



CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, April 17, 2024 at 9:00 am

Crook County Annex | 320 NE Court St. | Prineville OR

Members of the public and media are welcome to attend in person or via Zoom: 1-253-215-8782;

Meeting ID: 981 7361 2010; Passcode: 033745

PUBLIC COMMENT

CONSENT AGENDA

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Board ratification which are not expected to generate discussion. Any member of the Board may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

- 1. Approve Minutes**
- 2. Order 2024-23 In the matter of the appointments to the Budget Committee**
- 3. Approve Human Resources Roadmap**
- 4. Purchase of New Pickup**
- 5. Landfill Water Truck Purchase**
- 6. Livestock Pen Purchase Approval**
- 7. Oregon Dept. of Forestry IGA for leasing ramp space at Airport for Fire season**
- 8. Approval of a comment letter to BLM regarding their Programmatic Solar Draft EIS**
- 9. County Support for construction of an open-air barn at the Crook County Fairgrounds**

DISCUSSION

- 10. Recognition of 15+ years of service from Kim Herber, Extension Manager**

Requester: Susan Hermreck

County Commissioner

- 11. Quarterly reporting to the County for current Tourism and Chamber programs updates**

Requester: Kim Molnar / Deb Shaw

Chamber of Commerce

- 12. Two road crossing in existing road crossing in Millican OHV area approval**

Requester: Joe Merrill

13. Crook County received the GFOA's Distinguished Budget Presentation Award for the FY24 budget document

Requester: Christina Haron
Finance Director

14. Approval of Oregon Dept. of Agriculture Wolf Compensation and Financial Assistance 2024 Grant Agreement #ODA-4518-GR

Requester: Ellie Gage, Wolf Depredation Compensation Committee
Presenter: Seth Crawford

15. Discussion about future OSU/Crook County Extension program agreement operations agreement

Requesters: Susan Hermreck / Nicole Strong / Kim Herber
Presenter: Nicole Strong, OSU

16. Recommendation for the Crook County Ag Extension Service Budget Officer

Requester: Susan Hermreck / Kim Herber
Presenter: Kim Herber

17. CET/STIF Funding Decisions Needed

Requester: Christina Haron
Presenter: Brad Haynes, Road Superintendent

18. Amendment 1 to Community Mental Health Funding Agreement No. 026007

Requester: Eric Blaine
Presenter: Rick Treleaven, BestCare

19. Consider approval to enter into a contract with a recruitment company for County Manager position

Requester: Andy Parks / Christina Hannigan

20. Order 2024-14, making findings authorizing a sole source procurement for road image database compilation services; consider proposals from Capitol Asset & Paving

Requester: Eric Blaine
Presenters: Eric Blaine / Brad Haynes
Legal Counsel / Road Superintendent

ADMINISTRATOR REPORT

COMMISSIONER UPDATES

PUBLIC COMMENT

EXECUTIVE SESSION

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(h) for the purpose of consulting with counsel concerning the legal rights and duties of a

public body with regard to current litigation or litigation likely to be filed.

Representative of the news media and designated staff shall be allowed to attend the executive session.* All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

21. ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, 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 Board of Commissioners has published this PDF file. This files contains the material to be presented before the Board of Commissioners 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 may be added, removed, or changed between when this file is posted online and when the Board of Commissioner meeting is held. The material contained herein may be changed at any time, with or without notice.

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

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

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

Additional items...

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-

6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 04/15/2024 at 3:47 PM

**CROOK COUNTY COURT MINUTES
OF JANUARY 31, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on January 31, 2024, 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 Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Sheriff John Gautney; Office Manager Alexandria Solterbeck; Chief Information Officer Stephen Chellis; Under Sheriff Bill Elliott; Building Official Randy Davis; Human Resources Director Kim Barber; Chief Administrative Deputy Stephanie Wilson; Office Assistant Rebecca Keegan; Road Superintendent Brad Haynes; Library Director Sarah Beeler; Clerk Cheryl Seely; Extension Manager Kim Herber; Landfill Manager Jacquie Davis; Fairgrounds Manager Casey Daly; Assessor Jon Soliz; Assessment Technician Linda Pepper; Health and Human Services Director Katie Plumb; Appraiser Jason Elliott; Senior Appraiser Karen Bushnell; Natural Resources Policy Coordinator Tim Deboodt; Payroll / Benefits Administrator Kathy Puckett; Administrative Assistant Mona Glade; Mike Ervin; Monty Kurtz; Mike Warren; Anna Kaminski; Steve Waring; Steve Forrester; Josh Smith; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Extend Builders Risk Policy at Justice Center project to completion date, late June 2024:

Requester: Nick Lilly

Details: Contract County Administrator Andy Parks attended the Work Session to present the builders risk policy for the Justice Center Project. This is a mandatory builder's risk policy to protect the asset that is currently under construction through the contractor's final completion date of June 19th. The current policy is set to expire on February 9th. The policy extension is dated to be valid through July 9, 2024. Credit will be issued back to the County for the prorated value of any remaining coverage not utilized at the completion of construction. The Capital Projects' \$392,000 budget will be utilized for this expense. The upfront cost is \$26,264.00 with a minimum commitment of \$22,775.00.

MOTION to pass the Builders risk policy for \$26,264.00. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #2: Draft letter for Commissioners - Measure 110:

Requester: Kari Hathorn

Details: Crook County Sheriff John Gautney attended the Work Session to present a drug law reform letter to the Court for signatures to express desire for an outlined/framework for Measure 110. The proposal on the reform is not something the District Attorney and the Sheriff agree with. It is imperative that the Measure 110 Reform encompasses provisions for treatment options, funding for community corrections, mandatory treatment, and diversion of conditional discharge. Sheriff Gautney is asking that the Court sign a letter of support to the legislature, and it would be best if the letter went out by email due to the timeframe in which the legislative session begins.

MOTION to sign the letter and send via email and physical mail to the appropriate addresses. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #3: EMPG Grant Acceptance:

Requester: Andy Pearson

Details: Crook County Sheriff John Gautney attended the Work Session to present to the Court a grant that helps fund a portion of the Emergency Management function for Crook County. This is a recurring grant that the County applies for annually. EMPG is a state grant for the amount of \$66,296.00 and the County would agree to matching funds, which have been budgeted. This grant is used primarily for salary offset and has been reviewed by legal counsel. The grant is due today 1/31/24.

MOTION to approve the Emergency Management Performance Grant #97.042 and to be sent off to ODM for full execution. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #4: Nutanix DR Renewal:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to discuss with the Court the Nutanix Cloud Disaster Recovery platform renewal. The annual renewal fees are \$40,108.20, and this is already allocated in the current budget. This item will move to consent agenda for final approve on February 7th.

Discussion item #5: Community Development Monthly Update:

Requester: Will Van Vactor

Details: Building Official Randy Davis attended the Work Session to provide the Court with a comprehensive update on Community Development, focusing on permit and application activities. While residential activity remains sluggish at around 50%, commercial projects are robust. Currently, the Fire Department is conducting suppression acceptance testing on a building, with one half ready and the other awaiting completion. Inspections are averaging between 800 - 1000 per month, with commercial projects driving these numbers due to their scale of larger projects. Progress at the Justice Center is notable and promising. Additionally, there's a prospect of an apartment complex along the Madras highway, although plans have yet to be finalized,

and bids are presently under review. The growing community is witnessing an increase in contractors, job opportunities, and bidding activities, reflecting overall growth trends.

Discussion item #6: Discuss intergovernmental agreement with Central Oregon Ready, Responsive, Resilient ("CORE3") Project:

Requester: Brian Barney

Details: Commissioner Barney introduced an intergovernmental agreement (IGA) regarding the Central Oregon Ready, Responsive, Resilient ("CORE3") Project. Crook County is a signed party to a Memorandum of Understanding (MOU) established in 2022, aimed at fostering collaborative efforts to facilitate the development and construction of a regional emergency services training and coordination center. The proposed IGA replaces the existing MOU and provides a more detailed framework outlining the terms and conditions governing the completion of the Project by the involved parties. Deschutes County has offered to donate the property for the facility. Under the terms of the agreement, Crook County's financial contributions to the facility would exempt it from usage fees, ensuring cost-free access. Currently, Crook County is not obligated to make any financial contributions to the project.

MOTION to sign the IGA with Central Oregon Ready, Responsive, Resilient ("CORE3") Project with the payment of \$3684.45. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Discuss wildlife damage management services:

Requester: Susan Hermreck

Details: Commissioner Hermreck initiated a conversation concerning wildlife damage management services. In April 2021, the County engaged in a personal services agreement with Belozer Outdoor Enterprises, LLC, and extending it until June 30, 2025, to provide wildlife damage management services. Under this agreement, Jon Belozer holds a valid ODFW Black Bear and/or Cougar Agent Appointment Agreement. The annual contract entails a fee of \$54,000.00. Despite ongoing payments to Jon as per the contract, Wildlife Services continues to explore grants and alternative options to alleviate costs.

Discussion item #8: Public comment opportunities and options at County Court meetings:

Requester: Susan Hermreck

Details: Commissioner Hermreck brought up the topic of public comment procedures during County Court meetings. Currently, these meetings offer opportunities for public comments at the start of the session and during any scheduled public hearings. At the most recent regular meeting, a citizen proposed the idea of allowing public comments at the conclusion of the meetings as well. There are three proposed options for public comments: maintaining the current method, adding a comment session at the end of the meeting, and/or implementing a system that allows comments on non-agenda items at the beginning of the meeting, followed by comments on agenda items after staff reports for each specific item.

Discussion item #9: Holiday Schedule 2024:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks brought forth a discussion to the Court concerning the 2024 Holiday Schedule. Of particular concern is Christmas Eve, which has been a recurring issue in previous years and requires attention for the upcoming year. The issue revolves around the possibility of having a half-day on Christmas Eve. This matter is raised annually, especially due to certain departments being mandated by ORS rules to remain open to the public, unless the day is initially recognized as a County holiday. Further deliberation on this topic will take place with Department Heads during tomorrow's Department Head meeting.

Discussion item #10: Discuss roles and responsibilities of Court members and County Administrator:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks presented to the Court the discussion on the next steps in the governance of the County. It was agreed to review and discuss the roles of the commissioners, judge, and administrator at the next work session. The last day for non-partisan candidates to file declaration of candidacy is March 12, 2024, and the last day to file a notice of measure election and any required explanatory statement is March 21, 2024. To inform candidates prior to the filing deadline, or to place a measure before voters, the Court will need to act no later than its March 6, 2024, meeting. Additionally, to affect a smooth transition to an appointed County Administrator, a timely decision is needed. Outside counsel has advised the Court they may make various decisions administratively, such as changing from a County Court to a Board of Commissioners or refer the matter to voters. Court members will review the materials and provide feedback at an upcoming work session.

Administrator Report:

- Andy Parks held a meeting with Jacquie Davis and Aaron Reinhart from the Landfill to discuss a comprehensive plan to present to the Court outlining future directions with the Landfill. The City of Prineville is expected to include Jacquie Davis in the Solid Waste Advisory Committee. Initial discussions are underway for an IGA on solid waste management, with a deadline to present the IGA to the City by the regular session on March 20, 2023.
- The Accrued Leave Policy has undergone recent review to align accrued time with years of experience. This policy adjustment accommodates 74% of employees based on their tenure. During the upcoming department head meeting, discussions will focus on employees who have been with the County for over 10 years and are affected by this change. Efforts are being made to find suitable accommodations for these individuals. This process aims to improve retention among long-term employees.
- Road Department-Road Employee Contract negotiations, contract expires June 30, 2024. Will schedule a meeting soon with Human Resources, Legal, Road, and outside counsel to initiate the negotiation process.
- COIC has a board seat that is currently vacant. The COIC board seat that is vacant will be assigned to Commissioner Susan Hermreck.

MOTION to designate Commissioner Hermreck to serve on the COIC Board as discussed in today's meeting. Motion seconded. No discussion. Motion carried 3-0.

- HRIS System- This is a big project and staff are currently involved in the process. The plan is to move forward with seeking outside project management help for additional work. Have sent information to 10 different vendors and have received responses from 5 of them. Will talk about this again as things move along in the process.

Court Member Updates:

- Judge Crawford- flags for memorial for 9/11 for the people that lost their lives. The event is happening at the courthouse and will be a 24-hour event. Received a call from Susy from COCC and needing someone to be on the building committee. Will be in Salem for opening AOC meeting.

Public Comment:

Mike Ervin feels that there needs to be a decision from the Court for which job description this will be for. With the change of governance adjustment, the County does not have the ability or time to educate people on the change or allow people to vote. Mr. Ervin asked about the wolf committee meetings and what is currently happening in the meetings. Susan and Bill commented on the status of meetings and that there were two different meetings.

At 11:25 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; 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

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 correspond with the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize County's realtor of record to prepare a listing agreement as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 1:20 p.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp

**CROOK COUNTY COURT MINUTES
OF FEBRUARY 7, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Court met in a Regular Court meeting on February 07, 2024, 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, Commissioner Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Chief Information Officer Stephen Chellis; Health and Human Services Director Katie Plumb; Veteran Service Officer Tom Evans; Administrative Assistant Mona Glade; Under Sheriff Bill Elliott; Office Manager Alexandria Solterbeck; Fairgrounds Manager Casey Daly; Library Director Sarah Beeler; Extension Manager Kim Herber; Airport Manager Kelly Coffelt; Assessment Technician Stephanie West; Assessor Jon Soliz; Treasurer Galan Carter; Road Superintendent Brad Haynes; Modernization Manager Stephanie O’Neal; Sheriff John Gautney; Community Development Director Will Van Vactor; Budget Analyst Jamie Berger; Chief Administrative Deputy Stephanie Wilson; Assessment Technician Linda Pepper; K. Gillen; JC; Monty Kurtz; Health Strategist Shelby Fisher; Rick Treleaven; Dick Zimmerlee; Jim Newton; Adam and Karen Mikulski; Traci Utterback; Tawndy Byrd; Judy Kennedy; Renee Moss; Dan Vieu; Colleen Ferguson; Angela Cumming; Gerry Borkoski; Jessica Williams; Joe Thompson; Mike Boynton; Julie Thompson; Valerie Rhoden; Deb Zimmerlee; Alex Stewart; Monique Davis; and members of the public.

REGULAR SESSION

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

Public Comment:

Monty Kurtz - Wanted to ask about the upcoming meetings for the TSP and if that included discussions regarding the 2nd access into Juniper Canyon.

Dick Zimmerlee – wanted to address the water contamination issue and asking the Court to suspend mining operation until more data can be collected.

Jim Newton – Licensed professional geologist. Water samples have been collected and analyzed and there appears to be an issue. The closer you get to the mining the higher the concentration. Manganese is elevated in the water testing and if above the threshold, can have significant health implications. Cannot access the Knife River mine site to collect water samples without trespassing. Wondering if the County has any capacity to hold the permittees accountable.

Traci Utterback – wants to protect their clients and the community and would like the County to take care of this issue. Wants to know what the solution is because grandkids can’t bathe and can’t drink the water. Animals are being born dead and irrigation water is being affected.

Adam Mikulski – Lives across the street from the Woodward and Vanier sites but doesn't have any water issues currently; however that can change so he has been monitoring water readings regularly. Dogami used his well to test to say nothing is wrong and the water is fine. Wants something done before it's too late.

Mike Boynton – Broker at Caldwell here in town, lives close to the mining site and is concerned with commercial wells that Knife River is putting in. They are pumping lots of water per minute. Central Oregon has been in a drought for 4-5 years so he doesn't understand why Knife river is allowed to pump this water. The water should be used for farmers and their fields and livestock. Wanted to know who makes these regulations and what the County can do.

Additions/Removals: None

Consent Agenda:

1. Approve Minutes
2. No public comments were received for the Title III request to pay for Community Wildfire Protection Plan update and funds will be spent in accordance with the applicable law as originally approved by the County Court on December 6, 2023.
3. Nutanix DR Renewal
4. Tri County Public Health Modernization MOU Amendment/Renewal
5. Airport - Amendment No. 1 to Oregon Department of Aviation CORE grant
6. Landfill Purchase Request for Roll-off Containers.

MOTION to approve the Consent Agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Presentation and requesting service contract increase:

Requester: Chanda Wallace

Details: Chanda Wallace, Executive Director of the Humane Society, attended the Regular Session to request a monthly increase in the current contract. The Humane Society of the Ochocos is requesting a service contract increase from \$3,000 per month to \$3,500. It has been many years since an increase has been requested. Currently, Crook County is paying \$36,000 per year and this request would impact the current fiscal year by \$2,500 if approved and implemented for February 2024.

MOTION to increase the service contract from \$3,000 per month to \$3,500 per month. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Crook County Veteran Services Staff Introductions:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Regular Session to introduce staff. Mona Glade has been anchoring the office since September, fielding questions, and coordinating resources. Tom Evans started as Veteran Service Officer at the beginning of January and will be working closely with ODVA on claim reviews and submissions until his training is complete and accreditation status is achieved. Ms. Plumb acknowledged Deschutes County and Lake County for their help while Crook County was short staffed.

Discussion item #9: Central Oregon Health Council \$25,000 grant award for Overdose Prevention in Central Oregon via Central Oregon Overdose Prevention & Response (COOPR) Coalition:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Regular Session to discuss a Central Oregon Health Council grant award. As Chairperson of the COOPR Coalition, Ms. Plumb actively supported the application for a Naloxone Access & Overdose Prevention grant through Central Oregon Health Council (COHC). Stacy Shaw, Central Oregon Overdose Prevention & Response Coordinator, skillfully crafted an application that would allocate funds to Crook, Deschutes, and Jefferson Counties, to be managed by the COOPR Coalition, with Crook County serving as the fiscal agent. With the availability of naloxone through various channels, the grant funds for FY24 can now be utilized to address a broader range of needs, including primary prevention initiatives.

MOTION to approve the Central Oregon Health Council \$25,000 grant for Overdose Prevention, and to authorize Katie Plumb to sign the contract out of Court. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #10: Central Oregon Health Council \$25,000 grant award for Overdose Prevention in Crook County:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Regular Session to discuss a Central Oregon Health Council grant award for Crook County. The Crook County Health Department Prevention & Health Promotion Team successfully applied for a Naloxone Access & Overdose Prevention grant through Central Oregon Health Council (COHC). Crook County has successfully applied for and received similar grants through COHC to support public safety and community service organizations with access to Naloxone. Crook County Sheriff's Office, Prineville Police Department, and BestCare Treatment Services are three of several local organizations that have benefitted from this program. With increased access to naloxone via other resources, grant funds in FY24 can be used to address a wider variety of needs, including primary prevention initiatives.

MOTION to approve the Central Oregon Health Council \$25,000 grant for Overdose Prevention in Crook County and authorize Katie Plumb to sign contract out of Court. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #11: PacificSource Medicaid Contract Amendment:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Regular Session to discuss an amendment to the PacificSource Medicaid contract for Health and Human Services. Historically, the Crook County Health Department (CCHD) has engaged in contracts with PacificSource for billable Medicaid services. The proposed amendment entails a per member per month (PMPM) payment from PacificSource to support the Perinatal Care Coordination program administered by CCHD. This

program, initiated with pilot funding from the Central Oregon Health Council for a duration of 7 years, no longer receives such funding. While systems for billable services were established during the pilot phase, they do not cover the entire program's implementation costs. The PMPM allocation from PacificSource recognizes the significance of perinatal care services for families in Crook County and acknowledges the positive impact on the healthcare system overall. As of December 31, 2023, PacificSource had 9,114 OHP members residing in Crook County. Fluctuations in member numbers are expected throughout the year due to the redetermination process for eligibility. For budgetary planning, an estimated total PMPM revenue of \$18,720 is anticipated for FY24, representing unanticipated and unbudgeted revenue. The projected revenue for FY25 is expected to increase to \$56,160.

MOTION to approve the PacificSource Medicaid Contract Amendment. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #12: FY 2023 Financial Statements, Audit and Governing Body Letter from Auditors:

Requester: Christina Haron, Finance Director

Details: Contract County Administrator Andy Parks attended the Regular Session to discuss the fiscal year 2023 financial statements, audit and governing body letter from auditors. There were no issues with reporting in the audit and there was an overall improvement in the timeline of this report. The County had a few financial highlights such as net assets increased, and a large portion of the revenue increase was intergovernmental.

Discussion item #13: Ready to Read Grant Acceptance:

Requester: Sarah Beeler

Details: Library Director Sarah Beeler attended the Regular Session to discuss the acceptance of a Ready to Read grant. Annually, public libraries in Oregon submit applications for this grant, and Crook County successfully secured it. The grant, amounting to \$9,965.00 is designated for summer reading programs targeting youth aged 0-14.

MOTION to approve Order 2024-09 in the matter of accepting a grant of \$9,965.00 from the Oregon State Library for the Ready to Read program. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #14: Airport / On call Engineering RFQ:

Requester: Kelly Coffelt

Details: Airport Manager Kelly Coffelt attended the Regular Session to address an Airport/On-call Engineering RFQ (Request for Qualifications). The purpose of this RFQ is to enlist a qualified engineering firm to provide ongoing project support at Prineville Airport, specifically aimed at advancing the airport's capital improvement plan over a five-year period spanning 2024 to 2029. This encompasses all potential future airport projects. The Airport/County intends to engage in a Personal Service Agreement with the selected engineering/consulting firm capable of offering design, engineering, construction services, and project supervision for FAA/AIP (Federal Aviation

Administration/Airport Improvement Program) projects. The County will reserve the right to contract the firm solely for projects deemed necessary, with individual contracts (task orders) issued for specific services. Following the evaluation policies outlined by Crook County RFP (Request for Proposal) committee and FAA guidelines outlined in AC 150/5100 for engineering selection, County staff have received statements of qualification from three firms: Century West Engineering, Morrison-Maierle, and Precision Approach Engineering.

MOTION to name Precision Approach Engineering as the most qualified firm and to direct staff to begin negotiations. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #15: Approve updates to the Crook County Investment Policy:

Requester: Christina Haron, Finance Director

Details: Treasurer Galan Carter attended the Regular Session to seek approval for revisions to the Crook County Investment policy. The proposed changes involve updating the criteria for determining a security's rating and adjusting language to reflect the Treasurer's transition to a part-time role. Specifically, the update replaces the Treasurer as the designated Investment Officer with either the Finance Director or the County Administrator, in the event the Finance Director is unavailable. This modification does not exclude the Treasurer from participating in investment decisions; rather, it redistributes the responsibility of the Investment Officer to other positions. Given the part-time nature of the Treasurer's role, it is believed that the position lacks the necessary information to independently make fully informed investment decisions on behalf of the County.

MOTION to approve the policy that is presented before the Court with the redlines on the Investment policy. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #16: Review community mental health program funding agreement no. 026007:

Requester: Eric Blaine, County Counsel

Details: Rick Treleaven, CEO of BestCare, attended the Regular Session to review the mental health program funding agreement no. 026007. The agreement makes available over \$2.2 million for services to treat behavioral health, addictions, and problem gambling. The duration of this agreement is January 1, 2024, through June 30, 2025. Unfortunately, the prior agreement (no. 173132) expired on December 31, 2023, and the successor document was not distributed until this month.

MOTION to approve signatures for the Community Mental Health Program Funding Agreement no. 026007. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report: None

Court Member Updates:

Seth Crawford – Talked with Katie Plumb about the Veterans' folks, the OHA person, and also attended a fair dinner and got to meet with a bunch of the legislators that

helped get us some of the funding recently. They are in the process of trying to get a certain amount to split among all of the countries for Fairgrounds.

At 10:11 a.m. the Court convened into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

EXECUTIVE SESSION

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 correspond with the counter parties as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize staff to discuss the real property matter with the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 10:58 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp

**CROOK COUNTY COURT MINUTES
OF FEBRUARY 14, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on February 14, 2024, 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 Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Community Development Director Will Van Vactor; Landfill Manager Jacquie Davis; Office Manager Alexandria Solterbeck; Office Assistant Rebecca Keegan; Fairgrounds Manager Casey Daly; Health and Human Services Director Katie Plumb; Assessor Jon Soliz; Clinical Supervisor Kim Fox; Library Director Sarah Beeler; Extension Manager Kim Herber; Chief Information Officer Stephen Chellis; Road Superintendent Brad Haynes; Finance Director Christina Haron; Budget Analyst Jamie Berger; Airport Manager Kelly Coffelt; Health Strategist Shelby Fisher; Appraiser Jason Elliott; Assessment Technician Stephanie West; Sheriff John Gautney; Clerk Cheryl Seely; Chief Administrative Deputy Stephanie Wilson; Assessment Technician Linda Pepper; Modernization Manager Stephanie O'Neal; Under Sheriff Bill Elliott; C. Kruegar; Katie Slattery; Heather Roberts; Mike Ervin; and members of the public.

WORK SESSION

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

Public Comment: None

Discussion item #1: Application for Teen Internship grant through State Library of Oregon:

Requester: Sarah Beeler

Details: Library Director Sarah Beeler attended the Work Session to introduce a potential grant opportunity available through the State Library of Oregon. The grant aims to support teen interns, who must be juniors or seniors in high school, with each intern receiving \$5,000. These interns would assist in organizing special team programming and contribute to the Summer Reading Program. Given the presence of teen volunteers at the library presently, they are considered prime candidates for this opportunity. This item will be added to the consent agenda for final approval on February 21st.

Discussion item #2: 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-6:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to introduce revisions to the Public Health Services agreement. This marks the 6th amendment to the 2023-2025 IGA (Intergovernmental Agreement) for the Financing of Local Public Health Services in Crook County under Agreement #180007-6. As part of routine updates to program-level funding, this particular amendment pertains to PE12-01 and PE40-01. It entails an increase of \$5,304 in the Public Health Emergency Preparedness & Response budget and a reduction of \$12,838 in unspent WIC (Women, Infants, and Children) funds due to staffing adjustments. This matter will be included in the consent agenda for final approval on February 21st.

Discussion item #3: Justice Center - Network Hardware - Fortinet:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to present details regarding the Network Hardware with Fortinet for the Justice Center. Despite efforts, three comparable quotes couldn't be obtained. CDWG serves as our primary vendor for Fortinet network equipment and is an authorized reseller. The intention is to proceed, taking into account the exemption outlined in Crook County purchasing code 3.12.090 (13). This code allows any department of the county to bypass competitive bidding or quoting if it is deemed necessary by the county court to maintain continuity within an existing system by purchasing a specific type or class of materials from a particular vendor or manufacturer. The specified amount for Fortinet stands at \$76,006.53.

MOTION to spend \$76,006.53 for the network hardware for the Justice Center. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Stephen Chellis to sign the electronic purchase order on behalf of Crook County. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #4: Annual Cohesity Support Renewal:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to discuss the Annual Cohesity Support Renewal, which pertains to our on-premise server technology. This hardware is responsible for hosting all on-premise services, including Active Directory, Email, and GIS. The renewal cost for the upcoming year is \$25,510.98, covering the period from March 22, 2024, to March 21, 2025. This matter will be included in the consent agenda for final approval on February 21st.

Discussion item #5: Draft order regarding an update to the County's drug-free workplace policy:

Requester: Eric Blaine

Details: County Counsel Eric Blaine proposed to the Court an order regarding Crook County's drug-free workplace policy. This policy is outlined in the County's comprehensive employee handbook, which details how the County will enforce a drug-free workplace. Numerous contracts and agreements that the County has entered into mandate the inclusion of such a policy, specifying various terms that must be covered. One of these mandatory terms is that an employee convicted of a drug-related offense

must inform the County as their employer within 5 calendar days of the conviction. Currently, the County's policy requires notification of conviction (including a plea of no-contest) within 5 business days. To align with the requirements of the intergovernmental agreements, the attached order proposes amending the County's employee handbook to stipulate that notification of conviction must be provided within 5 calendar days. This proposal will be added to the consent agenda for final approval on February 21st.

Discussion item #6: Discussion regarding solid waste franchise agreement with Republic Services:

Requester: Andy Parks

Details: During the Work Session, Contract County Administrator Andy Parks addressed the franchise agreement with Republic Services. Crook County currently holds a franchise agreement with Republic Services for solid waste management. This agreement outlines specific services and requires a six-year notice for termination. To improve service quality and address deficiencies, Crook County Landfill has posted a complaint form on the County's website to gather customer feedback. Both local complaints and an accumulation of grievances in Deschutes County prompted the Deschutes County Board of Commissioners to decide, after extensive deliberation, to issue a termination notice for their agreement with Republic Services, which also features a six-year notice provision. The discussion today revolved around whether the Court wished to allocate staff resources towards initiating a process to gather further information for potential termination notice. It's important to note that reallocating staff time to this endeavor may come at the expense of addressing other pressing matters staff are currently fully engaged with.

Discussion item #7: Consider contract for HRIS Project Management Consultant:

Requester: Andy Parks

Details: Andy Parks, the Contract County Administrator, participated in the Work Session to explore the potential engagement of a project management consultant for the HRIS project. The County had issued a Request for Qualifications (RFQ) aiming to procure a Human Resources Information System (HRIS) to modernize its outdated HRIS and paper-based processes. After receiving five responses, the County formed an evaluation/implementation committee comprising six employees guided by subject matter experts in Human Resources, Finance, and Information Technology. Upon assessing the current staff resources, corroborated by a consulting team's evaluation and the preparation of a roadmap for our HR department, it was determined that there is insufficient staff capacity or expertise to successfully execute the project. Subsequently, an individual with twenty years of Human Resources experience, including HRIS implementation, was identified as having the requisite capacity to serve as the Project Manager. Additionally, this individual could provide limited assistance for other HR matters as needed. It's worth noting that this individual is the spouse of a county employee, and ethical considerations were thoroughly discussed. This item will be discussed again at the Regular Session on February 21st.

Discussion item #8: Update on Justice Center and Courthouse:

Requester: Seth Crawford

Details: During the Work Session, Contract County Administrator Andy Parks presented an update to the Court regarding developments concerning the Justice Center and the Courthouse. A draft forecast for the Justice Center was provided, detailing resources, expenditures, beginning and ending balances. Previously, a space needs assessment was conducted to anticipate the required space for County departments. Among the proposed options is the construction of an addition on the east side of the Courthouse, incorporating restrooms and elevators to serve both the new building and the existing Courthouse. The estimated cost for the Courthouse project stands at approximately \$25 million, requiring an additional \$17 million in funding to complete necessary adjustments. Discussions are ongoing regarding the placement of the Health Department, considering the future expansion of Mosaic. Regarding the Data Center forecast, it's noted that by 2028, Facebook properties will begin contributing to tax revenue, although exemptions for Facebook and Apple still apply. Mr. Parks will provide ongoing updates to the Court regarding developments concerning the Justice Center and Courthouse.

Administrator Report:

Andy Parks - Employee Meetings - employee only meetings are continuing with individual departments regarding the accrued leave policy, non-standard work schedule discussions and updates pertaining to the HRIS and ERP rollout with departments. Vance Jacobson will go through the compensation study remotely and any questions that may arise from employees.

Court Member Updates:

Commissioner Barney - Ochoco Irrigation District is working on a floating solar project and requested a letter of support from the County Court to apply for grant money and to help support future modernization projects.

MOTION to sign and approve the letter from Ochoco Irrigation District regarding the floating solar project. Motion seconded. No discussion. Motion carried 3-0.

Judge Crawford – Met with a guy from Jeff Merkley’s office and had a good conversation with him regarding the water issues and wolf issues. Congressman Cliff Benz is coming next week to Carrey Foster for a town hall meeting specifically regarding the wolf concerns.

Commissioner Barney - Justice Center Update – Construction is moving along nicely, and the generator will be set tomorrow. Will start some outside updates next week which include sidewalks, streetlights, sprinkler systems and landscaping. We will have to run an electrical conduit from the Justice Center to the parking lot for the streetlights. A tour is taking place for the Road Department tomorrow and additional tours have been set up for other departments.

At 10:16 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

EXECUTIVE SESSION

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

There were no motions made at the end of Executive Session.

There being no further business before the Court, the meeting was **adjourned at 11:17 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp

**CROOK COUNTY COURT MINUTES
OF FEBRUARY 21, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Court met in a Regular Court meeting on February 21, 2024, 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, Commissioner Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Finance Director Christina Haron; Chief Information Officer Stephen Chellis; Health and Human Services Director Katie Plumb; Clerk Cheryl Seely; District Attorney Kari Hathorn; Community Development Director Will Van Vactor; Assessor Jon Soliz; Airport Manager Kelly Coffelt; Library Director Sarah Beeler; Contract County Administrator Andy Parks; Human Resources Generalist Amy Albert; Administrative Assistant Breyanna Cupp; Office Manager Alexandria Solterbeck; Under Sheriff Bill Elliott; Chief Administrative Deputy Stephanie Wilson; Health Strategist Shelby Fisher; Assessment Technician Stephanie West; Assessment Technician Linda Pepper; Modernization Manager Stephanie O’Neal; Natural Resources Policy Coordinator Tim Deboodt; Krystal Chellis; Mike Ervin; Monty Kurtz; Carol Benkosky; Wade and Angela Rogers; Steve Hannas; and members of the public.

REGULAR SESSION

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

Public Comment:

Monty Kurtz – Last week Mr. Kurtz inquired about capital improvement projects, expressing interest in a comprehensive master plan illustrating potential projects and their financial implications. He advocated for the creation of both five-year and ten-year plans, emphasizing the importance of outlining goals and providing information to the community through public forums. Mr. Kurtz expressed dissatisfaction with the level of communication regarding the Justice Center.

Additions/Removals: None

Consent Agenda:

1. Application for Teen Internship grant through State Library of Oregon
2. 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement#180007-6
3. Annual Cohesity Support Renewal
4. FAA Response Letter
5. Oregon – Idaho Advisory Question SEL 801

6. Vehicle Purchase Order – Approval to Sign

MOTION to pass the Consent Agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Request for tipping fees at the County Landfill:

Requester: Carol Benkosky

Details: Carol Benkosky, Crook County Rotary Club, attended Regular Session to make a request for tipping fees. Rotary Club of Crook County is requesting that the County Court continue to support the bi-annual Ochoco Creek clean-up by agreeing to pay for the "tipping" fees at the County Landfill. Republic Services has agreed to provide the dumpster and transportation of the trash to the landfill. This will be the seventh year of providing two clean-up days per year in and along the banks of Ochoco Creek from Willowdale to Gardner Street. The Rotary Club generally collects about 600 lbs. of trash and 2-6 tires twice a year.

MOTION to meet the request for the County receiving the tipping fees from the Rotary Club Ochoco clean-up in the amount of \$200.00. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Signatures for final plat:

Requester: Angela Rogers

Details: Angela Rogers, Roger Enterprises, LLC, attended the Regular Session to obtain signatures on a final plat for a new subdivision. The plat will be signed before moving into Executive Session.

MOTION to sign the final plat on Parkview Estates. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: Signatures for final plat:

Requester: Steve Hannas

Details: Steve Hannas, DOWL, attended the Regular Session to obtain signatures on a final Subdivision plat for Ochoco Lumber Company. The plat will dedicate public right of way. Approval of the plat of Ochoco Mill 4 including the acceptance of dedications to the public for street right of way. The plat will be signed before moving into Executive Session.

MOTION to sign the subdivision plat for Ochoco Lumber Company. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #10: Request for Support: Heart of Oregon Corps' Central Oregon Youth Conservation Corps (COYCC):

Requester: Laura Handy

Details: Christina Haron, Finance Director, spoke on behalf of Heart of Oregon Corps' because the party was not present. Heart of Oregon requested \$5,000 to support a program that helps teens with job placement through education about fire and wildfire protection. The contribution from Crook County will primarily cover operational

expenses, including youth and crew leader wages, crew transportation, uniforms, and essential program management and infrastructure costs. It was proposed to schedule this matter for discussion on a future agenda when representatives from the Heart of Oregon Corps can be present to discuss their request in person.

Discussion item #11: Order regarding an update to the County's drug-free workplace policy:

Requester: Eric Blaine

Details: Eric Blaine, County Counsel, attended the Regular Session to present an Order concerning the update to the drug-free workplace policy. The County's comprehensive employee handbook outlines procedures for maintaining a drug-free workplace. Numerous contracts and agreements executed by the County mandate this policy, specifying various terms that must be included. One such term requires employees convicted of drug-related offenses to notify the County as their employer within 5 calendar days of conviction. While the County's current policy mandates notification of conviction within 5 business days, it fails to align with the obligations outlined in intergovernmental agreements. To address this, the attached order proposes amending the County's employee handbook to reflect the requirement of providing notification within 5 calendar days.

MOTION to approve Order 2024-11 in the matter of updating the County's drug-free workplace policy, regarding notifications of criminal convictions within five calendar days. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #12: Order 2024-12, making certain findings regarding County and Oregon ethics rules as part of the due diligence for the furtherance of the HRIS implementation project:

Requester: Eric Blaine

Details: Eric Blaine, County Counsel, attended the Regular Session to present an Order concerning the HRIS implementation project. The Order outlines the rationale behind its creation. To ensure transparency and fairness, the County must publicly disclose specific findings regarding the project's ethical handling. Approval of the Order will not affect the budget directly. However, it may pave the way for a separate services contract with an independent contractor in the future. Judge Crawford opened the public hearing. With no comments received, the public hearing was closed.

MOTION to approve Order 2024-12. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #13: Consider contract for HRIS Project Management Consultant:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks attended the Regular Session to discuss the potential engagement of a project management consultant for the HRIS project. The County had issued a Request for Qualifications (RFQ) aiming to procure a Human Resources Information System (HRIS) to modernize its outdated HRIS and paper-based processes. After receiving five responses, the County formed an evaluation/implementation committee comprising six employees guided by subject

matter experts in Human Resources, Finance, and Information Technology. Upon assessing the current staff resources, corroborated by a consulting team's evaluation and the preparation of a roadmap for our HR department, it was determined that there is insufficient staff capacity or expertise to successfully execute the project. Subsequently, an individual with twenty years of Human Resources experience, including HRIS implementation, was identified as having the requisite capacity to serve as the Project Manager. Additionally, this individual could provide limited assistance for other HR matters as needed. It's worth noting that this individual is the spouse of a county employee, and ethical considerations were thoroughly discussed.

MOTION to approve a contract with Krystal Chellis and her firm for an hourly rate of \$125/hour for the scope of services that are presented in the packet with the County's standard professional services agreement. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #14: IGA with North Central Public Health District (Wasco and Sherman County):

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the Regular Session to present the IGA with Wasco and Sherman County. North Central Public Health District serves both counties, offering environmental health services such as on-site septic services. The district requires on-call temporary sanitation services, which the proposed IGA permits the Crook County Sanitarian to provide as necessary. Since our On-Site program is currently operating at a slower pace, this agreement presents an opportunity to generate additional revenue.

MOTION to enter into an IGA with North Central Public Health District and Crook County. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report:

Andy Parks - Budget meetings are scheduled for next week and Department Heads will present at the meetings. They will review previous goals for fiscal year 2024 and prepare for upcoming goals for fiscal year 2025. A behind-the-scenes event with Republic Services is taking place and will have public notice provided so that all can attend.

Court Member Updates: None

At 9:45 a.m. the Court convened into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

EXECUTIVE SESSION

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 approve the accommodation request from Sunshine Behavioral Health Group, LLC, to except the public hearing requirement of CCC 18.172.100(3), designating the Planning Director to process the application, appointing County Counsel to assist the Planning Director in processing the application, designating the County Court as the reviewing authority, and directing staff to notify the applicant and perform any other task to effectuate the purpose of this motion. Motion seconded. No discussion. Motion carried 3-0.

