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BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on March 27, 2018 at 9:00 a.m. in the Legal Conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Jeff Wilson; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson. Judge Seth Crawford was not in attendance.

Crook County Parks and Recreation: Duane Garner, Director of Crook County Parks and Recreation, Summer Sears, Tyler Munis and Pauly Rogers, Auditor, discussed the assets of the Crook County RV Park and Ochoco Lake Park. Capital assets will not be reported on District books. Clarification provided on assets. Grounds and building, assets of the County; materials and equipment, assets of District. Both the County and the Parks and Recreation are with auditors Pauly Rodgers. This is a cleaning up the books situation. The separate tax lots and agreements were discussed. County Counsel Jeff Wilson will draft an amendment for clarification and the uniting of the two parcels. Basic improvements at Ochoco campgrounds were discussed.

EDCO, Caroline Ervin: Ms. Ervin discussed the incentive programs, renewable energy, tax abatement, the Enterprise and REDD Zone, the 10 years expiration on the REDD Zone and extensions, and resetting the cap with the renewals. Discussion was held on HB3491, pilot payments, and money split between taxing districts. Strategic Investments and thresholds were discussed. They have not been used in the rural settings. Discussion was held on solar projects, the Enterprise zone, bonding and other funds. Ms. Ervin provided information on other state's incentives and the need for Oregon to remain competitive. Mr. Garner discussed the balancing of quality of life and developments. Ms. Ervin presented the schedule of Department of State Lands (DSL) for April and the property she would like to see marketed for sales. Additional pilot programs and the split and direct money were discussed.

ROAD VACATION, Ann Beier, Planning Director: Ms. Beier presented information regarding a road vacation, Facebook and utility easements. Maps were provided to explain the new easements of Bend Broadband and another company. There is a need to vacate a road to allow new access to a property to the south. The Court discussed with Ms. Beier the easement width, City requirements, owners of the area and the roads proposed for vacating. Access to the Humane Society, Airport and Facebook buildings was discussed, and also the road vacation and the timing of the vacation.

Discussion was held on the road vacation fee. Ms. Beier believes the County does not charge a vacation fee, Mr. Blaine believes the County does. Commissioner Barney believes Facebook should be responsible for any and all accesses into Facebook. Roadmaster Bob O'Neal does not believe that Facebook should have the ability to lock people out when an emergency entrance is needed. Ms. Beier believes that Facebook is working toward a more secure facility. Ms. Beier and Mr. O'Neal will meet with Parametrix to process the vacation and the new road at the same time. Commissioner Brummer said he needs to know what the Fire District's needs will be. Emails are to be sent to Ms. Beier with any question as she follows the process.

Mr. Wilson presented information on the Sureline lease. Ms. Beier explained that the multiple poles will not increase the footprint or height limitation. Mr. O'Neal talked about Central Electric Coop poles and other companies wanting to attach to the same. Now there is an evolution changing, and companies want

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to co-locate lines on poles. Sureline has a 4X4 footprint. This violates the code that has already been violated.

Road Department: Roadmaster Bob O'Neal discussed the ODOT-Millican road project. The County deposited \$2 Million into the project and in-kind work worth \$500,000. The project totaled \$681,928.47. Mr. O'Neal said that the agreement does not say the \$500,000 should come out of the \$2 Million. Acting ODOT Manager Bob Townsend says it is \$681,000 plus \$500,000. He believes there is some misunderstanding and there is a lot of room for misinterpretation. Commissioner Barney believes it was \$2 million plus \$500,000. Mr. Wilson agrees. The discussion regarding the rock is that it was a contribution. Mr. O'Neal said in rock and culverts, the County paid \$521,000 rather than \$500,000. Mr. Wilson said that if the project went over budget, the County has no obligation to pay unless it's necessary. There is an ambiguity of the \$500,000. It is clear that it was \$2 Million plus \$500,000. ODOT took the money and \$1.2 million for lift. One and one-half years later, ODOT is asking for money. Mr. Wilson, Bob O'Neal and Judge Crawford will be going to the meeting with ODOT. There will be a discussion but no agreement, and Mr. Wilson will come back to Court to have a discussion in Executive Session. Mr. Wilson's recollection is that the rock is above and beyond. Further discussion was held on the amount, (the FLA) funds, snow removal and working with Deschutes County on the costs and Crook County plowing the roads for a while.

Mr. O'Neal advised the Court that he received a letter from a barrel racer out of Deschutes County looking for sponsorship.

Fieldware/ Reminder notices: Mr. Blaine presented information on the Fieldware contract with LPSCC. Notices through Fieldware were sent out to people to remind them to appear for their date in Circuit Court. There was \$1,500 allowed for the project. The contract expires in May and the money has been expended. Commissioner Barney said it was a big disaster, the reminders to people with Court dates did not help.

LCSNW Amendment: Mr. Wilson said that David Duea of Lutheran Community Services NW does not like the three month termination revision. He believes there is a three month period after the first three months. This would change the time for termination from three months to six months. Commissioner Barney believes there are six months in the contract. If no notice for the first three months, it's good. If first three months are not good, the company has three months to get out.

F.S./Helibase: Commissioner Barney advised the Court that there is nothing coming about with the F.S. Lease, just hurry up and wait. His update on the jail building included information on the doors and the block for the building.

There were no further discussions.

10:34 a.m. Commissioner Brummer adjourned the meeting.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on March 26, 2019, at 9:00 a.m. in the County meeting room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Jeff Wilson; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson. County Judge Seth Crawford was not in attendance.

Commissioner Brummer opened the Work Session at 9:00 a.m. in the Legal Conference room.

Request for signs on Smith Rock Way to abate noise from unmuffled engine braking

Tom Warner, a resident in the Smith Rock area, appeared today to discuss with the Court and Roadmaster the problem of loud unmuffled truck engine braking in the area of Smith Rock Road. Signing is in Deschutes County side but possibly more signing would help on the Crook County side. Discussion was held regarding enforcement or lack of enforcement of the law of no unmuffled braking. Request signs on Smith Rock Road as a way to abate noise from unmuffled truck engine braking. Mr. Warner stated that there was no problem with jake brakes; just make sure the system is muffled. The Roadmaster will see what is needed to help in the situation.

Emergency fire coverage and protection in Paulina

Don Bartlett of Paulina advised the Court of the Paulina residents' desire to incorporate Paulina in order to apply and receive a grant for a water hydrant project. At this time there is no protection for the area. There could be trucks but at this time no readily available water for use. Mr. Bartlett provided information on a previous fire that destroyed some of the local residences, and the needs of the community for fire protection. Mr. Bartlett found during research that there is a requirement for 170 residents, and at this time Paulina has only 18 residents. Discussion was held regarding state regulations, the inability to incorporate, the closure of Rager Ranger Station with their equipment, and there no longer being any help available for fighting fire. Response time from Prineville is 1½ hours. If there were three hydrants, the trucks could be refilled. There is a creek at the old mill that could be used for water, but the pump is usually out by October. Discussion of the COIC Firewise plan for subdivisions was discussed.

Russ Deboodt, Crook County Fire District, provided information regarding Mitchell and how that small town brings the water down from springs above the town. Mr. Deboodt discussed that rural fire protection and a system would make sense. There would be a hydrant grant, an unprotected area, and untested hose. Mr. Deboodt discussed talking with the Fire Marshall and all the requirements for fire fighters. It would be a benefit to have a water system available, but untrained individuals could make this a dangerous situation. Further discussion was held regarding filling trucks, possible injuries with untrained people trying to fight fire, the water supply, sprinkler systems, the regulations for a grant, the expense that would be incurred, a heated building for a truck and tanker, rules for fire apparatus, certifications and protection, protective gear, and the problems currently experienced in Paulina. Commissioner Brummer asked Mr. Deboodt to contact the Fire Marshall and start a conversation to see what the County can do and if so, the costs and how it would work. Mr. Bartlett explained that the sole purpose of trying to incorporate was to get the fire protection. Paulina is not rural, but frontier. Mr. Deboodt said even a 2000 gallon water tender would help in the area. Mr. Bartlett described the devastation when four residents were burned out but the community saved the neighboring buildings during the snow season.

Mr. Bartlett thanked the County Road Department for all the good work in the upper area (Paulina-Post). He said they are all great guys.

Authorization for PacifiCorp to apply to land use approval for transmission line crossing

Planning Director Ann Beier presented an authorization for a PacificCorp transmission line for the New Ochoco Substation to the Carrell Substation. PacifiCorp is asking for permission to begin the land use application. Assistant County Counsel Eric Blaine reviewed the authorization form with the Court. The signature of the Judge will be changed to the Commissioner. The authorization requires a motion.

Motion

Commissioner Barney moved to approve authorization to signature of the form granting PacifiCorp the right to apply in the County's name. Commissioner Brummer seconded the motion. The vote was 2-0, motion carried.

Budget/Chart of Accounts Update

County CFO Jeff Caldwell presented a Budget/Chart of Accounts update. He provided information on internal service funding and cost recovery. Following a meeting yesterday individually with each Commissioner, it was decided that the chart of accounts will be delayed until midyear giving some relief during the budget preparation time. He discussed the deficit of \$2½ million dollars based on the numbers provided to consultant Andy Parks for the 5-year plan. Meeting will be held with Department heads and the budget is in the development stage with changes day to day and hour to hour. Mr. Caldwell explained the hand out provided to the Court, and the deficit spending for 2019-2020 based on the fiscal year. A lot of the formula is based by Andy Parks going forward on the department heads figures. The differences for estimates were explained, revenues, and expenditures for 2019 and 2020. Commissioner Barney discussed the jail cost estimates in the reserve fund section. Mr. Caldwell explained the use of the reserves to fund the jail, and draining savings to pay for the big operations. The jail project will be using \$2 million.

Projections were discussed. He bumped up the cost recovery to 10 percent to the Road Department and Landfill. Discussion was held regarding the building reserve that has been syphoned off into the general fund. The Sheriff discussed position vacancies this year resulting in savings. Next year, the Sheriff's Office and Jail will be fully staffed. Discussion was held regarding raising fees to cover costs, fee changes and increases, goals, the compensation study, and the time available to prepare the draft budget for work session on April 30th. Following the presentation at Department Head meeting tomorrow, information regarding the deficit will be presented. The department heads will be involved and understand how to work on this matter. There is a 1% COLA built in for next year.

Discussion was held regarding the \$130,000 funding versus the morale hit, or cutting people, or forgoing the COLA and step increases. Discussion was held regarding dealing with the deficit, protecting the employees, not refilling vacant positions and making some big policies changes in departments. The need is to work together, get a plan out with direction to the departments by Friday.

Mr. Wilson presented options and questions. What about an operating levy, tax increases, public forum, compression, and the Library going out to be a district? A hiring freeze was discussed. The Commissioners asked that no actual numbers be put out till later, and to be conservative.

Letter to IRS regarding TIN matching

County Treasurer Debbie Palmer and Mr. Blaine discussed a letter to the IRS drafted by Mr. Blaine regarding Ms. Palmer to be labeled as the “Responsible Official” for IRS E Services. She discussed TIN matching, 1099 matching at the end of the year and the need for a designated official. This needs to be updated. Discussion was held regarding a SAM designate and sub designate and the five different DUNS numbers in the County. Ms. Palmer and Commissioner Barney discussed the SAM needing notarized and a certification. Checking up on this and the County will have to do the same. Some contracts will not pay regarding the letter on file. Mr. Blaine will prepare the letter on letterhead from the body designating her as responsible official. This will be put on the consent agenda for April 3 for signature.

Special Procurement for Fiber Network

Mr. Blaine presented information on the March 20, 2019 discussion matter regarding the Fiber Network held at County Court and removed for further discussion. The Fiber Network is a project initiated by IT Director Izaac Ross and presented to the Court for approval. The confusion was regarding ownership of the network. The County will not own the network. TDS will do the line and the County will use it. Cost is \$65,000 per year over a term of five years. The County will not be creating the network, there is no maintenance cost for the County as TDS will provide all maintenance. There will also be a redundant line from LSN in case of any failure from TDS lines for the Beaver Street building that houses IT. The Court will see this matter on the April 3, 2019 agenda at County Court for approval. That line is a stop gap and will be operational only if the TDS network fails. Cost was discussed: \$49,500 for 60 months. Mr. Blaine will provide further information on the program to the Court members.

Commissioner Brummer discussed the Windows 10 and licensing project, and the CDGW contract through the interstate cooperative agency that could be used to help procure the Microsoft 10 software update and server. Discussion was held on whether implementing the update by department would save on the expense

EOCA (Eastern Oregon Council Association) Invoice

Commissioner Brummer advised the Court that the membership to EOCA was now on hold. The cost was originally \$15,400 but that now is more likely to be \$3000 to \$5000 per year. This reduction is due to other expense cuts. The County will hold payment of the bill until the final cost is known.

Contract with Pacific Power regarding Helibase Project

Mr. Wilson discussed the cost of extending power service (\$45,000) and the additional customers that would be served. The figures were discussed if done on a per foot basis for extensions. The \$45,000 is the cost of extending the service. Once the service is in, there is potential to reap some benefit by running to other users. Discussion was held on any refund to do with general costs and the investment of \$45,475 in construction costs.

Motion

Commissioner Barney moved to approve the contract between Pacific Power and Crook County for \$45,575 with the option to receive refunds for up to 60 months. Commissioner Brummer seconded the motion. The vote was 2-0, motion carried.

Discussion of recordation of meetings

Commissioner Barney led the discussion regarding recordation of meetings and minutes. Discussion was held regarding an opinion for Legal Counsel and coming up with a policy. It is required that the County Clerk put minutes into the Commissioner Journals. In order to do that, she must receive completed approved minutes from the County Court.

Discussion was held regarding the need to keep the Commissioner's Journal in today's world, information on work sessions and if those are required. County Clerk Cheryl Seely provided information of work session with deliberations during the proceeding. Those are now chronicled. Now the minutes are scanned into a permanent record and put on a film reel. The original microfilm is black and white. At this time, Ms. Seely assumes she has to have all work session minutes as well. Information was provided on how minutes are saved and stored as originals. Ms. Seely has just learned of a microfiche, the cost, the working with Acela and the process. Further discussion on deliberations and legal decisions on deliberation at work sessions was held.

At this time, Commissioner Brummer adjourned the meeting out of Open Work Session and into Executive Session under 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

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.

The Court and Counsels discussed a personnel matter in Executive Session.

Following the discussion, Commissioner Brummer adjourned the Court out of Executive Session, into Open Session and invited members of the public back into the meeting room.

Open

Commissioner Brummer convened the Work Session into Open Session. There was one motion to be made regarding the discussion during Executive Session.

Motion

Commissioner Barney moved to instruct staff to contact Mike Porter as discussed in Executive Session. Commissioner Brummer seconded the motion. The vote was 2-0, motion carried.

The Court continued the Work Session in Open Session.

Maintenance Department

Discussion was held regarding the maintenance department position and recent interviews for the position. The logical person for the position is Jeremy Thamert. Commissioner Barney asked if the Court wanted to talk with him prior to offering the position and if so, this needed to be scheduled. Discussion was held on the budget reductions asked of other Departments. Commissioner Barney explained the need for a Facilities Maintenance Manager for maintenance on all the buildings of Crook County as well as the new mail maintenance and maintenance at Airport buildings. Discussion was held regarding the salary for the position and splitting

the position between the Community Development where Mr. Thamert is an inspector and for the new position. Salary currently is \$30 per hour and will increase to \$39. Commissioner Brummer is fine with the idea. The Court agreed that the process needs to get started, and to offer Mr. Thamert the position. Both Planning Director Ann Beier and Building Official have said they will work with the position as part time and triage out the jobs. Discussion was held on the salary split.

The Commissioners discussed the timeline for transitioning in the Maintenance Department and after one year, having the position go exempt. This is complicated, working out the schedules, transitioning and division of payroll. In the summer, Mr. Thamert will be very busy as the Commercial Inspector. Additional discussion was held regarding an audit of all the buildings of the County. No conflict on any of the paperwork and no second interview required. Commissioner Barney asked Mr. Blaine for a white paper of ideas of what would work out legally. Mr. Blaine will meet with the HR Director and draft the paperwork requested.

