



# CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, November 6, 2024 at 11:00 am

**Crook County Annex I 320 NE Court St. I Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 954 2612 6858; Passcode: 178149

## 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. **OHA 2023-2025 Intergovernmental Agreement Amendment 13**
3. **Airport - COAR Grant agreement/signature request**

## DISCUSSION

4. **Proclamation for #OperationGreenLight**  
Requester: Seth Crawford  
County Commissioner
5. **Presentation of Solace at Iron House, affordable housing development presentation by Thistle & Nest**  
Requester: Amy Warren  
Board President, Thistle & Nest
6. **Request to forgive Rental Fees**  
Requester: Jodie Fleck  
Crook County Republicans
7. **Public Records Fee Waiver Request**  
Requester: John Eisler  
Assistant County Counsel

# INTERIM MANAGER REPORT

## COMMISSIONER UPDATES

### PUBLIC COMMENT

### EXECUTIVE SESSION

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

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.

- 8. ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.**

### 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 file 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.

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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.

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Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 11/05/2024 at 8:25 AM

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF MAY 8, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on May 8, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner 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; Landfill Manager Jacquie Davis; Finance Director Christina Haron; Budget Analyst Jamie Berger; Account Manager Lisa Neuberger; Natural Resources Policy Coordinator Tim Deboodt; Administrative Assistant Mona Glade; Office Manager Alex Solterbeck; Chief Administrative Deputy Stephanie Wilson; Assistant Building Official Terry Weitman; Health and Human Services Director Katie Plumb; Contract County Administrator Andy Parks; Fairgrounds Manager Casey Daly; Chief Information Officer Stephen Chellis; Undersheriff Bill Elliott; Clerk Cheryl Seely; Administrative Assistant Breyanna Cupp; Community Development Director Will Van Vactor; District Attorney Kari Hathorn; Assessment Technician Linda Pepper; Onsite Coordinator Julie Lancaster; Appraiser Stephanie West; Permit Technician Sherry Reinks; Building Official Randy Davis; Operations Manager Katrina Weitman; Sheriff John Gautney; Lieutenant Aaron Boyce; Systems Administrator Chelsea Watson; Appraiser Jason Elliott; Airport Manager Kelly Coffelt; Administrative Assistant Wanda Smith; Modernizations Manager Stephanie O’Neal; Kara Becker; Katie Slattery; Randen Traughber; Vance Jacobson; Ann Beier; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Approval of fee waiver cards for livestock producers disposing of carcasses at the County Landfill:

**Requester:** Ellie Gage

**Details:** Commissioner Seth Crawford presented an item from Ellie Gage at the work session, requesting approval for fee waiver cards for livestock producers. The removal of animal carcasses from ranching areas is a well-established method used throughout the West to reduce conflicts between livestock and large carnivores. The proposal to waive landfill fees for carcass disposal, which are currently set at \$60 per ton, is intended to assist livestock producers by alleviating some of the financial burden associated with this critical aspect of their operations. This initiative underscores the Board of Commissioners' commitment to supporting the agricultural community in managing these challenges more effectively.

**MOTION** to delegate authority to Commissioner Barney to draft and implement a policy regarding the disposal of livestock carcasses at the Crook County landfill in keeping with the request of the Wolf Committee. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #2: Request to waive fees for dumpster and tipping fees on or after May 31, 2024:**

**Requester:** Randen Traughber

**Details:** Randen Traughber from Earthwin Global attended the Work Session to request fee waivers for a dumpster and tipping fees. This request supports an initiative to restore river health and reclaim 26 acres along the Crooked River frontage, with plans to develop a new park just south of Crooked River Park. The long-term goal includes creating a paved river path for recreation and transportation, integrating it into the unified trails system. The river cleanup is scheduled for May 31st. The Commissioners noted that the county does not provide dumpsters, suggesting that this part of the request should be directed to Republic Services.

**MOTION** to accept the tipping fees for Earthwin Global Inc. clean-up on May 31<sup>st</sup>. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: Military Airspace Consultant Contract with Ann Beier:**

**Requester:** John Eisler

**Details:** Community Development Director Will Van Vactor attended the Work Session to discuss an Airspace Consultant Contract. Last August, the County secured a grant from the U.S. Department of Defense to revise our Comprehensive Plan. This update aims to mitigate potential conflicts with military airspace flight paths and to modernize the County's commercial energy code. Ann Beier will oversee the project, conducting outreach, facilitating public meetings, and leading the amendment process of the Comprehensive Plan. This matter is scheduled to be placed on the consent agenda for final approval on May 15th.

**Discussion item #4: Proposed Fee Increases for Community Development:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the Work Session to propose a series of fee adjustments for Community Development. The department recommends a 5% increase in fees to counterbalance inflationary pressures on program costs, maintain an adequate reserve fund balance, and sustain current service levels to the community. Beyond the 5% increase, the department is also introducing fees for several previously unlisted application types and making higher adjustments to a select number of fees to better align with the cost-of-service delivery.

**Discussion item #5: Consider adopting compensation study report prepared by JB Reward Systems:**

**Requester:** Andy Parks

**Details:** Contract County Administrator Andy Parks attended the Work Session to request that the Board of Commissioners consider adopting the compensation study report. The County had previously executed an agreement with Vance Jacobson to

update the compensation schedule for unrepresented employees. Mr. Jacobson has completed the review, which involved discussions with the Sheriff's Office and department directors. The updated schedule includes career ladders for many positions, as well as an implementation plan. If approved, the new schedule would take effect with the pay period beginning on May 1, 2024. The cost of implementing the new schedule is estimated to increase the county's salary expenditures by 2.0-3.0%. Additionally, a cost-of-living adjustment (CPI) is planned for July 1, 2024. Both of these anticipated costs have been factored into the proposed fiscal year 2025 budget, to be presented in May. The updated schedule aims to bring the County's current pay structure from the 35th-38th percentile of the market to the 50th-55th percentile.

**MOTION** to move this forward as a discussion item for the next board meeting on May 15<sup>th</sup>. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report:

Andy Parks announced the addition of Lisa Neuberger as the new Account Manager in the Finance Department. He also suggested that the Board should consider ratifying the appointment of the Facilities Director, contingent upon the approval of the compensation study. The newly appointed Director will need to provide a four-week notice to their current employer before joining.

**MOTION** to ratify James Preuss for the appointment of the Facilities Director. Motion seconded. No discussion. Motion carried 3-0.

Mr. Parks mentioned that two communications regarding an HR update will be sent to the Commissioners, and one will be distributed to all employees.

Commissioner Updates:

Commissioner Hermreck recently met with representatives from DEQ and other state agencies, and the meeting was productive. They also conducted a field visit to inspect the wells. Additionally, a listening session has been scheduled for May 30<sup>th</sup> at the Library, where further discussions and community input can be facilitated.

At 10:08 a.m. the Board of Commissioners 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to delegate authority to County Legal Counsel to negotiate a contract agreement within the parameters discussed in the Executive Session. Motion seconded.

No discussion. Motion carried 2-0 with Commissioner Crawford abstaining from the vote.

**MOTION** to delegate authority to Commissioner Barney to negotiate contract terms on behalf of the County with any final contract terms to be approved by the Board of Commissioners and to relay communication parameters with the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 12:23 p.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF MAY 15, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on May 15, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Breyanna Cupp, Tim Deboodt; Casey Daly; Christina Haron; Brad Haynes; Alex Solterbeck; Michaela Edwards; Will Van Vactor; Katie Plumb; Aaron Boyce; Andy Parks; Jon Soliz; Stephanie West; Bill Elliott; Alanna Spry; Jamie Berger; Lisa Neuberger; Stephen Chellis; Jason Elliott; Stephanie O'Neal; Jacob Smith; Shaun Christofferson; Cheryl Seely; Stephanie Wilson; Kira Marchant; Garth Finley; Wanda Smith; Rebecca Keegan; Andrew Rasmussen; Jacquie Davis; John Gautney; Katie Slattery; Kim Bales; Kim Fox; Steve Nagorski; Chaplain Steve Gilday; Deanna Smith; Mekia Ogborn; and members of the public.

**REGULAR SESSION**

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

**Public Comment:**

Steve Nagorski highlighted the County's excellent facilities, noting recent improvements such as the Museum extension and the new Courthouse. However, he expressed concern that the animal shelter is operating out of a dilapidated temporary building and requested that the Board of Commissioners consider funding additional dog kennels at the humane society to support the organization. Steve has personally funded two kennels, but there is a need for approximately 24 more. He also invited the Commissioners to tour the facility to see the current conditions and better understand the needs of the humane society.

**Consent Agenda:**

1. Military Airspace Consultant Contract with Ann Beier

**MOTION** to pass the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #2: Ochoco Pointe Phase 5 Final Plat:**

**Requester:** Kira Marchant

**Details:** AKS Project Coordinator, Kira Marchant, attended the Regular Session to seek approval and obtain the Commissioners' signatures on the Ochoco Pointe Phase 5 Final Plat Map. The map has already been reviewed and signed by the surveyor, and the construction of streets and infrastructure is nearly complete. Phase 5 consists of 28 lots



designated for future single-family homes, with additional phases planned for development in the future. This particular session focuses on finalizing Phase 5.

**MOTION** to sign the plat map for Ochoco Pointe Phase 5. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: 2024 In-House Asphalt Purchase:**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Regular Session to request approval from the Board of Commissioners for the purchase of 1,500 tons of asphalt materials. These materials are necessary to patch and overlay various sections of Reservoir Road, from Millican Highway to Highway 27. The road is scheduled for chip sealing this fiscal year, requiring several dig outs and patch backs beforehand. All work will be carried out by the Road Department staff. The total cost for the asphalt materials is \$85,500.

**MOTION** to approve the 2024 In-House Asphalt Paving purchase of 1500 tons with Tri-County Paving. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4: Annual renewal of DebtBook software:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to request approval for the renewal of the DebtBook software. DebtBook is essential for the County's management of leases, subscriptions, and debt, helping ensure compliance with GASB 87 and GASB 96. This year's renewal includes a \$2,000 increase over last year's pricing, which was already accounted for in the Finance Department's budget. The total annual renewal cost is \$13,000.

**MOTION** to approve the DebtBook software in the amount of \$13,000. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #5: Consider approving the Compensation Study Final Report:**

**Requester:** Andy Parks

**Details:** Contract County Administrator Andy Parks attended the Regular Session to request that the Board of Commissioners approve the Compensation Study Final Report, including the revised Appendix D as presented during the May 8, 2024, work session, prepared by JB Rewards. The recommendations include adopting the JOBMEAS™ system, approving the updated job classifications and listing (amended Appendix D), adopting the recommended salary structure, and implementing the plan. Additionally, the request includes approval to modify the Sheriff's Office salary structure to a 9-step scale, maintaining the same minimum, maximum, and midpoint amounts as the current 13-step scale. Lastly, Mr. Parks proposed reviewing the salary structure if the gap between sergeant and lieutenant positions narrows to eighteen percent or less.

**MOTION** to adopt the salary structure with the Crook County Sheriff's Office to be adjusted to 9 steps, adopt the implementation plan, adopt the JOBMEAS™ system, to review the plan if the ranges between the Sergeant and Lieutenant decrease to 18% or

less, and all to be effective June 1<sup>st</sup> with the addition of the classification listing. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #6: Discussion regarding salary for prospective Facilities Director:**

**Requester:** Susan Hermreck

**Details:** This item was removed from the agenda and will be discussed at another time.

**Discussion item #7: Public hearing, Ordinance 343, regarding County purchasing and procurement rules, and declaring an emergency. Second reading:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Regular Session to propose updates to the County's procurement rules and declare an emergency. The current procurement rules have remained largely unchanged for many years, despite recent updates at both the State and local levels regarding how the County acquires goods and services. The proposed revisions aim to improve departmental efficiency while maintaining transparency and accountability in the use of taxpayer funds. These changes were developed through a collaborative process involving all County department heads, allowing them to review, contribute, and refine the proposed updates together.

**MOTION** to read by title only. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford read by title only. County Counsel Eric Blaine provided a brief overview of the revisions to the purchasing and procurement rules, focusing specifically on updates to language sections.

The Public Hearing was opened. With no comments received, the Public Hearing was closed.

**MOTION** to approve Ordinance 343. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #8: Public Hearing for Text Amendment 217-24-000016-PLNG and draft Ordinance 344 to bring zoning ordinances into compliance with current State statutes and regulations, provide clear and objective criteria within the zoning ordinance to provide for greater understanding of requirements, allow for local flexibility in interpreting code language, edit code language that is incorrect, and remove references to outdated or removed sections:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the Regular Session to discuss Ordinance 344, which proposes several updates. These include adding farm breweries to the Farm Use Table with associated use types, review procedures, and criteria; aligning with state statute requirements for Forest Template Dwellings and ADU parking requirements; and revising the regulations for Accessory Dwelling Units in certain rural residential zones, including review procedures and applicable criteria. The ordinance also introduces standards for outdoor lighting to reduce light pollution and promote dark skies, reinstates the Juniper Acres Purpose

Statement—an established County policy that was unintentionally changed in a previous update—and updates the process for Transmission Towers.

**MOTION** to read by title only. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Crawford read by title only.

Community Development Director Will Van Vactor read out loud the updated formatting and heading changes from the first hearing. In addition, Mr. Van Vactor provided a staff report on the proposed changes.

The Public Hearing was opened.

Jacob Smith, a Crook County resident born in Prineville, shared his experience with code enforcement and expressed his satisfaction with the recent code amendments, particularly the outdoor lighting ordinance. However, he noted that the wording in Section 18.126.06, subsection A1, could be clearer. Smith suggested implementing a sunset clause instead of relying on a grandfather rule, as it would provide a more balanced approach, allowing residents a set period to comply with the new regulations and address any issues.

With no other comments received, the Public Hearing was closed.

**MOTION** to approve Ordinance 344, an Ordinance amending Title 18 of the Crook County Code adopting additional procedural clarity, streamlining application processes and expanding options for local residents and declaring an emergency. Motion seconded. No discussion. Motion carried 3-0.

**Administrator Report:** None

**Commissioner Updates:**

Commissioner Crawford reported that Commissioner Hermreck had a productive meeting with representatives from the DEQ, and he followed up with the project lead, who informed him that they are currently awaiting state funding. Additionally, there may be potential federal funding within the next year to year and a half. Commissioner Crawford expressed concern over this delay and suggested sending a letter to the Governor to emphasize that this timeline is unacceptable. Vicki Breese Iverson also intends to push back on this issue at her level.

**MOTION** to delegate Commissioner Crawford to prepare a letter on behalf of the Board of Commissioners. Motion seconded. No discussion. Motion carried 3-0.

**Public Comment:** None

At 10:14 a.m. the Board of Commissioners 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to proceed as discussed in Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to authorize Commissioner Barney to sign the mediation agreement. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to authorize Commissioner Barney to act on behalf of Crook County under the parameters discussed in Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to approve the professional services contract with Andy Parks and GEL Oregon Inc. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to appoint Will Van Vactor as Interim County Manager. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 12:05 p.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF MAY 29, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on May 29, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Susan Hermreck and Commissioner Brian Barney

Absentees: Commissioner Seth Crawford

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Brad Haynes; Bill Elliott; Tim Deboodt; Cheryl Seely; Sarah Beeler; Aaron Boyce; Lisa Neuberger; Casey Daly; Will Van Vactor; Randy Davis; Kelly Coffelt; Kari Hathorn; Courtney Voss; Jamie Berger; Christina Haron; Shelby Fisher; Stephanie Wilson; Sandy Kerbow; Dock Kerbow; Breyanna Cupp; Stephanie O'Neal; Stephen Chellis; Stephanie West; Linda Pepper; Jason Elliott; Monty Kurtz; Keith Leitz; Sam Peterson, Alex Solterbeck; Andrew Rasmussen; Brody Barker; Louis Seals; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Extension of MOU with Forest Service for free Wilderness Passes:

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to discuss extending the MOU with the Forest Service, which provides free wilderness passes. The extension, beginning June 15th, will grant library cardholders continued free access for another year. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #2:** Reappointment of Steve Beeler to Flat Rock Road District

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to request that the Board of Commissioners reappoint Steve Beeler to another term on the Flat Rock Road District. An Order will be prepared, and the item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #3:** Crook County Measure 57 Funding Agreement Contract:

**Requester:** Aaron Boyce

**Details:** Community Corrections Officer Aaron Boyce attended the Work Session to discuss the Measure 57 funding agreement, an intergovernmental agreement between the Oregon Department of Corrections and Crook County for community corrections

funding. This is a recurring long-term grant, which has already been included in the Crook County Community Corrections budget. The contract has been reviewed by County Counsel, and the funding, totaling \$170,816, will be used for electronic monitoring. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #4: Cooperative Procurement for Chip Seal Oil from Albina Asphalt:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler and Road Superintendent Brad Haynes attended the Work Session to discuss the cooperative procurement chip seal agreement. Under ORS 279A.215, public agencies can contract directly with third parties based on a contract established by another public agency, provided certain standards are met. The attached contract with Albina Asphalt, established by Deschutes County through a competitive procurement process, meets those standards. Crook County's purchase order has been advertised in the local paper for the required seven days, allowing for public comment and competing quotes from other vendors. The cost of the chip seal oil is \$524,160 (\$630/ton), with delivery at \$24,960 (\$30/ton), for a total of \$549,160. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #5: Amendment to Crush Contract**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Work Session to discuss an amendment to the Crush Contract. The amendment involves extending the contract's timeline to July 31st, as Rickman Rock Crushing has encountered delays accessing the pit. The project is taking longer than anticipated, and the extension is requested to ensure extra safety and allow for sufficient time to complete the work. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #6: Domestic Relations Mediator Contract:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to discuss the domestic relations mediator contract. By statute, the County is required to contract with a mediator to provide services for certain domestic relations cases at the circuit court. Amendment 10 extends David Allen's contract as the County's mediator through the end of 2024. The contract will terminate at the end of the calendar year to allow the County to issue an RFP for this service in the fall. Mr. Allen's services are billed at \$500 per mediation, and the Oregon Judicial Department (OJD) provides annual funding to cover these costs. In previous years, the funding allocation didn't always match the County's expenditures, leading to occasional surpluses or deficits. This year, OJD implemented a statewide reporting process to better track each county's contractual obligations and financial status. After meeting with OJD, County staff have arranged for reimbursement of the current \$4,000 deficit and established a plan to avoid future deficits. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #7: Discussion regarding salary for Interim County Manager:**

**Requester:** Susan Hermreck

**Details:** County Commissioner Susan Hermreck addressed the salary for the Interim County Manager position. The County has appointed Will Van Vactor as the new Interim Manager, and a discussion is needed regarding appropriate compensation for this role. According to the County's Employee Handbook, if an employee is temporarily assigned to a position with a higher pay grade for 30 days or more, they are entitled to be paid at the first step of the higher pay grade or receive a step increase. For this interim role, the additional pay per period for out-of-class assignment is \$1,030.51. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #8: Approval from Community Fund for Fair Events & Activities:**

**Requester:** Susan Hermreck

**Details:** County Commissioner Susan Hermreck raised the topic of the various events the County has hosted at the fairgrounds with waived fees. The amount of \$23,428.00 should be available for such waivers. Any additional parties seeking fee waivers beyond what is already listed will need to give a presentation, which will be voted on by the Board of Commissioners. Fairgrounds Manager Casey Daly will collaborate with Interim County Manager Will Van Vactor to prepare the process for the upcoming presentation to the Board. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #9: Republic Services Rate Increase Request to County:**

**Requester:** Jacquie Davis

**Details:** Finance Director Christina Haron attended the Work Session to present a rate increase request from Republic Services to the Board of Commissioners. The request involves raising service fees in Crook County. While this will not have a direct budget or fiscal impact on the County, it will affect residents by increasing their monthly curbside garbage and recycling fees. After reviewing the information and meeting with the City, the recommendation is an 8% fee increase. The City is also recommending a rate increase 2-3% lower than Republic Services' original request. Republic Services is still in the process of crediting customers and will provide additional information to the Board of Commissioners. This item will be placed on the agenda for discussion on June 5th.

**Discussion item #10: Approval of FAA Runway reconstruction grant application:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Work Session to seek approval to apply for an FAA Runway Construction Grant. The runway reconstruction project has been deemed eligible for FAA funding through the airport master plan and the airport capital improvement plan. The design, engineering, and bidding phases are complete, with construction scheduled to begin in fall 2024 and be completed by spring 2025. This application is for grant funding only, and a funding commitment will be made upon the award, expected around July/August. The proposed funding breakdown is as follows: FAA Grant - \$4,025,270, CORE State Grant - \$250,000, and Airport/County contribution - \$197,252. The necessary funds have been coordinated with the finance department and are included in the FY 2025-26 budget. This item will be placed on the consent agenda for final approval on June 5th.

**Discussion item #11: Conversation about Siemens Contract and Camera System in Jail:**

**Requester:** Bill Elliott

**Details:** Undersheriff Bill Elliott and Interim Facilities Director Brody Barker attended the Work Session to discuss the jail camera system's licensing issue. The Facilities Department recently received an email regarding the renewal of the video management system for the jail, informing us that the current video and software will become obsolete by 2026. At this point, the County has two options: migrate to a new system or invest in a complete replacement. The cost for a new system ranges from \$100,000 to \$500,000. The current system is functional until December 2024, but the video quality is poor, making it difficult to clearly capture certain situations. Reliable camera systems are critical, as case law emphasizes their importance in preserving evidence, particularly in incidents like medical emergencies and use of force. The estimated budget impact could be up to \$200,000. The team will continue to explore pricing options and reach out to other jails for recommendations on camera systems they are using.

**Discussion item #12: Sheriff's Office Update:**

**Requester:** Bill Elliott

**Details:** Undersheriff Bill Elliott attended the Work Session to provide the Sheriff's Office Monthly Update. He shared the April 2024 statistics compared to April 2023. Total calls for service during the month reached 1,268, marking a 24% increase from the previous year. There were 52 arrests in April, an increase of 22 from the prior year. In terms of jail activity, there were 103 total bookings for the month, representing a 7% decrease from March. Elliott noted that weather plays a role in these fluctuations, with crime rates typically rising as temperatures warm up.

**Discussion item #13: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor and Building Official Randy Davis attended the Work Session to provide the monthly update on Community Development. The Building Department reported that they issued 195 permits for the month of April. Some of these permits were for 13 new residential dwelling permits, 46 commercial permits, 109 residential permits, and 27 residential structural (shops) permits. Activity is down compared to last year but that is allowing time for staff training and certifications. The Planning Department issued 32 permits in April (down from 38 last year). Activity remains slow, with a rescheduled hearing on a retail store in Juniper Canyon after receiving 100+ public comments. An aggregate pit application is under review, and long-range planning projects include TSP, safety action plans, and Title 17 and floodplain updates. Onsite Department reported they issued 23 permits in April, similar to last year's 21, showing stable activity. Code Compliance closed 11 cases and opened 7 in April, with progress on long-term cases.

**Discussion item #14: Recommendation to fill the alternate positions on the Abatement of Dangerous Building Appeals Board:**

**Requester:** Randy Davis

**Details:** Building Official Randy Davis attended the Work Session to recommend that



the Board of Commissioners appoint two alternate members to the Abatement of Dangerous Buildings Appeals Board. The County recently advertised for these positions and received applications. The purpose of the alternate positions is to ensure that when the Code Official issues a Notice and Order for an unsafe, unfit, unlawful, or dangerous building, any person directly affected by the decision has the right to appeal. The appeals board will hear such cases, and in the event of a conflict of interest with one of the three primary members, the alternates will step in to serve. Randy Davis recommends that Trent Evans and Jerad Cooper be appointed as alternates. An Order will be prepared, and this item will be placed on the consent agenda for final approval on June 5th.

Interim Manager Report:

Interim County Manager Will Van Vactor reported that the County has received the recruitment profile for the County Manager position, and the process is progressing as planned. Once the profile is finalized, it will be posted, and applications are expected to start coming in by July. Additionally, the compensation study has been approved, and the Finance Department is working to input the necessary data into the system. Some clarification is needed from the consultant to ensure proper implementation of the plan.

Commissioner Updates:

Commissioner Hermreck shared that she is looking forward to the upcoming listening session scheduled for tomorrow regarding the water concerns. In preparation, she will be meeting with Library Director Sarah Beeler at the Library tomorrow morning to discuss final details and ensure everything is set for the session. Commissioner Hermreck emphasized the importance of these sessions in gathering valuable feedback and hearing directly from residents.

At 10:08 a.m. the Board of Commissioners 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to proceed as directed in Executive Session. Motion seconded. No discussion. Motion carried 2-0.