MOTION to direct staff to prepare and send the correspondence as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to direct the County Counsel's office to prepare a draft of the policy as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to direct staff to send the offer letter as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Judge Crawford to sign the acknowledgment letter as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 12:30 p.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp



Agenda Item Request

Date:

April 2, 2024

Meeting dates desired:

April 10, 2024, work session

April 17, 2024, regular meeting

Subject:

Consider appointment of citizens to the Budget Committee

Background and policy implications:

ORS 294.414(2) states "The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body;....."

ORS 294.414(5) states "Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year."

As requested by the BOC, finance staff have interviewed four candidates, with a fifth interview pending. Their scoring and recommendation are attached, together with the draft Order that sets forth the appointments to the budget committee consistent with the recommendation. The BOC is the body to make the appointments and may select whichever candidates the BOC desires.

Budget/fiscal impacts:

None

Legal Review:

NA

Requested by:

Andy Parks, Contract County Administrator

Presenters:

Christina Haron, Finance Director

Attachments

Order 2024-23

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

**IN THE MATTER OF THE
 APPOINTMENTS TO THE
 BUDGET COMMITTEE**

ORDER 2024-23

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

WHEREAS, the Board of Commissioners 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 the Crook County Board of Commissioners makes the following appointments to the Budget Committee:

Board	Appointee	Term	Oath required
Budget Committee Position #1	Scott Tibbs	1 Year Term Expiring: 12/31/24	Yes
Budget Committee Position #2	Stephen Brown	2 Year Term Expiring: 12/31/25	Yes
Budget Committee Position #3	William Anderson	3 Year Term Expiring: 12/31/26	Yes

DATED this 17th day of April 2024.

 Seth Crawford
 County Commissioner

 Brian Barney
 County Commissioner

 Susan Hermreck
 County Commissioner



Agenda Item Request

Date:

April 2, 2024

Meeting dates desired:

April 10, 2024 work session

April 17, 2024, regular session

Subject:

Human Resources Roadmap

Background and policy implications:

Several departments have recently or are in the process of completing department assessments/strategic plans: finance (outside assessment, complete), Sheriff's Office (internal with limited outside assistance, complete), IT (external, complete), Community Development (internal, complete), Road (Transportation System Plan, external, in progress), Library (outside, in progress), Fairgrounds (external, in progress), Museum (internal, complete), Facilities (internal, in progress) and human resources (external, complete, please see attached report and summary).

The attached report provides an assessment of the status of the HR operation county-wide and a road map to guide the organization to reach the desired state. We have hired the 3rd HR staff and contract for HR project management. We are in progress of completing the other activities noted for the 3rd quarter and have the other activities scheduled as shown.

Budget/fiscal impacts:

The fiscal impact to fully implement the recommendations are unknown, however, the County has approved budget for the minimum staffing level of three HR personnel and funding to initiate the acquisition and implementation of the HR information system (HRIS) recommended in the road map.

Legal Review:

NA

Requested by:

Andy Parks, Contract County Administrator

Presenters:

Mark Wehrmeister, Practice Director, VIE Consultants

Carol Whitside, Consultant, VIE Consultants

Attachment

Report



HR RoadMap
For



February 2024

Crook County HR Strategic Roadmap



Contents

Introduction	4
Executive Summary.....	5
County Challenges for HR.....	5
Key Observations and Findings	5
Recommendations Overview	6
Observations and Findings.....	9
HR Structure and Leadership	9
Recruiting and Hiring.....	10
Benefits and Compensation	12
Personnel Records.....	12
County Policy and Practice	13
Performance Management.....	13
Employee Training and Development.....	13
Payroll.....	14
Human Resources Information System (HRIS).....	14
Gaps	15
Recommendations	16
HR Structure / HRIS Management	16
Quick Wins.....	17
Collaboration.....	19
Service Management & Systemization	19
Change Management	22
HR Metrics.....	23
HR Information Systems (HRIS).....	25
HR RoadMap	29
Appendices.....	30
Appendix A – Crook County Personnel Interviewed.....	31
Appendix B - Crook County Information	32
Appendix C - Crook County Goals	34

Crook County HR Strategic Roadmap



Appendix D - HR Forms	36
Appendix E - Capability Maturity Model.....	37
Appendix F - Proposed Organization Structure for HRIS Implementation	38
Appendix G - Employee Journey	41
Appendix H – Human Resources Functions	42
Appendix I - ITIL Overview.....	43
Appendix J – Performance Ratings.....	45
Appendix K – VIE Recommended Project Organization.....	46
Appendix L - HRIS Topics from 2023 RFQ.....	48
Appendix M - Model Project Charter	51
Appendix N - Model Project Plan Outline	53

Introduction

This report provides a review of the current capabilities and customer service for Human Resources (HR) responsibilities in Crook County. While not a strategic plan, it provides starting points and guidelines that can lead to quality HR services.

Virtual Information Executives (VIE) prepared this report based on interviews with Crook County personnel (see Appendix [A](#)), review of existing documents, and our understanding of relevant HR best practices.

Interviews were conducted over four weeks to hear what is working well and what can be improved with two foci: potential improvements and steps to prepare for a new HR Information System (HRIS). Interviewees were given a guideline of topics listing the HR functions for discussion. The discussions were flexible, allowing for additional comments or experiences to be shared as well.

The structure of this report is intended to be concise and actionable with details, background, and reference material available in the appendices.

As provided on the County [website](#), HR is “responsible for the general administration of County personnel” and lists their responsibilities as:

- *Recruiting & Hiring* (discussion also included Onboarding and Offboarding)
- *Benefits* (also discussed were Compensation and Payroll)
- *Personnel records*
- *State and Federal Regulatory Compliance*
- *Employee Relations and Engagement*
- *County policy and practice*
- *Performance reviews*
- *Employee Training and Development*

This report reviews each of these topics to understand the current situation and to recommend ways to continue or improve service in each area.

Current business objectives were taken from the County Goals listed on the web site (see Appendix [C](#)). HR staff did not articulate specific plans tied to these goals nor were lists of tasks or requests available in the documents provided. Budget was only discussed in the context of recent changes to where training was budgeted.

The last review topic is the planned HRIS – its selection and implementation.

The final section is a RoadMap consolidating tasks and projects as a basis for moving forward.



Executive Summary

County Challenges for HR

Crook County (see Appendix [B](#) for further descriptive information) has had a recent structural change establishing a County Administrator over all departments led by appointed officials. This change is offering both opportunities for clearer direction and a need for adjustment affecting HR and the entire organization. Interviewees expressed support for changes such as the twice-monthly department head meetings and for efforts towards a new HRIS.

County departments have functioned as somewhat separate entities, including having taken on large parts of the HR functions and implemented them as individual department processes. It is not clear there is a consensus on what should be expected from a centralized HR service.

As a small population rural county with a more populous, more urban neighbor county with additional municipal governments, Crook County has additional challenges with its recruiting and retention efforts and is often training people who then move on. National shortages for select skills such as nurses and lawyers also impact the County. With an unemployment rate of 6.2% per the US Bureau of Labor Statistics (December 2023), creative options for remote work or explicit training / internships can be an opportunity.

Key Observations and Findings

Interviewees appreciated the ability to get good answers to HR questions and noted that HR may be understaffed to meet all the needs.

Many of the concerns expressed about HR revolve around needing access to information – such as who is doing what in the onboarding process, the current status of a request to post for a new hire, an individual’s hire date – and the need to collaborate with HR such as when selecting sites for posting a job opening.

The four recurring requests from the departments interviewed were topics that were likely top of mind because of recent discussions in the department managers’ meeting.

1. Managers want to easily see personnel information – date hired, pay history, training.
2. Managers want to get feedback on the hiring process – status of postings, how applicants were screened, what the interviews learned.
3. All employees want to be able to reference their pay stubs / pay history easily.
4. The time reporting process needs to be made easier and less cumbersome.

In general, while supportive of HR, most departments expressed some form of dissatisfaction because they were not being kept in the loop or getting prompt answers. Because the departments are often very specialized in their hiring and training needs, they did not want or expect HR to be able to do everything that needs to be done in these areas. Specific

expectations for a truly service-oriented HR beyond doing basics better did not seem to be in the picture.

Recommendations Overview

Our recommendations are intended to generate a shared understanding of HR functions and service levels. Specific County Goals (see Appendix C) incorporated into this report are Goal 1 (defined level of service) and Goal 3 (adequate staffing and employee retention and recruitment program). HR is also involved in meeting the other County Goals so those were also considered when formulating these recommendations.

Two broad areas to be addressed are Collaboration and Service Management & Systemization. Long-term managers in County departments are used to a go-it-alone style. Newer managers came to the County with varying experiences of what shared services should provide. Without clearly documented services, processes and standard procedures, there are a lot of wheels being reinvented.

Individual assignments and large meetings have not been enough to build collaboration. We recommend using small, structured teams for targeted deliverables that are to be drafted / defined in one meeting and then revised and approved at the Department Head meeting within two weeks. Forming teams with diverse membership will build trust and get results faster.

Service Management & Systemization --defining services provided, service levels, and documented and systematic ways of doing things -- is a lot of work. It can also be seen as bureaucratic make-work unless direct and personal benefit is demonstrated. We recommend starting with quick wins that will satisfy some expressed concerns and build on those discussions and efforts that have already begun.

1. Fill the vacant HR position for recruiting backup and process documentation
2. Complete the onboarding improvement project to make it consistent and helpful
3. Schedule a regular review of employee turnover and hiring status with HR, the relevant department or hiring manager, and the County Administrator
4. Make *TextMyGov* more easily routed; include Jobs/HR as a category
5. Update the Personnel Action Form (PA) to include Financial Impact
6. Find a short-term solution to provide electronic access to employee pay stubs

Longer term efforts start with documenting what is in place now, adapting to what can be done with the new HRIS, and putting in place metrics and methods for continuous improvement.

Key Recommendations

- Reinforce the HR Director's need to work proactively and to define standardized services and processes that align with business needs.

Crook County HR Strategic Roadmap



- Clarify the full set of services and service levels to be provided by a central shared services HR department. HR should “own” services (internally or outsourced) for all traditional HR functions (see Appendix [H](#))
- Implement change management processes to help with rapid organizational change, including, but not limited to, HR-related changes.
- Consider using a formal service management framework for HR services, including an HR Service Catalog, tracking of service requests, and regular metrics reporting for key HR services.
- Create an Employee Journey Map supported by documented policies, processes, and procedures covering the entire employee lifecycle.
- Centralize HR records in an enterprise HRIS system and provide direct access and self-service features to managers and employees.
- Consider options for a common repository for version-controlled documents -- including policies, procedures, employee certificates -- with secure, role-based access.
- Conduct annual or bi-annual employee satisfaction surveys. Analyze results and share with department managers and employees.
- Create employee engagement programs based on results from employee satisfaction surveys, exit interviews and information from other sources.

Specific tasks for key HR functional areas are detailed in the Recommendations section in the body of this report. These serve as a starting point for addressing the broader recommendations and provide actionable steps towards County Goal 1 Objective 2, Goal 3 Objective 2, and Goal 7 Objective 1.

Specific HR metrics are suggested in their own section below. Metrics collected and reported should include Hiring Support, Employee Retention, Policy Compliance, and Service Orientation. They will need to be phased in over time since staff time and data are not readily available today.

Successful selection and implementation of an HR Information System (HRIS) is critical for Crook County to effectively provide and manage HR services. Projects of this type regularly fail without thorough planning and experienced project management.

Primary functions of an HRIS are record-keeping, workflow management, and document management for employees and candidates. Gaps to be addressed by an HRIS and necessary integrations to other software include:

- Self-service portal capability for employees and managers
- Integration or embedded functionality for document management, hiring, payroll, performance and compensation management, Learning and development, and benefits
- Better defined and easier to use processes for hiring, onboarding, time reporting, performance reviews, continuing education, offboarding, analytics

Crook County HR Strategic Roadmap



- More training opportunities and materials for employees and managers

Key project steps are creating a project charter, definition of goals and teams, review of current procedures and systems that touch on employee data, definition of desired “future state” processes, and development of a project plan, coordinating with the selected vendor’s methodology.

Overall, the recommendations emphasize preparing documentation to know what is there before changes are made and encouraging buy-in with frequent communication, emphasizing small teams charged with specific, readily completed tasks. Staffing the third HR position and the HRIS Implementation Manager positions are critical first steps.

Observations and Findings

Crook County recently changed from a system where a three-member Court (board of directors) constituted management to contracting a consultant to implement the County Administrator role into the organization. This has centralized leadership while the Court continues oversight. This new structure affects all County departments. For HR it has meant newly articulated direction and requirements that have not always been met.

Historically each department has operated almost as its own company. Department leadership is split almost evenly between people who have served in their position for more than 5 years and those who have served under two years. These two groups have different expectations for how to do things – on their own and tailored to their department or within a more defined, “checklist” orientation where responsibility is shared between departments and the support areas of HR, Finance, IT, Legal, and Facilities.

In general, processes are seen to be improving under the new County leadership. In addition to a more defined interview process, the twice-monthly department head meetings are seen as helpful in promoting communication among departments.

Overall, HR is seen as an occasional resource but not seen as providing direct leadership or clear and consistent procedures. It seemed that many of the concerns had been voiced before or had been part of department head meetings. It was not clear that there is a common organizational understanding of an effective role for HR. Reviewing a prior study (Discovery Listening Interviews - January 2022 – Rachael Gass) many of the same needs were expressed in the interviews for this report.

- “Transparent communication”
- “Streamline how performance management is managed - feel undervalued”
- “Flexible schedules, working from home”
- “Consistency, guidance in handling performance issues – training”
- “Clarity on expectations, accountability – role of Court members”
- “Collaboration”
- “Strategic planning”
- “Management and leadership training”

HR Structure and Leadership

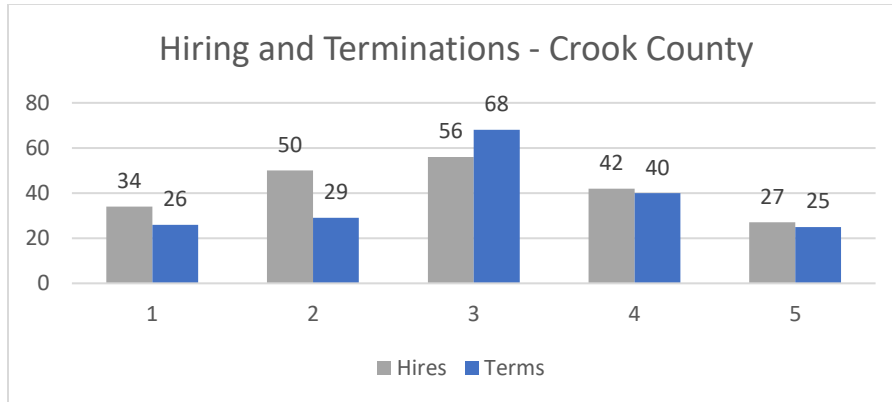
Staff turnover in HR, even with a long-term director, has made it difficult for departments to know how to get things done and who has what expertise when a question needs to be answered. Some functions such as an HR portal in NaviLine have been lost, possibly due to staff not having full training under high turnover.

Crook County HR Strategic Roadmap



Several directors noted that HR likely needs more staff; noting that to provide HR services to the Sheriff’s department will increase the HR workload and that the hiring process is a full-time job.

There have been 209 new hires and 188 terminations from FY 2020 through Q2 of FY 2024 (year 5 below)– about 12 new hires and 10 terminations per quarter – which demonstrates the heavy demand on recruiting. As of late January, there are ten open posted positions. There is one vacant unposted position in HR.



Some aspects of HR support and coordination for the Sheriff’s department continue to be with the City of Prineville because of the close relationship between the Sheriff’s office and the City Police.

Benefits administration and questions are handled in Finance though this used to be a responsibility of HR.

The HR director is helpful and provides information when asked directly; she is the “go to” person since the role and expertise of other HR staff has not been explicit and the only other person in HR primarily works on hiring. However, there is poor follow through on requests not strongly pursued by the requestor. No process was defined for tracking or prioritizing requests.

In the past it was felt there was not strong County leadership support for improving HR processes. The siloed management as distributed among members of the Court made it difficult to impose standardization. Also, HR department management did not come with a background of experience in documenting procedures. Processes have been left up to the departments to set up or adapt for themselves.

No specific metrics for reporting or HR department performance have been defined.

Recruiting and Hiring

This topic is expanded to include Onboarding and Offboarding as related aspects to the hiring process.

Crook County HR Strategic Roadmap



The County has a small population that contributes to having a small pool of applicants for new positions. Several departments use specialized job boards or recruiting networks to attract candidates. For example, the Library uses job sites where trained librarians are likely to look for opportunities; the Fairgrounds has a pool of volunteers as potential employees; and for the Sheriff's office it is often the case that "cops will find us".

Initiating a new hire via a Personnel Action Form does not confirm there is clear budget available for the position. Position control seems to be pretty much ignored. Changes to job descriptions and budgets are not clearly managed so that changes are appropriately approved.

Several departments mentioned that in addition to the sites HR uses to post jobs, they have specialized job boards where they often post jobs themselves. It is unclear if HR is keeping track of those sites, either as general reference or to be able to post as part of the HR process. A question was raised on the possibility of adding special questions to the application to be able to further screen applicants for specific positions.

There is limited tracking of applicants. The software used, *HiringThing*, indicates if an applicant has applied to the County before but there was no mention of analysis or reports for such questions as how many applicants apply for different kinds of positions or diversity measures. A quick review of *HiringThing* indicates it may have features that would help the hiring process but are not used.

The new hire process has recently been redefined with interview questions and three levels of interview (HR, a panel, and the hiring manager). This new process has not been experienced by all departments yet. Although grateful that there is a defined interview process, those who have used it commented that it's not clear what is being learned in the interviews and what HR contributes at each step. Some were concerned the process is cumbersome. HR screening of the initial applicant pool only seems useful if the pool is large. Overall, once started, the screening and interview process seems to go quickly and that is appreciated.

The onboarding process, however, is not well-defined and is implemented inconsistently. For example, introductions to coworkers and orientation to the County buildings have been incomplete or omitted for recent hires. Finance is commended for being on top of the responsibility for forms related to hiring but onboarding does not have the organized involvement of all service areas including HR, Finance, IT and Facilities. New hires are not given information about the onboarding process, schedule, and sometimes even where to report. It is not felt that the current process makes a new hire feel welcome. Onboarding has been a topic in the department head meetings and an initial checklist, expected from HR, has instead been drafted by the Executive Assistant. Several departments have drafted their own checklists.

Offboarding is also somewhat undefined and inconsistent. Exit interviews, when they occur, are not used to communicate and analyze retention issues. Notification to the support

departments is not timely so their responsibilities when an employee leaves can be coordinated. Departments felt a lack of follow-up and information on retention – why people leave, what can be done.

Benefits and Compensation

Most comments were highly positive when asked about the benefits offered by the County. It does not seem to require a lot of assistance from HR to manage benefits which are largely handled by staff in the Finance department. For the Sheriff's office, for example, SAIF will work with them directly when there has been a workplace injury.

The one area that did raise some questions was the retirement plan: it was felt that the County was generous but there remain questions about how the County benefit compares to PERS.

A current study of compensation is underway and due to be completed soon. This does not include union compensation but that is a likely and expected next step, particularly since one contract expires June 30, 2024, and the other June 30, 2025, so negotiations are anticipated to start soon. Departments are looking forward to improvements in compensation. It was mentioned that sometimes starting pay is competitive but step increases were not. Working "out of class" does not have clear compensation guidelines. Where employees do work from a lower classification in addition to their own, there is no policy for supplemental compensation.

Personnel Records

Department heads use NaviLine to reference financial information but were unaware that there was HR information there as well. Departments keep the personnel records they need as paper files and in spreadsheets. Consolidating into HR was seen as making it more difficult to get access in a timely way. There were also concerns about security for confidential documents.

Some key personnel information, such as certifications and CME, is stored in State databases, and there was little value seen in trying to keep it in two systems. Other departments have separate work management systems that incorporate employee data and timekeeping.

Most HR-related processes are heavily paper oriented. Forms necessary for benefits and income tax are on the County website (see list in Appendix [D](#)) as fillable PDFs but are printed and stored in paper form. Some recent hires were given paper forms to fill out, not referencing the PDFs. The forms on the web are listed under three categories (HR, Onboarding, and Payroll) with some duplication where the same or similar form is on different web pages.

Personnel records are a subcategory of documents where a document management system could be useful. Departments were concerned that the effort to scan and set up indices for current paper files could be extensive.

County Policy and Practice

Key ideas of HR policies are available on the website as an [employee handbook](#) (2023). There is also a longer, 130-page [policy document \(2022\)](#), also labeled “employee handbook”, that has more detail on such topics as grievance handling but is less well-presented. It is unclear if the larger document is current or if it is intended as a management handbook. Departments did not know of a specific handbook for managers.

It is not clear what is expected of HR for compliance tracking – following labor law, using policies fairly, following procedures consistently, assuring credentialing is up to date. Tracking, particularly of credentialing, seems to be left to each department.

Union contracting is managed by an outside firm; grievance procedures would involve HR but few grievances have been raised.

Performance Management

Performance reviews are given after six months employment and on each employee’s anniversary. The review form was revised several years ago and prompts for goals to be set up as SMART (specific, measurable, achievable, relevant and time-bound). It was not clear what is expected for managers as follow up on goals. A “self-eval” is part of the process. The calendar for when parts of a performance review are due was sometimes attributed to HR and sometimes was done by the departments themselves. At least one department does regular one-on-one sessions between supervisor and employee to be able to assess and guide performance in a timelier manner.

Ratings have generally been of the Lake Woebegone variety – all the children are above average—which is not what was intended by the 1 to 5 ranking system on the form. Ratings do not tie to compensation or other recognition. Health has switched to “meets” or “doesn’t meet” expectations for each responsibility evaluated; the Sheriff’s office uses their own form.

Managers reported they did not consistently get their own performance reviews or training on how best to do performance reviews for their employees. They also mentioned meeting with a former member of the HR department a while back about the performance review process, presumably for process improvement. They never heard anything after the initial meetings.

All departments described the disciplinary process as first trying to resolve within the department and then involving HR if needed. Records of preliminary disciplinary steps are left to the departments and range from records in OneNote to little documentation at all.

Employee Training and Development

Employee training has been largely left to each department. There does not seem to be a comprehensive checklist of what is required, when, and who is responsible. There is no central tracking or metrics about employee training and development. Most departments have



specialized training requirements for their employees where HR involvement is not sought nor felt to be useful. For example, training required for a new deputy in the Sheriff's department is defined by and often available through the State of Oregon; full training has many steps and can take a year. Specialized training is often tracked on State databases.

Departments felt a lack of management and supervisory training options. For other general skills such as PC applications there was little structure other than referrals to web sites for self-instruction.

Payroll

Getting paid is seen as smooth and accurate. The most voiced concern about the process was that the paper-to-excel time reporting process could be time-consuming and awkward.

Managers and other staff interviewed also universally wanted to be able to get pay stub information more readily than digging through their own paper copies. Finance does scan the paystubs but collecting for a single employee is a time-consuming process since the scans are only indexed by pay period. It was reported that Naviline had a portal that allowed employees to see their pay information and accruals but this had fallen out of use. It was not clear if the function was still operable or functioned as currently needed.

The Health department must manage grants so their payroll information is critical to that function. This is currently a manual process, helped by revisions to the timecard for Health that identify funding sources.

Human Resources Information System (HRIS)

An RFQ for a new HRIS has received five (four comprehensive) responses. Since there is no payroll function in the new finance system, integration of timekeeping with wherever payroll resides is an issue. Finance also expressed concern on the ability to get properly formatted journal entries and data for workers' comp audits. The current HR director sees a new HRIS as the best way to implement consistent procedures. No process or procedure documentation was provided for review. Based on what was heard in the interviews and lack of available process documentation, Crook County's HR processes are currently at Level 1 in the Capability Maturity Model (See Appendix [E](#)). Documenting processes (centrally and across departments), looking for standardization opportunities, and defining desired future state processes will be a challenge for the HRIS implementation.

In addition to numerous spreadsheets and some use of SharePoint, there are a variety of automated applications used in the County that contain personnel information. Several support key departmental workflows, such as IRIS for Roads, so personnel data cannot simply be removed. Duplication of information without integration leads to errors. Replacing or integrating these various applications will be a challenge for the HRIS implementation.

Gaps

While the comments below refer to HR, in most instances the concerns involve and affect other departments as well.

HR Strategy, Goals, and Business Alignment

- HR operates informally without a clear, publicized approach to County goals and business alignment. It appears more reactive than strategic.
- There is an absence of goal management: HR has not fully adapted to be supportive of the new County Administration structure and demands.
- With HR services historically fragmented into departmental solutions, there is a lack of clear understanding defining HR services and expected service levels.

HR Organization Structure and Capabilities, Readiness and Preparation for new HRIS

- While seen as an occasional resource, HR is not viewed as leadership in articulating and guiding HR service definition and development.
- Affected by turnover, vacancies, and lack of procedural documentation, HR is moving into an HRIS implementation from a position of disorganization.
- Lack of experience and training in the full range of HR services handicaps the ability to make the best decisions for using an automated system.
- With duplication and inconsistencies among departments for HR functions, there is a challenge to understand and document those variations and requirements to be able to standardize on best practices for the County.
- Employee records are scattered in paper files, spreadsheets, and various systems. Without a complete inventory, it will be difficult to define an appropriate records management method.
- Without a culture of tracking commitments, the risks of misunderstandings and missed deadlines are higher than need be. Transparency and proactive communication of status is not part of most work processes.
- The small HR department and lack of experience implementing new workflow procedures and HRIS systems is a risk to the successful implementation of a new HRIS for Crook County.

Recommendations

The overall goal is to improve the capabilities of HR to achieve their mission as an active partner in “attracting, developing and retaining a talented workforce.”

This involves raising the organization to the highest level possible in the capabilities maturity model (see Appendix E) where processes are documented, records are accurate and accessible, expectations are clear, and achievement is measured and recognized -- all in a context of organization-wide continuing improvement where you know what is happening, know if it’s going well, and can make changes if it is not.

The recommendations and ideas below are meant as strong suggestions but the County, of course, can modify as appropriate. Change is difficult. Some steps can be accomplished quickly though others can take much longer. A good way to start is to clarify the big picture but get some quick early wins.

There are two broad areas to be addressed – collaboration and systemization.

- Collaboration means having more frequent and supportive connections among departments.
- Service Management & Systemization means formal definition of services provided, service levels, and documentation built on a clear definition of what is to be done and implementing the tools and methods to assure that it is.

In implementing changes that involve computer systems, it is important to recognize that there are roles and personalities where using computers is not comfortable or convenient. In addition, for the HRIS, it is important to acknowledge that HR cannot perform all the HR functions for specialties – HR won’t do the job, but HR people and systems are there to help the job get done well. It is also critical to implement a new system not only to be a repository for information but to support workflow, process, and controls.

HR Structure / HRIS Management

A typical ratio of HR employees to total employees ranges from 1.5 – 4.5 per 100 employees, with an average of 1.7.¹ . If the County has about 200 employees, this would mean 3.4 FTEs would be needed in HR. Taking on a system implementation means more effort over and above that “basic” level.

The County is slightly below this staffing level with 3.0 FTEs approved. We recommend at a minimum that the County:

¹ Per SHRM <https://www.shrm.org/topics-tools/news/talent-acquisition/how-many-hr-staff-members-is-best-shrm#:~:text=The%20%E2%80%9Csweet%20spot%E2%80%9D%20for%20most,ratio%20is%201.7%20per%20100.>

Crook County HR Strategic Roadmap



- Fill the vacant 3rd position in HR with a person with HR experience to provide backup for the recruiting process and begin process documentation and development of metrics and reporting.
- Hire an HR Implementation System Manager for the duration of the HRIS project. This is a new role and needs to be an HR management specialist with a background of successful system implementations, including cross-functional workflow design. This individual is contracted or employed by the County Administrator and reports regularly to the Department Head Meeting.
- Continue to outsource HR functions that require specialized knowledge such as compensation management and labor union contracting.
- Existing HR staff should finish SHRM training and testing. New staff should have HR experience and certification or have specific plans to get certification.

The proposed structure, before and during HRIS implementation, is illustrated in Appendix [E](#). With careful planning, it is possible to maintain and improve services while staging an implementation.

Once a system is fully implemented the County can decide if this staffing level can add additional value or needs to be reviewed. Implementing self-service functions throughout the organization will reduce some day-to-day HR tasks, potentially freeing up staff time for value-added work.

Quick Wins

Because these items have been talked about a lot, it is important to execute timely. Accomplishments can help morale and encourage cooperation for larger challenges.

One productive technique is to get the “deliverable” drafted in one meeting of only a few people (assign one individual to each process responsibility – scheduler, chair, scribe, presenter) and then present and approve at the appropriate level at a second meeting; there has to be a “there” there to start a “try then improve” cycle.

The following recommendations address the most frequently heard concerns and should (and can) be acted on quickly.

- 1. Fill the third (vacant) position in HR to**
 - a. Provide backup for the recruiting process
 - b. Begin process documentation and development of metrics and reporting
- 2. Make Onboarding more consistent and helpful.**
 - a. Set up a cross-functional group to make a checklist for onboarding – what, when, who [this may be an Admin committee already defined]. Recognize the overall

responsibility to assure onboarding success is the hiring manager's but HR is both sponsor and support.

- b. Gather checklists already drafted (Sheriff's department, DA, Communications, others)
- c. Include tasks and training for what each hiring manager, support department (HR, Finance, IT, Facilities) and committee (Safety Committee) is responsible for, recognizing that
 - i. Some tasks must be completed *before* a new hire's first day
 - ii. A "first day" schedule is to help a new employee feel welcome and to get them productive as soon as possible
- d. Publicize the checklist to all departments – managers and select employees as appropriate such as admin staff. Add critical revisions but don't wait for perfection. Include steps specific to a department in their own categories
- e. After each new hire, HR and the hiring manager report to the department head meeting on how well the checklist was followed and what can be improved

3. Schedule a regular review of employee turnover and hiring status where

- a. HR reports back to the relevant department manager and the County Administrator in a timely manner
- b. Review what has happened for the position
 - i. Applicants: how many, from what source, how many eliminated and why
 - ii. Feedback: what was provided to keep the hiring manager up to date, what was learned in the various interviews, testing, background checks
 - iii. Terminations: rolling six-month counts by reason for leaving
- c. Share ideas for improving recruiting and track if they are tried
- d. Make marketing part of recruiting so that social media, web "ads", news stories, networking all promote working in County government

4. Make TextMyGov a County tool

- a. Add a "menu" to allow a community member to select a service or department for their question such as Court, Taxes, Property, Planning, Jobs/HR
- b. Make a clear decision on who should get these texts (currently it is the County Clerk) and route the request directly to the servicing department
- c. Track what the texts are about, who responds, how long it takes to resolve
- d. Review received texts and make web site changes (organization, clarity, amount of information) to reduce the number of texts and phone/email contacts

5. Include Financial Impact on the Personnel Action form

- a. Capture and acknowledge the impact on the department budget (cost, savings, neutral and the amount)

- b. Consult Finance to determine what information they need
 - c. Train managers on how to provide this information easily and accurately
- 6. Find a short-term solution to provide electronic access to employee pay stubs**
- a. Define a team to work this out from Finance, HR, IT
 - b. Look for an easy quick method – scanning with search capabilities / reinvoke NaviLine capability?
 - c. Document what is needed for a longer-term solution

Collaboration

It is challenging to establish a culture of collaboration, particularly when departments are understaffed and busy providing the services they are responsible for. In addition, having an almost 50-50 split of department heads between long-serving and relatively new brings different experiences and expectations to what collaboration means in practice. It appears that assigning tasks to individuals and using large group discussions has not led to successful outcomes, where a result is both helpful and timely. Individuals drop the ball. The large group does a lot of talking.

We recommend that a different form of collaboration be tried as mentioned above, at least for three to nine months – assigning small teams (2-4) charged with a quick result (draft) and a presentation to the larger group (department heads) for quick revision and implementation. If the purpose is sufficiently constrained and the small teams involve different people over time, the network of collaboration grows.

Service Management & Systemization

County Goal 1 directly ties to service management and the systemization of processes. Defining services provided and service levels makes it clear where to go and what to expect.

Documenting processes and procedures institutionalizes knowledge and helps to assure legal compliance. For a new employee or rarely used processes, people can know what to do so it can be done consistently and as the organization requires. When a role or task needs to be done by someone who has not done it before, the learning curve is more manageable. Process documentation is also necessary to prepare for process improvement when implementing a new business application such as an HRIS. The County should look at HR as a holistic process covering the Employee Journey from recruitment to termination (see Appendix [G](#)).

A key factor in having meaningful documentation is to keep it current. Each time a document is used for training, it is a candidate for updating under version control. Any document not updated for a period of time (depending on the organization and compliance requirements this can be one to five years) should be automatically scheduled for a review.

Recommendations

- Reinforce the HR Director’s need to work strategically and to define standardized services and processes that align with business needs. Most day-to-day transactional tasks should be delegated or automated.
- Clarify the full set of services and service levels to be provided by a central shared services HR department. HR should “own” services (internally or outsourced) for all traditional HR functions (see Appendix [H](#))
- Implement change management processes to help with rapid organizational change, including, but not limited to, HR-related changes (see section below).
- Consider using a formal service management framework for HR services, including an HR Service Catalog, tracking of service requests, and regular metrics reporting for key HR services. Although originally designed for IT, The ITIL framework (see Appendix [I](#)) for service management can be adapted to other business functions such as HR.
- Create an Employee Journey Map supported by documented policies, processes, and procedures covering the entire employee lifecycle. This includes a cross-functional onboarding process to make new employees welcome and exit interviews to help understand turnover.
- Centralize HR records in an enterprise HRIS system and provide direct access and self-service features to managers and employees. Include a central learning and development function in a new HRIS.
- Conduct annual or bi-annual employee satisfaction surveys. Analyze results and share with department managers and employees.
- Create employee engagement programs based on results from employee satisfaction surveys, exit interviews and information from other sources.

The list below contains specific recommendations and tasks for some HR functional areas and are based on concerns heard in the interviews. This is not a complete or prioritized list, but instead is a starting point for addressing some of the broader Service Management & Systemization recommendations above. The recommendations include actionable steps towards County Goal 1 Objective 2, Goal 3 Objective 2, and Goal 7 Objective 1, and will help in planning for the new HRIS. The County needs a detailed project timetable and work plan to address these items.

- 1) Recruiting and Hiring process:
 - a) Document the process including variations necessary by department
 - b) Review the employment application for any additional information needed or ways to simplify its use. Add role-specific questions to the application as needed.

- c) Develop a list of job boards including specialties by department
 - d) Report quarterly
 - i) the number of applicants and hires by job board by department
 - ii) the longest, shortest and average days to hire by department
 - iii) use of the checklist for hiring and onboarding for completeness and compliance
 - e) Complete onboarding checklist from quick wins recommendations.
 - f) Develop a checklist for offboarding and review it for completeness and compliance
- 2) Performance Management
- a) Update the performance management process, particularly for rating techniques, to one less prone to overuse of high scores (see Appendix J).
 - b) Simplify the review, focusing on goals —County, department, and personal development goals.
 - c) Consider doing all reviews annually at the same time, just after County goal and objective planning. This can be in addition to more frequent review updates.
 - d) Train supervisors and managers on effective performance management each year prior to the review cycle.
 - e) Monitor that reviews are completed on schedule and include timely completion of reviews as a rating factor in management reviews. Report metrics for each department.
 - f) Tie the performance review process to compensation planning and to employee pay.
- 3) Compensation and Benefits:
- a) Review how the County retirement plan compares to PERS for information purposes and for long term planning.
 - b) Document the changes from the compensation study and use in marketing.
 - c) Tie compensation to employee performance.
- 4) Learning and Development
- a) Develop training tools for new managers and supervisors including current policies and procedures, labor law, and people-management skills.
 - b) Develop training tools by level of responsibility for performing productive performance reviews – explain how each review can build on the previous
 - c) Make available general online resource guides e.g. how to use a spreadsheet, how to write a clear report, email techniques and etiquette.
 - d) Develop management training for performance improvement, disciplinary, and termination steps; include how to prepare documentation required.
 - e) Develop training guides for drafting / revising job descriptions. Work with departments to make revisions clear and correct.
 - f) Track training needed and completed by employee and department; integrate with other sources if that can avoid duplication and extra data entry.

- 5) Personnel Records:
 - a) Prepare a list of types of personnel records and who is responsible for obtaining and filing (employee hire date, pay and promotion history, performance reviews, completed training); include required retention information (format, how long).
 - b) If employees manage some information (such as address changes) document how to validate that information is accurate, up to date, and not hacked.
 - c) Review departmental systems that store some employee records (e.g. *PowerDMS*) to determine if they should be replaced by the new HRIS, their use expanded to all departments, or they should be integrated to reduce duplicate data entry.
 - d) Identify locations of paper and shared drive personnel records. Plan for their replacement in the new HRIS. Assure adequate secure backup.
- 6) Forms review:
 - a) Develop a master list to be able to review forms in use for simplification, needed changes, accessibility.
 - b) Organize the forms on the web site by category such as benefits, income tax, etc. Be sure they link to the correct document, include notes on when the form should be used and its purpose.
 - c) Use the updated forms list and content to plan for configuration of the new HRIS with a goal to eliminate PDF/Paper forms.
- 7) Policy and procedure documentation
 - a) Define “policy” and “procedure” and document how they are changed, communicated and made available (document management again).
 - b) How to handle employee concerns (“talk to someone and then let HR know” is not specific enough to be repeatable and legally compliant though it is a good overview).
 - c) How to handle / get approval for off-cycle pay raises.
 - d) Review the online and longer versions of the handbook so they are consistent and the purpose is clear.
 - e) Review policies with new and longer tenured employees to see if they are clear and understood.

Change Management

Change happens – people, rules, tools, tasks. Managing change so each of these components can adapt as smoothly as possible to new circumstances is difficult. The most important element in any change is getting the support of the people affected. As in the military, people can disagree but must then commit. The following recommendations can help manage change:

- Assure personnel backup to key processes – for HR that means more than one person is competent in recruiting, benefits, and payroll/time keeping so that vacations and other absences do not cripple the organization.

Crook County HR Strategic Roadmap



- Communicate plans and progress excessively – this does not mean lots of information but the key information lots of ways; invite concerns and address them.
- Define decision authorities – as an issue or change is identified, be sure it is clear who will make the final decision; problems occur when authority is diffuse or decision-making authority that was thought to be there is not.
- For major changes in how to do things (e.g. a new computer system) allow lots of hands-on practice; opportunities to pilot/test; and market the personal, individual benefits.
- Establish metrics for services and review them regularly – changes should improve a key metric or be assessed for why they don't. Perhaps there is another benefit that outweighs a particular metric.
- If changes continue to be stymied or unwelcome, a professional facilitator can be a useful short-term help.

For HR there are opportunities to define measures of efficiency and effectiveness. For example, improved retention should lead to less time spent in recruiting, onboarding, and start-up training. Job advertising expense that is demonstrated to attract more qualified applicants can lead to more and more likely-to-be-hired candidates.

HR Metrics

Meaningful performance metrics will have the following characteristics:

- Guided by Crook County's culture, values, and service expectations
- Approved and monitored by senior management
- Proven to drive behavior in the right direction – “Metrics That Matter”
- Reviewed on a regular basis – monthly or quarterly

The metrics suggested below focus on County Goal 1 Objective 1 (defining level of service) and Goal 3 Objective 2 (improved recruiting and retention). They are based on a suggested set of general services provided by HR or with HR support and direction.

Metrics and their targets are open to County modification. It would be best to establish a baseline for each metric and then set reasonable targets for the initial measurement period. As services are redefined, additional and different metrics can be set. As processes become regularized and metric targets are achieved steadily, targets can be adjusted for those processes.