A schedule of meetings to be held at the Clover Building was provided. The subject will be training for accepting change. There will also be a pepper spray training on Thursday.

There being nothing further before the Court for discussion today, Commissioner Brummer adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary.

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on November 26, 2019, at 9:00 a.m. in the Admin Conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Commissioner Jerry Brummer; County Commissioner Brian Barney; Interim County Counsel Will Van Vactor; Assistant County Counsel Eric Blaine; County Court Secretary Colleen Ferguson; IT Director Troy Poncin; 401K Standard representative Nick Kralj; Keity Crismon, HR; Wade Whiting, County District Attorney; Cheryl Seely, County Clerk; Lori Furlong, Planning; Bob O'Neal, County Roadmaster; Ann Beier, County Planner; and Randy Davis, County Building Official. County Judge Seth Crawford was not in attendance.

Nick Kralj from HUB International Investment Services, 401k Update

Nick Kralj presented an update on the County's 401k Retirement Investment Program, discussing with the Court the changes that have come up in the program, his contact with HR Benefits Administrator Keity Crismon, the utilization, the benchmarks and blend of stock, the political factor moving into the economic factors and a scan of funds on a quarterly basis. Mr. Kralj explained stocks on the watch list, and he suggested that the DFA stock be moved to American Century for a better fit for the County and employees.

Motion:

Commissioner Barney moved to move the DFA investment to American Century as a better fit for the County. Commissioner Brummer seconded the motion. The vote was 2-0, motion carried.

Discussion was held on the fund expense fees, the record keeping and administration for the total fees charged to the County. Mr. Kralj presented an executive summary and plan flow. The County has 163 active participants; 127 of those contribute regularly and the average contribution is 4 percent. To date, 78% of the employees are contributing and 59% have registered for the web site.

Administrative wise, the plan uses auto enrollment. Individuals may opt out of the plan rather than opt in. He provided information on education, investments, and the retirement income calculator.

Ochoco Solar

Counsel Will Van Vactor presented the 3rd Amendment to the Option Contract with Ochoco Solar for an extension of two months at the cost of \$1,500.

Motion:

Commissioner Barney moved to accept the 3rd Amendment to the option for Ochoco Solar. Commissioner Brummer seconded. Vote was 2-0, motion carried.

DA Position's Compensation

Mr. Blaine explained the matter of the District Attorney (DA) position falling through the cracks in the cost of living area of compensation. For the non-elected staff, the COLA is approved yearly and applied in July. The elected officials go through a Compensation Committee, and the committee makes a recommendation to the Court. The DA's position has not been considered. The base rate is set by the

State. The position is elected locally and manages County employees. The County subsidizes the DA's partially State-funded position. The DA's position was not treated as the rest of the employees. Going forward, the DA position will be grouped into the Compensation study. Mr. Blaine explained the options to take with the DA position. The question is: how is the county going to manage this position? Treasurer Debbie Palmer said the DA did get a COLA but did not receive a step increase.

Commissioner Barney moved to direct staff to prepare the Personnel Action form, and to approve the change in the DA position's grade/step from 133/3 to 133/4, effective back to July 1, 2019, which amounts to a retroactive payment of \$656.07. Commissioner Brummer seconds. Motion carried 2-0.

State Building Code/Potential Issues for County's Program

County Building Official Randy Davis presented information on the State Building Division and the code cycle changes language that after 30 years of remaining basically the same is now removing state codes and putting the decision back into the local areas. There are many questions regarding the permitting program, and what will require permits, and what will not. Mr. Davis and other building officials are looking in to why there is the removal from the State Building Division code after 30 years. Mr. Davis reported on a meeting that included 80 Building Officials from around the state. There are 26 code items removed, but the County can only adopt 20. Of concern, the solar structure has been removed, but they did not say if the County could require permits for structural and fencing. They have also removed structured requirements across the state. There will be no oversight of proper construction. Ms. Beier, Planning Director, discussed the safety issues if no requirement for permitting is allowed. Ms. Beier said the County will need to adopt code to include the empowerment of local districts.

Commissioner Barney agreed that there are changes coming. Mr. Davis presented more information regarding solar including that fencing should be an engineered design for the solar projects. He would like to know why the State has said that the counties can adopt all the standards except for solar.

Discussion was held regarding a new set of rules from the Governor, staying consistent with local jurisdiction, and allowing for local appeal, and the need for local solar jurisdiction is due to the different soils in different areas.

Ms. Beier offered to draft a letter to be sent to the State Building Division with the questions and concerns of the County regarding the changes and asking for no pushback for structural fees from solar projects. Mr. Davis provided information on the shortage of state inspection personnel. He said it would be more palatable if the State would allow the County to reinstate all 26 removed items.

Mr. Blaine presented suggestions for the County's defense. Commissioner Barney discussed requesting that Mark from State Building Division meet with the three counties in Central Oregon to discuss the changes and the requirements needed in the Tri-County area. Mr. Davis said that the County's priorities are fire, life and safety. Mr. Davis and Commissioner Barney discussed the different start dates for the new codes. Each had heard a different start date. Discussion was held regarding using a hearings officer rather than a Board of Appeals. Mr. Davis said the text box for local jurisdiction should be readopted. Section 103 should be readopted. Flood plains and flood insurances were discussed. Ms. Beier will work with legal staff to draft the letter and include the risks to the public and to the County. Commissioner Brummer wants to include the question of why the County cannot adopt all of the 26 removed codes.

There being no further discussion in Open Session, Commissioner Brummer adjourned the Court into Executive Session under 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)(e) for the purpose of conducting deliberations with person designated by the governing body to negotiate real property transactions.

Executive Session

Executive Session 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

The Court, IT Director and Counsels discussed appropriate options for termination of a contract with a software vendor.

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

The Court and Counsels discussed the request from a Contractor to add additional acreage to the current leased staging acreage and to make the most consistent use out of the combined area. Costs, relationships and locations were discussed. Documents will be prepared for Court review at the next week's meeting.

Following the discussions, Commissioner Brummer adjourned the Court out of Executive Session and into Open Work Session, inviting members of the public back into the meeting room.

OPEN SESSION

Motion:

Commissioner Barney moved to direct staff to correspond and prepare documents as discussed in Executive Session under ORS 192.660(2)(h) and ORS 192.660(2)(e). Commissioner Brummer seconded the motion. Vote was 2-0, motion carried.

Court members signed the Amendment #3 as discussed in Executive Session under ORS 192.660(2)(e).

Commissioner Brummer closed the Work Session at 11:15 p.m. Meeting adjourned.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary

EB 3/7/20

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on December 10, 2019, at 9:00 a.m. in the Admin Conference room located at 203 NE Court Street, Prineville, Oregon, 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Eric Blaine; County Court Secretary Colleen Ferguson; Rebecca Ott, Assessor's Office; Treasurer Debbie Palmer; Kim Barber, HR; Jon Soliz, County Assessor; Regina Paul, Legal; and Ann Beier, County Planner.

The published agenda had no items listed for the open portion of the Work Session, but the matter of the Holiday hours pay and the Holiday Schedule brought about questions and comments.

The policy in the handbook was read, 40 hour employees were discussed and the different hours worked. Some employees are now working 10 hour days, 4 days a week and others are on the standard 8 hours per day, 5 days per week. The 8 hours of paid vacation time is a gift for holidays. Except for Christmas Eve, which is one-half day, or 4 hours.

The matter was discussed by all, and it was decided to stay with the handbook and the 8 hours of holiday pay. It is up to the department head and employee to work this out to make a 40 hour week.

This matter will be addressed at the department head meeting on January 15, 2020. On February 12, 2020, FMLA will be discussed at the department head meeting.

Jon Soliz, County Assessor, gave a brief update on specific projects and users of programs.

Kim Barber, HR, reported that a new HR team member has been hired and will begin on January 15, 2020.

The Court discussed the mail machine at the Courthouse and the new machine that will be ordered as a replacement.

There was no Executive Session held.

Judge Crawford adjourned the meeting.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session meeting on December 17, 2019 at 9:00 a.m. in the Admin Conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Eric Blaine; County Court Secretary Colleen Ferguson; County Counsel Paralegal Regina Paul; Community Development Director Ann Beier and employees Paige Reinhart Anez, Herman Fanger, and Katie Sexton; County HR Director Kim Barber; County Health Department Director Muriel Dela Vergne-Brown with employees Heather Stuart, Nadia LeMay, Katie Plumb, and Stevie Dyal; County Assessor Jon Soliz; Jason Ritter; Shelby Standiford; Cody Standiford; Tucker Standiford; Scott Cooper; Jason Carr; Emily Dougan; and Paige Reinhart Anez.

Judge Crawford opened the Work Session.

New Community Development Employees introduction

Community Development Director Ann Beier, introduced the new members of the Community Development Staff; Herman Fanger, Building Inspector; Paige Reinhart Anez, Sanitarian; and Katie Sexton, Receptionist.

Low Income Solar Project

Scott Cooper and Jason Carr of Neighbor Impact presented information to the Court regarding a competitive application for a low income solar project that could assist low income residents with electricity costs and also could pay for a portion or possibly all of the County's electrical usage. Mr. Cooper presented information on payment of land or power, the mega wattage involved and number of acres of County land that would be used for the project depending on the amount of megawatts, 6, 9 or 12. The application must be submitted by January 21, 2020. Mr. Cooper needs to know if the County is interested in the project and application prior to the end of the year. Mr. Carr explained the timeline and the information required before the application can be prepared. Property has to be within the opportunity zone and be with a certain distance of a substation. Also, the size must be decided upon submission as there can be no increase of the size of the project following the award.

Tobacco Retail Licensing Ordinance 315

Stevie Dyal, the new Health Educator for the Crook County Health Department was introduced. Nadia LeMay and Heather Stuart, County Health Department, presented an overview of the proposed Ordinance 315 including the best practice provided but options also included. Information was presented on the dangers of vaping, the nicotine contained in the vaping supplies, how vaping can affect the brain and the lungs, and the need for a tobacco retail license. The four areas that will be addressed through this information are: the sales to minors; the inexpensive cost, the flavored products and the loopholes. The license will require that all sales employees have training on tobacco rules and regulations. It addresses retail sales, the cost being cheaper, and the need to close the loophole in the Oregon Clean Air Act, to protect customers and employees that are currently experiencing exposure by those using the products. The Clean Air Act is a right of everyone and the smoker is not a protected class. Information was provided on the flavored products that are especially dangerous due to the masking of the harmfulness.

Tucker Standiford, a Crook County High School Student, spoke on his struggles with vaping addiction, and the difficulties he experiences due to vaping going on in many areas of the school. He said it is so easily accessible and easy to get addicted to because it smells good and has a good flavor, and gives a head rush.

Dean of Students Jason Ritter provided his experience of smelling the good candy smell in the schools before he went to a training in 2017. There he began to understand that the good smell of candy was actually flavored vaping. He explained that vaping exploded in 2018 and is continuing to 2019. Mr. Ritter smells it in the restrooms and in the class room and it is almost impossible to monitor or have meaningful enforcement. Seventy percent of the students get them from stores; people are buying the flavored vaping oils by the cases and selling at school and then the kids are mixing this. Mr. Ritter said we have to make this less prevalent in our middle schools and high schools. He asked for the help of the County. The dangers and damage of vaping, the oils, and the damage to the lungs makes this Public Enemy #1.

Cody Standiford, Tucker's father, explained to the Court his experiences with military, a background in law enforcement and in working with Veterans through Congressman Walden's Office. Mr. Standiford was emotional as he talked about his first knowledge that Tucker was vaping, and his worries about what was going to happen to Tucker's lungs, the danger, and the industry making million and billions of dollars on the backs of the kids. He believes there has to be some action as a community for protecting the kids. He is so worried that this vaping could kill his child. He does not believe that retailers make the connection that this is a controlled substance, and he also believes the Ordinance will help. He is not a fan of Government overreach, but adults can decide what they want, and the kids do not have that ability. He discussed the costs associated, the effect on small business owners, and suggested approaching Facebook with the problem and getting the community behind this. He urges everyone to do something to curtail this. Rise to the challenge!

Commissioner Brummer discussed the retail end of the sales taking place mainly in the City of Prineville. The City would need to be behind this. The health department has already presented to the City and the City is supportive of the Ordinance. Commissioner Brummer asked about Deschutes and Jefferson Counties. Katie Plumb explained that the health departments are advocating regionally and envision this coming next to the state level. She believes it must begin at the local level. Discussion was held that online sales can only be managed at the state level. Jason added that the average age of vaping is 15 years old and makes it more difficult. Discussion was held that most of the products come from older relatives and online. Mr. Standiford said at his home, his wife and he will be the diversion and help with the changing of the route they are on. The kids will be offered the chance to stop vaping. Mr. Standiford believes in a licensing program because this problem is already in the middle schools and it is heartbreaking to think that it could go down into the elementary level. Heather Stuart said the Ordinance is very comprehensive. This includes removing the flavored vaping products. With no good flavor, it is less likely to be used and if they have to pay more with an increasing price, the kids will not be able to afford it.

Tucker Standiford shared an example of someone losing their vaping pen at school and having it replaced by the lunch hour.

Muriel DeLaVergne-Brown stated that Crook County has been a leader with the Clean Air Act and ordinance for the community.

Commissioner Barney would like to have time to review the Ordinance. Commissioner Brummer would like to meet with the City Council and discuss the plans and the Ordinance. The Health Department will serve as the point person. Discussion was held regarding the enforcement for the retail and the training to be done with the employees by the Health Department staff. The County will be reviewing the Ordinance.

Building Code Division Issues

Randy Davis and Lori Furlong, Community Development, Building Department, provided an update on regulation change regarding permitting received from the State Building Codes. There are 20 permitting items listed to be readopted and some counties and cities have chosen to readopt all 20 in order to continue serving the public as they have been serving for the last 30 years. Discussion was held regarding possible readoption, liability to the County if the State does not regulate, the Building Boards of Appeals that is currently in operation, adoption of codes that are not practical for all areas of the state, rural areas vs urban areas, and other building concerns that the County feels should require permitting. The Building Codes Division has made changes shedding state responsibilities and putting them all on the local county building official. Ann Beier, Planning Director, described several permitting issues that she feels need to be addressed in a letter to the State Building Codes at state level. There needs to be more local control, yes, but there needs to be consistency and back up from the State. Solar projects were discussed and the changes that will become a safety issues if not required in permitting. Further discussion was held on requirements of the Fire District, the Accela program, retaining walls and cell towers. More discussion was held on the language of the letter Ms. Beier will draft for County Court members signatures to be sent to the State Building Codes Division.

ADDITION: Meeting room sound system

Ms. Beier talked about the importance of the recordings from public hearings held in the meeting room and the problems with the current sound system. She explained there were some planning commission meetings that were not recorded due to a problem with the recorder, and the need for an update of the system.

Financing of Patrol Vehicles

Discussion was held by County Counsel and County Court regarding a proposed contract for financing the amount of \$350,000 for 6 Ford Patrol vehicles completely outfitted with all additional needed equipment. Discussion was held regarding the RFP sent out for financing with no positive result; different options of financing the purchase; the question of the sole source of the procurement; the funding and budgeting for repayment of the financing costs over a five-year period with the Sheriff's Office paying \$67,000 per year; the public notices required for the process that could be used; the need for the vehicles; the leasing of the vehicles; lease versus purchasing; proposals and values; the RFP that was sent out for financing only, not for leasing; and reaching out to other vendors within the next two weeks directly, one vendor being Robberson Ford and one other leasing company.

Following this discussion, Judge Crawford adjourned the Court out of Open Session and into Executive Session under 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)(a) to consider the employment of a public officer, employee, staff member or individual agent.

Following the discussions in Executive Session, Judge Crawford adjourned the Court out of Executive Session and into Open Session, inviting members of the public back into the room.

OPEN SESSION:

Discussion was held regarding the salary for the Assistant County Counsel that will be stated in the offer letter to the chosen applicant. Salary to be Grade 128 Step 5. Ms. Barber, HR Director, will prepare the offer letter that will also include information on the standard 6 month step increase.

Motion:

Commissioner Brummer moved to send an offer letter to John Eisler for the Assistant County Counsel position at Grade 128 Step 5, \$80,733.74. Commissioner Barney seconded the motion. Vote was 3-0, motion carried.

