF-E</b>							
EMERGENCY MANAGEMENT-E	21,400	5,802	9,680	27.1%	70.7%	-40.1%	(3,877.39)
MARINE PATROL-E	5,674	2,316	5,571	40.8%	10.6%	-58.4%	(3,255.22)
<b>LAW ENFORCEMENT-E</b>							
MATERIALS & SERVICES-E	221,190	248,183	147,640	112.2%	66.0%	68.1%	100,542.66
<b>ADMINISTRATIVE SERVICES-E</b>							
INFORMATION TECHNOLOGY-E	474,884	175,162	284,993	36.9%	68.4%	-38.5%	(109,830.11)
EMPLOYEE & ADMINISTRATIVE SERVICES-E	112,818	74,327	65,542	65.9%	65.7%	13.4%	8,784.90
<b>FACILITIES-E</b>							
ADMINISTRATION-E	3,573,231	2,272,992	2,194,802	63.6%	64.9%	3.6%	78,189.42
DISTRICT ATTORNEY-E	93,702	42,401	57,294	45.3%	57.8%	-26.0%	(14,893.02)
PLANNING-E	87,973	22,880	54,632	26.0%	62.0%	-58.1%	(31,752.54)
PUBLIC WORKS-E	17,730	6,817	7,939	38.4%	59.1%	-14.1%	(1,122.31)
PREVENTION DIVISION-E	168,963	85,018	97,043	50.3%	51.9%	-12.4%	(12,025.19)
<b>GENERAL FUND Total</b>	<b>5,319,667</b>	<b>3,251,000</b>	<b>3,233,581</b>	<b>61.1%</b>	<b>62.8%</b>	<b>0.5%</b>	<b>17,419.60</b>
PUBLIC WORKS FUND	1,486,100	840,168	1,156,212	56.5%	72.5%	-27.3%	(316,044.04)
911 COMMUNICATIONS FUND	249,218	104,265	142,951	41.8%	58.0%	-27.1%	(38,686.26)
CLERK RECORDS FUND	8,000	-	768	0.0%	11.4%	-100.0%	(768.00)
COMMUNITY CORRECTIONS FUND	1,050,449	707,322	756,411	67.3%	53.1%	-6.5%	(49,088.47)
COUNTY FAIR FUND	182,180	54,943	140,066	30.2%	79.5%	-60.8%	(85,123.45)



## Wasco County Monthly Report Materials Service All Funds - February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
COUNTY SCHOOL FUND	424,440	-	-	0.0%	0.0%	#DIV/0!	-
COURT FACILITIES SECURITY FUND	51,000	-	(19)	0.0%	0.0%	-100.0%	18.50
DISTRICT ATTORNEY	12,100	7,175	1,462	59.3%	9.5%	390.7%	5,712.93
FOREST HEALTH PROGRAM FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
GENERAL OPERATING RESERVE	4,661,853	1,191,415	-	25.6%	0.0%	#DIV/0!	1,191,414.88
HOUSEHOLD HAZARDOUS WASTE FUND	359,921	124,474	120,830	34.6%	37.7%	3.0%	3,644.12
KRAMER FIELD FUND	35,750	-	-	0.0%	0.0%	#DIV/0!	-
LAND CORNER PRESERVATION FUND	6,000	3,110	3,167	51.8%	57.6%	-1.8%	(56.64)
LAW LIBRARY FUND	49,829	18,355	15,543	36.8%	33.6%	18.1%	2,811.76
MUSEUM	48,632	32,209	23,697	66.2%	40.8%	35.9%	8,512.53
PARKS FUND	75,970	12,252	33,256	16.1%	47.5%	-63.2%	(21,004.02)
ROAD RESERVE FUND	1,336,217	-	-	0.0%	0.0%	#DIV/0!	-
SPECIAL ECON DEV PAYMENTS FUND	3,617,754	1,960,499	1,228,073	54.2%	64.1%	59.6%	732,425.87
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
BUILDING CODES - GENERAL	501,810	91,159	295,417	18.2%	61.5%	-69.1%	(204,257.20)
BUILDING CODES - ELECTRICAL	51,213	24,059	20,576	47.0%	33.2%	16.9%	3,483.02
<b>Expense Total</b>	<b>19,528,103</b>	<b>8,422,406</b>	<b>7,171,991</b>	<b>43.1%</b>	<b>39.1%</b>	<b>17.4%</b>	<b>1,250,415.13</b>



## Wasco County Monthly Report Capital All Funds - February 2021

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Expense</b>							
<b>GENERAL FUND</b>	<b>1,115,842</b>	<b>238,313</b>	<b>154,751</b>	<b>21.4%</b>	<b>8.7%</b>	<b>54.0%</b>	<b>83,561.91</b>
PUBLIC WORKS FUND	495,000	538,718	-	108.8%	0.0%	#DIV/0!	538,718.39
COUNTY FAIR FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
LAND CORNER PRESERVATION FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FOREST HEALTH PROGRAM FUND	50,000	-	-	0.0%	0.0%	#DIV/0!	-
HOUSEHOLD HAZARDOUS WASTE FUND	50,000	-	32,831	0.0%	82.1%	-100.0%	(32,830.95)
MUSEUM	-	-	95	#DIV/0!	1.5%	-100.0%	(95.00)
911 COMMUNICATIONS FUND	867	-	-	0.0%	0.0%	#DIV/0!	-
PARKS FUND	30,000	-	-	0.0%	0.0%	#DIV/0!	-
COMMUNITY CORRECTIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CLERK RECORDS FUND	4,800	-	-	0.0%	0.0%	#DIV/0!	-
ROAD RESERVE FUND	3,199,000	-	-	0.0%	0.0%	#DIV/0!	-
CAPITAL ACQUISITIONS FUND	3,971,646	70,760	45,701	1.8%	1.2%	54.8%	25,059.00
911 EQUIPMENT RESERVE	60,000	-	-	0.0%	0.0%	#DIV/0!	-
FACILITY CAPITAL RESERVE	3,027,294	-	-	0.0%	0.0%	#DIV/0!	-
GENERAL OPERATING RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CDBG GRANT FUND	-	-	418,351	#DIV/0!	74.7%	-100.0%	(418,351.08)
BUILDING CODES - GENERAL	600,000	-	-	0.0%	0.0%	#DIV/0!	-
<b>Expense Total</b>	<b>12,604,449</b>	<b>847,791</b>	<b>651,729</b>	<b>6.7%</b>	<b>4.2%</b>	<b>30.1%</b>	<b>196,062.27</b>

## Wasco County Monthly Report Transfers - February 2021

Filters

Fd	(Multiple Items)
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Transfer In</b>							
911 COMMUNICATIONS FUND	193,145.00	128,763.36	168,752	66.7%	66.7%	-23.7%	(39,988.64)
911 EQUIPMENT RESERVE	30,000.00	20,000.00	20,000	66.7%	66.7%	0.0%	-
COUNTY FAIR FUND	29,000.00	29,000.00	29,000	100.0%	100.0%	0.0%	-
FACILITY CAPITAL RESERVE	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>GENERAL FUND</b>	<b>562,426.00</b>	<b>400,000.00</b>	<b>757,659</b>	<b>71.1%</b>	<b>62.3%</b>	<b>-47.2%</b>	<b>(357,659.15)</b>
GENERAL OPERATING RESERVE	2,443,333.00	1,600,000.00	3,124,533	65.5%	92.8%	-48.8%	(1,524,533.00)
MUSEUM	22,500.00	22,500.00	22,500	100.0%	100.0%	0.0%	-
PUBLIC WORKS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ROAD RESERVE FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
CAPITAL ACQUISITIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
BUILDING CODES - GENERAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
BUILDING CODES - ELECTRICAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
<b>Transfer In Total</b>	<b>4,282,404.00</b>	<b>2,200,263.36</b>	<b>5,122,444</b>	<b>51.4%</b>	<b>81.1%</b>	<b>-57.0%</b>	<b>(2,922,180.79)</b>
<b>Transfer Out</b>							
911 COMMUNICATIONS FUND	73,333.00	20,000.00	20,000	27.3%	27.3%	0.0%	-
911 EQUIPMENT RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
<b>CDBG GRANT FUND</b>							
NON-DEPARTMENTAL EXPENDITURES-E	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>CDBG GRANT FUND Total</b>	<b>602,000.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>-</b>
COMMUNITY CORRECTIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
DISTRICT ATTORNEY	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FACILITY CAPITAL RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FOREST HEALTH PROGRAM FUND	162,426.00	-	-	0.0%	0.0%	#DIV/0!	-

## Wasco County Monthly Report Transfers - February 2021

<b>GENERAL FUND</b>	<b>2,639,645.00</b>	<b>1,775,263.36</b>	<b>3,339,785</b>	<b>67.3%</b>	<b>92.2%</b>	<b>-46.8%</b>	<b>(1,564,521.64)</b>
LAND CORNER PRESERVATION FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
LAW LIBRARY FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
PUBLIC WORKS FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
SPECIAL ECON DEV PAYMENTS FUND	405,000.00	405,000.00	480,812	100.0%	100.0%	-15.8%	(75,812.00)
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	111,770	#DIV/0!	93.1%	-100.0%	(111,770.12)
BUILDING CODES - GENERAL	200,000.00	-	132,398	0.0%	29.4%	-100.0%	(132,397.77)
BUILDING CODES - ELECTRICAL	200,000.00	-	37,679	0.0%	8.4%	-100.0%	(37,679.26)
<b>Transfer Out Total</b>	<b>4,282,404.00</b>	<b>2,200,263.36</b>	<b>5,122,444</b>	<b>51.4%</b>	<b>81.1%</b>	<b>-57.0%</b>	<b>(2,922,180.79)</b>



# Wasco County Monthly Report Reserve Funds - February 2021

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

**Data**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Revenue</b>							
911 EQUIPMENT RESERVE	31,184	20,428	20,906	65.5%	67.9%	-2.3%	(477.27)
FACILITY CAPITAL RESERVE	717,409	117,397	109,239	16.4%	218.5%	7.5%	8,157.68
GENERAL OPERATING RESERVE	2,500,970	1,629,276	3,165,613	65.1%	93.3%	-48.5%	(1,536,336.41)
ROAD RESERVE FUND	58,060	28,506	1,068,196	49.1%	102.5%	-97.3%	(1,039,689.18)
CAPITAL ACQUISITIONS FUND	43,213	21,697	58,804	50.2%	202.8%	-63.1%	(37,106.70)
<b>Revenue Total</b>	<b>3,350,836</b>	<b>1,817,305</b>	<b>4,422,757</b>	<b>54.2%</b>	<b>97.3%</b>	<b>-58.9%</b>	<b>(2,605,451.88)</b>
<b>Expense</b>							
911 EQUIPMENT RESERVE	60,000	-	-	0.0%	0.0%	#DIV/0!	-
FACILITY CAPITAL RESERVE	3,027,294	-	-	0.0%	0.0%	#DIV/0!	-
GENERAL OPERATING RESERVE	7,661,853	4,191,415	3,124,533	54.7%	37.9%	34.1%	1,066,881.88
ROAD RESERVE FUND	5,336,217	801,000	801,000	15.0%	13.4%	0.0%	-
CAPITAL ACQUISITIONS FUND	3,971,646	70,760	45,701	1.8%	1.2%	54.8%	25,059.00
<b>Expense Total</b>	<b>20,057,010</b>	<b>5,063,175</b>	<b>3,971,234</b>	<b>25.2%</b>	<b>17.5%</b>	<b>27.5%</b>	<b>1,091,940.88</b>



## Wasco County Monthly Report Investment - February 2021

Filters

Fd	(Multiple Items)
Cat	417

**Data**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
<b>Revenue</b>							
<b>INTEREST EARNED</b>							
911 COMMUNICATIONS FUND	3,000	1,496	2,645	49.9%	293.9%	-43.5%	(1,149.49)
911 EQUIPMENT RESERVE	1,184	428	856	36.2%	108.4%	-50.0%	(427.66)
CDBG GRANT FUND	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CLERK RECORDS FUND	600	243	557	40.5%	#DIV/0!	-56.3%	(313.55)
COMMUNITY CORRECTIONS FUND	20,000	5,045	14,980	25.2%	149.8%	-66.3%	(9,934.61)
COUNTY FAIR FUND	1,500	1,097	2,217	73.1%	246.3%	-50.5%	(1,120.35)
COUNTY SCHOOL FUND	200	240	766	120.1%	383.0%	-68.6%	(525.86)
COURT FACILITIES SECURITY FUND	2,000	1,167	2,437	58.3%	121.9%	-52.1%	(1,270.37)
DISTRICT ATTORNEY	100	57	139	56.6%	86.7%	-59.2%	(82.23)
FACILITY CAPITAL RESERVE	115,409	73,333	85,599	63.5%	171.2%	-14.3%	(12,266.27)
FOREST HEALTH PROGRAM FUND	2,700	2,079	4,701	77.0%	174.1%	-55.8%	(2,621.61)
GENERAL FUND	225,000	55,591	198,203	24.7%	100.2%	-72.0%	(142,611.27)
GENERAL OPERATING RESERVE	57,637	29,276	37,900	50.8%	151.6%	-22.8%	(8,623.23)
HOUSEHOLD HAZARDOUS WASTE FUND	9,000	3,697	7,085	41.1%	141.7%	-47.8%	(3,388.74)
KRAMER FIELD FUND	450	197	499	43.7%	166.3%	-60.6%	(302.06)
LAND CORNER PRESERVATION FUND	900	575	1,155	63.9%	128.3%	-50.2%	(580.41)
LAW LIBRARY FUND	1,570	814	2,171	51.9%	155.0%	-62.5%	(1,356.41)
MUSEUM	4,992	1,401	3,748	28.1%	104.1%	-62.6%	(2,346.72)
PARKS FUND	4,800	1,675	4,197	34.9%	209.9%	-60.1%	(2,522.36)
PUBLIC WORKS FUND	45,000	16,409	49,022	36.5%	122.6%	-66.5%	(32,612.64)
ROAD RESERVE FUND	58,060	28,506	63,896	49.1%	152.1%	-55.4%	(35,389.16)
SPECIAL ECON DEV PAYMENTS FUND	6,000	8,836	6,253	147.3%	156.3%	41.3%	2,583.12



## Wasco County Monthly Report Investment - February 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CAPITAL ACQUISITIONS FUND	43,213	21,697	55,702	50.2%	192.1%	-61.0%	(34,005.05)
BUILDING CODES - GENERAL	38,154	17,502	21,276	45.9%	85.1%	-17.7%	(3,774.35)
BUILDING CODES - ELECTRICAL	1,000	3,911	8	391.1%	0.0%	47369.1%	3,903.21
INTEREST EARNED Total	642,469	275,272	566,010	42.8%	122.0%	-51.4%	(290,738.07)
LID INTEREST	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
UNSEG TAX INTEREST EARNED	200	34	56	16.9%	28.1%	-39.8%	(22.34)
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	(3,614)	30,331	#DIV/0!	#DIV/0!	-111.9%	(33,945.29)
<b>Revenue Total</b>	<b>642,669</b>	<b>271,692</b>	<b>596,398</b>	<b>42.3%</b>	<b>128.5%</b>	<b>-54.4%</b>	<b>(324,705.70)</b>

## Reconciliation Report December 2020 Reconciliations

### Wasco County

1. Main Checking
  - a. On banking reconciliation sheet
  - b. All balance
2. Unseg Checking
  - a. On banking reconciliation sheet
  - b. All balance
3. Charter Appeal
  - a. On banking reconciliation sheet
  - b. All balance
4. LGIP – County
  - a. On banking reconciliation sheet
  - b. All balance
  - c. Only the balance for Wasco County
5. LGIP – Building Codes
  - a. On banking reconciliation sheet
  - b. All balance
  - c. Only the balance for the Building Codes
  - d. Sherman County has not requested the balance which is due to Sherman. This has been discussed and Sherman County is considering leaving Wasco County holding the funds for them due to Building Codes potentially being processed through Wasco County.
6. AP GL to Subledger
  - a. Balances – No variances
  - b. Includes the Qlife AP reconciliation
7. AR GL to Subledger
  - a. Balances – No variances
  - b. Includes the Qlife AR reconciliation
8. Tax Receivable Eden to Ascend
  - a. Balances – No variances
9. Tax Receipts Eden to Ascend
  - a. Balances – No variances
  - b. NEGATIVE REVENUES – this is due to refunds of overpayments made in November
    - i. In prior years, this has taken more time – Assessing staff were very fast this year
    - ii. Still positive for year to date
10. Transfers in – Transfers out
  - a. Balances; transfers-in = transfers-out
  - b. Part of the monthly reporting
11. PERS Recap Payroll Register to PERS Invoice

- a. ~~Balances – No variances~~
- b. ~~PERS has implemented the system changes for the retirees still working so this is no longer a reconciliation item~~
- c. In process still – PERS statement did not match what PERS took; Working with PERS to resolve but COVID delays;

12. Investing

- a. Reconciled and balances
- b. In compliance with Investment Policy
- c. Not investing more currently due to very low rates of return – LGIP is better
  - i. LGIP in December 0.75%; available securities yielded <0.40%

**Qlife**

- 1. Checking – Bank of the West
  - a. Balances – no variances
- 2. LGIP
  - a. Balances – no variances
- 3. AP GL to Subledger
  - a. Balances – No Variances
  - b. Included on the County's reconciliation
- 4. AR GL to Subledger
  - a. Balances – No Variances

Included on the County's reconciliation

Reviewed  Date 1/29/21

Reviewed Eliza Preston Date 1/29/21  
- Approved by email

**Bank Reconciliation  
December 2018**

	Bank							Eden					
	LGIP	LGIP - Business Codes	Unseg	Charter Appeal	Main	Total		LGIP - 11401	LGIP - Building Codes 790.11404	Unseg - 11302	Charter Appeal - 786-11304	Main - 11101	Total
Beginning Balance per Bank	44,686,535.28	412,492.84	1,992,330.18	271,990.79	9,886,448.35	57,249,797.44	Beginning Balance per Eden	44,686,535.28	412,492.84	2,010,159.41	271,990.79	9,493,438.17	56,874,616.49
Deposits			1,342,893.15		2,507,916.54	3,850,809.69	Debits	6,438,266.15	262.03	2,287,589.11	2.22	3,931,769.46	12,657,882.97
Other Deposits	5,411,760.34		58,411.35		764,557.55	7,234,729.24							
Interest	26,505.81	262.03	16.61	2.22		26,786.67							
Withdrawals	(9,199,006.59)		(206,521.60)		(6,224,297.38)	(15,629,825.57)	Credits	(9,199,007.69)		(2,684,338.12)		(9,930,155.75)	(21,813,501.56)
Fees	(1.10)					(1.10)							
Summary Post (Cleared Checks)			(773,936.92)		(1,991,868.28)	(2,765,805.20)							
Other Checks (not in Summary)													
Ending Balance per Bank	41,925,793.74	412,754.87	2,413,192.77	271,993.01	4,942,756.78	49,966,491.17	Ending Balance per Cash by Fund	41,925,793.74	412,754.87	1,613,410.40	271,993.01	3,495,045.88	47,718,997.90
Outstanding Withdrawals			(799,782.37)		(1,447,347.51)	(2,247,129.88)							
Outstanding Checks													
Outstanding Payroll Checks					(363.39)	(363.39)							
Credit Card Deposits in Transit													
Other													
<b>Adjusted Balance</b>	<b>41,925,793.74</b>	<b>412,754.87</b>	<b>1,613,410.40</b>	<b>271,993.01</b>	<b>3,495,045.88</b>	<b>47,718,997.90</b>	<b>Adjusted Balance</b>	<b>41,925,793.74</b>	<b>412,754.87</b>	<b>1,613,410.40</b>	<b>271,993.01</b>	<b>3,495,045.88</b>	<b>47,718,997.90</b>
							<b>Variance</b>						
								Recon Mike M 1/19/2021	Recon Mike M 1/19/2021	Recon Mike M 1/22/2021	Recon Mike M 1/19/2021	Recon Mike M 1/22/2021	
							Relevant JV adjustments						

AP subledger to GL Recon  
 Recon Mike M 1/5/2021

Open AP invoice Report

Fund	Fund Name	21101		21160		Difference	% Variance
		AP Report	GL	GL Pcard	GL Total		
101	General	27,294.70	-	27,294.70	27,294.70	-	0.0%
150	Building Codes - General	704.29	-	704.29	704.29	-	0.0%
160	Building Codes - Electrical	611.95	-	611.95	611.95	-	0.0%
202	Public Works	5,482.64	-	5,482.64	5,482.64	-	0.0%
203	County Fair	1,044.34	-	1,044.34	1,044.34	-	0.0%
204	County School Fund	-	-	-	-	-	0.0%
205	Land Corner Preservation	-	-	-	-	-	0.0%
207	Household Hazardous Waste	1,188.22	-	1,188.22	1,188.22	-	0.0%
208	Special Economic Development	-	-	-	-	-	0.0%
209	Law Library	-	-	-	-	-	0.0%
210	District Attorney	-	-	-	-	-	0.0%
211	Museum	618.51	-	618.51	618.51	-	0.0%
220	911 Communications	1,327.35	-	1,327.35	1,327.35	-	0.0%
223	Parks	696.23	-	696.23	696.23	-	0.0%
227	Community Corrections	899.69	-	899.69	899.69	-	0.0%
229	Court Facilities Security	-	-	-	-	-	0.0%
327	General Operating Reserve	3,415.71	-	3,415.71	3,415.71	-	0.0%
330	CDBFG Grant	-	-	-	-	-	0.0%
600	Qlife	645.36	645.36	-	645.36	-	0.0%
601	Qlife Capital	-	-	-	-	-	0.0%
602	Qlife Maupin	-	-	-	-	-	0.0%
704	Mint	-	-	-	-	-	0.0%
706	Library District	-	-	-	-	-	0.0%
707	OSU Extention District	-	-	-	-	-	0.0%
780	Treasurers Pass-Thru trust	-	-	-	-	-	0.0%
786	Property Tax Collection Trust	-	-	-	-	-	0.0%
		43,928.99	645.36	43,283.63	43,928.99	-	

**December 2020 AR General Ledger to AR Subledger Reconciliation  
Reconciled by Mike M 1/22/2021**

Fund	AR Aging by				AR Adjusted	GL - AR Adjusted
	GL 13201	GL Adj	GL	Fund Report		
101	38,223.36	-	38,223.36	38,223.36	38,223.36	-
150	-	-	-	-	-	-
160	212.50	-	212.50	212.50	212.50	-
202	1,103.80	-	1,103.80	1,103.80	1,103.80	-
203	1,200.00	-	1,200.00	1,200.00	1,200.00	-
205	-	-	-	-	-	-
207	-	-	-	-	-	-
208	-	-	-	-	-	-
210	-	-	-	-	-	-
211	-	-	-	-	-	-
220	6,125.00	-	6,125.00	6,125.00	6,125.00	-
223	-	-	-	-	-	-
227	351,452.25	-	351,452.25	351,452.25	351,452.25	-
229	-	-	-	-	-	-
232	-	-	-	-	-	-
237	-	-	-	-	-	-
326	-	-	-	-	-	-
330	-	-	-	-	-	-
600	269,575.78	-	269,575.78	269,575.78	269,575.78	-
601	-	-	-	-	-	-
602	-	-	-	-	-	-
704	-	-	-	-	-	-
705	-	-	-	-	-	-
706	-	-	-	-	-	-
707	-	-	-	-	-	-
	667,892.69	-	667,892.69	667,892.69	667,892.69	-

**December 2020 Ascend to Eden Taxes Receivable Reconciliation**

Recon - Mike M 1/5/2021

Eden GL & Name	tax_year	Sum of beg_bal	Sum of certs	Sum of receipts	Sum of end_bal	Eden GL	Ascend - Eden
101.13101 - Property Taxes Principal Receivable		547,812.64	10,266,163.22	9,551,989.71	1,261,986.15	1,261,986.15	-
101.13102 - Property Taxes Interest Receivable		6,678.47	36,700.99	38,167.59	5,211.87	5,211.87	-
101.13103 - Miscellenous Receivable		25,102.12	6,967.83	10,389.51	21,680.44	21,680.44	-
706.13101 - Property Taxes Principal Receivable		83,997.12	1,577,383.18	1,467,706.96	193,673.34	193,673.34	-
706.13102 - Property Taxes Interest Receivable		667.51	3,893.28	4,001.55	559.24	559.24	-
707.13101 - Property Taxes Principal Receivable		31,824.24	598,498.15	556,868.16	73,454.23	73,454.23	-
707.13102 - Property Taxes Interest Receivable		252.32	1,474.07	1,515.02	211.37	211.37	-
801.13101 - Property Taxes Principal Receivable		447.42	8,310.59	7,732.37	1,025.64	1,025.64	-
801.13102 - Property Taxes Interest Receivable		5.56	30.00	31.15	4.41	4.41	-
802.13101 - Property Taxes Principal Receivable		77,978.75	1,407,675.58	1,310,670.51	174,983.82	174,983.82	-
802.13102 - Property Taxes Interest Receivable		986.66	5,249.41	5,480.29	755.78	755.78	-
803.13101 - Property Taxes Principal Receivable		348.07	6,662.66	6,194.50	816.23	816.23	-
803.13102 - Property Taxes Interest Receivable		3.75	23.34	23.83	3.26	3.26	-
804.13101 - Property Taxes Principal Receivable		59,123.71	1,109,562.52	1,032,413.33	136,272.90	136,272.90	-
804.13102 - Property Taxes Interest Receivable		723.79	3,973.93	4,133.00	564.72	564.72	-
806.13101 - Property Taxes Principal Receivable		328.60	6,151.92	5,723.00	757.52	757.52	-
806.13102 - Property Taxes Interest Receivable		4.04	21.59	22.54	3.09	3.09	-
807.13101 - Property Taxes Principal Receivable		103,215.05	(25,240.52)	11,088.62	66,885.91	66,885.91	-
807.13102 - Property Taxes Interest Receivable		1,385.20	6,847.98	7,203.43	1,029.75	1,029.75	-
808.13101 - Property Taxes Principal Receivable		486,329.11	9,203,772.78	8,562,522.90	1,127,578.99	1,127,578.99	-
808.13102 - Property Taxes Interest Receivable		5,972.86	32,655.46	33,986.46	4,641.86	4,641.86	-
809.13101 - Property Taxes Principal Receivable		484.63	9,012.44	8,386.17	1,110.90	1,110.90	-
809.13102 - Property Taxes Interest Receivable		5.69	32.73	33.68	4.74	4.74	-
810.13101 - Property Taxes Principal Receivable		71,687.08	1,156,238.38	1,079,899.29	148,026.17	148,026.17	-
810.13102 - Property Taxes Interest Receivable		1,199.93	5,445.44	5,799.95	845.42	845.42	-
812.13101 - Property Taxes Principal Receivable		9,808.90	190,129.02	176,799.11	23,138.81	23,138.81	-
812.13102 - Property Taxes Interest Receivable		121.96	653.93	683.14	92.75	92.75	-
814.13101 - Property Taxes Principal Receivable		213.26	4,273.60	3,967.90	518.96	518.96	-
814.13102 - Property Taxes Interest Receivable		2.22	14.30	14.41	2.11	2.11	-
817.13101 - Property Taxes Principal Receivable		15.65	-	-	15.65	15.65	-
817.13102 - Property Taxes Interest Receivable		0.03	-	-	0.03	0.03	-
818.13101 - Property Taxes Principal Receivable		89,745.34	1,660,405.50	1,545,352.10	204,798.74	204,798.74	-
818.13102 - Property Taxes Interest Receivable		1,084.83	6,035.50	6,264.09	856.24	856.24	-
830.13101 - Property Taxes Principal Receivable		267.78	5,335.31	4,952.57	650.52	650.52	-
830.13102 - Property Taxes Interest Receivable		1.98	10.00	10.73	1.25	1.25	-
831.13101 - Property Taxes Principal Receivable		4,271.18	78,866.34	73,420.18	9,717.34	9,717.34	-
831.13102 - Property Taxes Interest Receivable		41.73	195.88	208.02	29.59	29.59	-
832.13101 - Property Taxes Principal Receivable		16,693.25	310,557.27	289,012.81	38,237.71	38,237.71	-
832.13102 - Property Taxes Interest Receivable		126.13	774.30	790.21	110.22	110.22	-
833.13101 - Property Taxes Principal Receivable		4,252.93	84,040.07	78,115.74	10,177.26	10,177.26	-
833.13102 - Property Taxes Interest Receivable		31.65	191.92	196.59	26.98	26.98	-
835.13101 - Property Taxes Principal Receivable		330.38	6,631.39	6,158.96	802.81	802.81	-
835.13102 - Property Taxes Interest Receivable		0.54	15.15	13.94	1.75	1.75	-
836.13101 - Property Taxes Principal Receivable		184,793.71	3,533,596.73	3,286,783.20	431,607.24	431,607.24	-
836.13102 - Property Taxes Interest Receivable		1,459.13	8,527.67	8,764.60	1,222.20	1,222.20	-
850.13101 - Property Taxes Principal Receivable		2,830.41	29,246.47	27,607.09	4,469.79	4,469.79	-
850.13102 - Property Taxes Interest Receivable		27.36	163.86	166.49	24.73	24.73	-
851.13101 - Property Taxes Principal Receivable		6,841.59	120,591.26	112,349.52	15,083.33	15,083.33	-
851.13102 - Property Taxes Interest Receivable		57.55	320.39	331.28	46.66	46.66	-
852.13101 - Property Taxes Principal Receivable		612.43	11,535.28	10,730.91	1,416.80	1,416.80	-
852.13102 - Property Taxes Interest Receivable		4.96	28.00	28.87	4.09	4.09	-
853.13101 - Property Taxes Principal Receivable		4,854.02	88,767.85	82,638.45	10,983.42	10,983.42	-
853.13102 - Property Taxes Interest Receivable		39.18	225.37	231.80	32.75	32.75	-
854.13101 - Property Taxes Principal Receivable		179,319.76	3,359,553.14	3,126,396.10	412,476.80	412,476.80	-
854.13102 - Property Taxes Interest Receivable		1,505.73	8,446.01	8,717.60	1,234.14	1,234.14	-
856.13101 - Property Taxes Principal Receivable		7.72	-	-	7.72	7.72	-
856.13102 - Property Taxes Interest Receivable		0.03	-	-	0.03	0.03	-
857.13101 - Property Taxes Principal Receivable		69,176.73	1,322,358.83	1,230,106.21	161,429.35	161,429.35	-
857.13102 - Property Taxes Interest Receivable		554.00	3,175.91	3,274.98	454.93	454.93	-
858.13101 - Property Taxes Principal Receivable		1,626.76	(2.99)	788.53	835.24	835.24	-
858.13102 - Property Taxes Interest Receivable		199.08	27.97	187.39	39.66	39.66	-

**December 2020 Ascend to Eden Taxes Receivable Reconciliation**

Recon - Mike M 1/5/2021

Eden GL & Name	tax_year	Sum of beg_bal	Sum of certs	Sum of receipts	Sum of end_bal	Eden GL	Ascend - Eden
860.13101 - Property Taxes Principal Receivable		19,369.11	365,091.69	339,680.54	44,780.26	44,780.26	-
860.13102 - Property Taxes Interest Receivable		153.77	897.09	922.09	128.77	128.77	-
861.13101 - Property Taxes Principal Receivable		11,549.14	260,319.29	241,655.51	30,212.92	30,212.92	-
861.13102 - Property Taxes Interest Receivable		109.24	558.77	585.42	82.59	82.59	-
862.13101 - Property Taxes Principal Receivable		31,568.98	601,606.11	559,594.44	73,580.65	73,580.65	-
862.13102 - Property Taxes Interest Receivable		228.37	1,459.10	1,480.41	207.06	207.06	-
864.13101 - Property Taxes Principal Receivable		12,522.70	236,773.63	220,293.72	29,002.61	29,002.61	-
864.13102 - Property Taxes Interest Receivable		100.35	577.37	594.61	83.11	83.11	-
878.13101 - Property Taxes Principal Receivable		448.92	8,061.36	7,505.42	1,004.86	1,004.86	-
878.13102 - Property Taxes Interest Receivable		3.04	21.45	21.37	3.12	3.12	-
879.13101 - Property Taxes Principal Receivable		5,811.82	101,591.01	94,672.52	12,730.31	12,730.31	-
879.13102 - Property Taxes Interest Receivable		52.41	274.79	286.18	41.02	41.02	-
880.13101 - Property Taxes Principal Receivable		13,558.31	228,963.94	213,561.80	28,960.45	28,960.45	-
880.13102 - Property Taxes Interest Receivable		121.58	650.27	673.31	98.54	98.54	-
881.13101 - Property Taxes Principal Receivable		91,654.66	1,510,311.33	1,408,980.21	192,985.78	192,985.78	-
881.13102 - Property Taxes Interest Receivable		741.70	4,231.78	4,359.80	613.68	613.68	-
882.13101 - Property Taxes Principal Receivable		0.79	-	-	0.79	0.79	-
882.13102 - Property Taxes Interest Receivable		0.02	-	-	0.02	0.02	-
883.13101 - Property Taxes Principal Receivable		11,562.95	283,866.39	262,632.51	32,796.83	32,796.83	-
883.13102 - Property Taxes Interest Receivable		1.01	280.34	260.13	21.22	21.22	-
884.13101 - Property Taxes Principal Receivable		11,702.43	483,460.86	445,250.57	49,912.72	49,912.72	-
884.13102 - Property Taxes Interest Receivable		-	347.75	333.90	13.85	13.85	-
<b>Grand Total</b>		<b>2,298,745.51</b>	<b>40,351,542.50</b>	<b>37,600,391.50</b>	<b>5,049,896.51</b>	<b>5,049,896.51</b>	<b>-</b>

## December Ascend to Eden Revenue Recon

Recon - Mike M 1/5/2021

Eden GL#	fmt_tax_year	Sum of period	Eden	Adj	Eden Total	Ascend - Eden
101.00.1101.410.102		329,461.43	329,461.43	-	329,461.43	-
101.00.1101.410.103		(151,501.35)	(151,501.35)	-	(151,501.35)	-
101.18.5117.52999		(169.35)	(169.35)	-	(169.35)	-
706.97.3706.422.114		(23,426.91)	(23,426.91)	-	(23,426.91)	-
706.97.3706.422.115		50,622.45	50,622.45	-	50,622.45	-
707.97.3707.422.114		(8,873.47)	(8,873.47)	-	(8,873.47)	-
707.97.3707.422.115		19,207.02	19,207.02	-	19,207.02	-
783.97.3783.422.127		3,525.98	3,525.98	-	3,525.98	-
783.97.3783.422.128		998.57	998.57	-	998.57	-
801.98.2801.422.114		(124.36)	(124.36)	-	(124.36)	-
801.98.2801.422.115		266.72	266.72	-	266.72	-
802.98.2802.422.114		(21,532.61)	(21,532.61)	-	(21,532.61)	-
802.98.2802.422.115		45,193.18	45,193.18	-	45,193.18	-
803.98.2803.422.114		(97.89)	(97.89)	-	(97.89)	-
803.98.2803.422.115		213.80	213.80	-	213.80	-
804.98.2804.422.114		(16,406.81)	(16,406.81)	-	(16,406.81)	-
804.98.2804.422.115		35,609.02	35,609.02	-	35,609.02	-
806.98.2806.422.114		(89.75)	(89.75)	-	(89.75)	-
806.98.2806.422.115		197.37	197.37	-	197.37	-
807.98.2807.422.114		(28,959.86)	(28,959.86)	-	(28,959.86)	-
808.98.2808.422.114		(134,750.44)	(134,750.44)	-	(134,750.44)	-
808.98.2808.422.115		295,338.98	295,338.98	-	295,338.98	-
809.98.2809.422.114		(133.93)	(133.93)	-	(133.93)	-
809.98.2809.422.115		289.21	289.21	-	289.21	-
810.98.2810.422.114		(20,343.82)	(20,343.82)	-	(20,343.82)	-
810.98.2810.422.115		37,185.56	37,185.56	-	37,185.56	-
812.98.2812.422.114		(2,713.53)	(2,713.53)	-	(2,713.53)	-
812.98.2812.422.115		6,099.16	6,099.16	-	6,099.16	-
814.98.2814.422.114		(61.58)	(61.58)	-	(61.58)	-
814.98.2814.422.115		137.07	137.07	-	137.07	-
818.98.2818.422.114		(24,958.15)	(24,958.15)	-	(24,958.15)	-
818.98.2818.422.115		53,298.28	53,298.28	-	53,298.28	-
830.98.2830.422.114		(75.54)	(75.54)	-	(75.54)	-
830.98.2830.422.115		171.11	171.11	-	171.11	-
831.98.2831.422.114		(1,165.75)	(1,165.75)	-	(1,165.75)	-
831.98.2831.422.115		2,530.89	2,530.89	-	2,530.89	-
832.98.2832.422.114		(4,656.08)	(4,656.08)	-	(4,656.08)	-
832.98.2832.422.115		9,968.01	9,968.01	-	9,968.01	-
833.98.2833.422.114		(1,177.82)	(1,177.82)	-	(1,177.82)	-
833.98.2833.422.115		2,695.26	2,695.26	-	2,695.26	-
835.98.2835.422.114		(94.72)	(94.72)	-	(94.72)	-
835.98.2835.422.115		212.75	212.75	-	212.75	-

## December Ascend to Eden Revenue Recon

Recon - Mike M 1/5/2021

Eden GL#	fmt_tax_year	Sum of period	Eden	Adj	Eden Total	Ascend - Eden
836.98.2836.422.114		(51,369.57)	(51,369.57)	-	(51,369.57)	-
836.98.2836.422.115		113,373.39	113,373.39	-	113,373.39	-
850.98.2850.422.114		(940.40)	(940.40)	-	(940.40)	-
850.98.2850.422.115		950.78	950.78	-	950.78	-
851.98.2851.422.114		(1,912.64)	(1,912.64)	-	(1,912.64)	-
851.98.2851.422.115		3,873.25	3,873.25	-	3,873.25	-
852.98.2852.422.114		(169.00)	(169.00)	-	(169.00)	-
852.98.2852.422.115		370.11	370.11	-	370.11	-
853.98.2853.422.114		(1,352.93)	(1,352.93)	-	(1,352.93)	-
853.98.2853.422.115		2,849.63	2,849.63	-	2,849.63	-
854.98.2854.422.114		(49,908.38)	(49,908.38)	-	(49,908.38)	-
854.98.2854.422.115		107,814.48	107,814.48	-	107,814.48	-
856.98.2856.422.114		(1.06)	(1.06)	-	(1.06)	-
857.98.2857.422.114		(19,178.01)	(19,178.01)	-	(19,178.01)	-
857.98.2857.422.115		42,427.64	42,427.64	-	42,427.64	-
858.98.2858.422.114		(39.70)	(39.70)	-	(39.70)	-
860.98.2860.422.114		(5,398.05)	(5,398.05)	-	(5,398.05)	-
860.98.2860.422.115		11,716.13	11,716.13	-	11,716.13	-
861.98.2861.422.114		(2,934.79)	(2,934.79)	-	(2,934.79)	-
861.98.2861.422.115		8,331.18	8,331.18	-	8,331.18	-
862.98.2862.422.114		(8,804.81)	(8,804.81)	-	(8,804.81)	-
862.98.2862.422.115		19,304.11	19,304.11	-	19,304.11	-
864.98.2864.422.114		(3,483.86)	(3,483.86)	-	(3,483.86)	-
864.98.2864.422.115		7,598.09	7,598.09	-	7,598.09	-
878.98.2878.422.114		(125.65)	(125.65)	-	(125.65)	-
878.98.2878.422.115		258.81	258.81	-	258.81	-
879.98.2879.422.114		(1,620.69)	(1,620.69)	-	(1,620.69)	-
879.98.2879.422.115		3,263.21	3,263.21	-	3,263.21	-
880.98.2880.422.114		(3,752.44)	(3,752.44)	-	(3,752.44)	-
880.98.2880.422.115		7,357.47	7,357.47	-	7,357.47	-
881.98.2881.422.114		(25,595.02)	(25,595.02)	-	(25,595.02)	-
881.98.2881.422.115		48,556.39	48,556.39	-	48,556.39	-
882.98.2882.422.114		(0.03)	(0.03)	-	(0.03)	-
883.98.2883.422.114		(2,895.40)	(2,895.40)	-	(2,895.40)	-
883.98.2883.422.115		9,079.82	9,079.82	-	9,079.82	-
884.98.2884.422.114		(1,971.92)	(1,971.92)	-	(1,971.92)	-
884.98.2884.422.115		15,388.35	15,388.35	-	15,388.35	-
Grand Total		672,966.59	672,966.59	-	672,966.59	-

The negative revenues are due to the refunds issued in December.

## Wasco County Monthly Report Transfers - December 2020

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

### Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Transfer In</b>							
911 COMMUNICATIONS FUND	193,145.00	96,572.52	126,564	50.0%	50.0%	-23.7%	(29,991.48)
911 EQUIPMENT RESERVE	30,000.00	15,000.00	15,000	50.0%	50.0%	0.0%	-
COUNTY FAIR FUND	29,000.00	29,000.00	29,000	100.0%	100.0%	0.0%	-
FACILITY CAPITAL RESERVE	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>GENERAL FUND</b>	<b>562,426.00</b>	<b>400,000.00</b>	<b>187,582</b>	<b>71.1%</b>	<b>15.4%</b>	<b>113.2%</b>	<b>212,417.88</b>
GENERAL OPERATING RESERVE	2,443,333.00	1,200,000.00	3,124,533	49.1%	92.8%	-61.6%	(1,924,533.00)
MUSEUM	22,500.00	22,500.00	22,500	100.0%	100.0%	0.0%	-
PUBLIC WORKS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ROAD RESERVE FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
CAPITAL ACQUISITIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
BUILDING CODES - GENERAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
BUILDING CODES - ELECTRICAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
<b>Transfer In Total</b>	<b>4,282,404.00</b>	<b>1,763,072.52</b>	<b>4,505,179</b>	<b>41.2%</b>	<b>71.3%</b>	<b>-60.9%</b>	<b>(2,742,106.60)</b>
<b>Transfer Out</b>							
911 COMMUNICATIONS FUND	73,333.00	15,000.00	15,000	20.5%	20.5%	0.0%	-
911 EQUIPMENT RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CDBG GRANT FUND							
NON-DEPARTMENTAL EXPENDITURES-E	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>CDBG GRANT FUND Total</b>	<b>602,000.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>-</b>
COMMUNITY CORRECTIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
DISTRICT ATTORNEY	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FACILITY CAPITAL RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FOREST HEALTH PROGRAM FUND	162,426.00	-	-	0.0%	0.0%	#DIV/0!	-

**Wasco County Monthly Report  
Transfers - December 2020**

<b>GENERAL FUND</b>	<b>2,639,645.00</b>	<b>1,343,072.52</b>	<b>3,297,597</b>	<b>50.9%</b>	<b>91.0%</b>	<b>-59.3%</b>	<b>(1,954,524.48)</b>
LAND CORNER PRESERVATION FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
LAW LIBRARY FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
PUBLIC WORKS FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
SPECIAL ECON DEV PAYMENTS FUND	405,000.00	405,000.00	80,812	100.0%	16.8%	401.2%	324,188.00
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	111,770	#DIV/0!	93.1%	-100.0%	(111,770.12)
BUILDING CODES - GENERAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
BUILDING CODES - ELECTRICAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
<b>Transfer Out Total</b>	<b>4,282,404.00</b>	<b>1,763,072.52</b>	<b>4,505,179</b>	<b>41.2%</b>	<b>71.3%</b>	<b>-60.9%</b>	<b>(2,742,106.60)</b>

CUSIP/Sec-ID	Type	Face Rate	Purchase Date	Maturity	Weight	Yield to Maturity	Yield to Worst	Days to maturity
					0.00%			
					0.00%			
76116FAG2	US Government Securities	RFCSP Strip Principal	DI	7/27/2018	1/15/2021	50.60%	2.71%	15
478160CD4	Corporate Bond	Johnson & Johnson		10/4/2018	3/3/2022	49.40%	2.96%	427
5 years								
total					100.00%	2.83%	2.83%	
					Average	Weighted Ave		
					0.61 Years	0.60 Years		

General Ledger

Time to average maturity  
\*.12101

Investment by Agency

	% Portfolio	Max	Comply
Federal Home Loan Bank	0.000%	33%	YES
Federal Home Loan Mortgage Corp	0.000%	33%	YES
Federal Natl Mortgage Assn	0.000%	33%	YES
Federal Farm Credit Bank	0.000%	33%	YES
RFCSP Strip Principal	1.243%	33%	YES
	0.000%	33%	YES
Total US Agencies	1.243%	100%	YES
Corporate Bond Johnson & Johnson	1.189%	100%	YES
LGIP	97.569%	49,000,000	YES

LGIP Yield	
December	0.75%
Investments at Less than LGIP	
Count	0
Value	
%	0.0%

Total Invested

Limits	Max %	Portfolio	Comply	Maturity Limits	Min	Actual \$
US Treasury	100.0%	0.0%	YES	Under 60 Days	25%	42,459,778.74
US Agency Securities	100.0%	1.2%	YES	Under 1 year	50%	42,459,778.74
Per US Agency	33.0%	1.2%	YES	Under 3 years	75%	42,970,538.74
Oregon Short Term Fund	50,400,000	41,925,794	YES	Under 5 years	100%	42,970,538.74
Bankers' Acceptance	25.0%	0.0%	YES			
Time Deposits/Savings	50.0%	0.0%	YES			
Certificates of Deposit per Institution	25.0%	0.0%	YES			
Repurchase Agreements	5.0%	0.0%	YES			
Corporate Debt (Total)	15.0%	0.0%	YES			
Corporate Commercial Paper	15.0%	0.0%	YES			
Corp Commercial Paper Per Issuer	2.5%	0.0%	YES			

Weighted Days to Maturity	Par	Face	Principal Cost	Interest included at purchase	Purchase Price	Market	Book Value 11/30/2020	Called/ Matured/Purchased	Mark to Market	Book Value 12/31/2020
-	-	-	-	-	-	-	-	-	-	-
8	534,000.00	534,000.00	499,812.00	-	499,812.00	533,985.00	533,897.00		88.00	533,985.00
211	500,000.00	500,000.00	488,547.34	968.75	489,516.09	510,760.00	511,791.00		(1,031.00)	510,760.00
	1,034,000.00	1,034,000.00	988,359.34	968.75	989,328.09	1,044,745.00	1,045,688.00	-	(943.00)	1,044,745.00
			Eden GL	*.12101						1,044,745.00
										-
										-
										-
										-
					499,812.00	533,985.00	533,897.00		88.00	533,985.00
										-
										-
					489,516.09	510,760.00	511,791.00		(1,031.00)	510,760.00
										-
					41,925,793.74	41,925,793.74	41,925,793.74		-	41,925,793.74
					42,915,121.83	42,970,538.74	42,971,481.74		(943.00)	42,970,538.74

Actual %	Comply		
99%	YES	10,742,634.69	10,742,634.69
99%	YES	21,485,269.37	10,742,634.69
100%	YES	32,227,904.06	10,742,634.69
100%	YES	42,970,538.74	10,742,634.69

Corporate Bonds	10.0%	1.2%	YES
Corp Bonds Per Issuer	2.5%	1.2%	YES
Municipal Debt (Total)	10.0%	0.0%	YES
Municipal Commercial Paper	10.0%	0.0%	YES
Municipal Bonds	10.0%	0.0%	YES

**December 2020 Bank Reconciliation**

	Main Checking Bank	Eden 600	Eden 601	Eden 602	Eden Total		LGIP Account Bank	*.11403 Eden 600	Eden 601	Eden 602	Eden
Beginning Balance	500,839.34	187,440.56	138,024.57	164,577.01	490,042.14		1,510,787.92	39,531.05	1,468,531.35	2,725.52	1,510,787.92
Credits											
Deposits	107,175.00	107,175.00	31,351.67	-	138,526.67	Debit	959.72	108.45	771.61	79.66	959.72
Withdrawals		75,698.96	3,095.54	3,401.72	82,196.22						
Checks	45,857.73				-	Credit					
Ending Balance	562,156.61	218,916.60	166,280.70	161,175.29	546,372.59		1,511,747.64	39,639.50	1,469,302.96	2,805.18	1,511,747.64
Deposits in Transit	-						1,511,747.64				
Outstanding Checks	\$15,784.02				-						
Adjusted Balance	546,372.59	218,916.60	166,280.70	161,175.29	546,372.59						
Variance	-										
Mike M 1/19/2021											
Aristo Network	5444		\$9,037.60								
Campbell Phillips	5445		\$1,450.00								
Gorge Networks	5449		\$1,146.24								
Hire Electric	5450		\$648.94								
Commstructure	5451		\$3,443.75								
Graybar	5452		\$57.49								
			\$15,784.02								

LGIP Variance	-	11.3%	80.4%	8.3%
Mike 1/19/2021		Interest Allocation Rate		

## Reconciliation Report January 2021 Reconciliations

### Wasco County

1. Main Checking
  - a. On banking reconciliation sheet
  - b. All balance
2. Unseg Checking
  - a. On banking reconciliation sheet
  - b. All balance
3. Charter Appeal
  - a. On banking reconciliation sheet
  - b. All balance
4. LGIP – County
  - a. On banking reconciliation sheet
  - b. All balance
  - c. Only the balance for Wasco County
5. LGIP – Building Codes
  - a. On banking reconciliation sheet
  - b. All balance
  - c. Only the balance for the Building Codes
  - d. Sherman County has not requested the balance which is due to Sherman. This has been discussed and Sherman County is considering leaving Wasco County holding the funds for them due to Building Codes potentially being processed through Wasco County.
6. AP GL to Subledger
  - a. Balances – No variances
  - b. Includes the Qlife AP reconciliation
7. AR GL to Subledger
  - a. Balances – No variances
  - b. Includes the Qlife AR reconciliation
8. Tax Receivable Eden to Ascend
  - a. Balances – No variances
9. Tax Receipts Eden to Ascend
  - a. Balances – No variances
10. Transfers in – Transfers out
  - a. Balances; transfers-in = transfers-out
  - b. Part of the monthly reporting
11. PERS Recap Payroll Register to PERS Invoice
  - a. December & January included
  - b. Balances – No variances
  - c. PERS has implemented the system changes for the retirees still working so this is no longer a reconciliation item – this can be seen on the listing of adjustments

12. Investing

- a. Reconciled and balances
- b. In compliance with Investment Policy
- c. Not investing more currently due to very low rates of return – LGIP is better
  - i. LGIP in January 0.60%; available securities yielded <0.40%

Qlife

- 1. Checking – Bank of the West
  - a. Balances – no variances
- 2. LGIP
  - a. Balances – no variances
- 3. AP GL to Subledger
  - a. Balances – No Variances
  - b. Included on the County's reconciliation
- 4. AR GL to Subledger
  - a. Balances – No Variances

Included on the County's reconciliation

Reviewed  Date 3/22/2021

Reviewed Elijah Preston Date 3/22/2021  
By Electronic meeting



**Bank Reconciliation  
January 2021**

	Bank							Eden					
	LGIP	LGIP - Business Codes	Unseg	Charter Appeal	Main	Total		LGIP - 11401	LGIP - Business Codes 790.11404	Unseg - 11302	Charter Appeal - 786-11304	Main - 11101	Total
Beginning Balance per Bank	41,925,793.74	412,754.87	2,413,192.77	271,993.01	4,942,756.78	49,966,491.17	Beginning Balance per Eden	41,925,793.74	412,754.87	1,613,410.40	271,993.01	3,495,045.88	47,718,997.90
Deposits			247,702.25		665,291.24	912,993.49	Debits	805,963.20	262.90	842,978.78	4.61	2,880,714.92	4,529,924.41
Other Deposits	721,210.69		85,028.09		1,278,217.59	2,084,456.37							
Interest	26,833.53	262.90	19.43	2.39		27,118.25							
Withdrawals	(406,424.40)		(656,063.48)		(1,318,252.01)	(2,380,739.89)	Credits	(464,844.18)		(1,213,304.19)	(2.22)	(4,400,568.04)	(6,078,218.63)
Fees	(0.80)					(0.80)							
Summary Post (Cleared Checks)			(171,683.46)		(2,987,806.89)	(3,159,490.35)							
Other Checks (not in Summary)													
Ending Balance per Bank	42,267,412.76	413,017.77	1,918,195.60	271,995.40	2,580,206.71	47,450,828.24	Ending Balance per Cash by Fund	42,267,412.76	413,017.77	1,243,084.99	271,995.40	1,975,192.76	46,170,703.68
Outstanding Withdrawals													
Outstanding Checks			(675,110.61)		(604,904.91)	(1,280,015.52)							
Outstanding Payroll Checks					(109.04)	(109.04)							
Credit Card Deposits in Transit													
Other													
<b>Adjusted Balance</b>	<b>42,267,412.76</b>	<b>413,017.77</b>	<b>1,243,084.99</b>	<b>271,995.40</b>	<b>1,975,192.76</b>	<b>46,170,703.68</b>	<b>Adjusted Balance</b>	<b>42,267,412.76</b>	<b>413,017.77</b>	<b>1,243,084.99</b>	<b>271,995.40</b>	<b>1,975,192.76</b>	<b>46,170,703.68</b>

Variance	0.00				
	Recon Mike M 2/26/2021	Recon Mike M 2/26/2021	Recon Mike M 3/1/2021	Recon Mike M 2/26/2021	Recon Mike M 3/1/2021
Relevant JV adjustments					

**Outstanding checks - Unseg**

Check #	Check Date	Vendor	Status	Clear/Void	Check total
56053	5/18/2018	17072 KATHLEEN B RHEDER TRUST			50.62
56129	8/31/2018	15762 CENTRALIZED REFUNDS CORELOGIC			1,000.00
56166	10/24/2018	17157 JOHN BRYANT			32.92
56269	12/18/2018	17190 DOUGLAS BELOOF			137.73
56382	3/14/2019	17247 BRANDON & SUSAN BANKOWSKI			16.01
56423	5/29/2019	17106 KARISSA L WAY HAMM			201.94
56622	1/22/2020	17422 KENNETH A BAUSCH			11.20
56642	2/21/2020	17427 DALE PLILER			14.99
56689	5/29/2020	17041 PAUL R POTTER			10.18
56690	6/5/2020	17456 GRACIELA CARDENAS			10.45
56755	9/14/2020	17422 KENNETH A BAUSCH			11.20
56772	10/16/2020	17488 JACKS MINI MARKET			114.54
56802	11/13/2020	17500 JACK M & XIUXIA H GILLIS	C	2/9/2021	469.04
56810	11/13/2020	17376 WESTERN TITLE			12.12
56823	11/20/2020	17515 ADRIAN LOPEZ			30.08
56829	11/20/2020	17507 RNW INC			476.74
56875	12/4/2020	17527 THOMAS ENGELGAU			848.89
56877	12/4/2020	17538 CINDY FLEGEL			34.85
56881	12/4/2020	17545 AARON JONES			17.81
56887	12/4/2020	16459 LERETA LLC			494.88
56890	12/4/2020	17530 JEFFREY MCDANIEL			4,237.11
56895	12/4/2020	17560 ROCHE DIAGNOSTICES CORP			88.84
56916	12/18/2020	11402 BNSF RAILWAY CO			182,285.86
56917	12/18/2020	11402 BNSF RAILWAY CO			193,226.72
56918	12/18/2020	11402 BNSF RAILWAY CO			213,764.25
56920	12/18/2020	17562 CHARTER COMMUNICATIONS			28,694.91
56921	12/18/2020	17562 CHARTER COMMUNICATIONS			27,528.66
56922	12/18/2020	17562 CHARTER COMMUNICATIONS			19,457.79
56930	12/31/2020	17568 SBK LLC	C	2/1/2021	436.54
56933	1/11/2021	00211 CITY OF DUFUR	C	2/4/2021	1,365.17
56943	1/22/2021	15574 GARY L & PAMELA K OLSON			28.57

675,110.61

**Outstanding checks - Main - AP**

Check #	Check Date	Vendor	Status	Clear/Void	Check total
103898	12/13/2013	14956 MARIA DEL PILAR COX			50.00
103925	12/13/2013	13095 AMY O'NEAL			85.10
106301	9/19/2014	13468 CDW GOVERNMENT INC			128.68
107010	12/19/2014	16431 PATRICIA NEIGHBOR			4.50
107585	3/13/2015	14958 ASIFLEX			112.50
108556	7/24/2015	16041 FRONTIER TELENET			150.00
108600	7/31/2015	12020 AMERITITLE			101.00
110702	4/29/2016	15540 WEBROCK DESIGN			150.00
110994	6/10/2016	16246 BUCIO RUSSELL			10.35
112497	12/16/2016	16822 ASCENCION ALEJANDREZ			44.00
112536	12/16/2016	00303 OREGON STATE			143.00
112634	12/30/2016	16827 TAWNY CRAMER			24.97
113894	6/23/2017	08515 REDWOOD TOXICOLOGY LABORATORY			519.70
114111	7/21/2017	16775 OFFICE DEPOT			101.81
114591	9/22/2017	07752 DAY MANAGEMENT CORPORATION			5.31
114632	9/29/2017	00115 CITY OF THE DALLES			94.88
114881	10/27/2017	15766 BUSINESS NETWORK GORGE OWNED			250.00

115129	12/8/2017	08967 MARK BALES			85.00
115145	12/8/2017	13625 DISH NETWORK			89.03
116221	5/10/2018	15808 REFLECTIVE JANITORIAL			358.99
116347	6/1/2018	15474 ASET INC			675.00
116761	7/26/2018	17114 BRENDA GARCIA-GALLEGOS			110.09
117183	9/14/2018	15684 KATHLEEN CLARK			110.51
117897	1/4/2019	09279 SHARON MERACLE			98.90
118742	5/10/2019	16667 RYAN DELCO			9.75
119289	7/19/2019	08377 AT&T MOBILITY			150.42
119325	7/19/2019	12755 TAILORED SOLUTIONS CORPORATION			356.00
119796	9/27/2019	17337 AMBER AUGUSTUS			1,024.00
119980	10/18/2019	17236 NOLAN RANDALL			172.00
121098	4/3/2020	01069 POTTER WEBSTER COMPANY			160.87
122113	9/25/2020	16096 EVERBRIDGE, INC			8,268.75
122560	12/14/2020	17130 IMMENSE IMAGERY			42.50
122577	12/14/2020	16523 PAULY ROGERS AND CO., P.C.	C	02/04/2021	4,620.00
122662	12/23/2020	17463 VOIANCE LANGUAGE SERVICES LLC			149.24
122663	12/23/2020	16540 YOUTH EMPOWERMENT SHELTER			1,000.00
122683	12/31/2020	12365 HAVEN			10,120.00
122705	1/8/2021	17573 CLASSROOM CHAMPIONS			2,746.00
122709	1/8/2021	16756 CHRISTOPHER HARMON	V	02/16/2021	420.00
122740	1/15/2021	17051 ASSOCIATION OF OREGON AOC PD			150.00
122764	1/15/2021	17457 LINDSAY MILLER	C	02/03/2021	1,000.00
122776	1/15/2021	17572 RACE FORWARD	C	02/11/2021	1,000.00
122777	1/15/2021	15808 REFLECTIVE JANITORIAL	C	02/17/2021	896.00
122783	1/15/2021	14720 KAY TENOLD			500.00
122793	1/15/2021	11305 WAMIC WATER	C	02/01/2021	36.50
122795	1/22/2021	00319 AMERIGAS	C	02/02/2021	118.00
122798	1/22/2021	17464 STEPHEN BRADLEY	C	02/03/2021	300.00
122800	1/22/2021	00214 CITY OF ANTELOPE			43.00
122810	1/22/2021	00742 MID COLUMBIA ECONOMIC	C	02/02/2021	142,270.00
122830	1/25/2021	17522 NW TERRITORY LAW GROUP	C	02/01/2021	307.44
122833	1/29/2021	17336 ACT-ON SOFTWARE	C	02/09/2021	450.00
122834	1/29/2021	02554 ASSN OF OREGON COUNTIES	C	02/04/2021	17,142.84
122835	1/29/2021	15541 CENTURY LINK	C	02/04/2021	157.82
122836	1/29/2021	11656 CIS TRUST	C	02/02/2021	174,061.85
122837	1/29/2021	16742 CLEANNET OF THE	C	02/02/2021	5,114.82
122838	1/29/2021	15804 DS WATERS OF AMERICA, INC.	C	02/05/2021	70.09
122839	1/29/2021	16766 GIVE THEM WINGS INC	C	02/04/2021	4,500.00
122840	1/29/2021	17578 GORGE ARBOR CARE	C	02/01/2021	4,800.00
122841	1/29/2021	08656 GORGE NETWORKS	C	02/02/2021	172.93
122842	1/29/2021	15596 HATTENHAUER ENERGY CO LLC	C	02/01/2021	2,466.44
122843	1/29/2021	11436 HR ANSWERS	C	02/01/2021	486.00
122844	1/29/2021	08541 LIFE MAP ASSURANCE COMPANY	C	02/03/2021	849.55
122845	1/29/2021	07057 JEFF MCCALL	C	02/08/2021	120.00
122846	1/29/2021	17430 MID COLUMBIA LANDSCAPING LLC	C	02/01/2021	350.00
122847	1/29/2021	11193 MUTUAL OF OMAHA	C	02/02/2021	2,464.33
122848	1/29/2021	11693 NORTHERN OREGON CORRECTIONS	C	02/05/2021	182,368.34
122849	1/29/2021	00293 NORTHERN WASCO COUNTY P.U.D.	C	02/02/2021	38.67
122850	1/29/2021	07061 POLICE OREGON STATE	C	02/02/2021	75.00
122851	1/29/2021	14326 OTIS ELEVATOR COMPANY	C	02/02/2021	4,209.96
122852	1/29/2021	08301 MARIA PENA	C	02/08/2021	720.00
122853	1/29/2021	15808 REFLECTIVE JANITORIAL	C	02/17/2021	225.00
122855	1/29/2021	16213 TECHNOLOGY INTEGRATION GROUP	C	02/01/2021	22,643.56

602,850.99

Outstanding checks - Main - Treasury

Check #	Check Date	Vendor	Status	Clear/Void	Check total
52747	3/13/2012	16006 MARION M JOHNSON			302.11
53212	4/5/2013	16193 THOMAS RYE			31.23
53217	4/12/2013	16194 GJINOS INVESTMENTS LLC			117.81
53221	4/17/2013	16199 MARY DEIGHTON			326.73
53379	10/25/2013	16260 BRIAN JACKSON			29.05
53538	12/13/2013	16244 ROBINSON TAIT, P.S			12.06
54517	3/18/2016	16664 STEPHEN & LORENE HUNT			121.35
55199	10/12/2017	16977 DAVID S, DDS, PC PERRY			29.28
55200	10/12/2017	16976 KYLE & JENNIFER MICHAELS			18.12
55321	12/5/2017	17002 WFG NATIONAL TITLE			47.09
55322	12/5/2017	17011 AMANDA WILLIAMS			27.23
55359	12/21/2017	17020 TSD LLC			493.06
55442	3/2/2018	17041 PAUL R POTTER			16.77
55569	6/25/2019	17015 ALDRIDGE PITE LLP			182.10
55600	11/22/2019	17377 NICOLAS BECKMANN			18.40
55605	11/22/2019	17385 JOHN CIMINO			65.47
55611	11/22/2019	17371 JENNIFER M DUARTE			73.45
55640	11/22/2019	17384 WFG LENDER SERVICES LLC			93.69
55641	11/22/2019	17002 WFG NATIONAL TITLE			18.92
55734	1/22/2021	17577 RICHARD MCCARTHY			30.00

2,053.92

Outstanding checks - Main - Payroll

Check #	Bank	Date	Paid to Status	Can/Vd Date	Pay Period	Dir Dep	Amount
207246	pr	1/25/2012	KUTTNER, LAURIE		01/01/12 -	-	29.01
209045	pr	5/23/2014	MCMANMAN, LEONA		05/01/14 -	-	58.71
209459	pr	2/10/2015	SAVAGE, CORINNE		01/16/15 -	-	12.79
209504	pr	3/20/2015	SAVAGE, CORINNE		03/01/15 -	-	8.53

109.04

AP subledger to GL Recon  
 Recon Mike M 2/26/2021

Open AP invoice Report

Fund	Fund Name	21101		21160	GL Total	Difference	% Variance
		AP Report	GL	GL Pcard			
101	General	107,687.50	68,182.73	39,504.77	107,687.50	-	0.0%
150	Building Codes - General	5,334.44	2,953.15	2,381.29	5,334.44	-	0.0%
160	Building Codes - Electrical	2,268.22	1,437.27	830.95	2,268.22	-	0.0%
202	Public Works	235,933.07	227,395.37	8,537.70	235,933.07	-	0.0%
203	County Fair	2,024.12	86.73	1,937.39	2,024.12	-	0.0%
204	County School Fund	-	-	-	-	-	0.0%
205	Land Corner Preservation	537.48	537.48	-	537.48	-	0.0%
207	Household Hazardous Waste	1,964.55	776.33	1,188.22	1,964.55	-	0.0%
208	Special Economic Development	-	-	-	-	-	0.0%
209	Law Library	-	-	-	-	-	0.0%
210	District Attorney	-	-	-	-	-	0.0%
211	Museum	1,171.69	373.30	798.39	1,171.69	-	0.0%
220	911 Communications	9,469.15	8,141.80	1,327.35	9,469.15	-	0.0%
223	Parks	1,626.68	335.08	1,291.60	1,626.68	-	0.0%
227	Community Corrections	10,090.15	8,320.36	1,769.79	10,090.15	-	0.0%
229	Court Facilities Security	-	-	-	-	-	0.0%
327	General Operating Reserve	5,546.41	-	5,546.41	5,546.41	-	0.0%
330	CDBFG Grant	-	-	-	-	-	0.0%
600	Qlife	9,523.99	9,523.99	-	9,523.99	-	0.0%
601	Qlife Capital	7,662.00	7,662.00	-	7,662.00	-	0.0%
602	Qlife Maupin	-	-	-	-	-	0.0%
704	Mint	-	-	-	-	-	0.0%
706	Library District	-	-	-	-	-	0.0%
707	OSU Extention District	-	-	-	-	-	0.0%
780	Treasurers Pass-Thru trust	-	-	-	-	-	0.0%
786	Property Tax Collection Trust	-	-	-	-	-	0.0%
		400,839.45	335,725.59	65,113.86	400,839.45	-	

**January 2021 AR General Ledger to AR Subledger Reconciliation  
Reconciled by Mike M 2/22/2021**

Fund	GL 13201	GL Adj	GL	AR Aging by		AR Adjusted	GL - AR Adjusted
				Fund Report	Not in Subledger		
101	67,873.03	-	67,873.03	67,873.03	-	67,873.03	-
150	-	-	-	-	-	-	-
160	212.50	-	212.50	212.50	-	212.50	-
202	2,142.93	-	2,142.93	2,142.93	-	2,142.93	-
203	1,200.00	-	1,200.00	1,200.00	-	1,200.00	-
205	-	-	-	-	-	-	-
207	-	-	-	-	-	-	-
208	-	-	-	-	-	-	-
210	-	-	-	-	-	-	-
211	-	-	-	-	-	-	-
220	6,125.00	-	6,125.00	6,125.00	-	6,125.00	-
223	-	-	-	-	-	-	-
227	-	-	-	-	-	-	-
229	-	-	-	-	-	-	-
232	-	-	-	-	-	-	-
237	-	-	-	-	-	-	-
326	-	-	-	-	-	-	-
330	-	-	-	-	-	-	-
600	262,425.78	-	262,425.78	262,425.78	-	262,425.78	-
601	-	-	-	-	-	-	-
602	-	-	-	-	-	-	-
704	-	-	-	-	-	-	-
705	-	-	-	-	-	-	-
706	-	-	-	-	-	-	-
707	-	-	-	-	-	-	-
	339,979.24	-	339,979.24	339,979.24	-	339,979.24	-

**January 2021 Ascend to Eden Taxes Receivable Reconciliation**

Recon - Mike M 2/26/2021

Eden GL & Name	tax_year	Sum of beg_bal	Sum of certs	Sum of receipts	Sum of end_bal	Eden GL	Ascend - Eden
101.13101 - Property Taxes Principal Receivable		547,812.64	10,265,924.01	9,632,638.15	1,181,098.50	1,181,098.50	-
101.13102 - Property Taxes Interest Receivable		6,678.47	39,564.58	41,031.18	5,211.87	5,211.87	-
101.13103 - Miscellenous Receivable		25,102.12	6,961.83	10,461.76	21,602.19	21,602.19	-
706.13101 - Property Taxes Principal Receivable		83,997.12	1,577,346.38	1,480,102.24	181,241.26	181,241.26	-
706.13102 - Property Taxes Interest Receivable		667.51	4,173.11	4,281.38	559.24	559.24	-
707.13101 - Property Taxes Principal Receivable		31,824.24	598,484.20	561,569.99	68,738.45	68,738.45	-
707.13102 - Property Taxes Interest Receivable		252.32	1,580.06	1,621.01	211.37	211.37	-
801.13101 - Property Taxes Principal Receivable		447.42	8,310.40	7,797.75	960.07	960.07	-
801.13102 - Property Taxes Interest Receivable		5.56	32.35	33.50	4.41	4.41	-
802.13101 - Property Taxes Principal Receivable		77,978.75	1,407,642.25	1,321,788.73	163,832.27	163,832.27	-
802.13102 - Property Taxes Interest Receivable		986.66	5,654.32	5,885.20	755.78	755.78	-
803.13101 - Property Taxes Principal Receivable		348.07	6,662.51	6,246.67	763.91	763.91	-
803.13102 - Property Taxes Interest Receivable		3.75	25.15	25.64	3.26	3.26	-
804.13101 - Property Taxes Principal Receivable		59,123.71	1,109,536.64	1,041,132.77	127,527.58	127,527.58	-
804.13102 - Property Taxes Interest Receivable		723.79	4,283.97	4,443.04	564.72	564.72	-
806.13101 - Property Taxes Principal Receivable		328.60	6,151.78	5,771.12	709.26	709.26	-
806.13102 - Property Taxes Interest Receivable		4.04	23.25	24.20	3.09	3.09	-
807.13101 - Property Taxes Principal Receivable		103,215.05	(25,263.05)	13,475.37	64,476.63	64,476.63	-
807.13102 - Property Taxes Interest Receivable		1,385.20	7,332.27	7,687.72	1,029.75	1,029.75	-
808.13101 - Property Taxes Principal Receivable		486,329.11	9,203,559.08	8,634,735.62	1,055,152.57	1,055,152.57	-
808.13102 - Property Taxes Interest Receivable		5,972.86	35,203.58	36,534.58	4,641.86	4,641.86	-
809.13101 - Property Taxes Principal Receivable		484.63	9,012.23	8,456.98	1,039.88	1,039.88	-
809.13102 - Property Taxes Interest Receivable		5.69	35.26	36.21	4.74	4.74	-
810.13101 - Property Taxes Principal Receivable		71,687.08	1,156,208.98	1,089,260.31	138,635.75	138,635.75	-
810.13102 - Property Taxes Interest Receivable		1,199.93	5,838.75	6,193.26	845.42	845.42	-
812.13101 - Property Taxes Principal Receivable		9,808.90	190,124.66	178,284.86	21,648.70	21,648.70	-
812.13102 - Property Taxes Interest Receivable		121.96	705.37	734.58	92.75	92.75	-
814.13101 - Property Taxes Principal Receivable		213.26	4,273.49	4,001.22	485.53	485.53	-
814.13102 - Property Taxes Interest Receivable		2.22	15.48	15.59	2.11	2.11	-
817.13101 - Property Taxes Principal Receivable		15.65	-	-	15.65	15.65	-
817.13102 - Property Taxes Interest Receivable		0.03	-	-	0.03	0.03	-
818.13101 - Property Taxes Principal Receivable		89,745.34	1,660,366.46	1,558,435.07	191,676.73	191,676.73	-
818.13102 - Property Taxes Interest Receivable		1,084.83	6,506.45	6,735.04	856.24	856.24	-
830.13101 - Property Taxes Principal Receivable		267.78	5,335.19	4,994.13	608.84	608.84	-
830.13102 - Property Taxes Interest Receivable		1.98	10.90	11.63	1.25	1.25	-
831.13101 - Property Taxes Principal Receivable		4,271.18	78,864.53	74,040.08	9,095.63	9,095.63	-
831.13102 - Property Taxes Interest Receivable		41.73	209.80	221.94	29.59	29.59	-
832.13101 - Property Taxes Principal Receivable		16,693.25	310,549.98	291,456.95	35,786.28	35,786.28	-
832.13102 - Property Taxes Interest Receivable		126.13	829.80	845.71	110.22	110.22	-
833.13101 - Property Taxes Principal Receivable		4,252.93	84,038.15	78,770.15	9,520.93	9,520.93	-
833.13102 - Property Taxes Interest Receivable		31.65	206.00	210.67	26.98	26.98	-
835.13101 - Property Taxes Principal Receivable		330.38	6,631.24	6,210.58	751.04	751.04	-
835.13102 - Property Taxes Interest Receivable		0.54	16.24	15.03	1.75	1.75	-
836.13101 - Property Taxes Principal Receivable		184,793.71	3,533,515.12	3,314,456.38	403,852.45	403,852.45	-
836.13102 - Property Taxes Interest Receivable		1,459.13	9,141.67	9,378.60	1,222.20	1,222.20	-
850.13101 - Property Taxes Principal Receivable		2,830.41	29,245.44	27,877.46	4,198.39	4,198.39	-
850.13102 - Property Taxes Interest Receivable		27.36	175.24	177.87	24.73	24.73	-
851.13101 - Property Taxes Principal Receivable		6,841.59	120,588.36	113,307.68	14,122.27	14,122.27	-
851.13102 - Property Taxes Interest Receivable		57.55	343.15	354.04	46.66	46.66	-
852.13101 - Property Taxes Principal Receivable		612.43	11,535.02	10,821.28	1,326.17	1,326.17	-
852.13102 - Property Taxes Interest Receivable		4.96	30.01	30.88	4.09	4.09	-
853.13101 - Property Taxes Principal Receivable		4,854.02	88,765.73	83,338.95	10,280.80	10,280.80	-
853.13102 - Property Taxes Interest Receivable		39.18	241.46	247.89	32.75	32.75	-
854.13101 - Property Taxes Principal Receivable		179,319.76	3,359,474.82	3,152,795.66	385,998.92	385,998.92	-
854.13102 - Property Taxes Interest Receivable		1,505.73	9,044.23	9,315.82	1,234.14	1,234.14	-
856.13101 - Property Taxes Principal Receivable		7.72	-	-	7.72	7.72	-
856.13102 - Property Taxes Interest Receivable		0.03	-	-	0.03	0.03	-
857.13101 - Property Taxes Principal Receivable		69,176.73	1,322,328.25	1,240,463.87	151,041.11	151,041.11	-
857.13102 - Property Taxes Interest Receivable		554.00	3,405.03	3,504.10	454.93	454.93	-
858.13101 - Property Taxes Principal Receivable		1,626.76	(2.99)	803.42	820.35	820.35	-
858.13102 - Property Taxes Interest Receivable		199.08	28.74	188.16	39.66	39.66	-
860.13101 - Property Taxes Principal Receivable		19,369.11	365,083.18	342,547.32	41,904.97	41,904.97	-

860.13102 - Property Taxes Interest Receivable	153.77	961.59	986.59	128.77	128.77	-
861.13101 - Property Taxes Principal Receivable	11,549.14	260,313.79	243,627.42	28,235.51	28,235.51	-
861.13102 - Property Taxes Interest Receivable	109.24	595.32	621.97	82.59	82.59	-
862.13101 - Property Taxes Principal Receivable	31,568.98	601,592.17	564,309.40	68,851.75	68,851.75	-
862.13102 - Property Taxes Interest Receivable	228.37	1,564.10	1,585.41	207.06	207.06	-
864.13101 - Property Taxes Principal Receivable	12,522.70	236,768.13	222,152.21	27,138.62	27,138.62	-
864.13102 - Property Taxes Interest Receivable	100.35	619.03	636.27	83.11	83.11	-
878.13101 - Property Taxes Principal Receivable	448.92	8,061.17	7,569.16	940.93	940.93	-
878.13102 - Property Taxes Interest Receivable	3.04	22.91	22.83	3.12	3.12	-
879.13101 - Property Taxes Principal Receivable	5,811.82	101,588.55	95,480.45	11,919.92	11,919.92	-
879.13102 - Property Taxes Interest Receivable	52.41	294.08	305.47	41.02	41.02	-
880.13101 - Property Taxes Principal Receivable	13,558.31	228,958.33	215,391.70	27,124.94	27,124.94	-
880.13102 - Property Taxes Interest Receivable	121.58	694.82	717.86	98.54	98.54	-
881.13101 - Property Taxes Principal Receivable	91,654.66	1,510,273.67	1,421,125.27	180,803.06	180,803.06	-
881.13102 - Property Taxes Interest Receivable	741.70	4,532.90	4,660.92	613.68	613.68	-
882.13101 - Property Taxes Principal Receivable	0.79	-	-	0.79	0.79	-
882.13102 - Property Taxes Interest Receivable	0.02	-	-	0.02	0.02	-
883.13101 - Property Taxes Principal Receivable	11,562.95	283,860.71	264,754.68	30,668.98	30,668.98	-
883.13102 - Property Taxes Interest Receivable	1.01	311.11	290.90	21.22	21.22	-
884.13101 - Property Taxes Principal Receivable	11,702.43	483,453.17	448,625.94	46,529.66	46,529.66	-
884.13102 - Property Taxes Interest Receivable	-	383.76	369.91	13.85	13.85	-
	2,298,745.51	40,360,759.40	37,929,061.35	4,730,443.56	4,730,443.56	-