**MOTION** to delegate authority to Commissioner Barney to work with the County's Realtor of Record regarding the real property transaction as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:31 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JUNE 5, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on June 5, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Breyanna Cupp; Tim Deboodt; Jacquie Davis; Will Van Vactor; Jamie Berger; Christina Haron; Alex Solterbeck; Cheryl Seely; Brad Haynes; Shelby Fisher; Aaron Boyce; Chelsea Watson; Julianna Krebs; Sarah Beeler; Stephen Chellis; Jon Soliz; Mona Glade; Stephanie Wilson; Sheriff Gautney; Dock Kerbow; Calista Songstad; Julianna Krebs; Courtney Voss; Keith Leitz; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Consent Agenda:**

1. Approve Minutes
2. Extension of MOU with Forest Service for free Wilderness Passes
3. Order 2024-33 In the matter of appointment to the Flat Rock Road District
4. Crook County Measure 57 Funding Agreement Contract
5. Cooperative Procurement for Chip Seal Oil from Albina Asphalt
6. Amendment to Crush Contract
7. Domestic Relations Mediator Contract
8. Interim County Manager Salary
9. Approval from Community Fund for Fair Events & Activities
10. Approval of FAA Runway reconstruction grant application
11. Order 2024-34 In the matter of appointments to the Abatement of Dangerous Building Appeals Board
12. Hangar Lease and Option to Purchase Agreements
13. Approve Personnel Action Forms
14. Amendment 10 to Humane Society of the Ochocos Contract

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

**Discussion item #15:** Republic Services Rate Increase Request to County:

**Requester:** Jacquie Davis

**Details:** Republic Services Representative Courtney Voss and Landfill Manager Jacquie Davis attended the Regular Session to discuss with the Board of Commissioners the annual request from Republic Services to increase service fees in Crook County. While this fee increase will not have a direct budget or fiscal impact on the County itself, it will affect citizens by raising their monthly curbside garbage and recycling fees. Republic Services is proposing an 8% increase, down from the originally suggested 10%. They also presented options regarding credit types, how to obtain credits, and the value of those credits. Commissioner Hermreck suggested that it might be beneficial to receive quarterly updates on the status of services moving forward.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to approve an 8% increase as presented in today's meeting June 5, 2024. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #16: Barnes Road Overlay Project:**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Regular Session to obtain signatures to award the Barnes Road overlay project to High Desert Aggregate. Crook County recently issued an Invitation to Bid for the overlay of Barnes Road, spanning from Barnes Butte to Highway 126 (approximately 2.15 miles). The project is scheduled to begin after July 1st and includes materials, hauling, placement, tack coat, traffic control, signage, and road markings. The County received three bids: Tri County Paving (\$513,000), Knife River Corp. (\$529,771), and High Desert Aggregate (\$449,550). The contract will be awarded to the lowest responsive bidder, High Desert Aggregate, in accordance with the bid requirements. A sample contract was included in the solicitation.

**MOTION** to award the Barnes Road Overlay Project to High Desert Aggregate for \$449,550 and for the Board of Commissioners to sign out of session following the protest period. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #17: Pulguero Chip Seal Amendment:**

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes attended the Regular Session to ask for approval of an amendment to the agreement with Pulguero Rock and Stone Co., LLC. Earlier this month, the County contracted with Pulguero, following a competitive procurement process, for the purchase and delivery of 6,000 tons of 3/8"-1/4" chip seal rock, with delivery expected by June 1<sup>st</sup>. However, shortly after the contract was signed, Pulguero notified the County that their rock crushing equipment had become inoperable. To avoid breach of contract, the County negotiated an amendment allowing Pulguero to pick up County-owned rock from the Hilltop Pit and deliver it to the 10-Mile Pit, as originally planned. The amendment sets the delivery rate at \$10.25 per ton, with a maximum of 6,000 tons to be delivered.

**MOTION** to approve the amendment for the rock crushing with Pulguero Rock & Stone Co. LLC. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #18: Amendment to IGA 6527 additional funding from HB5204:**

**Requester:** Aaron Boyce

**Details:** Probation and Parole Lieutenant Aaron Boyce attended the Regular Session to request signatures on the amendment to IGA 6527. This grant provides financial aid to community corrections and is an amendment to an existing IGA between Crook County Community Corrections and the Department of Corrections (DOC). The amendment reflects additional funding approved by the State Legislature, adding \$136,672 to the Crook County Community Corrections budget.

**MOTION** to approve amendment to IGA 6527 for additional funding from HB5204 in the amount of \$136,672.00. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #19: Consideration of recommendations of 2024 Elected Official Compensation Committee:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Regular Session to request that the Board of Commissioners consider the recommendations from the Compensation Committee. As required by ORS Chapter 204, the County must appoint a committee of citizens to provide recommendations to the County's governing body regarding the compensation of specified elected officials for the upcoming fiscal year. In addition, it is common practice for the committee to present their recommendations to the County's budget committee and include suggestions for supplementary compensation paid by the County for the District Attorney position. The 2024 Compensation Committee met on May 22, 2024, in a public meeting. The Committee has provided their approved minutes, detailing their recommendations for each position. The governing body has the authority to accept, modify, or reject these recommendations, and has exercised all three options in the past. Commissioner Barney noted that he would be willing to take less money and being placed in the 55% with the rest of the elected officials versus the 60%.

**MOTION** to approve what the Budget Committee has put forward. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #20: Public Budget Hearing – Order 2024-25 Adopting a Supplemental Budget for Crook County Fiscal Year 2023-2024:**

**Requester:** Jamie Berger

**Details:** Budget Analyst Jamie Berger attended the Regular Session to present the Supplemental Budget for Crook County for Fiscal Year 2023-2024. The resolution proposes adjustments to the County's budget to accept additional revenue, modify related appropriations, authorize appropriation transfers, and adjust expenditure budget appropriations for various County funds. Without adopting this supplemental budget, certain County funds will lack the necessary appropriation authority through June 30, 2024. While the changes are primarily housekeeping corrections, they will not alter the overall appropriations.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to adopt the supplemental budget for fiscal year 2023-2024 under Order 2024-25. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #21: Public Budget Hearing – Order 2024-26 Adopting a Supplemental Budget for Crook County Historical Museum for Fiscal Year 2023-24:**

**Requester:** Jamie Berger

**Details:** Budget Analyst Jamie Berger attended the Regular Session to present the Supplemental Budget for the Crook County Historical Museum for Fiscal Year 2023-24. This resolution proposes adjustments to the museum’s budget to accept additional revenue, modify related appropriations, authorize appropriation transfers, and adjust expenditure budget appropriations. Importantly, these changes will not affect the total budgeted spending authority for the museum for Fiscal Year 2023-24. The supplemental budget includes the closure of a reserve fund and ensures that the resources from that fund are properly reflected, making this a housekeeping correction.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to approve Order 2024-26 adopting the Supplemental Budget for Crook County Historical Museum for Fiscal Year 2023-24. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #22: Public Budget Hearing – Order 2024-27 Adopting a Supplemental Budget for the Crook County Agricultural Extension Service District for Fiscal Year 2023-24:**

**Requester:** Jamie Berger

**Details:** Budget Analyst Jamie Berger attended the Regular Session to present the Supplemental Budget for the Crook County Agricultural Extension Service District for Fiscal Year 2023-24. This resolution proposes adjustments to the district’s budget to accept additional revenue, modify related appropriations, authorize appropriation transfers, and adjust expenditure budget appropriations. These changes will not affect the total budgeted spending authority for the district for Fiscal Year 2023-24.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to approve Order 2024-27 adopting a Supplemental Budget for the Crook County Ag Extension Service District for fiscal year 2023-2024. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #23: Public Budget Hearing – Order 2024-28 Adopting Crook County budget for fiscal year 2024-2025:**

**Requester:** Jamie Berger

**Details:** Budget Analyst Jamie Berger attended the Regular Session to present the Crook County budget for fiscal year 2024-2025. The Board of Commissioners is set to adopt the budget, which includes making appropriations and imposing and categorizing ad valorem taxes for the fiscal year starting on July 1, 2024. The County will not have spending authority on July 1 unless the budget is adopted. No changes have been made to the budget since it was approved by the budget committee.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to approve Order 2024-28 Adopting Crook County budget for fiscal year 2024-2025. Motion seconded. Discussion consisted of Commissioner Hermreck mentioning what a great job the Budget Committee, Jamie Berger, and Christina Haron have done on the budget. Motion carried 3-0.

**Discussion item #24:** Public Budget Hearing – Order 2024-29 Adopting Crook County Road Agency budget for fiscal year 2024-2025:

**Requester:** Jamie Berger

**Details:** Budget Analyst Jamie Berger attended the Regular Session to present the Crook County Road Agency budget for fiscal year 2024-2025. The Board of Commissioners is expected to adopt the budget, which includes making appropriations for the fiscal year beginning July 1, 2024. Without the adoption of the budget, the Road Agency will not have spending authority as of July 1.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to approve Order 2024-29 Adopting Crook County Road Agency budget for fiscal year 2024-2025. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #25:** Public Budget Hearing – Order 2024-30 Adopting Crook County Historical Museum Fund budget for fiscal year 2024-2025:

**Requester:** Jamie Berger

**Details:** Budget Analyst Jamie Berger attended the Regular Session to seek approval for the Crook County Historical Museum budget for fiscal year 2024-2025. The Board of Commissioners is set to adopt the budget, which includes making appropriations and imposing and categorizing ad valorem taxes for the fiscal year beginning July 1, 2024. Without adoption, the museum will not have spending authority on July 1. No adjustments have been made to the budget since the budget meeting took place.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to adopt Order 2024-30 Adopting Crook County Historical Museum Fund budget for fiscal year 2024-2025. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #26: Public Hearing – Order 2024-31 Ordering the fees to be collected by Crook County for fiscal year 2024-2025:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to request approval for the order establishing fees to be collected by Crook County for fiscal year 2024-2025. The order will authorize the collection of fees for services performed by the County, effective July 1, 2024, and implement a uniform fee schedule. Attached to the order is Exhibit A, which contains the fee schedule to be adopted, and Exhibit B, which provides informational details showing the markups and changes compared to the previous fee schedule. The revenue projections for the 2024-2025 fiscal year are based on the updated fee amounts outlined in the order.

A Public Hearing was opened to receive any public comments. With no comments received, the Public Hearing was closed.

**MOTION** to approve Order 2024-31 Ordering the fees to be collected by Crook County for fiscal year 2024-2025 with the attached exhibit A as the fee schedule to be adopted in the Order and exhibit B is informational and included to show markups and changes to fees over the prior fee schedule. Motion seconded. No discussion. Motion carried 3-0.

**Interim Manager Report:**

Will Van Vactor updated the Board of Commissioners on the status of the Compensation Study. The Finance Department is making excellent progress in entering all the necessary information and data. However, some questions previously submitted to the consultant remain unanswered. The goal is to stay on track once those answers are received, but if there are further delays, the implementation may need to be made retroactive to ensure the June 1st deadline is met.

**Commissioner Updates:**

Commissioner Hermreck shared that the listening session held last Thursday at the Library, which included representatives from the Oregon Health Authority, was informative. Although she was somewhat disappointed by the turnout, those who attended were able to receive the necessary information.

Commissioner Crawford and Will Van Vactor have a meeting with Governor Kotek on the 17<sup>th</sup> to speak about the bio issues and the water issues north of town.

**Public Comment:** None

At 9:47 a.m. the Board of Commissioners 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.



## **EXECUTIVE SESSION**

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

**MOTION** to delegate authority to Commissioner Barney to sign the offer letters and documents as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:24 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JUNE 12, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on June 12, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Stephen Chellis; Bill Elliott; Cate Duke; Breyanna Cupp; Jacquie Davis; Jennifer King; Will Van Vactor; Christina Haron; Chelsea Watson; Tim Deboodt; Brad Haynes; Alex Solterbeck; Jon Soliz; Elaina Huffman; Shelby Fisher; Katie Plumb; Rebecca Keegan; Sarah Beeler; Jamie Berger; Kari Hathorn; Stephanie O'Neal; Patrick Tasa; Mike Ervin; Wanda Smith; Courtney Voss; Linda Pepper; Stephanie Wilson, Sheriff Gautney; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1: Update on Workers Compensation and Renewal Information:**

**Requester:** Kathy Puckett

**Details:** WHA Account Executive Jennifer King attended the Work Session to present the Workers' Compensation Rates and Renewal. She reviewed year-over-year changes in the policy, including updates on claims and rates. Notably, there have been improvements in claims from both the County and the Sheriff's Office over the past year. Workers' compensation coverage remains a requirement for the County, and the rate has decreased from 1.46 to 1.37. The renewal rate is based on the County's payroll, and approximately \$400K in dividends will be returned.

**Discussion item #2: Request letter of support for grant application:**

**Requester:** Cate Duke

**Details:** CLEAR Alliance Executive Director Cate Duke attended the Work Session to request a letter of support for a grant application aimed at developing a Cannabis Impaired Driving Prevention Education curriculum and resources. Impaired driving remains a significant issue on Oregon roadways, and since the legalization of recreational cannabis, there has been a sharp increase in serious injury and fatal crashes involving cannabis impairment. CLEAR Alliance seeks to create educational curriculum and public awareness campaigns focused on prevention, utilizing funding from an ODOT grant to address this growing concern.

**MOTION** to accept Cate’s letter and sign the letter of support to apply for ODOT grant. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: Republic Services Subscription Service Expansion - Yard Debris Recycling UGB:**

**Requester:** Jacquie Davis

**Details:** Courtney Voss from Republic Services attended the Work Session to propose expanding the yard debris recycling service to include the Urban Growth Boundary (UGB). Currently, this curbside service is available only within city limits. Republic Services aims to offer this as an optional subscription, allowing citizens to opt in or out. The monthly service rate would be \$22.24, with an alternative once-a-month option at \$12.12. While Republic Services anticipates limited participation, the service would be available for those interested. They hope to implement this expansion by July. This item will be placed on the consent agenda for the upcoming Regular Session.

**Discussion item #4: IT Support Update:**

**Requester:** Stephen Chellis

**Details:** Chief Information Officer Stephen Chellis attended the Work Session to request approval from the Commissioners to proceed with Bridgetech as the County's Managed Services Provider (MSP) for core IT Helpdesk services. This request follows a six-month evaluation and RFP process that included five independent MSPs. Bridgetech was selected for providing the best value, an upgraded service level, and being the right-sized organization to support the County’s IT helpdesk needs. The company offers a team of 100% US-based IT specialists and delivers economies of scale for core IT support services. Currently, the helpdesk function, supported by 1 FTE and 1 temporary employee, costs approximately \$14,000 per month or \$170,000 annually, including salary and benefits. The Bridgetech contract would cost \$11,997 per month, totaling \$143,964 annually, resulting in savings of about \$27,000 per year. Please see the attached contract, addendum, and introductory documents. This item will be placed on the consent agenda for the upcoming Regular Session.

**Discussion item #5: Ratifying appointment of Rebecca Keegan to the Ag Extension Manager position:**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to request that the Board of Commissioners ratify the appointment of Rebecca Keegan as the permanent Ag Extension Manager. Rebecca has been serving in this role on an interim basis, and her permanent appointment now requires formal ratification by the Board. In addition to her responsibilities as Ag Extension Manager, Rebecca will provide support to the Finance and Road Departments on an as-needed basis. The position is fully budgeted for in both the Fiscal Year 2024 and Fiscal Year 2025 budgets. This item will be placed on the consent agenda for the upcoming Regular Session.

**Interim Manager Report:**

The compensation project is on track to roll out as planned, with an effective date of June 1st. The Juneteenth holiday week was brought up, specifically regarding the timing of the regular session. Rebecca Keegan noted that the Extension Office budget meeting

is scheduled for June 20th to approve the budget. All commissioners agreed to hold the regular session on June 20th, instead of the 18th. Sarah will make the necessary adjustments to reflect the new regular session date and time for June 20th.

Commissioner Updates:

Commissioner Hermreck attended the COACT meeting last week and ODOT would like the County to do a letter of support for funding. The letter is critical because it is due on June 14<sup>th</sup>.

**MOTION** to sign the letter of support and sign by Friday for COACT. Motion seconded. No discussion. Motion carried 3-0.

At 9:29 a.m. the Board of Commissioners 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; and ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**EXECUTIVE SESSION**

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

**No motions were made at the conclusion of the meeting.**

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:47 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JUNE 20, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on June 20, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Christina Haron; Stephanie Wilson; Bill Elliott; Tim Deboodt; Will Van Vactor; Jon Soliz; Mike Ervin; Rich Allm; Breyanna Cupp; Chelsea Watson; Lisa Neuberger; Jacquie Davis; Jason Elliott; Jamie Berger; Alex Solterbeck; Julianna Krepps; Stephen Chellis; Cheryl Seely; Sarah Beeler; Rebecca Keegan; Stephanie West; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Consent Agenda:**

1. Approve Minutes
2. Approval of Republic Services Subscription Service Expansion - Yard Debris Recycling UGB
3. Approval of MSP Contract with Bridgetech - County IT Helpdesk
4. Ratifying appointment of Rebecca Keegan to the Ag Extension Manager position
5. Approve Personnel Action Forms
6. IGA Establishing a Funding Mechanism for Costs Related to Services and Duties of an Assistant Watermaster for Crook County
7. Amendment to Suds n' the Bucket Janitorial Contract
8. Request for COLA increase for Fiscal Year 2024-25 effective July 1, 2024
9. Amendment No. 7 to Service Contract S.T.A.R. Towing for the Sheriff's Office

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

**Discussion item #10: Change life, long term disability, and OPL insurance companies from Hartford to Mutual of Omaha starting in September 2024:**

**Requester:** Kathy Puckett

**Details:** WHA Insurance Representative Rich Allm provided an update on rate changes for OFLA and other benefits. Crook County transitioned to Hartford Insurance on July 1st, 2023, as they offered the best rates for Oregon Paid Leave at the time. However, the renewal is approaching in September, and the rate for Oregon Paid Leave has risen

significantly. Additionally, the County will be adjusting the long-term disability policy, reducing the waiting period from 180 days to 90 days.

**MOTION** to approve the change for the long-term disability and Oregon Paid Leave insurance programs from Hartford to Mutual of Omaha starting September 2024 and changing the start date of the long-term disability from 180 days to 90 days. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to recommend Commissioner Crawford to sign documents for Hartford and Mutual of Omaha related to the change of insurance company. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #11: Order Adopting Budget and Making Appropriation & Levying Taxes:**

**Requester:** Rebecca Keegan

**Details:** Natural Resources Policy Coordinator Tim Deboodt attended the Regular Session to present the FY2024-25 budget. The Budget Meeting and Advisory Board Meeting for FY2024-25 were held on May 22, 2024, where the budget was proposed and approved by the budget committee. Funding for the summer intern needed by the Extension Office will come from OSU intergovernmental funds. The total budget is \$900,000, with the tax rate levy categorized under the General Fund. The legal office has reviewed the budget to ensure all documentation is properly filed and compliant.

Commissioner Crawford opened a public hearing. With no comments received, the public hearing was closed.

**MOTION** to approve Order 2024-32 to adopt the Budget for the Ag Extension Service District. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #12: Approval of letter to submit as public testimony regarding grazing permit renewals in Camp Creek:**

**Requester:** Tim Deboodt

**Details:** Natural Resources Policy Coordinator Tim Deboodt attended the Regular Session to seek approval for letter regarding grazing permit renewals in Camp Creek. The letter is from the Crook County Natural Resources Advisory Committee (CCNRAC). The scoping for the process started in February 2024. This letter is to respond to the EA. The letter supports that the Crook County Board of Commissioners requests a 90-day extension of the EA review period to allow time for comprehensive coordination on the proposed action and look for resolutions outside of including an alternative 3 to rest a portion of a grazing allotment. The reason for 90 days is that the County recognizes that BLM is entering the beginning of fire season and may not have the personnel time to adequately deal with these issues until the end of fire season.

**MOTION** to approve the letter to submit as public testimony regarding grazing permit renewals in Camp Creek. Motion seconded. During discussion, Commissioner Crawford noted that in the past the wild horse issue has been a mess and wants to trend lightly. Tim Deboodt noted that two members of the County's NRAC committee expressed

issues about wild horses and one of those individuals helped write this letter and made the recommendations regarding DNA testing on the wild horses. No further discussion. Motion carried 3-0.

**Discussion item #13: Renew/Update/Sign annual cartography contract with Dept. of Revenue:**

**Requester:** Jon Soliz

**Details:** Assessor Jon Soliz attended the Regular Session to present the annual cartography contract. For several years, Crook County has maintained an annual contract with the Department of Revenue's Cadastral Information Systems Unit (CISU) for cartography and mapping services. These services are essential for tracking property use changes, such as partitions, subdivisions, and legal corrections, that occur throughout the year. The County has consistently been satisfied with the service provided by the state and has encountered minimal issues. The FY 2024-25 budget includes \$16,000 for 225 hours of state staff service time at a rate of \$70 per hour, which represents a \$5,000 reduction from the previous year.

**MOTION** to approve the Intergovernmental Service Agreement Contract DOR-077-24. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #14: Sign and renew Assessor Office software service contract with Helion:**

**Requester:** Jon Soliz

**Details:** Assessor Jon Soliz attended the Regular Session to seek approval for the software contract used in the Assessor's Office. Helion provides support for the Computer Assisted Mass Appraisal (CAMA) software, which is essential for property valuation across all Crook County properties. The cost for the current year is \$72,489, with a 5% Cost of Living adjustment applied for FY 2024-25, bringing the total to \$76,144. Additionally, the County has negotiated to extend the contract term to three years, rather than renewing annually, in order to reduce redundancy, per County Counsel's recommendation. A Cost of Living adjustment will be included each year of the contract. This is an approved FY 2024-25 budgeted item, with costs shared 70/30 between the Assessor's Office and the Finance Department, as they are the secondary user of the software.

**MOTION** to sign and renew the Assessor's Office software service contract with Helion. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #15: Crook County Solid Waste Applications for Disposal Fee Credit:**

**Requester:** Sarah Puerner

**Details:** Executive Administrative Assistant Sarah Puerner attended the Regular Session to present the nonprofit fee waivers for this year. Each year, Crook County invites eligible organizations to apply for the solid waste disposal fee credit, which supports nonprofits that promote recycling and the reuse of consumer goods in the community. This year, the County received three applications: Prineville Senior Center requested \$3,000, BestCare requested \$3,000, and the Humane Society Thrift Store

requested \$1,000. In prior years, Crook County has typically allocated \$1,500 per nonprofit organization.

**MOTION** to approve Prineville Senior Center, BestCare, and the Humane Society funds to be allocated out of the Community Fund in the amount of \$1,500.00. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #16: Resolution 2024-35 - In re Authorizing the County to Cause Abatement of Public Health Nuisance Conditions on a Certain Property:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Regular Session to present on the public health nuisance conditions at 9860 SW Riggs Road, which is the subject of Crook County Code Compliance Case No. 21-016 for violations of CCC 8.08 regarding the accumulation of solid waste. The property owners have failed to address the nuisance within the timeframe ordered by the hearings officer. This resolution will allow the County to petition the Circuit Court for permission to enter the property and abate the nuisance. The costs for the abatement will be funded from the County's General Fund, with budget impacts yet to be determined. Early estimates for the abatement cost are around \$150,000, which will be secured by a lien on the property.

**MOTION** to approve Resolution 2024-35 in Authorizing the County to Cause Abatement of Public Health Nuisance Conditions on a Certain Property. Motion seconded. No discussion. Motion carried 3-0.

**Interim Manager Report:**

Will Van Vactor gave a special shout-out to the Finance Department for their hard work on the comprehensive study and for ensuring everything stayed on schedule with data entry. He expressed his gratitude for their tremendous support and wanted to extend a heartfelt thank you to the entire team for their efforts.

**Commissioner Updates:**

Commissioner Hermreck mentioned that John Eisler is currently working on the contract with Belozor Outdoor Enterprises. The Board has already discussed wildlife services and is considering the next steps. Jon Belozor's contract is set to expire at the end of FY 2025.

Commissioner Crawford shared that he arranged a meeting with Governor Kotek, along with the City of Prineville, to discuss the Biomass plant. They talked about funding options, and the Governor expressed interest in exploring various sources of funding, including areas like water services and fire reduction efforts. Commissioner Crawford also raised the issue of water with the Governor and spoke with representatives from Regional Solutions, who mentioned they are awaiting a plan. Governor Kotek stated that she would follow up with him and the City within 1-2 weeks.

Commissioner Hermreck gave a special shout-out to the Bowman Museum and its staff for their support during the Memorial for Norvin Dale Brockett, who served in the Korean War. She expressed her gratitude for their enthusiasm and assistance. Commissioner Hermreck also thanked Sarah Puerner for her assistance with the speech.



**Public Comment:** None

At 9:55 a.m. the Board of Commissioners 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to proceed as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:04 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JUNE 26, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on June 26, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Will Van Vactor; Stephen Chellis; Krystal Chellis; Katie Plumb; Kari Hathorn; Stephanie Wilson; Sarah Beeler; Breyanna Cupp; Tim Deboodt; Jacquie Davis; Jon Soliz; Randy Davis; Cheryl Seely; Alex Solterbeck; Brad Haynes; Bill Elliott; Jamie Berger; Christina Haron; Shelby Fisher; Kim Fox; Linda Pepper; Amy Albert; Katrina Weitman; Andrew Rasmussen; Makenna Duran; Dock Kerbow; Sandy Kerbow; Elaina Huffman; Michelle Jones; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** CIS Insurance:

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to introduce Elaina Huffman from Graybeal Group to discuss liability insurance with the Board of Commissioners. The County's insurance is provided by CIS (City County Insurance Services), and Crook County renews its coverage annually. Elaina Huffman presented the renewal cost impacts and comparisons for the 2024-2025 coverage. Currently, the property deductible is \$5,000, but switching to a \$10,000 deductible would reduce the annual premium. The property coverage includes structures, property in the open, and mobile equipment. The new premiums also account for the Justice Center being added to the plan on either July 1st or August 1st. Elaina also offered alternate plan options for 2024 if the County decides to switch from the \$125K Aggregate Plan.