Motion:

Commissioner Barney moved to accept the entry agreement as discussed in Executive Session and to authorize signature outside of Court by Judge Seth Crawford. Commissioner Brummer seconded the motion. The vote was 3-0, motion carried.

Judge Crawford adjourned the Work Session at 11:50 a.m.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, County Court Secretary.

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on December 24, 2019, at 9:00 a.m. in the Admin Conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Eric Blaine; County Court Secretary Colleen Ferguson; Regina Paul, Legal; Jeff Merwin, Landfill Manager; Steve Forrester, City of Prineville Manager; and Troy Poncin, County IT Manager. County Judge Seth Crawford arrived a few minutes into the meeting.

Commissioner Brummer called the meeting to order.

Discussion on Landfill Operations

Discussion regarding the County Landfill and the change of the franchise holder from Prineville Disposal Inc. (PDI) to Republic Services.

Landfill Manager Jeff Merwin presented information that included an updated analysis of capacity, permitted remaining air space, utilization factors, engineered plans, remaining capacity of landfill life and the 2018 estimate for a 95-year plan. Mr. Merwin provided information on the cells, the permitted potential revenue and the potential revenue, the acreage of 837 acres not including easements, and the permitted acreage of 69 acres. Discussion was held regarding site development, the possibility of a footprint expansion, the Municipal Solid Waste (MSW) foot print and half of that has trench fill that has to be removed and put into a lined cell. The expansion area and limitations were discussed as well as the different zoning area on the landfill. There is also the bird problem and the DEA and FAA notification requirements. Soil coverage, financial assurance, and site development were discussed. The portion of soil available for coverage was decreased with the sale of property to Facebook, but there are options for a different system of coverage. Soil is the least expensive. The Site Development Plan must be completed and approved by DEQ before discussion of expansion can be held.

Mr. Merwin questioned the possibility of losing the City of Prineville's waste with the franchise being sold. Discussion was held regarding the language in any agreements with City and County to indicate that refuse is to go into the County Landfill. Additional discussion was held on the legalities of the change in franchise and the need to provide certainty to the Landfill. The result is to be inclusive with the certainty of the remainder of the franchise agreement go to the County Landfill. The participants discussed the need to get to know Republic Services, their operation, and their future plan.

Mr. Merwin provided information on the \$700,000 new capital project that is planned. This is a long term investment with the design costing \$25,000. Mr. Merwin does not plan to move forward if there is a chance of a sale of the Landfill in the future. Commissioner Barney advised Mr. Merwin to move forward with the current plan, the asset would be recoupable or removable, and any improvements would be included in the cost.

Mr. Merwin explained that the current scales cannot handle walking floors, and the update would correlate with Republic Services' operations.

Mr. Blaine discussed amendments that could be made to the franchise agreement.

The Court discussed that they are just asking the name of the Franchisee, and want to know if they are contemplating a sale and name change. The Crook County Landfill is their best option, and the money is in their disposal. Republic Services is now hauling for Redmond, a portion of Bend, and now Prineville. Transfer of trash was discussed.

Mr. Forrester suggested that the City and County meet together with Republic Services and ask all these questions. Commissioner Brummer liked Mr. Forrester's idea to have a discussion and find out from Republic Services their plans and directions for the trash services.

Discussion was held on amending the franchise ordinance and maintaining a bond as a negotiating tool. Mr. Blaine explained that the County has the right to examine the franchisee's books once every 5 years, and suggested an amendment to alter the dates for the company books' review, yearly budgets, and fees.

The next step will be to schedule a meeting with Republic Services, County Court, City of Prineville, and include Mr. Merwin. Mr. Blaine will work on the matters of the changes to the agreement and also flow control.

ADDITION: Connection for the County—Helipad

IT Director, Troy Poncin, presented information on the technical needs of the Forest Service for the Helipad project at the Airport. There is a timeline of 4 weeks to complete the project, April 21st, 4 weeks for construction, and 4 weeks to install the equipment to the technical specifications requests. The County has no transmission line of its own and the line cannot be built until the needs are known. There is a risk if the County starts building of who will pay for the fiber line costs of \$20,000, the construction costs of \$30,000 total for the Forest Service LEC Phone System through Bend Broadband. The Forest Service will be going with Century Link one way or another. The drop was what Kirby planned on. Mr. Forrester said he believes there is a same problem in the City with the new Police facility. There are similar requirements of the Airport and Police Department. Mr. Forrester suggested that Troy contact James at the City of Prineville. Further discussion was held regarding the Forest Service's insistence on have Century Link. Commission Barney said if they want Century Link, then it is on them. Discussion was held on bringing in two lines, one for the Forest Service and one for the County. Commissioner Barney advised that the FS will be paying for one facility; they do not want to subsidize private development. Further discussion was held regarding the problems arising because the Forest Service will not communicate with IT the information on the needed for the lines. There is no construction cost ask for today, and the Forest Service federal purchasing will not do quotes. Mr. Poncin may have a TSA in place. Mr. Poncin and Commissioner Barney discussed the cost of the building plans, the Forest Service having key cards and Kirby having a plan. Commissioner Barney said we know they are going to use Century Link. Mr. Blaine said that the Forest Service should put their demand in writing and discussed the problem of a unilateral public contract award over \$10,000.00 in value. Commissioner Barney said we need Century Link, which is a special service. Century Link provides the copper line, and provides 10 times the speed at \$550 per month. Discussion was held regarding investigating all providers, and the requirements for sole source procurement that includes findings of fact for sole source at a public meeting. Sole source is a replacement for 3 price quotes. Commissioner Barney said the bottom line is that this has to be completed. We may have to run some risks. The contracted amount and term was discussed along with quotes and regulatory fees.

Property Zoning of Woodgrain Millworks property

Steve Forrester advised the Court that Kelsey Lucas, EDCO, had been contacted regarding changing the zone of the former Woodgrain Mill property to an opportunity zone for development and was told it could not be changed. Other property in Park Reserve would also require zoning changed before it could be utilized. Mr. Forrester provided information on recent investors interested in property to use for hemp processing. The developer met with Building Inspector Randy Davis wanting to have the County give occupancy on the remaining Woodgrain Buildings. Mr. Davis did talk with the developer, and the County would require a plan and information regarding usage. Mr. Forrester was unsure if there is a plan at this time. The highlight is that there is unused industrial building. Ms. Lucas was contacted by a pipe manufacturer that needs rail and that is available. Phone conferences were suggested that would include the City, County, EDCO, Building, Planning for both City and County and developer. Mr. Davis could then provide thresholds and requirements. This developer does not have stamped engineering on the plans and the County requires stamped plans. There is interest in partnering with City and County and partitioning. There is potential.

Les Schwab's Tires

Discussion was held regarding an article regarding Les Schwab Tire Centers looking for a buyer of the business.

There being no further additions, Judge Crawford adjourned the meeting.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, County Court Secretary

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on January 7, 2020 at 9:00 a.m. in the Admin Conference Room located at 203 NE Court Street, Prineville, Oregon, 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Eric Blaine; Assistant County Counsel John Eisler; County Court Secretary Colleen Ferguson; Kim Barber, HR; Troy Poncin, IT; Jason Carr, NeighborImpact; Ann Beier, Planning Director; Debbie Palmer, Treasurer; and Jon Soliz, Assessor.

Building Codes Letter Re: Structural Changes

Ann Beier, Planning Director, presented a proposal for County Court signature of a letter to the State Building Codes Division regarding a notification of items and permits that local government can no longer permit. One is the supporting frame work for solar panels. Ms. Beier provided an example of the problem on a currently planned solar project that is partially on soils that would be unable to bear the weight of the panels. Ms. Beier believes the solar projects need engineering and should require a building permit as well. The County is not comfortable with the changes. Ms. Beier will compose the letter for signature.

MOTION:

Commissioner Brummer moved to approve the letter and authorize signature of the letter outside of Court when completed. Commissioner Barney seconded the motion. Vote was 3-0, motion carried.

Ms. Beier advised the Court that DEQ had granted the permit for the Juniper Disposal Plan for another project. DEQ sent a letter that was very gracious.

Approve Extension #1 to Tri Phase Contract for Library Lighting Project

Mr. Blaine presented a request from Tri Phase Electric to extend the contract to January 31, 2020 for the Library lighting project. The Court reviewed the request.

MOTION:

Commissioner Barney moved to approve the request and sign the extension. Commissioner Brummer seconded the motion. Vote was 3-0, motion carried.

ADDITION: Crook County Foundation By-Laws

The Court discussed information received from Brandi Ebner, Crook County Foundation, regarding the by-laws of the organization requiring all members of the organization have a meeting to discuss the question of requiring all members of the organization to make decisions. The Board has been making the decision all along. The by-laws state that all matters requiring a vote must be voted on by the entire membership. The Court will attend the meeting and believes it will be one vote of the County to have the Board remain the decision makers.

ADDITION: FIRE DEPARTMENT AND DISTRICT CELEBRATION

Judge Crawford presented a request of long-time Fire Department Volunteer Mike Wright to draft and read a proclamation on the 136th anniversary of the Fire Department regarding all County volunteers. The proclamation will be read at the event on January 18, 2020 at 2:00 p.m. in the Fire Department Museum. The dedication is for the museum and the building, and the proclamation is to honor both volunteers and full-time staff. The proclamation will be read into the record. This will not be a meeting of the Court members; however, Court members may all be in attendance.

ADDITION: 75th anniversary of the Crooked River Roundup.

Commissioner Brummer announced the 75th year of the Crooked River Round-Up on January 22, 2020, and read the proclamation into the record.

ADDITION: Assessor Update

Jon Soliz, County Assessor, provided information on tax exempt property, checking state requirements and leases and power companies.

At this time, Judge Crawford adjourned the Court out of Open Work Session and into Executive Session under 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)(e) for the purpose of conducting deliberations with persons designated by governing body to negotiate real property transactions.

EXECUTIVE SESSION:

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: Discussion on a mutual termination of a contract.

ORS 192.660(2)(e) for the purpose of conducting deliberations with persons designated by governing body to negotiate real property transactions: Discussion of a proposed solar project on County property.

Following the Executive Session discussions, Judge Crawford adjourned out of Executive Session and into Open Session, inviting members of the public back into the meeting room.

OPEN SESSION:

Judge Crawford convened the Court into Open Session of the Work Session. One motion was required.

MOTION:

Commissioner Brummer moved to approve the termination and mutual release of a contract with Tyler Munis. Commissioner Barney seconded. Vote was 3-0, motion carried.

Judge Crawford adjourned the meeting at 9:57 a.m.

Respectfully submitted,

Colleen Ferguson, Crook County Court Secretary

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on January 14, 2020 at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Judge Seth Crawford; County Commissioner Brian Barney; County Counsel Eric Blaine; Assistant County Counsel John Eisler; County Court Secretary Colleen Ferguson; Steve Holliday, Prineville Disposal; Shannon Dearth, Veterans Services; John Gautney, County Sheriff; Bob O’Neal, County Roadmaster; Cheryl Seely, County Clerk; Kim Barber, HR Director; Jim Hutchinson, Republic; Ross Hartman, Prineville; Ky Roschberg, Prineville; Deb Palmer, Treasurer; Regina Paul, Legal Department; and Kristen Steiner, Republic. Commissioner Jerry Brummer was attending a separate meeting at the Fairgrounds and unable to attend today’s Work Session.

Republic Franchise Agreement with Ryan Lawler of Republic Services--Republic to sign Ordinance 316

The Court met with Republic Services staff to discuss the purchase of Prineville Disposal and the Franchise they will be taking over when the purchase is complete, due to be February 1, 2020. Steve Holliday, Prineville Disposal, attended to answer any questions regarding the sale and purchase of the Franchise. Kristin Steiner, Republic General Manager and Ryan Lawler, Business Services for Republic explained the process working with Mr. Holliday toward the purchase of the Prineville Disposal business and Franchise. Jim Hutchinson, Director of Municipal Services for Republic explained that Republic Services has around 200 municipal contracts for services in the six NW States.

County Counsel Eric Blaine discussed the language change in Ordinance 316 that is the Ordinance regarding the local hauling franchise, the changing of the business name and index language, and the need to have the Republic company sign the Ordinance 316. Mr. Hutchinson said the President of Republic will wait sign after the closing of the purchase, so the signature will have proper authority. Discussion was held regarding using CPI as the index or an alternative in the Ordinance. Mr. Hutchinson said 48 contracts in Oregon are written by Ordinance rather than contract. The timeframes for the purchase closing and signature on the Ordinance were discussed. Mr. Blaine suggested changing the name on the second reading of the Ordinance and the rate changes and CPI can go through later.

Regarding the RV Park that is connected to the business: The original plan did not work out. The company will buy the property from the Hollidays and provide notice to the tenants of a date to vacate. Republic will not be operating an RV park.

Mr. Hutchison presented a bit of history regarding Republic Services and the series of mergers that included Allied Waste in the Western States that has allowed them to grow to the current size. Republic prefers the word “partnership” when referring to the relationships with the municipalities. He said Republic now has 2700 nationwide partnerships.

Discussion was held regarding the community’s positive impact from the Hollidays through their company. Ms. Steiner assured the County that Republic would be very involved with the community. Mr. Lawler and Ms. Steiner explained the plan to retain all the employees as Republic employees, coming on-board officially February 1, 2020 with a new pay scale, benefits, and a company with total involvement in the community. Mr. Hutchison explained that there are few people any more involved in the community than the people that are in your neighborhood picking up your trash.

The Republic representatives all said they were happy to be here, happy to be a good partner and always just a phone call away if needed.

Vehicle Purchase of Sheriff's Office—Sheriff Gautney

Sheriff Gautney discussed with the Court and Counsels the two bids received on the RFP put out for leasing of six Sheriff's vehicles, fully outfitted with all the additional needed equipment. Two bids were received, each a little different. The recommendation is to accept Robberson Ford's bid with the lease of the cars at \$245,000 and the upfitting of the cars at \$105,000, for a total of \$324,000.

Discussion was directed toward using County funding and having the Sheriff's Office pay the County back at a much lower interest rate, and saving money all the way around. There were no concerns other than it would use a portion of County assets during a period of 5 years while the loan was being repaid.

The Court will consider a vote on the January 22, 2020 Court meeting to loan the funds to the Sheriff's Office to purchase the six vehicles outright and repay the County with a yearly payment.

Ky Rosenberg request for Use of Fairgrounds for Charity Rodeo Event—Seth Crawford

Ky Rosenberg and Ross Hartman requested from the Court the use of the Fairgrounds indoor arena for a benefit bucking horse and roping event with all proceeds to go to local cowboy Chance Millen, who is battling cancer. There will also be a silent auction and a live auction as well as food and drinks. Judge Crawford advised the Court members that the cost would be \$1,500 for the use of the arena, and the heat and lights. The Court discussed this being an event that would qualify for lottery funds. The Court will vote on this matter at the County Court Session to be held on January 22, 2020.

In-House Therapy Dog—Veterans Services--Shannon Dearth

Veterans Service Officer Shannon Dearth presented a proposal the change to County policy if needed regarding the use of an in-house therapy dog for the Veterans coming into the office. The therapy dog would help sooth emotions and is certified. Discussion held on County policy. Kim Barber, HR, and Mr. Blaine, Legal, saw no reason why the certified therapy dog could not be used in-house, though it might require a change in the personnel manual to include this. The documentation from Mr. Dearth was provided from the research of Erik of the Veterans Office.

Government Ethics Commission's Letter of Education re: Grant County Surveyor

Assistant County Counsel John Eisler presented information on a letter received from the Government Ethics Commission regarding a conflict of interest violation in Grant County that had potential implications for other rural counties. Due to the way that the Grant Co. Surveyor was paid, the payments were made to the survey company instead of the elected official individually, which was a benefit to the company that it would not have received but for the elected official's position. That was the conflict of interest. The citizen complaint also alleged that the surveyor was being paid for remonumenting that benefited the company's clients. Discussion was held regarding the County's policies for payments to the to the County Surveyor. Mr. Eisler discussed with the Court that the County currently operates properly under the guidance of the letter, with the possible exception of the storage of files, as that lease is with the surveyor's company. Mr. Blaine said this is great news and any changes needed would be modest. Mr. Kelso has been very accommodating. Debbie Palmer, Treasurer, will notify Mr. Kelso of the change in payment, and legal will see if the lease or any documents need to be amended.