## January Ascend to Eden Revenue Recon

Recon - Mike M 2/26/2021

Eden GL#	fmt_tax_year	Sum of period	Eden	Adj	Eden Total	Ascend - Eden
101.00.1101.410.102		68,062.22	68,062.22	-	68,062.22	-
101.00.1101.410.103		15,449.81	15,449.81	-	15,449.81	-
101.18.5117.52999		(68.42)	(68.42)	-	(68.42)	-
706.97.3706.422.114		2,217.21	2,217.21	-	2,217.21	-
706.97.3706.422.115		10,457.90	10,457.90	-	10,457.90	-
707.97.3707.422.114		839.90	839.90	-	839.90	-
707.97.3707.422.115		3,967.92	3,967.92	-	3,967.92	-
783.97.3783.422.127		5,391.37	5,391.37	-	5,391.37	-
783.97.3783.422.128		1,502.56	1,502.56	-	1,502.56	-
801.98.2801.422.114		12.62	12.62	-	12.62	-
801.98.2801.422.115		55.11	55.11	-	55.11	-
802.98.2802.422.114		2,186.87	2,186.87	-	2,186.87	-
802.98.2802.422.115		9,336.26	9,336.26	-	9,336.26	-
803.98.2803.422.114		9.83	9.83	-	9.83	-
803.98.2803.422.115		44.15	44.15	-	44.15	-
804.98.2804.422.114		1,673.17	1,673.17	-	1,673.17	-
804.98.2804.422.115		7,356.31	7,356.31	-	7,356.31	-
806.98.2806.422.114		9.07	9.07	-	9.07	-
806.98.2806.422.115		40.71	40.71	-	40.71	-
807.98.2807.422.114		2,871.04	2,871.04	-	2,871.04	-
808.98.2808.422.114		13,747.98	13,747.98	-	13,747.98	-
808.98.2808.422.115		61,012.86	61,012.86	-	61,012.86	-
809.98.2809.422.114		13.60	13.60	-	13.60	-
809.98.2809.422.115		59.74	59.74	-	59.74	-
810.98.2810.422.114		2,072.32	2,072.32	-	2,072.32	-
810.98.2810.422.115		7,682.01	7,682.01	-	7,682.01	-
812.98.2812.422.114		277.15	277.15	-	277.15	-
812.98.2812.422.115		1,260.04	1,260.04	-	1,260.04	-
814.98.2814.422.114		6.18	6.18	-	6.18	-
814.98.2814.422.115		28.32	28.32	-	28.32	-
818.98.2818.422.114		2,543.28	2,543.28	-	2,543.28	-
818.98.2818.422.115		11,010.64	11,010.64	-	11,010.64	-
830.98.2830.422.114		7.15	7.15	-	7.15	-
830.98.2830.422.115		35.31	35.31	-	35.31	-
831.98.2831.422.114		110.97	110.97	-	110.97	-
831.98.2831.422.115		522.85	522.85	-	522.85	-
832.98.2832.422.114		440.43	440.43	-	440.43	-
832.98.2832.422.115		2,059.21	2,059.21	-	2,059.21	-
833.98.2833.422.114		111.68	111.68	-	111.68	-
833.98.2833.422.115		556.81	556.81	-	556.81	-
835.98.2835.422.114		8.77	8.77	-	8.77	-
835.98.2835.422.115		43.94	43.94	-	43.94	-

836.98.2836.422.114	4,865.86	4,865.86	-	4,865.86	-
836.98.2836.422.115	23,421.32	23,421.32	-	23,421.32	-
850.98.2850.422.114	85.35	85.35	-	85.35	-
850.98.2850.422.115	196.40	196.40	-	196.40	-
851.98.2851.422.114	180.75	180.75	-	180.75	-
851.98.2851.422.115	800.17	800.17	-	800.17	-
852.98.2852.422.114	15.94	15.94	-	15.94	-
852.98.2852.422.115	76.44	76.44	-	76.44	-
853.98.2853.422.114	127.87	127.87	-	127.87	-
853.98.2853.422.115	588.72	588.72	-	588.72	-
854.98.2854.422.114	4,724.84	4,724.84	-	4,724.84	-
854.98.2854.422.115	22,272.94	22,272.94	-	22,272.94	-
857.98.2857.422.114	1,821.77	1,821.77	-	1,821.77	-
857.98.2857.422.115	8,765.01	8,765.01	-	8,765.01	-
858.98.2858.422.114	15.66	15.66	-	15.66	-
860.98.2860.422.114	510.93	510.93	-	510.93	-
860.98.2860.422.115	2,420.35	2,420.35	-	2,420.35	-
861.98.2861.422.114	287.41	287.41	-	287.41	-
861.98.2861.422.115	1,721.05	1,721.05	-	1,721.05	-
862.98.2862.422.114	832.02	832.02	-	832.02	-
862.98.2862.422.115	3,987.94	3,987.94	-	3,987.94	-
864.98.2864.422.114	330.52	330.52	-	330.52	-
864.98.2864.422.115	1,569.63	1,569.63	-	1,569.63	-
878.98.2878.422.114	11.73	11.73	-	11.73	-
878.98.2878.422.115	53.47	53.47	-	53.47	-
879.98.2879.422.114	153.08	153.08	-	153.08	-
879.98.2879.422.115	674.14	674.14	-	674.14	-
880.98.2880.422.114	354.52	354.52	-	354.52	-
880.98.2880.422.115	1,519.93	1,519.93	-	1,519.93	-
881.98.2881.422.114	2,415.09	2,415.09	-	2,415.09	-
881.98.2881.422.115	10,031.09	10,031.09	-	10,031.09	-
883.98.2883.422.114	277.16	277.16	-	277.16	-
883.98.2883.422.115	1,875.78	1,875.78	-	1,875.78	-
884.98.2884.422.114	232.36	232.36	-	232.36	-
884.98.2884.422.115	3,179.02	3,179.02	-	3,179.02	-
	335,423.11	335,423.11	-	335,423.11	-

## Wasco County Monthly Report Transfers - January 2020

Filters

Fd	(Multiple Items)
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Transfer In</b>							
911 COMMUNICATIONS FUND	193,145.00	112,667.94	147,658	58.3%	58.3%	-23.7%	(34,990.06)
911 EQUIPMENT RESERVE	30,000.00	17,500.00	17,500	58.3%	58.3%	0.0%	-
COUNTY FAIR FUND	29,000.00	29,000.00	29,000	100.0%	100.0%	0.0%	-
FACILITY CAPITAL RESERVE	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>GENERAL FUND</b>	<b>562,426.00</b>	<b>400,000.00</b>	<b>587,582</b>	<b>71.1%</b>	<b>48.3%</b>	<b>-31.9%</b>	<b>(187,582.12)</b>
GENERAL OPERATING RESERVE	2,443,333.00	1,400,000.00	3,124,533	57.3%	92.8%	-55.2%	(1,724,533.00)
MUSEUM	22,500.00	22,500.00	22,500	100.0%	100.0%	0.0%	-
PUBLIC WORKS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ROAD RESERVE FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
CAPITAL ACQUISITIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
BUILDING CODES - GENERAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
BUILDING CODES - ELECTRICAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
<b>Transfer In Total</b>	<b>4,282,404.00</b>	<b>1,981,667.94</b>	<b>4,928,773</b>	<b>46.3%</b>	<b>78.0%</b>	<b>-59.8%</b>	<b>(2,947,105.18)</b>
<b>Transfer Out</b>							
911 COMMUNICATIONS FUND	73,333.00	17,500.00	17,500	23.9%	23.9%	0.0%	-
911 EQUIPMENT RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CDBG GRANT FUND							
NON-DEPARTMENTAL EXPENDITURES-E	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>CDBG GRANT FUND Total</b>	<b>602,000.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>-</b>
COMMUNITY CORRECTIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
DISTRICT ATTORNEY	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FACILITY CAPITAL RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FOREST HEALTH PROGRAM FUND	162,426.00	-	-	0.0%	0.0%	#DIV/0!	-

## Wasco County Monthly Report Transfers - January 2020

GENERAL FUND	2,639,645.00	1,559,167.94	3,318,691	59.1%	91.6%	-53.0%	(1,759,523.06)
LAND CORNER PRESERVATION FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
LAW LIBRARY FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
PUBLIC WORKS FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
SPECIAL ECON DEV PAYMENTS FUND	405,000.00	405,000.00	480,812	100.0%	100.0%	-15.8%	(75,812.00)
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	111,770	#DIV/0!	93.1%	-100.0%	(111,770.12)
BUILDING CODES - GENERAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
BUILDING CODES - ELECTRICAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
<b>Transfer Out Total</b>	<b>4,282,404.00</b>	<b>1,981,667.94</b>	<b>4,928,773</b>	<b>46.3%</b>	<b>78.0%</b>	<b>-59.8%</b>	<b>(2,947,105.18)</b>

PERS Recap  
 For the Year Ended 6/30/2021  
 Create using PERS Monthly Invoice  
 Wasco County

	6%									
	PERS WAGES	EMPLOYEE PERS SHARE	EMPLOYERS SHARE	PERS Units	Social Security	Rounding	Adjustments	Total Remittance	PERS Invoice	variance
JULY	600,575.34	36,034.53	92,244.21	2.32	-	(0.36)	(3,355.24)	124,925.46	124,925.46	-
AUGUST	599,256.77	35,955.46	91,598.17	2.32	-	0.10	(3,260.35)	124,295.70	124,295.70	-
SEPTEMBER	592,513.99	35,550.93	90,857.98	2.32	-	(0.11)	(3,197.18)	123,213.94	123,213.94	-
OCTOBER	622,971.50	37,378.37	96,134.52	2.32	-	(0.17)	(2,500.37)	131,014.67	131,014.67	-
NOVEMBER	585,708.33	34,068.59	87,803.49	2.32	-	(0.16)	(430.85)	121,443.39	121,443.39	-
DECEMBER	601,433.77	34,675.08	88,638.45	2.32	-	(0.16)	32,165.46	155,481.15	155,481.15	-
JANUARY	-	-	-	2.32	-	-	-	-	-	-
FEBRUARY	-	-	-	2.32	-	-	-	-	-	-
MARCH	-	-	-	2.32	-	-	-	-	-	-
APRIL	-	-	-	2.32	-	-	-	-	-	-
MAY	-	-	-	2.32	-	-	-	-	-	-
JUNE	-	-	-	2.32	-	-	-	-	-	-
<b>Total</b>	<b>3,602,459.70</b>	<b>213,662.96</b>	<b>547,276.82</b>	<b>27.84</b>	<b>-</b>	<b>(0.86)</b>	<b>19,421.47</b>	<b>780,374.31</b>	<b>780,374.31</b>	<b>-</b>

PERS Units  
 Emp# 4096      2.32 per month  
 2.32

Adjustments	December	
Rivers	318.32	Deduction not on
Rivers	340.49	Deduction not on
Goodman - recon charges	1,666.13	Recon
Chalmers - Dec	786.60	Retiree
Coleman - Dec	257.11	Retiree
Mcneel - Dec	716.91	Retiree
Schwartz - Dec	746.32	Retiree
Stauffer - Dec	714.13	Retiree
Johnson - IAP redirect	127.26	IAP Redirect
Carey- IAP Redirect	145.12	IAP Redirect
Schwartz - Retiree catch up	7,463.20	Retiree Catchup
Mcneel - Retiree catch up	7,077.28	Retiree Catchup
Stauffer - retiree catch up	5,366.34	Retiree Catchup
Coleman - retiree catch up	1,801.19	Retiree Catchup
Wash of UAL and Side Account Credits	4,639.06	PERS cleanup
	<b>32,165.46</b>	

PERS Recap  
 For the Year Ended 6/30/2021  
 Create using PERS Monthly Invoice  
 Wasco County

6%

	PERS WAGES	EMPLOYEE PERS SHARE	EMPLOYERS SHARE	PERS Units	Social Security	Rounding	Adjustments	Total Remittance	PERS Invoice	variance
JULY	600,575.34	36,034.53	92,244.21	2.32	-	(0.36)	(3,355.24)	124,925.46	124,925.46	-
AUGUST	599,256.77	35,955.46	91,598.17	2.32	-	0.10	(3,260.35)	124,295.70	124,295.70	-
SEPTEMBER	592,513.99	35,550.93	90,857.98	2.32	-	(0.11)	(3,197.18)	123,213.94	123,213.94	-
OCTOBER	622,971.50	37,378.37	96,134.52	2.32	-	(0.17)	(2,500.37)	131,014.67	131,014.67	-
NOVEMBER	585,708.33	34,068.59	87,803.49	2.32	-	(0.16)	(430.85)	121,443.39	121,443.39	-
DECEMBER	601,433.77	34,675.08	88,638.45	2.32	-	(0.16)	32,165.46	155,481.15	155,481.15	-
JANUARY	600,044.28	36,089.22	79,971.40	2.32	-	(0.11)	(11,730.46)	104,332.37	104,332.37	-
FEBRUARY	-	-	(2.32)	2.32	-	-	-	-	-	-
MARCH	-	-	(2.32)	2.32	-	-	-	-	-	-
APRIL	-	-	(2.32)	2.32	-	-	-	-	-	-
MAY	-	-	(2.32)	2.32	-	-	-	-	-	-
JUNE	-	-	(2.32)	2.32	-	-	-	-	-	-
Total	4,202,503.98	249,752.18	627,236.62	27.84	-	(0.97)	7,691.01	884,706.68	884,706.68	-

PERS Units  
 Emp# 4096      2.32 per month  
 \_\_\_\_\_  
 2.32

Adjustments	January
Negrete (too soon)	(239.34) started too soon
P&F Credit	(1,948.30) New Side Account
Tier 1/2 Credit	(2,776.62) New Side Account
OPSERP Credit	(6,779.08) New Side Account
Ramos redirect	12.88 IAP Redirect
	<u>(11,730.46)</u>

Investing Reconciliation  
US Bank Safekeeping

Recon Mike M 2/26/2021

1/31/2021

CUSIP/Sec-ID	Type		Face Rate	Purchase Date	Maturity	Weight
						0.00%
						0.00%
76116FAG2	US Government Securities	RFCSP Strip Principal	DI	7/27/2018	1/15/2021	50.60%
478160CD4	Corporate Bond	Johnson & Johnson	2.250%	10/4/2018	3/3/2022	49.40%

5 years

total

100.00%

Average
0.52 Years

Time to average maturity  
\*.12101

General Ledger

Investment by Agency

Federal Home Loan Bank  
Federal Home Loan Mortgage Corp  
Federal Natl Mortgage Assn  
Federal Farm Credit Bank  
RFCSP Strip Principal

% Portfolio Max

0.000%	33%	YES
0.000%	100%	YES
1.194%	100%	YES

Comply

Total US Agencies

Corporate Bond Johnson & Johnson

LGIP

98.806% 49,000,000 YES

Total Invested

Limits

Max % Portfolio

Comply

US Treasury	100.0%	0.0%	YES
US Agency Securities	100.0%	0.0%	YES
Per US Agency	33.0%	0.0%	YES
Oregon Short Term Fund	50,400,000	42,267,413	YES

Yield to Maturity	Yield to Worst	Days to maturity	Weighted Days to Maturity	Par	Face	Principal Cost	Interest included at purchase	Purchase Price	Market
							-	-	-
2.71%	2.71%	(16)	(8)	534,000.00	534,000.00	499,812.00	-	499,812.00	533,985.00
2.96%	2.96%	396	196	500,000.00	500,000.00	488,547.34	968.75	489,516.09	510,601.00
2.83%	2.83%			1,034,000.00	1,034,000.00	988,359.34	968.75	989,328.09	1,044,586.00
Weighted Ave						Eden GL	*.12101		
0.51 Years									

LGIP Yield	
January	0.75%
Investments at Less than LGIP	
Count	0
Value	
%	0.0%

-	-
-	-
-	-
-	-
499,812.00	533,985.00
-	-
-	-
489,516.09	510,601.00
42,267,412.76	42,267,412.76
43,256,740.85	43,311,998.76

Maturity Limits	Min	Actual \$	Actual %	Comply		
Under 60 Days	25%	42,267,412.76	99%	YES	10,694,503.44	10,694,503.44
Under 1 year	50%	42,267,412.76	99%	YES	21,389,006.88	10,694,503.44
Under 3 years	75%	42,778,013.76	100%	YES	32,083,510.32	10,694,503.44
Under 5 years	100%	42,778,013.76	100%	YES	42,778,013.76	10,694,503.44

Book Value 12/31/2020	Called/ Matured/Purch ased	Mark to Market	Book Value 1/31/2021
-		-	-
533,985.00	(533,985.00)	-	-
510,760.00		(159.00)	510,601.00
1,044,745.00	(533,985.00)	(159.00)	510,601.00
			510,601.00
			-
-		-	-
-		-	-
-		-	-
-		-	-
533,985.00		-	-
-		-	-
-		-	-
510,760.00		(159.00)	510,601.00
42,267,412.76		-	42,267,412.76
43,312,157.76		(159.00)	42,778,013.76

Bankers' Acceptance	25.0%	0.0%	YES
Time Deposits/Savings	50.0%	0.0%	YES
Certificates of Deposit per Institution	25.0%	0.0%	YES
Repurchase Agreements	5.0%	0.0%	YES
Corporate Debt (Total)	15.0%	0.0%	YES
Corporate Commercial Paper	15.0%	0.0%	YES
Corp Commercial Paper Per Issuer	2.5%	0.0%	YES
Corporate Bonds	10.0%	1.2%	YES
Corp Bonds Per Issuer	2.5%	1.2%	YES
Municipal Debt (Total)	10.0%	0.0%	YES
Municipal Commercial Paper	10.0%	0.0%	YES
Municipal Bonds	10.0%	0.0%	YES

### January 2021 Bank Reconciliation

Main Checking Bank						LGIP Account Bank					
		Eden 600	Eden 601	Eden 602	Eden Total			*.11403 Eden 600	Eden 601	Eden 602	Eden
Beginning Balance	562,156.61	218,916.60	166,280.70	161,175.29	546,372.59	Beginning Balance	1,511,747.64	39,639.50	1,469,302.96	2,805.18	1,511,747.64
Credits						Deposits					
Deposits	122,185.00	122,833.94	31,351.67	-	154,185.61	Debit					
Withdrawals						Dividends/Interest	962.90	120.36	766.47	76.07	962.90
Checks	53,356.77	77,294.00	729.36		78,023.36	Credit					
Other Decreases											
<b>Ending Balance</b>	<b>630,984.84</b>	<b>264,456.54</b>	<b>196,903.01</b>	<b>161,175.29</b>	<b>622,534.84</b>	<b>Ending Balance</b>	<b>1,512,710.54</b>	<b>39,759.86</b>	<b>1,470,069.43</b>	<b>2,881.25</b>	<b>1,512,710.54</b>
Deposits in Transit	-					Ending GL	1,512,710.54				
Outstanding Checks	\$8,450.00				-						
<b>Adjusted Balance</b>	<b>622,534.84</b>	<b>264,456.54</b>	<b>196,903.01</b>	<b>161,175.29</b>	<b>622,534.84</b>	<b>LGIP Variance</b>	<b>-</b>	<b>12.5%</b>	<b>79.6%</b>	<b>7.9%</b>	
Variance	-					<b>Mike M 2/22/2021</b>		<b>Interest Allocation Rate</b>			
Mike M 2/22/2021											
Name	Check #		Amount								
Campbell Phillips	5445		\$1,450.00								
Merina & Co	5461		\$7,000.00								
			<b>\$8,450.00</b>								

## Reconciliation Report February 2021 Reconciliations

### Wasco County

1. Main Checking
  - a. On banking reconciliation sheet
  - b. All balance
2. Unseg Checking
  - a. On banking reconciliation sheet
  - b. All balance
3. Charter Appeal
  - a. On banking reconciliation sheet
  - b. All balance
4. LGIP – County
  - a. On banking reconciliation sheet
  - b. All balance
  - c. Only the balance for Wasco County
5. LGIP – Building Codes
  - a. On banking reconciliation sheet
  - b. All balance
  - c. Only the balance for the Building Codes
  - d. Sherman County has not requested the balance which is due to Sherman. This has been discussed and Sherman County is considering leaving Wasco County holding the funds for them due to Building Codes potentially being processed through Wasco County.
6. AP GL to Subledger
  - a. Balances – No variances
  - b. Includes the Qlife AP reconciliation
7. AR GL to Subledger
  - a. Balances – No variances
  - b. Includes the Qlife AR reconciliation
8. Tax Receivable Eden to Ascend
  - a. Balances – No variances
9. Tax Receipts Eden to Ascend
  - a. Balances – No variances
10. Transfers in – Transfers out
  - a. Balances; transfers-in = transfers-out
  - b. Part of the monthly reporting
11. PERS Recap Payroll Register to PERS Invoice
  - a. The February PERS recap is not finished yet – will be included in next month reconciliations
12. Investing
  - a. Reconciled and balances

- b. In compliance with Investment Policy
- c. Not investing more currently due to very low rates of return – LGIP is better
  - i. LGIP in February 0.60%; available securities yielded <0.40%

**Qlife**

- 1. Checking – Bank of the West
  - a. Balances – no variances
- 2. LGIP
  - a. Balances – no variances
- 3. AP GL to Subledger
  - a. Balances – No Variances
  - b. Included on the County's reconciliation
- 4. AR GL to Subledger
  - a. Balances – No Variances

Included on the County's reconciliation

Reviewed  Date 3/22/2021

Reviewed By Electronic Meeting <sup>Elijah Preston</sup> Date 3/22/2021

MM

**Bank Reconciliation  
February 2021**

	Bank							Eden					
	LGIP	LGIP - Business Codes	Unseg	Charter Appeal	Main	Total		LGIP - 11401	LGIP - Business Codes 790.11404	Unseg - 11302	Charter Appeal - 786-11304	Main - 11101	Total
Beginning Balance per Bank	42,267,412.76	413,017.77	1,918,195.60	271,995.40	2,580,206.71	47,450,828.24	Beginning Balance per Eden	42,267,412.76	413,017.77	1,243,084.99	271,995.40	1,975,192.76	46,170,703.68
Deposits			1,042,883.26		373,926.06	1,416,809.32	Debits	1,389,684.37	234.63	1,727,495.82	1.19	1,811,748.86	4,929,164.87
Other Deposits	1,354,875.33		198,550.40		710,101.03	2,273,526.76							-
Interest	24,809.04	234.63	10.21	1.19		25,055.07							-
Withdrawals	(289,303.54)		(307,046.15)		(967,120.00)	(1,563,469.69)	Credits	(289,304.09)		(854,062.30)		(3,267,229.37)	(4,410,595.76)
Fees	(0.55)					(0.55)							-
Summary Post (Cleared Checks)			(28,593.62)		(1,400,118.74)	(1,428,712.36)							-
Other Checks (not in Summary)						-							-
Ending Balance per Bank	43,367,793.04	413,252.40	2,823,999.70	271,996.59	1,296,995.06	48,174,036.79	Ending Balance per Cash by Fund	43,367,793.04	413,252.40	2,116,518.51	271,996.59	519,712.25	46,689,272.79
Outstanding Withdrawals			(777,626.81)		(773,287.89)	(1,550,914.70)							-
Outstanding Checks						-							-
Outstanding Payroll Checks					(3,994.92)	(3,994.92)							-
Deposits in Transit			70,145.62			70,145.62							-
Other						-							-
						-							-
<b>Adjusted Balance</b>	<b>43,367,793.04</b>	<b>413,252.40</b>	<b>2,116,518.51</b>	<b>271,996.59</b>	<b>519,712.25</b>	<b>46,689,272.79</b>	<b>Adjusted Balance</b>	<b>43,367,793.04</b>	<b>413,252.40</b>	<b>2,116,518.51</b>	<b>271,996.59</b>	<b>519,712.25</b>	<b>46,689,272.79</b>

Variance	-	-	0.00	-	(0.00)	-
	Recon Mike M 3/22/2021					
Relevant JV adjustments						

Outstanding checks - Unseg

Check #	Check Date	Vendor	Status	Clear/Void	Check total
56053	5/18/2018	17072 KATHLEEN B RHEDER TRUST			50.62
56129	8/31/2018	15762 CENTRALIZED REFUNDS CORELOGIC			1,000.00
56166	10/24/2018	17157 JOHN BRYANT			32.92
56269	12/18/2018	17190 DOUGLAS BELOOF			137.73
56382	3/14/2019	17247 BRANDON & SUSAN BANKOWSKI			16.01
56423	5/29/2019	17106 KARISSA L WAY HAMM			201.94
56622	1/22/2020	17422 KENNETH A BAUSCH			11.20
56642	2/21/2020	17427 DALE PLILER			14.99
56689	5/29/2020	17041 PAUL R POTTER			10.18
56690	6/5/2020	17456 GRACIELA CARDENAS			10.45
56755	9/14/2020	17422 KENNETH A BAUSCH			11.20
56772	10/16/2020	17488 JACKS MINI MARKET			114.54
56810	11/13/2020	17376 WESTERN TITLE			12.12
56823	11/20/2020	17515 ADRIAN LOPEZ			30.08
56829	11/20/2020	17507 RNW INC			476.74
56875	12/4/2020	17527 THOMAS ENGELGAU			848.89
56877	12/4/2020	17538 CINDY FLEGEL			34.85
56881	12/4/2020	17545 AARON JONES			17.81
56890	12/4/2020	17530 JEFFREY MCDANIEL			4,237.11
56895	12/4/2020	17560 ROCHE DIAGNOSTICES CORP			88.84
56916	12/18/2020	11402 BNSF RAILWAY CO			182,285.86
56917	12/18/2020	11402 BNSF RAILWAY CO			193,226.72
56918	12/18/2020	11402 BNSF RAILWAY CO			213,764.25
56920	12/18/2020	17562 CHARTER COMMUNICATIONS			28,694.91
56921	12/18/2020	17562 CHARTER COMMUNICATIONS			27,528.66
56922	12/18/2020	17562 CHARTER COMMUNICATIONS			19,457.79
56946	2/8/2021	00214 CITY OF ANTELOPE	C	3/5/2021	42.46
56949	2/8/2021	00233 CITY OF SHANIKO	C	3/4/2021	52.71
56956	2/17/2021	17580 MICHAEL J & GINA A CAREY			44.90
56957	2/19/2021	17588 ACI REAL ESTATE SPE 128 LLC			46,021.40
56959	2/19/2021	17585 DANSFORTH FAMILY	C	3/4/2021	20.19
56960	2/19/2021	16015 PROPERTY TAX DEPT #4026 HOME DEPOT USA INC			37,068.39
56961	2/19/2021	17587 KERLEY WINCHESTER LLC			21,274.79
56962	2/19/2021	17584 CHARLES MARTIN	C	3/4/2021	470.56
56963	2/19/2021	17589 TICOR TITLE COMPANY OF OREGON			315.00
					777,626.81

Outstanding checks - Main - AP

Check #	Check Date	Vendor	Status	Clear/Void	Check total
2129	2/25/2021	00014 U S BANK			78,299.14
2130	2/25/2021	14958 ASIFLEX			1,880.66
2132	2/25/2021	00016 DEPT OF REVENUE OREGON STATE			20,813.44
2133	2/25/2021	00014 U S BANK			384.60
2135	2/25/2021	00016 DEPT OF REVENUE OREGON STATE			101.22
2136	2/25/2021	00014 U S BANK			456.44
2138	2/25/2021	00016 DEPT OF REVENUE OREGON STATE			119.78
2139	2/26/2021	00014 U S BANK			1,044.18
2141	2/26/2021	00016 DEPT OF REVENUE OREGON STATE			283.72
103898	12/13/2013	14956 MARIA DEL PILAR COX			50.00
103925	12/13/2013	13095 AMY O'NEAL			85.10
106301	9/19/2014	13468 CDW GOVERNMENT INC			128.68
107010	12/19/2014	16431 PATRICIA NEIGHBOR			4.50
107585	3/13/2015	14958 ASIFLEX			112.50
108556	7/24/2015	16041 FRONTIER TELENET			150.00
108600	7/31/2015	12020 AMERITITLE			101.00
110702	4/29/2016	15540 WEBROCK DESIGN			150.00
110994	6/10/2016	16246 BUCIO RUSSELL			10.35
112497	12/16/2016	16822 ASCENCION ALEJANDREZ			44.00
112536	12/16/2016	00303 OREGON STATE			143.00
112634	12/30/2016	16827 TAWNY CRAMER			24.97
113894	6/23/2017	08515 REDWOOD TOXICOLOGY LABORATORY			519.70
114111	7/21/2017	16775 OFFICE DEPOT			101.81

114591	9/22/2017	07752 DAY MANAGEMENT CORPORATION			5.31
114632	9/29/2017	00115 CITY OF THE DALLES			94.88
114881	10/27/2017	15766 BUSINESS NETWORK GORGE OWNED			250.00
115129	12/8/2017	08967 MARK BALES			85.00
115145	12/8/2017	13625 DISH NETWORK			89.03
116221	5/10/2018	15808 REFLECTIVE JANITORIAL			358.99
116347	6/1/2018	15474 ASET INC			675.00
116761	7/26/2018	17114 BRENDA GARCIA-GALLEGOS			110.09
117183	9/14/2018	15684 KATHLEEN CLARK			110.51
117897	1/4/2019	09279 SHARON MERACLE			98.90
118742	5/10/2019	16667 RYAN DELCO			9.75
119289	7/19/2019	08377 AT&T MOBILITY			150.42
119325	7/19/2019	12755 TAILORED SOLUTIONS CORPORATION			356.00
119796	9/27/2019	17337 AMBER AUGUSTUS			1,024.00
119980	10/18/2019	17236 NOLAN RANDALL			172.00
121098	4/3/2020	01069 POTTER WEBSTER COMPANY			160.87
122113	9/25/2020	16096 EVERBRIDGE, INC			8,268.75
122560	12/14/2020	17130 IMMENSE IMAGERY			42.50
122662	12/23/2020	17463 VOIANCE LANGUAGE SERVICES LLC			149.24
122663	12/23/2020	16540 YOUTH EMPOWERMENT SHELTER			1,000.00
122683	12/31/2020	12365 HAVEN			10,120.00
122705	1/8/2021	17573 CLASSROOM CHAMPIONS			2,746.00
122740	1/15/2021	17051 ASSOCIATION OF OREGON AOC PD			150.00
122800	1/22/2021	00214 CITY OF ANTELOPE	C	3/5/2021	43.00
122895	2/5/2021	16367 GREG SCHAFFELD	C	3/1/2021	609.00
122900	2/5/2021	14729 THERAPEUTIC SOLUTIONS INC			250.00
122909	2/11/2021	14680 OR PAROLE & PROBATION OFFICERS			300.00
122914	2/17/2021	15462 AN XSTREAM ELECTRIC LLC	C	3/2/2021	845.36
122915	2/17/2021	17464 STEPHEN BRADLEY			354.60
122923	2/17/2021	12017 COLUMBIA GORGE NEWS			40.00
122932	2/17/2021	14507 MATTHEW MORRIS	C	3/1/2021	135.00
122939	2/17/2021	13326 OPENONLINE, LLC	C	3/1/2021	36.33
122950	2/17/2021	17081 JENSI SMITH			35.89
122953	2/17/2021	00378 TENNESON ENGINEERING CORP			370.00
122957	2/17/2021	14858 THE METOCHOI GROUP, LLC			96.00
122963	2/19/2021	00214 CITY OF ANTELOPE	C	3/5/2021	43.00
122965	2/19/2021	12017 COLUMBIA GORGE NEWS			75.00
122967	2/19/2021	13884 HELENA CHEMICAL CO	C	3/1/2021	600.00
122969	2/19/2021	03671 MAUPIN AREA CHAMBER OF			150.00
122970	2/19/2021	16560 MONTGOMERY JOSEPH BUETTNER			280.00
122979	2/26/2021	11656 CIS TRUST	C	3/2/2021	170,081.11
122980	2/26/2021	13052 MASS MUTUAL RETIREMENT SERVICE	C	3/1/2021	550.00
122981	2/26/2021	03976 NATIONWIDE RETIREMENT SOLUTION	C	3/1/2021	4,015.00
122982	2/26/2021	17522 NW TERRITORY LAW GROUP			307.44
122983	2/26/2021	14402 OREGON STATE	C	3/1/2021	298.30
122984	2/26/2021	14402 OREGON STATE	C	3/2/2021	292.00
122985	2/26/2021	15928 AN OREGON CORPORATION RAY KLEIN INC	C	3/3/2021	349.59
122986	2/26/2021	17591 3 KINGS ENVIRONMENTAL INC	C	3/2/2021	850.00
122987	2/26/2021	15127 ALLSTREAM			2,387.96
122988	2/26/2021	14560 ASHLEY PUMP & IRRIGATION	C	3/5/2021	120.00
122989	2/26/2021	08377 AT&T MOBILITY	C	3/3/2021	294.98
122990	2/26/2021	13442 BARRAN LIEBMAN LLP	C	3/1/2021	3,224.50
122991	2/26/2021	09148 BIO-MED TESTING SERVICE	C	3/3/2021	185.00
122992	2/26/2021	13468 CDW GOVERNMENT INC			131.63
122993	2/26/2021	15541 CENTURY LINK	C	3/4/2021	406.79
122994	2/26/2021	15541 CENTURY LINK	C	3/5/2021	50.01
122995	2/26/2021	16742 CLEANNET OF THE	C	3/5/2021	5,114.82
122996	2/26/2021	07752 DAY MANAGEMENT CORPORATION	C	3/1/2021	17,410.56
122997	2/26/2021	15804 DS WATERS OF AMERICA, INC.			122.86
122998	2/26/2021	08656 GORGE NETWORKS	C	3/1/2021	174.43
122999	2/26/2021	14947 LINDA GRISWOLD	C	3/3/2021	245.00
123000	2/26/2021	15596 HATTENHAUER ENERGY CO LLC	C	3/1/2021	7,101.19
123001	2/26/2021	11436 HR ANSWERS	C	3/1/2021	576.00
123002	2/26/2021	08745 LANGUAGE LINE SERVICES			7.80
123003	2/26/2021	08541 LIFE MAP ASSURANCE COMPANY	C	3/2/2021	845.05

123004	2/26/2021	17457 LINDSAY MILLER			1,000.00
123005	2/26/2021	14458 LS NETWORKS	C	3/3/2021	1,377.00
123006	2/26/2021	17581 JOSHUA MCKINNEY	C	3/5/2021	82.81
123007	2/26/2021	00117 MID COLUMBIA MEDICAL GROUP			192.00
123008	2/26/2021	11193 MUTUAL OF OMAHA	C	3/2/2021	2,473.94
123009	2/26/2021	16841 SMOAK & STEWART, P.C. OGLETREE, DEAKINS, NASH	C	3/2/2021	1,540.56
123010	2/26/2021	14800 PACER PROPANE	C	3/2/2021	350.74
123011	2/26/2021	15681 PETERSON MACHINERY CO	C	3/1/2021	34,550.42
123012	2/26/2021	15808 REFLECTIVE JANITORIAL			747.88
123013	2/26/2021	03903 RICOH USA, INC.	C	3/4/2021	465.71
123014	2/26/2021	16367 GREG SCHAFFELD			1,134.48
123015	2/26/2021	16888 SHERRY L.HARDEN PSY D	C	3/2/2021	395.00
123016	2/26/2021	16559 SHRED-IT US JV LLC	C	3/1/2021	61.91
123017	2/26/2021	13367 SUSSMAN SHANK LLP	C	3/1/2021	1,542.52
123018	2/26/2021	16213 TECHNOLOGY INTEGRATION GROUP	C	3/1/2021	3,600.00
123019	2/26/2021	15199 THE DALLES COLLISION CENTER	C	3/4/2021	749.05
123020	2/26/2021	07574 U S CELLULAR	C	3/5/2021	81.30
123021	2/26/2021	17463 VOIANCE LANGUAGE SERVICES LLC	C	3/4/2021	86.92
123022	2/26/2021	15109 RON WEBBER			1,120.00

402,193.47

Outstanding checks - Main - Treasury

Check #	Check Date	Vendor	Status	Clear/Void	Check total
52747	3/13/2012	16006 MARION M JOHNSON			302.11
53212	4/5/2013	16193 THOMAS RYE			31.23
53217	4/12/2013	16194 GJINOS INVESTMENTS LLC			117.81
53221	4/17/2013	16199 MARY DEIGHTON			326.73
53379	10/25/2013	16260 BRIAN JACKSON			29.05
53538	12/13/2013	16244 ROBINSON TAIT, P.S			12.06
54517	3/18/2016	16664 STEPHEN & LORENE HUNT			121.35
55199	10/12/2017	16977 DAVID S, DDS, PC PERRY			29.28
55200	10/12/2017	16976 KYLE & JENNIFER MICHAELS			18.12
55321	12/5/2017	17002 WFG NATIONAL TITLE			47.09
55322	12/5/2017	17011 AMANDA WILLIAMS			27.23
55359	12/21/2017	17020 TSD LLC			493.06
55442	3/2/2018	17041 PAUL R POTTER			16.77
55569	6/25/2019	17015 ALDRIDGE PITE LLP			182.10
55600	11/22/2019	17377 NICOLAS BECKMANN			18.40
55605	11/22/2019	17385 JOHN CIMINO			65.47
55611	11/22/2019	17371 JENNIFER M DUARTE			73.45
55640	11/22/2019	17384 WFG LENDER SERVICES LLC			93.69
55641	11/22/2019	17002 WFG NATIONAL TITLE			18.92
55734	1/22/2021	17577 RICHARD MCCARTHY			30.00
55739	2/26/2021	00212 CITY OF MAUPIN	C	3/2/2021	13,771.75
55740	2/26/2021	00115 CITY OF THE DALLES	C	3/1/2021	349,419.00
55741	2/26/2021	06394 DUFUR SCHOOL DISTRICT #29	C	3/5/2021	5,849.75

371,094.42

Outstanding checks - Main - Payroll

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period	Dai	Dir	Dep	Amount
207246	pr		1/25/2012	KUTTNER, LAURIE		01/01/12 - 01/	-			29.01
209045	pr		5/23/2014	MCMANMAN, LEONA		05/01/14 - 05/	-			58.71
209459	pr		2/10/2015	SAVAGE, CORINNE		01/16/15 - 01/	-			12.79
209504	pr		3/20/2015	SAVAGE, CORINNE		03/01/15 - 03/	-			8.53
211412	pr		2/26/2021	WARWICK, GORDON		02/16/21 - 02/	-			1,152.56
211413	pr		2/26/2021	STAUFFER, RENEE		02/16/21 - 02/	-			2,733.32

3,994.92

AP subledger to GL Recon  
 Recon Mike M 3/22/2021

Open AP invoice Report

Fund	Fund Name	AP Report	21101	21160	GL Total	Difference	% Variance
			GL	GL Pcard			
101	General	65,114.90	6,775.00	58,339.90	65,114.90	-	0.0%
150	Building Codes - General	2,605.28	-	2,605.28	2,605.28	-	0.0%
160	Building Codes - Electrical	1,322.73	-	1,322.73	1,322.73	-	0.0%
202	Public Works	26,361.60	11,655.44	14,706.16	26,361.60	-	0.0%
203	County Fair	2,959.99	-	2,959.99	2,959.99	-	0.0%
204	County School Fund	-	-	-	-	-	0.0%
205	Land Corner Preservation	-	-	-	-	-	0.0%
207	Household Hazardous Waste	6,422.86	-	6,422.86	6,422.86	-	0.0%
208	Special Economic Development	-	-	-	-	-	0.0%
209	Law Library	-	-	-	-	-	0.0%
210	District Attorney	-	-	-	-	-	0.0%
211	Museum	1,465.18	-	1,465.18	1,465.18	-	0.0%
220	911 Communications	2,289.09	-	2,289.09	2,289.09	-	0.0%
223	Parks	2,025.29	-	2,025.29	2,025.29	-	0.0%
227	Community Corrections	2,102.29	-	2,102.29	2,102.29	-	0.0%
229	Court Facilities Security	-	-	-	-	-	0.0%
322	Capital Acquisitions	3,840.00	3,840.00	-	3,840.00	-	0.0%
327	General Operating Reserve	5,546.41	-	5,546.41	5,546.41	-	0.0%
330	CDBFG Grant	-	-	-	-	-	0.0%
600	Qlife	9,802.85	9,802.85	-	9,802.85	-	0.0%
601	Qlife Capital	6,866.00	6,866.00	-	6,866.00	-	0.0%
602	Qlife Maupin	2,292.48	2,292.48	-	2,292.48	-	0.0%
704	Mint	-	-	-	-	-	0.0%
706	Library District	-	-	-	-	-	0.0%
707	OSU Extention District	-	-	-	-	-	0.0%
780	Treasurers Pass-Thru trust	-	-	-	-	-	0.0%
786	Property Tax Collection Trust	-	-	-	-	-	0.0%
		141,016.95	41,231.77	99,785.18	141,016.95	-	

**February 2021 AR General Ledger to AR Subledger Reconciliation  
Reconciled by Mike M 3/22/2021**

Fund	GL 13201	GL Adj	GL	AR Aging by		AR Adjusted	GL - AR
				Fund Report	Not in Subledger		Adjusted
101	48,688.49	-	48,688.49	38,223.36	-	38,223.36	10,465.13
150	-	-	-	-	-	-	-
160	42.50	-	42.50	212.50	-	212.50	(170.00)
202	939.63	-	939.63	1,103.80	-	1,103.80	(164.17)
203	600.00	-	600.00	1,200.00	-	1,200.00	(600.00)
205	-	-	-	-	-	-	-
207	-	-	-	-	-	-	-
208	-	-	-	-	-	-	-
210	-	-	-	-	-	-	-
211	-	-	-	-	-	-	-
220	12,250.00	-	12,250.00	6,125.00	-	6,125.00	6,125.00
223	-	-	-	-	-	-	-
227	-	-	-	351,452.25	-	351,452.25	(351,452.25)
229	-	-	-	-	-	-	-
232	-	-	-	-	-	-	-
237	-	-	-	-	-	-	-
326	-	-	-	-	-	-	-
330	-	-	-	-	-	-	-
600	76,675.78	-	76,675.78	269,575.78	-	269,575.78	(192,900.00)
601	-	-	-	-	-	-	-
602	-	-	-	-	-	-	-
704	-	-	-	-	-	-	-
705	-	-	-	-	-	-	-
706	-	-	-	-	-	-	-
707	-	-	-	-	-	-	-
	139,196.40	-	139,196.40	667,892.69	-	667,892.69	(528,696.29)

**February 2021 Ascend to Eden Taxes Receivable Reconciliation**

Recon - Mike M 3/22/2021

Eden GL & Name	tax_year	Sum of beg_bal	Sum of certs	Sum of receipts	Sum of end_bal	Eden GL	Ascend - Eden
101.13101 - Property Taxes Principal Receivable		547,812.64	10,240,103.78	9,888,047.90	899,868.52	899,868.52	-
101.13102 - Property Taxes Interest Receivable		6,678.47	45,089.09	46,555.69	5,211.87	5,211.87	-
101.13103 - Miscellenous Receivable		25,102.12	6,961.83	11,421.04	20,642.91	20,642.91	-
706.13101 - Property Taxes Principal Receivable		83,997.12	1,573,405.21	1,519,352.40	138,049.93	138,049.93	-
706.13102 - Property Taxes Interest Receivable		667.51	4,712.91	4,821.18	559.24	559.24	-
707.13101 - Property Taxes Principal Receivable		31,824.24	596,989.35	576,460.26	52,353.33	52,353.33	-
707.13102 - Property Taxes Interest Receivable		252.32	1,784.56	1,825.51	211.37	211.37	-
801.13101 - Property Taxes Principal Receivable		447.42	8,289.96	8,004.74	732.64	732.64	-
801.13102 - Property Taxes Interest Receivable		5.56	36.88	38.03	4.41	4.41	-
802.13101 - Property Taxes Principal Receivable		77,978.75	1,403,757.65	1,356,924.31	124,812.09	124,812.09	-
802.13102 - Property Taxes Interest Receivable		986.66	6,434.40	6,665.28	755.78	755.78	-
803.13101 - Property Taxes Principal Receivable		348.07	6,646.99	6,411.97	583.09	583.09	-
803.13102 - Property Taxes Interest Receivable		3.75	28.73	29.22	3.26	3.26	-
804.13101 - Property Taxes Principal Receivable		59,123.71	1,106,765.15	1,068,743.06	97,145.80	97,145.80	-
804.13102 - Property Taxes Interest Receivable		723.79	4,882.05	5,041.12	564.72	564.72	-
806.13101 - Property Taxes Principal Receivable		328.60	6,136.49	5,923.95	541.14	541.14	-
806.13102 - Property Taxes Interest Receivable		4.04	26.54	27.49	3.09	3.09	-
807.13101 - Property Taxes Principal Receivable		103,215.05	(25,896.28)	18,100.79	59,217.98	59,217.98	-
807.13102 - Property Taxes Interest Receivable		1,385.20	8,219.24	8,574.69	1,029.75	1,029.75	-
808.13101 - Property Taxes Principal Receivable		486,329.11	9,180,557.23	8,863,540.49	803,345.85	803,345.85	-
808.13102 - Property Taxes Interest Receivable		5,972.86	40,122.54	41,453.54	4,641.86	4,641.86	-
809.13101 - Property Taxes Principal Receivable		484.63	8,991.04	8,681.42	794.25	794.25	-
809.13102 - Property Taxes Interest Receivable		5.69	40.12	41.07	4.74	4.74	-
810.13101 - Property Taxes Principal Receivable		71,687.08	1,153,113.48	1,118,509.10	106,291.46	106,291.46	-
810.13102 - Property Taxes Interest Receivable		1,199.93	6,592.11	6,946.62	845.42	845.42	-
812.13101 - Property Taxes Principal Receivable		9,808.90	189,649.19	182,999.47	16,458.62	16,458.62	-
812.13102 - Property Taxes Interest Receivable		121.96	804.85	834.06	92.75	92.75	-
814.13101 - Property Taxes Principal Receivable		213.26	4,263.69	4,106.72	370.23	370.23	-
814.13102 - Property Taxes Interest Receivable		2.22	17.69	17.80	2.11	2.11	-
817.13101 - Property Taxes Principal Receivable		15.65	-	-	15.65	15.65	-
817.13102 - Property Taxes Interest Receivable		0.03	-	-	0.03	0.03	-
818.13101 - Property Taxes Principal Receivable		89,745.34	1,656,231.14	1,599,822.13	146,154.35	146,154.35	-
818.13102 - Property Taxes Interest Receivable		1,084.83	7,413.91	7,642.50	856.24	856.24	-
830.13101 - Property Taxes Principal Receivable		267.78	5,321.93	5,126.41	463.30	463.30	-
830.13102 - Property Taxes Interest Receivable		1.98	12.63	13.36	1.25	1.25	-
831.13101 - Property Taxes Principal Receivable		4,271.18	78,660.22	76,002.95	6,928.45	6,928.45	-
831.13102 - Property Taxes Interest Receivable		41.73	236.84	248.98	29.59	29.59	-
832.13101 - Property Taxes Principal Receivable		16,693.25	309,784.30	299,194.67	27,282.88	27,282.88	-
832.13102 - Property Taxes Interest Receivable		126.13	936.91	952.82	110.22	110.22	-
833.13101 - Property Taxes Principal Receivable		4,252.93	83,831.18	80,850.94	7,233.17	7,233.17	-
833.13102 - Property Taxes Interest Receivable		31.65	233.27	237.94	26.98	26.98	-
835.13101 - Property Taxes Principal Receivable		330.38	6,616.60	6,375.03	571.95	571.95	-
835.13102 - Property Taxes Interest Receivable		0.54	18.41	17.20	1.75	1.75	-
836.13101 - Property Taxes Principal Receivable		184,793.71	3,524,710.81	3,402,205.24	307,299.28	307,299.28	-
836.13102 - Property Taxes Interest Receivable		1,459.13	10,327.99	10,564.92	1,222.20	1,222.20	-
850.13101 - Property Taxes Principal Receivable		2,830.41	29,149.83	28,662.90	3,317.34	3,317.34	-
850.13102 - Property Taxes Interest Receivable		27.36	194.44	197.07	24.73	24.73	-
851.13101 - Property Taxes Principal Receivable		6,841.59	120,281.02	116,328.20	10,794.41	10,794.41	-
851.13102 - Property Taxes Interest Receivable		57.55	386.87	397.76	46.66	46.66	-
852.13101 - Property Taxes Principal Receivable		612.43	11,506.32	11,107.92	1,010.83	1,010.83	-
852.13102 - Property Taxes Interest Receivable		4.96	33.92	34.79	4.09	4.09	-
853.13101 - Property Taxes Principal Receivable		4,854.02	88,544.30	85,553.00	7,845.32	7,845.32	-
853.13102 - Property Taxes Interest Receivable		39.18	272.42	278.85	32.75	32.75	-
854.13101 - Property Taxes Principal Receivable		179,319.76	3,351,001.60	3,236,375.62	293,945.74	293,945.74	-
854.13102 - Property Taxes Interest Receivable		1,505.73	10,199.37	10,470.96	1,234.14	1,234.14	-
856.13101 - Property Taxes Principal Receivable		7.72	(4.25)	-	3.47	3.47	-
856.13102 - Property Taxes Interest Receivable		0.03	-	-	0.03	0.03	-
857.13101 - Property Taxes Principal Receivable		69,176.73	1,319,149.67	1,273,322.34	115,004.06	115,004.06	-
857.13102 - Property Taxes Interest Receivable		554.00	3,849.37	3,948.44	454.93	454.93	-
858.13101 - Property Taxes Principal Receivable		1,626.76	(192.58)	811.86	622.32	622.32	-
858.13102 - Property Taxes Interest Receivable		199.08	31.60	191.02	39.66	39.66	-
860.13101 - Property Taxes Principal Receivable		19,369.11	364,170.57	351,627.93	31,911.75	31,911.75	-

860.13102 - Property Taxes Interest Receivable	153.77	1,086.04	1,111.04	128.77	128.77	-
861.13101 - Property Taxes Principal Receivable	11,549.14	259,665.81	250,013.78	21,201.17	21,201.17	-
861.13102 - Property Taxes Interest Receivable	109.24	673.65	700.30	82.59	82.59	-
862.13101 - Property Taxes Principal Receivable	31,568.98	600,116.62	579,263.23	52,422.37	52,422.37	-
862.13102 - Property Taxes Interest Receivable	228.37	1,767.45	1,788.76	207.06	207.06	-
864.13101 - Property Taxes Principal Receivable	12,522.70	236,199.27	228,040.56	20,681.41	20,681.41	-
864.13102 - Property Taxes Interest Receivable	100.35	699.42	716.66	83.11	83.11	-
878.13101 - Property Taxes Principal Receivable	448.92	8,041.33	7,770.64	719.61	719.61	-
878.13102 - Property Taxes Interest Receivable	3.04	25.81	25.73	3.12	3.12	-
879.13101 - Property Taxes Principal Receivable	5,811.82	101,326.87	98,025.67	9,113.02	9,113.02	-
879.13102 - Property Taxes Interest Receivable	52.41	331.14	342.53	41.02	41.02	-
880.13101 - Property Taxes Principal Receivable	13,558.31	228,379.31	221,151.04	20,786.58	20,786.58	-
880.13102 - Property Taxes Interest Receivable	121.58	780.94	803.98	98.54	98.54	-
881.13101 - Property Taxes Principal Receivable	91,654.66	1,506,411.54	1,459,250.57	138,815.63	138,815.63	-
881.13102 - Property Taxes Interest Receivable	741.70	5,108.47	5,236.49	613.68	613.68	-
882.13101 - Property Taxes Principal Receivable	0.79	(0.54)	-	0.25	0.25	-
882.13102 - Property Taxes Interest Receivable	0.02	-	-	0.02	0.02	-
883.13101 - Property Taxes Principal Receivable	11,562.95	283,235.46	271,642.94	23,155.47	23,155.47	-
883.13102 - Property Taxes Interest Receivable	1.01	372.46	352.25	21.22	21.22	-
884.13101 - Property Taxes Principal Receivable	11,702.43	482,393.52	460,016.13	34,079.82	34,079.82	-
884.13102 - Property Taxes Interest Receivable	-	491.34	477.49	13.85	13.85	-
	2,298,745.51	40,278,542.99	38,955,392.46	3,621,896.04	3,621,896.04	-

## February Ascend to Eden Revenue Recon

Recon - Mike M 3/22/2021

Eden GL#	fmt_tax_year	Sum of period	Eden	Adj	Eden Total	Ascend - Eden
101.00.1101.410.102		230,747.09	230,747.09	-	230,747.09	-
101.00.1101.410.103		29,201.10	29,201.10	-	29,201.10	-
101.18.5117.52999		(2.61)	(2.61)	-	(2.61)	-
706.97.3706.422.114		4,183.48	4,183.48	-	4,183.48	-
706.97.3706.422.115		35,454.78	35,454.78	-	35,454.78	-
707.97.3707.422.114		1,585.16	1,585.16	-	1,585.16	-
707.97.3707.422.115		13,452.15	13,452.15	-	13,452.15	-
783.97.3783.422.127		10,400.88	10,400.88	-	10,400.88	-
783.97.3783.422.128		2,903.95	2,903.95	-	2,903.95	-
801.98.2801.422.114		23.85	23.85	-	23.85	-
801.98.2801.422.115		186.87	186.87	-	186.87	-
802.98.2802.422.114		4,124.26	4,124.26	-	4,124.26	-
802.98.2802.422.115		31,652.25	31,652.25	-	31,652.25	-
803.98.2803.422.114		18.55	18.55	-	18.55	-
803.98.2803.422.115		149.67	149.67	-	149.67	-
804.98.2804.422.114		3,161.73	3,161.73	-	3,161.73	-
804.98.2804.422.115		24,939.71	24,939.71	-	24,939.71	-
806.98.2806.422.114		17.36	17.36	-	17.36	-
806.98.2806.422.115		138.18	138.18	-	138.18	-
807.98.2807.422.114		5,324.70	5,324.70	-	5,324.70	-
808.98.2808.422.114		25,997.01	25,997.01	-	25,997.01	-
808.98.2808.422.115		206,848.51	206,848.51	-	206,848.51	-
809.98.2809.422.114		25.86	25.86	-	25.86	-
809.98.2809.422.115		202.58	202.58	-	202.58	-
810.98.2810.422.114		3,841.99	3,841.99	-	3,841.99	-
810.98.2810.422.115		26,043.85	26,043.85	-	26,043.85	-
812.98.2812.422.114		524.71	524.71	-	524.71	-
812.98.2812.422.115		4,271.70	4,271.70	-	4,271.70	-
814.98.2814.422.114		11.24	11.24	-	11.24	-
814.98.2814.422.115		96.03	96.03	-	96.03	-
818.98.2818.422.114		4,802.83	4,802.83	-	4,802.83	-
818.98.2818.422.115		37,328.82	37,328.82	-	37,328.82	-
830.98.2830.422.114		13.70	13.70	-	13.70	-
830.98.2830.422.115		119.83	119.83	-	119.83	-
831.98.2831.422.114		209.92	209.92	-	209.92	-
831.98.2831.422.115		1,772.57	1,772.57	-	1,772.57	-
832.98.2832.422.114		833.45	833.45	-	833.45	-
832.98.2832.422.115		6,981.31	6,981.31	-	6,981.31	-
833.98.2833.422.114		212.67	212.67	-	212.67	-
833.98.2833.422.115		1,887.74	1,887.74	-	1,887.74	-
835.98.2835.422.114		17.06	17.06	-	17.06	-
835.98.2835.422.115		148.94	148.94	-	148.94	-

836.98.2836.422.114	9,197.85	9,197.85	-	9,197.85	-
836.98.2836.422.115	79,404.05	79,404.05	-	79,404.05	-
850.98.2850.422.114	131.00	131.00	-	131.00	-
850.98.2850.422.115	665.93	665.93	-	665.93	-
851.98.2851.422.114	339.09	339.09	-	339.09	-
851.98.2851.422.115	2,712.80	2,712.80	-	2,712.80	-
852.98.2852.422.114	30.27	30.27	-	30.27	-
852.98.2852.422.115	259.19	259.19	-	259.19	-
853.98.2853.422.114	240.26	240.26	-	240.26	-
853.98.2853.422.115	1,995.84	1,995.84	-	1,995.84	-
854.98.2854.422.114	8,905.91	8,905.91	-	8,905.91	-
854.98.2854.422.115	75,510.69	75,510.69	-	75,510.69	-
857.98.2857.422.114	3,464.70	3,464.70	-	3,464.70	-
857.98.2857.422.115	29,715.29	29,715.29	-	29,715.29	-
858.98.2858.422.114	11.30	11.30	-	11.30	-
860.98.2860.422.114	964.41	964.41	-	964.41	-
860.98.2860.422.115	8,205.71	8,205.71	-	8,205.71	-
861.98.2861.422.114	621.07	621.07	-	621.07	-
861.98.2861.422.115	5,834.92	5,834.92	-	5,834.92	-
862.98.2862.422.114	1,580.00	1,580.00	-	1,580.00	-
862.98.2862.422.115	13,520.13	13,520.13	-	13,520.13	-
864.98.2864.422.114	624.51	624.51	-	624.51	-
864.98.2864.422.115	5,321.51	5,321.51	-	5,321.51	-
878.98.2878.422.114	22.29	22.29	-	22.29	-
878.98.2878.422.115	181.29	181.29	-	181.29	-
879.98.2879.422.114	286.41	286.41	-	286.41	-
879.98.2879.422.115	2,285.46	2,285.46	-	2,285.46	-
880.98.2880.422.114	668.68	668.68	-	668.68	-
880.98.2880.422.115	5,153.01	5,153.01	-	5,153.01	-
881.98.2881.422.114	4,523.72	4,523.72	-	4,523.72	-
881.98.2881.422.115	34,007.82	34,007.82	-	34,007.82	-
883.98.2883.422.114	562.39	562.39	-	562.39	-
883.98.2883.422.115	6,359.33	6,359.33	-	6,359.33	-
884.98.2884.422.114	720.13	720.13	-	720.13	-
884.98.2884.422.115	10,777.64	10,777.64	-	10,777.64	-
	1,034,660.03	#####	-	1,034,660.03	-

## Wasco County Monthly Report Transfers - February 2020

Filters	
Fd	(Multiple Items)
Cat	(Multiple Items)

### Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Transfer In</b>							
911 COMMUNICATIONS FUND	193,145.00	128,763.36	168,752	66.7%	66.7%	-23.7%	(39,988.64)
911 EQUIPMENT RESERVE	30,000.00	20,000.00	20,000	66.7%	66.7%	0.0%	-
COUNTY FAIR FUND	29,000.00	29,000.00	29,000	100.0%	100.0%	0.0%	-
FACILITY CAPITAL RESERVE	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>GENERAL FUND</b>	<b>562,426.00</b>	<b>400,000.00</b>	<b>757,659</b>	<b>71.1%</b>	<b>62.3%</b>	<b>-47.2%</b>	<b>(357,659.15)</b>
GENERAL OPERATING RESERVE	2,443,333.00	1,600,000.00	3,124,533	65.5%	92.8%	-48.8%	(1,524,533.00)
MUSEUM	22,500.00	22,500.00	22,500	100.0%	100.0%	0.0%	-
PUBLIC WORKS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ROAD RESERVE FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
CAPITAL ACQUISITIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
BUILDING CODES - GENERAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
BUILDING CODES - ELECTRICAL	200,000.00	-	-	0.0%	0.0%	#DIV/0!	-
<b>Transfer In Total</b>	<b>4,282,404.00</b>	<b>2,200,263.36</b>	<b>5,122,444</b>	<b>51.4%</b>	<b>81.1%</b>	<b>-57.0%</b>	<b>(2,922,180.79)</b>
<b>Transfer Out</b>							
911 COMMUNICATIONS FUND	73,333.00	20,000.00	20,000	27.3%	27.3%	0.0%	-
911 EQUIPMENT RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CDBG GRANT FUND							
NON-DEPARTMENTAL EXPENDITURES-E	602,000.00	-	-	0.0%	#DIV/0!	#DIV/0!	-
<b>CDBG GRANT FUND Total</b>	<b>602,000.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>-</b>
COMMUNITY CORRECTIONS FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
DISTRICT ATTORNEY	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FACILITY CAPITAL RESERVE	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
FOREST HEALTH PROGRAM FUND	162,426.00	-	-	0.0%	0.0%	#DIV/0!	-

**Wasco County Monthly Report  
Transfers - February 2020**

<b>GENERAL FUND</b>	<b>2,639,645.00</b>	<b>1,775,263.36</b>	<b>3,339,785</b>	<b>67.3%</b>	<b>92.2%</b>	<b>-46.8%</b>	<b>(1,564,521.64)</b>
LAND CORNER PRESERVATION FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
LAW LIBRARY FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
PUBLIC WORKS FUND	-	-	1,000,000	#DIV/0!	100.0%	-100.0%	(1,000,000.00)
SPECIAL ECON DEV PAYMENTS FUND	405,000.00	405,000.00	480,812	100.0%	100.0%	-15.8%	(75,812.00)
WEED & PEST CONTROL FUND	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
YOUTH THINK FUND	-	-	111,770	#DIV/0!	93.1%	-100.0%	(111,770.12)
BUILDING CODES - GENERAL	200,000.00	-	132,398	0.0%	29.4%	-100.0%	(132,397.77)
BUILDING CODES - ELECTRICAL	200,000.00	-	37,679	0.0%	8.4%	-100.0%	(37,679.26)
<b>Transfer Out Total</b>	<b>4,282,404.00</b>	<b>2,200,263.36</b>	<b>5,122,444</b>	<b>51.4%</b>	<b>81.1%</b>	<b>-57.0%</b>	<b>(2,922,180.79)</b>

CUSIP/Sec-ID	Type		Face Rate	Purchase Date	Maturity	Weight
						0.00%
						0.00%
						0.00%
478160CD4	Corporate Bond	Johnson & Johnson	2.250%	10/4/2018	3/3/2022	100.00%

5 years

total 100.00%

Average
1.01 Years

Time to average maturity  
\*.12101

General Ledger

Investment by Agency

	% Portfolio	Max	Comply
Federal Home Loan Bank	0.000%	33%	YES
Federal Home Loan Mortgage Corp	0.000%	33%	YES
Federal Natl Mortgage Assn	0.000%	33%	YES
Federal Farm Credit Bank	0.000%	33%	YES
RFCSP Strip Principal	0.000%	33%	YES
	0.000%	33%	YES
Total US Agencies	0.000%	100%	YES
Corporate Bond Johnson & Johnson	1.164%	100%	YES
LGIP	98.836%	49,000,000	YES

Total Invested

Limits	Max %	Portfolio	Comply
US Treasury	100.0%	0.0%	YES
US Agency Securities	100.0%	0.0%	YES
Per US Agency	33.0%	0.0%	YES
Oregon Short Term Fund	50,400,000	43,367,793	YES

Yield to Maturity	Yield to Worst	Days to maturity	Weighted Days to Maturity	Par	Face	Principal Cost	Interest included at purchase	Purchase Price	Market
							-	-	-
							-	-	-
2.96%	2.96%	368	368	500,000.00	500,000.00	488,547.34	968.75	489,516.09	510,601.00
2.96%	2.96%			500,000.00	500,000.00	488,547.34	968.75	489,516.09	510,601.00
Weighted Ave						Eden GL	*.12101		
1.01 Years									

LGIP Yield		
January	0.60%	
Investments at Less than LGIP		
Count		0
Value		
%		0.0%

	489,516.09	510,601.00
	43,367,793.04	43,367,793.04
	43,857,309.13	43,878,394.04

Maturity Limits	Min	Actual \$	Actual %	Comply		
Under 60 Days	25%	43,367,793.04	99%	YES	10,969,598.51	10,969,598.51
Under 1 year	50%	43,367,793.04	99%	YES	21,939,197.02	10,969,598.51
Under 3 years	75%	43,878,394.04	100%	YES	32,908,795.53	10,969,598.51
Under 5 years	100%	43,878,394.04	100%	YES	43,878,394.04	10,969,598.51

Book Value 12/31/2020	Called/ Matured/Purch ased	Mark to Market	Book Value 1/31/2021
-		-	-
510,601.00		-	510,601.00
510,601.00	-	-	510,601.00
			510,601.00
			-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
510,601.00		-	510,601.00
43,367,793.04		-	43,367,793.04
43,878,394.04		-	43,878,394.04

Bankers' Acceptance	25.0%	0.0%	YES
Time Deposits/Savings	50.0%	0.0%	YES
Certificates of Deposit per Institution	25.0%	0.0%	YES
Repurchase Agreements	5.0%	0.0%	YES
Corporate Debt (Total)	15.0%	0.0%	YES
Corporate Commercial Paper	15.0%	0.0%	YES
Corp Commercial Paper Per Issuer	2.5%	0.0%	YES
Corporate Bonds	10.0%	1.2%	YES
Corp Bonds Per Issuer	2.5%	1.2%	YES
Municipal Debt (Total)	10.0%	0.0%	YES
Municipal Commercial Paper	10.0%	0.0%	YES
Municipal Bonds	10.0%	0.0%	YES

### February 2021 Bank Reconciliation

Mike M - 4/21/2020

Main Checking Bank						LGIP Account Bank					
	Eden 600	Eden 601	Eden 602	Eden Total		*.11403 Eden 600	Eden 601	Eden 602	Eden		
Beginning Balance	630,984.84	264,456.54	196,903.01	161,175.29	622,534.84	1,512,710.54	39,759.86	1,470,069.43	2,881.25	1,512,710.54	
Credits											
Deposits	243,785.00	243,785.00	31,351.67	-	275,136.67	Debit	870.32	123.59	679.72	67.01	870.32
Withdrawals											
Checks	13,139.39	48,447.32	875.77	-	49,323.09	Credit					
Ending Balance	861,630.45	459,794.22	227,378.91	161,175.29	848,348.42	Ending Balance	1,513,580.86	39,883.45	1,470,749.15	2,948.26	1,513,580.86
Deposits in Transit	-					Ending GL	1,513,580.86				
Outstanding Checks	\$13,282.03										
Adjusted Balance	848,348.42	459,794.22	227,378.91	161,175.29	848,348.42	LGIP Variance	-	14.2%	78.1%	7.7%	
Variance	-					Mike M 3/22/2021		Interest Allocation Rate			

Name	Check #	Amount
Cambell Phillips PC	5445	\$1,450.00
Aristo Networks	5465	\$6,471.20
Comstructure	5470	\$4,465.79
Hire Electric	5471	\$648.94
Northern Wasco PUD	5472	246.10
		\$13,282.03



## CONSENT AGENDA

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[MINUTES: 3.17.2021 REGULAR SESSION](#)

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[STAFF MEMO](#)

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[DONATION AGREEMENT](#)

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[TRANSFER DEED](#)

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WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MARCH 17, 2021

This meeting was held on Zoom

<https://wascocounty-org.zoom.us/j/3957734524>

or call in to [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 3957734524#

- PRESENT: Scott Hege, Chair  
Kathy Schwartz, Vice-Chair  
Steve Kramer, County Commissioner
- STAFF: Kathy Clark, Executive Assistant  
Tyler Stone, Administrative Officer

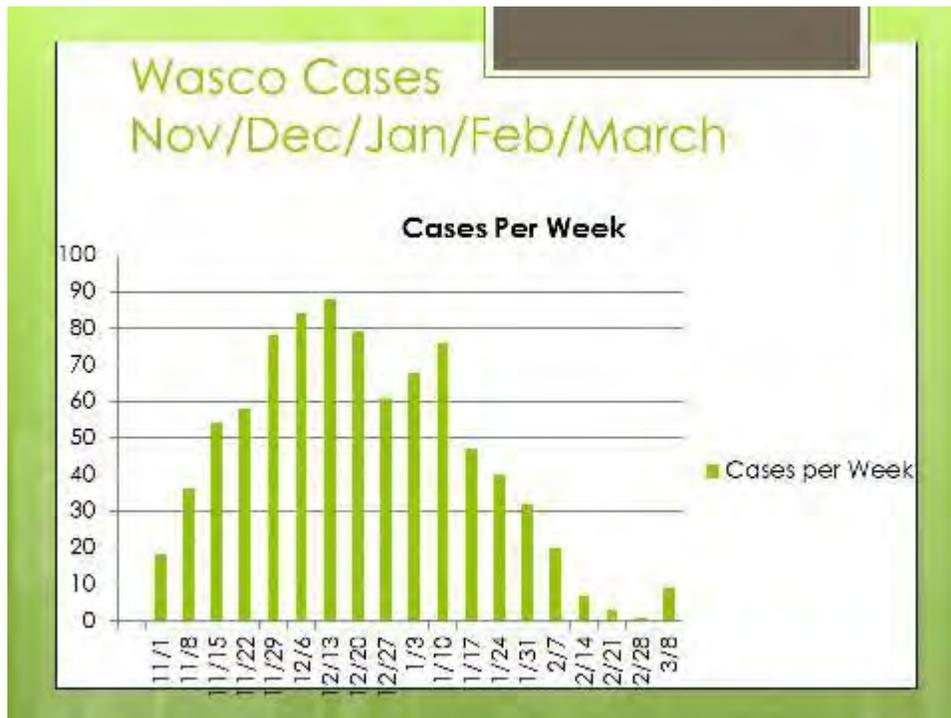
Chair Hege opened the session at 9:00 a.m. Vice-Chair Schwartz asked to add a discussion regarding legislation changing fees associated with solar projects to the agenda. Commissioner Kramer asked to add a discussion around Senate Bill 554 just to share some updates.

**Discussion Item – NCPHD COVID-19 Update**

North Central Public Health District (NCPHD) Public Health Officer Dr. Mimi McDonell reviewed the up-to-date, comprehensive statistics for the region.

County Data: Total Cases, recovered and deaths to date

Wasco		
Total	1232	
Recovered	1168	
Deaths	26	
Sherman		
Total	53	
Recovered	52	
Gilliam		
Total	54	
Recovered	52	
Deaths	1	



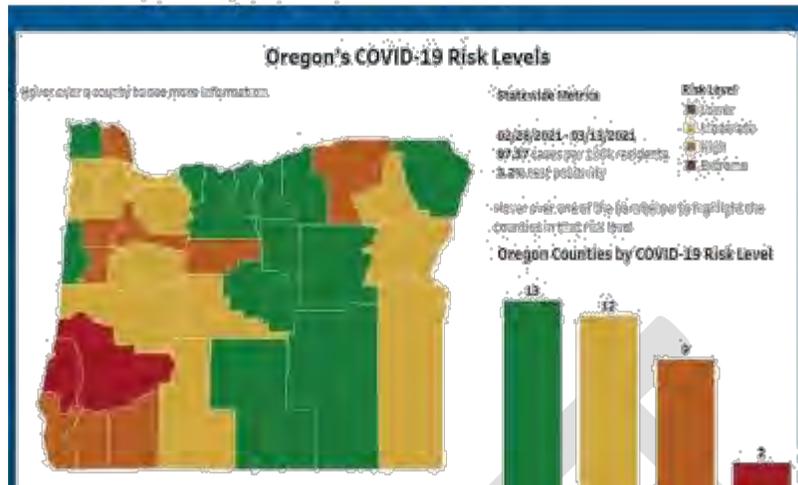
Dr. McDonnell explained that the uptick in cases for the last week on the chart above is largely related to some out-of-state travel; there have not been any workplace or long-term care facilities outbreaks.

### County 2 week metrics

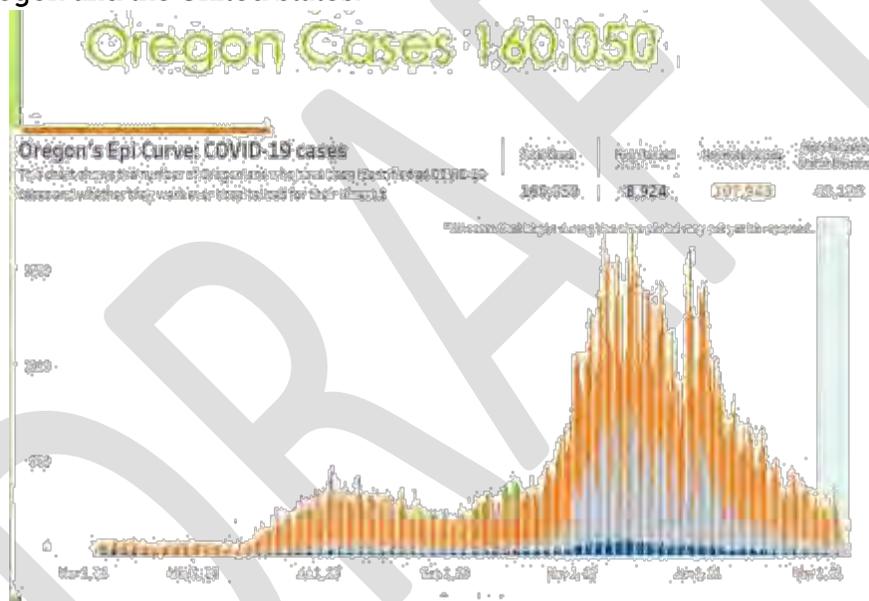
2/28-3/13	Count	% positivity
Wasco	10	1.2%
Sherman	0	1.8%
Gilliam	1	1.2%

Dr. McDonnell pointed out that as the result of continued low numbers. Wasco County remains in the low risk category along with most of the counties in the central portion of the state as is illustrated on the following slide.

## County Risk Levels

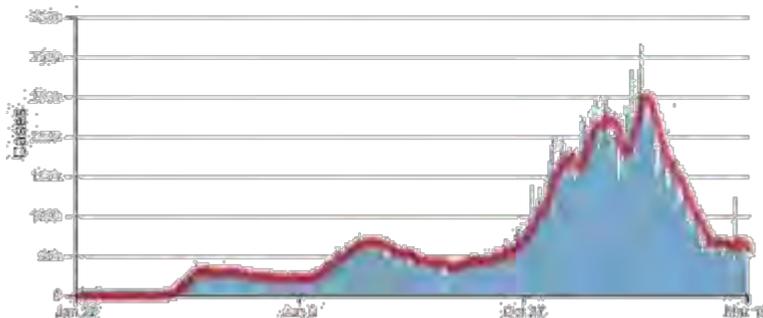


Dr. McDonnell pointed out that Wasco County's numbers generally follow the trends for the State of Oregon and the United States.



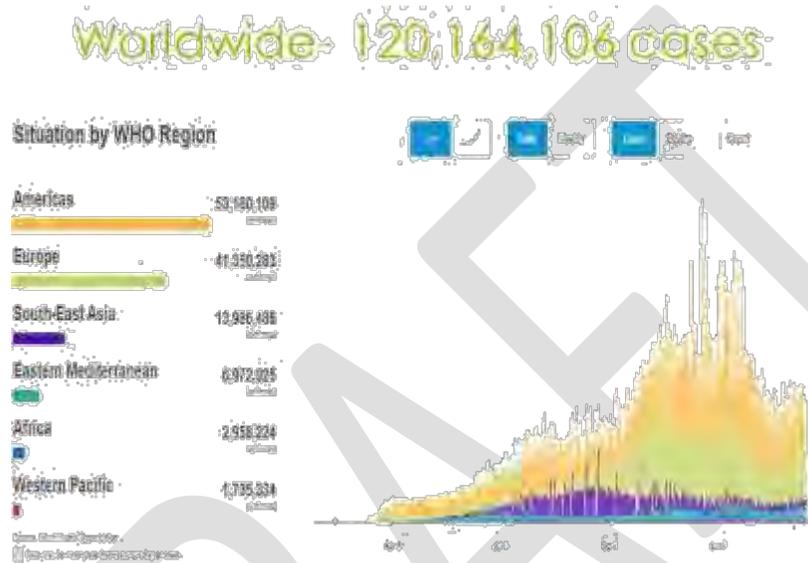
## US Cases 29,319,457

Daily Trends in Number of COVID-19 Cases in the United States Reported to CDC



Dr. McDonnell observed that although our numbers on the following graph are much lower than those in the last couple of months, they are almost as high as they were during the summer peak. It is important to continue to remain committed to following the guidance regarding personal hygiene, social distancing and wearing masks.

Dr. McDonnell said that you can see that the majority of the cases have come from the Americas and Europe with much lower numbers in South-East Asia, the Eastern Mediterranean, Africa and the Western Pacific.



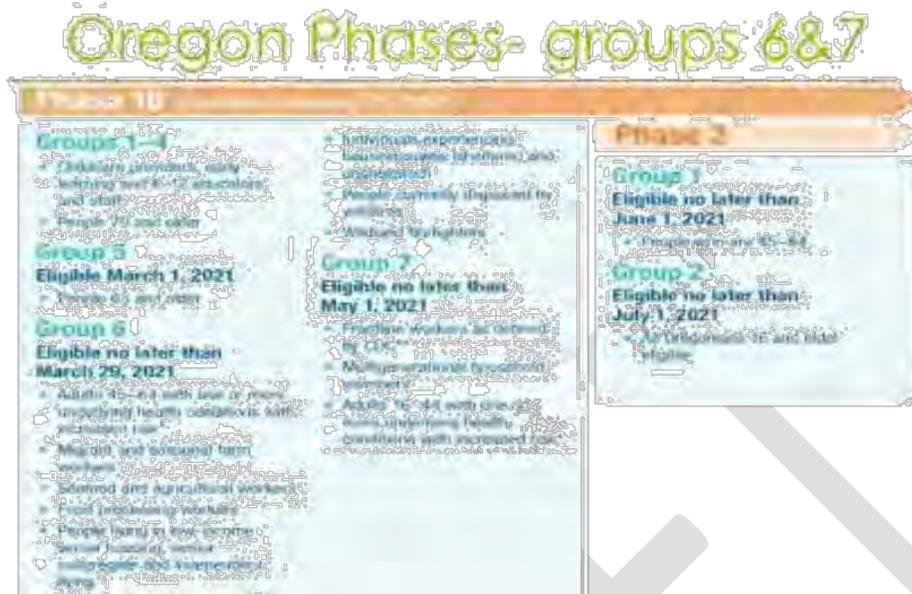
Dr. McDonnell shared the new CDC guidelines for those who have been fully vaccinated. She explained that fully vaccinated means two weeks after the receiving the second of a two-part vaccination or two weeks after receiving the single dose vaccination. She stated that while we do know that the vaccines are reducing the risk of transmission; we do not know how by how much.