**MOTION** to raise our property deductible from \$5,000 to \$10,000. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #2:** Consider appointment recommendation to the Library Board:

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to present a recommendation to the Board of Commissioners for an appointment to the Library

Board. Ms. Beeler highlighted that the Library Board's first choice is Michael Stremme, due to his strong background. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #3: High School Intern Program:**

**Requester:** Kari Hathorn

**Details:** District Attorney Kari Hathorn attended the Work Session to present an opportunity for a student internship. Crook County High School reached out to the DA's Office about offering an internship for a high school student interested in pursuing a career in law. The internship would be funded by COIC, with no cost to the County. This opportunity would give a local student valuable experience and insight into the legal field. Ms. Hathorn noted that her department has established intern policies, and no formal approval from the Commissioners is needed. She primarily wanted to provide an update to keep the Commissioners informed.

**Discussion item #4: Extension #3 to Professional Services Contract:**

**Requester:** Stephanie Wilson

**Details:** Stephanie Wilson and Andrew Rasmussen attended the Work Session to request a continuation of the contract with Christina Deller-Storo. Ms. Deller-Storo provides annual audits, inspections, and consultations to ensure the proper management and handling of medications in the jail. The contract renewal comes with no requested changes. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #5: Human Resources Information System (HRIS) Update:**

**Requester:** Krystal Chellis

**Details:** Contractor Krystal Chellis attended the Work Session to provide an update on the HRIS system and request approval for the recommended solution, NeoGov. Krystal has been working with a committee of nine Crook County employees to evaluate several HRIS solutions, and NeoGov was selected as the best fit for the County. NeoGov offers increased operational efficiency, improved employee satisfaction, and tailored HR solutions for the public sector. The annual subscription cost is \$114,000, and Krystal emphasized the need for additional HR staff support during implementation, as the current team cannot manage both their regular duties and the system rollout simultaneously. Interim County Manager Will Van Vactor expressed support for the program but recommended delaying the decision until mid-July to ensure a solid implementation plan is in place, especially given the current staffing challenges in the HR department.

**Discussion item #6: Renewal of USDA APHIS Agreement:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the Work Session to seek approval for the renewal of the USDA APHIS Agreement. The landfill's solid waste permit requires a bird control management program due to its proximity to the airport. The USDA assists with wildlife management services, including controlling the bird population at the landfill. The renewal includes a \$5,000 increase for these services for

the upcoming fiscal year. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #7: Solid Waste Management Plan Update:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the Work Session to provide the Board of Commissioners with an update on the Solid Waste Management Plan (SWMP). She discussed the progress of the landfill gas system installation and the potential for additional revenue from a partnership with Deschutes County. This opportunity could help offset some of the costs associated with the installation of the gas system and offer a potential revenue increase for the landfill.

**Discussion item #8: Reproductive Health Grant award:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to inform the Board of Commissioners about a reproductive health grant award. As a service provider for RHCare and CCare, the Crook County Health Department has been awarded \$125,000 to enhance access to services through the clinic. This funding will help cover costs for staffing (FTE), outreach supplies and services, and Electronic Health Record (EHR) software in FY25, reducing the reliance on billing revenue and supporting the sustainability of clinical services into FY26. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #9: Reproductive Health grant award #2:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to inform the Board of Commissioners about a grant award. As a RHCare and CCare service provider, the Crook County Health Department has been awarded \$56,500 to enhance access to services at the clinic. This funding will help cover costs for staffing (FTE), training, medical supplies and equipment, and Electronic Health Record (EHR) software expenses in FY25, reducing reliance on billing revenue. This will also support the sustainability of clinical services into FY26. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #10: Amendment proposal to Crook County Community Health Advisory Council Bylaws:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to propose an amendment to the Health Advisory Council Bylaws. The current Crook County Community Health Advisory Council (CHAC) Bylaws, adopted in 2020, have presented challenges in recruitment due to membership loss without proper notification, as outlined in the bylaws. The issue arises because positions cannot be reassigned until a member officially vacates their role. The proposed amendment would allow for written notification of resignation to be sent to either the Chairperson or the Board of Commissioners, without specifying the delivery method, as long as it is in writing. These amendments were approved by the Council during the April 2024 CHAC meeting, and the final adoption of the amended bylaws is scheduled for the July 2024

meeting, pending Board of Commissioner approval. Additionally, language in the bylaws has been updated to reflect the transition from a County Court to a Board of Commissioners. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #11: Consider appointment recommendation to the Community Mental Health Advisory Board:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to request that the Board of Commissioners consider appointing LaDele Harris to position number 9 on the Health Advisory Council. An Order will be prepared, and this item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #12: Community Health Advisory Council Annual Update:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to provide an annual update on the Community Health Advisory Council (CHAC). CHAC is a legislatively mandated advisory body that provides recommendations to the Crook County Board of Commissioners on behavioral and public health matters. During the session, Katie requested feedback to help shape her presentation for the July Board of Commissioners meeting.

**Discussion item #13: Veteran Services Update:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to provide an update on Veteran Services. Thomas Evans and Mona Glade introduced themselves and shared their backgrounds with the Board of Commissioners. Since January, approximately 200 veterans have visited the Veteran Services office, with 35 claims successfully approved. The office has been fully staffed for the past six months, providing consistent service. The importance of attending Band of Brothers gatherings was discussed, and Commissioner Hermreck encouraged Thomas and Mona to regularly attend veterans' breakfasts to engage with the community.

**Discussion item #14: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Building Official Randy Davis and Katrina Weitman attended the Work Session to provide an update on Community Development activity for May. The department issued 29 permits for new residential dwellings, 37 commercial permits, 84 residential permits, and 15 residential structural permits, totaling 167 permits for the month, down from 202 permits in May of the previous year. Additionally, 846 residential inspections and 251 commercial inspections were conducted. The department has also been contacted about a potential small data center project on top of the hill, with meetings and discussions expected to begin soon. The Dollar General application was denied, and the Planning Commission will review the decision, with notices being mailed out this week.

**Interim Manager Report:**

Will Van Vactor reported that he spoke with Richard Meyers from GMP yesterday, who informed him that 10 applications have been received for the County Manager position so far. Meyers also mentioned that he had two conversations with potential candidates who ultimately chose not to apply due to the County not offering PERS.

Commissioner Updates:

Commissioner Barney mentioned that he has a Supplemental Service Agreement with Pinnacle Architect for the second lot the County recently purchased. The goal is to consolidate services in order to save money for the County. This is outlined in Supplemental Service Agreement #9.

**MOTION** to sign Pinnacle Supplemental Services #9 Contract. Motion seconded. No discussion. Motion carried 3-0.

At 10:35 a.m. the Board of Commissioners 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.

### **EXECUTIVE SESSION**

At the conclusion of the Executive Session, the Board of Commissioners 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.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:23 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JULY 3, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Court meeting on July 3, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford and Commissioner Brian Barney

Absentees: Commissioner Susan Hermreck

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Mona Glade; Christina Haron; Breyanna Cupp; James Preuss; Will Van Vactor; Brad Haynes; Stephanie O’Neal; Alex Solterbeck; Sarah Beeler; Casey Daly; Jacquie Davis; Sandy Kerbow; Jerry Hicks; Erin Harris; Steve Waring; Micheal Stremme; Ken Fahlgren; John Morgan; Dusty Flegel; Andrea Weaver; Kelly Coffelt; Katie Slattery; Jamie Berger; Tasha Lundbam; Deborah Stremme; and members of the public.

**REGULAR SESSION**

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

**Public Comment:**

Ken Fahlgren and John Morgan submitted public comment cards regarding the Allen Creek access discussion. Since this topic is listed as Discussion Item #12 on the agenda, we will hold their comments until that item is addressed.

**Consent Agenda:**

1. Approve Minutes
2. Order 2024-37 In the matter of the appointment to the Crook County Library Board of Trustees
3. Extension #3 to Professional Services Contract
4. Renewal of USDA APHIS Agreement
5. Reproductive Health grant award
6. Reproductive Health grant award #2
7. Amendment proposal to Crook County Community Health Advisory Council Bylaws
8. Order 2024-38 In the matter of appointment to the Community Mental Health Advisory Board
9. Promotion of Camille Krueger
10. Amendment 4 to community mental health program funding agreement no. 026007

**MOTION** to approve the Consent Agenda as presented. Motion seconded. No discussion. Motion carried 2-0.

Commissioner Crawford highlighted the consent agenda, which included the appointment of Michael Stremme to the Library Board. Mr. Stremme expressed his excitement about joining, and the Commissioners shared their enthusiasm for having

him on the board. Additionally, Commissioner Crawford announced the appointment of James Preuss as the new Facilities Director, noting the Board's pleasure in welcoming him to the team.

**Discussion item #11: Proclamation stating that July is recognized as Park and Recreation Month in Crook County, Oregon:**

**Requester:** Steve Waring

**Details:** Steve Waring, Executive Director of the Crook County Parks and Recreation District, requested that the Board of Commissioners officially recognize July as Parks and Recreation Month in Crook County. The U.S. House of Representatives has designated July as Parks and Recreation Month nationwide, and this recognition has no budget impact on the county. Commissioner Crawford read the proclamation in support of the designation. Steve Waring expressed his gratitude to the Board for the ongoing collaboration between the County and the City on various projects and events. He also highlighted upcoming community events that residents can participate in.

**MOTION** to pass the Proclamation. Motion seconded. No discussion. Motion carried 2-0.

**Discussion item #12: Review of Crook County Order 2009-67:**

**Requester:** Jerry Hicks

**Details:** Realtor Jerry Hicks and Retired Forester John Morgan attended the Regular Session to request the Board of Commissioners correct an error in the legal description of Order 2009-67, which impacts access to the Foley Butte timber tract, now owned by Nuveen Capitol Partner. County Counsel Eric Blaine explained the concept of road vacation for counties and confirmed there is no budget impact for the county. The legal error affects access to the property, with three differing legal descriptions, two of which support the existence of a gate at the road's entrance. Jerry Hicks presented the property's history and offered to gather signatures from affected landowners to expedite the correction. AmeriTitle Title Manager Erin Harrison and Managing Forester John Morgan also provided insights, emphasizing that the current road description inaccurately reflects public access and should be corrected to align with private access intent. Former Commissioner Ken Fahlgren supported this, recalling the original intent to limit access due to property damage. County Counsel Blaine and the Commissioners agreed to review the information before making a decision. Blaine advised against recording a new public road document without involving the property owners, and Commissioner Barney recommended obtaining landowner consent to avoid future issues.

**Interim Manager Report:**

**Will Van Vactor** reminded everyone that James Preuss has joined the County as the new Facilities Director and encouraged any department heads who haven't met him yet to reach out and introduce themselves. He also provided an update on the HR Director recruitment, noting that the engagement letter has been signed with the same firm handling the County Manager recruitment, so that process is moving forward.



**Commissioner Updates:**

Commissioner Crawford mentioned that he received a letter from the Governor’s Office on Friday regarding the water issue and potential funding options. He expressed optimism about the positive news and plans to develop a solution. Commissioner Crawford also discussed homelessness and upcoming laws with County Counsel Eric Blaine, emphasizing the need to prevent camping within the community and expressing a desire to see these measures adopted as soon as possible. County Counsel Eric Blaine advised that the existing camping ordinance should remain in effect for the time being.

Commissioner Barney asked Jerry Hicks if the property owners had signed the necessary documents. Mr. Hicks responded that he expects the signatures to be completed today. Acknowledging Mr. Hicks's deadline, Commissioner Barney emphasized the need to expedite the process once the approvals are received. Commissioner Crawford added that he is willing to call a special meeting if necessary. Mr. Hicks confirmed he would send over the notarized consent notices from the property owners once they are finalized.

**Public Comment:** None

At 10:07 a.m. the Board of Commissioners 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to execute funding documents outside of court, as presented in the Executive Session, once finalized and legal counsel has approved in consultation with Commissioner Barney. Motion seconded. No discussion. Motion carried 2-0.

**MOTION** to direct outside counsel as discussed in the Executive Session following full execution of the funding agreements. Motion seconded. No discussion. Motion carried 2-0.

**MOTION** for County Legal Counsel to correspond with the counter party regarding the authorities as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 2-0.

**MOTION** to direct staff to prepare the recording documents including the recitals as discussed in the Executive Session and to be signed outside of court. Motion seconded. No discussion. Motion carried 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:07 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JULY 17, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on July 17, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Stephen Chellis; Will Van Vactor; Alex Solterbeck; Mona Glade; Brad Haynes; Rebecca Keegan; Tim Deboodt; Justin Alderman; Dock Kerbow; Mike Ervin; Katie Plumb; Stephen Gilday; Krystal Chellis; Sarah Beeler; Stephanie Wilson; Christina Haron; Marixa Richardson; Shelby Fisher; Sheriff Gautney; Susanne Walters-Moore; Michael Warren; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Consent Agenda:**

1. Approve Minutes
2. Approve Personnel Action Forms  
**Removed** - Pulled Jake Zapf's PA form because it is premature, and the position needs to be looked at before approving.
3. Approval of HRIS System

**MOTION** to approve the Consent Agenda as presented with the exception of the personnel action form for Jake Zapf. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4: Budget clarification for 2024-25 Crook County Ag Extension Service District Budget, LB-1:**

**Requester:** Tim Deboodt

**Details:** Budget Officer Tim Deboodt for the Ag Extension Service District presented budget information to the Board of Commissioners. He explained that the LB-1 form published in the Central Oregonian on June 11th did not include specific expenditures for capital improvements (vehicle purchase and building maintenance) and the County's Internal Service Charge. However, these costs were included in the total requirements as published. The budget adopted by the Board of Commissioners on June 20th was exactly as approved by the Service District Budget Committee on May 22, 2024. The budget details were shared in a public meeting on May 22nd, and all budget documents were available for public review from May 23rd to June 20th, containing the correct

information. No further action is required, as this update was simply to inform the Board about the publication mistake. Budget Analyst Jamie Berger confirmed that no additional steps are needed.

**Discussion item #5: Review of FS Objection Resolution Offer and Decide Response:**

**Requester:** Tim Deboodt

**Details:** Natural Resources Policy Coordinator Tim Deboodt attended the Regular Session to present an Objection Resolution Offer Letter regarding the Mill Creek Vegetation Management Project. Crook County has been actively involved in the Forest Service's planning process for this project, providing input on the Draft Environmental Assessment (EA) in September 2023. In May 2024, the County submitted an Objection Letter in response to the draft Decision Notice. Following an objection resolution hearing in June 2024, the Forest Service issued an objection resolution offer letter. However, the County's Natural Resources Advisory Committee has recommended that the Board of Commissioners reject the offer, as it fails to address the County's concerns, does not meet the project's stated Purpose and Need, and is not in the best interest of Crook County citizens.

**MOTION** to approve the letter to Shane Jeffries Forest Supervisor for Objection Resolution Offer letter for Mill Creek Vegetation Management Project. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #6: Community Health Advisory Council Update:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Regular Session to provide the annual update on the Community Health Advisory Council (CHAC) to the Board of Commissioners. Commissioner Hermreck requested that this presentation be rescheduled to the July 17th regular session. CHAC is a legislatively mandated advisory body that advises the Crook County Board of Commissioners on behavioral and public health issues. The council currently has eight appointed members, and with the upcoming official appointments of Katie Plumb and Seth Crawford, the county bylaw requirements will be met. The council meets every other month and encourages input from community members, who contribute valuable insights and topics to the discussions, even if they are not official members of the council.

**Discussion item #7: Approve Order and Resolution No. 2024-36 in the matter of voluntarily enrolling Crook County Deputy District Attorneys into the Oregon Public Employee Retirement System:**

**Requester:** Kathy Puckett

**Details:** County Counsel Eric Blaine attended the Regular Session to request the Board of Commissioners' approval of an order allowing District Attorneys to be enrolled in the Oregon PERS retirement program. This is the formal step to include District Attorneys in PERS, and the necessary funds have already been allocated in the budget. Approving the order will have no additional financial impact.

**MOTION** to approve Order 2024-36. Motion seconded. No discussion. Motion carried 2-1 with Commissioner Barney in opposition.

**Interim Manager Report:**

Will Van Vactor expressed his appreciation to Kim Fox and her team for inviting him to their regular check-in meeting, allowing him to gain a deeper understanding of the services they provide to the community. He also shared that the City notified him about a County-owned property with overgrown weeds and grass. The Facilities team promptly addressed the issue before it became a larger problem, and he thanked everyone for their ongoing teamwork and support. Additionally, Will noted that the Wildfire Risk Map is now available for public viewing on the Department of Forestry website and emphasized the importance of the County receiving feedback from the public on this matter.

**Commissioner Updates:**

Commissioner Crawford has been working with the Senior Center, which is currently facing financial challenges. Organizations like Facebook have stepped in to provide assistance, and it's important for us to offer support where possible. Due to past decisions, there is a possibility that the Senior Center could eventually fall back under the County's management. However, improvements are being made, and financial aid from these organizations is helping to address the situation.

**Public Comment:** None

At 9:37 a.m. the Board of Commissioners convened into Executive Session under the following statute(s): ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; and 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct the County's Realtor of Record to prepare the offer documents and to authorize execution outside of a meeting. Motion seconded. No discussion. Motion carried 3-0.

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

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:53 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JULY 31, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on July 31, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Administrative Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Facilities Director James Preuss; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Undersheriff Bill Elliott; Finance Director Christina Haron; Sarah Beeler; Jacquie Davis; Randy Davis; Katrina Weitman; Katie Plumb; Jon Soliz; Jamie Berger; Lisa Neuberger; Stephanie O’Neal; Kim Fox; Mike Ervin; Justin Alderman; Dock Kerbow; Jo McCabe; Linda Pepper; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Request for approval to apply for annual Ready to Read Grant:

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to seek approval from the Board of Commissioners to apply for the annual Ready to Read Grant in the amount of \$10,186. These funds are used to support early literacy programs for children ages 0-14 and to provide summer reading activities for Crook County youth. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #2:** 2024 In-House Asphalt Purchase:

**Requester:** Brad Haynes

**Details:** Road Superintendent Brad Haynes presented quotes for an in-house asphalt project on SE Davis Loop, covering 2.2 miles from SE Juniper Canyon to Cayuse St. This section, plagued by potholes and deteriorating pavement, requires significant maintenance, prompting the need for an asphalt overlay. About 3,600 tons of asphalt concrete are needed for the project, with the work to be completed by County Road staff. Three local vendors submitted quotes: Knife River: \$232,200; High Desert Aggregate and Paving: \$226,800; Tri County Paving LLC: \$212,400. The project also includes paving the cattleguard approach on Johnson Creek Rd. The work, scheduled between August 5 and August 22, will be done using a rented paver from Pape Machinery. Tri County Paving LLC provided the lowest quote at \$212,400.

**MOTION** to approve the purchase of asphalt from Tri-County Paving. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #3: Letter to State Representatives Regarding State Border Relocation Negotiations:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to present a draft letter to the Board of Commissioners, intended for State Representatives, regarding State Border Relocation Negotiations. On the May ballot, Crook County placed Ballot Measure 7-86, a non-binding advisory question asking voters if County leadership should inform state representatives that voters preferred the continuation of border relocation negotiations. The measure passed with over 53% support. The draft letter to Senator Findley and Representative Breese Iverson conveys the outcome of the vote and the wishes of Crook County voters. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #4: Crook County Solid Waste Application for a Disposal Fee Credit:**

**Requester:** Sarah Puerner

**Details:** Executive Administrative Assistant and Communications Officer Sarah Puerner attended the Work Session to present a request for the Crook County Solid Waste disposal fee credit. Each year, Crook County invites eligible nonprofit organizations focused on recycling and reusing consumer goods to apply for this credit. In June, three applications were received, and an additional application was submitted in July. The discussion focused on the 4th application, from Redemption House Ministries, which requested \$2,800. In past years, Crook County has allocated \$1,500 per nonprofit. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #5: Vacation/PTO Accrual for Employees with more than 16+ Years of Service:**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to provide an update on Vacation and PTO Accrual adjustments for employees with 16 or more years of service. Earlier in 2024, the Board approved PTO accrual changes for certain employees with lateral experience, but no adjustments were made for long-term employees. To show appreciation for their commitment, the memorandum proposes additional PTO accruals or a one-time payout for this group. Qualifying employees will have three options: (1) receive additional PTO hours (within the maximum vacation/PTO limits), (2) receive a lump sum payment, or (3) a combination of both options. If all employees opt for the lump sum payment, the total cost to the County would be approximately \$78,000. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #6: Compensation Review Committee Process and Procedure**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to discuss the establishment of a Compensation Review Committee. As of June 1st, Crook



County implemented a new salary schedule. To ensure any future adjustments are made consistently and fairly, Will proposed a formal process for the committee to review all requested changes to the salary schedule. While changes could potentially increase personnel costs, having a structured process in place will help ensure that adjustments align with the County's original intent in adopting the salary schedule. This item will be placed on the consent agenda for final approval on August 7th.

**Discussion item #7: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Building Official Randy Davis and Operations Manager Katrina Weitman attended the Work Session to provide an update on community development. Although permit activity has slowed, there are still 1,200 open and active permits. Construction on the new carwash is progressing, and the daycare facility in town has been granted a temporary occupancy permit for 49 people while they address a few minor issues, with a full occupancy of 89 once resolved. The demand for daycare in Crook County remains high. The Building Department has met its 5-year goal of having all staff 100% certified for residential work. While planning numbers are comparable to last year, they are currently lower than expected. The Dollar General permit was denied, and no appeal has been filed. Permit Tech training on the onsite process is underway to ensure well-rounded staff development. The department is maintaining a 92% turnaround rate for inspections within one business day.

**Interim Manager Report:**

Will Van Vactor received a letter from FEMA regarding changes related to floodplain management and the impact of the killer whale's species status, which could affect Crook County. He emphasized the importance of addressing this and plans to review the webinar starting today for further information. Additionally, Will contacted the Governor's office about wildfires and the process of declaring fires as an emergency. He is staying in touch with Andy Pearson to ensure the County is prepared to take necessary steps if needed.

**Commissioner Updates:**

**Commissioner Crawford** shared that he and Commissioner Hermreck had an excellent tour of the Port of Morrow, where they learned about the wide range of services and goods provided there. Commissioner Hermreck highlighted some key points, noting that one of the most interesting aspects was the addition of a 20,000-square-foot expansion to their museum. The Port also offers workforce housing and a childcare center. Additionally, Amazon is contributing a large 3D printer to support children's education in robotics, drones, and more.

**Commissioner Hermreck** highlighted the food insecurity program led by Shawna from OSU, noting its efficiency. She also mentioned that FEMA has provided \$70,000 in funding to Deschutes, Jefferson, and Crook counties to assist with housing, food, and utility needs. Additionally, Undersheriff Bill Elliott requested that one of the Commissioners attend an emergency meeting at 10 a.m., called by the State Fire Marshall, to discuss structure protection in Paulina. Commissioner Hermreck confirmed she will attend the meeting.

At 9:32 a.m. the Board of Commissioners read into Executive Session under the following statute(s): ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; and 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

Commissioner Hermreck had to leave during Executive Session in order to make the meeting with the State Fire Marshall to discuss structure protection in Paulina.

**MOTION** to gather the information and correspond with the counter parties as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 2-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 9:54 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF AUGUST 7, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on August 7, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Casey Daly; Will Van Vactor; Alex Solterbeck; Breyanna Cupp; Christina Haron; Sarah Beeler; Jamie Berger; Stephanie West; Kelly Coffelt; Linda Pepper; Kari Hathorn; Andy Gallagher; Mike Warren; Dave Fields; Richard Meyers; Brandi Ebner; Rory Rodge; Don Tschida; and members of the public.

**REGULAR SESSION**

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

Public Comment: None

**Consent Agenda:**

1. Approve Minutes
2. Request for approval to apply for annual Ready to Read Grant
3. Letter to State Representatives Regarding State Border Relocation Negotiations
4. Crook County Solid Waste Application for a Disposal Fee Credit
5. Order 2024-40 In the matter of approving a one-time additional PTO accrual or payout for long-term employees
6. Order 2024-41 In the matter of adopting a procedure for implementing a compensation review committee

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

**Discussion item #7: Recognition of Smokey Bear's 80th Birthday:**

**Requester:** Commissioner Barney

**Details:** Commissioner Brian Barney read a proclamation recognizing August 9, 2024, as Smokey Bear's 80th birthday in Crook County. Smokey Bear has long been a cherished and iconic symbol of wildfire prevention, reminding generations of Americans about the importance of protecting our forests, wildlife, and natural resources. This milestone marks eight decades of Smokey's tireless efforts and continued dedication to raising awareness about wildfire safety. His message, "Only YOU can prevent wildfires," has played a vital role in shaping public attitudes toward fire prevention and preserving

the beauty of our natural landscapes for future generations. Crook County is proud to celebrate Smokey Bear's 80 years of service and his enduring legacy.