Senate Bill 1049, PERS Hiring Fees—Eric Blaine

Mr. Blaine, Debbie Palmer and Jon Soliz presented information on Senate Bill 1049 (SB 1049), concerning PERS and County obligations for formerly retired employees. The bill is not user friendly. The big issue is that the County will be required to contribute 25.74% of qualifying employees' salaries to PERS, including elected

officials. The effect on the County in hiring PERS retirees was discussed, and if it would be better to for the County to hire PERS retirees or less experienced personnel. Mr. Gautney pointed out that less experienced personnel might be a greater overall liability. The increased costs would have to be considered by Department Heads, who should start budgeting for it now. There will be more information forthcoming.

Department Head Performance Reviews—Kim Barber

Ms. Barber asked the Court if they would like to do Department Head Performance Reviews as a full Court or as a Liaison. Mr. Blaine recommended the reviews occur with the whole County Court. The Admin Conference room will be scheduled for the reviews. Discussion was held regarding the streamlining of both the Department Head and Employee Performance Review paperwork.

Ms. Barber addressed the signing of Personnel Action (PA) forms. The Court is required to sign on Department Head PA's, terminations, demotions or on any PA over 1 step increase. Other than that, the Court does not need to sign every PA created for employees.

ADDITION: Crook County Foundation

The Court discussed the request for all members to attend the Crook County Foundation meetings for decisions instead of decision making by the Board or Committee due to a problem in the by-laws. The County would rather have the Foundation Board make the decision, not all members of all businesses. Judge Crawford will contact the Foundation and talk with them regarding this matter.

ADDITION: Post Closure for Landfill-Engagement Letter.

Ms. Palmer presented information on the need for signature of the Post Closure Engagement letter, wondering if the Court or Court member would be signing the letter or should she sign as Treasurer. After discussion, it was decided that the Legal Team would review the letter that could then be signed out of Court by a Court member.

MOTION:

Judge Crawford moved to authorize signature of the engagement letter outside of Court subject to legal review. Commissioner Barney seconded. The vote was 2-0, motion carried.

ADDITION: Mapping proposal

Judge Crawford presented a request by Darlene Henderson, Crook County on the Move, to use some of Levi Robert's, GIS Manager, time to assist with hiking and biking maps. Cost should be less than \$1,000. Judge Crawford will ask Mr. Roberts for a proposal on the costs and bring the matter back to the Court.

There were no Executive Sessions scheduled for today's meeting.

Judge Crawford adjourned the meeting at 10:15 a.m.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson
Crook County Court Secretary

JE 2/27/20

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on January 28, 2020, at 9:00 a.m. in the County meeting room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Eric Blaine; Assistant Counsel John Eisler; County Court Secretary Colleen Ferguson; Sandor Cohen, Museum Director; Kim Barber, HR; and Regina Paul, Legal.

Judge Crawford opened the Work Session and adjourned the Court into Executive Session under ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

County Counsel Eric Blaine provided background on the purpose of today's hearing stemming from a meeting held with Mr. Blaine, Kim Barber and members of the Board of the museum. The meeting was held to provide information on the County's role, purpose, and relationship with Museum Director Sandor (Sandy) Cohen.

Following the discussion, Judge Crawford adjourned the Court out of Executive Session and into Open Session at 10:40 a.m., inviting members of the public back into the meeting room.

OPEN

There were no motions on the matters discussed in Executive Session.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, County Court Secretary.

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled Work Session on February 18, 2020 at 9:00 a.m. in the Admin Conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; County Counsel Eric Blaine; Assistant County Counsel John Eisler; County Court Secretary Colleen Ferguson; County Weedmaster Kevin Alexanian; Ann Beier, County Planning Director; Kim Barber, County HR Director, Debbie Palmer, County Treasurer; and Airport Manager Kelly Coffelt.

Update on Bids for Purchase of Pickup for Weed Program

The Court heard an update on bids for a Ford F350 pickup from County Weedmaster Kevin Alexanian. The funds will come out of the Weed Department Equipment Reserve. Award of bid will go to Robberson Ford as the low bidder. This will be included on the Consent Agenda for approval of the Court at tomorrow's County Court Session, February 19, 2020.

ADDITION:

Judge Crawford presented information on the negative impact of SB1530, and the Eastern Oregon County Association Proclamation expressing opposition to the bill. This Proclamation will be read for approval at tomorrow's County Court meeting and signed. Assistant County Counsel John Eisler said he will review the most current bill before the Proclamation is signed. The Court expressed concern over the bill's use of the emergency clause and feels this is being used to pass over the people's decision. Mr. Eisler will also create a proclamation personalized to Crook County.

Following the discussions in open session, Judge Crawford adjourned the Court into Executive Session under ORS 192.660(2)(e) for the purpose of conducting deliberations with person designated by the governing body to negotiate real property transactions.

EXECUTIVE SESSION:

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

The Court discussion partitioning a parcel of County owned property.

Following the discussion in Executive Session, Judge Crawford adjourned the Court out of Executive Session and into Open Session, inviting members of the public back into the meeting room.

OPEN SESSION:

Judge Crawford convened the Court back into Open Work Session. There were no motions to be made regarding the discussion in Executive Session. Judge Crawford adjourned the meeting at 10:13 a.m.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary

February 20, 2020
Emergency Open Session at 10:30 a.m.
Judge Crawford's Office
203 NE Court Street,
Prineville, OR 97754

Crook County Court called an Emergency Open Session for 10:30 a.m. on February 20, 2020. A Public Notice was sent out to the County website and posting areas. This Emergency Open Session is to address the Oregon Legislature change to SB 1530 by sending the bill to the House of Representatives as HB 4167 with limited language change and the lateness of the advisement of the change that will include a hearing in the House at 12:30 p.m. today. There is no way to reach Salem to present opposition to HB 4167. Highway 22 between Prineville and Salem is blocked by a vehicle accident. The distance to Salem from Prineville is 151 miles and takes approximately 3 hours and 35 minutes to make the trip if the road is open. Due to the distance and to the late change and early hearing, the Crook County Court is unable to reach Salem in order to present its opposition. On February 19, 2020, the Court read into record the Proclamation of Opposition of SB 1530 from the Eastern Oregon Association of Counties and Crook County. Today, County legal staff has prepared a Proclamation of Opposition with language to oppose HB 4167.

In attendance for the Emergency Open Session were: Judge Seth Crawford; Commissioner Brian Barney; Counsel Eric Blaine and Court Secretary Colleen Ferguson. Commissioner Brummer attended the meeting by phone.

The purpose of today's emergency meeting is to update the Proclamation opposing SB 1530 approved and signed yesterday, by acknowledging today's announcement that the State Legislature would consider a very similar bill, HB 4167, at a hearing today. The Proclamation adopted yesterday only references SB 1530, and today the County Court deliberated upon whether to add HB 4167 to that Proclamation. The signed Proclamation was sent to Oregon State Senator Dennis Lithicum and Oregon State Representative Vicki Breese Iverson. The Proclamation language was changed today by Assistant County Counsel John Eisler to include the new HB 4167 information as well as SB 1530 information, and to provide the Proclamation to the Court members for approval and signature. If approved, the new Proclamation will be signed by Judge Crawford and Commissioner Barney. Commissioner Brummer will be asked for permission to use his stamped signature. The Proclamation will be forwarded to Senator Lithicum and Representative Iverson with the revised language.

Judge Crawford called the meeting to order and phoned Commissioner Brummer. The Court and County Counsel discussed the changes in the bill and the Proclamation.

Motion:

Commissioner Brummer moved to approve today's Proclamation regarding opposition to SB 1530 and HB 4167, and gave his permission to use his signature stamp to sign the Proclamation today. Commissioner Barney seconded the motion. Vote was 3-0, motion carried.

EB 3/7/20

Commissioner Brummer's signature stamp was used for his signature on the Proclamation. Judge Crawford and Commissioner Barney directed use of their signature stamps as well for uniformity.

There being no further business before the Court, Judge Crawford adjourned the Emergency Open County Court Session.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson, Crook County Court Secretary

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled meeting on July 3, 2019 at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754. In attendance were: County Commissioner Jerry Brummer; County Commissioner Brian Barney; Acting County Counsel Will Van Vactor; Assistant County Counsel Eric Blaine, and County Court Secretary Colleen Ferguson. County Judge Seth Crawford was unable to attend

Members of the public signing the attendance log : Greg Kelso, County Surveyor; Steve Hummel, Bend; Steven Koski, Bend; Laurie Koski, Bend; Johan Koski, Bend; Aubry Hickey, Bend; Derek Hickey, Bend; Nathan Witherspoon, Bend; Steven Brandewein, Canby; Jacob Koski, Bend; Kim Barber, HR Director; John Gautney County Sheriff; and James Savage, County Sheriff's Office.

Commissioner Brummer called the County Court meeting to order and asked Greg Kelso to lead the Pledge of Allegiance.

CONSENT AGENDA

1. Approve Environmental Hearings Officer Extension Amendment #2 with Laurie Craghead
2. Approve Vasectomy Service Extension Amendment #4 to Personal Services Contract with St. Charles Health System
3. Approve Advantage Dental Extension Amendment #3 to Services Agreement for School Based Health Center Services
4. Approve Advantage Dental Extension Amendment #3 to Services Agreement for WIC Patients
5. Approve Administration Office Copier Lease-Purchase Agreement with Pacific Office/De Lage Landen
6. Approve APHIS Program Work & Financial Plan / Agreement
7. Approve Extension Amendment 1 to the IGA with City of Prineville for GIS Support

The Court reviewed the Consent Agenda and approved as presented.

Motion: Motion made by Commissioner Brummer and seconded by Commissioner Barney to approve. Vote 2-0, carried.

SCHEDULED APPEARANCES

Swearing In Ceremony of Sheriff's Office Patrol Deputies James Oshel and Jacob Koski

Two new Patrol Deputies, James Oshel and Jacob Koski, received their oath of office from Crook County Sheriff John Gautney. Information was provided on their backgrounds, badges were pinned on by family, and challenge coins issued.

DISCUSSION

Public Hearing: Order 2019-20 Amending County Fee Schedule for 2019-2020; Opportunity for Comment

Order 2019-20, amending the Crook County fee schedule for 2019-2020, was presented by Assistant County Counsel Eric Blaine. Minor changes were provided. County Surveyor Greg Kelso presented the updated County Surveyor portion of the fee schedule, with explanation for the changes. Many are due to the time involved with the increased size of review projects. Revisions are less than in Deschutes County and equal to Jefferson. The Court appreciated the explanation with costs based on time and not just other counties. Mr. Kelso also explained that he uses all his own equipment and employees for this portion of his business. The public hearing was opened. There were no comments received, public hearing was closed.

Motion: Motion made by Commissioner Barney to approve Order 2019-20, the 2019-2020 Crook County fee schedule, and seconded by Commissioner Brummer. Vote 2-0, motion carried.

Order 2019-21, regarding the Procurement of the New Jail Facility's HVAC Maintenance Service Agreement with Apollo Sheet Metal dba Apollo Mechanical Contractors Inc. / Declaring an Emergency

Mr. Blaine presented Order 2019-21, the HVAC Maintenance Service Agreement with Apollo Sheet Metal dba Apollo Mechanical Contractors. This order will allow the County to enter into a private sector agreement for \$16,817.00 and will extend no longer than one year. This will allow for time to procure a long term maintenance company for the new Jail HVAC system. The order will be effective immediately due to the Emergency Clause included in the order. The agreement/contract will come before the Court for review.

Motion: Motion made by Commissioner Barney and seconded by Commissioner Brummer to approve Order 2019-21, the emergency procurement for the HVAC maintenance for the new jail, not to extend longer than one year at the cost of \$16,817.00. The vote was 2-0, motion carried.

Public Hearing: Amending Ordinance 311, regarding Public Contracting / Declaring an Emergency; FIRST READING

Counsel presented Ordinance 311 to the Court, addressing the state procurement rules and updating the County rules to match state statutes. The current procurement amounts do not promote efficiency. Under 3.12.040, Contract authority, there is a designation of who at the County has legal authority to sign and bind a contract and at this time, the County is proposing a change in the amounts. (1) Upon approval by the County Court of a specified contract, the contract may be executed on behalf of the county by the county judge, or other designee of the court; (2) A department head or elected official of Crook County may enter into contracts on behalf of the county when the value of the subject contract is up to \$10,000. Only county Court or a duly authorized member thereof may enter into a contract on behalf of the county when the value of the subject contract is greater than \$10,000.(3) All contracts with a value of more than \$10,000 up to \$20,000 shall be signed or countersigned by at least one member of the County Court. A contract with a value of more than \$20,000 shall require the approval of the entire County Court. 3.12.060, Procurement methods for small procurements and intermediate procurements, is also addressed as well as Competitive Process requirements and Exemptions. The new values will rise: \$5,000 up to \$10,000; \$50,000 up to \$150,000; and RFP amounts of \$50,000 up to \$150,000. If approved, the numbers in the Exemptions no longer would make sense, and would be deleted.

Motion: Motion to read Ordinance 311 by title only was made Commissioner Barney and seconded by Commissioner Brummer. Vote was 2-0, motion carried.

Commissioner Brummer read Ordinance 311 by title only and opened the public hearing. There were no comments from the public. The public hearing was closed. This Ordinance will be back in two weeks, July 17, 2019, for consideration of approval by the Court.

Mr. Blaine said the state has only made changes one time in 9 years and costs are up 10-30 percent in the past 20 years.

Ordinance 309

Mr. Blaine explained that the second reading of Ordinance 309 was held at the last meeting, and since there was a request from Jim Woods to meet with the Planning staff on the ordinance, it was coming for a third reading. Since that meeting has not yet occurred, Ordinance 309 was not brought back to the Court this week. Once that meeting has occurred, Ordinance 309 will be rescheduled for the third reading of the Court.

Discussion regarding Lease/Purchase Options for High Volume/High Resolution Scanner for Community Development Scanning Project

Planning Director Ann Beier presented information on the high volume, high resolution scanner needed for the E-permitting project. Ms. Beier received bids (3) from Pacific Office, Amazon, and Item Ink. Ms. Beier recommends a lease from Pacific Office Automation at \$122.20 for 3 years. The office will have no need for that type of scanner after that time.

Motion: Motion made by Commissioner Barney to approve the purchase of the scanner subject to the review of the contract. Commissioner Brummer seconded the motion. Vote was 2-0, motion carried.

Commissioner Brummer adjourned the Court out of Open Session and into Executive session under ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

EXECUTIVE SESSION

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

The Court and Counsel discussed a solar project easement, options, delays, and agreement expirations.

Following the discussion in Executive Session, Commissioner Brummer adjourned the Court out of Executive Session and into Open Session, inviting members of the public back into the room.

OPEN SESSION

Motion: Motion made by Commissioner Barney and seconded by Commissioner Brummer to direct staff to go forth as discussed in Executive Session. Vote was 2-0, motion carried.

There being no further business before the County Court requiring action at this time, Commissioner Brummer adjourned the meeting. The next scheduled County Court meeting will be held on July 17, 2019.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson
Crook County Court Secretary

(No audio of this meeting is available)

BE IT REMEMBERED THAT the Crook County Court met in a regularly scheduled meeting on September 4, 2019 at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; Interim County Counsel Will Van Vactor; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson.

Members of the public signing the attendance log: County Assessor Jon Soliz and Prineville EDCO Director Kelsey Lucas.

The media was provided public notice of the meeting.

Judge Crawford opened the County Court meeting and asked Bryan Iverson to lead the Pledge of Allegiance.

Consent Agenda

Approve Regional Housing Community Development Block Grant Application Intergovernmental Agreement in Support of Housing Rehabilitation Loans for Low and Moderate Income Homeowners.

Approve PacifiCorp Easement—Water Treatment Facility.

Approve Prineville Solar Lease

The Court reviewed the Consent Agenda. Interim County Counsel Will Van Vactor provided information regarding the code language for the additional item for approval, the Prineville Solar Lease.

Motion

Commissioner Brummer moved to approve the Consent Agenda as written with the addition of the Prineville Solar Lease. Commissioner Barney seconded the motion. The vote was 3-0, motion carried.