### COVID-19 news from CDC

- If you have been fully vaccinated:
  - OK to gather indoors with other fully vax people without a mask
  - OK to gather indoors with unvax people from ONE other household without masks UNLESS any of those people are at increased risk for severe illness from COVID-19

Dr. McDonnell reviewed the chart below that outlines the in order in which people are eligible for vaccinations. She noted that she saw a school bus on her way to work this

morning – that is the first time in almost a year. She stated that all of the schools in Wasco County are working on returning to in-person education at some level.



NCPHD Interim Executive Director Shellie Campbell said that they are holding vaccination clinics 4 days a week.

Dr. McDonnell reviewed the data on vaccinations throughout the region. These numbers may be a little lower than the actual numbers as the data from Monday and Tuesday have not been added.

### NCPHD Vox status

- Wasco
- 5777 vaccinated
- 2776 series complete
- 20%
- Phase 1A completed (first round)
- Phase 1B group 1 completed, groups 2 -5 in process

## Gilliam

- 428 total
- 175 fully vaccinated
- 21%
- Murray's Rx in Condon
- Arlington Medical Clinic
- South Gilliam Medical Center
- NCPHD holding clinics in Condon and Arlington

## Sherman

- 371 total
- 226 fully vaccinated
- 21 %
- Sherman County Medical Center holding their own clinics

Plans for upcoming vaccination clinics are moving forward based on the following predictions regarding the availability of the vaccines.

## NCPHD Vax status

- Weekly for at least the next 2 weeks:
  - Wasco County
    - NCPHD 500+ bonus J&J 100
    - OCH 200
  - Sherman County
    - Sherman County Clinic 100 every other week
  - Gilliam County
    - Arlington and S. Gilliam Clinics together 100 every other week

## Upcoming Plans

- Continue clinics at Readiness Center
  - Tues, Wed & Thurs (Friday)
- MCMC Visiting Health & Heart of Hospice vaccinating home bound residents
- OCH 2 day/ week clinics
  - Celilo Village Clinics
- Local Pharmacies – Safeway, BiMart

Deschutes Rim Clinic in Maupin is also administering vaccinations.

### Upcoming Plans

- NORCOR has begun vaccinating AIC with J&J
- NCPHD partnering with MCCFL for their clients
- Working with OHA and local partners regarding onset of growing season
- Anticipate increase to NCPHD region of roughly 500 weekly doses starting March 29

Dr. McDonnell said that they are starting to work on plans for the influx of seasonal workers that will come with the harvest. She said that they learned a lot last year and have already built partnerships to support the work.

### More information

- [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov)
- [ncphd.org/covid-vaccines](https://ncphd.org/covid-vaccines)
- [es.ncphd.org/covid-vaccines](https://es.ncphd.org/covid-vaccines)
- [cdc.gov/vaccines/covid-19](https://cdc.gov/vaccines/covid-19)

### Keep Signing Up!

- Online at [ncphd.org](https://ncphd.org)
- Call One Community Health or use their online portal [onecommunityhealth.org](https://onecommunityhealth.org)
- Call NCPHD 541-506-2600 if you would like to be added to the "SAME DAY" list

Dr. McDonnell said it is less of a burden on their system if you can sign up online but if you cannot, do not hesitate to call. The important thing is to get signed up. She explained that at the end of a vaccination clinic day they will likely have some extra doses. They try to keep

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a prioritized list of those who are eligible and can make it to the clinic in an hour; they use that list to call people to come in for those extra doses. They contact people the day before to alert them of the possibility so they know to answer their phone even if they do not recognize the number. They want to make sure no doses are wasted and that they are distributed equitably.

Dr. McDonnell closed with a comment recognizing the tragedy of a gunman killing several women in the Atlanta area yesterday.

Vice-Chair Schwartz observed that Wasco County citizens who live in the southernmost part of the county often do their shopping and seek health care in Jefferson County. She asked why our numbers are so low with Jefferson County's numbers being much higher. Dr. McDonnell said that she does not have an answer to that question but will bring it up at her next meeting with OHA.

Vice-Chair Schwartz asked if the number of clinics being held will increase as we see more vaccine delivered to Wasco County. Dr. McDonnell replied that one of their limiting factors in delivering vaccinations is the size of the space when following social distancing guidelines. They currently use the Readiness Center on Tuesdays, Wednesdays and Fridays as well as some weekends. They are currently talking to local pharmacies and talking about doing some workplace vaccination events. They will continue to hold large clinics and dispense to partners who can do large numbers of vaccinations. As more of the population is vaccinated, ongoing care can move to primary care physicians.

Vice-Chair Schwartz commented that the lower numbers for some of the countries on the World Health Organization chart might be due to the warmer climates that allow people to spend more time outdoors. She asked if a certain phone number will come up on the phone when people are being called at the end of the vaccination clinic day to receive the extra doses that are available. Dr. McDonnell replied that staff are using their cell phones to make the calls so it is not a consistent number. The top 10 on the list are called the day before to let them know that they may be receiving a call.

Commissioner Kramer thanked Dr. McDonnell for the work they are doing at the Deschutes Rim Clinic. He said that he was able to help at one event there and it was worth every minute. In regard to the Atlanta shootings, Commissioner Kramer commented that we need to do a better job with mental and behavioral health in this country.

Chair Hege asked what pharmacies are currently getting vaccines. Dr. McDonnell replied that Safeway and BiMart in Wasco County; Murray's in Gilliam County. She added that across the state and the country Walmart and Walgreens are getting doses. She said that you can check the national websites to learn if the local pharmacy is offering vaccines. She added that OHA also has a great tool for locating vaccination sites.

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Chair Hege asked for some clarity around the interstate travel guidance. He pointed out that since we live right on the border, people go back and forth to and from Washington State all the time – they go to shop or for work, etc. Dr. McDonell said that if people are traveling out of state not for work or school, etc. but vacationing, the recommendation is that when you return you quarantine for 14 days. It is tricky with our population as we are on the border, but that is not what they are talking about. It is when you go and stay overnight; it increases your risk of contracting and bringing the virus back. When traveling at all, it is very important to follow the guidelines. Recent cases stemmed from out-of-state travel for vacation.

Chair Hege said that his impression is that the amount of testing being done is declining rapidly. Dr. McDonell responded that there are fewer now than in January as we have fewer people displaying symptoms or close contacts of confirmed or presumed cases. When an outbreak occurs, testing ramps up but we are not seeing those outbreaks. There is excellent availability of tests and we are screening enough people. It is an important number to watch.

Chair Hege observed that the phase dates go out through July. He said that he has heard that by all we would be open to the general public by May. Dr. McDonell answered that President Biden has made that prediction but she has not heard that locally from OHA. They want to manage expectations and not over-promise. We also want to make sure that groups in Phases 6 and 7 are not eclipsed by opening to the general public too early. The timeline of July 1<sup>st</sup> may get moved up, but we still want to prioritize the higher risk groups.

Chair Hege asked about the take rate for the vaccine – how many are actually accepting the vaccine in our county. Dr. McDonell replied that it is hard to know. What we do know is that in the senior centers, residents are accepting the vaccine at a rate above 90%. Medical personnel are taking it at a rate between 80-85% - parallel to what we see for the flu vaccine. In Oregon, people coming back for the second dose is at the rate of 96%.

Chair Hege asked if there is a preferred vaccine if someone has a choice. Dr. McDonell said that people should take whatever vaccine they can get soonest; they are all incredibly effective. If travel is a hardship, then the Johnson & Johnson one-dose vaccine may be preferred. We are still in a period of scarcity, so people should take whatever they can get.

Chair Hege asked about what the plans are for the influx of seasonal workers, noting that NCPHD did the yeoman's work for that last year and we did not have significant outbreaks. He asked what the outlook is for this season – will there be vaccine clinics for that population. Dr. McDonell stated that there are a lot of moving parts. People will be coming from other states and in some instances, other countries. We have the infrastructure already built from last year and the State has done more work with neighboring states and Mexico encouraging workers to be vaccinated and send that information in advance. We want to keep people safe. If they have not been vaccinated, we will work with the orchardists to

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make sure that gets done especially in the packing houses where the risk is higher. Currently, NCPHD is doing research on where the workers are coming from and what is available there.

Chair Hege pointed out that when that influx of people occurs it will coincide with the approximate date that vaccinations will be opened to the general population. He asked if there is a case we can make to OHA to get additional doses for that circumstance. Dr. McDonell responded that she has brought that up and they will direct additional doses to places getting more seasonal workers.

Vice-Chair Schwartz said that despite the herculean efforts during last year's harvest, there were some outbreaks. That population was disproportionately impacted by COVID. Chair Hege acknowledged the outbreaks saying that it had not been as bad as he had anticipated and he did not want to see it be worse this year.

Chair Hege asked Dr. McDonell to comment on lessons we have learned throughout this experience. He asked if we can avoid this in the future or will it be more commonplace. Dr. McDonell said that she does not have all the answers but there have been a lot of lessons learned. Internationally, we need to better fund the scientific community that studies and watches for things like this. In the US we could have done a better job of looking to other countries that were being successful in controlling the spread; we didn't use masks early enough. We need to do a better job of meeting people where they are and bringing them along with information – motivational interviewing rather than mandates.

Commissioner Kramer said that commissioners received a letter yesterday that is being circulated from the eastern Oregon counties. The letter is asking for the Governor and OHA to give control back to the local entities. He asked if NCPHD is ready for that. Dr. McDonell said she has not seen the letter so it is hard to know how to respond – what are they asking for control over? Commissioner Kramer said it is around all the executive orders. The letter expresses an opinion that it is time for top down control to relinquish that authority to local agencies. Dr. McDonell said that she has not thought about that specifically so cannot respond effectively. She stated that she thinks they might like some local control but not all – they rely on OHA for a lot of things they do not have the time to do locally. She said it is something to think about but she would need more information. Commissioner Kramer said that he is also looking for more information and will send the letter to Dr. McDonell for review.

Rodger Nichols asked who should go for testing and where people should go. Dr. McDonell replied that the first choice should be the primary care physician; NCPHD secondarily. If you are at all symptomatic – even if you think it is just a cold – you should get tested. You should also be tested if you come into close contact with a known or presumptive case.

Beatriz Morales asked who needs to quarantine. Dr. McDonell answered that close contacts

should remain apart from others for 14 day although 10 days without symptoms is acceptable or 7 days if you are tested on day 5, 6 or 7. Also, people who have traveled out of state are recommended to quarantine for 14 days; that is a guideline rather than a mandate.

Antelope City Council Member Jeannie Adams asked if there are clinics being set up at Young Life Family Ranch. Dr. McDonell said there haven't been, but that doesn't mean that they can't do that. She said that they are interested in holding remote clinics and she would make contact with Ms. Adams to talk about that further.

Ms. Morales asked if people with symptoms should be vaccinated. Dr. McDonell said that they ask that people what until the symptoms pass before being vaccinated.

Chair Hege said he would like to talk about issues around people getting back into work places at an upcoming session.

#### Agenda Item – Service District Meetings

At 10:01 a.m. Chair Hege recessed the Regular Session to hold meetings for the Wasco County Library Service District and the Wasco County 4H 8 Extension Service District.

At 10:05 a.m. Chair Hege resumed the Regular Session.

#### Agenda Item – Wasco County-owned Land Policy Revisions

Wasco County Assessor reviewed the memo included in the Board Packet. She said that the purpose of the revisions is to create a path to relinquish property for low-income housing. She noted that there is legislation under consideration that could impact this process. She said that transparency and equity are both considerations as they work on this policy. The Board has the authority to relinquish county-owned properties but there are still questions. We want to have a good process in place and will continue to review for improvements.

Vice-Chair Schwartz said that as Chair of the Housing Authority Board, she wants to point out that our housing shortage is intersecting with other areas where we are trying to move forward. We have workforce development issues and an acute need for mental health, maintenance and construction workers; we cannot attract them if they cannot afford the housing in our area. They are trying to engage an AmeriCorps worker but there is no affordable housing for them. These are real barriers and a crisis in our community. You can see it in social media every day. We need to give it some consideration. She said she appreciates the work that has been done; we can continue to work on it.

Executive Director of Mid-Columbia Housing Authority Joel Madsen said that this is one of the things he asked for when he presented to the Board a couple of months ago. Land is the biggest piece of the housing puzzle and this policy moves us closer and allows us to find opportunities. He said that he appreciates the work that has gone into these revisions. He

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noted that the policy acknowledges a committee that created this policy; he said he would like to be a part of that committee to provide perspective. He said that he understands that the deed restriction is statutorily required and is consistent with what they do in working with developers. They have to obtain financing so he would encourage that it continue to follow statute and not become more restrictive. The focus of the changes is to be able to relinquish property for no less than taxes owed. He said that he understands that need but the more an affordable housing developer has to pay for the land, the less likely that the housing will actually be affordable.

Vice-Chair Schwartz asked if Mr. Madsen is recommending some language in the policy that actually has the Housing Authority as part of the committee. Mr. Madsen replied that he does not know who is on that committee, but it certainly is an interest for the Housing Authority and they have expertise to offer.

Ms. Amery explained that the committee is composed of various County department representatives. – the Assessor, Surveyor, Road Department, Public Safety, etc. She said that if we are going to include a representative from Housing, we should also allow child care and social services representatives to participate.

Commissioner Kramer suggested that considering the feedback from Mr. Madsen, the policy may need more work. Ms. Amery agreed, saying that they have also not heard from the Districts that will be impacted by this policy.

Vice-Chair Schwartz concurred saying that this is a good start and gives us more to think about. She commented that the Districts also face recruitment challenges due to the affordable housing shortage.

Ms. Amery pointed out that there is a case pending that may have an impact on how we deal with this issue. County Counsel Kristen Campbell said that it will be years before there is a final resolution to that case. She stated that it is a class action suit filed in Oregon courts naming all Oregon counties and challenging the scheme of excess revenues realized in terms of tax foreclosures. She added that we are a party to the suit and have joined with all other counties in a unified defense through a Portland law firm.

Chair Hege asked if relinquishing title means we are giving the property with no remuneration. Ms. Amery replied that the statute does not define that; our goal and most counties' goal is to set the minimum sales price on taxes owed to make the districts whole. Chair Hege asked if the proposed policy would require that. Ms. Amery replied that it would be the goal but discretion is left to the Board of Commissioners.

Chair Hege said that we need to hear from the districts. He noted that we have sometimes foreclosed on a structure rather than bare land but they are mostly not habitable. He said he would be curious to look at what we have that is buildable.

Ms. Amery said that we do not regularly take properties that are ready for reuse. We did have properties in the southern part of the county that were very difficult to sell. Mr. Madsen said that he has looked at the list and is excited about 3 or 4 properties. This policy just creates a clear path forward for when opportunities arise. There are very few things that a county can do but this is one. The policy does not force all properties to go for affordable housing.

Chair Hege said the Board will look forward to this coming back to them again.

### Agenda Item – Finance

#### SURPLUS VEHICLE REQUEST

Finance Manager Kayla Nelson reported that the Vehicle Committee was convened earlier this year. That committee determines which vehicles should be recommended for going to auction in April. The 5 on the list this year are all older vehicles with high mileage and maintenance costs. She said that last year, 7 vehicles were sold at auction.

**{{(Vice-Chair Schwartz moved to approve Order 21-011 surplussing 5 Wasco County vehicles no longer in use. Commissioner Kramer seconded the motion which passed unanimously.)}}**

#### MUNIS CONVERSION UPDATE

Ms. Nelson said that in June of last year the County entered into an agreement to implement upgraded financial software. The Finance staff has been hard at work and meeting weekly with consultants from Tyler Technology. The Board Packet includes an outline of what has been done. Since COVID has curtailed travel, the team has been meeting with consultants virtually which has saved a significant amount on travel expenses. The project is well under budget and on time. They plan to go live July 1<sup>st</sup> with financials. They will have to go back to configure for document storage that will be attached to financial data. The statement builder will be added after July 1<sup>st</sup> which will streamline the invoicing process. They will go into a testing phase in May and provide training in June for all staff that will be using the software. Broader training will come later – toward the end of the calendar year. She said they have been very impressed with the Tyler Tech staff.

Vice-Chair Schwartz said that this is a lesson learned – we may not need people on site for these things and can negotiate for that in the future. Chair Hege pointed out that Mr. Stone negotiated pretty hard to get this deal and saved the County a lot of money.

Chair Hege commented that this is exciting and very helpful. We are all looking forward to the upgrade.

**Discussion Item – NCPHD Subcontract**

Ms. Clark reviewed the memo included in the Board Packet.

**{{Commissioner Kramer moved to approve the Overdose Prevention Subcontract between North Central Public Health District and Wasco County for overdose prevention efforts in Wasco, Sherman and Gilliam Counties. I further move that this Subcontract supersedes the Memorandum of Understanding regarding this work and approved on December 2, 2020. Vice-Chair Schwartz seconded the motion which passed unanimously.}}**

**Agenda Item – NCPHD Salary Survey**

North Central Public Health District Interim Director Shellie Campbell reviewed the presentation included in the Board Packet saying that they wanted to share this information to give the Board an opportunity to review and provide feedback. They want to show NCPHD staff their value by bringing their salaries up to market levels.

Vice-Chair Schwartz thanked Ms. Campbell for sharing this work. She said as Chair of the NCPHD Board, she also wanted to share what they are doing but there is more work to be done. She stated that they need to work with staff to create a compensation policy. She thanked Mr. Stone, Wasco County Finance Director Mike Middleton and Wasco County Human Resources Director Nichole Biechler for their help in finding a way forward through their own experience at the County. Wasco County is a significant contributor to NCPHD; it is important to work in tandem. It will not be a perfect comparison; but it will be as close as they can get.

Commissioner Kramer commented that this will raise a lot of questions that will drive future conversations. Mr. Stone reiterated that this is informational and there is still more work to be done.

Chair Hege opened the floor to public comment; there was none.

**Discussion Item – Solar Project Fees**

Commissioner Kramer explained that the Oregon Solar Pilot Program started with a \$7,000 cap negotiated down to a range. As the legislators looked at modifying the program they started at \$3,500 for an initial fee but have settled on a range of \$5,500 to \$7,000. Senator Findley is looking to us for feedback on the rate.

Chair Hege added that this is essentially the conversation we had with Avangrid. The solar industry did not want the program sunsetted and wanted the fees to be adjusted to reflect the higher cost of solar projects. Commissioner Kramer stated that this basically gives counties the ability to do what works for them within a range. Chair Hege stated that we did not use this program for Avangrid as we have a RRED Zone. He said that commissioners can

give their input individually. Commissioner Kramer said it would be good if Wasco County could send something to Senator Findley as a Board as it has more impact than individual letters.

Chair Hege said that all the bill is doing is leaving the cap at \$7,000 and allowing for a reduction. He said he can respond in support of the change on behalf of the Board.

**\*\*\*The Board was in consensus for Chair Hege to respond to Senator Findley on behalf of Wasco County regarding the proposed modifications to the Oregon Solar Pilot Program.\*\*\***

#### Discussion Item – Senate Bill 554

Commissioner Kramer noted that some counties have passed a Second Amendment resolution. Judges have not supported it in court. County Counsel Kristen Campbell has been doing some homework on the subject – he wants to gather more information and bring it back; a resolution would only be symbolic, but needs more information before consideration.

#### Commission Call

Commissioner Kramer said he would like for us to consider taking a bit more time out of our schedule to have a legislative meeting or work session when Legislative Sessions are being held. That would shed some light and allow Commissioners to share information and come to a consensus on various items. He said we can think about doing this on our off weeks and include our directors. This Friday will be do or die for bills that have not had a hearing. Next week will be prioritization for bills to move forward. He asked the Commissioners to think about his proposal and contact Ms. Clark with their input. Chair Hege and Vice-Chair Schwartz expressed their support for weekly legislative work sessions.

**\*\*\*The Board was in consensus to hold weekly legislative work sessions.\*\*\***

Vice-Chair Schwartz asked if Commissioner Kramer wanted to talk further about the letter for Dr. McDonell. Commissioner Kramer responded that he has sent the letter to Dr. McDonell and asked her to reply with her thoughts. He said he likes some but not all of the letter. He noted that tomorrow is the deadline for signing on to the letter; we do not have enough information to sign as a county. He said that Klamath signed as a county but this did not allow enough time to determine the right course; there could be fiscal and resource impacts. They are taking both individual and county signatures.

Vice-Chair Schwartz said that she has seen the letter and has some thoughts. Part of what OHA provides is all the research and tracking data which they feed back to the Health Districts. That allows local staff to be doing the on-the-ground work. In addition, Public Health Officers are not epidemiologists; they study public health and have an

understanding but are not the experts in that field. Even in the larger counties, the Health Officers are generalists. The State has that expertise.

**Consent Agenda – 3.3.2021 Regular Session Minutes**

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

**Executive Session Pursuant to ORS 192.650 2(h)(f)(d)**

At 11:15 a.m. Chair Hege opened an Executive Session pursuant to ORS 2(h) Legal Consultation; 2(f) Information or records exempt from public information; 2(d) Labor Negotiations. He outlined the process for participation in the Executive Session, excluding media from only the Labor Negotiations portion of the session. He explained that no decisions would be made in Executive Session and the Board would return to the main meeting room once the Executive Session concluded.

The Regular Session resumed at 11:58 a.m.

**{{(Commissioner Kramer moved to deny the grievance and direct staff to follow Oregon Statute. Vice-Chair Schwartz seconded the motion which passed unanimously.)}}**

**{{(Commissioner Kramer moved to approve the Leave Without Pay requested by a Wasco County employee. Vice-Chair Schwartz seconded the motion which passed unanimously.)}}**

**Discussion**

Vice-Chair Schwartz noted that Congressman Bentz is scheduling calls with individual Commissioners. She has not had her call as yet and asked if there is a unified message coming from Wasco County.

Chair Hege said he has had his call; the purpose of the call is just a meet and greet for the Congressman and his staff. They did ask if there are any federal issues. He told them that his most frustrating issue is the Gorge Commission. He also talked about federal forest policy. He commented that it is admirable that they are taking the time to make these calls.

Commissioner Kramer stated that Congressman Bentz is very educated in water issues and he will be asking about the wild and scenic designations that we have recently seen and how they will affect our landowners in losing up to ¼ mile of their ground which will impact their ability to respond to fires.

Chair Hege said that the Community Outreach Team usually goes back to DC but COVID has prevented that in-person connection. They are getting virtual meetings set up. He said he usually brings up forests, Schools to Roads and broadband. He said he will make sure

the other commissioners get information from COT. If there are other items he should be bringing to those meetings, he asked that those get sent to him.

Commissioner Kramer said that the COT did not discuss the mental health issue and that needs to be done. Chair Hege agreed, saying that if Commissioner Kramer knows of any legislation or funding sources, please send it to him to support that discussion.

Mr. Stone said that the Lockheed Martin property would be a good item to address in those meetings.

Vice-Chair Schwartz said that she has been receiving emails around the latest COVID relief package and what is coming to counties. She said what she is seeing is significant and we will need to discuss that. Chair Hege reported that it came up in his call with Congressman Bentz who wanted to know if it will be enough to fill the holes. He said that his thinking is that a lot of that will go to help our businesses. The County has not seen huge reductions in revenue. Half of the funding will have to be spent by 2024 which should not be a problem.

Vice-Chair Schwartz stated that there is a website that talks about all of the relief that has gone to businesses in Wasco County - \$39 million into the 97058 zip code. It includes details on who got what; she said she would send the link to Ms. Clark for distribution.

Commissioner Kramer said he has heard that the State legislature wants to tax the PPP that has been distributed.

Planning Director Angie Brewer said she will be sending an email to the Board confirming the submission of the Gorge Commission Management Plan. She said she will be coming to the Board seeking permission to move forward. Chair Hege asked that she include information about the timeframe, costs and revenue associated with that.

Chair Hege adjourned the session at 12:14 p.m.

## Summary of Actions

### MOTIONS

- **To approve Order 21-011 surplussing 5 Wasco County vehicles no longer in use.**
- **To approve the Overdose Prevention Subcontract between North Central Public Health District and Wasco County for overdose prevention efforts in Wasco, Sherman and Gilliam Counties. I further move that this Subcontract supersedes the Memorandum of Understanding regarding this work and approved on December 2, 2020.**
- **To approve the Consent Agenda – 3.3.2021 Regular Session Minutes.**

- **To deny the grievance and direct staff to follow Oregon Statute.**
- **To approve the Leave Without Pay requested by a Wasco County employee.**

**CONSENSUS**

- **For Chair Hege to respond to Senator Findley on behalf of Wasco County regarding the proposed modifications to the Oregon Solar Pilot Program.**
- **To hold weekly legislative work sessions.**

Wasco County  
Board of Commissioners

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Scott C. Hege, Commission Chair

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Kathleen B. Schwartz, Vice-Chair

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Steven D. Kramer, County Commissioner



## MEMORANDUM

**SUBJECT: Original Wasco County Courthouse Land Donation**

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**TO: BOARD OF COUNTY COMMISSIONERS**

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**FROM: KATHY CLARK**

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**DATE: APRIL 7, 2020**

### **BACKGROUND INFORMATION:**

At the February 17, 2021 Session, the Wasco County Board of Commissioners, by unanimous vote, directed staff to facilitate a transfer of property to the Original Wasco County Courthouse Preservation with a reversionary clause. The deed and donation agreement included on the consent agenda fulfills the direction of the Board and will conclude this project.

## DONATION AGREEMENT

THIS DONATION AGREEMENT (“**Agreement**”) is made as of the day of the 29<sup>th</sup> day of March, 2021, (“**Effective Date**”), by and between Wasco County, a political subdivision of the State of Oregon (“**Donor**”), and Original Courthouse Preservation Corporation, an Oregon non-profit corporation (“**Donee**”).

### ARTICLE 1 DONATION

**1.1 Agreement to Donate.** Donor, in consideration of and subject to the covenants and agreements herein contained, agrees to donate, and Donee agrees to accept, that parcel of land and improvements thereon, including fixtures and personal property, situated at 410 West Second Place, The Dalles, Wasco County Oregon and more specifically described as (hereinafter the “**Property**”): Township 1 North, Range 13 East, Section 388, Tax Lot 1300, County of Wasco.

**1.2 Consideration.** Donee acknowledges that Donor has agreed to convey the Property to Donee subject to the terms of this Agreement for the sole purpose of enabling Donee to use the property to serve the public as a non-profit museum dedicated to the preservation of the original Wasco County courthouse and related uses. Donee agrees to accept the Property for such purpose subject to the terms, conditions, rights and reservations contained herein in consideration of the conveyance of the Property by Donor and as an inducement to Donor to so convey the Property to Donee as a gift.

### ARTICLE 2 TITLE AND SURVEY

**2.1 Title Examination.** Donee shall have until the date that is thirty (30) days from and after the Effective Date in which to examine title to the Property. Any examination of title shall be at Donee’s sole option, cost and expense.

**2.2 Survey.** Donee shall have until the date that is thirty (30) days from and after the Effective Date in which it may obtain a survey of the Property or to determine the status of the Property as a lawful lot or parcel at Donee’s sole option, cost and expense.

**2.3 Title Objections.** Donor shall not be obligated to cure, or attempt to cure, anything contained in the title records or shown on a survey to which Donee objects except for any monetary encumbrances Donor shall eliminate any such monetary encumbrances prior to or on the Closing Date (defined below). Donee’s sole remedy in the event of any non-monetary unacceptable title or survey objection shall be to either accept title subject to such objection, or to terminate this Agreement in accordance with Section 3.2 and decline to accept the donation.

### ARTICLE 3 INSPECTION PERIOD

**3.1 Right of Inspection.** Donee shall have thirty (30) days following the Effective Date to make or have performed a physical inspection of the Property. If Donee desires to do any invasive testing or sampling at the Property, Donee shall do so only after notifying Donor and obtaining Donor's prior written consent thereto, which consent may be granted or withheld in Donor's reasonable discretion and may be subject to any terms and conditions imposed by Donor in its reasonable discretion.

**3.2 Right of Termination.** Donee shall have the right to terminate this Agreement if Donee determines in its sole discretion that Donee does not desire to own the Property. Donee shall provide written notice of termination no later than 30 days following the Effective Date. If Donee terminates, Donee and Donor shall have no further rights and obligations hereunder except those which expressly survive termination of this Agreement. If Donee fails to give Donor a notice of termination within 30 days of the Effective Date, Donee shall have no right to terminate under this paragraph and shall be bound to consummate the transaction contemplated herein. Time is of the essence with respect to the provisions of this Section 3.2.

## **ARTICLE 4 CLOSING**

**4.1 Time and Place.** This transaction shall Close at the offices of \_\_\_\_\_ or such other place as may be mutually agreed upon by the parties hereto on or before 5:00 Pacific Time on the 30<sup>th</sup> day following the Effective Date (unless such day falls on a weekend or holiday that's Donor's business is closed, in which case closing shall occur on the next following business day) (the "**Closing Date**").

**4.2 Donor's Obligations at Closing.** At Closing, Donor shall deliver to Donee:

(a) a duly executed bargain and sale deed in substantially the form attached as Exhibit 'A' hereto, which deed shall be subject to a right of reentry/reverter in favor of County should Donee cease to use the Property as a public non-profit museum dedicated to the preservation of the original Wasco County courthouse.

(b) such additional non-privileged and non-confidential documents as shall be reasonably requested by Donee or required to consummate the transaction.

**4.3 Donee's Obligations at Closing.** At Closing, Donee shall deliver to Donor:

(a) such evidence as Donor's counsel may reasonably require as to the authority of the person or persons executing any documents on behalf of Donee;

(b) such additional documents as shall be reasonably requested by Donor or required to consummate the transaction.

**4.4 Credits and Proration's.** Any taxes, assessments or other charges on the Property, with the exception of the area encumbered by the Collocation leases, shall be prorated as of the date of Closing. Donee shall be solely and exclusively responsible for all such expenses from the date of Closing.

**4.5 Closing Costs.**

- (a) Donee shall pay all fees charged by any Title Company involved in this transaction and all fees for recording the Deed and any other recorded instruments affecting the conveyance and all other charges or hard costs associated with this transfer.
- (b) Each party shall be responsible for its own internal costs.

**ARTICLE 5  
POST-CLOSING CONDITIONS AND OBLIGATIONS**

**5.1 Conditions of Transfer.** In consideration of, and as an inducement for, Donor's transfer of the Property to Donee, Donee hereby agrees to the following terms and conditions:

- (a) Donee shall pay when due all property taxes or assessments and encumbrances, if any, authorized by Donor to be incurred.
- (b) Donee shall maintain the museum building and grounds in good repair;
- (c) Donee will operate in compliance with all environmental laws and, in the event of a release of any hazardous or toxic substance, or pollutant, shall take all steps necessary to remediate the release and return the property to its original condition or as approved by the appropriate regulatory body; and
- (d) Donee shall manage and operate the property as the public museum.

**5.2 Enforceability.** The post-closing conditions agreed to in this Article shall survive closing and bind the parties, their successors, assigns and transferees. They shall be enforceable as covenants running with the land, as equitable servitudes, by an action on a contract or as otherwise allowed by law.

**ARTICLE 5  
DISCLAIMERS, INDEMNIFICATION AND WAIVERS**

**6.1 Disclaimer.** IT IS UNDERSTOOD AND AGREED THAT DONOR IS NOT MAKING AND HAS NOT AT ANY TIME MADE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND OR CHARACTER, EXPRESSED OR IMPLIED, WITH RESPECT TO THE PROPERTY, INCLUDING, BUT NOT LIMITED TO, HABITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, ZONING, TAX CONSEQUENCES, LATENT OR PATENT PHYSICAL OR ENVIRONMENTAL CONDITION, UTILITIES, OPERATING HISTORY OR PROJECTIONS, VALUATION, GOVERNMENTAL APPROVALS OR COMPLIANCE WITH GOVERNMENTAL LAWS, THE TRUTH, ACCURACY OR COMPLETENESS OF THE PROPERTY DOCUMENTS OR ANY OTHER INFORMATION PROVIDED BY OR ON BEHALF OF DONOR TO DONEE, OR ANY OTHER MATTER OR THING REGARDING THE PROPERTY. **DONEE ACKNOWLEDGES AND AGREES THAT UPON CLOSING DONOR SHALL TRANSFER AND CONVEY TO DONEE AND DONEE SHALL ACCEPT THE PROPERTY "AS IS - WHERE IS - WITH ALL FAULTS".** DONEE HAS NOT RELIED AND WILL NOT RELY ON, AND DONOR IS NOT LIABLE FOR OR BOUND BY, ANY EXPRESS OR IMPLIED WARRANTIES, GUARANTIES,

STATEMENTS, REPRESENTATIONS OR INFORMATION PERTAINING TO THE PROPERTY OR RELATING THERETO MADE OR FURNISHED BY DONOR, TO WHOMEVER MADE OR GIVEN, DIRECTLY OR INDIRECTLY, ORALLY OR IN WRITING.

**6.2 Representation.** Donee represents to Donor that Donee has conducted, or will conduct prior to closing, such investigations of the Property, including but not limited to, the physical and environmental conditions thereof, as Donee deems necessary to satisfy itself as to the condition of the property and the existence or nonexistence or curative action to be taken with respect to any hazardous substances or toxic substances on or discharged from the property, and will rely solely upon same and not upon any information provided by or on behalf of Donor or its agents or employees with respect to the Property.

**6.3 Indemnification.** Upon closing:

(a) Donee shall indemnify, defend and hold harmless Donor, its officers, directors, agents, affiliates and employees from and against any and all losses, claims, damages, liabilities, judgments, injuries, fines, penalties, citations or expenses (including expert and attorneys' fees) arising out of, resulting from or related to Donee's use or operation of, or Donee's activities on, the property, or Donee's subsequent disposition of any improvements or personality located thereon;

(b) Donee expressly assumes responsibility and liability for all causes of action (including under any environmental law), losses, damages, liabilities (whether based on strict liability or otherwise), costs and expenses (including expert or attorneys' fees and court costs) of any and every kind or character, known or unknown, arising from or relating to any physical conditions, violations of any applicable laws and any and all other acts, omissions, events, circumstances or matters regarding the property.

(c) Donee hereby waives, relinquishes and releases Donor from and against any and all claims, demands, causes of action, losses, damages, liabilities, costs and expenses (including expert and attorney fees) of any and every kind, known or unknown, that Donee might have asserted or alleged against Donor at any time by reason of or arising out of the condition of the Property, any violations of applicable laws (including without limitation environmental laws) and any and all other acts, events, circumstances or omissions relating to the Property.

6.4 The terms of Section 6 shall survive Closing.

## **ARTICLE 7 REMEDIES**

**7.1 Prior to Closing.** In the event of a default prior to Closing by either party hereunder, the non-defaulting party's sole and exclusive remedy shall be to terminate this Agreement, in which event neither party shall have any further obligations hereunder and this Agreement shall be null and void. The parties acknowledge and agree that the non-defaulting party shall have no right to sue for damages, pursue specific performance or pursue any other

remedy at law or in equity and, by executing below, knowingly and intentionally waive such rights.

**7.2 Post-Closing.** In addition to the remedies provided for in Articles 5 and 6, any provision of this Agreement that survives Closing may be enforced in any manner authorized by law. If the nature of the alleged breach or default is such that it may be cured, the party declaring a breach or default shall provide the other party written notice thereof and a minimum of 30 days to cure the alleged breach or default.

## **ARTICLE 8 MISCELLANEOUS**

**8.1 Assignment or transfer.** Donee may not assign or transfer its rights or obligations under this Agreement without first obtaining Donor's written approval, which shall not be unreasonably withheld. No transfer or assignment by Donee shall release or relieve Donee of its obligations hereunder unless otherwise agreed in writing by Donor.

**8.2 Notices.** Any notice, request or other communication required or permitted to be given hereunder shall be in writing and shall be delivered by hand or mailed by certified mail, return receipt requested, postage prepaid and addressed to each party at its address as set forth below. Any such notice shall be considered given on the date of such hand delivery, or deposit in the United States mail, but the time period (if any is provided herein) in which to respond to such notice shall commence on the date of hand or overnight courier delivery or on the date received following deposit in the United States mail as provided above. Rejection or other refusal to accept or inability to deliver because of changed address of which no notice was given shall be deemed to be receipt of the notice. By giving at least five (5) days' prior written notice thereof, any party may from time to time and at any time change its mailing address hereunder. Any notice of any party may be given by such party's counsel.

The parties' respective addresses for notice purposes are as follows:

If to Donor: Wasco County  
Administrative Officer  
511 Washington St. Suite 101  
The Dalles, OR 97058

If to Donee: Original Courthouse Preservation Corporation  
ATTN: Executive Director  
401 West Second Place  
The Dalles, OR 97058  
(541) 296-4798 (office)

**8.3 Modifications.** This Agreement cannot be changed orally, and no agreement

shall be effective to waive, change, modify or discharge it in whole or in part unless such agreement is in writing and is signed by the parties against whom enforcement of any waiver, change, modification or discharge is sought.

**8.4 Successors and Assigns.** This Agreement and the rights and obligations herein shall not be assigned or otherwise transferred without the approval of the non-assigning party, which may be granted or denied in that party's sole discretion. Unless agreed otherwise, the terms and provisions of this Agreement shall apply to and bind the permitted successors and assigns of the parties hereto.

**8.5 Entire Agreement.** This Agreement, including the Exhibits, contains the entire agreement between the parties pertaining to the subject matter hereof and fully supersedes all prior written or oral agreements and understandings between the parties pertaining to such subject matter.

**8.6 Further Assurances.** Each party agrees that it will, without further consideration, execute and deliver such other documents and take such other action, whether prior or subsequent to Closing, as may be reasonably requested by the other party to consummate more effectively the purposes or subject matter of this Agreement.

**8.7 Counterparts.** This Agreement may be executed in counterparts, and all such executed counterparts shall constitute the same agreement.

**8.8 Severability.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall nonetheless remain in full force and effect.

**8.9 Applicable Law.** This Agreement shall be governed by the laws of Oregon. Venue shall be in the Circuit Court for Wasco County or the Federal District Court for Oregon.

**8.10 No Third Party Beneficiary.** The provisions of this Agreement and of the documents to be executed and delivered at Closing are and will be for the benefit of Donor and Donee only and are not for the benefit of or enforceable by any third party.

**8.11 No Joint Venture.** This Agreement is not intended, nor shall it be deemed or construed to create a partnership or joint venture between Donor and Donee, nor to make Donor in any way responsible for the debts or obligations of Donee.

**8.12 Parties.** The terms 'Donor' and 'Donee' shall include each party's respective officers, employees and agents.

**8.13 Termination of Agreement.** It is understood and agreed that if either Donee or Donor terminates this Agreement pursuant to a right of termination granted hereunder, such termination shall operate to relieve Donor and Donee from all obligations under this Agreement, except such obligations as are specifically stated herein to survive the termination.

**8.14 Oregon Statutory Land Use Disclaimer.**

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

WASCO COUNTY  
BOARD OF COMMISSIONERS

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Scott C. Hege, Commission Chair

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Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner

ORIGINAL COURTHOUSE  
PRESERVATION CORPORATION

---

Sandy Bisset, President

APPROVED AS TO FORM:

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Kristen Campbell, County Counsel

**Until a change is requested,  
all tax statements shall be sent to:**

Original Courthouse Preservation Corporation  
P.O. Box 839  
The Dalles, OR 97058

**After recording return to:**

Campbell Phillips PC  
Attn: Kristen A. Campbell  
P.O. Box 2449  
The Dalles, OR 97058

Consideration: Signed Donation Agreement

**STATUTORY BARGAIN AND SALE DEED  
WITH POSSIBILITY OF REVERTER**

Wasco County, a political subdivision of the State of Oregon, Grantor, conveys to Original Courthouse Preservation Corporation, an Oregon non-profit corporation, Grantee, the following described real property:

Township 1 North, Range 13 East, Section 388, Tax Lot 1300  
County of Wasco, State of Oregon .

And, further, on condition that, if Grantor should ever cease using the above described property for a public, non-profit museum dedicated the preservation of the original Wasco County courthouse, County shall have the right of reentry and, on reentry, all rights and title of Grantee, its assigns or successors, shall terminate.

The true consideration for this conveyance is Grantee's acceptance and compliance with the terms, conditions and obligations set forth a Donation Agreement by and between Grantor and Grantee.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY

ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED: \_\_\_\_\_, 2021.

WASCO COUNTY  
BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Scott C. Hege, Commission Chair

By: \_\_\_\_\_  
Kathy Schwartz, County Commissioner

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

STATE OF OREGON            )  
  ) ss. \_\_\_\_\_, 2021.  
County of Wasco            )

Personally appeared the above named Scott C. Hege, Commission Chair of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be their voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon

STATE OF OREGON            )  
  ) ss. \_\_\_\_\_, 2021.  
County of Wasco            )

Personally appeared the above named Kathy Schwartz, Commissioner of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be their voluntary act and deed.

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Notary Public for Oregon

STATE OF OREGON            )  
  ) ss. \_\_\_\_\_, 2021.  
County of Wasco            )

Personally appeared the above named Steven D. Kramer, Commissioner of Wasco County, a political subdivision of the State of Oregon, and acknowledged the foregoing instrument to be their voluntary act and deed.

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Notary Public for Oregon



## AGENDA ITEM

### ActOn Social Media Contract

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[SOCIAL MEDIA PERSONAL SERVICES CONTRACT W/LEAH FERGUSON](#)

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[MOTION LANGUAGE](#)

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**WASCO COUNTY YOUTH SERVICES**

**ACT ON MARKETING**

**PERSONAL SERVICES CONTRACT**

This Contract is by and between Wasco County (“**COUNTY**”) and Leah Ferguson (“**CONTRACTOR**”), to the Assist the Prevention Coordinator in overall management of the Act-On online platform.

**A. RECITALS**

COUNTY has the need for the services of an organization with particular ability, knowledge and experience as possessed by CONTRACTOR. CONTRACTOR is an established CONTRACTOR of the transitional housing and support services as outlined in the Scope of Work, and has a long standing positive working relationship with several Oregon counties and their Community Corrections departments. COUNTY has determined that CONTRACTOR is qualified and capable of performing the professional services as COUNTY requires, under the terms and conditions set forth.

**B. CONTRACT EXHIBITS**

The following exhibits are hereby incorporated by reference into this Contract:

Exhibit A      Scope of Work

**C. AGREEMENT**

**1. Term**

The term of this Contract shall be from its execution to project completion by no later than June 30, 2022, and may be extended for additional periods of time upon mutual agreement of both parties.

**2. Scope of Work**

CONTRACTOR shall provide all services and deliver all materials as specified in the attached Exhibit A. All services and materials shall be provided by CONTRACTOR in accordance with the Exhibit in a competent and professional manner.

**3. Compensation**

3.1 Payment. CONTRACTOR shall dedicate an average of eight to ten hours per week to complete the Scope of Work as defined above at the rate of \$18.00/hour and not to exceed \$16,000.00.

3.2 Payments. COUNTY will review CONTRACTOR's invoice and within ten (10) days of receipt notify CONTRACTOR in writing if there is a disagreement or dispute with the invoice. If there are no such disputes with the invoice, COUNTY shall pay the invoice amount in full within thirty (30) days of invoice date.

**4. CONTRACTOR is an Independent Contractor**

CONTRACTOR shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While COUNTY reserves the right to set the schedule and evaluate the quality of CONTRACTOR's completed work, COUNTY cannot and will not control the means and manner of CONTRACTOR's performance. CONTRACTOR is responsible for determining the appropriate means and manner of performing work. CONTRACTOR is responsible for all federal and state taxes applicable to compensation and payment paid to CONTRACTOR under the Contract and will not have any amounts withheld by COUNTY to cover CONTRACTOR's tax obligations. CONTRACTOR is not eligible for any COUNTY fringe benefit plans.

**5. Notices**

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

COUNTY: Debby Jones  
Wasco County Youth Services  
202 East 5<sup>th</sup> Street  
The Dalles, OR 97058

Tyler Stone, Administrative Officer  
Wasco County  
511 Washington Street, Suite 101  
The Dalles, OR 97058

CONTRACTOR: Leah Ferguson



**6. Indemnification**

To the extent permitted by applicable law, CONTRACTOR shall defend, save, and hold

COUNTY harmless and its officers, agents, and employees from and against any and all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the operations of the CONTRACTOR, including but not limited to the activities of CONTRACTOR or its officers, employees, agents or subcontractors under this Agreement. CONTRACTOR shall not be deemed an agent of COUNTY under the Oregon Tort Claims Act.

## **7. Insurance Requirements**

- 7.1 During the term of this Contract, CONTRACTOR shall maintain, at its own expense, Professional Liability Insurance covering any damage caused by error, omission or negligent act related to the CONTRACTOR'S services, with limits not less than \$500,000.00.
- 7.2 Policies shall provide that COUNTY, its directors, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 8.1 and a waiver of subrogation against them shall be obtained for all coverages.
- 7.3 All coverages under Section 7.1 shall be primary over any insurance COUNTY may carry on its own.
- 7.4 CONTRACTOR shall be solely responsible for any loss, damage or destruction to its own property and materials used in conjunction with the work or services under this Contract.
- 7.5 CONTRACTOR shall furnish COUNTY with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by COUNTY, CONTRACTOR shall furnish COUNTY with executed copies of such policies of insurance. CONTRACTOR shall furnish COUNTY with at least 30-days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

## **8. Workers' Compensation**

- 8.1 CONTRACTOR, its subcontractors if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.
- 8.2 CONTRACTOR warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law.

CONTRACTOR shall indemnify COUNTY for any liability incurred by COUNTY as a result of CONTRACTOR's breach of the warranty under this paragraph.

**9. Assignment**

CONTRACTOR may not assign any of its responsibilities under this Contract without COUNTY's prior written consent, which consent may be withheld in COUNTY's sole discretion. CONTRACTOR may not subcontract for performance of any of its responsibilities under this Contract without COUNTY's prior written consent, which consent shall not be unreasonably withheld.

**10. Labor and Material**

CONTRACTOR shall provide and pay for all labor, materials, equipment, tools, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to COUNTY other than the compensation provided in this Contract.

**11. Ownership of Work and Documents**

All work performed by CONTRACTOR and compensated by COUNTY pursuant to this Contract shall be the property of COUNTY upon full compensation for that work performed or document produced to CONTRACTOR, and it is agreed by the parties that such documents are works made for hire. CONTRACTOR hereby conveys, transfers and grants to COUNTY all rights of reproduction and the copyright to all such documents.

**12. Termination for Convenience**

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, COUNTY may terminate all or part of this Contract upon determining that termination is in the best interest of COUNTY by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against CONTRACTOR. Upon termination under this paragraph, CONTRACTOR shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) COUNTY has against CONTRACTOR. Pursuant to this paragraph, CONTRACTOR shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by CONTRACTOR. COUNTY shall not be liable for any costs invoiced later than thirty (30) days after termination unless CONTRACTOR can show good cause beyond its control for the delay.

**13. Termination for Cause**

COUNTY may terminate this Contract effective upon delivery of written notice to

CONTRACTOR, or at such later date as may be established by COUNTY, under any of the following conditions:

- 13.1 If COUNTY funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 13.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 13.3 If any license or certificate required by law or regulation to be held by CONTRACTOR to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

#### **14. Termination for Default**

Either COUNTY or CONTRACTOR may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

If CONTRACTOR fails to perform in the manner called for in this Contract or if CONTRACTOR fails to comply with any other provisions of the Contract, COUNTY may terminate this Contract for default. Termination shall be effected by serving a notice of termination on CONTRACTOR setting forth the manner in which CONTRACTOR is in default. CONTRACTOR shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

#### **15. Remedies**

In the event of breach of this Contract the parties shall have the following remedies:

- 15.1 If terminated under paragraph 14 by COUNTY due to a breach by CONTRACTOR, COUNTY may complete the work either itself, by agreement with another contractor, or by a combination thereof.
- 15.2 In addition to the above remedies for a breach by CONTRACTOR, COUNTY also shall be entitled to any other equitable and legal remedies that are available.
- 15.3 If COUNTY breaches this Contract, CONTRACTOR's remedy shall be limited to termination of the Contract and receipt of Contract payments to which CONTRACTOR is entitled.

15.4 COUNTY shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.

15.5 Upon receiving a notice of termination, and except as otherwise directed in writing by COUNTY, CONTRACTOR shall immediately cease all activities related to the services and work under this Contract. As directed by COUNTY, CONTRACTOR shall, upon termination, deliver to COUNTY all then existing work product that, if the Contract had been completed, would be required to be delivered to COUNTY.

**16. Nondiscrimination**

During the term of this Contract, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

**17. Governing Law; Jurisdiction; Venue**

This Contract shall be governed by and construed in accordance with the laws of the state of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between COUNTY and CONTRACTOR that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Wasco County for the state of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States Court for the State of Oregon.

**18. Compliance with Laws and Regulations**

CONTRACTOR shall comply with all state and local laws, regulations, executive orders and ordinances applicable to this Contract or to the delivery of services hereunder.

**19. Experience, Capabilities and Resources**

By execution of this Contract, the CONTRACTOR agrees that: CONTRACTOR has the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract. CONTRACTOR has the capabilities and resources necessary to perform the obligations of this Contract.

**20. Documents**

All work in its original form, including, but not limited to, documents, notes, papers, computer programs, diaries, recordings and reports performed or produced by CONTRACTOR under this contract shall be the exclusive property of the COUNTY and

shall be delivered to COUNTY prior to final payment.

**21. Access to Records**

For not less than three (3) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, COUNTY, and its duly authorized representatives shall have access to CONTRACTOR's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, CONTRACTOR shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. CONTRACTOR shall provide full access to these records to COUNTY, and its duly authorized representatives in preparation for and during litigation.

**22. Representations and Warranties**

CONTRACTOR represents and warrants to COUNTY that (1) CONTRACTOR has the power and authority to enter into and perform this Contract, (2) when executed and delivered, this Contract shall be a valid and binding obligation of CONTRACTOR enforceable in accordance with its terms, (3) CONTRACTOR shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent, (4) the services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

**23. Attorney Fees**

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

**24. Limitation of Liabilities**

COUNTY shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

**25. Confidentiality**

CONTRACTOR shall maintain the confidentiality of any of COUNTY's information that has been so marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent CONTRACTOR from establishing a claim or defense in an adjudicatory proceeding. CONTRACTOR shall require similar agreements from COUNTY's and/or CONTRACTOR's SUBCONTRACTORS to maintain the confidentiality of information of COUNTY.

CONTRACTOR shall ensure that patient's privacy is protected and that confidential records are secure from unauthorized disclosure consistent with the HIPPA confidentiality requirements of 45 CFR parts 160 and 164, and consistent with other state or federal regulations governing privacy and confidentiality.

**26. Force Majeure**

CONTRACTOR shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

**27. Waivers**

No waiver by COUNTY of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by CONTRACTOR of the same or any other provision. COUNTY's consent to or approval of any act by CONTRACTOR requiring COUNTY's consent or approval shall not be deemed to render unnecessary the obtaining of COUNTY's consent to or approval of any subsequent act by CONTRACTOR, whether or not similar to the act so consented to or approved.

**28. Severability**

Any provisions of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

**29. Headings**

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

**30. Integration**

This Contract, including the attached exhibits contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract.

**31. Amendments**

This Agreement shall not be waived, altered, modified, supplemented, or amended in any manner without a duly executed Amendment. Any amendments to this Agreement shall be effective only when reducing to writing and signed by both parties as below.

**32. Authority**

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this Contract.

Approved this 7<sup>th</sup> day of April, 2021.

WASCO COUNTY, OREGON  
BOARD OF COMMISSIONERS

CONTRACTOR

---

SCOTT C. HEGE  
Commission Chair

---

Kathleen B. Schwartz  
Vice-Chair

---

STEVEN D. KRAMER  
County Commissioner

---

APPROVED AS TO FORM

---

KRISTEN CAMPBELL  
County Counsel

### **Exhibit A: Scope of Work Act-On Marketing**

Assist the Prevention Coordinator in overall management of the Act-On online platform. Duties would include the following:

- Manage master list serve
- Develop and manage engagement campaign
- Develop and manage event automation campaigns
- Develop newsletter template
- Set up lead scoring matrix
- Develop landing pages and forms for event usage

Requirements:

- Must have completed Act-On user training
- Familiar with marketing and social media analytics
- Graphics Design experience
- Blogging and Pod Cast experience
- Flexible schedule

Timelines and project deliverables will be supervised and monitored by the Prevention Coordinator. The successful candidate will work independently and will communicate and coordinate with the Prevention Coordinator and will not have direct contact with program participants. Length of Contract will be through June 30, 2022 and the budget will not exceed \$16,000.



## MOTION

**SUBJECT:** Act On Marketing Contract

---

I move to approve the Personal Services Contract between Wasco County and Leah Ferguson to assist in the overall management of the ActOn online platform.



## AGENDA ITEM

CAFFA GRANT

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[STAFF MEMO](#)

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[CAFFA GRANT APPLICATION](#)

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[ORG CHART – DEPARTMENT OF ASSESSMENT & TAXATION](#)

---

[ORG CHART FOR DEPARTMENTS WITH ANCILLARY A&T  
RESPONSIBILITIES](#)

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[MOTION LANGUAGE](#)

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## MEMORANDUM

**SUBJECT: CAFFA Grant (County Assessment Function Funding Assistance Grant)**

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TO: BOARD OF COUNTY COMMISSIONERS

---

FROM: JILL AMERY

---

DATE: 3/19/2021

### **BACKGROUND INFORMATION:**

The County Assessment Function Funding Assistance Program is an annual funding program through the Oregon Department of Revenue that provides financial assistance to Counties to carry out their statutory duties to administer the property tax program.

#### CAFFA History

In the 1980's Counties could not maintain Real Market Values, maintain minimum service levels and the then mandated six year appraisal cycle could not be maintained. The property tax system was in jeopardy of disintegration. House Bill 2338 was enacted, creating the CAFFA grant in 1989 to provide additional funding for approved A & T programs by increasing delinquent interest and recording fees.

Functional areas of approved A & T expenditures are as follows:

- Assessment administration
- Assessment valuation
- Clerk/Board of Property Tax Appeals
- Tax collection and distribution
- Cartography and GIS Administration
- A & T data processing

The request before you is our Fiscal Year 2021-22 funding request. Total cost to administer the Assessment & Tax Program is \$1,164,882. The grant funds are requested and allocated on a state wide pro rata basis but have been reimbursed in the neighborhood of 15%, resulting in an estimated amount of \$174,732 +/- to come back to Wasco County, a slight reduction from the prior year.



# Form 1 Grant Application Staffing

**2021-2022**

	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>County</b> <u>WASCO</u>	<b>Approved FTE current year (2020-21)</b>	<b>Budgeted FTE coming year (2021-22)</b>	<b>Change (Column 2 less Column 1)</b>
<b>A. Assessment administration</b>			
Assessor, deputy, etc. ....	0.60	0.60	0.00
Assmt. support staff, deed clerks and data entry staff	1.90	1.60	(0.30)
Total assessment administration staff .....	2.50	2.20	(0.30)
<b>B. Valuation and appraisal staff</b>			
Chief appraisers/appraiser supervisor .....	0.90	0.95	0.05
Lead appraisers .....	0.00	0.00	0.00
Residential appraisers .....	2.45	2.45	0.00
Commercial/industrial appraisers .....	0.30	0.30	0.00
Farm/forest/rural appraisers.....	0.40	0.40	0.00
Manufactured structure/floating structure appraisers	0.15	0.15	0.00
Personal property appraisers.....	0.40	0.40	0.00
Personal property clerks.....	0.00	0.00	0.00
Sales data analyst.....	0.15	0.15	0.00
Data gatherers and appraisal techs.....	0.00	0.00	0.00
Total valuation and appraisal staff .....	4.75	4.80	0.05
<b>C. Board of Property Tax Appeals (BoPTA)</b>			
	0.13	0.13	0.00
<b>D. Tax collection and distribution administration</b>			
Administration, deputy, etc.....	0.49	0.50	0.01
Support and collection .....	1.77	2.02	0.25
Tax distribution .....	0.53	0.48	(0.05)
Foreclosure and garnishment.....	0.10	0.10	0.00
Total tax collection and distribution .....	2.89	3.10	0.21
<b>E. Cartography and GIS administration</b>			
Cartographic/GIS supervisor.....	0.40	0.50	0.10
Leadcartographers .....	0.00	0.00	0.00
Cartographers.....	0.00	0.00	0.00
GIS specialists.....	0.10	0.00	(0.10)
Total cartographic and GIS staff .....	0.50	0.50	0.00
<b>F. Dedicated IT services for A&amp;T</b>			
	0.50	0.50	0.00
<b>G. Total assessment and taxation staffing</b>			
	11.27	11.23	(0.04)



## Form 2 Explanation of Staffing Issues

2021-2022

County WASCO

In this section, explain any difference between approved staffing for the current year and staffing for the budgeted year. Explain why any funded positions were unfilled for the current year. Use this form to describe the intended use of nonpermanent workers (temporary help, project temporaries, and contractors) by A&T function, along with their cost. Note any special or unique aspects regarding who accomplishes the work and how they accomplish it related to Forms 4, 5, and 6. For example, if you use staff to perform personal property functions, other than those reported on Form 1, Section B, note that here and include the FTE.

A shortage of experienced appraisers is resulting in a challenge to fully staff our office with experienced workers to complete the complex work we are responsible for. Wasco County hired their last three appraisers with no appraisal experience and have invested resources to train these employees while performing the work. Wasco County has been without a Chief Appraiser for more than a year now. We are unable to fill this role. The vast principles of mass appraisal takes time and training to become proficient. In smaller counties such as Wasco where the appraiser is required to be competent in more than one principal is a daunting task. Wasco County is currently thinking outside the box and working more collaboratively for ways to complete the appraisal work and recruit, train and succession plan for the future. This is not a challenge that will be put to rest in short order. Solutions and intensive investment will take time. In the meantime staff is working together to accomplish the work needed. This is providing great opportunities for additional professional development as well as succession planning for the future.

Form 5 note: tax collection is a combined roll and function with Assessment Functions. We are a dual role office.



# Form 3 General Comments

2021-2022

County WASCO

Use this form to describe any issue in your budget that needs further clarification. Examples include significant changes on Form 7, purchase of a new data processing system, salary increases, new car purchases, personnel services, costs for mapping, etc. You can also use this form to document any miscellaneous comments about this grant application.

Wasco County Assessment & Tax Team has navigated the year of the pandemic well. With implementation of new protocols for field work, both new construction and reappraisal were accomplished. New efficiencies have been found in remote work for most of the appraisal team, the deed clerk and manager of A & T. We have been short staffed for a year with the Chief Appraiser seat remaining vacant which is impacting our output.

We are revisiting the A & T software purchase with our new IT Director. It is my goal to have a decision and contract signed by end of this physical year as discussed in the current year grant documentation. The pandemic has placed an emphasis on remote working capabilities, digital field optimization, desktop appraisal needs and technology as a needed tool to accomplish the work. Processes put into place last year continue to contribute to accomplishing the work. Consistency has been a benefit and as you will see, there is minimal change in the grant submission this year. We continue to be committed to providing quality data to our customers in new and innovative ways with a focus on quality of service to our customers.



# Form 4 Valuation and Appraisal Resources

**2021-2022**

County <u>WASCO</u>	Number of accounts by activity		Number of FTE by activity	
	Actual (2020-21)	Estimated (2021-22)	Actual (2020-21)	Estimated (2021-22)
<b>Activities</b>				
<b>1. Real property exceptions, special assessments and exemptions</b>				
New construction.....	923	1,000	1.50	1.75
Zone changes.....	0	0	0.00	0.00
Subdivisions, segregations, and consolidations..	142	125	0.15	0.15
Omitted properties .....	0	0	0.00	0.00
Special assessment qualification and disqualification	5	0	0.15	0.25
Exemptions.....	8	0	0.10	0.10
Subtotal.....	<u>1,078</u>	<u>1,125</u>	<u>1.90</u>	<u>2.25</u>
<b>2. Appeals and assessor review</b>				
Assessor review and stipulations .....	13	40	0.10	0.10
BOPTA .....	22	30	0.10	0.10
Department of Revenue.....	0	0	0.00	0.00
Magistrate Division of the Oregon Tax Court.....	3	5	0.05	0.05
Regular Division of the Oregon Tax Court .....	0	0	0.00	0.00
Subtotal.....	<u>38</u>	<u>75</u>	<u>0.25</u>	<u>0.25</u>
<b>3. Real property valuation</b>				
Physical reappraisal.....	1,078	1,000	0.50	0.50
Recalculation only—no appraisal review .....	16,072	16,150	0.50	0.50
Subtotal.....	<u>17,150</u>	<u>17,150</u>	<u>1.00</u>	<u>1.00</u>
<b>4. Business personal property (returns mailed) .....</b>	1,517	1,400	0.10	0.10
<b>5. Ratio .....</b>			0.30	0.30
<b>6. Continuing education .....</b>			0.20	0.30
<b>7. Other valuation—appraisal activity .....</b>			1.00	0.60
<b>8. Total valuation and appraisal staff (FTE) .....</b>			<u>4.75</u>	<u>4.80</u>



# Form 5 Tax Collection and Distribution Work Activity

**2021-2022**

County WASCO

Number of accounts by activity	
Actual (2020-21)	Estimated (2021-22)

<b>1. Number of accounts requiring roll corrections</b>		
Business personal property .....	5	8
Personal property manufactured structures .....	3	5
Real property .....	48	55
<b>2. Number of accounts requiring a refund</b>		
Business personal property .....	11	10
Personal property manufactured structures .....	5	8
Real property .....	110	120
<b>3. Number of delinquent tax notices sent</b>		
Business personal property .....	31	35
Personal property manufactured structures .....	118	130
Real property .....	997	1,100
<b>4. Number of foreclosure accounts processed</b>		
Real property only .....	40	65
<b>5. Number of accounts issued redemption notices</b>		
Real property only .....	9	12
<b>6. Number of warrants</b> .....	119	130
<b>7. Number of garnishments</b> .....	0	0
<b>8. Number of seizures</b> .....	0	1
<b>9. Number of bankruptcies</b> .....	35	40
<b>10. Number of accounts with an address change processed</b> .....	1,004	1,000
<hr/>		
<b>11. How many second trimester statements do you mail?</b> .....	2,017	
<b>12. How many third trimester statements do you mail?</b> .....	1,991	
<b>13. Does the county contract for lock box service?</b> .....	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>14. Does the county use in-house remittance processing?</b> .....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. Is tax collecting combined with another county function?</b> .....	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe that function on Form 2.		



**Form 6**  
**Assessment and Administrative**  
**Support and Cartography**  
**Work Activity**

**2021-2022**

County WASCO

**Assessment and administrative support  
work activity**

	<u>Numbers by activity</u>	
	<u>Actual (2020-21)</u>	<u>Estimated (2021-22)</u>
1. Number of deeds worked .....	<u>1,339</u>	<u>1,472</u>

**Cartography work activity**

	<u>Numbers by activity</u>	
	<u>Actual (2020-21)</u>	<u>Estimated (2021-22)</u>
1. Number of new tax lots .....	<u>75</u>	<u>80</u>
2. Number of lot line adjustments .....	<u>4</u>	<u>6</u>
3. Number of consolidations .....	<u>3</u>	<u>5</u>
4. Number of new maps .....	<u>25</u>	<u>25</u>
5. Number of tax code boundary changes .....	<u>0</u>	<u>0</u>



# Form 7 Summary of Expenses

**2021-2022**

County WASCO

	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>	<b>F.</b>	
<b>Current operating expenses</b>	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography*	Dedicated IT services for A&T	<b>Totals</b>
1. Personnel services	182,964	372,635	16,751	206,963	47,209	55,836	882,358
2. Materials and services	5,387	18,765	1,357	32,436	15,000	151,108	224,053
3. Transportation	750	2,000	0	250	0	0	3,000
4. Total current operating expenses (Total direct expenses)	189,101	393,400	18,108	239,649	62,209	206,944	1,109,411

\* Include approved grant funding for ORMAP

**Indirect expenses**

5. Total direct expenses (line 4) .....	1,109,411
6. If you use the 5 percent method to calculate your indirect expenses, enter 0.05 in this box. ....	0.05
<b>Total indirect expenses</b> (line 5 multiplied by line 6) .....	55,471
6A. If you use a percent amount approved by a federal granting agency to calculate your indirect expenses, enter that percentage in this box.....	0.00000
<b>Total indirect expenses</b> (line 6A multiplied by the direct expense amount for the category/categories that your certificate allows)	0
7. <b>Total indirect expenses</b> .....	55,471

**Capital outlay**

	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography	Data Processing Support (IT, AT)	
8. Enter the actual capital outlay without regard to limitation.	0	0	0	0	0	0	<b>Total capital outlay without regard to limitation</b>
9. Total direct and indirect expenses (sum of lines 4 and 7) .....							1,164,882
10. Direct and indirect expenses multiplied by 0.06 .....							69,893
11. The greater of line 10 or \$50,000.....							69,893
12. Capital outlay (the lesser of line 8 or line 11) .....							0
13. Total expenditures for CAFFA consideration (sum of lines 4, 7, and 12).....							1,164,882

# Form 8

## Grant Application Resolution

WASCO \_\_\_\_\_ County is applying to the Department of Revenue to participate in the County Assessment Function Funding Assessment Program.

This state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

WASCO \_\_\_\_\_ County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. The County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and all requiring equity and uniformity in the system of property taxation.

WASCO \_\_\_\_\_ County agrees to appropriate budgeted dollars based on 100 percent of the expenditures certified in the grant application. The total expenditure amount for consideration in the grant is \$1,164,882. If 100 percent isn't appropriated, no grant shall be made to the county for each quarter in which the county is out of compliance.

**The County designates** the following individual as the contact for this grant application.

<u>JILL AMERY</u>	<u>(541) 506-2510</u>	<u>jilla@co.wasco.or.us</u>
Name	Phone	Email

### County Approval

By selecting the "I Accept" checkbox, you are signing this Resolution electronically and certifying the Resolution has been approved by the board. You agree your electronic signature is the legal equivalent of your manual signature.

I Accept

<u>COMMISSIONER SCOTT HEGE</u>	<u>BOCC CHAIRPERSON</u>	
Chair/Judge or Appointee	Title	Sign Date

# Department of Assessment & Taxation 2021-22

Assessor/Tax Collector  
Jill Amery

Vacant  
Chief Appraiser

Melanie Brown  
Property Appraiser II

Brandon Jones  
Property Appraiser II

Shannon Brackenbury  
Property Appraiser II

Martha Ramos  
Property Appraiser I  
Personal Property

Marci Beebe  
Office Manager II

Adam Fourcade  
Office Specialist  
Deed Clerk

Julie Stephens  
Office Specialist  
Tax Clerk

Darsh Patel  
Office Specialist  
Tax Clerk

**FTE = 9.3 Equivalent**

# Assessment & Tax Duties

## Wasco County Clerk

Lisa Gambee 0.02 fte  
Wasco Co Clerk

Chrissy Zaugg 0.11 fte  
Chief Clerk Deputy/BOPTA  
Clerk

## County Treasurer/ Finance

Elijah Preston 0.15 fte  
Treasurer

John Hay 0.65 fte  
Office Specialist/Treasury

## Information Services Cartography

Andrew Burke 0.30 fte  
IS Director

Tyco Granville 0.40 fte  
GIS Coordinator

Jamie Rathmell 0.10 fte  
GIS Analyst

John 0.10 fte  
Network Administrator

Vacant 0.10 fte  
Information Service Tech

**FTE = 1.93**



## MOTION

**SUBJECT: CAFFA Grant Application**

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I move to approve submission of the 2021-2022 County Assessment Function Funding Assistance grant application.



## AGENDA ITEM

TRANSPORTATION RFP

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[STAFF MEMO](#)

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[PUBLIC TRANSPORTATION SERVICES RFP](#)

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[MOTION LANGUAGE](#)

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## MEMORANDUM

**SUBJECT: WASCO COUNTY RFP FOR PUBLIC TRANSPORTATION SERVICES**

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TO: BOARD OF COUNTY COMMISSIONERS

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FROM: STEPHANIE KRELL

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DATE: MARCH 18, 2021

### **BACKGROUND INFORMATION:**

In previous years, Wasco County has had a public transportation service agreement with MCEDD through an IGA. Since we are receiving funds from the Federal Transit Administration through FTA 5310, we are required to purchase services and follow proper procurement processes. FTA 5310 has a 10.27% match rate and a draft RFP is attached for your review.

The draft RFP includes a two-year contract with an option to extend up to six years. Following the closing of the posting period, the Transportation Authority Board will review and select the winning proposal.

**Wasco County**  
**Request for Proposals – Public Transportation Services**

Date of Issue: April 14, 2021

Closing Date and Time: May 14, 2021 4:00 PM PST

Proposals must be mailed or hand-delivered to the physical address below on or before the closing date and time:

Wasco County  
Attn: Stephanie Krell  
511 Washington St., Ste. 201  
The Dalles, OR 97058

Single Point of Contact (“SPC”):	Stephanie Krell Phone: 541-506-2550 Email: <a href="mailto:stephaniek@co.wasco.or.us">stephaniek@co.wasco.or.us</a>
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**NON-DISCRIMINATION:** Wasco County, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252. 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers (as defined below) that it will affirmatively ensure that all business enterprises will be afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

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**LIST OF ATTACHMENTS**

ATTACHMENT A – SAMPLE CONTRACT

ATTACHMENT B – DISCLOSURE EXEMPTION AFFIDAVIT

ATTACHMENT C – PROPOSER INFORMATION AND CERTIFICATION SHEET

ATTACHMENT D – RESPONSIBILITY INQUIRY

**SECTION 1: GENERAL INFORMATION**

**1.1 INTRODUCTION**

Wasco County (“County”) is issuing this Request for Proposal (this “RFP”) for a transit (bus) provider to operate public transportation services for and on behalf of County. Additional details concerning the services to be performed pursuant to this RFP are included in Section 2.4, Scope of Work/Specifications.

**1.2 SCHEDULE**

The table below represents a tentative schedule of events (the “Schedule”). All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date/Time
Advertisement	4/14/2021 9:00 AM PST
Solicitation Protest Period Ends	7 calendar days prior to RFP Closing
Questions/Requests for Clarification Due	4/30/2021
Closing (Proposal Due)	See RFP cover page
Notice of Intent to Award (approx.)	5/21/2021
Award Protest Period Ends	7 calendar days after Notice of Intent to Award
County Contract Award	5/28/2021

**1.3 SINGLE POINT OF CONTACT (SPC)**

The SPC for this RFP is identified on the cover page, along with the SPC’s contact information. Proposers must direct all communications related to any provision of this RFP only to the SPC, whether about the technical requirements of this RFP, contractual requirements, the RFP process, and/or any other aspects.

**SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE**

**2.1 AUTHORITY AND METHOD**

County is issuing this RFP pursuant to ORS 279B.060 and OAR 137-047-0260 and is using the competitive sealed proposal method described therein. County may use a combination of methods for competitive sealed proposals, including, without limitation, the following

optional procedures (which procedures are more particularly described in ORS Chapter 279B and OAR Chapter 137, Division 047): (a) competitive range; (b) discussions and revised proposals; (c) revised rounds of negotiations; (d) negotiations; (e) best and final offers; and/or (f) multistep sealed proposals.

## 22 DEFINITIONS

Unless defined elsewhere in this RFP, capitalized terms contained in this RFP have the meanings assigned to them under OAR 137-046-0110 or as defined below:

County:	Wasco County
CDL:	Commercial Driver’s License
Driver(s):	Contractor’s bus driver(s)
FTA:	U.S. Department of Transportation Federal Transit Administration
GTFS:	General Transit Feed Specification
OAR:	Oregon Administrative Rule(s)
ODOT:	Oregon Department of Transportation
ORPIN:	Oregon Procurement Information Network, located at: <a href="http://orpin.oregon.gov/open/dll/welcome">http://orpin.oregon.gov/open/dll/welcome</a>
ORS:	Oregon Revised Statute(s)
RFP:	Request for Proposal
SPC:	Single Point of Contact. See RFP cover page for assigned SPC.
USC:	United States Code
U.S. DOT:	United States Department of Transportation

## 23 PROJECT OVERVIEW, BACKGROUND, AND PURPOSE

County is seeking to contract with a transit provider to continue public transportation services in Wasco County, Oregon. Procurement of services under this RFP is being completed to meet the purchase service requirements outlined under FTA Circular 9070.1G Section III 14e, and as authorized under 49 U.S.C. 5310(b)(4).

County anticipates the award of one contract from this RFP, which contract will be substantially in the form attached hereto as Attachment A (the “Contract”). Subject to the terms and conditions contained in the Contract, the initial term of the Contract is anticipated to be two years with options to renew up to a cumulative maximum of six years; provided, however, County makes no representations, guarantees, commitments, and/or promises to extend the Contract beyond the initial two-year term. The Contract may be amended as agreed to by County and the selected contractor (the “Contractor”).

Public transportation services has been provided throughout Wasco County, including connections to neighboring jurisdictions, by the Mid-Columbia Economic Development District as ‘The Link’. The transportation program (of which the Services (as defined below) are apart) supports a continuation of this existing local and coordinated regional public transportation service. Integration with the regional system is critical to the success of this program.

Each proposer responding to this RFP (individually and collectively, “Proposer(s)”) must describe how the Services will be provided in an integrated manner, including, without limitation, coordination of dispatching, route schedule, fare schedule and products, and marketing. Proposers should also outline how regional service integration can be leveraged for cost savings related to fleet management, driver training and recruitment, and administration.

## **24 SCOPE OF WORK/SPECIFICATIONS**

### **2.4.1 Summary of Services**

The scope of work entails providing all labor, vehicles, equipment, facilities, administration, and staffing necessary or appropriate to provide timely and effective public transportation in Wasco County that is integrated with other regional public transportation partners in Hood River County, Sherman County, and Klickitat County. For purposes of this RFP, the term “Services” includes the general operations under Section 2.4.2. and specific local service requirements described in Section 2.4.3.

The Services include, without limitation, operations, training, ticketing, maintenance, inspections, accounting, and reporting. Services may include, without limitation, general public Dial-A-Ride, intercommunity public transportation, and/or deviated fixed route services.

Additional details and insurance requirements are specified in the Contract. Subject to the terms and conditions contained in the Contract, required insurance coverage must be maintained throughout the duration of the Contract.

### **2.4.2 General Operations**

Proposers must provide a turnkey service in compliance with all applicable state and federal requirements for recipients of FTA 5310 funds through ODOT, as documented in the Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements and Federal Transit Administration Master Agreement. These requirements may be accessed at [http:// www.oregon.gov/odot/pt/](http://www.oregon.gov/odot/pt/), Oregon Public Transit Information System (OPTIS), as the information becomes available.

General operations include, without limitation, the following:

- Development, maintenance, and implementation of all administrative programs and plans outlined in state and federal transit funding requirements, including, without limitation, a Title VI Program, Transit Asset Management Plan, Public Transportation Safety Action Plan, and Coordinated Human Services and Transportation Plan.
- Administration and finance staff versed in state and federal transit grant requirements and proficient in required reporting tools, including, without limitation, the Oregon Public Transit Information System for grant management and the National Transit Database.
- Attendance at required ODOT Rail and Public Transit Division trainings, as directed by Wasco County from time to time.

- Development and maintenance of a website outlining the service provided under the Contract. The website must provide service notifications, information about required policies and programs, information about filing public comments or complaints, and other information as directed by Wasco County from time to time.
- A call center and dispatch services to coordinate Dial-A-Ride services.
- Ticket fare product, which may include electronic fares.
- Drivers licensed in the State of Oregon and in numbers adequate to provide the Services.
- A program for ongoing driver and staff training, including, without limitation, passenger assistance, defensive driving, first aid/CPR, health insurance portability and accountability, emergency response, and supervisor observed drive-alongs.
- An outreach and marketing program to support the Services.
- Provision and maintenance of all vehicles required to provide the Services in accordance with state and federal asset management requirements.

### **2.4.3 Specific Local Service Requirements**

Wasco County is issuing this RFP for purposes of selecting a contractor to perform the Services, as described in Section 2.4. However, each Proposal must address all services identified below in this Section 2.4.3, including, without limitation, the cost to Wasco County to perform the Services. Pursuant to ORS 279A.210(1)(b), this section provides the estimated contract requirements for each Participating Agency; provided, however, Contractor will provide all Services described in this RFP common to each Participating Agency, including, without limitation, the Services described in Sections 2.4.1 and 2.4.2.

Contractor will provide deviated fixed route and demand responsive general public transportation for northern Wasco County The Dalles. The local service is deviated fixed route in the County of Wasco The Dalles and demand-response in northern Wasco County (including Dufur, Mosier, Celilo, The Dalles and points in between). Deviated fixed route service will be open Monday through Friday, 7:00 a.m. to 6:00 p.m. Demand response service will be open Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m. For demand-response passengers are picked up at their origin and dropped off at their destination.

All buses must be wheelchair-equipped and any established bus stops that are utilized must be ADA-compliant.

Contractor must work with local agencies - including Department of Human Services, senior centers, Next Door, Inc. and the Wasco County Public Transportation Advisory Committee - to ensure that Services are meeting priority needs.

