



CROOK COUNTY COURT MEETING
Crook County Annex | 320 NE Court St. | Prineville OR
WEDNESDAY, January 20, 2021 at 9:00 A.M.

Members of the public and media are welcome to attend in person with social distancing or via WebEx 1-408-418-9388; Access Code: 126 538 6281; Meeting Password: jEnpYBsq933

CONSENT AGENDA

(Routine matters which are not expected to generate discussion and are approved in a single vote. Any member of the Court may request removal of an item for separate discussion or vote.)

1. Approve Minutes of January 5, 2021 and January 12, 2021 Work Session and January 6, 2021 Regular Court Meeting
2. Approve IGA with Jefferson County for Shared Building Inspection Services
3. Approve Order 2021-08, Appointment to Crook County Boards and Committees
4. Approve Order 2021- 09, Appointment of Budget Committee Members
5. Approve Memorandum of Understanding with City of Prineville and Humane Society of the Ochocos for Tom McCall Access Expansion
6. Approve Intergovernmental Agreement with City of Prineville for Road Department's Radio System Repair and Maintenance
7. Approve Crook County Cultural Coalition Grant for Fairgrounds Live-Streaming Equipment

SCHEDULED APPEARANCES

8. Transportation Project Update Presenter: Derek Hofbauer, COIC (15 Minutes)

DISCUSSION

9. *Public Hearing* re Updates to the County Fee Schedule, Order 2020-46, Amendment #1
Requesters: Community Development and Health Department (5 Minutes)
10. Findings for New Justice Center and CMGC Bid Exemption - Order 2021-07
Requester: John Eisler (10 Minutes)
11. Consider Adoption of Crook County Workplace Infection Control Plan
Requester: Eric Blaine (10 Minutes)
12. Appointment of Budget Officer for FY21/22 Budget Requester: Janet Pritiskutch (10 minutes)
13. Best Care Solid Waste Application for a Disposal Fee Credit

EXECUTIVE SESSION - None Scheduled

**The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.
The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.

NOTICE AND DISCLAIMER

The Crook County Court is the governing body of Crook County and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Court has published this PDF file. This file contains the material to be presented before the County Court for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content maybe added, removed or changed between when this file is posted online and when the County Court meeting is held. The material contained herein maybe changed at any time, with or without notice.

CROOK COUNTY MAKES NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING ANY WARRENTY OF MERCHANTABILITY, ACCURACY, FITNESS FOR A PARTICULAR PURPOSE OR FOR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMMISSIONS, MISUSE OR MISINTERPERTATION.

Please also note that this file does not contain any materials scheduled to be discussed at an executive session or material the access to which maybe restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they maybe obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website.

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**CROOK COUNTY COURT MINUTES
OF JANUARY 5, 2021 WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on January 5, 2021, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Jerry Brummer and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via WebEx: Legal Counsels Eric Blaine and John Eisler; Administration Executive Assistant Amy Albert; Paralegal Regina Paul; Health Director Muriel DeLaVergne-Brown; Community Development Director Ann Beier; IT Director Troy Poncin; Sheriff John Gautney; Clerk Cheryl Seely; Tim Deboodt, Natural Resources; Extension Office Manager Kim Herber; Sheriff's Chief Administrative Deputy Stephanie Wilson; Community Development Project Manager Lori Furlong; and Senior Accountant Janet Pritiskutch.

WORK SESSION

The meeting was **called to order at 9:00 a.m.**

Agenda Item #1, Covid-19 Update: Health Director Muriel DeLaVergne-Brown updated the Court on Crook County's current Covid-19 status. The County's Covid-19 cases are down from previous weeks. It is expected that the County will receive 100 doses of the Covid-19 vaccine per week. Currently 55 people in the County have been vaccinated for Covid-19.

Agenda Item #2, Community Development – Budgets and Actuals Presentation: Community Development Director Ann Beier spoke on Community Development's budget. The budget for Community Development is separated into three separate categories: building, electrical and community development (land use and on-site). Revenue for the 2020-2021 fiscal year is in excess of the budgeted amount for electrical permits and plan review, building permit and plan review and reserve funds. In part, the excess of the budget is due to a permanent set-up at Facebook. Community Development has purchased a vehicle that is expected to be delivered in February. Thirty thousand dollars from the capital budget will go towards the purchase of a new vehicle this year with 25 percent coming from the electrical budget and 75 percent coming from the building budget. Community Development spent \$9,654.18 in vehicle repairs in 2020. By budgeting for a new vehicle on a yearly basis Community Development is hoping the cost of vehicle repairs can be minimized. Mrs. Beier stated there would be a future discussion with the Court regarding increasing the fees for Community Development by five percent.

Agenda Item #3, Cell Phone Reimbursements Processing Change: Senior Accountant Janet Pritiskutch informed the Court that cell phone reimbursements for County

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employees will now be processed on a monthly basis through payroll as opposed to a check being sent to employees on a quarterly basis.

Agenda Item #4, Filling of NRAC Recent Vacancy: Tim Deboodt informed the Court that Teresa Rumble resigned from the Natural Resources Committee over the holidays. The committee now has three open positions on the board. While all three positions do not need to be filled, it is an option. Mr. Deboodt asked for the Court's input on selecting a new committee member. The Court recommended filling the vacant position with a city employee and/or an individual who is knowledgeable about forestry and grazing permits. It was determined that Mr. Deboodt Ms. Rumble's resignation with the Committee and ask the Committee for input as to what areas of expertise are needed to fill the vacant positions. Mr. Deboodt will also speak with the City to determine if any employees would be interested in serving on the Committee.

At 9:48 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

EXECUTIVE SESSION

ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

MOTION to direct staff to confer with counter party as directed in executive session. Motion seconded. Motion carried 3-0. There being no further business before the Court, the meeting was **adjourned at 10:02 a.m.**

Respectfully submitted,

Amy Albert

**CROOK COUNTY COURT MINUTES
OF JANUARY 12, 2021 WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on January 12, 2021, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Jerry Brummer and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via WebEx: Legal Counsels Eric Blaine and John Eisler; Administration Executive Assistant Amy Albert; Paralegal Regina Paul; Health Director Muriel DeLaVergne Brown; Library Director April Witteveen; Road Master Bob O'Neal; Community Development Director Ann Beier; Manager Kim Herber; Administrative Assistant Stephanie Wilson; Project Manager Lori Furlong; Sheriff John Gautney; Clerk Cheryl Seely; Building Official Randy Davis; Human Resource Director Kim Barber and Pat Thompson.

WORK SESSION

The meeting was **called to order at 9:00 a.m.**

Agenda Item #1, Covid-19 Update: Health Director Muriel DeLaVergne Brown presented the Court with a Crook County Covid-19 update. Crook County is continuing to receive one-hundred doses of the Covid-19 vaccine per week. At this time Group 1A is being vaccinated however, it is thought that vaccinations for this group will conclude in two weeks. After vaccinations for Group 1A have concluded school district personnel will be vaccinated. Ms. DeLaVergne Brown and the Oregon Advisory Committee are in the process of determining when those sixty-five and older will be vaccinated. The Oregon Advisory Committee is set to meet today, January 12th and January 14th.

Agenda Item #2, Road Department – Budget and Actuals Presentation: Road Master Bob O'Neal presented the Court with expenditures for the Road Department budget as of November 30, 2020. The Road Department is funded primarily through State STP funding along with grants that are applied for and granted through State and Federal Agencies. As of November 2020, Crook County's STP funding is down \$375,000 due to less fuel revenue as a result of the pandemic. The Road Department has two grants that are to take place this year or next equaling approximately \$3,000,000, one of the grants is for the overlay of the Ranger Station Road and the other is for the Weigand Road Bridge. These grants will be project specific.

Agenda Item #3, Letter of Intent for ODOT regarding Millican Road: Road Master Bob O'Neal presented the Court with a Letter of Intent regarding the George Millican Road Support of Freight Industry between Crook County, Deschutes County and Oregon Department of Transportation. Mr. O'Neal provided the Court with an overview of the

maintenance required for Millican Road and the requirements that need to be met by semi-trucks, depending on the size of load they are carrying, to travel on Millican Road. After some discussion it was determined that Mr. O'Neal would sign the Letter of Intent on behalf of Crook County.

Agenda Item #4, Fee Update: Project Manager Lori Furlong and Building Official Randy Davis updated the Court on fee increases for Community Development that will take place April 1, 2021. While Community Development did add fees or increase fees in areas where the current fee did not cover the labor provided by members of Community Development, the objective was to increase fees by no more than five percent. Community Development Director Ann Beier explained to the Court the purpose in the fee increase is simply to cover costs incurred by Community Development. Ms. Beier discussed how personnel in Community Development has increased due to demand. This also increases training costs and other fixed costs such as vehicles.

Agenda Item #5, Library Recruitments: Library Director April Witteveen discussed with the Court the fact that over the summer of 2020 two job openings became available, a Teen Services Specialist and a part-time Library Page. Ms. Witteveen updated the Court on the library's checkouts, check ins and holds for Crook County Library patrons from before the library became a curbside/virtual model service to present, stating that while the number of checkouts has decreased by thirty-eight percent, the two latter categories have not significantly been affected. Ms. Witteveen inquired as to the Court's thoughts on the library filling one or both of the vacant positions or if the positions should be left vacant for the time being. It was decided that both positions will remain vacant for the time being but once the library is open to the public both positions will be filled as soon as possible.

EXECUTIVE SESSION

None Scheduled

There being no further business before the Court, the meeting was **adjourned at 10:32 a.m.**

Respectfully submitted,

Amy Albert

**CROOK COUNTY COURT MINUTES
OF JANUARY 6, 2021 REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Court met in a Regular Court meeting on January 6, 2021, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford (arrived at approximately 9:05), Commissioner Jerry Brummer and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via WebEx: Legal Counsels Eric Blaine and John Eisler; Administration Executive Assistants Jennifer Orozco and Amy Albert; Deputy Abigail Curtis; Deputy Crystal Bonotto; Brandi Ebner, CC Foundation; Surveyor Greg Kelso; Museum Director Sandor Cohen; Jan Anderson; Adam Stephen; City Planner Casey Kaiser; Accounting Manager Janet Pritiskutch; Pastor Ron Hemphill; Adam Stephen; Marlise Jay; Phil Burgess; Sheriff John Gautney; Under Sheriff James Savage; Deputy Javier Sanchez; Deputy Brian Bottoms; Deputy Steven Hatcher; Deputy Jerry Stone; Deputy Al Maich; Jail Commander Bill Elliott; Deputy Eric King; Chief Administrative Deputy Stephanie Wilson; Hannah Haney; Extension Manager Kim Herber; and IT Director Troy Poncin.

REGULAR SESSION

The meeting was **called to order at 9:00 a.m.**

ADDITIONS: None

MOTION to approve the Consent agenda, except #16, and to move item 16 from the Consent Agenda to Discussion. Motion seconded. No discussion. Motion carried 2-0.

Appearances / Item #16: Naming Rights Agreement, Crook County Fairgrounds. Eric Blaine outlined the changes made in the Facility Naming and Sponsorship Agreement between Crook County and the Pape Group, Inc. regarding the Susie Yancey Pape Arena at the Crook County Fairgrounds. There are some modest changes to the final version compared to what is in the Commissioner's meeting packets. Changes were made concerning signage for the arena along with minor grammatical and spelling corrections.

MOTION to approve the facility naming and sponsorship agreement. Motion seconded. No discussion. Motion carried 3-0.

Appearances / Item #17: Swearing in of Abigail Curtis as Patrol Deputy and Crystal Bonotto as Parole and Probation Deputy. Sheriff John Gautney swore in Deputy Abigail Curtis and Deputy Crystal Bonotto to the Crook County Sheriff's Department.

Appearances / Item #18: Crook County Foundation Annual Contribution Request. Brandi Ebner updated the Court regarding the success of the Holiday Partnership for 2020. The Holiday Partnership provided 300 food boxes and approximately 1,000 gifts during the holiday season. The Holiday Partnership also provided \$1,400,000 toward scholarships in Crook County. Ms. Ebner requested Crook County donate \$5,000 to the Holiday Partnership in support of administrative duties. The Court agreed to contribute \$5,000 out of the 2020-2021 fiscal year budget, and requested that Ms. Ebner submit a formal request for the Court's consideration for donation requests in the future.

Appearances / Item #19: Partition Plat Map Dedicating a Right-of-Way for SE Davis Road. Surveyor Greg Kelso presented the Court with a plat map dedicating the right-of-way for SE Davis Road. When SE Davis Road was paved, after being surveyed in the 1970s, it did not follow the surveyed map. The partition plat map presented by Mr. Kelso reflects the current course of the road.

MOTION to approve partition plat map dedicating a right of way for SE Davis Road. Motion seconded. Motion carried 3-0.

Appearances / Item #20: Historical Society/County Presentation on Exhibit Center. Museum Director Sandor Cohen presented the Court with an update on an exhibit center proposed to be built at 136 NE Third Street, Prineville, Oregon. This location was formerly known as Hans' Pharmacy. Jan Anderson presented the history of the site location which was where Dr. Horace Belknap once lived. Adam Stephen from Steele Associates Architecture presented the architectural plan for the façade of the location to replicate Dr. Belknap's home. Casey Kaiser discussed how the architectural plans for the exterior of the site will help in revitalizing downtown by creating a focal point and making that particular section of town more pedestrian friendly. Mr. Cohen concluded the presentation by informing the Court that the museum will be forming a fund-raising committee to help raise funds for the Exhibit Center.

Discussion item #21: Review of FY21/22 Budget Calendar. Accounting Manager Janet Pritiskutch discussed the County's upcoming budget, and that the percentage of any COLA change that is to be attributed to the Sheriff's Department and Road Department is unknown at this time. The Court stated that they would like the insurance responsibilities for County employees to remain as is (90/10), along with a one step increase in pay for County employees and a COLA increase, depending on budget forecasts.

Discussion item #22: Discussion of COVID Relief Funds. Accounting Manager Janet Pritiskutch informed that Court that the use of Covid relief funds the County has received has been extended to December 31, 2021. Ms. Pritiskutch stated there is currently \$206,000 of the Covid relief funds left. The Court discussed that as of December 31, 2020, there were changes to the CARES Act which no longer pays for Covid related sick leave for County employees.

Discussion item #23: Discussion of Helibase CM/GC Post Evaluation Report. Commissioner Brian Barney and John Eisler discussed an exemption that was made,

pursuant to Order 2018-70, regarding the public improvement contract for Construction Management/General Contractor for the development and construction of the US Forest Service Central Oregon Helibase. The final contract amount to the County was \$4,753,184.

EXECUTIVE SESSION

None Scheduled

There being no further business before the Court, the meeting was **adjourned at 10:46 a.m.**

Respectfully submitted,

Amy Albert

Crook County Counsel's Office

267 NE 2nd St. • Prineville, Oregon 97754 • (541) 416-3919 • FAX (541) 323-2262



MEMO

TO: Crook County Court

FROM: County Counsel's Office

DATE: January 8, 2021

RE: *Intergovernmental Agreement between Crook County and Jefferson County*
Our File No.: Building 27

After lengthy discussions with Jefferson County, the two community development departments propose updating the agreement to share building code inspectors and plans examiners. Under this updated agreement, Crook County will provide A-level code inspectors and plans examiners to Jefferson, and Jefferson will reimburse Crook based on the number of hours worked. If approved, this new IGA will supersede the existing services agreement, and will continue in effect until either party terminates upon 30 days' notice.

Ann has reviewed the proposed IGA and recommends that it be approved. Jefferson County has stated that it will consider the IGA at its January 13 Commissioners Meeting.

Please place this memo and the attached document(s) on the Wednesday, January 20, 2021, County Court Agenda as a CONSENT ITEM, for approval and signatures.

INTERGOVERNMENTAL AGREEMENT BETWEEN
CROOK COUNTY AND JEFFERSON COUNTY

Contract No. 2021 - _____

This Agreement is made and entered into by and between Jefferson County, a political subdivision of the State of Oregon, hereinafter referred to as “Jefferson”, and Crook County, a political subdivision of the State of Oregon, hereinafter referred to as “Crook”.

WITNESSETH:

WHEREAS, Jefferson and Crook are authorized pursuant to ORS 190.003 through 190.110 to enter into an intergovernmental Agreement for the performance of any or all functions which a party to the Agreement has the authority to perform; and

WHEREAS, both Jefferson and Crook find it beneficial to enter into this Agreement in order for Crook to provide inspection services for commercial A-Level and residential plan reviews and inspection services to Jefferson.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. EFFECTIVE DATE/DURATION

- 1.1. This Agreement is effective February 1, 2021.
- 1.2. This Agreement will remain in effect until terminated by either party by giving thirty days written notice of termination to the other party.

2. TERMINATION

- 2.1. This Agreement may be terminated by either party upon 30 days written notice to the other party. Termination under this section shall not affect any obligations or liabilities accrued prior to the effective date of termination.

3. PURPOSE

- 3.1. Provide Commercial “A” level plumbing, mechanical, structural, electrical and fire, life, safety inspection services along with plans examination services, and such other inspection services on behalf of and for the benefit of Jefferson County and such other inspection services as the parties may agree upon.
- 3.2. Provide residential services for plumbing, mechanical, structural and electrical services, with plans examination services and such other

inspection services on behalf of and for the benefit of Jefferson County and such other inspection services as the parties may agree upon

4. STATEMENT OF WORK

4.1. Crook agrees to:

- 4.1.1. Provide Commercial “A” level plumbing, mechanical, structural, electrical and fire, life, safety inspection services and plans examination and such other inspection services on behalf of and for the benefit of Jefferson County and such other inspection services as the parties may agree upon.
- 4.1.2. Provide residential plumbing, mechanical, structural and electrical services, with plans examination services and such other inspection services on behalf of and for the benefit of Jefferson County and such other inspection services as the parties may agree upon.
- 4.1.3. Provide all services in accordance with a schedule approved by the parties.
- 4.1.4. Provide monthly invoices for all hours worked and mileage to be reimbursed.

4.2. Jefferson agrees to:

- 4.2.1 Submit timely requests for services providing as much advance notice as reasonably possible.
- 4.2.2 Pay invoices received within 30 days of their receipt.

5. CONSIDERATION

- 5.1. Jefferson shall pay Crook on a fee-for-service basis at the rate of \$50.00 per hour for commercial inspection services and \$40.00 per hour for residential inspection services plus vehicle mileage at the current rate designated by the Internal Revenue Service for tax purposes. Jefferson shall also pay 60 percent of the Permit Plan Review Fees to Crook County for the Commercial Plan Reviews and the Fire Life Safety Review with 40 percent to Jefferson County.
- 5.2. If the hours worked by a Crook employee for services performed under this Agreement exceeds 40 hours in a work week, Jefferson agrees to pay Crook for all hours worked by the employee in excess of 40 hours in a work week at the rate of 1½ times the hourly rate being paid to Crook for the services of the employee performing the services.
- 5.3. For the work to be performed under this agreement, Crook’s performance of its obligations hereunder is conditioned upon Crook’s compliance with the provisions of ORS 279B.220, 279B.230 and 279B.235, which are incorporated herein by this reference.

5.4. Payment for hours worked, plan review fees and the reimbursement for mileage shall be the complete compensation to Crook for services performed under this Agreement.

6. DELEGATION AND REPORTS

6.1. Crook shall not delegate the responsibility for providing services hereunder to any other individual or agency and shall provide Jefferson with periodic reports at the frequency and with the information prescribed to be reported by Jefferson.

7. ASSIGNMENT

7.1. Neither this Agreement nor any of the rights granted by this agreement may be assigned or transferred by either party.