Discussion--200 foot set-back for structures

Assistant County Counsel Eric Blaine and Judge Crawford discussed the change of law created with the approval of Ordinance 309. Prior to that approval, no structures would be allowed in the 200 foot set-back from the rimrock in Crook County per County Code. With the approval of Ordinance 309, structures will not be allowed if they require a building permit. Mr. Blaine will meet with Building Official Randy Davis regarding the height of a structure and further research of the placement of poles and towers. The Ordinance 309 change of law date has to do with the legally allowed structures. This information was gathered as a result of the possible siting of some small structures on the trail system that runs along the rimrocks.

Prineville Economic Development of Central Oregon (EDCO) Update and EDCO Budget Structure Update

Prineville EDCO Director Kelsey Lucas and Chairman of the Prineville EDCO Advisory Board Bryan Iverson attended the Court meeting to update the Court on EDCO History, the diverse group of industries represented on the seventeen member board, the business leads over the last year, pending projects, E-Zone applicants, and the many sources that provide the business leads for this area. Ms. Lucas provided information on the recruitment projects for EDCO, the events planned, the Central Oregon Study that

resulted in Central Oregon ranked fourth in the State for investments into the communities. Discussion was held on an article regarding Crook County's unemployment being set at 4 percent. The Court said it has been reported that the unemployment in Crook County is one of the lowest in the state, and Mr. Iverson and the Court discussed the lack of understanding as to how that figure in the article stating high unemployed in Crook County was reached.

Other information discussed and presented included housing starts in the community, new investors and contributors, solicitation of funding for the EDCO program. EDCO would like to move \$100,000 into the Regional program for the services provided. This would be made up of \$50,000 from the County, \$50,000 from the City and \$50,000 from the private sources. They are asking \$50,000 be assigned out of the County 2020 Budget. The drivers are EDCO, job and business, Chamber Tourists and the culture of the area. Discussion held on the development of the workforce, start-up businesses, revolving loans for people's need for capital at the start-up of the business, the transportation and aquifer projects, and the State program of Oregon Main Street to fund improvements the would come from the Downtown Association and working on membership of the Downtown Association. The Association would work on projects involving parking, lighting, urban renewal districts, pocket parks, sidewalk extension and the possibility of non-profits moving out of downtown area to the outer realms of the City due to the 0 taxes generated from those non-profits and providing space for tax generating businesses. Commissioner Brummer provided information on the City of Prineville's struggles to improve the 70 year old drainage system constructed on Third Street and other areas of the City. Recently, the Bowman Museum has experienced recent flooding issues due to the old system. The City, County and Museum could support the EDCO project with letters of support. Incentives for upgrades for businesses were discussed along with long-term Urban Improvement Districts and the County's support of increased support of EDCO. All agreed, and thank yous were exchanged.

Bonneville Blue contract

Mr. Blaine presented the contract for signature for the material to be ordered from Bonneville Blue. This matter was approved at a previous Work Session, and a motion was made at that time for approval and signature outside of Court.

There being no further business before the Court in Open Session, Judge Crawford adjourned the Court into Executive Session under 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

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.

The Court discussed a possible Tort Claim and bonding. Following the discussion, Judge Crawford adjourned the Court out of Executive Session and into Open Session, inviting members of the public back into the meeting room.

OPEN SESSION

Motions were made regarding the matters discussed in the Executive Meeting.

Motion

Commissioner Brummer moved to convene the Court in a Special Executive Session on Thursday, September 5, 2019 at 2:00. Commissioner Barney seconded the motion. Vote was 3-0, motion carried.

Motion

Commissioner Brummer moved to direct staff to continue corresponding with the counter party as discussed in Executive Session. Commissioner Barney seconded the motion. Vote was 3-0, motion carried.

There being no further business requiring action of the County Court today, Judge Crawford adjourned the meeting at 11:05 a.m.

Respectfully submitted,

Colleen Ferguson

Colleen Ferguson
Crook County Court Secretary

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

4

IN THE MATTER OF PETTY CASH FUNDS
CASH DRAWERS AND ANY FUNDS
HELD BY THE COUNTY OR ITS EMPLOYEES

ORDER #2020-15

WHEREAS, management of petty cash poses risks for mismanagement and misappropriation of funds; and

WHEREAS, the County Court finds it to be in the public interest that funds be managed in accordance with accepted standards of governmental accounting; and

WHEREAS, Oregon law imposes upon the County Treasurer and the County Court responsibility for the proper administration of County funds.

NOW, THEREFORE, it is hereby ORDERED by the Crook County Court that the following policy be and hereby is adopted in regard to the management of petty cash funds, cash drawers and any funds held by County Departments:

1. A petty cash fund is defined as a fund from which monies are expended for departmental purposes. A cash drawer used solely for the purpose of making change or for temporary placement of fees and other charges collected by the department shall not be defined as a petty cash fund. A cash drawer shall not be used in conjunction with (i.e. at the same location) or in place of a petty cash fund. The Court shall specify in its order the beginning balance of petty cash funds for each department and the custodial official of such fund. No County funds shall be used for personal benefit or for the benefit of any family member, relative or other individual, which includes the borrowing of funds.

2. Petty cash funds shall be expended as authorized by the custodial official. The custodial official shall submit to the County Treasurer on the last business day of each month a reconciliation showing the starting balance of the fund, expenditures from the fund, and the County-related purpose of those expenditures, payments and reimbursements to the fund and the ending balance of the fund. For each expenditure, appropriate detailed receipts shall be submitted indicating the County-related purpose of the expenditure and the person making such expenditure. A detailed receipt is defined as a receipt showing exactly what was purchased (broken down by item), date, and place of purchase. If the detailed receipt is not attached, and not brought forth within ten (10) days of notification from the Treasurer's Office, the custodial official will be personally liable for those amounts. The County Treasurer shall provide forms for use in reconciling petty cash funds.

3. The County Treasurer shall issue to custodial officials a check for the amount of expenditures in the next weekly check run. For cash drawer funds, a deposit of funds in excess of the authorized amount to be retained for making change is to be made daily to the Treasurer. A reconciliation of funds will be accompanied with each deposit.

4. In the event that a petty cash fund or cash drawer is over-expended, the custodial official shall be liable for personal restitution to the fund (or restitution from the departmental funds upon official approval from County Court). Any discrepancy in cash fund balance in the County's favor shall be submitted to the Treasurer and identified as "fund overage."

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5. If, in the judgment of the County Treasurer, a fund is being mismanaged as evidenced by consistent overage or underage or as a result of improper expenditure of funds or for any other reason, the County Treasurer may at his or her sole option terminate the department's petty cash fund, cash drawer or any other funds. Alternatively, the Treasurer may revoke the privileges of the fund custodian and request that the County Court designate a replacement custodian.

6. The County Treasurer shall from time to time randomly audit County funds without notice to the custodial official. The custodial official shall cooperate fully with the County Treasurer in permitting examination of the fund and providing requested documentation.

7. This policy shall be effective upon signing, and County Court hereby confirms and authorizes the following custodial officials and petty cash and cash drawer funds in the amounts specified:

Petty Cash

a) Juvenile	\$200.00	Custodial Official: Debra Patterson
b) Environmental Health	\$50.00	Custodial Official: Julie Lancaster
c) District Attorney	\$50.00	Custodial Official: Shelly Phillips
d) Fairgrounds	\$25.00	Custodial Official: Micaela Halvorson
e) Finance	\$5,000.00	Custodial Official: Debbie Palmer

Till/Cash Drawer

a) Health	\$75.00	Custodial Official: Dianne Koops
b) Clerk	\$375.00	Custodial Official: Cheryl Seely
c) Community Development	\$100.00	Custodial Official: Julie Lancaster
d) District Attorney	\$25.00	Custodial Official: Shelly Phillips
e) Victims	\$81.00	Custodial Official: Julie Martinez
f) Sheriff	\$150.00	Custodial Official: Stephanie Wilson
g) Jail (Commissary)	\$500.00	Custodial Official: Stephanie Wilson
h) Adult Community Corrections	\$100.00	Custodial Official: Elize den Arend
i) Landfill	\$400.00	Custodial Official: Jeff Merwin
j) Library	\$125.00	Custodial Official: Cindy York
k) Tax Collection (Drawer 6)	\$335.00	Custodial Official: Debbie Palmer
l) Tax Collection (Drawer 7)	\$335.00	Custodial Official: Debbie Palmer
m) Tax Collection (Drawer 10)	\$335.00	Custodial Official: Debbie Palmer

Temporary Cash Drawer

a) Fair Events	Up to \$15,000.00	Custodial Official: Casey Daly
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DATED this 18th day of March, 2020.

Judge Seth Crawford

Commissioner Brian Barney

Commissioner Jerry Brummer

Crook County Legal Counsel

Mailing: 300 NE Third St., Rm 10, Prineville, OR 97754 • Phone: 541-416-3919
Physical: 267 NE 2nd St., Ste 200, Prineville, OR 97754 • Fax: 541-447-6705



MEMO

TO: Crook County Court

FROM: Regina Paul, County Counsel's Office

DATE: March 2, 2020

RE: *Compensation Committee – Elected Officials*
Our File No.: Treasurer 57(1)

Attached is Order 2020-16 in the Matter of Appointments to the Crook County Compensation Board. Judge Crawford selected Tobias Joyce; Commissioner Brummer selected Eric Klann; and Commissioner Barney selected Liz Schuette to be on the committee, and all three selectees have agreed to the appointment.

Please place this memo and the attached document(s) on the Wednesday, March 18, 2020 County Court Agenda as a CONSENT ITEM, for approval and signatures.

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

**IN THE MATTER OF APPOINTMENT
TO THE CROOK COUNTY
COMPENSATION BOARD**

ORDER 2020-16

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

WHEREAS, the Crook County Court has carefully considered the skills and talents of the applicants and the needs of the committee-required appointments; and

IT IS HEREBY ORDERED that the Crook County Court make the following appointments to the Crook County Compensation Committee.

APPOINTEE	TERM	OATH
<u>Tobias Joyce</u> Appointed by Judge Crawford	Expires 12.31.2020	No
<u>Eric Klann</u> Appointed by Commissioner Brummer	Expires 12.31.2020	No
<u>Liz Schuette</u> Appointed by Commissioner Barney	Expires 12.31.2020	No

DATED this 18th day of March 2020.

CROOK COUNTY COURT

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

Crook County Legal Department

203 NE Court St. • Prineville, Oregon 97754 • (541) 416-3919 • FAX (541) 323-2262



MEMO

TO: Crook County Court

FROM: Eric Blaine, County Counsel

DATE: March 6, 2020

RE: *Proposal for Pavement Inspections and Digital Imaging of Crook County Roads*
Our File No.: Road 188(B)

Attached is Order No. 2020-17 exempting the purchase of pavement inspections, digital imaging, and roadway inventory services as a sole source procurement by the Crook County Road Department. Also attached are two price quotes with Capitol Asset & Paving Services, which total \$39,400.00. This is a bi-annual project with the last round taking place in the spring/summer of 2018. Capitol Asset & Paving Services will create a digital database of images for approximately 550 roads in Crook County, and based upon their inspection, provide a report listing the Pavement Condition Index score for those roadways. This index score will assist the County in prioritizing where it will spend its limited road maintenance budget.

Due to the unique nature of these services and the development of a distinct computer database, an exception to the normal competitive bidding requirements is justified. The attached Order is necessary to make the required findings and to authorize the contract without a competitive process. Crook County Code Section 3.12.060(4) and ORS 279B.075 exempt from the competitive bidding process Sole Source Procurements when there is only one seller of goods or services of the quality required. The County Court may award a contract as a Sole Source Procurement only after making written findings to support that the goods or services are available from only one source.

According to the County Road Master, Capitol Asset & Pavement Services Inc. has provided specialized imaging services to Crook County for the past several years and is the only vendor capable of providing the type and quality of service necessary to maintain the County road database. The contract forms are substantially similar to what the County has approved in prior years.

Please include this document on the next County Court CONSENT Agenda for March 18, 2020, for approval.

Attachment

6

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

**IN THE MATTER OF EXEMPTING THE
PURCHASE OF PAVEMENT INSPECTIONS,
DIGITAL IMAGING, AND ROADWAY
INVENTORY SERVICES AS A SOLE SOURCE
PROCUREMENT BY THE CROOK COUNTY
ROAD DEPARTMENT PURSUANT TO ORS
279B.075**

ORDER 2020-17

WHEREAS, ORS 279B.075 states that the Local Contract Review Board may exempt certain public contracts or classes of contract from competitive bidding, but in doing so, must include findings of fact, and

WHEREAS, the Crook County Road Master proposes purchasing pavement inspections, digital imaging, and roadway inventory services from Capitol Asset & Pavement Services Inc. for the sum of **THIRTY NINE THOUSAND FOUR HUNDRED DOLLARS (\$39,400)** without competitive bidding; and

WHEREAS, the project overview includes but is not limited to:

1. Re-inspection and follow-up reporting of all centerline miles of paved roads within the Crook County current pavement management database; and
2. Collect images and update the sign database inventory on approximately 550 centerline miles of Crook County roads, including sign inventory, cattle guards, and guard rails.

WHEREAS, currently, Capitol Asset & Pavement Services Inc. is the only company that provides the County road inspections and analysis necessary to monitor the health of the Crook County road network. Capitol Asset & Pavement Services Inc. has continued to provide these services to Crook County on a bi-annual basis for the past several years, including pavement rating in addition to video logging. Due to the unique nature of the services provided, and the development of a distinct database, the efficient utilization of existing goods requires the acquisition of compatible goods or services that currently can only be provided by Capitol Asset & Paving Services Inc.

NOW, THEREFORE, the Crook County Court in its capacity as Local Contract Review Board, **ORDERS** and **DIRECTS**, based on the above findings and pursuant to ORS 279B.075, the Crook County Road Department may purchase pavement inspections, digital imaging, and roadway inventory services from Capitol Asset & Paving Services Inc. in an amount not to exceed **THIRTY NINE THOUSAND FOUR HUNDRED DOLLARS (\$39,400)**.

Dated this 18th day of March, 2020.

Approved:

CROOK COUNTY COURT

Seth Crawford, County Judge

Jerry Brummer, County Commissioner

Brian Barney, County Commissioner

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



Capitol Asset & Pavement Services, Inc.

PO Box 7840
Salem, OR, 97303
Phone: 503.689.1330
Fax: 503.689.1440
www.capitolasset.net

March 3, 2020

*Mr. Robert O'Neal
Roadmaster
Crook County Public Works*

RE: Pavement Management Program Update & Re-inspection Services

Dear Bob;

As per our conversation from yesterday, I have enclosed for your consideration a proposal for the pavement re-inspections of the entire Crook County paved road network. This is a non-binding cost proposal, mainly for budgeting purposes for the re-inspection of the entire paved road network. It is also based upon re-inspecting the same mileage we took part in during the last inspection cycle in 2018, (275 paved miles). Any new roads that need to be added to the database that were paved by the county, or have been newly constructed since the last inspection will be added at no charge.

Hopefully the scope of services I have attached in below exhibit, as well as the terms I have included within compensation satisfy your expectations; please contact me at your earliest convenience so we may schedule your project during the upcoming 2020 calendar year.

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitoring the health of your county road network. You will find no firm in the Northwest that has more experience in county road inspections & analysis than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul or myself. I will be the person managing the re-inspection project, (Joel M. Conder at 503.884-6663 (cell), email at jconder@capitolasset.net). Paul Wigowsky will be handling the software updating and reporting processes, and he can be reached at 503.551-6891 or at paul@capitolasset.net

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and look forward to hearing back from you should the scope of services contained in these following exhibit meet with your approval.

Sincerely,
Joel M Conder
Senior Project Manager

Approved this 18th day of March 2020.