Contractor must provide service in a manner consistent with the Wasco County Human Services Transportation Coordination Plan adopted in 2020, which will help guide future investment in elderly, disabled, and low-income transportation.

## **SECTION 3:           PROCUREMENT REQUIREMENTS**

### **3.1    MINIMUM QUALIFICATIONS**

Proposers must have a minimum of five years' experience providing services similar to the Services; must be able to comply with all applicable FTA and ODOT requirements and all laws, rules, and regulations applicable within County's (and all other Participating Agency's) jurisdiction; and must have the proven ability to comply with such laws, rules, and regulations on or before the first day of performing the Services.

Contractor will comply with all applicable federal and state laws, rules, and regulations related to a Title VI Program. The Services are funded by FTA, ODOT, and other grants and Contractor will be required to comply with all applicable grant requirements.

### **3.2    MINIMUM SUBMISSION REQUIREMENTS**

#### **3.2.1    Proposal Submissions**

To be considered for evaluation, a Proposer must submit a Proposal to the SPC in accordance with this RFP, which Proposal must contain the following information and supporting documentation (further detailed in Section 3.3, Proposal Requirements, below):

- Proposal – Technical Section 1 Qualifications of Contractor and Staff
- Proposal – Technical Section 2 Operations Plan
- Cost Proposal
- Disclosure Exemption Affidavit ([Attachment B](#))
- Proposer Information and Certification Sheet ([Attachment C](#))
- Responsibility Inquiry ([Attachment D](#))

**See RFP Section 5.3 for submittal requirements of selected firm after award notice.**

#### **3.2.2    Proposal Page Limits**

Each Proposal is limited to 20 pages total, excluding any table of contents or cover letter. One page is defined as one side of a single 8-1/2" x 11" page. Any pages exceeding this limit will not be provided to the evaluation committee or considered in the evaluation. The following items do not count toward the page limit:

- Cost Proposal
- Disclosure Exemption Affidavit ([Attachment B](#))
- Proposer Information and Certification Sheet ([Attachment C](#))
- Responsibility Inquiry ([Attachment D](#))

### **33 PROPOSAL REQUIREMENTS**

Each Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer must provide a description of the Services to be performed. A Proposal that merely offers to provide the Services as stated in this RFP may be considered non-Responsive to this RFP and rejected.

Proposals should not include extensive artwork, unusual printing, and/or other materials not essential to the utility and clarity of the Proposal. Do not include marketing or advertising material in the Proposal, unless requested. The Proposal should be straightforward and address the requests of this RFP. A Proposal containing unsolicited marketing or advertising material may receive a lower evaluation score if specific information is difficult to locate.

#### **3.3.1 Proposer Information and Certification Sheet**

Each Proposer must complete and submit the Proposer Information and Certification Sheet attached hereto as Attachment C. Failure to demonstrate compliance with all applicable Oregon tax laws and sign the Proposer Information and Certification Sheet may result in rejection of the Proposal.

#### **3.3.2 References**

Provide three or more professional references from current or former clients or business partners for similar projects performed within the last four years. References must be able to verify the quality of previous, related Services. Passengers are not acceptable references.

County reserves the right to check if references provided support Proposer's ability to comply with the requirements of this RFP. County may use references to obtain additional information, or verify any information needed. County may contact any reference (submitted or not) to verify Proposer's qualifications.

#### **3.3.3 Cost Proposal**

Submit a cost proposal to perform the Services. Proposes must refer to Section 2.4, Scope of Work/Specifications, and Sample Contract (Attachment A) for purposes of completing the cost proposal.

## **SECTION 4: SOLICITATION PROCESS**

### **4.1 PUBLIC NOTICE**

This RFP and attachments are published in the Columbia Gorge News and the Wasco County website at [https://www.co.wasco.or.us/departments/administrative\\_services/public\\_notices.php](https://www.co.wasco.or.us/departments/administrative_services/public_notices.php). RFP documents will not be mailed to prospective Proposers.

Modifications, if any, to this RFP will be made by written Addenda published in ORPIN and on County's website. Proposers are responsible for frequently checking the websites until Closing. All Addenda so issued will become part of this RFP and are incorporated herein by this reference.

No oral or written statements to Proposers will be binding on County unless reduced to written Addendum.

No Addenda, with the exception of Addenda withdrawing this RFP, extending the Proposal period, or pursuant to ORS 279B.060(10), will be issued less than 72 hours prior to the Closing (except as justified by a countervailing public interest).

#### **42 PREPROPOSAL CONFERENCE**

A pre-Proposal conference will not be held for this RFP.

#### **43 QUESTIONS/REQUESTS FOR CLARIFICATIONS**

All inquiries, whether relating to the solicitation process under this RFP, administration, deadlines, method of award, and/or the intent or technical aspects of this RFP must (a) be delivered to the SPC via email or hard copy, (b) reference the RFP number, (c) contain the Proposer's name and contact information, (d) refer to the specific provision(s) of this RFP being questioned (i.e., page and section and paragraph number(s)), and (e) be received by the due date and time for Questions/Requests for Clarification identified in the Schedule.

#### **44 SOLICITATION PROTESTS**

##### **4.4.1 Protests to RFP**

A Proposer may submit a written protest of anything contained in this RFP, including, without limitation, the solicitation process identified in this RFP, the Services, and/or the Contract. Any protest to provisions of this RFP must comply with this Section 4.4.

##### **4.4.2 Protests to Addenda**

A Proposer may submit a written protest of anything contained in the applicable Addendum. Protests to Addenda, if issued, must be submitted by the date/time specified in the applicable Addendum or the protest will not be considered. Protests of matters not added or modified by the applicable Addendum will not be considered.

##### **4.4.3 Protests Requirements:**

To be considered by County, a solicitation protest must be submitted to County in accordance with OAR 137-047-0730 and must (a) be delivered to the SPC via email or hard copy, (b) reference the RFP number, (c) contain the prospective Proposer's name and contact information, (d) be sent by an authorized representative, (e) state the reason for the protest, including (1) the grounds that demonstrate how the procurement process is contrary to law, unnecessarily restrictive, legally flawed, and/or improperly specifies a brand name, and (2) contain evidence or documentation that supports the grounds on which the protest is based, (f) state the proposed changes to the RFP provisions or other relief sought, (g) be received by the due date and time identified in the Schedule, and (h) be received by the due date and time identified in the applicable Addendum.

#### **45 PROPOSAL DELIVERY OPTIONS**

Each Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with this RFP on or before Closing. County is not responsible for any delays in mail or by common carriers or by transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized below will be rejected. The following delivery options are permitted for this RFP:

##### **Delivery through Mail or Parcel Carrier**

A Proposal may be submitted through the mail or via parcel carrier, and must be clearly labeled and submitted in a sealed envelope, package or box. The outside of the sealed submission must clearly identify the Proposer's name and the RFP number. It must be sent to the attention of the SPC at the address listed on the cover page.

##### **Delivery in Person**

A Proposal may be hand delivered, and must be clearly labeled and submitted in a sealed envelope, package or box. A Proposal must be delivered before the Closing. Prior to Closing, a Proposal may be delivered during County's normal business hours (i.e., 9:00 a.m. to 4:00 p.m., Pacific Time, Monday through Friday) except during State of Oregon holidays and other times when County is closed. The outside of the sealed submission must clearly identify the Proposer's name and the RFP number. It must be delivered to the attention of the SPC at the address listed on the cover page.

#### **46 PROPOSAL MODIFICATION OR WITHDRAWAL**

If a Proposer wishes to make modifications to a submitted Proposal it must submit its modification by one of the authorized methods listed in Section 4.5, Proposal Delivery Options. To be effective the notice of modification must include the RFP number and be submitted to the SPC prior to Closing.

If a Proposer wishes to withdraw a submitted Proposal, it must submit a written notice signed by an authorized representative of its intent to withdraw to the SPC via email or hard copy prior to Closing and in accordance with OAR 137-047-0440. To be effective, the notice of withdrawal must include the RFP number.

#### **47 PROPOSAL DUE**

A Proposal (including all required submittal items) must be received by the SPC on or before Closing. All Proposal modifications or withdrawals must be received prior to Closing and in accordance with applicable law.

A Proposal received after Closing is considered late and will be rejected. A late Proposal will be returned to the Proposer or destroyed.

#### **48 OPENING**

After the Closing, proposals will be opened and recorded. The number of Proposals received

and/or contents of any Proposal will not be disclosed to the public until all Proposals have been evaluated, negotiations completed (if required), and the notice of Intent to Award is issued pursuant to OAR 137-047-0630.

#### **4.9 PROPOSAL REJECTION**

County reserves the right to reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed procedures and requirements contained in this RFP.
- Proposer has liquidated and delinquent debt owed to County or any department of County.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with County representatives such as County employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Proposer attempts to influence a member of the Evaluation Committee (as defined below).
- The Proposal is conditioned on County's acceptance of any other terms and conditions or rights to negotiate any alternative terms and/or conditions that are not reasonably related to those expressly authorized for negotiation in this RFP or Addenda.
- For any reason and/or without indicating such reasons for rejection.

#### **4.10 EVALUATION PROCESS**

##### **4.10.1 Responsiveness and Responsibility Determination**

###### **4.10.1.1 Responsiveness Determination**

A Proposal received prior to Closing will be reviewed to determine if it is Responsive to all RFP requirements including compliance with Minimum Qualifications section and Minimum Submission Requirements section. If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, Agency may waive mistakes in accordance with OAR 137-047-0470.

###### **4.10.1.2 Responsibility Determination**

County will determine if an apparent successful Proposer is Responsible prior to award and execution of the Contract.

At any time prior to award, County may reject a Proposer found to be not Responsible.

##### **4.10.2 Evaluation Criteria**

Each Proposal meeting all Responsiveness requirements will be independently evaluated by members of an Evaluation Committee. Evaluation Committee members may change and County may have additional or fewer evaluators for optional rounds of competition. Evaluators will assign a score for each evaluation criterion listed below in this section up to the maximum points available

listed for each scored item.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposal. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

**4.10.2.1 Evaluation Item 1 – Understanding the Requested Services Max Points: 20**

- Demonstrate a clear and concise understanding of the scope of Services being requested in the Statement of Work
- List all projects and contract services performed within the last five (5) years by type and location, most comparable to the requested Services. Explain in detail how they are comparable to the requested services.
- For a minimum of three (3) of the projects or contracts listed, include a description of bus size, service location, service ridership, and duration of your involvement in the project. Proposers are encouraged to include relevant maps, photos, and visuals that will assist the Evaluation Committee.

**4.10.2.2 Evaluation Item 2 - Proposer’s General Qualifications Max Points: 30**

Demonstrate your experience and qualifications to complete the requested Services.

- The contractor shall provide its history, experience and past performance relevant to Wasco County’s Transportation needs, including but not limited to a description of direct experience which is similar in nature, scope and complexity to that required by this contract. Information regarding directly related experience shall include a list which provides dates, locations, character, cost of assignments, project managers, names, addresses, contact persons and phone numbers of clients.
- Describe your firm’s management and organizational structure and how that structure aids in the successful delivery of projects.
- Indicate which staff member would serve as the Project Manager for the requested services. Describe their qualifications and experience and how those will ensure project success.
- Describe your firm’s qualifications and proficiencies to complete the requested Services.
- Describe how your firm will meet the vehicle requirements of this RFP.
- List all vehicles that you will use to perform the service. Include year of manufacture, chassis VIN number, seating capacity, type of wheel chair lift and lift capacity, number of wheelchair securement stations, bicycle carrying capacity, passenger amenities, aftermarket technology, and any other relevant attributes. **[Note: Proposers will receive extra points for electric, hybrid, and alternative-fuel vehicles]**
- Detail your firm’s vehicle inspection and maintenance standards, practices, and policies. Include your approach to preventative maintenance.
- Describe how your firm will meet the ticketing and interlining requirements of the requested services.

**4.10.2.3 Evaluation Item 3 – Commitment to Customer Service Max Points: 15**

Demonstrate your capability to complete the requested Services.

Describe your approach to: serving ADA passengers; serving diverse population groups including those who do not speak English; utilizing technology to improve the customer experience; and coordinating with other transit services and interline partners in the service area to ensure a seamless travel experience through the County region.

Response must include the following:

- Evidence of your firm’s record of providing exemplary customer service and any policies related to customer service.
- How your firm will ensure high quality customer service in performing the requested service.
- How your firm hires and retains only the most qualified staff and drivers.
- Detailed driver training information, including but not limited to ADA, passenger assistance, vehicle operation, and company policies.
- How your firm controls inappropriate passenger behavior.
- Recent examples of how you stay informed on industry best practices and innovations and how you implement them in your business.
- A description of your firm’s experience with marketing to and communicating with the public.

**4.10.2.4 Evaluation Item 4 – Commitment to Safety**

**Max Points: 15**

Demonstrate your qualifications and experience relating to safety.

Response must include the following:

- Evidence of your firm’s history of safe operations.
- Results from State and/or Federal inspections of vehicles and drivers over the past 3 years. Explain any negative results and actions taken to correct.
- Policies and practices for enforcing driver compliance with all State and Federal rules regarding the operation of a vehicle.
- What your firm does to go “above and beyond” when it comes to safety.
- Specific steps your firm will take to ensure the requested services will be performed as safely as possible.
- Explanation of the positive or negative impact of your fleet’s age on service safety.
- Provide a company Drug and Alcohol Policy that is compliant with 49 CFR Part 40 (Revised USDOT Drug & Alcohol Testing Regulation) and describe company history of enforcing such policy.

**4.10.2.5 Evaluation Item 5 – Value**

**Max Points: 20**

Wasco County’s ability to fund the resulting contract is dependent upon a reasonable and sustainable pricing structure. Response must describe the following which will be considered in combination with responses to all evaluation items to evaluate the value of the proposal.

- Anticipated service hours per quarter for each service type (demand response, commuter, deviated fixed route, fixed route).

- Anticipated rides per quarter for each service type (demand response, commuter, deviated fixed route, fixed route).
- Anticipated miles per quarter for each service type (demand response, commuter, deviated fixed route, fixed route).
- Anticipated fully-built out cost per mile for each service type (demand response, commuter, deviated fixed route, fixed route). Fully built out cost is inclusive of preventive maintenance, operating costs, administrative costs, and other items reflecting the true cost of the service.

**4.10.3 Preferences**

**4.10.3.1 Recycled Materials**

In comparing Goods from two or more Proposers, if at least one Proposer offers Goods manufactured with Recycled Materials, and at least one Proposer does not, County will select the Proposer offering Goods manufactured from Recycled Materials if each of the conditions specified in ORS 279A.125 (2) exists following any adjustments made to the price of the Goods according to any applicable reciprocal preference.

**4.10.3.2 Tiebreakers**

Oregon Supplies: If Agency receives Proposals identical in price, fitness, availability and quality and chooses to award a Contract, County shall award the Contract in accordance with the procedures outlined in OAR 137-046-0300.

**4.11 POINT AND SCORE CALCULATIONS**

Scores are the points assigned by each evaluator.

The maximum points possible for each evaluation item are listed in the table below.

The SPC will average all scores for each evaluation criterion.

Cost points are calculated as stated in the Cost Evaluation section.

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TOTAL POINTS POSSIBLE			100
4.10.2.1	Understanding of Requested Services		20
4.10.2.2	Proposer’s General Qualifications		30
4.10.2.3	Commitment to Customer Service		15
4.10.2.4	Commitment to Safety		15
4.10.2.5	Value		20

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## **4.12 SCORING AND RANKING OF PROPOSERS FOR SUBSEQUENT ROUNDS**

If County conducts two or more rounds of competition, the SPC will determine the cumulative score for Proposers advancing through all rounds of competition by adding the scores from each completed round. The Proposer with the highest cumulative score will receive the highest final ranking.

## **SECTION 5: AWARD AND NEGOTIATION**

### **5.1 AWARD NOTIFICATION PROCESS**

#### **5.1.1 Award Consideration**

If County does not cancel this RFP after it receives the results of the scoring and ranking of each Proposal (and after any additional rounds of competition), County will begin negotiating with the highest-ranked Proposer. Negotiations with the highest-ranked Proposer will be directed toward obtaining written agreement on (a) the Proposer's performance obligations and a performance schedule, (b) the contract price that is fair and reasonable to County, as determined by County, and (c) any other provisions County believes to be in County's best interest to negotiate. County reserves the right to negotiate and execute a final contract that is in the best interest of County. County may, in County's sole discretion, award less than the full scope of Services defined in this RFP. County, in its sole discretion, may make additional award(s) for up to nine months following the Closing.

#### **5.1.2 Intent to Award Notice**

County will notify all Proposers in writing that County intends to award a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions. County's award will not be final until the later to occur of the following: (a) seven calendar days after the date of the notice of intent to award; or (b) until County provides written response to all timely filed protests denying the protest(s) and affirming the award.

### **5.2 INTENT TO AWARD PROTEST**

#### **5.2.1 Protest Submission**

An affected Proposer will have seven calendar days from the date of the Intent to Award notice to file a written protest with County. A Proposer is an "affected Proposer" only if the Proposer would be eligible for Contract award if the protest was successful and is protesting for one or more of the following reasons as specified in ORS 279B.410:

- All higher ranked Proposals are non-Responsive.
- County has failed to conduct an evaluation of Proposals in accordance with the criteria or process described in this RFP.
- County abused its discretion in rejecting the protestor's Proposal as non-Responsive.
- County's evaluation of the Proposal or determination of award otherwise violates ORS Chapter 279B or ORS Chapter 279A.

If County receives only one Proposal, County reserves the right to dispense with the

evaluation process and Intent to Award protest period and proceed with contract negotiations and the award.

To be considered, protests must be submitted in accordance with ORS 279B.410 and the following: (a) must be delivered to the SPC via email or hard copy; (b) reference the RFP number; (c) identify Proposer's name and contact information; (d) be signed by an authorized representative; (e) specify the grounds for the protest; and (f) be received by County within seven calendar days of notice of intent to award.

### **5.2.2 Response to Protest**

County will address all timely submitted protests within a reasonable time and will issue a written decision to the respective Proposer. Protests that do not include the required information may not be considered by County.

## **53 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS**

Proposer(s) selected for contract award under this RFP will be required to submit additional information and comply with the following:

### **5.3.1 Insurance**

Prior to award, the Proposer must secure and submit to County proof of the minimum insurance required in this RFP or as negotiated.

### **5.3.2 Taxpayer Identification Number**

Proposer must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#) when requested by County or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

### **5.3.3 Business Registry**

If selected for award, Proposer must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. Visit Oregon Business Registry at <http://sos.oregon.gov/business/pages/register.aspx> for more information.

### **5.3.4 Nondiscrimination in Employment**

As a condition of receiving the award, the Proposer must certify that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice of a policy that both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault, or unlawful discrimination.

## **54 CONTRACT NEGOTIATION**

Subject to and in accordance with this RFP, after selection of a successful Proposer, County

may enter into contract negotiations with the successful Proposer. By submitting a Proposal, each Proposer agrees to comply with the requirements of this RFP, including, without limitation, the terms and conditions contained in the Contract, with the exception of those terms listed below for negotiation.

Each Proposer will review the attached Contract and note exceptions. Proposer must submit those exceptions to County prior to the deadline for Questions/Requests for Clarification set forth in the Schedule. Unless County agrees to modify any terms and conditions, County intends to enter into a Contract with the successful Proposer substantially in the form of the Contract attached hereto; provided, however, the Contract must contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to County. Without otherwise limiting the generality of the immediately preceding sentence, the Contract will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, representations and warranties, and County's right to terminate the Agreement.

It may be possible to negotiate some provisions of the Contract; however, County is not required to make any changes to the Contract and many provisions will not be changed. Each Proposer is cautioned that County believes modifications to the standard provisions constitute increased risk and increased cost to County. Therefore, County will consider the scope of requested exceptions in the Proposal evaluation.

County reserves the right to determine the basis for compensation (e.g., fixed price, fixed price per unit, time and materials, etc.).

If negotiations with the highest-ranked Proposer fail to result in a contract within 120 calendar days after the notice of intent to award, County reserves the right to formally terminate negotiations and enter into negotiations with the second-ranked Proposer and, if necessary, the third-ranked Proposer and so on, until the negotiations result in a contract. County reserves the right to engage in competitive simultaneous negotiations with Proposers. County may, in County's sole discretion, require reconfirmation of the qualifications and staffing of any Proposer.

## **SECTION 6:            ADDITIONAL INFORMATION**

### **6.1    CERTIFIED FIRM PARTICIPATION**

Pursuant to ORS Chapter 200, County encourages the participation of small businesses certified by the Oregon Certification Office for Business Inclusion and Diversity ("COBID") in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business. County also encourages joint ventures or subcontracting with certified small business enterprises. For more information please visit [COBID Certification Management System](#)

## **62 GOVERNING LAWS AND REGULATIONS**

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, the evaluation, and award is the Circuit Court of Wasco County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event will this Section 6.2 be construed as County's waiver of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any claim or consent to the jurisdiction of any court.

## **63 OWNERSHIP/PERMISSION TO USE MATERIALS**

Each Proposal constitutes a public record subject to public inspection after County issues the notice of intent to award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the property of County. By submitting a Proposal, each Proposer grants County a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal for the purpose of evaluating the Proposal, negotiating a Contract (if awarded to the Proposer), or as otherwise needed to administer the RFP process and/or fulfill County's obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including, without limitation, supporting materials, will not be returned to the Proposer unless the Proposal is submitted late.

## **64 CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES.**

Notwithstanding anything contained in this RFP to the contrary, if in County's best interest, County reserves the right to, in accordance with Oregon law, (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such Proposals, and/or (e) reject any or all Proposals for any reason and/or without indicating reasons for rejection. Further, County reserves the right to (y) seek clarification(s) from each Proposer and/or require supplemental information for any Proposer, and/or (z) negotiate with alternate Proposers if initial contract negotiations are unsuccessful. County is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, and/or cancellation of this RFP, award, or rejection of any Proposal.

## **65 COST OF SUBMITTING A PROPOSAL**

Proposer are responsible for all costs and expenses incurred in preparing and submitting a Proposal, including, without limitation, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests. Without otherwise limiting the generality of the immediately preceding sentence, Proposers responding to this RFP do so at their own expense and County is not responsible for any costs and/or expenses associated with the preparation and/or submission of any Proposal.

# Attachment "A" Sample Contract

## PUBLIC TRANSPORTATION SERVICES AGREEMENT

This Public Transportation Services Agreement (this "Agreement") is dated \_\_\_\_\_, but made effective for all purposes as of the Effective Date (as defined below), between Wasco County ("County"), an Oregon municipal corporation, whose address is \_\_\_\_\_, and \_\_\_\_\_ ("Contractor"), \_\_\_\_\_, whose address is \_\_\_\_\_.

### RECITAL:

Contractor will perform the Services (as defined below) for and on behalf of County in accordance with, and subject to, the terms and conditions contained in this Agreement.

### AGREEMENT:

NOW, THEREFORE, in consideration of the parties' mutual obligations contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

#### 1. Services.

1.1 Services; Standards. Subject to the terms and conditions contained in this Agreement, Contractor will perform the following public transportation services for and on behalf of County (collectively, the "Services"): (a) those public transportation services identified in the attached Schedule 1.1; (b) all other necessary or appropriate services customarily provided by Contractor in connection with its performance of those services identified in the attached Schedule 1.1; and (c) such other \_\_\_\_\_ and related services requested by County from time to time. Contractor will (x) consult with and advise County on all matters concerning the Services reasonably requested by County, (y) communicate all matters and information concerning the Services to County's \_\_\_\_\_ ("\_\_\_\_\_") (or his or her designee) and perform the Services under the general direction of the \_\_\_\_\_ (or his or her designee), and (z) devote such time and attention to the performance of the Services as necessary or appropriate to perform the Services in accordance with this Agreement. Contractor acknowledges and agrees that County may cause or direct other persons or contractors to provide services for and on behalf of County that are the same or similar to the Services provided by Contractor under this Agreement.

1.2 Schedule. Notwithstanding anything contained in this Agreement to the contrary, Contractor will perform the Services in accordance with this Agreement and the schedule provided in the attached Schedule 1.1. The Services will be completed expeditiously and in a timely manner.

1.3 Independent Contractor; Taxes; Licenses. Contractor is an independent contractor of County. Contractor is not an employee of County. Contractor is free from direction and control over the means and manner of performing the Services, subject only to the right of County to specify the desired results. County will not withhold any taxes from any payments made to Contractor, and Contractor will be responsible for paying all taxes arising out of or resulting from Contractor's performance of the Services, including, without limitation, income, social security, workers' compensation, and employment insurance taxes. Contractor is solely responsible for obtaining all licenses, approvals, and certificates necessary or appropriate to perform the Services. This Agreement does not create an agency relationship between County and Contractor and does not establish a joint venture or partnership between County and Contractor. Contractor does not have the authority to bind County or represent to any person that Contractor is an agent of County. Contractor has the authority to hire other persons to assist Contractor in performing the Services (and has the authority to fire such persons).

1.4 Condition Precedent. Notwithstanding anything contained in this Agreement to the contrary, County's performance of its obligations under this Agreement is conditioned on Contractor's performance of its obligations under this Agreement, including, without limitation, those Contractor obligations described under Section 3.4.

## Attachment "A" Sample Contract

### 2. Compensation.

2.1 Compensation. Subject to the terms and conditions contained in this Agreement, in consideration of Contractor's timely performance of the Services in accordance with this Agreement, County will pay Contractor for the Services at the rates/fees identified in the attached Schedule 2.1. Contractor will submit quarterly invoices to County concerning the Services performed by Contractor during the immediately preceding quarter (each an "Invoice"). Each Invoice will contain the following information: (a) a summary of the Services performed by Contractor; (b) the number of hours (or fraction thereof) the Contractor spent to perform the Services; (c) the applicable fee(s) for performing the Services; and (d) all other information reasonably requested by County. County will pay the amount due under each Invoice within thirty (30) days after County has reviewed and approved the Invoice. No compensation will be paid by County for any portion of the Services not performed. County's payment will be accepted by Contractor as full compensation for performing the subject Services. Notwithstanding anything contained in this Agreement to the contrary, total compensation payable by County under this Agreement will not exceed \$ \_\_\_\_.

2.2 No Benefits; No Reimbursement. County will not provide any benefits to Contractor, and Contractor will be solely responsible for obtaining Contractor's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Contractor will provide, at Contractor's cost and expense, all materials, equipment, and supplies necessary or appropriate to perform the Services. County will not reimburse Contractor for any expenses Contractor incurs to perform the Services.

### 3. Representations; Warranties; Covenants.

In addition to any other Contractor representation, warranty, and/or covenant made in this Agreement, Contractor represents, warrants, and covenants to County as follows:

3.1 Authority; Binding Obligation; Conflicts. Contractor is duly organized, validly existing, and in good standing under applicable Oregon laws. Contractor has full power and authority to sign and deliver this Agreement and to perform all Contractor's obligations under this Agreement. This Agreement is the legal, valid, and binding obligation of Contractor, enforceable against Contractor in accordance with its terms. The signing and delivery of this Agreement by Contractor and the performance by Contractor of all Contractor's obligations under this Agreement will not (a) breach any agreement to which Contractor is a party, or give any person the right to accelerate any obligation of Contractor, (b) violate any law, judgment, or order to which Contractor is subject, and/or (c) require the consent, authorization, or approval of any person, including, without limitation, any governmental body.

3.2 Quality of Services. Contractor will perform the Services to the best of Contractor's ability, diligently and without delay, in good faith, in a professional manner, free from any material errors, omissions, and/or defects, and in accordance with this Agreement. The Services will be performed in accordance with the Laws (as defined below). Contractor will be solely responsible for the Services. Contractor will make all decisions called for promptly and without unreasonable delay. All materials and documents prepared by Contractor will be accurate, complete, unambiguous, prepared properly, and in compliance with the Laws.

3.3 Insurance. During the term of this Agreement, Contractor will obtain and maintain, in addition to any other insurance required under this Agreement and/or applicable laws and regulations, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Contractor's performance of its obligations under this Agreement (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Contractor in connection with Contractor's performance of the Services with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (c) errors and omissions insurance with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; and (d) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable

## Attachment “A” Sample Contract

Oregon law. Each liability insurance policy required under this Agreement will be in form and content satisfactory to County, will list County and each County Representative (as defined below) as an additional insured (except for Contractor’s professional liability insurance policy), and will contain a severability of interest clause; the workers’ compensation insurance will contain a waiver of subrogation in favor of County. The insurance Contractor is required to obtain under this Agreement may not be cancelled without ten (10) days’ prior written notice to County.

Contractor’s insurance will be primary and any insurance carried by County will be excess and noncontributing. Contractor will furnish County with appropriate documentation evidencing the insurance coverage (and provisions) and endorsements Contractor is required to obtain under this Agreement upon Contractor’s execution of this Agreement and at any other time requested by County. If Contractor fails to maintain insurance as required under this Agreement, County will have the option, but not the obligation, to obtain such coverage with costs to be reimbursed by Contractor immediately upon County’s demand.

3.4 Compliance With Laws. Contractor will perform the Services in accordance with the Laws. Without otherwise limiting the generality of the immediately preceding sentence, Contractor will comply with each obligation applicable to Contractor and/or this Agreement under ORS 279B.220, 279B.225, 279B.230, and 279B.235, which statutes are incorporated herein by reference. Prior to the Effective Date, Contractor obtained all licenses, approvals, and/or certificates necessary or appropriate to perform the Services, including, without limitation, a business license from County. For purposes of this Agreement, the term “Law(s)” means all applicable federal, state, and local laws, regulations, restrictions, orders, codes, rules, and/or ordinances related to or concerning Contractor, this Agreement, and/or the Services, including, without limitation, all applicable County ordinances, resolutions, policies, regulations, orders, restrictions, and guidelines, all as now in force and/or which may hereafter be amended, modified, enacted, and/or promulgated.

3.5 Indemnification. Contractor will defend, indemnify, and hold County and each present and future County employee, officer, agent, and representative (individually and collectively, “County Representative(s)”), harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of, whether directly or indirectly, the following: (a) damage, injury, and/or death to person or property caused by Contractor’s acts and/or omissions (and/or the acts and/or omissions of Contractor’s directors, officers, shareholders, employees, agents, representatives, consultants, and/or contractors (individually and collectively, “Contractor Representative(s)”); (b) Contractor’s failure to pay any tax arising out of or resulting from performance of the Services; and/or (c) Contractor’s breach and/or failure to perform any Contractor representation, warranty, covenant, and/or obligation contained in this Agreement. Contractor’s indemnification obligations provided in this Section 3.5 will survive the termination of this Agreement.

3.6 Assignment of Studies and Reports. Contractor will assign all studies, reports, data, documents, and/or materials of any kind produced under this Agreement to County upon the earlier of County’s request or the termination of this Agreement. All copies of the materials provided to County will become the property of County who may use them without Contractor’s permission. Contractor will defend all suits or claims for infringement of patent, trademark, and/or copyright for which Contractor is responsible (including, without limitation, any claims which may be brought against County), and Contractor will be liable to County for all losses arising therefrom, including costs, expenses, and attorney fees.

3.7 Records. Contractor will maintain complete and accurate records concerning all Services performed, the number of hours each person spent to perform the Services, and all documents produced under this Agreement for a period of five years after the termination of this Agreement. Contractor’s records will be maintained in accordance with sound accounting practices. Contractor’s records concerning the Services, including, without limitation, Contractor’s time and billing records, will be made available to County for inspection, copying, and/or audit immediately upon County’s request.

4. Term; Termination.

## Attachment “A” Sample Contract

4.1 Term of Agreement. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect until June 30, 2027, unless sooner terminated as provided in this Agreement. This Agreement may be extended by the parties’ mutual written agreement. Notwithstanding anything contained in this Agreement to the contrary, this Agreement may be terminated (a) at any time by the mutual written agreement of County and Contractor, and/or (b) by County for convenience and without cause by providing ten (10) days’ prior written notice of such termination to Contractor.

4.2 Termination For Cause. Notwithstanding anything contained in this Agreement to the contrary, County may terminate this Agreement immediately upon notice to Contractor upon the happening of any of the following “for cause” events: (a) Contractor engages in any form of dishonesty or conduct that reflects adversely on County’s reputation or operations; (b) Contractor fails to comply with any Law; (c) problems occur in connection with Contractor’s performance of the Services; and/or (d) Contractor breaches and/or otherwise fails to perform any Contractor representation, warranty, covenant, and/or obligation contained in this Agreement. The determination as to whether any “for cause” event has occurred will be made by County in County’s sole discretion.

4.3 Consequences of Termination. Upon termination of this Agreement, County will not be obligated to reimburse or pay Contractor for any continuing contractual commitments to others or for penalties or damages arising from the cancellation of such contractual commitments. Within a reasonable period of time after termination of this Agreement (but in no event later than five days after termination), Contractor will deliver to County all materials and documentation, including raw or tabulated data and work in progress, related to or concerning the Services. Termination of this Agreement will not constitute a waiver or termination of any rights, claims, and/or causes of action a party may have against the other party.

### 5. Miscellaneous.

5.1 Severability; Assignment; Binding Effect. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. Contractor will not assign this Agreement to any person without County’s prior written consent. Subject to the immediately preceding sentence, this Agreement will be binding on the parties and their respective heirs, personal representatives, successors, and permitted assigns, and will inure to their benefit. This Agreement may be amended only by a written agreement signed by each party. This Agreement will be deemed binding and effective for all purposes as of the date this Agreement is fully executed by the parties (the “Effective Date”).

5.2 Attorney Fees; Dispute Resolution. If any arbitration or litigation is instituted to interpret, enforce, and/or rescind this Agreement, including, without limitation, any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party’s reasonable attorney fees and other fees, costs, and expenses of every kind, including, without limitation, costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, the litigation, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court. If any claim, dispute, or controversy arising out of or related to this Agreement occurs (a “Dispute”), County and Contractor will exert their best efforts to seek a fair and prompt negotiated resolution of the Dispute and will meet at least once to discuss and seek a resolution of the Dispute. If the Dispute is not resolved by negotiated resolution, either party may initiate a suit, action, arbitration, or other proceeding to interpret, enforce, and/or rescind this Agreement.

5.3 Governing Law; Venue; Remedies. This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement. Any action or proceeding arising out of this Agreement will be litigated in courts located in Wasco County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Wasco County, Oregon. If a party breaches or otherwise fails to perform any

## Attachment "A" Sample Contract

of its representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting party may, in addition to any other remedy provided to the non-defaulting party under this Agreement, pursue all remedies available to the non-defaulting party at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

5.4 Attachments; Further Assurances; Notices. Any exhibits, schedules, instruments, documents, and other attachments referenced in this Agreement are part of this Agreement. The parties will sign other documents and take other actions reasonably necessary to further effect and evidence this Agreement. If any provisions contained in an attached exhibit, schedule, instrument, document, and/or other attachment conflicts with this Agreement, the provisions of this Agreement will control. Time is of the essence with respect to Contractor's performance of its obligations under this Agreement. All notices or other communications required or permitted by this Agreement must be in writing, must be delivered to the parties at the addresses set forth above, or any other address that a party may designate by notice to the other party, and are considered delivered upon actual receipt if delivered personally, by fax or email transmission (with electronic confirmation of delivery), or by a nationally recognized overnight delivery service, or at the end of the third business day after the date of deposit if deposited in the United States mail, postage pre-paid, certified, return receipt requested.

5.5 Waiver; Entire Agreement. No provision of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing by County and Contractor. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and supersedes all other oral or written negotiations, discussions, representations, and/or agreements. Contractor has not relied on any County promises, statements, representations, and/or warranties except as set forth expressly in this Agreement.

5.6 Person; Interpretation; Execution. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental agency or political subdivision, or any other entity. All pronouns contained herein and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The titles, captions, or headings of the sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement. The parties may execute this Agreement in separate counterparts, each of which when executed and delivered will be an original, but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed on the date written below but made effective for all purposes as of the Effective Date.

**WASCO COUNTY:**

**CONTRACTOR:**

\_\_\_\_\_

an \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

Federal Tax Id. No.: \_\_\_\_\_

Federal Tax Id. No.: \_\_\_\_\_

## Schedule 1.1

### Services and Schedule

#### Description of Services

The scope of work entails providing all labor, vehicles, equipment, facilities, administration, and staffing necessary or appropriate to provide timely and effective public transportation in Wasco County that is integrated with other regional public transportation partners in Hood River County, Sherman County, and Klickitat County.

The Services include, without limitation, operations, training, ticketing, maintenance, inspections, accounting, and reporting. Services may include, without limitation, general public Dial-A-Ride, intercommunity public transportation, and/or deviated fixed route services.

#### General Operations

Proposers must provide a turnkey service in compliance with all applicable state and federal requirements for recipients of FTA 5310 funds through ODOT, as documented in the Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements and Federal Transit Administration Master Agreement. These requirements may be accessed at <http://www.oregon.gov/odot/pt/>, Oregon Public Transit Information System (OPTIS), as the information becomes available.

General operations include, without limitation, the following:

- Development, maintenance, and implementation of all administrative programs and plans outlined in state and federal transit funding requirements, including, without limitation, a Title VI Program, Transit Asset Management Plan, Public Transportation Safety Action Plan, and Coordinated Human Services and Transportation Plan.
- Administration and finance staff versed in state and federal transit grant requirements and proficient in required reporting tools, including, without limitation, the Oregon Public Transit Information System for grant management and the National Transit Database.
- Attendance at required ODOT Rail and Public Transit Division trainings, as directed by Wasco County from time to time.
- Development and maintenance of a website outlining the service provided under the Contract. The website must provide service notifications, information about required policies and programs, information about filing public comments or complaints, and other information as directed by Wasco County from time to time.
- A call center and dispatch services to coordinate Dial-A-Ride services.
- Ticket fare product, which may include electronic fares.
- Drivers licensed in the State of Oregon and in numbers adequate to provide the Services.
- A program for ongoing driver and staff training, including, without limitation, passenger assistance, defensive driving, first aid/CPR, health insurance portability and accountability, emergency response, and supervisor observed drive-alongs.
- An outreach and marketing program to support the Services.
- Provision and maintenance of all vehicles required to provide the Services in accordance with state and federal asset management requirements.

## Schedule 2.1

### Specific Local Service Requirements

Contractor will provide deviated fixed route and demand responsive general public transportation for northern Wasco County The Dalles. The local service is deviated fixed route in the City of The Dalles and demand-response in northern Wasco County (including Dufur, Mosier, Celilo, The Dalles and points in between). Deviated fixed route service will be open Monday through Friday, 7:00 a.m. to 6:00 p.m. Demand response service will be open Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m. For demand-response passengers are picked up at their origin and dropped off at their destination.

All buses must be wheelchair-equipped and any established bus stops that are utilized must be ADA-compliant.

Contractor must work with local agencies - including Department of Human Services, senior centers, Next Door, Inc. and the Wasco County Public Transportation Advisory Committee - to ensure that Services are meeting priority needs.

Contractor must provide service in a manner consistent with the Wasco County Human Services Transportation Coordination Plan adopted in 2020, which will help guide future investment in elderly, disabled, and low-income transportation.

Schedule 3.1  
Fee Schedule

Subject to the terms and conditions contained in this Agreement, Contractor will perform the Services in accordance with the following fee schedule:

DRAFT

## ATTACHMENT B — DISCLOSURE EXEMPTION AFFIDAVIT

\_\_\_\_\_ (Affiant), being first duly sworn under oath, and representing \_\_\_\_\_ (hereafter "Proposer"), hereby deposes and swears or affirms under penalty of perjury that:

1. I am an employee of the Proposer, I have knowledge of the Request for Proposals referenced herein, and I have full authority from the Proposer to submit this affidavit and accept the responsibilities stated herein.
2. I am aware that the Proposer has submitted a Proposal, dated on \_\_\_\_\_ (the "Proposal"), to Wasco County in response to Request for Proposals for the Public Transportation Services Joint Cooperative Procurement], and I am familiar with the contents of the RFP and Proposal.
3. I have read and am familiar with the provisions of Oregon's Public Records Law, Oregon Revised Statutes ("ORS") 192.311 through 192.478, and the Uniform Trade Secrets Act as adopted by the State of Oregon, which is set forth in ORS 646.461 through ORS 646.475. I understand that the Proposal is a public record held by a public body and is subject to disclosure under the Oregon Public Records Law unless specifically exempt from disclosure under that law.
4. I have reviewed the information contained in the Proposal. The Proposer believes the information listed in Exhibit A is exempt from public disclosure (collectively, the "Exempt Information"), which is incorporated herein by this reference. It is my opinion that the Exempt Information is exempt from disclosure under Oregon's Public Records Law under the specifically designated sections as set forth in Exhibit A or constitutes "Trade Secrets" under either the Oregon Public Records Law or the Uniform Trade Secrets Act as adopted in Oregon because that information is either:
  - A. A formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information that:
    - i. is not patented,
    - ii. is known only to certain individuals within the Proposer's organization and that is used in a business the Proposer conducts,
    - iii. has actual or potential commercial value, and
    - iv. gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

or

- B. Information, including a drawing, cost data, customer list, formula, pattern, compilation, program, device, method, technique or process that:

- i. Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and
- ii. Is the subject of efforts by the Proposer that are reasonable under the circumstances to maintain its secrecy.

5. I understand that disclosure of the information referenced in Exhibit A may depend on official or judicial determinations made in accordance with the Public Records Law.

\_\_\_\_\_

Affiant's Signature

State of \_\_\_\_\_)

) ss:

County of \_\_\_\_\_)

Signed and sworn to before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (Affiant's name).

\_\_\_\_\_

Notary Public for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **EXHIBIT A TO ATTACHMENT B**

Proposer identifies the following information as exempt from public disclosure under the following designated exemption(s):

## ATTACHMENT C — PROPOSER INFORMATION AND CERTIFICATION SHEET

Legal Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_ County, State, Zip: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Entity Type: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Oregon Business Registry Number (if required): \_\_\_\_\_

Any individual signing below hereby certifies they are an authorized representative of Proposer and that:

1. Proposer understands and accepts the requirements of this RFP. By submitting a Proposal, Proposer agrees to be bound by the **Public Transportation Services Agreement** terms and conditions in Attachment A and as modified by any Addenda, except for those terms and conditions that Agency has reserved for negotiation, as identified in the RFP.
2. Proposer acknowledges receipt of any and all Addenda to this RFP.
3. Proposal is a Firm Offer for 180 days following the Closing.
4. If awarded a **Public Transportation Services Agreement**, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the **Public Transportation Services Agreement**.
5. I have knowledge regarding Proposer's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
6. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subcontracts, Proposer does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Proposer has, or will have prior to contract execution, a written policy and practice, that meets the requirements described in ORS 279A.112 (formerly HB 3060), of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. Agency may not enter into a contract with an anticipated contract price of \$150,000 or more with a Proposer that does not certify it has such a policy and practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.
7. Proposer complies with ORS 652.220 and does not unlawfully discriminate against any of Proposer's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability or age. Contractor's continuing compliance constitutes a material element of the

**Public Transportation Services Agreement** and a failure to comply constitutes a breach that entitles Agency to terminate the **Public Transportation Services Agreement** for cause.

Contractor may not prohibit any of Contractor's employees from discussing the employee's rate of wage, salary, benefits, or other compensation with another employee or another person. Contractor may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits, or other compensation with another employee or another person.

8. Proposer is not engaged in the provision of broadband Internet access service, or if at any time Proposer is engaged in or may engage in the provision of broadband Internet access service, Proposer is in compliance with Oregon Laws 2018, Chapter 88 (HB 4155) and applicable Public Utility Commission rules, and will remain in compliance throughout the term of the **Public Transportation Services Agreement**.
9. Proposer and Proposer's employees, agents, and subcontractors are not presently debarred, suspended, proposed for debarment under [ORS 279B.130](#), or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon and are not included on:
  - A. the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>, or
  - B. the government wide exclusions lists in the System for Award Management found at: <https://sam.gov/SAM/>
10. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer's status regarding conflict of interest, Proposer shall promptly notify the State in writing. Proposer has made all Conflict of Interest (COI) disclosures, if any as required by the ODOT COI Guidelines and COI Disclosure Form available at the following link: <https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>

**(Check one of the following two certifications as applicable)**

Proposer understands and has provided to all Associates (as defined in the COI Guidelines) the COI Guidelines and COI Disclosure Form. Proposer and, to the best of the undersigned's information, knowledge and belief, Proposer's Associates are in conformance with the COI Guidelines, have no employees that were employed by ODOT within the last **two-year** period, and have no conflicts of interest or other disclosures required per the COI Guidelines or COI Disclosure Form.

Proposer understands and has provided to all Associates (as defined in the COI Guidelines) the COI Guidelines and COI Disclosure Form. Proposer and, to the best of the undersigned's information, knowledge and belief, all Associates have provided on the COI Disclosure Form(s) submitted with this Proposal all disclosures required per the ODOT COI Guidelines.
11. If applicable, Proposer has, or will have prior to contract execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. (Agency may not enter into a contract with an anticipated contract price of \$150,000 or more with a Proposer that does not certify it has such a policy and practice. See [additional information and sample policy template](#).)

- 12. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.
- 13. Proposer understands that any statement or representation it makes, in response to this RFP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under **Public Transportation Services Agreement** being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
- 14. Proposer acknowledges these certifications are in addition to any certifications required in the **Public Transportation Services Agreement** and Statement of Work in Attachment A at the time of **Public Transportation Services Agreement** execution.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name and Title)

**PROPOSER INFORMATION AND CERTIFICATION SHEET – APPENDIX 1  
REFERENCES**

**REFERENCES FOR COMPARABLE PROJECTS IN SIZE AND SCOPE:** Provide 3 references from current or former client firms for similar projects performed within the last 4 years. References must be able to verify the quality of previous, related Work.

<b>Name of Firm:</b>		
Reference Contact Person:		
Telephone:	Fax:	Email:
Alternate Reference Contact Person:		
Telephone:	Fax:	Email:
Project/Contract Title:		
Project/Contract Date:	Location:	
Description of Services/Goods provided:		

<b>Name of Firm:</b>		
Reference Contact Person:		
Telephone:	Fax:	Email:
Alternate Reference Contact Person:		
Telephone:	Fax:	Email:
Project/Contract Title:		
Project/Contract Date:	Location:	
Description of Services/Goods provided:		

<b>Name of Firm:</b>		
Reference Contact Person:		
Telephone:	Fax:	Email:
Alternate Reference Contact Person:		
Telephone:	Fax:	Email:
Project/Contract Title:		
Project/Contract Date:	Location:	
Description of Services/Goods provided:		

## Attachment D

### RESPONSIBILITY INQUIRY

AGENCY will determine responsibility of a firm prior to award and execution of a contract. In addition to this form, AGENCY may obtain any information AGENCY deems necessary to make the determination. AGENCY will notify the firm of any other documentation required, which may include, but is not limited to, Oregon Department of Revenue Letter of Debt Compliance, recent profit-and-loss history; current balance statements and cash flow information; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity; insurability, credit information; material; equipment; facility and personnel information; record of performance under previous contracts; etc. AGENCY may postpone the award of the Contract in order to complete its investigation and evaluation. Failure to promptly provide requested information and clearly demonstrate Responsibility may result in offer rejection and ineligibility of contract award.

**1.** Does your firm have available the appropriate financial, material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to demonstrate the capability of the firm to meet all contractual responsibilities? **YES**  / **NO** .

**2.** Number of years in business providing the services/goods/equipment required under the prospective contract:

**3.** **a)** Is your firm experiencing financial distress or having difficulty securing financing? **YES**  / **NO** . **b)** Does your firm have sufficient cash flow to fund day-to-day operations throughout the proposed contract period? **YES**  / **NO**  If "YES" on question 3.a or "NO" on question 3.b, please provide additional details.

Response:

**4.** Within the last 3-year period, has your firm had one or more contracts terminated for default by any federal, state or local government agency, or any lawsuits filed against it by creditors or involving contract disputes? **YES**  / **NO** . If "YES," please explain. (With regard to judgments, include jurisdiction and date of final judgment or dismissal.)

Response:

**5.** Is your firm, a major partner or major shareholder (defined as a partner or shareholder owning 10% or more of your firm), a major subcontractor (defined as receiving 10% or more of the total Contract amount), or any principal officer of your firm, major partner, major shareholder, or major subcontractor presently, or within the last 3 years has been convicted of, indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of bids or Proposals; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property? **YES**  / **NO** . If "YES," indicate the jurisdiction, date of indictment, charge or judgment and names and summary of charges.

Response:

**6.** Within the last 3-year period, has your firm filed a bankruptcy action, filed for reorganization, made a general assignment of assets for the benefit of creditors, or had an action for insolvency instituted against it? **YES**  / **NO** . If "YES," indicate the filing dates, jurisdictions, type of action, ultimate resolution, and dates of judgment or dismissal, if applicable.

Response:

**7.** Within the last 3-year period, has your firm been notified of any delinquent Federal or State taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied. YES  /NO . If "YES," please explain.

Response:

**8.** Does your firm have all required licenses, insurance and/or registrations, if any, and is the firm legally authorized to do business in the State of Oregon. YES  /NO . If "NO," please explain.

Response:

**9.** Within the last 3-year period, has your firm completed previous contracts of a similar nature with a satisfactory record of performance? [For purposes of this question, a satisfactory record of performance means that to the extent that the costs associated with and time available to perform a previous contract remained within your firm's control, your firm stayed within the time and budget allotted for the procurement and otherwise performed the contract in a satisfactory manner.] YES  /NO . If "NO," please explain.

Response:

**RESPOND TO ITEMS 10 IF THE PROSPECTIVE CONTRACT INCLUDES SALE OF EQUIPMENT TO AGENCY. (If this information was provided in the Bid or Proposal submitted for this solicitation, then it is not necessary to repeat it here. Just indicate "see Bid" or "see Proposal" in the response fields.):**

**10.** Number of factory-authorized service representatives in the State available to provide warranty services under the Contract to be awarded:

**AUTHORIZED SIGNATURE**

By signature below, the undersigned Authorized Representative on behalf of Bidder/Proposer certifies that the responses provided on this form are complete, accurate, and not misleading.

Name of Firm:	RFP/ITB # (if applicable): Project Name:
---------------	---

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Print Name Title



## **MOTION**

**SUBJECT: Transportation Services RFP**

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I move to approve posting of the Public Transportation Services Request for Proposals.



## AGENDA ITEM

**Annual Board of Property Tax Appeals Report**

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[STAFF MEMO](#)

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**MEMORANDUM**

**SUBJECT: 2020 Board of Property Tax Appeals Season**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: CHRISSE ZAUGG

DATE: 03/19/2021

**Summary:**

The Wasco County Board of Property Tax Appeals (BOPTA) season began in November 2020 when tax statements were mailed, and concluded in March 2021 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 June 17, 2020. Scott Hege was appointed to the Chairpersons Pool. Chris Schanno, John Hutchison, Ruby Mason and Vickie Ellett were appointed the Chairpersons Pool and the Non-office Holding Pool.
- The BOPTA Board convened on February 10, 2021 and adjourned on March 12, 2021

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 \$157,379.

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	5	4	14	4	9	0	0	12,480,370	12,322,991



## AGENDA ITEM

PUBLIC WORKS

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[FUND EXCHANGE AGREEMENT](#)

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[ROAD VACATION REPORT](#)

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## **PUBLIC WORKS ITEM**

FUND EXCHANGE AGREEMENT

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[MASTER GRANT AGREEMENT ODOT FUND EXCHANGE PROGRAM](#)

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[MOTION LANGUAGE](#)

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**MASTER GRANT AGREEMENT  
OREGON DEPARTMENT OF TRANSPORTATION  
FUND EXCHANGE PROGRAM (FEX)**

This Master Grant Agreement (“Agreement”) is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation (“ODOT”), and **Wasco County**, acting by and through its Governing Body, (“Recipient”), both referred to individually or collectively as “Party” or “Parties.”

- 1. Effective Date.** This Agreement shall become effective on the date this Agreement is fully executed and approved as required by applicable law (the “Effective Date”). The availability of Grant Funds (as defined in Section 3) shall be from January 1, 2021 to September 30, 2024 (the “Term”).
- 2. Agreement Documents.** This Agreement consists of this document and the following documents attached to this Agreement:

- Exhibit A: **Recipient Requirements**
- Exhibit B: **Subagreement Insurance Requirements**
- Exhibit C: **Direct Deposit/ACH Credit Authorization**
- Exhibit D: **Funding Request Letter template**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C; Exhibit D.

- 3. Grant Funds.** Pursuant to the Federal-Aid Project Guidelines and Working Agreement among ODOT, the Association of Oregon Counties and the League of Oregon Cities No. 32588 dated August 23, 2018, ODOT will annually make state funds available for which Recipient may exchange Recipient’s annual allocation of federal Surface Transportation Block Grant funds (“STBG Funds”). The state funds that ODOT annually makes available for exchange are referred to in this Agreement as the “Grant Funds.” ODOT will annually determine the amount of STBG Funds, and hence Grant Funds, available to the Recipient and announce the STBG Funds amount via ODOT’s website in January of each year.
- 4. Exchange Rate.** During the Term, ODOT will exchange Recipient’s annual allocation of STBG Funds for Grant Funds at the following rates:
  - a.** Ninety-four cents (\$0.94) in Grant Funds for one dollar (\$1.00) of STBG Funds until December 31, 2021.
  - b.** Ninety cents (\$0.90) in Grant Funds for one dollar (\$1.00) of STBG Funds January 1, 2022 and after.

## 5. Eligible Projects and Costs.

- a. Use of Grant Funds.** Grant Funds may only be used for transportation projects that are State Highway Trust Fund eligible, that is, those that are consistent with Article IX, Section 3a, of the Oregon Constitution (each such State Highway Trust Fund eligible transportation project is referred to in this Agreement as a “Project”). Grant Funds may be used for all phases of a Project, including, but not limited to, preliminary engineering, right of way, utility relocation, and construction.
- b. Eligible Costs.** Recipient shall use Grant Funds only for its actual costs to deliver Projects consistent with the terms of this Agreement (“Eligible Costs”).
  - i.** Eligible Costs are actual costs of Recipient to the extent those costs are:
    - A.** reasonable, necessary and directly used for a Project;
    - B.** permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by the State, to be capitalized to an asset that is part of a Project; and
    - C.** eligible or permitted uses of the Grant Funds under the Oregon Constitution, the statutes and laws of the state of Oregon, and this Agreement.
  - ii.** Eligible Costs can include the purchase of aggregate or equipment, provided that:
    - A.** purchases or production of aggregate must be roadway-related and exclusively used for roadway work; and
    - B.** purchased equipment must be used exclusively for roadway purposes for the useful life of the equipment. Recipient shall clearly describe in the Funding Request, as that capitalized term is defined in Section 6.a., how it plans to use said equipment on roadways and for roadway purposes. In the event that the equipment is not used for roadway purposes, Recipient shall pay to ODOT the fair market rental value for Recipient’s non-roadway use of the equipment. The useful life and the fair market rental value of the equipment shall be determined by ODOT, based on the type and condition of equipment.
  - iii.** Eligible Costs do NOT include:
    - A.** loans or grants to be made to third parties; or
    - B.** any expenditures incurred before the Effective Date or after the Availability Termination Date.

## 6. Grant Funds Distribution Process

- a.** To receive a distribution of Grant Funds during the Term, Recipient shall submit a funding request letter to the ODOT Contact for approval (a “Funding Request”). The Funding Request

must be on Recipient letterhead and include all information set forth in the letter template attached as Exhibit D. If Recipient chooses not to request Grant Funds in a calendar year, the year's Grant Funds amount will accumulate ("bank") for Recipient's future use. ODOT's distribution of Grant Funds will be limited to Recipient's cumulative amount of Grant Funds available at the time a Funding Request is submitted. ODOT will not advance any Grant Funds based on anticipated future allocations of STBG Funds.

- b. Upon approving a Funding Request, ODOT will disburse the requested Grant Funds amount to Recipient via electronic funds transfer to the deposit account designated in Exhibit C.
- c. ODOT's obligation to disburse Grant Funds to Recipient is subject to the satisfaction, with respect to each disbursement, of each of the following conditions precedent:
  - i. ODOT has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to make the disbursement.
  - ii. Recipient is in compliance with the terms of this Agreement.
  - iii. Recipient's representations and warranties set forth in Section 7 are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- d. **Recovery of Grant Funds.** Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation of one or more of the provisions of this Agreement ("Misspent Funds") must be returned to ODOT. Recipient shall return all Misspent Funds to ODOT promptly after ODOT's written demand and no later than fifteen (15) days after ODOT's written demand.

**7. Representations and Warranties of Recipient.** Recipient represents and warrants to ODOT as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its

terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODOT immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.
- e. **Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned(s) knowledge, and for the useful life of this Agreement will remain, current on all applicable state and local taxes, fees and assessments.

#### 8. Records Maintenance and Access; Audit.

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall ensure that each of its subrecipients and subcontractors complies with these requirements. ODOT, the Secretary of State of the State of Oregon (the "Secretary") and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the Grant Funds, or any Project funded by this Agreement, for the purpose of making audits and examinations. In addition, ODOT, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODOT and the Secretary to perform site reviews, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of this Agreement, and any transportation services rendered by Recipient. Without limiting the foregoing, ODOT may request, and Recipient shall provide, documentation of expenditures to confirm that Recipient uses Grant Funds only for State Highway Trust Fund eligible purposes. ODOT may also conduct on-site inspections of any Project funded under this Agreement to ensure that the Project is State Highway Trust Fund eligible.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the Grant Funds or any Project funded by this Agreement for a period of six (6) years after final payment. If there are unresolved audit questions at the end of the period described in this section, Recipient shall retain the records until the questions are resolved.

- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by ODOT under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODOT to verify how the Grant Funds were expended.

This Section 8 shall survive any expiration or termination of this Agreement.

## 9. Recipient Subagreements and Procurements

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, “subagreements”) for performance of this Agreement.
  - i. All subagreements must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
  - ii. Recipient shall require all of its contractors performing work under this Agreement to name ODOT as a third party beneficiary of Recipient’s subagreement with the Contractor and to name ODOT as an additional or “dual” obligee on contractors’ payment and performance bonds.
  - iii. Recipient shall provide ODOT with a copy of any signed subagreement, as well as any other purchasing or contracting documentation, upon ODOT’s request at any time. Recipient must report to ODOT any material breach of a term or condition of a subagreement within ten (10) days of Recipient discovering the breach.
- b. **Subagreement indemnity; insurance.**

*Recipient’s subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation, their officers, agents and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys’ fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient’s subagreement or any of such party’s officers, agents, employees or subcontractors (“Claims”). It is the specific intention of the Parties that ODOT shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of ODOT, be indemnified by the other party to Recipient’s subagreement(s) from and against any and all Claims.*

- i. Any such indemnification shall also provide that neither Recipient’s subrecipient(s), contractor(s) nor subcontractor(s), nor any attorney engaged by Recipient’s subrecipient(s), contractor(s) nor subcontractor(s) shall defend any claim in the name of ODOT or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient’s subrecipient is prohibited from defending the State, or that

Recipient's subrecipient is not adequately defending the State's interests, or that an important governmental principle is at issue or that it is in the best interests of the State to do so. The State reserves all rights to pursue claims it may have against Recipient's subrecipient if the State of Oregon elects to assume its own defense.

- ii. For Projects that are on or along a state highway, Recipient shall require its contractor(s) to meet the minimum insurance requirements provided in Exhibit B. Recipient may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit B. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit B.
  - iii. Recipient shall determine insurance requirements, insurance types and amounts, as deemed appropriate based on the risk of the work outlined within the subagreement. Recipient shall specify insurance requirements and require its contractor(s) to meet the insurance requirements. Recipient shall obtain proof of the required insurance coverages, as applicable, from any contractor providing services related to the subagreement.
  - iv. Recipient shall require its contractor(s) to require and verify that all subcontractors carry insurance coverage that the contractor(s) deems appropriate based on the risks of the subcontracted work.
- c. **Procurements.** Recipient shall make purchases of any equipment, materials, or services comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code, Oregon Revised Statute (ORS) 279 A, B, and C, and rules, ensuring that:
- i. All applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement; and
  - i. All procurement transactions are conducted in a manner providing full and open competition.
- d. **Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 *et seq.*, as those laws may be subsequently amended.

## 10. Termination

- a. **Mutual Termination.** This Agreement may be terminated by mutual written consent of the Parties.
- b. **Termination by ODOT.** ODOT may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by ODOT in such written notice, under any of the following circumstances:
  - i. If Recipient takes any action pertaining to this Agreement without the approval of ODOT and which under the provisions of this Agreement would have required ODOT's approval;
  - ii. If Recipient fails to perform any of its other obligations under this Agreement, and that failure continues for a period of 10 calendar days after the date ODOT delivers Recipient written

- notice specifying such failure. ODOT may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action;
- iii. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;
  - iv. If Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that is no longer allowable or no longer eligible for funding under this Agreement; or
  - v. If a Project funded under this Agreement would not produce results commensurate with the further expenditure of funds.
- c. **Termination by Either Party.** Either Party may terminate this Grant Agreement upon at least ten (10) days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Grant Agreement.
- d. **Rights upon Termination; Remedies.** Any termination of this Grant Agreement shall not prejudice any rights or obligations accrued before termination. The remedies set forth in this Grant Agreement are cumulative and are in addition to any other rights or remedies available at law or in equity.

## 11. GENERAL PROVISIONS

- a. **Indemnity.** RECIPIENT SHALL INDEMNIFY AND DEFEND ODOT AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER ARISING OUT OF, OR RELATING TO THE INTENTIONAL MISCONDUCT, OR RECKLESS OR NEGLIGENT ACTS OR OMISSIONS OF RECIPIENT OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.

ODOT shall reasonably cooperate in good faith, at Recipient's reasonable expense, in the defense of a covered claim. Recipient shall select counsel reasonably acceptable to the Oregon Attorney General to defend such claim and all costs of such counsel shall be borne by Recipient. Counsel must accept appointment as a Special Assistant Attorney General under ORS Chapter 180 before such counsel may act in the name of, or represent the interests of, ODOT, its officers, employees or agents. ODOT may elect to assume its own defense with an attorney of its own choice and its own expense at any time ODOT determines important governmental interests are at stake. ODOT agrees to promptly provide Recipient with notice of any claim that may result in an indemnification obligation hereunder. Subject to the limitations noted above, Recipient may defend such claim with counsel of its own choosing provided that no settlement or compromise of any such claim shall occur without the consent of ODOT, which consent shall not be unreasonably withheld, conditioned or delayed.

- b. **Contribution.**

- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (“Third Party Claim”) against ODOT or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party’s liability with respect to the Third Party Claim.
- ii. With respect to a Third Party Claim for which ODOT is jointly liable with Recipient (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties’ relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
- iii. With respect to a Third Party Claim for which Recipient is jointly liable with ODOT (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties’ relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
- c. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- d. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.

- e. Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. No Third Party Beneficiaries.** ODOT and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- g. Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email or mailing the same, postage prepaid, to Recipient Contact or ODOT Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 10(g). Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- h. Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between ODOT (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
- i. Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to this Agreement or to implementation of Projects funded by this Agreement, including without limitation as described in Exhibit A. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Recipient agrees to comply with the requirements of ORS 366.514, Use of Highway Fund for footpaths and bicycle trails.

- j. Insurance; Workers' Compensation.** All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.
- k. Independent Contractor.** Recipient shall perform as an independent contractor and not as an agent or employee of ODOT. Recipient has no right or authority to incur or create any obligation for or legally bind ODOT in any way. ODOT cannot and will not control the means or manner by which Recipient performs the work, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing its work. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of ODOT, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- l. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- m. Counterparts.** This Agreement may be executed in two or more counterparts, each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- n. Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. Recipient, by the signature below of its authorized representative, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

**SIGNATURE PAGE TO FOLLOW**

**THE PARTIES**, by execution of this Agreement, acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**Recipient Name**, by and through its elected officials

By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL  
(If required in Recipient's process)**

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**  
Kathy Clark  
541-506-2520  
kathyc@co.wasco.or.us

**STATE OF OREGON**, by and through its Department of Transportation

By \_\_\_\_\_  
Statewide Investment Management Section  
Manager

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Program & Funding Services Manager

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**ODOT Contact:**  
Shelley Bokor  
555 13<sup>th</sup> Street NE  
Salem, OR 97301  
503-986-3621  
shelley.a.bokor@odot.state.or.us

## **EXHIBIT A**

### **Recipient Requirements**

1. Recipient shall comply with all applicable provisions of ORS 279C.800 to 279C.870 pertaining to prevailing wage rates and including, without limitation, that workers shall be paid not less than rates in accordance with ORS 279C.838 and 279C.840 pertaining to wage rates and ORS 279C.836 pertaining to having a public works bond filed with the Construction Contractors' Board.
2. Recipient shall notify ODOT's Contact in writing when any contact information changes during the Agreement.
3. Recipient shall, at its own expense, maintain and operate all roadways and equipment funded by this Agreement upon completion and throughout the useful life at a minimum level that is consistent with normal depreciation or service demand or both. The Parties agree that the useful life of any roadway work is defined as seven (7) years from its completion date (the "Project Useful Life").
4. Recipient shall maintain insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities or equipment.
5. **Americans with Disabilities Act Compliance**
  - a. **State Highway:** For portions of a Project located on or along the State Highway System or a State-owned facility ("state highway"):
    - i. Recipient shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, pedestrian-activated signals, shared use path, transit stop, park-and-ride, on-street parking, or any other feature that might need to be accessible meet current ODOT Highway Design Manual standards;
    - ii. Recipient shall follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, pedestrian-activated signals, shared use path, transit stop, park-and-ride, on-street parking, or any other feature that might need to be accessible including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
    - iii. At completion of a Project funded by this Agreement, Recipient shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form and to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

- iv. Recipient shall promptly notify ODOT of a Project's completion and allow ODOT to inspect Project sidewalks, curb ramps, pedestrian-activated signals shared use path, transit stop, park-and-ride, on-street parking, or any other feature that might need to be accessible located on or along a state highway prior to release of any Recipient contractor.
  - v. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least 10 days prior to the start of construction.
- b. Local Roads:** For portions of a Project located on Recipient roads or facilities that are not on or along a state highway:
- i. Recipient shall ensure that the Project is designed, constructed and maintained in compliance with the ADA.
  - ii. Recipient may follow its own processes or may use ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:  
  
<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>;  
  
Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Recipient's use and convenience.
  - iii. Recipient assumes sole responsibility for ensuring compliance with the ADA, including when Recipient uses ODOT forms and processes. Recipient acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect completed Projects to confirm ADA compliance.
  - iv. Recipient shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Recipient shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.
- c. Recipient shall ensure that any portions under Recipient's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of Projects funded by this Agreement. This includes, but is not limited to, Recipient ensuring that:

- i. Pedestrian access is maintained as required by the ADA,
  - ii. Any complaints received by Recipient identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
  - iii. Recipient, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the Project in compliance with the ADA requirements that were in effect at the time the Project was constructed or altered,
  - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
  - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
- d. Maintenance obligations in this Section 5 shall survive termination of this Agreement.

#### **6. Work Performed within ODOT's Right of Way**

- a. Prior to the commencement of work, Recipient shall obtain, or require its contractor to obtain, permission from the appropriate ODOT District Office to work on or along the state highway. This Agreement does not provide permission to work on or along the state highway.
- b. If a Project includes traffic control devices (see ODOT's Traffic Manual, Chapter 5, for a description of traffic control devices) on or along a state highway, Recipient shall, pursuant to Oregon Administrative Rule (OAR) 734-020-0430, obtain the approval of the State Traffic Engineer prior to design or construction of any traffic control device being installed.
- c. Recipient shall enter into a separate traffic signal agreement with ODOT to cover obligations for any traffic signal being installed on a state highway.
- d. Recipient shall ensure that its electrical inspectors possess a current State Certified Traffic Signal Inspector certificate before the inspectors inspect electrical installations on state highways. The ODOT's District Office shall verify compliance with this requirement before construction. The permit fee should also cover the State electrician's supplemental inspection.

#### **7. General Standards**

All Projects funded by this Agreement shall be completed within industry standards and best practices to ensure that the functionality and serviceability of the program's investment meets the intent of the application and the program.

## **EXHIBIT B**

### **Subagreement Insurance Requirements**

#### **1. GENERAL.**

- a. If the Project is on or along a state highway, Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, “TAIL” COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to ODOT. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, “first tier” means a subagreement in which the Recipient is a Party.
- b. The insurance specified below is a minimum requirement that the contractor within the subagreement shall meet. Recipient may determine insurance types and amounts in excess to the minimum requirement as deemed appropriate based on the risks of the work outlined within the subagreement.
- c. Recipient shall require the contractor(s) to require that all of its subcontractors carry insurance coverage that the contractor deems appropriate based on the risks of the subcontracted work. Contractor shall obtain proof of the required insurance coverages, as applicable, from any subcontractor providing Services related to the Contract.

#### **2. TYPES AND AMOUNTS.**

##### **a. WORKERS COMPENSATION.**

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability Insurance with limits not less than \$500,000 each accident. **Contractor shall require compliance with these requirements in each of its subcontractor contracts.**

##### **b. COMMERCIAL GENERAL LIABILITY.**

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track,

roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability – Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Amounts below are a minimum requirement as determined by ODOT:

Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

**c. AUTOMOBILE Liability Insurance: Automobile Liability.**

Automobile Liability Insurance covering Contractor’s business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Amount below is a minimum requirement as determined by ODOT:

Coverage shall be written with a combined single limit of not less than \$1,000,000.

**d. ADDITIONAL INSURED.**

The Commercial General Liability Insurance and Automobile Liability Insurance must include the “**State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees**” as an **endorsed** Additional Insured but only with respect to the contractor’s activities to be performed under the Subcontract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

**e. “TAIL” COVERAGE.**

If any of the required insurance policies is on a “claims made” basis, such as professional liability insurance or pollution liability insurance, the contractor shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the Subcontract, for a minimum of twenty-four (24) months following the later of : (i) the contractor’s completion and Recipient’s acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain “tail” coverage and if the maximum time period “tail” coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and ODOT may grant approval of the maximum “tail “ coverage period reasonably available in the marketplace. If ODOT approval is granted, the contractor shall maintain “tail” coverage for the maximum time period that “tail” coverage is reasonably available in the marketplace.

**f. NOTICE OF CANCELLATION OR CHANGE.**

The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**g. CERTIFICATE(S) OF INSURANCE.**

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) **“State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees”** as an endorsed Additional Insured in regards to the Commercial General Liability and Automobile Liability policies and ii) that all liability insurance coverages shall be primary and non-contributory with any other insurance and self-insurance, with exception of Workers' Compensation..

**The Recipient shall immediately notify ODOT of any change in insurance coverage.**



## EXHIBIT C

### DIRECT DEPOSIT/ACH CREDIT AUTHORIZATION

**Type of Action:**       NEW ENROLLMENT       CHANGE       CANCEL

By selecting the Change box and completing the form with new account information, or by selecting the Cancel box, you revoke your previous authorization for direct deposit.

**Payee Information:**

LEGAL NAME OF PAYEE (used for tax reporting): \_\_\_\_\_

BUSINESS NAME (DBA name if different from above): \_\_\_\_\_

TAXPAYER IDENTIFICATION NUMBER (EIN OR SSN): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Type of Bank Account:**

Checking account       Savings account

**Financial Institution Information** (attach voided check or a letter from the bank confirming the account name, routing number, and account number):

FINANCIAL INSTITUTION NAME: \_\_\_\_\_

NAME(S) ON ACCOUNT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

FINANCIAL INSTITUTION ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Authorization:**

I authorize the Oregon Department of Transportation (ODOT) to initiate electronic credits and, if necessary, adjusting debit entries to reverse erroneous electronic payments, to the account designated on this form. I certify that I am authorized to enter into this agreement as the account holder or on behalf of the account holder. I acknowledge that the origination of ACH transactions to the authorized account must comply with the provisions of the law of the State of Oregon and the United States.

**International transaction certification** – I certify that the entire amount of my direct deposit is NOT ultimately deposited into a financial institution outside the United States.

This authorization will remain in effect until ODOT receives written notification from Payee of its termination in such time and in such manner as to afford ODOT and the depository financial institution a reasonable opportunity to act on it. If Financial Institution information changes, Payee agrees to promptly submit to ODOT an updated Direct Deposit/ACH Credit Authorization.

ODOT/Recipient  
Agreement No. 34778

AUTHORIZED NAME: \_\_\_\_\_

TITLE (if company account): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

Mail the completed form and voided check or bank letter to:

ODOT Financial Services, MS #21  
TEAMS Table Maintenance  
355 Capitol St NE  
Salem, OR 97301-3871 or  
FAX to (503) 986-3907

If you have questions, please call us at (503) 986-4385.

731-0781 (11/2016)

EXHIBIT D

<LETTERHEAD WITH CITY/COUNTY, ADDRESS>

<DATE>

Oregon Department of Transportation  
Program & Funding Services  
ODOT Mill Creek Building  
555 13th Street NE  
Salem, OR 97301

To Whom it May Concern:

Pursuant to its Master Grant Agreement no. <IGA #> with ODOT, <CITY/COUNTY> requests its allocation of federal [Surface Transportation Block Grant](#) (STBG) funds to finance the following transportation project(s) eligible under Oregon Constitution Article IX, Section 3a (the "Project"):

<DESCRIPTION OF GAS TAX ELIGIBLE ACTIVITIES/LOCATION>

<CITY/COUNTY> hereby exchanges \$<FEDERAL AMOUNT> in STBG funds for state funds at a ratio of 94 **or 90** cents in state funds for each dollar of STBG funds exchanged. Accordingly, we request ODOT to disburse to <CITY/COUNTY> a total of \$<.94 **or** .90 x FEDERAL AMOUNT> in state funds that <CITY/COUNTY> will use to finance the Project. <CITY/COUNTY>'s Vendor Number is <VENDOR #>.

By signing below, I certify that I am authorized to sign on behalf of the <CITY/COUNTY> and that the <CITY/COUNTY> will use the state funds received in accordance with the limitations of Oregon Constitution Article IX, Section 3a.

Please contact <NAME> at <PHONE NUMBER>, <EMAIL> if you have any questions or concerns regarding this request.

Sincerely,

<SIGNATURE>

<NAME>  
<TITLE>  
<EMAIL>



## MOTION

**SUBJECT: Fund Exchange Agreement**

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I move to approve the ODOT Fund Exchange Program Master Grant Agreement effective from January 1, 2021 through September 30, 2024.



## **PUBLIC WORKS ITEM**

ROAD VACATION

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[DIRECTOR'S REPORT](#)

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[PHOTOS](#)

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[PRELIMINARY PINE RIDGE SUBDIVISION MAP](#)

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[ORDER 21-013 VACATING A PORTION OF HOMESTEAD ROAD](#)

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[MOTION LANGUAGE](#)

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IN THE BOARD OF COMMISSIONERS  
OF THE STATE OF OREGON  
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE PROPOSED )  
VACATION OF A PORTION OF ) REPORT OF PUBLIC WORKS  
HOMESTEAD ROAD, IN WAMIC, ) DIRECTOR  
OREGON )

TO THE HONORABLE BOARD OF COMMISSIONERS OF WASCO COUNTY,  
OREGON:

In compliance with Order #21-002 of the Board of Commissioners dated January 6, 2021, I have investigated the Public Road as follows:

LEGAL DESCRIPTION

The Northern 450 feet of Homestead Road, located East of Wamic Market Road and approximately 600 feet South of Emigrant Street in the Community of Wamic, Oregon; Section 14, Township 2 South, Range 12 East, Willamette Meridian.

Attached hereto, and by this reference made a part hereof, is a map with photos marked as Exhibit "A" showing the location of the above described section of road.

**Background**

The petitioners own all the land within the sections of the right-of-way to be vacated. This road was created through a grant of a 50' easement in June of 2003 and then dedicated as a public road with 50' right-of-way as part of a plat in May 2009. The petitioners planned to develop a subdivision utilizing this road for access. Since then, the petitioners have determined that the described Northern portion of Homestead Road could not be easily constructed to meet public road standards. They will be dedicating a new portion of right-of-way on an improved alignment as part of their subdivision process.

## **Facts and Findings**

The current road is a narrow dirt and gravel road, with poor drainage. The route along the right-of-way contains steep slopes and would be difficult and expensive to improve to meet public road standards. The approach onto Wamic Market Road would still be preserved and the South Wasco School District would still have clear access to their property without this portion of right-of-way. The County has no current or future road needs for this right-of-way. To my knowledge, there are no public utilities located in the right-of-way proposed for vacation.

## **Fiscal Impact**

The right-of-way would revert to private ownership and onto the tax rolls. The County does not maintain this right-of-way now, so vacation would have no fiscal impact to the Public Works Department.