8. BINDING EFFECT

8.1. The terms of this Agreement shall be binding upon and inure to the benefit of each of the parties and each of their respective administrators, agents, representatives, successors and assigns.

9. AGENCY AND PARTNERSHIP

9.1. It is agreed by and between the parties that Crook is carrying out a function on behalf of Jefferson, and Jefferson has the right of direction or control of the manner in which Crook delivers services under this Agreement and exercises control over the activities of Crook when providing agreed upon services.

9.2. Neither party is, by virtue of this Agreement, a partner or joint venturing with the other party and neither party shall have any obligation with respect to the other party's debts or liabilities of whatever kind or nature.

10. INDEMNIFICATION

10.1. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Jefferson shall defend, save, hold harmless and indemnify Crook and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Jefferson or its officers, employees, contractors, or agents under this Agreement.

10.2. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Jefferson shall defend, save, hold harmless and indemnify Crook and its officers, employees and agents from and against all claims, suits,

actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Jefferson or its officers, employees, contractors, or agents under this Agreement.

- 10.3. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Crook shall defend, save, hold harmless and indemnify Jefferson and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Crook or its officers, employees, contractors, or agents under this Agreement.
- 10.4. Neither party shall be liable to the other for any incidental or consequential damages arising out of or related to this Contract. Neither party shall be liable for any damages of any sort arising solely from the termination of this contract or any part hereof in accordance with its terms.

11. NON-DISCRIMINATION

- 11.1. Each party agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, age or sexual orientation, suffer discrimination in the performance of this agreement when employed by either party. Each party agrees to comply with Title VI of the Civil Rights Act of 1964, with Section V of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Additionally, each party shall comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-366), ORS 659.425, and all regulations and administrative rules established pursuant to those laws.
- 11.2. [RESERVED]
- 11.3. Additionally, each party shall comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

12. ATTORNEY FEES

- 12.1. In the event an action, lawsuit or proceeding, including appeal there from, is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for their own attorney fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.

13. NO WAIVER OF CLAIMS

13.1 The failure by any party to enforce any provision of this agreement shall not constitute a waiver by that party of that provision or of any other provision of this Agreement.

14. SEVERABILITY

14.1. Should any provision or provisions of this Agreement be construed by a court of competent jurisdiction to be void, invalid or unenforceable, such construction shall affect only the provision or provisions so construed, and shall not affect, impair or invalidate any of the other provisions of this Agreement which shall remain in full force and effect.

15. HEADINGS

15.1. The headings of this Agreement are for convenience only and shall not be used to construe or interpret any provisions of this Agreement.

16. INCORPORATION OF RECITALS

16.1 The recitals set forth above are hereby incorporated into and made a part of this Agreement.

17. APPLICABLE LAW

17.1. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

Remainder of this page left blank intentionally

18. ENTIRE AGREEMENT

- 18.1. This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof, and supersedes any and all prior or contemporaneous agreements or understandings between the parties, if any, whether written or oral, concerning the subject matter of this Agreement which are not fully expressed herein.
- 18.2. This Agreement may not be modified or amended except by a writing signed by both parties.

On Behalf of Jefferson County:

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Kelly Simmelink, Chair

Mae Huston, Commissioner

Wayne Fording, Commissioner

Date: _____

On Behalf of Crook County:

CROOK COUNTY COURT

Seth Crawford, Judge

Jerry Brummer, Commissioner

Brian Barney, Commissioner

Date: January 20, 2021

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**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF THE
APPOINTMENT TO CROOK COUNTY
BOARDS AND COMMITTEES**

ORDER 2021-08

WHEREAS, volunteers are essential to the operation of the county government; and

WHEREAS, the Court has carefully considered the skills and talents of the applicants and the needs of the boards which has a vacancy requiring appointments, and based upon recommendation of Boards and Committees:

NOW, THEREFORE, it is hereby **ORDERED** that that the Crook County Court makes the following appointment to the Crook County Boards and Committees:

Board	Appointee	Term	Oath required
Mental Health Advisory Position # 4	Muriel Delaverngne- Brown	2 -Year Term Expiring 12-31-2022	No
Solid Waste Advisory Position #6	Louis Seals	2 -Year Term Expiring 12-31-2022	No
Economic Development of Central Oregon (EDCO)	Greg Lambert	3 – Year Term Expiring 12/31/2023	No

DATED this 20th day of January 2021.

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

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IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

IN THE MATTER OF APPOINTMENTS
To Crook County Budget Committee

ORDER #2021-09

WHEREAS, volunteers are essential to the operation of the county government, and

WHEREAS, the Court has carefully considered the skills and talents of the applicants and the needs of the committee which has vacancies requiring appointments; and

WHEREAS, based upon the recommendations of members of the Board and,

BE IT THEREFORE ORDERED that the Crook County Court make the following appointments to the Crook County Budget Committee, as follows:

Board	Appointee	Term	Oath required
Crook County Budget Committee Position #1	Steve Markell	Serving the remainder of 3-year term Expiring 12-31-2021	Yes
Crook County Budget Committee Position #2	Bobbi Brooks	Serving the remainder of 3-year term Expiring 12-31-2022	Yes

DATED this 20th day of January 2021.

CROOK COUNTY COURT:

SETH CRAWFORD, County Judge

JERRY BRUMMER, County Commissioner

BRIAN BARNEY, County Commissioner

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Memorandum of Understanding

This **Memorandum of Understanding** ("MOU") sets forth the terms and understanding between the **City of Prineville**, an Oregon municipal corporation ("City"); **Crook County**, a political subdivision of the State of Oregon ("County"); and **Humane Society of the Ochocos**, an Oregon non-profit Corporation ("Ochoco"); collectively the "Parties," and individually a "Party," regarding the following project: Tom McCall Access Expansion ("Project").

Background

1. Ochoco is the owner of certain real property located within Crook County, Oregon identified as Taxlot 1515110000100, more or less 2 acres.

2. County is the owner of certain real property located within Crook County directly north of the Ochoco lot, more or less 1 acre, which is part of Taxlot 1515000000300.

3. Currently an unimproved 60-foot right-of-way exist to the south of Ochoco's property, which allows access to Taxlot 151512B002800 ("ROW"). The ROW already has City water and sewer constructed within it.

4. The City desires to have an 80-foot ROW rather than 60-foot ROW. The parties have proposed a scenario that would provide an additional 20 feet for Tom McCall Road, an additional 20 feet for the unimproved ROW, and provide Ochoco a net gain of more or less 0.67 acres to the north of their current facility for a planned expansion of their facility. A diagram of the Project is attached as Exhibit 1 and incorporated herein.

5. In order to accomplish the Project, certain expenditures are required.

6. County intends to partition Taxlot 1515000000300.

7. The Parties have come to an understanding of each of its responsibilities to accomplish the Project and wish to set forth those understandings in writing.

City's Responsibilities

1. City agrees to pay all costs associated with surveying and recording a partition plat that will transfer County property as identified above to Ochoco and dedicate 20 feet of right-of-way along Tom McCall Road and an additional twenty feet along the unnamed ROW to the south of the existing Ochoco property; however, such expenditures shall be solely limited to the property mentioned heretofore, and shall not include any costs or fees associated with property not part of this Agreement. In the event the Parties decide to achieve the Project through right-of-way dedications and a Boundary Line Adjustment, then City will be responsible for any costs or fees associated with the Boundary Line Adjustment

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2. City agrees to pay all costs associated with moving Ochoco's southern fence, as currently constructed, and any potential irrigation conflicts when the construction of the ROW or road becomes necessary.

County's Responsibilities

1. County agrees to gift the one-acre parcel identified above to Ochoco.
2. County agrees to execute all documents reasonably necessary to further effect and evidence the terms of this MOU.

Ochoco's Responsibilities

1. Ochoco agrees to dedicate 20 feet of right-of-way along Tom McCall Road and an additional 20 feet along the unnamed ROW to the South of the existing Ochoco property.
2. Ochoco agrees to execute all documents reasonably necessary to further effect and evidence the terms of this MOU.

Duration

This MOU may be modified only by mutual consent. This MOU shall become effective upon signature by the Parties and will remain in effect until modified or terminated by mutual consent. Any modification or termination shall be in writing, signed by all three parties. In the event that the Project is not completed within three (3) years from the Effective Date of this MOU, any party may terminate the MOU by providing written notice to the other parties.

Contact Information

City of Prineville
ATTN: Josh Smith
387 NE Third Street
Prineville, OR 97754
Phone: 541.447.2367
Email: jsmith@cityofprineville.com

Humane Society of the Ochocos
ATTN: Heather O'Daniel
1280 Tom McCall Road
Prineville, OR 97754
Phone: 541.447.7178
Email: hetherodaniel@yahoo.com

Crook County
ATTN: Eric Blaine
300 NE 3rd Street
Prineville, OR 97754
Phone: 541.416.3919
Email: eric.blaine@co.crook.or.us

///

///

Understanding

The Parties acknowledge that this MOU does not create a Joint Venture and each party agrees to defend, indemnify, and hold the other completely harmless from and against any and all claims arising out of the negligent or illegal acts of the other.

CITY OF PRINEVILLE

By: _____

Steve Forrester, City Manager

Jan. 5, 2021
Date

CROOK COUNTY

By: _____

Seth Crawford, County Judge

1-20-21

Date

By: _____

Brian Barney, County Commissioner

1-20-21

Date

By: _____

Jerry Brummer, County Commissioner

1-20-21

HUMANE SOCIETY OF THE OCHOCOS

By: _____

Heather O'Daniel, Executive Director

January 4, 2021
Date

Crook County Counsel's Office

Mailing: 300 NE Third St., Prineville, OR 97754 • Phone: 541-416-3919
Physical: 267 NE 2nd St., Ste 200, Prineville, OR 97754 • Fax: 541-447-6705



MEMO

TO: Crook County Court

FROM: John Eisler, County Counsel's Office

DATE: January 12, 2021

RE: IGA with Prineville for Road's Radio Maintenance
Our File No.: Roads 266

Enclosed is an Intergovernmental Agreement with the City of Prineville to maintain and service the Road Department's land mobile radio services. The services were formerly provided by Mountain Star Radio Communications, who changed ownership recently. Considering that the City already provides such services to Crook County Fire and Rescue and the Sheriff's Office, and considering that the City already services other radios at the same locations needed for the Road Department, it made sense to discuss having the City service Road's radios.

After a meeting with James Wilson, the enclosed simple IGA was drafted. The IGA obligates the City to maintain and repair the Road's radios, install new endpoints, and file FCC license renewals in exchange for a \$6,000 annual fee.

Please let me know if you have any questions.

Please place this memo and the attached document(s) on the Wednesday, January 20, 2020 County Court Agenda as a CONSENT ITEM, for approval and signatures.

6

**INTERGOVERNMENTAL AGREEMENT
FOR RADIO SYSTEM REPAIR AND MAINTENANCE**

This Intergovernmental Agreement for Radio System Repair and Maintenance (IGA) is made by and between Crook County, a political subdivision of the State of Oregon (County) and the City of Prineville, an Oregon municipal corporation (City).

WITNESSETH

WHEREAS, pursuant to ORS 190.010 local governments are authorized to enter into intergovernmental agreements. City and County are local governments as defined by ORS Chapter 190; and

WHEREAS, next generation digital radios systems rely upon Information Technology (IT) networks to pass radio traffic and interoperate between disparate systems; and

WHEREAS, the City provides land mobile radio services (the "Radio System") for public safety agencies within Crook County, including Crook County Fire and Rescue, Prineville Police Department, Crook County Sheriff's Office, and Prineville Public Works; and

WHEREAS, the City's Radio System has capacity for additional users; and

WHEREAS, the County Road Department (Road) desires to benefit from the efficiencies and expertise of City with its Radio System.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. **EFFECTIVE DATE/DURATION.** This Agreement is effective upon full execution and shall remain in effect for one year from the date of execution. This Agreement shall renew automatically each year unless terminated in accordance with Section 2 of this Agreement.
2. **TERMINATION.** This Agreement may be terminated by either party upon 90-days' written notice to the other party. Termination under this section shall not affect any obligations or liabilities accrued prior to the effective date of termination. Upon termination, each party shall retain ownership of their respective equipment, i.e., County retains subscriber equipment and City retains NG Core and infrastructure.
3. **SCOPE OF AGREEMENT.** It is mutually agreed that either party can operate under either party's FCC license.

3.1 Road shall:

- A. Purchase new Endpoints at its cost; and
- B. Provide City with access to its FRN ULS account.

3.2 City shall:

- A. Provide routine maintenance, troubleshoot and repair of mobile radio subscriber units and infrastructure for Road's radio system;
- B. Install Road's new endpoints;
- C. File FCC license modifications and renewals on behalf of Road, however frequencies granted specifically to Road shall retain County as the real party in interest. City will provide Road with courtesy copies of all such filings made on its behalf; and
- D. Provide interconnection between Road and the NG radio core.

4. CONSIDERATION. In exchange for the above services, County shall pay City Six-Thousand Dollars (\$6,000), billed annually.

5. DELEGATION. City shall not delegate the responsibility for providing services hereunder to any other individual or agency without the prior written consent of County.

6. ASSIGNMENT. Neither this IGA nor any of the rights granted by this IGA may be assigned or transferred by either party.

7. BINDING EFFECT. The terms of this IGA shall be binding upon and inure to the benefit of each of the parties and each of their respective administrators, agents, representatives, successors, and assigns.

8. AGENCY AND PARTNERSHIP. Neither party is, by virtue of this IGA, a partner or joint venturer with the other party and neither party shall have any obligation with respect to the other party's debts or liabilities of whatever kind or nature.

9. INDEMNIFICATION.

- 9.1 To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, City shall defend, save, hold harmless, and indemnify County and its officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from or arising out of, or relating to the activities of City or its officers, employees, contractors, or agents under this IGA.

- 9.2 To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall defend, save, hold harmless, and indemnify City and its officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from or arising out of, or relating to the activities of County or its officers, employees, contractors, or agents under this IGA.
- 9.3 Neither party shall be liable to the other for any incidental or consequential damages arising out of or related to this IGA. Neither party shall be liable for any damages of any sort arising solely from the termination of this IGA or any part hereof in accordance with its terms.

10. **NON-DISCRIMINATION.** Each party agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, age, or sexual orientation, suffer discrimination in the performance of this IGA when employed by either party. Each party agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Section V of the Rehabilitation Act of 1973 as amended, and all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Additionally, each party shall comply with the Americans with Disabilities Act of 1990 as amended, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

11. **ATTORNEY FEES.** In the event an action, lawsuit, or proceeding, including appeal therefrom, is brought for failure to observe any of the terms of this IGA, each party shall bear its own attorney fees, expenses, costs, and disbursements for said action, lawsuit, proceeding, or appeal.

12. **NO WAIVER OF CLAIMS.** The failure of either party to enforce any provision of this IGA shall not constitute a waiver by that party of that provision or of any other provision of this IGA.

13. **SEVERABILITY.** Should any provision or provisions of this IGA be construed by a court of competent jurisdiction to be void, invalid, or unenforceable, such construction shall affect only the provision or provisions so construed, and shall not affect, impair, or invalidate any of the other provisions of this IGA which shall remain in full force and effect.

14. **HEADINGS.** The headings of this IGA are for convenience only and shall not be used to construe or interpret any provisions of this IGA.

15. **APPLICABLE LAW.** This IGA shall be governed by and interpreted in accordance with the laws of the State of Oregon.

16. **ENTIRE AGREEMENT.** This IGA constitutes the entire agreement between the parties concerning the subject matter hereof, and supersedes any and all prior or contemporaneous agreements or understandings between the parties, if any, whether written or oral, concerning the subject matter of this IGA which are not fully expressed

herein. This IGA may not be modified or amended except by a writing signed by both parties.

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

CROOK COUNTY COURT

CITY OF PRINEVILLE

Seth Crawford, County Judge

Jason Beebe, Mayor

Jerry Brummer, County Commissioner

Date _____

Brian Barney, County Commissioner

Steve Forrester, City Manager

Signed by the Crook County Court this 20th
day of January 2021.

Date _____



Crook County Cultural Coalition

c/o Crook County Foundation

P.O. Box 1061

Prineville, OR 97754

Phone: 541-416-0507

TomJay55@gmail.com

7

Jan. 5, 2021

Casey Daly
Crook County Fairgrounds
P.O. Box 507
Prineville, OR 97754

Dear Casey:

The Crook County Cultural Coalition is pleased to inform you that the Crook County Fairgrounds has been awarded a grant in the amount of \$1,500.00. The purpose of this grant is to help fund the purchase of live-streaming equipment for the Fairgrounds.

Checks will not be presented in-person this year due to COVID-19 so please find it enclosed with this letter.

We would like to remind you of the Post-Award requirements as stated in the Grant Application Guidelines:

- Grant recipients must state in all media announcements, marketing materials, and information campaigns that their activities are "supported by a grant from the Crook County Cultural Coalition with funds from the Oregon Cultural Trust to support Oregon's arts, heritage, and the humanities".
- Grant recipients will submit a final report to the Crook County Cultural Coalition by **August 31, 2021**. The Report Form will be included with this letter.

If you have any questions, please do not hesitate to call me at (541) 350-8752. Congratulations and our best wishes to your organization.

Sincerely,

Tom Jay
Chairman
Crook County Cultural Coalition

CC Coalition members: Lyle Andrews, Claudia Callan, Marlee Dutli, Stephanie Fahlgren, Lisa Morgan, Lawrence Weberg

7

SUBMITTED
Nov 17 2020

Crook County Cultural Coalition

2020-21 Grant Application Guidelines

The Crook County Cultural Coalition is seeking applications for grant funding from all sectors within the culture field, including the arts, heritage, and the humanities. Grant funding is sponsored by the Oregon Cultural Trust and must support projects and activities that address one of the six priorities outlined within the Crook County Cultural Plan:

1. Engage youth in the arts, heritage and culture.
2. Protect the investment in existing cultural resources.
3. Provide programs for young adults to further their cultural development.
4. Support cultural programs that stimulate economic growth.
5. Encourage broader appreciation of the cultural traditions of diverse ethnic groups.
6. Foster local cultural identity and improve marketing and promotion of a variety of cultural activities/opportunities.

Grant Awards

Grant awards available up to \$5,000 each. The most competitive applications will provide some matching resources, either in contributed goods and services or cash funding.

Eligibility

Applications will be accepted from **Crook County-based humanities, heritage and arts organizations**. Prior grant awardees must have submitted all reports required by past Crook County Cultural Coalition grant agreements.

Application Timeline

Application available Oct. 25, 2020
Application due: Nov. 15, 2020
Funding decisions: Dec. 15, 2020
Funding distribution & recognition: By Dec. 31, 2020
Project report form due: Aug. 31, 2021

How to Apply

Grant applications are available through the Crook County Library and the Crook County Foundation website: www.crookcountyfoundation.org

A complete submittal will include a Crook County Cultural Coalition grant application form (attached) with responses to the questions indicated. Only one copy of the application packet is required.

Grant applications are to be postmarked by Nov. 15, 2020. Late applications will not be accepted or reviewed.

Applications should be mailed to:

The Crook County Cultural Coalition
c/o Crook County Foundation
P.O. Box 1061
Prineville OR 97754

Additional information is available at <http://coalitions.culturaltrust.org/crook>

Review Criteria

Applications will be evaluated on how well the proposed project or activity addresses the priorities of the Crook County Cultural Plan. Projects must address one of the six priorities listed at the beginning of these guidelines. Each priority will be given equal weight in the application review and scoring process. Projects must occur between September 1, 2020-August 31, 2021.