Note that not all metrics are totally in the control of the HR department, but “misses” need to become action items for HR to lead. Metrics need to be reported at a County-wide and Department level. It is suggested that the full set of metrics be phased in and reported regularly (monthly or quarterly as appropriate).

Crook County HR Strategic Roadmap



<i>HR Service</i>	<i>Metric</i>	<i>Description</i>
Hiring support		
	Time to recruit Target: 2 weeks	Elapsed time from EE notice to leave to replacement / from approved new position to hire by type of position (entry, professional, etc)
	Acceptance rate Target: 100%	% of offer letters accepted / person hired
	Compliance with onboarding process Target: 100%	% new hires where onboarding substantially followed procedure (with or without suggested improvements)
	Quality of hires Target: 100% Target: zero	% of six-month reviews where manager indicates a good fit % of new hires who leave in less than a year
	Cost per hire Target: tbd by budget	Effort hours and expenses per job opening
Employee retention		
	Turnover rates Target: zero	# and % of EEs departing by department and reason and manager
	Training Target: 100%	Planned vs actual training completed
	Overtime rate Target: tbd by budget	Ratio OT hours by dept / total work hours
	Goal tracking Target: 100% Target: 100%	Per cent of EE with explicit performance goals Per cent of EE goals completed as scheduled
	Employee satisfaction Target: 100% Target: 100%	% EE completing annual satisfaction survey % EE giving favorable ratings Number of action items based on survey
Policy compliance		
	Policy revision communication Target: 100%	Time between Court approval and publication (inclusion in policy document, handbook, email notice or training session)
	Accidents Target: zero	# workplace accidents

Crook County HR Strategic Roadmap



	Diversity / demographics Target: representative of county population	Age, gender, county of residence
Service orientation		
	Satisfaction with HR service Target: 100%	% of HR services rated satisfactory or above in rating by managers by service and department
	Time reporting errors Target: zero	# pay periods without errors reflected in or delaying a paycheck
	Goals Target: 100%	# and per cent of goals completed as scheduled (County goals, action items from surveys, goals defined by HR for itself)

HR Information Systems (HRIS)

While a new system cannot by itself improve business processes, system implementation and process improvements can complement each other. The most common reason implementation projects fail is inexperience in managing complex projects including a failure to clearly answer three questions:

(1) What is the project for?

Without a definition of purpose, there is no way to know if you have been successful. Some possible goals are

- Make HR processes easier for all (not more bureaucracy or steps)
- Make information secure and accessible (data encryption, role-based access, permissions, audit trail, etc.)
- Assure compliance (all legal and job requirements are met)

Each goal needs to be measurable so you know you are done and you know it was done right.

(2) Who will make it happen?

The “team” for a project has specific roles (see Appendix [K](#)). Every project needs a *Sponsor* – an executive leader who will fight for project success, a *Project Manager*, preferably full-time and experienced with similar projects, and the appropriate *team of employees* who will actually make the project a success. Most projects also need a *Steering Committee* charged with monitoring progress and making decisions when there is organizational impact.

Crook County HR Strategic Roadmap



For the County, the Sponsor is the County Administrator, an experienced Implementation Manager needs to be hired or contracted, and the Department Managers meeting could function as the Steering Committee. As defined by the County Administrator, the HRIS evaluation committee includes representatives from five departments (Sheriff's Office, Health Department, Library, District Attorney's Office, Community Development Department) and the City of Prineville's HR Director. These departments represent approximately 75% of County FTEs. The subject matter experts supporting the committee include the HR staff, the CIO and the Finance individual responsible for Payroll and Benefits.

(3) What is the Plan?

A plan is knowing the what, the when, and the who. (Why and How are left to leadership and those assigned a task). A typical project has several key phases -- defining the current environment and what is not working well, selecting the system/tools to use as solutions, implementation of core functionality with training, and defining follow-on actions.

Further general information is included in the appendices for project management (Appendices [M](#) and [N](#)) and a proposed team structure (Appendix [E](#)).

For the first phase, defining the current environment, this report contributes the following information:

- The County has the following systems supporting various aspects of HR processes:
 - *NaviLine* for Finance, Payroll, basic HR data (obsolete system)
 - *HiringThing* for posting jobs and collecting applications (limited functionality)
 - *TownCloud* finance system for G/L and A/P under development
- Additional systems maintain employee-related data but also support department functions.
 - *IRIS* asset management and time reporting program for Roads
 - *PowerDMS* for document / policy management (in use by two departments)
 - *VMSG* performance management system used by Health
 - State databases for certification tracking and *PaceScheduler* for staff scheduling for the Sheriff's department
 - SharePoint for some document management
 - Shared Drives, Paper files, Spreadsheets.
- Gaps where a new system can be successful:
 - Self-service portal capability for employees and managers
 - Integration or embedded functionality for documents, payroll, performance and compensation management, benefits, and learning and development

Crook County HR Strategic Roadmap



- Better defined and easier to use processes for hiring, onboarding, time reporting, performance reviews, continuing education, offboarding, analytics
- More training opportunities and materials for supervisors and managers
- Provide time-keeping that can support project and Grant Accounting and can integrate with department-specific time keeping systems

The primary functions of an HRIS are record-keeping, workflow management, and document management for employees and candidates. For example, as a person is recruited, HR maintains information on applicants and new hires, follows a defined workflow, and stores resumes, offer letters, job descriptions and onboarding forms. Selecting a system involves providing all these functions either in a single software solution or through reliable integration of separate systems.

For the County an additional requirement is either payroll functionality or the ability to interface time-reporting to a payroll system. Often a part of or interfaced with a finance system, Payroll will be a particular challenge.

Because only a few responses were obtained in the RFP process (see Appendix [L](#) for a summary of RFQ topics), it can be helpful to have an active review of additional systems: several systems have online demos that can help explore additional options and “what is possible”. It is also necessary to take a careful look at some of the systems already in use in various departments that include employee-related data. Talking to other Oregon counties to learn what they have experienced and systems they have used can be very valuable, even if their software is not Crook County’s choice.

The IT role in the selection process is to provide expertise to assess the County’s ability to manage and integrate disparate software systems. They also evaluate the systems against technology architecture standards and other aspects of the County IT Roadmap.

Core implementation is the heart of a project plan and depends on what system is selected, the vendor’s suggested implementation methodology, and the resources available to the County. It is a detailed document of what is to be done, by whom, and by when. It also has to be dynamic: the alleged motto of the Swiss army is “if the map and the terrain are different, follow the terrain.”

Once implemented, systems typically have additional features, new reports, tasks that had to be deferred, new options to be explored. When this optimization or future phase step is included in an implementation plan, it is easier to identify what can still be done but needs to be scheduled later to keep the project in scope. This list is maintained throughout the project so good ideas are not lost and there is less disappointment about not getting a particular need met right away.

Recommendations for Preparation and selection of new HRIS

- Before or during the selection process for the new HRIS:
 - Create a Project Charter (see Appendix [M](#)) for the HRIS project and complete the sections that can be completed before selection of a new system. This includes defining the scope (what workflows will be or not be included, what systems will be replaced/integrated), project objectives and benefits, critical success factors, change management approach, Project teams, etc.
 - Document high-level AS-IS HR (including benefits and payroll) workflow processes for each department, including work done manually and in systems outside NaviLine.
 - Review AS-IS processes for opportunities for optimization, standardization, integration, and reduction in number of systems. Document desired TO-BE workflow processes.
 - Consider employee journey and current systems in use when designing TO-BE processes.
- During the selection process for the new HRIS:
 - Review RFP responses and since there are only a few responses, consider reviewing online demos of additional systems to explore additional options and “what is possible.”
 - Create standard demonstration scripts for HRIS finalists to facilitate apples-to-apples comparison. Scripts should cover key workflows and prioritize manager and employee self-service features.
 - Evaluate implementation methodology used by the implementation partner.
 - Get customer references for both the HRIS software and implementation partner and check them, consider site visits or zoom demos.
- After a new HRIS has been selected (high level only, vendor methodology will establish details):
 - Negotiate contract with software provider and implementation vendor
 - Determine participants for project teams, backfill day-to-day roles as necessary
 - Update Project Charter including creating change management plan and other documents called out in Charter
 - Work with vendor to finalize To-Be workflow processes
 - Establish data migration plan
 - Configure system and interfaces
 - Define how user acceptance testing (UAT) will be conducted
 - Establish criteria for Go live decision by appropriate project team members.
 - Outline final data migration
 - Plan for Go live
 - Define system optimization phase and shutdown of old systems

Crook County HR Strategic Roadmap



HR RoadMap

This HR roadmap focuses on

- preparing for an HRIS selection and implementation
- scheduling realistic non-system improvements

“Workstreams” are types of activities that begin and end to support the general strategies.

STA Staffing related activities (establishing management oversight and hiring key resources)

ERP Enterprise Resource Planning system implementation: HRIS phase

PRO Process improvement -- documentation and communication

Timeframe	Work Stream	Activity
Q3 FY2024	STA	Hire 3 rd HR staff and contract for HRIS project manager
	ERP	Draft initial Project Charter
	ERP	Outline system selection criteria and process
	ERP	Document change management process for scope changes / training
	PRO	Agree on draft onboarding checklist and workflow
Q4 FY2024	ERP	Select HRIS component systems, update project charter, and develop implementation plan (see Appendix N)
	ERP	Draft workflows as they are now for the Employee Journey functions
	ERP	Draft high-level workflow for to-be Employee Journey; begin to adapt to HRIS features
	PRO	1 st scheduled review of hiring and retention process and available statistics
	PRO	Route and track text messages from the web site
	PRO	Add budget information to Personnel Action form; document and train in how to provide this information
Q1 FY2025	ERP	Begin HRIS implementation; achieve test system status for entire “employee journey” with Self-Serve portal a priority
	PRO	Provide access to pay stubs for employees
	ERP	Test and audit integrations with payroll/GL as priority, others TBD
	ERP	Update HRIS implementation plan for final testing and go- live
Q2 FY2025	ERP	Complete HRIS training and process documentation
	ERP	Implement HRIS and associated systems
	PRO	Draft strategic plan for continuing HR process improvement



Appendices

Crook County HR Strategic Roadmap



Appendix A – Crook County Personnel Interviewed

DEPARTMENT	NAME	TITLE
County Administration	Andy Parks	Contract County Administrator
Administration	Sarah Puerner	Executive Assistant/Communications Officer
IT	Stephen Chellis	CIO
District Attorney	Kari Hathorn	District Attorney
Health	Katie Plumb	Director
Clerk	Cheryl Seely	Clerk
Assessor	Jon Soliz	Assessor
Sheriff's Office	John Gautney	Sheriff
Sheriff's Office	Stephanie Wilson	Chief Administration Deputy
Legal	Eric Blaine	County Counsel
Legal	Alexandria Solterbeck	Legal Assistant County Counsel
Road	Brad Haynes	Road Superintendent
Road	Rebecca Keegan	Interim Road department Supervisor
Community Development + Planning	Will Van Vactor	Director
Community Development	Katie Sexton	Administrative Assistant Community Development
CD - Building	Randy Davis	Building Official
CD - Building	Scott Platko*	Senior Plans Examiner/Inspector
Landfill	Jacque Davis	Manager
Fairgrounds	Casey Daly	Manager
Facilities	Nick Lilly	Facilities and Capital Projects Director
Library	Sarah Beeler	Library Director
Library	Amber Dozhier*	Library Technician
Juvenile Services Department	Erika Frickey	Juvenile Department Director
Bowman Museum	Sean Briscoe	Museum Director
Human Resources	Kim Barber	Director
Human Resources	Amy Albert	Recruiting
Finance	Christina Haron	Finance Director
Finance	Kathy Puckett	Payroll/Benefits

*Written Interview



Appendix B - Crook County Information

From the County web site:

Crook County is located in the center of the state, approximately three hours from Portland, Salem, Corvallis and Eugene. Bend, the largest city in central Oregon, is approximately 40 minutes away.

Geographically Crook County, with a population of approximately 26,845, is Oregon's most centrally located county. Founded in 1882, the county seat, Prineville, has a population of 10,370. It is the only incorporated population center within Crook County. Powell Butte, Post and Paulina are the other communities found within the County.

Livestock, forest products, recreation, agriculture, manufacturing and wholesale trade comprise the major industries found within the county. Covering approximately 2,991 square miles, Crook County is rich in forests, rangelands and irrigated agricultural fields. The elevation of Prineville is 2,868 feet and receives an average of 10.5 inches of moisture per year. Nights are cool and daytime temperatures are moderate. Average temperature in January is 31.8 degrees; in July it is 64.5 degrees.

Crook County is an Equal Opportunity Employer

Business activities in Crook County have historically focused on cattle ranching which has been one of the primary industries of the county, with huge herds grazing the countryside from the 1880s. Farming was also developed in certain valley regions friendly to agriculture. Logging in the Ochoco Mountains and the timber mills that accompanied them also greatly contributed to the economic and population growth of the county.

Crook County has experienced substantial growth over the last several years, due in part to the establishment of Facebook and Apple data centers. The County anticipates significant tax revenue growth beginning in fiscal year 2028 when tax abatements on these properties begin to expire. Other significant sources of revenue are Federal and state revenue, community development fees, landfill fees, transient room taxes and data center payment in lieu (PILOT).

Crook County is also ranked #4 among the top counties for incoming investment in Oregon, with a strong showing in factors including business growth, GDP growth, new building permits and federal funding.

Crook County has functioned as a "federated" organization made up of specialized and essentially autonomous departments, with little county-wide hierarchical operational management. With such a diverse set of departmental needs there are clear advantages to this model, however when it comes to the support of centralized common services it presents real challenges. HR is typically included in common services along with Finance and IT departments.

Crook County HR Strategic Roadmap



Leadership has been through the elected County Court – made up of one Judge and Two Commissioners, supported by an Executive Assistant/Communications Officer

One reason for the challenges in implementing strong operational management is that the members of the county court are constrained by Oregon Public Meeting law from meeting and discussing county matters outside of the formal Court Sessions. Thus, it is difficult for them to discuss, oversee, and direct day-to-day operational matters in a structured way. Furthermore, their interviews revealed that they tend, naturally, to be focused on legislative matters and/or matters that directly affect the running of the county and interests of the taxpayers of Crook County.

As of 2023, a County Administrator position was defined to manage County departments under the oversight of the Court.

Appendix C - Crook County Goals

The eight goals adopted by the County Court in April 2023 as posted on the County web site.

Goal 1: Deliver the best level of service within available and allocated resources.

- Objective 1: Review and agree on defined level of service for each service provided by Crook County.
- Objective 2: Review and agree on standard operating procedures for each Department in Crook County.
- Objective 3: Ensure defined level of service can be provided before taking on new programs or changed agenda for defined level of service.

Goal 2: Add County Administrator position to Crook County organization.

- Objective 1: Define roles, responsibilities and authority for County Court and County Administrator position.
- Objective 2: Enter into a professional service agreement to perform and transition the role of the County Administrator into the Organization.
- Objective 3: Meet with all County Departments to explain the change and roles and responsibilities.

Goal 3: Provide adequate staffing and implement employee retention and recruitment program within available resources.

- Objective 1: Keep compensation levels current with present inflation trends within available resources where possible.
- Objective 2: Improve recruitment and retention of employees.
 - o TASK 1. Review findings of exit interviews and determine areas of improvement to increase, if possible, retention of employees and provide stronger recruitment of new employees.
 - o TASK 2. Develop alternatives to implement recommendations of areas of improvement.
 - o TASK 3: Include management training program in 2024 budget.
 - o TASK 4: Ensure each department has identified training in budget requests.
 - o TASK 5: Explore and implement, if possible, a program or execute hiring decisions based on defined staffing levels where possible.

Goal 4: Plan, Develop and implement an organization-wide facilities plan.

- *Objective 1*: Complete Justice Center.
Construction of the Justice Center began in fiscal year 2022 and is anticipated to be completed in fiscal year 2025. This project has been funded by the issue of a General Obligation Bond in 2022 as well as \$16 million in funding secured from the State of Oregon for this project.
 - o TASK 1: Relocate District Attorney, Sheriff's Office, and Juvenile departments.
- Objective 2: Determine space needs and facility requirements
An assessment of the space needs of the county to determine how the new Justice Center, renovated courthouse, and current county buildings can be utilized in the most cost-efficient manner that still provides the space each department needs to function comfortably.

- o TASK 1: Complete space needs assessment for County Court, Administration, Finance, Assessor, Legal, Human Resources, Natural Resources, Health and Human Services, Facilities, Community Development, and Clerk.
- o TASK 2: Determine facilities needed for above departments.
- Objective 3: Create facilities plan.
- Objective 4: Implement facilities plan.
 - o TASK 1: Initiate design for Courthouse remodel and other facilities needed.
 - o TASK 2: Secure funding for Courthouse and other facilities.
 - o TASK 3: Initiate construction activities.
- Objective 5: Determine use for any surplus buildings.

Goal 5: Implement Information Technology Road Map

American Rescue Plan Act (ARPA) funds are being strategically invested to upgrade Information Technology hardware and software. A group was contracted in fiscal year 2023 to develop a technology road map. Along with replacing the enterprise resource planning (ERP) system and human resources information system (HRIS), the strategic plan also addresses network security and redundancy in fiscal years 2023 – 2025, along with the technology and security needs of the new Justice Center throughout the construction process and as the building becomes occupied and utilized.

- Objective 1: Adopt Information Technology Map.
- Objective 2: Recruit positions.
- Objective 3: Develop strategic plan for IT.

Goal 6: Plan, Develop and implement an organization-wide asset management program

- Objective 1: Incorporate software needed into Information Technology Road Map.
- Objective 2: Determine the scope of the program; vehicles, equipment, and buildings.
 - o TASK 1: Complete internal evaluation to determine the scope of the program.
- Objective 3: Incorporate findings of the evaluation into the County wide Strategic Plan.
- Objective 4: Implement the program.

Goal 7: Plan, Develop & Implement an organization-wide communication plan and protocols

- Objective 1: Complete policy review and update.
- Objective 2: Complete Webpage review/update.
- Objective 3: Initiate incremental rollout of social media program.












Goal 8: Develop and implement an organization-wide strategic financial plan

- Objective 1: Complete and or update all departmental Strategic Plans.
 - o TASK 1: Complete and or update financial plans for all strategic plans.
 - o TASK 2: Identify funding gaps in all areas and develop plans on how to address.
 - o TASK 3: Integrate department strategic plans into Crook County Strategic Plan
- Objective 2: Review and update strategic plans annually.

Appendix D - HR Forms

Forms from the County Web Site





HR

-  401k Beneficiary Form (59 KB)
-  Aflac Interest Sheet (481 KB)
-  Moda Health Dental Enrollment Form (772 KB)
-  Handbook Acknowledgement Form (41 KB)
-  HRA VEBA Enrollment Form (209 KB)
-  FSA Enrollment Form (114 KB)
-  Pacific Source Enrollment Form (487 KB)
-  Medical Plan Selection Form (131 KB)
-  MASA Enrollment Form (459 KB)
-  Confidentiality Statement (155 KB)
-  Employee Bio Form (98 KB)
-  Employee Information Form (106 KB)
-  Direct Deposit (307 KB)
-  Benefits Links (13 KB)
-  Benefits Resource Guide (17 MB)
-  401-k Deduction form (45 KB)
-  Hartford enrollment form (423 KB)
-  State W-4 (52 KB)
-  Federal W-4 (184 KB)
-  Employee election sheet (17 KB)

Onboarding

-  401K Beneficiary Form (59 KB)
-  The Standard 401K Enrollment Form (64 KB)
-  Aflac Interest Sheet (481 KB)
-  Moda Dental Enrollment Form (772 KB)
-  Handbook Acknowledgement Form (41 KB)
-  HRA VEBA Enrollment Form (209 KB)
-  FSA Enrollment Form (114 KB)
-  Pacific Source Enrollment Form (487 KB)
-  Medical Plan Selection Form (131 KB)
-  Life Insurance Beneficiary Form (226 KB)
-  Supplemental Life Enrollment Form (163 KB)
-  MASA Enrollment Form (459 KB)
-  Confidentiality Statement (155 KB)
-  Employee Bio Form (98 KB)
-  Employee Information Form (106 KB)
-  Authorization Employee Photo Form (76 KB)
-  Direct Deposit Form (307 KB)
-  Federal W4 Form (260 KB)
-  Oregon W4 Form (56 KB)
-  Sherriff Payroll deduction notice (139 KB)
-  Payroll deduction notice (366 KB)

Payroll

-  Direct Deposit Form (307 KB)
-  Employee election sheet for insurance (17 KB)
-  2023 Oregon W-4 (52 KB)
-  2023 Federal W-4 (184 KB)

Crook County HR Strategic Roadmap



Appendix E - Capability Maturity Model

Key concepts:

- Conceptual structure of CMM based on W. Edwards Deming, Joseph Juran, and others – quality management principles.
- Fundamental premise is that a practice cannot be improved if it cannot be repeated.
- In any change process, it is important to distinguish between compliance and commitment.
- Five levels of organizational maturity:

Initial	Systematic and repeated performance is only sporadic. Results are unpredictable and uneven
Repeatable	Policies, procedures, and practices exist and are performed regularly, if not consistently. Institutionalized performance.
Defined	From the variants on practices, there is a defined organization-wide set of best practices. Training and planning begin to tie to it and train to it
Measured / Managed	Processes can be measured, and quality variation can be reduced. Quantitative objectives can be defined. Results are predictable, if not optimal. This stage achieves a stable baseline, and trends can be tracked.
Optimized	The entire organization is capable of behaviors where the baseline and the capability are continuously improved. Decisions are based on goals, measures, and knowledge of potential value.

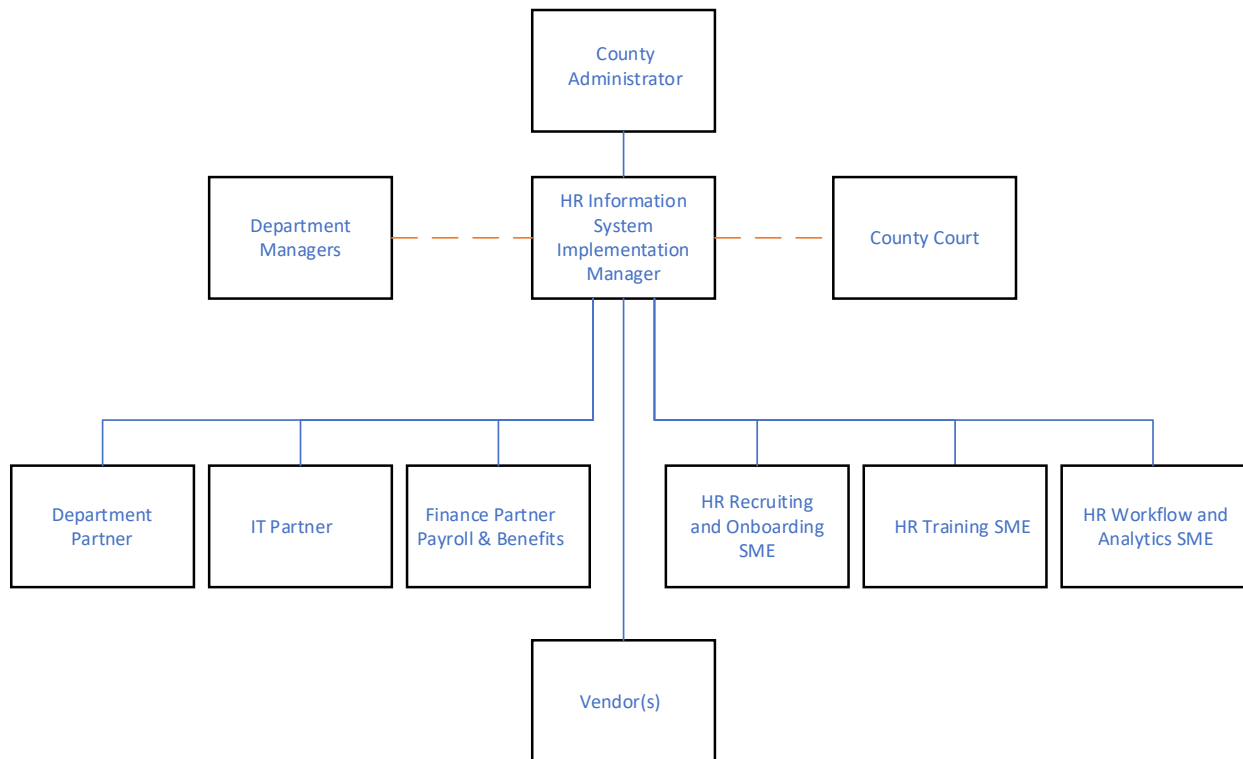




Appendix F - Proposed Organization Structure for HRIS Implementation

The organization structure below is proposed for the duration of the selection and implementation of a new HRIS – approximately one year. All except the Implementation Manager will continue to have their regular day to day responsibilities under their normal reporting structure.

An implementation demands significant time commitments which can vary considerably during the course of the project. The responsibilities outlined below are tied to the project plan so that what needs to be done, by whom, and by when are clear and communicated.



Role Descriptions

The overall governance or **steering committee** for this project should be the County Administrator and the Department Managers. This group is charged with making sure the project is successful by removing obstacles and assuring responsibilities are taken seriously. Typically, the only decisions for the steering committee are those that either cannot be resolved within the project team or involve changes to scope, schedule, or budget.

The **HRIS Implementation Manager** (1.0 FTE) is a new role and needs to be an HR management specialist with a background of successful system implementations. This individual is employed or contracted by the County Administrator and reports regularly to the Department Head Meeting and the County Court.

Crook County HR Strategic Roadmap



- Develop and manage the project with a publicized plan
- Negotiate with departments for time commitments from their teams
- Communicate status, identifying schedules, accomplishments and issues
- Coordinate and manage vendor resources
- Coordinate time allocation for HR staff between project and day to day responsibilities

A **Department Partner** is the designated liaison with a particular department when the system design or implementation affects that department. Time commitment depends on the project plan but is likely to be 1.0 FTE for short periods and little at other times. Total resources from a department may be more than one individual and there may be more than one department involved in the same phase of the project. Having too many department representatives who do not have current tasks and only participate in meetings is counter-productive.

- Helps define what is needed as functions for the department
- Coordinates other resources needed from their department
- Assists in developing documentation and workflows as needed
- Participates in testing solutions
- Defines training requirements
- Introduces the system into department usage (the “conversion”)

The **IT partner** (0.5 FTE) is the liaison with the IT department to coordinate and manage all IT tasks and resources for the project. This individual is a constant throughout the project but is not necessarily the one who completes every task.

- Coordinates with the vendor for product installation
- Provides IT expertise for implementation decisions
- Assures data import integrity
- Coordinates development and testing of necessary integrations

Because the project includes time keeping, payroll, and benefits, the **Finance Partner** provides subject matter expertise in these areas – both for assuring functionality and to help define ongoing responsibilities.

The **HR team** is made up of three individuals – this includes filling the current vacancy with an FTE as soon as possible. Each of the three would be committed to the project approximately 20 hours per week on average (0.5 FTE) with the remainder of their time performing the necessary HR tasks. If day-to-day work currently takes 80 hours per week (2.0 FTE), there would be only 60 hours for day-to-day responsibilities during the project. If this is not sufficient, use of temporary HR staff to backfill some tasks should be considered. The Implementation Manager and HR Director would coordinate tasks to keep the project on track without HR service

Crook County HR Strategic Roadmap



degradation. While the HR team is indeed a team and is involved in all project phases, below is a suggested focus for each HR team member:

Recruiting and onboarding SME:

- Manages recruiting and onboarding
- Works on implementation of these functions in the new system

Training SME:

- Documents current training tools in use by departments and those that are needed
- Helps define how training and certifications can be captured and tracked
- Develops training materials as needed, particularly for implementation and use of the new system
- Manages performance review process
- Manages off-boarding to improve retention

Workflow and Analytics SME:

- Documents and monitors current workflows, identifying integration requirements
- Develops metrics for key functions – manually then with system support
- Assures data is accurate, properly formatted, complete, and converted successfully

Vendor personnel, typically a project or account manager, reports to the Implementation Manager and is responsible for managing vendor resources for implementation, training, and integration. The vendor is not responsible for tasks assigned to County personnel.

Appendix G - Employee Journey

<https://www.qualtrics.com/blog/employee-journey-mapping/>

This article defines the concept of hire-to-termination as an “Employee Journey”. This concept can focus HR on the idea that all experiences in an organization contribute to whether employees are increasingly productive and enthusiastic. HR has a role in developing and guiding this process.

The “journey” is defined in five stages, summarized below. Each can have measures of service quality / effective process.

Stage 1 Recruitment. “how long it takes to hire, how much it costs to hire, the rate of offer acceptance, and the hire’s quality. Were your job postings attractive and clear enough to catch the attention and applications of the best candidates? Did your interview process engage and reassure great candidates so they quickly accepted your job offer?”

Stage 2 Onboarding.



qualtrics.™

Stage 3 Development. “quantify their productivity, ability to be a team player, promotion aspirations...[opportunity] to expand their skill sets”

Stage 4 Retention. “keep [employees] performing, developing, and contributing to the company’s success. ...inspired by and connected to the company’s core vision.” Retention can be influenced by benefits and celebrating personal milestones

Stage 5 Exit. “Every employee will leave your company at some stage, and finding out why is an opportunity to improve and develop the employee experience for current and future employees”.

Crook County HR Strategic Roadmap



Appendix H – Human Resources Functions



Appendix I - ITIL Overview

The IT Infrastructure Library (ITIL) V3 framework processes are organized into five volumes that provide comprehensive coverage of IT Service Management. Many of these topics apply to other service areas as well.

Service Strategy

This volume is the hub of the ITIL v3, and is a view of ITIL which aligns information technology and the business. It helps focus upon understanding, and upon translating business strategy into IT strategy, as well as selection of the best practices for the particular industry in question. The following topics are covered by this volume:

- Strategy and value planning
- Roles / responsibilities
- Planning and implementing service strategies
- Business planning and IT strategy linkage
- Challenges, risks and critical success factors.

Service Design

This volume provides guidance on the creation and maintenance of IT policies and architectures for the design of IT service solutions. This also embraces outsourcing, insourcing and co-sourcing. Included are the following topics:

- The service lifecycle
- Roles and responsibilities
- Service design objectives and elements
- Selecting the appropriate model
- Cost model
- Benefit and risk analysis
- Implementation
- Measurement / control
- CSF's and risks

Service Transition

This volume covers the longer-term change management and release practices. It provides guidance for the transition of IT services into the business environment. Fundamentally, it covers how to create a transition strategy from service design and transfer it to the production (business) environment. It includes the following topics:

- Managing change (organizational and cultural)
- Knowledge management



- Risk analysis
- The principles of service transition
- Lifecycle stages
- Methods, practices and tools
- Measurement and control
- Other best practices

Service Operation

This volume covers delivery and control processes with a view to ensuring service stability. It embraces the familiar basics of how to manage services in the production environment, including day to day issues and fire-fighting. The following topics are included:

- Principles and lifecycle stages
- Process fundamentals
- Application management
- Infrastructure management
- Operations management
- Critical Success Factors and risks
- Control processes and functions

Continual Service Improvement

This volume covers the processes involved in improving service management within the business, in addition to the issues related service closure or retirement. It basically describes how to improve a service after it is deployed. It includes the following topics:

- The drivers for improvement
- The principles of CSI
- Roles and responsibilities
- The benefits
- Implementation
- Methods, practices and tools
- Other best practices

Appendix J – Performance Ratings

Performance reviews are an important tool in building and supporting an effective work force. To provide for mathematical tabulations, numeric rating scales are often incorporated. As Crook County has experienced, this often leads to everyone being above average. While numeric ratings can be a quantifiable view of performance, it is often unclear whether that tabulation is useful.

As a reference for options, here are two articles on performance rating options followed by a general summary of their recommendations.

Performance Rating Scales – should they stay or should they go?

<https://employee-performance.com/blog/performance-ratings-how-to-get-rid-of-them-without-getting-rid-of-them/>

Survey rating scales: numbered vs worded lists

<https://www.surveymonkey.com/mp/presenting-your-rating-scales-numbered-versus-worded-lists/>

When using numeric scales, raters tend to (a) avoid the middle option and the extremes and (b) pick scores higher than the midpoint which is perceived as a weak “C” grade on the ABCDE scale from school. Counter intuitively, using a numeric 1 to 5 rating was found to actually *reduce* employee engagement and performance after a review—even for those given a high rating.

The overall recommendation is to consider word scales (Really Outstanding, Doing Great Work, Needs Help) that can have hidden numeric values for analytics and averages. Values can be flexible and even unbalanced (Great = 5, Doing fine =3, Needs help =2). In some cases, a simple two choice scale (“Always does the job well” / “Needs improvement plan”) is most workable. The point should be to find those that need a work plan to get better and those that are contributing in ways that could lead to promotion or improved productivity for others.

Ratings need to be appropriate to what is being rated. Goals, for instance, cannot be ‘Outstanding’ or ‘Needs Improvement’: they are either ‘Achieved’, ‘In Progress’, ‘Deferred’, or ‘Cancelled’. Using meaningful words allows employees to be evaluated on actions instead of subjective assessments of “quality”. “Meaningful” implies there are definitions for what the rating is intended to convey. For Goals for example:

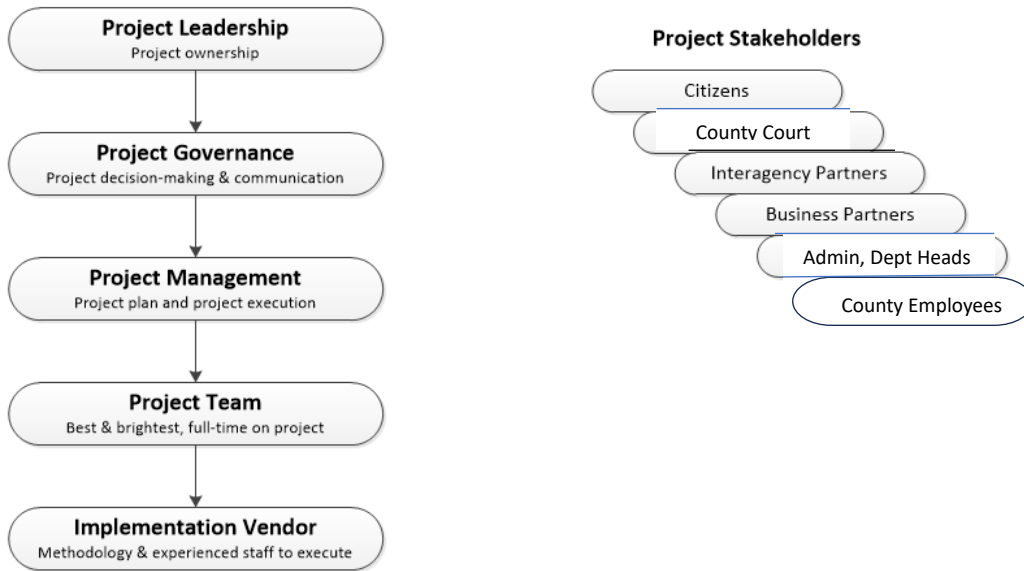
- Achieved (3): All milestones and success measures have been met
- Active (1): Work in progress, some milestones may have been achieved
- Not Met (0): End date reached but some or all milestones have not been met
- Deferred (-): For timing or business reasons, this goal has been deferred



Appendix K – VIE Recommended Project Organization

The information below was provided as a model in the IT RoadMap report and is copied here as a reference for general project organization.

Key Components



2

Project Leadership

Sponsor's Role:

- * "Owns" the project for the organization
- * Ensure clear vision of end result shared by key stakeholders
- * Ensure clear governance structure
- * Ensure clear project plan ("roadmap")
- * Approve deliverables & ongoing project investment at milestones
- * Provide resources, resolve escalated issues and remove obstacles
- * Ensure appropriate vendor management
- * Continually champion the project to all key stakeholders



Project Governance

Clear Governance Structure

- * What types of decisions will be made by whom?
- * Which stakeholders should be involved?
- * Who will lead each group? How will agendas be set?
- * Document membership, roles & responsibilities
- * Clear and consistent communication about project essential
- * Two-way communication essential

Project Management

- * Ensure that stakeholders share common vision of expected result
- * Document project scope and objectives
- * Break project into manageable pieces
- * Develop project roadmap with milestones
- * Identify critical path in detailed project plan
- * Manage project team's work based on plan
- * Track and report progress using roadmap
- * Escalate decisions needed, issues and risks
- * Provide information to be communicated
- * Keep Sponsor apprised of support needed

Project Team

- * The right people
 - Know business process requirements well
 - Capable of business process redesign
 - Technologically savvy
 - Team player respected by colleagues
- * Dedicated to project full-time
- * Enough resources?

Implementation Service Provider:

- * Help client define high-level implementation strategy
 - * Provide implementation methodology & templates
 - * Provide experienced staff to execute methodology
- Don't expect vendor to manage client's project responsibilities

Crook County HR Strategic Roadmap



Appendix L - HRIS Topics from 2023 RFQ

The following were listed in the RFQ for the HRIS system and can be used as a basis for assessing whether a particular solution meets the County's need in that area.

Access	
Role-based Access, e.g., employee, Dept Head, Supervisor, etc.	
Changes restricted to preapproval	
Set Open Enrollment schedule.	
Recruiting	
Open Position(s) Posting	
County website	
Specialty boards	
Collect Applications	
Candidate Info, Application source	
Communications w/Candidates, e.g., email, text, etc.	
Analytics	
Employee Portal	
Employee view/update	
Personal Information	
Manage Benefits	
Add new dependents	
Signup during open enrollment	
401K management	
Find network healthcare providers.	
Print pay stubs	

Crook County HR Strategic Roadmap



County communications - notifications/updates	
Time off request	
Performance management	
Automatic notification - employee and Supervisor	
Workflow tracking - employee and Supervisor	
Supervisor completion of the review	
HR Review before finalization	
Payroll	
Timekeeping	
Time off requests	
Supervisor approval for OT	
Scheduling/Time Keeping	
FMLA, OFLA, WC, PTO, and OPL are tracked and reported to HR, Dept Head, and Payroll	
Requests submitted through the portal	
Dept Head can blackout leave periods.	
Approved leave requests restrict scheduling.	
Donated time collected and tracked	
Completed vacation or leave Accruals verified	
Leave Management (FMLA, OFLA, OPL, and Workers Comp)	
Send paperwork directly to providers.	
Providers return paperwork to HR through the same portal.	

Crook County HR Strategic Roadmap



Requests are restricted based on the length of service.	
Requests restricted based leave available	
Analytics	
Standard reports	
User Customizable reports	
Vendor Customizable report costs	
Training	
Employee Training	
Supervisor Training	
Custom training modules	

Appendix M - Model Project Charter

It is all too easy for a project to get out of scope and lose focus resulting in overruns, frustration, and even failure. Below is a comprehensive framework for a project charter that can help keep a project targeted to its original aims. Where this model seems “too much”, a simplified charter could consist of the items highlighted.

Executive Summary and **Project Overview**

Problem Statement - Statement about why project is being undertaken.

Project Overview - Short overview of project

Project Objectives – List of specific objectives and how to know they are met

Project Benefits- List of expected benefits

Critical Success Factors

Critical Success Factors are activities, metrics, and / or topics that must be completed to a high standard of quality in order to achieve the objectives of this project. If these items are done well or scored well, then the benefits of the implementation should be realized.

Scope

General statement about how scope is determined for this project followed by table of what is in scope and what is out of scope

Key Deliverables

documents and materials needed prior to implementation, “Project Inputs”, and those that are part of project implementation, “Project Implementation”. Note that each of these items may not be a standalone document. Instead they could be provided as part of larger documents or in vendor-supplied materials.