**Discussion item #8: Request to waive or reduce the rental fee of Crook County Fairgrounds indoor arena for Prineville's Hospice Auction to be held on December 7, 2024:**

**Requester:** Anna Contreras

**Details:** Prineville's St. Charles Hospice Auction Coordinator, Brandi Ebner, attended the Regular Session to request a rental fee waiver for the Crook County Fairgrounds. She explained that the hospice auction is an annual event, and the fairgrounds is the only venue capable of accommodating the 700 expected attendees. Crook County has consistently supported this event, and waiving the rental fees helps reduce costs, allowing the organization to raise more funds to support local hospice patients and their families.

**MOTION** to waive the rental fees for the Prineville Hospice Auction on December 7<sup>th</sup> and will come out of the Community Benefit Fund. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #9: Presentation for Crook County Soil & Water Conservation District:**

**Requester:** Christina Haron

**Details:** Andy Gallagher, District Manager for the Crook County Soil & Water Conservation District, attended the Regular Session to provide the Board of Commissioners with an annual update on the district's programs and current initiatives, noting that it has been an exciting year. He highlighted the Sage Grouse program, which supports private landowners in enhancing their property for wildlife habitat conservation while also helping them maintain their land. Andy also discussed several key grants and projects the district is working on, including: Ochoco Fish Passage Project: Focused on improving fish migration pathways in the Ochoco area; Gillens Beaver Creek Project: Aimed at restoring natural habitats and ecosystems along Beaver Creek; Blue Mountain Ranch Paulina Valley Restoration: A major effort to restore the ecological balance of Paulina Valley; and Wildfire Recovery: Ongoing recovery efforts and securing funding for projects aimed at mitigating wildfire damage and restoring affected areas. These initiatives reflect the district's commitment to conservation and sustainable land management in Crook County, while continuing to secure the necessary resources through grants and partnerships.

**Discussion item #10: Consideration of County Manager Hiring Standards, Criteria, and Policy Directives:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Regular Session to request the Board of Commissioners' consideration of the County Manager Hiring Standards, Criteria, and Policy Directives. In April, the County contracted with GMP Consultants to assist in recruiting and selecting a permanent County Manager, and 21 applications have been received thus far. Mr. Eisler provided a PowerPoint presentation outlining the hiring standards, criteria, and policy directives. Before the Board moves forward with

discussing specific candidates in today's Executive Session, the public must first have the opportunity to provide feedback on these aspects of the hiring process. Although the public has previously had opportunities to comment on the general County Manager position, this session offers a focused chance for input specifically on the ongoing recruitment and selection process.

Commissioner Crawford opened the public hearing. With no comments received, the public hearing was closed.

**MOTION** to formally adopt the standards, criteria, and policy directives as presented. Motion seconded. No discussion. Motion carried 3-0.

**Interim Manager Report:** None

**Commissioner Updates:** None

**Public Comment:** None

At 9:32 a.m. the Board of Commissioners convened into Executive Session under the following statute(s): ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent; and 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** for staff to proceed as directed in the Executive Session by scheduling finalist interviews for August 20<sup>th</sup> from noon to 4:00 p.m. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to approve the grant of the utility easements in favor of the City of Prineville as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:34 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF AUGUST 14, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on August 14, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Administrative Assistant Breyanna Cupp; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Library Director Sarah Beeler; Assessor Jon Soliz; Health and Human Services Director Katie Plumb; Mona Glade; Kari Hathorn; Karen Bushnell; Linda Pepper; Tim Deboodt; Jamie Berger; James Preuss; Dock Kerbow; Sandy Kerbow; Marrin Nyman; Callie Kackley; Kristina Robertson; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** Fee waiver request for CODSN:

**Requester:** Marrin Nyman

**Details:** Program Coordinators Marrin Nyman and Callie Kackley from the Central Oregon Disability Support Network (CODSN) attended the Work Session to request a fee waiver for the Grizzly Mountain Pavilion. CODSN, a non-profit organization, is planning a Fall Wellness Fair at the pavilion. The requested waiver includes the rental fee for the fairgrounds pavilion and a 20% waiver on the gross income from food sales at the event. The total waiver request is estimated at around \$300, with the event scheduled for October 10th from 4-6 p.m. Fairgrounds Manager Casey Daly will confirm the final pricing and inform the Commissioners. Once the details are finalized, the item will be placed on the consent agenda for final approval.

**Discussion item #2:** OHA Medicaid Administrative Claiming IGA #182949:

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to present the Oregon Health Authority (OHA) Medicaid Intergovernmental Agreement (IGA). This five-year agreement outlines the County's responsibilities to provide outreach, application assistance, referral, coordination, monitoring, and training for Medicaid and Non-Medicaid programs. As part of the IGA, the County will collaborate with the Multnomah Education Service District (MESD) for eligibility lists. The County

previously renewed its IGA with MESD on August 5, 2024. This item will be placed on the consent agenda for final approval on August 21st.

**Discussion item #3: Employee Promotion and Merit Based Step Adjustment:**

**Requester:** Kari Hathorn

**Details:** District Attorney Kari Hathorn attended the Work Session to request approval for employee promotions and step adjustments. Ms. Hathorn is requesting a merit-based two-step increase for Victim Advocate Supervisor Julie Martinez. Ms. Martinez has shown exceptional dedication to Crook County, consistently receiving excellent performance reviews. Despite her hard work, she has not received the five step increases granted to other support staff because she was previously capped at step 13. She is currently at step 6, and Ms. Hathorn proposes advancing her to step 8 based on merit. Additionally, Ms. Hathorn requested a promotion for Jane Ashley, currently Legal Assistant I, to Legal Assistant II, effective at her one-year review in July. Ms. Ashley is already performing LA II duties and handles the County's most serious cases. Both proposed modifications are within the District Attorney's budget. The department is focused on building retention and creating clear advancement paths for staff.

**MOTION** to approve and for this to be signed by the Interim County Manager Will Van Vactor. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4: Fair Board Resignation:**

**Requester:** Casey Daly

**Details:** Fairgrounds Manager Casey Daly attended the Work Session to inform the Board of Commissioners about the resignation of Linda Smith from the Fair Board. Linda, who holds position #4, has decided to step down effective August 12, 2024, ahead of her term's expiration on December 31st. She believes it's in the best interest of the Fair Board for someone new to step into the role now, allowing adequate time to help plan for next year's fair. County Administration will advertise the vacancy and begin collecting applications to fill the position.

**Discussion item #5: Airport - FAA Runway Reconstruction Grant:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Work Session to provide an update on a runway reconstruction grant. The Airport has been selected to receive a grant for the reconstruction of runway 33/15. FAA grants are generally awarded between spring and early fall, and this specific grant is expected to be offered in the coming weeks. The County will need to sign and submit a letter of acceptance by the September 12th deadline. The design and engineering for the project are already complete. Total project funding includes \$4,025,270 from the FAA, \$250,000 from the state, and \$197,252 in local funding, bringing the project total to \$4,472,522.

**MOTION** to approve the FAA grant and authorize Commissioner Barney and Assistant County Counsel to execute the FAA AIP FIS 2024 Grant Agreement on the condition that the final grant is substantially similar to the draft copy that has been reviewed by County Counsel. Motion seconded. During discussion, Commissioner Crawford

requested Airport Manager Kelly Coffelt to bring information to the next meeting as a follow-up to walk through these terms, and the value of the project. Motion carried 3-0.

**Discussion item #6: Airport - Professional Services Agreement/Precision Approach Engineering Inc:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Work Session to discuss the professional services agreement with Precision Approach Engineering. The FAA requires airport sponsors to contract with qualified consultants for planning, engineering, design, and construction management related to FAA/AIP funded projects. Through an RFQ procurement process, the airport has selected Precision Approach Engineering Inc. for a five-year contract. Consultant fees will be handled through task orders and contracts for specific FAA-funded projects, with each project approved by the County. This item will be placed on the consent agenda for final approval on August 21st.

**Discussion item #7: Transportation System Plan Update - Change of Scope (Juniper Canyon Egress Feasibility):**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the Work Session to discuss the Transportation System Plan (TSP) update, specifically addressing a change in scope for the Juniper Canyon Egress Feasibility Study. The County is updating its Transportation Plan with a focus on safety concerns in Juniper Canyon. This change in scope will allow for a thorough evaluation of alternative access options, providing the County and the public with a better understanding of potential routes and the associated costs. The proposed scope change will cost \$41,751. The FY '25 Road Department budget includes a \$60,000 appropriation for a transfer to the Community Development Fund, intended for the Juniper Canyon ingress/egress feasibility study and the completion of the TSP. This item will be placed on the consent agenda for final approval on August 21st.

**Interim Manager Report:**

Will Van Vactor provided an update on the Wildfire Risk Map process, noting that the public comment period ends tomorrow. He expressed concern over the lack of public feedback so far and highlighted ongoing discussions with the state regarding inconsistencies in the risk levels assigned to lots in Brasada Ranch and Juniper Canyon. While most of the lots are labeled as moderate risk, some are categorized as high risk, and the reason for this disparity remains unclear. A meeting with the state has been scheduled, but Will recommended that the County submit formal comments before the deadline, reflecting previously expressed concerns. He emphasized the importance of continuing the dialogue with the state later this month to address these wildfire risk map issues.

**MOTION** for the Board of Commissioners to put a letter together, sign it out of court, and send it in. Motion seconded. No discussion. Motion carried 3-0.

**Commissioner Updates:**



Commissioner Hermreck mentioned that the County received a letter advocating for strong USDA Rural Development funding. She noted the importance of including the County's evacuation center in the advocacy, along with one of the recommendations made by Senator Wyden in the letter. Commissioner Hermreck expressed her support for signing the letter and provided approval to use her signature stamp for this letter. She emphasized the significance of this funding in supporting rural communities and ensuring critical infrastructure projects like the evacuation center are adequately addressed.

**MOTION** to sign the letter as presented by Susan Hermreck today. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Barney reported that they are working to finalize a date for the Ribbon Cutting of the Justice Center. While August 30th has been tentatively set, the date may need to be adjusted depending on availability. More information will be confirmed later today. To ensure all key participants can attend, Breyanna will be sending out an email to assess everyone's availability. Commissioner Barney emphasized the importance of this event as a celebration of the new facility and its impact on the community.

At 9:44 a.m. the Board of Commissioners read into Executive Session under the following statute(s): ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

### **EXECUTIVE SESSION**

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

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to amend the (2)(e) Executive Session for August 20<sup>th</sup> from 12pm - 4pm instead to have it from 11am - 3pm in the County Annex Building. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:01 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF AUGUST 21, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on August 21, 2024, at 9:00 a.m. in the County Annex meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Will Van Vactor; Kelly Coffelt; Brad Haynes; Katie Plumb; Bill Elliott; Andrew Rasmussen; Tim Deboodt; Mona Glade; Rebecca Keegan; Micheala Edwards; Sarah Beeler; Alex Solterbeck; Mike Ervin; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Consent Agenda:**

1. OHA Medicaid Administrative Claiming IGA #182949
2. Approve Professional Services Agreement with Precision Approach Engineering Inc.
3. Transportation System Plan Update - Change of Scope (Juniper Canyon Egress Feasibility)
4. 3rd Amendment to Intergovernmental Agreement between Crook County and Jefferson County for Jail Bed Rental

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

**Discussion item #5: Airport Runway Project Update:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Regular Session to present an update to the Board of Commissioners on the Runway 33/15 Reconstruction project. The project involves demolishing and widening the runway from 40 feet to 60 feet, installing new runway lighting, signage, and markings, and adjusting the magnetic variation to 34/16. Precision Approach Engineering is handling the design, engineering, and construction consulting, while Taylor NW has been identified as the low bidder and contractor for the project. The reconstruction is scheduled to take place from November 2024 to July 2025, with grant closeout anticipated to take a couple of months beyond that. The total project cost is \$4,472,522, with \$4,025,270 funded by the FAA, \$250,000 from CORE/State funds, and \$197,252 covered by airport surplus and revenue. Mr.

Coffelt provided a PowerPoint presentation detailing the project's scope, timeline, funding breakdown, site conditions, and expected improvements.

**Discussion item #6: LaPine Community Health Center:**

**Requester:** Katie Plumb

**Details:** Health & Human Services Director Katie Plumb attended the Regular Session to update the Commissioners on funding for programs that support mental health promotion and suicide prevention. She requested approval to allocate one-third of the grant funds to LaPine to initiate their agreed-upon programs. The Central Oregon Health Council received community behavioral health funding intended for the region, and through this pass-through grant, LaPine will be able to host a Peer Support Specialist. This role will help build capacity for services such as hiring, home visits, appointment support, and group facilitation, as well as warm handoffs. Peer Support services will be billed as appropriate, with grant funds covering any uncovered expenses related to the position. The initiative also aims to reduce transportation barriers to accessing in-person behavioral health services, provide access to a welcoming, private space for on-site telehealth services, and increase community awareness of in-person behavioral health resources in LaPine.

**MOTION** to sign the professional service contract with LaPine Community Health Center. Motion seconded. No discussion. Motion carried 3-0.

**Interim Manager Report:** None

**Commissioner Updates:**

**Commissioner Hermreck** shared that she received a letter from Senator Finley regarding the Idaho proposition. Crook County had sent a letter reflecting the results of the local vote, and in response, Senator Finley outlined the three steps required for any Oregon counties to become part of Idaho. First, the Oregon Legislative Assembly must consent, followed by consent from the Idaho Legislature, and finally, approval from Congress. Senator Finley also expressed that for him to take action, a significant majority of Crook County citizens must support the move. He pointed out that only 5,149 of the 22,449 registered voters in Crook County voted in favor, which he feels is insufficient to request the Oregon Legislature's consent.

**Public Comment:** None

There being no further business before the Board of Commissioners, the meeting was **adjourned at 9:17 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF AUGUST 28, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on August 28, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Administrative Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Clerk Cheryl Seely; Landfill Manager Jacquie Davis; Building Official Randy Davis; Operations Manager Katrina Weitman; Bill Elliott; Stephanie Wilson; Katie Plumb; Jamie Berger; Andrew Rasmussen; Tim Deboodt; Sarah Beeler; Micheala Edwards; Shelby Fisher; James Preuss; Rebecca Keegan; Bruce Bischoff; Courtney Voss; Dock Kerbow; Colin Teem; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** 2024 School Based Health Center Agreement with BestCare:

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to request that the Board of Commissioners renew a contract under the Oregon Health Authority Agreement No. 180007, Program Element 44, for the Mental Health Expansion Grant program. Historically, these funds have been subcontracted to the County's Community Mental Health Provider (CMHP), which is currently BestCare Treatment Services in Prineville. The funds are designated to support a qualified mental health provider within the School-Based Health Center (SBHC) system, working in direct coordination with SBHC provider Mosaic Community Health. This item will be placed on the consent agenda for final approval on September 4th.

**Discussion item #2:** 2024 Community Mental Health Provider Agreement with BestCare:

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to present a new agreement contract with BestCare for the upcoming fiscal year. Crook County receives funds through the Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Treatment (Agreement #PO-44300-00026007). Under the new contract,

Crook County will withhold an indirect rate of 2.5% based on the County's Indirect Cost Rates for non-facility costs. Additionally, the County may withhold payments if the provider fails to perform or document the contracted services. This item will be placed on the consent agenda for final approval on September 4th.

**Discussion item #3: OHA Amended & Restated 2023-2025 Intergovernmental Agreement:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to present an amended intergovernmental agreement. This is the first of several contract updates for FY25, marking the second half of the biennium for this agreement. Finalized program awards will be issued in the coming weeks as FY24 year-end totals are finalized, and reports are completed with the Oregon Health Authority (OHA). While this agreement doesn't yet reflect all the rollovers expected throughout the year, it is the most accurate version at this time and may be adjusted as needed. The County anticipates remaining on budget as proposed for FY25. This item will be placed on the consent agenda for final approval on September 4th.

**Discussion item #4: Employee Promotion:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Work Session to propose the promotion of Jamie Berger. Since the changes in the County Manager position on June 1st, Jamie, currently serving as Budget Analyst, has taken on additional responsibilities, including budget preparation, long-range forecasting, and developing key performance indicators with departments. She has also assumed extra duties related to grant reporting for various departments. Due to her excellent performance, Ms. Haron recommends promoting Jamie to Budget Manager, effective June 1st. This promotion is within the approved FY25 Finance Department budget and will replace the Budget Analyst position. Ms. Haron will discuss the process for signing the personnel action form with County Counsel Eric Blaine after the meeting.

**Discussion item #5: Airport Update:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Work Session to provide an update on airport operations. He reported that the FBO operations, which were contracted last year, have been successful, particularly with the handling of fuel services. The airport has had a strong year overall. The summer fire season has gone smoothly, with no major issues reported. The Oregon Department of Forestry (ODF) is using the Prineville Airport to store and distribute a specific type of fire retardant for federal fires. There have been a few compliance issues related to hangar use, but those have been resolved. Additionally, the airport has seen an increase in revenue of \$35K per year, thanks to the growth in leased space. Mr. Coffelt also briefly mentioned the upcoming runway reconstruction project, which has already been discussed at previous meetings. In addition, Mr. Coffelt covered a PowerPoint presentation about the Terminal Expansion Update for the Redmond Airport as he is a Crook County representative for the Airport Advisory Committee.

**Discussion item #6: Fleet Management Program:**

**Requester:** Will Van Vactor

**Details:** This item was removed from the agenda. The goal is to finalize the details and discuss it during a future work session.

**Discussion item #7: Republic Services Update:**

**Requester:** Jacquie Davis

**Details:** Courtney Voss from Republic Services attended the Work Session to provide a service update. She reported a 50% decrease in the number of missed service complaints from customers, indicating improved performance. Courtney also introduced Colin Teem, the Eastern Regional Materials Management Specialist with DEQ, who is Crook County's new representative. During the session, concerns were raised by Paulina residents about the closure of the local transfer station. Commissioner Susan Hermreck explained that the station was closed in accordance with evacuation zones set by the Sheriff's office due to fire evacuations. The Commissioners were pleased to hear that Republic Services is now operating the office five days a week, improving accessibility for residents. Paulina residents also expressed interest in having a recycling option added in their area, and Republic Services noted the feedback for future consideration.

**Discussion item #8: Runway 15-33 Reconstruction Bid Award:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to discuss the bid award for the reconstruction of the Airport's Runway 15-33. With the assistance of Precision Approach Engineering (PAE), the County received and reviewed two bid proposals: Taylor Northwest, LLC at \$3,854,272.00 and High Desert Aggregate & Paving, Inc. at \$4,248,616.00. The Engineer's Estimate for the project was \$4,302,632.50. PAE recommended awarding the contract to Taylor Northwest, LLC, as the lowest responsive and responsible bidder, contingent upon the receipt of FAA funding. The FAA Project Manager has concurred with this recommendation. Once the Board announces the decision, staff will issue the Notice of Intent to Award and initiate the bid protest period before finalizing the contract, pending FAA funding. The \$3,854,272.00 project will be primarily funded through FAA and COAR grants.

**MOTION** to designate Taylor Northwest as the lowest responsive responsible bidder on the Airport Runway 15-33 Project. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #9: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Building Official Randy Davis and Operations Manager Katrina Weitman attended the Work Session to provide an update on Community Development services, focusing on permit and application activity. While residential projects have seen slower activity, commercial projects have remained steady. In July, 12 residential permits and 31 commercial permits were issued, with a total of 186 permits for the month. Year-to-date, 1,156 permits have been issued. Some of the larger projects currently under construction include the Justice Center, CCO5&6 Data Center, and the Rooster Restaurant/Bar. In terms of planning, 28 applications were submitted in July, with

several more expected soon. The department has maintained a 100% inspection turnaround time within 24 hours, completing 17 inspections for the month. The steady pace of commercial development and ongoing large projects highlight the continued growth and development within the community.

Interim Manager Report:

Will Van Vactor previously submitted a letter regarding the Wildfire Hazard Map. He now would like to add a few additional points and draft a new letter, which will include the Commissioners' signatures, to be sent to Crook County legislators, the Governor's Office, and other relevant officials. Mr. Van Vactor will finalize the revisions, and the updated letter will be placed on the agenda for approval for next week.

Commissioner Updates:

Commissioner Crawford attended the wildfire map meeting in Salem, where he had a productive conversation with a representative after the meeting. The representative agreed to meet with Seth and Will to review each parcel individually. Additionally, Commissioner Crawford has been working with the Senior Center, which is facing significant issues with its flooring. An estimated \$80,000 revamp is planned, at no cost to the Senior Center. Facebook will be providing supplies, while the school program will contribute the labor for the project.

Commissioner Hermreck informed the Board that the Crook County Foundation is applying for a grant from the Central Oregon Health Council. She has prepared a letter of support, which focuses on addressing food insecurity in the county. The letter is due by Thursday, and she requested that the Board of Commissioners sign it today to meet the deadline.

**MOTION** to sign the support letter for Crook County Foundation's grant application to Central Oregon Health Council. Motion seconded. No discussion. Motion carried 3-0.

At 10:05 a.m. the Board of Commissioners read into Executive Session under the following statute(s): ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; and 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:06 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**



**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF SEPTEMBER 4, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on September 4, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Administrative Assistant Breyanna Cupp; Payroll/Benefits Administrator Kathy Puckett; Accounts Payable Accountant Laura Fladung; Undersheriff Bill Elliott; Library Director Sarah Beeler; Operations Manager Cindy York; Appraiser Karen Bushnell; Accounting Manager Lisa Neuberger; Appraiser Jason Elliott; Heather Roberts; Budget Analyst Jamie Berger; Clerk Cheryl Seely; Airport Manager Kelly Coffelt; Courtney Voss; Business Analyst Micheala Edwards; Appraiser Stephanie West; Finance Director Christina Haron; Natural Resources Manager Tim Deboodt; Legal Assistant Alex Solterbeck; District Attorney Kari Hathorn; Assistant Building Official Terry Weitman; Mia Acevedo; Angelica Lavin Garica; Sheriff Gautney; Building Official Randy Davis; Onsite Coordinator Julie Lancaster; Chief Deputy Appraiser Shaun Christofferson; Assessor Jon Soliz; Rich Evans; Tech Deputy Tish Plasterer; Parole/Probation Deputy Chris Estes; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Consent Agenda:**

1. 2024 School Based Health Center Agreement with BestCare
2. 2024 Community Mental Health Provider Agreement with BestCare
3. OHA Amended & Restated 2023-2025 Intergovernmental Agreement

**MOTION** to accept the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4: Swearing in of Corrections Deputy:**

**Requester:** Stephanie Wilson

**Details:** Sheriff John Gautney attended the Regular Session to formally administer the oath to Corrections Deputy Alexander Acevedo. During the ceremony, Deputy Acevedo introduced his family, including his mother and sister, who participated in a pinning ceremony to mark the occasion.

**Discussion item #5: Recognize employees with 20+ years of service and two employees retiring:**

**Requester:** Breyanna Cupp

**Details:** Executive Assistant Breyanna Cupp attended the Regular Session to formally recognize employees for their years of service, including honoring two retiring employees. Staff reaching milestone anniversaries of 20 years or more received a commemorative pin and certificate in recognition of their dedication and accomplishments. This event is part of a series of planned ceremonies aimed at ensuring proper acknowledgment of such milestones, celebrated during the regular Board of Commissioners Meeting.

**Discussion item #6: Employee Promotion:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to propose an employee promotion within the Finance Department, prompted by recent organizational changes. Since June 1st, Jamie Berger, currently serving as Budget Analyst, has taken on additional responsibilities, including budget preparation, long-range forecasting, and collaborating with departments to develop key performance indicators. She has also assumed further duties related to grant reporting across various departments. Given Jamie's exemplary performance, Christina recommends promoting her to Budget Manager, effective June 1st. This promotion aligns with the existing Finance Department budget approved for FY25 and will replace the Budget Analyst position.

**MOTION** to grant authority to Will Van Vactor to sign the PA form for Jamie Berger. Motion seconded. During Discussion, Commissioner Hermreck extended her congratulations to Jamie for stepping up and doing an outstanding job, and she also commended the entire Finance team for their hard work and dedication. No further discussion. Motion carried 3-0.

**Discussion item #7: Final Letter - Wildfire Hazard Map:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the Regular Session to present the finalized letter to Andy McEvoy and Branden Pursinger, outlining Crook County's concerns and issues with the Wildfire Risk Map. The letter highlights specific inconsistencies, such as classification differences for lots in Brasada Ranch and Juniper Canyon. It notes that property owners will not be notified until the map is finalized, at which point they will have 60 days to appeal, a process that requires appearing before an administrative law judge. Once the letter is sent to Andy and Branden, a request will be made for the sit-down meeting promised to Commissioner Crawford. The governor, representatives, and senators are copied on the letter to ensure they receive the information as well.

**MOTION** to approve the final letter that has been drafted by Will Van Vactor to be sent out to the parties concerning the Wildfire Hazard Map. Motion seconded. During Discussion, Commissioner Hermreck questioned sending the letter to Oregon Senators as well to cover consideration of State and Federal land. Will Van Vactor mentioned a

copy of the letter can be sent to them in an email. No further discussion. Motion carried 3-0.