Review Process

Applications for funding will be reviewed by the Crook County Cultural Coalition. An interview may be required if necessary.

Post-Award Requirements

Acknowledgement of Funding: Grant recipients must state in all media announcements, marketing materials, and information campaigns that their activities are "**supported by a grant from the Crook County Cultural Coalition with funds from the Oregon Cultural Trust to support Oregon's arts, heritage, and the humanities**".

Final Report: Grant recipients will submit a final report (attached) to the Crook County Cultural Coalition by Aug. 31, 2021. The final report must describe the results of the project or activity, provide evidence of collaboration, detail how grant funds and matching contributions were used, and explain how outreach to underserved populations or regions of Crook County was achieved. Information provided in the final report will be assessed against benchmarks in the Crook County Cultural Plan and used by the Cultural Coalition to plan future initiatives. Report forms will be included as part of the grant award package.

Further Information

Direct questions concerning the application process to: Tom Jay at 541-350-8752

Current Crook County Cultural Coalition Members:

Tom Jay, Chair
Claudia Callan
Stephanie Fahlgren
Lisa Morgan

Lyle Andrews, Secretary
Marlee Dutli
Lawrence Weberg

Crook County Cultural Coalition

2020/21 Grant Report Form

(Due 8/31/2021)

Interim Final (check one)

1. Name of Organization: _____

Address: _____

Contact Person: _____

Email: _____ Telephone: _____

2. Grant amount received in prior years: \$ _____

3. Dates of Project: _____ to _____

4. Please provide a brief summary of project activities conducted during grant period:

5. List significant local matching funds used for project: (Or attach a list)

Organization or Individual Amount received

- a.
- b.
- c.
- d.

Notes:


6. Number of individuals reached or benefitted from grant.

7. How successful do you think your project was and what did you learn?

8. Submit project budget and expenditures on a separate page.

Use of Grant Funds: The Crook County Fairgrounds has been a gathering place for community members for 117 years. The Fairgrounds is a 63-acre complex which offers a wide variety of community events to residents throughout the year. The installation of a large pavilion tent on the main grassy area was completed in July 2011, and is an integral part of providing education and entertainment to area residents. The grant funds would be used to purchase and install live streaming equipment into the Outdoor Grandstands, Indoor arena and the Pavilion Tent area. This new equipment would increase our ability to live stream a variety of community events such as music, dance and livestock/equestrian shows year-round. This much needed equipment would enhance our ability to offer additional ways to connect to the community and the world. We would anticipate significant cost saving from the addition of permanent equipment by eliminating rental fees currently incurred. Additional funding will be generated through a community driven sponsorship program, with in-kind labor from the community, Fair Board and Fairgrounds Staff. Historically the Fairgrounds organizational budget has been primarily an operating budget designed to maintain fairgrounds buildings and equipment in sound operating condition. Discretionary expenditures have been limited due to COVID19 economic conditions. Having permanent streaming equipment available year-round will enhance the public's enjoyment of the arts and culture and will offer a venue that can be shared by all. The total cost of the new equipment is as follows: 2- Panasonic HC-X1500 4K Pro WiFi Camera with Accessories \$1798 each, 2- LG UHD 65" Smart webOS TV \$499 each. Total cost of equipment \$4596.00. We would anticipate having equipment up and running for the 2021 Summer season.

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Measure Success:

Success can be measured by increased community participation in streamed events utilizing our social media tracking. These events can be tracked and summarized annually. Currently, there are few facilities such as this in Crook County that are available for larger gatherings in a safe, indoor/outdoor, environment. The existing pavilion tent area can easily accommodate 200-300 people, and offers shade and protection from wind, sun and rain. While the other venues can accommodate up to 3500 guests.

APPROVED and SIGNED this 20th day of January 2021.

CROOK COUNTY COURT

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

Memorandum



To: Crook County Court

From: Derek Hofbauer, COIC Outreach and Engagement Administrator

Date: January 15, 2021

Subject: 2021-2023 Grant Cycle Public Transportation Projects for Review and Possible Approval

Central Oregon Intergovernmental Council (COIC) administers the Crook County Statewide Transportation Improvement Fund (STIF) and Special Transportation Fund (STF) programs. The 2021-2023 ODOT grant cycle included three types of funding application opportunities for public transportation projects: STIF, Special Transportation Fund (STF), and 5310. Service provider applications for all three funding sources were submitted to Crook County prior to the December 17, 2020 deadline. The Crook County STIF and STF Advisory Committees reviewed and ranked projects during their respective virtual meetings on January 6 and January 13, 2021. STIF, STF, and 5310 project summaries and advisory committee rankings are included below and detailed applications for each project are included in the attachment. STIF and STF background information, relevant planning documents, and advisory committee packets and minutes can be accessed at <https://www.coic.org/transportation/stif/>

COIC requests the Crook County Court review the proposed projects listed below for possible approval to ensure successful project and STIF Plan submissions to ODOT prior to the deadlines of February 1, 2021 for STIF projects and March 1, 2021 for STF and 5310 projects. If awarded, these funds will support the continuation of public transportation services for Crook County residents, as well as community members across our region who travel to and from Crook County for jobs, school, health care, shopping, and recreation.

Statewide Transportation Improvement Fund Projects

The estimated funding amount for the 2021-2023 biennium for Crook County STIF projects is \$520,901. The total project costs listed in the STIF Plan equate to \$834,933. It is important to note the estimated funds remaining from the 2019-2021 biennium will be programmed into the new STIF Plan for the 2021-2023 biennium, which is why the project costs are higher than the estimated funding projections.

Advisory Committee Ranking	STIF Project Descriptions	STIF Plan Project #	Project Cost
2	Continued Service Operations	1	\$652,946
3	STIF Administration, Support, and Marketing	2	\$151,987
1	CET Capital Funds for Infrastructure Improvements	3	\$30,000
2021-2023 Estimated STIF Funds Available \$520,901		Total Cost	\$834,933

Estimated remaining 2019-2021 biennium STIF funds will be included in the 2021-2023 total project costs

STIF Project Summaries

Project #1 CET Continued Service Operations: \$652,946 (Ranked second priority by the STIF Advisory Committee)

- RT 26 Prineville to Redmond Saturday Service
- RT 24/26 Prineville to Redmond interlined service to Bend



- Service operations to cover expanded service in Juniper Canyon, eastern Prineville, and direct service to Redmond Airport

Project #2 - CET STIF Administration, Support, and Marketing: \$151,987 (Ranked third priority by the STIF Advisory Committee)

- This project will allow all activities related to STIF to continue without interruption. Examples include: STIF supervision, management and oversight, STIF quarterly reporting, STIF committee creation, STIF by-law adherence, STIF outreach and promotion.

Project #3 CET Capital Funds for Infrastructure Improvements: \$30,000 (Ranked first priority by the STIF Advisory Committee)

- Funding will be held in the reserves for identified infrastructure improvements such as bus stops and shelters.

STF and 5310 Project Summaries

STF and 5310 funds are geared towards transportation services that help seniors, people with disabilities, and economically disadvantaged populations. Without this funding, CET would not be able to maintain existing service levels. Project totals for 2021-2023 biennium STF and 5310 projects match estimated funds available.

Advisory Committee Ranking	5310 and STF Project Descriptions	Project #	Project Cost
1	City of Prineville Purchased Services (5310)	1	\$178,634
3	CET Vehicle Preventative Maintenance (5310)	2	\$12,274
2	CET Service Operations (STF)	3	\$131,400
		Total Cost	\$322,308

5310 Projects

Project #1 (5310) City of Prineville Purchased Services: \$178,634 (Ranked first funding priority by the STF advisory committee)

- This project supports continued transportation services to serve City of Prineville, including Dial-A-Ride and Route 26 (Prineville–Redmond)

Project # 2 (5310) CET Vehicle Preventative Maintenance: \$12,274 (Ranked third funding priority by the STF advisory committee)

- This project provides necessary maintenance for CET's Crook County fleet, specifically the vehicles COIC uses to support CET's Dial-A-Ride service in Prineville and the CET's Route 26 (Prineville – Redmond), to keep the fleet in a state of good repair.

STF Project

Project #3 (STF) CET Service Operations: \$131,400 (Ranked second funding priority by the STF advisory committee)

- This project supports current service-levels for Route 26 (Prineville–Redmond) and Dial-A-Ride services in Prineville. This funding will also fulfill local match requirements for necessary operations grants.



STIF Plan

FY 2021-23

Please note this STIF Plan is a draft copy for initial review purposes only. A final STIF Plan will be developed prior to submission that contains updated information for STIF plan summary information and a link to the County Court meeting minutes for which STIF projects were approved.

1. Qualified Entity

Qualified Entity Name *

Crook County

Qualified Entity Address *

330 NE 3rd Street

Prineville

Oregon

97754

STIF Plan Contact Name *

Kathleen Puckett

STIF Plan Contact Title *

Crook County Treasurer Assistant

STIF Plan Contact Email *

Kathy.puckett@co.crook.or.us

STIF Plan Contact Phone Number *

(541) 447-6554

Employer Identification Number (EIN) *

93-6002290

Will any of the projects in this STIF Plan use funds jointly managed with one or more other Qualified Entities? *

No

1.2 Public Transportation Service Providers in this STIF Plan

✖ Provider 1

The Qualified Entity is the only Public Transportation Service Provider in this STIF Plan. *

No

Service Provider Name *

Central Oregon Intergovernmental Council

Service Provider Contact Name *

Andrea Breault

Service Provider Contact Title *

Transportation Director

Service Provider Phone Number *

(617) 599-7396

Service Provider Email *

abreault@coic.org

Service Provider Type *

Intergovernmental Entity

Employer Identification Number (EIN) *

930620261

Service Provider Website *

www.coic.org

+ Add Provider

2. Advisory Committees

2.1 Advisory Committee Website

By checking this box I agree all Advisory Committee requirements of OARs 732-040-0030, 732-040-0035 and 732-042-0020 have been met, including but not limited to, required constituencies, bylaws that include method for determining high percentage of Low-Income Households, public meetings, review and prioritization of STIF Plan Projects.

Advisory Committee Web Address

https://www.coic.org/transportation/stif/

If this information is not available on a website, you must upload other documentation that demonstrates how Advisory Committee information was published.

Upload or drag files here.



[Crook County STIF Advisory Committee Roster January 2021.xlsx](#)

11.27 KB



[Crook County STIF Bylaws.pdf](#)

553.13 KB



Limit 100 MB

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.

Local Plan 1

Local Plan Name *

Governing Body that adopted Local Plan *

Plan Adoption Date *

CET 2040 Transit Master Plan	Central Oregon Intergovernmental Cou	9/3/2020	
------------------------------	--------------------------------------	----------	--

Local Plan Web Address *

<https://cascadeseasttransit.com/about/2040-transit-master-plan/>

Upload copy of Local Plan if it is not available on a website.

or drag files here.

Limit 100 MB

✖ Local Plan 2

Local Plan Name *	Governing Body that adopted Local Plan *	Plan Adoption Date *	
Central Oregon Coordinated Human Se	The County Court	6/1/2018	

Local Plan Web Address *

https://www.coic.org/wp-content/uploads/2020/01/2018-11-06_central-or-coord-plan_final_signed.pdf

Upload copy of Local Plan if it is not available on a website.

or drag files here.

Limit 100 MB

3.2 Local Plan requirements

I agree that all Local Plans are consistent with the STIF requirements specified in OAR 732-040-0005(18) *

- Yes
- No, one or more Local Plans are not yet consistent with STIF rule requirements.

4. Accountability

You may insert a web address in place of a description or document upload, as long as the information is sufficient enough to warrant approval of the STIF Plan and comply with STIF Rule.

4.1 Accountability methods

- By checking this box I affirm that all of the necessary policies and procedures are in place to ensure compliance with OAR 732, Divisions 40 and 42, and to achieve the goals and outcomes specified in this STIF Plan, including, but not limited to program and financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal laws, civil rights and compliance with ADA.

- By checking this box I affirm that all of the necessary policies and procedures are in place to ensure compliance of all Sub-Recipients with OAR 732, Divisions 40 and 42, and to achieve the goals and outcomes specified in this STIF Plan, address deficiencies in Sub-Recipient performance, and to ensure the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to, audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements.

4.2 Sub-Allocation method

Describe the Qualified Entity's method for sub-allocating STIF Formula Fund moneys and the collaborative process used to work with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop the sub-allocation method.

*

Crook County, the Qualified Entity, is allocating STIF Formula Funds to Cascades East Transit, as they are the only Public Transportation Service Provider who has applied for 2021 - 2023 STIF biennium funds. With that said, any CET project scoring or ranking will be prioritized by serving the greatest number of individuals by service type.

Limit 1000 Characters

Upload Response

or drag files here.

Limit 100 MB

4.3 High Percentage of Low-Income Households

Explain how the STIF Plan defines and identifies communities with a high percentage of Low-Income Households.

*

Crook County is an area determined to have a high percentage of low-income households when the percent of resident/household population demographics with income at or below 200 percent of the poverty level exceeds the percent of low-income population demographics in the State of Oregon by comparison. We utilized the American Fact finder site and gathered information regarding the total population for Crook County which is 20,978 and of that 9,440 live below 200 percent level. $9,440/20,978 = 45\%$ Low Income population.

Limit 1000 Characters

Upload Response

or drag files here.

Limit 100 MB

5. STIF Plan Period and Adoption

5.1 Period Covered By STIF Plan


Provide start and end dates for projects proposed for funding in this STIF Plan. The earliest possible start date for the initial solicitation cycle is July 1, 2021.

Start Date: *

End Date *

1/14/2021

STIF Plan

7/1/2021 	6/30/2023	
--	-----------	---

5.2 STIF Plan Adoption

STIF Plan Advisory Committee recommendation date *

STIF Plan Governing Body adoption date *

Website where Governing Body adoption document is located *

Upload Governing Body adoption document if website is unavailable. *

 or drag files here.

Limit 100 MB

Did the Governing Body modify the Advisory Committee's recommended STIF Plan? *

6. Projects

6.1 Project Detail Entry

Project 1

Public Transportation Service Provider or Qualified Entity Name *

Project Name *

Limit 50 characters

Project Description *

This project will support service operations to cover existing costs for Route 26 (Prineville - Redmond) Saturday service and Route 24/26 interlined to Bend, which were expansion projects in Crook County's STIF 2019 - 2021 Plan. Additionally, this project provides funding for service operations to cover expanded transit service, including 1) Direct service to the Redmond Airport 2) Service for Juniper Canyon, which is a community south of Prineville with 3,000 residents, including many older adults and those who experience disabilities with transportation needs 3) Service for eastern Prineville, which is an area of rapid growth and development. CET's

Limit 1000 Characters

Do you plan to expend funding in a future STIF Plan period? *

 Yes

No

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service *

Maintain Service

50%



50%

If project is maintaining an existing service, describe rationale. *

Service operations to cover existing costs for Route 26 Saturday service and Route 24/26 interlined to Bend, which were expansion projects in Crook County's STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Juniper Canyon, eastern Prineville, and direct service to the Redmond airport.

Limit 500 Characters

Local Plan from which this project is derived: *

Local Plan page number *

CET 2040 Transit Master Plan

65, 84, 85, 86, 102

Multi-Phase Project

Is your project part of a larger, multi-phase project? *

No



6.1.1 Project Scope

✖ Task 1

Task Description *

Service operations to cover existing costs for Route 26 Saturday service, Route 24/26 interlined to Bend, which were expansion projects in Crook's STIF 2019 - 2021 Plan, and funding for operations to serve Juniper Canyon and eastern Prineville.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

Limit 250 Characters

Category *

- Vehicle Purchase 111-00
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase

- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Project Administration 11.79.00
- Mobility Management 11.7L.00
- Communications 44.26.14
- Program Reserve 11.73.00
- Capital 117-00 Other Capital Items (Bus)

Specify the mode that this task will support. *

- Fixed Route
- Demand Response

Operations Task Category

Task Category Amount *

\$652,946.00

6.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. Do not select more than eight fund sources.

Fund Type *	FY 2022	FY 2023	Total
<input checked="" type="radio"/> STIF	\$141,992.00	\$141,992.00	\$283,984.00
<input checked="" type="radio"/> Federal	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/> Other State	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/> Local	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/> Other Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/> FY19-21 Unspent STIF Funds	\$184,481.00	\$184,481.00	\$368,962.00
<input checked="" type="radio"/> FY19-21 STIF Interest Accrued	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/> FY19-21 Program Reserve	\$0.00	\$0.00	\$0.00
	\$326,473.00	\$326,473.00	\$652,946.00

+ Add Fund Source

By checking this box, I confirm that this project task is only funded by STIF.

6.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles *	Revenue Hours *	Rides *
198,641	6,301.00	44,110

Number of people with access to transit (within ½ mile of transit stop for fixed route) *

9,346

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route) *

5,327

Number of new shared stops with other transit providers (reducing fragmentation in transit services) *

0

Is this project supporting student transportation? *

Yes ▼

Choose at least one

Operations *

- Number of students in grades 9-12 with free or reduced fare transit pass
- Number of students in grades 9-12 attending a school served by transit
- Number of rides provided to students in grades 9-12
- Other

Number of rides provided to students in grades 9-12 *

2,200

Optional Outcome Measures

Please select at least one optional outcome measure that best reflects the benefit of this task.

+ Add Outcome Measure

+ Add Case

6.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.

FY 2022 STIF Total
\$141,992.00

FY 2023 STIF Total
\$141,992.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply, fill in with zeros. Do not add or remove additional criterion.

Criterion	FY 2022 *	FY 2023 *
<input checked="" type="checkbox"/> Criterion 1	50.0%	50.0%
<input checked="" type="checkbox"/> Criterion 2	40.0%	40.0%
<input checked="" type="checkbox"/> Criterion 3	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 4	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 5	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 6	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 7	10.0%	10.0%
	100.00%	100.00%

+ Add Case

6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

Select the OPTP goals that apply to your STIF Plan Projects. *

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name

Continued Transit Service Operations

STIF Project Grand Total

\$283,984.00

FY 2022 STIF Project Total

\$141,992.00

FY 2023 STIF Project Total

\$141,992.00

FY 2022 percent of STIF Funds supporting student transportation

10%

FY 2023 percent of STIF Funds supporting student transportation

10%

✖ Project 2

Public Transportation Service Provider or Qualified Entity Name *

Central Oregon Intergovernmental Council

Project Name *

STIF Administration, Support, and Marketing

Limit 50 characters

Project Description *

This project provides funding for the administrative tasks necessary to support operations, including (but not limited to) dispatch staff to field calls with extended hours, vehicle washers for additional fleet, and Call Center staff to respond to increased call volume. This project also supports activities, including STIF program oversight, reporting, committee management, and public outreach. This project will allow all activities related to STIF to continue without interruption.

Limit 1000 Characters

Do you plan to expend funding in a future STIF Plan period?

*

Yes

No

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service *

Maintain Service

50%



50%

If project is maintaining an existing service, describe rationale. *

This project will allow all activities related to STIF to continue without interruption. Examples include: Additional support from staff to respond to increased service-levels (i.e. dispatch, call center, vehicle washers), STIF program management, supervision, and oversight, STIF quarterly reporting, STIF committee creation, STIF by-law adherence, STIF outreach and promotion.