CROOK COUNTY COURT

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

Services, and Cost - Pavement Ratings

Service & Timeframes	Description	Cost
Kickoff Meeting & Data Gathering (if requested)	Upon entering into a contract with Capitol Asset & Pavement Services Inc. Our Senior Project Manager shall meet with county staff to discuss project timelines and notice to proceed. Other agenda items shall include, but are not limited to: contact information of county staff, local rules & regulations, press releases (if needed), obtaining any historical road information to included in new database; As-builds, and recent maintenance & rehabilitation activity. This exchanging of information can take via telephone or email if a face-to-face meeting is not required.	Included
New Segmentation of County roads not currently in Database Network	Capitol Asset & Pavement Services Inc. shall physically measure any new county-maintained paved roads with an electronic distance measuring instrument in order to get accurate segment lengths. Each segment shall be measured for width using an engineering wheel. Pavement type, Functional Class, # of lanes, begin & end location and year constructed are just a few of the fields that shall be collected. All field data will be recorded electronically using a laptop computer and added to the existing Streetsaver database.	Included
Linking of GIS segments (If not currently linked)	CAPS, Inc will set up the GIS section link within the StreetSaver® Online program. Using the GIS Toolbox Section Link feature, CAPS, Inc will link each database section to the road centerline file provided by the County. Database section beginning and ending location descriptors will be matched to corresponding beginning and ending points in the road centerline file. Once complete, this will allow the creation of various maps using the StreetSaver® GIS reporting feature (Road PCI condition, Segments needing rehabilitation, maintenance history, etc). During the inspection process all GIS road links shall be verified.	Included

Services, and Cost - Pavement Ratings - Continued

Service & Timeframes	Description	Cost
Distress Rating of approximately 275 miles of county maintained paved roads.	A 2-person crew, led by our Senior Inspection Crew Leader, will inspect all roads that are to be included in the study that currently reside within the county's Streetsaver database. This is done by windshield drive-by, and then turning around and inspecting the most representative area of the segment. A minimum of 10% of each section will be inspected. This inspection process is all gathered electronically with our own data collection software program that has built-in error protection to help assure accurate data collection. This portion of the project shall take approximately 3-4 weeks to complete.	\$14,400 (Approx. \$52.00 per C/L mile)
Further Populating of Database - Uploading of Distress Data – Calculations	Capitol Asset & Pavement Services Inc. shall take all collected field data and import into current Streetsaver pavement management database. All pertinent road data (M&R) collected from the county shall also be input into database. A pavement condition index (PCI) shall be calculated based upon the new distress rating data.	Included
Software Training for County Staff (if requested)	Upon successful completion and delivery of the "final" Budget Options Report, Capitol Asset & Pavement Services Inc. shall train staff in proper use of the pavement management software system. This will be done by conducting a 2-3 hour on-site training class at the county's location of choosing within Crook County.	Included
Future Software Support & Training On-going	Capitol Asset & Pavement Services Inc. puts on an annual refresher course. This class is an all-day hands-on computer training/refresher class that is free of charge to all Capitol Asset & Pavement Services Inc. clients, and is always held in the spring. This class is usually conducted near the Portland or Bend area usually in October/November time frame. County staff shall also receive up to 40 hours per year of online or telephone technical support at no charge.	Included

Services, and Cost - Pavement Ratings - Continued

Service & Timeframes	Description	Cost
A-7 Maintenance & Rehabilitation Recommendations (M & R)	Based upon the MTC Streetsaver software and the Crook County strategies, Capitol Asset & Pavement Services Inc. will produce customized budget options reports. Crook County shall receive various reports showing cost-effectiveness of current or future various Maintenance & Rehabilitation strategies. Capitol Asset & Pavement Services Inc shall run multiple budget scenarios using actual as well as suggested dollar amounts. The county will be able to look at the impacts of a reduced or increased street maintenance funding and make more informed decisions as to the direction the county would like to take.	\$2,500
Deliverables	Capitol Asset & Pavement Services Inc. will deliver all the above-mentioned services for one (1) lump sum price of...	\$16,900

FEE SCHEDULE

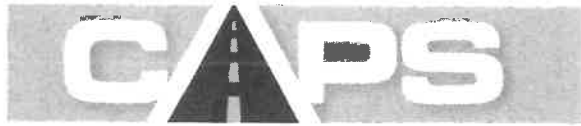
HOURLY BILLABLE RATES STRUCTURE JANUARY 1, 2020 THRU DECEMBER 31, 2020

(For services requested beyond deliverables within the aforementioned lump sum)

Position Description	Hourly Rate
President	\$145.00/hr
Vice-President	\$135.00/hr
Senior Project Manager	\$125.00/hr
Senior Programmer	\$115.00/hr
Management Analyst	\$100.00/hr
Engineering Tech.	\$85.00/hr
Data Collection Coordinator	\$75.00/hr
Accounts Payable Clerk	\$60.00/hr
Travel Charge per mile	\$ 0.58.5/mile

Not to Exceed Clause -

The total price of this quote (\$16,900) is based entirely on an estimate and may not be exceeded without the written authorization from a Crook County representative, or by change order to this proposal. CAPS Inc. will be obligated only to a total price based on actual quantity accepted and charged at the fixed prices (\$16,900) for PMP services as set forth above or to be agreed upon.



Capitol Asset & Pavement Services, Inc.

PO Box 7840
Salem, OR, 97303
Phone: 503.689.1330
Fax: 503.689.1440
www.capitolasset.net

Robert O;Neal
Roadmaster
Crook County Road Department

March 3, 2020

RE: Cost Proposal for the Digital Imaging of Crook County Roads in 2020

Dear Bob;

As per our previous digital imaging cycles in Crook County, I have enclosed for your consideration a proposal for the digital imaging of the Crook County road network in 2020. This proposal includes the digital imaging on all gravel & paved road as maintained by the Crook County Road Department This proposal is based upon filming approximately 515 center line miles, the same as we did in the year 2018.

Hopefully the scope of services I have attached in Exhibits #1 and #2 (compensation) satisfy your expectations; The digital Imaging inventory can only take place once the weather turns a little warmer, usually around early to mid April. All phases of the deliverables shall be completed by the upcoming conclusion of summer 2020, (8-30-2020).

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitoring the health of your county road network. You will find no firm in the Northwest that has done more county digital imaging than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul Wigowsky, or myself.

I can be reached at Joel M. Conder @ 503 884-6663, jconder@capitolasset.net. Paul Wigowsky will be handling the digital imaging aspect as project manager. He can be reached any time as well at 503 551-6891 pwigowsky@capitolasset.net

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and look forward to hearing back from you should the scope of services contained in Exhibits #1 and #2 meet with your approval.

Respectfully submitted,

Joel M Conder
Senior Project Manager

Approved this 18th day of March 2020.

CROOK COUNTY COURT

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

**Capitol Asset & Pavement Services Inc.
Scope of Services**

ROADSIDE DIGITAL IMAGING - SERVICE DESCRIPTION

Service	Description	Cost
Collect Images and Road Data	<p>Capitol Asset & Pavement Services Inc. shall collect road digital images and data. Two synchronized images shall be captured for each data point. Images shall be captured from a driver's point of view (straight ahead) and right view at approximately 45° angle to the right. Data captured will be synchronized with each Image pair and each data point shall include Road number, Road Name, Milepost, GPS XYZ coordinates, and cross road (where applicable). Quality of GPS coordinates is subject to a clear view of sky, and where view is blocked, GPS may be unavailable. GPS quality in good conditions is generally within 1 meter. Data and Images shall be captured at a rate specified by County. Images will be captured at 200 image pairs per mile, per direction, or every 21.1 ft. This can be modified to intervals from 10.5 to 105 ft (in 5.28 ft increments) at no additional charge to county.. Images and data shall be collected in two directions of travel (increasing and decreasing). Images shall be stored in JPEG image format (each image is approximately 300kb in size).</p> <p>This quote is based upon approximately 550 centerline miles of paved & gravel roads in Crook County.</p>	\$22,500
Provide Viewer software	Streetpix Photolog Viewer software shall be unrestricted while used for Crook County business. County shall have license to install and utilize software on an unlimited number of computers, so long as those computers are owned by County and used for County business. This includes any department under County jurisdiction. County shall not have the right to distribute viewer software to any other government or private entity.	Included (no additional charge)
Install Viewer software	Capitol Asset & Pavement Services Inc. shall install photolog viewer software onto Crook County computers. If desired, Server-side program and data (including images) shall be installed on a Crook County central network server. CAPS Inc. shall provide Crook County IT staff with training and instructions to install software (client and server) on any additional computers.	Included (no additional charge)
Provide Viewer Software Training & Technical	CAPS Inc shall provide Crook County staff with training as to maintenance and use of Viewer software. CAPS Inc. shall also provide technical support to Crook County IT staff for the purpose of maintaining program installations or troubleshooting errors.	Included Additional

Support.	Up to four (4) hours of on-site or remote training included. Up to forty (40) hours of on-site and remote technical support included.	support beyond 40 hrs. at \$135/hr
Deliverables	CAPS Inc. shall provide data, images, software installation executable, and instructions to County on external USB 2.0 hard drive.	

EXHIBIT #2

COMPENSATION

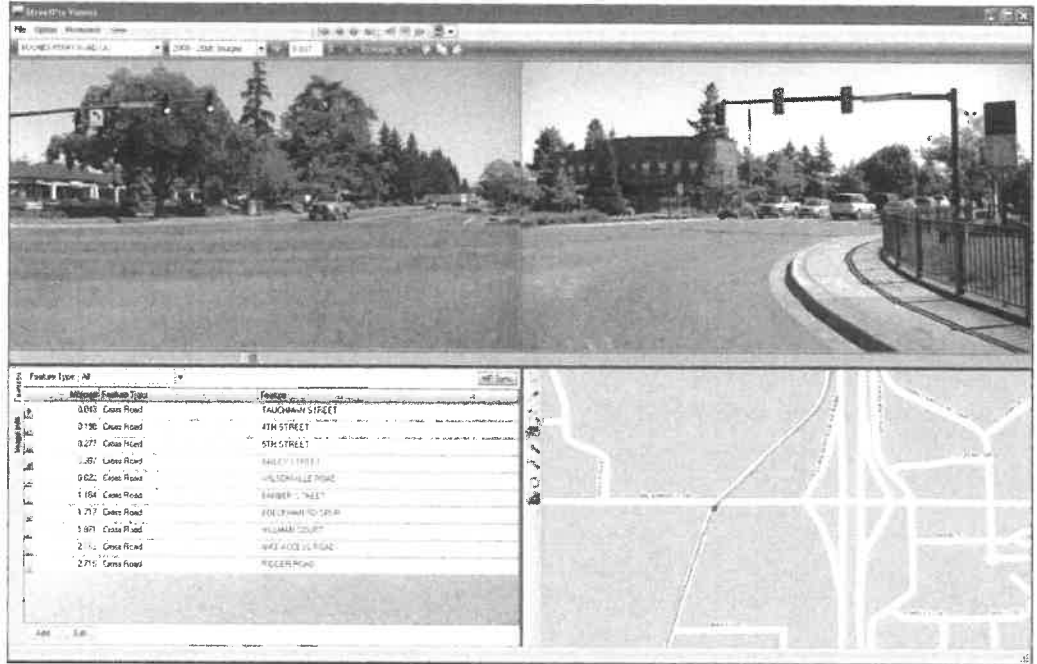
Capitol Asset & Pavement Services Inc. shall be compensated at the dollar amount of **\$22,500.00**, for work performed as described in Exhibit #1 as “Digital Imaging” on approximately 515 centerline miles of roadway within Crook County. Capitol Asset & Pavement Services Inc. shall invoice one (1) lump sum bill upon final satisfactory completion of the 515 miles of roadway filming.

DIGITAL PHOTOLOG

We plan to film each county road in two directions using our roadside digital imaging collection vehicle. This vehicle is equipped with two 2.1 megapixel camcorders which capture images at intervals of from 10-100 ft (25 ft. is standard, but actual interval to be chosen by county), a GPS unit that will capture coordinate information for each image pair, and Distance Measuring Instrument that will capture milepost.

StreetPix Viewer Information

- Two images displayed for each data point. One facing forward, other at approximately 45° to the right (to capture right-of-way features).
- GPS coordinate information captured for each data point.
- Novatel submeter GPS unit used.
- Milepost from Distance Measuring Instrument captured for each data point



- Map displayed showing current location. User can click on map and be taken to nearest data point.
- Images collected in both directions. Click flip icon and see images captured in opposite direction.
- User-friendly controls. VCR-like controls to play, reverse, skip images. Acts like a virtual drive down the Road.
- Feature Inventory spreadsheet-like grid – displays asset feature information.
- Viewer can store/display multiple years of data.
- Copy images to clipboard, print image, or export image to file

See more information at <http://www.capitolasset.net/RoadsideDigitalImaging.html>

- Software is compatible with current versions of Microsoft Windows (XP, Vista, Windows 7)
- Client-server application. Database is Microsoft SQL Server, installed on a network server.
- Images are in Jpeg format and stored on network server drive.
- Software on each client machine accesses data and images on server.
- (Can also be installed in a stand-alone version)

Capitol Asset & Pavement Services Inc.

Metadata Sheet

(For StreetPix & Mobile GPS Data Collection)

A major difficulty in the geospatial data community is the lack of information that helps prospective users to determine what data exist, the fitness of existing data for planned applications, and the conditions for accessing the data. That is why it is imperative for these notes to be sent in conjunction with the data you are receiving. In today's ever changing GPS technology forum, many new uses are being applied. One of the more popular methods has been the evolution of precise GPS surveying from a relative difficult, expensive and complicated technology that could only be used in the so-called "static" mode, to a technique that has tremendous flexibility. This technique is called "kinematic" meaning moving receiver mode. This "on-the-fly" GPS data collection is a relatively new and semi-complex technology and is used by **Capitol Asset & Pavement Services Inc.** during the data collection part of this proposed project. The data that you will be receiving with these notes will be collected in the kinematic mode. Though the kinematic mode increases the number and range of GPS applications that can be used, please be aware of the real and sometimes perceived constraints on the GPS performance and accuracy. It is then sometimes necessary to understand the fundamental principles of the GPS hardware, software, processing algorithms and operational procedures.

The data that will be contained within the deliverable information will be collected, processed and compiled by **Capitol Asset & Pavement Services Inc.** The data that **Capitol Asset & Pavement Services Inc.** delivers to their clients is believed to be accurate; however, a degree of error is inherent in all kinematically collected information. The data will be distributed "as-is" without warranties of any kind, either expressed or implied. The risk or liability resulting from the use of this data is assumed by the user. **Capitol Asset & Pavement Services Inc** can charge for the service of collecting or supplying this coordinate information to clients, but we in no way represent ourselves as professional land surveyors. **Capitol Asset & Pavement Services Inc** makes no warranties of any kind, and disclaims all liability to any persons or agencies. **Capitol Asset & Pavement Services Inc** also does not warrant or guarantee the accuracy or completeness of this kinematically gathered information.

All questions regarding the StreetPix data should be addressed to the imaging project manager:

Paul Wigowsky
Digital Imaging Project Manager
Capitol Asset & Pavement Services Inc.
(503) 551-6891 or paul@capitolasset.net

STATE OF OREGON)
County of Crook)

ORDER 2020 - 20

WHEREAS, at a meeting of the Crook County Court, duly and regularly called and held on the 18th day of March, 2020, at which a quorum was present and voting, the following appointment to the 2019-2020 Board of Property Tax Appeals were ordered:

Linda Stephenson, appointed to Pool #1 and 2, has resigned.

NEW Appointment

POOL #1:

Jerry Brummer
203 NE Court Street
Prineville, OR 97754
541-447-6555
DOR Training:
2019-2020 Training Required

THEREFORE BE IT ORDERED, the above county resident be appointed to the Crook County Board of Property Tax Appeals, term of office to begin March 18, 2020 and end June 30, 2020.

DATED this 18th day of March, 2020

Seth Crawford, Crook County Judge

Jerry Brummer, County Commissioner

Brian Barney, County Commissioner

8



Agreement Number 161749

AMENDMENT TO
STATE OF OREGON
INTERGOVERNMENTAL AGREEMENT

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 or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This is amendment number 01 to Agreement Number 161749 between the State of Oregon, acting by and through its Oregon Health Authority, hereinafter referred to as "OHA" and

Crook County
300 NE Third Street
Prineville, OR 97754
Attention: Muriel DeLaVergne-Brown Telephone:
541-447-5165
Fax: 541-447-3093
E-mail address: mdelavergnebrown@h.co.crook.or.us

hereinafter referred to as "County."