**Discussion item #8: Amendment to County's participation resolution in PERS system, to add Deputy District:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Regular Session to present an amendment to the County's participation resolution with PERS. Earlier this year, the County voted to include Deputy District Attorneys (DDAs) in PERS. Following this decision, the PERS board required a formal resolution to officially add the DDAs, which was approved as Order and Resolution 2024-36. Upon receiving the signed resolution, PERS requested an additional amendment to the County's original 1973 resolution, which established Crook County's participation in PERS. This original resolution, effective July 1, 1974, stated that Law Enforcement Personnel would be enrolled in PERS without prior service credit. PERS accepted this initial resolution as a contract, assigning the County employer number 2044 and treating the resolution as the governing document. The current amendment will add specific recitals to this contract, per PERS requirements.

**MOTION** to approve the amendment to the County's participation resolution in PERS system to add Deputy District Attorneys to PERS. Motion seconded. No discussion. Motion carried 2-1. Commissioner Barney voted in opposition.

**Interim Manager Report:**

Will Van Vactor announced an upcoming ice cream social for all County employees on September 12th. This event offers a relaxed opportunity for staff from different departments to connect outside of their usual work environment. Employees are encouraged to join at Pioneer Park, if schedules permit, to enjoy some ice cream and a break in the fresh air.

**Commissioner Updates:**

Commissioner Hermreck shared that she received multiple calls from the Paulina area last night regarding the Pal Mountain Fire, which has a seven-mile front stretching from Humphrey—formerly known as the Ray Sessler Ranch, now the Michael Stafford Ranch. Federal resources have now arrived, and Commissioner Hermreck dispatched their cat truck to assist in fighting the fire. She encourages everyone to keep the landowners and firefighters in their thoughts, noting the importance of improved forest management to help prevent fires of this magnitude.

Commissioner Crawford has recently been in discussions with the Forest Service and conservation groups regarding the potential purchase of a large private ranch. He said that it's essential for the County to formally oppose any further federal land acquisitions within Crook County. Commissioner Crawford emphasized the importance of reaching out to congressional representatives to explore ways to prevent the expansion of federal lands in the area.

Commissioner Hermreck highlighted that Crook County has 26,000 citizens and expressed a desire to see increased public engagement. She emphasized the importance

of actively moving in a direction that recognizes taxpayers as the foundation of local government and the true employers of public officials.

Commissioner Barney echoed Commissioner Hermreck's sentiments, emphasizing that property owners have the right to sell their land as anyone else does. He noted that it's not his role to dictate a property owner's decisions. Commissioner Barney shared that he spent time discussing the matter with Kevin and Chris and respects their enthusiasm for wanting to purchase the property. However, he believes the process is premature and that the public should have the opportunity to provide input before any sale moves forward.

**Public Comment:** None

At 9:50 a.m. the Board of Commissioners 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 Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to prepare the letter to the counter party and to authorize the Board of Commissioners to sign outside of the meeting. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:42 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF SEPTEMBER 11, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on September 11, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

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; Administrative Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Health and Human Services Director Katie Plumb; Natural Resources Manager Tim Deboodt; Clerk Cheryl Seely; Assessor Jon Soliz; District Attorney Kari Hathorn; Ag Extension Manager Rebecca Keegan; Library Director Sarah Beeler; Senior Planner Katie McDonald; Operations Manager Katrina Weitman; Assistant Building Official Terry Weitman; City of Prineville Planning Director Josh Smith; City of Prineville Attorney Jered Reid; Dock Kerbow; and members of the public.

**WORK SESSION**

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

Commissioner Crawford requested a moment of silence for those that lost their lives on September 11<sup>th</sup>.

Public Comment: None

**Discussion item #1:** OHA 2023-2025 Intergovernmental Agreement Amendment 11:

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to request that the Board of Commissioners discuss an amendment to an Oregon Health Authority contract as part of the fiscal year close-out. This marks the second of several expected updates for FY25, aligning with the second half of the contract's biennium. The finalized program awards included in this amendment are in line with budget projections as proposed and adopted for FY25, with additional updates anticipated in the coming weeks. This item will be placed on the consent agenda for final approval on September 18th.

**Discussion item #2:** Oregon National Flood Insurance Program - Pre-implementation Plan for Endangered Species Act:

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor and Senior Planner Katie McDonald attended the Work Session to discuss FEMA's Pre-implementation Plan for

new floodplain development standards under the National Marine Fisheries Service 2016 Biological Opinion (BiOp). The BiOp, part of Oregon's National Flood Insurance Program (NFIP), found that FEMA's floodplain management practices were adversely affecting 17 ESA-listed species and their habitats. To remain eligible for NFIP, cities and counties must now choose one of three compliance measures by December 1, 2024: 1) Prohibit all new floodplain development, 2) Adopt an updated model code incorporating ESA measures, or 3) Implement a permit-by-permit approach with habitat assessments. If no choice is made, jurisdictions default to the permit-by-permit option. The majority of Crook County falls under this new map, and it's advised that the County and City align on their chosen approach. A Planning Commission meeting on September 25 will address the Oregon Model Floodplain code language, and Commissioner Susan Hermreck requested a report following this meeting. Additionally, a letter to Congressman Bentz's office may be drafted to seek further guidance.

Interim Manager Report: None

Commissioner Updates:

Commissioner Hermreck recently attended a public health meeting where progress was made on developing a heat map to assess needs across Crook County. She plans to meet with City staff to review growth plans and future projections. It was a productive and positive discussion, focusing on planning for the next 25 to 50 years and considering long-term community needs.

Commissioner Crawford extended congratulations to Commissioner Barney for obtaining the Certificate of Occupancy for the Justice Center.

Commissioner Barney announced that the ribbon-cutting ceremony is scheduled for September 27th and noted that everything is progressing smoothly.

At 9:47 a.m. the Board of Commissioners 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; and ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

## EXECUTIVE SESSION

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

**MOTION** to delegate authority to Will Van Vactor to create and tender an offer of engagement for the County Manager position on behalf of Crook County. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:02 a.m.**

Respectfully submitted,  
**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF SEPTEMBER 18, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a Regular Session on September 18, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

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; Budget Manager Jamie Berger; Assessor Jon Soliz; Airport Manager Kelly Coffelt; Legal Assistant Alex Solterbeck; Administrative Assistant Breyanna Cupp; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Clerk Cheryl Seely; Business Analyst Micheala Edwards; Road Superintendent Brad Haynes; District Attorney Kari Hathorn; Sheriff Gautney; Administrative Division Manager Stephanie Wilson; Systems Administrator Chelsea Watson; Appraiser Stephanie West; Library Director Sarah Beeler; Assessment Technician Linda Pepper; Assessment Technician Elsie Ray; Katie Slattery; Joe Merrill; Dock Kerbow; Mike Ervin; Courtney Voss; Dick Zimmerlee; and members of the public.

**REGULAR SESSION**

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

**Public Comment:** None

**Consent Agenda:**

1. Approve Minutes
2. OHA 2023-2025 Intergovernmental Agreement Amendment 11
3. Runway 15-33 Reconstruction Contract with Taylor NW

**MOTION** to pass the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4:** Four road crossing in existing road crossing in Millican OHV area approval:

**Requester:** Joe Merrill

**Details:** Joe Merrill with King of the Kastle attended the Regular Session to seek approval of four road crossings in Millican OHV area. This is an annual request for the fall race. Mr. Merrill noted that during the last race, there were concerns about individuals discharging firearms nearby, and the Sheriff's Office has agreed to increase their presence for added safety for this fall. King of the Kastle has hosted these races for four years, drawing around 47 cars and 250 attendees per event. Mr. Merrill highlighted

that the events bring an estimated \$14 million in team assets to Central Oregon, providing a significant boost to the local economy.

**MOTION** to approve the road crossings as discussed in today’s meeting. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #5: Supplemental Budget Hearing - Order 2024-42 Adopting a Supplemental Budget for Crook County Fiscal Year 2024-25:**

**Requester:** Jamie Berger

**Details:** Budget Manager Jamie Berger attended the Regular Session to present Order 2024-42 to the Board of Commissioners, adopting a Supplemental Budget for Crook County for Fiscal Year 2024-25. This resolution introduces a supplemental budget allowing the County to accept additional revenue, adjust related appropriations, authorize transfers, and update expenditure appropriations for County funds for the fiscal year.

Commissioner Crawford opened a public hearing. With no comments received, the public hearing was closed.

**MOTION** to pass Order 2024-42. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #6: Amendments to Justice Center Funding Agreements:**

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Regular Session to discuss recent amendments to the Justice Center funding agreements. In July, the County signed a Master Funding Agreement and a Phase Funding Agreement with the State to secure matching funds for the new Justice Center construction. There are two amendments to these agreements for the Board to review. The first amendment is to the Master Funding Agreement: This amendment clarifies that the ARPA funds received by the County at the close of FY 23/24 are exempt from Article XI-Q requirements outlined in the agreement. The second is the first amendment to the Phase 1 Funding Agreement: This amendment introduces an additional 100% match tier (alongside the existing 65% tier) to cover planning-related costs, including architectural work, feasibility studies, land acquisition, and System Development Charges (SDCs). These adjustments provide clearer terms and greater flexibility in funding critical early-stage project costs.

**MOTION** to approve the 1<sup>st</sup> amendment to the Crook County Courthouse Master Funding Agreement and the 1<sup>st</sup> amendment to the Crook County Courthouse Phase Funding Agreement. Motion seconded. No discussion. Motion carried 3-0.

**Interim Manager Report:**

Will VanVactor reported that the HR recruiter has finished initial screening interviews, narrowing the candidate pool to one strong candidate, with additional potential applicants. There may be two interviews scheduled for the HR Director position soon. This recruitment remains open as a continuous process to ensure the right fit is found.



**Commissioner Updates:**

Commissioner Crawford reported that he and Will Van Vactor recently spoke with Andy from OSU regarding the wildfire map. Unfortunately, the discussion didn't lead to any resolutions, as the science behind the map remains unclear and difficult to challenge directly. To address these concerns, Mr. Van Vactor will draft a letter, including policy-focused talking points, which will be shared with other counties for their consideration and signatures.

Commissioner Hermreck discussed the recent letter from Jackson County concerning the wildfire hazard map and suggested Crook County may want to join their efforts. She noted inaccuracies in the map data, including mentions of lakes as fire hazards, and pointed out that insurance challenges for residents are worsening due to these flaws. Additionally, she attended an on-site meeting and tour at the Knife River Woodward Site.

**Public Comment:**

Mike Ervin respectfully noted that it is difficult for those seated at the back of the room to hear clearly, particularly when Commissioners and attendees do not speak directly into their microphones.

At 9:21 a.m. the Board of Commissioners convened into Executive Session under the following statute(s): ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; 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, and ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

**EXECUTIVE SESSION**

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

**MOTION** to approve the release of the easement agreement. Motion seconded. No discussion. Motion carried 3-0.

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

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Barney noted that John Eisler will bring the contract for the second parking lot to next week's work session. He mentioned that they have received

information on the change order and will begin work on it today. Due to time-sensitive matters, the contract will be signed soon.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 10:39 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF SEPTEMBER 25, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on September 25, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Board Members Present: Commissioner Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Interim County Manager Will Van Vactor; Administrative Assistant Breyanna Cupp; Legal Assistant Alex Solterbeck; Road Superintendent Brad Haynes; Airport Manager Kelly Coffelt; Finance Director Christina Haron; Landfill Manager Jacquie Davis; Lieutenant Aaron Boyce; Lieutenant Mitch Madden; Building Official Randy Davis; Administrative Assistant Haley Crow; Natural Resources Manager Tim Deboodt; Health and Human Services Director Katie Plumb; Ag Extension Manager Rebecca Keegan; Assessor Jon Soliz; Systems Administrator Chelsea Watson; Library Director Sarah Beeler; Chief Information Officer Stephen Chellis; Budget Manager Jamie Berger; District Attorney Kari Hathorn; Assessment Technician Linda Pepper; Appraiser Stephanie West; Assessment Technician Elsie Ray; Administrative Assistant Allison Hildebrand; Duane Porter; Mike Ervin; and members of the public.

**WORK SESSION**

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

**Public Comment:**

Mike Ervin expressed that the program Mandi Puckett is discussing today is valuable, and he believes it deserves everyone's support.

**Discussion item #1: Requesting a letter of support from the Board of Commissioners:**

**Requester:** Mandi Puckett

**Details:** High Desert Christian Academy Community Relations Director Mandi Puckett attended the Work Session to request a letter of support from the Board of Commissioners for an Educational Campus initiative. She presented the vision for an Educational Campus Hub that would provide childcare and early education, K-12 dual enrollment, career and trades training, transportation, and family educational services. Mandi shared the goals, mission, vision, and growing community support for the project, aimed at revitalizing the old hospital to create a new educational center for Crook County. In light of potential interest in this proposal, the Commissioners invited Mandi to present at the next Regular Session, where more community members can attend and hear about the project firsthand.

**Discussion item #2: Signature for the HB 4002 BHD grant:**

**Requester:** Aaron Boyce

**Details:** Aaron Boyce attended the Work Session to request a signature for the BDH grant. Crook County has been awarded a \$150,000 grant from the Oregon Criminal Justice Commission to establish a Drug Deflection Program, developed as part of HB 4002 for the re-criminalization of certain drug offenses. This program is fully funded by the grant and will not impact the county budget. This item will be placed on the consent agenda for final approval on October 2nd.

**Discussion item #3:** Franchise Agreement with Republic:

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to discuss the solid waste franchise agreement with Republic Services. Both the County and City have franchise agreements with Republic Services, with the County's agreement established under Ordinance 161 in 2005. Additionally, the County has a separate agreement with Republic for the Paulina Transfer Station, which both parties are interested in amending. The discussion included the possibility of negotiating a new franchise agreement with Republic Services that could align more closely with agreements of other regional governments. Jacquie Davis noted that there have been some issues at the Paulina Transfer Station, and several elements—such as recycling services, a credit-back program, service to specific roads, and a drop-off trash site—will likely need to be included in the revised agreement. For long-term benefit, initiating the process for a new franchise agreement is recommended.

**Discussion item #4:** Kirby Nagelhout Changer Order #250:

**Requester:** John Eisler

**Details:** Assistant County Counsel John Eisler attended the Work Session to update the Board of Commissioners on a change order related to the Justice Center project. Construction of the new Justice Center is nearing completion, and the County recently acquired two adjacent parcels for additional parking. With the second parcel acquisition finalized, plans are moving forward to begin demolition and prepare the site for parking development. Change Order #250 covers hazardous material abatement, demolition, site preparation, surveying, and construction of the new parking lot, including curbs, sidewalks, lighting poles, and a planter wall.

**MOTION** to approve change order #250 with Kirby Nagelhout Construction Company in the amount of \$394,557.00. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #5:** Airport - Services during construction contract / Precision Approach Engineering Inc. Phase II Runway reconstruction project:

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the Work Session to discuss FAA-required construction management services for FAA/AIP-funded projects. Under a master contract, Precision Approach Engineering (PAE) has been selected as the County's airport consultant. This specific contract pertains to Phase II of the runway reconstruction, covering essential services throughout the construction phase. These services include project scheduling, contractor and FAA coordination, reporting, on-site quality control, testing, and management. The consultant fees for this contract total

\$586,750, with FAA approval confirmed through an independent fee estimate. The project is funded by a \$4,025,270 FAA grant and a \$250,000 state grant. This item will be placed on the consent agenda for final approval on October 2nd.

**Discussion item #6: Consideration of County process for prosecution of dog-as-a-public nuisance violations; options and disadvantages:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Work Session to address issues related to dog-related public nuisance violations and the available options for enforcement, along with potential disadvantages of each approach. He presented a memo outlining the County's current application of the animal control ordinance, which has been in effect since summer 2023, and provided an analysis of alternative strategies for managing these cases. Each option presented carries certain drawbacks, ranging from enforcement challenges to fiscal impacts. Lieutenant Mitch Madden expressed interest in reviewing these options thoroughly to identify a practical path forward for resolution. The primary fiscal consideration is the potential opportunity cost, as addressing dog-related nuisances may require reallocating resources from other County functions. The Board plans to revisit this topic and explore potential resolutions at a future Work Session.

**Discussion item #7: Review 2024-2026 update to County's equal employment opportunity plan (EEOP), for consideration of adoption at future meeting:**

**Requester:** Eric Blaine

**Details:** County Counsel Eric Blaine attended the Work Session to discuss updates to the County's Equal Employment Opportunity Plan (EEOP), required by some federal and state grants. The EEOP aims to ensure equitable workforce participation for all, analyzing labor market data and employment practices to identify barriers for women and minorities. The current EEOP, covering October 2022 to September 2024, is due for renewal. Order 2024-43 proposes a new biennial plan with workforce analysis, which aligns with current County policy and does not require additional expenses. Failure to maintain an updated EEOP could impact the County's eligibility for current and future grants. This item will be revisited at the October 2<sup>nd</sup> Regular Session.

**Discussion item #8: Letter to Oregon State University regarding OSU Extension in Crook County:**

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to present a letter to Nicole Strong at OSU Extension regarding the operations of the Crook County Extension Program. The letter acknowledges discussions from Nicole Strong's presentation on April 17, 2024, where she proposed adjustments to the program's day-to-day management structure. After careful review, the Board of Commissioners has decided to maintain the current operational structure, keeping the OSU Extension office under the oversight and administration of Crook County. The commissioners emphasized their commitment to supporting the Extension's initiatives and ensuring seamless program continuity for the benefit of the community. This decision aligns with the County's dedication to sustaining valuable partnerships and resources that enhance local agriculture, education, and community development services.

**MOTION** to sign the letter to OSU Extension Regional Director Nicole Strong today. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #9: Community Development Monthly Update:**

**Requester:** Katrina Weitman

**Details:** Building Official Randy Davis attended the Work Session to provide an update on Community Development services, including permit and application activity for August. The department issued a total of 188 permits, comprising 13 residential dwellings, 47 commercial permits, and 109 residential permits for plumbing, electrical, or mechanical work. August also saw 193 active dwelling permits, 714 other residential permits, and 270 commercial permits. Daily inspections for the month totaled 976. In Planning, 45 applications were received in August, marking an increase from the 21 received in the same month last year. The Planning Commission's schedule is fully booked through February 2025. Major projects like the Justice Center and the "H" Occupancy building at the Prineville Campus are nearing completion. Onsite permit activity has decreased compared to this time last year. Code Compliance opened five new cases, closed five, and currently manages approximately 60 open cases and complaints.

**Interim Manager Report:**

Will Van Vactor reported that the Compensation Review Committee, established by the Board of Commissioners, has reconvened and is making steady progress in reviewing flagged positions efficiently. The goal is to complete these initial reviews, after which the committee will meet only on an as-needed basis.

**Commissioner Updates:**

**Commissioner Hermreck** reported on a letter concerning the National Old Growth Amendment. When this amendment was initially developed, counties were excluded from participation. The letter requests that counties be included, allowing for local-level involvement, particularly in areas like Mill Creek and other locations on which the county has previously provided input. She requested approval for signatures to be added to the letter in support of this inclusion.

**MOTION** to sign the Land Management Plan Direction for Old Growth Forest Conditions today and to send it promptly. Motion seconded. No discussion. Motion carried 3-0.

**Commissioner Barney** announced that the ribbon-cutting for the Justice Center will take place this Friday. Commissioner Hermreck noted that the newspaper featured a front-page article on the event, along with publishing our well-designed flyer. Photos of the building from various locations and perspectives are scheduled to be taken today and tomorrow.

At 10:38 a.m. the Board of Commissioners read into Executive Session under the following statute(s): ORS 192.660(2)(d) To conduct deliberations with persons

designated by the governing body to carry on labor negotiations; and ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

### **EXECUTIVE SESSION**

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

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Barney received an updated contract related to the basement project discussed earlier in the meeting. The revised contract total is now \$403,000, up from the initial \$394,000, reflecting additional work required for the basement and expanded civil work. The task order remains the same, with adjustments made to accommodate these changes.

**AMENDED MOTION** to delegate authority to Commissioner Barney to review the updated change order and if it's satisfactory to approve it. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:13 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**

## AGENDA ITEM REQUEST



**Date:**

10/22/2024

**Meeting date desired:**

10/30 BOC Work Session, 11/6 BOC Mtg

**Subject:**

OHA 2023-2025 Intergovernmental Agreement Amendment 13

**Background and policy implications:**

Amendment 13 to the OHA-LPHA contract (180007) provides year-end adjustments for FY24 and updated funding amounts for FY25.

**Budget/fiscal impacts:**

Attachment B subtracts final FY24 expenses to balance and close the FY24 contract. PE01-10, PE01-08, PE01-09, PE10-02, and PE51-01 carry unspent funds into FY25. PE62 and PE12-01 were underspent by \$39,526.10 and \$24,040.27 respectively due to staff vacancies.

Attachment D reallocates rollover funds from FY24. We are also receiving an additional \$20,000 for Tobacco Prevention (PE13) and \$99,482 for Primary Prevention (PE36-01)

**Requested by:**

Katie Plumb, Health & Human Services Director  
kplumb@crookpublichealthor.gov 541-447-5165

**Presenters:**

Katie Plumb, Health & Human Services Director

**Legal review (only if requested):**

Yes

**Elected official sponsor (if applicable):**



Agreement #180007



**AMENDMENT TO OREGON HEALTH AUTHORITY  
2023-2025 INTERGOVERNMENTAL AGREEMENT FOR THE  
FINANCING OF PUBLIC HEALTH SERVICES**

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@state.or.us](mailto:dhs-oha.publicationrequest@state.or.us) or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This Thirteenth Amendment (this “Amendment”) to Oregon Health Authority 2023-2025 Intergovernmental Agreement for the Financing of Public Health Services, effective July 1, 2023, (as amended, the “Agreement”), is between the State of Oregon acting by and through its Oregon Health Authority (“OHA”) and Crook County, (“LPHA”), the entity designated, pursuant to ORS 431.003, as the Local Public Health Authority for Crook County. OHA and LPHA are each a “Party” and together the “Parties” to the Agreement.

**RECITALS**

WHEREAS, OHA and LPHA wish to modify the set of Program Element Descriptions set forth in Exhibit B of the Agreement

WHEREAS, OHA and LPHA wish to modify the Fiscal Year 2024 (FY24) Financial Assistance Award set forth in Exhibit C of the Agreement.

WHEREAS, OHA and LPHA wish to modify the Exhibit J information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200 (FY24);

WHEREAS, OHA and LPHA wish to modify the Fiscal Year 2025 (FY25) Financial Assistance Award set forth in Exhibit C of the Agreement.

WHEREAS, OHA and LPHA wish to modify the Exhibit J information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200 (FY25);

**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:

1. This Amendment is effective on **September 1, 2024**, regardless of the date this amendment has been fully executed with signatures by every Party and when required, approved by the Department of Justice. However, payments may not be disbursed until the Amendment is fully executed.
2. The Agreement is hereby amended as follows:
  - a. Exhibit A “Definitions”, Section 18 “Program Element” is hereby amended to add Program Element titles and funding source identifiers as follows:

<u>PE NUMBER AND TITLE</u> • SUB-ELEMENT(S)	<u>FUND TYPE</u>	<u>FEDERAL AGENCY/ GRANT TITLE</u>	<u>CFDA#</u>	<u>HIPAA RELATED (Y/N)</u>	<u>SUB-RECIPIENT (Y/N)</u>
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**PE036 - Alcohol and Drug Prevention and Education Program (ADPEP)**

<b><u>PE 036</u></b> Alcohol and Drug Prevention Education Program	FF	SAMHSA/ Substance Abuse Prevention & Treatment Block Grant	93.959	N	Y
	OF	N/A	N/A	N	N
	GF	N/A	N/A	N	N
<b><u>PE 036-01</u></b> OSTPR Board Primary Prevention Funding	OF	N/A	N/A	N	N

- b. Exhibit B Program Elements (PE) #036 “Alcohol and Drug Prevention and Education Program (ADPEP)” is hereby superseded and replaced by Attachment A attached hereto and incorporated herein by this reference.
  - c. Exhibit C, Section 1 of the Agreement, entitled “Financial Assistance Award” for FY24 is hereby deleted and replaced in its entirety by Attachment B, entitled “Financial Assistance Award (FY24)”, attached hereto and incorporated herein by this reference. Attachment B must be read in conjunction with Section 3 of Exhibit C.
  - d. Exhibit J of the Agreement entitled “Information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200” (FY24) is amended to add to the federal award information datasheet as set forth in Attachment C, attached hereto and incorporated herein by this reference.
  - e. Exhibit C, Section 1 of the Agreement, entitled “Financial Assistance Award” for FY25 is hereby deleted and replaced in its entirety by Attachment D, entitled “Financial Assistance Award (FY25)”, attached hereto and incorporated herein by this reference. Attachment D must be read in conjunction with Section 3 of Exhibit C.
  - f. Exhibit J of the Agreement entitled “Information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200” (FY25) is amended to add to the federal award information datasheet as set forth in Attachment E, attached hereto and incorporated herein by this reference.
3. LPHA represents and warrants to OHA that the representations and warranties of LPHA 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. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
  5. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
  6. 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.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

**7. Signatures.**

**STATE OF OREGON, ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY**

Approved by: \_\_\_\_\_

Name: /for/ Nadia A. Davidson

Title: Director of Finance

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

**CROOK COUNTY LOCAL PUBLIC HEALTH AUTHORITY**

Approved by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY**

*Agreement form group-approved by Lisa Gramp, Senior Assistant Attorney General, Tax and Finance Section, General Counsel Division, Oregon Department of Justice by email on August 14, 2024, copy of email approval in Agreement file.*

**REVIEWED BY OHA PUBLIC HEALTH ADMINISTRATION**

Reviewed by: \_\_\_\_\_

Name: Rolonda Widenmeyer (or designee)

Title: Program Support Manager

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

**Attachment A  
Program Element Descriptions**

**Program Element #036: Alcohol and Drug Prevention and Education Program (ADPEP)**

**OHA Program Responsible for Program Element:**

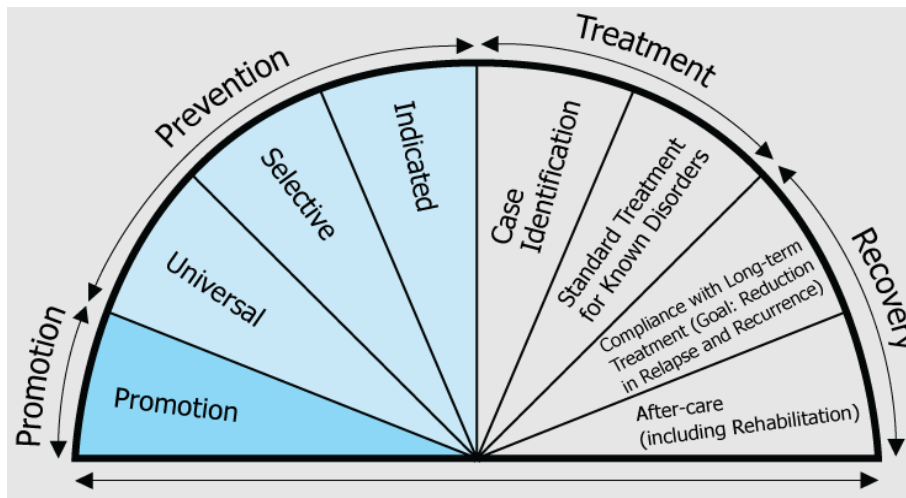
Public Health Division/Center for Health Prevention & Health Promotion/ Health Promotion and Chronic Disease Prevention Section

**1. Description.**

Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below, to deliver the Alcohol and Drug Prevention and Education Program (ADPEP). ADPEP is a comprehensive program that encompasses community and state interventions, surveillance and evaluation, communications, screening interventions, and state administration and management to prevent alcohol, tobacco and other drug use and associated effects, across the lifespan. The program goals are to plan, implement and evaluate strategies that prevent substance use by reducing risk factors and increasing protective factors associated with alcohol, tobacco and other drugs.