Project Approach

Change Management

General statement and details about how Change management will be handled for this project. Include how to manage planned / organizational change expected and changes to scope or functionality that would affect project success.

User Impact – specifics for what is going to affect users directly

Funding – the budget including where funds are coming from and any constraints

External Resources and Vendors - vendors and their responsibilities

Project Teams – project org chart and roles

Executive Sponsor

The Executive Sponsor has ultimate accountability for the Project. They provide business context, expertise, and guidance to the project managers and the teams. They act as champion for the project to ensure capacity, funding, and priority for the project.

Crook County HR Strategic Roadmap



For project governance, they are the ultimate escalation point for decisions beyond the authority of the Executive Steering Committee and where agreement cannot be reached.

Executive Steering Committee -- team members and their roles

Project Steering Committee-- team members and their roles

Project Management Team-- team members and their roles

Implementation Team

The Implementation team is the team that is responsible for the detailed implementation, training, interfaces, and data migration for the ERP software.

Stakeholders-- team members and their roles

Subject Matter Experts-- team members and their roles

Implementation Vendor Team -- team members and their roles

RACI for Implementation

The RACI chart shows key deliverables and identifies which team is Responsible (R), Accountable (A), Consulted (C), and Informed (I) as part of the ERP Implementation Project. The accountable team is the team who is ultimately answerable for the deliverable. Only one accountable team can be assigned to a deliverable. The responsible team(s) are the team(s) who actually complete the task.

Risk Assessment

Risks

Large enterprise information systems projects have many risks. Identify risks and plans for mitigating these risks

Constraints and Dependencies – concerns that may limit or place conditions on the project.

Assumptions – “givens” that guide the project and, if changed, may affect the plan

Risk of not doing Project – what could happen if the project is not done or has delays

Project Methodology and Key Milestones

General description of methodology to be followed for project implementation. This is usually driven by implementation vendor for the chosen software but could be adapted to an organization-specific methodology

Review and Approval – who (name, title and signature) approves this project and its charter

Crook County HR Strategic Roadmap



Appendix N - Model Project Plan Outline

This model is provided as a way to remember the typical steps and sequence in the implementation of a new system.

Initial Planning and Preparation Phase

<i>Activity</i>	<i>Length</i>	<i>Start</i>	<i>End</i>
Current state assessment and Plan revision	2 months		
Inventory Core Business Processes	2 weeks		
Inventory Current Business Applications	2 weeks		
Identify Regulatory Requirements	2 weeks		
Identify Required Interfaces	2 weeks		
Set Future state process goals	2 weeks		
Define guiding principles and metrics	2 weeks		
Define project scope	2 weeks		
Prepare Initial Project Charter	5 weeks		
Review and update original RFP	5 weeks		
Release RFP	Milestone		
Begin hire of backfill positions (phased)	6 weeks		
Backfill Position Training	3 Months		
Hire Data Analyst – Project Staff	6 weeks		
Legacy Data Cleanup Begins	6 Months		

Selection Phase

<i>Activity</i>	<i>Length</i>	<i>Start</i>	<i>End</i>
RFP Response period	60 days		
Draft Project Charter deliverables	6 weeks		
Draft response scoring sheet	2 weeks		
Score RFP responses and select finalists	3 weeks		
Draft vendor demonstration scripts	6 weeks		
Create test data sets for demonstrations	6 weeks		
Draft demonstration scoring sheet	2 weeks		
Product Demonstrations	1 Month		
Score product demonstrations,	1 Week		
Select successful vendor	Milestone		
Engage/Hire Implementation Project Manager	3 Weeks		
Vendor(s) Reference checks and site visits	1 month		
Negotiate Contract with Successful Vendor & Establish timeline for new implementation	1 month		
Award Contract (selection complete)	Milestone		

Crook County HR Strategic Roadmap



Implementation Phase

<i>Activity</i>	<i>Length</i>	<i>Start*</i>	<i>End*</i>
Prioritize rollout and functionality, create phased implementation plan	2 weeks		
Update Project Charter and deliverables	1 week		
Establish central issue tracking repository	1 week		
Initial system familiarization	1 Month		
Business Process documentation and alignment, System Configuration and testing	6 months		
Data conversion and validation	5 months		
User acceptance testing (UAT)	2 months		
General Staff Training and retraining of SME staff	2 months		
Go Live readiness evaluation	2 weeks		
Go Live	Milestone		
System Stabilization	3 months		
Process Alignment Re-review	12 months		

* Dates are dependent on successful vendor availability and support. These dates should be considered “No Earlier Than” dates. Methodology, milestones, and timeline to be negotiated with vendor considering fiscal calendar and “black-out” periods and are subject to change.

Crook County HR Roadmap

Throughout February 2024, VIE interviewed all County Department Heads and five other staff involved with HR functions. Conversations were oriented to outline steps to improve HR services for

- Recruiting, Hiring, and Onboarding
- Benefits, Compensation, and Payroll
- Personnel Records Management
- County Policy Training
- Performance Reviews
- Employee Training

What we found:

- Recruiting and retention are challenging in a small rural County with a more populous (well-funded) neighboring county and municipalities
- Departments continue to function as somewhat separate entities, sometimes because their HR needs are unique and sometimes because of insufficient support from HR personnel
- The HR department is understaffed, with one individual devoted entirely to recruiting.
- Of most concern was the need to be able to see employee information easily – date hired, pay history, training / certifications completed, status of a recruiting effort

What we recommend:

- Hire a qualified third HR person and an experienced HR Information System (HRIS) manager
- Document procedures as they operate now with an eye to improvements with a new HRIS and as a basis for service management and systemization
- Use the HRIS implementation to leverage solutions for information access and documentation management (PowerDMS as a possibility)
- Aim for quality metrics (examples included in the report) to know the processes are working well and achieving County goals
- Use several methods to improve collaboration and trust between HR and departments and among departments

The RoadMap in the report includes several quick wins to start with success as well as longer term efforts including the HRIS implementation.

HR RoadMap

This HR roadmap focuses on

- preparing for an HRIS selection and implementation
- scheduling realistic non-system improvements

“Workstreams” are types of activities that begin and end to support the general strategies.

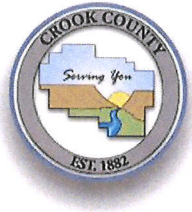
STA Staffing related activities (establishing management oversight and hiring key resources)

ERP Enterprise Resource Planning system implementation: HRIS phase

PRO Process improvement -- documentation and communication

Timeframe	Work Stream	Activity
Q3 FY2024	STA	Hire 3 rd HR staff and contract for HRIS project manager
	ERP	Draft initial Project Charter
	ERP	Outline system selection criteria and process
	ERP	Document change management process for scope changes / training
	PRO	Agree on draft onboarding checklist and workflow
Q4 FY2024	ERP	Select HRIS component systems, update project charter, and develop implementation plan (see Appendix N)
	ERP	Draft workflows as they are now for the Employee Journey functions
	ERP	Draft high-level workflow for to-be Employee Journey; begin to adapt to HRIS features
	PRO	1 st scheduled review of hiring and retention process and available statistics
	PRO	Route and track text messages from the web site
	PRO	Add budget information to Personnel Action form; document and train in how to provide this information
Q1 FY2025	ERP	Begin HRIS implementation; achieve test system status for entire “employee journey” with Self-Serve portal a priority
	PRO	Provide access to pay stubs for employees
	ERP	Test and audit integrations with payroll/GL as priority, others TBD
	ERP	Update HRIS implementation plan for final testing and go- live
Q2 FY2025	ERP	Complete HRIS training and process documentation
	ERP	Implement HRIS and associated systems
	PRO	Draft strategic plan for continuing HR process improvement

AGENDA ITEM REQUEST



Date:

March 12, 2024

Meeting date desired:

April 10, 2024

Subject:

Purchase of New Pickup

Background and policy implications:

Kendall Ford will work with Crook County per Policy

Budget/fiscal impacts:

\$52,949.65 for Pickup from Kendall Ford
Account number 202-011-580.80-26.

Requested by:

Brad Haynes Crook County Road Department
brad.haynes@crookcountyor.gov 541-447-4644

Presenters:

Brad Haynes

Legal review (only if requested):

We have worked with legal office to ensure information is documented and filed appropriately.

Elected official sponsor (if applicable):

N/A



Preview Order 6363 - W3B 4x4 Crew Cab SRW: Order Summary

Dealership Name: Kendall Ford of Bend

Sales Code: F74459

Dealer Rep.	Matt Schmitz	Type	Fleet	Vehicle Line	Superduty	Order Code	6363
Customer Name	CROOK COUNTY	Priority Code	D1	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F350 4X4 CREW CAB PICKUP/176	\$52815	11900# GVWR PACKAGE	\$0
176 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$52815	BACKGLASS DEFROST	\$0
OXFORD WHITE	\$0	POWER SLIDING REAR WINDOW	\$405
CLOTH 40/20/40 SEAT	\$315	JACK	\$0
MEDIUM DARK SLATE	\$0	STEEL ROAD WHEELS-18"	\$455
PREFERRED EQUIPMENT PKG.610A	\$0	UPFITTER SWITCHES	\$165
.XL TRIM	\$0	190AMP(GAS)/250AMP(6.7L) ALTR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	TOUGH BED SPRAY IN BEDLINER	\$595
.AM/FM STEREO MP3/CLK	\$0	PRIVACY GLASS	\$30
.6.8L DEVCT NA PFI V8 ENGINE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
LT275/70R18E BSW ALL TERRAIN	\$265	FUEL CHARGE	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$430	NET INVOICE FLEET OPTION (B4A)	\$0
JOB #2 ORDER	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FRONT LICENSE PLATE BRACKET	\$0	DESTINATION & DELIVERY	\$1995
PLATFORM RUNNING BOARDS	\$445		

TOTAL BASE AND OPTIONS		MSRP	\$57915
DISCOUNTS		NA	
TOTAL			\$57915

Your Price: 52,474.76

Tax: 474.89

Total: 52,949.65

ORDERING FIN: QS045 END USER FIN: QP798

Customer Name:

Customer Email:

Customer Address:

Customer Phone:

* Oregon State Contract: Oregon Buys Master Blanket

PO-10700-00004358

OR STATE GOV CONTRACT NOT SOURCE WELL



Preview Order 6363 - W3B 4x4 Crew Cab SRW: Order Summary

Dealership Name: Kendall Ford of Bend

Sales Code : F74459

Dealer Rep.	Matt Schmitz	Type	Fleet	Vehicle Line	Superduty	Order Code	6363
Customer Name	CROOK COUNTY	Priority Code	D1	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F350 4X4 CREW CAB PICKUP/176	\$52815	11900# GVWR PACKAGE	\$0
176 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$52815	BACKGLASS DEFROST	\$0
OXFORD WHITE	\$0	POWER SLIDING REAR WINDOW	\$405
CLOTH 40/20/40 SEAT	\$315	JACK	\$0
MEDIUM DARK SLATE	\$0	STEEL ROAD WHEELS-18"	\$455
PREFERRED EQUIPMENT PKG.610A	\$0	UPFITTER SWITCHES	\$165
.XL TRIM	\$0	190AMP(GAS)/250AMP(6.7L) ALTR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	TOUGH BED SPRAY IN BEDLINER	\$595
.AM/FM STEREO MP3/CLK	\$0	PRIVACY GLASS	\$30
.6.8L DEVCT NA PFI V8 ENGINE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
LT275/70R18E BSW ALL TERRAIN	\$265	FUEL CHARGE	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$430	NET INVOICE FLEET OPTION (B4A)	\$0
JOB #2 ORDER	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FRONT LICENSE PLATE BRACKET	\$0	DESTINATION & DELIVERY	\$1995
PLATFORM RUNNING BOARDS	\$445		

TOTAL BASE AND OPTIONS		MSRP	\$57915
DISCOUNTS		NA	
TOTAL			\$57915

Your Price: 52,474.76

Tax: 474.89

Total: 52,949.65

ORDERING FIN: QS045 END USER FIN: QP798

Customer Name:
Customer Address:

Customer Email:
Customer Phone:



Preview Order 0088 - W3B 4x4 Crew Cab SRW: Order Summary Time of Preview: 03/11/2024 13:38:28 Receipt: NA

Dealership Name: TS&S Ford

Sales Code : F74468

Dealer Rep.	William Schleve	Type	Fleet	Vehicle Line	Superduty	Order Code	0088
Customer Name	crook county	Priority Code	E2	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F350 4X4 CREW CAB PICKUP/176	\$52815	.LED BOX LIGHTING	\$0
176 INCH WHEELBASE	\$0	.REVERSE SENSING SYSTEM	\$0
TOTAL BASE VEHICLE	\$52815	.360-DEGREE CAMERA PACKAGE	\$0
OXFORD WHITE	\$0	.CLOTH 40/20/40 SEAT	\$0
MEDIUM DARK SLATE	\$0	PLATFORM RUNNING BOARDS	\$445
PREFERRED EQUIPMENT PKG.610A	\$0	11900# GVWR PACKAGE	\$0
.XL TRIM	\$0	50 STATE EMISSIONS	\$0
.AIR CONDITIONING -- CFC FREE	\$0	PRO POWER ONBOARD - 2KW	\$985
.AM/FM STEREO MP3/CLK	\$0	JACK	\$0
7.3L DEVCT NA PFI V8 ENGINE	\$1705	DUAL BATTERY	\$210
10-SPEED AUTO TORQSHIFT	\$0	XL DRIVER ASSIST PACKAGE	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
JOB #2 ORDER	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	FUEL CHARGE	\$0
FRONT LICENSE PLATE BRACKET	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
STX APPEARANCE PACKAGE	\$5115	PRICED DORA	\$0
.LT275/70R18E BSW ALL TERRAIN	\$0	ADVERTISING ASSESSMENT	\$0
.BLIS (BLIND SPOT INFO SYSTEM)	\$0	DESTINATION & DELIVERY	\$1995
.EBONY BLACK ALUM WHLS-18"	\$0		
TOTAL BASE AND OPTIONS			MSRP \$63270
DISCOUNTS			NA
TOTAL			\$63270

Your Price \$58,267

ORDERING FIN: QP798 END USER FIN: QP798

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.

This is not an invoice.

5:24 2:40 PM

Previous Order 8000 - 2024 Ford Edge Cab 5MP



Invoice Order: 8000 - 2024 Ford Edge Cab 5MP - Order Summary - Date of Invoice: 04/26/2024 14:39:50 Raleigh, NC

Dealer Name: Wright Ford Inc.

Sales Code: 774471

Dealer Ref:	Thomas Wright	Type:	Invoice	Vehicle Line:	Superior	Order Code:	8000
Customer Name:	4 8000	Priority Code:	19	Model Year:	2024	Price Label:	475

DESCRIPTION	MSRP	INVOICE DESCRIPTION	MSRP	INVOICE
2024 FORD EDGE CAB 5MP	52815	2024 FORD EDGE CAB 5MP ALL TERRAIN	50	50
175 WHEEL LOCKS	50	01. ALU 20" WHEEL LOCKS	50	50
CHROME BODYS	50	01. 20" BLACK ALUM WHEELS 18"	50	50
ALUMIUM BARE SLICE	50	01. LED BOX LIGHTING	50	50
PREPARED EQUIPMENT PROTECTION	50	01. REVERSE SENSING SYSTEM	50	50
NO TIRE	50	01. 360 DEGREE CAMERA PACKAGE	50	50
AIR CONDITIONING - CFC FREE	50	01. CLOTH 40/20/10 SEAT	50	50
AUTOM STEREO MP3/CD	50	01. 31000 GVWR PACKAGE	50	50
7.5L DIESEL NA F2518 ENGINE	11709	51351 30 STATE EMISSIONS	50	50
10-SPEED AUTO TRANSMISSION	50	50 JACK	50	50
1.75 ELECTRIC LOCKING AXLE	50	50 ALDRIVER ASSIST PACKAGE	50	50
306 KI OVER	50	50 FUEL CHARGE	50	50
CH LOT MANAGEMENT	50	50 PREP DONA	50	50
37X APPEARANCE PACKAGE	50	50 DESTINATION & DELIVERY	50	50
	55115	54654 DESTINATION & DELIVERY	53995	53995

TOTAL BASE AND OPTIONS
DISCOUNTS
TOTAL

MSRP	55115	INVOICE	54654
NA	56163		548526.56

Handwritten note: *46*
548526.56
+ DMV

Customer Name
Customer Address

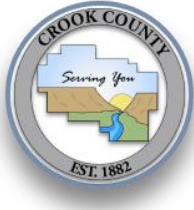
Customer Email
Customer Phone

Customer Signature

This order has not been submitted to the order book.
This is not an invoice.

WRIGHT
Ford Redmond

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

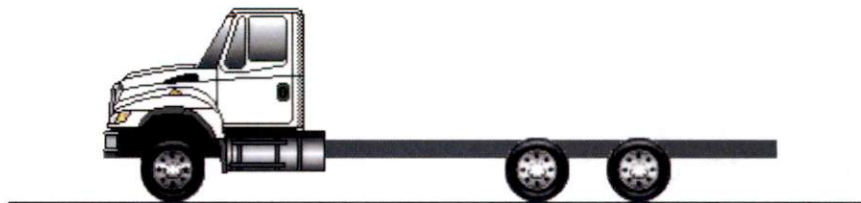
Legal review (only if requested):

Elected official sponsor (if applicable):

/

Prepared For:
CROOK COUNTY LANDFILL
AARON REINHART
110 SW Landfill Rd.
Prineville, OR 97754-7794
(541)447 - 2398
Reference ID: SAMPLE CHASSIS

Presented By:
PETERSON TRUCKS, INC
Barney Newman
61 NE COLUMBIA BLVD.
PORTLAND OR 97211 - 1413
(503)285-9300



Model Profile
2025 HV607 SBA (HV607)

AXLE CONFIG:	6X4
APPLICATION:	Water Tank
MISSION:	Requested GVWR: 54000. Calc. GVWR: 66000. Calc. GCWR: 80000 Calc. Start / Grade Ability: 42.46% / 2.75% @ 55 MPH
DIMENSION:	Wheelbase: 217.00, CA: 149.90, Usable CA: 146.90, Axle to Frame: 100.00
ENGINE, DIESEL:	{Cummins L9 380} EPA 2024, 380HP @ 2100 RPM, 1250 lb-ft Torque @ 1200 RPM, 2100 RPM Governed Speed, 380 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 4500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity
AXLE, REAR, TANDEM:	{Meritor RT-46-164P} Single Reduction, Standard Width, 46,000-lb Capacity, with Lube Oil Pump, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, 200 Wheel Ends Gear Ratio: 6.14
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 425/65R22.5 Load Range L HAC 3 (CONTINENTAL), 465 rev/mile, 68 MPH, All-Position
TIRE, REAR:	(8) 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, TANDEM:	{Hendrickson RT-463} Walking Beam, 46,000-lb Capacity, 54" Axle Spacing, Multileaf Springs, with Bronze Center Bushings
FRAME REINFORCEMENT:	Full Outer C-Channel, Heat Treated Alloy Steel (120,000 PSI Yield), 10.813" x 3.892" x 0.312" (274.6mm x 98.8mm x 7.9mm), 480.0" (12192mm) OAL
PAINT:	Cab schematic 100WL Location 1: 9219, Winter White (Std) Chassis schematic N/A

<u>Code</u>	<u>Description</u>
HV60700	Base Chassis, Model HV607 SBA with 217.00 Wheelbase, 149.90 CA, 146.90 Usable CA, and 100.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1AND	AXLE CONFIGURATION {Navistar} 6x4
	<u>Notes</u> : Pricing may change if axle configuration is changed.
1CBU	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.125" x 3.580" x 0.312" (257.2mm x 90.9mm x 8.0mm); 480.0" (12192) Maximum OAL
1GBP	FRAME REINFORCEMENT Full Outer C-Channel, Heat Treated Alloy Steel (120,000 PSI Yield), 10.813" x 3.892" x 0.312" (274.6mm x 98.8mm x 7.9mm), 480.0" (12192mm) OAL
1LLA	BUMPER, FRONT Swept Back, Steel, Heavy Duty
1MEJ	FRAME DIMPLE Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline
1WGX	WHEELBASE RANGE 169" (430cm) Through and Including 219" (555cm)
2ARY	AXLE, FRONT NON-DRIVING {Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity
3AGA	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 20,000-lb Capacity, with Shock Absorbers
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4732	DRAIN VALVE {Berg} with Pull Chain, for Air Tank
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Sqli Spring Brake
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 Sqli
4GBM	BRAKE, PARKING Manual Push-Pull Pneumatic Parking Brake
4LAG	SLACK ADJUSTERS, FRONT {Gunite} Automatic
4LGG	SLACK ADJUSTERS, REAR {Gunite} Automatic
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4WZJ	AIR TANK LOCATION (2) : One Mounted Under Each Rail, Front of Rear Suspension, Parallel to Rail
4XDR	BRAKES, REAR {Meritor 16.5X7 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle

<u>Code</u>	<u>Description</u>
4XDT	BRAKES, FRONT {Meritor 16.5X6 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity
4XEE	PARK BRAKE CHAMBERS, ADDITIONAL (2) Spring Brake Type
5710	STEERING COLUMN Tilting and Telescoping
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black
5PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power
6DGT	DRIVELINE SYSTEM {Dana Spicer} SPL170 Main Driveline with SPL170 Interaxle Shaft, for 6x4
7BEU	AFTERTREATMENT COVER Aluminum
7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7SDP	ENGINE COMPRESSION BRAKE {Jacobs} for Cummins ISL/L9 Engines; with Selector Switch and On/Off Switch
7WBA	TAIL PIPE (1) Turnback Type, Bright
7WCM	EXHAUST HEIGHT 8' 10"
7WDN	MUFFLER/TAIL PIPE GUARD (1) Aluminum
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	<u>Includes</u>
	: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
	: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
	: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
8HAA	BODY BUILDER WIRING To Rear of Frame, with Stop, Tail, Turn, and Marker Lights Circuits, Ignition Controlled Auxiliary Feed and Ground, Less Trailer Socket
8MSG	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8RNB	CB RADIO Accommodation Package, Header Mounted, Feeds from Accessory Side of Ignition Switch, Includes Power Source, One Antenna and Antenna Base with Wiring on Left Side Mirror
8RPR	ANTENNA for Increased Roof Clearance Applications
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input
8THB	BACK-UP ALARM Electric, 102 dBA
8VAY	HORN, ELECTRIC Disc Style

Code	Description
8WGR	SOLENOID, AIR for Customer Use; Provides (6) Normally Open Pilot Air Source, Approx. 4 CFM; Includes Latched Switch in Cab; Air Exhausted Only with Key in "Ignition" or "Accessory" position; Air Will be Supplied with Key in "Off" Position
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8WXG	STARTING MOTOR {Mitsubishi Electric Automotive America 105P} 12-Volt, with Soft-Start
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XDU	BATTERY BOX Steel, with Aluminum Cover, 14" Wide, 2-3 Battery Capacity, Mounted Left Side Under Cab
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender
8XHD	BATTERY DISCONNECT SWITCH 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Cab Mounted
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8XNY	HEADLIGHTS Halogen
9585	FENDER EXTENSIONS Rubber
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges
9HBM	GRILLE Stationary, Chrome
9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	<u>Includes</u> : PAINT SCHEMATIC ID LETTERS "WL"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10AGB	COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360
10UAG	VEHICLE REGISTRATION IDENTITY ID for Other State
	<u>Notes</u> : CANNOT BE REGISTERED IN CALIFORNIA AND OREGON. For vehicles that will be registered in States other than California and Oregon.
10WCY	SAFETY TRIANGLES
10WWP	MUD FLAPS, FRONT WHEELS (2) Rubber, Mounted on Fender Extension, for Tire Size 425/445
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12849	BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines
	<u>Includes</u> : BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door
12EZB	ENGINE, DIESEL {Cummins L9 380} EPA 2024, 380HP @ 2100 RPM, 1250 lb-ft Torque @ 1200 RPM, 2100 RPM Governed Speed, 380 Peak HP (Max)
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed

<u>Code</u>	<u>Description</u>
	<u>Includes</u> : FAN Nylon
12UYH	RADIATOR Aluminum, Cross Flow, Front to Back System, 1469 SqIn, with 1172 SqIn Charge Air Cooler <u>Includes</u> : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber
12VBB	AIR CLEANER Dual Element
12VJS	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2024
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel
12WVG	EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood
12WZJ	CARB IDLE COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal located on Driver Door
12WZY	CARB EMISSION WARR COMPLIANCE for Cummins L9 Engines
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines
13BEK	TRANSMISSION, AUTOMATIC {Allison 4500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, On/Off Highway
13WAW	OIL COOLER, TRANSMISSION {Modine} Water to Oil Type
13WEH	AUTOMATIC NEUTRAL Allison Transmission Shifts to Neutral When Parking Brake is Engaged and Remains in Neutral When Parking Brake is Disengaged, without On/Off Switch
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission
13WLM	TRANSMISSION OIL Synthetic; 63 thru 76 Pints
13WUS	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Package Number 223, Modified for Single Input Auto Neutral
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13WYU	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming
13XAA	PTO CONTROL, DASH MOUNTED For Customer Provided PTO; Includes Switch, Electric/Air Solenoid, Piping and Wiring
13XAL	PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission
14HRE	AXLE, REAR, TANDEM {Meritor RT-46-164P} Single Reduction, Standard Width, 46,000-lb Capacity, with Lube Oil Pump, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, 200 Wheel Ends . Gear Ratio: 6.14
14UHK	SUSPENSION, REAR, TANDEM {Hendrickson RT-463} Walking Beam, 46,000-lb Capacity, 54" Axle Spacing, Multileaf Springs, with Bronze Center Bushings
15LNR	FUEL/WATER SEPARATOR {Racor 400 Series} with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine
15SXJ	FUEL TANK Top Draw, Non-Polished Aluminum, 24" Dia, 50 US Gal (189L), Mounted Left Side, Under Cab

<u>Code</u>	<u>Description</u>
15WCN	DEF TANK 5 US Gal (19L) Capacity, Frame Mounted Outside Left Rail, Under Cab
16030	CAB Conventional, Day Cab
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer <u>Includes</u> : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16LJS	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Seat Back Angle Adjust, Dual Shocks
16SMN	SEAT, PASSENGER {National} Non Suspension, High Back, Fixed Back, Integral Headrest, Vinyl
16SNS	MIRRORS (2) Aero Pedestal, Power Adjust, Heated, Black Heads and Arms, 6.5" x 14" Flat Glass, Includes 6.5" x 6" Convex Mirrors, for 102" Load Width <u>Notes</u> : Mirror Dimensions are Rounded to the Nearest 0.5"
16VHX	CAB MOUNTING HEIGHT EFFECTS High Cab in Lieu of Mid High Cab Mounting (Approx. 4.5")
16VKK	CAB INTERIOR TRIM Diamond, for Day Cab <u>Includes</u> : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Reading Lights; Integral to Overhead Console, Center Mounted : SUN VISOR (3) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Vanity Mirror and Toll Ticket Strap, plus 1 Auxiliary Visor (Front Only), Driver Side
16VLV	MONITOR, TIRE PRESSURE Omit
16WBY	ARM REST, RIGHT, DRIVER SEAT
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature
16WSK	CAB REAR SUSPENSION Air Bag Type
16XJN	INSTRUMENT PANEL Flat Panel
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
27DUN	WHEELS, FRONT {Accuride 29807} DISC; 22.5x12.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Offset 5.37"
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
7382135444	(8) TIRE, REAR 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
7752665441	(2) TIRE, FRONT 425/65R22.5 Load Range L HAC 3 (CONTINENTAL), 465 rev/mile, 68 MPH, All-Position Cab schematic 100WL

<u>Code</u>	<u>Description</u>
	Location 1: 9219, Winter White (Std)
	Chassis schematic N/A
	Services Section:
40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A
40NSG	CARB COMPANION PLAN {Navistar} for CARB B6.7 and L9 Engines

<u>Description</u>	(US DOLLAR)	<u>Price</u>
Net Sales Price:		\$136,508.69
Memo Item(s):		
Total Federal Excise Tax	\$0.00	
Note: Memo item(s) shown here are included in the above Net Sales Price.		

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

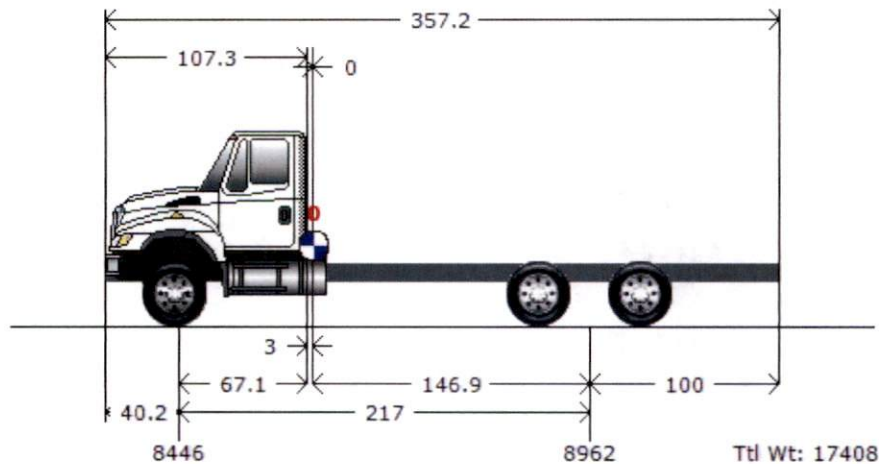
Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



Graphics are provided as visual aids only and are not intended to represent the actual scale, shape, or color of the truck or its components. All weights are represented in lbs.

Truck			Body/Trailer			Chassis/Empty Weights		
Bumper to Axle	(BA)	40.2	Body Length	(BL)	N/A	Tractor Front Axle:		8,446
Wheelbase	(WB)	217.00				Tractor Rear Axle:		8,962
Axle to Frame	(AF)	100.00						
Axle to Back Cab	(ABC)	67.1						
Cab to Axle	(CA)	149.9						
Usable CA		146.9						
CA Reduction Adjustment		3.00						
Fuel-Diesel(Gals)		0						
DEF(Gals)		0						

Before the Cab			Cab			Payloads			Body			After the Body		
#	Weight	CG	#	Weight	CG	#	Weight	CG	#	Weight	CG	#	Weight	CG
						1	0	1						

Loads	
Payload Weight:	0
Driver:	0
Fuel-Diesel(Lbs):	0
DEF(Lbs):	0

Weight Distribution	
Total Front Axle:	8,446
Total Rear Axle:	8,962
Total Weight:	17,408

Weights and clearances in this proposal are estimates only. Navistar, Inc. is not liable for any consequences resulting from any differences between the estimated weights and clearances and the actual manufactured weights and clearances.

Weight Distribution

All weights are represented in lbs.

	<u>Truck</u>		
	Front	Rear	Total
<u>Chassis Weight</u>			
Chassis Weight:	8,446	8,962	17,408
Fuel:	0	0	0
DEF:	0	0	0
(Curb Weight):	8,446	8,962	17,408
<u>Loads</u>			
Payloads:	0	0	0
Driver:	0	0	0
Axle Totals (Gross Weight):	8,446	8,962	17,408

Weight Ratings

	<u>Truck</u>	
	Front	Rear
Axle(axle capacity)	20,000	46,000
Tire(tire capacity)	22,800	48,040
Suspension(suspension capacity)	20,000	46,000
Spring:	0	
 Fed Bridge Law (axle spread):	 20,000	 34,000 (54")
<u>Wheel Combination</u>		
	Load	Limit
1 - 3	17,408	51,000

Federal Total Vehicle Weight Limit: 80,000

Maximum Gross Vehicle Weight Rating (GVWR) 66,000 - Gross Vehicle Weight(GVW) 17,408 = 48,592 Reserves

Weight Summary

* Distributed weights are within capacity limits

(0012EZB)

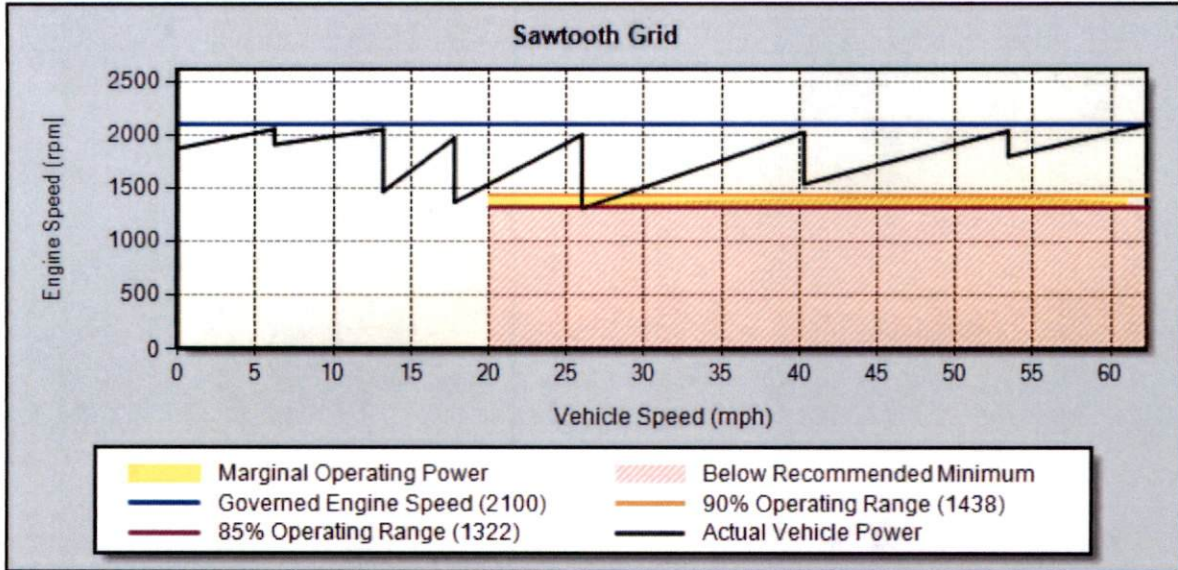
ATTACHMENTS: 0015WCN 0012VXT 0012THT 0007SDP

<u>Parameter</u>	<u>Value</u>	<u>UOM</u>
Max Accelerator Vehicle Speed	62	MPH
Road Speed Governor Upper Droop	3	MPH
Road Speed Governor Lower Droop	0	MPH
Driver Initiated Override (DIO)	N, DISABLE FEATURE OR FUNCTION	N/A
DIO Maximum Road Speed Delta	3	MPH
DIO Maximum Distance	100	MILES
Max Engine Speed No Veh Speed Sensr	2083	RPM
LBSC Enable	N, DISABLE FEATURE OR FUNCTION	N/A
LBSC - Engine Speed Breakpoint	1800	RPM
Gear Down Protection Enable	N, DISABLE FEATURE OR FUNCTION	N/A
GDP - Heavy Load Vehicle Speed	62	MPH
GDP - Light Load Vehicle Speed	57	MPH
Driver Reward Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Driver Reward Mode	0, ROAD SPEED GOVERNOR	N/A
Fuel Economy - Expected Level	7.00	MPG
Fuel Economy - Good Level	7.25	MPG
Fuel Economy - Best Level	7.50	MPG
% Idle Time - Expected Level	30	%
% Idle Time - Good Level	20	%
% Idle Time - Best Level	10	%
Speed Reward - Expected Level	0	MPH
Speed Reward - Good Level	0	MPH
Speed Reward - Best Level	0	MPH
Speed Reward - Penalty Level	0	MPH
Idle Speed Adjustment Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
Low Idle Speed	750	RPM
Idle Shutdown Enable	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Time Before Shutdown	15.0	MIN
ISD Percent Engine Loading	100	%
ISD In PTO	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Manual Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD With Parking Brake Set	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Ambient Temperature Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Cold Ambient Air Temperature	30	F
ISD Intermediate Ambient Air Temp	40	F
ISD Hot Ambient Air Temperature	81	F
ISD Manual Override Inhibit Zone En	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Hot Ambient Automatic Override	Y	N/A
ISD Engine Coolant Temp Threshold	53	F
Cruise Control Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
CC Maximum Vehicle Speed	62	MPH
CC Save Set Speed	N, DISABLE FEATURE OR FUNCTION	N/A
CC Upper Droop	3.0	MPH
CC Lower Droop	0.0	MPH
CC Auto Resume	N, DISABLE FEATURE OR FUNCTION	N/A
CC Engine Brake Swtch Bypass Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Engine Fan Min On Time For AC	30	SEC
Remote Accelerator Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Remote Accelerator Mode	1, REMOTE ACCELERATOR PEDAL OR LEVER WITH TRANS VERIFICATION	N/A
PTO Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO In Cab Mode	Y, ENABLE FEATURE OR FUNCTION	N/A
Remote PTO Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Remote Station PTO Enable	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Max Engine Speed	2100	RPM

PTO Min Engine Speed	750	RPM
PTO Maximum Engine Load	800	LB-FT
PTO Max Vehicle Speed	2	MPH
PTO Accelerator Override	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Accel Override Max Engine Speed	2300	RPM
PTO Clutch Override	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Service Brake Override	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO Parking Brake Interlock Mode	1, PTO PRK BRK INT TYPE SET TO CAB ONLY	N/A
PTO Transmission Neutral Interlock	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO Eng Spd Limit w/VSS Limit	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Ignore Vehicle Speed Sensor	N, DISABLE FEATURE OR FUNCTION	N/A
PTO Resume Switch Speed	925	RPM
PTO Set Switch Speed	850	RPM
PTO Additional Switch Speed	950	RPM
PTO Ramp Rate	250	RPM/SEC
Remote PTO Number of Speed Settings	1	N/A
Remote PTO Speed Setting 1	1000	RPM
Remote PTO Speed Setting 2	1200	RPM
Remote PTO Speed Setting 3	1400	RPM
Remote PTO Speed Setting 4	1400	RPM
Remote PTO Speed Setting 5	1500	RPM
Remote Station PTO Resume Sw Spd	1000	RPM
Remote Station PTO Set Switch Speed	1500	RPM
Remote Station PTO Addition Sw Spd	1500	RPM
Transmission Driven PTO	N, DISABLE FEATURE OR FUNCTION	N/A
Transmission Driven PTO Type	0, ENGINE DRIVEN STEADY LOAD	N/A
Powertrain Protection Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Max Torque Allow By Axle/Driveshaft	23602	LB-FT
Max Torque in Top Gear Range	2995	LB-FT
Max Torque in Int. Gear Range	2995	LB-FT
Max Torque in Low Gear Range	2995	LB-FT
Max Torque w/o Vehicle Speed	1475	LB-FT
Lowest Gear of Top Gear Range	2.00	N/A
Lowest Gear of Int. Gear Range	3.00	N/A
Lowest Gear of Low Gear Range	6.00	N/A
Engine Protection Shutdown	Y, ENABLE FEATURE OR FUNCTION	N/A
Engine Protection Restart Inhibit	Y, ENABLE FEATURE OR FUNCTION	N/A
Engine Prot Coolant Level Shutdown	N, DISABLE FEATURE OR FUNCTION	N/A
Sudden Veh Speed Decel Threshold	6.96	MPH
Trip Information Vehicle Ovrsped1	69	MPH
Trip Information Vehicle Ovrsped2	71	MPH
Veh Speed Sensor Anti Tamper Level	1, HIGH LEVEL	N/A
Maintenance Monitor Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Maintenance Monitor Operating Mode	0, MAINTENANCE MONITOR AUTOMATIC MODE OF OPERATION	N/A
Maintenance Monitor Alert Percent	90	%
Maintenance Monitor Distance	15000	MILES
Maintenance Monitor Fuel	2000	GALLONS
Maintenance Monitor Time	500	HOURS
Maintenance Monitor Interval Factor	1.00	N/A
Master Password	000000	N/A
Adjustment Password	000000	N/A
Reset Password	000000	N/A

These Electronic Parameters have been successfully finalized

ENGINE/TRANSMISSION MATCHING



Sawtooth Details

Gear	Trans Ratio	Upshift Power Avail		Govern Power Avail		Peak Power Comparison			Warn Msg
		Veh Spd (MPH)	Eng Spd (RPM)	Veh Spd (MPH)	Eng Spd (RPM)	Gear Step (%)	85% Range (%)	90% Range (%)	
1C	4.70	0.0	1875	6.2	2054	N/A	59	46	
2C	2.21	6.2	1910	13.2	2052	N/A	59	46	
2L	2.21	13.2	1467	17.8	1971	N/A	59	46	
3L	1.53	17.8	1365	26.0	2001	N/A	59	46	
4L	1.00	26.0	1308	40.3	2025	N/A	59	46	
5L	0.76	40.3	1539	53.4	2039	N/A	59	46	
6L	0.67	53.4	1798	62.4	2100	N/A	59	46	

@ - WHEELSLIP CAN OCCUR AT THE GRADE SHOWN. THE VEHICLE IS CAPABLE OF INCREASED GRADEABILITY IF MORE WEIGHT IS PLACED ON THE DRIVE AXLES.