## **Recommendation**

100% of the adjacent landowners have petitioned, so no public hearing is required. There is no public benefit to retaining this right-of-way. *It is my recommendation that the Board of Commissioners grant the vacation request.*

Dated this 7<sup>th</sup> day of April, 2021

Arthur Smith  
Director, Wasco County Public Works

**EXHIBIT A - photos**

**Homestead Road – proposed vacation**

**Homestead Road approach onto Wamic Market Road (not to be vacated) – looking East**



Homestead Road - Beginning of section to be vacated – looking South



Homestead Road – common property corner (school district, county, petitioner) – looking South



Homestead Road – common property corner - looking North



Homestead Road – old road section meets new road section – looking South East

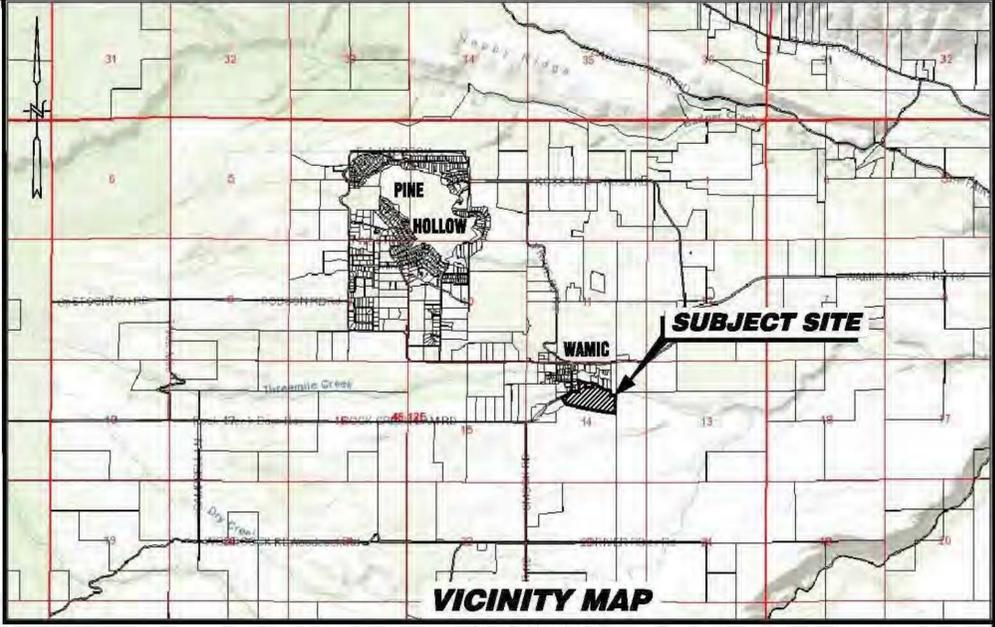
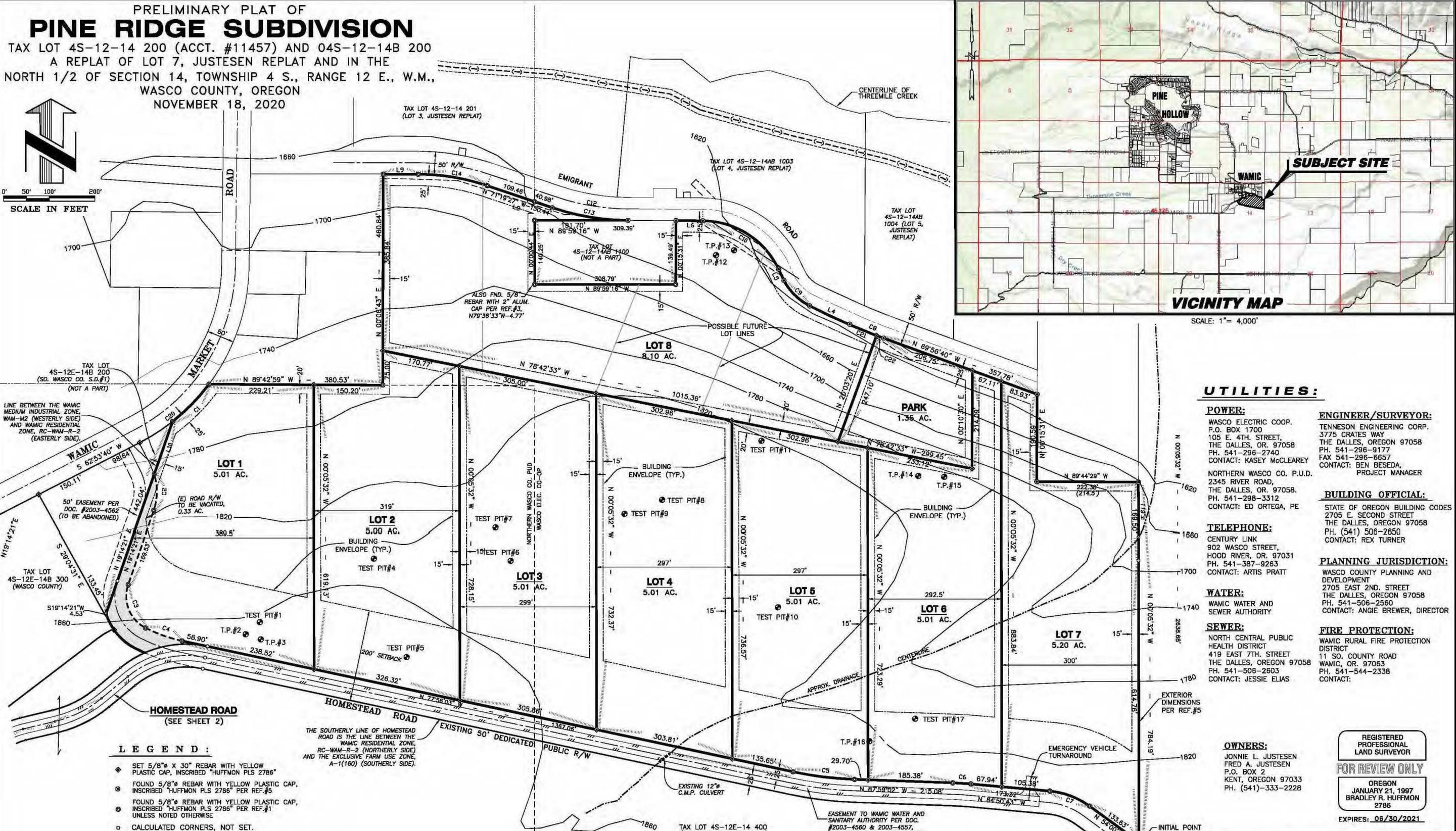
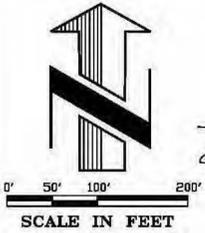


Homestead Road – proposed new access point – looking East



# PRELIMINARY PLAT OF PINE RIDGE SUBDIVISION

TAX LOT 4S-12-14 200 (ACCT. #11457) AND 04S-12-14B 200  
A REPLAT OF LOT 7, JUSTESEN REPLAT AND IN THE  
NORTH 1/2 OF SECTION 14, TOWNSHIP 4 S., RANGE 12 E., W.M.,  
WASCO COUNTY, OREGON  
NOVEMBER 18, 2020



### UTILITIES:

- POWER:**  
WASCO ELECTRIC COOP.  
P.O. BOX 1700  
105 E. 4TH. STREET,  
THE DALLES, OR. 97058  
PH. 541-296-2740  
CONTACT: KASEY McCLEAREY
- ENGINEER/SURVEYOR:**  
TENNESON ENGINEERING CORP.  
3775 CRATES WAY  
THE DALLES, OREGON 97058  
PH. 541-296-9177  
FAX 541-296-6657  
CONTACT: BEN BESEDA,  
PROJECT MANAGER
- BUILDING OFFICIAL:**  
STATE OF OREGON BUILDING CODES  
2705 E. SECOND STREET  
THE DALLES, OREGON 97058  
PH. (541) 506-2650  
CONTACT: REX TURNER
- PLANNING JURISDICTION:**  
WASCO COUNTY PLANNING AND  
DEVELOPMENT  
2705 EAST 2ND. STREET  
THE DALLES, OREGON 97058  
PH. 541-506-2560  
CONTACT: ANGIE BREWER, DIRECTOR
- WATER:**  
WAMIC WATER AND  
SEWER AUTHORITY
- SEWER:**  
NORTH CENTRAL PUBLIC  
HEALTH DISTRICT  
419 EAST 7TH. STREET  
THE DALLES, OREGON 97058  
PH. 541-506-2803  
CONTACT: JESSIE ELIAS
- FIRE PROTECTION:**  
WAMIC RURAL FIRE PROTECTION  
DISTRICT  
11 SO. COUNTY ROAD  
WAMIC, OR. 97063  
PH. 541-544-2338  
CONTACT:

### LEGEND:

- ◆ SET 5/8" X 30" REBAR WITH YELLOW PLASTIC CAP, INSCRIBED "HUFFMON PLS 2786"
- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, INSCRIBED "HUFFMON PLS 2786" PER REF.#5
- FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, INSCRIBED "HUFFMON PLS 2786" PER REF.#1 UNLESS NOTED OTHERWISE
- CALCULATED CORNERS, NOT SET.
- REF.# SURVEY REFERENCE NUMBER
- FND. FOUND
- CALC. CALCULATED
- MON. MONUMENT
- C.S.# COUNTY SURVEY NUMBER
- R.R. RAILROAD
- R/W RIGHT OF WAY
- DOC. DOCUMENT
- ALUM. ALUMINUM
- APPROX. APPROXIMATE
- P.P. PARTITION PLAT
- L.C. LAND CORNER
- C.M.P. CORRUGATED METAL PIPE

### NOTES:

- 1) BEARINGS BASED ON SURVEY REFERENCE No. 1 BETWEEN MONUMENTS FOUND ON THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 14.
- 2) DOMESTIC WATER PROVIDED BY PRIVATE WELLS. SEWAGE DISPOSAL BY PRIVATE ON-SITE DISPOSAL SYSTEMS.
- 3) ZONING: RC-WAM-R-2 COMPREHENSIVE DESIGNATION: WAMIC RESIDENTIAL ZONE.

THE SOUTHERLY LINE OF HOMESTEAD ROAD IS THE LINE BETWEEN THE WAMIC RESIDENTIAL ZONE, RC-WAM-R-2 (NORTHERLY SIDE) AND THE EXCLUSIVE FARM USE ZONE, A-1(160) (SOUTHERLY SIDE).

REGISTERED PROFESSIONAL LAND SURVEYOR

FOR REVIEW ONLY

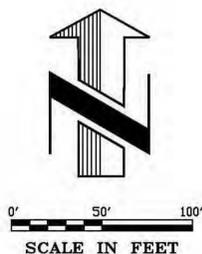
OREGON  
JANUARY 21, 1997  
BRADLEY R. HUFFMON  
2786

EXPIRES: 08/30/2021

Date	No.	Revisions	By	App.
		PRELIMINARY	Survey	Draw
		PINE RIDGE SUBDIVISION	T.E.C.	S.D.H.
		TAX LOT 04S-12E-14 200 (ACCT. #11457)	Design	Checked
		A REPLAT OF LOT 7, JUSTESEN REPLAT	D.O.E.	
		IN THE N.1/2, SECTION 14, TWP.4 S. RANGE 12 E. W.M.	DWG. No.	Approved
		WASCO COUNTY, OREGON	15420.Sub.OP2	
		TENNESON ENGINEERING CORP.	Date	Scale
		CONSULTING ENGINEERS	11/18/2020	1" = 100'
		3775 CRATES WAY	Work Order No.	Sheet
		THE DALLES, OREGON 97068	15420	1 of 2
		PH. 541-296-9177 FAX 541-296-6657		

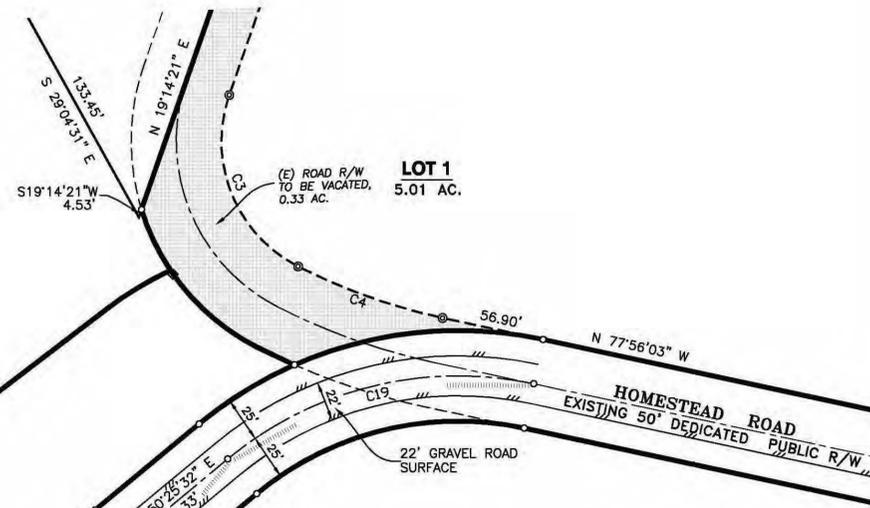
# PRELIMINARY PLAT OF PINE RIDGE SUBDIVISION

TAX LOT 4S-12-14 200 (ACCT. #11457) AND 04S-12-14B 200  
A REPLAT OF LOT 7, JUSTESEN REPLAT AND IN THE  
NORTH 1/2 OF SECTION 14, TOWNSHIP 4 S., RANGE 12 E., W.M.,  
WASCO COUNTY, OREGON  
NOVEMBER 18, 2020



### LEGEND :

- ◆ SET 5/8" X 30" REBAR WITH YELLOW PLASTIC CAP, INSCRIBED "HUFFMON PLS 2786"
- ⊙ FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, INSCRIBED "HUFFMON PLS 2786" PER REF.#5
- ⊙ FOUND 5/8" REBAR WITH YELLOW PLASTIC CAP, INSCRIBED "HUFFMON PLS 2786" PER REF.#1 UNLESS NOTED OTHERWISE
- CALCULATED CORNERS, NOT SET.
- REF.# SURVEY REFERENCE NUMBER
- FND. FOUND
- CALC. CALCULATED
- MON. MONUMENT
- C.S.# COUNTY SURVEY NUMBER
- R.R. RAILROAD
- R/W RIGHT OF WAY
- DOC. DOCUMENT
- ALUM. ALUMINUM
- APPROX. APPROXIMATE
- P.P. PARTITION PLAT
- L.C. LAND CORNER
- C.M.P. CORRUGATED METAL PIPE

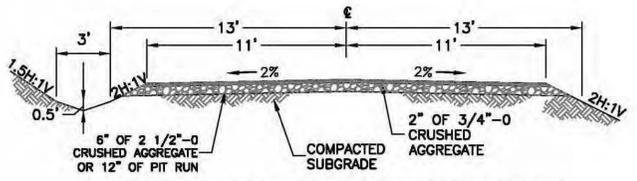


LINE	BEARING	DISTANCE
L1	N 69°56'40" W	357.78'
L4	N 65°25'07" W	96.47'
L5	N 25°19'31" W	27.21'
L6	N 89°41'10" W	58.38'
L7	N 00°00'44" E	40.50'
L8	N 71°19'27" W	150.44'
L9	N 89°53'22" W	76.59'
L10	S 19°14'21" W	121.79'

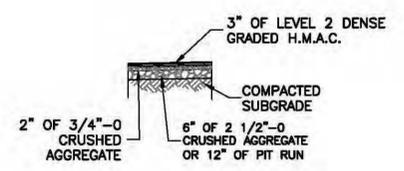
CURVE	DELTA	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING	CHORD LENGTH
C1	14°53'37"	439.25'	114.18'	57.41'	N 44°20'00" E	113.86'
C2	36°52'12"	125.00'	80.44'	41.67'	N 00°48'16" E	79.06'
C3	82°03'37"	77.60'	111.14'	67.53'	S 21°53'39" E	101.88'
C4	15°00'35"	325.00'	85.14'	42.82'	S 70°25'45" E	84.90'
C5	10°03'00"	775.00'	135.94'	68.14'	S 82°57'32" E	135.76'
C6	03°08'19"	725.00'	39.72'	19.86'	N 86°24'53" W	39.71'
C7	30°50'36"	175.00'	94.21'	48.27'	N 69°25'25" W	93.07'
C8	04°31'33"	1015.00'	80.18'	40.11'	S 67°40'54" E	80.16'
C9	40°05'36"	115.00'	80.47'	41.96'	S 45°22'19" E	78.84'
C10	64°21'38"	185.00'	207.81'	116.41'	N 57°30'20" W	197.06'
C11	01°20'57"	525.00'	12.36'	6.18'	S 89°00'41" E	12.36'
C12	18°21'42"	475.00'	152.22'	76.77'	S 80°30'18" E	151.57'
C13	17°00'45"	525.00'	155.89'	78.52'	S 79°49'50" E	155.31'
C14	18°33'55"	475.00'	153.91'	77.64'	N 80°36'25" W	153.24'
C15	43°45'57"	100.00'	76.39'	40.16'	N 89°59'17" E	74.54'
C16	21°32'10"	300.00'	112.76'	57.05'	N 57°20'14" E	112.10'
C17	30°07'55"	125.00'	65.74'	33.65'	N 61°38'06" E	64.98'
C18	26°16'31"	250.00'	114.65'	58.35'	N 63°33'48" E	113.65'
C19	51°38'25"	200.00'	180.26'	96.77'	N 76°14'45" E	174.22'
C20	26°00'28"	439.25'	199.39'	101.44'	S 49°53'26" W	197.68'
C21	03°36'00"	1015.00'	63.78'	31.90'	N 67°13'07" W	63.77'
C22	00°55'33"	1015.00'	16.40'	8.20'	N 69°28'54" W	16.40'

### REFERENCES :

- PROPERTY LINE ADJUSTMENT AND PARTITION PLAT 2004-0008 FOR JON AND FRED JUSTESEN BY TENNESON ENGINEERING CORP. W.O. #10353, RECORDED APRIL 7, 2004 DOC. #2004-1681 (SLIDE A-108A) C.S. #13-037
- CEMETERY SURVEY BY C. DENNIS KRAMER, PLS 856 JULY, 1993 C.S. #8-111
- WAMIC-TYGH VALLEY SECTION WAMIC MARKET ROAD BY OREGON STATE HWY. DEPT. AUGUST, 1949 C.S. #6-9-3
- JUSTESEN REPLAT MP 2010-0002 FOR JON AND FRED JUSTESEN BY TENNESON ENGINEERING CORP. W.O. #12841, RECORDED FEBRUARY 8, 2010 DOC. #2010-00051 (SLIDE D-86A) C.S. #16-090



**TYPICAL CROSS SECTION**  
SCALE: NONE



**PAVED APPROACH SECTION**  
SCALE: NONE

### NOTES :

- BEARINGS BASED ON SURVEY REFERENCE No. 1 BETWEEN MONUMENTS FOUND ON THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 14.
- DOMESTIC WATER PROVIDED BY PRIVATE WELLS. SEWAGE DISPOSAL BY PRIVATE ON-SITE DISPOSAL SYSTEMS.
- ZONING: RC-WAM-R-2 COMPREHENSIVE DESIGNATION: WAMIC RESIDENTIAL ZONE.

REGISTERED PROFESSIONAL LAND SURVEYOR  
**FOR REVIEW ONLY**  
OREGON  
JANUARY 21, 1997  
BRADLEY R. HUFFMON  
2786  
EXPIRES: 06/30/2021

**OWNERS:**  
JONNIE L. JUSTESEN  
FRED A. JUSTESEN  
P.O. BOX 2  
KENT, OREGON 97033  
PH. (541)-333-2228

Date	No.	Revisions	By	App.
		PRELIMINARY		
		<b>PINE RIDGE SUBDIVISION</b>		
		TAX LOT 04S-12E-14 200 (ACCT. #11457)		
		A REPLAT OF LOT 7, JUSTESEN REPLAT		
		IN THE N.1/2, SECTION 14, TWP.4 S. RANGE 12 E. W.M.		
		WASCO COUNTY, OREGON		
		<b>TENNESON ENGINEERING CORP.</b>		
		CONSULTING ENGINEERS		
		3775 CRATES WAY		
		THE DALLES, OREGON 97058		
		PH. 541-296-9177 FAX 541-296-8657		
		Survey	T.E.C.	Drawn
		Design	B.B.B.	Checked
		DWG. No.	15420.Sub.OP2	Approved
		Date	11/18/2020	Scale
		Work Order No.	15420	1" = 50'
		Sheet	2 of 2	



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE VACATION OF A PORTION OF HOMESTEAD ROAD IN WAMIC, OREGON

**ORDER #21-013**

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

IT APPEARING TO THE BOARD: That a petition, attached and by this reference incorporated herein, has been duly filed with this Board seeking the vacation of the below described Road; That upon initiation of these proceedings by said petition the County Road Official was directed by this Board to prepare and file with this Board a written report describing the ownership and uses of the Road and a determination of whether the vacation would be in the public interest; That said report, attached and by this reference incorporated herein, has been received by this Board; and

IT FURTHER APPEARING TO THE BOARD: That as provided in ORS 368.351 because the report indicates that the County Road Official assessment is that the vacation is in the public interest and these proceedings were initiated by a petition under ORS 368.341 that contained the acknowledged signatures of owners of 100% of any private property proposed to be vacated and acknowledged signatures of owners of 100% of property abutting any public property proposed to be vacated approving the proposed vacation a hearing in this matter may be dispensed with and vacation of the subject road ordered.

NOW, THEREFORE, IT IS HEREBY ORDERED: That the following described Roads located in Wasco County, Oregon, be and are hereby declared vacated:

A PORTION OF HOMESTEAD ROAD IN WAMIC, OREGON

LEGAL DESCRIPTION

The Northern 450 feet of Homestead Road, located East of Wamic Market Road and approximately 600 feet South of Emigrant Street in the Community of Wamic, Oregon; Section 14, Township 2 South, Range 12 East, Willamette Meridian.

Attached hereto, and by this reference made a part hereof, is a map with photos marked as Exhibit "A" showing the location of the above described section of road.

DATED this 7<sup>th</sup> Day of April, 2021.

**WASCO COUNTY BOARD OF COMMISSIONERS:**

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

\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair

APPROVED AS TO FORM:

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

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



## MOTION

**SUBJECT:** Road Vacation

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I move to approve Order 21-013 vacating a portion of Homestead Road in Wamic, Oregon.



## AGENDA ITEM

GOOGLE SERVICE CONTRACT

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[STAFF MEMO](#)

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[ORIGINAL AGREEMENT](#)

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[2021 ORDERING DOCUMENT](#)

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[MOTION LANGUAGE](#)

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## MEMORANDUM

**SUBJECT: Google Workspace Contract Renewal**

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TO: BOARD OF COUNTY COMMISSIONERS

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FROM: ANDREW BURKE, INFORMATION SERVICES DIRECTOR

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DATE: 03/18/2021

### BACKGROUND INFORMATION:

Wasco County uses the Google Suite cloud platform to host email, files, and other tools for productivity and communication. This service has historically been renewed on an annual basis. Google recently rebranded their cloud services and increased the per user cost by \$96 a year at retail for the same feature set we currently have on their old plan; some features like discovery are required to meet requirements for data retention and public records requests.

Because Wasco County is on an annual plan, we will be experiencing a cost increase this year. Information Services is looking to move from the 1-year renewal cycle to a 3-year renewal cycle to ensure there is no cost increase for the next 3 years.

### Highlights:

- Our current annual costs are \$32,400 for 225 users @ \$144 per user
- Our new annual costs will be \$37,268.10 for 225 users @ \$166.88 per user with the negotiated 3-year contract
- At negotiated rates, we are seeing a \$22.88 increase per user or \$4,868.10 increase annually, which is much less than the retail possibility of \$96 per user
- A 3-year contract saves us ~\$5,661.90 annually in comparison to a possible 1-year contract for the same services
- The 3-year contract totals \$111,804.30 with three annual flat payments of \$37,268.10 (no increases over 3 years)

There is currently no plan to move Wasco County away from Google services within the next 3 years; as such, it makes sense to lock in a consistent rate for at least the next 3 years, as outlined in the highlights above.



# G Suite



# SADA Systems, Inc.

## G SUITE ORDERING DOCUMENT

<https://sada.com/agreements/gafb/gafb-v9.pdf> This G Suite Ordering Document (the “Ordering Document”) and the corresponding G Suite Customer Agreement (the “Agreement”) between SADA Systems, Inc. (“SADA”) and Wasco County, OR (“Customer”) governs Customer’s access to and use of the Services. Undefined capitalized terms used in this Ordering Document will have the meanings set forth in the Agreement.

Under the terms of the Agreement accessible at <https://sada.com/agreements/gafb/gafb-v9.pdf> of which this Ordering Document is a part, Customer agrees to purchase and SADA agrees to provide the following Google services to Customer in the indicated quantity and at the indicated pricing in U.S. Dollars.

<b>Customer Name</b>	Wasco County, OR
<b>Corporate Address</b>	511 Washington St. Suite B16 The Dalles, OR 97058
<b>Domain</b>	co.wasco.or.us

Contact	Main Contact	Accounts Payable
Full Name	Paul Ferguson	Tawnya Williams
Title	Information Services Director	Accounts Payable
Phone	541-506-2554	541-506-2777
Email	paulf@co.wasco.or.us	accountspayable@co.wasco.or.us

Customer agrees to purchase and SADA agrees to provide the following Google services to Customer in the indicated quantity and at the indicated pricing in U.S. Dollars:

Name	Price	QTY	Subtotal
G Suite for Business Account, per user <small>Service from 03/21/2020 to 03/20/2021</small>	\$144.00	225	\$32,400.00

Subtotal      **\$32,400.00**

**Total \$32,400.00**

\*Plus applicable Sales Tax.

**Payment Terms:**

**Invoices and Payment:**

Payment	Invoice Date	Amount
100% of all Items listed in this document	Agreement Signature Date	\$32,400.00

SADA will invoice Customer for all amounts due under any executed Ordering Document or Statements of Work in accordance with the schedule set forth in such executed Statement of Work. Each invoice submitted to Client pursuant to this Agreement will be due and payable by Client within 30 days of receipt. Payment is accepted by check or ACH/EFT.

**Taxes:**

Customer is responsible for applicable taxes associated with Customer’s purchase and receipt of the Services (except for any taxes assessable against SADA based on its income, property or employees) and Customer will pay SADA without any reduction for such amounts. If SADA is obligated to collect or pay taxes, the taxes will be invoiced to Customer (in the case of invoiced fees) or added to Customer’s credit card charges (in the case of credit card payments), unless Customer provides SADA with a valid tax exemption certificate authorized by the appropriate taxing authority. If Customer is required by law to withhold any taxes from its payments to SADA, Customer will increase the payment to SADA so that the amount received by SADA is the same as it would have been if no taxes were withheld.

Bank Information	Remittance Address
<b>Automated Clearing House (ACH) or Electronic Funds Transfer (EFT)</b> Wells Fargo Bank Swift Code: WFBIUS6 464 California St. San Francisco, CA 94104 Routing Number: 121042882 Bank Account Name: SADA Systems, Inc. Bank Account Number: 7757670067	<b>SADA Systems, Inc</b> 5250 Lankershim Blvd., Suite 620 North Hollywood, CA 91601 ATTN: Accounting

**Additional Licenses Purchased During the Term:**

Additional licenses will be billed on a prorated basis for the remaining portion of the signed term, at the rate set forth in this Order Document. Payment for additional licenses will be due in full

upon receipt of an invoice, and will be exempt from the payment schedule above.

**Notices:**

Any notices under this Agreement will be directed, if to SADA, at:

**Patrick Monaghan, Chief Legal Officer**

**SADA Systems, Inc.**

5250 Lankershim Blvd., Suite 620

North Hollywood, CA 91601

Email: legal@sada.com

Fax: 818-766-0090

and if to Customer, at the Main Contact above.

**BY SIGNING THIS ORDERING DOCUMENT OR SUBMITTING A PURCHASE ORDER, CUSTOMER ACKNOWLEDGES THAT IT HAS READ THIS ORDERING DOCUMENT AND THE CORRESPONDING AGREEMENT, AND UNDERSTANDS AND AGREES TO BE LEGALLY BOUND BY THEIR TERMS.**

**IN WITNESS WHEREOF**, this Ordering Document has been executed by the parties through their duly authorized officers.

<b>SADA Systems, Inc.</b>	<b>Wasco County, OR</b>
Print Name:	Print Name: Paul Ferguson
Print Title:	Print Title: Information Services Director
Date:	Date: 03/12/2020
Signature	Signature 

---

# Signature Certificate

Document Ref.: C3HYF-ANIOP-QPCAO-AEKWU

Document signed by:

	<p><b>Paul Ferguson</b> Verified E-mail: paulf@co.wasco.or.us</p>	 
<p>IP: 71.95.109.250      Date: 12 Mar 2020 23:25:09 UTC</p>		

Document completed by all parties on:  
12 Mar 2020 23:25:09 UTC

Page 1 of 1



Signed with PandaDoc.com

PandaDoc is the document platform that boosts your company's revenue by accelerating the way it transacts.



# SADA Systems, Inc.

## G SUITE CUSTOMER AGREEMENT

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This **G SUITE CUSTOMER AGREEMENT** (this “Agreement”), is made and entered into as of the date the last party executes the G Suite Ordering Document (the “Ordering Document”) by electronic or manual signature (the “Effective Date”), thereby indicating acceptance of the terms of this Agreement between SADA Systems, Inc., a California corporation, with offices at 5250 Lankershim Blvd., Suite 620, North Hollywood, CA 91601 (“SADA”), and the customer identified in the Ordering Document (“Customer”). The terms of the Ordering Document are incorporated by reference herein.

### 1. SERVICES AND TERMS OF SERVICE

**1.1 Provision of Services.** This Agreement establishes the terms under which SADA, as an authorized reseller of Google Inc. (“Google”), will provide Customer with access to the G Suite services set forth in the Ordering Document (the “Services”) and account activation (any services associated with such account activation, including administrative account setup, order management and placement, technical support services (as described in Section 1.3), and any other services required to administer Customer’s account as Google may require, are referred to herein as the “Provisioning Services”). Customer acknowledges and agrees that this Agreement and the Google TOS (as defined in Section 1.2) govern Customer’s use of the Services and the Provisioning Services, but do not govern implementation and deployment services performed by SADA, if any, which will be performed under a separate Master Professional Services Agreement between SADA and Customer.

**1.2 Google Terms of Service.** The Services will be provided by Google. The Google TOS will govern Customer’s access to and use of the Services. For purposes of this Agreement, the “Google TOS” means those terms of service that govern use of the Services and that must be entered into directly between Google and Customer prior to Customer’s first log in to the Services, via acceptance by Customer when presented by Google online. The Google TOS can be viewed at [https://gsuite.google.com/intl/en/terms/reseller\\_premier\\_terms.html](https://gsuite.google.com/intl/en/terms/reseller_premier_terms.html) (or such other URL as Google may provide). Customer understands and agrees that Customer will be required to accept the Google TOS, without alteration or amendment, before accessing or using the Services. Capitalized terms used in this Agreement that are not defined herein are defined in the Google TOS. The Google TOS is a contract between Customer and Google. SADA will have no liability for performance of the Services, other than as set forth in this Agreement.

**1.3 Support.** Customer will respond to questions and complaints from Customer’s End Users or third parties relating to Customer’s or End Users’ use of the Services. SADA will provide front-line technical support directly to Customer’s technology administrators with respect to questions, complaints and other support issues that Customer cannot resolve. Customer hereby authorizes SADA to submit Customer support issues to Google on behalf of Customer, in connection with which, Customer hereby agrees and consents that SADA may disclose any Customer Information to Google as reasonably required for Google to provide technical support to SADA in connection such Customer support issues. Any Customer Information so disclosed will be used by Google in accordance with the Google TOS, including applicable confidentiality, data processing and security terms. SADA will not otherwise disclose Customer Information to Google. Customer may also escalate support requests to Google in accordance with Google’s applicable TSS Guidelines. Google will only provide customer support directly to Customer as set out in the Google TOS.

For purposes of this Agreement, “Customer Information” means: (A) any data received by SADA from, or maintained by SADA on behalf of Customer, its Affiliates and/or its End Users in connection with the resale of the Services and/or supply of Provisioning Services, including any Personally Identifiable

Information and End User passwords; and (B) any Services administrative accounts accessed by SADA in connection with the resale of the Services and/or supply of Provisioning Services, and any passwords for such accounts. "Personally Identifiable Information" includes, without limitation, names, contact information (including, without limitation, e-mail addresses, postal addresses and telephone numbers), government identification numbers, financial account numbers, payment card information, transaction information, credit report information, biometric information, IP addresses, network and hardware identifiers, protected health information, geolocation information, and any other information about individual persons or their use of the Services.

**1.4 Service Levels.** The Services are governed by the SLA set forth in the Google TOS. If Google fails to comply with the SLA, Customer will be eligible to receive those remedies set out in the Google TOS and must request such remedies directly from SADA. Customer's sole and exclusive remedy in the event of an SLA breach will be the remedies set forth in the applicable SLA.

**1.5 Communications with Google.** Customer hereby consents and agrees that SADA may provide Google with contact details for Customer to allow Google to communicate directly with Customer for the following purposes: (A) to conduct customer service and satisfaction surveys; (B) as required to ensure Customer is provided with options to maintain continuity of the Services (including, if applicable, any scenario in which SADA's authorization to continue to resell or provision the Services has been terminated); (C) for purposes related to the provisioning of the Services to Customer's account, in relation to any Services updates or security incidents; and (D) as required to execute any non-standard Customer orders. Customer also agrees that Google may use such contact details to inform Customer about new or additional Google products related to the Services, provided that Google will take reasonable steps to allow Customer to opt out of receiving such Google product communications at any time.

**2. CUSTOMER OBLIGATIONS.**

**2.1 Compliance with Law; Compliance with Agreement.** Customer will comply with all laws, rules and regulations applicable to its use of the Services. Customer acknowledges and agrees that Customer is responsible for ensuring that it and its End Users use the Services in accordance with the Google TOS.

**2.2 Customer Administration of the Services.** Customer is responsible for: (A) maintaining the confidentiality of the password and administrative account(s) provided to Customer by Google for the purpose of administering End User accounts; (B) designating those of Customer's employees and SADA's employees who are authorized to access the administrative account; and (C) ensuring that all activities that occur in connection with Customer's administrative account comply with the Google TOS. Customer acknowledges and agrees that Google is merely a data processor and that neither SADA's nor Google's liability extends to the internal management or administration of the Services for Customer.

**2.3 Consents.** Customer is responsible for providing the necessary notices to, and obtaining and maintaining any consents required from, End Users to allow SADA and Google to perform their respective contractual obligations under this Agreement and the Google TOS, as applicable.

**2.4 Privacy.** Customer agrees to protect the privacy rights of its End Users in accordance with all applicable laws and regulations.

**3. CHARGES AND PAYMENT**

**3.1 Payment.** Customer's use of the Services is subject to payment of the fee(s) set forth in the Ordering Document. Unless otherwise provided in the Ordering Document, Customer will pay for the Services on a full prepaid basis for the Initial Term and each Renewal Term (both as defined in Section 4.1), to the extent applicable. Fees are due 30 days from the invoice date and are non-refundable, except as otherwise provided in the Google TOS. SADA will have the right to change the fee once each year, effective with the next renewal date. SADA will notify Customer of any fee increase at least 30 days prior to the expiration of the then-current term.

**3.2 Support Charges.** Any front-end, telephone-based support to be provided by SADA under Section 1.2 of this Agreement will be available to Customer on business days between the hours of 9:00 a.m. to 6:00 p.m. Pacific Time, at no additional cost. Any support services requested by Customer which require hands-on assistance from SADA personnel, and/or technical details which require escalation of the issue(s) by SADA to Google, will be billed to Customer at an hourly rate of \$295.00, except support required to resolve Customer's "P1" issues (defined as any defect or outage causing the software or product to be unusable, and/or the unavailability of a major functions, for which SADA is unable to determine an acceptable bypass or work-around), for which SADA's support services shall also be rendered anytime at no additional cost.

**3.3 Taxes.** Customer is responsible for applicable taxes associated with Customer's purchase and receipt of the Services (except for any taxes assessable against SADA based on its income, property or employees) and Customer will pay SADA without any reduction for such amounts. If SADA is obligated to collect or pay taxes, the taxes will be invoiced to Customer (in the case of invoiced fees) or added to Customer's credit card charges (in the case of credit card payments), unless Customer provides SADA with a valid tax exemption certificate authorized by the appropriate taxing authority. If Customer is required by law to withhold any taxes from its payments to SADA, Customer will increase the payment to SADA so that the amount received by SADA is the same as it would have been if no taxes were withheld.

**3.4 Late Payments.** Customer is responsible for all reasonable expenses (including legal fees) incurred by SADA in collecting unpaid or overdue amounts, except where these unpaid or overdue amounts are due to billing inaccuracies attributable to SADA.

#### **4. TERM, TERMINATION, SUSPENSION AND ADDITIONAL END USER ACCOUNTS**

**4.1 Term.** The term of this Agreement will begin on the Effective Date and will continue for an initial period as set forth in the Ordering Document (such period, the "Initial Term"). At the end of the Initial Term, this Agreement will renew automatically for consecutive renewal terms of 12 months (each, a "Renewal Term"), unless terminated by either party by providing the other party written notice of non-renewal at least 60 days prior to the end of the then-current term. All terms and conditions of this Agreement shall apply during each Renewal Term, except for the fees. The fee for each Renewal Term will be the rates then in effect as described in Section 3.1. SADA will invoice Customer, and Customer agrees to pay, for the renewal of the Services as set forth in the Ordering Document and Article 3 above.

**4.2 Termination.** Either party may terminate this Agreement for cause upon written notice if the other party fails to cure any material breach of this Agreement within 30 days after receiving written notice of such breach; provided, however, that the period to cure a breach with respect to payment shall be ten days. Other than as may be provided elsewhere in this Agreement, such termination will be Customer's sole and exclusive remedy in the case of a material breach of this Agreement by SADA. This Agreement will also terminate upon termination of the Google TOS by either Customer or Google.

**4.3 Effects of Termination.** If this Agreement terminates, then the rights granted hereunder by any party to the other will cease immediately and Customer's access to the Services will cease. Unless this Agreement is terminated due to breach by SADA or Google, all payments owed by Customer under this Agreement are immediately due, including any unpaid fees still owing for the then-current term (regardless of whether such term has been terminated early). Customer's access to Customer Data following termination will be as set forth in the Google TOS.

**4.4 Suspension of Services.** Without prejudice to SADA's rights under Section 4.2 (Termination), if Customer is in breach of its payment obligations under this Agreement and has failed to cure such breach within ten days of notice from SADA regarding such breach, SADA may suspend Customer's access to the Services until such breach is cured.

**4.5 Additional End User Accounts.** Customer may increase the number of End User accounts per Customer domain at any time. For End User accounts added during the Initial Term or any Renewal Term, the initial term for such End User accounts will be pro-rated, beginning on the date of the applicable order and ending on the expiration of the applicable term. Customer may request End User accounts by notifying its designated SADA account manager. For each purchase of End User accounts, SADA will issue a quote to Customer. End User accounts automatically renew in accordance with the terms of this Agreement, unless terminated by either party in accordance with the terms of this Agreement. The number of End User accounts cannot be reduced during a term, but may be reduced at the next renewal date. In addition, SADA cannot transfer End User Accounts from one Customer domain name to another.

## **5. CONFIDENTIAL INFORMATION; PASSWORDS**

**5.1 Confidential Information.** The provisions of the Google TOS regarding Confidential Information are incorporated into this Agreement by reference and govern the exchange of Confidential Information between SADA and Customer under this Agreement. The exchange of Confidential Information between Customer and Google is governed by the Google TOS.

**5.2 Passwords.** For the avoidance of doubt, SADA will only change or reset Customer or End User passwords if and/or as instructed by Customer.

## **6. PROCESSING OF PERSONAL DATA ON CUSTOMER'S BEHALF**

**6.1 Non-European Data Protection Legislation.** Except to the extent that the European Data Protection Legislation (as defined in Section 6.4) applies to SADA's processing of any personal data on behalf of Customer, SADA will, with respect to any personal data that it processes on Customer's behalf:

- (A) comply with, and only act on, instructions from or on behalf of Customer regarding the processing of such personal data;
- (B) not process such personal data for any purpose other than the performance of SADA's obligations under this Agreement;
- (C) ensure that appropriate technical and organizational measures are taken to avoid unauthorized or unlawful processing of such personal data and loss or destruction of, or damage to, such personal data;

(D) ensure the reliability of, and be responsible for, all of SADA's employees, agents and contractors who will have access to such personal data;

(E) not, by any act or omission, place Customer in breach of Non-European Data Protection Legislation (as defined in Section 6.4);

(F) inform Customer immediately of any suspected or confirmed data protection breaches or unauthorized or unlawful processing, loss, or destruction of, or damage to such personal data;

(G) ensure that any third-party subcontractor engaged by SADA to process such personal data on behalf of Customer only uses and accesses such personal data in accordance with the terms of this Agreement and is bound by written obligations requiring it to provide at least the level of data protection required under this Section 6.1.

**6.2 European Data Protection Legislation.** If the European Data Protection Legislation applies to SADA's processing as processor of any personal data on behalf of Customer as controller (if, for example, the processing (x) is carried out in the context of the activities of an establishment of Customer in the European Economic Area ("EEA") or (y) the personal data relates to data subjects who are in the EEA and the processing relates to the offering to them of goods or services in the EEA or the monitoring of their behavior in the EEA), SADA will:

(A) only process personal data in relation to which Customer is the data controller in accordance with written instructions from or on behalf of Customer, unless EU or EU Member State law to which SADA is subject requires other processing of such personal data, in which case SADA will inform Customer (unless that law prohibits SADA from doing so on important grounds of public interest);

(B) not process such personal data for any purpose other than for the performance of SADA's obligations under this Agreement;

(C) ensure that appropriate technical and organizational measures are taken to avoid unauthorized or unlawful processing of that data and loss or destruction of, or damage to, such personal data;

(D) ensure that all of SADA's employees, agents and contractors who will have access to such personal data have committed themselves to confidentiality or are otherwise under an appropriate obligation of confidentiality;

(E) not, by any act or omission, place Customer in breach of the European Data Protection Legislation;

(F) inform Customer promptly and without undue delay of any data protection breaches or unauthorized or unlawful processing, loss, or destruction of, or damage to, such personal data;

(G) obtain prior consent to engage any third-party subcontractor to process such personal data on behalf of Customer, and ensure such third-party subcontractor only uses and accesses such personal data in accordance with the terms of this Agreement and is bound by written obligations requiring it to provide at least the level of data protection required under this Section 6.2;

(H) taking into account the nature of the processing, assist Customer by appropriate technical and organizational safeguards, insofar as this is possible, for the fulfillment of Customer's obligations under the European Data Protection Legislation to respond to requests for exercising the data subject's rights;

(I) assist Customer in ensuring compliance with any applicable obligations under the European Data Protection Legislation related to security; breach notification; data impact assessments and prior consultation with the supervisory authorities, taking into account the nature of processing and the information available to SADA;

(J) at the option of Customer (as evidenced in writing), delete or return all the personal data to Customer upon the expiration or termination of this Agreement, and delete existing copies unless prohibited from doing so by applicable EU or EU member state law;

(K) make available to Customer all information necessary to demonstrate SADA's compliance with the obligations imposed by this Agreement in respect of such personal data and allow for and cooperate with audits, including inspections, conducted by Customer or an auditor chosen by Customer; and

(L) not process, or cause to be processed, such personal data outside the EEA unless SADA adopts a compliance solution that achieves compliance with the terms of Article 25 of the Directive or Article 44 of the GDPR (as applicable).

**6.3 Customer as Controller.** Customer agrees that SADA and Google are processors, and Customer is the controller, of any personal data referenced in this Article.

**6.4 Definitions.** For purposes of this Agreement, "European Data Protection Legislation" means, as applicable: (A) any national provisions adopted pursuant to Directive 95/46/EC of the European Parliament and of the Council on the Protection of Individuals with Regard to the Processing of Personal Data and on the Free Movement of Such Data (the "Directive"); (B) the Federal Data Protection Act of 10 June 1992 (Switzerland); (C) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/E (the "GDPR"); and/or (D) any other data protection or privacy legislation in force in the EEA or Switzerland. The term "Non-European Data Protection Legislation" means any applicable data protection and privacy legislation, guidelines and industry standards, other than the European Data Protection Legislation. The terms "processing", "personal data", "processor", and "controller" as used in this Article have the meanings given such terms in the European Data Protection Legislation.

**7. INTELLECTUAL PROPERTY RIGHTS.** Except as expressly stated otherwise in this Agreement, neither party will acquire any rights, title or interest, in and to any of the Intellectual Property Rights belonging to the other party, or the other party's licensors. All ownership rights, title, and Intellectual Property Rights in and to the content accessed through any Services are the property of the applicable content owner and may be protected by copyright or other applicable laws. The parties acknowledge and agree that Google owns all Intellectual Property Rights in the Services.

**8. DISCLAIMER.** TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT AS EXPRESSLY PROVIDED FOR HEREIN, NONE OF SADA, GOOGLE OR GOOGLE'S LICENSORS AND SUPPLIERS MAKES ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY

OR OTHERWISE, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE AND NON-INFRINGEMENT.

**9. INDEMNIFICATION.** The Google TOS includes certain indemnification obligations of Google to Customer. Customer agrees to indemnify SADA against third party claims to the same extent it indemnifies Google under the terms of the Google TOS.

**10. LIMITATION OF LIABILITY.** NEITHER PARTY WILL BE LIABLE UNDER THIS AGREEMENT FOR LOST REVENUES OR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES, EVEN IF THE PARTY KNEW OR SHOULD HAVE KNOWN THAT SUCH DAMAGES WERE POSSIBLE AND EVEN IF DIRECT DAMAGES DO NOT SATISFY A REMEDY. NEITHER PARTY MAY BE HELD LIABLE UNDER THIS AGREEMENT FOR MORE THAN THE AMOUNT PAID BY CUSTOMER TO SADA FOR THE SERVICES DURING THE 12 MONTHS PRIOR TO THE EVENT GIVING RISE TO LIABILITY. These limitations of liability apply to the fullest extent permitted by applicable law, but do not apply to breaches of confidentiality obligations, violations of a party's Intellectual Property Rights by the other party, or indemnification obligations.

## **11. GENERAL PROVISIONS**

**11.1 Notices.** All notices, consents, approvals, acknowledgements and waivers under this Agreement must be in writing and delivered to the applicable party, sent to Customer's address set forth in the Ordering Document in the case of Customer, and in the case of SADA, sent to the attention of SADA's Chief Financial Officer at the address set forth in the preamble to this Agreement. SADA and Customer each agree that notices and other communications under this Agreement may be received by email, unless otherwise required by law. Notice will be deemed given: (A) when verified by written receipt if sent by personal courier, overnight courier, or when received if sent by mail without verification of receipt; or (B) when verified by automated receipt or electronic logs if sent by email. A party may change its address or designee for notification purposes by giving the other party written notice of the new address or designee and the date upon which it will become effective.

**11.2 Governing Law; Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the state of California, excluding that state's choice of law rules. For any litigation that may arise under this Agreement, the parties consent to personal jurisdiction in and the venue (and waive any claim of *forum non conveniens*) of the state and federal courts located in Los Angeles County and Santa Clara County, California. Notwithstanding the foregoing, if the parties have entered into a Master Professional Services Agreement, the parties consent to the personal jurisdiction and venue set forth in the Master Professional Services Agreement with respect to any litigation that may arise under this Agreement.

**11.3 Authorization; Binding Nature and Assignment.** Each party represents and warrants to the other that: (A) it has the requisite corporate power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement; and (B) the execution, delivery and performance of this Agreement and the consummation of the transactions contemplated by this Agreement have been duly authorized by the requisite corporate action on the part of such party. This Agreement will be binding upon the parties and their respective successors and assigns. SADA may assign this Agreement in connection with a merger, change of control, consolidation, or sale or other disposition of all or substantially all of its assets. Customer may assign this Agreement to an Affiliate without SADA's written consent, but only if: (A) the assignee agrees in writing to be bound by the terms of this Agreement; (B) Customer remains liable for obligations incurred under this Agreement if the assignee defaults on them;

and (C) Customer has notified SADA of the assignment. Any other assignment is void, except with the other party's prior written consent.

**11.4 Publicity.** Customer hereby consents to SADA's inclusion of Customer's name (together with any identifying Customer trade name, trademark and/or logo) in a customer list, but only if Customer is not the only customer appearing on the list. Other than this, neither party may make any public statement regarding the relationships contemplated by this Agreement without the consent of the applicable party.

**11.5 Third Party Beneficiary.** The parties agree that Google is a third-party beneficiary of this Agreement. There are no other third-party beneficiaries of this Agreement.

**11.6 Independent Contractors; No Agency.** SADA, Google and Customer are independent contractors with respect to SADA's resale of the Services, and this Agreement does not create an agency, partnership or joint venture. Customer acknowledges that SADA is not an agent of Google and has no authority to bind Google or to change any terms, conditions, warranties or covenants made by Google.

**11.7 No Waiver.** Failure to enforce any provision of this Agreement will not constitute a waiver.

**11.8 Survival.** The following provisions will survive any termination of this Agreement: Section 4.3 (Effects of Termination), Article 5 (Confidential Information; Passwords), Article 6 (Processing of Personal Data on Customer's Behalf); Article 7 (Intellectual Property Rights), Article 8 (Disclaimer), Article 9 (Indemnification), Article 10 (Limitation of Liability), and this Article.

**11.9 Force Majeure.** Neither party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition, governmental action, and Internet disturbance) that was beyond the party's reasonable control. This Section will not, however, apply to Customer's payment obligations under this Agreement.

**11.10 Severability.** If any provision of this Agreement is found unenforceable, the balance of the Agreement will remain in full force and effect.

**11.11 Entire Agreement.** This Agreement and the Ordering Document(s) constitute the entire agreement of the parties with respect to the subject matter hereof and supersede any prior or contemporaneous agreements on that subject. In entering into this Agreement, neither party has relied on, and neither party will have any right or remedy based on, any statement, representation or warranty (whether made negligently or innocently), except those expressly set out in this Agreement or the Google TOS.

**11.12 Amendment and Waiver.** Any amendment must be in writing and expressly state that it is amending this Agreement. If Customer requires a purchase order in connection with its invoice, Customer's purchase order terms and conditions will not apply to or modify this Agreement. No change, waiver or discharge of any term of this Agreement will be valid unless made in writing and signed by an authorized representative of the party against which such change, waiver or discharge is sought to be enforced.

**11.13 Counterparts; Electronic Signature.** The parties may enter into this Agreement in counterparts, including facsimile, PDF or other electronic format, which taken together will constitute one instrument.

**CUSTOMER ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE LEGALLY BOUND BY IT.**

# SADA Systems, Inc. Google Workspace Ordering Document

This Google Workspace Ordering Document (the "Ordering Document") and the corresponding Customer Agreement (the "Agreement") between SADA Systems, Inc. and Customer (as defined below) governs Customer's access to and use of the Services. Undefined capitalized terms used in this Ordering Document will have the meanings set forth in the Agreement.

**Customer:** Wasco County, OR  
**Address:** 511 Washington St. Suite B16  
 The Dalles, OR 97058

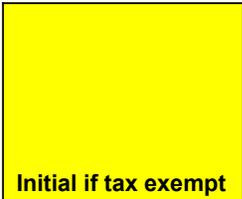
## Pricing

Product Description	Price per Month	Term (months)	Quantity	Amount
Workspace Enterprise Standard Accounts	\$13.80	36	225	\$111,804.30
<b>Total Contract Price</b>				<b>\$111,804.30</b>

\*\*\* All sales taxes, including State sales tax, Local sales tax, Federal Regulatory Assessment Fee, Federal Universal Service Fund and State 911 Fee, which are properly payable in connection with this Agreement under the Applicable law shall be paid by Customer. These prices may NOT include applicable taxes, electronic waste recycling fee, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above.

If Customer is tax exempt, then it is incumbent upon Customer to declare its exemption by initialing here (Customer must initial here if claiming tax exempt status).

Note: Fees, such as Telecom Regulatory Fees, associated with telephony charges stemming from Google Voice licenses (if such licenses are part of this Ordering Document) are not eligible for any exemptions.



**Pricing is valid only if this Ordering Document is executed by the Parties by March 29, 2021.**

**Contract Term: 36 months starting from the Effective Date of this Ordering Document.**

## Invoices and Payment Schedule

Invoice Start Date and Frequency	Amount of Each Invoice
----------------------------------	------------------------

First invoice will be issued at the beginning of the Contract Term, followed by 2 annual invoice(s). There will be a total of 3 payment(s) over the 36 month Contract Term.

\$37,268.10

SADA will invoice Customer for all amounts due under any executed Ordering Document in accordance with the schedule set forth above. Each invoice submitted to Customer pursuant to this Ordering Document will be due and payable by Customer within 30 days of receipt. Payment is accepted by check or ACH/EFT in U.S. Dollars.

**Bank Information**

**Automated Clearing House (ACH) or Electronic Funds Transfer (EFT):**

Wells Fargo Bank  
Swift Code: WFBIUS6  
464 California Street  
San Francisco, CA 94104  
Routing Number: 121042882  
Account Name: SADA Systems, Inc.  
Account Number: 7757670067

**Remittance Address:**

SADA Systems, Inc  
5250 Lankershim Blvd., Suite 620  
North Hollywood, CA 91601  
ATTN: Accounting  
accounting@sadasystems.com

**Customer Information**

Accounts Payable Information	
Full Name (required)	Tanya williams
Phone	
Email Address (required)	accountspayable@co.wasco.or.us
Technical Administrator Contact Information	
Full Name (required)	andrewb@co.wasco.or.us
Phone	
Off Domain Email Address (eg, john.smith@gmail.com or IT123@yahoo.com)	
Email Address (required)	andrewb@co.wasco.or.us

**Terms and Conditions**

1) All terms are as specified in the original Agreement previously executed by and between SADA and Customer.

2) Customer agrees that all licenses will be provisioned on the primary domain, and that the primary domain is accurate as listed here ....

<http://co.wasco.or.us>

3) Additional licenses purchased during the Contract Term will be priced at the price per month (for any sku listed above) multiplied by the number of partial or whole months remaining in the Contract Term.

4) Payment for additional licenses purchased during the Contract Term will be due in full upon receipt of an invoice, and will be exempt from the Payment Schedule above.

**CUSTOMER ACKNOWLEDGES THAT IT HAS READ THIS ORDERING DOCUMENT AND THE CORRESPONDING AGREEMENT, AND UNDERSTANDS AND AGREES TO BE LEGALLY BOUND BY THEIR TERMS.**

**IN WITNESS WHEREOF**, this Ordering Document has been executed by the parties through their duly authorized officers.

**SADA Systems, Inc.**

**Wasco County, OR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## MOTION

**SUBJECT:** GSuite 3-Year Order

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I move to approve the 3-year order renewal with SADA Systems for Google Workspace.



## AGENDA ITEM

HOMELAND SECURITY GRANT APPLICATIONS

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[PROGRAM FUNDING DISTRIBUTION METHOD](#)

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[PROJECT #1 – WASCO COUNTY RADIO SYSTEM & SITE ASSESSMENT](#)

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[PROJECT #2 – MICROWAVE NETWORK & CAD INTEGRATION](#)

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[PROJECT #3 - WASCO COUNTY COMMUNICATIONS](#)

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[MOTION LANGUAGE](#)

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**FY21**

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**Funding Distribution Methodology**

# **STATE HOMELAND SECURITY GRANT PROGRAM**

**OREGON OFFICE OF EMERGENCY MANAGEMENT**

[www.oregon.gov/OMD/OEM](http://www.oregon.gov/OMD/OEM)



**Mailing address:  
P.O. Box 14370  
Salem, OR 97309-5062**

**Physical address:  
3225 State Street  
Salem, OR 97301**

**Application Deadline: April 18, 2021, 11:59 p.m. PDT**

For the FY21 SHSP grant cycle, the Oregon Office of Emergency Management will be allocating funds to counties and tribes based on the methodology outlined in this document.

### **Formula-based allocation**

To support the efforts of all local and tribal homeland security initiatives, each jurisdiction will receive a base rate of funding. Counties also will receive an increase based on population. Tribal Governments will receive a base rate of funding but not a population funding increase, as tribal population numbers separate from county population numbers are not available. Population numbers are based on Portland State University's Population Research Center and the 2018 Oregon Secretary of State Population estimates.

To qualify for formula-based funds, counties and tribes must submit project applications by 11:59 p.m. (PDT) on April 18, 2021. Projects must meet requirements described in the FY21 program guidance and FY21 Notice of Funding Opportunity.

Funding designated for formula-based allocations that are not accepted by Counties and Tribes will be included in the total available competitive funds. This includes funds allocated to jurisdictions that do not submit project applications or funds remaining after all County or Tribal projects have been funded.

### **Competitive funds**

In addition to the formula-based allocation, Counties and Tribes may seek competitive funds for projects. These projects will be reviewed and scored by a Grant Review Committee. To qualify for formula-based funds, Counties and Tribes must submit project applications by 11:59 p.m. (PDT) on April 18, 2021. Projects must meet requirements described in the FY21 program guidance and FY21 Notice of Funding Opportunity.

**Total FY21 SHSP award:** \$4,602,500.00

**Total formula-based funds allocated to counties and tribes:** \$2,286,666.66

**Base rate allocation** (per County and Tribe): \$25,407.411

**Per capita increase** (per county): \$00.272/per person

**Total county allocation:** \$2,057,999.99 [See Exhibit 1]

**Total Tribal allocation:** \$228,666.67 [See Exhibit 2]

**Total competitive funds (as of 2/25/21):** \$1,395,333.34

**Total retained by OEM (SAA 20%):** \$920,500.00

Questions regarding funding allocations may be directed to the HSGP Coordinator, Kevin Jeffries, at [Kevin.jeffries@state.or.us](mailto:Kevin.jeffries@state.or.us) or 503-378-3661.

###

**Exhibit 1**

Geographic Area	Oregon SoS. 2018 Population Research Center PSU		Total FY2020 50% Local Base Distribution Award		
			\$1,143,333.33		
	Total Population + Tribes		Total FY2020 50% Population Distribution Award		
	4,195,300		\$1,143,333.33		
County	Population	% of State Population	Population Wt. Award	County Base Award	Total Award
<i>Baker</i>	16,765	0.40%	\$4,568.92	\$25,407.41	\$29,976.33
<i>Benton</i>	93,590	2.23%	\$25,505.82	\$25,407.41	\$50,913.23
<i>Clackamas</i>	419,425	10.00%	\$114,304.72	\$25,407.41	\$139,712.12
<i>Clatsop</i>	39,200	0.93%	\$10,683.07	\$25,407.41	\$36,090.47
<i>Columbia</i>	51,900	1.24%	\$14,144.16	\$25,407.41	\$39,551.57
<i>Coos</i>	63,275	1.51%	\$17,244.16	\$25,407.41	\$42,651.57
<i>Crook</i>	22,710	0.54%	\$6,189.09	\$25,407.41	\$31,596.50
<i>Curry</i>	22,915	0.55%	\$6,244.96	\$25,407.41	\$31,652.37
<i>Deschutes</i>	188,980	4.50%	\$51,502.19	\$25,407.41	\$76,909.60
<i>Douglas</i>	111,735	2.66%	\$30,450.83	\$25,407.41	\$55,858.23
<i>Gilliam</i>	1,985	0.05%	\$540.97	\$25,407.41	\$25,948.37
<i>Grant</i>	7,400	0.18%	\$2,016.70	\$25,407.41	\$27,424.11
<i>Harney</i>	7,380	0.18%	\$2,011.25	\$25,407.41	\$27,418.66
<i>Hood River</i>	25,310	0.60%	\$6,897.66	\$25,407.41	\$32,305.07
<i>Jackson</i>	219,200	5.22%	\$59,737.96	\$25,407.41	\$85,145.37
<i>Jefferson</i>	23,560	0.56%	\$6,420.74	\$25,407.41	\$31,828.15
<i>Josephine</i>	86,395	2.06%	\$23,544.99	\$25,407.41	\$48,952.39
<i>Klamath</i>	67,960	1.62%	\$18,520.95	\$25,407.41	\$43,928.36
<i>Lake</i>	8,115	0.19%	\$2,211.56	\$25,407.41	\$27,618.97
<i>Lane</i>	375,120	8.94%	\$102,230.40	\$25,407.41	\$127,637.81
<i>Lincoln</i>	48,210	1.15%	\$13,138.54	\$25,407.41	\$38,545.94
<i>Linn</i>	125,575	2.99%	\$34,222.60	\$25,407.41	\$59,630.01
<i>Malheur</i>	31,925	0.76%	\$8,700.43	\$25,407.41	\$34,107.84
<i>Marion</i>	344,035	8.20%	\$93,758.89	\$25,407.41	\$119,166.30
<i>Morrow</i>	11,885	0.28%	\$3,238.99	\$25,407.41	\$28,646.39
<i>Multnomah</i>	813,300	19.39%	\$221,646.37	\$25,407.41	\$247,053.77
<i>Polk</i>	82,100	1.96%	\$22,374.48	\$25,407.41	\$47,781.89
<i>Sherman</i>	1,785	0.04%	\$486.46	\$25,407.41	\$25,893.87
<i>Tillamook</i>	26,395	0.63%	\$7,193.36	\$25,407.41	\$32,600.76
<i>Umatilla</i>	80,765	1.93%	\$22,010.66	\$25,407.41	\$47,418.07
<i>Union</i>	26,885	0.64%	\$7,326.89	\$25,407.41	\$32,734.30
<i>Wallowa</i>	7,175	0.17%	\$1,955.38	\$25,407.41	\$27,362.79
<i>Wasco</i>	27,200	0.65%	\$7,412.74	\$25,407.41	\$32,820.15
<i>Washington</i>	606,280	14.45%	\$165,227.79	\$25,407.41	\$190,635.19
<i>Wheeler</i>	1,450	0.03%	\$395.16	\$25,407.41	\$25,802.57
<i>Yamhill</i>	107,415	2.56%	\$29,273.51	\$25,407.41	\$54,680.92

**Exhibit 2**

**Tribal Funding Level**

<b>Burns Paiute Tribe</b>	\$25,407.41
<b>Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians</b>	\$25,407.41
<b>Confederated Tribes of the Grand Ronde Community of Oregon</b>	\$25,407.41
<b>Confederated Tribes of Siletz Indians</b>	\$25,407.41
<b>Confederated Tribes of the Umatilla Indian Reservation</b>	\$25,407.41
<b>Confederated Tribes of Warm Springs</b>	\$25,407.41
<b>Coquille Indian Tribe</b>	\$25,407.41
<b>Cow Creek Band of Umpqua Tribe of Indians</b>	\$25,407.41
<b>Klamath Tribes</b>	\$25,407.41



## HOMELAND SECURITY ITEM

RADIO SYSTEM

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[PROJECT APPLICATION](#)

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[PROJECT PROPOSAL](#)

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# Fiscal Year 2021 State Homeland Security Program Project Application

## Overview

This project application is for jurisdiction applying for the FY2021 State Homeland Security Program (SHSP) grant. Every project submitted by a county or tribe must complete this application. No more than 10 project applications may be turned in per county or tribe.

**Type of Grant Funding:** Competitive Award

## I. General Project Information

County/Tribe	Applicant Agency (agencies)
Wasco County	Wasco County Sheriff's Office
Project Priority Rank (See your Combined Cover Sheet) 1	Federal Funds Requested
Project Title	\$59,900
Wasco County Radio System and Site Assessment	
Amount of Project Funding Dedicated to LETPA	Project Budget Defined by POETE
\$59,900	Planning Organization Equipment                      \$59,900 Training Exercises
State Investment Justification	Project Core Capability
Communications	Operational Communications
State Strategy <b>GOAL</b>	State Strategy <b>OBJECTIVE</b>
<b>Goal 1 - Enhance Communications Interoperability among public safety agencies</b>	Objective 1 - Develop and upgrade the interoperable communications infrastructure to meet national and statewide standards.

Federal Priority Area

## **II. Requirements**

Information Sharing with Federal Partners

Amount of Funds addressing Federal Priority Area: \$59,900

Describe the terrorism nexus of this project

Wasco County Sheriff's Office and surrounding Public Safety Agencies have observed a steady rise in, unrest, protest, terrorism, vandalism throughout the United States. These disruptions have the potential to cause vandalism, violence and mass casualty events in Wasco County due to its proximity to Portland's large metropolitan area. A response to such an event would involve mutual aid of all of the Wasco County First Responder agencies as well as State and Federal Public Safety Agencies. It is through protest and vandalism and wildfires these past two years that have further underscored the communications gaps that are identified and addressed in this project. The terrorism nexus of this project is a county wide search for a suspect involved in a mass shooting at a protest.

Describe how the project ties to THIRA/SPR

A comparison between the State of Oregon THIRA/SPR and Wasco County THIRA indicates a number of direct ties between the capability targets and the associated objectives of this project. The Wasco County Radio System and Site Assessment Phase 1 impacts the following specific THIRA Capability Targets:

Operational Coordination

- Incident Command, Fire, EMS and Law Enforcement
- Incident Management

Intelligence and Information Sharing

- Disseminating Intelligence and Information

Interdiction and Disruption

- Tactical Law Enforcement Operations
- Wide Area Search

Operational Communications

- Law Enforcement Operations
- Interoperable communications systems

Situational Assessment

- Law Enforcement Operations
- Medical and Public Health Assessments

### III. IJ Specific Requirements

**Complete ONLY the section which ties to the chosen IJ – Note: NOT ALL IJs have additional requirements listed in this section.**

#### **Planning**

Will this project result in a new/revised plan      If Yes, what type of Exercise will be held to test the plan

No

If No, what is the deliverable of this project

This project provides two major deliverables.

1. Deliverable 1 – Findings Report. The Findings report includes the following sections.
  - a. Stakeholder Needs. A list of stakeholder types (fire, law, EMS, public works) and a narrative description of their communications operations with respect to field user coverage needs and information shared between field units and to/from dispatch operations.
  - b. Existing System Assessment. A visual map or diagram identifying telecom sites, PSAP dispatch centers, and other point sources and network links between sites. A narrative description of the current system and operations versus desired operation.
  - c. Coverage Prediction Maps. A visual display (map) defining County boundaries against desired portable outdoor coverage to meet end user need.
  - d. Gap Analysis and Recommendations. Narrative description of recommended operational and technology modifications based on research and observations.
2. Deliverable 2 – Concept Design and Plan. A concept design outlines the sites needed to meet the coverage goals and a plan outlines next steps for site and frequency acquisition to support the desired future coverage goals. If radio system partnership is determined, then governance and sharing agreements will be outlined.

Does this project support the Cascadia Rising 2022 exercise?

No

### **Communications**

Does the Jurisdiction have a current Communications Plan

Provide the page and paragraph of the communications plan to which this project ties. Include the language in the appendices

Yes

6.3. Wasco County – Interoperable Communications Plan  
Of utmost importance is Wasco County's radio system. The radio network does not support countywide communications. Either a dispatch operator or field user must act as a relay to transfer information if a single radio tower site rebroadcast is insufficient. This operational procedure not only introduces time delays but is prone to translation errors, increasing response times and potentially

impairing officer safety. pg 71

Project Name: Wasco County Radio and Dispatch Systems Plan and Specifications  
Background Information

Wasco County needs improvements to their primary radio system, associated tower sites, and technology systems in their primary and backup dispatch centers.

Wasco County Sheriff's Office, Fire/EMS Departments/Districts, and The Dalles Police Department operate First Responder single and multi-site standalone VHF repeaters throughout the County. The Sheriff's Office repeaters all operate on the same VHF repeater pairs using separate uplink CTCSS.  
pg 57

Is the project P25 compliant

If P25 is not applicable to the project, describe why

Yes

Does the project tie to the Oregon SCIP

Provide the page and paragraph of the SCIP the project ties to

Yes

Goal 5. Assess the public safety radio systems in Oregon  
Objective 5.1. Coordinate and support FEMA in the development of a statewide LMR assessment. Page 13  
Marker 23 -Sustainment assessment. Identify interoperable component system sustainment needs;(e.g. communications infrastructure, equipment, programs, management) that need sustainment funding. Page 20

Does the project tie to SAFECOM

Describe how the project ties to SAFECOM

Yes

This project ties into Priority 4 and 5 of the SAFECOM Emergency Communications Priorities  
Priority 4: Activities that Enhance Communications Coordination  
Priority 5: Standards-based Technology and

Infrastructure

Does the jurisdiction have a radio repair and replacement plan

If Yes, describe the radio repair and replacement plan

Yes

Not applicable to this project.

**Emergency Operation Centers**

Is this project for the jurisdictions primary EOC

Is this project for the jurisdictions secondary EOC

No

No

Provide the Emergency Operation Plan (EOP) page and paragraph which identifies the project location as the primary or secondary EOC. Include the language in the appendices

**Mass Care and Mass Casualty**

Does the jurisdiction have a mass care or mass casualty plan

Provide the page and paragraph of the plan which this project is implementing. Include the language in the appendices

Yes

Not applicable to this project

**Cyber Security**

Has the jurisdiction performed a formal assessment?

Yes

If the jurisdiction has not performed a formal assessment, does the jurisdiction have a formal cyber security plan/strategy?

Choose One

Please provide the page and paragraph number where this project is referenced in the assessment or plan. Include the language in the appendices

Not applicable to this project

**IV. Project Details**

**20pts**

Are there multiple counties/tribes/jurisdictions/agencies involved in this project, if yes list here

Wasco County Sheriff's Office  
Sherman County Sheriff's Office  
Jeffeson County Sheriff's Office  
Hood River County Sheriff's Office  
ODOT

Describe the project

The purpose this project “Wasco County Radio System and Site Assessment” is the first step needed to improve primary public safety field unit communications within Wasco County boundaries.

The existing Wasco County radio system is a disparate mix of VHF frequencies and single-site repeater sites, which are not interconnected. For county-wide radio communications between field units, a dispatcher or another field unit must relay the message. This “phone-tree” communications setup results in critical time delays, a potential for missed communications, an increased risk to officer safety, and reduced community response.

A new or upgraded radio system increases officer safety through coverage enhancements while subsequently allows for improved interoperability with adjacent agencies within the region. Agencies affected include the County, cities and towns, and unincorporated areas within and adjacent to the County boundaries, as well as the State of Oregon and other agencies that assist and provide response within Wasco County boundaries..

List equipment or products purchased through the project

N/A

**V. Project Impact**

**30pts**

Describe who in the community will be directly impacted by this project and how. Describe what impact this project will have on the whole community.

Those primarily impacted will be the First Responders and the community or citizens in the vicinity of the event or incident. The citizens and communities safety, protection and their medical treatment will be greatly enhanced through the improved communications capacity for first responders to receive the initial call and to able to communicate with other agencies to quickly neutralize the threat and/or secure the area.

The whole community will be better served by improved communications and interoperability in a mutual aid event due to the ability to request the appropriate resources in a timely manner without pulling unnessary resources from other areas.

Describe how the project will enhance the core capability for the jurisdiction

A key outcome of this initial phase is to identify sites necessary to supply the needed coverage and the frequencies necessary to provide the communications path.

With the new communications, interoperability and basic communications will be greatly enhanced, enabling a better more timely response with the correct resources.

## **VI. Capability History**

**5pts**

Describe the jurisdictions current functionality in the chosen core capability

The current Wasco County two-way radio system lacks usability and requires coverage improvements within the county boundaries. This causes reduced situational awareness to Law, Fire, and EMS personnel thereby increasing potential for delayed response and poor personnel safety.

Was the current functionality developed using any federal funds?

Yes

## **VII. Gap Information**

**20pts**

Describe the current gap in the capability

The existing Wasco County radio system is a disparate mix of VHF frequencies and single-site repeater sites, which are not interconnected. For county-wide radio communications between field units, a dispatcher or another field unit must relay the message. This “phone-tree” communications setup results in critical time delays, a potential for missed communications, an increased risk to officer safety, and reduced community response.

A new or upgraded county-wide radio communications system is desperately needed for Law Enforcement, Fire/EMS, and other county agencies need using a common radio network. A VHF simulcast conventional radio system or a trunked 700 MHz radio system are preferred to allow for interoperability with neighboring agencies. The cost of subscriber radios and ongoing maintenance is a major deciding factor in the system types as there is little funding available for large capital projects or for ongoing maintenance.

Describe how the gap was identified (real event, exercise, assessment)

The gap has been identified during Wildfire events and protests and during the 2019 Regional Communications Study.

Describe what the agency/community has done to fill the gap so far

Wasco County has partnered with surrounding counties for a Regional Communications Study with the purpose of identifying weaknesses and problems with the existing communications network and identifying equipment, infrastructure and training needed for a robust communications network that has interoperability with surrounding counties/agencies for mutual aid.

Describe how the proposed project will fill the gap

Identify needed infrastructure and equipment to update the critical communications systems within Wasco County to simplify and enhance operations of the radio system for its users, better support dispatch operations, and increase availability and reliability of the dispatch center and radio tower site locations.

Measure of Success

The updates to the Wasco County system will improve operability within the county, increase officer safety with coverage enhancements, and subsequently allow for improved interoperability with adjacent counties within the region. Dispatch for P-25 compliance, interoperability and coverage. This will be Phase One of the Wasco County Radio System and Site Assessment.

## **VIII. Sustainment**

**15pts**

Describe the jurisdiction's plan to sustain the capabilities built by this project

The concept design leverages existing sites and systems wherever possible. No new sites or systems are expected to be identified. If they are, potential cost sharing options will be investigated.

## **IX. Milestones**

**10pts**

Quarter 1	Kick off and research existing data
Quarter 2	Schedule and perform stakeholder interviews; capture user needs and wants to drive coverage requirements and technology architecture
Quarter 3	Perform engineering research and perform 'paper' studies
Quarter 4	Perform site visits

Quarter 5	Perform engineering assessments; identify options
Quarter 6	Review findings, make decisions, finalize next steps
Quarter 7	<ol style="list-style-type: none"><li>1. Develop and share final report</li><li>2. Submit Report to partner agencies and OEM</li></ol>
Quarter 8	

# ADCOMM Engineering LLC

*Bridging the Gap Between Operations and Technology®*

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## PROPOSAL

**DATE:** March 31, 2021  
**TO:** Sheridan McClellan, Emergency Management Services Manager – Wasco County  
**FROM:** Susan Ronning, Principal, ADCOMM Engineering LLC  
**SUBJECT:** **Project 1: Wasco County Radio System and Site Assessment**

Dear Mr. McClellan:

Thank you for giving ADCOMM Engineering LLC the opportunity to provide you with a scope of work and fee proposal to assist the WORJIC in moving forward in implementing the next steps of its communications plan.

### Purpose

The purpose this project “Wasco County Radio System and Site Assessment” is the first step needed to improve primary public safety field unit communications within Wasco County boundaries.

The existing Wasco County radio system is a disparate mix of VHF frequencies and single-site repeater sites, which are not interconnected. For county-wide radio communications between field units, a dispatcher or another field unit must relay the message. This “phone-tree” communications setup results in critical time delays, a potential for missed communications, an increased risk to officer safety, and reduced community response.

A new or upgraded radio system increases officer safety through coverage enhancements while subsequently allows for improved interoperability with adjacent agencies within the region.

Agencies affected include the County, cities and towns, and unincorporated areas within and adjacent to the County boundaries, as well as the State of Oregon and other agencies that assist and provide response within Wasco County boundaries.

### Background

The Department of Administrative Services Procurement Services, on behalf of Oregon Military Department, Office of Emergency Management, commissioned the “Eastern Oregon Regional Interoperable Communications Study” released May 8, 2020, by ADCOMM Engineering LLC. This “Comm Study” (aka Communications Plan), identified 13 solutions (see Table 1) to enhance communications interoperability within the six counties involved in the study.

**TABLE 1**  
Eastern Oregon Communications Study – Status of Proposed Solutions

No.	Solution	Current Status
5.1	Regional Interoperability Committee (RIC)	Complete
5.2	Site and System Audit and Assessment	Proposed – Project 2 Phase 1
5.3	User Audit and Assessment	Proposed – Project 2 Phase 1
5.4	Site Infrastructure Systems Plan and Specifications	Proposed – Project 2 Phase 1
5.5	Microwave and Supporting Baseband Network Plan and Specifications	Proposed – Project 2 Phase 1
5.6	CAD System Plan and Specifications	Proposed – Project 2 Phase 1
5.7	EAS Plan and Specifications	Future
5.8	Dispatch Intercom System Plan and Specifications	Future
5.9	VHF Radio System Plan and Specifications	Proposed – Project 3 Phase 1
5.10	700 MHz Radio System Plan and Specifications	Future
5.11	Wasco County Radio and Dispatch Systems Plan and Specifications	Proposed – Project 1 Phase 1
5.12	Hood River County Radio and Dispatch Systems Plan and Specifications	Future
5.13	Frontier Backup Dispatch Center Systems Plan and Specifications	Future

Sections 5.1 through 5.6 provide the foundation to support regional communications.

Section 5.11 addresses the solutions necessary to improve communications within Wasco County. Solution 5.11 is based on findings from Section 4.3, *Improved Usability of Wasco County Radio System*, which identifies the issues that the solutions intend to improve.

An improved system in Wasco County not only aids the County itself but provides much needed operability for partner agencies performing services within the service area boundaries of the County.

## Scope

The scope of this project “Wasco County Radio System and Site Assessment” is the first phase of a multi-phased approach to improving radio communications within Wasco County.

A key outcome of this initial phase is to identify sites necessary to supply the needed coverage and the frequencies necessary to provide the communications path.

The engineering assessment considers the viability of reusing, augmenting, or interfacing with existing area radio systems (i.e., ODOT, Frontier, Umatilla-Morrow, etc.) for improved coverage and interoperation. Additionally, radio sites, microwave networks, and other opportunities for equipment reuse and sharing are considered to reduce overall costs while improving overall interoperability with partner agencies.

## Tasks

1. Perform stakeholder interviews to capture the coverage requirements.
2. Perform coverage analysis based on existing sites and systems to understand current coverage capabilities and identify gaps for improvement.
3. Research site locations and investigate area radio systems for coverage and/or site/system partnerships.
4. Perform site visits to identify locations suitable to provide improved coverage.
5. Perform frequency searches to identify possible system architecture options.