The ADPEP program falls within the National Academies of Science Continuum of Care prevention categories, include promotion, universal direct, universal indirect, selective, and indicated prevention.

- Promotion and universal prevention addresses the entire population with messages and programs aimed at prevention or delaying the use of alcohol, tobacco and other drugs.
- Selective prevention targets are subsets of the total population that are deemed to be at risk for substance abuse by virtue of membership in a particular population segment.
- Indicated prevention is designed to prevent the onset of substance abuse in individuals who do not meet criteria for addiction but who are showing elevated levels of risk and early danger signs.



The funds allocated to the Local Public Health Authority (LPHA) supports implementation of the Center for Substance Abuse Prevention’s (CSAP) six strategies:

- a. Information Dissemination;
- b. Prevention Education;
- c. Alcohol, Tobacco & Other Drug (ATOD) Free Alternatives;
- d. Community Based Processes;
- e. Environmental/Social Policy; and

f. Problem Identification and Referral.

This Program Element contains two sub-elements:

- a. Alcohol and Drug Prevention and Education Program (ADPEP) funding (PE 36)
- b. The Opioid Settlement Prevention, Treatment and Recovery (OSPTR) Board Primary Prevention (PE 36-01 funding to support LPHAs to bolster workforce capacity and evidence-based primary prevention strategies for substance use, substance use disorder, and overdose).

This Program Element, and all changes to this Program Element are effective the first day of the month noted in Issue Date section of Exhibit C of the Financial Assistance Award unless otherwise noted in Comments and Footnotes of Exhibit C of the Financial Assistance Award.

2. Definitions Specific to this Program Element

Not applicable

3. Alignment with Modernization Foundational Programs and Foundational Capabilities.

The activities and services that the LPHA has agreed to deliver under this Program Element align with Foundational Programs and Foundational Capabilities and the public health accountability metrics (if applicable), as follows (see [Oregon’s Public Health Modernization Manual](http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf), ([http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public\\_health\\_modernization\\_manual.pdf](http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf)):

a. Foundational Programs and Capabilities (As specified in Public Health Modernization Manual)

Program Components	Foundational Program					Foundational Capabilities						
	CD Control	Prevention and health promotion	Environmental health	Population Health	Access to clinical preventive services	Leadership and organizational competencies	Health equity and cultural responsiveness	Community Partnership Development	Assessment and Epidemiology	Policy & Planning	Communications	Emergency Preparedness and Response
Asterisk (*) = Primary foundational program that aligns with each component X = Other applicable foundational programs					X = Foundational capabilities that align with each component							
Information Dissemination		*		X	X	X	X	X	X	X	X	
Prevention Education		*		X	X	X	X	X	X	X	X	
Alcohol, Tobacco & Other Drug (ATOD) Free Alternatives		*		X		X	X	X	X	X	X	
Community Based Processes		*		X		X	X	X	X	X	X	

<b>Environmental/Social Policy</b>		*	X	X		X	X	X	X	X	X	
<b>Problem Identification and Referral</b>		*		X	X	X	X	X	X	X	X	

b. **The work in this Program Element helps Oregon’s governmental public health system achieve the following Public Health Accountability Metric:**

Not applicable

c. **The work in this Program Element helps Oregon’s governmental public health system achieve the following Public Health Modernization Process Measure:**

Not applicable

**4. Procedural and Operational Requirements.**

By accepting and using the Financial Assistance awarded under this Agreement and for this Program Element, LPHA agrees to conduct activities in accordance with the following requirements:

a. **Requirements that apply to PE 36 Alcohol and Drug Prevention and Education Program (ADPEP) funding:**

- (1) Submit to OHA for approval on a timeline proposed by OHA and outlined in the biennial program plan guidance, a Biennial Local Alcohol and Other Drug Prevention Program Plan which details strategies to be implemented, as outlined in this Section 4.a., of this Program Element.
- (2) Throughout the biennium, implement the OHA-approved Biennial Local Alcohol and Other Drug Prevention Program Plan, including but not limited to, the following types of activities:
  - (a) Information Dissemination -- increase knowledge and awareness of the dangers associated with drug use (e.g. local implementation of media campaigns; Public Service Announcements (PSA));
  - (b) Prevention Education -- build skills to prevent substance use (e.g. assuring school policy supports evidence-based school curricula and parenting education and skill building; peer leadership; and classroom education);
  - (c) Alcohol, Tobacco & Other Drug (ATOD) Free Alternatives -- organize activities that exclude substances (e.g. youth leadership and community service projects that support policy strategies and goals; and mentoring programs);
  - (d) Community Based Processes – provide networking and technical assistance to implement evidence-based practices, strategies in schools, law enforcement, communities and agencies (e.g. strategic planning, community engagement and mobilization; and building and effectively managing prevention coalitions);
  - (e) Environmental/Social Policy -- establish strategies for changing community policies, standards, codes and attitudes toward alcohol and other drug use (e.g. school policies and community or organizational rules and laws regarding alcohol, tobacco and other drugs; and advertising restrictions);
  - (f) Problem Identification and Referral – identify individuals misusing alcohol and other drugs and assess whether they can be helped by educational services (e.g. sustainable referral systems to evidence-based health care systems, services, and providers).

- (3) Use funds for this Program in accordance with its approved Local Program Budget on a timeline proposed by OHA and outlined in the biennial program plan guidance approved by OHA. (The LPHA shall submit the local budget for approval by OHA within a timeframe designated by OHA.)
  - (a) Budget adjustments of up to 10% of the cumulative award amount are allowable between or within Budget categories and line items. Modification to the Local Program Budget exceeding 10% of the cumulative award amount between or within the Budget categories and line items may only be made with prior written approval of the OHA Agreement Administrator.
  - (b) Consistent with the OHA-approved Local Program Budget, OHA may reimburse the LPHA for local mileage, per diem, lodging and transportation to conduct program activities under this Agreement and attend OHA required and requested meetings as OHA deems such expenses to be reasonable and reasonably related to performance under this Agreement. Travel to attend out of state events or conferences is permitted if content is applicable to the ADPEP Local Program Plan. Federal per diem rates limit the amount of reimbursement for in state and out of state travel – see U.S. General Services Administration Per Diem Rates at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). All travel must be conducted in the most efficient and cost-effective manner resulting in the best value to OHA and the State of Oregon.

**b. Requirements that apply to PE 36-01 Opioid Settlement Prevention, Treatment and Recovery (OSTPR) Board Primary Prevention funding:**

- (1) Submit to OHA for approval by November 15, 2024, a Substance Use Primary Prevention Local Program Plan which details strategies to be implemented, as outlined in this Section 4.b., of this Program Element, to prevent substance use, substance use disorder and overdose.
- (2) Implement the OHA-approved Substance Use Primary Prevention Local Program Plan by conducting primary prevention activities to prevent substance use, substance use disorder and overdose. The activities include but are not limited to:
  - (a) Support community-based prevention strategies, education, or intervention (e.g., build community resilience, improve emotional wellbeing, increase social connectedness).
  - (b) Improve access to community resources and supports for at-risk populations (e.g., mental health resources, access to healthy food, positive after school activities).
  - (c) Increase strategies that target affordable housing, education and employment.
  - (d) Develop targeted outreach or media campaigns.
  - (e) Increase workforce development and training for primary prevention.
- (3) Submit to OHA for approval by November 15, 2024 a Local Program Budget that outlines use of funds in accordance with OHA-approved Substance Use Primary Prevention Local Program Plan.
  - (a) Budget adjustments of up to 10% of the PE 36-01 award amount are allowable between or within Local Program Budget categories and line items. Modification to the Local Program Budget exceeding 10% of the PE 36-01 award amount between or within the Local Program Budget categories and line items may only be made with prior written approval of the OHA Agreement Administrator. **Page 87**

- (b) Consistent with the OHA-approved Local Program Budget and Plan, funds may be used for local mileage, per diem, lodging and transportation to conduct program activities under this Agreement and attend OHA required and requested meetings as OHA deems such expenses to be reasonable and reasonably related to performance under this Agreement. Travel to attend out of state events or conferences is permitted if content is applicable to the Substance Use Primary Prevention Local Program Plan. Federal per diem rates limit the amount of reimbursement for in state and out of state travel – see U.S. General Services Administration Per Diem Rates at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). All travel must be conducted in the most efficient and cost-effective manner resulting in the best value to OHA and the State of Oregon.
- c. LPHA must coordinate efforts among diverse stakeholders and related programs (e.g. other alcohol and drug efforts such as prescription drug overdose, tobacco prevention, mental health and suicide prevention) in local communities. Such coordination offers a shared benefit of coordinated mobilization and leveraged resources to achieve local policy and environmental change goals and measurable improvement in health status. LPHA must determine how best to coordinate with local Tobacco Prevention and Education Program (TPEP) to include in the biennial plan detail of coordinated strategies.
- d. LPHA must participate in site visits, state trainings, meetings and evaluation activities as requested or required by OHA.

**5. General Revenue and Expense Reporting.**

LPHA must complete an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of the Agreement. These reports must be submitted to OHA each quarter on the following schedule:

<b>Fiscal Quarter</b>	<b>Due Date</b>
First: July 1 – September 30	October 30
Second: October 1 – December 31	January 30
Third: January 1 – March 31	April 30
Fourth: April 1 – June 30	August 20



**6. Reporting Requirements.**

- a. For PE 36, LPHA must:
  - (1) Report to OHA semi-annually to describe progress made in completing activities and achieving the goals and objectives set forth in the LPHA’s OHA-approved Local Alcohol and Other Drug Program Plan. (**Semi-Annual Progress Reports Due:** on an ongoing basis through the term of this Agreement each six months and as otherwise requested by OHA).
  - (2) Submit written annual Progress reports to OHA using forms and procedures provided by OHA to describe results in achieving the goals, objectives through implementing the evidence-based strategies set forth in the LPHA’s OHA-approved Local Program Plan as well as any obstacles encountered, successes and lessons learned. (**Annual Progress Reports Due:** within 30 days following the end of the state fiscal year).
- b. For PE 36-01, LPHA must:
  - (3) Submit written Progress Reports to OHA using forms and procedures provided by OHA to describe results and progress toward achieving the goals and objectives through implementing the evidence-based strategies set forth in the LPHA’s OHA-approved Substance Use Primary Prevention Local Program Plan, as well as any obstacles encountered, successes and lessons learned. The first Progress Report is due on July 30, 2025 covering the reporting period of October 1, 2024 through June 30, 2025. Thereafter, progress reporting will occur on the following schedule for each year during the Agreement term:

Reporting Period	Due Date
July 1 – December 31	January 30
January 1 – June 30	July 30

**7. Performance Measures.**

- a. If LPHA completes fewer than 75% of the planned activities in its OHA-approved Biennial Local Alcohol and Other Drug Prevention Program Plan for two consecutive calendar quarters in one state fiscal year LPHA will not be eligible to receive funding under this Program Element during the next state fiscal year.
- b. LPHA must operate the Alcohol and Other Drug Prevention and Education Program (ADPEP) described in its OHA-approved Biennial Local Alcohol and Other Drug Prevention Program Plan.
- c. If LPHA completes fewer than 75% of the planned primary prevention activities in its OHA-approved Substance Use Primary Prevention Local Program Plan for two consecutive calendar quarters in one state fiscal year LPHA will not be eligible to receive funding under this Program Element during the next state fiscal year.

**Attachment B  
Financial Assistance Award (FY24)**

<b>State of Oregon Oregon Health Authority Public Health Division</b>		
<b>1) Grantee</b> Name: Crook County  Street: 375 NE Beaver St., Suite 100 City: Prineville State: OR Zip: 97754-1802	<b>2) Issue Date</b> Sunday, September 1, 2024	<b>This Action</b> Amendment
	<b>3) Award Period</b> From July 1, 2023 through June 30, 2024	

<b>4) OHA Public Health Funds Approved</b>				
<b>Number</b>	<b>Program</b>	<b>Previous Award Balance</b>	<b>Increase / Decrease</b>	<b>Current Award Balance</b>
PE01-01	State Support for Public Health	\$32,258.00	(\$1,429.39)	\$30,828.61
PE01-08	COVID Wrap Direct Client Services	\$11,718.76	(\$11,718.76)	\$0.00
PE01-09	COVID-19 Active Monitoring - ELC	\$287,896.15	(\$99,221.99)	\$188,674.16
PE01-10	OIP - CARES	\$97,582.72	\$0.00	\$97,582.72
PE01-12	ACDP Infection Prevention Training	\$1,517.82	\$0.00	\$1,517.82
PE10-02	Sexually Transmitted Disease (STD)	\$52,904.00	(\$3,340.68)	\$49,563.32
PE12-01	Public Health Emergency Preparedness and Response (PHEP)	\$77,482.16	(\$24,040.27)	\$53,441.89
PE13	Tobacco Prevention and Education Program (TPEP)	\$325,797.86	\$0.00	\$325,797.86
PE36	Alcohol & Drug Prevention Education Program (ADPEP)	\$112,660.00	\$0.00	\$112,660.00
PE40-01	WIC NSA: July - September	\$39,977.00	\$0.00	\$39,977.00
PE40-02	WIC NSA: October - June	\$158,450.00	\$0.00	\$158,450.00
PE40-05	Farmer's Market	\$2,378.00	\$0.00	\$2,378.00
PE42-03	MCAH Perinatal General Funds & Title XIX	\$2,187.00	\$0.00	\$2,187.00
PE42-04	MCAH Babies First! General Funds	\$6,989.00	\$0.00	\$6,989.00
PE42-06	MCAH General Funds & Title XIX	\$4,101.00	\$0.00	\$4,101.00
PE42-11	MCAH Title V	\$21,633.00	\$0.00	\$21,633.00
PE42-12	MCAH Oregon Mothers Care Title V	\$11,412.00	\$0.00	\$11,412.00
PE42-13	Family Connects Oregon	\$65,501.00	\$0.00	\$65,501.00
PE43-01	Public Health Practice (PHP) - Immunization Services	\$10,792.00	\$0.00	\$10,792.00
PE43-05	OIP Bridge COVID	\$10,163.00	\$0.00	\$10,163.00
PE44-01	SBHC Base	\$60,000.00	\$0.00	\$60,000.00

4) OHA Public Health Funds Approved				
Number	Program	Previous Award Balance	Increase / Decrease	Current Award Balance
PE44-02	SBHC - Mental Health Expansion	\$113,236.00	\$0.00	\$113,236.00
PE46-05	RH Community Participation & Assurance of Access	\$17,113.68	\$0.00	\$17,113.68
PE50	Safe Drinking Water (SDW) Program (Vendors)	\$38,728.00	\$0.00	\$38,728.00
PE51-01	LPHA Leadership, Governance and Program Implementation	\$305,640.00	(\$156,993.12)	\$148,646.88
PE51-03	ARPA WF Funding	\$49,527.19	\$0.00	\$49,527.19
PE51-05	CDC PH Infrastructure Funding	\$155,440.41	\$0.00	\$155,440.41
PE62	Overdose Prevention-Counties	\$112,076.67	(\$39,526.10)	\$72,550.57
PE62-02	Fentanyl Campaign Funds	\$10,000.00	\$0.00	\$10,000.00
		\$2,195,162.42	(\$336,270.31)	\$1,858,892.11

*Footnotes and Comments on following pages.*

<b>5) Foot Notes:</b>	
PE01-10	2/2024: Any unspent funds will be rolled over into SFY25.
PE10-02	7/15/2023: Full FY24 award funds may be used in FY24 during the period of 7/1/23-12/31/2023 due to DIS WF federal grant funding being cut by CDC on 12/31/23.
PE10-02	8/2023: Prior Footnote dated 7/15/2023 Null and Void. Full FY24 award funds may now be used in FY24 during the period of 7/1/23-01/31/2024 due to new guidance from the CDC.
PE10-02	02/2024: Budget period extended through 06/30/2024. There will be no additional DIS workforce money available beyond SFY24.
PE10-02	09/2024: All prior footnotes null and void. Unspent SFY24 funds to be rolled over into SFY25.
PE40-01	7/2023: Unspent SFY2024 Q1 award will be rescinded by the state, cannot be carried over to SFY2024 Q2-4 period.
PE40-02	7/2023: Q2-4 Unspent grant award will be rescinded by the state at end of SFY2024
PE42-11	7/2023: Indirect charges cap at 10%.
PE42-12	7/2023: Indirect Charges cap at 10%.
PE43-01	7/2023: Awarded funds can be spent on allowable costs for the period of 7/1/2023 - 9/30/23. Any unspent funds will be de-obligated.
PE43-01	9/2023: Prior Footnote dated 7/2023 Null and Void.
PE43-05	12/2023: Funds are available 7/1/23-12/31/24. Unspent SFY24 funds will be carried over to the first six months of SFY25.
PE43-05	2/2024: Prior Footnote dated 12/2023 Null and Void. Any unspent funds will be rolled over into SFY25.
PE51-01	7/2023: Bridge funding for 7/1/23-9/30/23.
PE51-01	8/2023: Prior Footnote dated 7/2023 Null and Void
PE51-03	9/2023: Federal funds expire 6/30/24 and will be ineligible for carryover into SFY25.
PE51-03	3/2023: Prior footnote null and void. Federal funds are available through 6/30/25. Unspent funds in SFY24 will be carried over to the next fiscal year.

*Comments on following page.*

<b>6) Comments:</b>	
PE01-01	9/2024: Rollover unspent funds of \$1,429.39 into SFY25 8/2023: Prior Comment dated 7/2023 Null and Void 7/2023: SFY24 funding available 7/1/23-9/30/23 only.
PE01-08	09/2024: Rollover unspent funds of \$11,718.76 into SFY25 10/2023: rollover unspent SFY23 funds of \$11,718.76
PE01-09	09/2024: Rollover unspent SFY24 funds of \$99,221.99 into SFY25 10/2023: rollover unspent SFY23 funds of \$287,896.15
PE01-10	10/2023: rollover unspent SFY23 funds of \$97,582.72
PE10-02	09/2024: rollover unspent funds of \$3,340.68 into SFY25
PE12-01	09/2024: de-obligating unspent funds of \$24,040.27 05/2024: HPP amendment \$1,297 8/2023: Prior Comment dated 7/2023 Null and Void 7/2023: SFY24 Award funding for first 3 months only
PE13	10/2023: rollover unspent SFY23 funds of \$103,358 9/2023: All Prior Comments Null and Void 7/15/23: SFY24 Award adding funding for 10/1/23-6/30/24 7/2023: SFY24 Bridge Funding 7/1/23-9/30/23
PE40-01	12/2023: De-obligating unspent funds of \$12,838 7/2023: SFY2024 Q1 WIC NSA grant award. \$10,563 must spent on Nutrition Ed; \$1,575 on BF Promotion. Underspend Q1 award cannot be carried over to Q2-4 period.
PE40-02	7/2023: SFY2024 Q2-4 grant award. \$31,690 must be spent on Nutrition Ed, \$4,726 on BF Promotion.
PE40-05	10/2023: Prior Comment dated 7/2023 Null and Void. 7/2023: SFY2024 WIC Farmers Market Mini grant award. Final Q2 Rev & Exp Report is required for final accounting. Underspent funds will be rescinded by the state in February 2024
PE42-13	11/2023: SFY24 Nurse workforce development funds of \$10,000 and HDHP funds of \$5,501
PE51-01	09/2024: Rollover unspent funds of \$156,993.12 into SFY24
PE51-03	10/2023: rollover unspent SFY23 funds of \$38,871.19
PE51-05	7/2023: SFY24 Award Available 7/1/23-6/30/24. Funds are available 7/1/23-11/30/27. Unspent Funds in SFY24 will be carried over to the next fiscal year.
PE62	9/2024: de-obligating unspent funds of \$39,526.10
PE62-02	7/2023: De-obligated anticipated unspent funds from SFY23 per county request and moving to SFY24. Funds available 7/1/23-8/31/23 only.