STEADY STATE PERFORMANCE

Performance Results	Gear	Veh Spd (mph)	Eng Spd (rpm)	Fuel Econ (mpg)	Grade (%)	Notes
LEVEL ROAD MAXIMUM SPEED	6L	65.3	2199	*****	0.00	
HI GEAR SPEED @ RATED RPM	6L	62.4	2100	*****	1.99	
55.0 MPH STEADY-STATE	6L	55.0	1852	*****	2.75	
TYPICAL OPERATING SPEED	6L	60.0	2020	*****	2.22	- Calculated Grade Ability/Fuel Economy

VEHICLE ORDER CODING ERRORS MAY RESULT IF THE "LEVEL ROAD MAX SPEED" VALUE EXCEEDS THE "HI GEAR SPEED @ RATED RPM" AND IS USED AS THE ENGINE PROGRAMMABLE VEHICLE SPEED LIMIT.

IF THE RESULTS CONTAIN "-----", VEHICLE CANNOT ATTAIN THAT SPEED.

IF THE RESULTS CONTAIN "*****", THE ENGINE USED DOES NOT HAVE A FUEL MAP. FUEL ECONOMY CANNOT BE PREDICTED.

Recommendations / General Information

IDLE FUEL RATE : ***** GALS/HR @ 700.0 RPM
TORQUE CONVERTER : TC-521 STALL RATIO: 2.42

Fuel Economy Route: Normal Route - City, Suburban, and Highway

Key Fuel Economy Information	City	Suburban	Highway	Notes
MILES PER GALLON	*****	*****	*****	
AVERAGE MPH	19.0	39.9	54.6	
MISSION MINUTES	29.71	51.91	173.33	

IF THE RESULTS CONTAIN "*****", THE ENGINE USED DOES NOT HAVE A FUEL MAP. FUEL ECONOMY CANNOT BE PREDICTED.

GRADEABILITY PERFORMANCE

Enroute - Full Throttle Upshift Performance

Gear	Trans Ratio	Veh Spd (mph)	Eng Spd (rpm)	Whl Pwr (hp)	Grade (%)	Warn Notes
1C	4.70	0.0	1875	0.00	59.63	@ STALL
		3.5	1925	239.37	53.89	70% EFF
		4.8	1975	272.80	42.46	80% EFF
		6.2	2054	285.68	32.82	
2C	2.21	6.2	1910	217.08	24.22	
		13.2	2052	285.15	14.44	
2L	2.21	13.2	1467	314.92	16.06	
		17.8	1971	337.74	12.59	
3L	1.53	17.8	1365	292.66	10.79	
		26.0	2001	336.15	8.20	
4L	1.00	26.0	1308	278.98	6.66	
		40.3	2025	330.44	4.71	
5L	0.76	40.3	1539	320.50	4.54	
		53.4	2039	319.65	2.91	
6L	0.67	53.4	1798	320.56	2.93	
		62.4	2100	309.55	1.99	RATED RPM
		63.8	2149	229.51	1.00	
		64.6	2174	187.32	0.50	
		65.3	2198	145.46	0.00	LEVEL ROAD

STARTING / TOP GEAR PERFORMANCE

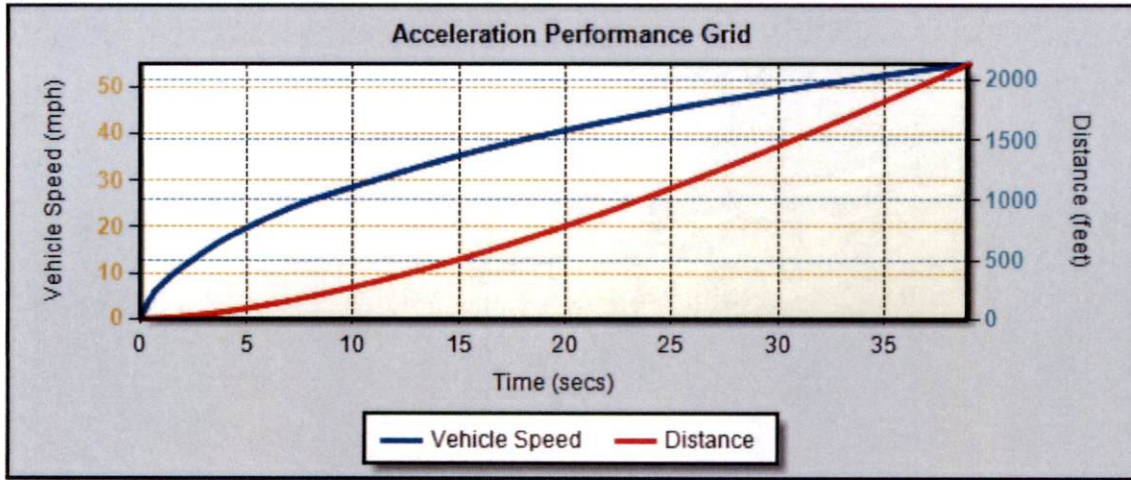
Gear	Trans Ratio	Veh Spd (mph)	Eng Spd (rpm)	Whl Pwr (hp)	Grade (%)	Warn Notes
1C	4.70	0.0		0.00	59.63	@ STALL
		4.8		272.80	42.46	80% EFF - Calculated Start Ability

@ - WHEELSLIP CAN OCCUR AT THE GRADE SHOWN. THE VEHICLE IS CAPABLE OF INCREASED GRADEABILITY IF MORE WEIGHT IS PLACED ON THE DRIVE AXLES.

THE TRANSMISSION WAS SIMULATED IN PERFORMANCE OPERATING MODE.

ACCELERATION PERFORMANCE RESULTS

Acceleration Performance Grid



Acceleration Performance: TIME TO ACCELERATE ON A GRADE TO 55.0 (MPH) IS 38.95 (SECS)

Acceleration Performance Details

Gear	Time (secs)	Distance (feet)	Speed (mph)	Notes
1C	0.10	0.1	1.0	
	0.20	0.3	2.0	
	0.30	0.7	3.0	
	0.41	1.2	4.0	
	0.54	2.1	5.0	
	0.68	3.3	6.0	
2C	0.72	3.6	6.2	
	0.94	5.7	7.2	
	1.16	8.3	8.2	
	1.40	11.4	9.2	
	1.66	15.0	10.2	
	1.94	19.4	11.2	
2L	2.24	24.6	12.2	
	2.56	30.5	13.2	
	2.87	36.7	14.2	
	3.18	43.6	15.2	
	3.52	51.4	16.2	
	3.89	60.4	17.2	
3L	4.10	65.7	17.8	
	4.54	77.6	18.8	
	4.99	90.2	19.8	
	5.44	103.5	20.8	
	5.90	117.8	21.8	
	6.38	133.6	22.8	
4L	6.89	151.0	23.8	
	7.43	170.1	24.8	
	7.99	191.0	25.8	
	8.15	197.2	26.0	
	8.86	224.9	27.0	
	9.58	253.7	28.0	
	10.29	283.6	29.0	
	11.01	314.6	30.0	

Gear	Time (secs)	Distance (feet)	Speed (mph)	Notes
	11.73	346.8	31.0	
	12.45	380.3	32.0	
	13.20	415.8	33.0	
	13.97	453.9	34.0	
	14.77	494.6	35.0	
	15.61	538.2	36.0	
	16.48	584.8	37.0	
	17.39	634.6	38.0	
	18.33	687.7	39.0	
	19.30	744.3	40.0	
5L	19.57	760.2	40.3	
	20.61	822.5	41.3	
	21.67	887.2	42.3	
	22.75	955.2	43.3	
	23.88	1027.5	44.3	
	25.04	1104.2	45.3	
	26.25	1185.5	46.3	
	27.51	1271.7	47.3	
	28.81	1363.2	48.3	
	30.17	1460.1	49.3	
	31.58	1562.9	50.3	
	33.04	1671.8	51.3	
	34.56	1787.2	52.3	
	36.14	1909.5	53.3	
6L	36.29	1921.6	53.4	
	37.93	2051.2	54.4	
	38.95	2132.9	55.0	

REQUIRED TCAPE INFORMATION

TCAPE Factors For Vehicle

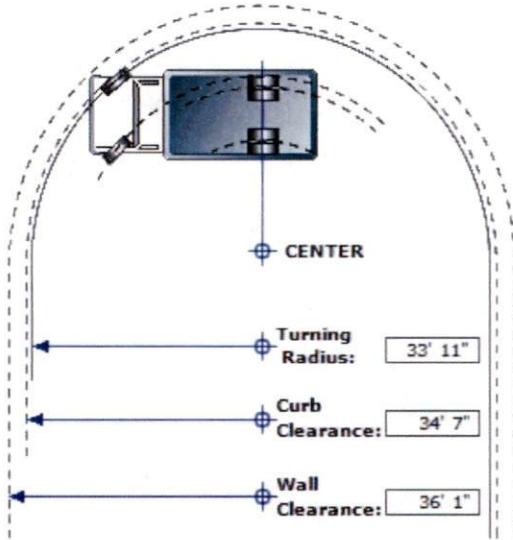
Selected Rear Axle Gear Ratio(s):	6.14
Engine Fan Type:	VISCOUS
Parked PTO:	NO
Enroute PTO:	NO
ID Wheel Slip Conditions:	Yes
Road Governor/Cruise Ctrl:	No
Road Surface Type:	TYPICAL
Fuel Economy Route:	Normal Route - City, Suburban, and Highway
Vehicle Vocation:	MODERATE ON/OFF HIGHWAY
Acceleration Grade (%):	0.0
Frontal Area (FT2):	76
Speed Limit on Route (MPH):	61.0
Relative Drag Coefficient:	85
Alternator (A):	40
Steering Gear (HP):	2.60
Air Conditioner (HP):	3.20
Vehicle Width (IN):	96
Vehicle Height (IN):	110
Weight on Drive Axle (LBF):	46000
Acceleration Vehicle Spd (MPH):	55.0
Ambient Temperature (F):	70.0
Air Compressor (HP):	2.20
TIRE, FRONT	2 - RADIAL WIDEBASE
TIRE, REAR	8 - RADIAL NORMAL

Components

0001AND	AXLE CONFIGURATION {Navistar} 6x4
0002ARY	AXLE, FRONT NON-DRIVING {Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity
0004SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
0005PTB	STEERING GEAR (2) {Sheppard M100/M80} Dual Power
0008GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
0012EZB	ENGINE, DIESEL {Cummins L9 380} EPA 2024, 380HP @ 2100 RPM, 1250 lb-ft Torque @ 1200 RPM, 2100 RPM Governed Speed, 380 Peak HP (Max)
0012THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed
0013BEK	TRANSMISSION, AUTOMATIC {Allison 4500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, On/Off Highway
0014HRE	AXLE, REAR, TANDEM {Meritor RT-46-164P} Single Reduction, Standard Width, 46,000-lb Capacity, with Lube Oil Pump, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, 200 Wheel Ends
0016030	CAB Conventional, Day Cab
0016BAM	AIR CONDITIONER with Integral Heater and Defroster
07382135444	TIRE, REAR 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive 11R22.5 Load Range H HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
07752665441	TIRE, FRONT 425/65R22.5 Load Range L HAC 3 (CONTINENTAL), 465 rev/mile, 68 MPH, All-Position 425/65R22.5 Load Range L HAC 3 (CONTINENTAL), 465 rev/mile, 68 MPH, All-Position

TCAPE HAS BEEN DESIGNED TO GIVE ECONOMY AND PERFORMANCE PREDICTIONS WHICH HAVE BEEN SHOWN TO BE TYPICAL FOR MOST OPERATIONS. HOWEVER, DUE TO OPERATING CONDITIONS, DRIVER INFLUENCES, AND OTHER FACTORS, YOUR RESULTS MAY VARY FROM THOSE PREDICTED. ALSO, BECAUSE OF FUEL MAPPING PROCEDURES USED BY VARIOUS ENGINE MANUFACTURERS, COMPARISONS OF FUEL ECONOMY RESULTS FOR DIFFERENT BRANDS OF ENGINES MAY VARY FROM THOSE SHOWN.

NAVISTAR, INC. SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS OR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND THAT ARE INCURRED BY DEALER OR BY DEALER'S CUSTOMERS AS A RESULT OF RELIANCE ON TCAPE, WHETHER THE CLAIM IS IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.



Series: HV
 Model: HV607
 Description: HV607 SBA
 Model Year: 2025

Calculation Factors

Wheelbase: 217
 Front Axle: 0002ARY
 Description: AXLE, FRONT NON-DRIVING, {Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity
 Front Wheel: 0027DUN
 Description: WHEELS, FRONT, {Accuride 29807} DISC; 22.5x12.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Offset 5.37"
 Front Tire: 07752665441
 Description: TIRES, 425/65R22.5 Load Range L HAC 3 (CONTINENTAL), 465 rev/mile, 68 MPH, All-Position
 Steering Gear: 0005PTB
 Description: STEERING GEAR, (2) {Sheppard M100/M80} Dual Power

Turning Radius Statistics

General Information

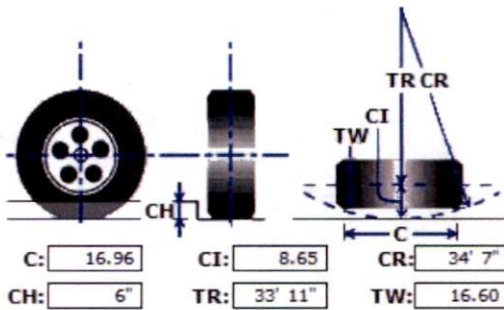
Inside Turn Angle: 39 Degrees
 Radial Overhang: 26

Axle Information

KingPin Inclination: 6.25 Degrees
 KingPin Center: 71

Turning Radius - Curb View

C - Curb Contact Length: 16.96
 CI - Curb Clearance Increment: 8.65
 CR - Curb Clearance Radius: 34'7"
 CH - Curb Height: 6"
 TR - Turning Radius: 33'11"
 TW - Tire Width: 16.60



* All Measurements are in inches, unless otherwise specified.

This information is based on engineering information available at this time. Actual figures may vary. Navistar, Inc. cannot accept liability for consequences due to this variance.



December 20, 2023

Aaron Reinhart
Crook County Landfill
541-771-5713 Cell

RE: OMCO 4,000 gallon mild steel elliptical tanker for Crook County Landfill.

Aaron,

OMCO will construct and install on customer furnished and prepared chassis one (1) each mild steel, 4,000 gallon tanker system for **\$ 110,000.⁰⁰** dealer net, FOB Prineville, OR.

Time to build: 150 - 180 days after chassis is delivered to OMCO in Prineville, OR

This price to include the following items:

- 4,000 gallon mild steel true elliptical tank with an OMCO "XHD suspension". A 6" x 4" self-priming water pump powered by a clutch shift PTO mounted to the chassis transmission.
- Two (2) each front spray heads independently controlled from inside the cab by electric over air switches and globe style air/spring operated valves.
- Two (2) each rear spray heads independently controlled from inside the cab by electric over air switches and globe style air/spring operated valves.
- One (1) electric rewind hose reel with 60' of 1 1/2" hose and brass stream/fog nozzle.
- One (1) side spray head with on/off and remote controlled vertical move controlled from cab
- 6" gravity bar at rear with air actuated valve controlled from cab.
- Rear hydrant fill.
- 2 1/2" discharge valve.
- Self-loading system.
- Top of tank Monitor system controlled from inside cab.
- Outside of tank painted same color as cab, inside coated with 2 part epoxy (approved for potable water)

Thank you

Mark Jamison

OCHOCO MANUFACTURING CORPORATION
PHONE 541-447-5502 • FAX 541-447-6987
E-MAIL omco@crestviewcable.com
PLANT LOCATION • 2668 NE THIRD ST • PRINEVILLE, OR 97754
MAILING ADDRESS • PO BOX 66 • PRINEVILLE, OR 97754



WARRANTY

OCHOCO MANUFACTURING CORPORATION (OMCO) WARRANTS EQUIPMENT, OF ITS MANUFACTURE, TO BE FREE FROM DEFECT IN MATERIAL FOR A PERIOD OF TWO YEARS (24 MONTHS), AND WARRANTS EQUIPMENT OF ITS MANUFACTURE TO BE FREE FROM DEFECTS IN WORKMANSHIP FOR A PERIOD OF ONE YEAR (12 MONTHS) FROM DATE OF SHIPMENT. OMCO WATER TANKS COVERED BY WARRANTY FOR PERIOD OF 5 YEARS (60 MONTHS), **NOTE: THIS EXTENDED WARRANTY (24 MONTHS STANDARD) IS APPLICABLE WHEN A XHD 3 POINT MOUNTING SUSPENSION IS USED.** PROVIDED THAT THE TANKS HAVE NOT BEEN DAMAGED AND PROVIDED THAT THE INTERIOR PAINT IS MAINTAINED AS REQUIRED IN THE OMCO INSTRUCTIONS.

THERE IS **NO** SPECIFIC WARRANTY ON ELECTRICAL COMPONENTS AND/OR WIRING ASSEMBLIES. EACH CLAIM WILL BE INDIVIDUALLY EVALUATED.

EQUIPMENT MUST HAVE BEEN OPERATED AND MAINTAINED IN ACCORDANCE WITH OMCO INSTRUCTIONS FOR THE USE AND SERVICE FOR WHICH IT WAS DESIGNED.

OCHOCO MANUFACTURING CORPORATION'S OBLIGATION IS LIMITED TO REPAIR OF THE EQUIPMENT, OR REPLACEMENT OF DEFECTIVE PARTS, AT THE OMCO FACTORY OR BY AN AUTHORIZED DEALER/SERVICE REPRESENTATIVE, AT THE OPTION OF OMCO. **TRANSPORTATION OF EQUIPMENT TO THE OMCO FACTORY OR DEALER'S SHOP AND RETURN MUST BE FURNISHED BY THE OWNER.** GOODS AND/OR EQUIPMENT MAY NOT BE RETURNED TO THE FACTORY **WITHOUT PRIOR WRITTEN AUTHORIZATION.**

EQUIPMENT COMPONENTS AND ACCESSORIES INCLUDING ELECTRICAL COMPONENT AND ACCESSORIES INCLUDING ELECTRICAL COMPONENTS NOT MANUFACTURED BY OMCO ARE WARRANTED ONLY TO THE EXTENT OF THE WARRANTY OF THE MANUFACTURER OF SUCH EQUIPMENT. OCHOCO MANUFACTURING CORPORATION SHALL **NOT BE LIABLE** FOR REPAIR, OR REPLACEMENT OF PARTS, PERFORMED **BY OTHERS** WITHOUT PRIOR WRITTEN APPROVAL.

NOTICE MUST BE GIVEN, TO OMCO OR AN AUTHORIZED OMCO DEALER, WITHIN SEVEN (7) DAYS AFTER THE DEFECT IS FOUND.

NO OTHER WARRANTY, WRITTEN, ORAL, ASSUMED, OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OR MERCHANTABILITY OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, IS AUTHORIZED WITH RESPECT TO OMCO EQUIPMENT.

IN NO EVENT SHALL OMCO BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

DUE TO THE WIDELY VARYING CONDITION UNDER WHICH OMCO PRODUCTS ARE USED OR OPERATED, OMCO OFFERS NO WARRANTY, EXPRESSED OR IMPLIED, AS TO LENGTH OF SERVICE LIFE OF EQUIPMENT OR PARTS.

AGENDA ITEM REQUEST



Date:

April 5, 2024

Meeting date desired:

5/10/2024 Work session

Subject:

Livestock Pen Purchase approval

Background and policy implications:

New Livestock Pens to replace end of life equipment. Recommend Wilco. Same Pens Purchased by FFA (2023) and can be setup together.

Budget/fiscal impacts:

Payed for by \$2M grant money. Three Quotes

Requested by:

Casey Daly

Presenters:

Casey Daly- Fairgrounds

Legal review (only if requested):

N?A

Elected official sponsor (if applicable):

N/A



TITAN TOUGH

From sheep to poultry, domestic pigs to calves. Our pens are designed to keep your livestock contained and safe from predators.

- ✓ **25 – Year Rust Free Warranty**
- ✓ **Commercial Grade / Portable**
- ✓ **Maintenance Free**
- ✓ **Non – Climb**
- ✓ **Financing Available – Call for Details**
- ✓ **Fast Shipping**

Titan Livestock Equipment

6x6 Sheep/Swine with Bow Gate

42" High Pen \$51 Linear Foot (18 Feet)

Includes Shipping \$918

Bow Gate \$181 Includes Shipping

\$1099 x 40 pens

Total with Shipping

\$43,960.00



With our “can do” attitude, if you can dream of it we can build it.

Are you looking for some sheep and swine fencing for your next event? Maybe you're looking for fencing for commercial or private use. No matter what you'll be using the fencing for, you will be comforted to know that it is backed by our 25 year rust-free warranty.

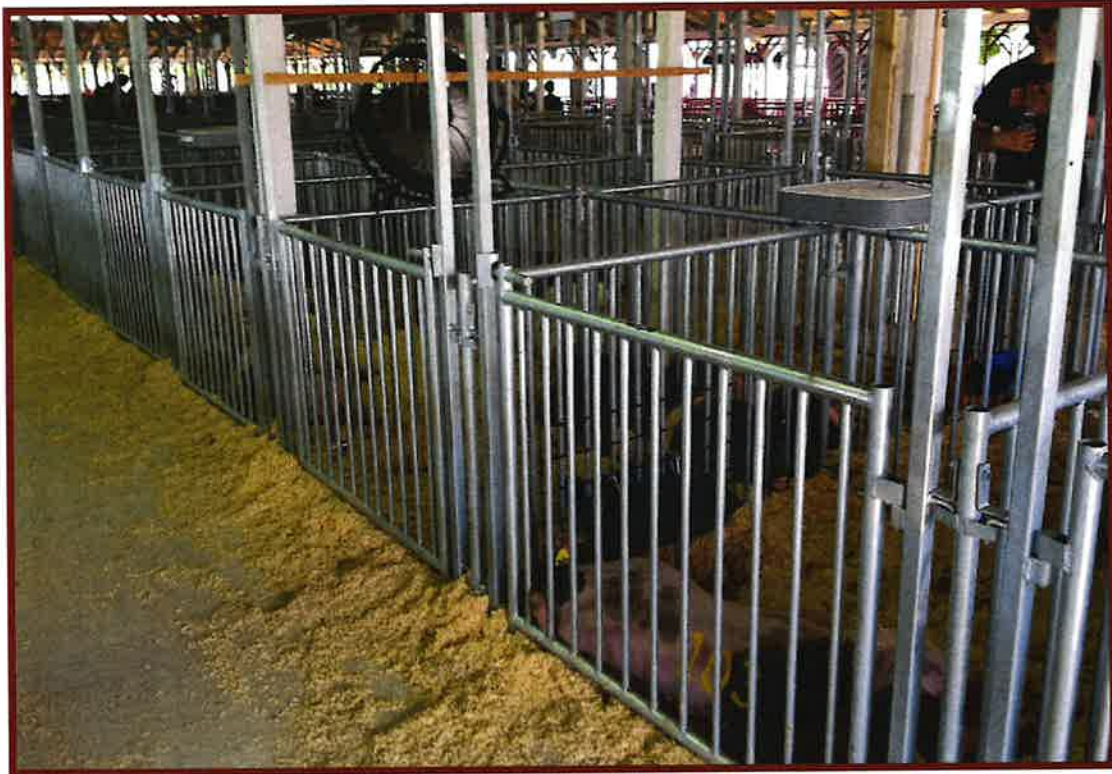




What makes our confinement fencing better than others?

- **Alley Panel:** An Alley Panel has one Alley End Bracket on each end.
- **Division Panel:** A Division Panel has a Division End Bracket on one and an Alley End Bracket on the other.

Portable Sheep, Swine and Goat Pens

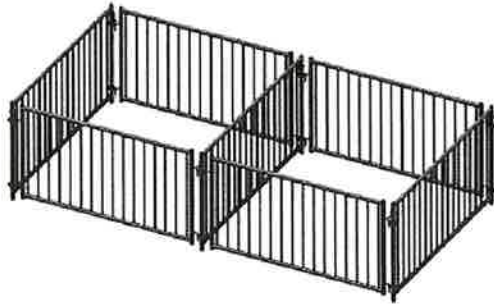


Hot Dip Galvanized after Fabrication

Specifications

- Portable, temporary and sheep bow door
- Interconnecting (no posts needed)
- Fronts and back hook to dividers
- Easy set-up
- Multi configurations
- Hot dip galvanized
- 25 year rust-free warranty
- We ship NATIONWIDE
- Competitive shipping rates or you can pick up at one of our 2 locations: Apple Valley, CA **Page 118**
Hamilton, MT

4'x4' Standard Sheep / Swine Pen



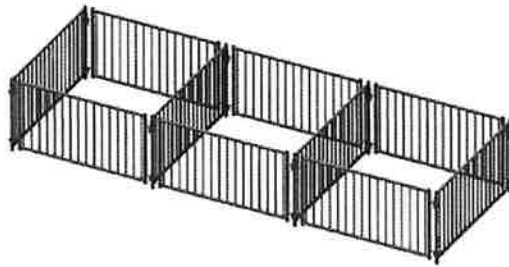
Side-by-Side Standard Pens

6'x6' Sheep / Swine Pen with Bow Gate





**Side-by-Side Pens with Bow Gates
Configuration Examples**



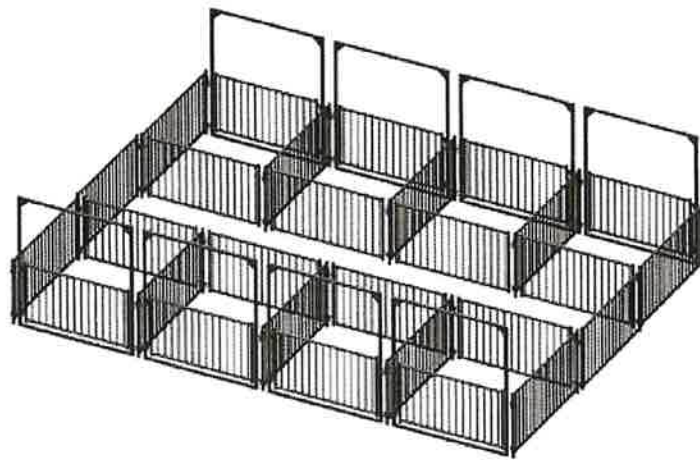
(3) 6'x6' Pens



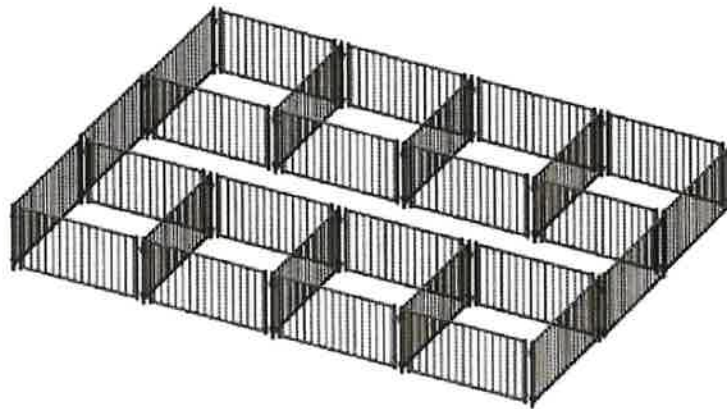
Divider Panel



Safety Latch



6'x6' Bow Gate Pen Configuration



6'x6' Standard Pen Configuration

Available Heights

38" | 42" | 48" (Custom heights also available)

Available Lengths

4' | 5' | 6' | 8' | 10' | 12' (Custom lengths also available)

Production Time

12-16 weeks (for custom sizes)

Custom Pricing

38" Pen: \$40/Ft.*

42" Pen: \$45/Ft.*

48" Pen: \$50/Ft.*

Bow Gate Frame \$175/Gate.*

**Plus freight (Avg. \$6/Ft.)*



5'x5'x38": \$525 (plus shipping)

6'x6'x42": \$595 (plus shipping)



WW Livestock Systems
 Kirby Minor - Special Sales
 620-885-4115 Office
 580-819-2864 Cell



**Crook County Fairgrounds
 Prineville, Or**

**40 - 6x6 H&S Pens
 41" Tall - 3" SPACING**

	QTY	PART #	DISCRIPTION	COST	TOTAL
	52		H&S 6' VR P-C	\$235.00	\$12,220.00
	8		H&S 12' VR P-C	\$435.00	\$3,480.00
	40		H&S 6' GIF VR P-P	\$325.00	\$13,000.00
	4	5-215	H&S STARTER POST	\$45.00	\$180.00
					<u>\$ 21,660.00</u>
				RETAIL	\$ 28,880.00
			DISC	25%	<u>\$ 7,220.00</u>
					<u>\$ 21,660.00</u>
			MATERIAL SURCHARGE	50%	<u>\$ 10,830.00</u>
					<u>\$ 32,490.00</u>
				FRT	<u>\$ 4,800.00</u>
			TOTAL		<u>\$ 37,290.00</u>



WILCO FARM STORE - PRINEVILLE
154 NE SAINT CHARLES WAY

PRINEVILLE, OR 97754
PHONE: (541) 447-1718

THANK YOU FOR SHOPPING WILCO.

CROOK COUNTY FAIRGROUNDS

PO BOX 507
PRINEVILLE OR 97754
(541) 447-6575

CUST#: 735243
TERMS: NET 15TH

DOC #: 666248/b
DATE : 4/ 5/24 TIME : 8:01
CLERK: KPH TERM#305

TAX : 001 OREGON STATE TAX

EXP. DATE: 5/ 3/24

EST.#: 666248

* ESTIMATE *

LN#	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	40	EA	1383408	FAIR PANEL W/GATE 41"x6'	40	399.00	275.00 /EA	11,000.00
2				MFG#1383408				
3	64	EA	1383410	FAIR PANEL 41"x 6'	64	299.00	200.00 /EA	12,800.00

TAXABLE 0.00
NON-TAXABLE 23800.00
SUBTOTAL 23800.00

** ESTIMATE ** ESTIMATE ** ESTIMATE ** ESTIMATE **

TAX AMOUNT 0.00
TOTAL AMOUNT 23800.00

X

Received By

AGENDA ITEM REQUEST



Date: 4/02/2024

Meeting date desired: 4/10/2024

Subject: *Oregon Dept. of Forestry IGA for leasing ramp space at airport for Fire season.*

Background and policy implications:

The airport has hosted the Oregon department of forestry single engine air tankers for seasonal fire protection for a number of years. This agreement is the typical and lasts for 5 to 6 months.

Budget/fiscal impacts:

The Airport receives \$1400.00 per month / total of approx.. \$8400.00 for the season.

Requested by:

Kelly Coffelt Airport Manager.

Presenters:

Kelly Coffelt – Airport Manager

Legal review (only if requested):

Legal reviewed the document..



Oregon Department of Forestry INTERGOVERNMENTAL AGREEMENT

This agreement is between the **STATE of OREGON**, acting by and through its **DEPARTMENT OF FORESTRY**, hereafter called **Agency**, and **Crook County**, a political subdivision of the **State of Oregon**, hereafter called **County**.

Administrators of this agreement are:

County	Agency
Administrator: Kelly Coffelt Title: Airport Manager Organization: Prineville/Crook County Airport Address: 4585 SW Airport Road Prineville, OR 97754 Phone: 541-416-0805 Fax: 541-416-0809 Email: kcoffelt@cityofprineville.com Federal ID #:	Administrator: Neal Laugle Title: State Aviation Manager State of Oregon, Oregon Department of Forestry Address: 2600 State Street Salem, OR 97310 Phone: 503-945-7508 Fax: 503-945-7430 Email: Neal.d.laugle@oregon.gov

RECITALS

By the authority granted in Oregon Revised Statutes (ORS) 190.110 and 526.046, Agency may enter into cooperative agreements with counties, cities, and units of local government.

1. AUTHORITY

This Agreement is authorized by ORS 190.110.

2. PURPOSE

The Prineville/Crook County Airport (“Airport”) is owned by Crook County and managed by the City. ODF desires to locate two single engine air tankers, service trailer with truck, and office trailer (the “Equipment”) and conduct air tanker operations at the Airport for the 2024 fire season. “Air Tanker Operations” include mixing Firelce (water enhancing gel), loading Firelce into the air tankers, maintaining the air tankers, and conducting administrative duties.

County shall allow ODF to use an area of the Airport upon which to locate the Equipment and to conduct air tanker operations.

The parties have agreed on the terms of ODF locating its Equipment and conducting its Air Tanker Operations at the Airport and desire to memorialize such agreement.

ODF will locate equipment on a 14,000 square foot area at the Airport designated by County (“Ramp Area”). ODF will conduct all its Air Tanker Operations using the Ramp Area and will be authorized to Page 127

use other appropriate areas of the Airport for fueling, taxiing, take offs, and landing the Air Tankers. County shall also provide to the Ramp Area the following:

- *Electricity for ODF's office trailer;*
- *Two porta-potties and wash station to be serviced on a regular schedule;*
- *Water for mixing BlazeTamer, washing aircraft, and washing the Ramp Area;*
- *Garbage service, including receptacle of a size needed and approved by ODF, together with regular removal of garbage; and*
- *The electricity and water shall be metered. At the end of this Agreement, County shall provide to ODF the beginning and ending readings for the electricity and water.*

3. EFFECTIVE DATE AND DURATION

This Agreement is effective on May 15, 2024, ("Effective Date"), and terminates on October 31, 2024; or if the 2024 wildfire season extends past October 31, 2024, the date when ODF moves all the Equipment from the Airport, unless terminated earlier in accordance with Section 16.

4. AUTHORIZED REPRESENTATIVES

4.1 Agency's Authorized Representative is:

Neal Laugle
2600 State Street, Salem, OR 97310
503-945-7508
503-945-7430
Neal.d.laugle@oregon.gov
Billing/Invoice contact: SeverityFinance@odf.oregon.gov

4.2 County's Authorized Representative is:

Kelly Coffelt
4585 SW Airport Road, Prineville, OR 97754
541-416-0805
kcoffelt@cityofprineville.com

4.3 A Party may designate a new Authorized Representative by written notice to the other Party.

5. RESPONSIBILITIES OF EACH PARTY

5.1 County shall perform the work set forth on Exhibit A, attached hereto and incorporated herein by this reference.

5.2 Agency shall pay County as described in Section 6.

6. COMPENSATION AND PAYMENT TERMS

Agency shall pay the rate of \$1,400/month for usage and the final billing will include actual costs incurred by the County for water and electricity used by the Agency over the term of the Agreement used by ODF and their Vendors in this operation. County will also provide two porta-potties and a handwash station, to be serviced on a regular schedule. Also included is garbage service to include a receptacle of a size approved by ODF and regular removal of garbage.

This Agreement is effective on April 1, 2024 ("Effective Date"), and terminates on October 31, 2024; or if the 2024 wildfire season extends past October 31, 2024, the date when ODF moves all the Equipment from the Airport, unless terminated earlier in accordance with Section 16. If ODF is still present on site beyond October 31, 2024, the Agency will pay \$40 per day for each additional day ODF uses the Ramp Area After October 31, 2024.

7. REPRESENTATIONS AND WARRANTIES

County represents and warrants to Agency that:

- 7.1 County is an Airport duly organized and validly existing. County has the power and authority to enter into and perform this Agreement.
- 7.2 The making and performance by County of this Agreement (a) have been duly authorized by County, (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of County's charter or other organizational document and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which County is party or by which County may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by County of this Agreement, other than those that have already been obtained.
- 7.3 This Agreement has been duly executed and delivered by County and constitutes a legal, valid and binding obligation of County enforceable in accordance with its terms.
- 7.4 County has the skill and knowledge possessed by well-informed members of the industry, trade or profession most closely involved in providing the services under this Agreement, and County will apply that skill and knowledge with care and diligence to perform its obligations under this Agreement in a professional manner and in accordance with the highest standards prevalent in the related industry, trade or profession; and
- 7.5 County shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform its obligations under this Agreement.
The representations and warranties set forth in this section are in addition to, and not in lieu of, any other representations or warranties provided by County.

8. GOVERNING LAW, CONSENT TO JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between Agency or any other agency or department of the State of Oregon, or both, and County that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court. COUNTY, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

9. OWNERSHIP OF WORK PRODUCT

9.1 As used in this Section 9 and elsewhere in this Agreement, the following terms have the meanings set forth below:

9.1.1 "County Intellectual Property" means any intellectual property owned by County and developed independently from the work under this Agreement.

9.1.2 "Third Party Intellectual Property" means any intellectual property owned by parties other than County or Agency.

9.1.3 "Work Product" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item that County is required to deliver to Agency under this Agreement, and all intellectual property rights therein.

9.2 All Work Product created by County under this Agreement, including derivative works and compilations, and whether or not such Work Product is considered a "work made for hire," shall be the exclusive property of Agency. Agency and County agree that all Work Product created by County under this Agreement is "work made for hire" of which Agency is the author within the meaning of the United States Copyright Act. If for any reason the Work Product created by County under this Agreement is not "work made for hire," County hereby irrevocably assigns to Agency any and all of its rights, title, and interest in all Work Product created by County under this Agreement, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Upon Agency's reasonable request, County shall execute such further documents and instruments necessary to fully vest such rights in Agency. County forever waives any and all rights relating to Work Product created by County under this Agreement, including without limitation, any and all rights arising under 17 U.S.C. §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

9.3 If Work Product is County Intellectual Property, a derivative work based on County Intellectual Property or a compilation that includes County Intellectual Property, County hereby grants to Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the County Intellectual Property and the pre-existing elements of the County Intellectual Property employed in the Work Product, and to authorize others to do the same on Agency's behalf.

9.4 If Work Product is Third Party Intellectual Property, a derivative work based on Third Party Intellectual Property or a compilation that includes Third Party Intellectual Property, County shall secure on Agency's behalf and in the name of Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Third Party Intellectual Property and the pre-existing elements of the Third Party Intellectual Property employed in the Work Product, and to authorize others to do the same on Agency's behalf.

9.5 If state or federal law requires that Agency or County grant to the United States a license to any intellectual property in the Work Product, or if state or federal law requires that Agency or the United States own the intellectual property in the Work Product, then County shall execute such further documents and instruments as Agency may reasonably request in order to make any such grant or to assign ownership in such intellectual property to the United States or Agency.