Limit 500 Characters

Local Plan from which this project is derived: *

Local Plan page number *

CET 2040 Transit Master Plan

E-1

Multi-Phase Project

Is your project part of a larger, multi-phase project? *

No



6.1.1 Project Scope

Task 1

Task Description *

This project will allow all activities related to STIF to continue without interruption. Examples include: STIF supervision, management, STIF quarterly reporting, STIF committee creation, STIF by-law adherence, STIF outreach and promotion.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

Limit 250 Characters

Category *

- Vehicle Purchase 111-00
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Project Administration 11.79.00
- Mobility Management 11.7L.00
- Communications 44.26.14
- Program Reserve 11.73.00
- Capital 117-00 Other Capital Items (Bus)

6.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. Do not select more than eight fund sources.

Fund Type *	FY 2022	FY 2023	Total
<input checked="" type="checkbox"/> STIF	\$75,993.50	\$75,993.50	\$151,987.00
<input checked="" type="checkbox"/> Federal	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other State	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Local	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> FY19-21 Unspent STIF Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> FY19-21 STIF Interest Accrued	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> FY19-21 Program Reserve	\$0.00	\$0.00	\$0.00
	\$75,993.50	\$75,993.50	\$151,987.00

By checking this box, I confirm that this project task is only funded by STIF.

6.1.3 Outcome Measures

Optional Outcome Measures

Please select at least one optional outcome measure that best reflects the benefit of this task.

+ Add Outcome Measure

+ Add Task

6.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.

FY 2022 STIF Total
\$75,993.50

FY 2023 STIF Total
\$75,993.50

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply, fill in with zeros. Do not add or remove additional criterion.

Criterion	FY 2022 *	FY 2023 *
✘ Criterion 1	20.0%	20.0%
✘ Criterion 2	20.0%	20.0%
✘ Criterion 3	0.0%	0.0%
✘ Criterion 4	0.0%	0.0%
✘ Criterion 5	40.0%	40.0%
✘ Criterion 6	0.0%	0.0%
✘ Criterion 7	20.0%	20.0%

100.00%

100.00%



6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

Select the OPTP goals that apply to your STIF Plan Projects. *

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name

STIF Administration, Support, and Marketing

STIF Project Grand Total

\$151,987.00

FY 2022 STIF Project Total

\$75,993.50

FY 2023 STIF Project Total

\$75,993.50

FY 2022 percent of STIF Funds supporting student transportation

20%

FY 2023 percent of STIF Funds supporting student transportation

20%

Project 3

Public Transportation Service Provider or Qualified Entity Name *

Central Oregon Intergovernmental Council

Project Name *

Capital Infrastructure for Bus Stops

Limit 50 characters

Project Description *

This project will provide the capital funds to support the design and construction of two new bus stops in the Prineville/Juniper Canyon area. Investment in bus stop infrastructure will increase visibility of CET's services in the community, encourage ridership, and improve the transit experience.

Limit 1000 Characters

Do you plan to expend funding in a future STIF Plan period?

*

Yes

No

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service *

100%



Maintain Service

0%

Local Plan from which this project is derived: *

CET 2040 Transit Master Plan

Local Plan page number *

65, 107, 129, 130

Multi-Phase Project

Is your project part of a larger, multi-phase project? *

No



6.1.1 Project Scope

Task 1

Task Description *

Capital funds for two new bus stops in Prineville/Juniper Canyon area, which will cover the cost to design the stop locations.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

Limit 250 Characters

Category *

- Vehicle Purchase 111-00
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Project Administration 11.79.00
- Mobility Management 11.7L.00
- Communications 44.26.14
- Program Reserve 11.73.00
- Capital 117-00 Other Capital Items (Bus)

117-00 Other Capital Items Activity Type *

- Third Party Contracts 11.71
- Force Accounts 11.72
- Real Estate (R/W) 11.75
- Real Estate (Other) 11.76

Third Party Contracts 11.71 Activity Detail *

- | | |
|---|---|
| <input type="radio"/> 11.71.01 Preliminary Engineering | <input type="radio"/> 11.71.02 Final Design Services |
| <input type="radio"/> 11.71.03 Project Management | <input type="radio"/> 11.71.04 Construction Management |
| <input type="radio"/> 11.71.05 Insurance | <input type="radio"/> 11.71.06 Legal |
| <input type="radio"/> 11.71.07 Audit | <input type="radio"/> 11.71.08 Construction (Force Account) |
| <input type="radio"/> 11.71.09 Rolling Stock Rehab (FA) | <input type="radio"/> 11.71.10 Inspection (FA) |
| <input type="radio"/> 11.71.11 Other | <input type="radio"/> 11.71.12 Capital Cost of Contracting |

Other Capital Items Task Category

Task Category Amount *

\$15,000.00

6.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. Do not select more than eight fund sources.

Fund Type *	FY 2022	FY 2023	Total
-------------	---------	---------	-------

<input checked="" type="checkbox"/>	STIF	\$7,500.00	\$7,500.00	\$15,000.00
<input checked="" type="checkbox"/>	Federal	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Other State	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Local	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	Other Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	FY19-21 Unspent STIF Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	FY19-21 STIF Interest Accrued	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	FY19-21 Program Reserve	\$0.00	\$0.00	\$0.00
		\$7,500.00	\$7,500.00	\$15,000.00

[+ Add Fund Source](#)

By checking this box, I confirm that this project task is only funded by STIF.

6.1.3 Outcome Measures

Optional Outcome Measures

Please select at least one optional outcome measure that best reflects the benefit of this task.

[+ Add Outcome Measure](#)

Task 2

Task Description *

Capital funds for two new bus stops in Prineville/Juniper Canyon area, which will cover the cost to construct the stop locations.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.

- This task provides resources for additional peak service to accommodate increased demand associated with implementation of the Youth Fare program.

Limit 250 Characters

Category *

- Vehicle Purchase 111-00
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Project Administration 11.79.00
- Mobility Management 11.7L.00
- Communications 44.26.14
- Program Reserve 11.73.00
- Capital 117-00 Other Capital Items (Bus)

117-00 Other Capital Items Activity Type *

- Third Party Contracts 11.71
- Force Accounts 11.72
- Real Estate (R/W) 11.75
- Real Estate (Other) 11.76

Third Party Contracts 11.71 Activity Detail *

- | | |
|---|---|
| <input type="radio"/> 11.71.01 Preliminary Engineering | <input type="radio"/> 11.71.02 Final Design Services |
| <input type="radio"/> 11.71.03 Project Management | <input type="radio"/> 11.71.04 Construction Management |
| <input type="radio"/> 11.71.05 Insurance | <input type="radio"/> 11.71.06 Legal |
| <input type="radio"/> 11.71.07 Audit | <input type="radio"/> 11.71.08 Construction (Force Account) |
| <input type="radio"/> 11.71.09 Rolling Stock Rehab (FA) | <input type="radio"/> 11.71.10 Inspection (FA) |
| <input type="radio"/> 11.71.11 Other | <input type="radio"/> 11.71.12 Capital Cost of Contracting |

Other Capital Items Task Category

Task Category Amount *

6.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure. Do not select more than eight fund sources.

Fund Type *	FY 2022	FY 2023	Total
<input checked="" type="checkbox"/> STIF	\$7,500.00	\$7,500.00	\$15,000.00
<input checked="" type="checkbox"/> Federal	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other State	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Local	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> FY19-21 Unspent STIF Funds	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> FY19-21 STIF Interest Accrued	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> FY19-21 Program Reserve	\$0.00	\$0.00	\$0.00
	\$7,500.00	\$7,500.00	\$15,000.00

[+ Add Fund Source](#)

By checking this box, I confirm that this project task is only funded by STIF.

6.1.3 Outcome Measures

Optional Outcome Measures

Please select at least one optional outcome measure that best reflects the benefit of this task.

[+ Add Outcome Measure](#)

[+ Add Task](#)

6.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.

4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.

FY 2022 STIF Total
\$15,000.00

FY 2023 STIF Total
\$15,000.00

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply, fill in with zeros. Do not add or remove additional criterion.

Criterion	FY 2022 *	FY 2023 *
<input checked="" type="checkbox"/> Criterion 1	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 2	100.0%	100.0%
<input checked="" type="checkbox"/> Criterion 3	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 4	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 5	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 6	0.0%	0.0%
<input checked="" type="checkbox"/> Criterion 7	0.0%	0.0%
	100.00%	100.00%

6.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

Select the OPTP goals that apply to your STIF Plan Projects. *

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability

- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

6.4 Project Summary

Project Name

Capital Infrastructure for Bus Stops

STIF Project Grand Total

\$30,000.00

FY 2022 STIF Project Total

\$15,000.00

FY 2023 STIF Project Total

\$15,000.00

FY 2022 percent of STIF Funds supporting student transportation

0%

FY 2023 percent of STIF Funds supporting student transportation

0%



7. STIF Plan Summary

STIF Plan Total

\$834,933.00

Amount Carried Forward

\$ -

FY 2022 Total STIF Funds

\$ -

FY 2023 Total STIF Funds

\$ -

FY 2022 Student STIF Funds

\$ -

FY 2023 Student STIF Funds

\$ -

FY 2022 Percent of STIF Funds supporting student transportation

- %

FY 2023 Percent of STIF Funds supporting student transportation

- %

Please note the STIF Plan summary metrics will be populated in the final STIF Plan document once the County Court approves the STIF Projects.

Effective Date

This STIF Plan shall become effective as of the date it is approved by the Oregon Transportation Commission and it shall terminate as of the end date specified in Section 5 of the approved STIF Plan.

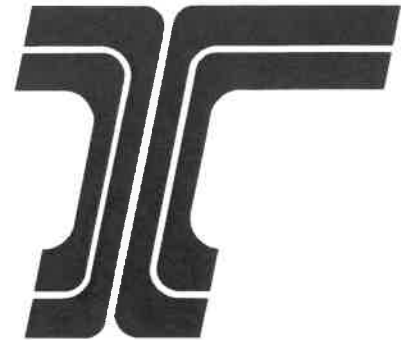
Signature

This STIF Plan serves as a legally binding agreement between the Qualified Entity and the State of Oregon, acting by and through its Department of Transportation.

Download the signature page here [STIF Plan signature page.](#)

Upload signature page here. *

Oregon Department of Transportation



Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

Transit Agency

Transit Agency Legal Name

City of Prineville

Agency Mailing Address (Street or PO Box)

387 NE Third St.

Address Line 1

Prineville

City

Oregon

State

97754

Zip Code

Agency Contact Name

Steve Forrester

Agency Contact Title

City Manager

Agency Contact Email Address

sforrester@cityofprineville.com

Agency Contact Telephone No.

(541) 447-5627

Employer Identification Number (EIN)

936002239

Urbanized Zone

Oregon

Are you applying to a 5310 Agency or 5310 Small Urban Agency?

5310

Lead (STF) Agency

Lead (STF) Agency Name

Crook County

For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.

Lead (STF) Agency Contact Name

Jerry Brummer

Lead (STF) Agency Contact Title

County Court Member

Lead (STF) Agency Contact Email Address

jerry.brummer@co.crook.or.us

Lead (STF) Agency Contact Telephone No.

(541) 447-6555

This email address will receive the completed 5310 subrecipient application.

Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.

Open to the general public at all times

Open to the general public on a space-available basis

Open only to seniors and individuals with disabilities

Limited to defined clientele (e.g. residential home)

Demand Response

Deviated Route

Are any FTA-funded buildings that your transit agency owns located in a flood zone?

[More information on floodplains](#)

Yes

No

Risk Assessment Information

Did your agency have any turnover of management or financial staff in the last two years?

Yes

No

Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

Yes

No

What type of accounting system does your agency use?

Manual

Automated

Combined

Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

No

Did your staff members attend required trainings and meetings during prior grant award cycles?

Yes

No

Was your agency audited by the Federal government in the past two years?

Yes

No

Did your agency stay on budget in the past two years?

Yes

No

Transit Agency Projects

Transit Agency Project 1

Project Name

City of Prineville Purchased Public Transportation Services

Project Details

Project Selection

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

A. Purchased Service Project

1. Project Title

Project Title

City of Prineville Purchased Public Transportation Services

2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:

Project Service Description

Public transportation service provider shall continue to serve the City of Prineville through demand-response (Dial-A-Ride) transportation services, which are open to the general public. Dial-A-Ride provides first-and-last-mile connectivity to regional bus service and serves as an important curb-to-curb, accessible option for older adults and those who experience disabilities. The service area map on CET's webpage <https://cascadeseasttransit.com/routes-schedules/all-cities/prineville/>, illustrates the current service boundaries. Dial-A-Ride service in Prineville currently operates Monday through Friday from 7:00am to 5:30pm. Transportation services provide older adults, those who experience disabilities, and economically disadvantaged populations with access to essential medical services and clinics, employment opportunities, social services, basic goods shopping, education, and visits to family and friends.

Route 26 (Prineville - Redmond) regional Community Connector provides 6 roundtrips on weekdays with connections to Madras, Bend, La Pine, and Sisters at the Redmond Transit Hub. The first Route 26 run arrives in Prineville at 6:32am and the last run departs Prineville at 6:30pm. In addition to stops in Prineville and Redmond, Route 26 also serves the Powell Butte community at the Powell Butte Church bus stop. All buses are wheelchair-equipped and all established bus stops are ADA-compliant.

Public transportation service provider shall continue to work with local agencies, including St. Charles Health System, Crook County Library, Housing Works, the Senior Center, Central Oregon Coalition for Access, and High Desert Advocates to ensure that local services are meeting the priorities and needs of the community. Public transportation service provider shall continue to provide service in a manner consistent with Central Oregon's Human Services Transportation Coordination Plan as adopted in 2018, which will guide future investment in transportation to serve vulnerable populations, including older adults, those who experience disabilities, and low-income communities.

Extensive public engagement efforts during CET's 2040 Transit Master Plan process solicited input from the municipalities across Central Oregon through open house events, local committee input, surveys, and stakeholder presentations to ensure the transportation system reflects the needs and priorities of the communities it serves.

3. Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period:

106

4. Estimated number of one-way rides this project proposes to provide in the biennial grant period:

26,569

5. Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x 10.27%)	Grant Amount
199,079	\$20,445.41	\$178,633.59

6. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details

City of Prineville General Funds

7. On what page is project listed in the Adopted Coordinated Plan?

37

8. Date Coordinated Plan adopted:

11/2/2018

9. Is this project part of a group of activities or projects that are dependant on each other (for example, a new transit service that requires capital and operating funds)?

Yes No

If Yes, Provide Details of Grouped Service Activities

The following fund sources are used by the current public transportation service provider to support public transportation for the City of Prineville:

- COIC's 5311 grant
- COIC's 5310 vehicle preventative maintenance grant
- COIC's Crook County STF grant
- Crook County General Fund contribution

10. Does your transit agency have an existing contract for transit?

Yes No

If yes, name the contractor. If no, describe how the transit agency will procure the service and name contractor

Central Oregon Intergovernmental Council, operating Cascades East Transit

Application Totals

Total Project Costs

\$199,079.00

Total Match Amount

\$20,445.41

Total Grant Amount

\$178,633.59

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your

computer to the "drag files here" area.

- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDREPORTING@ODOT.STATE.OR.US.

Supporting Documents (Optional)

2018-11-06_central-or-coord-human services plan_final_signed.pdf

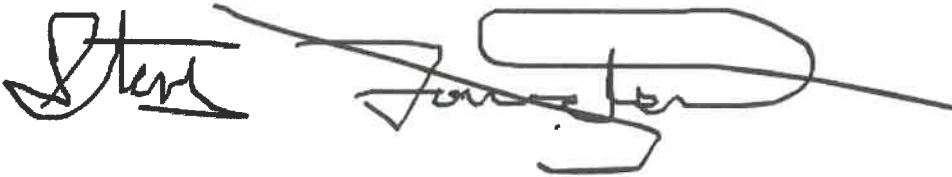
The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

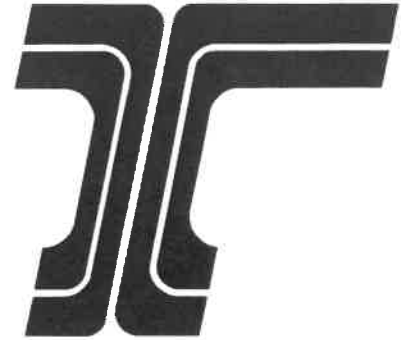
Signature

Printed Name

Steve Forrester

A handwritten signature in black ink, appearing to read "Steve Forrester", is written over a horizontal line. The signature is stylized and cursive.

Oregon Department of Transportation



Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

Transit Agency

Transit Agency Legal Name

Central Oregon Intergovernmental Council

Transit Agency DBA Name (Optional)

Cascades East Transit

Agency Mailing Address (Street or PO Box)

334 NE Hawthorne Avenue

Address Line 1

Bend

City

Oregon

State

97701

Zip Code

Agency Contact Name

Andrea Breault

Agency Contact Title

Interim Transportation Director

Agency Contact Email Address

abreault@coic.org

Agency Contact Telephone No.

(617) 599-7396

Employer Identification Number (EIN) Urbanized Zone

930620261

Oregon

Are you applying to a 5310 Agency or 5310 Small Urban Agency?

5310

Lead (STF) Agency

Lead (STF) Agency Name

Crook County

For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.

Lead (STF) Agency Contact Name

Jerry Brummer

Lead (STF) Agency Contact Title

County Court Member

Lead (STF) Agency Contact Email Address

jerry.brummer@co.crook.or.us

Lead (STF) Agency Contact Telephone No.

(541) 447-6555

This email address will receive the completed 5310 subrecipient application.

Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Open to the general public at all times | <input type="checkbox"/> Open to the general public on a space-available basis |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input type="checkbox"/> Limited to defined clientele (e.g. residential home) |
| <input checked="" type="checkbox"/> Demand Response | <input type="checkbox"/> Deviated Route |

Are any FTA-funded buildings that your transit agency owns located in a flood zone?

[More information on floodplains](#)

- Yes
 No

Risk Assessment Information

Did your agency have any turnover of management or financial staff in the last two years?

- Yes
 No

Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
 No

What type of accounting system does your agency use?

- Manual
 Automated
 Combined

Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

No

Did your staff members attend required trainings and meetings during prior grant award cycles?

Yes

No

Was your agency audited by the Federal government in the past two years?

Yes

No

Did your agency stay on budget in the past two years?

Yes

No

Transit Agency Projects

Transit Agency Project 1

Project Name

Cascades East Transit Vehicle Preventative Maintenance

Project Details

Project Selection

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

D. Capitalized Vehicle Preventive Maintenance

1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:

Project Coordination Description

Central Oregon Intergovernmental Council (COIC) was designated a Council of Governments organized under ORS 190 in 1972 and operates the regional public transportation provider, Cascades East Transit (CET). This capital vehicle preventative maintenance project will support CET's Crook County fleet, specifically the vehicles COIC uses to support CET's Dial-A-Ride service in Prineville and the CET's Route 26 (Prineville - Redmond) regional Community Connector. These funds will support CET's continued compliance of the preventative maintenance plan and keep the Crook County fleet in a "state of good repair," as defined by the Oregon Department of Transportation. CET has delivered critical transportation services to Central Oregon since 2008--creating connections to healthcare, jobs, education, social services, basic goods shopping, and family and friends. CET provides vulnerable communities, especially older adults, those who experience disabilities, and economically disadvantaged populations, with reliable and safe transportation options to reach essential services and opportunities across Crook County and Central Oregon.

2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.

Yes No

3. Number of vehicles included in this preventive maintenance project:

6

4. Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x 10.27%)	Grant Amount
13,679	\$1,404.83	\$12,274.17

5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details

Crook County Special Transportation Fund

6. On what page is project listed in the Adopted Coordinated Plan?

28

7. Date Coordinated Plan adopted:

11/2/2018

8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?