## Deliverables

1. **Deliverable 1 – Findings Report.** The Findings report includes the following sections.
  - a. **Stakeholder Needs.** A list of stakeholder types (fire, law, EMS, public works) and a narrative description of their communications operations with respect to field user coverage needs and information shared between field units and to/from dispatch operations.
  - b. **Existing System Assessment.** A visual map or diagram identifying telecom sites, PSAP dispatch centers, and other point sources and network links between sites. A narrative description of the current system and operations versus desired operation.
  - c. **Coverage Prediction Maps.** A visual display (map) defining County boundaries against desired portable outdoor coverage to meet end user need.
  - d. **Gap Analysis and Recommendations.** Narrative description of recommended operational and technology modifications based on research and observations.
2. **Deliverable 2 – Concept Design and Plan.** A concept design outlines the sites needed to meet the coverage goals and a plan outlines next steps for site and frequency acquisition to support the desired future coverage goals. If radio system partnership is determined, then governance and sharing agreements will be outlined.

## Assumptions and Limitations

- Wherever possible, documentation gathering of existing sites and systems will be performed to shorten the project duration and ensure more accurate and pointed field data gathering efforts are performed.

### ***Client is responsible to provide the following:***

- Provide access to data and sites for information review and data capture.
- Schedule personnel for stakeholder interviews.

## Risks and Contingencies, for consideration

- Site access may be delayed due to weather or other unforeseen circumstances.
- Stakeholder interviews may be performed remote via conference bridge or in-person group settings.

## Timeline

The work described in this proposal should take approximately 18 to 24 months.

**TABLE 2**  
Project Milestones

Quarter	Description of Tasks
1	Kick off and research existing data
2	Schedule and perform stakeholder interviews; capture user needs and wants to drive coverage requirements and technology architecture
3	Perform engineering research and perform 'paper' studies
4	Perform site visits
5	Perform engineering assessments; identify options
6	Review findings, make decisions, finalize next steps
7	Develop and share final report
8	N/A

## Cost

Consulting services are estimated to be up to \$59,900 or 350 hours for the services and deliverables as detailed herein.

**TABLE 3**  
ADCOMM Rate Schedule

Category	2020-2021	2022-2023
Principal	\$195/hour	\$205/hour
Chief Engineer	\$195/hour	\$205/hour
Technical Specialist	\$175/hour	\$185/hour
Senior Consultant	\$165/hour	\$175/hour
Consultant	\$145/hour	\$155/hour
Project Manager	\$135/hour	\$145/hour
Engineer	\$125/hour	\$135/hour
Site Manager	\$125/hour	\$135/hour
Office Manager	\$65/hour	\$75/hour
Technical Assistant	\$60/hour	\$70/hour
Clerical	\$55/hour	\$65/hour

## Terms

- See Table 3 for a detail of ADCOMM services rate information.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.

- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).

## Agreement for Services

I appreciate your taking the time to review our proposal. If you have any questions, please contact me at [s.ronning@adcomm911.com](mailto:s.ronning@adcomm911.com) or 971-718-7574.

**APPROVED FOR:**

Wasco County

**APPROVED FOR:**

ADCOMM Engineering LLC



\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Ms. Susan Ronning, Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
March 31, 2021

**Date**

This proposal is valid for 270 days.

### For technical questions or clarification, contact:

**Susan E. Ronning, P.E., PMP**  
Owner and Principal Consultant

**Voice/Text:** 971-718-7574  
**Email:** [s.ronning@adcomm911.com](mailto:s.ronning@adcomm911.com)

### For invoice or billing questions, contact:

**Sue Seefeld**  
Office Manager

**Mailing Address:** P.O. Box 308, Woodinville, WA 98072-0308  
**Voice/Text:** 425-487-1361  
**Fax:** 206-374-2834  
**Email:** [accounting@adcomm911.com](mailto:accounting@adcomm911.com)



## HOMELAND SECURITY ITEM

MICROWAVE NETWORK

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[PROJECT APPLICATION](#)

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[PROJECT PROPOSAL](#)

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# Fiscal Year 2021 State Homeland Security Program Project Application

## Overview

This project application is for jurisdiction applying for the FY2021 State Homeland Security Program (SHSP) grant. Every project submitted by a county or tribe must complete this application. No more than 10 project applications may be turned in per county or tribe.

**Type of Grant Funding:** Competitive Award

## I. General Project Information

County/Tribe	Applicant Agency (agencies)
WORJIC	Wasco County Sheriff Office, Gilliam County Sheriff's Office, Sherman County Sheriff's Office, Hood River County Sheriff's Office, Skamania County, Wheeler County, Umatilla County, Jefferson County, Morrow County, Klickitat County, State of Oregon SIC, Frontier 91, ODOT
Project Priority Rank (See your Combined Cover Sheet) 2	Federal Funds Requested
Project Title	\$ 112,800
WORJIC Microwave Network Assessment and CAD Integration Requirements	
Amount of Project Funding Dedicated to LETPA	Project Budget Defined by POETE
\$112,800	Planning                    \$112,800 Organization Equipment Training Exercises
State Investment Justification	Project Core Capability
Communications	Operational Communications

## II. Requirements

Describe the terrorism nexus of this project

State Strategy **GOAL**

**GOAL 1 – Enhance communications interoperability among public safety agencies**

Federal Priority Area

Information Sharing with Federal Partners

Amount of Funds addressing Federal Priority Area:

State Strategy **OBJECTIVE**

Objective 2- Develop and upgrade the interoperable communications infrastructure to meet national and statewide standards  
Objective 4- Initiate coordination with contiguous states to address interoperability

This project will enhance the DATA SHARING between agencies.

This project provides the groundwork to allow for efficient and effective sharing of voice and data information across jurisdictions between PSAPs, Dispatch Centers, and EOCs. Additionally, it allow for the future integration of radio communications systems for direct field user interface via two-way radio systems.

In 2018, CenturyLink experienced a nationwide outage that lasted multiple days which resulted in PSAPs unable to accept 911 calls. PSAPs reliance on commerical carriers limits its ability to availabilty to provide services to the public and will be more vulnerable to terrosit attacks or cyper attacks. This reliance also impacts PSAP abilties to share information with its first responders. A dedicated, public safety owned microwave network ensures continued communications between PSAPs and First Responders regardless of commercial carrier services.

Describe how the project ties to THIRA/SPR

Operational Communications -

This project provides the critical communications network with appropriate capacity to allow for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

### III. IJ Specific Requirements

**Complete ONLY the section which ties to the chosen IJ – Note: NOT ALL IJs have additional requirements listed in this section.**

#### **Planning**

Will this project result in a new/revised plan	If Yes, what type of Exercise will be held to test the plan
No	n/a

If No, what is the deliverable of this project

This project provides two major deliverables.

1. Deliverable 1 – Findings Report. The Findings report includes the following sections.
  - a. Stakeholder Needs. A narrative description of the type of information desired to be shared between dispatchers and field users and between agencies. A map or diagram delineating service area boundaries of the WORJIC member agencies.

b. Existing System Assessment. A visual map or diagram identifying telecom sites, PSAP dispatch centers, and other point sources and network links between sites. Site photos and narrative descriptions on a per site basis identifying existing infrastructure and potential to support new or replacement equipment.

c. Gap Analysis and Recommendations. Narrative description of recommended operational and technology modifications based on research and observations.

2. Deliverable 2 – Concept Design Document. A concept design documentation package includes a narrative description and diagram of the proposed system architecture, estimated capital and recurring cost, list of major and minor system components, a transition/ implementation strategy, and an equipment and services procurement strategy.

Does this project support the Cascadia Rising 2022 exercise?

Yes

### **Communications**

Does the Jurisdiction have a current Communications Plan

Provide the page and paragraph of the communications plan to which this project ties. Include the language in the appendices

Yes

Section 5.2 Site and System Audit and Assessment  
Section 5.3 User Audit and Assessment  
Section 5.4 Site Infrastructure Systems Plan and Specifications  
Section 5.5 Microwave and Supporting Baseband Network Plan and Specifications  
Section 5.6 CAD System Plan and Specifications

Is the project P25 compliant

If P25 is not applicable to the project, describe why

Yes

This project provides the basis to support P25 compliant systems.

Does the project tie to the Oregon SCIP

Provide the page and paragraph of the SCIP the project ties to

Yes

Goal 5. Assess the public safety radio systems in Oregon  
Objective 5.1. Coordinate and support FEMA in the development of a statewide LMR assessment

Does the project tie to SAFECOM

Yes

Describe how the project ties to SAFECOM

#### PRIORITY 4

Enhance the coordination and effective usage of communications resources

- o Ensure inventories of emergency communications resources are updated and comprehensive, and readily share information about features, functionality, and capabilities of operable and interoperable communication resources with partners

- o Promote assessment of communications assets, asset coordination, and resource sharing

- o Implement projects that promote regional, intra- and inter-state collaboration

- o Support initiatives that engage the whole community, including commercial and non-traditional communications partners (e.g., auxiliary communications, volunteers, utilities)

#### PRIORITY 5

Employ standards-based information exchange models and data sharing solutions

- Sustain and ensure critical communication systems connectivity and resiliency, including backup solutions, among key government leadership, internal elements, other supporting organizations, and the public under all conditions

- Ensure all communications systems and networks are traced from end-to-end to identify all Single Points of Failure, including redundancy at critical infrastructure facilities, and:

- o Sustain availability of backup systems (e.g., backup power, portable repeaters, satellite phones, High Frequency [HF] radios)

- o Ensure diversity of network element components and routing

- Plan for geographic separation of primary and alternate transmission media

- o Maintain spares for designated critical communication systems

- o Work with commercial suppliers to remediate single points of failure

o Maintain communications capabilities to ensure their readiness when needed

Does the jurisdiction have a radio repair and replacement plan

If Yes, describe the radio repair and replacement plan

Yes

n/a

**Emergency Operation Centers**

Is this project for the jurisdictions primary EOC

Is this project for the jurisdictions secondary EOC

No

No

Provide the Emergency Operation Plan (EOP) page and paragraph which identifies the project location as the primary or secondary EOC. Include the language in the appendices

n/a

**Mass Care and Mass Casualty**

Does the jurisdiction have a mass care or mass casualty plan

Provide the page and paragraph of the plan which this project is implementing. Include the language in the appendices

Yes

n/a

**Cyber Security**

Has the jurisdiction performed a formal assessment?

Yes

If the jurisdiction has not performed a formal assessment, does the jurisdiction have a formal cyber security plan/strategy?

No

Please provide the page and paragraph number where this project is referenced in the assessment or plan. Include the language in the appendices

n/a

**IV. Project Details**

**20pts**

Are there multiple counties/tribes/jurisdictions/agencies involved in this project, if yes list here

WORJIC consists of the following State and Local agencies: Wasco County Sheriff's Office, Gilliam County Sheriff's Office, Sherman County Sheriff's Office, Hood River County Sheriff's Office, Skamania County, Wheeler County, Umatilla County, Jefferson County, Morrow County, Klickitat County, State of Oregon SIC, Frontier 911, ODOT

Describe the project

The purpose of "Project 1: WORJIC Microwave Network Assessment and CAD Integration Requirements" is to provide network connectivity between dispatch centers, PSAPs, and EOCs for data sharing that is not reliant upon commercial partners (e.g., CenturyLink, etc.) with an initial goal of supplying network bandwidth sufficient to allow agencies with disparate technologies the ability to share CAD data while also providing an avenue for vital backup support for services (CAD, radio, telephone) between agencies.

Goal 1 – to accurately document existing sites and systems to identify gaps and needed improvements with priority in microwave and IP network connectivity between agency dispatch centers and emergency operations centers (EOCs).

Goal 2 – to solicit and document stakeholder needs with respect to dispatch operator and field user requirements for the sharing and transferring of data information. In particular, computer aided dispatch (CAD), records management solutions (RMS), and other applications that are key sources of data that are transferred between agencies.

List equipment or products purchased through the project

This project purchases engineering services to develop deliverables sufficient to design and implement a shared microwave network designed to accommodate CAD and other technology applications.

**V. Project Impact**

**30pts**

Describe who in the community will be directly impacted by this project and how. Describe what impact this project will have on the whole community.

This project will provide a framework for a more robust Critical communications study that will be able to share 911 data in case of local outage, thereby ensuring that the community will continue to have 911 coverage through neighboring counties.

Describe how the project will enhance the core capability for the jurisdiction

This project supports the core capability of OPERATIONAL COMMUNICATIONS. By

planning out a critical communications network capable of sharing voice and data information between jurisdictions, the WORJIC agencies can ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

## **VI. Capability History**

**5pts**

Describe the jurisdictions current functionality in the chosen core capability

Jurisdictions are not currently networked together. This project identifies how best to resolve that limitation in order to improve communications between agencies.

Was the current functionality developed using any federal funds?

No

## **VII. Gap Information**

**20pts**

Describe the current gap in the capability

Most agencies do not have direct connectivity to one another's PSAP, dispatch center, or EOC although there are many locations where radio and microwave equipment share mountain top locations. There appears to be some 'easy fixes' to accommodate fixing this gap.

The primary target of this project is to identify the best, simplest, and most efficient way to connect agency PSAPs, dispatch centers, and EOCs for the sharing of voice/data information using existing and new microwave networks and without relying on commercial network services (e.g., CenturyLink).

Describe how the gap was identified (real event, exercise, assessment)

In 2018, CenturyLink experienced a nationwide outage that lasted multiple days which resulted in PSAPs unable to accept 911 calls. PSAPs reliance on commercial carriers limits its availability to provide services to the public. This reliance also impacts PSAP abilities to share information with its first responders. A dedicated, public safety owned microwave network ensures continued communications between PSAPs and First Responders regardless of commercial carrier services.

Describe what the agency/community has done to fill the gap so far

Wherever possible, agencies share existing microwave hops where it makes sense. Although, any existing hops may not have been upgraded or integrated. This project intends to fill that

gap.

Describe how the proposed project will fill the gap

By defining the transport network, this project lays the groundwork for future information sharing opportunities by allowing potential for radio systems, CAD, and telephony integrations. Additionally, technology systems may be shared across the network, thereby lowering overall costs to each agency and to the State as a whole, while improving officer safety through increased situational awareness.

Once the concept design and plan are in place, a second phase is needed to define the specifications to support system procurement, implementation, and integration efforts.

**VIII. Sustainment 15pts**

Describe the jurisdiction’s plan to sustain the capabilities built by this project

The concept design leverages existing sites and systems wherever possible. No new sites or systems are expected to be identified. If they are, potential cost sharing options will be investigated.

**IX. Milestones 10pts**

Quarter 1	Kick Off & Research existing data
Quarter 2	Schedule and perform stakeholder interviews
Quarter 3	Schedule and perform site visits
Quarter 4	Perform engineering assessments including trade studies, options analysis, develop cost estimates
Quarter 5	Review findings with agencies; make decisions; finalize next steps
Quarter 6	Develop and share final report
Quarter 7	
Quarter 8	

# ADCOMM Engineering LLC

*Bridging the Gap Between Operations and Technology®*

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## PROPOSAL

**DATE:** March 30, 2021  
**TO:** Sheridan McClellan, Emergency Management Services Manager – Wasco County  
**FROM:** Susan Ronning, Principal, ADCOMM Engineering LLC  
**SUBJECT:** **Project 2: WORJIC Microwave Network Assessment and CAD Integration Requirements**

Dear Mr. McClellan:

Thank you for giving ADCOMM Engineering LLC the opportunity to provide you with a scope of work and fee proposal to assist the WORJIC in moving forward in implementing the next steps of its communications plan.

### Purpose

The purpose of this project “WORJIC Microwave Network Assessment and CAD Integration Requirements” is to provide network connectivity between dispatch centers, PSAPs, and EOCs for data sharing that is not reliant upon commercial partners (e.g., CenturyLink, etc.) with an initial goal of supplying network bandwidth sufficient to allow agencies with disparate technologies the ability to share CAD data while also providing an avenue for vital backup support for services (CAD, radio, telephone) between agencies.

Goal 1 – to accurately document existing sites and systems to identify gaps and needed improvements with priority in microwave and IP network connectivity between agency dispatch centers and emergency operations centers (EOCs).

Goal 2 – to solicit and document stakeholder needs with respect to dispatch operator and field user requirements for the sharing and transferring of data information. In particular, computer aided dispatch (CAD), records management solutions (RMS), and other applications that are key sources of data that are transferred between agencies.

### Background

The Department of Administrative Services Procurement Services, on behalf of Oregon Military Department, Office of Emergency Management, commissioned the “Eastern Oregon Regional Interoperable Communications Study” released May 8, 2020, by ADCOMM Engineering LLC. This “Comm Study” (aka Communications Plan), identified 13 solutions (see Table 1) to enhance communications interoperability within the six counties involved in the study.

**TABLE 1**  
Eastern Oregon Communications Study – Status of Proposed Solutions

No.	Solution	Current Status
5.1	Regional Interoperability Committee (RIC)	Complete
5.2	Site and System Audit and Assessment	Proposed – Project 2 Phase 1
5.3	User Audit and Assessment	Proposed – Project 2 Phase 1
5.4	Site Infrastructure Systems Plan and Specifications	Proposed – Project 2 Phase 1
5.5	Microwave and Supporting Baseband Network Plan and Specifications	Proposed – Project 2 Phase 1
5.6	CAD System Plan and Specifications	Proposed – Project 2 Phase 1
5.7	EAS Plan and Specifications	Future
5.8	Dispatch Intercom System Plan and Specifications	Future
5.9	VHF Radio System Plan and Specifications	Proposed – Project 3
5.10	700 MHz Radio System Plan and Specifications	Future
5.11	Wasco County Radio and Dispatch Systems Plan and Specifications	Proposed – Project 1
5.12	Hood River County Radio and Dispatch Systems Plan and Specifications	Future
5.13	Frontier Backup Dispatch Center Systems Plan and Specifications	Future

## Scope

The scope of the project includes the first set of steps as outlined within Sections 5.2 through 5.6 of the Communications Plan.

The primary target of this project is to identify the best, simplest, and most efficient way to connect agency PSAPs, dispatch centers, and EOCs for the sharing of voice/data information using existing and new microwave networks and without relying on commercial network services (e.g., CenturyLink).

By defining the transport network, this project lays the groundwork for future information sharing opportunities by allowing potential for radio systems, CAD, and telephony integrations. Additionally, technology systems may be shared across the network, thereby lowering overall costs to each agency and to the State as a whole, while improving officer safety through increased situational awareness.

Once the concept design and plan are in place, a second phase is needed to define the specifications to support system procurement, implementation, and integration efforts.

## Tasks

1. Perform stakeholder needs capture to understand what type and amount of information is relayed between dispatch centers now or ought to be in the future.
2. Research documentation and information from existing sources. Perform site visits to understand current technologies utilized by the dispatch operations and to support the field staff.

3. Perform assessments and develop recommendations based on existing versus desired operations and available technology systems.
4. Review technology architecture options with stakeholders to select the best concept design based on operational, business, and maintenance needs.

## Deliverables

1. **Deliverable 1 – Findings Report.** The Findings report includes the following sections.
  - a. **Stakeholder Needs.** A narrative description of the type of information desired to be shared between dispatchers and field users and between agencies. A map or diagram delineating service area boundaries of the WORJIC member agencies.
    - i. This information determines the bandwidth and connectivity requirements for the technology system(s).
  - b. **Existing System Assessment.** A visual map or diagram identifying telecom sites, PSAP dispatch centers, and other point sources and network links between sites. Site photos and narrative descriptions on a per-site basis identifying existing infrastructure and potential to support new or replacement equipment.
  - c. **Gap Analysis and Recommendations.** Narrative description of recommended operational and technology modifications based on research and observations.
2. **Deliverable 2 – Concept Design Document.** A concept design documentation package includes a narrative description and diagram of the proposed system architecture, estimated capital and recurring cost, list of major and minor system components, a transition/implementation strategy, and an equipment and services procurement strategy.

## Assumptions and Limitations

- Wherever possible, documentation gathering of existing sites and systems will be performed to shorten the project duration and ensure more accurate and pointed field data gathering efforts are performed.

### *Client is responsible to provide the following:*

- Provide access to data and sites for information review and data capture.
- Schedule personnel for stakeholder interviews.

## Risks and Contingencies, for consideration

- Site access may be delayed due to weather or other unforeseen circumstances.
- Stakeholder interviews may be performed remote via conference bridge or in person group settings.

## Timeline

The work described in this proposal should take approximately 18 months.

**TABLE 2**  
Project Milestones

Quarter	Description of Tasks
1	Kick off and research existing data
2	Schedule and perform stakeholder interviews; schedule and perform site visits
3	Capture user needs and wants to drive technology requirements
4	Perform engineering assessments (microwave links, FCC license reviews, equipment research, technology research); perform trade studies, options analysis, perform cost estimates
5	Review findings with agencies, make decisions, finalize next steps
6	Develop and share final report
7	N/A
8	N/A

## Cost

Consulting services are estimated to be up to \$116,902 or 680 hours for the services and deliverables as detailed herein.

**TABLE 3**  
ADCOMM Rate Schedule

Category	2020-2021	2022-2023
Principal	\$195/hour	\$205/hour
Chief Engineer	\$195/hour	\$205/hour
Technical Specialist	\$175/hour	\$185/hour
Senior Consultant	\$165/hour	\$175/hour
Consultant	\$145/hour	\$155/hour
Project Manager	\$135/hour	\$145/hour
Engineer	\$125/hour	\$135/hour
Site Manager	\$125/hour	\$135/hour
Office Manager	\$65/hour	\$75/hour
Technical Assistant	\$60/hour	\$70/hour
Clerical	\$55/hour	\$65/hour

## Terms

- See Table 3 for a detail of ADCOMM services rate information.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.

- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, subconsultants, subcontractors, materials, etc.).

## Agreement for Services

I appreciate your taking the time to review our proposal. If you have any questions, please contact me at [s.ronning@adcomm911.com](mailto:s.ronning@adcomm911.com) or 971-718-7574.

**APPROVED FOR:**

Wasco County

**APPROVED FOR:**

ADCOMM Engineering LLC



\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Ms. Susan Ronning, Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
March 30, 2021

**Date**

This proposal is valid for 270 days.

### For technical questions or clarification, contact:

**Susan E. Ronning, P.E., PMP**  
Owner and Principal Consultant

**Voice/Text:** 971-718-7574  
**Email:** [s.ronning@adcomm911.com](mailto:s.ronning@adcomm911.com)

### For invoice or billing questions, contact:

**Sue Seefeld**  
Office Manager

**Mailing Address:** P.O. Box 308, Woodinville, WA 98072-0308  
**Voice/Text:** 425-487-1361  
**Fax:** 206-374-2834  
**Email:** [accounting@adcomm911.com](mailto:accounting@adcomm911.com)



## HOMELAND SECURITY ITEM

WASCO COUNTY COMMUNICATIONS

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[WASCO COUNTY COMMUNICATIONS PROJECT APPLICATION](#)

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[10% CONTRIBUTION ACKNOWLEDGEMENT](#)

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[PAGER QUOTE](#)

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[911 QUOTE](#)

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[WARS QUOTE](#)

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[SHERIFF'S QUOTE](#)

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# Fiscal Year 2021 State Homeland Security Program Project Application

## Overview

This project application is for jurisdiction applying for the FY2021 State Homeland Security Program (SHSP) grant. Every project submitted by a county or tribe must complete this application. No more than 10 project applications may be turned in per county or tribe.

**Type of Grant Funding:** Allocation Based

<b>I. General Project Information</b>	
County/Tribe	Applicant Agency (agencies)
Wasco County	Wasco County Sheriff's Office The Dalles Police Department Wamic Rural Fire Protection District Juniper Flats Rural Fire Protection District Tygh Valley Fire Department Maupin Fire Department Mosier Fire Department Southern WascoCounty Ambulance Service
Project Priority Rank (See your Combined Cover Sheet) 1	Federal Funds Requested
Project Title	\$31,340.73
Wasco County Communications Upgrade	
Amount of Project Funding Dedicated to LETPA	Project Budget Defined by POETE
\$13,928.36	Planning Organization Equipment \$31,903.16 Training Exercises
State Investment Justification	Project Core Capability
Communications	Operational Communications

State Strategy **GOAL**

**Goal 1 - Enhance Communications Interoperability among public safety agencies**

Federal Priority Area

Information Sharing with Federal Partners

Amount of Funds addressing Federal Priority Area: \$12,028.36

State Strategy **OBJECTIVE**

Objective 1 - Develop and upgrade the interoperable communications infrastructure to meet national and statewide standards.

## II. Requirements

Describe the terrorism nexus of this project

The 8 partner agencies in this project have observed a steady rise in, unrest, protest, terrorism, vandalism throughout the United States. These disruptions have the potential to cause vandalism, violence and mass casualty events in Wasco County due to its proximity to Portland's large metropolitan area. A response to such an event would involve mutual aid of all of the Wasco County First Responder agencies as well as State and Federal Public Safety Agencies. It is through protest and vandalism and wildfires these past two years that have further underscored the communications gaps that are identified and addressed in this project. The terrorism nexus of this project is a mass shooting at a protest in The Dalles.

Describe how the project ties to THIRA/SPR

A comparison between the State of Oregon THIRA/SPR and Wasco County THIRA indicates a number of direct ties between the capability targets and the associated objectives of this project. The Phase 1 Wasco Communications Upgrade impacts the following specific THIRA Capability Targets:

Operational Coordination

- Incident Command, Fire, EMS and Law Enforcement
- Incident Management

Intelligence and Information Sharing

- Disseminating Intelligence and Information

Interdiction and Disruption

- Tactical Law Enforcement Operations
- Wide Area Search

Operational Communications

- Law Enforcement Operations
- Interoperable communications systems

Situational Assessment

- Law Enforcement Operations
- Medical and Public Health Assessments

## III. IJ Specific Requirements

**Complete ONLY the section which ties to the chosen IJ – Note: NOT ALL IJs have additional requirements listed in this section.**

**Planning**

Will this project result in a new/revised plan

If Yes, what type of Exercise will be held to test the plan

No

If No, what is the deliverable of this project

Communications equipment upgrade

Does this project support the Cascadia Rising 2022 exercise?

No

**Communications**

Does the Jurisdiction have a current Communications Plan

Provide the page and paragraph of the communications plan to which this project ties. Include the language in the appendices

Yes

6.3. Wasco County – Interoperable Communications Plan  
Wasco County needs operability first before it can consider interoperability. They have many outstanding issues that affect their ability to support their own internal operations and their community. New and updated systems need to be put in place to support their primary operations before they can consider how best to work with their neighbors. pg 71

Project Name: Wasco County Radio and Dispatch Systems Plan and Specifications  
Background Information  
Wasco County needs improvements to their primary radio system, associated tower sites, and technology systems in their primary and backup dispatch centers.  
Wasco County Sheriff’s Office, Fire/EMS Departments/Districts, and The Dalles Police Department operate First Responder single and multi-site standalone VHF repeaters throughout the County. The Sheriff’s Office repeaters all operate on the same VHF

repeater pairs using separate uplink CTCSS.  
pg 57

Is the project P25 compliant

If P25 is not applicable to the project,  
describe why

Yes

Does the project tie to the Oregon SCIP

Provide the page and paragraph of the SCIP  
the project ties to

Yes

Marker 13 - Radio programming. Radios  
programmed for National/Federal, SLTT  
interoperability channels and channel  
nomenclature consistency across a state /  
territory. Page 17  
Marker 15 - NG911 implementation. NG911  
implementation underway to serve state /  
territory population. Page 18  
Marker 23 -Sustainment assessment. Identify  
interoperable component system sustainment  
needs;(e.g. communications infrastructure,  
equipment, programs, management) that need  
sustainment funding. Page 20

Does the project tie to SAFECOM

Describe how the project ties to SAFECOM

Yes

This project ties into Priority 4 and 5 of the  
SAFECOM Emergency Communications  
Priorities  
Priority 4: Activities that Enhance  
Communications Coordination  
Priority 5: Standards-based Technology and  
Infrastructure

Does the jurisdiction have a radio repair and  
replacement plan

If Yes, describe the radio repair and  
replacement plan

Yes

All agencies have set aside funds for radio  
repair and replacement as needed.

### **Emergency Operation Centers**

Is this project for the jurisdictions primary EOC

Is this project for the jurisdictions secondary EOC

No

No

Provide the Emergency Operation Plan (EOP) page and paragraph which identifies the project location as the primary or secondary EOC. Include the language in the appendices

**Mass Care and Mass Casualty**

Does the jurisdiction have a mass care or mass casualty plan

Provide the page and paragraph of the plan which this project is implementing. Include the language in the appendices

Yes

Not applicable to this project

**Cyber Security**

Has the jurisdiction performed a formal assessment?

Yes

If the jurisdiction has not performed a formal assessment, does the jurisdiction have a formal cyber security plan/strategy?

Choose One

Please provide the page and paragraph number where this project is referenced in the assessment or plan. Include the language in the appendices

Not applicable to this project

**IV. Project Details 20pts**

Are there multiple counties/tribes/jurisdictions/agencies involved in this project, if yes list here

- Wasco County Sheriff's Office
- The Dalles Police Department
- Wamic Rural Fire Protection District
- Juniper Flats Rural Fire Protection District
- Tygh Valley Fire Department
- Maupin Fire Department

Describe the project

There has been a rise in unrest, vandalism, and protests in the USA and Oregon since 2019, in 2020 Portland protests lasted over 100 days. These large gatherings with the potential for violence have put an enormous strain on responding agencies. The protests in Portland and other municipalities spilled over to neighboring counties requiring short-staffed public safety agencies to call in mutual aid to monitor the protests and to prevent vandalism and violence. In addition to these protests, Public safety agencies, and Fire/EMS agencies responded to wildfires that burned over 18,000 acres and cause more than 3000 citizens to be evacuated or put on alert.

Wasco County is strategically located with 7 main transportation arteries consisting of two Type 1 railroads, one interstate, 3 main highways, and one waterway. As such, if there is a Cascadia event, large protests causing damage to infrastructure in Portland or wildfires, Wasco County would be one of the main areas for staging or evacuations.

To address communications shortcomings and interoperability needs, the Sheriff's Office teamed up with all the First Responder agencies and 911 Dispatch in Wasco County to identify communications needs. Wasco County will be doing a phased approach to upgrade communications equipment for all First Responder agencies in the County for interoperability and P25 compliance.

List equipment or products purchased through the project

Each participating agency has committed to supplying the required 10% match for their end user equipment.

Sheriff's Office - 4 APX 4000 VHF Model 2 Portable, with P-25 capabilities

Sheriff's Office WARS - 144-151 MHz 6dB Fiberglass Omni Antenna

Wasco County 911 Communications - MEVO(+)

The Dalles PD - 2 APX 4000 VHF Model 2 Portable, with P-25 capabilities

Tygh Valley Fire - 10 Minitor VI Pager - Standard MIL-STD 810G

Wamic Rural Fire Protection District - 10 Minitor VI Pager Standard MIL-STD 810G

Maupin Fire Department - 10 Minitor VI Pager Standard MIL-STD 810G

Mosier Fire Department - 5 Minitor VI Pager Standard MIL-STD 810G

Southern Wasco County Ambulance Service -5 Minitor VI Pager Standard MIL-STD 810G

Juniper Flats Fire Protection Districts - 10 Minitor VI Pager Standard MIL-STD 810G

**V. Project Impact**

**30pts**

Describe who in the community will be directly impacted by this project and how. Describe what impact this project will have on the whole community.

Those primarily impacted will be the First Responders and the community or citizens in the vicinity of the event or incident. The citizens and communities safety, protection and their

medical treatment will be greatly enhanced through the improved capacity for first responders to receive the initial call and to be able to communicate with other agencies to quickly neutralize the threat and/or secure the area.

The whole community will be better served by improved communications and interoperability in a mutual aid event due to the ability to request the appropriate resources in a timely manner without pulling unnecessary resources from other areas.

Describe how the project will enhance the core capability for the jurisdiction

Communications are mission-critical for public safety agencies. Wasco County First Responder agencies perform mutual aid on an almost daily basis. With their current capabilities, response time and effective interoperability and communication are severely limited. With the new communications, interoperability and basic communications will be greatly enhanced, enabling a better more timely response with the correct resources.

## **VI. Capability History**

**5pts**

Describe the jurisdictions current functionality in the chosen core capability

Currently, Wasco County Sheriff's Office has radio equipment that is P-25 compliant but is nearing the end of their service life and are no longer supported. Sheriff's Office and TDPD has begun to replace using their radio/repair replacement program. Also, Wasco Counties' Volunteer Fire/EMS agencies are in the process of upgrading their equipment to be P-25 compliant and for greater interoperability. Wasco County has completed a regional communications study that has identified the areas that Wasco County needs to improve or upgrade to be able to provide interoperability communications with its sister units in neighboring counties. 911 Dispatch is in the process of updating its backup center and has identified several areas that require replacement or upgrade, one of which is the implementation of a MEVO(+) system.

Was the current functionality developed using any federal funds?

Yes

## **VII. Gap Information**

**20pts**

Describe the current gap in the capability

Currently, the radio communications technology that is being used in Wasco County is outdated and is no longer supported with replacement parts. Wasco County Sheriff's Office and The Dalles Police Department are not using the same type of radios which severely hampers interoperability and communications in an event requiring mutual aid. Wasco's Counties Volunteer agencies have outdated pagers and communications equipment that have

intermittent failures which severely hamper response. 911 Dispatch is updating their backup center which is currently using old 911 equipment that is not compatible or similar to the main dispatch center which will create an unnecessary time delay to 911 calls.

Describe how the gap was identified (real event, exercise, assessment)

The gap has been identified during the recent Wildfire events and protests and during the 2019 Regional Communicastions Study.

Describe what the agency/community has done to fill the gap so far

All agencies have been using their radio repair replacement plan to update/upgrade/replace radio equipment.

Describe how the proposed project will fill the gap

Wasco County First Responder agencies will be performing a phased approach to update all communications equipment including 911 Dispatch for P-25 compliance, interoperability and coverage. This will be Phase One of the communications upgrade.

<b>VIII. Sustainment</b>	<b>15pts</b>
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Describe the jurisdiction's plan to sustain the capabilities built by this project

The partner agencies in this project perform monthly and quarterly training activities. The training includes usage of communications equipment. We will seek to identify further funds sources for the continued phased approach to upgrade Wasco Counties communication infrasture and mobile radio communicastions. The purchase of this communicastions equipment will allow the county agencies to upgrade the radios and other communications equipment with new technology without the need to replace of the radio itself. All agencies will be setting asside funding for the repair and replacement of the radios and equipment.

<b>IX. Milestones</b>	<b>10pts</b>
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- |           |   |
|-----------|---|
| Quarter 1 | <ol style="list-style-type: none"><li>1. Complete agreement with OEM for Project Funding.</li><li>2. Finalize and order equipment per quotes received.</li><li>3. Complete and file first quarter grant performance report with OEM</li></ol> |
| Quarter 2 | <ol style="list-style-type: none"><li>1. Receive equipment as ordered</li><li>2. Distibute equipment to agencies</li></ol>  |

3. Program of mobile radio equipment and pagers and test
4. Install Repeater antenna and test
5. Complete and file second quarter grant report

Quarter 3

1. Train Staff on proper usage of equipment
2. Adjust any needed programming
3. File third quarter report to OEM

Quarter 4

1. Complete all final testing and training as needed
2. Submit Board of Commissioner report on successful implementation of equipment
3. Complete and file final Grant Performance Report with OEM.

Quarter 5

Quarter 6

Quarter 7

Quarter 8



Sheridan McClellan <sheridanm@co.wasco.or.us>

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## 10% acknowledgement

1 message

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**Bill Aarnio** [REDACTED] >

Mon, Mar 29, 2021 at 2:58 PM

To: Sheridan McClellan <sheridanm@co.wasco.or.us>

Sheridan McClellan,

I am acknowledging that WRFPD has communicated with Juniper Flat Fire, Tygh Valley Fire, South Wasco County Ambulance, Mosier Fire, WRFPD, and Maupin Fire that they are responsible for 10% of the cost of the pagers that they receive through the OEM Grant.

WRFPD  
Fire Chief  
Larry Magill



Mobile  
Communications  
America

(800) 396-1911

Order Fulfillment  
Mobile Communications America  
4424 Bragg Blvd  
Suite 101  
Fayetteville NC 28303  
United States

# Quote

Quote #: Q350001060

Quote Date: 3/29/2021

PO #:

**Bill To**

Attn: Chief Eugene Walters  
Juniper Flat Rural FPD  
80501 Hwy 216  
Maupin OR 97037  
(541) 328-6388  
United States

**Ship To**

Attn: Chief Eugene Walters  
Juniper Flat Rural FPD  
80501 Hwy 216  
Maupin OR 97037  
(541) 328-6388  
United States

Delivery Method	Sales Rep	Expires
FedEx Ground®	Dean Cayton <a href="mailto:deancayton@callmc.com">deancayton@callmc.com</a>	4/30/2021

Item Description	MPN	Quantity	Rate	Amount
00134165-A65-C26-W28 Minitor VI Pager - 5 Frequency, Stored Voice, Standard MIL-STD 810G, 2 Yr Warranty	A03JAC9JA2AN	50	\$429.00	\$21,450.00
Antenna Options: No Charger Antenna Charger Options: RLN6505NC - Standard Charger kit Warranty Options: ZQA03817AA - Standard 24 month Warranty				
Subtotal				\$21,450.00
DISCOUNT-CUSTOMER-TOUCH MCA/Amerizon Fire/Rescue Covid Discount 44 x \$50.00 Coupons = \$2200.00 Additional SAVINGS			\$-2,200.00	\$-2,200.00

Subtotal	\$19,250.00
Shipping	\$97.07
Tax Total	\$0.00

<b>Total</b>	<b>\$19,347.07</b>
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Q350001060

Signature:

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Name:

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Title:

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Date:

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Q350001060



# WASCO COUNTY, OR 9-1-1 Communications Center

MEVO(+) Proposal  
and Statement of Work

March 30, 2021



**Hamilton NG911, Inc.**

1006 12<sup>th</sup> St • Aurora, NE 68818

Phone: (402) 694-5101 • Fax: (402) 694-2848

[www.HamiltonNG911.com](http://www.HamiltonNG911.com)

**Primary Contact:**

Abby Magtoto,

Outreach Account Specialist

[abby.magtoto@hamiltontel.com](mailto:abby.magtoto@hamiltontel.com)

402.604.4269

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## ABOUT HAMILTON

Hamilton NG911, Inc. (Hamilton) has been offering trusted and reliable NG 9-1-1 services, utilizing a robust infrastructure and experience in mission-critical IT service and support.

Hamilton is dedicated to providing Public Safety Answering Points (PSAPs) and carriers with a top-level 9-1-1 service that allows emergency communications networks to accommodate modern communications methods.

Since 1901, Hamilton Telecommunications has been delivering telecommunications and technology services. As an established and trusted provider, Hamilton is committed to ensuring that we deliver the latest in technology with personalized customer service.

Hamilton NG911 provides:

- Real-Time Text (RTT) Technology
- SMS Text to 9-1-1
- Next Generation Core Services (NGCS)
- Extensive regulatory experience
- Broad understanding of accessibility components
- 24x7x365 cloud security through the Hamilton Tier 3 data center
- Contracted telecommunications service experience on local, state, and regional levels

Hamilton brings experience in managing reliable networks, along with industry-leading experience that stretches beyond the scope of emergency services. Hamilton Relay, a division of Hamilton Telecommunications, has been providing telecommunications relay services for individuals who are deaf, hard of hearing, deaf-blind or have difficulty speaking since 1991. Hamilton provides contracted Traditional Relay and Captioned Telephone service through 21 contracts to 15 states, the District of Columbia and the Island of Saipan, and is a provider of internet-based Captioned Telephone services nationwide.

Hamilton is a leading organization for delivering these critical services. Continued emphasis on innovation and expansion has made Hamilton a front-runner in the telecommunications industry.

Hamilton works closely with a team of industry experts, which ensures Hamilton provides the most complete NG 9-1-1 services available. For the implementation of the MEVO(+) continuity and disaster recovery system for Wasco County, Hamilton is strategically working with INdigital. INdigital is widely recognized as an industry leader and ESInet design/build/operate 9-1-1 system service provider. Additionally, INdigital has successfully created, delivered and operated many first-to-market and best-in-class Next Generation services. The company has advanced to providing service in 12 states, equipping 500+ PSAPs, and serving a population of 32.6 million.

Together, Hamilton and INdigital have developed several advances in the NG core service industry segment, including MEVO(+), and share the common goal of advancing the industry. We have collaboratively assembled a unique and one-of-a-kind continuity and disaster recovery platform and will deliver the experience, customer service, dedication, and reliability expected by Wasco County in providing this solution.

## SOLUTION SUMMARY

This document will define the scope and schedule of deliverables to the Wasco County, Oregon, 9-1-1 Communications Center implementing a MEVO(+) system.

## BACKGROUND

Wasco County has requested that Hamilton NG911 provide a backup solution utilizing the MEVO(+) with budgetary pricing. The system will be designed and quoted based on the information provided within this document.

### Current System Details

- **9-1-1 lines:** CAMA trunks (TBD)
- **9-1-1 Lines AMR:** CAMA Trunks (TBD)
- **Admin lines:** XX admin lines
- **Other type lines:** Unknown
- **911 SSP :** AT&T
- **911 CPE:** VESTA 7.x
- **General Info:** TBD
- **Current IP network:** TBD

## SITE INFORMATION & SPECIFIC REQUIREMENTS

Wasco County is interested in installing the MEVO(+) system at its two (2) positions. In addition, Wasco County would like recording to be completed locally at the PSAP for each MEVO(+) platform.

Overall, Wasco County can expect to have two (2) MEVO(+) platforms installed within their 9-1-1 Communications Center.

### About MEVO(+)

MEVO(+) is Hamilton's continuity and disaster recovery system designed to ensure the delivery of calls and automatic location information (ALI) to the PSAP in the event of an impairment to the network or primarily 9-1-1 call handling solution. MEVO(+) is a standards-compliant, VoIP phone that can be used with your PSAP's existing network, either legacy or NG 9-1-1, and has the ability to provide the added capability of Real-Time Text (RTT). In addition to routing to the VoIP phone, MEVO(+) can also route to a dis-associated administrative line or cell phone. Overall, MEVO(+) ensures that a public caller will reach the PSAP in the event of a service impairment and allows the 9-1-1 dispatcher to continue normal operations with a high level of functionalities.

## Usage Scenarios



### Proposed

1. Local PBX system service interruption (unexpected or planned)
2. Local 9-1-1 system service interruption (unexpected or planned)

### Optional

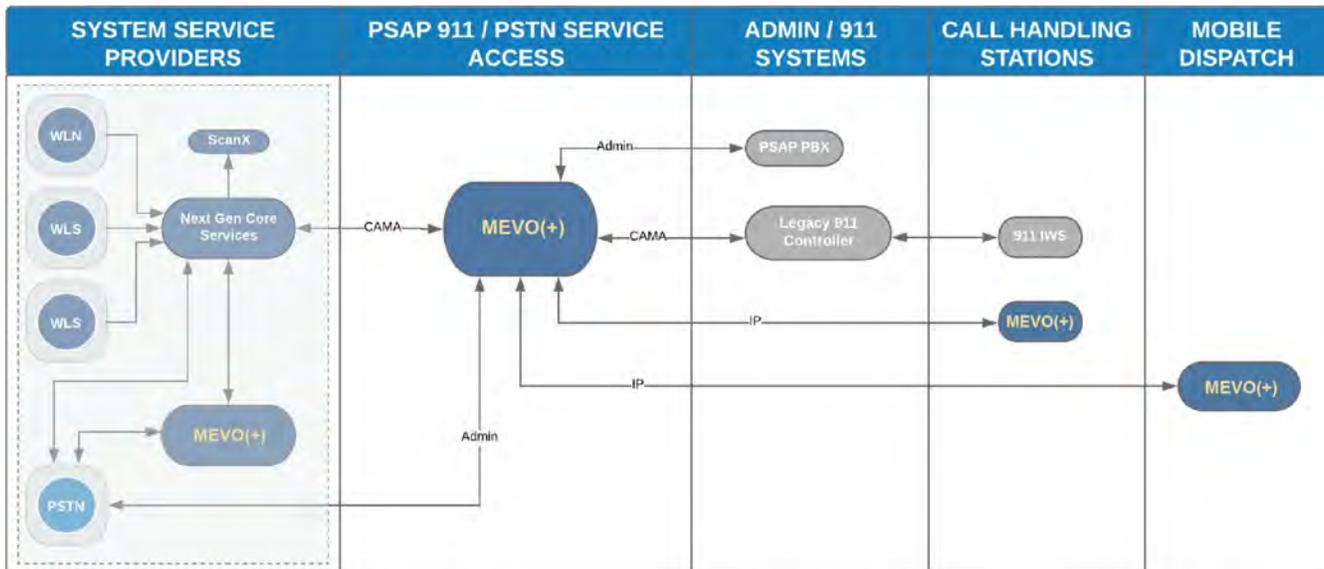
3. Local Carrier End office isolation (both 9-1-1 and Administrative line)
4. Transitional TDM (CAMA) to IP (SIP) conversion (VESTA Upgrade maybe required)
5. Delivery of native RTT to the PSAP

Call handling is accessed by the 9-1-1 dispatcher utilizing the MEVO(+) disaster recovery system. MEVO(+) enables all network functions, including:

- Delivery of all classes of calls (i.e. wireline, wireless, VoIP)
- Legacy phase II location display and rebid capability
- Full transfer with automatic location identification (ALI) data between agencies
- Direct or indirect integration of PSAP administrative phone lines
- An integrated policy routing function (PRF)
- An integrated call logging and recording service platform, along with support for all types of third party provided logging services and platforms
- Translation service integration
- Conferencing and call detail reporting
- Real-Time Text (RTT)

The MEVO(+) disaster recovery system operates as an Advanced Integration System containing legacy network gateways (LNG), legacy PSAP gateways (LPG), text integration gateway (TIG), and various other engineering dependent equipment. MEVO(+) is used to merge 9-1-1 and other emergency voice communications into a seamless union of systems that can interoperate and communicate with other disparate systems enabling the PSAP to maintain ownership of dispatch operations during general local and/or regional system maintenance windows and service interruptions.

### MEVO(+) Architecture



The fully deployed MEVO(+) system is contained within 42U enclosed cabinet with redundant hardware and software. The MEVO(+) system also contains virtual appliances and all customized scripting necessary to operate MEVO(+) as lightweight backup and disaster recovery endpoints.

The MEVO(+) disaster recovery system contains various off-the-shelf components necessary to offer redundancy, reliability and flexibility in call path selection for both administrative and critical 9-1-1 services. The MEVO(+) system is uniquely designed for each client’s particular network and environment.

In addition, optional logging services can be provided within Hamilton’s 9-1-1 Logix server.

## MEVO(+) Project Summary

Hamilton will be responsible for all installation activities, including:

- Ethernet cabling and IP networking required to connect each device to the MEVO(+).
- All infrastructure cabling or IP network engineering services related to the switching, or routing, of voice and data traffic within the LAN or WAN deployment. This will be discussed and refined during a follow-up meeting once this SOW and system quote is accepted by Wasco County.
  - The associated quote attached to this SOW contains pricing for MEVO(+), as well as all associated line items. Hamilton will provide all equipment, engineering, and initial configurations for MEVO(+) to include the following:
    - MEVO(+) will be built and configured within an enclosed, lockable, and secure 15RU server cabinet requiring 120VAC power. All connections and cabling layout will be defined in associated layout and configuration documents that will be shipped with the system.
- The system will include the following hardware and software systems. Note, there is no line item pricing for any of the core components listed here. It is included within the “services plan.”

Qty	Part Number	Description
1	SR24UB	SmartRack 24U Mid-Depth Rack Enclosure Cabinet
2	<u>RJ502-0002</u>	2-way RJ45 Manual Data Switch Box
2	SRT1000RMXLA-NC	APC Smart-UPS SRT 1000VA RM 120V Network Card
1	AP4450	Rack ATS, 100/120V, 15A, 5-15 in, (10) 5-15R out
1	ICMPP024T2	Voice 6P2C Patch Panel with Male Telco in 24 Ports and 1 RMS
1	ICPCSTFM25	Female to Male Telco Cable Assembly in 25 Pair
1	IC066SFT25	66 Wiring Block Pre-wired with 1 Female 25 Pair Telco Connector
2	IC107BP241	Blank Patch Panel with 24 Ports for HD Style in 1 RMS
2	IC107C5CBK	CAT5e RJ45 Keystone Coupler in HD Style
7	RSA-1UCA001	Rosewill 1U 19 Inch Rack Mount Horizontal Cable Management
1	RSA-2UCA001	Rosewill 2U 19 Inch Rack Mount Horizontal Cable Management

2	34-104900-GRU1K	Shelf - Cantilever - 19in W x 12in D x 1U H - Steel -BLACK
1	AR8395	20U Copper Busbar Kit for NetShelter AV Enclosures
2	SIP Phone	Hamilton MEVO(+) IP Phone
2	M1KB	Mediant 1000B with one Active/Standby pair of GE interfaces
4	M1KB-PS-AC	Mediant 1000B AC power supply
1	M1KB-VM-4FXS	Mediant 1000B Analog Voice Module - Quad FXS
1	M1KB-VM-4FXO	Mediant 1000B Analog Voice Module - Quad FXO
2	WS-C3560CX-12PC-S	Cisco Catalyst 3560-CX 12 Port PoE IP Base
2	R230	Dell PowerEdge R230
2	4031774	IOLAN DG1 DB9 Device Server
1	AER1600	Advanced Edge Router AER1600 No Modem
0	4/5G LTE	LTE Service fee for backup call delivery and management (5YR)
		LTE service is priced to client at \$100/mo

***Hamilton will maintain customer contact information for the current 9-1-1 system service provider (SSP) and local LEC provider.***

The MEVO(+) system will consume (1) ALI link via a serial to IP device. This link will be reproduced and reconnected to the existing system in the same manner it functioned prior to the insertion of the MEVO(+) platform. By intercepting one side of the PSAP’s ALI link, MEVO(+) will be able to present ALI for incoming 9-1-1 calls on the MEVO(+) platform.

The ingress TDM to IP gateways will be deployed in a redundant configuration to minimize PSAP isolation during 9-1-1, administrative trunk, or single call processing system failures. Each gateway will be configured to deliver calls, dependent upon each system’s operational state.

Two (2) MEVO(+) platforms will be configured to receive calls. Queues will be determined during the site visit assessment and MEVO(+) platforms can be configured to either receive calls at the PSAP or for use at “other” locations as needed.

**9-1-1 Call Flow**

1. Primary Delivery - Legacy selective routers via CAMA to MEVO(+); SIP conversion pass through to VESTA CAMA or SIP handoff.
2. Secondary Delivery - Legacy selective routers via CAMA to MEVO(+); SIP call delivery to MEVO(+) phones.

**PSTN Call flow**

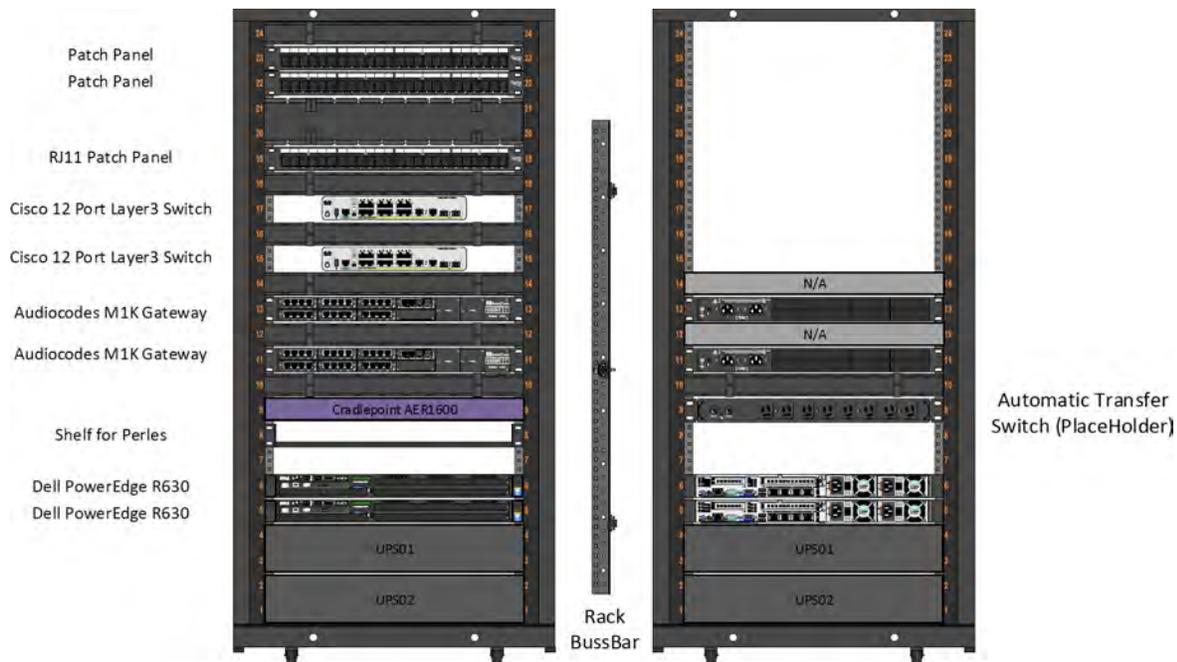
1. Primary Delivery - PSTN TDM to MEVO(+); SIP conversion and pass through to VESTA.
2. Secondary Delivery - PSTN TDM to MEVO(+); call delivery to MEVO(+) phones.

**MEVO(+) Design & Engineering**

In this deployment, Hamilton will intercept all incoming 9-1-1 CAMA with (FXS) and administrative trunks with (FXO) at the building demarcation or within the data center. All incoming trunking will be converted to IP for SIP call control features and for routing to the MEVO(+) system.

MEVO(+) maintains interoperability and disaster recovery services by delivering SIP 9-1-1 calls directly to the VESTA 911 CPE. This may require a VESTA upgrade to EIM and that expense is not included within this quote. If a VESTA upgrade is not needed, additional gateways will be required for conversion to CAMA.

The rack layout shown below in Figure 1) will terminate the ingress CAMA trunks, ingress/egress analog administrative trunks via the TDM to IP gateways. This solution and associated configuration utilize all module slots in each gateway. Though all slots are loaded, not all ports will be consumed. Therefore, in the event that a single port failure occurs, Hamilton will be able to utilize unused ports in either gateway for testing or replacement.



*Figure 1: \* Example only layout and rack types are subject to environmental reengineering of type and components.*

## PROJECT MANAGEMENT

Hamilton will provide project management and will be available for consultation as necessary throughout the project timeline. After the project has been made operational for day-to-day use, Hamilton's subcontractor, INdigital, will provide ongoing support and maintenance services by request via the INdigital network operations center/security operations center (NOC/SOC).

## TRAINING

Hamilton will provide installation and administration training at an agreed upon location and date. This training will provide the necessary skill set to make minor modifications to phone set configurations, as well as general systems management and support. Trainees will also learn how to use the MEVO(+) disaster recovery system.

Wasco County will be trained to manage system changes to the local MEVO(+) system for contact lists and other general administration.

## REMOTE MONITORING & SUPPORT

The provider will be responsible for all direct onsite support. Hamilton NG911 has provided pricing for maintenance and software support and will honor all requests for service through INdigital by remote access based on contractual agreements.

**PRICING**

<u>Item</u>	<u>MRC Unit</u>	<u>NRC Unit</u>	<u>QTY</u>	<u>MRC Ext.</u>	<u>NRC Ext.</u>
MEVO+	\$ 150.00	\$ 950.00	2	\$ 300.00	\$1,900.00
Add'l. Internet	ICB				
<b>Total</b>				<b>\$ 300.00</b>	<b>\$1,900.00</b>

Upon acceptance of this quote, Hamilton will provide Wasco County, OR, with a formal contract for review and negotiation.

The terms of this quote are valid for 90 days.



48421 Milmont Drive  
 Fremont, CA 94538  
 gov.sales.com@telewave.com  
 (408) 929-4400 (800)331-3396  
 Fax (408) 929-4080

# QUOTATION

**Quotation Number 4446**  
**Customer Purchase #**  
**Quote Date 03/30/21**  
**Expiration Date 06/28/21**

**Customer:** 2021511  
 COUNTY OF WASCO  
 511 WASHINGTON ST  
 SUITE 102  
 THE DALLES, OR 97058-  
 USA

**Attention: SHERIDAN MCCLELLAN**  
 Telephone:541-506-2790  
 Email: sheridanm@co.wasco.or.us

**Rep Firm -**

**Ship to:**  
 COUNTY OF WASCO  
 511 WASHINGTON ST  
 SUITE 102  
 THE DALLES, OR 97058-  
 USA

Quote By		Reference	Lead Time	Incoterms	Classification	Terms
Liz Navarro			4 Weeks	EXW Factory (San Jose, California, U.S.A.)		Credit Card
ITEM #	QTY.	MODEL	DESCRIPTION		UNIT PRICE (US\$)	EXTENSION (US\$)
1	1	ANT150F6-2	144-151 MHZ COLLINEAR ANTENNA SHIP VIA FREIGHT CARRIER		1,241.91	1,241.91

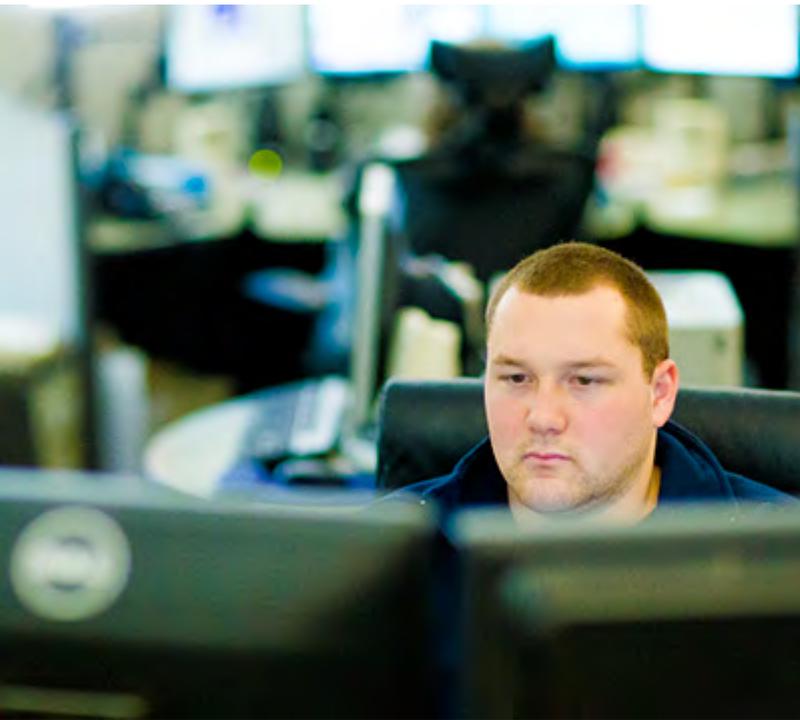
**GSA DISCOUNT APPLIED**

<b>Total Net Amount</b>	<b>1,241.91</b>
<b>Total Misc Charges</b>	<b>0.00</b>
<b>Total Freight</b>	<b>0.00</b>
<b>Total Sales Tax</b>	<b>0.00</b>
<b>Total \$USD</b>	<b>1,241.91</b>

**Ship Date:** 4 Weeks ARO and Notice of Payment Receipt.  
**Shipping:** EXW Factory (San Jose, California, U.S.A.)  
**Payment:**

**Insurance:** All Orders with Freight Prepaid or Prepay & Add are Assessed a Self-Insurance Fee  
**Terms:** Quote Valid for 90 Days. Telewave Standard Warranty, Terms and Conditions apply.  
**Taxes:** Applicable sales tax included with orders, unless purchaser's tax exempt status is verified in advance

**Credit Card Fee:** Orders over \$1,000 paid by credit card are subject to 5% credit card fees: **\$62.10**



## WASCO COUNTY SHERIFF

03/26/2021

03/26/2021

WASCO COUNTY SHERIFF  
511 WASHINGTON  
THE DALLES, OR 97058

Dear Sheridan McClean,

Motorola Solutions is pleased to present WASCO COUNTY SHERIFF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide WASCO COUNTY SHERIFF with the best products and services available in the communications industry. Please direct any questions to Jami Sanderson at [jsanderson@daywireless.com](mailto:jsanderson@daywireless.com).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Jami Sanderson

Motorola Solutions Manufacturer's Representative

Billing Address:  
 WASCO COUNTY SHERIFF  
 511 WASHINGTON  
 THE DALLES, OR 97058  
 US

Quote Date:03/26/2021  
 Expiration Date:06/24/2021  
 Quote Created By:  
 Jami Sanderson  
 jsanderson@daywireless.com

End Customer:  
 WASCO COUNTY SHERIFF  
 Sheridan McClean  
 sheridanm@co.wasco.or.us  
 541-980-0200

Contract: 19860 - NASPO

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51KDF9PW6AN	APX 4000 VHF MHZ MODEL 2 PORTABLE	6	\$1,963.00	\$1,432.99	\$8,597.94
1a	Q811BR	ENH: SOFTWARE P25 CONVENTIONAL	6	\$650.00	\$474.50	\$2,847.00
1b	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	6	\$0.00	\$0.00	\$0.00
1c	H885BK	ADD: 3Y ESSENTIAL SERVICE	6	\$90.00	\$90.00	\$540.00

Grand Total

**\$11,984.94(USD)**

Notes:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

## Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead  
**(PO will not be processed without this)**

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)



## MOTION

**SUBJECT:** Homeland Security Applications

---

I move to approve 3 Homeland Security Project Applications for communications operability.



## AGENDA ITEM

GRANT SUBMISSION LETTERS OF INTENT

---

[WASCO COUNTY FAIR GROUNDS LETTER OF INTENT](#)

---

[QLIFE LETTER OF INTENT](#)

---

[MOTION LANGUAGE](#)

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## Hazard Mitigation Assistance Pre-Application Form/Letter of Intent

Submitting this form ensures that your grant proposal is reviewed by the State Hazard Mitigation Officer (SHMO) and is considered for inclusion in Oregon's Office of Emergency Management (OEM) library of eligible mitigation grant proposals, which is referenced when funding opportunities arise. It is an important first step in the grant application process.

***To encourage and assist with mitigation proposal development in advance of grant announcements, the Oregon SHMO now accepts submission of pre-application forms anytime, regardless of current grant availability.***

**Instructions:** Complete the form and submit it to [shmo@mil.state.or.us](mailto:shmo@mil.state.or.us). The SHMO will review it and contact you. If you have questions or need assistance, please e-mail the SHMO at [shmo@mil.state.or.us](mailto:shmo@mil.state.or.us).

### Hazard Mitigation Assistance Grant Program (select one)

- Pre-Disaster:** Building Resilient Infrastructure and Communities (BRIC)
- Pre-Disaster:** Flood Mitigation Assistance (FMA)
- Post-Disaster:** Hazard Mitigation Grant Program (HMGP): [HMGP-PF-FM-5327-OR](#)
- Post-Disaster:** Hazard Mitigation Grant Program (HMGP) Post Fire (PF) [Click here to enter text.:](#)

### Sub-applicant Information (required)

Sub-Applicant: [Wasco County](#) Date: [3/29/21](#)

Point of Contact Name and Job Title: [Matthew Klebes, Administrative Services Director](#)

Phone: [541-993-7952](#)

E-mail: [matthewk@co.wasco.or.us](mailto:matthewk@co.wasco.or.us)

Street Address: [511 Washington Street Suite 101](#)

City: [The Dalles](#) State: [Oregon](#) Zip: [97058](#)

### Basic Eligibility (required)

To which FEMA-Approved Hazard Mitigation Plan is your jurisdiction covered by?

Plan Title: [Natural Hazard Mitigation Plan 2019](#) Expiration Date: [5/17/2024](#)

### Proposed Activity Type (select applicable item(s))

#### **Pre-Disaster**

- Capability- and Capacity-Building (BRIC)
  - Project Scoping (previously Advance Assistance) (BRIC)
  - Building Codes Activity (BRIC)
  - Partnership (BRIC)
  - Mitigation Planning or Planning-Related (BRIC)
  - Other Activity (BRIC)
- Mitigation Project (BRIC)
- Technical Assistance (BRIC)
- Project Scoping (previously Advance Assistance) (FMA)
- Community Flood Mitigation Projects (FMA)
- Technical Assistance (FMA)
- Flood Hazard Mitigation Planning (FMA)
- Individual Flood Mitigation Project (FMA)

#### **Post-Disaster**

- Advance Assistance (AA)
- Plan
- Project
- 5 Percent Initiative

## Individual Property-Related Projects (if applicable)

### Property Address

Street Address: 81849 Fairgrounds Rd

City: Tygh Valley State: Oregon Zip: 97063

### What type of property is it? (select one)

Publicly Owned  Privately Owned  Unsure

### Does the property have NFIP flood insurance? (select one)

Yes  No  Unsure

### Is the property within a FEMA mapped Special Flood Hazard Area? (select one)

Yes  No  Unsure

### Is the property a Repetitive Loss (RL) or Severe Repetitive Loss (SRL) property? (select one)

Yes  No  Unsure

## Proposal (required)

Proposal Title: Wasco County Fairgrounds Emergency Response Center

Estimated Overall/Total Cost: \$119,410.00

Estimated Local Management Cost (is up to 5% of the amount listed above): \$5,970.50

### Brief Proposal Description:

In the Wasco County Natural Hazard Mitigation plan, the Wasco County Fairgrounds has been identified as both a staging site for emergency response efforts as well as a possible evacuation site. In the Wasco County Fair Board Strategic Plan, Goal 3 Strategy 3.4 "Plan for emergencies or natural disasters" the Fairgrounds has and is working with local first responders and the Wasco County Emergency Manager to explore roles for the facility during natural disasters, formalize said role as an emergency shelter, and execute *necessary improvements to meet that role*.

Most recently, in 2020 the Fairgrounds and adjacent Campground were used extensively as the Incident Command Post and staging area in response to the White River fire. The facility was also available as an evacuation point during the fire season of 2020 which affected the entire region. It quickly became apparent that while the location and grounds were effective in providing a staging area and in general, providing basic facilities to support firefighting operations, improvements were needed to the "Commercial Building" which ideally would be utilized as the center of the Incident Command Post.

This nearly 6,000 square foot facility does not have heating or cooling, does not have insulation, and the existing sliding garage doors are difficult to operate. Furthermore, as there are only two sliding garage doors and the building has a high ceiling and no insulation, the interior of the space is difficult to utilize for emergency briefings or even general conversation due to acoustic echoes.

This project would address all of these issues by adding spray foam insulation, a heating and cooling system, adding acoustic tiles, and would not only replace the existing sliding garage doors with vertical lift track doors but add 3 more garage doors. This will not only allow the building to be better utilized but would also assist in mitigating the spread of Covid-19 by improving airflow and allowing users to better maintain social distancing and spread out.

# Hazard Mitigation Assistance Pre-Application Form/Letter of Intent

Submitting this form ensures that your grant proposal is reviewed by the State Hazard Mitigation Officer (SHMO) and is considered for inclusion in Oregon's Office of Emergency Management (OEM) library of eligible mitigation grant proposals, which is referenced when funding opportunities arise. It is an important first step in the grant application process.

***To encourage and assist with mitigation proposal development in advance of grant announcements, the Oregon SHMO now accepts submission of pre-application forms anytime, regardless of current grant availability.***

**Instructions:** Complete the form and submit it to [shmo@mil.state.or.us](mailto:shmo@mil.state.or.us). The SHMO will review it and contact you. If you have questions or need assistance, please e-mail the SHMO at [shmo@mil.state.or.us](mailto:shmo@mil.state.or.us).

## Hazard Mitigation Assistance Grant Program (select one)

- Pre-Disaster:** Building Resilient Infrastructure and Communities (BRIC)
- Pre-Disaster:** Flood Mitigation Assistance (FMA)
- Post-Disaster:** Hazard Mitigation Grant Program (HMGP): [HMGP-PF-FM-5327-OR](#)
- Post-Disaster:** Hazard Mitigation Grant Program (HMGP) Post Fire (PF): [Click here to enter text.](#)

## Sub-applicant Information (required)

Sub-Applicant: [Wasco County](#) Date: [3/29/21](#)

Point of Contact Name and Job Title: [Matthew Klebes, Administrative Services Director](#)

Phone: [541-993-7952](#)

E-mail: [matthewk@co.wasco.or.us](mailto:matthewk@co.wasco.or.us)

Street Address: [511 Washington St Suite 101](#)

City: [The Dalles](#) State: [Oregon](#) Zip: [97058](#)

## Basic Eligibility (required)

To which FEMA-Approved Hazard Mitigation Plan is your jurisdiction covered by?

Plan Title: [Wasco County Multi-Jurisdictional Natural Hazard Mitigation Plan](#) Expiration Date: [5/17/2024](#)

## Proposed Activity Type (select applicable item(s))

### **Pre-Disaster**

- Capability- and Capacity-Building (BRIC)
  - Project Scoping (previously Advance Assistance) (BRIC)
  - Building Codes Activity (BRIC)
  - Partnership (BRIC)
  - Mitigation Planning or Planning-Related (BRIC)
  - Other Activity (BRIC)
- Mitigation Project (BRIC)
- Technical Assistance (BRIC)
- Project Scoping (previously Advance Assistance) (FMA)
- Community Flood Mitigation Projects (FMA)
- Technical Assistance (FMA)
- Flood Hazard Mitigation Planning (FMA)
- Individual Flood Mitigation Project (FMA)

### **Post-Disaster**

- Advance Assistance (AA)
- Plan
- Project
- 5 Percent Initiative

## Individual Property-Related Projects (if applicable)

### Property Address

Street Address: 425 E 7<sup>TH</sup> St

City: The Dalles State: Oregon Zip: 97058

### What type of property is it? (select one)

Publicly Owned  Privately Owned  Unsure

### Does the property have NFIP flood insurance? (select one)

Yes  No  Unsure

### Is the property within a FEMA mapped Special Flood Hazard Area? (select one)

Yes  No  Unsure

### Is the property a Repetitive Loss (RL) or Severe Repetitive Loss (SRL) property? (select one)

Yes  No  Unsure

## Proposal (required)

Proposal Title: Cascades East Interconnection Point

Estimated Overall/Total Cost: \$400,000.00

Estimated Local Management Cost (is up to 5% of the amount listed above): \$20,000.00

### Brief Proposal Description:

Addressing and mitigating any disaster requires robust communications networks. As we often see in a major event, a lack of redundancy in these networks reduces safety for first responders and the affected communities as well as communities in close proximity. With cellular, fixed wireless, and wireline based communications using the same networks to move information and phone calls, it is critical that we build redundancy into these networks with interconnection points that allow for local communications traffic to continue flowing if larger networks are impacted and also provides redundant routes back to the larger internet.

Along the West Coast, there are two major interconnection points in Portland and Seattle, both likely to be significantly impacted by a Cascadia subduction type event. Additionally, as we see more major wind, ice and fire events in the Columbia River Gorge and the Pacific Northwest, our critical communications networks can be impacted by events that cut connections into Portland. Such an event will significantly hamper rescue, relief, and recovery efforts and reduce the ability of areas less impacted to provide effective staging facilities or relocation areas. It will reduce the efficiency of our coordinated response efforts, interrupt connections with loved ones, and reduce support for continuity of business and community functions.

Q-Life, an intergovernmental agency formed by the City of The Dalles and Wasco County, proposes developing a carrier neutral internet exchange where providers and emergency communications networks can meet in The Dalles, Oregon and access scalable communication paths. This will provide a secure colocation space for these networks to meet east of the Cascades, in a region that is already a nexus point of communications infrastructure, including a significant Bonneville Power Authority substation, a major data center campus, a hub for Link Oregon under development, transportation corridors (Interstate-84 and Highway 197, UPRR and BNSF nearby) with major communications infrastructure, in addition to local infrastructure for the County, regional hospital, and school district.

Qlife currently has a small colocation space in the basement of The Dalles City Hall. However, this space is at maximum capacity, lacks generator capacity, and has been threatened by flood waters. A FEMA flood map risk map update exercise currently underway indicates the 1% annual chance water surface elevation is located much closer to the current site than the previous 1984/1989 data.

Qlife is currently developing a new colocation space at 425 E 7<sup>th</sup> St in The Dalles, in support of Link Oregon, a non-profit consortium, efforts to bring fiber optic service across the State, with plans to have this space operational before the end of 2020. This space is located in the same facility as the 911 Center and Emergency Operations Center and is located at a higher elevation reducing risk of flood. BRIC funding would be used to increase the capacity of this space, establish additional communication pathways to improve access and redundancy, and provide additional generator capacity increasing resiliency.

This would also provide an opportunity to increase redundancy and support for Wasco County's emergency communications systems, emergency operations, and 911 centers. Fortifying communications networks is identified as a strategy in our Natural Hazard Mitigation Plan, and this project can play a critical role in reaching that goal. Finally, this project was listed as #4 on the Wasco County Economic Development Commission (EDC) Community Enhancement Project Priority List.



## MOTION

**SUBJECT: Hazard Mitigation Program Letters of Intent**

---

I move to approve submission of Hazard Mitigation Program Letters of Intent for Wasco County Fair Grounds and QLife Intergovernmental Agency.



## AGENDA ITEM

ABATEMENT REVENUE DISTRIBUTION PROCESS

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[STAFF MEMO](#)

---

[PROPOSED PROCESS](#)

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## MEMORANDUM

**SUBJECT: 2015 Design LLC Fees**

---

TO: BOARD OF COUNTY COMMISSIONERS

---

FROM: MATTHEW KLEBES AND CARRIE PIPINICH, MCEDD/WASCO COUNTY EDC

---

DATE: 3/30/2021

### BACKGROUND INFORMATION:

Wasco County and the City of The Dalles signed a Long Term Enterprise Zone Abatement Agreement with Design LLC in 2015. Under this agreement, Design LLC, pays an annual community service fee each year of abatement. The initial annual fees generated by this agreement were allocated to the construction of the Columbia Gorge Community College (CGCC) Treaty Oak Skill Center and campus housing per an IGA signed by all three parties in early 2019.

Staff is proposing a method to identify potential areas of investment for future payments related to this agreement upon fulfillment of the current obligation. Representatives from the two sponsoring jurisdictions have considered various possibilities and are proposing a two-step process. This process would leverage the existing Wasco County Economic Development Commission's (EDC) annual Community Enhancement Project (CEP) process to identify potential projects and then EDC and Sponsor staff would further screen submitted projects with additional prioritization criteria developed by the Sponsors to create an annual project funding recommendation for consideration.

This proposal capitalizes on an existing project identification and ranking process familiar throughout Wasco County that focuses on supporting non-recurring projects related to critical infrastructure and economic development. This process is further described in the attached documents. MCEDD currently provides staffing support to the Wasco County EDC and could provide additional project vetting and award management support for the City and County to implement this proposal.

Attachments to this memo include overviews of the proposed process, the Community Enhancement Project process, and the Wasco County Economic Development Commission.

**Request:** Staff is seeking input from the City Council and County Commission on moving forward a 2-year trial of the proposed process with annual assessment. Funds would be allocated using the yearly budget process with resources from the 2015 Design LLC agreement's fees.

## Attachment A: Proposed Grant Process

**Issue:** The Dalles/Wasco County Enterprise Zone Sponsors are seeking a clear and efficient method to identify potential areas of investment for fees garnered from the 2015 agreement with Design LLC.

**Opportunity:** The community came together to support the Skills Center and created a facility that will have a lasting impact on The Dalles and Wasco County through pooling resources to meet a key need around workforce training. With the one-time resources available through this agreement, there is an opportunity to identify other priority projects to lay a foundation for our community into the future. Staff propose incorporation of the Wasco County Economic Development Commission's (EDC) annual Community Enhancement Project (CEP) process (see attachment C for further detail) to provide an intake method to gather projects across Wasco County that can be used by Sponsors for funding consideration.

**Rationale:** This approach would capitalize on an established process many community stakeholders are already familiar with and would provide a single, clear approach to vetting projects countywide for consideration. Additionally, engaging with the EDC, MCEDD and other local partners through this process supports connecting local project proponents to a broader range of resources including other funding sources and technical assistance.

### **Annual Timeline:**

1. Annual Budget Process Allocation which includes Sponsor representative recommendations on (March-June):
  - a. Community Service Fee Grant allocation
  - b. Review of Sponsor Prioritization criteria
2. EDC Staff conducts Community Enhancement Project process, including soliciting and developing its ranking of projects (October-December)
3. Final CEP list presented to Board of County Commissioners for acknowledgement (January)
4. EDC and Sponsor staff apply sponsor prioritization criteria to CEP results to develop a funding recommendation for consideration by Sponsors' governing bodies (February)
5. Funding recommendation provided to City Council and County Commission for consideration of awards (March)
6. Awards funded through grant agreements (April-May)

### **EDC Project Ranking:**

The EDC only ranks 10 projects on an annual basis, incorporating the others without ranking into its Strategic Action Plan. Community Enhancement Project criteria as established by the EDC include:

- Projects that address an economic development challenge or opportunity
- Critical infrastructure-broadly defined. This could include core infrastructure (ex water/waste water) but could also include things that address community viability and vitality.
- Readiness to proceed—do they have community support? Do they have a feasible pathway for funding the project?

- Impact/Timeliness of ranking—does inclusion in the top 10 of the EDC’s project rankings have an impact on the project’s strategy for moving forward this year?

**Sponsor Project Ranking:**

The Sponsoring entities would approve the criteria utilized to determine grant funding for projects that provide community wide benefit through the annual process as noted above. Below are draft Sponsor Prioritization Criteria:

- EDC Ranking: All projects submitted to the Wasco County EDC will be considered with additional focus on those that are ranked as this reflects readiness to proceed and community support.
- Critical Infrastructure: These are projects that support long term community economic development foundations in Wasco County and have strong potential for positive impact on property values.
- Economic Opportunity: This criteria focuses on increasing access to economic opportunities for underserved communities or addressing a significant economic development barrier through collaborative approaches.
- Leveraging Outside Resources: Providing matching funds for additional funding sources or filling a gap where other funding resources are not readily available to meet a key community economic development need.
- Non-recurring: Ongoing program support for operations is not available through this funding source.