10. CONTRIBUTION

- 10.1 If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (a "Third Party Claim") against a Party (the "Notified Party") with respect to which the other Party (the "Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified Party. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this Section and a meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 10 with respect to the Third Party Claim.
- 10.2 With respect to a Third Party Claim for which Agency is jointly liable with County (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by County in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of County on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of County on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.
- 10.3 With respect to a Third Party Claim for which County is jointly liable with Agency (or would be if joined in the Third Party Claim), County shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of County on the one hand and of Agency on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of County on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

11. COUNTY DEFAULT

County will be in default under this Agreement upon the occurrence of any of the following events:

- 11.1 County fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement.
- 11.2 Any representation, warranty or statement made by County in this Agreement or in any documents or reports relied upon by Agency to measure the delivery of services, the expenditure of funds or the performance by County is untrue in any material respect when made.

11.3 County (a) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated a bankrupt or insolvent, (e) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (h) takes any action for the purpose of effecting any of the foregoing; or

11.4 A proceeding or case is commenced, without the application or consent of County, in any court of competent jurisdiction, seeking (a) the liquidation, dissolution or winding-up, or the composition or readjustment of debts of County, (b) the appointment of a trustee, receiver, custodian, liquidator, or the like of County or of all or any substantial part of its assets, or (c) similar relief in respect to County under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against County is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

12. AGENCY DEFAULT

Agency will be in default under this Agreement if Agency fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

13. REMEDIES

13.1 In the event County is in default under Section 11, Agency may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of this Agreement under Section 16, (b) reducing or withholding payment for work or Work Product that County has failed to deliver within any scheduled completion dates or has performed inadequately or defectively, (c) requiring County to perform, at County's expense, additional work necessary to satisfy its performance obligations or meet performance standards under this Agreement, (d) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, or (e) exercise of its right of recovery of overpayments under Section 14 of this Agreement or setoff, or both. These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

13.2 In the event Agency is in default under Section 12 and whether or not County elects to exercise its right to terminate this Agreement under Section 16.3.3, or in the event Agency terminates this Agreement under Sections 16.2.1, 16.2.2, 16.2.3, or 16.2.5, County's sole monetary remedy will be (a) for work compensable at a stated rate, a claim for unpaid invoices for work completed and accepted by Agency, for work completed and accepted by Agency within any limits set forth in this Agreement but not yet invoiced, for authorized expenses incurred, and for interest within the limits of ORS 293.462, less any claims Agency has against County, and (b) for deliverable-based work, a claim for the sum designated for completing the deliverable multiplied by the percentage of work completed on the deliverable and accepted by Agency, for authorized expenses incurred, and for interest within the limits of ORS 293.462, less previous amounts paid for the deliverable and any claims that Agency

has against County. In no event will Agency be liable to County for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to County exceed the amount due to County under this Section 13.2, County shall promptly pay any excess to Agency.

14. RECOVERY OF OVERPAYMENTS

If payments to County under this Agreement, or any other agreement between Agency and County, exceed the amount to which County is entitled, Agency may, after notifying County in writing, withhold from payments due County under this Agreement, such amounts, over such periods of times, as are necessary to recover the amount of the overpayment.

15. LIMITATION OF LIABILITY

EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO SECTION 10, NEITHER PARTY WILL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

16. TERMINATION

16.1 This Agreement may be terminated at any time by mutual written consent of the Parties.

16.2 Agency may terminate this Agreement as follows:

16.2.1 Upon 30 days advance written notice to County;

16.2.2 Immediately upon written notice to County, if Agency fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in Agency's reasonable administrative discretion, to perform its obligations under this Agreement;

16.2.3 Immediately upon written notice to County, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that Agency's performance under this Agreement is prohibited or Agency is prohibited from paying for such performance from the planned funding source;

16.2.4 Immediately upon written notice to County, if County is in default under this Agreement and such default remains uncured 15 days after written notice thereof to County; or

16.2.5 As otherwise expressly provided in this Agreement.

16.3 County may terminate this Agreement as follows:

16.3.1 Immediately upon written notice to Agency, if County fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in County's reasonable administrative discretion, to perform its obligations under this Agreement;

PO#-##### (for agency use) Prineville/Crook County Airport

16.3.2 Immediately upon written notice to Agency, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that County's performance under this Agreement is prohibited or County is prohibited from paying for such performance from the planned funding source;

16.3.3 Immediately upon written notice to Agency, if Agency is in default under this Agreement and such default remains uncured 15 days after written notice thereof to Agency; or

16.3.4 As otherwise expressly provided in this Agreement.

16.4 Upon receiving a notice of termination of this Agreement, County will immediately cease all activities under this Agreement, unless Agency expressly directs otherwise in such notice. Upon termination, County will deliver to Agency all documents, information, works-in-progress, Work Product and other property that are or would be deliverables under the Agreement. And upon Agency's reasonable request, County will surrender all documents, research or objects or other tangible things needed to complete the work that was to have been performed by County under this Agreement.

17. INSURANCE

See Section 10 Contributions. County

18. NONAPPROPRIATION

Agency's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon Agency receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, section 7 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of Agency.

19. AMENDMENTS

The terms of this Agreement may not be altered, modified, supplemented or otherwise amended, except by written agreement of the Parties.

20. NOTICE

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by facsimile, email, personal delivery, or postage prepaid mail, to a Party's Authorized Representative at the physical address, fax number or email address set forth in this Agreement, or to such other addresses as either Party may indicate pursuant to this Section 20. Any notice so addressed and mailed becomes effective five (5) days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system. Any notice given by facsimile becomes effective upon electronic confirmation of successful transmission to the designated fax number.

21. SURVIVAL

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than the rights and obligations arising under Sections 8, 9, 10, 14, 15 and 21 hereof

and those rights and obligations that by their express terms survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

22. SEVERABILITY

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

23. COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

24. COMPLIANCE WITH LAW

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local law.

25. INDEPENDENT CONTRACTORS

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that County is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

26. INTENDED BENEFICIARIES

Agency and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

27. FORCE MAJEURE

Neither Party is responsible for any failure to perform or any delay in performance of any obligations under this Agreement caused by fire, civil unrest, labor unrest, natural causes, or war, which is beyond that Party's reasonable control. Each Party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement. Agency may terminate this Agreement upon written notice to County after reasonably determining that the failure or delay will likely prevent successful performance of this Agreement.

28. ASSIGNMENT AND SUCCESSORS IN INTEREST

County may not assign or transfer its interest in this Agreement without the prior written consent of Agency and any attempt by County to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. Agency's consent to County's assignment or transfer of its interest in this Agreement will not relieve County of any of its duties or obligations under this Agreement. The provisions of this Agreement will be binding upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

29. SUBCONTRACTS

County shall not, without Agency's prior written consent, enter into any subcontracts for any of the work required of County under this Agreement. Agency's consent to any subcontract will not relieve County of any of its duties or obligations under this Agreement.

30. TIME IS OF THE ESSENCE

Time is of the essence in County's performance of its obligations under this Agreement.

31. MERGER, WAIVER

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by both Parties. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given. EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

32. RECORDS MAINTENANCE AND ACCESS

County shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, County shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of County, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document County's performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of County, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." County acknowledges and agrees that Agency and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. County shall retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to foregoing minimum records retention requirement, County shall maintain Records in accordance with the records retention schedules set forth in OAR Chapter 166.

33. HEADINGS

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

34. ADDITIONAL REQUIREMENTS

There are no additional requirements that the County shall be required to comply with.

35. AGREEMENT DOCUMENTS

This Agreement consists of the following documents, which are listed in descending order of precedence: this Agreement less all exhibits, attached Exhibit A (the Statement of Work).

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

**STATE OF OREGON acting by and through its
Prineville
Oregon Department of Forestry**

Crook County

By: Neal Laugle

By: _____

Neal Laugle
Printed Name

Printed Name

ODF State Aviation Manager
Title

Title

04/02/2024
Date

Date

**EXHIBIT A
STATEMENT OF WORK**

Overview: *This is a land-use agreement with Crook County for Ramp Space for two Single-Engine Air Tankers to conduct Air Tanker Operations for fire season 2024. This area includes space for a service trailer with truck and office trailer, as well as access for take-offs, landings, and taxiing.*

Prineville/Crook County Airport is owned by Crook County, Oregon and managed by the City of Prineville. The Airport is located at 4585 SW Airport Road, Prineville, Oregon. The agreed upon area is 14,000 square feet of ramp space.

This agreement is necessary to provide the above listed amenities and access for an aviation contract for Two Single-Engine Air Tankers to be located at or near Prineville, Oregon for wildfire response. Prineville, Oregon provides a central location for operations of these assets.

Included in the Land Use Agreement is access to metered electricity and water. ODF will pay the Airport for these amenities at the end of the agreement for the metered amount consumed. County will also provide two porta-potties and a handwash station, to be serviced on a regular schedule. Also included is garbage service to include a receptacle of a size approved by ODF and regular removal of garbage.

Scope of Work: *This agreement is for the forementioned Ramp Space and access to Airport facilities, such as taxiways and runways for aerial firefighting equipment. The Airport will also provide access to metered water to support all aspects of the operation, as well as metered electricity for support of operations.*

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Crook County

Mailing: 300 NE 3rd Street • Prineville, Oregon 97754
Physical: 203 NE Court Street • Prineville, Oregon 97754
Phone (541) 447-6555

April 17, 2024

Bureau of Land Management, USDI
Jeremy Bluma, Senior Advisor, BLM
jbluma@blm.gov

RE: Comments in response too Western Solar Draft PEIS/RMP
NEPA number: DOI-BLM—HQ-3000-2023-0001-RMP-EIS

To Whom it May Concern:

Crook County thanks you for the opportunity to respond to the PDEIS for this project. We provided comments during the Scoping Period for this document by our letter of March 1, 2023, and we remain concerned and interested in how the PEIS will respond to those issues.

The Crook County Board of Commissioners for Crook County, adopted its Crook County Natural Resource Policy in 2017. The policy, developed with the strong participation of citizens of Crook County, serves as the guide for the County’s interaction with local Federal land management agencies in regard to natural resource issues.

As previously noted in Scoping, our primary concerns stem from the relationship to the Natural Resources Policy. After reviewing the DPEIS, we do not believe these primary concerns are adequately addressed:

- 1) Crook County supports the multiple-use character of federal lands for the economic welfare and enjoyment of Crook County residents and visitors. Conversion of multiple-use to single use is not supported by the County.**

The Federal Land Management Policy Act of 1976, the BLM “organic act,” stipulates this same policy which has been updated through various guidance documents, but never changing its multiple use purpose. As recently as March 30, 2023, the BLM issued a proposed rule increasing its emphasis on ecosystem health, recreational access, and climate resilience, all tenets of multiple use.

With this PDEIS, the BLM proposes placing a range of acreage from a low of 8.4 million acres to 55 million acres available to a single use; solar power with its fields of solar voltaic mirrors. Crook County already has solar power arrays on private lands and there are applications filed locally for solar projects on public lands administered by the Prineville BLM District. Crook County believes that in many/most cases, private lands are superior to Public Lands. Direct, taxable income is provided to landowners. While we support advances in well-sited green energy alternatives, we believe those alternatives must maintain the availability of Public lands for all multiple uses. As more and more Public lands become unavailable due to exclusive uses, those

acres in Crook County and other western spaces will only become more precious and subject to increasing use by an American public seeking the freedoms provided on Public Lands. However, Multiple Use (Livestock grazing, WHB management, recreation, soil protection, etc.) are excluded by direction in this DPEIS. Heavily damaged, highly modified landscapes will be the norm in these vast areas of Exclusive Use. Mining, under the 1872 Mining Law, is a close example to the proposals for solar power, but it is under the auspices of legislation, an important difference, not agency policy/planning.

2) Crook County supports Section 101 of NEPA which sets forth a national policy “to use all practicable means and measures, including financial and technical assistance, in a manner calculated to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans.”

The FPEIS should detail how Counties across the west, including Crook County, will be able to share revenues from Federal leasing of the vast acreages of Public lands and/or be assisted in managing the increased needs for infrastructure and management as recreation users are displaced from heavily impacted solar areas to the more natural environments remaining in multiple use lands.

The FPEIS needs to detail mitigation opportunities to reduce impacts to a wide range of plants and animals that currently exist or rely seasonally on the same areas as will be proposed for future development under the DPEIS. Currently, it is highly uncertain that mitigation can adequately meet the needs of all species on the Public lands being considered for development. Little research has been conducted to fully understand those impacts, particularly the critical longer-term studies. Short term studies may or may not reflect the longer-term effects. Key desert species, like the desert tortoise and other existing or potential ESA species should be carefully considered because “extinction is forever.” Both migratory and localized plant and animal species all deserve consideration and disclosure. Crook County is concerned that where mitigation is considered rather than avoidance, impacts will be uncertain given the scale of proposals and lack of substantive research.

Other substantive issues – Our letter of March 1, 2023, detailed a number of questions that require consideration and response. Additionally, there are several broad issue categories that we consider critical, particularly after looking for applicable research dealing with programs and projects at the scale being considered and are fraught with uncertainty. Several categories of important uncertain and unknowable impacts should be considered and addressed. The PEIS proposes making significant changes to up to 55 million acres, impacts of the following should be considered and disclosed.

Permitting-Leasing – Fees for occupancy of Public Lands with solar arrays should be structured to be at least competitive or commensurate with leases on private lands. Alternatively, given that occupied areas will be an exclusive use with an unknown occupancy horizon, equal value land exchanges between BLM and private landholders should be considered to avoid diminishing the availability and values of Public Lands to members of our County and the U.S. Updated special use permit fees and mitigation costs would force companies to also look for private land opportunities where they pay a fair market price, stimulate the local/regional economies and contribute to our communities. Public Lands should only be available to

companies after showing proof of exhaustive search for private lands for siting results in no alternatives.

Future electricity sources – Solar and wind power at commercial scales are relatively new sources of electricity (last 20 years), and a number of other alternative sources are being considered, including hydrogen, nuclear at different scales, fusion and others. Given the speed of technology development, it may well be the case that solar power is considered “old technology” and abandoned. What happens to the vast arrays that will exist in another 20 years? How will the resource values damaged or lost be recovered; the harshness of the lands being selected makes it very difficult to recover after heavy disturbance? The PDEIS provides little insight how/if that could occur. It is likely those lands will remain sore spots on the landscape with a very changed character.

Once installed and while operating, solar panels are a no-fossil fuels alternative energy source; but not quite “green”. Getting them operational and follow up is a different story. A fundamental component is silicon wafers used in semiconductors. 60% of these wafers are controlled by China. 45% of the polysilicon is from the Uyghur Region. The human abuses and forced labor of the indigenous people is well known. United States sourcing of production by slave labor should be antithetical to our values. The various materials throughout the process requires highly earth disturbing mining activities involving machinery and vehicles fueled by fossil fuels. Transport across the ocean requires fossil fuels as does shipping from the coast to the final location. Disposal of all the used panels would require thousands of acres of landfills, an added reduction of Public Lands. Green? At best, somewhat.

Decommissioning/Reclamation/recycling possibilities – There are currently no suitable, affordable processes/methods to recycle and/or reuse the renewable energy components of either solar or wind power at the scales envisioned. What are the plans for recycling the various elements of solar arrays after its useful life, some of which are likely toxic? Substantial damage to arrays can be done by violent weather episodes including wind, hail, flooding, etc. How will the damaged elements be recovered and recycled? The uncertainty of being able to recycle and safely manage the vast amounts of spent solar panels in 20 years needs to be made more transparent. Landfills are an unacceptable option. Clearly this will be a great deal for the Chinese; they profit from nearly all the manufacturing processes and sales and the United States is left with figuring out what to do with the residual leftovers. It seems unconscionable to plan and begin building all the proposed arrays and not have a clear path for reclamation and recycling that has been demonstrated through science and research that it can be successful.

Currently the DPEIS notes that a performance and reclamation bond is required by the BLM as a condition of approval and authorization. A Decommissioning, Abandonment and Site Reclamation Plan is also required. Direction from the PDEIA includes the statement, **“All components of solar fields would be dismantled and recycled, sold for scrap, or disposed of offsite as solid waste (some PV panels might be classified as hazardous waste and would have special disposal requirements.)”** Crook County strongly disagrees with this “figure it out later” approach that easily could result in massive hazardous additions to landfills creating dangerous conditions to additional lands. What negative cost is this to the community and environment by trying to achieve this overall “green plan” which the local citizens have to live and deal with maybe for future generations with no net gain for them with their power? Landfills are currently the most common disposal of the huge

windmill blades because that wasn't planned in advance either and no suitable alternatives have been found for recycling at the scales required.




The agendas between the political parties and the initiatives they support differ greatly, which could ultimately leave these projects abandoned as well. Large bonds should be required to ensure that funds are available for decommissioning/rehabilitating these projects as they are primarily created by investor groups that are going for the green in their own pockets and can bankrupt their responsibilities if there is no safeguard in place.

Uncertain environmental impacts, locally and globally – The solar array allocations being considered are only a portion of those across the west and globally. While localized environmental effects are important, so also is the cumulative nature of impacts globally. It is at least theorized that at some point of development such as proposed in Saudi Arabia, Australia and other nations, large arrays at the landscape level can modify climate and weather. Some research has been done showing short term effects on local weather, particularly temperature modification within and adjacent to the array installations. Additionally, as the wide-open western landscape is rapidly modified through development, there may be significant impacts to the mental and physical health and well-being of people as their culturally important lands are modified. Those impacts should be detailed and disclosed in an understandable manner.

In summary, given the high level of unknown or uncertain impacts and future technologies, Crook County urges the decision makers to approach this plan with the humility it deserves and have a “look before it leaps attitude”. NEPA requires federal agencies to assess the environmental impacts before allowing potentially harmful projects. The public has the right to be provided with the answers and be able to comment on such. In the opinion of Crook County, none of the five action alternatives are acceptable, as none of them are able to honor the Crook County Oregon Natural Resource Policy.

Our western Public Lands in the amount of 162 million acres, is a vitally important resource for the people of the United States for conservation and many other uses that are increasingly important in our rapidly changing and stressful world. The situation with hydropower dams is an example of what happens with uncertain, unpredictable effects. The dams across the west, and particularly the Columbia River system, during earlier times seemingly were an obvious choice to produce electricity and other benefits such as irrigation to arid lands, transportation of commercial goods, and others. Society is now grappling with how to “fix” or recover at least some of what was lost. The impacts on the amazing salmon resources were anticipated and accepted at that time. But consideration in those earlier times could not have envisioned or understood the true impacts and effects of those losses; not only fish but the cultures and well-being of native people and others. In their decision, Crook County urges BLM to err on the side of multiple use and long-term conservation, not a single exclusive use that could occupy and essentially privatize such vast areas of Public Land.

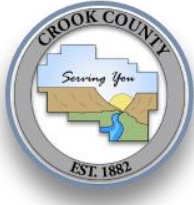
Sincerely,

		
Seth Crawford County Commissioner	Brian Barney County Commissioner	Susan Hermreck County Commissioner

CC: Oregon Congressional Delegation
AOC
Eastern Oregon Counties

Post comments: <https://eplanning.blm.gov/eplanning-ui/project/2022371/595/8020125/comment>

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Crook County

Mailing: 300 NE 3rd Street • Prineville, Oregon 97754
Physical: 203 NE Court Street • Prineville, Oregon 97754
Phone (541) 416-6555

April 17, 2024

Re: County Support for construction of an open-air barn at the Crook County Fairgrounds

Dear Friend and Neighbor,

As the elected commissioners for Crook County, we are excited about the community interest in the construction of a new open-air facility at our community Fairgrounds. For decades, the Fairgrounds has served the needs of Crook County by providing meeting spaces, event hosting, and our cherished Crook County Fair. Its services are especially helpful in supporting youth recreation and interest in agriculture, farming, ranching, and animal husbandry. Learning to raise animals imparts invaluable real-world skills, which will serve our young people throughout their lives.

Your generous interest in contributing substantial funding is sincerely appreciated, and would go a long way to helping to plan out how the new facility may be implemented.

These plans are in the early stages of development, but we anticipate a great deal of public enthusiasm for a new Fairground facility. We look forward to working with you, the fair board, and all people who are interested in supporting local agriculture, in finding ways to make this project a reality.

Sincerely,

X

Seth Crawford
County Commissioner

X

Brian Barney
County Commissioner

X

Susan Hermreck
County Commissioner

Cc: Crook County Fair Board
Friends of the Crook County Fairgrounds

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

FOREVER  COUNTRY

PRINEVILLE

CROOK COUNTY CHAMBER & VISITOR CENTER

**CHAMBER
UPDATES
APRIL 17, 2024**

CITY OF PRINEVILLE RAILWAY

VISITORS CENTER
CHAMBER OF COMMERCE

CURRENT STATUS & ACCOMPLISHMENTS

- ◆ New Staff / New Positions
 - ◆ Operations Manager
 - ◆ Membership Development Coordinator
 - ◆ Administrative Assistant

- ◆ New Financials & New Budget
 - ◆ Company Budget / Financials
 - ◆ Operations Budget / Financials
 - ◆ Chamber Budget / Financials
 - ◆ Tourism Budget / Financials

CURRENT STATUS & ACCOMPLISHMENTS

- ❖ Human Resources Company - Bambee
 - ❖ New Policy and Policy Review
 - ❖ Job Description Creation and Review
 - ❖ Employee Cabinet for Documents
 - ❖ Employee Mandatory Training Program / Tracking
 - ❖ Custom Training Program / Tracking
 - ❖ Management Support - Grievances, Difficult Discussions, Guidance, etc.
 - ❖ Job Descriptions for all Employees
 - ❖ Employee Agreements for all Employees
 - ❖ Confidential Staff Reporting

CURRENT STATUS & ACCOMPLISHMENTS

- ❖ Information Technology (IT) Support
 - ❖ Dedicated IT Administrator
 - ❖ Google Drive Suite
- ❖ Membership
 - ❖ Retention review and program work
 - ❖ Addition of new members - Member Increase from 426 (7/1/22-6/30/23) to 480 (7/1/23-current)
 - ❖ Member Revenue Increase February 1

LOOKING AHEAD

❖ Events

- ❖ Stampede Street Party support
- ❖ 4th of July Fireworks
- ❖ Moonfest support
- ❖ Candy Crawl
- ❖ Small Business Saturday
- ❖ Christmas Parade

❖ Future Events

- ❖ Golf Tournament - Spring 2025

LOOKING AHEAD

- ❖ Employee Growth / Education
 - ❖ Workshops and trainings
 - ❖ Process and procedure review

- ❖ Office and Visitor Center Remodel
 - ❖ Addition of office space
 - ❖ ADA Accessibility changes - customer counter, door and seating
 - ❖ Larger retail area

- ❖ Visitor Center
 - ❖ Retail Growth - Additional products to sell within the Visitor's Center and at various events
 - ❖ Visitor's Center pamphlets and information materials

LOOKING AHEAD

- ◆ Membership
 - ◆ Ambassador Program
 - ◆ Membership Retention Program
 - ◆ Loyalty Program
 - ◆ Education



EXPLORE
PRINEVILLE

TOURISM UPDATE
April 17, 2024

CURRENT STATUS & ACCOMPLISHMENTS

❖ **Staff Devoted to Tourism**

- Director of Tourism
- Destination Specialist, RARE Americorp Member

❖ **Education and Training**

- Oregon Destination Association Conference
- Governor's Conference on Tourism
- Regards to Rural Conference
- Oregon Tourism Leadership Academy
- OSU: Agricultural Tourism Course
- Travel Oregon Destination Bootcamp

CURRENT STATUS & ACCOMPLISHMENTS

◆ **Industry Partnerships**

- Travel Oregon
- Visit Central Oregon

◆ **Recognition**

- Speaker at Outdoor Recreation Conference
- Oregon Tourism Leadership Academy - 2024 Cohort
- Coordinated Guided Tour for Travel Oregon Team
- Destination Management Studio - Core Group Member
- Governor's Conference Booth/Recognition

CURRENT STATUS & ACCOMPLISHMENTS

❖ **Grants**

- Travel Oregon - ADA Accessibility
- VCO - Future Fund Grant
- East Cascade Works - Training and Education
- Travel Oregon - Recreation Map

❖ **New Events and Tours**

- Wanderlust Tours (15+) - Dark Skies Weekend 5/10-12
- Cycle Oregon (500+) - Gravel Race 6/7-9
- In A Landscape (400) - Wine Down Ranch 6/12
- Farm To Table (30) - Wine Down Ranch 7/14

❖ **New Programs**

- Tourist Discount/Lanyard Program
- Website !!
- Outdoor Recreation Map
- Tourist Discount Program

MARKETING/MEDIA RECOGNITION

- ❖ Governor's Conference on Tourism
- ❖ Travel Oregon Newsletter/Website
- ❖ Visit Central Oregon Newsletter
- ❖ World Atlas - 7 Best Places to Retire in Oregon
- ❖ KTVZ
- ❖ Central Oregon Daily News
- ❖ Bend Bulletin

THANK YOU!

FOREVER  COUNTRY

PRINEVILLE

CROOK COUNTY CHAMBER & VISITOR CENTER



EXPLORE

PRINEVILLE



Request to place business before the Crook County Court

Important Note: The County Court is the legislative, policy-setting body of Crook County. Matters which come before the Court should as a general rule be those of general concern to Crook County residents and Crook County. Administrative matters which are the purview of individual departments will be placed on the agenda at the request of the Department Head. By completing this form, you are asking to be placed on the agenda.

Deadlines: To appear at a Work Session or Regular County Court Meeting, your request and all documentation must be submitted the Wednesday before the date of the Work Session or Regular County Court Meeting.

Please return this form to Crook County Administration Office via

Email: Sarah.Puerner@crookcountyor.gov or by mail to 300 NE 3rd St., Prineville OR 97754

Your name: Prineville Crook County Chamber and Tourism

Date of Request: April 2024

Email: deb@prinevillechamber.com and kim@exploreprineville.com

Phone: 541-447-6304

Address (optional): _____

1. What is the date of the Court meeting you would like to appear at? Available date in April

2. Describe the matter to be placed before the Court: Quarterly Tourism and Chamber program updates.

3. What action are you requesting that the Court take? No action needed just information we provide to our partners.

4. What is the cost involved with your request, if applicable? NA

5. Have you asked the County for a fee waiver before? If yes, when? NA

6. Please estimate the time required for your presentation.

5 minutes 10 minutes 15 minutes other _____ minutes

7. Are you (or will you be) represented by legal counsel?

Yes (please name your attorney) NA

No, I am not currently represented. (Note: it is your obligation to advise the Court if at any time you retain legal counsel to assist you in this matter.)

8. If you have a physical disability and require an accommodation, please specify your need:

NA

Administrative Section

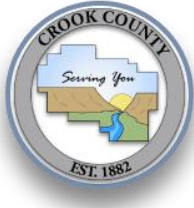
Date Received: _____

Date Reviewed by Court: _____

FY Budget: _____

County Court: Approved/Denied

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

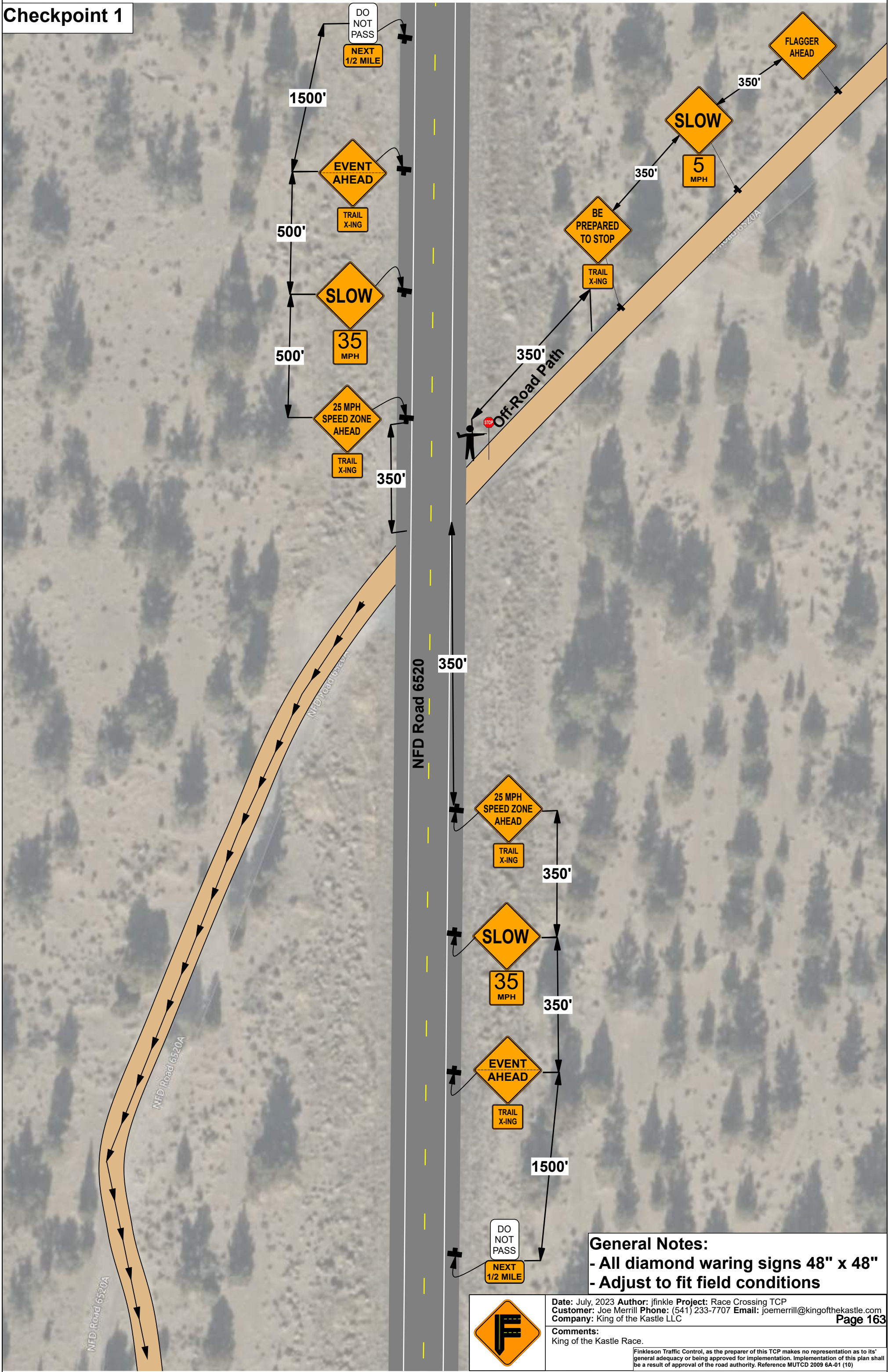
Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

Checkpoint 1



General Notes:
 - All diamond warning signs 48" x 48"
 - Adjust to fit field conditions

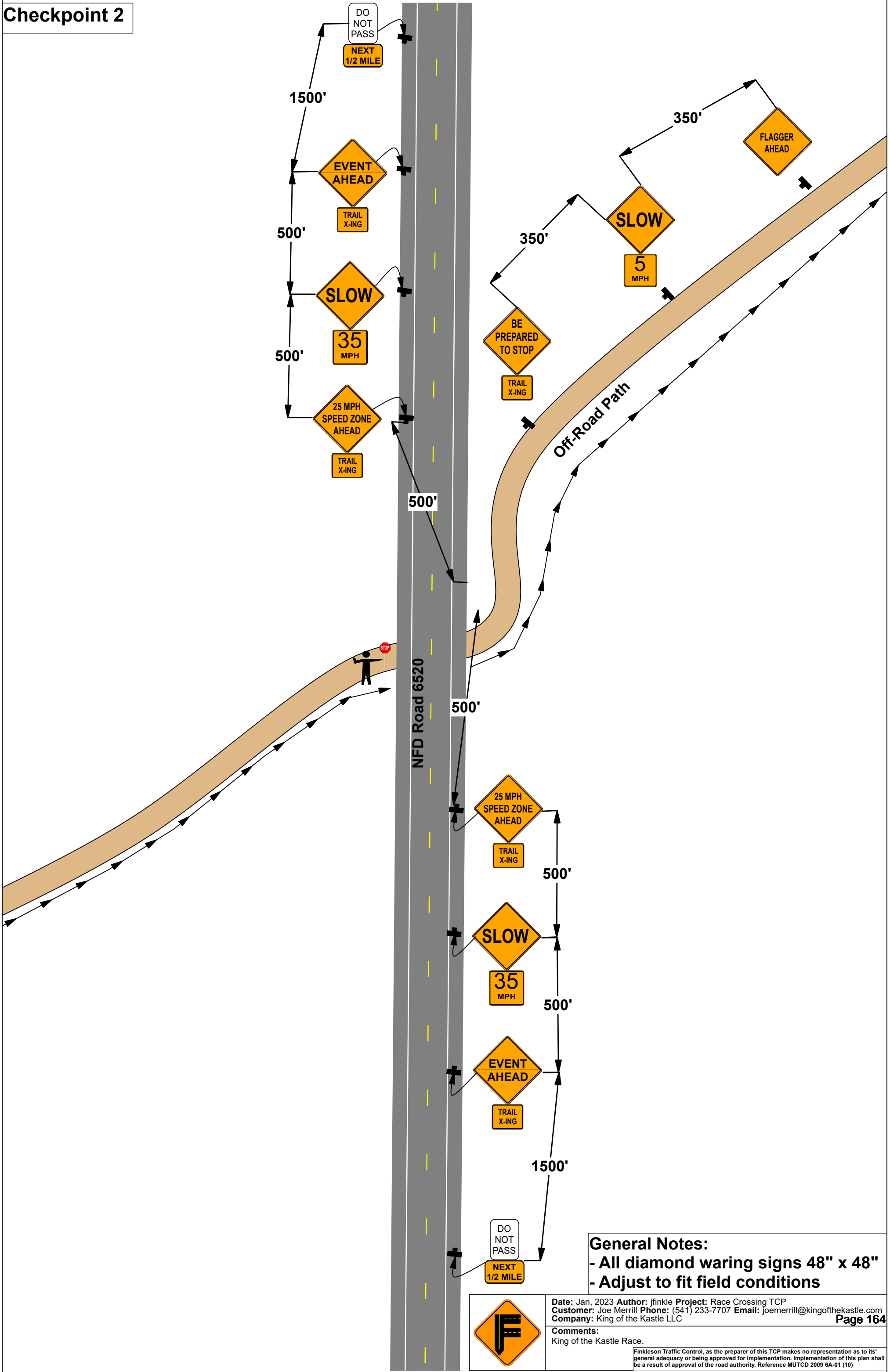
Date: July, 2023 Author: jfinkle Project: Race Crossing TCP
 Customer: Joe Merrill Phone: (541) 233-7707 Email: joemerrill@kingofthekastle.com
 Company: King of the Kastle LLC Page 163

Comments:
 King of the Kastle Race.



Finkleson Traffic Control, as the preparer of this TCP makes no representation as to its' general adequacy or being approved for implementation. Implementation of this plan shall be a result of approval of the road authority. Reference MUTCD 2009 6A-01 (10)

Checkpoint 2



General Notes:
 - All diamond warning signs 48" x 48"
 - Adjust to fit field conditions



Date: Jan, 2023 Author: jfinkle Project: Race Crossing TCP
 Customer: Joe Merrill Phone: (541) 233-7707 Email: joemerrill@kingofthekastle.com
 Company: King of the Kastle LLC Page 164

Comments:
 King of the Kastle Race.

Finkleson Traffic Control, as the preparer of this TCP makes no representation as to its' general adequacy or being approved for implementation. Implementation of this plan shall be a result of approval of the road authority. Reference MUTCD 2009 6A-01 (10)



Agenda Item Request

Date:

April 11, 2024

Meeting date desired:

April 17, 2024

Subject:

Crook County received the GFOA's Distinguished Budget Presentation Award for the FY24 budget document

Background and policy implications:

GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal. Approximately 1,800 governments, including states, cities, counties, special districts, school districts, and more have been recognized for transparency in budgeting. To earn recognition, budget documents must meet program criteria and excel as a policy document, financial plan, operations guide, and communication tool.

Budget/fiscal impacts:

NA

Requested by:

Christina Haron, CPA, Crook County Finance Director

christina.haron@crookcountyor.gov

Presenters:

*Christina Haron, CPA, Crook County Finance Director
Jamie Berger, Crook County Budget Analyst*

Legal review (only if requested):

NA



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Crook County
Oregon**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
Crook County, Oregon**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morill

Date: **December 28, 2023**

INSTRUCTIONS FOR REPRODUCING AND REFERENCING THE DISTINGUISHED BUDGET PRESENTATION AWARD

Preparers of award-winning budget documents are only permitted to reproduce the Distinguished Budget Presentation Award in their budget document for the fiscal period immediately following the one for which the Award was granted. If you reproduce the Award in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to [NAME OF GOVERNMENT], for its [FISCAL PERIOD TYPE] Budget for the fiscal year beginning [FISCAL YEAR BEGIN]. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of [FISCAL PERIOD] only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Reference to the receipt of the Distinguished Budget Presentation Award may be made in other documents. The reference to the Award should use the standard terminology noted above and be formatted in the document where the Award is mentioned during the year the award was received.



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

12/28/2023

For more information, contact:
Technical Services Center
Phone: (312) 977-9700
Email: budgetaward@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **Crook County, Oregon** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

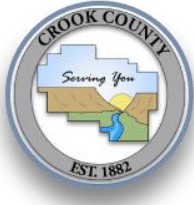
- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



**Oregon Department of Agriculture
Wolf Compensation and Financial Assistance
2024 Grant Agreement – Grant #: ODA-4518-GR**

Between: State of Oregon, acting by and through its Oregon Department of Agriculture

And: Grantee: Crook County
Grantee Address: 203 NE Court ST
Prineville, OR 97754

Date: Date of Agreement: April 1, 2024

**Section 1
Legal Basis of Award; Term of Agreement**

Section 1.01. Pursuant to ORS 610.150 to ORS 610.155 (the “Act”), the Department of Agriculture (the “Department”) shall establish and implement a wolf depredation compensation and financial assistance grant program and award grants in accordance with the Act and rules adopted by the Department in OAR chapter 603, Division 019 (the “Rules”) pursuant to ORS 610.150(4).

Section 1.02. Grant Term and Termination. This Agreement shall be effective on the date on which it has been fully executed by every party and when required, approved by the Department of Justice. The availability of Grant moneys under this Agreement and Department’s obligation to disburse Grant moneys pursuant to Section 2.01 shall end on **January 31, 2025** (the “Termination Date”). Grantee shall not submit any disbursement requests and Department shall not disburse any Grant moneys after the Termination Date. Agreement termination shall not extinguish or prejudice the Department’s right to enforce this Agreement with respect to any default by Grantee that has not been cured.

**Section 2
Grant Award**

Section 2.01. Grant. Subject to Sections 2.02 and in accordance with all terms and conditions of this Agreement, the Department shall disburse to Grantee, no earlier than **May 1, 2024**, a maximum of **\$14,874.40** (Grant money) to be awarded to Grantee for the purposes and amounts as set forth in the Budget found in Table 2.01. The purposes for the grant shall be for one or more of following numbered “Award Types”:

- 1) Compensation for injury or death of livestock or working dogs resulting from wolf depredation;
- 2) Compensation for missing livestock or working dogs resulting from wolf depredation;
- 3) Reimbursement for qualified expenses incurred by the county for implementing the county program, as provided in OAR 603-019-0001(5), OAR 603-019-0005(c) and OAR 603-019-0015(2)(g); and
- 4) Financial assistance for implementing methods that limit wolf-livestock interaction (livestock management techniques or nonlethal wolf deterrence techniques).