Yes No

If Yes, provide details of grouped service activities.

- City of Prineville Purchased Service 5310 grant
- COIC 5311 grant
- Crook County STF award (needed for the required local match)

Application Totals

Total Project Costs
\$13,679.00

Total Match Amount
\$1,404.83

Total Grant Amount
\$12,274.17

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
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- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDREPORTING@ODOT.STATE.OR.US.

Supporting Documents (Optional)

2018-11-06_central-or-coord-human services plan_final_signed.pdf

CET 2017 Vehicle Maintenance Plan.pdf

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

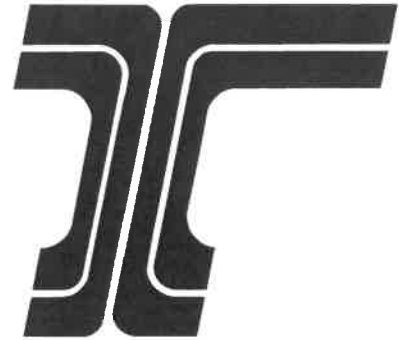
Signature



Printed Name

Drew Orr

Oregon Department of Transportation



Special Transportation Fund Subrecipient Application FY 2021-23

This application is a tool provided to Subrecipients who want to apply to their STF agencies for STF projects.

A. Applicant Information

Transit Agency

Transit Agency Name

Central Oregon Intergovernmental Council

Address

334 NE Hawthorne Ave

Address Line 1

Bend

City

Oregon

State

97701

Zip Code

Application Contact Name

Andrea Breault

Application Contact Title

Interim Transportation Director

Application Contact Email Address

abreault@coic.org

Application Contact Telephone No.

(617) 599-7396

Special Transportation Fund Agency

Special Transportation Fund Agency

Crook County

STF Agency Contact Name

Jerry Brummer

STF Agency Contact Title

County Court Member

STF Agency Contact Email

jerry.brummer@co.crook.or.us

STF Agency Contact Telephone No.

(541) 447-6555

This email address will receive the completed STF subrecipient application.

B. Transit Agency and Project Descriptions

Project 1

Project Title

Cascades East Transit Public Transportation

Project Description

Central Oregon Intergovernmental Council (COIC) was designated a Council of Governments organized under ORS 190 in 1972 and operates the regional public transportation provider, Cascades East Transit (CET). CET provides regional Community Connector bus service and demand-response (Dial-A-Ride) service within the urban growth boundary of Prineville. CET's transportation services provide older adults, those who experience disabilities, and economically disadvantaged populations with access to essential medical services and clinics, employment opportunities, social services, basic goods shopping, education, and visits to family and friends. The continuation of CET's current service-levels is contingent upon awarded STF funding to fulfill local match requirements for operations grants.

CET's Route 26 (Prineville - Redmond) regional Community Connector provides 6 roundtrips on weekdays with connections to Madras, Bend, La Pine, and Sisters at the Redmond Transit Hub. The first Route 26 run arrives in Prineville at 6:32am and the last run departs Prineville at 6:30pm. In addition to stops in Prineville and Redmond, Route 26 also serves the Powell Butte community at the Powell Butte Church bus stop. All buses are wheelchair-equipped and all established bus stops are ADA-compliant.

The Prineville Dial-A-Ride service operates from 7:00am to 5:30pm on weekdays and is open to the general public. Dial-A-Ride provides first-and-last-mile connectivity to CET's regional bus service and serves as an important curb-to-curb, accessible option for those who experience mobility challenges.

Fares are determined according to CET's Service and Fare Policy. Currently, CET's fare structure is as follows: Local demand-response fares are \$1.25 per trip leg for older adults and those who experience disabilities; \$1.50 to all other riders. For those using the Route 26 (Prineville - Redmond) regional Community Connector, fares are \$3.00 per roundtrip for older adults and those who experience disabilities, \$3.75 to all other riders.

This funding request is for \$65,700 annually. With COIC estimating to provide 13,024 rides in Crook County during the 2021-2022 fiscal year, this equates to a cost of \$5.04 per ride.

Access to CET's transportation system makes it possible for older adults, those who experience disabilities, and economically disadvantaged populations to be active and enhance their quality of life, as well as reach essential services. The request funds in this application are critical to sustaining these services. If not funded, periods of service interruption may occur as major component overhauls are required. The reduction of transportation options would leave many of Crook County's most vulnerable populations without access to important services and opportunities in the community.

Total STF funds awarded to project	Project Type
\$131,400.00	Operating

Recipient Agency Name
Central Oregon Intergovernmental Council

Address
334 NE Hawthorne Ave
Address Line 1

Bend
City

Oregon
State

97701
Zip Code

Recipient Agency Contact Name
Tammy Baney

Recipient Agency Contact Title
Executive Director

Recipient Agency Contact Email Address
contracts@coic.org

Recipient Agency Contact Telephone No.
(541) 504-3306

Submitting Your Application

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Supporting Documents (Optional)

2018-11-06_central-or-coord-human services plan_final_signed.pdf

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By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

Signature



Printed Name

Drew Orr

Crook County Counsel's Office

Mailing: 300 NE Third St., Prineville, OR 97754
Physical: 267 NE 2nd St., Ste 200, Prineville, OR 97754

• Phone: 541-416-3919
• Fax: 541-447-6705



MEMO

TO: Crook County Court

FROM: County Counsel's Office

DATE: January 13, 2021

RE: *Amendment #1 to Order 2020-46 – County Fee Schedule Revisions*
Our File No.: Ct Orders w/o

Attached is Amendment #1 to Order 2020-46 regarding the County's fees for fiscal year 2020-2021, with two updates from two departments.

The first is a Health Department addition of a COVID-19 Vaccine for \$0, deletion of a change of ownership on restaurant license fee, an increase from \$95 to \$100 to the Tourist Facility Inspection Fees, and an increase of \$50 to the Remodeling fee.

The second for the Community Development Department for a 5 percent "across the board" fee increase for all permits and other fee increases. Building Official Randy Davis provided the attached letter to the Court outlining those increases, along with copies of the notices sent as required.

Please place this memo and the attached document(s) on the Wednesday, January 20, 2021 County Court Agenda as a DISCUSSION ITEM, for approval and signatures.

9

HEALTH DEPARTMENT

In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.

Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.

Worksite Wellness:

Health Education/Training/Promotion/Consultation (Non County Businesses)	\$30.00 - \$75.00
Blood Borne Pathogen Training	\$40.00
Other Training (Businesses)	\$20.00

Immunizations

Vaccine For Children (VFC and 317 Program): Vaccine from the State – No Charge for Cost of Vaccine, on the administration fee of \$21.96 (New fee developed by DMAP for billing).

DTaP (Tripedia)	\$21.96
DTaP/IPV/Hib (Pentacel)	\$21.96
DTap/Hep B/IPV (Pediarix)	\$21.96
DTap/IPV (Kinrix)	\$21.96
DTap/Hib (TriHiBit)	\$21.96
Hepatitis A Pediatric (Havrix)	\$21.96
Hepatitis B Pediatric (Recombivax)	\$21.96
Hepatitis B/Hib (Comvax)	\$21.96
Hib (ActHib)	\$21.96
HPV (Gardasil)	\$21.96
IPV (IPOL)	\$21.96
Meningococcal –MCV4 (Menactra)	\$21.96
MMR (Measles, Mumps, Rubella)	\$21.96
MMRV (Measles, Mumps, Rubella, Varicella) (ProQuad)	\$21.96
PCV13 (Pneumovax)	\$21.96
Polio IPV	\$21.96
Rotavirus (RotaTeq)	\$21.96
Td Immunization (7 and older)	\$21.96
Tdap Immunization (10-18 years - Boostrix)	\$21.96
Varicella (Chickenpox – Varivax)	\$21.96
Non VFC Fee	\$21.96 + Cost of Vaccine
<u>Special Programs** Admin. Fee only</u>	
Influenza (VFC and special population)	\$21.96
Flumist (VFC)	\$21.96
IG – only pay administration fee	\$21.96

Special Programs – No Fee

COVID-19 Vaccine	\$0
------------------	-----

Vaccines Non VFC Program Adult and Travel**

Administration Fee included in Price

Hepatitis A Immunization (Havrix)	cost +\$21.96
Hepatitis B Immunization (Havrix)	cost +\$21.96

Temporary restaurant discount (when applied for 10 days in advance)	\$5.00
Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	\$65.00
Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	\$65.00
Intermittent/Seasonal Operational Review- prior to either permit being issued (needs to be obtained at least 14 days prior to license application)	\$55.00
Temporary benevolent-license (good for up to 13 one to three day events) (Must show valid IRS tax exempt I.D. number to qualify)	\$No Charge
(Intermittent and Seasonal for benevolent will require an Operational Review)	\$45.00
** Intermittent or seasonal temporaries requiring an additional inspection due to a complaint or infraction will be charged at the daily rate	
	\$40.00
Change of ownership on license (not restaurant name or menu) (May require plan review)	\$40.00
Penalty fee for late renewal of restaurant license "Late" means after the 31st or last day of the month during which license was required	\$100 per mo.
Vending machines inspection per company	
1-10 machines	\$50.00
11-20 machines	\$50.00
21-30 machines	\$75.00
31-40 machines	\$100.00
41-50 machines	\$125.00
Tourist Facility inspection fees	
Bed and breakfast (non-kitchen inspection)	\$95 100.00
Travelers accommodations	\$95 100.00
Recreation park	\$100.00 plus per space charge as follows:
1-50 RV spaces	per space \$2.50
51-100 RV spaces	per space \$1.50
101+ RV spaces	per space \$1.00
Organizational camps	\$150.00
Destination resort overnight lodging unit cluster license	\$175.00
Destination resort hot tub maintenance permit	\$175.00

Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the expiration date is considered delinquent. If delinquency exceeds 15 days past the expiration date a penalty fee of 50 % of the annual license fee shall be assessed. The penalty fee will increase by 50 percent of the license fee on the first day of each succeeding month of delinquency.

Food Service Plan Review Fees/Initial/New Construction

Full service restaurant	\$275.00
Bed and breakfast and restaurant (if required)	\$275.00
Commissary	\$200.00
Warehouse	\$50.00
Limited service	\$150.00
<u>Mobile units:</u>	
Class I	\$145.00
Class II	\$175.00

Class III	\$225.00
Class IV	\$245.00
Organizational Camp - w/o food kitchen building	\$200.00
Organizational Camp w/ food kitchen facility	\$275.00
Remodeling	
Full service restaurant	\$150.00
Any facility other than full service	\$100 150.00
Other:	
Daycare inspection	\$100.00
School inspection	\$125.00
Public swimming pool and spa inspection fee, first pool/spa	\$335.00
Additional (year round) pools and spas	\$235.00 each
Seasonal pool	\$230.00
Additional seasonal pool/spa	\$160.00
Loan inspections water	\$145.00
Food handler certificate	\$10.00
Food handler replacement certificate	\$5.00
Administrative fee non-specific to above listed fees.	\$5.00 per 15 minutes (\$5 minimum)
Environmental health specialist consultation fee, in-house (min. hrly charge)	\$95.00
Environmental health specialist consultation fee, field (min. hrly charge)	\$145.00

Note: A supplementary inspection charge equal to 50 percent of the annual license fee shall be assessed for a complete inspection required because of failure to meet applicable standards when such complete inspection is performed during the license period in addition to the two semi-annual inspections normally performed. Charge accrued and not paid during the current license period will be added to the license fee for the next license period and will be subject to the late penalty fee of \$100 for each month fee remains unpaid.

New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50 percent of the required fees.

INFORMATION TECHNOLOGY (IT)

(Fees not charged to other units of County government.)

IT – Professional Services	
Server and Desktop Labor	\$85.00/hour billed in ¼ hour increments
Network and Wireless Labor	\$125.00/hour billed in ¼ hour increments
Consulting and Training Labor	\$150.00/hour billed in ¼ hour increments

JUVENILE DEPARTMENT

Probation supervision fee, per adjudication	\$30.00
Formal accountability, per agreement	\$10.00

LANDFILL

All weight-based charges are subject to a minimum charge based on 20 lbs. Weights above 20 lbs. will be rounded up to the next 20 lbs. increment due to scale calibration.



Crook County
Community Development Department
300 NE 3rd Street, Room 12
Prineville, OR 97754

January 13, 2021

To: Crook County Court

From: Randy Davis, Building Official
Lori Furlong, Project Manager
Ann Beier, Director

RE: Request for Fee Increase—Building Codes Program

Dear Court Members,

Attached is a proposed modification to the fee schedule for the department's building and electrical program. As you know, the department administers the building & electrical permit and inspection program for the City of Prineville and Crook County under an agreement with the State Building Codes Division.

We are proposing a 5% "across the board" fee increase for all permits. We are also proposing an increase in the base minimum fee and re-inspection fee for electrical, mechanical and plumbing permits to \$100.00. In addition to these fee increases we are also adding new fees for Complex/large project/technical expert review fees that reflect the actual cost of providing that service. This increase will help ensure that the department is able to cover our costs. Fees will generally be comparable to or less than neighboring jurisdictions.

As the department continues to grow and move forward, we are likely to request smaller fee increases on an annual basis for all program elements to ensure that the department can cover costs, particularly those associated with personnel and equipment costs (i.e., cost of living increases, increases in health insurance costs, educations and vehicle purchases and maintenance).

The fee schedule is also subject to review and approval by the State Building Program and other stakeholders, proper notification has also been provided to them (see attached). We look forward to answering your questions regarding the proposed fee changes.



Oregon

Kate Brown, Governor

Department of Consumer and Business Services
Building Codes Division

1535 Edgewater Street NW

P.O. Box 14470

Salem, OR 97309-0404

503-378-4133

Fax: 503-378-2322

Oregon.gov/bcd

December 30, 2020

To: INTERESTED PARTIES

From: ANDY BOULTON, POLICY ANALYST, POLICY AND TECHNICAL SERVICES

Subject: CROOK COUNTY PROPOSED FEE ADOPTION

The State Building Codes Division (division) has received the enclosed notice of intent to adopt building inspection program fees from the above listed municipality. Pursuant to Oregon Administrative Rule 918-020-0220, municipalities seeking to adopt fees are required to provide the following summary information 45 days prior to the proposed adoptive date.

- A. The affected specialty code or program areas;
- B. A description of the proposed building inspection program fees including the approximate percentage change when applicable;
- C. The proposed effective date;
- D. The date of the last fee increase in the specialty code or program area if applicable;
- E. The anticipated date, time and location of the local municipal hearing scheduled pursuant to Oregon Revised Statute (ORS) 294.160;
- F. The name, phone number and title of a contact person; and
- G. A narrative explaining the purpose of the proposed fee adoption.

The division is required to notify interested parties after receiving a notice of intent to adopt building inspection program fees from a municipality. Enclosed is the information the municipality provided to the division pursuant to the above administrative rule requirements.

If you have concerns about this proposed fee change, you may contact the municipality directly by contacting Randy Davis, Building Official, by email at randy.davis@co.crook.or.us or by phone at 541-447-3211, or attend the Board of Commissioners hearing on January 20, 2021, at 9 a.m. at the Crook County Annex at 302 N.E. Court Street, Prineville, Oregon 97754. If you still have unresolved concerns, you may, pursuant to ORS 455.210(3) and 479.845, appeal this fee adoption by sending a written request to the division within 30 days of the municipality's fee adoption date.

cc: Crook County



Crook County
Community Development Department
Building Division
300 NE 3rd Street
Prineville, OR 97754
Phone (541)447-3211 Fax (541)416-2139

December 21, 2020

State of Oregon Building Codes Division
Attn: Andy Boulton, Policy Analyst
Email: Andrew.Boulton@oregon.gov
P.O. Box 14470
Salem, OR 97309-0404

Subject: Crook County Fee Adoption

Dear Shannon,

Please accept this notification that Crook County intends to adjust the Building division fee schedule. Our intent is adjust our fees to be more in-line with surrounding jurisdictions and to be compliant with OAR 918-50-100.

Crook County intends to make these fees effective on February 15, 2021 and this notice is being forwarded to you at least 45 days prior to the above mentioned date as required by OAR 918-020-0220.

- (A) **The affected specialty code or program areas;**
The proposed increase will impact all specialty and program areas.
- (B) **A description of the proposed building inspection program fees including the approximate percentage change when applicable;**
All building inspection program fees will be impacted by 5% or have been adjusted to reflect actual cost of services. A copy of the proposed fee schedule is attached. The proposed fees have recently been analyzed to reflect the methodologies required by Oregon Administrative Rules and to more closely match our neighboring jurisdictions. With increased FTE's, our costs have increased and this fee increase will help cover those costs.
- (C) **The proposed effective date;**
February 15, 2021
- (D) **The date of the last fee increase in the specialty code or program area if applicable;**
October 15, 2019
- (E) **The anticipated date, time, and location of the local municipal hearing scheduled pursuant to Oregon Revised Statute (ORS)294.160;**
January 20, 2021 at 9am.

Crook County Annex
302 N.E. Court Street
Prineville, OR 97754

(F) The name, phone number, and title of a contact person;
Randy Davis, Building Official, (541) 447-3211

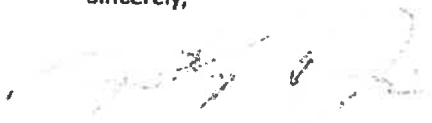
(G) A narrative explaining the purpose of the proposed fee adoption.

The purpose of the fee increase is to generate revenue to sustain our division as staffed, build program reserves and to more closely align our fees with our neighboring jurisdictions.

Crook County adopts its' fee changes by order presented to its' Board of Commissioners and public hearing to be held January 20, 2021 in the Crook County Commission Room. Any persons interested in providing comment may do so at this time.

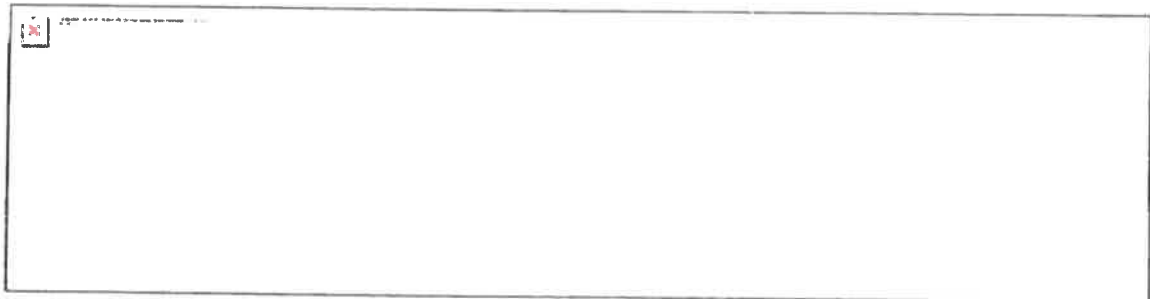
If you or any other interested parties have any questions regarding the new fees, please contact me at (541) 447-3211 or email Randy.Davis@co.crook.or.us.

Sincerely,



Randy Davis

From: DCBS - Building Codes Division <ordcbs@public.govdelivery.com>
Sent: Wednesday, December 30, 2020 3:04 PM
To: Randy Davis
Subject: Building department proposed fee notice: Crook County



Having trouble viewing this email? [View it as a Web page.](#)

Building department proposed fee notice

Crook County

Crook County is proposing to make changes to fees related to the inspection, plan review, and permit issuance services it provides and is holding a local municipal hearing to allow interested persons to provide comments. The anticipated effective date is Feb. 15, 2021. [View the proposed fee notice.](#)

Hearing information:

Date: Jan. 20, 2021 at 9 a.m.