<b>7) Capital outlay Requested in this action:</b>				
Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.				
Program	Item Description	Cost	PROG APPROV	

**Attachment C**

**Information required by CFR Subtitle B with guidance at 2 CFR Part 200 (FY24)**

**PE01-08 COVID Wrap Direct Client Services**

Federal Award Identification Number:	NU50CK000541
Federal Award Date:	05/18/20
Budget Performance Period:	08/01/2019-07/31/2024
Awarding Agency:	CDC
CFDA Number:	93.323
CFDA Name:	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total Federal Award:	98,897,708
Project Description:	Oregon 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)
Awarding Official:	Brownie Anderson-Rana
Indirect Cost Rate:	17.64%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	53868
Index:	50401

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$0.00	\$0.00

**PE01-09 COVID-19 Active Monitoring - ELC**

Federal Award Identification Number:	NU50CK000541
Federal Award Date:	05/18/20
Budget Performance Period:	08/01/2019-07/31/2024
Awarding Agency:	CDC
CFDA Number:	93.323
CFDA Name:	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total Federal Award:	98,897,708
Project Description:	Oregon 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)
Awarding Official:	Brownie Anderson-Rana
Indirect Cost Rate:	17.64%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	53708
Index:	50401

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$188,674.16	\$188,674.16

**PE10-02 Sexually Transmitted Disease (STD)**

Federal Award Identification Number:	NH25PS005149
Federal Award Date:	01/31/24
Budget Performance Period:	01/01/2023-01/31/2025
Awarding Agency:	CDC
CFDA Number:	93.977
CFDA Name:	Preventive Health Services - Sexually Transmitted Diseases Control Grants
Total Federal Award:	\$3,501,895.00
Project Description:	STD Prevention & Control
Awarding Official:	Cassandra Davis
Indirect Cost Rate:	17.79%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	53192
Index:	50403

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$49,563.32	\$49,563.32

**PE12-01 Public Health Emergency Preparedness and Response (PHEP)**

Federal Award Identification Number:	NU90TP922036	NU90TP922036	U3REP190573
Federal Award Date:	06/07/23	06/07/23	09/20/23
Budget Performance Period:	07/01/2023-06/30/2024	07/01/2023-06/30/2024	07/01/2023-06/30/2024
Awarding Agency:	CDC	CDC	DHHS: ASPR
CFDA Number:	93.069	93.069	93.889
CFDA Name:	Public Health Emergency Preparedness (PHEP)	Public Health Emergency Preparedness (PHEP)	National Bioterrorism Hospital Preparedness Program
Total Federal Award:	8,466,536.00	8,466,536.00	2,753,157
Project Description:	Public Health Emergency Preparedness (PHEP)	Public Health Emergency Preparedness (PHEP)	Hospital Preparedness Program (HPP)
Awarding Official:	Ms. Sylvia Reeves	Ms. Sylvia Reeves	David Csernak
Indirect Cost Rate:	18.06	18.06	18.6%
Research and Development (T/F):	FALSE	FALSE	FALSE
HIPPA	No	No	No
PCA:	53628	53516	53924
Index:	50407	50407	50407

Agency	UEI	Amount	Amount	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$46,340.73	\$5,804.16	\$1,297.00	\$53,441.89

**PE62 Overdose Prevention-Counties**

Federal Award Identification Number:	B08TI085829	H79TI085732	NU17CE010191
Federal Award Date:	02/15/23	09/23/22	08/23/23
Budget Performance Period:	10/01/22-9/30/24	9/30/22 - 9/29/23	9/1/23-8/31/24
Awarding Agency:	SAMHSA	SAMHSA	CDC
CFDA Number:	93.959	93.788	93.136
CFDA Name:	Block Grants for Prevention and Treatment of Substance Abuse	Opioid STR	Injury Prevention and Control Research and State and Community Based Programs
Total Federal Award:	6547845	\$15,474,271	3854849
Project Description:	Block Grants for Prevention and Treatment of Substance Abuse	Oregon SOR 3 grant	Overdose Data to Action in States
Awarding Official:	Jessica Hartman	Tiffany Clayton	Janelle Vallardes
Indirect Cost Rate:	0.00	3.13%	18.06
Research and Development (T/F):	FALSE	FALSE	FALSE
HIPPA	No	No	No
PCA:	82340	82446	52125
Index:	87850	87850	50339

Agency	UEI	Amount	Amount	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$7,385.57	\$18,680.00	\$46,485.00	\$72,550.57



**Attachment D  
Financial Assistance Award (FY25)**

<b>State of Oregon Oregon Health Authority Public Health Division</b>		
<b>1) Grantee</b> Name: Crook County  Street: 375 NE Beaver St., Suite 100  City: Prineville  State: OR Zip: 97754-1802	<b>2) Issue Date</b> Sunday, September 1, 2024	<b>This Action</b> Amendment
	<b>3) Award Period</b> From July 1, 2024 through June 30, 2025	

<b>4) OHA Public Health Funds Approved</b>				
<b>Number</b>	<b>Program</b>	<b>Previous Award Balance</b>	<b>Increase / Decrease</b>	<b>Current Award Balance</b>
PE01-01	State Support for Public Health	\$32,258.00	\$1,429.39	\$33,687.39
PE01-08	COVID Wrap Direct Client Services	\$0.00	\$11,718.76	\$11,718.76
PE01-09	COVID-19 Active Monitoring - ELC	\$0.00	\$99,221.99	\$99,221.99
PE01-12	ACDP Infection Prevention Training	\$1,517.82	\$0.00	\$1,517.82
PE10-02	Sexually Transmitted Disease (STD)	\$0.00	\$3,340.68	\$3,340.68
PE12-01	Public Health Emergency Preparedness and Response (PHEP)	\$69,905.00	\$0.00	\$69,905.00
PE13	Tobacco Prevention and Education Program (TPEP)	\$237,609.14	\$20,000.00	\$257,609.14
PE36	Alcohol & Drug Prevention Education Program (ADPEP)	\$21,410.75	\$0.00	\$21,410.75
PE36-01	OSTPR Board Primary Prevention Funding	\$0.00	\$99,482.00	\$99,482.00
PE40-01	WIC NSA: July - September	\$53,121.00	\$0.00	\$53,121.00
PE40-02	WIC NSA: October - June	\$159,364.00	\$0.00	\$159,364.00
PE40-05	Farmer's Market	\$2,366.00	\$0.00	\$2,366.00
PE42-03	MCAH Perinatal General Funds & Title XIX	\$6,421.00	\$0.00	\$6,421.00
PE42-04	MCAH Babies First! General Funds	\$7,138.00	\$0.00	\$7,138.00
PE42-11	MCAH Title V	\$22,127.00	\$0.00	\$22,127.00
PE42-12	MCAH Oregon Mothers Care Title V	\$11,690.00	\$0.00	\$11,690.00
PE43-01	Public Health Practice (PHP) - Immunization Services	\$61,426.00	\$0.00	\$61,426.00
PE44-01	SBHC Base	\$60,000.00	\$0.00	\$60,000.00
PE44-02	SBHC - Mental Health Expansion	\$113,236.00	\$0.00	\$113,236.00
PE46-05	RH Community Participation & Assurance of Access	\$12,659.57	\$0.00	\$12,659.57
PE50	Safe Drinking Water (SDW) Program (Vendors)	\$38,730.00	\$0.00	\$38,730.00

4) OHA Public Health Funds Approved				
Number	Program	Previous Award Balance	Increase / Decrease	Current Award Balance
PE51-01	LPHA Leadership, Governance and Program Implementation	\$318,415.74	\$156,993.12	\$475,408.86
PE62	Overdose Prevention-Counties	\$112,076.00	\$0.00	\$112,076.00
PE63	MCAH LPHA Community Lead Organizations	\$74,018.00	\$0.00	\$74,018.00
		\$1,415,489.02	\$392,185.94	\$1,807,674.96

5) Foot Notes:	
PE10-02	09/2024: SFY25 Award created solely with rollover of unspent funds from SFY24; no new funds added or will be added; funds to be spent by 06/30/2025.
PE36	7/2024: Funding available 7/1/24-9/30/24
PE40-01	07/2024: SFY2025 Q1 unspent funds cannot be carried forward to the following Q2.
PE40-05	7/2024: SFY25 Q1 WIC Farm Direct mini grant award available 7/1/24-9/30/24. Unspent SFY25 Q1 funds may be carried over to Q2-4 period with request from grantee and an amendment to extend the SOW dates, for this grant only.
PE40-05	8/2024: Prior Footnote Null and Void

6) Comments:	
PE01-01	9/2024: Rollover SFY24 unspent funds of \$1,429.39
PE01-08	09/2024: Rollover unspent SFY24 funds of \$11,718.76
PE01-09	9/2024: Rollover unspent SFY24 funds of \$99,221.99
PE10-02	09/2024: rollover unspent SFY24 funds of \$3,340.68
PE13	
PE36-01	9/2024: Funds available 10/1/2024-6/30/2025 only
PE40-01	7/2024: Funds available 7/1/24-9/30/24. Must spend \$10,624 on Nutrition Ed, \$1,749 on BF Promotion
PE40-02	7/2024: Funds available 10/1/24-6/30/25. Must spend \$31,873 on Nutrition Ed, \$5,247 on BF Promotion
PE46-05	7/15/2024: Award Available 7/1/24-3/31/25 only.
PE51-01	9/2024: Rollover unspent SFY24 funds of \$156,993.12
PE62	8/2024: \$66,485 available 9/1/24-6/30/2025 only. 7/15/2024: \$16,885.22 available 7/1/24-8/31/24 only; \$1,794.11 available 9/1/24-9/29/24 only; \$26,911.67 available 10/1/2024-6/30/25 only.
PE63	7/15/2024: Prior comment null and void. 07/2024: SFY25 \$50,000 Newborn Nurse Home visiting

7) Capital outlay Requested in this action:				
Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.				
Program	Item Description	Cost	PROG APPROV	

**Attachment E**

**Information required by CFR Subtitle B with guidance at 2 CFR Part 200 (FY25)**

**PE01-08 COVID Wrap Direct Client Services**

Federal Award Identification Number:	NU50CK000541
Federal Award Date:	10/13/23
Budget Performance Period:	08/01/2023-07/31/2026
Awarding Agency:	CDC
CFDA Number:	93.323
CFDA Name:	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total Federal Award:	2,486,047.00
Project Description:	Oregon 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)
Awarding Official:	Zoe Kaplan
Indirect Cost Rate:	17.64%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	53868
Index:	50401

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$11,718.76	\$11,718.76

**PE01-09 COVID-19 Active Monitoring - ELC**

Federal Award Identification Number:	NU50CK000541
Federal Award Date:	10/13/23
Budget Performance Period:	08/01/2023-07/31/2026
Awarding Agency:	CDC
CFDA Number:	93.323
CFDA Name:	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total Federal Award:	2,486,047.00
Project Description:	Oregon 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)
Awarding Official:	Zoe Kaplan
Indirect Cost Rate:	17.64%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	53708
Index:	50401

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$99,221.99	\$99,221.99

**PE10-02 Sexually Transmitted Disease (STD)**

Federal Award Identification Number:	NH25PS005149
Federal Award Date:	08/28/24
Budget Performance Period:	01/01/2023-02/28/2026
Awarding Agency:	CDC
CFDA Number:	93.977
CFDA Name:	Preventive Health Services - Sexually Transmitted Diseases Control Grants
Total Federal Award:	\$4,663,090.00
Project Description:	Strengthening STD Prevention and Control for Health Departments (STD PCHD)
Awarding Official:	Tichelle Kramer
Indirect Cost Rate:	17.79%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	53192
Index:	50403

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$3,340.68	\$3,340.68

# DOCUMENT RETURN STATEMENT

Please complete the following statement and return with the completed signature page and the Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable.

If you have any questions or find errors in the above referenced Document, please contact the contract specialist.

**Document number:** \_\_\_\_\_, hereinafter referred to as "Document."

I, \_\_\_\_\_  
Name Title

received a copy of the above referenced Document, between the State of Oregon, acting by and through the Department of Human Services, the Oregon Health Authority, and

\_\_\_\_\_ by email.

**Contractor's name**

On \_\_\_\_\_,  
Date

I signed the electronically transmitted Document without change. I am returning the completed signature page, Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable, with this Document Return Statement.

\_\_\_\_\_  
Authorizing signature

\_\_\_\_\_  
Date

Please attach this completed form with your signed document(s) and return to the contract specialist via email.

## AGENDA ITEM REQUEST



**Date:** 10/21/2024

**Meeting date desired:** 10/30/2024

**Subject:** Airport- CORE Grant agreement/signature request

**Background and policy implications:**

The Airport has been selected to receive a (CORE/State) construction grant for the reconstruction of runway 33/15. This specific grant from the state is in support of Crook county in order to recover a portion of the FAA required 10% match of the total project cost.

Design and engineering is complete, construction scheduled to start mid-November 2024.

**Budget/fiscal impacts:**

Total project funding is FAA – \$4,025,270 / State -\$250,00 / Local – \$197,252  
- \$4,472,522 Total

**Requested by:**

*Kelly Coffelt Airport Manager.*

**Presenters:**

*Kelly Coffelt – Airport Manager*

**Legal review (only if requested):**

*Legal reviewed - John Eisler*

GRANT AGREEMENT  
CRITICAL OREGON AIRPORT RELIEF GRANT PROGRAM AGREEMENT  
Prineville/Crook County

Project Name: Runway 15-33 Rehabilitation: Phase 2 Construction

THIS AGREEMENT is made and entered into by and between the **State of Oregon**, acting by and through its Department of Aviation, ODAV, and Crook County, a public entity acting by and through its elected officials, Recipient, ODAV and Recipient, collectively the Parties.

**BACKGROUND**

A. The State of Oregon has established the Aviation System Action Program (the Program) pursuant to ORS 319.023(5).

B. Among the purposes of the Program are:

- i. Assisting airports in Oregon with match requirements for Federal Aviation Administration (FAA) Airport Improvement (AIP) Grants;
- ii. Making grants for emergency preparedness and infrastructure projects in accordance with the Oregon Resilience Plan or the Oregon Aviation Plan; and
- iii. Making grants for services critical or essential to aviation; aviation-related business development; and airport development for local economic development.

C. Recipient applied for a grant through the Program to undertake the project described in Exhibit A, attached and incorporated by this reference (the Project). The Project will benefit the **Prineville Airport** (the Airport).

D. ODAV approved a grant in the maximum amount of **\$250,000.00** and is willing to provide the grant to Recipient for the Project on the terms and conditions of this Agreement.

TERMS OF AGREEMENT

**1. Effective Date.** This Agreement shall become effective on the date that it is fully executed and approved as required by applicable law (the Effective Date). Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or after the Effective Date through the date that is two years after the Effective Date (the Availability Termination Date). No Grant Funds are available for any expenditure before the Effective Date or after the Availability Termination Date.

**2. Agreement Documents.** This Agreement consists of this document and the following documents:

- a. Exhibit A **Project Description, Milestones, Schedule and Budget**
- b. Exhibit B **Application and documents provided by Recipient to ODAV prior to the execution of this Agreement**
- c. Exhibit C **Subcontractor Insurance Requirements**

Exhibits A, B, and C are incorporated by reference into this Agreement and are attached hereto. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: This Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

**3. Project Cost; Grant Funds; Match; Reimbursement Rate.**

a. **Project Cost:** The total Project cost is estimated at **\$4,472,522.00** (the ~~%~~Total Project Cost+DA) of which **\$4,025,270.00** is being funded by an FAA AIP grant to Recipient (the ~~%~~FAA Grant Amount+DA). The difference between the Total Project Cost and the FAA Grant Amount, **\$447,252.00**, is the ~~%~~Gap Amount.+

b. **Grant Funds; Match:** ODAV shall provide grant funds to Recipient in an amount not to exceed **\$250,000.00** or **5.59%** of the Total Project Cost, whichever is less (the ~~%~~Grant Funds+DA). Recipient shall be responsible for providing matching funds in the amount of **\$197,252.00** or **10%** of the Gap Amount, whichever is greater, for its portion of the Total Project Cost as reflected in Exhibit A, Table 2 (Funding Breakdown).

c. **Reimbursement Rate:** ODAV shall reimburse Recipient for **5.59%** of the amount of Eligible Costs, provided that in no event shall the total amount reimbursed exceed the sum of **\$250,000.00**. ODAV will withhold five percent (5%) from each disbursement as Retainage (the ~~%~~Retainage+DA) which is payable as provided in Section 9.c.

**4. Project Implementation and Completion.** Recipient shall implement and complete the project in accordance with the plans and specifications and all documents or plans included in Exhibit A, incorporated herein, as they may be revised or modified with the approval of ODAV. In accordance with the provisions of Section 6, Recipient shall notify ODAV in writing of all changes in the project activities prior to performing any changes and shall not perform any changes without written prior approval from ODAV.

**5. Grant Funds**



**a. Use of Grant Funds; Grant Award; No Exclusive Right.** The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODAV approves such changes pursuant to the Project Change Procedures in Section 6 or pursuant to the Amendment provisions of Section 15.d.

- i. Recipient agrees to substantially initiate the Project within six (6) months of the Effective Date.
- ii. In accepting the Grant Funds, the Recipient, its contractors, lessees, and their successors and assigns covenant not to sell, transfer, or convey any exclusive right to use the Airport, its improvements or its services at any time during the 20 year-period following the Effective Date.

**b. Eligible Project Costs.** The Grant Funds may only be used for Recipient's actual Project Costs to the extent those costs are (a) reasonable, necessary and directly used for the Project; (b) permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by ODAV, to be capitalized to an asset that is part of the Project; and (c) eligible or permitted uses of the Grant Funds under State of Oregon law and this Agreement. Any payment of principal due under any interim financing agreement associated with or executed for the Project will be deemed an Eligible Project Cost only if ODAV (i) specifically determines the costs are reasonable, necessary and directly used for the Project as provided by this subsection; and (ii) provides the Agency's prior written consent before any claim of reimbursement is submitted.

**c. Ineligible Project Costs.** The Grant Funds may not be used for any operating or working capital expenditures that Recipient charges to the Project; or for any maintenance costs of the Project; or for any payments made to related parties (as described in Section 13.b. or as prohibited under Section 13.c.) or for any loans or grants to be made to third parties, except as provided in Section 5.b.

**d. Request for Reimbursements.** ODAV will disburse Grant Funds to the Recipient on an expense reimbursement or cost-incurred basis. To obtain reimbursement for Eligible Project Costs, Recipient shall submit to ODAV's Program Coordinators no more frequently than monthly a Request for Reimbursement (Form 109-007), the form of which is incorporated by reference, together with (i) the Milestone Progress Report for that month as required by Section 8.a. and (ii) invoices and other supporting documentation that ODAV may request in its reasonable discretion. In no case will ODAV reimburse a Request for Reimbursement that is not accompanied with the Milestone Progress Report required by Section 8.a.

**6. Project Change Procedures.** Project change orders are only for changes to the schedule. Recipient shall submit a Request for Change Order (Form 109-009), the form of which is hereby incorporated by reference, to ODAV's Program Coordinators:

**a.** If Recipient anticipates Project milestones will be delayed by more than ninety (90) days from the milestones shown in Exhibit A, Recipient shall submit a Request for Change Order (Form 109-009) to ODAV's Project Coordinators as soon as Recipient becomes aware of any possible delay. The Request for Change Order must be submitted prior to the milestone completion date shown in Exhibit A.

**b.** Recipient shall not proceed with any changes to Project scope or delivery schedule prior to the execution of an amendment to this Agreement executed in response to ODAV's approval of a Request for Change. A Request for Change Order may be rejected at the discretion of ODAV. ODAV may choose to request review by the State Aviation Board. Changes will not include additional costs or reimbursement requests in excess of the maximum grant award stated in Section 3.

**7. Inspection.** ODAV may inspect the Project on a periodic basis and at Project completion. ODAV may conduct any or all of its Project inspections by an onsite walkthrough inspection or, in lieu of a walkthrough inspection, by reviewing date-stamped photographs or video or by using other means satisfactory to ODAV in its sole discretion.

## **8. Reporting.**

**a. Milestone Progress Reports.** On or before the 15th of every month until the Project completion date or the Availability Termination Date, whichever is earlier, Recipient shall submit to ODAV's Program Coordinators a completed Milestone Progress Report (Form 109-008), the form of which is incorporated by reference, that reports the Project's progress for the preceding month.

**b. Final Report.** Within ninety (90) days from the Project completion date, Recipient shall submit a written report (the Final Report) to ODAV's Program Coordinators that includes the following information at the minimum:

- i. The number of jobs created or retained both during construction and after Project completion as a direct result of the Project;
- ii. The number of jobs projected in the Recipient's Project application;
- iii. Data on the methodology that measures the Project's success as described in the grant application.

Recipient's obligation to provide this report survives expiration of this Agreement. Recipient shall use Final Report form, which Recipient must also sign.

## **9. Disbursement and Recovery of Grant.**

**a. Disbursement Generally.** ODAV shall reimburse Eligible Project Costs that Recipient incurs, subject to Section 5, up to the maximum amount of Grant Funds provided in Section 3. Reimbursements shall be made by ODAV within forty-five (45) days of ODAV's approval of a Request for Reimbursement from Recipient.

**b. Conditions Precedent to Disbursement.** ODAV's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

- i. ODAV has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODAV, in the exercise of its reasonable administrative discretion, to make the disbursement.
- ii. Recipient is in compliance with the terms of this Agreement, including without limitation completion of all prerequisites for reimbursement.
- iii. Recipient has provided to ODAV a Request for Reimbursement, together with a Milestone Progress Report, in accordance with Section 5. Recipient must submit its final Request for Reimbursement following completion of the Project and no later than ninety (90) days after the earlier of completion of the Project or the Availability Termination Date. Failure to submit the final Request for Reimbursement within ninety (90) days after the completion of the Project or the Availability Termination Date could result in non-payment.
- iv. Recipient agrees to submit an IRS form W-9 form, and any other required documentation requested by ODAV in order to input Recipient into ODAV's financial system for the disbursement of Grant Funds.

**c. Retainage.** ODAV will withhold five percent (5%) from each disbursement for the duration of the Project schedule (the % Retainage). ODAV will release the cumulative Retainage to Recipient only after ODAV certifies the Project as complete.

**d. General Right to withhold Payments.** ODAV reserves the right to withhold payment of funds if there are unresolved audit findings, or inadequate information concerning Recipient's Project activities. ODAV reserves the right to reallocate any portion of the Grant Funds that ODAV estimates the Recipient will use.

**e. Recovery of Grant Funds.** Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation of one or more of the provisions of this Agreement ~~Or~~ Misexpended Funds ~~Do~~ that remain unexpended on the earlier of the Availability Termination Date or termination of this Agreement must be returned to ODAV. Recipient shall return all Misexpended Funds to ODAV promptly after ODAV's written demand and no later than fifteen (15) days after ODAV's written demand. Recipient shall return all unexpended Grant Funds to ODAV within fourteen (14) days after the earlier of the Availability Termination Date or termination of this Agreement.

**10. General Representations and Warranties of Recipient.** Recipient represents and warrants to ODAV as follows:

**a. Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

**b. Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

**c. No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

**d. No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODAV immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

**e. Compliance with Oregon Taxes, Fees and Assessments.** Recipient is, to the best of the undersigned's knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

## **11. Special Warranty of Recipient To Maintain and Operate the Airport & Segregate Income.**

a. Recipient warrants that it shall maintain and operate the Airport as an airport in a usable, safe, and orderly manner at all times for a period of at least 20 years from the Effective Date. If this condition is not met, Recipient shall immediately reimburse to ODAV all Grant Funds in an amount equal to the total amount of Grant Funds provided for the Project, divided by twenty (20), multiplied by the difference between twenty (20) and the number of years that the Airport remained open after the Effective Date. By way of example only, if \$100,000 in Grant Funds are distributed and Recipient closes the Airport after only seven years of the required 20-year operating period, then Recipient must reimburse ODAV \$65,000 of Grant Funds ( $\$100,000/20 \text{ years} = \$5,000$ ;  $\$5,000 \times 13 \text{ years} = \$65,000$ ).

**b. Recipient also warrants and agrees that all income derived from the Airport shall be deposited into a segregated account for a period of at least 20 years from the Effective Date, and these funds shall be used only for the operation, maintenance or capital improvement of the Airport.**

## **12. Records Maintenance and Access; Audit.**

**a. Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards, and state minimum standards for audits of municipal corporations. Recipient shall ensure that each of its subrecipients and subcontractors complies with these requirements. ODAV, the Secretary of State of the State of Oregon (the Secretary) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, ODAV, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODAV, and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient. Nothing herein is meant to be or will be interpreted to be a waiver of any protection against disclosure of records or communication otherwise provided by law, including protection provided by attorney-client privilege or the attorney work product doctrine.

**b. Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records, that are directly related to this Agreement, the funds or the Project until the date that is six (6) years following the Availability Termination Date.

**c. Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by ODAV under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODAV to verify how the Grant moneys were expended.

This Section 12 shall survive any expiration or termination of this Agreement.

### 13. Recipient Subagreements and Procurements.

**a. Subagreements generally.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, ~~%subagreements+D~~ or performance of the Project.

- i. All subagreements must be in writing, executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
- ii. Recipient shall require all of its contractors performing work under this Agreement to name ODAV as a third party beneficiary of Recipient's subagreement with the Contractor and to name ODAV as an additional obligee on contractors' ~~o~~ bonds.
- iii. Upon ODAV's request, Recipient shall provide ODAV with a copy of any signed subagreement, as well as identify all owners of the sub-recipient, contractor, or subcontractor with whom Recipient entered into the subagreement. Recipient must report to ODAV any substantial breach of a term or condition of a subagreement relating to this Agreement within ten (10) days of Recipient discovering the breach.

**b. Conflicts of Interest; Private Recipients.** If Recipient is not a public body, as defined in ORS 174.109, Recipient shall not award, enter into, or otherwise participate in any subagreement if a conflict of interest, real or apparent, would arise. Such a conflict arises when any of the following would be a party to the subagreement:

- i. An employee, officer, or agent of the Recipient ~~C~~ Recipient Person ~~+D~~
- ii. A Recipient Person's spouse, domestic partner, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law;
- iii. The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse or domestic partner of a Recipient Person;

- iv. Any individual for whom a Recipient Person has a legal support obligation; or
- v. An organization in which any of the individuals identified in (i) through (iv) is a partner, member, or employee or from which the individual otherwise receives a financial benefit.

**c. Conflicts of Interest; Public Recipients.** If Recipient is a public body, as defined in ORS 174.109, Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 et seq., as those laws may be subsequently amended.

**d. Subagreement indemnity; insurance.**

- i. **Recipient shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in Oregon Revised Statute (ORS) 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Aviation Board and its members, the Oregon Department of Aviation and its officers, employees and agents 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 Claims to the extent such Claims are caused, or alleged to be caused by the negligent or willful acts or omissions of Recipient's contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that ODAV shall, in all instances, except to the extent Claims arise from the negligent or willful acts or omissions of ODAV, be indemnified for all Claims caused or alleged to be caused by the contractor or subcontractor.**
- ii. Any such indemnification shall also provide that neither Recipient's contractor or subcontractor, nor any attorney engaged by Recipient's contractor or subcontractor, shall defend any claim in the name the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's contractor is prohibited from defending the State of Oregon, or that Recipient's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Recipient's contractor if the State of Oregon elects to assume its own defense.
- iii. Recipient shall require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit C to this Agreement.

**e. Procurements for Public Recipients.** If Recipient is a public body, as defined in ORS 174.109, Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code and rules, ensuring that:

- i. all applicable clauses required by federal statute, executive orders and their implementing regulations are included in each competitive procurement;
- ii. all procurement transactions are conducted in a manner providing full and open competition; and
- iii. procurements exclude the use of statutorily or administratively imposed in-state or geographic preference in the evaluation of bids or proposals (with exception of locally controlled licensing requirements).