**Eligible Entities and Administrative Considerations:**

- Local Governments and Nonprofits (no religious affiliation) are eligible
- One year to begin use of the funds for approved projects with annual project updates to Council and Commission until project close out.

## Attachment B: EDC Overview

**Formation + Purpose:** The Commission was formed in 1986 by an order for the County Court at the time, and updated in 2003 and 2015. The current order notes the purpose and membership of the group. The EDC acts as the economic development arm of Wasco County, focusing on job creation and increasing capacity throughout the County. The EDC is directly responsible for:

- Keeping the BOCC apprised of economic development activity, opportunities, and needs throughout the County;
- Collaborating with, and providing technical assistance to, local entities to accomplish projects focused on the above outcomes and to bring further investment into Wasco County;
- Providing leadership on countywide economic development efforts.

The EDC accomplishes these efforts through engagement from its membership and stakeholders along with staff support. The EDC has no project investment budget currently other than the contract with MCEDD to provide staffing for Commission activities and technical assistance provision for economic development efforts in Wasco County.

The EDC has two leadership positions that are elected annually by the EDC, the Chair and Vice Chair. Current leadership includes Chair Megan Thompson and Vice Chair Nan Wimmers.

**Membership + Appointments Process:** The EDC has 11 members appointed by the Wasco County Board of Commissioners. There are three geographically focused seats (North, Central, and South County), one seat for a representative of the City of The Dalles, one seat for a representative of the Port of The Dalles, one seat focused on a representative of the Chambers of Commerce in the County, and several industry focused representatives (fruit growers, dryland crops/cattle, and utilities) and two at-large positions. Each seat is appointed for a four year term.

To fill vacancies for all but the seats appointed to represent specific entities, the EDC staff conducts outreach about the opening including developing a press release, posting it on the website, including it in the MCEDD newsletter, reaching out to partner entities to request their assistance in spreading the word, and direct outreach to potential candidates. Current membership of the EDC can be found on its [website](#).

### **Attachment C: CEP Process Overview Background**

The EDC's annual Community Enhancement Project Prioritization Process occurs during the fall each year. This process provides an opportunity for the EDC to engage with and support community priorities throughout Wasco County, highlight key projects that support economic opportunity as they seek funding, and identify areas to focus the EDC's technical assistance. For project proponents, this process also provides additional visibility to the County Commission and potential funders and inclusion in the EDC's Strategic Plan annual update.

Our current process for gathering project information focuses on holding local meetings in Dufur, Maupin, Mosier, The Dalles, and at least one gathering for unincorporated communities and very small cities. These meetings provide an opportunity for attendees to give an overview of their project and discuss local community priority projects. As our communities and local organizations have become familiar with this new process, the conversations and cross pollination of ideas have also become valuable outcomes. After the local meetings, staff develops brief project descriptions based on the overviews provided at the meetings and gives project owners an opportunity to review for accuracy. This information is the foundation for the EDC's prioritization discussion in December.

#### Exhibits:

- 2021 CEP Process Overview Memo
- Current Project List

## Memorandum

**Date:** September 3, 2020  
**To:** Wasco County Economic Development Commission  
**From:** Carrie Pipinich, EDC Staff  
**Re:** 2021 CEP Process

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The EDC's annual Community Enhancement Project Prioritization Process occurs during the fall each year. This process provides an opportunity for the EDC to engage with and support community priorities throughout Wasco County, highlight key projects that support economic opportunity as they seek funding, and identify areas to focus the EDC's technical assistance.

Our current process for gathering project information focuses on holding local meetings in Dufur, Maupin, Mosier, The Dalles, and at least one gathering for unincorporated communities and very small cities. These meetings provide an opportunity for attendees to give an overview of their project and discuss local community priority projects. As our communities and local organizations have become familiar with this new process, the conversations and cross pollination of ideas have also become valuable outcomes. After the local meetings, staff develops brief project descriptions based on the overviews provided at the meetings and gives project owners an opportunity to review for accuracy. This information is the foundation for the EDC's prioritization discussion in December.

Given the additional pressure on many of our local communities and partners as they respond to impacts from COVID-19, staff proposes to continue with the same process via virtual platforms this fall.

***Request:** A more detailed description of the process is included below. Staff requests feedback from the EDC as we begin the process to develop the 2021 Community Enhancement Project list.*

Community Prioritization Meetings: The agenda for these meetings provides for a roundtable of project updates and descriptions by the relevant City and other local organizations and then a group discussion of that community's priorities to identify their top three to five projects to share with the EDC for consideration in the countywide CEP list. Through the discussion, there are also opportunities to highlight places where collaboration could be of value for entities in the area as well.

Staff conducts outreach to project owners in advance of the meetings. This includes an agenda as well as the following:

- Explanation of the overarching CEP process and its value
- The criteria the EDC will utilize in developing a countywide prioritization and encouragement to share information relevant to those criteria in the community prioritization meeting.
- A request to come prepared to give an overview of their projects (where in the project development process they are, what resources are committed, etc) as well as any plans they already have in place for seeking funding (local fundraising, grant sources, legislative requests, etc).

The following local meetings will be organized by staff with support from local partners where appropriate:

- a. Small Cities: With engagement from the relevant Small Cities Committee members on the EDC and City representatives, meetings will be held focused on Mosier, Dufur, and Maupin with local project proponents.
- b. Unincorporated/Rural Communities: Staff will conduct outreach to our unincorporated communities to support local prioritization meetings based on geography and depending on project owner interest and engagement. In the 2020 CEP process, staff held one meeting in Tygh Valley to support our unincorporated communities based on response to outreach.
- c. The Dalles: One meeting will be held focused on The Dalles to discuss prioritization of key projects from the City and other local entities. As in last year's process, this will likely be noticed as a work session for the EDC due to the number of Commissioners from The Dalles area.

Staff requests that the EDC Commissioners participate in the local meeting most relevant to them or their work, although they are welcome at others as there is interest!

Ranking Criteria: Staff encourages continuing to utilize the same criteria as used in 2020. They include focus on:

- Projects that address an economic development challenge or opportunity.
- Critical infrastructure-broadly defined. This could include core infrastructure (ex water/waste water) but could also include things that address community viability and vitality.
- Readiness to proceed—do they have community support? Do they have a feasible pathway for funding the project?
- Impact/Timeliness of ranking—does inclusion in the top 10 of the EDC's project rankings have an impact on the project's strategy for moving forward this year?

The EDC could also explore a focus on improving longer term economic resilience or opportunities to address impacts of COVID-19 in this year's process. Inclusion of this type of criteria could support identifying projects in Wasco County that could have a bigger impact in today's climate as well as prepare for any potential additional funding available focused on addressing the current crisis.

EDC Prioritization: Staff will work with the Chair to develop a DRAFT countywide prioritization of the top 10 projects based on the CEP criteria, alignment with the EDC's overarching mission and goals, and respecting local community prioritization where possible. This will be provided to the EDC for discussion and revisions at our December 3<sup>rd</sup> meeting.

Board of County Commissioners Acknowledgement and Regional Prioritization Participation: Staff will take the draft prioritization list developed by the EDC to the County Commission for their input and acknowledgement during January or February. Their acknowledged list would move forward to the MCEDD regional conversation and be incorporated in to the Comprehensive Economic Development Strategy. However, the full list of projects would continue to be incorporated into the EDC's action plan.

Technical Assistance: As part of this process, the EDC will also be asked to discuss projects that would most benefit from technical assistance from staff and Committees. This will inform the 2020 proposed workplans to be developed in the new year.

## 2021 Wasco County Community Enhancement Projects

<i>Rank</i>	<i>Project Sponsor</i>	<i>Project</i>
1	<b>City of The Dalles</b>	<b><u>Dog River Pipeline Upgrade:</u></b> The City has completed the permitting process for the project with the Forest Service and is beginning of final engineering for the project. The City is still seeking the last pieces of the funding package in 2020 but has secured the majority of the funding.
2	<b>Q-Life Intergovernmental Agency</b>	<b><u>Cascades East Interconnection Colocation Facility:</u></b> In the Northwest, major locations are in areas threatened by the Cascadia Subduction. This would mean that the internet was largely inaccessible in the event of a subduction event. Q-life is developing a carrier neutral internet exchange where providers and emergency communications networks can meet in The Dalles, Oregon and access scalable communication paths. The new location for this facility's colocation with the 911 Dispatch Center and Emergency Operations Center also supports enhanced emergency communications.
3	<b>City of Mosier</b>	<b><u>Joint Use Facility + Plaza:</u></b> The City of Mosier and the Mosier Fire District are partnering to develop a joint use facility that will include a City Hall, Fire Hall, and multipurpose community space in downtown Mosier on the North side of Highway 30. The building will house a full-service, 3-bay fire station, city hall offices, and community meeting & training center. In addition to these core functions, the approximately 10,000 sf building will include a kitchen, restrooms, public works garage, storage, outdoor plaza, and parking. In addition, the outdoor space around the Joint Use Facility would be developed into an outdoor plaza with a bike hub to support community gatherings and welcome cyclists coming into town off of the Historic Columbia River Highway The estimated total project cost is \$4.5 million and is estimated to be completed by 2023.
4	<b>Wasco County Soil and Water Conservation District</b>	<b><u>Fifteenmile Water Below Ground Storage Pilot Project:</u></b> Low stream flow is identified as a primary limiting factor in the Fifteenmile watershed, impacting protected species, agricultural producers, and the City's water sources. The proposed pilot project would address two key uncertainties for determining the feasibility of a subsurface storage project to store water during high flow times and provide a more stable and ecologically beneficial water supply. The total cost of the full project if the pilot proves successful would be approximately \$1.5 million. The pilot portion could be completed if the submitted grant applications are funded.

5	<b>Maupin Chamber of Commerce, Maupin School District</b>	<b><u>Deschutes Rim Athletic Complex:</u></b> Maupin has begun the development process for a multi-purpose athletic facility at South Wasco County High School called the Deschutes River Athletic Complex that will replace the current, egg-shaped track. The new, state-of-the-art complex will include track and field facilities with an 8-lane IAAF certified track, a football field, and related spectator facilities that will accommodate a wide range of uses with opportunities for significant local impacts. For the first time, track and field athletes will get the opportunity to perform in Maupin for a home audience for regular season meets and the District will have the opportunity to host larger high school meets as well as provide opportunities to host concerts or sports camp groups. These opportunities for additional use of the facility will bring additional traffic to local businesses in the off season. Lastly, the facility will also provide a safe and level walking, jogging, and running facility that will contribute to community fitness. The project team is working to be completed by the World Track and Field Championships in 2022. Total estimated project cost is \$1.26 million.
6	<b>Columbia Gorge Regional Airport</b>	<b><u>Fuel Farm Upgrades:</u></b> The airport needs to expand capacity to store aviation fuel to meet increasing demand for Jet A fuel. Additionally, the current equipment for refilling tanks is not adequate, and the airport is interested in moving them above ground to be proactive about reducing opportunities for environmental contamination. Reliable fuel access is critical for use as an airbase for firefighting apparatus and to attract additional aviation-related industries. This project is estimated at less than \$400,000.
7	<b>Columbia Gorge Regional Airport</b>	<b><u>Aviation Maintenance Training Hangar:</u></b> CGRA is partnering with Columbia Gorge Community College to construct a training hangar for the College's Aviation Maintenance Program. This project would be mutually beneficial for both the airport and the college, generating greater use of the airport's facilities and create an improved workforce pipeline for this industry. Total estimated costs for the building and construction of site infrastructure are \$3.5 million.
8	<b>City of Mosier</b>	<b><u>Mosier Wastewater Treatment Plant:</u></b> This project focuses on needed maintenance and improvements for the wastewater treatment plan as well as implementation of a tertiary treatment wetland that will replace a damaged outfall pipe that empties into the Columbia River. This solution provides several environmental benefits and avoids potential adverse impacts of extending the existing outfall pipe farther into the Columbia River. In addition, the 2020 WWTP Plan Update proposes further improvements to the facility that will reduce solids output and provide useable phosphorous collection for agricultural fertilizer. The final plan was recently sent the Department of Environmental Quality for approval and would cost \$2.5 million.

9	City of Maupin	<b><u>Donkey Trail:</u></b> The City of Maupin is working to redesign the “Donkey Trail” in town. The trail is an old dirt track at the east end of town and is often used by students and others to access the downtown area, despite the trail itself being very rocky, covered in sagebrush, and sitting partially on private land. The redesign plans include connecting the trail to residential areas in Upper Maupin as well as connecting Mt. Fir Park to the downtown Kaiser Park. This trail would address critical pedestrian safety concerns throughout the City and support greater school safety. It would also provide an emergency access route for fire and ambulance in the event of a closure of the highway between the curves leading to downtown. Estimated cost would be \$250,000.
10	North Wasco Park and Recreation District	<b><u>Mill Creek Greenway:</u></b> Several years ago, the Park District initiated an effort to connect and enhance existing trail segments in the Mill Creek Greenway that would allow for residents, seniors, and children to travel between the senior complex (at the south end) and Thompson Park (at the north end) without crossing a street. The proposed project would construct a paved, ADA compliant path through the Greenway to allow for greater accessibility and safety as well as improve access to the existing Riverfront Trail with very limited traffic interactions from these areas. Engineering and construction bids have been developed for the project.

**Priority Issues:**

- The Dalles Urban Growth Boundary/Urban Area Boundary Expansion Process:** There has been significant activity on this front in 2020. The Gorge Commission adopted a new policy framework through their Management Plan update limiting cumulative opportunities for urban areas to expand moving forward. The City of The Dalles also completed a buildable lands inventory for its employment lands. This inventory indicated that per state requirements, the City is not able to expand its UGB based on the undeveloped land within the current boundary. Developable employment lands are critical to supporting business development, retention and expansion opportunities for this community moving forward. To meet this need, The City, Port, and EDC are collaborating on a brownfield assessment program with funding from EPA and exploring opportunities to leverage the current employment lands within the UGB to support economic development. As additional development occurs that reduces the inventory of vacant or underutilized land, other next steps are being evaluated.
- Issue: Columbia Gorge Childcare:** There continues to be a shortage of qualified childcare in the Columbia Gorge region, particularly in The Dalles and Wasco County. A public childcare center could help address this shortage along with other potential strategies. A feasibility study would be the first step in this process to identify potential partners, the physical scope, regulatory requirements and capital construction sources; as well as identify the long-term operational costs of a childcare center. Potential partners should recognize

that a public childcare center, if it is to meet the needs of residents from all income levels, will likely require an on-going operational subsidy. This speaks to the need for long-term partnership agreements to ensure the center's economic viability. The study would cost approximately \$100,000. CGCC is spearheading this discussion.

- **Issue: Housing:** Housing prices have continued to rise quickly in Wasco County over the last several years for both home purchases and rental units. We have consistently heard from employers and real estate professionals that the challenges in access and affordability for residents and potential employees seeking to come to Wasco County have hindered businesses' ability to grow. Better understanding this need and opportunities to address it will impact access to a robust workforce moving forward.
- **Issue: Broadband.** COVID-19 has further highlighted the gaps in broadband service availability for communities across Wasco County. Continuing to focus on creative strategies to address this need will support diverse businesses, educational access, and many more key services to create vibrant communities.

**Additional Projects Not Ranked:**

Wamic Water and Sanitary Authority	Waste Water System I & I Improvements
City of Shaniko	Water Source Improvements
Mosier Community School	Building Upgrades and Addition
City of Mosier	Resiliency Plan and Comprehensive Plan Update
City of Maupin	City Park Improvements
City of Maupin	City Park Expansion
White River Health District	Deschutes Rim Clinic Expansion
Bakeoven Watershed Council	Watershed Enhancement Projects
Life Raft Health Clinic	Clinic Establishment
City of Dufur	Sidewalk Improvements
The Dalles Art Center	People's Forge Project Sculpture
The Dalles Art Center	WOOL Project



## AGENDA ITEM

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

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[EDC APPOINTMENTS & QUARTLY REPORT](#)

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[PTAC APPOINTMENT AND TRANSPORTATION GRANT AGREEMENT](#)

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## MCCED ITEM

EDC APPOINTMENTS & QUARTERLY REPORT

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[EDC APPOINTMENTS](#)

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[QUARTERLY REPORT](#)

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## EDC ITEM

### APPOINTMENTS

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[STAFF MEMO](#)

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[INTEREST FORM BRIAN MC CORMICK](#)

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[ORDER 21-014 APPOINTING BRIAN MC CORMICK](#)

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[INTEREST FORM AMY MC NAMEE](#)

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[ORDER 21-015 APPOINTING AMY MC NAMEE](#)

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[MOTION LANGUAGE](#)

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## Memorandum

**Date:** March 29, 2021  
**To:** Wasco County Board of County Commissioners  
**From:** Carrie Pipinich, EDC Staff  
**Re:** Appointments for Positions One and Three

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The EDC is requesting appointments for two positions from the Board of County Commissioners:

- **Position One** represents North Wasco County. Terry Moore submitted his resignation due to personal reasons so staff conducted outreach for a representative to fill the last year of his term. Staff received one interest form from Brian McCormick (attached) that was considered at the March 4, 2021 EDC Meeting. The EDC Recommended appointment for Brian McCormick.
- **Position Three** represents South Wasco County and was previously held by Frank Kay until his term expired at the end of December 2020. Staff conducted outreach for this position and received three interest forms from Joshua Thompson, Amy McNamee, and Keith Mobley that were considered at the March 4, 2021 EDC Meeting. The EDC recommended appointment for Amy McNamee.

### Request

1. Appoint the following to fill open positions on the EDC:
  - a. Brian McCormick to Position One.
  - b. Amy McNamee to Position Three.

# WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION INTEREST FORM

The purpose of this form is to assist the Wasco County Economic Development Commission (EDC), Wasco EDC staff, and Wasco County Board of Commissioners in evaluating the qualifications of an applicant for appointment to the Wasco County EDC. This is an unpaid position for a four year period. The EDC currently has two openings.

- **Position 1** represents North Wasco County and has historically focused on the Mosier area. This is an unpaid position filling the last year of a four year term.
- **Position 3** represents South Wasco County and has historically focused on the Maupin area. This is an unpaid position filling ta full four year term.

Please complete the entire form and return to by February 18, 2021 for first round consideration.

*Wasco County Economic Development Commission  
c/o Mid-Columbia Economic Development District  
802 Chenoweth Loop Rd, The Dalles, OR 97058  
[carrie@mcedd.org](mailto:carrie@mcedd.org)  
For questions call 541-296-2266.*

POSITION: I am interested in: Position 1  Position 3

## PERSONAL DATA

Preferred Mailing Address: Home  Business

Preferred Title MR (e.g. Mr, Mrs, Ms, Dr, etc.)

First Name BRIAN Last Name MCCORMICK

Home Mailing Address [REDACTED]

City MOSIER State OR Zip 97040

County WASCO

Business Name GLASTIC FRUIT LLC / IDIOT'S GRACE

Business Address PO BOX 218

City MOSIER State OR Zip 97040

Occupation FARMER, WINEGROWER

Home Phone [REDACTED] Business Phone ( ) ext

Cell Phone (optional) ( ) E-mail address [REDACTED]



I have lived and farmed in Mosier since 2002.

I am drawn to creative, collective work. I am energized by problem solving, and compelled by predicaments. My gaze is drawn to ambiguities—to the fissures in our understanding filled by assumptions and compromises.

I presently serve on the steering committee of the Gorge Farmer Collective, as we work to grow this fledgling, online marketplace into a regional cooperative. I have been a member of the United Way of the Columbia Gorge Allocations Committee for three cycles, and have served on (and presided over) the board of the the Columbia Gorge Winegrower's Association for many years. I was a long-time member and chair of the Mosier Community School charter board, and before that served on the founding board of the Gorge Grown Food Network.

I studied and now work in agriculture. I primarily tend fruit trees and grapevines, but am also intimately engaged—as a winemaker—in processing, storage, promotion and distribution. In my own work and on behalf of Gorge Wine, I am actively engaged with a network of other growers and producers in the articulation and broad presentation of the qualities of this region's unique products.

I understand agriculture to be more than just another industry, or a simple matter of vocation. I cannot escape the awareness of our moment in the history of food production, and of the rippling implications for communities as fewer individuals choose or could hope to choose an agrarian existence. I am compelled by the challenge of access, and by the prospect of creating opportunities more widely—on either side of the productive act itself—and of growing incomes. And I am constantly confronted by questions of succession and stability, of the persistence of the relationship between families (as owners or employees) and the land they know.

I offer the Commission my time, and an inquisitive, reasoned, and cooperative approach to the issues and circumstances faced by this community.



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF BRIAN MC CORMICK TO THE WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION POSITION #1

**ORDER #21-014**

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

IT APPEARING TO THE BOARD: That a Terry Moore has resigned his position on the Wasco County Economic Development Commission; and

IT FURTHER APPEARING TO THE BOARD; That Brian McCormick is willing and is qualified to be appointed to the Economic Development Commission.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Brian McCormick be and is hereby appointed to the Wasco County Economic Development Commission in Position #1 to complete the term of Terry Moore; said term to expire on June 30, 2021.

IT IS HEREBY FURTHER ORDERED: That Brian McCormick be appointed to a full term in Position #1 on the Wasco County Economic Development Commissioner; said term to commence on July 1, 2021 and expire on December 31, 2025.

DATED this 7<sup>th</sup> day of April, 2021.

**APPROVED AS TO FORM:**

**WASCO COUNTY BOARD OF COMMISSIONERS**

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

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

\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair

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

# WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION INTEREST FORM

The purpose of this form is to assist the Wasco County Economic Development Commission (EDC), Wasco EDC staff, and Wasco County Board of Commissioners in evaluating the qualifications of an applicant for appointment to the Wasco County EDC. This is an unpaid position for a four year period. **Please complete the entire form and return to:**

*Wasco County Economic Development Commission  
c/o Mid-Columbia Economic Development District  
802 Chenowith Loop Rd The Dalles, OR 97058  
[carrie@mcedd.org](mailto:carrie@mcedd.org)  
For questions call 541-296-2266.*

## PERSONAL DATA

Preferred Mailing Address: Home  Business

Preferred Title Ms. (e.g. Mr, Mrs, Ms, Dr, etc.)

First Name Amy Last Name McNamee

Home Mailing Address [REDACTED]

City Maupin State OR Zip 97037

County Wasco

Business Name Bank of Eastern Oregon

Business Address [REDACTED]

City Moro State OR Zip 97039

Occupation Loan Officer

Home Phone ([REDACTED]) Business Phone ([REDACTED]) ext     

Cell Phone (optional) (    ) E-mail address [REDACTED]

## INTEREST IN APPOINTMENT

Describe in detail why you are interested in serving on the Wasco County Economic Development Commission. Include information about your background and how you meet the requirements for the position being sought. *You may complete this section on a separate sheet.*

My farming and banking background will bring a needed perspective to the group. I am an ag loan officer for Bank of Eastern Oregon, a cattle producer in South Wasco County, and current President of North Central Livestock Association, serving producers in Sherman and Wasco Counties.

I was raised South of Antelope, and currently live outside of Maupin on Juniper Flat. I understand first-hand, both professionally, and on a personal level, the economic challenges faced in the farm economy in our small communities.

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**ADDITIONAL INFORMATION**

Do you have any identified conflicts of interest serving on this Commission (please identify)?

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**Completed forms may be returned to: Wasco County Economic Development Commission, c/o MCEDD,  
515 East Second Street, The Dalles, OR 97058 or [carrie@mcedd.org](mailto:carrie@mcedd.org).  
Forms are due on Thursday, February 18, 2021**



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF AMY MC NAMEE TO THE WASCO COUNTY ECONOMIC DEVELOPMENT COMMISSION POSITION #1

**ORDER #21-015**

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

IT APPEARING TO THE BOARD: That a vacancy exists on the Wasco County Economic Development Commission; and

IT FURTHER APPEARING TO THE BOARD; That Amy McNamee is willing and is qualified to be appointed to the Economic Development Commission.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Amy McNamee be and is hereby appointed to the Wasco County Economic Development Commission in Position #3; said term to expire on December 31, 2024.

DATED this 7<sup>th</sup> day of April, 2021.

**APPROVED AS TO FORM:**

**WASCO COUNTY BOARD OF COMMISSIONERS**

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

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

\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair

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



## MOTION

**SUBJECT: EDC Appointments**

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I move to approve Orders 21-014 and 21-015 appointing Brian McCormick and Amy McNamee to the Wasco County Economic Development Commission.



## EDC ITEM

EDC QUARTERLY REPORT

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[STAFF REPORT](#)

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**Wasco County Economic Development Commission  
Report to the Wasco County Board of Commissioners**

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March 2021

**COVID-19 Response**

Staff has continued to engage with local and regional stakeholders through the Mid-Columbia Economic Resilience Team (MCERT), co-convened by MCEDD and Regional Solutions. The group discusses a specific topic or has guest speaker as well as receives updates on key programs and metrics related to COVID-19 impacts. MCEDD continues to maintain [www.mcedd.org/covid-19-resources/](http://www.mcedd.org/covid-19-resources/) with resources for businesses as well as sending a digest of these resources to the MCERT and local leadership as needed.

Lastly, staff has continued to monitor funding opportunities and supporting bringing resources into our communities as they are available. A few to highlight includes:

- Wasco County received \$728,320 from the State of Oregon in early December to distribute to businesses. Staff developed a grant program with input from key stakeholders and approval from the County for distribution. We received 238 applications and were able to fund 60 with the resources available. These funds were distributed by January 5<sup>th</sup>. Attached is a summary sheet sharing information on the businesses who applied and received funding.
- Staff has worked with Northern Wasco PUD to support reopening their COVID-19 Small Business Assistance program to provide another round of assistance to businesses. 73 requests have been processed since January.
- Staff is sharing out information related to the new funding resources in the American Recovery Plan Act (ARP) for businesses. These focus on refunding the Small Business Administration programs PPP and EIDL as well as creating new programs targeted at restaurants and venues. We are hosting a free training April 6 with the SBDC's Capital Access Team to review these new opportunities.

MCEDD is currently conducting an economic needs assessment for key industry sectors as well as business and workforce support entities to support developing a framework for economic recovery in the region. A big thank you to new EDC Commissioner and The Dalles Area Chamber of Commerce President/CEO Lisa Farquharson for participating in this process! The framework from this assessment will be presented on March 31 ( 8:30am to 11am virtually) at MCEDD's first Comprehensive Economic Development Strategy Update meeting. Registration for the series of meetings between now and December can be [found here](#). Participation by interested partners in Wasco County is welcome!

Staff will continue to monitor the new funding resources coming online from the ARP and other federal investment to support project development and access to these funds.

**Unincorporated Communities Committee**

Staff worked with Wamic Water & Sanitary Authority to review feedback on their feasibility study from DEQ and discuss next steps related to setting up a one-stop meeting for funding discussion. Staff also worked with Tooley Water District to set up a discussion with Business Oregon on funding to address high nitrate levels in their primary water source and worked with the District to draft an application to Oregon Health Authority's Sustainable Infrastructure Planning Program. Tygh Valley Water District also reached out about potential funding sources for fencing in their reservoir. Staff also provided [information on free, online training courses](#) for water and waste water systems available

through RCAC this year as a great opportunity to access these resources without travel costs.

### **Small Cities Committee**

Staff has worked on projects to support communities around the County.

In Maupin, staff participated in the initial meeting for the Maupin Housing Needs Analysis process where the group discussed demographic trends, current housing stock, and land supply. There are additional meetings throughout the spring to look at housing policy opportunities. Staff also supported the City by drafting an application to Travel Oregon's Destination Ready and Competitive Recovery grant programs for improvements at Kaiser Park that would allow for more outdoor dining and gathering space in Maupin's downtown. The park is adjacent to the Civic Center and many businesses that have minimal outdoor space available for use.

In Dufur, staff reached out about any support needed for their waste water project funding applications. They have continued to make progress on their USDA RD application and pending review may be ready to move on to the next steps for that resource. They were awarded the Business Oregon funding needed to support final engineering for the project and have been making progress on that as well. The application submitted for Safe Routes to School funding to improve sidewalks was not funded.

Staff also participated in North Central Regional Solutions Team outreach meetings focused on efforts in Mosier and Maupin.

### **Broadband Committee**

The Broadband Committee includes EDC member Justin Brock, now EDC member Fritz Ellet and staff with local partners and former EDC members focused on broadband work. Staff and Q-Life met with the and Google representatives to discuss opportunities for supporting a needs assessment process. Staff also met with one of our local service providers to discuss their upcoming plans and share information on current known gaps in service. Additionally, the Rural Digital Opportunity Fund Phase (RDOF) I auction was conducted and the big winner of FCC resources for Wasco County was SpaceX. Maps can be found [here](#). Staff submitted projects identified with Q-Life to a request for information that the Oregon Broadband Office developed in March as well.

Through support from the Rural Opportunity Initiative program from Business Oregon and USDA Rural Development, staff is working with local chambers of commerce to support hosting trainings on digital marketing, taking your business online, and cyber security for small businesses. In February we hosted one session on Cyber Security and are planning for another round of digital marketing and productivity tools training sessions. In addition to these broadband focused trainings, this program also supported hosting a Mid-Columbia Lender's Roundtable and a training focused on accessing capital resources.

**Open for Business Committee:** The Open for Business Committee includes EDC Commissioners Tonya Brumley, Lisa Farquharson, and Mike Courtney. Staff is beginning the update process for the Major Employers list and the Committee has provided initial review of the list of organizations to call. The leadership team for the Brownfield Assessment Grant program with representatives from the City, County, and Port has begun planning for utilization of this \$600,000 of funding from EPA to support phase one and two environmental assessments, and development preparation planning. Staff worked with

the Port to draft a public involvement plan for this program and review outreach materials developed by the City and its consultant Stantec. The leadership team will begin outreach to property owners about the resources available in the coming weeks. Staff will share out the program page when it is live.

### **Strategic Planning**

The EDC's Strategic Action Plan is five years old, and the EDC is interested in moving through an update over the coming year. This would align with the regional update to the Comprehensive Economic Development Strategy, which provides an opportunity for staff to leverage work being done at the regional level to support the EDC's planning effort. Additionally, in conjunction with the Port of The Dalles and Columbia Gorge Community College, staff has been having discussions with the Center on Rural Innovation to explore opportunities to enhance the economic development strategies that build on technology and innovation. Google is supporting this assessment and strategy development. With these tools, the EDC will work through an update to its Strategic Action plan leveraging its existing meeting schedule over the course of 2021.

### **General EDC Activities:**

EDC staff provided the following support services:

- The City of Antelope's water system construction has been completed! The project received funding from a Community Development Block Group as well as the Safe Drinking Water Revolving Loan Fund at Business Oregon. MCEDD staff continues to work with the City to support completing final requirements and an audit of their documentation.
- Staff met with the City of Shaniko to discuss renewed interest in exploring necessary improvements to their water system. As a follow up, staff worked with the City to develop a draft Request for Qualifications to support the City in finding an engineer to work with them to update their water system feasibility study and they are moving forward with a grant application to support this work.
- Staff supported the Wasco County Fair Board in developing an application to Travel Oregon's Competitive Recovery Grants to support improvements to the bathrooms to support better ADA access.
- Staff drafted and submitted a letter of support for the Mill Creek Greenway project for their application to the Oregon Department of Transportation's
- Staff participated in a conversation with Wasco County's planning department on the FEMA floodplain map updates that are well underway. There may be opportunities to explore hazard mitigation opportunities to impact the extent of the flood plain changes before they are adopted.
- Staff held an orientation with new members Mayor Rich Mays and Lisa Farquharson March 3<sup>rd</sup>. And, will plan for an orientation for newly appointed members after the process is complete.
- Staff met with EDC leadership to discuss opportunities around the priority issues identified through the CEP process, with a focus on information gathering related to childcare and housing efforts.
- Staff participated in a training on "Strategic Doing" and will work to incorporate relevant pieces of this model for complex collaboration and action-oriented planning into the EDC's approach to its work and its upcoming planning process.
- Staff participated in a training focused on entrepreneurship and small business support ecosystems.

## **By The Numbers**

*Source: Oregon Employment Department*

- Unemployment rate (seasonally adjusted)

	<b>Jan 2021</b>	<b>Dec 2020</b>	<b>Jan 2020</b>
<b>Oregon</b>	6.2	6.3%	3.4%
<b>Wasco County</b>	6.2	6.0%	3.6%

- Total Nonfarm Payroll Employment (Not Seasonally Adjusted)

	<b>Feb 2021</b>	<b>Jan 2021</b>	<b>Feb 2020</b>	<b>Change -month-</b>	<b>Change -year-</b>
<b>Oregon</b>	1,802,300	1,781,800	1,957,200	20,500	-154,900
<b>Wasco County</b>	9,530	9,650	10,060	-120	-530

Articles:

- [Columbia Gorge Occupational Projections-2019 to 2029](#)
- [Columbia Gorge Industry Employment Projections-2019 to 2029](#)
- [Parents in the Labor force](#)
- [2020 Travel Oregon Stakeholder Survey Results](#)

## Wasco County COVID-19 Emergency Business Grants Summary

Total # of applications	239
Total # of awards	65
Total \$ of awards	\$728,320

Business Type	Sole Props	Partnership	LLC	Corporation	S Corp	501(c)(3)	Total
All applicants	80	5	94	22	18	20	239
# of awards made	13	1	31	4	10	6	65
Total \$ of awards made	\$100,000	\$5,000	\$343,320	\$75,000	\$145,000	\$60,000	\$728,320
% of allocation (#)	20%	2%	48%	6%	15%	9%	100%
% of allocation (\$)	14%	1%	47%	10%	20%	8%	100%

# of employees	0 to 5	6 to 10	11 to 15	16 to 20	21 to 25	Over 25	Total
All applicants	168	25	16	13	7	10	239
# of awards made	33	12	8	5	5	2	65
Total \$ of awards made	\$203,320	\$120,000	\$120,000	\$100,000	\$125,000	\$60,000	\$728,320
% of allocation (#)	51%	18%	12%	8%	8%	3%	100%
% of allocation (\$)	28%	16%	16%	14%	17%	8%	100%

Location	Dufur	Maupin	Mosier	Pine Grove	The Dalles	Tygh Valley	Wamic	Total
All applicants	8	16	15	1	191	7	1	239
# of awards made	2	5	3	1	53	1	0	65
\$ of awards made	\$20,000	\$55,000	\$35,000	\$5,000	\$598,320	\$15,000	\$0	\$728,320
% of allocation (#)	3.1%	7.7%	4.6%	1.5%	81.5%	1.5%	0.0%	100%
% of allocation (\$)	2.7%	7.6%	4.8%	0.7%	82.2%	2.1%	0.0%	100%

Category	All applicants	# of awards made	\$ of awards made	% of allocation (#)	% of allocation (\$)
Agriculture	2	0	\$0	0%	0%
Arts, Entertainment, and Recreation	31	7	\$85,000	11%	12%
Construction	8	0	\$0	0%	0%
Accommodation, Food, Drink	57	27	\$395,000	42%	54%
Health Care and Social Assistance	25	8	\$85,000	12%	12%
Manufacturing	4	0	\$0	0%	0%
Personal Care Services	31	7	\$45,000	11%	6%
Other Services	43	5	\$48,320	8%	7%
Retail	29	10	\$65,000	15%	9%
Transportation	9	1	\$5,000	2%	1%
Total	239	65	\$728,320	100%	100%

Owner Demographics	All Applicants		Awardees	
Race	#	%	#	%
American Indian or Alaskan Native	3	1%	1	1%
Black	2	1%	1	1%
Native Hawaiian or Pacific Islander	3	1%	3	3%
Sub-continent Asian	13	4%	3	3%
White	230	80%	71	82%
Other	13	4%	6	7%
Prefer not to answer	25	9%	2	2%
Ethnicity	All Applicants		Awardees	
Ethnicity	#	%	#	%
Hispanic/Latino	27	9%	6	7%
Non-Hispanic/Latino	203	70%	63	72%
Prefer not to answer	59	20%	18	21%
Gender	All Applicants		Awardees	
Gender	#	%	#	%
Female	132	46%	38	44%
Male	151	52%	49	56%
Prefer not to answer	6	2%	0	0%



## **MCEDD ITEM**

PTAC APPOINTMENT & TRANSPORTATION GRANT AGREEMENT

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[PTAC APPOINTMENT](#)

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[TRANSPORTATION GRANT AGREEMENT](#)

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## TRANSPORTATION ITEM

APPOINTMENT

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[STAFF MEMO](#)

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[ORDER 21-012 APPOINTING JESUS MENDOZA](#)

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[MOTION LANGUAGE](#)

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## Memorandum

**To: Wasco County Board of County Commissioners**

**From: Jessica Metta, MCEDD Executive Director**

**Date: March 19, 2021**

**Re: Wasco County PTAC Appointment**

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**Request:** Appoint Jesus Mendoza to the Wasco County Public Transportation Advisory Committee through June 30, 2024.

### **Background**

Oregon requires the committee that informs Wasco County's use of Statewide Transportation Improvement Fund dollars include a public transit representative. The Wasco County Public Transportation Advisory Committee serves as this committee for Wasco County. Charlotte Sallee, prior Transportation Operations Director for Mid-Columbia Economic Development District (MCEDD), served in this position. She has left her position with MCEDD and the new staff is Jesus Mendoza, Transportation Operations Manager for MCEDD. The request is to place Jesus on the committee in Charlotte's stead.



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF JESUS MENDOZA TO THE WASCO COUNTY PUBLIC  
TRANSPORTATION ADVISORY COMMITTEE

**ORDER #21-012**

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

IT APPEARING TO THE BOARD: That Charlotte Sallee has stepped down from her appointment on the Wasco County Public Transportation Advisory Committee which will expire on June 30, 2021; and

IT FURTHER APPEARING TO THE BOARD: That Jesus Mendoza is willing and is qualified to be appointed to the Wasco County Public Transportation Advisory Committee.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Jesus Mendoza be and is hereby appointed to the Wasco County Public Transportation Advisory Committee to complete the term of Charlotte Sallee; said term to expire on June 30, 2021.

IT IS FURTHER ORDERED: That Jesus Mendoza's appointment to the Wasco County Public Transportation Advisory Committee be automatically renewed on July 1, 2021 for a term to expire June 30, 2024.

DATED this 7<sup>th</sup> day of April, 2021.

**APPROVED AS TO FORM:**

**WASCO COUNTY BOARD OF COMMISSIONERS:**

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

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

\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair

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



## MOTION

**SUBJECT: PTAC Appointment**

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I move to approve Order 21-012 appointing Jesus Mendoza to the Wasco County Public Transportation Advisory Committee.



## **MCEDD ITEM**

TRANSPORTATION GRANT AGREEMENT

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[TRANSPORTATION & GROWTH MANAGEMENT GRANT AGREEMENT](#)

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[MOTION LANGUAGE](#)

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## **INTERGOVERNMENTAL AGREEMENT**

### **Wasco County and Mid-Columbia Economic Development District, Transportation Development Plan**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation (“ODOT” or “Agency”), Mid-Columbia Economic Development District (“MCEDD”) and Wasco County (“County”). MCEDD, together with County, shall be referred to collectively as “Grantees” or individually without distinction “Grantee”.

### **RECITALS**

1. The Transportation and Growth Management (“TGM”) Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development.

2. The TGM Program includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly urban development.

3. This TGM Grant (as defined below) is financed with federal Fixing America’s Surface Transportation Act (“FAST Act”) funds. Local funds are used as match for FAST Act funds.

4. By authority granted in Oregon Revised Statutes (“ORS”) 190.110, state agencies may enter into agreements with units of local government or other state agencies to perform any functions and activities that the parties to the agreement or their officers or agents have the duty or authority to perform.

5. ODOT has awarded Grantees an in-kind grant under the TGM Program (the “TGM Grant”) which is conditional upon the execution of this Agreement.

6. The parties desire to enter into this Agreement for their mutual benefit.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### **SECTION 1. DEFINITIONS**

Unless the context requires otherwise, the following terms, when used in this Agreement, shall have the meanings assigned to them below:

- A. “County's Amount” means the portion of the Grant Amount payable by ODOT to County for performing the tasks indicated in Exhibit A as being the responsibility of County.
- B. “County's Matching Amount” means the amount of matching funds which County is required to expend to fund the Project.
- C. “MCEDD’s Project Manager” means the individual designated by MCEDD as project manager for the Grantees for the Project.
- D. “MCEDD's Amount” means the portion of the Grant Amount payable by ODOT to MCEDD for performing the tasks indicated in Exhibit A as being the responsibility of MCEDD.
- E. “MCEDD's Matching Amount” means the amount of matching funds which MCEDD is required to expend to fund the Project.
- F. “Consultant” means the personal services contractor(s) (if any) hired by ODOT to do the tasks indicated in Exhibit A as being the responsibility of such contractor(s).
- G. “Consultant’s Amount” means the portion of the Grant Amount and MCEDD’s Matching Amount payable by ODOT to the Consultant for the deliverables described in Exhibit A for which the Consultant is responsible.
- H. “Direct Project Costs” means those costs which are directly associated with the Project. These may include the salaries and benefits of personnel assigned to the Project and the cost of supplies, postage, travel, and printing. General administrative costs, capital costs, and overhead are not Direct Project Costs.
- I. “Federally Eligible Costs” means those costs which are Direct Project Costs of the type listed in Exhibit B incurred by Grantees and ODOT’s Consultant during the term of this Agreement.
- J. “Grant Amount” or “Grant” means the total amount of financial assistance (comprised of the Consultant’s Amount and MCEDD’s Matching Amount) disbursed under this Agreement. ODOT may use any of MCEDD’s Matching Amount to substitute for an equal amount of the federal FAST Act funds used for the Project or use such funds as matching funds.
- K. “ODOT’s Contract Administrator” means the individual designated by ODOT to be its contract administrator for this Agreement.

L. “PSK” means the personal services contract(s) executed between ODOT and the Consultant related to the portion of the Project that is the responsibility of the Consultant.

M. “Project” means the project described in Exhibit A.

N. “Termination Date” has the meaning set forth in Section 2.A below.

O. “Total Project Costs” means the total amount of money required to complete the Project.

P. “Work Product” has the meaning set forth in Section 5.I below.

## **SECTION 2. TERMS OF AGREEMENT**

A. Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. Further, ODOT’s obligation to make any disbursements under this Agreement is subject to payment of the MCEDD's Matching Amount by MCEDD to ODOT. This Agreement terminates on June 15, 2022 (“Termination Date”).

B. Grant Amount. The Grant Amount shall not exceed \$173,450.

C. County's Amount. County's Amount shall not exceed \$0.

D. MCEDD's Amount. MCEDD's Amount shall not exceed \$0

E. Consultant’s Amount. The Consultant’s Amount shall not exceed \$173,450.

F. MCEDD's Matching Amount. MCEDD's Matching Amount is \$20,000. MCEDD shall pay ODOT the \$20,000 Matching Amount at time of the signing of this Agreement

## **SECTION 3. RESERVED**

## **SECTION 4. GRANTEES’ REPRESENTATIONS, WARRANTIES, AND CERTIFICATION**

A. Each Grantee represents and warrants to ODOT as follows:

(1) It is a municipality or intergovernmental entity, as the case may be, duly organized and existing under the laws of the State of Oregon

(2) It has full legal right and authority to execute and deliver this Agreement and to observe and perform its duties, obligations, covenants and agreements hereunder and to undertake and complete the Project.

(3) All official action required to be taken to authorize this Agreement has been taken, adopted and authorized in accordance with applicable state law and its organizational documents.

(4) This Agreement has been executed and delivered by its authorized officer(s) and constitutes its legal, valid and binding obligation enforceable against it in accordance with its terms.

(5) The authorization, execution and delivery of this Agreement by it, the observation and performance of its duties, obligations, covenants and agreements hereunder, and the undertaking and completion of the Project do not and will not contravene any existing law, rule or regulation or any existing order, injunction, judgment, or decree of any court or governmental or administrative agency, authority or person having jurisdiction over it or its property or violate or breach any provision of any agreement, instrument or indenture by which it or its property is bound.

(6) The statement of work attached to this Agreement as Exhibit A has been reviewed and approved by its necessary official(s).

B. Grantees understand and agree that ODOT's obligation hereunder is contingent on ODOT having received funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

## **SECTION 5. GENERAL COVENANTS OF GRANTEES**

Each Grantee covenants and agrees as follows:

A. MCEDD shall be responsible for the portion of the Total Project Costs in excess of the Grant Amount. MCEDD shall complete the Project; provided, however, that MCEDD shall not be liable for the quality or completion of that part of the Project which Exhibit A describes as the responsibility of the Consultant or County.

B. It shall, in a good and workmanlike manner, perform the work on the Project, and provide the deliverables for which it is identified in Exhibit A as being responsible.

C. It shall perform such work identified in Exhibit A as its responsibility as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform such work. Grantee shall also be responsible for providing for employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax withholdings, unemployment taxes, workers' compensation coverage, and contributions to any retirement system.

D. All employers, including Grantee, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126(2). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. It shall require each of its subcontractors, if any, to comply with, and shall ensure that each of its subcontractors, if any, complies with these requirements.

E. It shall not enter into any subcontracts to accomplish any of the work described in Exhibit A, unless it first obtains written approval from ODOT.

F. It agrees to cooperate with ODOT's Contract Administrator. At the request of ODOT's Contract Administrator, it agrees to:

- (1) Meet with the ODOT's Contract Administrator; and
- (2) Form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project.

G. It shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code. Without limiting the generality of the foregoing, it expressly agrees to comply with: (1) Title VI of Civil Rights Act of 1964; (2) Title V of the Rehabilitation Act of 1973; (3) the Americans with Disabilities Act of 1990 and ORS 659A.142; (4) all regulations and administrative rules established pursuant to the foregoing laws; and (5) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

H. It shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, it shall maintain any other records pertinent to this Agreement in such a manner as to clearly document its performance. It acknowledges and agrees that ODOT, the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such of its fiscal records and other books, documents, papers, plans, and writings that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts.

It shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

I. (1) All of Grantee's work products related to the Project that results from this Agreement ("Work Product") is the exclusive property of ODOT. ODOT and Grantee intend such Work Product be deemed "work made for hire" of which ODOT shall be deemed the author. If, for any reason, such Work Product is not deemed "work made for hire", Grantee hereby irrevocably assigns to ODOT all of its rights, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Grantee shall execute such further documents and instruments as ODOT may reasonably request in order to fully vest such rights in ODOT. Grantee forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(2) ODOT hereby grants to Grantee a royalty free, non-exclusive license to reproduce any Work Product for distribution upon request to members of the public.

(3) Grantee shall ensure that any work products produced pursuant to this Agreement include the following statement:

"This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by the

federal Fixing America's Surface Transportation Act ("FAST Act"), local government, and State of Oregon funds.

"The contents of this document do not necessarily reflect views or policies of the State of Oregon."

(4) The Oregon Department of Land Conservation and Development and ODOT may each display appropriate products on its "home page".

J. Unless otherwise specified in Exhibit A, it shall submit all final products produced in accordance with this Agreement to ODOT's Contract Administrator in the following form:

- (1) two hard copies; and
- (2) in electronic form using generally available word processing or graphics programs for personal computers via e-mail or on compact diskettes.

K. Within 30 days after the Termination Date,

(1) (As to MCEDD) MCEDD shall provide to ODOT's Contract Administrator, in a format provided by ODOT, a completion report. This completion report shall contain:

- (a) The permanent location of Project records (which may be subject to audit);
- (b) A list of final deliverables.

## **SECTION 6. CONSULTANT**

ODOT shall enter into a PSK with the Consultant to accomplish the work described in Exhibit A as being the responsibility of the Consultant. In such a case, even though ODOT, rather than County or MCEDD is the party to the PSK with the Consultant, ODOT, County and MCEDD agree that, as among themselves:

- A. Selection of the Consultant will be conducted by ODOT in accordance with ODOT procedures with the participation and input of MCEDD's Project Manager;
- B. ODOT will review and approve Consultant's work, billings and progress reports after having obtained input from MCEDD's Project Manager;

- C. ODOT shall serve as the lead contracting agency and contract administrator for the PSK related to the work under this Agreement, including monitoring the work of its Consultant.
- D. MCEDD's Project Manager shall be responsible for prompt communication to ODOT's Contract Administrator of its comments regarding (A) and (B) above; and
- E. MCEDD will appoint a Project Manager to:
  - (1) be the Grantees' principal contact person for ODOT's Contract Administrator on all matters dealing with the Project;
  - (2) collaborate with ODOT's Contract Administrator regarding coordination of work as described in Exhibit A and personnel of Grantees, as necessary;
  - (3) review invoices forwarded to MCEDD from ODOT's Contract Administrator for concurrence on any deliverables produced by ODOT's Consultant and communicate any concerns MCEDD may have to ODOT's Contract Administrator; and

County hereby expressly authorizes MCEDD's Project Manager to act on its behalf in regard to this Agreement and ratifies the actions of MCEDD's Project Manager in regard thereto.

#### **SECTION 7. ODOT'S REPRESENTATIONS AND COVENANTS**

- A. ODOT certifies that, at the time this Agreement is executed, sufficient funds are authorized and available for expenditure to finance ODOT's portion of this Agreement within the appropriation or limitation of its current biennial budget.
- B. ODOT represents that the statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of ODOT.
- C. ODOT will assign a Contract Administrator for this Agreement who will be ODOT's principal contact person regarding administration of this Agreement and will participate in the selection of the Consultant, the monitoring of the Consultant's work, and the review and approval of the Consultant's work, billings and progress reports.

D. If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to perform the work described in Exhibit A designated as being the responsibility of the Consultant, and in such a case ODOT agrees to pay the Consultant in accordance with the terms of the PSK up to the Consultant's Amount.

## **SECTION 8. TERMINATION**

This Agreement may be terminated by mutual written consent of all parties. ODOT may terminate this Agreement effective upon delivery of written notice to each Grantee, or at such later date as may be established by ODOT under, but not limited to, any of the following conditions:

A. County or MCEDD fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, or fails to perform any of the provisions of this Agreement and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

B. Consultant fails to complete work specified in Exhibit A as its responsibility in accordance to the terms of the PSK within the time specified in the PSK, including any extensions thereof, and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

C. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.

D. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

In the case of termination pursuant to A, B, C or D above, ODOT shall have any remedy at law or in equity, including but not limited to termination of any further disbursements hereunder. Any termination of this Agreement shall not prejudice any right or obligations accrued to the parties prior to termination.

## SECTION 9. GENERAL PROVISIONS

A. Time is of the essence of this Agreement.

B. Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to ODOT or Grantees at the address or number set forth in the Project Management Team Table in Exhibit A, or to such other addresses or numbers as a party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and mailed is in effect five (5) days after the date postmarked. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT's Contract Administrator. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

C. ODOT and Grantees are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons (including but not limited to any Consultant) unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

D. Sections 5(H), 5(I), 5(K), and 9 of this Agreement and any other provision which by its terms is intended to survive termination of this Agreement shall survive.

E. The parties agree as follows:

(a) Contribution.

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Grantee ("Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions

precedent to the Other Party's contribution obligation under this Section 9(E) with respect to the Third Party Claim.

With respect to a Third Party Claim for which ODOT is jointly liable with the Grantee (or would be if joined in the Third Party Claim ), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with ODOT (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

(b) Choice of Law; Designation of Forum; Federal Forum.

(1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

(2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive

jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

(3) Notwithstanding Section 9.E (b)(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section 9.E(b)(3) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section 9.E(b)(3) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

(c) Alternative Dispute Resolution.

The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding mediation or non-binding arbitration) to resolve the dispute short of litigation.

F. This Agreement and attached Exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No modification or change of terms of this Agreement shall bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Budget modifications and adjustments from the work described in Exhibit A must be processed as an amendment(s) to this Agreement and the PSK. No waiver or consent shall be effective unless in writing and signed by the party against whom such waiver or consent is asserted. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

G. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**MCEDD**

Mid-Columbia Economic Development  
District

By: \_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
(Printed Name and Title of Official)

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

**ODOT**

STATE OF OREGON, by and through  
its Department of Transportation

By:  
Jerri Bohard, Division Administrator or  
designee  
Policy, Data & Analysis Division

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

**WASCO COUNTY**

By: \_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
(Printed Name and Title of Official)

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

**ATTORNEY GENERAL'S OFFICE**

Approved as to legal sufficiency by the  
Attorney General's office.

By: Samuel Zeigler  
(Official's Signature)

Date: March 25, 2021

Agency has entered into the PSK with Consultant to provide services to the Project as described in this Exhibit A.

**EXHIBIT A**  
**STATEMENT OF WORK, DELIVERABLES & SCHEDULE**  
**4B-19**  
**Wasco County**  
**Transportation Development Plan**

<b>Project Management Team Table</b>			
	<b>Agency’s Project Manager (“APM”) for the WOC</b>		<b>Consultant’s Project Manager (“PM”) for the WOC</b>
Name:	<b>Devin Hearing</b>	Name:	<b>Susan Wright</b>
Address:	<b>Oregon Department of Transportation 63055 N Highway 97 Bldg M Bend, OR 97703</b>	Address:	<b>Kittelson &amp; Associates, Inc. 851 SW 6th Ave, Suite 600 Portland, OR 97204</b>
Phone:	<b>541-388-6388</b>	Phone:	<b>503-535-7432</b>
Fax:	<b>541-385-0476</b>	Fax:	<b>503-273-8169</b>
Email:	<b>Devin.hearing@odot.state.or.us</b>	Email:	<b>swright@kittelson.com</b>
	<b>Contract Administrator for the WOC Same as above</b>		<b>Local Project Manager</b>
Name:		Name:	<b>Jessica Metta</b>
Phone:		Address:	<b>Mid-Columbia Economic Development District 802 Chenowith Loop Road The Dalles, OR 97058</b>
Email:		Phone:	<b>541-296-2266 x1001</b>
		Fax:	
		Email:	<b>jessica@mcedd.org</b>
	<b>Local Project Manager</b>		
Name:	<b>Tyler Stone</b>		
Address:	<b>Wasco County 2705 East 2<sup>nd</sup> St. The Dalles, OR 97058</b>		
Phone:	<b>541-506-2552</b>		
Fax:	<b>541-506-2531</b>		
Email:	<b>tylers@co.wasco.or.us</b>		

**Acronyms and Definitions**

Agency/ODOT      Oregon Department of Transportation

AC	Advisory Committee
ADA	Americans with Disabilities Act
APM	Agency Project Manager
MCEDD	Mid-Columbia Economic Development District
PTAC	<u>Public Transportation Advisory Committee</u>
PMT	Project Management Team
STIF	Statewide Transportation Improvement Fund
TDP	Transit Development Plan
TGM	Transportation Growth Management
<b>TSP</b>	<b>Transportation System Plan</b>

Agency may change the APM designation, Agency’s address for invoicing (section H.5), or both by promptly sending written notice (e-mail notice or electronic amendment acceptable) to Consultant, with a copy to ODOT Procurement Office. Changes to Agency's Contract Administrator for the WOC must be done by amendment or electronic amendment. Any changes to Consultant’s Project Manager must be approved in writing (e-mail acceptable) by Agency. Consultant shall provide written notice (email acceptable) to Agency of any changes to Consultant’s other contacts for this WOC.

### **PROJECT DESCRIPTION and OVERVIEW of SERVICES**

Agency is contracting with Consultant to perform all tasks and provide all deliverables (collectively, the “Services”) in connection with the following project Wasco County Transit Development Plan (the “Project”):

#### **Project Purpose and Transportation Relationship and Benefit**

The purpose of the Project is to develop a Wasco County Transit Development Plan (“TDP”) for the next 20 years, including:

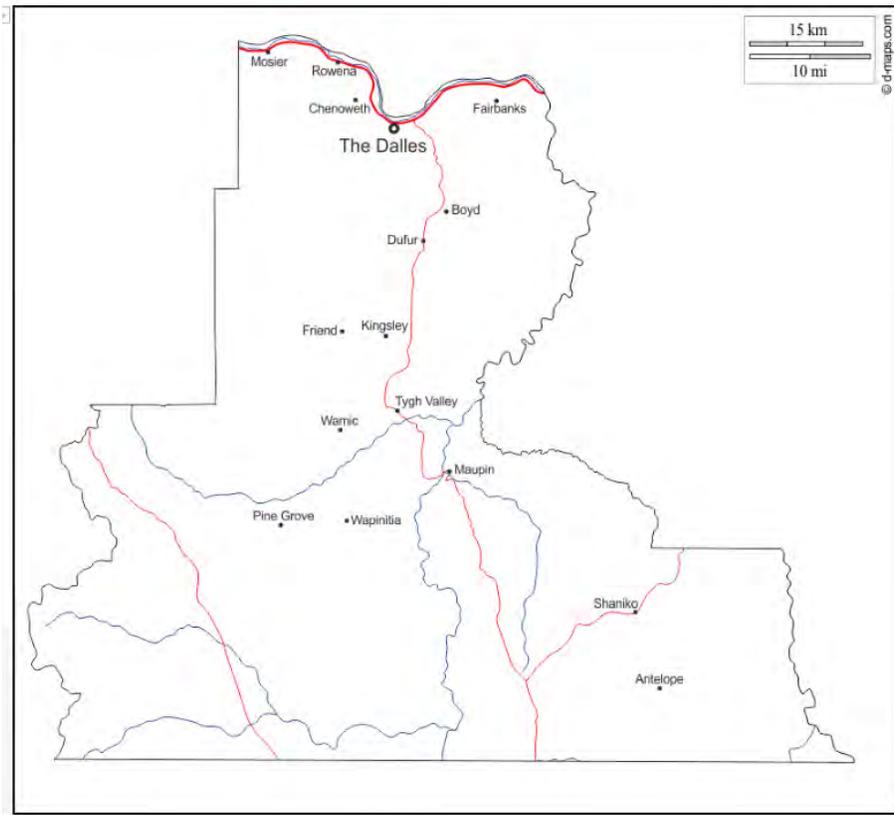
- 1) a comprehensive outreach process that offers community input on mobility needs and issues;
- 2) an existing conditions report including factors that impact mobility and transit use in Wasco County;
- 3) an operational and capital plan that meets identified needs and gaps; and
- 4) a detailed financial and implementation plan that offers a viable and sustainable blueprint through 2040.

The TDP will serve as the transit element of the Wasco County Transportation System Plan (“TSP”). It may also serve as the TSP transit element for the six incorporated cities within Wasco County. The TDP will provide guidance to cities for their efforts to increase transit use and reduce greenhouse gases.

#### **Study Area**

The Study Area consists of Wasco County with a particular emphasis on areas within the City of The Dalles. The Study Area is shown in Figure 1.

**Figure 1: Map of Study Area, Wasco County, OR**



## **Background**

Wasco County currently contracts with the Mid-Columbia Economic Development District (“MCEDD”) to provide deviated fixed route, intercommunity, and demand responsive service within Wasco County and connecting to regional destinations.

The City of The Dalles completed a Transit Feasibility Study as part of its 2016 TSP update. The City of The Dalles’ TSP guided the implementation of a deviated fixed route in The Dalles in April 2019. A Wasco County TDP will draw on the background research in this Feasibility Study but expand the focus to the entirety of Wasco County with a fully developed operations, capital, financial, and implementation plan for transit through 2040.

Additionally, there have been numerous changes to public transit reaching into Wasco County since The Dalles' 2016 Transit Feasibility Study. These include:

- Operation of the LINK Transportation Network, the public transit service for Wasco County, transferring to MCEDD in February 2018.
- Approval of House Bill 2017 (2017), which results in large increases in transit funding to Wasco County.

- Increased fixed route services to The Dalles from Columbia Area Transit (Hood River County) and Mount Adams Transportation District (Klickitat County), providing opportunities to tie into a strong, larger regional system.

The Project will consider fixed route, demand response, and intercommunity services; as well as the infrastructure, technologies, and capital investments needed to support those services. The Project will also consider coordination with other transit providers in the Columbia River Gorge, in recognition of the area's important regional connections.

There are regional and local planning efforts underway that are relevant to the work of Project, including development of the Gorge Regional Transit Strategy and an update of the Wasco County Coordinated Transportation Plan. There is an expectation of collaboration and resource sharing among these planning processes to promote consistency among the plans so that the plans can build towards a common vision and to reduce duplication of effort.

The Project will examine how Wasco County can enhance its rural community service by improved integration with existing urban and outlying services to meet the needs expected from future regional growth and tourism. There are several opportunities in the region for increased use of transit, including:

- Making service more attractive and safe for all riders.
- Achieving greater efficiencies and coordination between regional transit providers.
- Encouraging transit-supportive land uses and development patterns through a coordinated and cooperative process with Study Area communities.
- Strengthening coordination between public transportation and community partners such as local governments, employers, health care organizations, housing authority, school districts, community college, and the chamber of commerce.
- Supporting sustainable long-term funding for transit.
- Exploring adoption of appropriate technology advances.
- Supporting a healthy environment and reduction in Greenhouse Gas emissions through investments in public transportation.

With increased state transit funding and more transit options from regional providers connecting into Wasco County, the development of a full TDP presents an important opportunity to set a clear direction for the future of transit in Wasco County.

### **Project Objectives**

The Project Objectives are to develop a TDP that will do the following:

Make service more attractive and safe for all riders by:

- Guiding the future use of customer facing technologies such as apps, real-time technologies, e-fare, and other technologies

- Analyzing ridership versus coverage challenges and opportunities.
- Designing reliable and frequent service
- Considering safety and security and the perception of safety and security for a diverse ridership, including during times of public health crises

Achieve greater efficiencies and coordination between regional transit providers by:

- Enhancing and better integrating public transportation services throughout the Study Area
- Providing guidance on siting and basic design of future transit facilities and amenities such as bus stops, park and rides, and a transit center(s)
- Better integrating public transportation services provided in Wasco County with services provided by adjacent transit providers

Encourage transit-supportive land uses and development patterns through a coordinated and cooperative process with Study Area communities; for example by:

- Integrating land use and transportation decision making in a way that supports development of complete neighborhoods and communities and enables transit to operate more efficiently
- Encouraging adoption of transit-oriented development in city codes, as appropriate
- Identifying opportunities to improve other transportation infrastructure for first- and last-mile connectivity and prioritize needed improvements.
- Preparing public right-of-way design options for bus stops and shelters and bus curb access for adoption by jurisdiction.
- Strengthening coordination with right-of-way jurisdictions so that there is increased understanding of and planning for transit needs like bus stops, shelters, and bus curb access, first/last mile needs, and safe access to bus stops where there are through pedestrian and bike facilities.

Strengthen coordination between public transportation and community partners such as local governments, employers, health care organizations, housing authority, school districts, community college, and the chamber of commerce by:

- Designing public transportation services that align with community goals, including public health, economic development and tourism.
- Promoting transportation options by preparing transportation demand management priorities and strategies and policies for adoption by local jurisdictions
- Preparing transit oriented development policies for inclusion in local land use decisions and planning.
- Supporting transportation options programs that encourage residents and visitors to choose transportation options.

Support sustainable long-term funding for transit by:

- Exploring new financial tools such as resource-sharing, pass programs and transportation utility fees.

- Building and strengthen relationships with current and potential partners and identify potential partnership investment strategies.
- Analyzing budget and finance structures and policies

Explore adoption of appropriate technology advances by:

- Considering technology advances supported by Oregon Department of Transportation (“ODOT”) and the Federal Transit Administration, such as GTFS-Flex, Mobility-As-A-Service, and fleet electrification.
- Incorporating and supporting ongoing use of web-based planning tools by transit providers.
- Outlining a strategy for regional integration of new transit technologies such as customer-facing apps and e-fare
- Considering adoption of new technologies and software tools to support ongoing operations and maintenance

Support a healthy environment and reduction in Greenhouse Gas emissions through investments in public transportation by:

- Preparing for future investments in low and no emission vehicles
- Promoting the full range of transportation options in the region, including car sharing, vanpooling, biking, walking, and use of public transit.
- Mitigating congestion on Highway 30 and I-84 by supporting transit access to destinations throughout the Gorge.

## **STANDARDS and GENERAL REQUIREMENTS**

### **1. Standards**

The standards, manuals, directives and other guidance applicable to Professional Services and Related Services are referenced below or available on Agency’s webpages linked below and are incorporated by this reference with the same force and effect as though fully set forth herein.

The standards, manuals, directives and other guidance listed below or available on Agency’s webpages are not exhaustive and may not include all applicable standards for a given Project. **Consultant shall be responsible for determining all applicable practices and standards to be used in performing Professional Services and Related Services. Consultant shall inform and demonstrate to Agency if standards, directives or practices required by Agency in performance of the work are insufficient, in conflict with applicable standards, or otherwise create a problem for the design.** Should the requirements of any reference, standard, manual or policy referenced in the PA or WOC conflict with another, Consultant shall, in writing, request Agency to resolve the conflict.

Unless otherwise specified in a given task, the most current version of applicable standards, manuals, directives and other procedural guidance shall apply. Unless otherwise specified, the system of measurement and language used in all deliverables must be English.

**a. Planning, Survey, Preliminary Engineering and Design Manuals, Standards and Guidance:**

- **Technical Manuals - alphabetical list**  
(<https://www.oregon.gov/ODOT/Engineering/Pages/Manuals.aspx>)
- **Planning Guidance and Resources** (<https://www.oregon.gov/ODOT/Planning/Pages/Guidance.aspx>)
- **Planning Analysis** (<https://www.oregon.gov/ODOT/Planning/Pages/Technical-Tools.aspx>)
- **Geo-Environmental Guidance**  
(<https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/Guidance.aspx>)
- **Geometronics Resources & Guidance** (<https://www.oregon.gov/ODOT/ETA/Pages/OCRS.aspx>)
- **Surveying Manuals & Resources** (<https://www.oregon.gov/ODOT/ETA/Pages/Surveying.aspx>)
- **Bridge Standards & Manuals** (<https://www.oregon.gov/odot/bridge/pages/index.aspx>)
- **Engineering Guidance** (<https://www.oregon.gov/ODOT/Engineering/Pages/Eng-Guidance.aspx>)
- **Standard Drawings and Details** (<https://www.oregon.gov/ODOT/Engineering/Pages/Standards.aspx>)
- **Technical Guidance** (<https://www.oregon.gov/ODOT/Engineering/Pages/Technical-Guidance.aspx>)
- **Access Management Manual & Guidance** (<https://www.oregon.gov/odot/engineering/pages/access-management.aspx>)
- **Project Delivery Guide & Forms** (<https://www.oregon.gov/ODOT/ProjectDel/Pages/Project-Delivery-Guide.aspx>)
- **Oregon Standard Specifications for Construction**  
([https://www.oregon.gov/ODOT/Business/Pages/Standard\\_Specifications.aspx](https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx))
- **ODOT Forms Library** (<https://www.oregon.gov/ODOT/Forms/Pages/default.aspx>)

**b. ADA Compliance – Assessment, Design, Inspection.** When the Services under this WOC include **assessment or design (or both)** for curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), Consultant shall:

- a. Use ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (“ADA”), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards; and
- b. Follow ODOT’s processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form.

When the Services under this WOC include inspection of curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), all such inspections shall include inspection for compliance with the standards and requirements in a. and b. above. Inspections must be performed by ODOT certified inspectors (which must include certified environmental inspectors when appropriate). In addition, at Project completion, Consultant shall complete the applicable ramp-specific ODOT Curb Ramp Inspection Form 734-5020(A-G) for each curb ramp constructed, modified, upgraded, or improved as part of the Project. Each completed form must be submitted electronically by clicking the “Submit by E-mail” button on the form (and cc APM). The forms are documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT’s fillable Curb Ramp Inspection Forms and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Above references to curb ramps, sidewalks or pedestrian-activated signals also include, when applicable, shared use paths, transit stops, park-and-rides and on-street parking.

#### **b. Website or Web Content Development and Maintenance Standards**

Consultant shall perform all required web-related Services in conformance with the **ODOT Web Standards** (available at: <https://www.oregon.gov/ODOT/Pages/Web-Toolkit.aspx>), which is incorporated into this PA with the same force and effect as though fully set forth herein. ODOT shall have ownership and control of Work Products developed by Consultant as set forth in the terms and conditions of the PA, Part II, Section 7 - Ownership of Work Product.

#### **c. ODOT Communications Standards**

For any Consultant tasks that require communications functions on behalf of Agency, Consultant shall comply with the ODOT Communications Standards (available at: <https://www.oregon.gov/ODOT/Pages/Web-Toolkit.aspx>) which is incorporated into this WOC with the same force and effect as though fully set forth herein.

## **2. General Requirements**

**State Owned Assets.** All State-owned assets, if any, in Consultant’s possession must be promptly returned to Agency when the Services are complete, when the WOC is terminated, or when requested by Agency, whichever occurs first.

#### **General Requirements for Project Management**

Unless otherwise specified in tasks, a Project Management Team (“PMT”), comprised of MCEDD, ODOT’s Agency Project Manager (“APM”), ODOT Regional Transit Coordinator, Wasco County, and Consultant Project Manager shall provide overall guidance for the Project. The PMT shall address Project management issues, review draft deliverables, prepare for committee meetings, and discuss Project progress.

## **General Requirements for Written and Graphic Deliverables**

Unless otherwise specified in tasks, deliverables must be provided in the following manner:

### ***Written***

All written deliverables must be presented in narrative form with tables, maps, photographs, and other graphics necessary to communicate key ideas and findings.

Deliverables must be written concisely and use a simple and direct style. Where possible, information must be presented in tabular or graphic format, with a concise accompanying narrative. Materials intended for the public, such as meeting presentations, must be written at no higher than a high school grade level using the Flesch–Kincaid Grade Level Formula.

All written deliverables must be substantially complete in draft version, needing minimal editing, and include the Project name, a title that refers to the contract deliverable, draft number, subtask number and date of preparation. Written deliverables must be provided in appropriate font and appropriate color contrast for the visually impaired. MCEDD will prepare larger-font documents or read summaries of documents into a recording for the people who cannot read or are visually impaired and have requested an accommodation.

Consultant shall provide electronic copies of text deliverables, unless otherwise specified. Electronic versions must include both .pdf and an editable text format acceptable to MCEDD and APM. MCEDD and APM require Microsoft Word format for editable versions.

### ***Maps and Graphics***

Consultant shall provide high-resolution map and graphic deliverables in electronic format to MCEDD and APM, unless otherwise specified. Final versions of maps and graphics must be provided as .jpegs and as .pdfs; drafts may be provided as .pdfs only. Maps must include details necessary to ensure usability, such as city limits, Urban Growth Boundary, street names, relevant environmental and cultural features, legend, date, etc. Maps must be at a scale that is legible and in proportion for the intended purpose, as determined by MCEDD and APM.

### ***Geographic Information System and Remix***

Consultant shall provide all GIS shapefiles on a CD or USB drive at the completion of the Project for MCEDD and APM. When using online tools such as Remix, all Remix files will be made available to MCEDD for continued use after this Project. This may require Consultant to prepare Remix files utilizing the MCEDD Remix account.

### ***Final***

Final TDP and amendments to other plans must be as final policy statements of the local government and must not include language such as “it is recommended...” or “Wasco County/MCEDD should...”.

The following text must appear in the Final TDP:

“This Project is partially funded by a grant from the Transportation and Growth Management (“TGM”) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America’s Surface Transportation Act (FAST Act), local government, and State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.”

Final TDP must not include names and logos of Consultant, Transportation and Growth Management Program, ODOT, or Department of Land Conservation and Development or Project codes in headers, footers, and graphics. These items must only be on the acknowledgement page.

### ***Distribution of Deliverables***

Consultant shall distribute preliminary draft deliverables electronically to PMT no later than 10 business days prior to broader distribution. Consultant shall incorporate PMT’s comments into revised deliverables. MCEDD shall resolve conflicting comments.

Consultant shall distribute revised draft deliverables electronically to MCEDD one week prior to Advisory Committee (“AC”) meetings or other public involvement events.

Following AC meetings and public involvement events, Consultant shall prepare final versions of draft deliverables to respond to comments and distribute them electronically to PMT. In all cases, Consultant shall incorporate comment recommendations or explain why they were not included.

### **General Requirements for Meetings**

Meetings will be held in person, by video, by phone, or any combination of the aforementioned, as determined by the APM.

MCEDD shall organize all AC and public meetings including providing meeting space, required legal notice, reproduction, and distribution of announcements and informational written materials, postage and mailing or e-mailing. The location of the meetings or any web-based tool must be Americans with Disabilities Act (“ADA”) accessible and reasonable modifications must be provided for individuals with disabilities or limited English proficiency. MCEDD must advertise that requests for special accommodations, for language or disability, will be accommodated with 48 hours’ notice. MCEDD will publish materials on MCEDD’s website.

Wasco County shall organize all Wasco County’s Board meetings, including providing meeting space, required legal notice, agendas and staff reports, reproduction and distribution of announcements and meeting materials, postage and mailing or e-mailing, and minutes.

Consultant shall prepare agendas and provide summaries of all meetings and public involvement events other than Wasco County Board meetings. Summaries must consist of meeting minutes for all AC meetings and public events but may be briefer decision and next step logs for PMT meetings. Consultant shall prepare meeting and presentation materials appropriate to the space, expected number of attendees, and purpose. Consultant shall facilitate all meetings with support from MCEDD unless otherwise noted.

### **Public Involvement Approach**

Public involvement must allow public transportation stakeholders, including residents and business owners, an opportunity to provide input into the planning process, and an opportunity to increase public awareness with the goal of creating long-term support. MCEDD and Consultant shall utilize outreach tools that most effectively engage residents and stakeholders, including web-based or other alternatives to in-person open house and public meetings.

MCEDD and Consultant shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

Meaningful involvement means that:

- potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and health;
- the public's contribution can influence the regulatory agency's decision;
- the concerns of all participants involved will be considered in the decision-making process; and
- the decision makers seek out and facilitate the involvement of those potentially affected.

The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. MCEDD and Consultant shall use the ODOT Title VI (1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

The public involvement process is paramount in the Study Area since community, local and county government, and business owner support is key to the successful adoption and implementation of the TDP. Project must include a strategy to encourage public involvement utilizing stakeholder interviews, outreach events, questionnaires, Project website, open houses, AC meetings, Wasco County Board presentations, and the public hearing process. Outreach efforts should also make sure to include MCEDD staff, social service providers, the school

districts, current transit riders, and future transit riders. This process will establish the mechanisms for engaging partnership on an ongoing basis with the goal of increasing resources and ridership.

Consultant and MCEDD must use the following tools to facilitate Project outreach:

- Meeting facilitation techniques that allow all perspectives to contribute to the meeting and overall process in a constructive manner
- Key Project information translated into Spanish and posted on the Project webpage.
- Passenger survey and ridership data
- Non-traditional outreach strategies that more effectively reach rural or hard-to-reach communities. This may include in-person outreach, Facebook live events, radio programming, or direct outreach at houses of worship, agricultural fairs, networking events, stores, or entertainment venues.
- Web-based or in-person open houses.
- Direct Stakeholder Outreach.
- Project webpage that is regularly updated throughout the Project.
- Wasco County Board Presentations.

#### **TASKS, DELIVERABLES and SCHEDULE**

Unless the WOC is terminated or suspended, Consultant shall complete all tasks and provide all deliverables included in this WOC and in accordance with the performance requirements and delivery schedules included in this WOC. For purposes of standardization, the task numbering in this SOW may be non-sequential. The delivery schedule is consolidated in a table at the end of Section E.

#### **Task 1                      Project Initiation and Existing Conditions**

**Purpose:** Lay the Project groundwork by gathering pertinent background information, documenting the planned public and stakeholder involvement process, assessing existing conditions, forming a committee to help guide the Project, and building a website intended to involve and inform the general public about the Project.