Place: Crook County Annex at 302 N.E. Court Street, Prineville, Oregon 97754

For more information about the hearing and proposed fees, contact:

Randy Davis

Building Official

541-447-3211

Randy.davis@co.crook.or.us

You are subscribed to an email list for the [Oregon Building Codes Division](#). The enclosed information was recently updated. This service is provided by the State of Oregon, DCBS, Building Codes Division.



BUILDING CODES DIVISION
Department of Consumer and Business Services
1535 Edgewater Street NW, Salem, OR 97304
www.oregon.gov/bcd
503-378-4133
800-442-7457 (toll-free Oregon only)

**THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF ORDERING FEES
FOR FISCAL YEAR 2020-2021**

**ORDER 2020-46
Amendment #1**

WHEREAS, ORS 294.160 requires the establishment of fees by county governing bodies by order or ordinance after providing the public an opportunity to comment; and

WHEREAS, this Order 2020-46 was previously approved on August 25, 2020; and

WHEREAS, this Order reflects changes to fees which have not been raised in the preceding six months.

NOW, THEREFORE, BE IT ORDERED BY THE CROOK COUNTY COURT that the following fees are set for the fiscal year 2020-2021 commencing upon the effective date of this Amendment #1 to Order 2020-46, which shall continue in effect until amended by the Crook County Court or amended by operation of law:

ALL DEPARTMENTS, except as otherwise specified below:

Photocopies, per page	
Black and white pages	\$0.25
Color pages	\$0.75
Computer prints:	
first 10 pages,	\$0.40
next 100 pages,	\$0.20
additional pages, each	\$0.10
Faxes (up to 10 pages – does not include microfilm fees, search fees, etc.)	\$2.50
Research and collation fee, per hour	\$25.00
Returned and NSF check charge	\$25.00

ASSESSOR

Farm disqualification estimates	\$100.00 each
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Laser print enlargements of tax lot \$1.50 each

Mapping fee (per lot, condominium unit, private undedicated road, common area) \$35.00

Mobile Home Fees:

Title Transfer \$55.00
Trip Permit \$5.00 per section
Ownership or Situs Change \$55.00

COMMUNITY DEVELOPMENT

The International Code Council Building Valuation Table has been adopted by Crook County and is published in February of every year and adopted through the County Court effective April 1st of every year. The current valuation table is as follows:

Total Valuation	Fee
\$1 to \$500	\$13.72 14.40
\$501 to \$2,000	\$13.72 14.40 for the first \$500.00 plus \$2.06 2.16 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000 \$1,000 or	\$44.62 46.80 for the first \$2,000 plus \$8.23 8.64 for each additional fraction thereof, to and including \$25,000
\$25,001 to \$50,000 \$1,000	\$233.94 245.52 for the first 25,000 plus \$6.17 6.47 for each additional or fraction thereof, to and including \$50,000
\$50,001 to \$100,000 \$1,000	\$388.16 394.33 for the first \$50,000 plus \$4.11 4.32 for each additional or fraction thereof, to and including \$100,000
\$100,001 and up \$1,000	\$593.66 610.33 for the first \$100,000 plus \$3.43 3.60 for each additional or fraction thereof

- 1.) 12% State Surcharge is required to be added to Building fees as per State of Oregon.
- 2.) Code Compliance Fee for New Residential, Single Family Dwelling valuations will be 0.152% of building valuation (Maximum of \$3200.00) (Supports code enforcement program.)
- 3.) Code Compliance Fee for New Accessory Building valuations 0.152% of building valuation (Maximum fee of \$2400.00) (Supports code enforcement program)
- 3-4.) ~~Code Compliance Fee for Commercial Structures Valuations 0.15% of building valuations (Maximum fee of \$300.00) (Supports code enforcement program).~~
- 4-5.) ~~Minimum Building Permit Valuation Fee is to be \$5,000, equaling: A Permit Fee in the amount of \$69.31 (+) A plan Review of 75% of the Permit Fee = \$51.98 + 0.12% County Code Compliance Surcharge = \$5000 x 0.12% = \$6.00 + 12% State Surcharge = \$69.31 X 12% = 8.32 For a Total of \$69.31 + \$51.98 + \$6.00 + \$8.32 = \$135.61~~
- 5-6.) Agricultural Building Exemption Review \$50.00 55.00
- 6-7.) Residential Demolition Permit Fee \$79.13 85.00
- 7-8.) Commercial Demolition Permit Fee \$211.00 220.00

8-9.)	Additional Plan Review - Plan modifications – 2 hour minimum	\$79.43/hr	85.00/hr
10.)	Refund processing fee (refunds must be requested within 180 days of application. Refunds are not available for any work that has been performed.)		
		\$32.75	75.00
11.)	Change of Occupancy Review		\$150.00
9-12.)	Complex/large project consultation or review fee (may include charges for review from technical experts as ACS) 2 hour minimum		\$150.00/hr
10-13.)	Re-Roofing, Residential		\$1470.00
11-14.)	Re-Roofing Fee Commercial Only Based on the Valuation of the Project		
12-15.)	A Fire Life Safety Plan Review Fee is required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official and assessed based on 40% of the Permit Fee.		
13-16.)	Addressing Fee: A Utility Address may be required for a permit where a utility is requested.	\$25.00	
14-17.)	Address Fees:	County:	\$100.00 Community Development \$10.00 Road Sign Reserve \$25.00 Fire Marker Fee = \$135.00
		City:	\$100.00 Community Development \$10.00 Road Sign Reserve = \$110.00
15-18.)	Fire Marker Fee		\$25.00
16-19.)	Road Naming Fee		\$150.00
17-20.)	Road Renaming Fee		\$200.00
18-21.)	Re-Inspection Fee		\$66.96 ea. 100.00
19-22.)	Investigation fee		\$70.64 100.00/hr
20-23.)	Each additional inspection		\$70.64 100.00
21-24.)	Inspection outside normal business hours – 2 hour minimum		\$70.64/hour 75.00
22-25.)	Inspection for which no fee is indicated		\$70.64/hour 100.00
23-26.)	Replacement Copy provided by owner for Plan Review and Stamp	\$26.38	30.00
24-27.)	Copying of Plans Reviewed, Stamped Plans	\$26.38	30.00
25-28.)	Permit Reinstatement due to expired permit (within 6-month window) 50% of current fee for new permit. New Permit Fee thereafter.		
26-29.)	Permit Reports Customized Per Hour or Part thereof	\$26.38	.25 per page
27-30.)	Permit History Research Fee	\$25.00	+.25 per page
28-31.)	Permit Shipping		\$105.00
29-)	Residential Fire Sprinklers (standalone system) – 13R–		
	0-2,000 square feet		\$129.52
	2,001-3,600 square feet		\$142.98
	3,601-7,200 square feet		\$181.78
	Over 7,200 square feet		\$221.87
30-32.)	Phased Plan Review “per phase” for Residential/Commercial. \$250 minimum phasing fee plus 10% of the total project building permit fee, not to exceed \$1,500.00 for each phase.		
31-33.)	Deferred plan Review – 65% of permit fee on deferred portion valuation with a \$250.00 minimum fee		

32-34.)	Temporary Certificate of Occupancy – Commercial	\$37,550.00
35.)	Temporary Certificate of Occupancy – Residential	\$2,500.00
36.)	Temporary Gold Seal Job Trailer Placement Inspection	
	a. Single-wide unit	\$450.00
	b. Double-wide unit	\$550.00
	c. Triple-wide unit	\$650.00
33-37.)		

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Manufactured Home Park Fee Schedule – Valuation

\$1 to \$500	\$25
\$501 to \$2000	\$25 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
\$2001 to \$25,000	\$58 for the first \$2000 plus \$9.90 for each additional \$1000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof

Evaluation: Table 2 – spaces per acre

Park Class A:

4 or less	5901
5	5517
6	5197
7	4941
8	4685
9	4493
10	4365
11	4301
12	4237

Park Class B:

4 or less	5504
5	5120
6	4800
7	4544
8	4288
9	4096
10	3968
11	3904
12	3804

Park Class C:

4 or less	5312
5	5028
6	4608
7	4352
8	4269
9	3904
10	3776
11	3712
12	3648

Note:

1. Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue
2. Deduct ten percent from the valuation of parks constructed east of the Cascade Summit.
3. "Class A" parks contains paved streets, curbs and no sidewalks.
4. "Class B" Parks contains paved streets, no curbs and no sidewalks.
5. "Class C" parks contain no paved streets, no curbs, but have a sidewalk on one side of each street.

Additional plan review (required when approved plan is added to, changed, or revised – Min. 1/2 hour)	\$75.00
Consultation fee (min charge - one hour)	\$150 75 .00
Plan check fee for manufactured home park	65%
Prefabricated structural inspections (includes site development and connection of the prefabricated structure)	_____
MH Park Installation connection	_____

Recreation Park Fee Schedule

Table 1	
\$1 to \$500	\$25
\$501 to \$2000	\$25 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000

22 spaces per acre 1645

Plan check fee for Rec park 65 %

Solar Fees:

- 1.) Solar Photo voltaic prescriptive (roof-mounted) \$47.70 155.00
- 2.) Solar Photo voltaic – non-prescriptive Fee is based on the valuation of the project – see Structural Permit fee table for rates.

Mechanical Fees:

All mechanical permits are subject to a state Surcharge of 12% of the total permit fee. The minimum mechanical permit application fee is \$100.00 70.64 ~~+ 12% State surcharge (\$8.48) = \$79.12~~

The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.

Commercial Mechanical permits are based on the valuation of the project – see Structural Permit fee table for rates.

1. Air Conditioner \$12.66 13.29
2. Air handling unit up to 10,000 cfm \$12.66 13.29
3. Air handling unit 10,001 cfm and over \$16.88 17.72
4. Appliance vent installation, relocation or replacement not included in an appliance \$10.02 10.52
5. Attic/crawl space fans \$7.39 7.75
6. Chimney /liner/flue/vent \$10.55 11.08
7. Clothes dryer exhaust \$10.55 11.08
8. Decorative gas fireplace \$10.55 11.08
9. Evaporative cooler other than portable \$7.39 7.75
10. Floor furnace, including vent \$10.55 11.08
11. Flue Vent for water heater or gas fireplace \$8.97 9.42
12. Furnace/burner including duct work/vent/liner \$16.88 17.72
13. Gas or wood fireplace/insert \$16.88 17.72
14. Gas Fuel piping outlets \$10.55 11.08
15. Heat pump \$15.83 16.62
16. Hood served by mechanical exhaust, including ducts for hood \$7.39 7.75
17. Hydronic hot water system \$67.52 70.90
18. Mini spit system \$15.83 16.62
19. Oil tank/gas/diesel generators \$15.83 16.62
20. Pool or spa heater, kiln \$10.55 11.08
21. Propane or natural gas vented room heaters, gas fired appliances, includes vent \$16.88 17.72
22. Range hood/other kitchen equipment \$10.02 10.52
23. Suspended heater, recessed wall heater, or floor mounted floor heater \$10.55 11.08
24. Ventilation fan connected to single duct \$7.39 7.75
25. Ventilation system not a portion of heating or air-conditioning system \$7.39 7.75
26. Water heater \$42.20 44.31
27. Wood/pellet stove \$16.88 17.72
28. Other heating/cooling \$10.55 11.08

29. Other fuel appliance	\$10,551.08
30. Other environment exhaust/ventilation	\$7,397.75
31. Mechanical-additional plan review per hour (min 2 hours)	\$79,1385.00
32. Re-inspection fee-mechanical	\$70,6490.00
33. Inspections outside normal business hours – mechanical (min 2 hours)	\$70,6475.00
34. Inspections for which no fee is specifically indicated – mechanical (2 hours min)	\$70,6475.00
35. Mechanical investigation fee	\$70,64100.00/hr
36. Minimum fee – mechanical	\$70,64100.00

Plumbing Fees:

All Plumbing permits are subject to a State Surcharge of 12% of the total permit fee

The minimum Plumbing Permit Application Fee is ~~\$70.64~~ + 12% Surcharge (~~\$8.48~~) = \$79.12 \$100.00

Plumbing Plan Review Fee based on valuation is 75% of the permit fee determined

1. Permit Fee, where applicable. Sanitary Sewer-first 100'	\$70,6474.17
2. Storm Sewer-first 100'	\$70,6474.17
3. Water Service - first 100'	\$70,6474.17
4. Backflow preventer	\$70,6474.17
5. Each additional 100' of water, sewer or storm sewer line	\$58,0360.93
6. Water heater	\$42,2044.31
7. Reinspection fee	\$70.64/ea 100.00
8. Each additional inspection – plumbing	\$70,6475.00
9. Inspections for which no fee is specifically indicated – plumbing (2 hours min)	\$70,6475.00
10. Inspections outside normal business hours – plumbing (2 hours min)	\$70,6475.00
11. Plumbing investigation fee	\$70,64100.00
12. Plumbing – additional plan review per hour (2 hour minimum)	\$79,1385.00
13. Single Family Residence –additional bath/kitchen	\$105,50140.00
14. First Kitchen & Bathroom includes 100' of water, sewer & storm lines	\$158,25175.00
15. First Kitchen & 2 Bathrooms Includes 100' of water, sewer & storm lines	\$263,75300.00
16. First Kitchen & 3 Bathrooms includes 100' of water, & sewer & storm lines	\$316,50340.00
17. Each fixture as marked on application	\$23,5524.72
17. 18. Re-piping of existing fixtures - per fixture	\$24.72
18, 19. Residential Fire Sprinklers (connected to potable water) 13D:	
0-2,000 sq. ft.	\$129,52136.00
2,001-3,600 sq. ft.	\$142,98150.13
3,601 to 7,200 sq. ft.	\$181,78190.78

Over 7,200 sq. ft. \$221.69
232.77

Medical Gas Fees:

<u>If the valuation is:</u>	<u>Your Fee is:</u>
\$1.00 to \$5,000	\$105.50 <u>110.78</u>
\$5,001 to \$10,000	\$105.50 <u>110.78</u> for the first \$5,000 plus \$1.58 <u>1.66</u> per add'l \$100 or fraction thereof
\$10,001 to \$100,000	\$184.50 <u>193.78</u> for the first \$10,000 plus \$1.07 <u>1.30</u> per add'l \$1,000 or fraction thereof
\$100,001 and above	\$1,152.90 <u>1210.78</u> for the first \$100,000 plus \$7.39 <u>7.76</u> for each add'l \$1,000 or fraction thereof

Manufactured Homes:

1. Manufactured Home permits are subject to a \$30.00 State Administration Fee.
 2. Manufactured Home placement fee of ~~\$27.50~~ 550.00 + 12% State Surcharge + \$30.00 State Fee
 = \$646.00
 - ~~3. Admin-Fee~~ \$620.80
 - ~~4.3~~ Manufactured Home Code Books \$35.00
- The 12% State Surcharge will be applied to the following fees:
- a. Inspections outside normal business hours (2 hour minimum) \$70.64/hour 75.00
 - b. Inspections for which no fee is indicated. (2 hour minimum)
\$70.64/hour 75.00
 - c. Manufactured dwelling investigative fee \$70.64 100.00
 - d. Reinspection fee \$70.64/ea 100.00

Electrical Division Fees: Minimum permit fee is \$70.64 100.00

1. All electrical permits are subject to a State Surcharge of 12% of the total permit fee
2. Electrical plan review is 25% of the permit fee when required
3. Master Electrical application permit fee \$100.00
4. Master Electrical hourly inspection fee \$94.95 100.00
5. Residential, per unit, service included
 - A.) 1,000 sq. ft. or less \$158.25 166.16
 - B.) Each additional 500 sq. ft. or portion thereof \$26.28 27.69

Multi-family is based on largest unit using residential square footage with each additional unit at 50%
- 6.) Limited energy \$36.93 38.77
- 7.) Each manufactured home or modular dwelling service or feeder \$70.64 74.17
- 8.) Service or feeders: (installation, alteration, relocation) 200 amps or less / 5KVA or less
~~\$101.81~~ 106.90
- 9.) 201 to 400 amps \$120.27 126.28
- 10.) 401 to ~~599~~ 600 amps \$202.03 212.13
- 11.) ~~600+~~ to 1,000 amps \$265.00 278.25
- 12.) Over 1,000 amps or volts \$603.00 633.15
- 13.) Reconnect only \$70.64 100.00
- 14.) Temporary service of feeders: (installation, alteration, relocation)
 - A.) 200 amps or less \$70.64 100.00

B.) 201 to 400 amps	\$110.78 <u>116.31</u>
C.) 401 to 599 <u>600</u> amps	\$159.83 <u>167.82</u>
15.) Over 600 amps or 1,000 volts. (See services or feeders section above)	
Branch circuits: (new, alteration, extension per panel)	
16.) Fee for branch circuits w/purchase of a service or feeder fee	<u>\$7.607.98</u>
17.) Fee for branch circuits without purchase of a service or feeder fee:	
A.) First branch circuit	<u>\$70.6474.17</u>
B.) Each additional branch circuit	<u>\$70.607.98</u>
18.) Miscellaneous: (service or feeder not included)	
A.) Each pump or irrigation circle	<u>\$70.6474.17</u>
B.) Each sign or outline lighting	<u>\$70.6474.17</u>
C.) Signal circuit(s) or a limited-energy panel, alteration or extension	<u>\$70.6474.17</u>
D.) Hourly rate \$90.00	\$90.00/hour
E.) Reinspection Fee	\$90.00 each <u>100.00</u>
F. Inspection outside normal business hours (two hour minimum)	\$94.95 /hour <u>75.00</u>
G. Inspection for which no fee is specifically indicated. (2 hour min)	\$94.95 /hour <u>75.00</u>
H. Additional plan review	\$79.13 /hour <u>100.00</u>
I. Investigation fee	\$94.95 /hour <u>100.00</u>
19.) Commercial Electrical Multi-Family	
Multi-family limited energy by floor	<u>\$70.6474.17</u>
Multi-family protective signaling by floor	<u>\$70.6474.17</u>
20.) Renewable Energy	
Inspection - 1 hour per acre -	\$94.95/hour

Renewable Energy

Renewable Energy 5KVA or Less	\$90.00 <u>100.00</u>
5KVA to 15KVA	\$120.00 <u>126.00</u>
15.01KVA to 25KVA	\$160.00 <u>168.00</u>
WIND ENERGIZED SYSTEMS	
1.) 25.01 KVA through 50 KVA/ 601 to 1000 AMPS	\$215.22 <u>225.98</u>
2.) 50.01 KVA through 100 KVA / OVER 1,000 AMPS OR VOLTS	\$494.80 <u>519.53</u>

Road Naming Fees:

1.) Road Naming	\$150.00
2.) Road Re-Naming	\$200.00

PUBLIC AND PRIVATE ROADS intersecting with a County Maintained Road

New or replacement road name sign/stop/post installed by County Road Dept. that is within the County Right of Way on a Private or Public Road	\$400.00
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STATE HIGHWAYS

New or replacement street sign/post located in ODOT right of way (Private & Public Roads not maintained by another jurisdiction)	\$475.00
New or replacement street name sign with stop sign ODOT right of way (Private & Public Roads not maintained by another jurisdiction).	\$530.00

10

Crook County Counsel's Office

Mailing: 300 NE Third St., Prineville, OR 97754 • Phone: 541-416-3919
Physical: 267 NE 2nd St., Ste 200, Prineville, OR 97754 • Fax: 541-447-6705



MEMO

TO: Crook County Court

FROM: John Eisler, County Counsel's Office

DATE: January 12, 2021

RE: Order 2021-07, Exemption from Competitive Bidding for Justice Center
CM/GC Procurement
Our File No.: Ct. Contracts 281(A)

Attached is Order 2021-07 and associated findings which will exempt the Construction Manager/ General Contractor (CM/GC) procurement from competitive bidding under Oregon's public contracting rules. This is the same process that the County recently completed for the Airport Helibase project.