All disbursements (“Awards”) that the Grantee makes to persons or organizations (“Award Recipients”) for Award Types 1, 2, and 3 must be detailed in reports as required by Section 5.01. Awards to owners and managers for Award Types 1 and 2 are compensation for injury, death, or missing livestock or working dogs that occurred from February 1, 2023 through January 30, 2024, and that were documented in the grantee’s grant application. Grantee will report to the Department all grant moneys actually spent and allocated annually as required by Section 3.03.

Table 2.01 BUDGET

AWARD TYPE	BUDGET AMOUNT
#1 (Death/Injury)	\$5,222
#2 (Missing)	\$0

#3 (Prev./Nonlethal)	\$9,652.40
#4 (Admin)	\$0
Total Award	\$14,874.40

Section 2.02. Conditions Precedent to Disbursement. Disbursement of Grant moneys to Grantee pursuant to Section 2.01 is subject to satisfaction of each of the following conditions precedent:

- a) The Wolf Management Compensation and Proactive Trust Fund (Trust Fund) managed by the Department and established in compliance with the Act and Rules contains sufficient funds and the Department has received sufficient expenditure authorizations to allow the Department, in the exercise of its reasonable administrative discretion, to make the disbursement;
- b) The county maintains a County Advisory Committee (“CAC”) described in ORS 610.150(2) and the committee meets the requirements of OAR 603-019-0015(2);
- c) The county is in compliance with the Act and Rules, including without limitation:
 - i. In accordance with OAR 603-019-0015, the CAC has established compensation rates for injured, dead and missing animals that are qualified for compensation; livestock or working dog owners applying to Grantees to receive Type 1 or Type 4 Awards meet the specified conditions for compensation; and the county program distributes funds, to the extent possible, in an equal and balanced manner between payments to compensate for death, injury or for missing animals and payments to implement livestock management techniques or nonlethal wolf deterrence techniques , with a minimum of 30% of the county’s Grant funds distributed for livestock management techniques (including non-lethal methods) that limit wolf-livestock interaction.
 - ii. County has submitted, or will submit, an itemized record of expenses for which it is claiming compensation for no more than 90 percent of the expenses associated with implementing the county program for the wolf depredation and financial assistance grant program, as described in OAR 603-019-0010(2)(g), and county provides a matching, money contribution of at least 10% of the total expenses, described in 603-019-0015(2)(g), incurred for implementing the county program;
- d) None of the conditions established by the Act that would limit expenditures exist;
- e) No default as described in Section 6.03 has occurred and is continuing; and
- f) Grantee’s representations and warranties set forth in Section 4 are true and correct when made and effective, and shall be true and correct on the date of disbursement with the same effect as though made on and as of such date.

Section 3 Uses of Grant

Section 3.01. Eligible Uses of Grant. Grant moneys may be used solely for the purposes described in this Agreement.

Section 3.02. Ineligible Uses of Grant. Grantee may not obligate or expend any Grant moneys in excess of the amounts set forth in Table 2.01. Budget changes must be approved by the Department.

Section 3.03. Report of Moneys Spent and Allocated; Return of Unspent Moneys. Grantee shall report to the Department by **December 31, 2024** all grant moneys spent and all moneys allocated to be spent by the **January 31, 2025** termination date. Any unspent and unallocated moneys must be returned to the Department as provided by Section 3.04.

Section 3.04. Recovery of Grant Moneys. Any Grant moneys disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement (“Misexpended Funds”) or that remain unexpended on the Termination Date (“Unexpended Funds”) must be returned to Department. If Grantee fails to return the amount of any Unexpended Funds within fifteen (15) days after the date Department demands return of those funds, Department may deduct the amount demanded from any future payment from Department to Grantee, including but not limited to, any payment to Grantee from Department under this Agreement and any payment to Grantee from Department under any other contract or agreement, present or future, between Department and Grantee. Before taking action to recover Misexpended Funds, the Department will contact Grantee to



notify it of the lack of compliance and the Department's potential action in order to give the county the opportunity to address the Department's concerns. If the Department chooses to take action to recover funds from the count, the Department will provide a 30-day advance notice to the county.

Section 3.05. Equipment. Department shall have no right, title or interest in any equipment purchased using Grant moneys.

Section 4 Grantee's REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to Department that: (1) Grantee is a county government duly organized and validly existing under the laws of Oregon; and (2) Grantee has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder. Grantee represents and warrants that the making and performance by Grantee of this Agreement (a) has been duly authorized by all necessary action of Grantee; (b) does not and will not violate any provision of any applicable law, rule, or regulation or order of any court, regulatory Department, board or other administrative agency or any provision of Grantee's charter or other organizational document; and (c) does not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties are bound or affected; and (c) this Agreement has been duly authorized, executed and delivered on behalf of Grantee and constitutes the legal, valid, and binding obligation of Grantee, enforceable in accordance with its terms

Section 5 Grantee's Agreements

Section 5.01. Reports.

- a) Annual Report. For each Award Recipient receiving Type 1 or Type 4 compensation listed in Table 2.01, Grantee shall provide Department a written report (requirements listed below) describing detailed claim, expenditure and price determination information related to awarded Grant moneys. Grantee shall provide such reports upon request by Department, or by the date established elsewhere in this Agreement. This report may be submitted with the Grantee's grant application, but the Department retains the right to request clarifying or additional information before grant disbursement. For each Award Recipient receiving Type 2 grant funds, Grantee shall provide Department a written report as described below.
- i. Please respond to the following requests in your report:
 1. Please explain the procedures established by your County Advisory Committee (CAC) requiring livestock owners to provide evidence of loss or injury to livestock or working dogs due to wolf depredation in order to be considered for compensation. What types of evidence and documentation did you require?
 2. Please explain the procedures established by your CAC requiring livestock owners to provide cost estimates or receipts of livestock management techniques and/or non-lethal wolf deterrence techniques to be considered for financial assistance. What type of follow-up has been or will be done to assure these techniques were implemented after financial assistance Awards were made?
 3. Please describe the procedures that your CAC used in order to establish compensation for missing livestock attributable to wolf depredation. (Please note that compensation for missing livestock may only be granted for missing animals that were located within an area of known wolf activity.) What procedures were in place and what types of documentation was required in order to rule out other possible causes for the animals being missing?
 4. Please describe how your CAC established compensation rates for death or injury to livestock or working dogs, attributable to wolf depredation, based on fair market value.
 5. Please describe how your CAC established compensation rates for missing livestock or working dogs attributable to wolf depredation.
 6. Please describe your county's plan for distributing grant funds in an equal and balanced manner between payments to compensate for death or injury to livestock or working dogs attributed to wolf depredation, and payments to implement livestock management techniques or nonlethal wolf deterrence techniques designed to discourage wolf depredation of livestock, with a minimum of 30% of a county's grant funds, as distributed by the Department, distributed for livestock management techniques or nonlethal wolf deterrence techniques.



7. Please describe what techniques/procedures were used by your CAC to make a determination that a livestock owner seeking compensation for dead, injured or missing livestock or working dogs attributable to wolf depredation, did not unreasonably or purposefully create circumstances that attracted wolves or encouraged conflict between wolves and livestock or working dogs, excluding accepted normal husbandry and grazing activities.
 8. In order for livestock owners to receive compensation funds for death or injury to livestock or working dogs or for missing livestock in an area of known wolf activity, the owner or manager must demonstrate implementation of best management practices to deter wolves, including non-lethal methods when practicable. Please describe the established process/procedure, tools and techniques that your CAC used to make this determination.
- ii. For each Award made to owners or managers for compensation for death or injury of livestock or working dogs due to wolf depredation, counties must determine that the owner or manager has not already been compensated by other means and must supply the following information in a report to the Department:
 1. A copy of the Oregon Department of Fish and Wildlife (“ODF&W”) Wolf Depredation Summary Finding Form,
 2. Animal type,
 3. Whether animal was insured,
 4. Number of animals included in claim,
 5. Average value of animal(s); and
 6. List wolf deterrence methods used by owner or manager before depredation occurred (this is required if depredation occurred in area of known wolf activity as found by ODF&W).
 - iii. For Awards made to owners or managers for livestock and working dogs that are missing due to wolf depredation, counties must determine that the owner or manager has not already been compensated by other means and must supply the following information in a report to the Department:
 1. Owner or manager name,
 2. Date range unconfirmed depredation occurred resulting in missing animal(s),
 3. County unconfirmed depredation occurred in (must be area designated by ODF&W as an area of known wolf activity),
 4. Animal type,
 5. Whether animal was insured,
 6. Number of animals included in this claim,
 7. Average value of animal, and
 8. List wolf deterrence methods used by owner or manager before depredation occurred.
 - iv. For Awards to persons or organizations to implement livestock management techniques or nonlethal wolf deterrence techniques (Type 2 Awards), counties must consult with the Oregon Department of Fish and Wildlife on location and type of technique(s) applied before Awards are given. Counties must supply the following information in a report to the Department:
 1. Award Recipient name,
 2. Brief description of management or nonlethal deterrence technique,
 3. Date and location implemented,
 4. Cost of management or nonlethal deterrence technique, and
 5. Source of cost/price estimate.

- b) Periodic Oral Reports. Grantee shall, from time to time and upon request from Department, make oral presentations at times and locations designated by Department, describing the then current status of Awards.

Section 5.02. Records and Inspection. Grantee shall keep and maintain in accordance with generally accepted accounting principles proper books of account and records on all activities associated with all Awards and the activities financed with the Grant funds, including livestock owner or manager compensation. Grantee shall retain the books of account and records until the later of six years after the Termination Date or the date that all disputes, if any, arising under this Agreement have been resolved. The Department, the Secretary of State’s Office of the State of Oregon and their duly authorized representatives shall have access during normal business hours to the books, documents, papers and records of Grantee that are directly related to this Agreement, and the Grant moneys provided hereunder for the purpose of making audits and examinations. In addition, the Department, the Secretary of State’s Office of the State of Oregon and their duly authorized representatives may make and retain excerpts, copies and transcriptions of the foregoing books, documents,



papers and records. Grantee shall permit authorized representatives of Department, the Secretary of State's Office of the State of Oregon and their duly authorized representatives to perform site reviews of all activities financed with the Grant funds.

Section 5.03. Compliance with Laws. Grantee shall comply, and require all Award Recipients to comply, with all applicable federal, state and local laws. This Section shall survive expiration or termination of this Agreement.

Section 5.04. Delivery of Work Product. Grantee shall deliver to Department, at no charge, copies of all reports, articles, books, or other documents that arise from Awards funded in whole or in part with Grant moneys.

Section 5.05. Ownership of Work Product. Grantee shall retain ownership of all work product produced using Grant moneys. Grantee hereby grants to Department a royalty free, perpetual, non-exclusive license to reproduce, distribute, prepare derivative works based upon, distribute copies of, perform and display the work product, and to authorize others to do the same on Department's behalf.

Section 6 Termination and Default

Section 6.01. Termination by Department. The Department may terminate this Agreement for its convenience effective upon written notice to Grantee, or at such later date as may be established by Department in such notice. In the event that Department terminates this Agreement pursuant to this Section 6.01(a), Grantee shall, as of the effective date of termination, cease activities and distribution of Awards, and shall submit to Department an invoice detailing Grantee's expenditures as of the date of termination that are funded with Grant moneys. All amounts unexpended as of the date of termination shall be returned to Department in accordance with Section 3.03.

Section 6.02. Termination by Grantee: Grantee may terminate this Agreement upon written notice to Department, or at such later date as may be established by Grantee in such notice, under any of the following circumstances: (i) Grantee fails, after diligently pursuing all reasonable funding sources, to obtain sufficient funding from other planned funding sources that were made known to Department in writing before the Effective Date of this Agreement, or (ii) if, because of events wholly out of the control of the Grantee, Grantee is unable to discharge any of its covenants, agreements or obligations under this Agreement. In the event of termination pursuant to Section 6.02(i), Grantee shall return all Grant moneys attributable to the terminated Award previously disbursed by Department to Grantee under this Agreement. In the event of termination pursuant to Section 6.02(ii), Grantee shall return to Department all unexpended Grant moneys attributable to the terminated Award previously disbursed to Grantee by Department under this Agreement.

Section 6.03. Default. Grantee shall be in default under this Agreement if (a) Grantee fails to perform, observe or discharge any of its covenants, agreements or obligations contained herein or in any exhibit attached hereto; (b) Any representation, warranty or statement made by Grantee herein or in any documents or reports relied upon by Department to measure progress on the Awards funded by the Grant, the expenditure of Grant moneys or the performance by Grantee is untrue in any material respect when made; (c) if Grantee (i) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or of all of its property, (ii) admits in writing its inability, or is generally unable, to pay its debts as they become due, (iii) makes a general assignment for the benefit of its creditors, (iv) is adjudicated a bankrupt or insolvent, (v) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (vi) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (vii) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (viii) takes any action for the purpose of effecting any of the foregoing; or (d) A proceeding or case is commenced, without the application or consent of Grantee, in any court of competent jurisdiction, seeking (i) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Grantee, (ii) the appointment of a trustee, receiver, custodian, liquidator, or the like of Grantee or of all or any substantial part of its assets, or (iii) similar relief in respect to Grantee under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty (60) consecutive days, or an order for relief against Grantee is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

Section 6.04. Remedies Upon Default. If Grantee's default is not cured, whether or not curable, within fifteen (15) days of written notice thereof to Grantee from Department or such longer period as Department may authorize in its sole discretion, Department may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of this Agreement and return of all or a portion of the Grant moneys, and



payment of interest earned on the Grant amount. Department may pursue remedies with respect to defaults related to an individual Award, to multiple Awards, or to all of the Awards set forth in Section 2.

Section 7 Miscellaneous

Section 7.01. No Implied Waiver, Cumulative Remedies. The failure of Department to exercise, and any delay in exercising any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

Section 7.02. Governing Law; Venue; Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the Department or any other agency or department of the State of Oregon, or both, and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of the jurisdiction of any court or of any form of defense to or immunity from any Claim, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. This Section shall survive expiration or termination of this Agreement.

Section 7.03. Notices. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notice to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid to Grantee or Department at the address or number set forth on page 1 of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this section. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

Section 7.04. Amendments. This Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.

Section 7.05. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of Department, Grantee, and their respective successors and assigns, except that Grantee may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of Department.

Section 7.06. Entire Agreement. This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

Section 7.07. Contribution. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Grantee by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the Grantee (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant



equitable considerations. The relative fault of the State on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with the State (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

This Section shall survive expiration or termination of this Agreement.

Section 7.08. Indemnification by Subcontractors. Grantee shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims. This Section shall survive expiration or termination of this Agreement.

Section 7.09. Survival. All provisions of this Agreement set forth in the following sections shall survive termination of this Agreement: Section 3.03, Recovery of Grant Moneys; Section 5.02, Records and Inspection; and the entirety of Section 7, MISCELLANEOUS.

Section 7.10. Counterparts. This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

Section 7.11. No Third-Party Beneficiaries. Department and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. This Section shall survive expiration or termination of this Agreement.

Section 7.12. Relationship of Parties. The parties agree and acknowledge that their relationship is that of independent parties and that Grantee is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

Section 7.13 Subcontracts. Grantee shall not enter into any subcontracts for any part of the program supported by this Agreement without the Department's prior written consent. In addition to any other provisions the Department may require, Grantee shall include in any permitted subcontract under this Agreement provisions to ensure that the Department will receive the benefit of subcontractor activity(ies) as if the subcontractor were the Grantee.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the dates set forth below their respective signatures.

GRANTEE COUNTY: Crook County



AUTHORIZED REPRESENTATIVE: _____, **County Commissioner**

Signature		Date	
Print Name		Title	

State of Oregon, Acting by and through its Oregon Department of Agriculture

Signature		Date			
Print Name	Lauren Henderson	Title	Deputy Director		
Address	635 Capitol St. NE				
City	Salem	State	Oregon	Zip	97301
Phone	(503) 986-4552	FAX	(503) 986-4750		



AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

Investing in a VIBRANT CROOK COUNTY

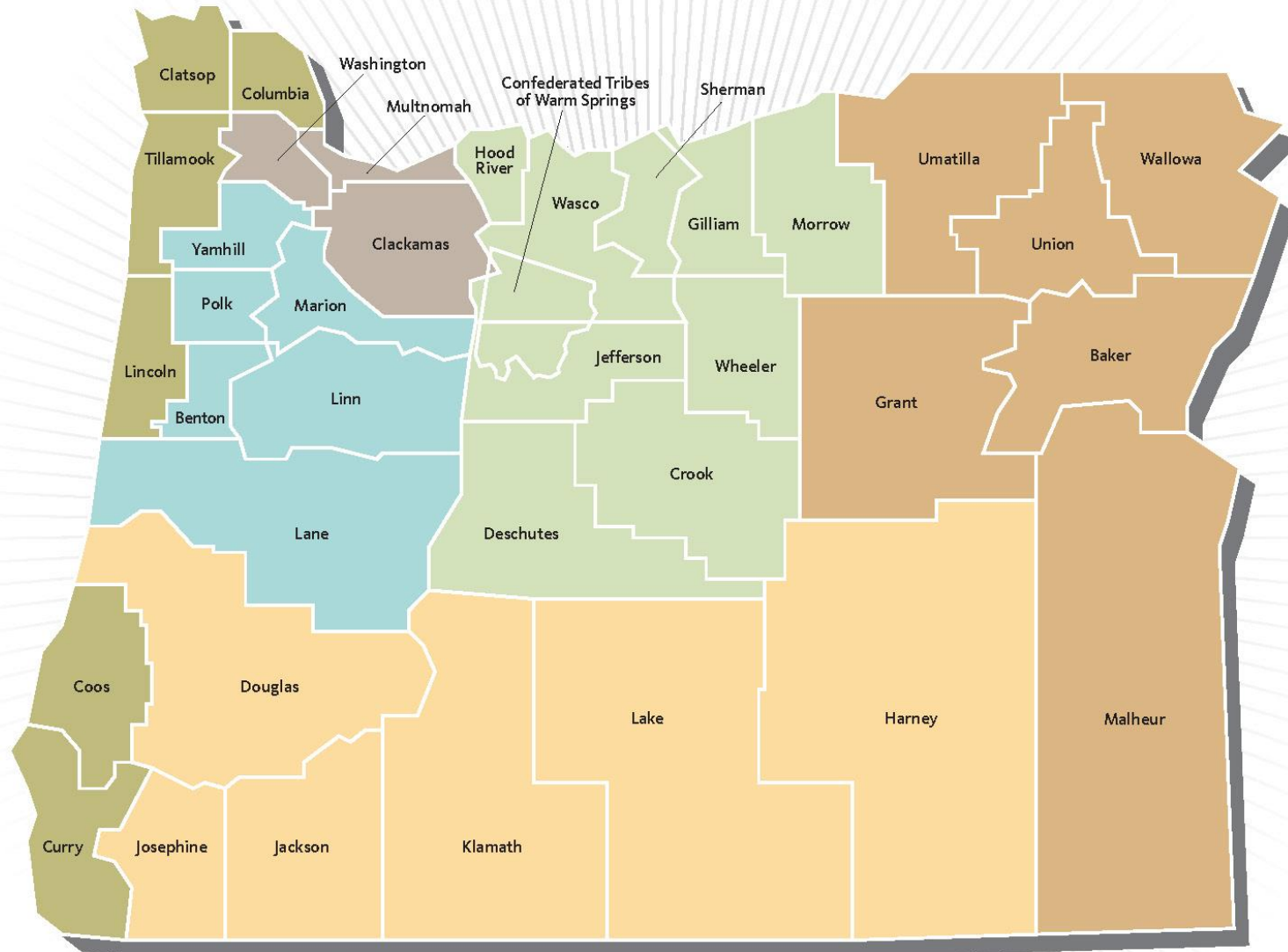
Nicole Strong, Regional Director

Central Region: Crook, Deschutes, Gilliam, Hood River, Jefferson, Morrow, Sherman, Wasco, Wheeler Counties, and The Confederated Tribes of the Warm Springs



Oregon State
University

OSU EXTENSION SERVICE. Out there and in action.



Extension programming responds to community priorities

***Our Values:** Community-based – Accountability – Credibility –
Diversity – Partnerships – Responsiveness*



Oregon State University
Extension Service

Role of the Administrative Office Manager

- Office Hub
- Liaison County – OSU
- Budget and Finances
- On the ground for day-to-day operations, program support, and client relationships
- Community Engagement
- Personnel Accountability, Management



Proposal: What Stays the Same



- Programming Priorities based on local needs and determined through local input
- County approves budget and tax rate
- Role of Advisory Board
- \$0.00 overhead to OSU
- District Building and Vehicles remain District
- Inclement weather closures determined align with county

Proposal: What Would Change

- AOM and support staff become OSU employees.
- OSU would provide Human Resources, Accounts Payable, Contracts, Grants, and foundation support.
- Crook County AOM will directly support and manage grants and non-county funding.
- AOM would have direct access to OSU professional development opportunities
- IGA would be updated.
- County internal fees adjusted.



How OSU Cares for Employees

AOM: Recommended range for initial offers: \$61,400 - \$67,800

APA/EPA2: starting salaries mid-\$40k

(both would transfer at whatever salary the County has hired at if higher).

OSU pays 95% core benefits (medical, dental, vision, full basic life).

Additional free resources (mental health, physical activity, etc.)

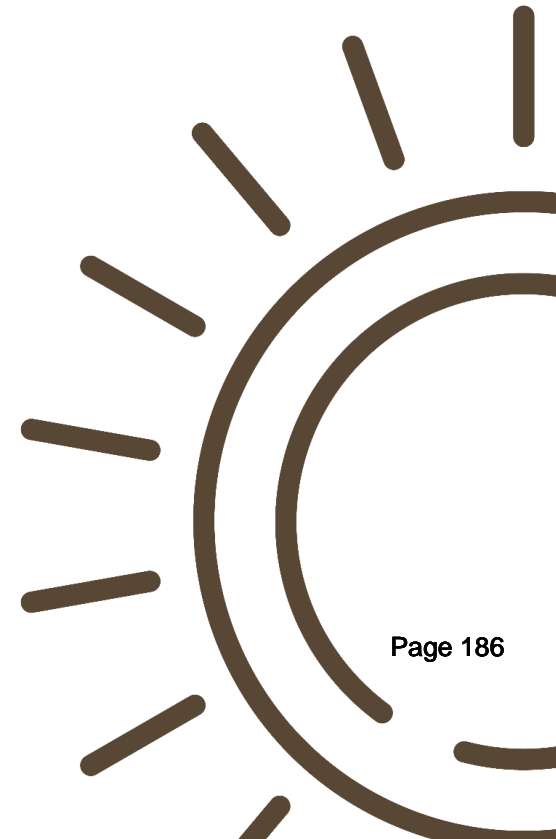
Retirement Plan: Employees can choose PERS (OSU pays 12%) or ORP

Vacation Leave: 15 hours per month, capped at 260 hours. Paid out up to 180 hours.

Sick Leave: 8 hours per month, no cap. No payout.

Holidays: 10 federal holidays and 1 Special Day to use between Thanksgiving and January 31

70% Tuition discount at any Oregon Public University for employee or one family member at a time.



SERVING CROOK COUNTY,
and our people, better
together




Oregon State University
Extension Service

OSU EXTENSION SERVICE

Investing in a VIBRANT CROOK COUNTY

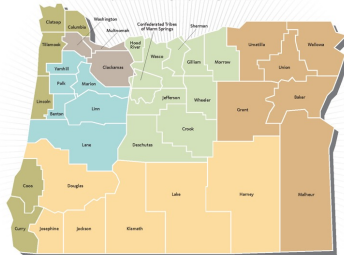
Nicole Strong, Regional Director
Central Region: Crook, Deschutes, Gilliam, Hood River, Jefferson, Morrow, Sherman, Wasco, Wheeler Counties, and The Confederated Tribes of the Warm Springs



Oregon State University

0

OSU EXTENSION SERVICE.
Out there and in action.




Oregon State University

1

Extension programming responds to community priorities

Our Values: Community-based – Accountability – Credibility – Diversity – Partnerships – Responsiveness



Oregon State University
Extension Service

2

Role of the Administrative Office Manager

- Office Hub
- Liaison County – OSU
- Budget and Finances
- On the ground for day-to-day operations, program support, and client relationships
- Community Engagement
- Personnel Accountability, Management



3

Proposal: What Stays the Same



- Programming Priorities based on local needs and determined through local input
- County approves budget and tax rate
- Role of Advisory Board
- \$0.00 overhead to OSU
- District Building and Vehicles remain District
- Inclement weather closures determined align with county

4

Proposal: What Would Change

- AOM and support staff become OSU employees.
- OSU would provide Human Resources, Accounts Payable, Contracts, Grants, and foundation support.
- Crook County AOM will directly support and manage grants and non-county funding.
- AOM would have direct access to OSU professional development opportunities
- IGA would be updated.




5

How OSU Cares for Employees

Closely aligned with County

Recommended range for initial offers: \$61,400 - \$67,800 (would transfer at whatever salary County has hired at).

OSU pays 95% core benefits (medical, dental, vision, full basic life).

Additional free resources (mental health, physical activity, etc.)


Retirement Plan: Employees can choose PERS (OSU pays 12%) or ORP

Vacation Leave: 15 hours per month, capped at 260 hours. Paid out up to 180 hours.

Sick Leave: 8 hours per month, no cap. No payout.


Holidays: 10 federal holidays and 1 Special Day to use between Thanksgiving and January 31

70% Tuition discount at any Oregon Public University for either employee or one family member at a time.



6

SERVING CROOK COUNTY, and our people, better together



7

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



Agenda Item Request

Date:

April 10, 2024

Meeting date desired:

March 17, 2024 – discussion agenda

Subject:

CET/STIF Funding Decision Needed

Background and policy implications:

ODOT announced that we have received more STIF (Statewide Transportation Improvement Fund) dollars than originally estimated. We need to choose to either (a) put these funds into the 23/25 STIF Plan, (b) put them in the 25/27 STIF Plan, or (c) split them into both Plans. Although ODOT has not released the exact figures yet, Crook is estimated to receive an additional \$1,000,000.

Budget/fiscal impacts:

Decision would increase resources for the fiscal years affected by the option chosen

Requested by:

Christina Haron, CPA, Crook County Finance Director

christina.haron@crookcountyor.gov

Presenters:

Brad Haynes, Crook County Road Superintendent

Legal review (only if requested):

NA

AGENDA ITEM REQUEST



Date:

April 9, 2024

Meeting date desired:

April 17, 2024

Subject:

Amendment 1 to Community Mental Health Funding Agreement No. 026007.

Background and policy implications:

IGA no. 026007 is the omnibus funding agreement for the community mental health program. The IGA describes a number of “service elements,” which are individual behavioral health services to be provided in the local community. Each service element is allocated its own separate amount of funds. The attached amendment would reduce currently funding allocated to Crook County for the Aid and Assist program by about \$185,000.00. Aid and Assist is the service element which is meant to assist people facing criminal proceedings, who are not currently able to “aid and assist” with their own defense. The service is meant to increase their ability to engage in the criminal process, to be aware of their circumstances, and to improve communications with attorneys and the court.

Budget/fiscal impacts:

Rick Treleven at BestCare believes that the purpose of this amendment is meant to correct an error on OHA’s part. The language in the IGA states that the Aid and Assist funds will be paid in one lump sum 30 days after signing, but what OHA did instead was to plan to pay the funds in six-month lumps. He believes they are taking away all the new funding for Aid and Assist in order to reissue it as one lump sum payment. As such, he does not have any opposition to approving the amendment.

Requested by:

*Eric Blaine; County Counsel
Eric.Blaine@CrookCountyOR.gov
541-416-3919*

Presenters:

N/A Consent agenda

Legal review (only if requested):

Legal has reviewed.

Elected official sponsor (if applicable):

N/A



In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications, and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@odhsoha.oregon.gov or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

AGREEMENT # PO-44300-00026007

**FIRST AMENDMENT TO
OREGON HEALTH AUTHORITY
2024-2025 INTERGOVERNMENTAL AGREEMENT
FOR THE FINANCING OF COMMUNITY MENTAL HEALTH, ADDICTION TREATMENT,
RECOVERY, & PREVENTION, AND PROBLEM GAMBLING SERVICES**

This First Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services effective as of January 1, 2024 (as amended, the "Agreement"), is entered into, as of the date of the last signature hereto, by and between the State of Oregon acting by and through its Oregon Health Authority ("OHA") and **Crook County** ("County").

RECITALS

WHEREAS, OHA and County wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. The financial and service information in the Financial Assistance Award is hereby amended as described in Attachment 1 attached hereto and incorporated herein by this reference. Attachment 1 must be read in conjunction with the portion of Exhibit C of the Agreement that describes the effect of an amendment of the financial and service information.
2. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
3. County represents and warrants to OHA that the representations and warranties of County set forth in section 4 of Exhibit F of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
5. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

Page 194

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the dates set forth below their respective signatures.

6. Signatures.

Crook County

By:

_____	_____	_____	_____
Authorized Signature	Printed Name	Title	Date

State of Oregon, acting by and through its Oregon Health Authority

By:

_____	_____	_____	_____
Authorized Signature	Printed Name	Title	Date

Approved by: Director, OHA Health Systems Division

By:

_____	_____	_____	_____
Authorized Signature	Printed Name	Title	Date

Approved for Legal Sufficiency:

Approved by Joseph M. Callahan, Assistant Attorney General on March 19, 2024; email in Agreement file.

ATTACHMENT 1

EXHIBIT C

Financial Pages

MODIFICATION INPUT REVIEW REPORT

MOD#: M0810
 CONTRACT#: 026007
 INPUT CHECKED BY: _____ CONTRACTOR: CROOK COUNTY
 DATE CHECKED: _____ DATE: _____
 EFFECTIVE DATES: _____ DATE: _____
 SLOTS: _____
 CHANGE/TYPE: _____

SE#	FUND CODE	CPMS PROVIDER	PROJ	EFFECTIVE DATES	DATE	SLOT CHANGE/TYPE	RATE	OPERATING DOLLARS	STARTUP PART DOLLARS ABC	PART IV	PAAF CD	BASE	CLIENT CODE	SP#
FISCAL YEAR: 2023-2024														
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	-\$74,579.20	\$0.00	A	1	Y		1
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	-\$3,293.00	\$0.00	A	1	Y		1
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	\$1,424.97	\$0.00	A	1	Y		
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	\$27,137.10	\$0.00	A	1	Y		
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	\$6,784.28	\$0.00	C	1	Y		3
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	-\$18,644.80	\$0.00	C	1	Y		1
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	-\$3,293.00	\$0.00	C	1	Y		1
4	804	AAP	AID & ASSIST PROJECT	1/1/2024 - 6/30/2024	0	/NA	\$0.00	\$1,424.97	\$0.00	C	1	Y		2
									TOTAL FOR SE# 4					
									TOTAL FOR 2023-2024					
FISCAL YEAR: 2024-2025														
4	804	AAP	AID & ASSIST PROJECT	7/1/2024 - 6/30/2025	0	/NA	\$0.00	-\$149,158.40	\$0.00	A	1	Y		1
4	804	AAP	AID & ASSIST PROJECT	7/1/2024 - 6/30/2025	0	/NA	\$0.00	\$2,849.93	\$0.00	A	1	Y		
4	804	AAP	AID & ASSIST PROJECT	7/1/2024 - 6/30/2025	0	/NA	\$0.00	-\$6,566.00	\$0.00	A	1	Y		1
4	804	AAP	AID & ASSIST PROJECT	7/1/2024 - 6/30/2025	0	/NA	\$0.00	\$54,274.20	\$0.00	A	1	Y		
4	804	AAP	AID & ASSIST PROJECT	7/1/2024 - 6/30/2025	0	/NA	\$0.00	\$13,568.55	\$0.00	C	1	Y		3
4	804	AAP	AID & ASSIST PROJECT	7/1/2024 - 6/30/2025	0	/NA	\$0.00	-\$37,289.60	\$0.00	C	1	Y		1

MODIFICATION INPUT REVIEW REPORT

MOD#: M0810
 CONTRACT#: 026007
 CONTRACTOR: CROOK COUNTY
 INPUT CHECKED BY: _____ DATE CHECKED: _____
 EFFECTIVE SLOTTED
 DATES CHANGE/TYPE
 SE# FUND CODE CPMS PROVIDER RATE STARTUP PART PART PAAF BASE CLIENT CODE SE#
 DOLLARS ABC IV CD CD DOLLARS

FISCAL YEAR:	2024-2025	OPERATING DOLLARS	STARTUP DOLLARS	BASE DOLLARS
TOTAL FOR SE# 4		-\$122,341.32	\$0.00	
TOTAL FOR 2024-2025		-\$122,341.32	\$0.00	
TOTAL FOR M0810 026007		-\$185,380.00	\$0.00	

OREGON HEALTH AUTHORITY
Financial Assistance Award Amendment (FAAA)

CONTRACTOR: CROOK COUNTY
DATE: 03/08/2024

Contract#: 026007
REF#: 003

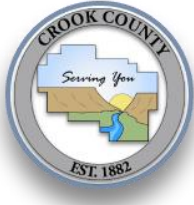
REASON FOR FAAA (for information only):

Aid and Assist Client Services (MHS 04) funds have been removed.

The following special condition(s) apply to funds as indicated by the special condition number in column 9. Each special condition set forth below may be qualified by a full description in the Financial Assistance Award.

- M0810 1 Special Condition #M0792 in Base Agreement, regarding "A) MHS 04 and B) Services" applies.
- M0810 2A) The financial assistance subject to this special condition will be disbursed to County in one lump sum within 30 calendar days after the date this Agreement becomes executed.
- M0810 3A) These funds are for MHS 04 Aid and Assist Client Services. B) The financial assistance subject to this special condition will be disbursed to County in one lump sum within 30 calendar days after the date this Agreement becomes executed.

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):



MARCH 2024

County Manager Recruitment Proposal

CROOK COUNTY, OR

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com
(206) 714-9499
www.gmphr.com





March 21, 2024

Ms. Christina Hannigan
Employee Resources Senior Business Partner
Crook County
300 NE 3rd St
Prineville, OR 97754

Dear Ms. Hannigan,

Thank you for the opportunity to provide our proposal to assist Crook County with the recruitment of its first County Manager. GMP is well positioned to partner with the County as we are currently conducting a similar recruitment for Grey's Harbor County, WA for their first County Administrator! Additionally, we are in the process of or recently completed Oregon management searches for the cities of:

- Scappoose, OR - City Manager
- Prineville, OR – Police Chief
- Cottage Grove, OR – City Manager
- Shady Cove, OR - City Administrator
- Canby, OR - City Administrator
- John Day, OR – City Manager

GMP is also conducting or recently completed management recruitments for:

- Grays Harbor County – County Administrator
- Kennewick, WA, - City Manager
- Brainerd, MN, - City Administrator
- Moab, UT - Assistant City Manager
- City of Belgrade, MT – Assistant City Manager
- Lewis County WA – County Manager
- Mountlake Terrace WA – City Manager
- Tumwater, WA - City Administrator

These and other recently completed searches provide us with an excellent knowledge of both Oregon and national city/county management candidates. Having conducted 600 total recruitments including over 150 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President



TABLE OF CONTENTS

ABOUT GMP CONSULTANTS.....	2
PROJECT TEAM MEMBERS.....	3
WORKPLAN & APPROACH.....	4
SCHEDULE.....	5
PROFESSIONAL REFERENCES.....	6
PROFESSIONAL FEE.....	6
GUARANTEE & WARRANTY.....	6
CITY/COUNTY MANAGEMENT SEARCHES BY GMP CONSULTANTS.....	7
WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER.....	9

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 235 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 11 former city/county managers our consulting group works as a team to leverage their networks and personal contacts to assist with each assignment and give your challenges thorough and creative thinking.



PROJECT TEAM MEMBERS

Greg M. Prothman – Project Manager

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Richard Meyers – Lead Consultant

Richard is currently conducting the recruitments for the Lincoln County, OR Finance Director and the City of Scappoose City Manager.

Richard is the retired City Manager of the City of Cottage Grove, Oregon (pop. 10,729) where he served as City Manager for 26 years and has worked in local government for over 36 years. Prior to Cottage Grove he served as the City Manager for Myrtle Point, Oregon for seven years. Richard attended Brigham Young University, where he earned a bachelor's degree in Public Policy and a master's in Public Administration. He was recently appointed as a Senior Advisor for the Oregon City/County Management Association (OCCMA) and is a Life member of the International City/County Management Association (ICMA). Richard and his wife, Wanda, have 4 married children and 10 grandchildren (two more grandchildren are expected in the Summer 2024). Richard and Wanda live in a home originally constructed prior to 1895 and enjoy learning the history of the home and maintaining its charm. He enjoys cycling and flat-water kayaking.

Kate Hansen – Project Manager

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Brenda Gabbitas - Candidate Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.



WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We meet with Commissioners and staff to review project needs, process, schedule, and identify the scope of the recruiting market. We would also like to meet with each Commissioner individually as well as other County elected officials, the leadership team and other stakeholders to better understand the skills, talents and ideal candidate traits desired in the new County Manager. Our goal is to thoroughly understand your organization & community, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of County Manager opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media

STRATEGIC MARKETING

Targeted Recruitments - We develop a national advertising and outreach strategy which combines placing ads in websites, job boards, and periodicals along with and extensive targeted mailings and over 3000 emails to city & county managers and administrator nationwide.

Specific ad placement will include:

- Intl. City Managers Association (ICMA)
- Oregon Association of Counties
- Oregon League of Cities
- Oregon City Managers Association
- Washington Association of Counties
- Washington Cities Association
- Western Cites (Cal Cities)
- Municipal Management Association of Northern California
- California City Management Foundation
- Government Jobs
- Careers in Government
- GMP LinkedIn Page
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 600 to 800 letters of invitation to city/county managers/administrators in the 11 western United States and emails to over 3000 city manager & administrators nationwide. We will also reach out to managers we know personally.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify the most promising semifinalists. We conduct a preliminary interview with each semifinalist and provide written observations and recommendations.

Search Work Session – We will meet with you to review semifinalists. Prior to the meeting we will send you the: each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Commission selects the finalist candidates and designs the final interviews.



FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Commission (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

Candidate Appointment - We will facilitate potential contract elements with the Commission. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 80 to 90 days to complete.

Kickoff Meeting		Client & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8	GMP: Conduct preliminary interviews
Work Session	Week 9	GMP & Client: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 10-11	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 11	Client: Hosts finalist interviews Client: Makes hiring selection



PROFESSIONAL REFERENCES

City of St Helens, OR

John Walsh, City Administrator
jwalsh@sthelensoregon.gov
503-366-8211
Finance Director

City of Gearhart, OR

Chad Sweet, City Administrator
chadsweet@cityofgearhart.com
503-738-5501
Police Chief
Division Chief - fire department

City of Canby, OR

Brian Hodson, Mayor
HodsonB@canbyoregon.gov
503 263 5528
City Administrator (2)

Redmond Fire & Rescue

Ms. Diane Cox, Human Resources Manager
Redmond Fire & Rescue
Diane.Cox@rdmfire.org
406-388-3760
Fire Chief

PROFESSIONAL FEE

The fee for conducting a County Manager recruitment is \$17,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The County of will be responsible for reimbursing expenses incurred on the County’s behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,800 est.)
- Direct mail announcements (approx. \$1,300 - \$1,800 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The County has the right to cancel the search at any time, the only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the County within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.