1. This amendment shall become effective on the date this amendment has been fully executed by every party and, when required, approved by Department of Justice.
2. The Agreement is hereby amended as follows:
 - a. Amend initial page of Agreement **Subrecipient** information as follows: language to be deleted or replaced is ~~struck through~~; new language is **underlined and bold**.
 Crook County **Health Department**
~~300 NE Third Street~~ **375 NW Beaver Street, Suite 100**
 Prineville, OR 97754
 Contact: Muriel DeLaVergne-Brown
 Phone: 541-447-5165
 Fax: 541-447-3093
 E-mail address: mdelavergnebrown@h.co.crook.or.us

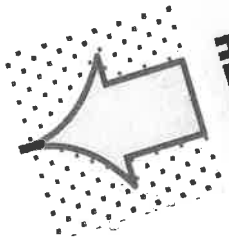
8

Control of the United States Department of the Treasury and currently found at:
<https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>;

- f. County is not listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal procurement or Nonprocurement Programs" found at: <https://www.sam.gov/portal/public/SAM/>;
- g. County is not subject to backup withholding because:
 - (1) County is exempt from backup withholding;
 - (2) County has not been notified by the IRS that County is subject to backup withholding as a result of a failure to report all interest or dividends; or
 - (3) The IRS has notified County that County is no longer subject to backup withholding.
- h. County Federal Identification Number (FEIN) provided to OHA is true and accurate. If this information changes, County is also required to provide OHA with the new FEIN within 10 days.

5. Signatures.

COUNTY: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY STATE APPROVALS



Crook County Health Department
By: CROOK COUNTY COURT

_____	_____
Authorized Signature	Printed Name
COUNTY JUDGE	3.18.20
_____	_____
Title	Date

State of Oregon acting by and through its Oregon Health Authority
By:

_____	_____
Authorized Signature	Printed Name
_____	_____
Title	Date

Approved for Legal Sufficiency:

_____	_____
Not Required per OAR 137-045-0030(1)(a)	
Department of Justice	Date

Exhibit A Part 3 Budget

HEALTHCARE PREPAREDNESS PROGRAM - BUDGET											
General Information:		HPP Region: _____	Region: _____	Agreement #: _____	Agreement #: _____						
		Awardee Address: _____	Awardee Address: _____	Date: _____	Date: _____						
		City, State and Zip: _____	City, State and Zip: _____	Duns #: _____	Duns #: _____						
		Budget Preparer Name: _____	Budget Preparer Name: _____	Phone: Budget Preparer Phone #: _____	Email: Budget Preparer Email: _____						
		Authorized Signer Name: _____	Authorized Signer Name and Title: _____	Phone: Authorized Signer Phone #: _____	Email: Authorized Signer Email: _____						
		Award Year: _____	Award Year: _____								
Budget Details:											
CAPABILITIES & OBJECTIVES			EXPENDITURE CATEGORY:								
			Personal Services	Travel - Instate	Travel - Out-of-State	Capital Equipment	Supplies	Contracts	Other	Indirect	TOTALS
Capability 1:	Foundation for Health Care and Medical Readiness	<i>Specific Activity and Use:</i>									
	C1.01	Establish and Operationalize a Health Care Coalition									\$0.00
	C1.02	Identify Risk and Needs									\$0.00
	C1.03	Develop a Health Care Coalition Preparedness Plan									\$0.00
	C1.04	Train and Prepare the Health Care and Medical Workforce									\$0.00
	C1.05	Ensure Preparedness is Sustainable									\$0.00
		Sub-total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capability 2:	Health Care and Medical Response Coordination	<i>Specific Use:</i>									
	C2.01	Develop and Coordinate Health Care Organization and Health Care Coalition Response Plans									\$0.00
	C2.02	Utilize Information Sharing Procedures and Platforms									\$0.00
	C2.03	Coordinate Response Strategy, Resources, and Communicators POD Signage for open and closed POD's					\$5,000.00				\$5,000.00
		Sub-total:	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Capability 3:	Continuity of Health Care Services Delivery	<i>Specific Use:</i>									
	C3.01	Identify Essential Functions for Health Care Delivery									\$0.00
	C3.02	Plan for Continuity of Operations MCI trailer supplies					\$2,500.00				\$2,500.00
	C3.03	Maintain Access to Non-Personnel Resources during an Emergency MCI Trailer					\$4,999.00				\$4,999.00
	C3.04	Develop Strategies to Protect Health Care Information Systems and Networks									\$0.00
	C3.05	Protect Responders' Safety and Health MCI PPE and safety supplies					\$4,000.00				\$4,000.00
	C3.06	Plan for and Coordinate Health Care Evacuation and Relocation									\$0.00
	C3.07	Coordinate Health Care Delivery System Recovery									\$0.00
		Sub-total:	\$0.00	\$0.00	\$0.00	\$0.00	\$11,499.00	\$0.00	\$0.00	\$0.00	\$11,499.00
Capability 4:	Medical Surge	<i>Specific Use:</i>									
	C4.01	Plan for a Medical Surge									\$0.00
	C4.02	Respond to a Medical Surge MCI Trailer Supplies and supplies for Jefferson County PH Medical Surge/Mass Casualty trailer.					\$10,501.00				\$10,501.00
		Sub-total:	\$0.00	\$0.00	\$0.00	\$0.00	\$10,501.00	\$0.00	\$0.00	\$0.00	\$10,501.00
Grand Total			\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$27,000.00

Capabilities and Expenditure Category definitions on next page. Please round all budgets to the nearest dollar. Questions: Please contact your HPP Liaison or John Crabtree at 971-673-1094.

Memo



To: County Court
From: Buzzy Nielsen, Director of Library Services *Buz*
cc: Eric Blaine, John Eisler
Date: March 10, 2020
Re: Facebook van purchase

I please request approval of the attached quote from Robberson Ford of Prineville for a Ford Transit Connect model XLT. The van is being purchased as part of the \$100,000 grant the library received from Facebook for technology education.

We sought three bids from all of the Central Oregon Ford dealerships: Robberson (Prineville/Bend), TS&S (Madras), and Wright (Redmond). The specific request was for quotes on a Ford Transit Connect model XLT with a tow package. The vehicle received high ratings from consumers and professionals and is in wide use regionally by a variety of businesses. We specifically sought quotes for the XLT model due to the added safety features including a backup camera, blind spot detection, lane assist, anti-skid technology, and more.

Wright Ford was unable to provide a quote due to lack of available inventory. We received quotes from both other companies on time. TS&S Ford had the lowest bid, at \$25,385 plus fees. However, their bid was for the XL model, which lacks the safety features of the XLT. Robberson gave the only bid for the model we wanted, at \$27,486 plus fees. I therefore recommend accepting Robberson's bid.

Thank you, and please let me know if you have any questions.

Approved this 18th day of March 2020.

CROOK COUNTY COURT

 Seth Crawford
 County Judge

 Jerry Brummer
 County Commissioner

 Brian Barney
 County Commissioner

3 VAL-001109 OR

9-000051-NE, 301109, PK143 9959

UTC CERT CERT EPD FRMP BURP CAMP BGRK EXPL

NMQLS7E2X L1452574 NB

G013



Go Further

ford.com

VEHICLE DESCRIPTION

TRANSIT CONNECT

2014 MID-CARGO VAN LWB
137 WHEELBASE
2.0L DUAL ENGINE
8 SPD AUTO TRANSAXLE

L1 452574

EXTERIOR
FROZEN WHITE METALLIC
INTERIOR
EBONY CLOTH SEAT

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- EXTERIOR**
- BODY SIDE MOLTINGS
 - DOORS - DUAL SLIDING, SIDE
 - 180-DEGREE SWING-OUT REAR
 - FOG LAMPS
 - FRONT BUMPER-BODY COLOR
 - GRILLE - 3-BAR, BLACK
 - HEADLAMPS - AUTO HIGH BEAM (ON/OFF)
 - HEADLAMPS - AUTOLAMP
 - POWER ADJUSTABLE/POWER FOLD EXTERIOR MIRRORS
 - WIPERS - RAIN-SENSING

- INTERIOR**
- 1 TOUCH UP/DOWN DRIPASS WIN
 - 6-WAY MANUAL DRIVER/4-WAY PASSENGER SEATS
 - CARPET (EXCEPT FRONT SEAT)
 - CENTER LOCKING (DOORS)
 - STORAGE & 2 CUPHOLDERS
 - FLOOR COVERING - CARPETED
 - FRONT VINYL REAR
 - FRONT FLOOR MATS
 - OVERHEAD STOWAGE SHELF
 - POWERPOINTS - 12V (2)
 - SMART CHARGING USB PORT(2)
 - STEERING - TELESCOPE

- FUNCTIONAL**
- BLIS (BLIND SPOT INFO SYS)
 - BRAKES, 4-WHEEL DISC/ABS
 - FORDPASS™ CONNECT (GWI-FI)
 - HOTS-SPOT TELEMATICS MODEM
 - FRONT WHEEL DRIVE
 - FUEL TANK - 36.2 GAL
 - HILL START ASSIST CONTROL
 - LAKE KEEPING SYSTEM
 - LIGHT, REAR CARGO
 - PHONE WIRELESS CHARGING PAD
 - POWER STEERING W/EPAS
 - PRE-COLLISION ASSIST W/AEB
 - REAR VIEW CAMERA
 - REMOTE KEYLESS ENTRY
 - SYNC® 3

- SAFETY/SECURITY**
- ADVANCETRAC WITH RSC
 - AIRBAGS - DUAL STAGE FRONT
 - AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
 - AIRBAGS - SIDE AIR CURTAINS
 - EMERGENCY BRAKE ASSIST
 - SECURILOCK PASS ANTI THEFT
 - TIRE PRESSURE MONITOR SYS
- WARRANTY**
- 3YR/50,000 BUMPER BUMPER
 - 5YR/100,000 POWERTRAIN
 - 5YR/100,000 ROADSIDE ASSIST

INCLUDED ON THIS VEHICLE
ORDER CODE L15A

OPTIONAL EQUIPMENT/OTHER
50 STATE EMISSIONS
HEAVY DUTY BATTERY
SYNC® RR CAM, SRV, WHD

PRICE INFORMATION	(MSRP)
BASE PRICE	\$27,700.00
TOTAL OPTIONS/OTHER	880.00
TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY	28,580.00
	1,295.00

\$28,736 ← Invoice Price
- 1,250 Reb.
\$27,486 + Fee's

RAMP ONE

CH42

RAMP TWO

CONVOY

ITEM #

74-2500 OPT 2

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, Lubricants, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

TOTAL MSRP \$29,885.00



FORD CREDIT
Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.

KK143 N NB32X 015 001109 10 14 19

02/18/2020

Fuel Economy and Environment

Fuel Economy

25 MPG

combined city/hwy

24 city

27 highway

SAEC: Purpose Vehicles range from 15 to 28 MPG. The best vehicle rates 138 MPG.

You spend **\$500** more in fuel costs over 5 years compared to the average new vehicle.

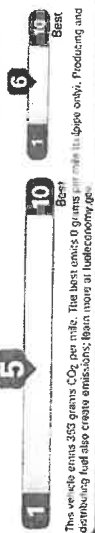
Gasoline Vehicle

Annual fuel cost

\$1,600

4.0 gallons per 100 miles

Fuel Economy & Greenhouse Gas Rating (EPA est.) Smog Rating (EPA est.)



Special results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. This vehicle emits 263 grams CO₂ per mile. The best emits 67 grams CO₂ per mile. Producing and distributing fuel also create emissions. Learn more at fuelconomy.gov.

fuelconomy.gov

Calculate personalized estimates and compare vehicles

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score **Not Rated**
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash **Not Rated**
Driver **Not Rated**
Passenger **Not Rated**

Side Crash **Not Rated**
Front seat **Not Rated**
Rear seat **Not Rated**

Rollover **Not Rated**
Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★-★-★-★-★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA).

www.safercar.gov or 1-888-327-4235



NMQLS7E2XL1452574

Ford | FORD PROTECT
Inlet on Ford Protect: The only extended service plan fully backed by Ford. Every Ford dealer in the U.S., Canada and Mexico. See your Ford dealer or visit www.FordProtect.com.



SCAN OR TEXT #NML452574 TO 9800
Key & Data
Activation
Text HELP
For help
www.ford.com/whymyford



QR Code
Smartphone

FordPass™ Connect

With a FordPass Connect-equipped vehicle, you can use FordPass to:

- Access Vehicle Control Features
- Remotely start, lock and unlock your vehicle.
- Locate your vehicle and check approximate fuel range.
- Receive vehicle health alerts.
- Activate 4G LTE Wi-Fi hotspot
- New vehicles include a complimentary 3 months of 3GB data Wi-Fi trial.
- Connect up to 10 Wi-Fi-equipped devices.

Use your vehicle computer for more details.



Date: 02/18/2020 12:47:22 PM
 Salesperson: CHELAINE PIERCE
 Manager: Joseph Mitchell

FOR INTERNAL USE ONLY

CUSTOMER	City Prineville	Home Phone: (541) 447-4168
Address :	400 NE 3RD ST PRINEVILLE, OR 97754-1921 CROOK CO	Work Phone:
E-Mail :		Cell Phone:

VEHICLE	Stock # :	New / Used : New	VIN :	Mileage : 0
Vehicle : 0			Color :	
Type :				

TRADE IN	Payoff :	VIN :	Mileage :
Vehicle :			Color :
Type :			

Selling Price	29,885.00
Discount	1,149.00
Rebate	1,250.00
Adjusted Price	27,486.00
Total Purchase	27,486.00
Trade Allowance	
Trade Difference	
Plate	24.50
Doc Fee	150.00
Tax	137.43
Non Tax Fees	448.32
Trade Payoff	
Cash Deposit	
Balance	28,246.25

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

Crook County Library

Bid request/RFP documentation form

Project/service: Ford Transit Connect van (Facebook grant)

Date: 2/18/2020

Informal? Yes

Sole source: No **Reason:**

Requests sent

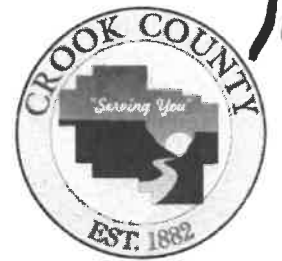
Firm name	Contact	Email	Phone	Address	Proposal sent/called in
Robberson Ford	Chelaine Pierce	cpierce@robberson.com	541-419-5534	2289 Ne Third St, Prineville, OR	2/18/2020
TS&S Ford	Will Schlieve	503-409-1801		1733 US-97, Madras, OR	2/18/2020
Wright Ford			541-548-2138	1835 S Hwy 97, Redmond, OR	2/18/2020

Bids/proposals received

Firm name	Date received	Method	Reviewed	Recommended
Robberson Ford	2/18/2020	Email	Yes	Yes, because they had the model me requested
TS&S	3/3/2020	Email	Yes	No, because they had the less equipped model

Crook County Legal Department

203 NE Court St. • Prineville, Oregon 97754 • (541) 416-3919 • FAX (541) 323-2262



MEMO

TO: Crook County Court

FROM: Eric Blaine, County Counsel

DATE: March 9, 2020

RE: *Order 2020-09, findings of fact exempting the Crooked River Roundup Association from competitive bidding*
Our File No.: Fairgrounds # 11(A)

The County Fair Board and Fairgrounds staff have received a proposal from the Crooked River Roundup Association regarding the completion of certain renovation projects at the Fairgrounds. The parameters of those projects would be incorporated into an update to the multiyear Fairgrounds Use Agreement executed between the parties.

In short, the concept is that the Association would use volunteer labor and donated materials for the renovation of Fairgrounds facilities, in exchange for consideration of their annual use fees.

The terms of that arrangement are still being discussed, and the updated Use Agreement is not ready to be presented to the County Court for approval. At present, the idea is that the annual fee under the Use Agreement would be waived.

However, while most of the projects are expected to be valued at less than \$50,000.00 (the threshold for what's considered a "public improvement" under Oregon law), it's possible that a few of them may exceed that value or otherwise be found to amount to public improvements.