The exemption for CM/GC procurements is a bit unique. The County will still be issuing a request for proposals, so the County will should still be able to select the best contractor out of a pool of candidates. Pinnacle Architecture has been selected to work with the County in the early parts of Phase 1, which will take the project through Design Development. The contract with the selected CM/GC will mirror that of the architect in that the County is only obligated through Phase 1. Should the County receive sufficient funding through bond issuance and a matching bond from the state, Phase II will commence with the selected professionals.

As is typical with the CM/GC delivery method (and demonstrated with the Helibase), the findings show such anticipated benefits as lower cost through earlier involvement with the construction team and a guaranteed maximum price.

Please let me know if you have any questions.

Please place this memo and the attached document(s) on the Wednesday, January 20, 2021 County Court Agenda as a DISCUSSION ITEM, for approval and signatures.

10

IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

IN THE MATTER OF GRANTING AN EXEMPTION FROM COMPETITIVE BIDDING, AUTHORIZING THE CONSTRUCTION OF THE JUSTICE CENTER BY MEANS OF THE CONSTRUCTION MANAGER/ GENERAL CONTRACTOR METHOD OF CONTRACTING AND AUTHORIZING SELECTION BY REQUEST FOR PROPOSALS

ORDER 2021-07

WHEREAS, the Crook County Court is the Local Contract Review Board for Crook County and in that capacity has authority to exempt certain contracts from competitive bidding requirements of Oregon Revised Statute (ORS) 279C, and

WHEREAS, the Court has determined that the construction project of the Justice Center should be constructed by a CONSTRUCTION MANAGER/ GENERAL CONTRACTOR (CM/GC) pursuant to ORS 279C.337; and

WHEREAS, the “Findings of Fact” (attached as Exhibit A hereto) reflect that an exemption from competitive bidding for the project complies with the requirements of ORS 279C.335(2) and the Attorney General’s Model Contract Rules 137-049-0630(2) for exemption of the project from competitive bidding.

NOW, THEREFORE, the Crook County Court **ORDERS** as follows:

A contract for the construction of the Justice Center is exempted from competitive bidding, and the CM/GC Team shall be selected by the Request-for-Proposals method in accordance with the Attorney General’s Model Contract Rules and the process described in the attached Findings of Fact and ORS 279C.337.

DATED this 20th day of January 2021.

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

Exhibit A

FINDINGS OF FACT FOR THE USE OF THE CONSTRUCTION MANAGER / GENERAL CONTRACTOR FORM OF CONTRACTING FOR THE DEVELOPMENT AND CONSTRUCTION OF THE CROOK COUNTY JUSTICE CENTER AND ASSOCIATED INFRASTRUCTURE

Before the Crook County Court

FINDING OF FACTS AND CONCLUSIONS OF LAW

The Oregon Revised Statutes require that all public improvement contracts be based upon competitive bids. Any exception to competitive bids must be justified by “Findings” as stated in ORS 279C.330 and ORS 279C.335. The following is a list of those required “findings” and the conditions and information regarding those “findings.”

FUNDING SOURCE

1. **Finding:** The County has determined that a revenue bond will be issued to cover the cost of the design and construction of the Justice Center Building along with State matching funds. Additional work to be included within the Construction Manager/ General Contractor Request for Proposals will include access and utilities requirements to serve various needs of the project. The total budget for this project is \$53,000,000.

WILL NOT SUBSTANTIALLY DIMINISH COMPETITION OR ENCOURAGE FAVORITISM

2. **Finding:** The Construction Manager / General Contractor (CM/GC) will be selected through a competitive process in accordance with a Request for Proposals authorized by the County Court. Pursuant to ORS 279C.360, a CM/GC solicitation will be advertised in the trade publication entitled Daily Journal of Commerce to maximize exposure. The CM/GC proposals and interviews will be rated based on a predetermined list of criteria as required by ORS 279C.337 and the Attorney General’s Model Contract Rules. County will enter contract negotiations with the highest-ranking firm. Should negotiations fail, the County will have the right to negotiate with the second highest-ranking firm.

COST SAVINGS

1. **Finding:** The CM/GC will participate in the design phase of the work and thereby be able to obtain a complete understanding of the County’s and the proposed occupant’s needs, the architect’s design intent, the scope of the project, and the operational needs of the County’s staff. This will alleviate some of the financial risk to the County and reduced risk will likely result in cost savings. In making this finding, ORS 279C.335 (2)(b) requires the following issues be considered:

(A) How many persons are able to bid;

Several contractors within Central Oregon are able and qualified to bid the planned work. However, the work is of significant scope, and the County would need to provide

a complete design to receive accurate bids. At this time, the County has committed to the design through 'schematic design' only. This schematic design will be used to assure scope and cost prior to requesting approval of a bond. For this reason, it is in the County's interest to add a CM/GC to the design team now.

(B) The construction budget and the projected operating costs for the completed public improvement;

The difference in operating costs will not be significant whether the project is competitively bid or the CM/GC process is used for contracting. However, the CM/GC process will incorporate the contractor with the design team and that will help ensure that the budget is maintained by use of the contractor's knowledge and expertise as to materials and equipment.

(C) Public benefits that may result from granting the exemption;

Early selection of the CM/GC allows for a more informed contractor. The CM/GC will be part of the design team and will have a better understanding of the financial requirements and other project needs. This should result in better decision making by the project construction team, thereby saving time and money. Also, the project site is in the middle of the downtown area of Prineville and all public ways will need to be maintained at all times; with the CM/GC on board early in the process, all safety requirements of working within this area can be fully explained to the CM/GC. The public benefits will thus include increased safety and cost savings, as well as greater assurance of completion on the desired date.

(D) Whether value engineering techniques may decrease the cost of the public improvement;

The CM/GC team will become a part of the project team with the responsibility of leading the value engineering process. The selected CM/GC should have considerable experience in construction and design; therefore, that experience will be of great importance in determining the best use of the budget available. When the contractor participates, the team can render the most comprehensive evaluation of all factors that affect the cost, quality, and schedule of the project.

(E) The cost and availability of specialized expertise that is necessary for the public improvement;

The functions that are planned to be within this building require elevated security. It is critical that those selected to be part of the CM/GC team have experience in the design, construction, and security requirements of public facilities of this type and function. This experience will assist the project team in determining the best and safest process to pursue. This process will allow the County to solicit local expertise to participate.

(F) Any likely increases in public safety;

The CM/GC team will work with the project team to develop the overall construction plan that integrates the needs of the County and the planned occupants to help ensure public safety is integrated in the design. Also, the CM/GC will assist in determining necessary precautions while working on the site.

(G) Whether granting the exemption may reduce risks to the contracting agency or the public that are related to the public improvement;

Including the contractor in the planning process increases safety and, thereby, reduces risk. CM/GC contracts reduce risk to the County by allowing for coordination and evaluation of constructability ahead of final project design; the contract will include a not-to-exceed cost thereby reducing the risk of budget overruns.

Including the contractor in the design process results in a design that is within the project budget, which also reduces risk. This process is not available under the Design-Bid-Build method of contracting.

(H) Whether granting the exemption will affect the sources of funding for the public improvement;

The exemption will have no effect on the funding source.

(I) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;

The County's ability to accurately estimate the cost of these projects is complicated by the multitude of construction market conditions that exist today in Oregon (e.g., competition of other projects, shortages and supply chain disruptions from the COVID-19 pandemic, shortage of qualified craftsman, etc.), as well as the difficulty in establishing the best work sequence. Because the project has a limited budget, it is essential to reduce the risk of cost overruns.

The CM/GC process allows for more control over these market forces because the CM/GC can assist in developing design documents and a work plan that best accommodate both the County and contractor/subcontractors; identifying the best grouping of bid packages will help ensure better trade coverage; designing the most efficient construction staging area on the property; charting the most cost effective route through the site for the various utilities; and adjusting the work plan when needs change along the way.

(J) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;

The CM/GC method controls the design and construction of the project thereby controlling the budget. This should allow the project to meet the demands of the County's proposed occupants and the budget.

(K) Whether the public improvement involves new construction or renovates or remodels an existing structure;

The public improvement of the Crook County Justice Center is new construction.

(L) Whether the public improvement will be occupied or unoccupied during construction;

Occupation of the building will occur after all construction is complete and a Certificate of Occupancy is issued.

(M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions;

The present plan calls for the design to be done in two phases; Phase 1 is from concept to schematic design and Phase II is from design development to completed construction.

(N) Whether the contracting agency has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract;

The County has legal counsel that is familiar with Oregon construction and public contracting law as well as an employee who has many years of experience administrating alternative contracting method contracts.

CONCLUSIONS OF LAW

The above "Findings" show that the CONSTRUCTION MANAGER / GENERAL CONTRACTOR process for the construction of the Crook County Justice Center Building complies with the requirements of ORS 279C.335(2) for exemption of the project from competitive bidding.

11

CROOK COUNTY INFECTION CONTROL PLAN

Oregon OSHA's temporary rules related to the COVID-19 pandemic (OAR chapter 437-001) became effective November 6, 2020. These rules require all employers to develop and implement what is called an infection control plan. The rules require that the plan be based, in part, on each employer's exposure risk assessment forms (also required by the rules). The requirements for the COVID -19 infection control plan are generally listed in OAR 437-001-0744(3)(h)(B)(i)-(vi).

In conformance with these Oregon OSHA requirements, Crook County, a political subdivision of the State of Oregon, adopts this document as its Infection Control Plan.

PURPOSE:

Crook County has implemented this Infection Control Plan to:

- Reduce the risk of employee, volunteer and visitor exposure to the airborne and droplet-spread disease designated COVID-19.
- Ensure compliance with applicable laws and regulations.
- Ensure compliance with federal and State of Oregon Occupational Safety and Health Administration (OR-OSHA) requirements.

This Infection Control Plan focuses on exposure control for:

- Employees, elected officials, staff and volunteers who work in County-operated facilities or settings, and
- Members of the public who interact with the County.

FACTORS AFFECTING TRANSMISSION:

The following factors can affect risk of airborne and droplet-spread disease transmission, including COVID-19:

- The local county epidemiology (prevalence) of such disease;
 - Populations served by County departments. The disease risk level in the population of the county will vary;
 - The physical building facilities where services occur. Some services to potentially infectious individuals may occur in community settings outside the department structure;
 - Intensity of individual efforts for disease symptoms self-screening. Individuals who are or who may be infected with COVID-19 may not undertake steps to reduce the possibility of transmission to others;
- 11

- Frequency and adequacy of the use of personal protective equipment (PPE), including face coverings; and
- Use of engineering controls.

Exposure Definition:

An employee is considered exposed when the employee has significant contact with an individual who:

- Had signs and symptoms leading to high clinical suspicion of COVID-19, or
- Has disclosed a laboratory result of COVID-19 infection.

Factors Influencing Exposure Risk:

An employee who has been in contact with a potentially infectious individual should evaluate the risk to him-or-herself and others for the following factors that affect the significance of such contact including:

- Duration of contact
- Proximity of contact
- Use of control measures that are functioning appropriately at the time of exposure

Exposure cannot always be determined, even under ideal circumstances.

The responses to the terms of OAR 437-001-0744(3)(h) are as follows:

1. In light of the current and prior executive orders from Governor Brown, administrative rules promulgated from the Oregon Health Authority (OHA) and Oregon Occupational Safety and Health Administration (OR-OSHA), and guidance documents issued by the National Institutes of Health (NIH), Centers for Disease Control and Prevention (CDC), and other healthcare organizations (collectively, the "Executive Orders"), all Crook County employees may be required to use personal protective equipment (PPE) in the conduct of their job duties. This PPE may include masks or other appropriate face coverings, depending on the employee's tasks and responsibilities, and the likelihood that the individual employee will not be able to reliably maintain the designated physical distances or otherwise must interact in close proximity with others. Especially as regards the current pandemic and the airborne-nature of COVID-19, every workplace task must be conducted to the greatest extent reasonably feasible in accordance with the implementation of PPE such as face coverings, remote working tools, and respirators as may be appropriate for the individual position and the requirements of the County's public service responsibilities.

2. The County as employer will provide employees with face coverings as may be necessary and appropriate for their job duties. Further, employees are authorized to use their own face coverings so long as it meets the minimal qualifications as described in the Executive Orders. Many employees choose to utilize this option. Each department head will be responsible for identifying when a department may need additional face masks to fill this demand. When there is a need for additional masks, the department head will coordinate with the Health Department to help identify possible suppliers capable of meeting the need (recognizing that the highest priority for such suppliers are those organizations which directly provide healthcare services to sick or injured persons.) Any other PPE which may be necessary and appropriate for the performance of an individual's job duties will be provided by the County as employer. If an employee has a healthcare condition which requires the employee use an individual item of PPE beyond what would normally be required for his or her job duties, the County will undertake the required "interactive process" described in appropriate state and federal legislation (such as the Americans with Disabilities Act, as amended).

3. The County-adopted Order 2020-44 on or about August 5, 2020, which describes the requirement for County offices to apply hazard control measures in light of the Executive Orders. To reduce the possibility of exposure, such measures have included the implementation of routine and ongoing remote-work opportunities for those positions which may reasonably be undertaken; the establishment of physical alterations such as impermeable barriers at points of service delivery; the creation of remote viewing-and- participating options for public meetings; and the restructuring of public services to allow, as much as may be reasonably possible, electronic or curbside delivery. Subject to applicable state and federal laws, members of the public are required to wear face coverings when within County-operated facilities. Departments which provide educational, recreational, or similar public services such as the County Fairgrounds, County Extension Service District, Bowman Historical Museum, and Crook County Library, have either moved to providing curbside services, or have closed temporarily as may be mandated by the Executive Orders. Professional service contracts for janitorial services have been amended to include payment of additional sums for elevated cleaning services which may be necessary due to the Executive Orders and the interest in reducing the risks of exposure to staff, volunteers, and members of the general public.

4. The County adopted Order 2020-44 on or about August 5, 2020, which described the requirements that County employees must follow in regards to face masks and other COVID-19 - related protective measures. Since its adoption, Order 2020-44 has been continuously implemented. These requirements were distributed to County employees via communications with their department heads. Signs at the entrance of County buildings and offices have been posted, stating the obligation to wear masks or face coverings (whether the individual is an employee, contractor, or member of the public) and as may be appropriate, that in-person visitation may be scheduled only by appointment. Department heads are authorized to remind individuals of these rules, and to provide employees with face coverings to the same degree they would provide any other work-related PPE. Department heads and staff are empowered, in the exercise of their good faith, to remind members of the public of the Executive Orders' hazard control measure mandates. If members of the public continuously defy the Executive Orders, or otherwise subject employees or other visitors to unacceptable risks or inappropriate behavior,

then, in consultation with the County legal department, departments may consider whether to have the individual trespassed from the County facility.

5. The County Health Department and local healthcare professionals will continue to operate the local contact-tracing program, and alert those local residents (including County employees, volunteers, and elected officials) who may have been exposed to COVID-19. If they should contact County personnel and recommend that they should isolate or quarantine due to possible exposure, the County personnel will manage the situation in the same manner as they would any other serious healthcare situation and in accordance with the County's employee handbook and operative law. This will involve informing the individual's manager or department head, and coordinating with Human Resources regarding scheduling, FMLA/OFLA availability, remote-work options (if not already implemented for that position), and other related matters. At all stages of this process, County staff will observe the requirements of the employee handbook and operative law (including but not limited to HIPAA) regarding the confidentiality of protected health information, so as to preserve the privacy of the individual.

6. An employee training program which corresponds to the requirements of the Executive Orders will be finalized prior to the mandated deadline, and thereafter distributed to department heads for "downstream" distribution to employees. The intention is to structure the training so that it can be completed remotely, allowing all personnel (including those in COVID-19 -related isolation or quarantine) to undertake the training. Time to complete this training course will be counted as working hours. Each department head will verify that their staff members have completed the training on or before the mandated deadline. All other information required by the Executive Orders will be distributed to employees either directly from the Administration office, Human Resources, or the Health Department, or via the employees' department heads.

Due to the dynamic nature of the pandemic, and the circumstances that the pandemic creates, this Infection Control Plan may be updated as needed, possibly with little or no prior warning. If the Executive Orders, or other operative law or public health recommendations, are altered or supplemented, the Infection Control Plan will be modified as may be necessary and prudent. County personnel are encouraged to provide suggestions for how this Infection Control Plan may be improved, especially as the circumstances created by the pandemic change.

Attachments:

- Order 2020-21, the initial declaration of a local public health emergency.
- Orders 2020-22, 2020-34, 2020-43, and 2020-65, extensions of the emergency declaration.
- Order 2020-44, adopting a policy regarding the wearing of face coverings in County facilities and vehicles.
- Examples of signs, warnings, etc. about wearing a mask when entering a building.



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Cheryl Seely - County Clerk



**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF DECLARING A
PUBLIC HEALTH EMERGENCY IN
CROOK COUNTY, IN RESPONSE TO
THE OUTBREAK OF COVID-19**

ORDER 2020-21

WHEREAS, in late 2019 and early 2020, a novel form of a respiratory virus (designed COVID-19) began to spread throughout the world. Due to its novelty, there is currently no population with an immunity to COVID-19. This outbreak was declared to be a global pandemic, with a variety of governments declaring public emergencies; and

WHEREAS, according to the Centers for Disease Control and Prevention (CDC), COVID-19 presents a "high" risk to public health. It spreads from person-to-person through coughing and sneezing, close personal contact, or touching virus-covered surfaces and then touching one's eyes, nose, or mouth; and

WHEREAS, on March 7, 2020, Oregon Governor Kate Brown declared a statewide Public Health Emergency pursuant to ORS 401.025(1) and ORS 433.441. This declaration was later memorialized in writing, signed March 8, 2020; and

WHEREAS, on March 13, 2020, the Crook County Sheriff's Office has requested that the County Court declare a local state of emergency. It is reasonably anticipated that cases of COVID-19 will soon be diagnosed within Crook County, and that the effect of the illness will be a disruption to important public services, risk of live, and risk of property will result.

NOW, THEREFORE, based upon the foregoing, it is hereby **ORDERED** that:


Section One: The Crook County Court declares a public health emergency within the boundaries of Crook County. This declaration of emergency will continue until thirty (30) days hereafter, unless sooner terminated or extended by the County Court.

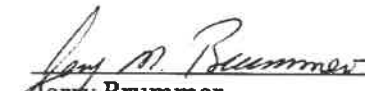
Section Two: Pursuant to the authority granted under ORS 401.305 to act as an emergency management agency, and Crook County Order 2003-66, County departments are empowered to carry out the appropriate function and duties identified in the County Emergency Operations Plan.

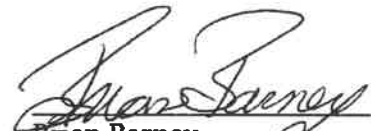
Section Three: Crook County departments, coordinated through the Emergency Management division of the Sheriff's Office, are directed to take all necessary steps to cooperate with other state, federal, and local public agencies, and to request assistance in implementing a local public health/emergency management response.

Section Four: Emergency procurements of goods and services, which may be necessary or prudent in order to address the public health emergency, are authorized pursuant to ORS 279C.080, 279C.335(6), and Crook County Code 3.12.100.