CITY/COUNTY CAO SEARCHES CONDUCTED AND MANAGED BY GMP CONSULTANTS

City & County of Broomfield, CO
Deputy City and County Manager

City & Borough of Sitka, AK
Municipal Administrator

City & Borough of Wrangell, AK
Borough Manager

Blaine County, ID
County Administrator

Clackamas County, OR
County Administrator

Clatsop County, OR
County Manager (2)

County of Los Alamos, NM
County Administrator

Curry County, OR
County Administrator

Deschutes County, OR
Fair & Expo Director
County Administrator

Eagle County, CO
County Manager

Franklin County, WA
County Administrator

Gunnison County, CO
County Manager
Assistant County Manager (2)

Hood River County, OR
County Administrator

Island County, WA
County Administrator

Inyo County, CA
Assistant/Deputy County Administrator

Jefferson County, WA
County Administrative Officer

Jefferson County, WA
Central Services Director

Lane County, OR
County Administrator

Lewis County, WA
County Manager

Mason County, WA
County Administrator

Mono County, CA
County Administrative Officer
Assistant County Administrative Officer

San Juan County, WA
County Manager

Snohomish County, WA
Executive Director (2)

Summit County, UT
County Manager

Thurston County, WA
Assistant Chief Administrative Officer

City of Astoria, OR
City Manager (2)

City of Arlington, WA
City Administrator

City of Bainbridge Island, WA
City Administrator

City of Bandon, OR
City Manager

City of Battle Ground, WA
City Manager (2)

City of Belgrade, MT
City Manager (2)

City of Bingen, WA
City Administrator

City of Bothell, WA
Deputy City Manager
Assistant City Manager

City of Burns, OR
City Manager

City of Canby, OR
City Administrator

City of Carnation, WA
City Manager (2)

City of Casper, WY
City Manager

City of Chehalis, WA
City Manager (2)

City of Chelan, WA
City Administrator (3)

City of Oak Park Heights, MN
City Administrator

City of Brainerd, MN
City Administrator

City of Moab, UT
Assistant City Manager

City of Kennewick, WA
City Manager

City of Clyde Hill, WA
City Administrator

City of Coburg, OR
City Administrator

City of College Place, WA
City Administrator

City of Colorado Springs, CO
Assistant City Manager

City of Connell, WA
City Administrator (2)

City of Coquille, OR
City Manager

City of Covington, WA
City Manager

City of Damascus, OR
City Manager

City of Drain, OR
City Administrator

City of DuPont, WA
City Administrator

City of Duvall, WA
City Administrator

City of Edgewood, WA
City Manager (2)

City of Ellensburg, WA
City Manager

City of Emeryville, CA
City Manager

City of Fife, WA
City Manager

City of Fircrest, WA
City Manager (2)

Town of Friday Harbor
City Administrator

City of Gig Harbor, WA
City Administrator



City of Gillette, WY
City Administrator

City of Gladstone, OR
City Administrator

City of Hailey, ID
City Administrator

City of Hermiston, OR
City Manager

City of Hood River, OR
City Manager

City of Issaquah, WA
City Administrator
Deputy City Administrator

City of Kelso, WA
City Manager

City of Kenmore, WA
City Manager (2)

City of Ketchum, ID
City Administrator

City of Lacey, WA
City Manager (2)

City of Lake Forest Park, WA
City Administrator (3)

City of Lake Oswego, OR
City Manager

City of Lake Stevens, WA
City Administrator

City of Lakewood, WA
City Manager
Assistant City Manager

City of Leavenworth, WA
City Administrator (2)

City of Lebanon, OR
City Manager

City of Lewiston, ID
City Manager

City of Lincoln City, OR
City Manager

City of Livingston, MT
City Manager

City of Longview, WA
City Manager

City of Louisville, CO
City Manager

City of Lynden, WA
City Administrator

City of McMinnville, OR
City Manager

City of Mill Creek, WA
City Manager

City of Milwaukie, OR
City Manager

City of Newcastle, WA
City Manager (2)

City of Minot, ND
City Manager

City of McMinnville, OR
City Manager

City of Monroe, WA
City Administrator

City of Moses Lake, WA
City Manager (2)

City of Mountlake Terrace, WA
City Manager (3)

City of Mt. Angel, OR
City Manager

City of Mukilteo, WA
City Administrator
Management Services Director

City of Newcastle, WA
City Manager (2)

City of Normandy Park, WA
City Manager

City of Ontario, OR
City Manager

City of Othello, WA
City Administrator

City of Pasco, WA
City Manager (2)
Deputy City Manager

City of Polson, MT
City Manager

City of Port Angeles, WA
City Manager

City of Port Townsend, WA
City Manager

City of Post Falls, ID
City Administrator

City of Prosser, WA
City Administrator

Greys Harbor County, WA
County Administrator

City of Puyallup, WA
City Manager

City of Rawlins, WY
City Manager

City of Renton, WA
Chief Administrative Officer

City of Ridgefield, WA
City Manager

City of Riverton, WY
City Administrator

City of Sammamish, WA
City Manager (2)

City of Scappoose, OR
City Manager

City of Shelton, WA
City Administrator
Management Assistant

City of Sheridan, WY
City Administrator

City of Shoreline, WA
City Manager (2)
Deputy City Manager

City of South Lake Tahoe, CA
City Manager

City of Spearfish, SD
City Administrator

City of Spokane Valley, WA
City Manager
Deputy City Manager

City of Shady Grove, OR
City Administrator

City of Stanwood, WA
City Administrator

City of Stevenson, WA
City Administrator

City of Sultan, WA
City Administrator

City of Cottage Grove, OR
City Manager

City of Sun Valley, ID
City Administrator

City of Sunnyside, WA
City Manager

City of Thorne Bay, AK
City Administrator

City of Toledo, OR
City Manager

City of Troutdale, OR
City Manager

City of Tumwater
City Administrator



City of Umatilla, OR

City Manager

City of Vancouver, WA

Assistant City Manager

City of Waldport, OR

City Manager

City of Walla Walla, WA

City Manager

City of West Linn, OR

City Manager

City of White Salmon, WA

City Administrator

City of Whitefish, MT

City Manager

City of Wood Village, OR

City Manager

City of Woodburn, OR

City Administrator

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yachats, OR

City Manager

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com. Copyright © 2023 by GMP Consultants, . All rights reserved.

COUNTY ADMINISTRATOR

GRAYS HARBOR COUNTY, WA



Why Apply?

This is a rare and exciting opportunity to become the County's first administrator and to manage and lead a strong team of appointed and elected department directors and staff that strive and desire for the County to be successful and provide quality service to its constituents. The community is tight knit, and the people here are proud to be Harborites. The Board of Commissioners are bright, energetic, supportive, and eager for change. While they may occasionally have differing points of view, they are respectful of each other and staff and always place the best interests of the organization and community first. There are opportunities to develop deep and meaningful relationships.

Page 210

Welcome to GRAYS HARBOR

Grays Harbor is a coastal county of 77,000 residents located along the Pacific Ocean in the southwest corner of Washington's Olympic Peninsula. The region is known for its mild climate, enchanting forests, sandy beaches, and vibrant seaside communities. The county is home to the Port of Grays Harbor, two national wildlife refuges, the Quinault and Chehalis Indian Reservations, and a portion of the Olympic National Forest and Olympic National Park.

Due to its access to the sea and dense forests, Grays Harbor County has a rich history in both the maritime and timber industries. Today tourism is a significant contributor to the economy as the county's 50 miles of ocean beaches attract visitors for clam digging, storm watching, beachcombing, surfing, and spectacular sunsets. Ocean Shores and Westport are regarded as among Washington's best beach towns.

Aberdeen (pop. 17,000) is the county's largest city, followed by Hoquiam (pop. 8,800). Along with Cosmopolis, these contiguous port cities are the economic hub and home to almost half of the county's population. Residents and visitors alike appreciate the amenities of these bustling seaport communities, including local craft breweries, coffeshops, wineries and distilleries, and coastal cuisine.

The county seat is the city of Montesano (pop. 4,100), about 10 miles inland from the bay. Montesano offers small-town charm, turn of the century architecture, and easy access to the quintessential Pacific Northwest lifestyle.

A prominent feature of the county is the majestic Quinault Rain Forest, one of the few temperate rain forests in the Northern Hemisphere and a favorite destination for exploring waterfalls amid the old growth trees and lush greenery. This popular area is also home to the glacier-fed Lake Quinault and the grand Lake Quinault Lodge, built in 1926 and listed on the National Register of Historic Places.

The county's beachside communities are known as North Beach and South Beach, separated by the bay. The "North Beach" area of Grays Harbor is comprised of the coastal towns of Copalis Beach, Moclips, Ocean City, Ocean Shores, Pacific Beach, and the resort community of Seabrook. South Beach includes the world-class fishing community of Westport, also home to commercial cranberry bogs and opportunities for year-round surfing. Seattle-Tacoma International Airport (SEA) serves the region with commercial flights.

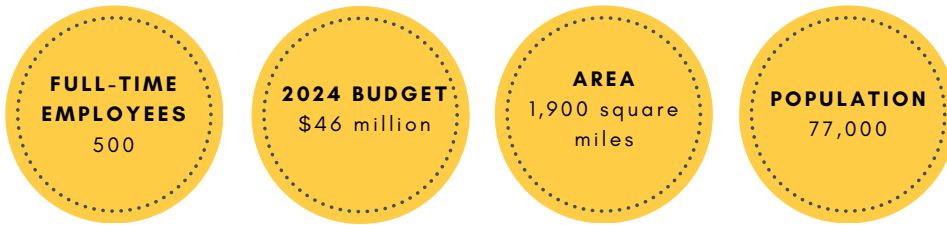


GRAYS HARBOR COUNTY

Established in 1854, Grays Harbor County is named for the large estuarine bay which lies at the mouth of the Chehalis River, the second largest watershed in Washington. The government seat is Montesano (pop. 4,100) and home to the 1911 Grays Harbor County Courthouse.

The Board of Commissioners is Grays Harbor County's legislative authority and is made up of three Commissioners elected to four-year terms. The County is divided into three districts, based on population. The Commissioners are partisan and nominated in a primary election within their district only. All county voters are given an opportunity in the general election to select the Commissioner who will ultimately serve.

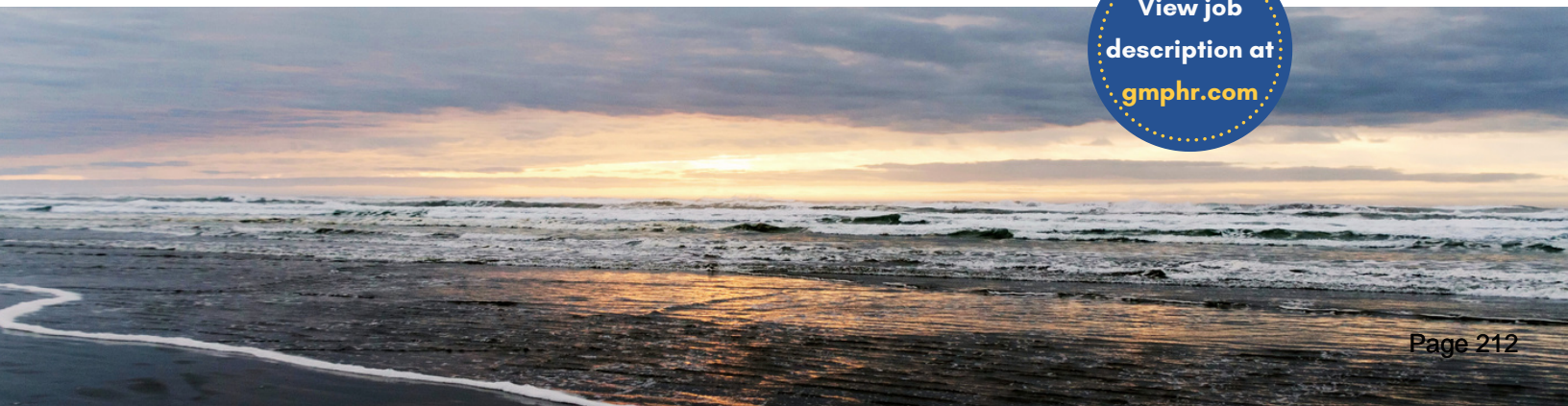
The County serves a population of 77,000 across 1,900 square miles with a 2024 budget of \$46 million and a team of 500 FTEs. In 2024, the Board voted unanimously to create the position of County Administrator.



THE COUNTY ADMINISTRATOR

The County Administrator is a new position reporting directly to the Board of Commissioners, representing a significant change to both the Board and the organization. The County Administrator plans, organizes and coordinates the management of executive and administrative functions in coordination with and as assigned by the Board. This position provides organizational leadership and direction to department heads and is accountable for the efficient and effective performance of those departments, including establishing expected outcomes and results and evaluating those results.

The County's leaders will be looking to the administrator as part of the team to continue making the County a great place to live and to work. The Commissioners will also give clearly defined goals and objectives for the administrator to achieve. At the same time, they will look to County Administrator to give examples, options, and suggestions on the best path forward on streamlining and creating efficiencies.





THE IDEAL CANDIDATE

- Proven ability to quickly build trust and develop positive and productive relationships. Will assist the Board of Commissioners, department heads, elected officials and the public in feeling comfortable with this new role.
- A strong, compassionate leader with great people skills and a confident demeanor. Enjoys taking on a challenge and has the energy and passion to hit the ground running.
- Broad and deep experience and knowledge of general county functions and demonstrated understanding of the subject matter areas that fall under the Administrator's oversight. Has a track record of past successes in this role.
- Strong organizational skills and a stellar ability to see and implement efficiencies in mostly siloed departments. Able to pull all departments together and represent each equally and fairly. Has a working knowledge and understanding of each department's role and function.
- Comfortable working with the Board of Commissioners delegated authority. Experience in making recommendations on financial and budgetary matters across the organization. Able to give solid recommendations to the Board regarding hiring, staffing levels, and all strategic planning including financial, operational, and facilities.
- Collaborative and purposeful in seeking all contributions from commissioners and both appointed or elected officials. Has a proven inclusive style that provides opportunities for direct and open discussion. Can enhance communication and consensus and be a driving force and champion for change.
- A leader with exceptional personal character and high ethical standards. Demonstrates individual respect and personal commitment in all interactions with staff, other departments, and individuals within and served by County government. Has an even temperament, especially in decision-making, and is trustworthy and trusting of others.
- Ability to cultivate high-functioning teams and create organizational effectiveness by developing and communicating values, building productive relationships, and creating organizational effectiveness. Has culture-building experience in developing and shaping a positive work environment.
- A strategic mind-set with verifiable experience developing and successfully executing two, five, and 10-year work plans.
- A strong and effective leader that will provide consistency and stability. Will enable continuity between commissioners and directors that might occur from election turnover.

OPPORTUNITIES & CHALLENGES

Onboarding the New Position

While there are many organizational and operational challenges that the new County Administrator will need to address in the first six to 12 months of their tenure, the most significant issue will be the establishment of the County Administrator position.

The Board is eager for professional management; however, this position represents a substantial change for the Board and the organization. The new County Administrator will need the skills to facilitate the navigation by commissioners and department heads through this change and be able to build a cohesive executive management team. This position will have the opportunity to create the roles and responsibilities of the position with the instituting Board.

Creating Better Communication Systems

Creating an open line of communication with all departments and managers will be crucial so they feel appreciated and heard while building teamwork and collaboration among and between the Board of Commissioners and all departments and staff. This will necessitate capable and accurate strategic financial forecasting and assessing the County's ability to streamline and find efficiencies to better serve the community.

HR Onboarding Program

The County is in need of an onboarding system or program for all employees in all departments coming into the organization to ensure consistent messaging and training.

County and Departmental Facilities Plans

Physical workspace is in short supply across all departments. The County recently completed a capital facilities plan that is ready to be implemented to address the current and long-term space demands.

Succession Planning

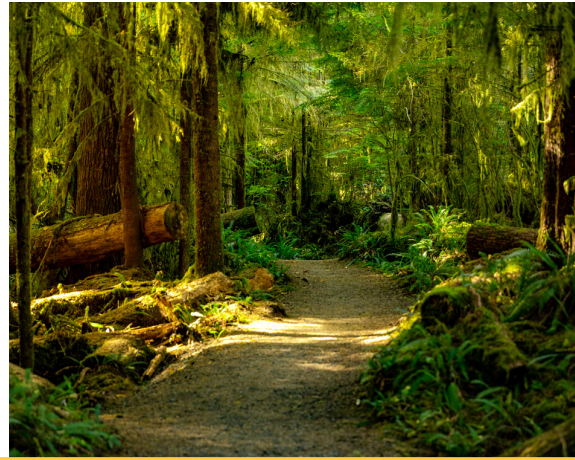
In the next several years, the County will experience numerous retirements across all departments. Institutional knowledge is deep, but it will need to be replaced. A systematic leadership and management training program along with an accompanying succession plan for all departments will be crucial for the County to address this issue.

Page 214



EDUCATION & EXPERIENCE

- Bachelor’s degree in public administration from an accredited four-year college or university. Master’s degree or higher in public administration or equivalent preferred.
- At least ten (10) years of demonstrated progressively responsible managerial and supervisory experience and executive level decision making in local government or relevant private sector management experience.
- Demonstrated experience in public sector budgeting, financial management, human resources management, information technology, facility and capital planning, and organizational systems, procedures and program analysis, or relevant private sector experience.
- Or an equivalent experience in industry with emphasis in finance and budgeting, and demonstrated supervisory/management skills; or any equivalent combination which provides the required skills, knowledge, and ability to perform duties and responsibilities of the position.



COMPENSATION & BENEFITS

Grays Harbor is offering a salary range of \$150,000 to \$176,988 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

RESOURCES

[2024 Budget](#)

[Greater Grays Harbor](#)

[County Org Chart](#)

[Visit Grays Harbor](#)

[Comprehensive Plan](#)

[Grays Harbor Talk](#)



TO APPLY

Apply Online: gmphr.com

First Review: **April 14, 2024**

More Info: **Bob Larson, GMP Consultants**
bob@gmphr.com / (425) 894-8097



WELCOME TO REDMOND, OREGON



Dear Colleague,

GMP Consultants is assisting **Redmond Fire & Rescue** in finding a **Fire Chief**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
greg@gmphr.com / 206-714-9499



WHY APPLY?

Redmond Fire & Rescue is ready for its next Fire Chief to strategically provide leadership in this fast-paced organization where there is a strong consensus and buy-in on the future direction. The next Fire Chief will have the opportunity to use their experience, wisdom, and energy to work with a unified governing body and labor group to advance the District to its next level. The organization has a “can do” attitude and strives to focus on service. If you love the outdoors, 300 days of sunshine a year, and desire to help grow an organization – this is a great opportunity for you.



FIRE CHIEF

Redmond Fire & Rescue, Oregon



THE IDEAL CANDIDATE

- A strong yet humble leader. Interactive and willing to have open and honest conversations across the organization and community, even on challenging topics.
- A candidate who wants to be immersed in the organization and community, who strives to know staff and be known by the community and its leaders.
- Has a passion for community service provided in a professional manner. Finds value in improving an organization and investing in people.
- A forward and strategic-thinking leader who can also produce day-to-day results. Has integrity and builds trust.
- Is experienced in strategic finance and revenue generation to allow the organization to sustain its growth.
- Has exceptional communication skills for both internal and external customers. The ability to share current plans and needs of the organization and the willingness to listen to differing opinions.
- Has the ability to bring people together to develop a common vision and consensus through collaboration, communication, and open mindedness.
- Has the ability to maintain a collaborative and cooperative labor management environment.

REDMOND FIRE & RESCUE

Redmond Fire & Rescue (RFR) provides EMS, fire, and rescue services to an estimated population of 50,000 total residents: about 38,000 within the City of Redmond and 17,000 in the surrounding unincorporated areas. RFR provides fire protection to approximately 133 square miles within the city limits of Redmond and portions of Deschutes County. The District also provides EMS transport to an Ambulance Service Area (ASA) of 294 square miles.

RFR is an all-hazards public safety organization that provides traditional fire protection, wildland firefighting, and first response and medical transport services at both the Basic Life Support and Advanced Life Support levels. RFR also provides aircraft rescue and firefighting services to the Redmond Municipal Airport. In 2022 RFR responded to over 7,100 calls for service.

RFR's service area is a growing region known for its natural beauty, distinct four seasons, panoramic views of the snow-capped Cascade Mountain Range, and iconic location for mountain biking, rock climbing, river rafting, and fishing.

Visit: gmphr.com

Salary Range: **\$162,015 - \$175,371** annually DOQ

First Review Date: **December 17, 2023**

More Information: Dan Olson, GMP Consultants
dan@gmphr.com / (360) 600-9768

LEARN MORE



AGENDA ITEM REQUEST



Date:

April 5, 2024

Meeting date desired:

April 17, 2024

Subject:

Pavement Imaging Database for Crook County Roads

Background and policy implications:

The attached Order would make findings of fact authorizing a direct award of a contract to Capitol Asset & Paving. Under this contract, the firm will compile a database of images from roughly 550 centerline miles of County roads. The images will assist with planning for future road maintenance projects, which in turn will assist with future budget planning and maintaining the current pavement index ratings.

The County has used CAP for the last several years, and the Order would recognize the benefits to the taxpayers in being able to integrate the new images with the existing image sets already provided to the County.

Budget/fiscal impacts:

N/A

Requested by:

Eric Blaine; County Counsel

Presenters:

Brad Haynes, Road Superintendent; Eric Blaine, County Counsel

Legal review (only if requested):

Legal has reviewed the proposals.

Elected official sponsor (if applicable):

N/A

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

**IN THE MATTER OF EXEMPTING THE
PURCHASE OF PAVEMENT INSPECTIONS,
DIGITAL IMAGING, AND ROADWAY
INVENTORY SERVICES AS A SOLE
SOURCE PROCUREMENT BY THE CROOK
COUNTY ROAD DEPARTMENT PURSUANT
TO ORS 279B.075**

ORDER 2024-14

WHEREAS, ORS 279B.075 states that the Local Contract Review Board may exempt certain public contracts or classes of contract from competitive bidding, but in doing so, must include findings of fact, and

WHEREAS, The County has used Capitol Asset & Pavement Services, Inc. for the creation of a database of road condition images. An alternative vendor's services would not interface with that database, so the efficient utilization of existing systems would tolerate a finding that only Capitol Asset & Pavement Services, Inc. should be awarded a contract.

WHEREAS, the project overview includes but is not limited to:

1. Re-inspection and follow-up reporting of all centerline miles of paved roads within the Crook County current pavement management database; and
2. Collect images and update the sign database inventory on approximately 550 centerline miles of Crook County roads, including sign inventory, cattle guards, and guard rails.

WHEREAS, currently, Capitol Asset & Pavement Services, Inc. is the only company that provides the County road inspections and analysis necessary to monitor the health of the Crook County road network. Capitol Asset & Pavement Services, Inc. has continued to provide these services to Crook County on a bi-annual basis for the past several years, including pavement rating in addition to video logging. Due to the unique nature of the services provided, and the development of a distinct database, the efficient utilization of existing goods requires the acquisition of compatible goods or services that currently can only be provided by Capitol Asset & Paving Services Inc.

NOW, THEREFORE, the Crook County Court in its capacity as Local Contract Review Board, **ORDERS** and **DIRECTS**, based on the above findings and pursuant to ORS 279B.075, the Crook County Road Department may purchase pavement inspections, digital imaging, and roadway inventory services from Capitol Asset & Paving Services, Inc. in an amount not to exceed **FORTY-TWO THOUSAND FOUR HUNDRED DOLLARS (\$42,400)**.

Dated this _____ day of April, 2024.

Approved:

CROOK COUNTY BOARD OF COMMISSIONERS

Seth Crawford, County Commissioner

Susan Hermreck, County Commissioner

Brian Barney, County Commissioner

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	___	___	___	___
Susan Hermreck	___	___	___	___
Brian Barney	___	___	___	___



Capitol Asset & Pavement Services, Inc.

PO Box 7840
Salem, OR, 97303
Phone: 503.689.1330
Fax: 503.689.1440
www.capitolasset.net

February 21, 2024

*Mr. Eric Counsel
Crook County Counsel
300 NE 3rd St.
Prineville, OR 97754*

RE: Pavement Management Program Update & Re-inspection Services

Dear Eric.

As spring is approaching, we have begun to put together our upcoming work schedule. Every two years since 1996 we have performed the Crook County pavement inspections. I have enclosed for your consideration a proposal for the re-inspections of the entire Crook County paved road network. This is a non-binding cost proposal, mainly for budgeting purposes for the re-inspection of the entire paved road network. It is also based upon re-inspecting the same mileage we took part in during the last inspection cycle in 2022, (275 paved miles). Any new roads that need to be added to the database that were paved by the county or have been newly constructed since the last inspection will be added at no charge.

Hopefully the scope of services I have attached in below exhibit, as well as the terms I have included within compensation satisfy your expectations; please contact me at your earliest convenience so we may schedule your project during the upcoming 2024 calendar year.

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitor the health of your county road network. You will find no firm in the Northwest that has more experience in county road inspections & analysis than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul or myself. Paul will be the person managing the re-inspection project, Joel M. Conder at 503.884-6663 (cell), email at jconder@capitolasset.net. Paul Wigowsky will be handling the software updating and reporting processes as well, and he can be reached at 503.551-6891 or at paul@capitolasset.net

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and looks forward to hearing back from you should the scope of services contained in this following exhibit meet with your approval.

Sincerely,
Joel M Conder
Senior Project Manager

Services, and Cost - Pavement Ratings , & Reporting - 2024

Service & Timeframes	Description	Cost
Kickoff Meeting & Data Gathering (if requested)	Upon entering into a contract with Capitol Asset & Pavement Services Inc., Our Senior Project Manager shall meet with county staff to discuss project timelines and notice to proceed. Other agenda items shall include but are not limited to contact information of county staff, local rules & regulations, press releases (if needed), obtaining any historical road information to include in new database; As-builds, and recent maintenance & rehabilitation activity. This exchanging of information can take via telephone or email if a face-to-face meeting is not required.	Included
New Segmentation of County roads not currently in Database Network	Capitol Asset & Pavement Services Inc. shall physically measure any new county-maintained paved roads with an electronic distance measuring instrument to get accurate segment lengths. Each segment shall be measured for width using an engineering wheel. Pavement type, Functional Class, # of lanes, begin & end location and year constructed are just a few of the fields that shall be collected. All field data will be recorded electronically using a laptop computer and added to the existing Streetsaver database.	Included
Linking of GIS segments (If not currently linked)	CAPS, Inc will set up the GIS section link within the StreetSaver® Online program. Using the GIS Toolbox Section Link feature, CAPS, Inc will link each database section to the road centerline file provided by the County. Database section beginning and ending location descriptors will be matched to corresponding beginning and ending points in the road centerline file. Once complete, this will allow the creation of various maps using the StreetSaver® GIS reporting feature (Road PCI condition, Segments needing rehabilitation, maintenance history, etc). During the inspection process all GIS road links shall be verified.	Included

Services, and Cost - Pavement Ratings - Continued

Service & Timeframes	Description	Cost
Distress Rating of approximately 275 miles of county maintained paved roads.	A 2-person crew, led by one of our Senior Inspection Crew Leader, will inspect all roads that are to be included in the study that currently reside within the county's Streetsaver database. This is done by windshield drive-by, and then turning around and inspecting the most representative area of the segment. A minimum of 10% of each section will be inspected. This inspection process is all gathered electronically with our own data collection software program that has built-in error protection to help assure accurate data collection. This portion of the project shall take approximately 3-4 weeks to complete.	\$18,500 (Approx. \$67.00 per C/L mile)
Further Populating of Database - Uploading of Distress Data – Calculations	Capitol Asset & Pavement Services Inc. shall take all collected field data and import into current Streetsaver pavement management database. All pertinent road data (M&R) collected from the county shall also be input into database. A pavement condition index (PCI) shall be calculated based upon the new distress rating data.	Included
Software Training for County Staff (if requested)	Upon successful completion and delivery of the "final" Budget Options Report, Capitol Asset & Pavement Services Inc. shall train staff in proper use of the pavement management software system. This will be done by conducting a 2–3-hour on-site training class at the county's location of choosing within Crook County.	Included
Future Software Support & Training On-going	Capitol Asset & Pavement Services Inc. shall provide county staff with up to 40 hours per year of online or telephone technical support at no charge.	Included

Services, and Cost - Pavement Ratings - Continued

Service & Timeframes	Description	Cost
Maintenance & Rehabilitation Recommendations (M & R)	Based upon the MTC Streetsaver software and the Crook County strategies, Capitol Asset & Pavement Services Inc. will produce customized budget options reports. Crook County shall receive various reports showing cost-effectiveness of current or future various Maintenance & Rehabilitation strategies. Capitol Asset & Pavement Services Inc shall run multiple budget scenarios using actual as well as suggested dollar amounts. The county will be able to look at the impacts of a reduced or increased street maintenance funding and make more informed decisions as to the direction the county would like to take.	\$2,500
Deliverables	Capitol Asset & Pavement Services Inc. will deliver all the above-mentioned services for one (1) lump sum price of...	\$21,000

FEE SCHEDULE

HOURLY BILLABLE RATE'S STRUCTURE JANUARY 1, 2024, THRU DECEMBER 31, 2024

(For services requested beyond deliverables within the lump sum)

Position Description	<u>Hourly Rate</u>
President	\$165.00/hr
Vice-President	\$155.00/hr
Senior Project Manager	\$155.00/hr
Senior Programmer	\$145.00/hr
Management Analyst	\$110.00/hr
Engineering Tech.	\$105.00/hr
Data Collection Coordinator	\$95.00/hr
Accounts Payable Clerk	\$80.00/hr
Travel Charge per mile	\$ 0.65.5/mile

Not to Exceed Clause -

The total price of this quote (\$21,000) is based entirely on an estimate and may not be exceeded without the written authorization from a Crook County representative, or by change order to this proposal. CAPS Inc. will be obligated only to a total price based on actual quantity accepted and charged at the fixed prices (\$21,000) for PMP services as set forth above or to be agreed upon.



Capitol Asset & Pavement Services, Inc.

PO Box 7840
Salem, OR, 97303
Phone: 503.689.1330
Fax: 503.689.1440
www.capitolasset.net

Mr. Eris Blaine
Crook County Counsel
300 NE 3rd Street
Prineville, OR 97754

February 21, 2024

RE: Cost Proposal for the Digital Imaging of Crook County Roads in 2024

Dear Eric.

As per our previous digital imaging cycles in Crook County, I have enclosed for your consideration a proposal for the digital imaging of the Crook County Road network in 2024. This proposal includes digital imaging on all gravel & paved road as maintained by the Crook County Road Department This proposal is based upon filming approximately 515 center line miles, the same as we did in the year 2022.

Hopefully the scope of services I have attached in Exhibits #1 and #2 (compensation) satisfy your expectations; The digital Imaging inventory can only take place once the weather turns a little warmer, usually around early to mid-April thru Labor Day. All phases of the deliverables shall be completed by the upcoming conclusion of summer 2024, (8-30-2024).

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitor the health of your county road network. You will find no firm in the Northwest that has done more county digital imaging than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul Wigowsky, or myself.

I can be reached at Joel M. Conder @ 503 884-6663, jconder@capitolasset.net. Paul Wigowsky will be handling the digital imaging aspect as project manager. He can be reached any time as well at 503 551-6891 pwigowsky@capitolasset.net

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and looks forward to hearing back from you should the scope of services contained in Exhibits #1 and #2 meet with your approval.

Respectfully submitted,

Joel M Conder
Senior Project Manager
Capitol Asset & Pavement Services Inc.

**Capitol Asset & Pavement Services Inc.
Scope of Services**

ROADSIDE DIGITAL IMAGING - SERVICE DESCRIPTION

Service	Description	Cost
Collect Images and Road Data	<p>Capitol Asset & Pavement Services Inc. shall collect road digital images and data. Two synchronized images shall be captured for each data point. Images shall be captured from a driver’s point of view (straight ahead) and right view at approximately 45° angle to the right. Data captured will be synchronized with each Image pair and each data point shall include Road number, Road Name, Milepost, GPS XYZ coordinates, and crossroad (where applicable). Quality of GPS coordinates is subject to a clear view of sky, and where view is blocked, GPS may be unavailable. GPS quality in good condition is generally within 1 meter. Data and Images shall be captured at a rate specified by County. Images will be captured at 200 image pairs per mile, per direction, or every 21.1 ft. This can be modified to intervals from 10.5 to 105 ft (in 5.28 ft increments) at no additional charge to county. Images and data shall be collected in two directions of travel (increasing and decreasing). Images shall be stored in JPEG image format (each image is approximately 300kb in size).</p> <p>This quote is based upon approximately 550 centerline miles of paved & gravel roads in Crook County.</p>	\$26,500
Provide Viewer software	<p>Streetpix Photolog Viewer software shall be unrestricted while used for Crook County business. County shall have license to install and utilize software on an unlimited number of computers, so long as those computers are owned by County and used for County business. This includes any department under County jurisdiction. County shall not have the right to distribute viewer software to any other government or private entity.</p>	Included (no additional charge)
Install Viewer software	<p>Capitol Asset & Pavement Services Inc. shall install photolog viewer software onto Crook County computers. If desired, Server-side program and data (including images) shall be installed on a Crook County central network server. CAPS Inc. shall provide Crook County IT staff with training and instructions to install software (client and server) on any additional computers.</p>	Included (no additional charge)
Provide Viewer Software Training & Technical Support.	<p>CAPS Inc shall provide Crook County staff with training as to maintenance and use of Viewer software. CAPS Inc. shall also provide technical support to Crook County IT staff for the purpose of maintaining program installations or troubleshooting errors.</p>	Included Additional support beyond Page 227

	Up to four (4) hours of on-site or remote training included. Up to forty (40) hours of on-site and remote technical support included.	40 hrs. at \$155/hr.
Deliverables	CAPS Inc. shall provide data, images, software installation executable, and instructions to County on external USB 2.0 hard drive.	

EXHIBIT #2

COMPENSATION

Capitol Asset & Pavement Services Inc. shall be compensated at the dollar amount of **\$26,500.00**, for work performed as described in Exhibit #1 as “Digital Imaging” on approximately 515 centerline miles of roadway within Crook County. Capitol Asset & Pavement Services Inc. shall invoice one (1) lump sum bill upon final satisfactory completion of the 515 miles of roadway filming.

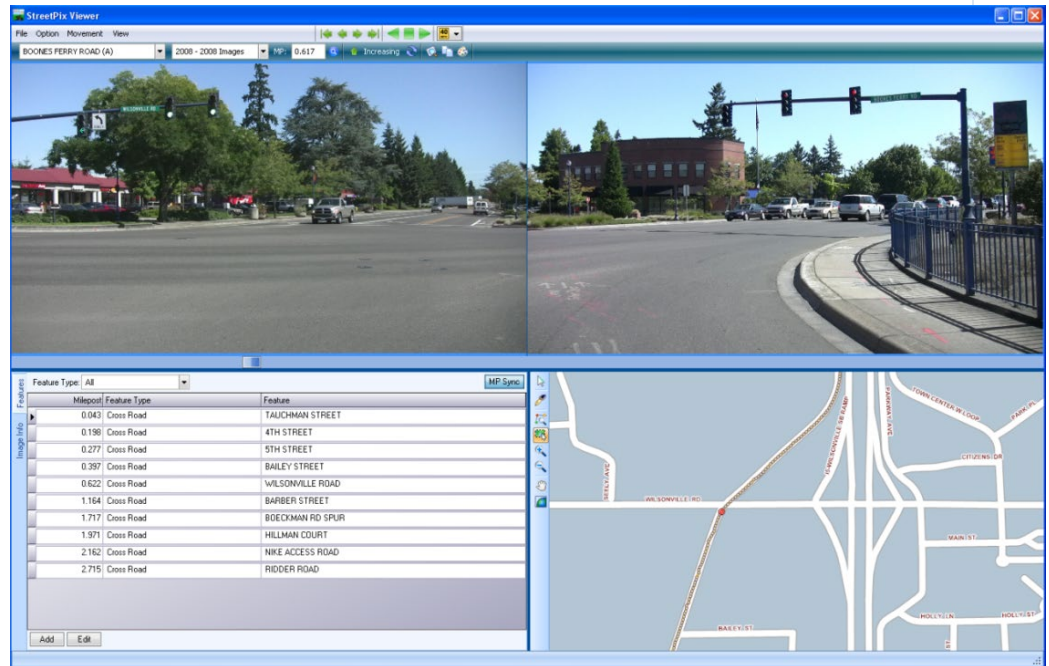
DIGITAL PHOTOLOG

We plan to film each county road in two directions using our roadside digital imaging collection vehicle. This vehicle is equipped with two 2.1-megapixel camcorders which capture images at

intervals of from 10-100 ft (25 ft. is standard, but actual interval to be chosen by county), a GPS unit that will capture coordinate information for each image pair, and Distance Measuring Instrument that will capture milepost.

StreetPix Viewer Information

- Two images displayed for each data point. One facing forward, another at approximately 45° to the right (to capture right-of-way features).
- GPS coordinate information captured for each data point.
- Novatel submeter GPS unit used.
- Milepost from Distance Measuring Instrument captured for each data point.



- Map displayed showing current location. User can click on map and be taken to nearest data point.
- Images collected in both directions. Click flip icon and see images captured in opposite direction.
- User-friendly controls. VCR-like controls to play, reverse, skip images. Acts like a virtual drive down the Road.
- Feature Inventory spreadsheet-like grid – displays asset feature information.
- Viewer can store/display multiple years of data.
- Copy images to clipboard, print image, or export image to file

See more information at <http://www.capitolasset.net/RoadsideDigitalImaging.html>

- Software is compatible with current versions of Microsoft Windows (XP, Vista, Windows 7)
- Client-server application. The database is Microsoft SQL Server, installed on a network server.
- Images are in Jpeg format and stored on network server drive.
- Software on each client machine accesses data and images on server.
- (Can also be installed in a stand-alone version)

Capitol Asset & Pavement Services Inc.

Metadata Sheet

(For StreetPix & Mobile GPS Data Collection)

A major difficulty in the geospatial data community is the lack of information that helps prospective users to determine what data exists, the fitness of existing data for planned applications, and the conditions for accessing the data. That is why it is imperative for these notes to be sent in conjunction with the data you are receiving. In today's ever changing GPS technology forum, many new uses are being applied. One of the more popular methods has been the evolution of precise GPS surveying from a relatively difficult, expensive, and complicated technology that could only be used in the so-called "static" mode, to a technique that has tremendous flexibility. This technique is called "kinematic" meaning moving receiver mode. This "on-the-fly" GPS data collection is a relatively new and semi-complex technology and is used by **Capitol Asset & Pavement Services Inc.** during the data collection part of this proposed project. The data that you will be receiving with these notes will be collected in kinematic mode. Though the kinematic mode increases the number and range of GPS applications that can be used, please be aware of the real and sometimes perceived constraints on the GPS performance and accuracy. It is then sometimes necessary to understand the fundamental principles of GPS hardware, software, processing algorithms and operational procedures.

The data that will be contained within the deliverable information will be collected, processed and compiled by **Capitol Asset & Pavement Services Inc.** The data that **Capitol Asset & Pavement Services Inc.** delivers to their clients is believed to be accurate; however, a degree of error is inherent in all kinematically collected information. The data will be distributed "as-is" without warranties of any kind, either expressed or implied. The risk or liability resulting from the use of this data is assumed by the user. **Capitol Asset & Pavement Services Inc** can charge for the service of collecting or supplying this coordinate information to clients, but we in no way represent ourselves as professional land surveyors. **Capitol Asset & Pavement Services Inc** makes no warranties of any kind and disclaims all liability to any persons or agencies. **Capitol Asset & Pavement Services Inc** also does not warrant or guarantee the accuracy or completeness of this kinematically gathered information.

All questions regarding the StreetPix data should be addressed to the imaging project manager:

Paul Wigowsky
Digital Imaging Project Manager
Capitol Asset & Pavement Services Inc.
(503) 551-6891 or paul@capitolasset.net

PO Box 7840 SALEM, OR 97303 * 503.689-1330 office * 503.689-1440 fax * www.capitolasset.net