If that should happen, there would be an argument that the County should undertake a procurement process for these projects, rather than employing the use agreement with the Roundup Association. In an effort to gather information regarding the degree of public concern, and to help the County Court decide whether to pursue this endeavor at all, attached is Order 2020-09. This Order would make findings of fact pursuant to ORS 279C.335 and Crook County Code section 3.12.350 which would exempt the agreement with the Roundup Association from the normal requirement to seek competitive bids, including for projects which may occur many years in the future.

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The key consideration of this Order is the finding that the projects would substantially involve volunteer labor and donated materials. Because the Roundup Association members would seek, obtain, and use volunteer labor and donated materials, this endeavor is materially different from the practice of engaging a for-profit company. Such a difference warrants deviating from the normal practice of seeking competitive price quotes, due to both the anticipated substantial costs savings, and also the lack of negative effect to for-profit companies (which would have the equal opportunities to donate materials or labor.)

In accordance with ORS 279C.335 and CCC 3.12.350, the County published a notice of the proposed findings and public hearing in the Daily Journal of Commerce. The notice announced the date, time, and place for the required public hearing at which this idea would be considered, and invited written and spoken public comment. The deadline for receiving written comment was 10:00 AM on Friday, March 6. No such comments were received.

If the County Court wishes to explore this idea, the next step would be to convene the public hearing on March 18. If any spoken public comment is offered, the County Court would consider the comments before deciding whether to approve, reject, or modify Order 2020-09.

Please note that approving Order 2020-09 does not obligate the County for any specific terms with regards to the Roundup Association use agreement. If satisfactory terms cannot be negotiated, the entire endeavor could be abandoned.

Please let me know if you have any questions.

Please include this document on the next County Court Agenda for March 18, 2020, for DISCUSSION.

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

**IN THE MATTER OF FINDINGS
AUTHORIZING THE EXEMPTION OF
THE CROOKED RIVER ROUNDUP
ASSOCIATION FROM COMPETITIVE
BIDDING, PURSUANT TO ORS
279C.335 AND CROOK COUNTY CODE
3.12.350**

ORDER 2020-09

WHEREAS, ORS 279C.335 and Crook County Code section 3.12.350 state that the County Court as Local Contract Review Board may exempt certain public improvement contracts or classes of contracts from competitive bidding, but in doing so, must include findings of fact; and

WHEREAS, Crook County, along with the Crook County Fair Board, operate the Crook County Fairgrounds to further the goal of providing space for educational, social, and recreational activities. For many years those activities have included rodeos, races, and other events operated by the Crooked River Roundup and Fair Association; and

WHEREAS, the Roundup Association's use of the Fairgrounds has been governed by a Use Agreement, which describes the land rent and other fees due and the obligations of all parties; and

WHEREAS, the Roundup Association has proposed undertaking, through the substantial use of volunteers and donated materials, to perform certain improvements upon the Fairgrounds, in exchange for a proportionate or full waiver of the land rent that would otherwise be due. While no Crook County funds will be directly or indirectly used, and thus the envisioned improvements are not "public improvements" under ORS 279A.010(1)(cc), it is possible that some of these future improvements may qualify as public improvement contracts under Oregon law; and

WHEREAS, the Crook County Court is authorized to exempt from competitive bidding public improvement contracts after providing notice of a public hearing on the proposed exemption in a trade newspaper at least 14 days prior to the hearing, the taking of comments and testimony at the hearing, and the adoption of written findings of fact. A notice of the public hearing to be held on Wednesday, March 18, 2020, was published in the Portland Daily Journal of Commerce (a trade newspaper as described in ORS 279C.335) on Monday, February

17, 2020, which notice invited public comment and testimony on the proposed exemption from competitive bidding; and

WHEREAS, exempting projects proposed by the Roundup Association from competitive bidding is unlikely to encourage favoritism in the awarding of contracts, where the Roundup Association proposes to use volunteer labor and donated materials (including equipment) for all or a substantial part of each individual project. Profitmaking companies will all have the same opportunities to donate materials, each individual resident will have the same opportunity to volunteer labor, and there will be no favoritism in accepting either donations or volunteers; and

WHEREAS, the donation of volunteer labor and materials is reasonably expected to result in substantial cost savings to the County, compared to engaging for-profit companies; and

WHEREAS, the engagement of the Roundup Association is not expected to substantially diminish competition for public contracts. The contemplated projects include comparatively minor renovations to existing Fairgrounds structures, and few projects are anticipated to approach \$50,000.00 in value; and

WHEREAS, the County Court has considered the oral testimony offered at the public hearing on March 18, 2020. The deadline for written comments, as stated in the published public notice, was Friday, March 6, 2020, at 10:00 AM. No written comments were received; and

WHEREAS, in determining whether to approve an exemption from competitive bidding under ORS 279C.335 and CCC 3.12.350, the County Court has considered:

(A) How many persons or firms are available and interested to bid for projects at the Fairgrounds, based upon the County's experience of the number of bids received for projects anticipated to cost less than \$50,000.00 over the last several years;

(B) The construction budget and the projected operating costs for the contemplated projects(s) when they may be completed, to wit, the anticipated project budgets would be substantially composed of volunteer labor and donated materials, and the anticipated operating costs would either reflect no significant changes from the current operating costs for the Fairgrounds or reduce such costs;

(C) Public benefits that may result from granting the exemption, including but not limited to the substantial cost savings anticipated through the use of volunteered labor and donated materials, and the considerable community benefit of promoting civic-minded volunteerism;

(D) Whether value engineering techniques may decrease the cost of the contemplated projects(s), to wit, that there is no anticipated cost savings for the use of value engineering techniques;

(E) The cost and availability of specialized expertise that is necessary for the contemplated projects(s), to wit, that among the individuals who have expressed an interest in volunteering there are a number of sophisticated technicians and business professionals;

(F) The likely increases in public safety by renovating and updating the Fairgrounds' facilities, used by both members of the public and other Fairgrounds event operators, to wit,

that updating Fairgrounds facilities will afford the opportunity to notice latent maintenance issues that may not be otherwise apparent from the Fairgrounds facilities' exteriors;

(G) Whether granting the exemption may reduce risks to the County (as contracting agency) or the public that are related to the projects, to wit, that no significant risk reduction is anticipated;

(H) That granting the exemption will not affect the sources of funding for the projects;

(I) That granting the exemption will better enable the County to control the impact that market conditions may have on the cost of and time necessary to complete the projects, by avoiding the seasonal changes in material and labor prices due to the use of volunteer labor and donated materials;

(J) That granting the exemption will better enable the County to address the size and technical complexity of the projects, by limiting those approved projects to those that the volunteers are capable of, equipped for, and ready to undertake;

(K) That the contemplated projects(s) primarily involve renovations or remodels of existing structures, but may also involve constructing new buildings at some point;

(L) That the structures of the Fairgrounds, or at least the portion being renovated, that may qualify as a public improvement will be unoccupied during the project work, to help ensure that no member of the public is inadvertently injured;

(M) That the contemplated projects may require multiple phases of construction work, but, are anticipated to mainly require only a single phase of construction work to address each specific project conditions; and

(N) That the County has used, and will use in the future, County personnel, consultants, and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing this alternative contracting method that the County will use to award the contemplated projects, and to help negotiate, administer and enforce the terms of the resulting contract(s).

NOW, THEREFORE, the Crook County Court adopts the above recitals as its Findings of Fact, and **ORDERS** and **DIRECTS** that projects undertaken on the Fairgrounds by the Crooked River Roundup and Fair Association which may qualify as public improvement contracts are exempt, as a class, from competitive bidding pursuant to ORS 279C.335 and CCC 3.12.350 projects which will involve all or a substantial volunteer and donated material component, and the County and Fair Board will decide to waive all or a portion of the land use rental fees. The parameters of each project, including the manner and degree of the waiver of land use rent and fees, will be agreed-upon by the County, the Fair Board, and the Roundup

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Association, in accordance with the terms of the then-current Fairgrounds Use Agreement or, if no such agreement is in place, in the manner as the parties may establish by mutual consent. Comments and testimony received prior to or at the public hearing have been considered by the Crook County Court, with such to be reflected in the meeting minutes.

Dated this ____ day of March, 2020.

CROOK COUNTY COURT

Seth Crawford, County Judge

Jerry Brummer, County Commissioner

Brian Barney, County Commissioner

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

//

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

IN THE MATTER OF AUTHORIZING)
AN EMERGENCY PROCUREMENT)
FOR ASSESSMENT AND TAXATION) ORDER NO. 2020-18
SOFTWARE, SUPPORT SERVICES,)
PURSUANT TO ORS 279B.080)

WHEREAS, as a component of its public service responsibilities, Crook County is required to continuously assess the real property values within the boundaries of the county, and to assess the values of personal properties as may be found therein. These valuations are used to help determine the amount of Oregon property taxes that an individual may owe under applicable law; and

WHEREAS, the performance of these duties realistically requires the use of a dedicated software program, which will maintain past values in searchable databases, and allows comparisons to other similarly situated properties. The use of such software helps to arrive at valuations which are equitable, and supported by reliable data; and

WHEREAS, the software program will assist the Tax Collector office distribute accurate tax statements to local property owners, promoting the receipt of funds to facilitate the public functions of not only the County, but of the local public service special districts; and

WHEREAS, Crook County's current software provider does not offer direct software support services. Instead, when and if software problems arise, Crook County participates in a multi-party arrangement whereby Lane County offers software support. Lane County has indicated that it is not certain for how much longer it will be able to continue offering such support; and

WHEREAS, if Crook County's current software system is not maintained by a software support provider, and if some major error arises in the software, Crook County's ability to accurately, reliably assess local property values or maintain property taxation information may be lost; and

WHEREAS, the implementation of a replacement software program may take a year or more, such that if a replacement software product is obtained, there may be a significant delay between the date of acquisition and the date the software is ready to be utilized; and

WHEREAS, unless the County can employ a reliable software program, it may not be able to perform an essential element of its public functions; and

WHEREAS; the Assessor's office and the Treasurer's office have attempted to find other support service vendors for the County's existing software program, and have found only one: XTR Value Services, LLC, of Goldendale, Washington; and

WHEREAS, due to the unreliability of continued software support from Crook County's existing source, and the essential nature of maintaining a reliable software program for assessment and taxation functions, an emergency exists such as warrants a procurement of software license(s), support services, and implementation services, pursuant to ORS 279B.080 and Crook County Code 3.12.100.

NOW, THEREFORE, the Crook County Court adopts the recitals above as its **Findings of Fact**, and ORDERS and DIRECTS, based upon the above recitals, that:

Section 1. Pursuant to the findings that an emergency exists, Crook County is authorized to award contract(s) for the provision of software license(s) and support services for assessment and taxation software, directly and without a competitive process, to XTR Value Services, LLC, with the execution of a services agreement by Crook County.

Section 2. The County Court specifically finds that the provision of services pursuant to this Order 2020-18 is unlikely to promote favoritism in the awarding of contracts or substantially reduce competition in the field of assessment and taxation software license(s), support services, and implementation services; that, after a diligent search, there is only one qualified service provider known to be available; and that this Order 2020-18 substantially promotes the public interest of securing the reliability of data used in the assessment and taxation responsibilities of the County.

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Section 3. If any provision of this Order 2020-18 is found by a court of competent jurisdiction to be void or invalid, the remaining portion of Order 2020-18 will remain in full force and effect.

DATED this 18th day of March 2020.

CROOK COUNTY COURT

Judge Seth Crawford

Commissioner Jerry Brummer

Commissioner Brian Barney

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



Crook County
Community Development Department
Planning Division
300 NE 3rd Street, Room 12
Prineville, OR 97754
(541)447-3211

March 5, 2020

TO: Crook County Court

FROM: Ann Beier, Director *Ann Beier*
Crook County Community Development

RE: Request to Purchase New Vehicle for County Building Inspector

The Community Development Department has a fleet of thirteen vehicles ranging from a 2005 Chevy Colorado to a 2019 Ford Edge (Attachment A). We have four or five vehicles that have approximately 100,000 miles on them. Each year we budget to purchase one additional vehicle. This allows us to continue to improve our fleet and to retire the highest mileage vehicles or to rotate vehicles within the fleet to assign older vehicles to those Inspectors who put on fewer miles.

We will be reassigning our current 2007 Ford F150. We would like to replace it with another four-wheel drive pick-up truck. The Department requested bids from Robberson Ford, Wright Ford (Redmond) and TS&S Ford in Madras for a 2019 4x4 Ford Ranger. We also got a quote from Vancouver Ford (Washington). (Attachment B). The bids from Robberson and Wright Ford are almost identical. The Department recommends accepting the bid from Robberson Ford for the white vehicle. Funds for this new vehicle would come from the Department's vehicle reserve fund. As of January 2020, the Department had approximately \$28,416 in the reserve fund. We anticipate that the February 2020 balance will cover the quoted price of \$29,989. The February balance should be available by the end of the week of March 13. We request the Court's approval to accept the quote from Robberson Ford and to purchase the new vehicle, subject to the availability of funds in the Department's vehicle reserve fund.

Attachment A – Community Development Vehicles
Attachment B - Summary of quotes

Approved this 18th day of March 2020.

CROOK COUNTY COURT

Seth Crawford
County Judge

Jerry Brummer
County Commissioner

Brian Barney
County Commissioner

February 29, 2020

DUE BY 15TH - LAURA FLADJUNG

Attachment A

Driver	Vehicle Description	Start Mileage	Ending Mileage	Miles Driven	Building 101-1300	% to category		
						Electrical 101-1200	Env Health 101-1500	
Louis Seals	2005 CHEVY COLORADO	91477	92132	655	75	25		
Herman Fangor	2006 FORD ESCAPE	81021	81021	0	\$245.63	\$81.88		
Paige Reinhart-Anez	2006 FORD RANGER	74876	75650	774	\$0.00			100
Rich Evans	2007 FORD F150	83700	84790	1090	50	50		\$387.00
Terry Weitman	2007 JEEP LAREDO	82560	82655	95	\$272.50	\$272.50		
Wayne Jackson	2009 CHEVY TRAILBLAZER	109126	109126	0	\$47.50			
Calvin Walter	2011 FORD ESCAPE	77675	79241	1566	100			
Jerry Kathan	2012 FORD ESCAPE	89923	90335	412	\$783.00			100
Dan Lewis	2015 FORD ESCAPE	49702	49702	0				\$206.00
Rick Aaron	2016 FORD EXPLORER	77278	78940	1662	100			
Andy McChesney	2018 FORD EDGE	27348	28266	918	\$831.00			
Randy Davis	2018 FORD EDGE	5145	5457	312	\$229.50	\$229.50		
Jeff Samuel	2019 FORD EDGE	12034	13600	1566	\$78.00	\$78.00		
					\$783.00			
				Total Miles Driven	9050			
				Monthly Total X RATE OF \$.50/PER MILE	\$4,525.00	63.5	21.2	15.4
					\$2,871.63	\$957.21	\$696.15	

**COMMUNITY DEVELOPMENT
2020 VEHICLE PURCHASE
2019 FORD RANGER CREWCAB**

Attachment B

<u>DEALER</u>	<u>MSRP</u>	<u>GOV PRICE</u>	<u>COLOR</u>	<u>FEATURES</u>
ROBBERSON PV	\$34,185.00	\$29,989.00	WHITE	4X4, 20/24 MPG, 2.3L ECO BOOST
	\$33,175.00	\$29,788.20	SILVER	4X4, 20/24 MPG, 2.3L ECO BOOST
WRIGHT FORD REDMOND	\$36,050.00	\$29,787.00	SILVER	4X4, 20/24 MPG, 2.3L ECO BOOST
TS & S FORD MADRAS	\$38,335.00	\$34,850.00	SILVER	4X4, 20/24 MPG, 2.3L ECO BOOST
VANCOUVER FORD	\$38,179.00	\$32,193.00	SILVER	4X4, 20/24 MPG, 2.3L ECO BOOST
Delivery fee	\$38,979.00	\$32,921.00	SILVER	4X4, 20/24 MPG, 2.3L ECO BOOST
	\$41,504.00	\$35,214.00	WHITE	4X4, 20/24 MPG, 2.3L ECO BOOST MANUAL SLIDE REAR WINDOW
	\$41,609.00	\$34,910.00	WHITE	4X4, 20/24 MPG, 2.3L ECO BOOST MANUAL SLIDE REAR WINDOW SOFT FOLDING TONNEAU BOX COVER