DATED this 13 day of March, 2020.


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	—	—	—	—
Jerry Brummer	—	—	—	—
Brian Barney	—	—	—	—



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Cheryl Seely - County Clerk



**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF EXTENDING THE
DURATION OF THE DECLARATION OF
PUBLIC HEALTH EMERGENCY IN
CROOK COUNTY IN RESPONSE TO
THE OUTBREAK OF COVID-19**

**ORDER 2020-22
AND RESOLUTION**

WHEREAS, ORS 401.309 empowers a county to declare a state of emergency “by ordinance or resolution;” and

WHEREAS, on March 13, 2020, the Crook County Court declared a public health emergency in response to the global pandemic of the COVID-19 coronavirus. That declaration was memorialized in Order and Resolution 2020-21; and

WHEREAS, the original duration of Order and Resolution 2020-21 was thirty (30) days, which would last until Sunday, April 12, 2020. Based upon the advice of public health officials at the local, state, and federal levels, the present emergency conditions are expected to continue beyond that date.

NOW, THEREFORE, based upon the foregoing, it is hereby **ORDERED and RESOLVED** that:

Section One: The state of emergency declared on March 13, 2020 will continue until Thursday, June 11, 2020, unless sooner terminated or extended by the County Court.

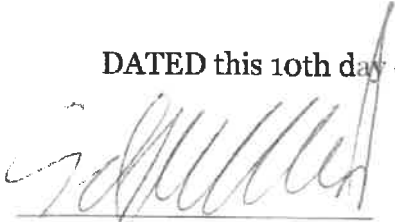
Section Two: In furtherance of any emergency procurements made necessary or prudent to respond to the public health emergency, and pursuant to Crook County Code 3.12.100, a single member of the County Court is authorized to execute contracts in the County’s name regardless of the dollar value limits established by Crook County Code 3.12.040.


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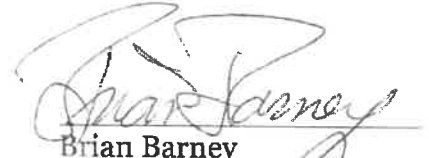
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Section Three: The provisions of the Declaration of Public Health Emergency contained in Order 2020-21 and Resolution continue in full force and effect.

DATED this 10th day of April 2020.


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	<input checked="" type="checkbox"/>	___	___	___
Jerry Brummer	<input checked="" type="checkbox"/>	___	___	___
Brian Barney	<input checked="" type="checkbox"/>	___	___	___



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Cheryl Seely - County Clerk



**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF EXTENDING THE
DURATION OF THE DECLARATION OF
PUBLIC HEALTH EMERGENCY IN
CROOK COUNTY IN RESPONSE TO
THE OUTBREAK OF COVID-19**

**RESOLUTION AND
ORDER 2020-34**

WHEREAS, ORS 401.309 empowers a county to declare a state of emergency “by ordinance or resolution;” and

WHEREAS, on March 13, 2020, the Crook County Court declared a public health emergency in response to the global pandemic of the COVID-19 coronavirus. That declaration was memorialized in Order and Resolution 2020-21, which was later modified by Order and Resolution 2020-22; and

WHEREAS, based upon the advice of public health officials at the local, state, and federal levels, the present emergency conditions are expected to continue for the foreseeable future, necessitating the extension of the declared state of emergency.

NOW, THEREFORE, based upon the foregoing, it is hereby **ORDERED and RESOLVED** that:

Section One: The state of emergency declared on March 13, 2020 will continue until Monday, August 10, 2020, unless sooner terminated or extended by the County Court. This extension of duration applies retroactively back to June 11, 2020.

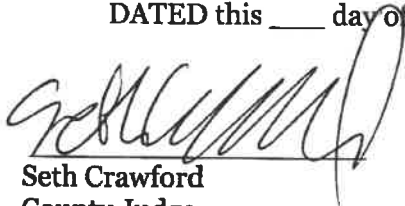
Section Two: In furtherance of any emergency procurements made necessary or prudent to respond to the public health emergency, and pursuant to Crook County Code 3.12.100, a single member of the County Court is authorized to execute contracts in the County’s name regardless of the dollar value limits established by Crook County Code 3.12.040.

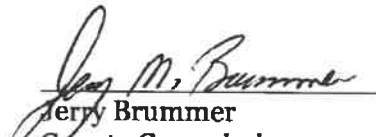
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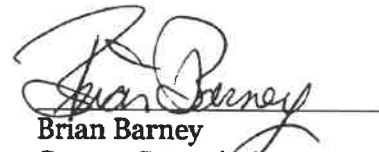
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Section Three: All other provisions of the Declaration of Public Health Emergency contained in Order and Resolution 2020-21, as modified by Order and Resolution 2020-22, continue in full force and effect.

DATED this ____ day of June 2020.


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	___	___	___	___
Jerry Brummer	___	___	___	___
Brian Barney	___	___	___	___



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Cheryl Seely - County Clerk



**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF ADOPTING A
POLICY FOR THE WEARING OF
FACE COVERINGS IN COUNTY
FACILITIES AND VEHICLES**

ORDER 2020-44

WHEREAS, the COVID-19 pandemic has not abated, and as part of its efforts to promote workplace and public health, it may be useful and prudent to require County employees to wear face coverings while at work; and

WHEREAS, a policy addressing the use of face coverings by County employees should be comprehensive, adaptable, and direct to promote both the health of our community and the public service functions of the County.

NOW, THEREFORE, the Crook County Court hereby **ORDERS** that the following employee face covering policy be adopted:

I. PURPOSE & OBJECTIVES

- A.** The purpose of this policy is to establish guidelines for employee protection during the COVID-19 Pandemic. It includes the use of face coverings and other guidelines to protect county employees and the public. This policy will:
- Protect public health by reducing exposure to the COVID-19 virus.
 - Help slow the spread of the virus.
 - Help people who are asymptomatic, or who have the virus and do not know it, from spreading to others.
- B.** A face cover is not a substitute for covering coughs, washing hands, or containing germs through social distancing or by staying home when sick.

II. SCOPE

This policy applies to all county-owned facilities and vehicles.

III. EXCEPTIONS

- A. Employees who have a health condition which may render the wearing of facial coverings harmful or which creates danger to the employee, or who has a bona fide religious objection, must contact the Human Resources department immediately to determine whether and how an accommodation may be granted.
- B. On a case-by-case basis, those employees who have a job-related purpose which would be substantially hindered by the wearing of face coverings may seek an exception for that job-related purpose. Any exception must be proposed first to the employee's department head or direct supervisor. If the department head believes that an exception is prudent or useful, he or she will consult with the Public Health Director and Human Resources. The Public Health Director and Human Resources will provide a recommendation to the County Judge as to whether an exception should be granted. The County Judge will decide whether to approve the exception, and what conditions may be included as part of the approval.

IV. DEFINITIONS

- A. Asymptomatic: Showing no signs or symptoms of a particular disease.
- B. Face Covering: Material that covers the nose and mouth, secured to the head with ties or straps, or wrapped around the lower face. Examples of face coverings compliant with this policy include cloth masks, paper masks, scarfs, bandanas, neck gaiters, and face shields. Medical respirators and surgical masks are compliant with this policy, but employees are encouraged to preserve those items for health care settings.

V. PROVISIONS FOR FACE COVERING

- A. Crook County will provide all Crook County employees with two cloth masks. When good cause is shown, additional masks will be provided. The County's supply of face coverings is limited, and all County personnel must be conscientious in preserving this limited resource.
- B. Employees must wear a face covering that covers the nose and mouth in order to enter any County facility or vehicle included in the scope of this policy.
- C. Crook County will provide a reusable face shield to employees who have a health condition, bona fide religious objection, or other approved exception that prevents wearing a cloth face covering. Employees who wear a face shield must wear it subject to the same requirements for wearing other face coverings. Crook County will provide sanitizer for face shields when the sanitizer is available.
- D. Employees must wear face covering at all times and in all places included in the scope of this policy.
- E. Employees may remove face coverings under the following circumstances:
 - 1. When seated or standing alone at the employee's desk or workstation if 6 feet away from other employees.
 - 2. When alone in the employee's individual office.

-
3. When the employee can continually maintain a minimum 6-foot distance from others.
 4. When traveling alone in a vehicle on county business.
- F. Crook County will provide an employee with instructions for the proper wearing of a face covering, when requested by an employee.
 - G. Crook County employees are responsible for the proper care and cleaning of a cloth facemask used by the employee. Crook County will provide an employee with the instructions for the proper care and cleaning of a face covering.
 - H. Employees using paper face coverings should use a new mask every day.
 - I. Employees should discard face coverings that:
 1. Do not or cannot stay on the face.
 2. No longer cover the nose and mouth.
 3. Are stretched out.
 4. Have damaged ties or straps.
 5. Have holes or tears.
 - J. Crook County will deny entry to Crook County facilities and vehicles to any employee who refuses to wear a face covering or who is not otherwise exempted from the responsibility to wear a face covering.

VI. TEMPERATURE MONITORING

Staff's temperature will be taken at a minimum (1) time per day.

VII. TRAVEL

To accommodate staff who may be at higher risk of exposure to COVID (due to travel or vacations), the CCHD Public Health CD nurse will assess via phone, and promptly advise the employee's department head if any special precautions should be considered (e.g. workstation moved to a more private/less-accessible location when available, or work remotely if possible). Notwithstanding the foregoing, this policy does not create any limitations on employees' ability to use vacation time, which may be utilized according to the procedures described in the Employee Handbook.

VI. ENFORCEMENT

Elected officials, department heads, and supervisors have the responsibility to enforce this policy and to enlist the cooperation of employees in accomplishing this objective. Disciplinary actions taken in pursuant to this policy will be reviewed by the Human Resources Director and referred to the County Court for consideration, if necessary. If, in the opinion of the Court, the strict application of this policy in a specific instance does not serve the best interest of the Crook County, the Court may waive or modify the provisions of this policy.

VII. FUTURE CIRCUMSTANCES

- A. This policy is meant to address the present pandemic conditions within our community. The County remains committed to fulfilling its public service responsibilities regardless of the challenges we face. County employees are encouraged to provide suggestions as to possible improvements to this policy to maintain the health and safety of our coworkers, visitors, and constituents, while still meeting those public service responsibilities.
- B. The pandemic, and the conditions it creates, are not static phenomena. Circumstances will change, often without warning. It may be necessary to update this policy on little or no prior notice.

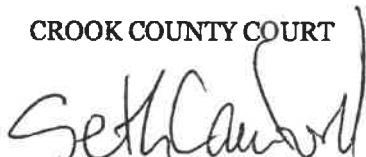
VIII. DURATION

This policy will remain in force until rescinded, modified, or superseded by the Crook County Court.


BE IT FURTHER ORDERED that this Order be filed in the Crook County Clerk's Office and that it be effective when so filed.

ADOPTED this 5th day of August 2020.

CROOK COUNTY COURT


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner

Vote:	Aye	Nay	Abstain	Excused
Seth Crawford	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerry Brummer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Barney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.
Cheryl Seely - County Clerk



**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF EXTENDING THE
DURATION OF THE DECLARATION
OF PUBLIC HEALTH EMERGENCY IN
CROOK COUNTY IN RESPONSE TO
THE OUTBREAK OF COVID-19**

**RESOLUTION AND
ORDER 2020-43**

WHEREAS, ORS 401.309 empowers a county to declare a state of emergency “by ordinance or resolution;” and

WHEREAS, on March 13, 2020, the Crook County Court declared a public health emergency in response to the global pandemic of the COVID-19 coronavirus. That declaration was memorialized in Order and Resolution 2020-21, which was later modified by Order and Resolution 2020-22; and

WHEREAS, in light of the persisting emergency conditions, which present dangers to the health, safety, and welfare of County residents, the County Court has previously extended the duration of the emergency pursuant to Order and Resolution 2020-34; and

WHEREAS, based upon the advice of public health officials at the local, state, and federal levels, the present emergency conditions are expected to continue for the foreseeable future, necessitating the extension of the declared state of emergency.

NOW, THEREFORE, based upon the foregoing, it is hereby **ORDERED and RESOLVED** that:

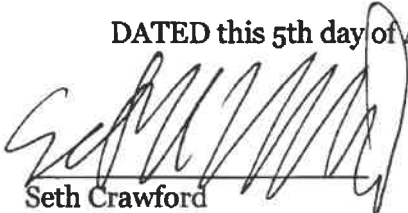
Section One: The state of emergency declared on March 13, 2020 will continue until Saturday, January 1, 2021, unless sooner terminated or extended by the County Court.

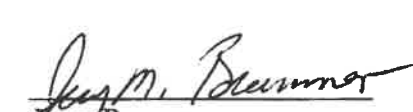
Section Two: In furtherance of any emergency procurements made necessary or prudent to respond to the public health emergency, and pursuant to Crook County Code 3.12.100, a single member of the County Court is authorized to execute contracts in the County’s name regardless of the dollar value limits established by Crook County Code 3.12.040.

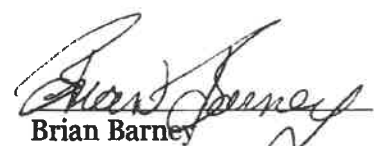
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Section Three: All other provisions of the Declaration of Public Health Emergency contained in Order and Resolution 2020-21, as modified by Order and Resolution 2020-22, continue in full force and effect.

DATED this 5th day of August 2020.


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	✓	—	—	—
Jerry Brummer	✓	—	—	—
Brian Barney	✓	—	—	—



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Cheryl Seely - County Clerk



**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF EXTENDING THE
DURATION OF THE DECLARATION
OF PUBLIC HEALTH EMERGENCY IN
CROOK COUNTY IN RESPONSE TO
THE OUTBREAK OF COVID-19**

**RESOLUTION AND
ORDER 2020-65**

WHEREAS, on March 13, 2020, the Crook County Court declared a public health emergency pursuant to ORS 401.309 in response to the global pandemic of the COVID-19 coronavirus. That declaration was memorialized in Order and Resolution 2020-21, which was later modified and extended by Order and Resolution 2020-22, Order and Resolution 2020-34, and Order and Resolution 2020-43; and

WHEREAS, in light of the persisting emergency conditions which present dangers to the health, safety, and welfare of County residents, the County Court has previously extended the duration of the emergency based upon the advice of public health officials at the local, state, and federal levels. The present emergency conditions are expected to continue for the foreseeable future, necessitating the extension of the declared state of emergency.

NOW, THEREFORE, based upon the foregoing, it is hereby **ORDERED and RESOLVED** that:

Section One: The state of emergency declared on March 13, 2020 will continue until Monday, March 16, 2021, unless sooner terminated or extended by the County Court.

Section Two: In furtherance of any emergency procurements made necessary or prudent to respond to the public health emergency, and pursuant to Crook County Code 3.12.100, a single member of the County Court is authorized to execute contracts in the County's name regardless of the dollar value limits established by Crook County Code 3.12.040.


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Section Three: All other provisions of the Declaration of Public Health Emergency contained in Order and Resolution 2020-21, as modified by Orders and Resolutions 2020-22, 2020-34, and 2020-43, continue in full force and effect.

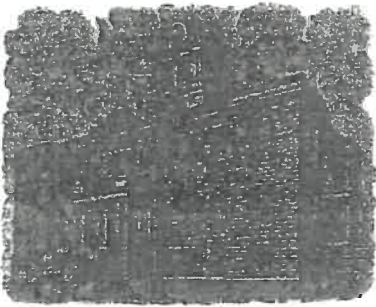
DATED this 16th day of December 2020.



Seth Crawford
County Judge


Jerry Brummer
County Commissioner
Brian Barney
County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	—	—	—	—
Jerry Brummer	—	—	—	—
Brian Barney	—	—	—	—



Crook County

300 N.E. 3rd Street • Prineville, Oregon 97754
Phone (541) 447-6555 • FAX (541) 416-3891

Crook County Solid Waste Application For A Disposal Fee Credit

Organization: Best Care Treatment Services, Inc.
 Contact Name: Rhoda Navarra Phone: 541-316-7497
Kelly Salisbury Phone: 541-323-5330 x 1921
 Address: 1059 NW Madras Hwy, Prineville, OR 97754

Physical Address of Place of Business In Crook County, if different from above:

same

To qualify for a fee credit an organization must be recognized as a non-profit and charitable under sections 501(c) 3 of the Internal Revenue Service Code and be registered as a non-profit corporation with the State of Oregon. A qualified organization must have a physical place of business in Crook County and must be engaged in an ongoing basis in the business of encouraging consumers to reuse and recycle consumer and durable goods in order to generate revenue to further the interests of one or more segments of society. No commercial hauler of municipal waste or any business unit thereof shall also be qualified as a "qualified non-profit organization" under this section. Certification is not valid until approved by the County Court or an official or body it may designate, and any certification and any unused credit shall expire on June 30. Recertification may be applied for starting in April. The credit if approved shall be used to facilitate the disposal of goods received by qualified non-profit organizations for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be returned to consumer use. This credit shall not be used to allow qualified non-profits to dispose of demolition or construction waste associated with facility demolition, construction or remodel, nor shall this credit be used to allow any person, organization or business to avoid the need to dispose of an ordinary volume of municipal waste usually and customarily generated by person, organization or business. Organizations using the credit shall physically segregate from the ordinary and customary wastestream those goods received for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be reused and shall clearly identify the same upon entering the landfill. Only those goods shall qualify for use of the credit. Qualified non-profit organizations using the credit shall comply with all requirements of the landfill related to source separation of recyclable and non-recyclable materials. The landfill manager is empowered to revoke the certification of any organization which shall fail to comply with the terms of this certification application.

Requested credit for this year: (may not exceed \$3,000) \$ 750⁰⁰

ATTACH TO THIS APPLICATION A COPY OF YOUR FEDERAL LETTER CERTIFYING YOUR NON-PROFIT STATUS (Form 501)

By my signature, I agree to abide by all the terms and conditions herein and the terms and conditions set forth in County Court Order 2006-69.

RHODA NAVARRA

Rhoda Navarram - Finance Dir.

Date: 01/13/21

Name, title

<p>Office use only:</p> <p>Form 501 attached: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Credit last year: \$ _____ Credit used last year: \$ _____</p> <p>Credit approved for current fiscal year: \$ _____</p>
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INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 29 2004

BESTCARE TREATMENT SERVICES INC
PO BOX 1710
REDMOND, OR 97756-0000

Employer Identification Number:
93-1269087
DLN:
17053185747064
Contact Person: ID# 31287
FELICIA JOHNSON
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated October 13, 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

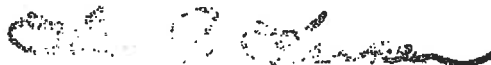
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer of the organization.

PLEASE ATTACH A COPY OF THIS LETTER TO ALL CORRESPONDENCE.

Additional Information Requested:

1. Please complete items 12b. Provide a schedule of any contributors over \$91,732.00 Note: We cannot accept a response of "N/A". If the correct response is "0" or "none", please state "0" or "none".

Note: Your exempt status under section 501(c)(3) will remain in effect. This change is to properly reflect your sources of income.

PLEASE DIRECT ALL CORRESPONDENCE REGARDING YOUR CASE TO:

US Mail:

Internal Revenue Service
Exempt Organizations
P. O. Box 2508
Cincinnati, OH 45201
ATT: Felicia Johnson
Room 4106
Group 7826

Street Address:

Internal Revenue Service
Exempt Organizations
550 Main St, Federal Bldg.
Cincinnati, OH 45202
ATT: Felicia Johnson
Room 4106
Group 7823