#### **Subtasks**

- 1.1 Coordination Calls – MCEDD shall organize and Consultant shall lead monthly PMT check-in calls, up to 15 for the duration of the Project. First Coordination Call must occur within one week of Notice to Proceed to go over immediate next steps.
- 1.2 Background Information – MCEDD shall provide to Consultant available Background Information, consisting of Wasco County, MCEDD, local, regional, and state policy and regulatory documents and existing data, including the following:

- a. Local planning documents to be referenced in the development of the TDP, including:
- Wasco County Transportation System Plan (2009), Comprehensive Plan (2010), and related documents
  - Wasco County Land Use and Development Ordinance, including development review processes (2016)
  - Wasco County FY19-21 and FY 21-23 (in development)
  - Statewide Transportation Improvement Fund (“STIF”) Plans
  - City of the Dalles Comprehensive Plan, Downtown Vision Plan, and Transportation System Plan, including transit feasibility study (2016), and related documents
  - City of The Dalles Development Code, including development review processes (1998)
  - City of The Dalles Economic Opportunities Analysis Phase I (completed) and Phase II (ongoing). Phase II is focused on an analysis of employment lands (commercial/industrial properties) currently within the city limits.
  - Northern Wasco County Parks and Rec District Master Plan (2019)
  - City of Maupin Comprehensive Plan (2004), Community Visioning Process (MCEDD, ongoing), and related documents
  - City of Dufur Comprehensive Plan (1997), Comprehensive Plan (2003 Working Draft), and related documents
  - City of Mosier Transportation System Plan (2019), Comprehensive Plan (2004), and related documents
  - Columbia Area Transit, Transit Master Plan (2017), STIF Plan (FY19-21), Hood River to Government Camp Transit Feasibility and Implementation Study (2019) and related documents
  - MCEDD “Transportation Innovation Through Collective Impact” Project materials
  - National Scenic Area Management Plan
  - National Scenic Area Land Use and Development Ordinance
  - ODOT Technology reports for the Gorge TransLink Alliance: Technology Coordination Cohort and the Technology Assistance Project
  - Mobility As A Service White Paper (Trillium, 2020 for ODOT)
  - “Research and Technology Tools” ODOT (<http://www.oregon.gov/ODOT/RPTD/Pages/Tools.aspx>)
  - Oregon Public Transportation Plan
  - Oregon Transportation Options Plan Service data for each type of service provided by MCEDD, including:
    - Number of fixed or deviated fixed routes
    - Service hours and frequency for demand response, deviated fixed route, and fixed route services
    - Ridership per service hour/service mile for demand response, deviated fixed route, and fixed route services
    - Documentation of travel patterns, origin and destinations, and unmet need in rural communities

- b. Local planning documents currently under development to be referenced and coordinated with during TDP development, including:
  - Wasco County Coordinated Human Services Public Transportation Plan (2016, with 2020 plan in development)
  - MCEDD “Gorge Regional Transit Strategy” bi-state transit visioning process materials
  - Columbia Area Transit, Transit Master Plan
- c. Public transit fleet inventory, including vehicle make and model, number of seats, number of ADA securement stations, age, mileage, condition, and capital replacement schedule
- d. Operating and capital budgets for The Link Public Transportation
- e. MCEDD Organizational information including staffing levels and responsibilities;
- f. Other transit services – information about services provided by adjacent transit providers, vanpool or car share programs, and school districts;
- g. Transportation Demand Management reports: (MCEDD’s Commute Options Partnership and Get There Oregon data)
- h. Summary of existing, planned, and informal park-and-ride facilities in Wasco County;
- i. Transit surveys and information related to the users of the existing service such as the latest on-board surveys;
- j. TGM publication entitled *Transit in Small Cities: A Primer for Planning, Siting, and Designing Transit Facilities in Oregon (2013)*; and
- k. MCEDD shall request and organize the delivery of relevant GIS data, as available. GIS data needed includes:
  - Boundaries (counties and towns)
  - Zoning
  - Street centerlines with name and functional class
  - Transit routes
  - Stop by stop ridership (if available - can be in Excel)

1.3 AC Roster - MCEDD shall organize AC and prepare AC Roster containing member names and contact information. AC is expected to review and comment on deliverables and provide technical and policy advice according to member expertise. MCEDD shall solicit AC members, who may include, but are not limited to representatives from the following:

- a. Wasco County’s Board of Commissioners
- b. Wasco County Special Transportation Fund and STIF Committees
- c. Wasco County Public Transportation Advisory Committee
- d. Planning staff from Wasco County and the City of The Dalles
- e. MCEDD Board of Directors
- f. MCEDD Transportation Administration Board
- g. Family representative (a parent who would be using transit with children)
- h. Transit-dependent users or advocates (transportation-disadvantaged per federal definition)

- i. Commute Options staff
- j. Person with a disability or advocate for people with disabilities
- k. ODOT Region Planner
- l. ODOT Region Transit Coordinator
- m. Oregon Department of Land Conservation and Development
- n. Cities of The Dalles, Maupin, Dufur, and Mosier
- o. Tribes (Yakama and Warm Springs)
- p. Economic Development, including major employers, ports, economic development district, or chambers of commerce
- q. North Wasco County School District #21 staff
- r. Columbia Gorge Community College representatives, both staff and students
- s. Hospital/Healthcare staff, including at least Mid-Columbia Medical Center
- t. Mid-Columbia Housing Authority staff
- u. Adjacent transit agencies, particularly if there are opportunities to integrate services, including Columbia Area Transit, Mount Adams Transportation Service, and Sherman County Transit
- v. Minority group organizations
- w. Veterans
- x. Columbia River Gorge National Scenic Area advisory committee members or leaders

- 1.4 PMT Meeting #1 – MCEDD shall organize and Consultant shall lead PMT Meeting #1 to review Project tasks, responsibilities, and deliverables, and discuss issues related to preparing upcoming deliverables. As part of PMT Meeting #1, MCEDD and Consultant shall determine an overall Project outreach approach to Latino, Native American, seniors, disabled and low-income populations. PMT Meeting #1 will be in-person the same day as the Consultant site visit.

For review at PMT Meeting #1, Consultant shall prepare a Schedule showing the duration of work tasks and subtasks and dependencies between work tasks in the Project. Consultant shall refine the Schedule after meeting and provide it electronically along with a decision log, documenting decisions made during the PMT meeting, notes on the decisions, and next steps to APM and MCEDD.

- 1.5 Project Webpage and Project Webpage Initial Materials – Within 2 weeks of PMT Meeting #1, Consultant shall provide MCEDD input on the layout of the Project Webpage. MCEDD shall add a Project Webpage on the MCEDD website that is populated with Consultant-provided material. Consultant shall develop Initial Materials, which include a Project overview and objectives, Refined Schedule, a list of Project deliverables, and MCEDD contact information. Materials must be compatible with MCEDD Web requirements. MCEDD shall add materials, as they are available.
- 1.6 Draft Memorandum #1: Public Involvement Plan (“Memo #1”) – Consultant shall prepare preliminary and revised versions of Draft Memo #1, outlining a strategy to

engage members of the public, stakeholders, interested citizens, and community representatives through the duration of the Project. Memo #1 must identify all public outreach efforts and explain how they will be integrated with the Project's technical work so these tasks can complement and support each other. Memo #1 must account for potential coordination with outreach efforts associated with parallel planning projects such as the Wasco County Coordinated Human Services Public Transportation Plan and Gorge Regional Transit Strategy. Memo #1 must reference MCEDD's public involvement policies and practices to show compliance. Project statement of work, which specifies what outreach efforts will be undertaken, will form the basis for the strategy.

Memo #1 must determine if in-person meetings and open houses will be augmented or replaced with web-based or other means of engagement due to public health concerns and overall effectiveness for Wasco County. Meetings will be virtual for the majority, if not all, of the duration of the Project.

Memo #1 must refer to MCEDD's Title VI Plan, ensuring compliance with Federal Title VI Program and Environmental Justice Executive Order provisions and ensuring full and fair participation by all potentially affected community members in the decision-making process. Particular attention must be given to Spanish speakers, Native Americans, and those without internet access to determine how best to accommodate their needs during outreach efforts.

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #1. Consultant shall revise the preliminary Draft Memo #1 to respond to PMT comments.

- 1.7 Draft Memorandum #2: Existing System ("Memo #2") – Consultant shall prepare preliminary and revised versions of Draft Memo #2 that summarizes and assesses the existing public transportation services system in the Study Area, including fixed route, demand responsive, deviated fixed route, and intercommunity services provided by MCEDD or other private and public entities,

To prepare Draft Memo #2, Consultant shall complete:

- a. **Demographic Analysis**  
Consultant shall complete a demographic analysis of Study Area, including the magnitude and location of transportation-disadvantaged populations and their unmet needs. These populations include low-income individuals, seniors, youth, people with disabilities, racial and ethnic minority populations, and other transit dependent populations. Socio-economic data must be presented for Wasco County as a whole, as well as for City of The Dalles.
- b. **Current Public Transportation Service**

Consultant shall summarize and analyze existing public transportation services in the Study Area, including fixed route, demand responsive, deviated fixed route, and intercommunity services provided by MCEDD; intercommunity services provided by Columbia Area Transit, Mount Adams Transportation Services, Skamania County Transit, Sherman County Transit, The Dalles Area Chamber of Commerce Blue Bus (The Dalles Explorer), Columbia Gorge Express; school district transportation; and other publicly and privately operated services passing through Wasco County. This summary and analysis must, to the extent data is readily available, address:

- 1) Transportation demand management and transportation options programming provided within Wasco County
- 2) Ridership statistics and demographics for each type of service provided by MCEDD both prior to and following the COVID-19 pandemic
- 3) Existing connections, overlap of service, missing connections for each type of service offered by MCEDD
- 4) Safety, security, operating cost and public health considerations resulting from, but not limited to, the COVID-19 pandemic
- 5) Safety, security, and the perception of safety and security for diverse ridership including women, persons of color, tribal members, persons with disabilities, and minority groups
- 6) Opportunities for coordination with other public transportation services
- 7) Existing transit destinations, including housing, employment, medical and social human services, and other regional or community destinations as applicable for each type of service offered by MCEDD
- 8) Fare policy, including opportunities for increased consistency at a regional level
- 9) Availability (in terms of eligibility, space, and time) and nature (including costs, frequency of use, destinations, etc.) of public transportation regionally and within each community
- 10) Hourly, daily, and monthly boarding and alighting patterns
- 11) Common origins, destinations, distance traveled, and availability and type of first/last mile connections for each type of service offered by MCEDD. Consultant shall produce a list with availability information, separated by area, to be included in an appendix.
- 12) Inventory of transit stops, transit centers/multimodal hubs, park-and-rides, vehicles, and technologies used to support transit services.
- 13) A summary of other public transportation services in the Study Area, including human services providers with transportation capacity, taxi companies, school districts with bus service, inter-city and inter-regional transportation providers, and non-emergency medical transport providers

c. Transit Service Assessment

Consultant shall prepare a system-level performance assessment of efficiency and effectiveness and a summary of performance for services provided by MCEDD. Assessment must address public transportation needs and gaps within Wasco County

and individual communities within Wasco County, as well as needs for services connecting to other regional and bi-state destinations. Needs and gaps assessment must consider both fixed route and demand responsive services.

Consultant shall evaluate service within Wasco County and benchmark it against relevant industry peers. Assessment indicators must consider ridership, productivity, service hours, service miles, operating costs, cost allocation strategies, number of trips, cost per hour, cost per trip, trips per hour, service hours per full-time employee, or other common industry indicators. Gaps and needs in first and last mile multimodal connections must be addressed, to the extent data is readily available. Consultant shall compare the system operations to similar transit providers and transit industry standards or best practices. Services must be reviewed for the degree to which policies, procedures, and practices for persons with disabilities meet ADA and Title VI requirements.

Consultant shall complete a route-by-route evaluation of current MCEDD-operated deviated or fixed route services and stops to determine how well current routes service their intended markets and how well the current routes support the overall transportation system. The route-level analysis must summarize each route's operating characteristics and stop locations, compare performance among routes, and determine which routes should be examined more closely for a possible redesign. Consultant shall refer to The Dalles Transportation System Plan and transit feasibility study when completing this evaluation for The Dalles.

Consultant shall assess special transportation needs by examining the travel patterns for demand responsive trips; demographic characteristics associated with these services; and opportunities for meeting these needs via an integration of services.

Assessment shall address service gaps and needs related to other public transportation services in Wasco County, and specifically address gaps and needs related to inter-city and inter-regional transportation.

d. Transit Capital Assets Analysis

Consultant shall prepare an inventory and analysis of transit capital assets used to support services provided by MCEDD. Analysis must consider existing capital fleet inventory, fleet utilization, bus stops and amenities, operations and maintenance facilities, intelligent transportation system capabilities, and park and ride lots. Analysis must include a discussion of existing and planned access to transit (sidewalks, bike lanes, curb ramps, transportation hubs, primary roads, and other facilities as appropriate) based on Wasco County and City TSPs. Current and planned investments in transit supportive technologies, including traveler information, e-fares, on-board cameras, radios and dispatch technologies, vehicle maintenance, vehicle location, passenger counting, scheduling, and transit signal priority, and other

applicable technologies must be considered. Analysis must assess the opportunities and implications related to new fleet technologies, including electric buses. The Transit Capital Assets Analysis must inform Task 4 work.

e. Transit Budget & Funding Source Analysis

Consultant shall prepare a transit budget and fund source analysis for MCEDD. Budget analysis must assess MCEDD's current cost allocation strategy, compare it with cost allocation strategies of peer agencies, and recommend modifications.

f. Review Demand-Response policies and eligibility. Review non-emergency medical transportation and dial-a-ride rates.

As part of this deliverable, MCEDD shall organize outreach and coordination conference calls with cities, transit agencies, and Wasco County within the Study Area. Consultant shall participate in up to 12 outreach and coordination conference calls, as determined by APM. Consultant shall incorporate findings from the Questionnaire #1 and 2020 Wasco County Coordinated Human Services Public Transportation Plan surveys into Memo #2.

Consultant shall complete a Study Area site visit to gain an understanding of existing facilities and services.

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #2. Consultant shall revise the preliminary Draft Memo #2 to respond to PMT comments.

- 1.8 Questionnaire #1 – MCEDD shall provide the previous survey and data. Consultant shall review data collected from surveys included in the 2020 Wasco County Coordinated Human Services Public Transportation Plan update and prepare preliminary and final Questionnaire #1 (passenger survey) to identify gaps in data that require additional surveying. Surveys must be both in online and on-board/paper formats. Questionnaire #1 must ask peoples' origins and destinations, reasons why they take transit, and ideas for improvement. These data provide an important picture of how and where people are using the system; collecting any missing routes as part of this study will be a valuable component of the plan.

PMT shall review and provide one consolidated set of written comments on preliminary Questionnaire #1. Consultant shall revise Questionnaire #1 to respond to PMT comments. Consultant shall translate the finalized online and on-board Questionnaire into Spanish.

MCEDD shall administer on-board Questionnaire #1 and post online Questionnaire #1 on Project Webpage. MCEDD shall conduct a ridecheck, which counts boardings and alighting at each stop, at the same time as it administers on-board Questionnaire #1. Both passenger survey and ridecheck can be conducted by one person riding each vehicle.

MCEDD shall distribute the survey. MCEDD shall use dial-a-ride databases, rider alert systems, or other mechanisms to reach those who rode transit service before COVID-19.

As determined by APM, Questionnaire #1 may occur while Memo #2 is being developed or after it is drafted to gain validation of needs identified within the draft. Consultant shall prepare a tally of Questionnaire #1 responses and incorporate findings into Memo #2.

- 1.9 Direct Stakeholder Outreach #1– Consultant shall organize and lead up to five virtual outreach events or small group discussions with stakeholders to introduce the Project and solicit comments about how well existing transit services address their needs and what ideas they have for future or improved services. These discussions will be structured to guide stakeholder and community understanding of how they can benefit from public transportation and explore potential investment opportunities with them. APM will determine if Stakeholder Outreach #1 discussions will occur while Memo #2 is being developed or after it is drafted to gain validation of needs identified within draft Memo #2. In coordination with Consultant, MCEDD shall schedule meeting times, contact participants, and arrange logistics, with all Stakeholder Outreach #1 discussions. Consultant shall provide written minutes for each Stakeholder Outreach #1 event and incorporate findings from the Stakeholder Outreach #1 events into Memo #2. No more than two Consultant team members are required to attend Stakeholder Outreach #1 events virtually. Outreach events are anticipated to occur by reaching out to community organizations and stakeholders and being added to existing agendas, presenting and facilitating discussion for up to 1 hour for each group. Consultant shall provide materials to MCEDD. MCEDD may present at additional groups.
- 1.10 Wasco County Board of Commissioners and Public Transportation Advisory Committee (“PTAC”) Presentation #1 – Wasco County shall organize and lead a meeting of the Wasco County Board of Commissioners. MCEDD shall organize and lead the PTAC meeting. Consultant shall present to the PTAC and MCEDD shall present to the Board to kick off the Project, review goals, and solicit comments regarding existing service and ideas for future or improved services. APM will determine if the Wasco County Board of Commissioners Presentation #1 will occur while Memo #2 is being developed or after it is drafted to gain validation of needs identified within the draft. Both the Wasco County Board of Commissioners and PTAC Presentation #1 will be virtual.
- 1.11 AC Meeting #1 – MCEDD shall organize and Consultant shall lead AC Meeting #1 to introduce the Project and its objectives, and solicit AC comments on the completeness, accuracy, and findings of the revised Draft Memos #1 and #2. In addition, AC Meeting #1 must be used to discuss a vision and goal areas (ex. Sustainability, Equity, Connectivity) for transit in Wasco County. MCEDD shall review AC comments and provide consolidated recommendations to Consultant on revisions for Draft Memos #1 and #2. AC Meeting #1 will be virtual.

- 1.12 Study Area Tour - Consultant shall provide a map and route, street-level imagery from the Consultant site visit, and information for AC members and interested parties to conduct a self-guided tour of the Study Area. PMT shall review and provide one consolidated set of written comments on preliminary materials. Consultant shall revise materials to respond to PMT comments.
- 1.13 Final Memo #1: Public Involvement Plan – Consultant shall prepare Final Memo #1 after AC Meeting #1 to respond to AC comments as consolidated by MCEDD.
- 1.14 Final Memo #2: Existing System – Consultant shall prepare Final Memo #2 after AC Meeting #1 to respond to AC comments as consolidated by MCEDD.

### **MCEDD Deliverables**

- 1a Coordination calls, up to 15 (Subtask 1.1)
- 1b Background Information (Subtask 1.2)
- 1c AC Roster (Subtask 1.3)
- 1d PMT Meeting #1 (Subtask 1.4)
- 1e Project Webpage (Subtask 1.5)
- 1f Questionnaire #1 administration (Subtask 1.8)
- 1g AC Meeting #1 (Subtask 1.11)
- 1h Study Area Tour (Subtask 1.12)
- 1i Review and comment on Task 1 Consultant deliverables

### **Wasco County Deliverables**

- 1a Coordination calls, up to 15 (Subtask 1.1)
- 1b PMT Meeting #1 (Subtask 1.4)
- 1c Wasco County Board of Commissioners Presentation #1 (Subtask 1.10)
- 1d Study Area Tour (Subtask 1.12)
- 1e Review and comment on Task 1 Consultant deliverables

### **Consultant Deliverables**

- 1A Coordination calls, up to 15 (Subtask 1.1)
- 1B PMT Meeting #1 (Subtask 1.4)
- 1C Project Webpage Initial Materials (Subtask 1.5)
- 1D Draft Memo #1: Public Involvement Plan (Subtask 1.6)
- 1E Draft Memo #2: Existing System Draft (Subtask 1.7)
- 1F Questionnaire #1 (Subtask 1.8)
- 1G Direct Stakeholder Outreach #1 (Subtask 1.9)
- 1H PTAC Presentation #1 (Subtask 1.10)
- 1I AC Meeting #1 (Subtask 1.11)
- 1J Study Area Tour (Subtask 1.12)
- 1K Final Memo #1 (Subtask 1.13)

1L Final Memo #2 (Subtask 1.14)

## **Task 2 Unmet Transit Needs and Transit Supportive Development Strategies**

**Objective:** Identify policies and development code amendments that can support communities within the Study Area to develop in a more transit-supportive manner. Determine how land use changes can support regional and local transit services and reduce personal vehicle dependency and VMT within Wasco County through 2040. Articulate the locations within each community that could most easily benefit by becoming more transit-supportive.

### **Subtasks**

2.1 Draft Memorandum #3: Unmet Transit Needs and Transit Supportive Development Strategies (“Memo #3”) - Consultant shall prepare preliminary and revised versions of Draft Memo #3, identifying methods of integrating transit supportive development strategies in Wasco County communities and locations within each community that could most easily benefit by becoming more transit supportive. Particular emphasis must be placed on connecting incorporated cities. Memo #3 must include recommended model code amendments to support transit supportive development in each community, bus stop standards, or other transit-supportive land use strategies. Memo #3 must identify land use changes that support regional and local transit services and reduce personal vehicle dependency and VMT within Wasco County through 2040.

Consultant shall coordinate or share data with ongoing local planning efforts identified in Task 1, including Wasco County Coordinated Human Services Public Transportation Plan and MCEDD “Gorge Regional Transit Strategy.” Strategies must reflect analysis completed within Memo #2.

Consultant shall take the following actions in preparing Draft Memo #3:

- a. Using findings identified in Memo #2, identify the land use patterns and future regional growth of Study Area communities, considering the existing and planned locations of housing, employment centers, commercial services, and other key destinations
- b. Consider U.S. Census Bureau household to work travel patterns data
- c. Consider street network patterns of incorporated cities and the impact of those patterns on efficient delivery of public transportation
- d. Analyze the street network plans, land use ordinances and development code language for incorporated cities in Wasco County and propose adoption-ready code amendments to encourage transit-supportive land uses.
- e. Identify high priority locations or corridors for transit-oriented development within the Study Area
- f. Identify the transit service models that may be feasible for each transit supportive area. Provide potential range of costs of providing additional transit services at

- different frequency and spans of service. These will be for use in Task #5 and will provide Wasco County an idea of the costs to expand services (cost per additional route, cost for additional frequency or span per route, cost for additional dial-a-ride hours or coverage, etc.). Consultant shall develop a methodological approach to cost estimates with MCEDD, seeking prior approval before estimating any costs.
- g. Develop recommended bus stop design standards, including placement policies, for local and regional services
  - h. Outline actions needed to codify recommended standard bus stop design standards

Draft Memo #3 must include a needs summary that documents the following:

- a. Strengths and limitations of public transportation within and serving Wasco County, including services provided by MCEDD and other public and private operators. Assessment may be based on the existing conditions analysis;
- b. Existing and future transit markets (e.g., geographic, demographic, trip type) for the general population and for special populations such as seniors, individuals with disabilities, youth, veterans, tribal members, and others who may be transportation disadvantaged; and;
- c. Issues emerging from parallel planning efforts that may be relevant to the Wasco County TDP;

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #3. Consultant shall revise the preliminary Draft Memo #3 to respond to PMT comments.

- 2.2 Draft Memorandum #4: Evaluation Framework (“Memo #4”) – Consultant shall prepare preliminary and revised versions of Draft Memo #4, which establishes an evaluation framework, based on the Vision and Goal Areas identified in AC Meeting #1, to prioritize the future service opportunities to be developed in Memorandum #5 (Subtask 3.1). The evaluation framework must be structured to help determine the most urgent needs to address. Evaluation Criteria must include categories such as connections to land use, transit markets served, equity and access for transportation disadvantaged, ridership, number of potential users served, and other categories as determined with the PMT.

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #4. Consultant shall revise the preliminary Draft Memo #4 to respond to PMT comments.

- 2.3 PMT Meeting #2 – MCEDD shall organize and Consultant shall lead PMT Meeting #2 to review and discuss issues related to Draft Memo #3 and Draft Memo #4. Consultant shall facilitate PMT discussion of Memo #3, Memo #4, and various outreach activities and start drafting system goals that the evaluation framework will achieve. Consultant shall prepare a decision and next steps log, documenting decisions made, notes on the

decisions, and next steps defined during PMT Meeting #2. PMT Meeting #2 will be virtual.

- 2.4 AC Meeting #2 – MCEDD shall organize and Consultant shall lead AC Meeting #2 to solicit AC comments on the revised Draft Memos #3 and #4. MCEDD shall review AC comments and provide consolidated recommendations to Consultant on revisions to Draft Memos #3 and #4. A high-level discussion of Project goals must also be included. AC Meeting #2 will be virtual.
- 2.5 Final Memo #3: Unmet Transit Needs and Transit Supportive Development Strategies - Consultant shall prepare final Memo #3 after AC Meeting #2 to respond to AC comments as consolidated by MCEDD.
- 2.6 Final Memo #4: Evaluation Framework - Consultant shall prepare final Memo #4 after AC Meeting #2 to respond to AC comments as consolidated by MCEDD.
- 2.7 Project Webpage Update – Consultant shall provide Task 2 Webpage materials that summarize major findings from Memo #3 and Memo #4; materials must be provided in English and Spanish. MCEDD shall post materials.

#### **MCEDD Deliverables**

- 2a PMT Meeting #2 (Subtask 2.3)
- 2b AC Meeting #2 (Subtask 2.4)
- 2c Project Webpage Update (Subtask 2.7)
- 2d Review and comment on Task 2 Consultant deliverables

#### **Wasco County Deliverables**

- 2a PMT Meeting #2 (Subtask 2.3)
- 2b AC Meeting #2 (Subtask 2.4)
- 2c Review and comment on Task 2 Consultant deliverables

#### **Consultant Deliverables**

- 2A Draft Memo #3: Unmet Transit Needs and Transit Supportive Development Strategies (Subtask 2.1)
- 2B Draft Memo #4: Evaluation Framework (Subtask 2.2)
- 2C PMT Meeting #2 (Subtask 2.3)
- 2D AC Meeting #2 (Subtask 2.4)
- 2E Final Memo #3 (Subtask 2.5)
- 2F Final Memo #4 (Subtask 2.6)
- 2G Project Webpage Update materials for posting (Subtask 2.7)

### Task 3 Evaluation of Future Service Opportunities

**Objective:** Establish an evaluation framework to evaluate potential service opportunities. Build upon the work of previous tasks and identify potential service opportunities that address identified service gaps and needs. Identify ways to better coordinate services and strengthen the collaboration and communication among all transit service providers within the Study Area and with other key providers bordering the Study Area.

#### Subtasks

- 3.1 Draft Memorandum #5: Future Service Opportunities (“Memo #5”) – Consultant shall prepare preliminary and revised versions of Draft Memo #5, which identify:
- a. ways that MCEDD can provide efficient, effective, safe and accessible transit service to communities within the Study Area through 2040;
  - b. improve coordination with other transit providers both within and adjacent to the Study Area;
  - c. a set of short- and long-range scenarios that address alternative funding levels, particularly financially constrained and unconstrained alternatives; and
  - d. short and long term ridership, safety, security, and budgetary implications from, but not limited to, the COVID-19 pandemic.

In preparing draft Memo #5, Consultant shall take the following actions:

- a. Reference findings from Memos #1 and #2 to address future transportation needs and potential future service.
- b. Based on Memo #3 and discussions with other transit providers (including school districts), both within and adjacent to the Study Area, identify ways to:
  - 1) provide service where geographic gaps or when time gaps occur;
  - 2) ensure equitable and inclusive service delivery
  - 3) eliminate service duplication, increase linkages between systems;
  - 4) coordinate schedules between systems, plan fare media that can be used across transit systems; and
  - 5) plan joint marketing of transit within the region.Consultant shall provide schedule coordination potential at a strategic level and not at the precise level of timing at stops.
- c. Identify potential service opportunities in urban and rural parts of Wasco County and along specific corridors, as relevant.
- d. Analyze types of transportation services that are most appropriate for rural transit markets and service areas, including consideration of technology or partnership solutions.
- e. Assess cost of providing services with projected revenue stream. For budgeting purposes, Consultant shall prepare up to five funding scenarios as determined by PMT. Funding scenarios include:
  - 1) Consultant shall include description and analysis of any new funding opportunities, including possible new sources of grant funding through federal agencies, the State of Oregon, or other private and public sources. New sources

of sustainable funding, such as a City Transportation Utility Fee, must also be considered.

- 2) Consultant shall include examples and case studies of different ways that public transportation is funded in similar communities, including funding mechanisms used in dissimilar regions that could be feasible in Wasco County. Consultant shall include examples of establishing partnerships that increase funding, ridership, and opportunities that exist in Wasco County.
- 3) Consultant shall address short and long term financial implications of COVID-19 response and recovery
  - f. Propose possible service scenarios: identify the components of “best cases” that would achieve improved services.
  - g. Address challenges and opportunities resulting from the COVID-19 pandemic, including but not limited to recovery of transit services, implications for future service opportunities, safety, public health, security, and ridership patterns
  - h. Safety, security, and the perception of safety and security for diverse ridership including women, persons of color, tribal members, persons with disabilities, and minority groups”
  - i. Utilizing transit technology assessment(s) and findings from Task 1, address opportunities and local implications related to new and forthcoming transit-supportive technologies. Transit technology assessment must include transportation network companies, micro transit, GTFS-flex, and other technologies that may supplement or enhance existing fixed route or demand response services. Transit technology assessment must also include local and regional opportunities and implications related to dispatching, fare payment systems, real-time rider information systems, and other technologies that could be adopted at a regional level.
  - j. Utilizing projected revenue streams, propose a set of short-, medium- and long-term scenarios that address alternative funding levels, particularly financially constrained and unconstrained alternatives. Scenarios must be based on needs and evaluation criteria identified in Memo #4.

Consultant shall provide initial timeframe recommendations based on needs, with recommended prioritization in Memorandum #7 (Subtask 4.3).

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #5. Consultant shall revise the preliminary Draft Memo #5 to respond to PMT comments.

- 3.2 PMT Meeting #3 – MCEDD shall organize and Consultant shall lead PMT Meeting #3 to solicit PMT comments on preliminary Draft Memo #5. After review of progress on goal-setting begun in PMT Meeting #2, Consultant shall lead goals discussion in light of the future service opportunities findings at PMT Meeting #3. PMT Meeting #3 will be virtual.

Consultant shall prepare a decision and next steps log, documenting decisions made, notes on the decisions, and next steps defined during PMT Meeting #3.

- 3.3 AC Meeting #3 – MCEDD shall organize, and Consultant shall lead, AC Meeting #3 to solicit AC comments on revised Draft Memo #5. MCEDD shall review AC comments and provide consolidated recommendations to Consultant on revisions to Memo #5. AC Meeting #3 will be virtual.
- 3.4 Final Memo #5: Future Service Opportunities – Consultant shall prepare Final Memo #5 after AC Meeting #3 to respond to AC comments as consolidated by MCEDD.
- 3.5 Project Webpage Update – Consultant shall provide Task 3 Webpage materials summarizing major findings from Memo #5, including one-page summaries in English and Spanish. MCEDD shall post materials.
- 3.6 Direct Stakeholder Outreach #2 – Consultant shall organize and lead a second round of up to five virtual outreach events or small group discussions to gather input on the service opportunities. PMT will attempt to hold outreach events with groups that were not engaged during round one to ensure geographic and demographic coverage. In coordination with Consultant, MCEDD shall schedule meeting times, contact participants, and arrange logistics, for all Outreach #2 events. Consultant shall provide written minutes for each event and incorporate findings into Memo #5. No more than two Consultant team members are required to attend virtual outreach events. Outreach events are anticipated to occur by reaching out to community organizations and stakeholders and being added to existing agendas, presenting and facilitating discussion for up to 1 hour for each group. Consultant shall provide materials to MCEDD. MCEDD may present at additional groups.

#### **MCEDD Deliverables**

- 3a PMT Meeting #3 (Subtask 3.2)
- 3b AC Meeting #3 (Subtask 3.3)
- 3c Project Webpage Update (Subtask 3.5)
- 3d Direct Stakeholder Outreach #2 (Subtask 3.6)
- 3e Review and comment on Task 3 Consultant deliverables

#### **Wasco County Deliverables**

- 3a PMT Meeting #3 (Subtask 3.2)
- 3b AC Meeting #3 (Subtask 3.3)
- 3c Review and comment on Task 3 Consultant deliverables

#### **Consultant Deliverables**

- 3A Draft Memo #5: Future Service Opportunities (Subtask 3.1)
- 3B PMT Meeting #3 (Subtask 3.2)
- 3C AC Meeting #3 (Subtask 3.3)
- 3D Final Memo #5 (Subtask 3.4)

- 3E Project Webpage Update materials for posting (Subtask 3.5)
- 3F Direct Stakeholder Outreach #2 (Subtask 3.6)

#### **Task 4 Transit Goals, Policies, and Service Design**

**Objective:** Update transit-related goals and policies and establish benchmarks to measure progress toward the updated goals and policies. Evaluate and make recommendations for future public transportation service design over the short-, medium and long-term horizons. Recommend transit supportive land uses that support the identified goals, policies and service designs.

#### **Subtasks**

- 4.1 PMT Meeting #4 – MCEDD shall organize and Consultant shall lead PMT Meeting #4 to finalize Project goals for Memorandum #6. These goals may entail updates to transit-related goals, including transit-supportive land use and street network patterns from Memo #3, found in Wasco County, City of The Dalles, and other local planning documents. Consultant shall prepare a decision and next steps log, documenting decisions made, notes on the decisions, and next steps defined during the PMT meeting. PMT Meeting #4 will be virtual.
- 4.2 Draft Memorandum #6: Updated Goals, Policies, and Practices (“Memo #6”) – Consultant shall prepare preliminary and revised versions of Draft Memo #6, which:
  - a. review existing goals, policies, and practices outlined in planning documents within MCEDD service area;
  - b. identify existing goals, policies, and practices needing to be updated, and proposes updates and revisions, proposes a vision for Wasco County transit services through 2040;
  - c. establish benchmarks to measure progress toward the updated goals and policies; and,
  - d. consider goals, policies and practices identified in ongoing local planning efforts identified in Subtask 1.2, including Wasco County Coordinated Human Services Public Transportation Plan and MCEDD “Gorge Regional Transit Strategy.

Memo #6 must include an audit of needs for local jurisdictions and recommended model code for local jurisdictions, including incorporated cities within Wasco County and Wasco County itself, to help ensure access to transit is provided as part of future development and land use permitting processes and that the transit provider is notified of opportunities to review and participate in those processes. Consultant shall identify key issues, goals and policies related to this issue and general strategies to achieve them. In preparing draft Memo #6, Consultant shall consider the possible updates considered at PMT Meeting #4.

Consultant shall coordinate or share data with ongoing local planning efforts identified in Subtask 1.2, including Wasco County Coordinated Human Services Public

Transportation Plan and MCEDD “Gorge Regional Transit Strategy.” Strategies must reflect analysis completed within Memo #2.

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #6. Consultant shall revise the preliminary Draft Memo #6 to respond to PMT comments.

- 4.3 Draft Memorandum #7: Future Service Design and Supporting Programs (Memo #7) – Consultant shall prepare preliminary and revised versions of Draft Memo #7, evaluating future service opportunities and provide recommendations for short-, medium-, and long-term service plans. Memo #7 must build upon the transit supportive development strategies outlined in Memo #3, evaluation framework developed in Memo #4, service opportunities analysis completed in Memo #5, and goals and vision identified in Memo #6.

Consultant shall use the Remix tool, provided by MCEDD, to analyze the short-, medium-, and long-term service opportunities. Data created or analysis completed in Remix must be provided to MCEDD for continued use upon completion of this Project.

Draft Memo #7 must include the evaluation of one short-term service scenario, to be defined with PMT. The short-term service scenario must be compared to current operations to demonstrate improvements in transit access, travel time, and level-of-service. Draft Memo #7 must outline an appropriate plan for supporting the programs over the entire planning timeframe, including administrative, financial, capital, marketing, and other program costs. Specifically, Consultant shall provide:

- a. Short-term system maps and conceptual schedules
- b. Evaluation of short-term service scenario impacts
- c. Medium and long-term service strategies
- d. Capital plan, including new and replacement vehicles, stop improvements, and required transit facility investments over the entire planning time frame
- e. Financial plan detailing expected revenues and expenses over the planning time frame
- f. Transportation demand management, mobility management and marketing program recommendations
- g. Recommended bus stop design standards for local and regional bus stops
- h. Land use policies and procedures needed to support recommended service plans, including high priority locations or corridors for transit oriented development, street network plans and recommended amendments to land use ordinances and model development code for incorporated cities and Wasco County
- i. Monitoring program to track performance of future service, including elements such as service standards, equitable service design, cost efficiency metrics, service efficiency metrics and stop maintenance standards. Emphasis must be placed on performance measures that may be tracked using existing data sources.

PMT shall review and provide one consolidated set of written comments on preliminary Draft Memo #7. Consultant shall revise the preliminary Draft Memo #7 to respond to PMT comments.

- 4.4 AC Meeting #4 – MCEDD shall organize and Consultant shall lead AC Meeting #4 to solicit AC comments on revised Draft Memos #6 and #7. MCEDD shall review AC comments and provide consolidated recommendations to Consultant on revisions to Memos #6 and #7. AC Meeting #4 will be virtual.
- 4.5 Final Memo #6: Updated Goals, Policies, and Practices – Consultant shall prepare Final Memo #6 after AC Meeting #4 to respond to AC comments as consolidated by MCEDD.
- 4.6 Final Memo #7: Future Service Design and Supporting Programs – Consultant shall prepare Final Memo #7 after AC Meeting #4 to respond to AC comments as consolidated by MCEDD.
- 4.7 Project Webpage Update – Consultant shall provide Task 4 Webpage materials for MCEDD to post. Consultant shall translate the major findings from Memos #6 and #7 into Spanish. MCEDD shall post materials.

#### **MCEDD Deliverables**

- 4a PMT Meeting #4 (Subtask 4.1)
- 4b AC Meeting #4 (Subtask 4.4)
- 4c Project Webpage Update (Subtask 4.7)
- 4d Review and comment on Task 4 Consultant deliverables

#### **Wasco County Deliverables**

- 4a PMT Meeting #4 (Subtask 4.1)
- 4b AC Meeting #4 (Subtask 4.4)
- 4c Review and comment on Task 4 Consultant deliverables

#### **Consultant Deliverables**

- 4A PMT Meeting #4 (Subtask 4.1)
- 4B Draft Memo #6: Updated Goals, Policies, and Practices (Subtask 4.2)
- 4C Draft Memo #7: Future Service Design and Supporting Programs (Subtask 4.3)
- 4D AC Meeting #4 (Subtask 4.4)
- 4E Final Memo #6 (Subtask 4.5)
- 4F Final Memo #7 (Subtask 4.6)
- 4G Project Webpage Update materials for posting (Subtask 4.7)

#### **Task 5 Draft TDP**

**Objective:** A Draft TDP that includes a vision for future transit service, proposes a set of

strategies to address unmet transit needs in the Study Area, includes recommendations for strengthening coordination among transit providers, recommends amendments to local plans to improve transit-supportive land use and street network patterns, and identifies priorities and a plan for implementation.

## Subtasks

- 5.1 PMT Meeting #5 and Draft TDP Outline – MCEDD shall organize and Consultant shall lead PMT Meeting #5 to discuss the components and format of the Draft TDP. Consultant shall prepare a Draft TDP Outline in advance of the meeting to serve as a basis for the PMT discussion. Consultant shall prepare a decision and next steps log, documenting decisions made, notes on the decisions, and next steps defined during the PMT meeting. PMT Meeting #5 will be virtual.
- 5.2 Draft TDP – Consultant shall prepare preliminary and revised versions of Draft TDP, building on the work prepared in previous tasks and according to the agreement on components and format reached at PMT Meeting #5. Draft TDP must include maps, charts, and other graphics as necessary to communicate key ideas and must include at a minimum the following elements:
- a. The vision of what transit service can become as developed in Memo #5 and an implementation plan and strategies to achieve the vision;
  - b. Updated transit goals, policies, and practices as developed in Memo #6
  - c. Discussion of local, regional, and intercity public transportation needs as discussed in Memos #2, #3, and #5
  - d. Discussion of transit supportive development standards recommended for the types of service planned within the Study Area, as discussed in Memos #3, #4, #5 and #7
  - e. Discussion of future service opportunities and considerations and monitoring program to track performance of future service opportunities, including coordination with other transit providers, as outlined in Memos #4, #5, #6, and #7
  - f. Prioritized TDP services, with the most urgent needs receiving the highest ranking, based on evaluation measures from Memos #4 and #5.
  - g. Capital plan
    - 1) Capital fleet inventory, including support vehicles
    - 2) Transit facilities, including transit hubs, bus stops, operations and maintenance facilities, and park and ride lots
    - 3) Bus stop design standards for local and regional services, including bus stop placement and distance between stops
    - 4) Passenger amenities that are technology-based, on vehicles, or at bus stops
    - 5) Other capital investments
  - h. Transit technology plan
    - 1) Customer-facing technologies including real-time traveler information
    - 2) Electronic payment technologies including mobile apps
    - 3) Security technologies including on-board cameras

- 4) Communication technologies including radios and dispatch technologies
- 5) Operations and maintenance technologies supporting vehicle maintenance, automated passenger counting, scheduling, and transit signal priority
- 6) Other applicable technologies.
- i. Institutional management strategy
  - 1) Transportation demand management
  - 2) Marketing and mobility management
  - 3) Administrative and staff
  - 4) Maintenance
  - 5) Safety, security and public health with consideration given to implications and recovery from COVID-19, as appropriate
  - 6) Consideration of the safety and security of marginalized community members
  - 7) Components of a plan for coordinating transportation systems, schedules, fare media, and marketing with regional partners;
- j. Financial Plan
  - Funding and cost allocation plan
- k. Implementation Plan
  - 1) Monitoring program to track performance on implemented alternatives
  - 2) Procedure to track outcomes related to land use and development code amendments
  - 3) Recommended process to pursue recommended amendments to local jurisdictions' street network plans, development codes, or land use ordinances
  - 4) Recommended process to ensure MCEDD is notified of development applications and processes within close proximity to existing or planned transit services, including potential related local Comprehensive Plan and Development Code amendments;
  - 5) Summary of needed code amendments to enable full integration of proposed TDP with existing Wasco County documents, including Wasco County's National Scenic Area documents; this may include model TDM policies, Transit Oriented Design Policy, process for approving stops and bus corridor, curb, and sidewalk improvements. This summary must be included as an Appendix to the Final TDP to better make available jurisdictions within Wasco County so they may consider adoption
- l. Appendices as agreed upon in PMT Meeting #5 and any subsequent PMT communications.

PMT shall review and provide one consolidated set of written comments on preliminary Draft TDP. Consultant shall revise the preliminary Draft TDP to respond to PMT comments.

- 5.3 AC Meeting #5 – MCEDD shall organize and Consultant shall lead AC Meeting #5 to solicit AC comments on the revised Draft TDP. MCEDD shall review AC comments and

provide consolidated recommendations to Consultant on revisions for Draft TDP. AC Meeting #5 will be virtual.

- 5.4 Online Open House – Consultant shall provide an online open house to provide information on the Draft TDP and solicit public comment. Additionally, MCEDD shall organize and lead a round of up to two virtual outreach events to gather input on the draft TDP. Consultant shall prepare presentation material, including a slide show, informational handouts, or similar materials as needed to adequately and appropriately convey Project information. Consultant shall provide a suitable means for compiling public comment. No more than two Consultant team members are required to attend virtual outreach events. Outreach events are anticipated to occur by reaching out to community organizations and stakeholders and being added to existing agendas or organizing entirely separate events for the TDP, presenting and facilitating discussion for up to 1 hour for each group. Consultant shall provide materials to MCEDD. MCEDD may present at additional groups.
- 5.5 Local Planning Staff Workshop – Consultant shall organize and lead a workshop with Planning Directors (or equivalent) from communities in the Study Area to review proposed Comprehensive Plan policy and Development Code amendments, answer questions and discuss how amendments could be refined to be better tailored to each community and ultimately adopted by each jurisdiction.
- 5.6 Wasco County Board of Commissioners and PTAC Presentation #2 – Wasco County shall organize and lead a Wasco County Board of Commissioners presentation. Consultant shall present to the PTAC and MCEDD shall present to the Wasco County Board of Commissioners key elements of the Revised TDP (presentation format to be determined by Wasco County) and respond to questions. Wasco County Board of Commissioners and PTAC Presentation #2 will be virtual.
- 5.7 Revised TDP – Consultant shall revise Draft TDP to respond to comments from the Wasco County Board, the PTAC, and the public; MCEDD shall reconcile conflicting comments. Consultant shall provide revised Draft TDP to both MCEDD and APM.
- 5.8 Draft Implementing Ordinances - Consultant shall prepare Draft Implementing Ordinances, adoption-ready amendments to Wasco County’s plans and regulations to implement the Revised TDP at a future time. Draft Implementing Ordinances must build upon the Implementation Plan in Revised TDP.
- 5.9 Project Webpage Update – Consultant shall provide Task 5 Webpage materials for MCEDD to post. Consultant shall translate the summary of Revised TDP into Spanish. MCEDD shall post materials.

### **MCEDD Deliverables**

- 5a PMT Meeting #5 (Subtask 5.1)
- 5b Draft TDP review and comment (Subtask 5.2)
- 5b AC Meeting #5 (Subtask 5.3)
- 5c Online Open House (Subtask 5.4)
- 5d Local Planning Staff Workshop (Subtask 5.5)
- 5e Project Webpage Update (Subtask 5.9)

### **Wasco County Deliverables**

- 5a PMT Meeting #5 (Subtask 5.1)
- 5b AC Meeting #5 (Subtask 5.3)
- 5c Wasco County Board of Commissioners Presentation #2 (Subtask 5.6)
- 5d Review and comment on Task 5 Consultant deliverables

### **Consultant Deliverables**

- 5A PMT Meeting #5 and Draft TDP Outline (Subtask 5.1)
- 5B Draft TDP (Subtask 5.2)
- 5C AC Meeting #5 (Subtask 5.3)
- 5C Online Open House (Subtask 5.4)
- 5D Local Planning Staff Workshop (Subtask 5.5)
- 5F PTAC Presentation #2 (Subtask 5.6)
- 5G Revised TDP (Subtask 5.7)
- 5H Draft Implementing Ordinances (Subtask 5.8)
- 5I Project Webpage Update materials for posting (Subtask 5.9)

## **Task 6 Adoption**

### **Objective:**

- Take the Revised TDP and Implementing Ordinances to MCEDD's Transportation Administration Board for review and recommendation to the MCEDD Board of Directors for adoption.
- Take the Revised TDP and Implementing Ordinances to the MCEDD Board of Directors for adoption.
- Take the Revised TDP and Implementing Ordinances to the Wasco County Board of Commissioners for acceptance.

### **Subtasks**

- 6.1 Transportation Administration Board Meeting – MCEDD shall organize and lead MCEDD Transportation Administration Board Meeting to review the Revised Draft TDP and Implementing Ordinances and make a recommendation to the MCEDD Board of Directors for adoption. Consultant shall attend virtually to answer questions, with no formal presentation expected.

- 6.2 MCEDD Board of Directors Meeting – MCEDD shall organize and lead MCEDD Board of Directors to consider adoption of the Revised TDP and Implementing Ordinances. Consultant will not attend.
- 6.3 Wasco County Board of Commissioners Meeting – Wasco County shall organize and lead Wasco County Board of Commissioners Meeting to consider acceptance of the Revised TDP and Implementing Ordinances. MCEDD shall prepare and present a staff report and Wasco County shall take official minutes. Consultant shall attend virtually to answer questions, with no formal presentation expected. This is not a formal adoption of the plan and implementing ordinances.
- 6.4 Final TDP and Final Implementing Ordinances – Consultant shall prepare Final TDP and Final Implementing Ordinances, making revisions as necessary as a result of the review processes with the Transportation Administration Board, the MCEDD Board of Directors, and Wasco County Board of Commissioners. Adoption may occur after the duration of this Project. Consultant shall provide two hard copies and two electronic copies – both .pdf and Microsoft Word - to both MCEDD and APM.
- 6.5 Project Webpage Update – Consultant shall translate the summary of Final TDP into Spanish. MCEDD shall post materials.
- 6.6 Final Title VI Report – MCEDD shall prepare and submit to APM Final Title VI Report that builds on Task 1 Interim Title VI Report and documents Project process and outreach for all income, race, gender, and age groups for the entire Project.

**MCEDD Deliverables**

- 6a Transportation Administration Board Meeting (Subtask 6.1)
- 6b MCEDD Board of Directors Adoption (Subtask 6.2)
- 6c Wasco County Board of Commissioners Meeting (Subtask 6.3)
- 6d Project Webpage Update (Subtask 6.5)
- 6e Final Title VI Report (Subtask 6.6)

**Wasco County**

- 6a Wasco County Board of Commissioners Meeting (Subtask 6.3)

**Consultant Deliverables**

- 6A Transportation Administration Board Meeting (Subtask 6.1)
- 6B Wasco County Board of Commissioners Meeting (Subtask 6.3)
- 6C Final TDP and Final Implementing Ordinances (Subtask 6.4)
- 6D Project Webpage Update materials (Subtask 6.5)

**SCHEDULE**

<b>Task # &amp; Description</b>	<b>Project Schedule</b>
Task 1: Project Initiation and Existing Conditions	Three months from NTP
Task 2: Transit Supportive Development Strategies	Six months from NTP
Task 3: Evaluation of Future Service Opportunities	Eight months from NTP
Task 4: Transit Goals, Policies, and Service Design	Ten months from NTP
Task 5: Draft TDP	Twelve months from NTP
Task 6: Adoption	Fourteen months from NTP

**CONSULTANT DELIVERABLE TABLE**

Task	Deliverable	Fixed Deliverable Price	Max Quantity	Total Not to Exceed
<b>Task 1</b>	<b>Project Initiation and Existing Conditions</b>			
1A	Coordination calls (Subtask 1.1)	\$550	15	\$8,250
1B	PMT Meeting #1 (Subtask 1.4)	\$3,200	1	\$3,200
1C	Project Webpage Initial Materials (Subtask 1.5)	\$1,200	1	\$1,200
1D	Draft Memo #1: Public Involvement Plan (Subtask 1.6)	\$1,300	1	\$1,300
1E	Draft Memo #2: Existing System (Subtask 1.7)	\$22,200	1	\$22,200
1F	Questionnaire #1 (Subtask 1.8)	\$6,100	1	\$6,100
1G	Direct Stakeholder Outreach #1 (Subtask 1.9)	\$840	5	\$4,200
1H	PTAC Presentation #1 (Subtask 1.10)	\$3,000	1	\$3,000
1I	AC Meeting #1 (Subtask 1.11)	\$2,300	1	\$2,300
1J	Study Area Tour (Subtask 1.12)	\$2,900	1	\$2,900
1K	Final Memo #1 (Subtask 1.13)	\$700	1	\$700
1L	Final Memo #2 (Subtask 1.14)	\$2,200	1	\$2,200

Task	Deliverable	Fixed Deliverable Price	Max Quantity	Total Not to Exceed
<b>Task 2</b>	<b>Transit Supportive Development Strategies</b>			
2A	Draft Memo #3: Unmet Transit Needs and Transit Supportive Development Strategies (Subtask 2.1)	\$13,200	1	\$13,200
2B	Draft Memo #4: Evaluation Framework (Subtask 2.2)	\$2,700	1	\$2,700
2C	PMT Meeting #2 (Subtask 2.3)	\$1,400	1	\$1,400
2D	AC Meeting #2 (Subtask 2.4)	\$3,400	1	\$3,400
2E	Final Memo #3 (Subtask 2.5)	\$1,800	1	\$1,800
2F	Final Memo #4 (Subtask 2.6)	\$700	1	\$700
2G	Project Webpage Update materials for posting (Subtask 2.7)	\$600	1	\$600
<b>Task 3</b>	<b>Envision Future Service Opportunities</b>			
3A	Draft Memo #5: Future Service Opportunities (Subtask 3.1)	\$13,400	1	\$13,400
3B	PMT Meeting #3 (Subtask 3.2)	\$1,200	1	\$1,200
3C	AC Meeting #3 (Subtask 3.3)	\$2,300	1	\$2,300
3D	Final Memo #5 (Subtask 3.4)	\$1,600	1	\$1,600
3E	Project Webpage Update materials for posting (Subtask 3.5)	\$600	1	\$600
3F	Direct Stakeholder Outreach #2 (Subtask 3.6)	\$840	5	\$4,200
<b>Task 4</b>	<b>Transit Goals Practices and Policies</b>			
4A	PMT Meeting #4 (Subtask 4.1)	\$1,200	1	\$1,200
4B	Draft Memo #6: Updated Goals, Policies, and Practices (Subtask 4.2)	\$9,000	1	\$9,000
4C	Draft Memo #7: Future Service Design and Supporting Programs (Subtask 4.3)	\$15,500	1	\$15,500
4D	AC Meeting #4 (Subtask 4.4)	\$2,300	1	\$2,300
4E	Final Memo #6 (Subtask 4.5)	\$2,000	1	\$2,000
4F	Final Memo #7 (Subtask 4.6)	\$2,300	1	\$2,300
4G	Project Webpage Update materials for posting (Subtask 4.7)	\$600	1	\$600
<b>Task 5</b>	<b>Draft TDP</b>			

Task	Deliverable	Fixed Deliverable Price	Max Quantity	Total Not to Exceed
5A	PMT Meeting #5 (Subtask 5.1)	\$3,000	1	\$3,000
5B	Draft TDP (Subtask 5.2)	\$8,900	1	\$8,900
5C	AC Meeting #5 (Subtask 5.3)	\$2,300	1	\$2,300
5D	Online Open House (Subtask 5.4)	\$7,500	1	\$7,500
5E	Local Planning Staff Workshop (Subtask 5.5)	\$1,100	1	\$1,100
5F	PTAC Presentation #2 (Subtask 5.6)	\$2,100	1	\$2,100
5G	Revised TDP (Subtask 5.7)	\$2,100	1	\$2,100
5H	Draft Implementing Ordinances (Subtask 5.8)	\$3,000	1	\$3,000
5I	Project Webpage Update materials for posting (Subtask 5.9)	\$600	1	\$600
<b>Task 6</b>	<b>Adoption</b>			
6A	Transportation Administration Board Meeting (Subtask 6.1)	\$1,400	1	\$1,400
6B	Wasco County Board of Commissioners Meeting (Subtask 6.3)	\$1,400	1	\$1,400
6C	Final TDP and Final Implementing Ordinances (Subtask 6.4)	\$1,400	1	\$1,400
6D	Project Webpage Update materials (Subtask 6.5)	\$1,100	1	\$1,100
	<b>TOTAL Non-Contingency + Contingency Deliverables</b>			<b>\$173,450</b>
	<b>Total Contingency Deliverables:</b>			<b>\$0</b>

**EXHIBIT B  
ELIGIBLE PARTICIPATING COST**

**DESCRIPTION**

**PERSONNEL SERVICES**

*Salaries* - Straight time pay for regular working hours in a monthly period. Includes standard labor distributions like Social Security Taxes, Workers' Compensation Assessments and Medical, Dental, Life Insurance. Excludes mass transit tax, vacation leave, sick leave and compensatory time taken.

*Overtime* - Payments to employees for work performed in excess of their regular work shift.

*Shift Differential* - Payments to employees, in addition to regular pay, for shift differential work as described in labor contracts or Personnel Rules.

*Travel Differential* - Payments to employees, in addition to regular pay, for travel time to and from work on projects in excess and beyond an 8 hour day as described in labor contracts or Personnel Rules.

## SERVICES AND SUPPLIES

### **In-State Travel - Per Rates Identified in State Travel Handbook**

*Meals & Misc.* - Payment for meals incurred while traveling within the State of Oregon.

*Lodging & Room Tax* - Payment for lodging, including room taxes, incurred while traveling within the State of Oregon.

Fares, Taxi, Bus, Air, Etc.

*Per Diem* - Payment for per diem, incurred while traveling within the State of Oregon.

*Other* - Payment for other miscellaneous expense, incurred while traveling within the State of Oregon.

*Private Car Mileage* - Payment for private car mileage while traveling within the State of Oregon.

### **Office Expense**

*Direct Project Expenses Including:*

*Photo, Video & Microfilm Supplies* - Payment for photography, video and microfilm supplies such as film for cameras, blank video tapes, storage folders, etc.

*Printing, Reproduction & Duplication* - Expenditures for services to copy, print, reproduce and/or duplicate documents.

*Postage* - Payment for direct project postage.

*Freight & Express Mail* - Payment for direct project freight services on outgoing shipments.

### **Telecommunications**

*Phone Toll Charges (long-distance)* - Payment for telephone long distance charges.

### **Publicity & Publication**

*Publish & Print Photos* - Payment for printing and publishing photographs to development of publicity and publications.

*Conferences* (costs to put on conference or seminars)

### **Equipment \$250 - \$4,999**

**NOT ELIGIBLE**

### **Employee Training, Excluding Travel**

**NOT ELIGIBLE**

### **Training In-State Travel**

**NOT ELIGIBLE**

## CAPITOL OUTLAY

**NOT ELIGIBLE**



## MOTION

**SUBJECT: Transportation & Growth Management Program IGA**

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I move to approve the Transportation and Growth Management Program Grant Agreement #34464.



## AGENDA ITEM

GOLDENDALE ENERGY STORAGE PROJECT

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[PRESENTATION](#)

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PROJECT UPDATE, Spring 2021

# — Goldendale — Energy Storage

A community-driven approach to a carbon-free and equitable power grid



## Introduction

Erik Steimle  
V.P. of Project Development  
Rye Development, LLC

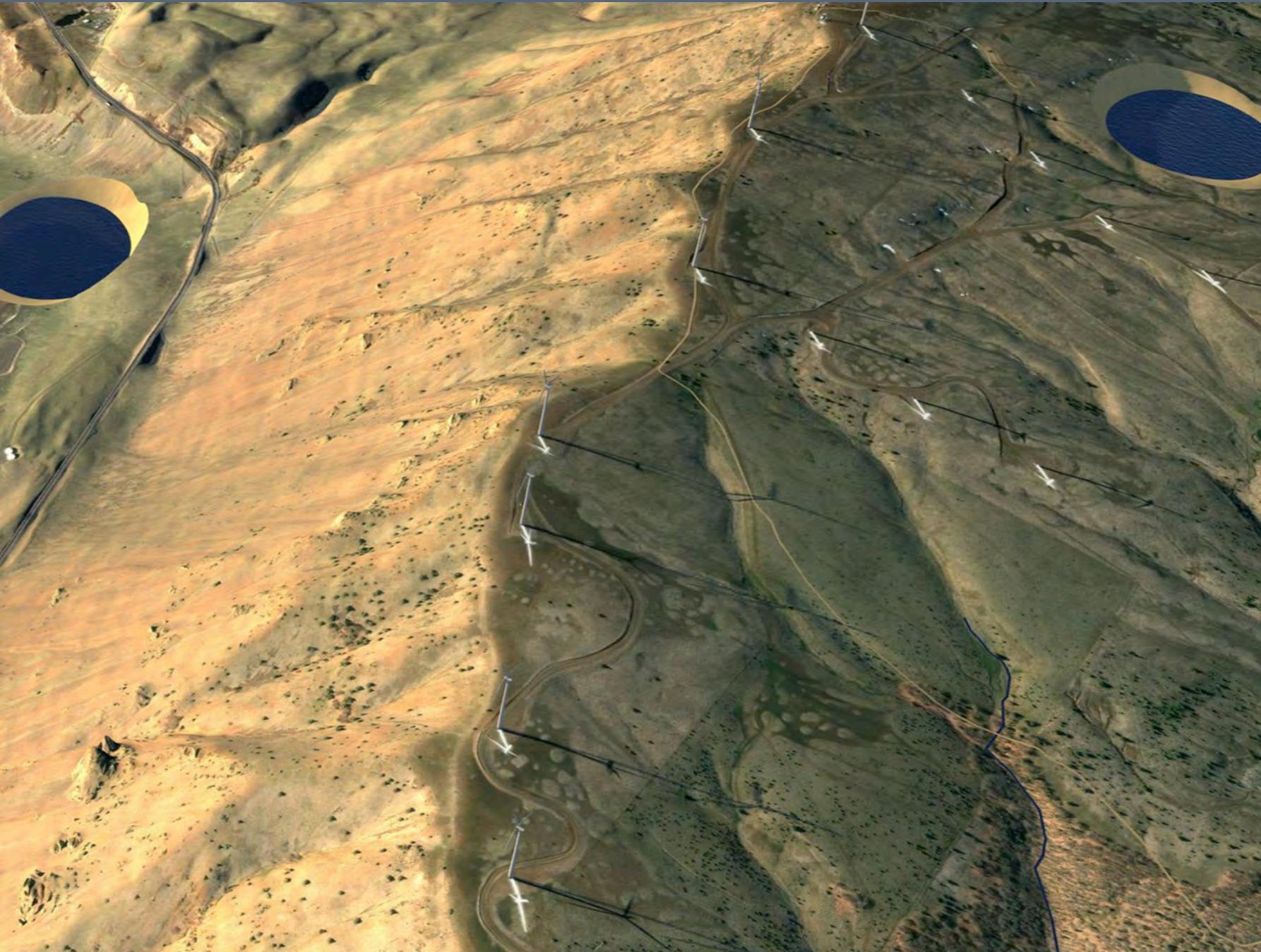
Two Projects in Development:

- Swan Lake – 394 MW
- Goldendale – 1,200 MW

# Goldendale Energy Storage Project

- What is the project?
- What is pumped hydro storage?
- Why is storage critical for the modern electricity grid?
- What does the Goldendale Energy Storage project mean for the region?
- Q&A





## Project Overview

### Project Owner:

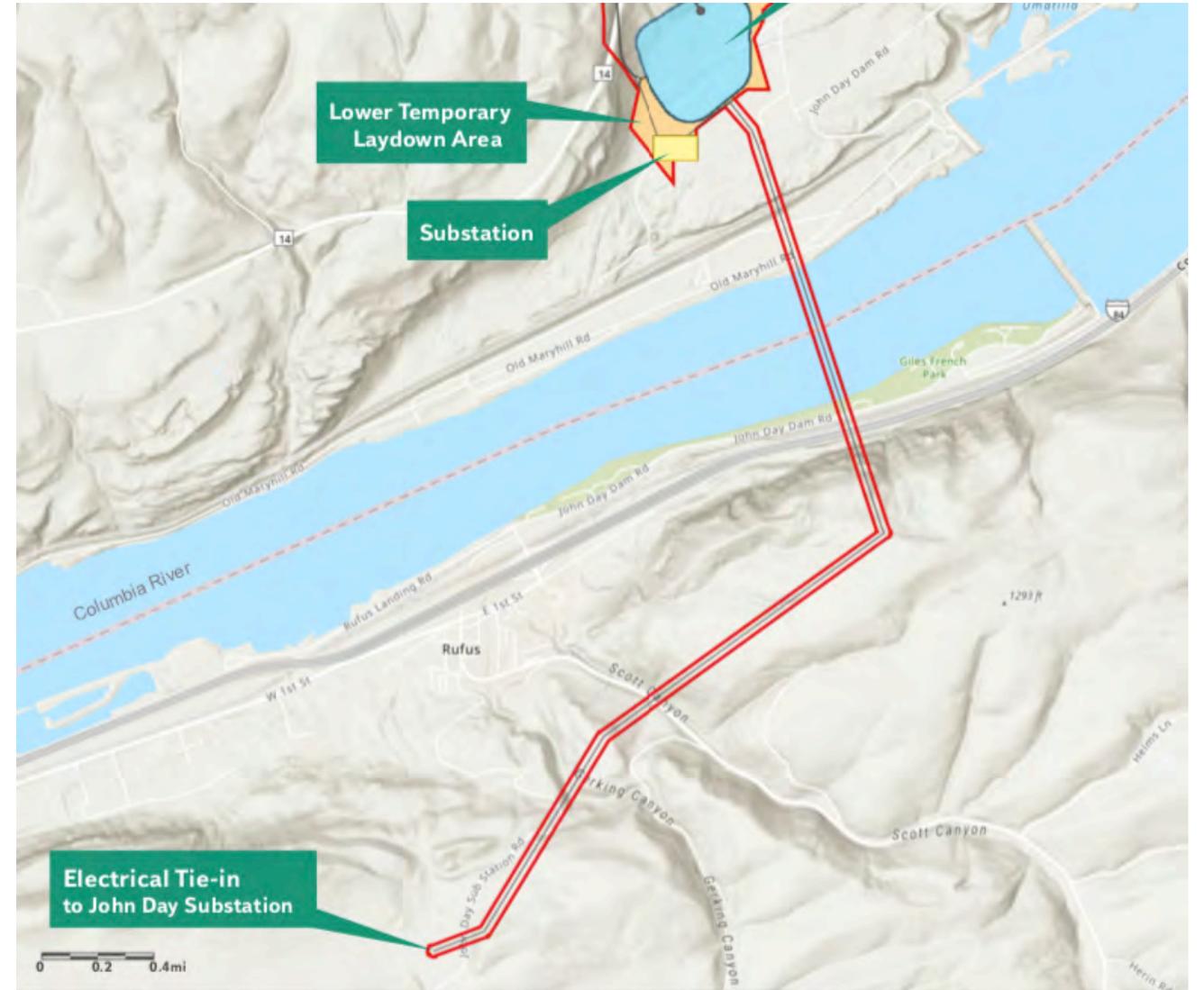
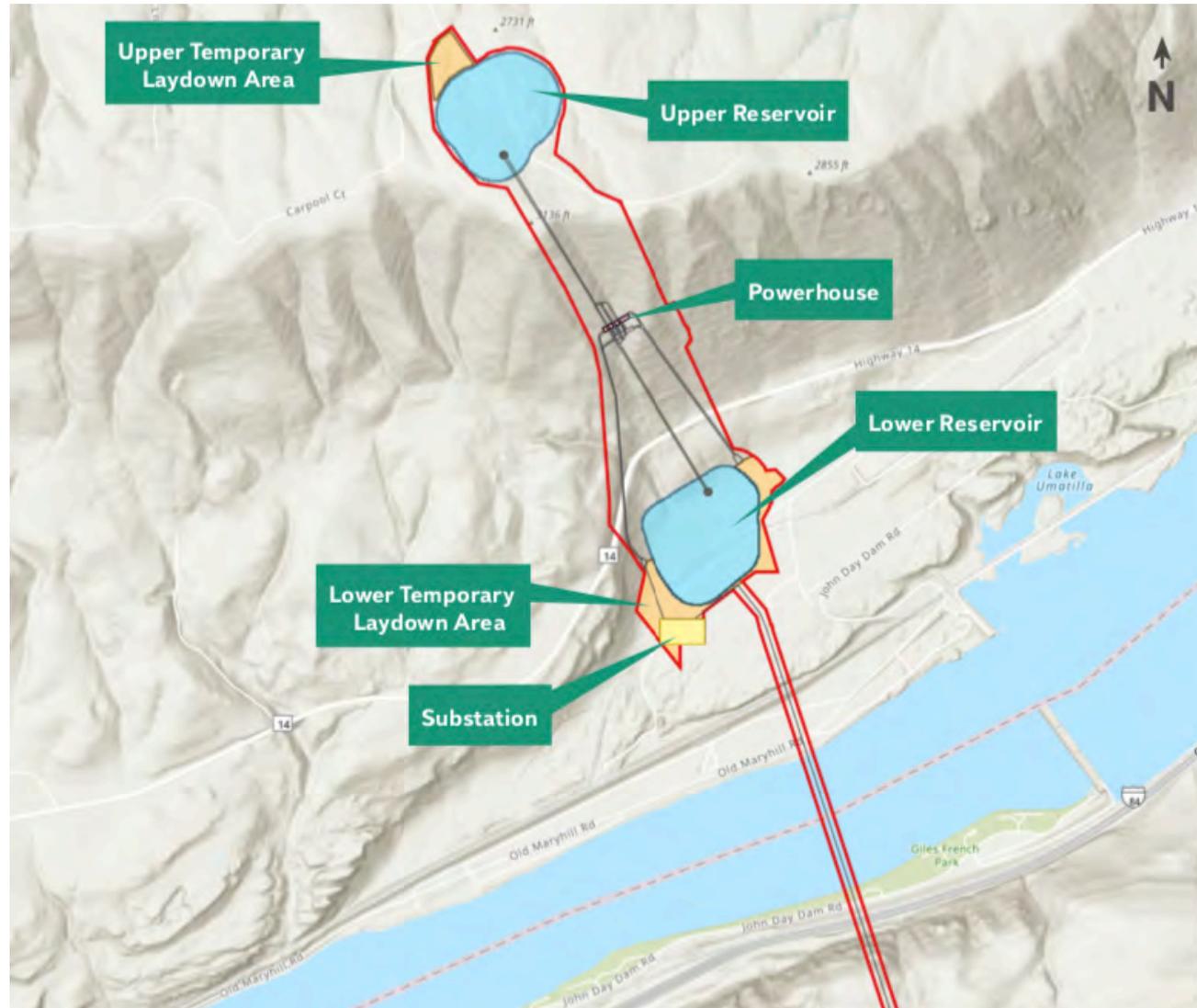
Copenhagen Investment Partners

### Developer:

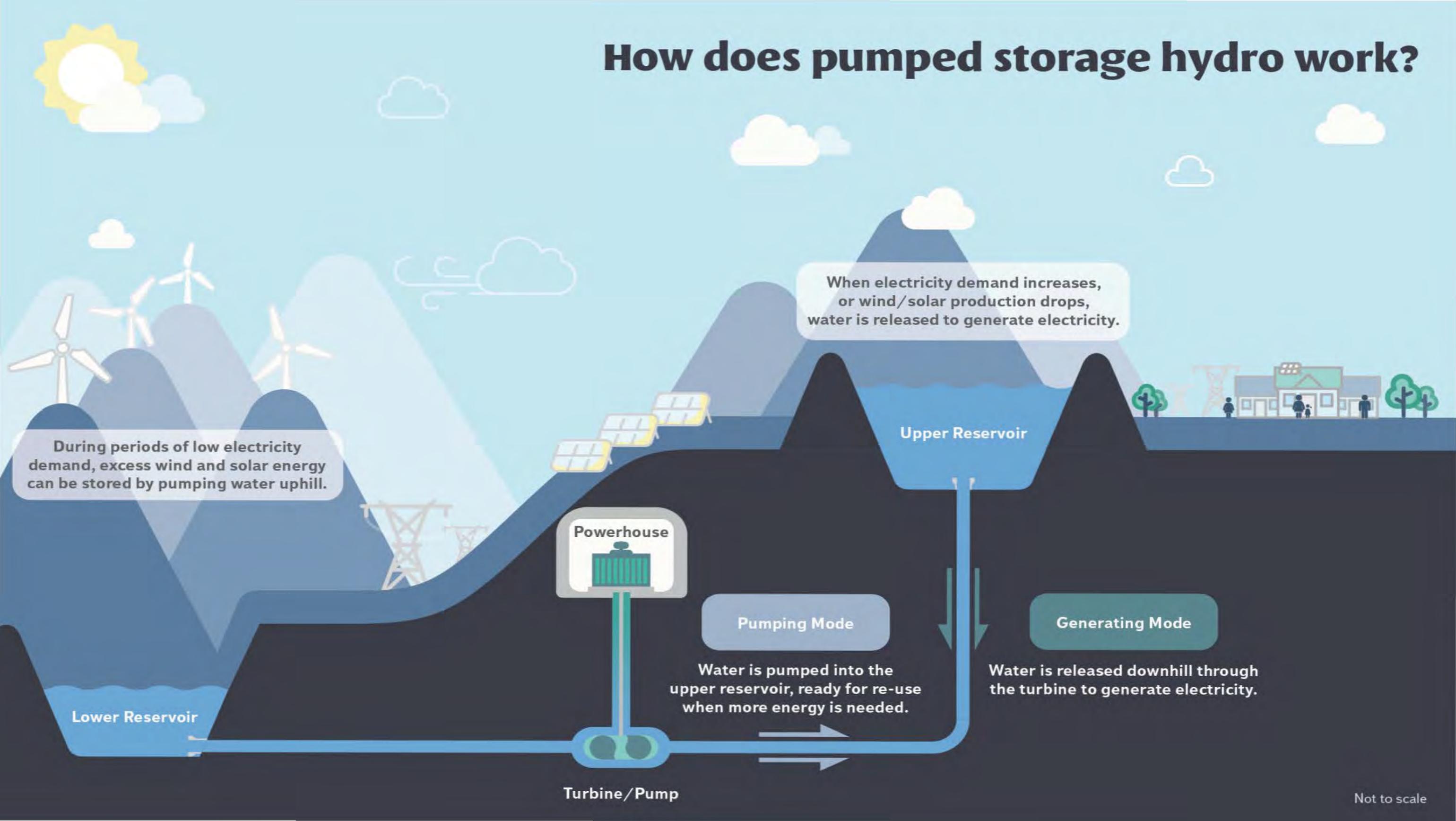
Rye Development, LLC

- Closed-loop pumped hydro storage
- Energy Overlay Zone, Klickitat County
- Generating 1,200 MW clean electricity
- Providing storage for the region's abundant wind and solar power

# Project Location



# How does pumped storage hydro work?



During periods of low electricity demand, excess wind and solar energy can be stored by pumping water uphill.

When electricity demand increases, or wind/solar production drops, water is released to generate electricity.

**Powerhouse**

**Pumping Mode**

Water is pumped into the upper reservoir, ready for re-use when more energy is needed.

**Generating Mode**

Water is released downhill through the turbine to generate electricity.

Turbine/Pump

Not to scale

## Meeting clean energy and climate goals

### Washington

100% renewable energy by 2050 mandate

### Oregon

50% renewable energy by 2040 goal,  
potential for 100% commitment in the near  
future

### California

100% renewable energy by 2040 mandate





## Fueling the local economy

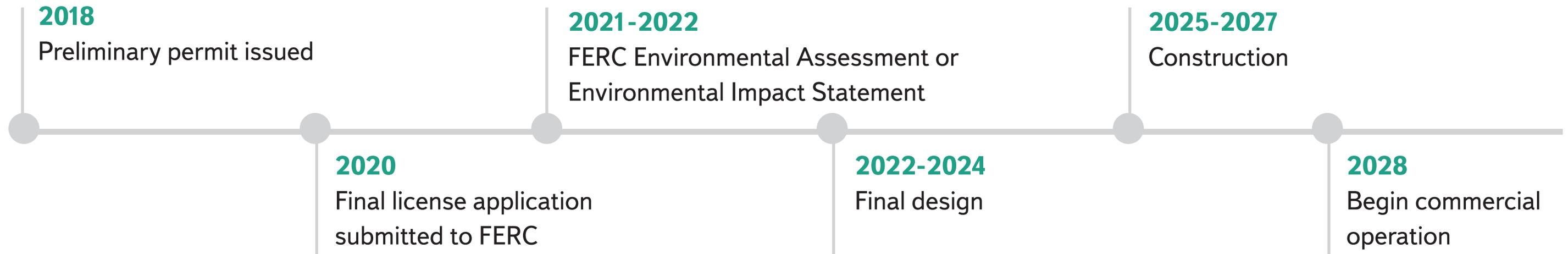
- \$2+ billion project
- More than 3,000 family-wage jobs during construction, and another 60 permanent jobs
- Number One Washington project in Mid-Columbia Economic Development District's economic development strategy

## Minimizing environmental impact

- Revitalizes a former brownfield site into a clean energy resource
- Helps us reduce our emissions and dependence of fossil fuels
- “Closed-loop” systems do not involve construction of a new dam on a river.
- Lower investment in transmission infrastructure compared to other clean energy options

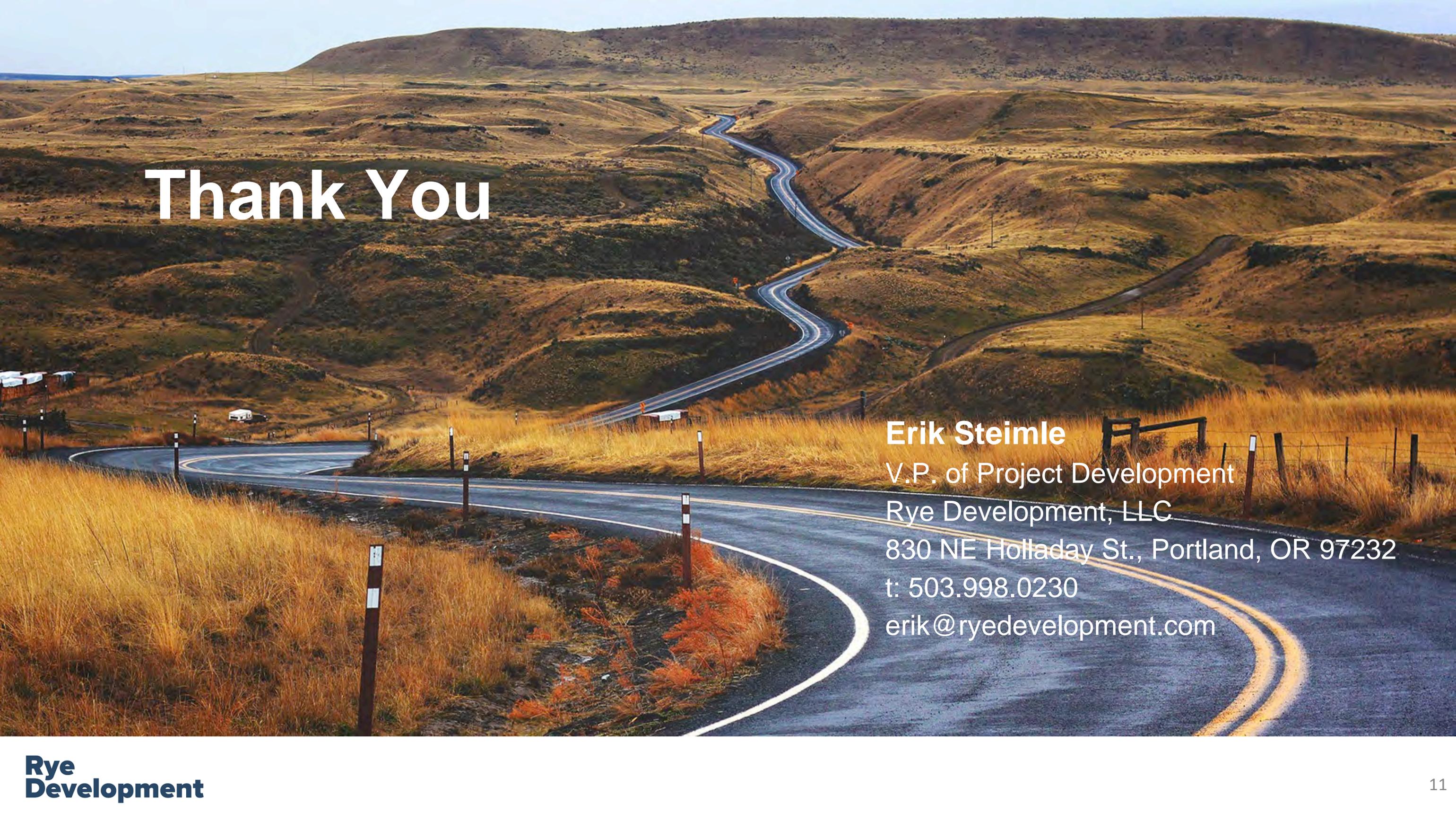


# Timeline



Stay up to date. Sign up for our newsletter at:

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# Thank You

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## AGENDA ITEM

DISTRICT ATTORNEY UPDATES

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

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