**f. Procurements for Private Recipients.** If Recipient is not a public body, as defined in ORS 174.109:

- i. For procurements over \$25,000, Recipient must solicit quotes or bids from at least three sources. If three quotes or bids are not reasonably available, fewer will suffice. In either case, Recipient shall retain, and provide upon ODAV's request, documentation of the bidding and selection process for all procurements over \$25,000, including Recipient's efforts to obtain the quotes or bids.
- ii. Recipient may not artificially divide or fragment a procurement so as to reduce the procurement amount below the \$25,000 threshold designated by this section.

#### **14. Termination and ODAV Rights Upon Termination.**

**a. Mutual Termination.** This Agreement may be terminated by mutual written consent of the Parties.

**b. Termination by ODAV.** ODAV may terminate this Agreement effective upon delivery of written notice to Recipient, or at such later date as may be established by ODAV, under any of the following circumstances:

- i. If Recipient fails to pay its share of the Project costs;
- ii. If Recipient fails to provide services or funds called for by this Agreement within the time specified herein;



- iii. If Recipient fails to perform any of its other obligations under this Agreement, and that failure continues for a period of 10 calendar days after the date ODAV delivers Recipient written notice specifying such failure. The ODAV may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action;
- iv. If any false or misleading representation is made by or on behalf of Recipient in this Agreement or in any document provided by Recipient related to this Agreement or the Project;
- v. If ODAV fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODAV, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;
- vi. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that the Project work under this Agreement is prohibited or if ODAV is prohibited from paying for such Project work from the planned funding source; or
- vii. If, in the sole opinion of ODAV, the Project would not produce results that are commensurate with the further expenditure of funds.

**c. ODAV's Rights upon Termination.** Upon termination under Section 14(a) or Section 14(b) above, ODAV may:

- i. Terminate ODAV's commitment and obligation to make any further disbursements of Grant Funds;
- ii. Require Recipient to immediately repay ODAV all disbursed Grant Funds; and
- iii. For termination on any of the grounds set forth in Section 14(b)(i)-(iv), bar Recipient from applying to ODAV for future assistance.

ODAV's remedies are cumulative and are in addition to any other rights or remedies available at law or in equity.

## 15. GENERAL PROVISIONS:

- a. Contribution.

- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ~~or Third Party Claim~~ Against ODAV or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
- ii. With respect to a Third Party Claim for which ODAV is jointly liable with Recipient (or would be if joined in the Third Party Claim), ODAV shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of ODAV on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODAV on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODAV's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODAV had sole liability in the proceeding.
- iii. With respect to a Third Party Claim for which Recipient is jointly liable with ODAV (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODAV in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of ODAV on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of ODAV on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

**b. Indemnification and Hold Harmless.** Recipient shall, to the full extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, indemnify and hold ODAV harmless from all liability of whatsoever nature, and for any costs, fees or expenses that ODAV may incur from Recipient's performance of this Agreement.

**c. Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

**d. Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.

**e. Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.

**f. No Third Party Beneficiaries.** ODAV and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

**g. Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email or mailing the same, postage prepaid, to Recipient Contact or ODAV Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this section. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODAV, such facsimile transmission must be confirmed by telephone notice to ODAV Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.

**h. Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, ~~%Claim-Do~~ Claim-Do) between ODAV (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of Circuit Court of Marion County in the State of Oregon, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

**i. Compliance with Law.** Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the Project including, but not limited to, the provisions of ORS 319.020 and OAR 738 Divisions 124 and 125 where applicable by this Agreement, incorporated herein by reference and made a part of this Agreement. In addition, without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**j. Costs and Expenses Related to Employment of Individuals; Insurance; Workers Compensation.** Recipient is responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholding. In addition, Recipient's subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 and shall provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employers' liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.

**k. Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of ODAV. Recipient has no right or authority to incur or create any obligation for or legally bind ODAV in any way. ODAV cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an officer, an employee, or an agent of ODAV, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.

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

**m. Counterparts.** This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

**n. Integration and Waiver.** This Agreement, and attached exhibits 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, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODAV to enforce any provision of this Agreement shall not constitute a waiver by ODAV of that or any other provision.

**o. Questions;** Program Coordinators. Questions regarding this Agreement may be directed to:

Oregon Department of Aviation  
Attn: Program Coordinators: Andria Abrahamson, Ermie Buncal, or each of their successors  
3040 25th Street SE  
Salem, OR 97302

**Andria Abrahamson, Program Coordinator**  
andria.abrahamson@odav.oregon.gov  
503-302-3645

**Ermie Buncal, Program Coordinator**  
ermie.m.buncal@odav.oregon.gov  
503-302-9262

In the absence of any of the above-named individuals during the term of this Agreement, ODAV shall notify the Recipient in writing of a substitute contact.

SIGNATURE PAGE TO FOLLOW

THE PARTIES, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The Director of the Department of Aviation or his designee is authorized to act on behalf of State in approving and executing this Agreement.

The State Aviation Board approved the COAR funding request and delegated authority to the Director of the Oregon Department of Aviation to enter into Agreement.

**Crook County** by and through its elected officials

By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

(If required in local process)

By \_\_\_\_\_  
(Legally designated representative)

Date \_\_\_\_\_

**STATE OF OREGON**, by and through its Oregon Department of Aviation

By \_\_\_\_\_  
Director

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$250000)

By \_\_\_\_\_  
Director

Date \_\_\_\_\_

**Recipient Contact:**

Kelly Coffelt, Airport Manager  
4585 SW Airport Rd  
Prineville, Oregon, 97754  
(541) 416-0805  
Kcoffelt@cityofprineville.com

**ODAV Contacts:**

Andria Abrahamson, Program Coordinator  
3040 25th Street SE  
Salem, OR 97302  
503-378-4881  
Andria.Abrahamson@ODAV.Oregon.Gov

Ermie Buncal, Program Coordinator 3040  
25th Street SE  
Salem, OR 97302  
503-302-9262  
Ermie.M.Buncal@ODAV.Oregon.Gov





**EXHIBIT A**  
**Project Description, Milestones, Schedule and Budget**

**Application Number:** COAR-2024-S39\*-00046

**Project Name:** Runway 15-33 Rehabilitation: Phase 2 Construction

**A. PROJECT DESCRIPTION**

Runway 15-33 Rehabilitation: RW 33 Threshold Relocation (500'), RW widening (40' to 60') and full length pavement rehabilitation, New RW MIRL and signage system, RW MagVar Change (16-34), and associated electrical and drainage improvements.

This Phase II-Construction project will complete the project Construction, AGIS As-Built Survey, and SDC services. This Phase II project is programmed with FAA to be funded (AIP) and constructed in 2024.

**B. PROJECT MILESTONES AND SCHEDULE**

Milestones are used for evaluating performance on the Project as described in the Agreement. Milestones cannot be changed without an amendment to the Agreement.

If Recipient anticipates that Project milestones will be delayed by more than ninety (90) days, Recipient shall submit a Request for Change Order, as described in Section 6 of the Agreement, to the ODAV Project Coordinators as soon as Recipient becomes aware of any possible delay. The Request for Change order must be submitted before the Milestone completion date shown in Table 1 below.

The anticipated start date of the Project is: 09/06/24

The anticipated completion date of the Project is: **10/01/26**

Table 1: Milestones

Milestone	Description	Estimated Start Date	Estimated Completion Date
1.	25% Completion	09/06/24	01/31/25
2.	50% Completion	02/01/25	05/31/25
3.	75% Completion	06/01/25	09/30/25
4.	100% Completion	10/01/25	10/01/26

Table 2: Funding Breakdown

1	<b>COAR Grant Award Amount</b>	\$250,000.00
2	<b>Recipient Match</b>	\$197,252.00
3	<b>FAA Grant Award Amount</b>	\$4,025,270.00
4	<b>TOTAL PROJECT COST</b>	<b>\$4,472,522.00</b>

EXHIBIT C

Subcontractor Insurance Requirements

**GENERAL**

Recipient shall require its first tier contractor(s) that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before the contractors perform under contracts between Recipient and the contractors (the "Subcontracts"), and ii) maintain the insurance in full force throughout the duration of the Subcontracts. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to Recipient. Recipient shall not authorize contractors to begin work under the Subcontracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the Subcontracts permitting it to enforce contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing stop work orders (or the equivalent) until the insurance is in full force or terminating the Subcontracts as permitted by the Subcontracts, or pursuing legal action to enforce the insurance requirements. In no event shall Recipient permit a contractor to work under a Subcontract when the Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, a ~~first tier~~ contractor is a contractor with which the Recipient directly enters into a contract. It does not include a subcontractor with which the contractor enters into a contract.

## TYPES AND AMOUNTS

- 1 **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.
- 2 **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to ODAV. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by ODAV:

Bodily Injury, Death and Property Damage:

Not less than \$2,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence). Annual aggregate limit shall not be less than \$4,000,000.

- 3 **AUTOMOBILE LIABILITY INSURANCE: AUTOMOBILE LIABILITY.** Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for ~~%Commercial General Liability and %Automobile Liability~~ ~~DA~~ Automobile Liability Insurance must be in not less than the following amounts as determined by ODAV:

Bodily Injury, Death and Property Damage:

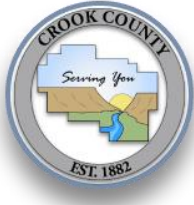
Not less than \$2,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

- 4 **ADDITIONAL INSURED.** The Commercial General Liability Insurance and Automobile Liability insurance must include the State of Oregon, ODAV, its officers, employees and agents as Additional Insureds, but only with respect to the contractor's activities to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

- 5 **TAILOR COVERAGE.** If any of the required insurance policies is on a ~~%~~claims made-~~A~~ basis, such as professional liability insurance, the contractor shall maintain either ~~%~~tail-~~A~~ coverage or continuous ~~%~~claims made-~~A~~ liability coverage, provided the effective date of the continuous ~~%~~claims made-~~A~~ coverage is on or before the effective date of the Subcontract, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Sponsor's acceptance of all Services required under the Subcontract or, (ii) the expiration of all warranty periods provided under the Subcontract. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain ~~%~~tail-~~A~~ coverage and if the maximum time period ~~%~~tail-~~A~~ coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and ODAV may grant approval of the maximum ~~%~~tail ~~%~~ coverage period reasonably available in the marketplace. If ODAV approval is granted, the contractor shall maintain ~~%~~tail-~~A~~ coverage for the maximum time period that ~~%~~tail-~~A~~ coverage is reasonably available in the marketplace.
- 6 **NOTICE OF CANCELLATION OR CHANGE.** The contractor or its insurer must provide thirty (30) days written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). Any failure to comply with the reporting provisions of this clause shall constitute a material breach of this Agreement and shall be grounds for immediate termination of this Agreement.
- 7 **CERTIFICATE(S) OF INSURANCE.** Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured (or Loss Payees) and ii) for insurance on a ~~%~~claims made-~~A~~ basis, the extended reporting period applicable to ~~%~~tail-~~A~~ or continuous ~~%~~claims made-~~A~~ coverage. Required insurance coverages shall be obtained from insurance companies acceptable to ODAV and the contractor shall pay for all deductibles, self-insured retention or self-insurance.
- 8 **INSURANCE REQUIREMENT REVIEW.** Recipient agrees to periodic review of insurance requirements by ODAV under this Agreement and to provide updated requirements as mutually agreed upon by ODAV and Recipient.
- 9 **ODAV ACCEPTANCE.** All insurance providers are subject to ODAV acceptance. If requested by ODAV, Recipient shall provide complete copies of its Contractor's insurance policies, endorsements, self-insurance documents and related insurance documents to ODAV's representatives responsible for verification of the insurance coverages required under this Exhibit C.

**The Recipient shall immediately notify ODAV of any change in insurance coverage.**

## 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):**



# PRESS RELEASE

October 31, 2024

## **Crook County Joins #OperationGreenLight to Honor Veterans This Veterans Day**

This Veterans Day, Crook County invites the community to join us in supporting our nation's veterans by participating in #OperationGreenLight. From November 4-12, we encourage everyone to light up their homes, buildings, and public spaces in green as a symbol of hope and gratitude for our veterans.

America's counties have a proud tradition of supporting veterans, collaborating with federal, state, and local partners to ensure that former service members have access to the resources they need to thrive. By joining #OperationGreenLight, Crook County will stand alongside the National Association of Counties (NACo) and the National Association of County Veterans Service Officers (NACVSO), as well as 3,069 counties, parishes, and boroughs across the nation, in lighting up our buildings green to show veterans that they are seen, appreciated, and supported.

"We are proud to be part of a nationwide effort that shines a light on the contributions and sacrifices of our veterans," said Seth Crawford, Crook County Commissioner. "By turning Crook County green, we want our veterans to know that we are here for them, and that their service is not forgotten."

Tom Evans, Crook County Veteran Service Officer, shared his thoughts on the initiative: "Operation Green Light is a powerful reminder to our veterans that they are never alone. The simple act of shining a green light is a way for our community to show its gratitude and commitment to supporting those who served. This effort gives us all a chance to come together and show our veterans that we are here for them, today and always. If you or a veteran you know have any questions regarding veteran benefits, please reach out to our office and we will be more than happy to assist you."

### **How You Can Participate:**

- Light up your home or business with green lights from November 4-12.
- Share your support on social media using the hashtag #OperationGreenLight
- Encourage others to participate and show their appreciation for our veterans.

Let's unite this Veterans Day to honor those who have served. Together, we can turn Crook County green and send a powerful message of gratitude and support to our veterans.

### **Crook County Veteran Services**

422 NW Beaver St., Prineville, OR  
(541) 447-5304 | Monday - Friday 8am-5pm

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# **Crook County**

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

## **Supporting Operation Green Light for Veterans**

WHEREAS, the residents of Crook County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Crook County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Crook County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore be it

RESOLVED, with designation as a Green Light for Veterans County, Crook County hereby declares from November 4<sup>th</sup> through Veterans Day, November 11<sup>th</sup> 2024 a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Crook County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4<sup>th</sup> through the 11<sup>th</sup>, 2024.

X

Seth Crawford  
County Commissioner

X

Brian Barney  
County Commissioner

X

Susan Hermreck  
County Commissioner



## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

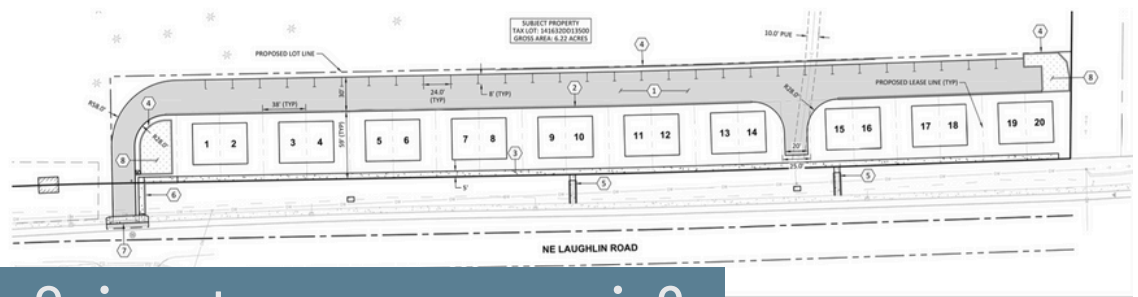
**Elected official sponsor (if applicable):**

# DISPONIBLES EN 2025 | VIVIENDAS ECONÓMICAS EN VENTA

www.thistleandnest.org

**SOLACE**  
AT IRON HORSE

PRINEVILLE, OREGÓN



## ¿Quiere tener casa propia?

### CARACTERÍSTICAS

- 2 ó 3 habitaciones
- 2.5 baños
- Parqueo techado para un vehículo
- Patio cercado
- Mejoras de eficiencia energética
- Asistencia para el pago inicial

### PASOS PARA APLICAR

- Ingresos familiares hasta el 80% de la Mediana de Ingresos del Área (AMI)
- Obtener pre-aprobación de hipoteca con prestamista aprobado
- Llenar el Formulario de Elegibilidad en nuestro sitio web

Thistle & Nest es una organización no lucrativa que construye viviendas económicas en Bend, Madras y Prineville. Las aplicaciones para este proyecto serán atendidas según el orden de ingreso; no se realiza proceso de lotería.

UBICACIÓN DE LA COMUNIDAD:  
NE Laughlin Road

CONTACTO EN ESPAÑOL  
Stephany Dávila-Hermeling  
Asistente del Programa de Vivienda  
info@thistleandnest.org

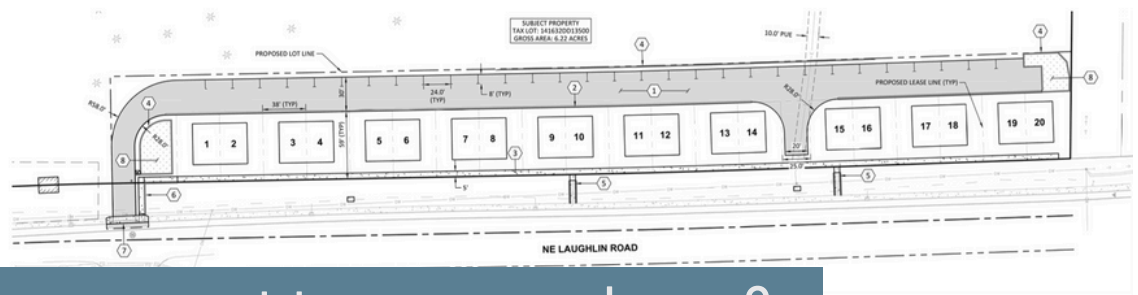


# AVAILABLE IN 2025 | AFFORDABLE HOMES FOR SALE

www.thistleandnest.org

**SOLACE**  
AT IRON HORSE

PRINEVILLE, OREGON



## Do you want to own your home?

### CHARACTERISTICS

- 2 or 3 bedrooms
- 2.5 bathrooms
- Single-car, covered parking
- Fenced yard
- Energy-efficient upgrades
- Down payment assistance

### STEPS TO APPLY

- Household income up to 80% of the Area Median Income (AMI)
- Get a mortgage pre-approval from an approved lender
- Fill out the Eligibility Form on our website

Thistle & Nest is a nonprofit organization that develops affordable housing in Bend, Madras, and Prineville. Applications for this project will be considered on a first-come, first-served basis; there is no lottery process.

COMMUNITY LOCATION:  
NE Laughlin Road

CONTACT  
Stephany Dávila-Hermeling  
Homeownership Program Assistant  
info@thistleandnest.org







# 80% Limit of the Area Median Income

Límite del 80% de la Mediana de Ingresos del Área

Family Members Miembros de la Familia	Deschutes	Crook	Jefferson
1	\$58,650	\$46,800	\$45,400
2	\$67,000	\$53,500	\$51,850
3	\$75,400	\$60,200	\$58,350
4	\$83,750	\$66,850	\$64,800
5	\$90,450	\$72,200	\$70,000
6	\$97,150	\$77,550	\$75,200
7	\$103,850	\$82,900	\$80,400
8	\$110,550	\$88,250	\$85,550



**LENDERS LIST**  
***LISTA DE PRESTAMISTAS***

**UMPQUA BANK**

Loan Programs: Neighbor's Mortgage, Oregon Bond, Fannie Mae  
Contact: Matt Martino – [MattMartino@umpquabank.com](mailto:MattMartino@umpquabank.com)

**LOAN DEPOT**

Loan Programs: Oregon Bond, Fannie Mae  
Contact: Abby Jerin – [ajerin@loandepot.com](mailto:ajerin@loandepot.com)  
Katie Pelchar – [kpelchar@loandepot.com](mailto:kpelchar@loandepot.com)

**GUILD MORTGAGE**

Loan Programs: Oregon Bond, Fannie Mae  
Contacts: Sarah Saraceno – [ssaraceno@guildmortgage.net](mailto:ssaraceno@guildmortgage.net)

**BANNER BANK – Online Application**

Loan Programs: Oregon Bond, Portfolio, Fannie Mae  
Contact: Kelley Fifarek – [kfifarek@bannerbank.com](mailto:kfifarek@bannerbank.com)

**GUARDIAN MORTGAGE – Atención en Español**

Loan Programs: Fannie Mae  
Contact: Aide E. Gonzalez – [AideGonzalez@gmc-inc.com](mailto:AideGonzalez@gmc-inc.com)  
Mobile: (541) 610-7341





Crook County Republican Central Committee  
P.O. Box 1494  
Prineville, Oregon 97754

October 29, 2024

Greetings Crook County Commissioners,

Every two years in the Primary Election new PCPs (Precinct Committee Persons) are elected to represent the Republicans of Crook County. There are 85 PCP positions allotted. For the first time that we know of Crook County elected 100% of the 85 positions in May. We are one of only two counties in the state to achieve this goal. Baker County with 60 PCP position achieved their goal in May for the second consecutive time.

On November 19 we will elect new officers. The only people eligible to vote are the elected PCPs. Normally we hold our meetings at the Prineville Funeral Home. We expect this meeting to be great in attendance as we have an active membership so we will need more room than the funeral homes allows.

We have checked with Bowman Museum and the Library and both venues are booked for the date we need. We are bound by state law to hold our meeting within a designated time frame.

We have contracted with the Fairgrounds for the Carey Foster Hall for the evening of November 19<sup>th</sup>.

Since there is a charge for the fairground venue and this is not a fundraiser or an income producing event, we are kindly asking that the Crook County Commissioners forgive the use fee of \$396.00.

This meeting is open to all registered Republicans and any Republican that has been registered more that 160 days may run for one of the offices.

We will be having a potluck Thanksgiving Election as we are very thankful to be active Republicans in Crook County Oregon!

Respectfully,

A handwritten signature in cursive script that reads "Jodie L. Fleck".

Jodie Fleck  
PCP Chair

Chair Mike Ervin 541-480-7975

Email:ccgopoffice@gmail.com



# Request to place business before the Crook County Board of Commissioners

**Important Note:** The County Board of Commissioners is the legislative, policy-setting body of Crook County. Matters which come before the Board 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 Board Meeting, your request and all documentation must be submitted the Wednesday before the date of the Work Session or Regular County Board Meeting.

**Please return this form to Crook County Administration Office via**

**Email: [Sarah.Puerner@crookcountyor.gov](mailto:Sarah.Puerner@crookcountyor.gov) or by mail to 300 NE 3<sup>rd</sup> St., Prineville OR 97754**

Your name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address (optional): \_\_\_\_\_

1. What is the date of the Board meeting you would like to appear at? \_\_\_\_\_
2. Describe the matter to be placed before the Board: \_\_\_\_\_  
\_\_\_\_\_
3. What action are you requesting that the Board take? \_\_\_\_\_  
\_\_\_\_\_
4. What is the cost involved with your request, if applicable? \_\_\_\_\_  
\_\_\_\_\_
5. Have you asked the County for a fee waiver before? If yes, when? \_\_\_\_\_
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) \_\_\_\_\_  
**No, I am not currently represented. (Note: it is your obligation to advise the Board 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: \_\_\_\_\_  
\_\_\_\_\_

### Administrative Section

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

Date Reviewed by Board: \_\_\_\_\_

FY Budget: \_\_\_\_\_

County Board: Approved/Denied



## AGENDA ITEM REQUEST



**Date:**

*November 5, 2024*

**Meeting date desired:**

*November 6, 2024*

**Subject:**

*Public Records Fee Waiver Request*

**Background and policy implications:**

*Justin Alderman, a reporter for the Prineville Review, submitted a public records request for meeting activity data from the counties Zoom account for the period of June 1st, 2024 through Nov 1st 2024. After consulting with the IT Department, staff informed Mr. Alderman that fulfilling the request would take approximately 1.5 hours of staff time, at a rate of \$85/hr for a total of \$172.50.*

*Mr. Alderman described that deposit amount as “absolutely absurd” and has requested a waiver of fees. His basis for the waiver is as follows:*

*The cost issue aside (Iwhich I believe might still be a wider issue), I hereby request a fee waiver as the information being sought goes directly to the operations of government and the conduct of public officials related to a matter of current public interest.*

*The Prineville Review is a general-interest news publication that also has the means to disseminate information to the public, is seeking this information as part of an ongoing story of public interest related to the operations and conduct of government, and for which the Prineville Review is Crook County's only non-subscription (free) publication of record. See *Badhwar v. U.S. Dep’t of Air Force* », 615 F Supp 698, 706–08 (DDC 1985), and *Diamond v. FBI*, 548 F Supp 1158 (SDNY 1982), *In Defense of Animals* », 199 Or App at 189, (Because this analysis is consistent with how federal courts construed the former federal statute that was the model for ORS 192.324(5), those federal cases provide useful guidance as to how Oregon courts may apply the state standard.)*

*Fee waivers for public records requests are at the discretion of the governing body. The County may waive or reduce the fee if doing so is in the public interest because making the record available primarily benefits the general public. In making this determination, the County should consider (1) the character of the public interest in the particular disclosure, (2) the extent to which the fee impedes that public interest, and (3) the extent to which a waiver would burden the public body.*

*As a reminder, this is only the estimate for the deposit.*

**Budget/fiscal impacts:**

*\$172.50*

**Requested by:**

*John Eisler; Asst. County Counsel  
John.Eisler@CrookCountyOR.gov  
541-416-3919*

**Presenters:**

*John Eisler*

**Legal review (only if requested):**

*Legal drafted*

**Elected official sponsor (if applicable):**

*N/A*